

Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi 110 001

No. 590/IIDEM/Bldg./2011

9th February, 2012

EXPRESSION OF INTEREST DOCUMENT

Text of advertisement

INVITATION FOR EXPRESSION OF INTEREST (EOI) FROM ARCHITECTS

Election Commission of India (ECI) invites **Expression of Interest** from eligible and reputed Architect firms, preferably based in Delhi/NCR, for providing comprehensive architectural consultancy services from Design Concept to completion (not including tendering and project management), for construction of a State of the Art Campus in Dwarka, New Delhi (with green-building compliance – 5-star GRIHA) (approx. built up area 20,000 sqm on a site of approx. 5 acres) for the India International Institute of Democracy and Election Management. Short-listed firms will be given approx. two weeks time to make design submissions and make power-point presentations, including 3-D/model at the Commission's office. A token honorarium of Rs. One Lakh will be paid only to those short-listed architects, whose design submissions and presentations are found complete by the ECI. The finally selected Architect's fee is fixed at 3% (three per cent) of the actual project cost.

Eligible firms having experience in providing above services on the lines of global best practices combined with deep understanding of ground realities in Indian context and well versed with the construction sector in India are invited to submit non-binding Expression of Interest (EOI) **not later than 4.00 p.m. on 15th February, 2012.**

Further details can be accessed at the official website of ECI www.eci.nic.in under the heading 'Tenders'.

Deputy Secretary(Training)
Election Commission of India

EXPRESSION OF INTEREST - DETAILS OF INVITATION

Introduction

Election Commission of India (ECI), is an independent constitutional authority created under Article 324 of the Indian Constitution. It superintendes, directs and controls the preparation and revision of electoral rolls for, and conduct of, all elections of Indian Parliament and State Legislatures, and of elections to the offices of President and Vice President of India.

2. The India International Institute of Democracy and Election Management (IIIDEM) is an initiative of the ECI. ECI's vision is to develop IIIDEM as an advanced resource center of learning, research, training and extension of participatory democracy and election management. Presently, IIIDEM operates from the premises of the election Commission of India in New Delhi. The Campus Construction Project (the project) will create a world-class facility (compliant with green building norm - GRIHA 5 star rating), with state of the art training and conference facilities, hostel, library and resource center.

Plot Location

3. The site for construction is a five acre plot allotted by the Delhi Development Authority - Plot No. 1, Socio Cultural Centre, Sector 13, Dwarka, New Delhi. A copy of the location map is at Annexure to this document (pdf file). The usage of plot is Socio Cultural. For purposes of this EOI, FAR may be taken as 100.

Broad construction requirements

4. The ECI envisages construction of built up area of about 20,000 sq. mts. Broad construction requirements are as under:

- (i) Entrance Lobby with reception Counter
- (ii) Waiting Lounge/Visitors' Room
- (iii) Cafeteria and Dining Hall

- (iv) Two Conference Halls (for 90 & 150 participants) for holding Workshops/Conferences;
- (v) 3 Training Halls for about 50 to 75 participants each;
- (vi) 5 facilities for small group discussions (15 participants each);
- (vii) Auditorium for 300 participants
- (viii) Library & Resource Centre with space for exhibition
- (ix) Record Room
- (x) Computer Centre with 20 terminals
- (xi) Video Conferencing Facility

- (xii) Recreation and Sports Centre (Gym, Badminton, T. Tennis etc.)

- (xiii) Rest Rooms (2 or 3) for Guest Faculty.

- (xiv) Offices for Chairperson, Director General, Five Directors, Five Joint/Deputy Directors and approx. 30 personal staff.
- (xv) Office space/rooms for coordinators, managers, researchers, personal staff and work stations for Assistant Directors and Technical Staff, with ancillary facilities (approx. 65 persons).
- (xvi) Common facility Centre for staff and for stationing Personal Computers, Printers, Photo-copiers, Fax Machines etc. for internal use as well as by participants of Training and Education programmes/Seminars/Workshops/Conferences etc.

- (xvii) Residential Hostel for 50 participants with 3-4 VIP suites/rooms.

- (xviii) Residential Units for Faculty (10) and essential housekeeping staff (7)

- (xix) An outdoor amphitheatre.

5. The above list is illustrative and ECI reserves the absolute right to delete/add/vary any item at RFP stage or later, as required.

Architect's Fee for professional services

6. The finally selected firm will be paid a fixed fee of 3% (three per cent) of the actual project cost, for comprehensive architectural design services, listed below – Part I and Part II (excluding tendering and project management) and will be required to liaise closely with the CPWD at all stages of the project implementation.

Broad Scope of Work of the Professional Architect firm

7. The tendering and project management have been assigned to CPWD and would, therefore, not be part of services to be rendered by the Architect firm. The broad scope of services of the Architect (to be reviewed at RFP stage and finalized while signing the Consultancy contract) is as under:

Part I - ARCHITECTURE :

- 1.1 Green Building norms compliance (as per GRIHA 5-star rating)
- 1.2 Site evaluation, analysis and impact of existing and / or proposed development on its immediate environs.
- 1.3 Design and site development.
- 1.4 Structural design.
- 1.5 Sanitary, plumbing, drainage, water supply and sewerage design.
- 1.6 Electrical, electronic, communication systems and design (incl. Complete ICT design).
- 1.7 Heating, ventilation and air conditioning design (HVAC) and other mechanical systems.
- 1.8 Elevators, escalators, etc.
- 1.9 Fire detection, Fire protection and Security systems etc.
- 1.10 Periodic inspection and evaluation of Construction works from architectural angle.

Part II ALLIED FIELDS :

- 1.11 Landscape Architecture
- 1.12 Interior Architecture
- 1.13 Graphic Design and Signage

SCHEDULE OF SERVICES :

CONCEPT DESIGN [STAGE 1] :

- 2.01 Ascertain Client's requirements, examine site constraints & potential ;
- 2.02 Prepare report on site evaluation, state of existing buildings, if any ; and analysis and impact of existing and/ or proposed development on its immediate environs.
- 2.03 Prepare drawings and documents to enable the Client to get done the detailed survey and soil investigation at the site of the project.
- 2.04 Furnish report on measures required to be taken to mitigate the adverse impact, if any, of

the existing and / or proposed development on its immediate environs.

2.05 Prepare conceptual designs with reference to requirements given and prepare rough estimate of cost on area basis, in consultation with CPWD.

PRELIMINARY DESIGN AND DRAWINGS [STAGE 2] :

2.06 Modify the conceptual designs incorporating required changes and prepare the preliminary drawings, sketches, study model, etc., for the Client's approval along with preliminary estimate of cost on area basis in consultation with CPWD.

DRAWINGS FOR CLIENT'S/ STATUTORY APPROVALS [STAGE 3] :

2.07 Prepare drawings necessary for Client's/ statutory approvals and ensure compliance with codes, standards and legislation, as applicable and obtain the statutory approvals thereof, as required.

WORKING DRAWINGS AND TENDER DOCUMENTS [STAGE 4] :

2.08 Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract.

APPOINTMENT OF CONTRACTORS [STAGE 5] :

2.09 None (To be done by CPWD)

CONSTRUCTION [STAGE 6] :

2.10 Prepare and issue working drawings and details for proper execution of works during construction.

2.11 Approve samples of various elements and components.

2.12 Check and approve shop drawings submitted by the contractor/ vendors, in consultation with CPWD.

2.13 Visit the site of work, at intervals mutually agreed upon, to inspect and evaluate the Construction Works and where necessary clarify any decision, offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Client informed and render advice on actions, if required.

2.14 Project Management and the day-to-day supervision will be carried out by CPWD, while supervision of work and services from Architectural angle will be done by the Architect firm.

2.15 Issue Certificate of Virtual Completion of works.

COMPLETION [STAGE 7] :

2.16 Prepare and submit completion reports and drawings for the project as required and obtain "Completion/ Occupancy Certificate" from statutory authorities, wherever required.

2.17 Issue desired number of sets of as built drawings including services and structures, with soft copies on removable media.

Eligibility Criteria

8. The applicant should be a professional firm:
- having a minimum of 7 years of continuous existence as a legal entity as on 31st January, 2012;
 - which has been making profits during last three financial years (2008-09 onwards);
 - Having minimum average annual turn-over of Rs. 2 Crores over last 3 financial years (2008-09, 2009-10, 2010-11) from Architectural Consultancy work;
 - Having experience of consultancy assignments / jobs completed during the last three years ending on 31st January, 2012 on projects worth a total of at least 100 crores for construction of academic and training institutes, office/institutional complexes with significant conferencing and training infrastructure etc.
 - Should have on its rolls, adequate number of qualified Architects (minimum three) with experience and continuous registration with the Council of Architecture for at least 7 (seven) years, as on 31st January, 2012.

Short-listing of Architect firms for the purpose of RFP

9. The EOI applications will be scrutinized by an Architect Selection Committee duly appointed by ECI. The Committee will prepare a shortlist of Architect firms, based on the following criteria, and any additional criteria which the ECI may decide:

- Work experience;
- Organizational set up including credentials of key personnel;
- Similar works completed during three preceding years ending 31 January 2012;
- Winning of design competitions and prestigious awards; and
- Full-fledged office in Delhi/NCR.

10. ECI reserves the right to reject any or all applications without assigning any reason.

11. In the post-EOI stage, the short-listed firms would be sent a Request for Proposal (RFP) document and given approx. two weeks time to make design submissions and make power-point presentations, including 3-D/model at the Commission's office. A token honorarium of Rs. One Lakh will be paid only to those short-listed architects, whose design submissions and presentations are found complete by the ECI.

12. Applicants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of ECI, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard format provided herewith.

Final selection of Architect

12.1 The Architect will be selected by the Election Commission of India, after considering the recommendations of the duly appointed Architect Selection Committee. The finally selected Architect's fee is fixed at 3% (three per cent) of the actual project cost.

Documents to be submitted by the Applicants for EOI

13. The following documents are to be submitted in response to the EOI (formats to be used wherever provided):

- i) Application as per **Format I**. Proof of existence as a legal entity for seven years as on 31st January, 2012. **Attach a copy of the firm's registration certificate.**
- ii) Information as per **Format II** showing that the Applicant is qualified in the field of projects mentioned hereinabove (also enclose Brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff etc.). Submit documentary evidence of experience of consultancy assignments / jobs completed during the last three

years ending on 31st January, 2012 on projects worth a total of at least 100 crores for construction of academic and training institutes, office/institutional complexes with significant conferencing and training infrastructure etc.

- iii) Information in **Format III** on the qualification and profiles of key personnel; clearly demonstrating their ability to implement the above-mentioned activities. Enclose **Certified Copies of their Registration with Council of Architecture, or concerned organization, and proof of winning design competitions/awards, if any.**
- iv) Disclosure on Conflict of Interest (**Format IV**).
- v) Information (as per **Format V**) on the financial strength of the Applicant. Enclose **certified copies of audited revenue accounts showing income from Consultancy work as well as Balance Sheets for the last three financial years.**
- vi) Information on List of litigation pending by / against the firm along with brief details, if any.
- vii) List of offices of the applicant in India.

Instructions to bidders for Formulation & Submission of EOI

14. The documents related to the EOI are to be put in a sealed envelope super-scribed **“EOI FOR IIDEM PROJECT IN DWARKA”** and sent by **Registered Post/Speed Post/Courier, or by personal delivery at the ECI office, to the following addressee:**

**Deputy Secretary(Training)
Election Commission of India,
Nirvachan Sadan,
Ashoka Road, New Delhi 110 001**

15. Proposals received after the date and time mentioned below will be rejected.

16. Please note that all the pages of the EOI document should be signed and dated, and seal of the organization should be put near the signature of the authorized signatory on all pages.

17. The last date of receipt is Wednesday, 15th February, 2012 by 1600 hours.

18. Applicant shall bear all costs associated with the preparation and submission of their Response. ECI is not bound to accept any Response, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the applicants in any form.

19. The document is only a request for Expression of Interest and not request for a proposal. Without limiting its rights in law or otherwise, ECI reserves the right, in its absolute discretion, at all times, in relation to accepting or rejecting any EOI response; varying or discontinuing the EOI and related processes. ECI shall not be bound to give reasons for any decision made under this clause and its decision will be final and binding on all respondents to this EOI.

20. If any information sought in this document is missing or not clearly specified by the applicant, it will be assumed that the organization is not in a position to supply the information.

21. If need arises, ECI can call for any additional information not specified above.

**Deputy Secretary(Training)
Election Commission of India**

(Formats on pages 10 to 15, followed by Annexure in pdf format)

LETTER OF EOI SUBMISSION
(on letter-head)

REF: [Location, Date]

To:

Deputy Secretary(Training),
Election Commission of India,
Nirvachan Sadan,
Ashoka Road,
New Delhi-110 001

Madam,

We, the undersigned, are interested in offering our **Architectural Consultancy services** in accordance with your Invitation for EOI dated 9th February, 2012. We are hereby submitting our Response with all the desired information and documents.

We hereby declare that all the information and statements made in this Response are true and accept that any misrepresentation contained therein may lead to our disqualification.

We understand you are not bound to accept this or any other response that you may receive.

Yours sincerely,
Authorized Signature [In full and initials]
Name Title and seal of Signatory

List of Enclosures:

APPLICANT'S ORGANISATION AND EXPERIENCE

A - Applicants Organization

[Provide here a brief description of the background and organization of your firm / entity and each associate for this assignment / job. The brief description should also include ownership details, date and place of incorporation of the firm, objectives of the firm, etc.] (Enclose a copy of firm's registration certificate)

B - Applicant's Experience

[Using the format below, provide information on each consultancy assignment / job completed during the last three years ending 31st January, 2012] for which your firm was legally contracted as a corporate entity, on for construction of academic and training institutes, office/institutional complexes with significant conferencing and training infrastructure etc. (as per para 8 above)

1. Firm's Name:

1 Assignment / Job Name :

1.1 Description of Project :

1.2 Approx. value of the contract (in Rupees) :

1.3 Time over-run on the project

1.4 Location within country :

1.5 Duration of Assignment / Job (months) :

1.6 Name of Employer:

1.7 Address :

1.8 Total No. of person - month of the Assignment / Job

1.9 Approx. value of the Consultancy Assignment / Job done by your firm under the contract (in Rupees) :

1.10 Start date (month / year) :

1.11 Completion date (month / year) :

1.12 Name of associated Professionals, if any :

1.13 Name of senior professional staff of your firm involved and functions performed :

1.14 Description of actual Assignment / Job provided by your staff within the Assignment / Job :

Note: Please provide documentary evidence from the client i.e. copy of work order/contract/certificates for each of above mentioned consultancy assignment/job completed during last three years ending 31st January 2012. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

FORMAT III

CURRICULUM VITAE (CV) FOR KEY PROFESSIONAL STAFF

(Members of the Proposed project team)

1. Name of Staff:

[Insert full name]:

2. Name of Firm:

[Insert name of firm proposing the staff]:

3. Current Position in the firm:

[For each position of key professional separate form will be prepared]:

4. Date of Birth:

5. Nationality:

6. Education:

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained and dates of obtainment]:

7. Membership of Professional Associations:

8. Other Training:

9. Countries of Work Experience:

[List countries where staff has worked in the last ten years]:

10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading and writing]:

11. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below):

Dates of employment, name of employing organization, positions held]:

From [Year]: to [Year]:

Employer:

Positions held:

12. Work Undertaken that best Illustrates capability to handle the tasks assigned:

[Among the Assignment / Jobs in which the staff has been involved, indicate the following information for those Assignment / jobs that best illustrate staff capability to handle the tasks desired by ECI]:

Name of Assignment / job or Project:

Year and location:

Employer:

Main Project Features:

Positions held:

Activities performed:

Duration of Engagement:

13. Details of design competitions won, and awards received:

Certification (from key professional staff concerned):

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience.

[Signature of staff member]

Certification (from the firm):

I, the undersigned, on behalf of the firm, certify that to the best of my knowledge and belief, this CV correctly describes the staff proposed to be deployed in the assignment of ECI, his qualifications and his experience. I understand that any wilful mis-statement described herein may lead to firm's disqualification or dismissal, if engaged.

[Signature of authorized representative]

[Full Name and Title of Signatory]:

Name of the Firm:

Address and Contact Details:

Date:

For key personnel, enclose certified copy of registration with Council of Architecture or concerned professional body. Also enclose copy of documentary proof of winning design competitions/awards.

FORMAT IV

**INFORMATION REGARDING ANY CONFLICTING
ACTIVITIES AND DECLARATION THEREOF**

Are there any activities carried out by your firm or Group Company, which are of conflicting nature as mentioned in EOI Document?

If yes, please furnish details of any such activities.

If no, please certify as under:

We hereby declare that our firm, our associate / group firm are not involved in any such activities which can be termed as conflicting activities as mentioned in the concerned EOI Document. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by ECI, which shall be binding on us.

Authorized Signature [In full and initials]:

Name Title and seal of Signatory:

Name of Firm:

FORMAT V

REVENUE AND PROFIT FIGURES FOR THE LAST THREE YEARS

(Please provide the figures in Indian Rupees)

Table 1: Revenue from similar activities in India (in Rs.)

Serial No.	Financial Year	Total turn over of the firm (Cr. Rs.)	Revenue from services in India (Cr. Rs.)	Profit / Loss (Cr. Rs.)	Net worth
	2008-09				
	2009-10				
	2010-11				

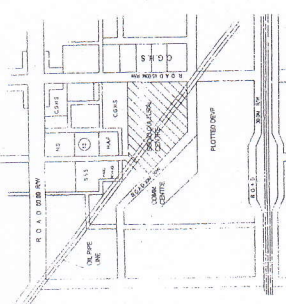
Note:

- a) Please provide sufficient details about the financial strength of the firm.
- b) Please attach certified copies of audited revenue accounts showing income from similar activities & Balance Sheets for last 3 financial years.

**END OF DOCUMENT
(ANNEXURE ATTACHED SEPARATELY)**

D. D. A.

DWARKA PROJECT



KEY PLAN
PART SECTOR PLAN -13

AREA STATEMENT :-

TOTAL SCHEME AREA = 71435.00 SQM.

PLOT NOS.	LAND USES	AREA (IN SQM.)
1	PUBLIC & SEMI PUBLIC FACILITY - VOCATIONAL TRAINING CENTRE	20,310.00
4	PUBLIC & SEMI PUBLIC FACILITY - RELIGIOUS AT SUB-CITY LEVEL	8,000.00
2, 3 & 5 TO 13	PUBLIC & SEMI PUBLIC FACILITY - SOCIO-CULTURAL FACILITY	18,164.57
	COMMERCIAL (LSC) & MULTILEVEL PARKING ESS 2NOS.	3,806.00
	RECREATIONAL (INCLUDING ROW/ RESERVATION FOR OIL PIPE LINE CIRCULATION	180.00
		10484.93
		10607.40
	TOTAL	71435.00

- NOTES:-
- LAYOUT PLAN WAS APPROVED BY ITNASC COMMITTEE VIDE ITEM NO. 109 96 17 DATED 25/1/1996
 - SEE MD-6 VIDE NO. E2711 (SMD-6004) DATED 15/6/2011. INTIMATED THAT SERVICES AND ROADS ARE NOT LAD IN SOCIO CULTURAL CENTRE AT SECTOR 13, DWARKA.
 - SEE MD-6 (DDA VIDE NO. E418) (SMD) DATED 19/2/2011 PROVIDED TOTAL STATION SURVEY.
 - 0.80 HAC PLOT FOR ISKON TEMPLE PROPOSED WITH REFERENCE TO DECISION OF THE AUTHORITY ON 28/7/2011 VIDE ITEM NO. 86/2011.
 - THE DEVELOPMENT CONTROL NORMS WILL BE AS PER MASTER PLAN FOR DELHI.
 - THE PROPOSAL APPROVED BY VICE CHAIRMAN DDA ON 12/09/2011 IN FILE NO. F.4(13) 2011 PLS DWR. AT PAGE NO. 12/N

REVISED LAYOUT PLAN FOR SOCIO-CULTURAL CENTRE SECTOR-13

DATE: 12/09/2011
SCALE: 1:500

DESIGNED BY: DR. RAJESH K. SHARMA
DRAWN BY: DR. RAJESH K. SHARMA
CHECKED BY: DR. RAJESH K. SHARMA
DATE: 12/09/2011

DELHI DEVELOPMENT AUTHORITY



PLOTTED DEVELOPMENT

As Per Letter No. F23(4)/11/104 Dated 05/01/2012 the physical possession of land marked A, B, C, D and E measuring 80810 sqm. shown as plot nos. 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13 for IIDEM purpose has been handed over to the authority. The land is free from encroachment. This possession is subject to compulsory notification of notified plan by Technical Department, Authority. Taken over by P. Sharma

THE NAV SANJIVAN CHH.LTD.