



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

CMA BHAWAN, Headquarters,
12, Sudder Street, Kolkata -700 016.

Phone No. : 033 2252 1031/1034/1035

Website : www.icmai.in

EXPRESSION OF INTEREST

**FOR SELECTION AND ENGAGEMENT OF
ENGINEERING/CONSULTANCY FIRMS**

[Individual/ Partnership Firm/Company]

AS

ARCHITECT CONSULTANT

FOR

VARIOUS CIVIL, INTERIOR AND ALLIED WORKS

OF

THE CENTRE OF EXCELLENCE BUILDING

AT

GACHIBOWLI, HYDERBAD



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NOTICE INVITING EOI

Ref No.: **TENDER-HQ/INFRA/HCE/2020-21**

Date: 1st March, 2021.

The Institute of Cost Accountants of India (ICAI) invites Expression of Interest from bona-fide Engineering firms/ consultant firms who have minimum 5 years experience in consultancy services, preparation of estimates, evaluation of tenders, monitoring execution of the work, certifying the bills of vendors and liaison with regulatory bodies for getting NOC such as Fire safety, Telangana Industrial Infrastructure Corporation etc. for the office building at Plot No-35, Financial District, Nanakramguda Village, Serilingampally Mandal, Gachibowli, Ranga Reddy District Hyderabad-500032.

1.	Type of work	Providing Technical Consultancy in the area of preparation of estimates, evaluation of tenders, monitoring execution of the work, certifying the bills of vendors and liaison with regulatory bodies for getting NOC such as Fire safety, Telangana Industrial Infrastructure Corporation etc.
2.	Date of Announcement of Tender	March 1 st 2021.
3.	Last date for submission of Tender	On or before 21 st March,2021 up to 4:00 P.M.
4.	Date of Opening of Technical Bid	25 th March, 2021 at 4.00 P.M.
5.	Period of Contract	Until Completion of total works as listed under "Scope of Work"
6.	Address for Submission of physical form of Tender Document	The Tender Committee (Below Rs. 2.50 lakhs to Rs.25.00 Lakhs), Tender Box (Ground Floor), The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.
7.	Mode of Submission of Tender documents	May be submitted by hand or through post/courier so or through email as to reach before the due date and time.
8.	Procedure of submission of bid in online mode through email	Please refer page no. 8 & 9 regarding the rules & procedures about online mode of submission of the Tender Bid.
9.	Contact Person for any clarification on Tender Form & procedures	Mr. Kushal Sen Gupta, HoD-Infrastructure Dept. Contact No.: 9433148871, Email id : - infrastructure.hod@icmai.in The bidders to visit the office for assessment of the work



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Eligibility Criteria:

Experience of engineering / consultancy services in Architectural drawings, designs, preparation of estimates, providing specifications, monitoring the works of vendors, experience in liaising with government organizations, like fire safety, Municipal corporations “etc”.

1. The Firm should be registered with a statutory body under any Central/State Govt./Autonomous Institute related to Engineering /Architecture.
2. The firm should have one senior civil Engineer (B.Tech) having experience of not less than 5 years
3. Income Tax returns for last 3 years.
4. The Firm should have an office in Hyderabad.

Scope of the work:

1. Getting Fire safety clearance and Inspection and certifying the bills of vendor for the fire safety work and providing specifications for fire safety doors, evaluating the tenders, monitoring the installation and certifying the bills.
2. Consultancy for Getting Occupancy certificate from TSIIC Consultancy for giving specifications for branded furniture Cots, beds, sofas, side tables, centre tables etc. technical evaluation of the tenders, finalization of tenders monitoring and certifying the bills.
3. Giving specifications, evaluating the tenders, finalization, monitoring and certifying the bills for projectors, screens in the auditorium, and sound systems in the two class rooms.



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4. Giving specifications, preparation of BOQ & Tender document, tender evaluation and monitoring and certifying the work for southern side & back side compound wall of the plot of land, construction of pavement exit pathway, demolition of existing room of security guard and construction of new room for them, construction of underground tanks for rain water harvesting, necessary all types of repairing works to be undertaken inside the existing premises etc .
5. Giving specifications estimates and tender evaluation, monitoring and certification of the bills of the vendor for southern side (Exit) pathway of the plot of land.
6. Any other jobs connected with the above items, from time to time, in case of requirement
7. To access the Civil Construction works of the building of Hyderabad Centre of Excellence for providing certificate for clearance of EMD for Civil & Electrical works.

Important Instructions for the Applicants

- 1) Intending applicants should submit in duplicate their full bio-date giving details about their organization, experience.
- 2) The ICAI 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 management to accept the lowest offer. The ICAI may summarily reject any or all the offers against tender without assigning any reason to the bidders participating in the tenders.



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- 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 for the ongoing works. 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
- 6) Decision of the ICAI in regard to selection of the Consultant shall be final. The ICAI is not bound to assign any reasons therefore.
- 7) The works should be completed within the prescribed period 3 months after appoint of the consultant.
- 8) The Consultant is advised to consult the ICAI's Authorities or visit the office for more details.
- 9) The tenderer should quote their own rate excluding all taxes.
- 10) GST@18% will be levied over & above the quoted consultancy fees.
- 11) TDS@10% u/s 194J will be deducted from the basic consultancy fees (Apart from GST) against each bill.
- 12) **EMD payable on estimated value, DD in favour of "THE INSTITUTE OF COST ACCOUNTANTS OF INDIA" payable at Kolkata Rs 25000/- in case of physical mode of submission of the bid. For online mode of submission of bid the bidder have to be transferred EMD amount of Rs.25,000/- through NEFT/RTGS to the Bank Account of the Institute. Details of bank account given in page No. 8 of this tender document.**
- 13) **Terms of payment:**
Methodology of billing on the quotated price has been given in Schedule of Price Bid (Page No. 10 to 14)



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Payment will be release within 14 days from date of raising of bill as per the terms and condition narrated in Schedule of Price Bid (Page no. 10 to 14)

Variation in quoted Price

1. The payments shall be made to the consultant initially based on the estimated cost of works on percentage rate basis. This will be adjusted (+/-) based on awarded value of work. The final payment will be again adjusted based on completed value of building(without any escalation)
2. The consultant shall be paid only the amount adjusted as per the payment terms, as mentioned above.
3. Rates to be all inclusive:

The rates quoted by the Consultant shall be final and remained fix 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 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.

However, any statutory variation in and / or fresh imposition of such levies/ taxes relevant to this contract shall be paid on actual basis by ICAI after submission of documentary proofs by the consultant and verification of the same by ICAI.

4. No Price variation will be admissible other than the extra scope of work.

Earnest Money Deposit

The Consultant must furnish the Earnest Money as specified, falling which the EOI shall be rejected.

No interest shall be paid on Earnest Money Deposit.

No EMD will be applicable for the MSME Parties participating in the Tender by producing their valid Certificate issued by MSME



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Dept. of the Govt.

Forfeiture of Earnest Money: If any bidder back 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 should be refunded as promptly as possible.

Earnest Money of the successful Consultant shall be dealt as under:

The Earnest Money after acceptance of the EOI shall be converted in retention Money. EMD converted into retention money shall be retained till 12 months beyond the completion of this work.

Engineering / consultant firm(s) are here by invited to submit their bids for consultancy services required for completion of the project at Plot No-35, Financial District, Nanakramguda Village, Serilingampally Mandal, Gachibowli, Ranga Reddy DistrictHyderabad-500032.

- Date and submission of the sealed bids (Offline/Online Mode):

On or before 21st March, 2021 by 4:00 PM

- For Offline mode of submission of the bid (Physical Document Form)

Sealed envelope bid super scribed with Ref no: **TENDER-HCE/Ko1/2020-21 [EOI FOR SELECTION & ENGAGEMENT OF ARCHITECT CONSULTANT FOR HCE BUILDING, HYDERABAD]** must be dropped in the tender box or can be send by post/couriered at the address mentioned below.

THE CONVENER
TENDER COMMITTEE (UP TO RS.25.00 LAKHS)
THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
CMA BHAWAN, HEADQUARTERS,
12, SUDDER STREET, KOLKATA - 700 016.



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➤ For Online mode of submission of the bid (Soft copy through email)

Please refer page No. 8 & 9 of this tender document.

Online Mode of Submission of Tender Form and deposition of EMD

Due to the current pandemic situation, the Tender Bid through Online (Email) mode shall be allowed by following procedure laid hereunder:

- i) The interested bidder would send the Technical Bid or both Technical Bid & Financial Bid (in case of two bid system) through email to the Convener of the Tender Committee. **The email id of the Convener of Tender Committee: infrastructure.dd1@icmai.in**
- ii) The Bid would be in the form of a scanned PDF file properly named as Technical & Financial bid vide Ref no: **TENDER-HCE/Ko1/2020-21 [EOI FOR SELECTION & ENGAGEMENT OF ARCHITECT CONSULTANT FOR HCE BUILDING, HYDERABAD]** in the bidder letter head, duly sealed & signed by the bidder.

The subject line of the bidder email should contain the matter "**Offer EOI for selection of Architect Consultant for the HCE Building of the Institute**".

- iii) For deposition of EMD other than MSMEs, the bidder would have to transfer the amount of Rs.25,000/- directly to the Institute Bank Account, details as mentioned in the Tender Document. The details of Institute's Bank Account are as follows:
 - a) Name of the Bank : Punjab National Bank
 - b) Branch Name & Address : New Market , Kolkata – 700087.
 - c) Nature of Bank Account : Current Account
 - d) Bank Account No. : 0093002109030025
 - e) IFSC Code : PUNB0009300
- iv) A screenshot of such EMD transfer may be put in the PDF file (to be send online) as a mark of evidence towards EMD payment.
- v) The Convener of the Tender Committee shall get certification from HoD-Finance as a confirmation of EMD payment before processing the Tender.
- vi) The file(s) would be password protected for opening. The detailed procedure to **protect a PDF file through password has been given in page No.**



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- vii) Complete official address of the bidder along with the contact details must be mentioned in the body of the email, while sending the bid to the Convener in the aforementioned email id.
- viii) All emails received after the cut-off date and time of the Tender Document shall be treated as void.
- ix) After the cut-off date and time of the Tender Document, password for opening the Technical Bid & Financial Bid shall be sent to the Convener of the Tender Committee through a separate email by the bidder. For this purpose, the convener of the tender committee will send a request email to the respective bidder who submitted their bid.
- x) No hard copy Tender would be entertained.
- xii) Any further correspondence related to tendering would be done through email only.

Procedure for password protection of a PDF File

1. Download the File from the website of the Institute from TENDER Menu bar.
2. Fill up the Form by providing required information and details with signature and company seal at appropriate places as instructed.
3. Make a scan of the total document in PDF format only.
4. Save the PDF file in your PC.
5. Open the PDF File
6. Click on the menu **File -> go to Properties**
7. **Document Properties** window will open
8. Click on the **Security Tab**
9. Choose **Password Security** from the drop down under **Security Method**
10. **Password Security – Settings** window will open
11. Select the check box **Require a password to open the document**
12. Put the desired password in the text box **Document Open Password** and click **OK**
13. Reconfirm the same password in the small pop up window.
14. Again Save the PDF file
15. Submit your tender by send the password protected PDF file as an attachment to your email with the details of the work as mentioned in point no. ii) of page no. 8 through a mail to trd.dd2@icmai.in



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Details of the Tenderer

Sl. No.	About Organization	Details to be provided
I.	General Information	
A	Individual/ Partnership Firm/Company & year of the registration (Please furnish copy of registration/trade license, incorporation certificate/partnership deed etc.)	
B	Head of the Organization	
C	Name, Address, Telephone/E-mail id/ Fax No of the bidder	
D	Details of Partners/Directors with educational qualification (Please furnish professional qualification certificate & membership certificate of relevant Institute)	
E	Name and Mobile Number of the concerned person for the job	
II.	Financial Position (Attach Audited Annual Accounts and Income Tax Return acknowledge copy of last 3 financial years)	
A	Turnover of the last 3 years.	
B	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 • MICR Code • PAN • GST Registration No. 	



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Sl. No.	About Organization	Details to be provided
III	Credentials	
A	Presence in Indian Market	
B	Registered Office & Others	
C	Total Number of Clients along with order value (Attach separate sheet as an annexure, if required)	
D	Experience and Capabilities	
E	Nos. of such types of jobs executed successfully with job completion certificate from the clients along with the details of the jobs.	

Date:

Name and Signature of the Tenderer with Stamp



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Schedule of Price Bid

Ref No.: CMA/HCE/Ko1/2020-21

Name of the work: Providing consultancy Services for the Hyderabad Centre of Excellence, The Institute of Cost Accountants of India, Hyderabad.

Assignment/task Amount quoted for **Consultancy Services** (in Rs)

----- (in Figures).
[To be denoted as **(A)** in the table below] (excluding GST & any other taxes of Central/State Govt.)

Amount quoted for Consultancy Services (in Rs) -----

in Words.



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Item wise Description & its break up for consultancy services:

[Amount of Consultancy Fees (INR) should match with the figure quoted above denoted as (A)]:

Sl. No.	Items	Amount of Consultancy Fees (INR)
I	FIRE SAFETY SYSTEM	
1	Identification, supervision, motoring, inspection and to assist the vender to execute the balance works related to fire safety system in place as per specification within scheduled time frame. [Checking & testing of the installed system, induction of a new diesel pump in the system & any other item found as necessary on inspection of the fire safety dept.]	
2	Certification of works executed as well as RA bills of vendor(s) engaged for fire safety works	
3	Preparation of estimates, tender documents, evaluation of quotes of the parties participating in the tender process for selection of appropriate vendor for execution of various civil construction and allied works necessary for compliance of fire safety norms of the Fire Safety Dept. of Telengana State [construction of new exit pathway & boundary wall at southern side of the plot, construction for increase of existing boundary wall behind the building, demolition of existing room of security guard & construction of new room for them, construction of rain water harvesting tank, Fire Safety Doors at 2 nd ,3 rd & 4 th floors and any other item as found necessary for compliance of norms of fire safety dept. of Telengana State]	
4	Supervision, monitoring, inspection and to assist the Civil Contractor selected through tendering process to complete the works as per required specifications and within scheduled time frame	



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Sl. No.	Items	Amount of Consultancy Fees (INR)
5	Certification of works executed as well as RA bills of vendor(s) engaged for Civil & allied works related to fire safety system	
6	Getting the Fire safety clearance after inspection of fire safety dept. of Telengana State through proper liaison with the department	
II	Building Possession Certificate from TSIIC	
7	Arrangement of necessary Certificates and documents to obtain the occupancy Certificate from TSIIC	
III	Repairing & Misc. Works	
8	Preparation of estimates, tender documents (where ever necessary), evaluation of quotes submitted by the parties for selection of appropriate vendor(s), supervision, motoring, inspection and to assist the vender to execute of all types of repairing, replacement, rework, new installation works related to Civil, Electrical, Plumbing, Painting, interior Furnishing & Decoration, Office Equipments e.g. Close Circuit Camera, Sound System, Solar Heating system etc other than IT items & Computers , Split & Central Air-conditioners, Carpentry etc. of the existing setup in place at HCE building of the Institute along with certification of RA bills of the vendor(s) against executed works.	



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Sl. No.	Items	Amount of Consultancy Fees (INR)
IV	Modular Furniture & Fittings	
9	Identification and finalization of numbers, size, & specification of Interior Modular Furniture to be purchased from branded manufacturers for usage of the same in 20 nos. of residential rooms at 3 rd & 4 th floors of the HCE building (Beds, Bed side units, Wardrobes, Center Tables, Sofas etc.) . [Preparation of estimates, tender documents, evaluation of quotes of the parties participating in the tender process for selection of appropriate vendor as per the tender specification & norms for placing the order, inspection of the products at the manufacturer site before dispatch, inspection and certification of the products after installation at our office premises, certification of bills of the vendors, all types of liaison and follow up with the vendor for supply of the materials within due item and also in case of any rectification of defect found after installation up to the defect liability period as offered by the vendor.]	
10	Any other consultancy works not included above but found necessary towards execution of the aforesaid works	
	TOTAL	

Total Rupees in words _____

_____ only.



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Billing is allowed on completion of item wise Consultancy Services on pro-rata basis as per the following Yardstick table:

Sl. No.	Yardstick	% on item wise consultancy Fees
1	Checking and testing of the presently installed system/setup at the building	10
2	Identifying the discrepancies/gap/shortfall of existing system/setup creating hindrances of functioning	5
3	Providing specifications, preparation of estimates and tender documents for the works required to be executed	20
4	Evaluation of tenders submitted by the participated bidders and selection of appropriate vendor	10
5	Inspection, monitoring, supervision, certifying the bills and to guide the vendor to execute the balance work as per specification and within agreed time frame	25
6	Obtaining clearance certificate after inspection of various Statutory Authorities/Department of Telangana State through proper liaison with the Authority/Department wherever required otherwise it will be added 5% each from Sl. No.1 to 4 & 10% to Sl.No.5 with the prescribed %.	30

e.g : Say for Item No. I (Fire Safety System) the amount quoted is Rs. **X**, so billing is to be made on completion of Sl. No. 1 (Yardstick) = Rs. **X** Multiplied by 10% and so on for rest of the items in the yardstick table.



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List of Attachments (Photo Copy)

Sl. No.	Particulars of the Document(s)	No. of Pages
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Signature :

Full Name of the Organization :

Rubber Stamp :

Address with contact No., Email & Fax No. :