



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

Baroda Chapter

242, Phonix Complex Near Suraj Plaza, Sayajigunj,

Vadodara- 390005 Gujarat

Contact No.: 0265-2226214

email : baroda@icmai.in

Date: 18th August, 2022.

The Institute of Cost Accountants of India

EXPRESSION OF INTEREST

FOR SELECTION AND ENGAGEMENT OF

CIVIL ENGINEERING / ARCHITECT CONSULTANCY FIRMS

[Partnership Firm/Company]

TO ACT AS AN TECHNICAL

CONSULTANT

FOR PROVIDING **CIVIL ENGINEER/ ARCHITECT** CONSULTANCY SERVICES REGARDING PREPARATION OF TENDER DOCUMENT AND RELATED COMPLIANCE FOR IDENTIFYING AND PURCHASING OF PLOT OF LAND AND CONSTRUCTION OF A NEW BUILDING FOR OFFICE PREMISES FOR BARODA CHAPTER OF COST ACCOUNTANTS IN THE CITY OF VADODARA, GUJARAT.

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Baroda Chapter

242, Phonix Complex Near Suraj Plaza, Sayajigunj,

Vadodara- 390005 Gujarat

Contact No.: 0265-2226214

email : baroda@icmai.in**INDEX**

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email : baroda@icmai.in

Date: 18th August, 2022

Ref No.: EOI-Baroda Chapter/INFRA/Technical Consultant/2022-23

Introduction

The Institute of Cost Accountants of India (ICAI) invites Expression of Interest from bona-fide Engineering firms/ Individual Civil Engineers / Architects having minimum 07 years' experience in the field of technical consultancy services, preparation of estimates, preparation of tender document, technical evaluation of tenders received and providing expert opinion/suggestion on selection of a purchase of plot of land matching with the requirements of the Baroda Chapter of ICAI and finally to certify the details as per tender document in respect of purchase of plot of land preferably located at Vadodara, Gujarat as well as other necessary liaison works for the compliance of the Registration of the shortlisted property in the name of "The Institute of Cost Accountants of India" as per the laid down rules and procedures of the Institute.

Sr. No.	Particulars	Description
1	Type of work	<p>Providing Technical Consultancy Services, Preparation of Estimates as per the approved budget of the Institute, preparation of tender document, technical evaluation of tenders received and also to render expert opinion/suggestion on selection of a purchase of plot of land matching with the requirements of the Baroda Chapter of ICAI and finally to certify the details as per tender document in respect of purchase of a plot of land preferably located at Vadodara, Gujarat.</p> <p>The Architect Consultant also to provide necessary liaison works for the compliance of the Registration of the shortlisted property in the name of "The Institute of Cost Accountants of India" as per the laid down rules and procedures of the Institute.</p>
2	Date of Announcement of EOI	Date: 18 st August, 2022.
3	Last date for submission of EOI	On or before 7 th September, 2022 up to 4 p.m.
4	Date of Opening of EOI	8 th September 2022, at 5 p.m.
5	Period of Contract	Until Completion of total works as listed under "Scope of Work".
6	Name and Address of EOI Document issuing authority	The Institute of Cost Accountants Baroda Chapter of Cost Accountants KB 242, Phonix Complex Near Suraj Plaza, Sayajigunj, Vadodara, Gujarat.



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Sr. No.	Particulars	Description
7	Mode of Submission of EOI documents	Sealed Envelope to be send by Post/Courier in The aforementioned address of Baroda Chapter should reach on or before the closing date and hours of the EOI as mentioned under Sl.No.3 of Page No.2
8	Availabilty of the Expression of Interest	Please go to the website: www.icmai.in and then download the PDF file of the EOI from the "TENDER" menu tab.
9	Contact Person for any clarification on EOI Form & procedures	Chairman of Tender Committee- Baroda Chapter:91 9714029062 E mail ID: baroda@icmai.in
10	Pre-bid Meeting	A pre-bid meeting will be held with the intending bidders at the office of Baroda Chapter of Cost Accountants in presence of the members of the Tender Committee of the Chapter on 1 st September,2022 at 4.00 P.M.



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Eligibility Criteria

1. Having experience in engineering / consultancy services as a Project Management Consultant for construction of Multi-storied building for Corporates/PSUs/Institutional, Architectural work preferable in the city of Vadodara, Gujarat, preparation of Tender Documents for purchase of plot of land for office premises along with preparation of proposed floor layout drawings as per the requirement of the client, Technical Evaluation of the bids received from the various Developers, experience in liaising with VUDA/VMC and other local statutory authorities in completion of the purchase process of the selected property jointly with the legal consultant and the Baroda Chapter of the Institute as per the guidance and advise of the Headquarters of the Institute.
2. The Firm / Company / LLP should have minimum one senior Civil Engineer/Architect having qualification of B. Tech in Civil Engineering /B. Arch. and also two junior Civil Engineer having B. Tech in Civil Engineering /B.Arch. The Firm should be having experience of not less than 5 years in dealing the consultation in field stated in the subject above.
3. The Senior Engineers/Architect should be Member of Institute of Engineers India /Institute of Architect and also having valid Practicing license of VUDA/VMC.
4. The Firm/Company / LLP should have a Head office in Vadodara, Gujarat Only.
5. The Firm/Company / LLP should have PAN and GST Registration No.
6. Having relevant credentials as per the requirement of this EOI.



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Scope of work

1. Preparation of Tender Document in a technical way considering the basic requirements and specifications for purchase of plot of land on an ownership basis in the Vadodara city of preferably in the area of Sevasi/Gotri/Kalali etc. adhering to the standard rules, norms and procedures applicable as per Local Laws for inviting bids from the various Real Estate Developers/Builders/Property Owners.
2. For Preparation of Tender Document, the Technical Consultant need to consult with the Tender Committee of Baroda Chapter of Cost Accountants and Legal Consultant appointed by the Chapter to look after the legal provisions of the purchase procedure and registration of the property.
3. Technical Evaluation of the bid documents submitted by various Real Estate Developers/Builders/Property Owners for selecting the L1, L2, L3, parties as per the specified guidelines and norms of the tender document.
4. To assist and support the Tender Committee and Legal Consultant in the total purchase procedure of the Property for Baroda Chapter of Cost Accountants.
5. Onsite visit of some properties in the area of Sevasi/Gotri/Kalali etc. with the members of the Tender Committee of Baroda Chapter for Assessment of same before preparation of the Tender Document to have an in-depth idea on the properties in respect of the various facilities, market price, standards norms and practices vis-à-vis the requirement of various facilities commensurate to the approved budget sanctioned by the Headquarters for purchase of a new office premise for Baroda Chapter.
6. Checking of the prevailing rules, norms and guidelines of VUDA/VMC regarding purchase of an Purchase of plot of land which will be used for Educational Institution & Administrative Office and to incorporate the relevant provisions of the rules of VUDA/VMC and other Local Authorities in the Tender Document for due compliances of the same.
7. Preparation of proposed Floor layout drawing with the required infrastructure facilities viz. Car Parking, Fire Detection & Fighting Equipment, Elevators, 24 Hrs Water Supply, Security Guards etc., floor area and all statutory norms etc. to be added with the Tender Document for inviting bids from the bona-fide Real Estate Developers/ Builders/ Property Owners.
8. Conceptual plans and preliminary drawings of the projects (preliminary layout, site plan, floor plans, elevations, section with 3D perspective wherever necessary). Indicative area allocation for the different functions and facilities in the office building.
9. Features of the project including permission and passing for the proposed layout, structure, architecture, interiors, exterior elevations and layout of the proposed development.
10. Expected Features and functionalities of the proposed office building with the feasible construction / implementation plan for the same.
11. To check all types of Certificates generally issued by Local Authorities on completion of a Building Project viz. Approved Building Plan, Certificate of fitness of Building- Structural fitness with seismic resistance, NOC as per Fire Detection & Protection Management, Completion for building complex. Etc. or any other documents as considered to be necessary to check & determine the property fit for consideration.



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Important Instructions for the Applicants

- 1) Intending applicants should submit their full bio-data giving details about their organization, experience as per annexure -1
- 2) The Chapter reserves the right to accept any or reject all the applications without assigning any reasons whatsoever.
- 3) It is not obligatory on the part of the management to accept the lowest offer. The chapter may summarily reject any or all the offers against tender without assigning any reason to the bidders participating in the tenders.
- 4) The Consultancy fees payable include comprehensive Consultancy services for all the works under the scope of this EOI but exclude duties and taxes.
- 5) The consultant shall visit the site as and when required to inspect and render necessary advice and support to the Tender Committee of Baroda Chapter of Cost Accountants as well as the Legal Consultant as and when required. The fees payable to the consultant shall include charges for the visits to the site of the project and / or for any meetings. No separate charges will be paid for the visits. No out of pocket expenses will be reimbursed.
- 6) Decision of the Chapter in regard to selection of the Consultant shall be final. The Chapter is not bound to assign any reasons therefore.
- 7) The works should be completed within the prescribed period 1.5 Years after appointment of the consultant / purchase of plot of land whichever is later.
- 8) The Consultant is advised to consult the Chapter's Authorities or visit the office for more details.
- 9) The Bidder should quote their own Consultancy Fees excluding all taxes, other expenses and fees not prescribed in the scope of work, or any kind of applications / permission fees will be actual.
- 10) All taxes should be quoted separately over & above the quoted consultancy fees.
- 11) TDS@10% u/s 194J will be deducted from the basic consultancy fees (excluding GST) against each bill.
- 12) EMD of Rs. 20,000/- is payable by way of bank transfer. For online mode of submission of bid the bidder has to transfer EMD amount of Rs. 20,000/- through NEFT/RTGS to the Bank Account of the Baroda Chapter of Cost Accountants. Details of bank account given below of this EOI document.
- 13) Terms of payment:
 - (i) Methodology of billing: Payment will be released within 14 days from date of receipt of an invoice as per the terms and conditions narrated below.



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Liquidated Damages

If the performance of work/services is delayed beyond time schedule only due to reasons attributed to the Architect, the Architect shall pay the liquidated damages to ICAI for delay but not by way of penalty to the ICAI, an amount calculated at the rate of ¼ % of the total fees/charges payable under the contract for every month for delay or part thereof, and the ICAI will be at liberty to deduct the said amounts from any amount due to Architect from the ICAI. The total amount of such compensation for delay will, however, be limited to a maximum of 10% payable under the contract. This is without prejudice to any other remedy available to the ICAI under the agreement.

Indemnity

That the Architect shall keep ICAI indemnified against all actions, suits and proceedings and all and any costs, charges, expenses, loss or damage incurred, suffered, caused to/sustained by ICAI by reason of any default or breach or lapse or negligence or non-observance of any law or non-performance on behalf of the Architect.

Reservation Clause

That ICAI reserves the right to add or omit any item(s) of the contract work or restrict/decrease the scope of work. The decision of ICAI shall be final and binding in regard thereto and the Architect shall not be entitled to claim any compensation other than the admissible rates provided for in the contract or otherwise mutually agreed upon for such additions, alternations, modifications, variation omissions etc.

Termination

- (i) Either party has liberty to terminate the Agreement by giving two months' prior notice of termination to the other without assigning any reason.
- (ii) In case the work done by the Architect is found not to be satisfactory, ICAI reserves the right to terminate the agreement by giving one-month prior notice to the Architect. The Architect shall maintain good quality to avoid such occurrence.
- (iii) Even after the termination of its engagement, the Architect shall remain liable and be responsible for due certification/approval of any bills submitted by the Contractors at any time, in respect of the work, executed before the termination of the Architect's appointment; but shall not be entitled to additional remuneration there for.



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- (iv) If the Architect closes its business or die or becomes incapacitated from acting as such Architect, the Agreement shall stand terminated. If the Architect fails to adhere to the time Schedule stipulated herein or the extended time which may be granted by the ICAI in its sole discretion, or in case there is any change in the constitution of the firm of the Architect for any reason whatsoever, the *ICAI shall be entitled to terminate this agreement and entrust the work to some other Architect.*

Arbitration

That in the event of any question, dispute or differences arising out or in connection with any of the terms and conditions of the Agreement, in the first instance, the parties hereto shall try to resolve the same by mutual consultation, failing which the same shall be referred to the sole arbitrator to be appointed mutually by the parties. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply. The Seat of Arbitration shall be held at New Delhi and the language of the arbitration proceeding shall be in English. The arbitral award shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons there for

JURISDICTION Subject to the arbitration Agreement contained herein, any dispute between the parties arising out of this Agreement shall be subject to the jurisdiction of the Courts at Vadodara.

Force Majeure

That the obligations of the Architect shall be subject to 'Force Majeure'. For the purpose of this clause, 'Force Majeure' means an event beyond the control of the Architect and not involving the Architect's fault or negligence and not foreseeable. Such events may include, but are not restricted to civil disturbance, riots, earthquakes, tempest and flood. If a Force Majeure situation arises, the Architect shall promptly notify ICAI in writing of such conditions and the cause thereof. Unless otherwise directed by ICAI in writing, the Architect shall continue to perform its obligations under the Agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. In case the performance of any obligations under the Agreement is prevented or delayed beyond 15 days due to any Force Majeure event, the ICAI shall have the option to terminate the Agreement.

Assignment

The Architect shall not assign, sublet or transfer its obligations under this agreement to third party, without the written consent of the ICAI.

Entire Agreement

This Agreement contains the entire Agreement between the two parties concerned. Any previous written or oral agreement relating to this subject matter is hereby superseded and cancelled. No representation, guarantee, modification or agreement shall affect this Agreement unless made in writing and executed with the same formalities.



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Notice

All notices and other communications required or permitted to be given under this Agreement shall be in writing and shall be delivered or sent by personal delivery, electronic mail, facsimile transmission or registered or certified mail (return receipt requested) postage prepaid to the relevant Party addressed as herein below or as may from time to time be notified in writing by such Party to the other no less than 15 days' in advance. The notices and communications sent in such manner shall, unless the contrary is proven, be deemed to have been duly received on the date of personal delivery, two business days following delivery upon confirmation of transmission by the sender's facsimile machine or electronic mail device or ten business days following mailing by registered or certified mail (return receipt requested postage prepaid). The designated correspondence addresses of the Parties are: For ICAI: For Architect:

Severability Clause

In the event that any provision of Tender/ this Agreement shall be deemed to be severable or invalid, and if any term, condition, phrase or portion of Tender this Agreement shall be determined to be unlawful or otherwise unenforceable, the remainder of the tender/Agreement shall remain in full force and effect, so long as the clause severed does not affect the intent of the parties. If a court should find that any provision of this Tender/Agreement to be invalid or unenforceable, but that by limiting said provision it would become valid and enforceable, then said provision shall be deemed to be written, construed and enforced as so limited.

Sr. No.	Milestones	% of Consultancy Fees
a	On appointment by the Baroda chapter on basis of the tender document prepared by the Technical Consultant, duly approved by the Legal Consultant, Tender Committee of Baroda Chapter and Headquarters of the Institute.	10
b	On completion of Technical Evaluation of all bids received from Real Estate Developers/ Builders/ Property Owner & submission of your report with allocation of marks as per the specified clause of the tender document for selection of L1, L2 and L3 bidders	10
c	On finalization and submission of architectural drawing based on the requirement and specification.	15
d	On Submission of complete set of working drawings, detailed estimate, BOQ and tender document for selection of contractor.	15
e	On supervision of site and giving periodical site instruction to contractor. 10% in equal 3 installments – on completion of plinth, ground floor & first floors	30
f	On certification of adequacy of building plan drawings (both structural & layout) and all other necessary clearance certificates of Local Statutory Authorities which are required before for transfer of ownership of a property by sale	10
g	Preparation of as built drawings and service drawings after the completion of work. 5% On Completion of the Project 5% After Completion of Project	10



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- (ii) The consultant shall be paid only the amount adjusted as per the payment terms, as mentioned above.
- (iii) Rates to be all inclusive: The rates quoted by the Consultant shall be final and remained fixed till completion of the work. Any increase/ decrease of Scope of work(s) not included in this EOI will be treated as a new work and will be covered by a supplementary work order mutually

agreed upon. The Technical Consultant should note this aspect and quote their rate accordingly. Payment shall strictly be made as per the terms and beyond that nothing extra shall be paid. All the incidental charges including transportation will be inclusive of the fees. However, any statutory variation in and / or fresh imposition of such levies/ taxes relevant to this contract shall be paid on actual basis by the Chapter after submission of documentary proofs by the consultant and verification of the same by the chapter.

- (iv) No Price variation will be admissible other than the extra scope of work. The Consultant must furnish the Earnest Money as specified, failing which the EOI shall be rejected. No interest shall be paid on Earnest Money Deposit.

Earnest Money

Forfeiture and/or Refund

If any bidder backs out after opening of bid, their EMD should be forfeited, with right of management for any other disciplinary action against the party.

Earnest money of unsuccessful bidders will be refunded within 30 days after issuing of letter of award.

Earnest money of successful bidder will be refunded on completion of work.

• Details for NEFT/IMPS Payment •	
ICAI- Baroda Chapter	
Name of the Bank: Bank of Baroda	Branch: Sayajigunj
Current a/c No.: 02000100050881	IFSC code: BARB0SAYAJI
PAN No.: AAATT9744L	GST No.: 27AAATT9744L1ZS



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Procedure for Submission of the Technical and Financial Bid

Eligible Architect firm(s)/Company are here by invited to submit their bids for Technical Consultancy services required as mentioned in the subject of this EOI notice above.

- Date and submission of the sealed bids: On or before 7th September, 2022 at 5 p.m.
- Submission of bids: Subject should be mentioned
- Mode of submission: By Hand in the Tender Box of Baroda Chapter Office/By Post or
- Courier in the office address of Navi Mumbai Chapter office.
- Reference No.: **Ref No.: EOI-Baroda Chapter/INFRA/Technical Consultant/2022-23**

Envelope No. I – TECHNICAL BID:

Printout of Technical documents should be duly filled by handwritten/Typed in Computer as per the format given below in Annexure-2.

Envelope No. II – FINANCIAL BID:

Printout of Financial bid should be submitted duly filled by handwritten/Typed in Computer as per the format given below in Annexure-3

The Bidder should prepare two separate envelopes – One for submission of Technical Bid and another for submission of Financial Bid. These two envelopes need to be sealed super subscribing – Technical Bid & Financial Bid with the name, address and contact number of the Bidder.

Envelope No. III:

Then pre-sealed envelope no. I & II need to be inserted in another envelope i.e. envelope no. III and it also need to be sealed with a subject heading on it which is as under:

EXPRESSION OF INTEREST FOR SELECTION AND ENGAGEMENT OF CIVIL ENGINEERING / ARCHITECT CONSULTANCY FIRMS [Partnership Firm/Company] TO ACT AS AN ARCHITECT CONSULTANT FOR PURCHASE OF A NEW PROPERTY FOR BARODA CHAPTER OF COST ACCOUNTANTS.

Name and Address of the Bidder along with the contact no. should written on the bottom of the sealed envelope which contains both the sealed envelope of Technical Bid and Financial bid.

The Final sealed envelope should be addressed to:

“Tender Committee, Baroda Chapter of Cost Accountants, 242 Phonix complex, Near Suraj Plaza, Sayajigunj, Vadodara – 390005.”



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Please follow the following procedures for completion of submission of the EOI

Submission of EOI Form and deposition of EMD:

The duly filled Technical Bid of this EOI should be accompanied the followings in the sealed Envelope No. - I **“TECHNICAL BID”**:

- i) For deposition of EMD other than MSMEs, the bidder would have to transfer the amount of Rs. 20,000/- directly to the Chapter's Bank Account, details as mentioned in clause 12 of this EOI
- ii) A printout of the bank transfer of the said EMD amount mentioning its UTR No. need to attached with the technical bid form as a mark of evidence towards EMD payment.
- iii) A forwarding letter in the letterhead of the Consultant's Firm/Company need to attached with the "Technical Bid" mentioning the documents enclosed for submission.
- iv) The financial bid file must be properly sealed. Unsealed envelope containing "Financial Bid" or "Financial Bid" inserted inside the envelope containing "Technical Bid" will be totally rejected and thus the bidder will be disallowed from the bidding process.
- v) Complete official address of the bidder along with the contact details must be mentioned in the bottom of all 3 envelopes.
- vi) All bids received after the cut-off date and time of the EOI Document shall be treated as void.
- vii) Any further correspondence related to Expression of Interest would be done through email only.

• Details for NEFT/IMPS Payment •	
ICAI- Baroda Chapter	
Name of the Bank: Bank of Baroda	Branch: Sayajigunj
Current a/c No.: 02000100050881	IFSC code: ICIC0001881
PAN No.: AAATT9744L	GST No.: 27AAATT9744L1ZS

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Sl. No.	About Organization	Details to be Provided
A	Proprietary Firm/LLP/Company & year of the registration/incorporation (Please furnish copy of registration/trade license, incorporation Certificate/partnership deed/MOA & AOA etc.)	
B	Head of the Organization	
C	Name, Address, Telephone/E-mail id/ Fax No of the bidder	
D	Details of Partners/Directors/Employees with educational qualification (Please furnish professional qualification certificate & membership certificate of Institute)	
E	Name, Professional Qualification and Mobile Number of two Senior Civil Engineer / Architect	
F	Name, Professional Qualification and Mobile Number of two Junior Civil Engineer / Architect	
G	PAN (self -attested copy) [Partnership Firm / LLP/ Company/ Proprietary firm] & [Partners /Directors]	
H	CIN/DIN [Company / Director]	
I	GST Registration No. [Gujarat]	
J	Udyam Certificate No. [MSME] / Shop Licence No. (self -attested copy)	
K	Bank Details <ul style="list-style-type: none"> • Name of the Account • Account Number • Type of Account • Bank Name • Branch Name and Address • IFSC Code 	
L	Credential <ul style="list-style-type: none"> - Nos. of Projects completed [5 crores & Above] in last 5 years. - Nos. of Projects completed [3 crores & Above] in last 3 years. - Nos. of Single Project completed [2 crores & Above] in last 2 years. - Nos. of Projects handled in Vadodara, Gujarat in last 5 years. - Nos. of Projects handled – Building of Educational Institute and its administrative office Please attach your Firm/Company brochure for submission of detailed credentials mentioning the role of your work along with list of names of empanelled companies/PSUs/Govt. Organisation.	
M	Experience (in nos. of years) of the Firm / LLP/Company / Proprietary firm as a Technical Consultant in field of construction of multi-storied building	
N	Number of Employees [Technical & Administrative] in the Firm/LLP/Company / Proprietary firm	

Date:**Name and Signature of the Bidder with Stamp**

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Sl. No.	Documents	Page No.
1	Details of Bidder as per Annexure-1	
2	Copy of Incorporation Certificate [Company]	
3	Copy of Trade License	
4	Copy of Professional Tax Enrolment certificate	
5	Copy of Partnership Deed / LLP Deed (If applicable)	
6	Copy of MOA & AOA	
7	Copy of DIN – Directors of the Company	
8	PAN of the bidder [Firm/LLP/Company / Proprietary firm]	
9	GST Registration certificate	
10	Udyam [MSME] Certificate/ Shop Licence	
11	Professional qualification certificate of Partners/Directors	
12	Membership certificate of Institute / Certificate of Practice as chartered Engineer	
13	Experience certificate of the Senior Engineers/Architects	
14	Copy of audited Balance Sheet and Profit & Loss Account of last 3 years [FY 2020-21,2019-20 & 2018-19] along with Audit Report	
15	Copy of Income Tax return acknowledge of last 3 years [FY 2020-21,2019-20 & 2018-19]	
16	Copy of last GST Return filed [GSTR – 3B & GSTR-1]	
17	Copy of the firm/LLP/Company brochure	
18	Copy of a Cancelled Cheque Leaf	
19	Proof of payment of EMD of Rs. 20,000/-	

Date:**Name and Signature of the Bidder with Stamp**



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Annexure - 3

Procedure of Evaluation of Bid

S. No.	Criteria for Evaluation of the Bid		Maximum Marks allotted
A	Technical Evaluation		
1	Nos. of years of Operation		10
	- 5 years	- 2 Points	
	- 5 years to 10 years	- 4 Points	
	- 10 years to 20 years	- 6 Points	
	- More than 20 years	- 10 Points	
2	Nos. Of Senior Engineer having qualification of B. Tech/B. Arch being the Partners/Directors in the Firm/LLP/Company/Proprietary firm		5
	- 1 Partners/Directors - 2 Points		
	- More than 1 but less than or equal to 3 Partners/ Directors - 5 Points		
3	Nos. of Junior Engineer having qualification of B. Tech/B. Arch being the employee of the Firm/LLP/Company		5
	- 2 Junior Engineer - 2 Points		
	- More than 2 but less than or equal to 4 - 5 Points		
4	Credential of Technical Consultancy Services as PMC/Architect Consultant		10
	- 2 Nos. of Projects completed [Project Value - 5 crores & Above] in last 5 years - 2 Points.		
	- 2 Nos. of Projects completed [Project Value 3 crores & Above] in last 3 years - 2 Points		
	- Single Project completed [Project Value 2 crores & Above] in last 2 years - 2 Points		
	- 2 Nos. of Projects handled in Navi Mumbai/ Mumbai in last 5 years - 2 Points		
	- Nos. of Projects handled – Building of Educational Institute and its administrative office - 2 Points		
5	Average Annual Turnover of the Firm/LLP/Company in last 3 FY		10
	- less than Rs. 25 Lakhs - 2 Points		
	- Rs. 25 Lakhs to 50 Lakhs - 4 Points		
	- Rs. 50 Lakhs to 1.00 Crore - 6 Points		
	- More than 1.00 Crore - 10 Points		
6	Submission of Income Tax Return for last 3 years and monthly GST Return up to date		5
7	Fulfilment of submission of other statutory documents [self-attested]		5
	- Trade License, PAN, MSME Certificate, CIN, DIN, Partnership Deed, MOA & AOA, GST Regn. Certificate etc.		
8	Membership Certificate of the Partners/Director/Employee – Practicing Chartered Engineer from the Engineering Institute of India/ Institute of Architects		5
9	Professional Experience of the Partners/ Director		5
	- Up to 10 years - 3 Points		
	- More than 10 years - 5 Points		
	TOTAL		60
	Qualifying Marks of Technical Bid = 40 Points		
B	Financial Evaluation		40
	GRAND TOTAL		100



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Baroda Chapter

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Vadodara- 390005 Gujarat

Contact No.: 0265-2226214

email : baroda@icmai.in

Weighted Average Method for Final Evaluation of the Bids [Technical + Financial]

The participating bidders who will score 40 and above marks out of 60 marks in the Technical Evaluation as per the marks allocated in the above table will only qualify in the Technical bid. Financial Bids will be opened for those bidders who will be able to qualify in the Technical bid.

Based on the combined Technical & Financial scores (i.e. 70 % of Technical score & 30 % of Financial score) final selection will be made.

For example, five consultant firms A, B, C, D & E are technically qualified and out of 60 points of technical bid, they have obtained 35, 40, 45, 50 & 55 marks respectively.

Now, they have quoted their price bids Rs.5, Rs.6, Rs.7, Rs.8 & Rs.9 respectively for their consultancy charges.

Out of 100 points of price bid, marks of the consultants will be ascertained as under:

Sl. No.	Name of the Consultants	Rate quoted	Marks obtained
1	A	5	$100 \times 5/5 = 100.00$
2	B	6	$100 \times 5/6 = 83.33$
3	C	7	$100 \times 5/7 = 71.43$
4	D	8	$100 \times 5/8 = 62.50$
5	E	9	$100 \times 5/9 = 55.56$

Total marks will be calculated as under:

Sl. No.	Name of the Consultants	Technical marks (a)	Financial marks (b)	Total marks (a+b)
1	A	$35.00 \times 70\% = 24.40$	$100.00 \times 30\% = 30.00$	54.40
2	B	$40.00 \times 70\% = 28.00$	$83.33 \times 30\% = 25.00$	53.00
3	C	$45.00 \times 70\% = 31.50$	$71.43 \times 30\% = 21.43$	52.93
4	D	$50.00 \times 70\% = 35.00$	$62.50 \times 30\% = 18.75$	53.75
5	E	$55.00 \times 70\% = 38.50$	$55.56 \times 30\% = 16.67$	55.17

As per the above table, Consultant E will get the final order, being the highest scorer.

Note: In case of any tie in the score (Technical + Financial) the higher technical scorer of the above will be selected.

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email : baroda@icmai.in**Financial Bid**

Name of the Firm				
Address, Contact No. & Email Id:				
S. No.	Name of Work	Consultancy Fees (INR) (A)	GST @18% (INR) (B) =18% X (A)	Total Fees (INR) (C)=(A)+(B)
1.	Comprehensive Consultancy Fees for to act as a technical consultant for providing civil engineer/architect consultancy services regarding preparation of tender document and related compliance for identifying and Buying plot of land for office premises for Baroda chapter of cost accountants in the city of Vadodara, Gujarat.			
	TOTAL			

Rupees in Words (_____

_____)

Date:**Name and Signature of the Bidder with Stamp**



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Contact No.: 0265-2226214

email : baroda@icmai.in

FORM OF AGREEMENT

(To be executed on requisite value of stamp papers)

AGREEMENT

THIS AGREEMENT made on _____ day of _____ (Month/year) between, Baroda Chapter of ICAI of the one part and _____ (name and address of the Consultant) (hereinafter called "the Consultant") of the other part.

WHEREAS Baroda Chapter of ICAI is desirous that certain works should be executed by the Consultant viz. Contract No. _____ (Hereinafter called "the Works", and has accepted a Bid by the Consultant for the execution and completion of such Works and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement:
 - a) Letter of Acceptance of EOI
 - b) Notice Inviting EOI
 - c) Instructions to the Consultants
 - d) Forms of bids
 - e) Conditions of the Contract
3. In consideration of the payments to be made by the Baroda Chapter of ICAI to the Consultant as hereinafter mentioned, the Consultant hereby covenants with the Baroda Chapter of ICAI to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Baroda Chapter of ICAI hereby covenants to pay the Consultant in consideration of the execution and completion of the Works and the remedying of defects therein the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this

Agreement executed the day and year first before written.

(Name, Designation and address
of the authorized signatory)

(Name, Designation and address
of the authorized signatory)

Signed for and on behalf of the
Consultant in the presence of:

Signed for and on behalf of the
Baroda Chapter of ICAI in the presence of

Witness:

Witness:

1.

1.

2.

2.