

**Empanelment of Design Consultant for preparation of Tender Drawings, Working Stage drawings of Civil/ Structure only for various works in Various places across India**

**Empanelment document**

*July, 2015*

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**Consultant: HSCC (I) Ltd. E-6(A), Sector-1, NOIDA, U.P.-201301**

**Tel: (0120) 2542436, 2542437, 2542439**

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**NOTICE INVITING TENDER**

HSCC (I) Ltd. invites sealed applications for empanelment of Design Consultant for preparation of Tender Drawing, working stage drawing Civil / structural for various works in Various places across India. Empanelment documents may be downloaded from HSCC's Web site [www.hsccltd.co.in](http://www.hsccltd.co.in) and to be submitted along with document fee of Rs. 1000/- in case downloaded from web site and earnest money of Rs. 2500/- for each module in the form of DD/Pay order in favour of HSCC(I) Ltd., Noida. Last date of submission of complete document is 15:00 hrs of 17.07.15 in HSCC's office at Plot No. E - 6(A), Sector – I, Noida –200301 (U.P.) HSCC reserves the right to accept or reject any application without assigning any reason or incurring any liability whatsoever. Prospective bidders are advised to regularly scan through HSCC web site as corrigendum/amendments etc., if any, will be notified on the HSCC web site and separate advertisement will not be made for this.

**Senior Manager (Civil)**

1.0 Name of work:

**“Empanelment of Design Consultant for Preparation of Tender Drawing, working Stage Drawing of Civil / Structure for various works in Various places across India”**

### **1.1 INSTRUCTIONS TO APPLICANTS**

Offers are hereby invited by HSCC from competent Design Consultant for Civil / Structural. The offer shall be submitted in sealed covers marked **“Empanelment of Design Consultant for Preparation of Tender Drawing, working Stage Drawing of Civil / Structure for various works in Various places across India”** as detailed below:-

#### ENVELOPE MARKED NO.1

A“demand draft“ of Rs 1000/- ( Rupees One Thousand only) payable in favour of HSCC (India) Ltd at NOIDA and an Earnest money of Rs.5,000/- for each module (for which application is submitted) in the form of either demand draft or pay order in favour of HSCC (India) Ltd, payable at Noida.

#### ENVELOPE MARKED NO. 2

Shall contain empanelment document and annexure duly filled in, signed and stamped and credentials of Design Consultant for Civil / Structural/ documentary proof in support of qualifying criteria along with submittals as required.

Above two envelopes shall be sealed into third envelope where name of work, **Building Module no. as per Table 1** for which application is submitted and name of firm submitting the tender and last date of submission of tender to be mentioned.

The last date of submission of tender is 17.07.2015 up to 1500 Hrs. The tenders shall be opened in the presence of the representatives of the bidders who wish to participate in tender opening at 1530 Hrs on same day i.e. 17.07.2015 in the office of HSCC (I) Ltd. at the following address:

**Senior Manager(c )  
HSCC (India) Ltd.  
E - 6(A), Sector -1, NOIDA, Uttar  
Pradesh. Pin- 201301.**

HSCC may select Design Consultant for Civil / Structural from applications through this empanelment and may form a panel. Decision of the HSCC, in this regard shall be final. HSCC is not bound to assign any reason thereof.

Applicants applying for the above works shall have their office in Delhi/NCR.

The panel of Design Consultant for Civil / Structural, once prepared, shall be valid for a period of 24 months from the date of empanelment. HSCC may extend the period of empanelment with mutual consent. The empanelled consultant(s) shall be considered for award of works on limited tender basis as and when required.

The applicants shall submit an affidavit duly notarized that they have not abandoned any work of Union Government/ State Governments/ PSU's etc. during the last 5 years. They shall also submit an affidavit that they have not been blacklisted, debarred, declared non performer or expelled by Union Government/ State Governments/ PSU's etc. during the last 5 years.

Even though the Applicants meet the above criteria, they are subject to be disqualified, if they have:

- made misleading or false representation in the form, statement and attachments submitted; /or
- Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc. /or
- The performance of any applicant already worked/ working with HSCC is not found satisfactory./or
- found to have been black listed in any of the works.

The competent authority to pre-qualify shall have the power to relax any condition/criterion for pre-qualification if it considers expedient to do so.

HSCC reserves the right to:

- (a) Reject or accept any application without assigning any reason or incurring any liability thereof
- (b) Cancel the empanelment process and reject all applications

HSCC reserves the right to enter into parallel rate contract(s) with one or more empanelled Structural consultant.

Prospective applicants are advised to regularly scan through HSCC website as corrigendum/amendments etc. if any, will be notified on the company's website and separate advertisement will not be made for it.

HSCC may increase /delete the empanelled Design Consultant for Civil / Structural on the basis of requirement and performance of individual Structural consultant.

The empanelled consultant(s) from higher module number may be considered for taking the work of building module of lower size.

HSCC shall not be bound to provide work to any empanelled Structural consultant and it has right to carry out such work in-house.

The EMD of empanelled Design Consultant for Civil / Structural shall be retained with HSCC as security deposit for the empanelment period. No interest whatsoever shall be payable to them on the same. HSCC has a right to forfeit the security deposit if work done by the empanelled Structural consultant is not up to the satisfaction of HSCC. The EMD of applicants not empanelled shall be refunded in one month of finalization of empanelment.

The applicants shall submit the following documents along with their offer:

- i) Photo copy of Service Tax No. and PAN No.(As and when applicable).
- ii) In case of individual / partnership firms, Income Tax return for the last three years, i.e 2011-2012,2012-2013,2013-2014 In case of company, copy of Balance Sheet of last three years, i.e 2011-2012, 2012-2013, 2013-2014 with CA certification with his membership No.
- iii) Number of projects where similar works have been executed and completed in last seven years as per format provide in Annexure B
- iv) Duly filled Checklist at Annexure D

v) Undertaking as per Annexure E

A contact person shall be made available /assigned to respond for any query. Detail of contact person to be given as under.

Name of Contact Person : \_\_\_\_\_

Designation : \_\_\_\_\_

Address : \_\_\_\_\_

Contact Tel. No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email address \_\_\_\_\_

Applications not complete in all respects and/or received without the cost of tender, earnest money, and conditional or not in accordance with our terms and conditions, will be summarily rejected. The decision of HSCC shall be final and binding in this regard. HSCC reserves the right to accept or reject any or all quotations without assigning any reason thereof and also take no responsibility for delay, loss or non-receipt of applications sent by post either way.

Thanking you.

Yours

faithfully,

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Senior Manager (Civil)

## 2.0 Brief Description of works:

- The works involve preparation of Tender Drawing, Working Stage drawings of Civil/ Structure only for the project in Various places across India having following indicative areas:

**Table-1**

Module number *	Building Area range (Module)	Minimum Average annual financial turnover (Rs)
1	Up to 10, 000 sqm	1.5 lacs
2	10001 to 20,000 sqm	3 lacs
3	20,001 to 40,000 sqm	6 lacs
4	40,001 and above	10 lacs

**\* Applicants may apply for any or all number of module(s) as per their eligibility and should clearly mention the module no.(s) applied for on the top of envelope no. 3**

### 2.1 Minimum Pre Qualifying criteria

Pre-Qualification will be based on meeting all the minimum criteria for pre-qualification and other qualification criteria regarding the Applicant's work experience, personnel and equipment capabilities and financial position as demonstrated by the Applicant's responses in the forms attached to the Letter of Application.

- The applicant must be in existence as Structural Consultant at least last seven years ending last day of the month previous to the one in which applications are invited.
- The Applicant should meet the following minimum criteria for Pre-  
Qualification: (i) Average Annual Financial Turnover during the last three financial years i.e. 2007-08, 2008-09 & 2009-10 should be as specified at Table 1 above.  
(ii) Experience of having successfully completed similar nature of works during last 7 years ending last day of month previous to the one in which applications are



invited should be provided as per Annexure B and as follows:

Module. no	Building Area range (Module)	Minimum area (in Sqm) of each similar executed work		
		3 works	2 works	Single work
1	Up to 10, 000 sqm	4000 each	2500 each	8000
2	10001 to 20,000	6000 each	7500 each	12000
3	20,001 to 40,000 sqm	12000 each	12500 each	24000
4	40,001 and above	20000 each	22500 each	40000

- c) Applicant shall have a demonstrable track record of rendering Structural services for a Hospital or a medical college/institute project of the magnitude envisaged and shall have adequate professionals. The required details and CV's of such employees shall be provided as per Annexure C.

**\* Similar nature of work shall mean a project comprising of Structural consultancy/ drafting assignment of any Hospital/ Institution/ commercial/ hotel/ recreational building of area indicated against respective module.**

- d) The applicant is required to submit documents in support of having executed similar work as a proof of meeting the above qualifying criteria.
- e) No Joint venture/ consortium shall be allowed.

Applicants having experience in similar nature of work and fulfilling the qualifying requirements mentioned above are hereby invited to submit their "Proposals" for participating in above said consultancy work.

HSCC (I) Limited, reserves the right to reject any or all the applications without assigning any reason or incurring any liability thereof. .

## **Working Stage - Scope of Work**

**For the building listed in the project scope, the working drawings are to be prepared. It is to be clearly understood that the number of drawings cannot be limited to any fixed number for the detailed/ execution stage & the appropriate number of drawings shall have to be made as per project requirements & following good engineering practices.**

- This shall include preparation of detailed working drawings, getting comments from HSCC & finalization of the drawings on the basis of the comments.

### **1. Scope of work for Civil/Structural**

Structural design & drawings. shall cover the following scope & items of work.

1. Thorough study of the architectural drawings & input to the architecture drawings considering the requirements of the structural system.
2. Approved Architecture drawings from Architecture Deptt., HSCC to be taken up for starting the Structural work, a copy of the same to be submitted with the final Structure drawings.
3. All drawings of civil/structural shall be vetted by IIT, Delhi/ Roorkee. However the fees payable to IIT shall be borne by HSCC. The consultant shall recruit his engineer from time to time as required for discussions/ coordination with IIT professors, incorporate their comments appropriately to their satisfaction & ensure to produce a design worthy of approval from IIT. Total responsibility in this regard shall be borne by the consultant.
4. Structure design Basis Report viz. the assumptions to be made in Structure analysis and Design, to be approved from D&E, HSCC before start of the work.
5. Structural System to be worked out in close co-ordination with D&E and Architecture Deptt., HSCC and the same to be approved before start of Space Frame Analysis.

6. Similar coordination with other disciplines (Electrical, HVAC, PHE) by way of study of their drawings critically & recording the constraints/ special requirements of the structural elements sizes/ cutouts/ inserts etc.
7. Conclusion on detailed framing plans, structural system for foundations & superstructure. The structural system has to be worked out so as to achieve an economical and safe design keeping in view the Serviceability requirements.
8. Loads- Complete description of Basic loads, member loads, Earthquake and wind loads including load combinations. This shall also include any special loads like equipment loads, dynamic loads etc. For water containing structures, hydraulic pressures to be considered appropriately.
9. STAAD analysis modeling the building as appropriate space frame(s) - The structural elements shall be accordingly sized to obtain the optimal designs based on the criteria as decided & approved by HSCC. Appropriate checks for deflections of structure as well as the individual members so as to restrict the same within permissible codal limits. Only Space Frame modeled with Dynamic Input & Analysis will be considered.
10. Complete structural designs of all elements of sub & super structure. This shall include the designs of beams, columns, slabs, footings/ rafts - so that the design information can be readily converted into the detailed execution drgs. Each of the Structural drawings shall include a table showing the quantity of steel used bar dia wise and quantity of RCC used on that particular drawing. A separate sheet shall be submitted to keep track of the various major items qtys as the drawings progress floorwise i.e., the items of RCC, steel, shuttering, brickwork, flooring (category-wise), external finish quantities used to be submitted periodically.
11. Detailed execution drgs. as well as any revisions their in arising out of site constraints or any other requirements like changes in the other discipline drgs.
12. Wherever the construction planning has to be specifically suited to certain design requirements, the sequence of construction shall also be identified appropriately.
13. **All responsibilities concerning with the stability of Structure, Structure drawings, compatibility with Architecture drawings, etc. lies with consultant Organization. A Structural Stability Certificate in line with HSCC's requirements/project requirement is also to be finished by the consultant.**
14. **Final approved drawings, in principle, from D&E, HSCC to be signed by two Structural Engineers of consultant Organization before forwarding the same to D&E, HSCC**

**15. Approval & clearance from D & E HSCC and IIT Delhi shall be obtained for all the designs & drgs.**

*Relevant codes (latest), standards & the prevailing good engg. practices shall be followed in carrying out the above work. Details/References (of same) shall be furnished so as to facilitate the checking of design calculations etc.*

Sets for submission of drawings during Working stage:

Design Calculation : 1 set + soft copy

Drawings : Maximum 3 check prints+ soft copy

**Annexure A**

**Hardware and Software Capabilities**

S.NO.	Particulars of Hardware device	Quantity	Remarks

Authorized Signatory of Consultant with Seal

**Annexure B**

**Format for Submission of Experience:**

The information regarding the relevant experience of the Consultant should be provided in the format below. (Separate sheet for each project).

Project Name	
Location of Project	
Built Up Area	
Project Cost	
Current	
Name of the Concerned officer of client with mobile/Landline phone no.	
Address of client	
Date of commencement (month/year)	
Completion Date (month/year)	
Details of staff provided	
Description of services provided	
Supporting documents enclosed	Yes/No

Authorized Signatory of Consultant with Seal

**Annexure C**

**Format of Curriculum Vitae (CV)**

Name of Staff		
Profession		
Years with Firm		
Nationality		
Area of Specialization		
Proposed Position on Team		

**Key Qualifications**

Project Details	Degree of Responsibility/Experience

**Education (Self attested)**

Degree	Name of Institute	Year

**Experience**

Position Held	
Duration	
Location	
Type of activities performed	
Name of relevant projects handled	
Client References	

Authorized Signatory of Consultant with Seal



**Annexure D**

**Check List  
(On Consultant Letter Head)**

S.No.	Criteria	Requirements	Cross referencing/
1.	Average Turnover for last three years	As per Table 1	
2.	Experience	As per clause No. 2.1 of Qualifying Criteria	
3.	Personnel Capability	List of qualified and experienced personnel as per Annexure C.	
4.	Hardware & Software Capability	List as per Annexure A.	
5.	Financial Capability	As per Submittals.	
6.	List of Completed Projects	As per Submittals & Annexure B.	
7.	Empanelment Document fee. Details of receipt/ DD		
8.	EMD Details of DD		

Authorized Signatory of Consultant with Seal

**Annexure-E**

**(To be submitted on the letter head of the applicant)**

**UNDERTAKING**

I/We have read and understood the instructions and the terms and conditions contained in the Empanelment document. I/We do hereby declare that the information furnished in application and in the supplementary formats at Annexure 2-4 is correct of my/our knowledge and belief.

Signature of Applicant

Name(in Block letter)

Complete Postal

Address:  
& Contact Number

Place:

Date:

Seal of Office

I/We have read the various items and conditions and the same are acceptable to me/us

Date:

Place:

Signature of the Consultant



Full

Address:

Office Seal