



EMPLOYEES' STATE INSURANCE CORPORATION

(PROPERTY MANAGEMENT DIVISION)

EXPRESSION OF INTEREST DOCUMENTS

for

EMPANELMENT OF ARCHITECT AND ENGINEERING CONSULTANTS

Last date of submission of EOI Application: 14.05.2018 up to 5.00 PM

PANCHDEEP BHAWAN, CIG ROAD, NEW DELHI-110 002

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SECTION – 1
(Notice for Inviting Applications for Empanelment
of
Architect and Engineering Consultants)

**DETAILED NOTICE FOR INVITING APPLICATIONS FOR EMPANELMENT OF
ARCHITECT& ENGINEERING CONSULTANTS**

ESIC invites applications for empanelment from the practicing reputed Architect& Engineering Consultants for rendering Architectural Planning and Engineering Consultancy Services for Construction of Dispensary/Hospital including Office Buildings and Residential Complexes from conceptualization to commissioning fulfilling the following eligibility Criteria:

Minimum Eligibility Criteria

- a) Should be registered with Council of Architecture, India.
- b) Should have successfully completed Architectural Planning and Engineering Consultancy Services work for Dispensary / Hospital i/c Office Buildings and Residential Complexes from concept to commissioning stage of the following magnitude in the past 7 years ending March 2018:
 - i) Three works of 100 Bedded Hospitals
or
 - ii) Two works of 200 Bedded Hospitals
or
 - iii) One work of 500 Bedded Hospital
- c) Should have Average Annual Turnover of not less than Rs. 200 Lakhs in terms of fees received for rendering Architectural Planning and Engineering Consultancy Services in the last 3 Financial Years ending March 2018.
- d) A & E Consultants should have positive net worth in the last three financial years ending March, 2018.

1. The interested Architectural& Engineering Consultants should apply on the prescribed formats as per Sections – 3, 4, 5 of EOI documents along with authentic documentary evidences.
2. Application complete in all respects should reach Chief Engineer, ESIC, Panchdeep Bhawan, CIG Road, New Delhi along-with non-refundable requisite processing fee of Rs. 10,000/- Demand Draft/ Pay Order in favour of “Employees’ State Insurance Corporation” payable at New Delhi.
3. Last date of receipt of application is 03.05.2018 up to 5.00 PM. Applications received after due date and time shall not be considered.
4. Corrigendum / addendums, if any to this Notice shall only be posted on website www.esic.nic.in
5. The Empanelment of Architect shall be valid for three (3) years. However, ESIC reserves the right to curtail or extend this period of validity at its sole discretion.

Chief Engineer

SECTION – 2

(Objective and Scope)

Objective

The objective of this empanelment process is to prepare a panel of such Architect & Engineering Consultants as are professionally competent to render best possible Architectural & Engineering Services to ESIC for setting up State of the Art facilities so that better health infrastructural facilities are built up across the country to provide better Medicare facilities to ESI Scheme beneficiaries.

Scope of Work

The detailed scope of work shall be as per Agreement Conditions which shall be signed between ESIC and the A&E Consultant selected through a competitive Bidding Process for particular Project (s). However, brief of scope of work is as follows:

- (i) Concept Design & Drgs., Project Model, Walk through etc.
- (ii) Soil Investigation, Geo- Technical Tests, Structural Auditing etc. Design & Drgs. – Preliminary & Detailed for Building Components / Blocks i/c Services, Utilities, Drainage, Landscaping, Horticulture Operations etc.
- (iii) Statutory Approvals/ Clearances / NOCs.
- (iv) Preparation of BOQ, Tender Documents / Drgs., Specifications.
- (v) GFC Drgs. for Buildings & Services i/c Interior Drgs, Furniture Details,
- (vi) Periodic Supervision of Construction Work and suggesting remedial measures with an aim to bring about improvements and issuing instructions in consultation with ESIC on the aspects having time and cost implications.
- (vii) Completion / Occupancy Certificates, As-Built Drgs., Equipments Layout and Finalization of Project Accounts etc.

SECTION – 3

(Instructions to participating A&E Consultants)

- 3.1 No Joint Venture or Consortium of Architectural Firms shall be allowed and the A&E Consultants should meet the minimum eligibility criteria as defined in Section – 2.
- 3.2 Interested A&E Consultancy Firms should apply on the prescribed forms along-with all required authentic documentary evidences as given in Section- 4 of EOI document for getting themselves empaneled.
- 3.3 The past experience in similar nature of work should be supported by completion certificates issued by an Officer not below the rank of Executive Engineer or equivalent. In case the work experience is from other than Govt. Dept. /Semi Govt. Dept. / PSUs, the Completion Certificates shall be supported with attested Copies of Work Order, Full Payment Details, TD Certificates of relevant years (in unambiguous manner) issued by owner for the works executed.
- 3.4 The applicant should have sufficient number of Technical Personnel for the proper execution of the A&E Consultant job in holistic manner from Concept to Commissioning. The applicant should submit details of the same with Application for Empanelment.
- 3.5 All the applications received will be evaluated only on the basis of information and authenticated documents provided by the respective applicants.
- 3.6 The processing fee is required to be submitted in the amount mentioned in the Empanelment documents.
- 3.7 The Empaneled A&E Consultants shall have to participate in the Bidding Process on invitation from ESIC from time to time for specific Project (s) for which separate notice / invitation shall be sent to the empaneled Consultants as and when required.
- 3.8 ESIC reserves the right to call open Bid in which Architects not empaneled in this process but meeting the minimum qualification criteria for the Bid can also participate. For such Bids, the A&E Consultants who have been empaneled through the stipulated eligibility criteria of Bid can also participate.
- 3.9 The Bid to be invited by ESIC from the empaneled architects shall be available on Website of ESIC, www.esic.nic.in. The empaneled architects are advised to check the details from ESIC's Website regularly and no claim from empaneled A&E Consultants shall be entertained whatsoever, regarding non - receipt of information about the Bid from ESIC.
- 3.10 All information called for in the enclosed forms should be furnished against the relevant columns. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a "NIL" or "NO SUCH CASE?" entry should be made in that column. If any particulars / queries are not applicable in case of the applicant, it should be stated as "Not Applicable". The applicants are cautioned that not giving complete information in the application forms or

not giving it in clear terms or making any change in the prescribed forms/ formats or deliberately suppressing or misrepresenting the information may result into summarily rejection of their applications. Applications made by Telegram or Telex, e-mail and those received late or without processing fees will not be entertained.

- 3.11 The application should be neatly type-written. Each page of the application needs to be duly signed with stamp by authorized signatory in legible manner.
- 3.12 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the application documents are numbered. Additional sheets, if any, added by the applicant should also be numbered by him. The documents should be submitted as a package duly signed & stamped along with Letter of Transmittal.
- 3.13 References, information and certificates from the respective clients certifying suitability, technical knowhow or capability of the applicant should be signed by an officer not below the rank of Executive Engineer or equivalente.g.DGM/GM/Project Head etc.,
- 3.14 The applicants may furnish any additional information which they think is necessary to establish his Techno-Financial capabilities towards successfully complete the works. The applicants are however, advised not to furnish superfluous information not connected with the subject. No information shall be entertained after submission of application unless it is called for by the ESIC specifically.
- 3.15 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render them liable to be debarred from empanelment / Bidding Process & further taking up of work in ESIC.
- 3.16 The applications shall be signed by the person(s) on behalf of the A & E Consultant having necessary Authorization/Power of attorney to do so. Each page of application shall be signed & stamped. Copy of Power of Attorney/Memorandum of Association shall be furnished along with the application. Originals may be required subsequently for verification.
- 3.17 Intending applicants are required to submit complete details about their organization, experience, technical personnel in their organization, proven competence to handle major works, in house computer aided design facilities etc. in the enclosed Pro-forma for evaluation in ESIC.
- 3.22 While filling up the application with regard to the list of important projects completed or in hand, the applicants shall include separate sheets in the prescribed format, if necessary, only information about similar projects should be given.
- 3.23 Decision of ESIC with regard to preparation of list of pre-qualified A&E Consultants shall be final & binding on all applicants. ESIC is not bound to assign any reasons & explanations thereof.

DEFINITIONS

- 3.26 In this application document the following works and expressions have the meaning hereby assigned to them:
 - (i) "EMPLOYER" or "ESIC": Means Employees' State Insurance Corporation.
 - (ii) "APPLICANT / Consultant" means the Individual, Proprietary Firm, Firm

in Partnership, Limited Company, Private or Public or Corporation engaged in rendering Architectural & Engineering Consultancy Services.

(iii) "YEAR" means "Financial Year" unless stated otherwise.

3.27 METHOD OF APPLICATION:

- (i) If the applicant is an individual, the application shall be signed by him above his full typewritten name and current address.
- (ii) If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- (iii) If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
- (iv) If the applicant is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

3.28 FINAL DECISION MAKING AUTHORITY

ESIC reserve the right to modify the eligibility criteria, to decide on cutoff date of implementation, to accept or reject any application, to annul the Empanelment process, to reject all applications or accept new applications at any time, without assigning any reason or incurring any liability to the applicants.

3.29 EVALUATION CRITERIA FOR PRE-QUALIFICATION

3.29.1 For the purpose of Empanelment, applicants will be evaluated on the basis of minimum eligibility criteria as defined in Section – 2 by a duly constituted Committee by ESIC.

3.29.2 Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

- (a) Record of poor performance such as abandoning work, not properly completing the contract, delay in completion of works, or financial failures / weaknesses etc.
- (b) Made misleading or false representation or deliberately suppressed the information in the Forms, Statements and Enclosures referred in the Empanelment application.

3.30 FINANCIAL INFORMATION

Applicant should furnish the following financial information:

3.30.1 Annual financial statement for the Last Three Financial Years (in Form "G").

This should be supported by Audited Balance Sheets and Profit and Loss Accounts (with all schedules attached) duly certified by the Chartered Accountant.

3.30.2 Name & Address of the bankers.

3.31 EXPERIENCE IN WORKS HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS

3.31.1 Applicant should furnish the following:

- (a) List of Hospital works successfully completed during the last seven years (in Form "E")
- (b) List of Hospital projects under execution or awarded (in Form "F").

3.31.2

Particulars of completed works and performance of the applicant duly authenticated/ certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work completed or in progress of concerned Clients covering the required information as asked for in Form 'E & F'). The work completion/ experience certificates issued by other than Govt. Dept./PSU shall be supported by the attested copies of the TDS certificates issued by the owner of the project.

3.31.3 The value of executed works shall be brought to the current level by enhancing the actual value of work done at simple rate of 7% per annum, calculated from the date of completion to last date of receipt of application for Empanelment.

3.32 AVAILABILITY OF RESOURCES

Applicant is required to furnish the details of computer, AUTO CAD, Design software, printer etc. available with the applicant as on date in form-"D".

3.33 ORGANIZATIONAL INFORMATION

Applicant is required to submit the information in respect of his organization.

- (a) Name & Postal Address, including Telephone and Telex, Fax numbers, E-Mail address etc.
- (b) Name of contact person.
- (c) Copies of original documents defining the legal status, place of Registration and principal places of business.
- (d) Name of Directors and Officers concerned with the work, with designation of individuals authorized to act for the organization.
- (e) Information on any litigation in which the applicant was involved during

the last five years, including any current litigation.

(f) Authorization for ESIC to seek detailed references.

3.34 LETTER OF TRANSMITTAL

The applicant should submit the Letter of Transmittal attached with Empanelment document (Section – 4) duly signed and stamped by them.

3.35 Any effort on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in rejection of his application. Canvassing of any kind is prohibited.

3.36 CANCELLATION OF EMPANELMENT

The empanelment of architects shall be cancelled by ESIC in case of their poor performance, abandoning of the allotted work, and abnormal delay in completion of work, bankruptcy and for activities detrimental to the interest of ESIC. The decision of ESIC in this regard shall be final and binding.

SECTION - 4

APPLICATION FOR EMPANELMENT OF ARCHITECTS AND
ENGINEERING CONSULTANTS

1. Name of the Applicant:
2. Rs..... is herewith submitted in Demand Draft / Pay Order No. _____ dated _____ Processing Fee as per terms of the EOI document.

Date:

Seal of the Firm:

[SIGNATURE OF APPLICANT]

GENERAL INFORMATION

1.	Name of Applicant / Company / Firm	
2.	Valid Address for Correspondence	
3.	Contact Person: Telephone Nos. Fax Nos. Mobile: E-mail IDs:	
4.	Type of A&E Consultancy / Firm a) Individual b) Proprietary Firm c) Firm in Partnership (Attach copy of Partnerships) d) Limited Company (Attach copy of Article of Association) e) Any other (mention the type& attach the relevant incorporation documents)	
5.	Place and Year of Incorporation	
6.	Details of Registration/Membership with the Council of Architecture / Institute of Engineers or such any other Institute (s) (Attach Attested copies of Registration document)	
7.	Name(s)of Director/Partners in the Organization and their status along with their qualifications.	
8.	Name(s) of the persons along with their qualification and designation, who are authorized to deal with ESIC (Attach copy of Power of Attorney)	
9.	Organization Chart giving name of Key Personnel.	
10.	Details of Awards/Appreciations received (documents to be submitted for substantiation)	
11	Any other information relevant in the context of EOI.	

Date:

Seal of the Firm:

[SIGNATURE OF APPLICANT]

STRENGTH OF KEY PROFESSIONALS

Organizational Setup of the A&E Consultants in respect of Architect, , Structural, Electrical, Mechanical/HVAC Engineers, Land Scape Plan and Interior Designers etc.

S. No.	Name of Professional	Position / Designation in the Firm	Professional Qualification	Total Professional Experience and details of work Carried out	Trade Registration No. with Validity (if any)	Total period of work in the Firm	Remarks

Note:

1. Information about Key professionals such as Architects, Civil / Electrical / Mechanical Engineers / HVAC / Planning / Landscape / Interior Designers Specialists etc. working on the rolls of A&E Firm need to be given. Special achievements / accolades / laurels, (if any) earned by individual personal can also be given in the Remarks column.
2. Attested/Notarized copies of Certificates of Professional Qualification(s) and Trade Registration Certificates are to be enclosed.

Date:

Seal of the Firm:

[SIGNATURE OF APPLICANT]

Form-C

Details of Specialist Associate Consultants working on regular basis with the A&E Firm

S. No.	Specialized Areas	Name Specialist Associate Consultants	No. of Joint Works Undertaken
1.	HVAC Services		
2.	Fire Detection, Protection and Suppression System		
3.	Landscaping & horticulture operation		
4.	Green Building Concepts		
5.	Electrical Services		
6.	Structural Design Services		
7.	Non-Medical Equipments and Furniture(MGP, OTs, CSSD, TSSU etc.)		
8.	Any Other Area		

Date:

Seal of the Firm:

[SIGNATURE OF APPLICANT]

Details of Office Space and infrastructure with firm

S.No	Particulars	Details
1	Office Space (Sqm)	
2	Computers, Plotters etc.	
3	Software used for Architectural planning and designing in house	
4	Any other special items	

Note :

The details regarding above said assets should be given only for own company / firm by the applicant.

Date:

Seal of the Firm:

[SIGNATURE OF APPLICANT]

Details of Architectural & Engineering Consultancy works completed during the last 7 years

S.No.	Name of Work	Scope of A&E Services	Value of Construction (Rs. Cr)	Dates of		Name & Address of the Client i/c valid Phone, Fax, Mobile, e-mail IDs.	Remarks
				Start	Completion		

Note:

1. The Scope of A&E Consultancy Services means whether the consultancy job assigned to the Firm included complete Architectural Planning, Structural Design and Drawings, Preparation of Estimates, Tender Documents, Planning and Designing of various Electro-Mechanical Services / Plants, HVAC, Firefighting, Substations, External drainage works etc. or any other Services (please specify) or only Architectural Design and Drawings.
2. The following documents are to be enclosed for each of the above work:
 - i) Completion Certificate from appropriate Authority of the client / local body etc.
 - ii) Copy of Award Letters
 - iii) Other Relevant Documentary evidence, (if any) to substantiate the Credentials of A&E Consultants further regarding their Techno-Financial competence.

Date:

Seal of the Firm:

[SIGNATURE OF APPLICANT]

Details of on-going Architectural & Engineering Consultancy works in hand with the Firm

S.No.	Name of work	Scope of Services	Project Cost	Date of Start	% of Completion	Name & Address of the Client i/c valid Phone, Fax, Mobile, e-mail IDs.	Remarks

Note:

1. The Scope of A&E Consultancy Services means whether the consultancy job assigned to the Firm included complete Architectural Planning, Structural Design and Drawings, Preparation of Estimates, Tender Documents, Planning and Designing of various Electro-Mechanical Services / Plants, HVAC, Firefighting, Substations, External drainage works etc. or any other Services (please specify) or only Architectural Design and Drawings.
2. The following documents are to be enclosed for each of the above work:
 - i) Copy of Award letter issued by appropriate Authority.
 - ii) Other relevant documentary evidence, (if any) to substantiate the Credentials of A&E Consultants further.

Date:

Seal of the Firm:

[SIGNATURE OF APPLICANT]

Turnover for last three financial years ending March, 2018

S.No	Financial Year	Consultancy Fee earned(inRs.)*	Remarks
1	2015-2016		
2	2016-2017		
3	2017-2018		

* In terms of rendering Architectural and Engineering Consultancy Services only.

In addition to the above, the applicants have to submit the attested copies of the documents:

1. Audited Balance Sheet(s) and Profit & Loss Accounts for last three(3) financial years ending March 2018 duly certified by the Chartered Accountant.
2. GST Registration Number.
3. PAN Card
4. TAN Card.
5. Registration Certificates with other organizations connected with their profession.

Dated Signature of Chartered
Accountant with Seal and
Membership Number

Seal and Signature of
Applicant with Date

AFFIDAVIT

(TO BE SUBMITTED BY AUTHORIZED SIGNATORY TO THE EOI DOCUMENT ON NON-JUDICIAL STAMP PAPER OF RS.100/-DULY CERTIFIED BY NOTARY ADVOCATE)

Affidavit of Mr.....S/o.....R/o.....

I, the deponent above named do hereby solemnly affirm and declare as under:

- 1. That I am the Proprietor/ Authorized Signatory of M/s..... having its Head Office/ Regd. Office at.....
2. That the Information/ Documents/ Completion Certificates submitted by M/s..... along with this application of EMPANELMENT OF ARCHITECTS & ENGINEERING CONSULTANTS being made to ESIC are genuine and true and nothing has been concealed or misrepresented.
3. I shall have no objection in case ESIC verifies the authenticity of the documents submitted by me / M/s _____ in the Empanelment Process from issuing authority (ies). I shall also have no objection in providing the Originals of the document(s), in case ESIC demands so for verification.
4. I hereby confirm that in case, any Document, Information or Certificates submitted by me found to be incorrect/false/fabricated, ESIC at its discretion may disqualify / reject my application for empanelment /pre-qualification process out rightly and also debar M/s..... from participating in any future Bidding / Pre-qualification / Empanelment Process.

DEPONENT

I,....., the Proprietor / Authorized signatory of M/s....., do hereby confirm that the contents of the above Affidavit are true to best of my knowledge and belief and nothing has been concealed&misrepresented there from and that no part of it is false.

Verified at this..... day of

DEPONENT

SECTION – 5

UNDERTAKING

I / We have read and understood the instructions and the terms and conditions contained in the EOI documents. I / We do hereby declare that the information furnished in the application and in the supplementary sheets are correct to the best of my/our knowledge and belief and nothing has been concealed, suppressed and misrepresented therein.

Signature of Applicant:

Name (in Block Letter):

Designation/ Position in the Firm:

Complete Postal Address:

E-mail IDs :

Phone Nos :

Fax Nos. :

Mobile No :

Place :

Date :

Seal of Office:

SECTION –6
(Letter of Transmittal)

(On Company’s Letter Head)

The Chief Engineer
Employees’ State Insurance Corporation (ESIC)
Panchdeep Bhawan, CIG Road
New Delhi-110 002.

SUBJECT : Empanelment of Architect & Engineering Consultants in Employees’ State Insurance Corporation

Sir,

Having examined the details thoroughly as given in Notice / EOI documents for Empanelment of Architect and Engineering Consultant, we hereby submit relevant authentic documents.

1. We hereby certify that all the statements made and information supplied in the enclosed forms „A? to ?H? and accompanying statements are true and correct. Nothing has been concealed, suppressed and misrepresented therein.
2. We have furnished all information and details necessary for Empanelment and have no further pertinent information to supply to ESIC.
3. We have submitted the requisite documents, certificates, reports etc. and other information and information about reports and authorize ESIC or their representatives to approach individuals, employers, fi ms and corporations to verify our submittals, competency and general reput ion.
4. We hereby confirm that we have read and responded to t accordingly and understood all the stipulations given in this prequalification / EOI documents and responded to them accordingly and the de of ESIC with regard to our Empanelment shall be final and binding on us.
5. We have submitted the following certificates in support of our meeting the minimum qualifying criteria of completed work(s) specified in Para 2.1 of Section 2 for having successfully completed the following works:

S.No	NAME OF WORK	COMPLETION CERTIFICATE FROM

6. We have also submitted Annual Turnover for the last 3 ncial Years ending March’ 2013 duly certified by the Chartered Accountant and confirm that we meet Annual Turnover Criteria as specified in Para - 2 of Section-2.

Enclosures:

Date of Submission:

Seal

(Signature of Applicant)