

# **PRE-QUALIFICATION DOCUMENT**

**ARCHITECTURAL CONSULTANCY SERVICES  
FOR CONSTRUCTION OF STANDARDS  
BLOCK AT NPL CAMPUS, NEW DELHI.**

**NATIONAL PHYSICAL  
LABORATORY**

(Council of Scientific and Industrial Research)  
Dr. K.S.Krishnan Marg, New Delhi – 110012  
(Phone Nos. 25742610 to 25742612, Fax: 25726938)

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**Signature of the Architect/Consultant:**

**Name and Address :**

**Date :**

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## **NOTICE FOR PRE-QUALIFICATION OF ARCHITECTS / CONSULTANTS**

The National Physical Laboratory (NPL), New Delhi is a National Laboratory of Council of Scientific & Industrial Research (CSIR), New Delhi, dedicated to multi – disciplinary field of Physical Research. In order to create a world-class facility to meet the requirement of measurements by restricting environmental conditions, it is proposed to set up a Laboratory for measurement of Standards. The built up area of Standards building will be approximately 4000 sqm and the estimated cost for construction of laboratory building is Rs. 6.00 crores including all services and development works.

It is proposed to shortlist the Architectural/Consultancy firms registered with the Council of Architecture in the first instance. Interested Architects/Consultants who have successfully carried out (Commenced and completed) at least three similar works of equal magnitude during the last 10 years for Govt. /Semi Govt./ Public Undertaking/Reputed Private Organization or CSIR and its laboratories need only apply along with the required information and supporting documents prescribed in the “Pre-qualification Document ” which can be obtained on request from the office of Director, NPL, New Delhi or can be downloaded from websites of CSIR (csir.res.in) /NPL (www.nplindia.org.) & Tender home ([www.tenderhome.com](http://www.tenderhome.com)).

Architectural Firms will be pre-qualified/shortlisted in the first instance and then a design competition will be held amongst the shortlisted firms based on the guidelines of Council of Architecture. It may be noted that price bids will be invited only from the short-listed firms. Therefore, presently the firms are not required to quote their fee. Applications in a sealed cover containing information as per above along with supporting documents may be sent to the Director, NPL, New Delhi so as to reach him on or before **2<sup>nd</sup> February, 2005 by 3.00 P.M** and will be opened on the same day at 3.30 P.M in the presence of applicants. Director, NPL, New Delhi, reserves the right to reject any or all the applications without assigning any reason thereof.

**Controller of Administration**

## SECTION – I

### **BRIEF PARTICULARS OF THE PROJECT**

1. National Physical Laboratory (NPL), under CSIR is situated at Dr. K.S.Krishnan Road, Delhi and is a premier Laboratory dedicated to the multi-disciplinary field of Physical research

In view of phenomenal growth in recent years, this prestigious laboratory is planning to set up a Standards block (a multi-storied building) in NPL campus to meet the latest requirements of measurements by restricting environmental conditions. The Standards block is expected to be of approximately 4000sqm floor space & estimated cost for construction is approximately Rupees six crores including services and development works. It is a specialized laboratory requiring stringent environmental conditions. **Temperature:**  $20^{\circ} \pm 0.1^{\circ} \text{ C}$ ,  $23^{\circ} \pm 0.5^{\circ} \text{ C}$ ,  $23^{\circ} \pm 0.2^{\circ} \text{ C}$ ,  $20^{\circ} \pm 0.2^{\circ} \text{ C}$ ,  $20^{\circ} \pm 0.5^{\circ} \text{ C}$  **Humidity:**  $50 \pm 5\%$  &  $45 \pm 5\%$ , **Cleanliness:** class 10,000 & 100,000, **Illumination:** 450 to 750 lux, **Vibration:**  $<0.3 \mu\text{m/s}$  to  $3 \mu\text{m/s}$  @ 10Hz, **Foundation:** Vibration free foundation in some laboratories, **Pressure:** Positive in the Laboratories 10 Pa, EM, **Shielding (both radiated & conducted):** 100uV/m, Conducted  $<100 \text{ mV}$ , **DC Magnetic Shielding:** in some area 0.01 G, **Power:** 220 V, 50 C/s 1 o; 440 V, 50 C/s 3 o, Clean power, UPS back up and Full back up with Gen sets

- 2 General features and major components of the building are as given below: -

- (I) Lab. temperature level.
- (II) Humidity level
- (III) Cleanliness level
- (IV) Illumination level
- (V) Tolerance of vibrations
- (VI) Vibration free foundation in some Labs.
- (VII) Positive pressure labs.

- 3 Scope of work for Architect/Consultant's Services: -

- (i) Taking client's instructions and preparation of design brief.
- (ii) Site evaluation, analysis and impact of existing and / or proposed development in its immediate environs.
- (iii) Design and site development .
- (iv) Structural design.
- (v) Sanitary, Plumbing, drainage, water supply and sewerage.
- (vi) Electrical, electronic, communication systems and design.
- (vii) HVAC and other mechanical systems.
- (viii) Elevators, escalators etc.
- (ix) Fire detection, fire protection and security systems etc.
- (x) Landscape.
- (xi) Interiors.
- (xii) Graphic design and signage.
- (xiii) Preparing tender documents and estimates etc.
- (xiv) Periodic inspection and evaluation of construction works.

## SECTION-II

### **INFORMATION & INSTRUCTIONS FOR APPLICANTS**

#### **1.0. GENERAL:**

- 1.1 Letter of transmittal and forms 'A' to 'F' seeking information/documents are given in Section -III.
- 1.2 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. 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/ query is not applicable in case of the applicant, it should be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by telegram or telex and those received late will not be entertained.
- 1.3 The application should be type written. The applicant should sign each page of the application.
- 1.4. Over writing should be avoided. Correction, if any should be made by neatly crossing out, initialing, dating and rewriting. Pages of the pre-qualification document are numbered. Additional sheets, if any, added by the applicant should also be numbered by him. They should be submitted as a package with signed letter of transmittal.
- 1.5 References, information and certificates from the respective clients certifying suitability, technical know how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer or equivalent.
- 1.6 The applicant may furnish any additional information which he thinks is necessary to establish his capability to successfully complete the envisaged project. He is, however, advised not to furnish superfluous information . No information shall be entertained after submission of pre-qualification document unless it is called for by the Employer.
- 1.7 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from taking up the project of NPL.

1.8 The pre-qualification document in prescribed form duly completed and signed should be submitted in a sealed cover. The sealed cover superscribed "Pre-qualification of Architects for the project of Construction of Standards block at NPL Campus, Dr.K.S. Krishnan Marg, New Delhi." shall be received in the office of Director, NPL, New Delhi, **up to 3.00 p.m. on 2<sup>nd</sup> February, 2005**. Documents submitted in connection with pre-qualification will be treated as confidential and will not be returned.

1.9. Prospective applicants can seek any clarification regarding project requirements and pre-qualification document from the office of Director, NPL if required. They can either write to the office of Director, NPL or contact **Sh. R P Sharma, Controller of Administration (Phone No. 25741441)** at NPL, New Delhi.

2.0. **DEFINITIONS:**

In this document the following words and expressions have the meaning hereby assigned to them.

2.1. EMPLOYER means the Director, NPL, New Delhi acting through the Administrative Officer/Controller of Administration.

2.2. APPLICANT means the individual, Proprietary firm, firm in partnership, limited company, private or public or corporation.

2.3. "Year" means "Financial Year" unless stated otherwise.

3.0. **METHOD OF APPLICATION:**

3.1. If the applicant is an individual, the application shall be signed by him above his full typewritten name and current address.

3.2 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.

3.3. 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 the 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 addresses of all the partners of the firm should accompany the application.

3.4 If the applicant is a limited company or a corporation, the application shall be signed by 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.

#### **4.0 FINAL DECISION MAKING AUTHORITY:**

The Director, NPL reserves the right to accept or reject any application and to annul the pre-qualification process and reject all applications at any time without assigning any reason or incurring any liability to the applicants.

#### **5.0 PARTICULARS PROVISIONAL:**

The particulars of the project given in Section-I are provisional. They are liable to change and must be considered only as advance information to assist the applicant.

#### **6.0 SITE VISIT:**

The applicant is advised to visit the site of project at his own cost, and examine it and its surroundings to himself, collect all information that he considers necessary for proper assessment of the prospective assignment.

#### **7.0 INITIAL CRITERIA OF ELIGIBILITY FOR PRE-QUALIFICATION**

The term 'Architect' will mean person who at the time of submitting the application is registered with the Council of Architecture, India under the Architects' Act 1972. If an application is submitted by a team, its leader shall be an 'Architect' and where the application is submitted by a firm, at least one of its partners/ directors, but not any employee, shall be an 'Architect'.

##### **7.1. EXPERIENCE OF SIMILAR PROJECTS**

The applicant should have satisfactorily completed minimum three similar projects of Rs.6 crores during the last ten years ending 31.12.04 for Govt./ Semi-Govt/ Public Undertakings/ Reputed Private Organisation or CSIR and its laboratories. The "similar work" means Planning/designing of physical research and development laboratories, laboratory complexes within large institutions like universities, Pharmaceutical complexes, Hospitals etc. For this purpose, "cost of project " shall mean gross value of the completed project. This should be certified by an officer not below the rank of Executive Engineer/Project Manager or equivalent.

## **7.2. ORGANIZATIONAL STRUCTURE**

The applicant should have sufficient number of Technical and Administrative employees for the proper execution of the project. The applicant should submit a list of employees stating clearly how they would be involved in this project. The in-house capability of the firm should be brought out clearly indicating the disciplines for which the firm will need to appoint sub-consultants.

## **7.3. OVERALL EXPERIENCE**

The overall experience of the firm should not be less than 10 years. This means that the firms should be in practice & providing consultancy services for a minimum period of last 10 years. A list of the major and important work designed by the firm since inception may be given in Form 'C'.

## **8.0 EVALUATION CRITERIA FOR PRE-QUALIFICATION**

8.1 For the purpose of pre-qualification, applicants will be evaluated in the following manner :-

8.1.1. The initial criteria prescribed in Para 7.1 to 7.3 above in respect of experience of similar type of projects completed, organizational structure and overall experience will be scrutinized for determining the applicant's eligibility for pre-qualification.

8.1.2. The applicants qualifying the initial criteria as set out in para 7.1 to 7.3 above will be evaluated by scoring method on the basis of details furnished by them as below :-

a) Experience of Similar Projects  
(Refer Forms 'A', 'C' & 'D')

For three similar projects of Rs.6 crores each completed during the last 10 years-30 marks will be given. For each additional similar project of Rs. 6 crores designed by the firm during its life time, 10 marks will be given subject to maximum of 20 marks for 2 additional works. 50 marks (maximum)

b) Organizational Structure  
(Refer Forms 'E' & 'F')

The firms are expected to have in-house capability for a) Structural Design, b) Electrical works, c) plumbing & water supply works, d) 24 marks (maximum)



Air-conditioning, e) Fire-fighting & detection works f) landscaping, g) Interior designs, h) other services like building Automation system etc. 3 marks each for these eight disciplines will be given. In case the firms do not have in-house capability for a particular discipline and they require the services of an external sub-consultant then only 1.5 marks each for such discipline will be given

c) Overall Experience

(Refer Forms 'C', 'D' & 'E')

A firm is expected to have an overall experience of minimum 10 years i.e. the firm should have been established & in practice for the last 10 years. 10 marks will be given to the firm if it has handled one important/ major project of Rs.6 crores & above since its inception. For each additional 5 years 2 marks will be given subject to maximum of 6 marks (3 periods X 5 years) if major works of Rs.4 crore each & above are handled during these periods. The works considered under this sub-head will be excluding the similar works considered under sub-head (a) 16 marks (maximum)

d) Awards

If a firm has won award in any National/International level competition for Architectural Designs/Planning, then it will be given 10 marks (Max.). A certificate from the organizing authority will have to be produced by the firm in this regard. 10 marks (maximum)

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**100 marks**

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**Total**

To pre-qualify, an applicant must secure at least sixty percent marks in aggregate. The department however, reserves the right to restrict the list of pre-qualified Architects/consultants to around 10 or more as deemed suitable by it.

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

- a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
- a) Record of poor performance such as abandoning project, not properly completing the assigned project, or financial failures/weaknesses etc.

## **9.0 INFORMATION TO BE GIVEN IN THE REQUIRED FORMATS:**

9.1. Applicant should furnish the following:

- a) List of similar projects successfully completed since inception ( Form – ‘A’)
- a) List of the projects under execution or awarded ( Form – ‘B’)
- b) List of overall major/ important projects designed by the firm since inception (Form-‘C’).

9.2.1 Particulars of completed projects 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 project completed or in progress ( Form – ‘D’).

## **10.0 ORGANISATION INFORMATION**

Applicant is required to submit the following information in respect of his organization ( Form - ‘E’ & ‘F’).

- a) Name & postal address, Telephone & Telex Number etc.
- b) Year of establishment and commencement of practice.
- c) Copies of original documents defining the legal status, place of registration and principal places of business.
- d) Name & Title of Directors and Officers to be concerned with the project, 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 employer to seek detailed references.
- g) Number of Technical & Administrative Employees in parent company, subsidiary company and how these would be involved in this work ( Form – ‘F’)

## **11. LETTER OF TRANSMITTAL**

The applicant should submit the letter of transmittal attached with pre-qualification document.

## **12. DESIGN SUBMISSION**

After evaluation of pre-qualification applications, a list of qualified Architects will be prepared. Thereafter, pre-qualified Architects will be invited to participate in the design competition based on the guidelines of Council of Architecture.

## **13. AWARD CRITERIA**

13.1. The employer reserves the right, without being liable for any damages or obligation to inform the applicant to

- a) Amend the scope and value of project to the applicant.
- b) Reject any or all the applications without assigning any reason.

13.2. 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.

### **Section - III**

#### **LETTER OF TRANSMITTAL**

FROM:

**Controller of Administration,**  
NATIONAL PHYSICAL LABORATORY  
(Council of Scientific and Industrial Research)  
Dr. K.S.Krishnan Marg, New Delhi – 110012

**SUBJECT: Submission of Pre-qualification application for the Construction of Standards block at NPL campus, New Delhi.**

Sir,

Having examined the details given in Press-Notice and pre-qualification document for the above project, I/we hereby submit the pre-qualification document and other relevant information: -

1. I/we hereby certify that all the statements made and information supplied in the enclosed forms 'A' to 'F' and accompanying statements are true and correct.
2. I/we have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I/we also authorize Director, NPL to approach individuals, employers firm and Council of Architecture to verify our competence and general reputation.
4. I/we submit the required documentary proof of Registration with Council of Architecture.
5. I/we submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following projects along with prescribed format.

Name of project

Certificate from

Enclosures

Seal of applicant

Date of submission

Signature(s) of Applicant(s)

**FORM 'A'**

**DETAILS OF SIMILAR PROJECTS COMPLETED DURING LAST TEN YEARS ENDING 31.12.04**

Sl. No.	Name of project & location	Owner or sponsoring organization	Cost of project in crores	Date of commencement as per contract.	Stipulated date of completion	Actual date of completion	Name & address/ telephone No. of Officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9

Signature of Architect/Consultant

**PROJECTS UNDER EXECUTION OR AWARD**

Sl. No	Name of Project & location	Owner or sponsoring organization	Cost of project in crores	Date of commencement as per contract	Stipulated date of completion	Up to date percentage progress of project	Slow progress/ if any and reasons thereof	Name & address/ Telephone No. of Officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

**Signature of Architect/Consultant**

**FORM 'C'**

**LIST OF OVERALL MAJOR/ IMPORTANT PROJECTS DESIGNED BY THE FIRM SINCE INCEPTION**

Sl. No	Name of Project & location	Owner or sponsoring organization	Cost of project in crores	Date of commencement as per contract	Stipulated date of completion	Up to date percentage progress of project	Slow progress/ if any and reasons thereof	Name & address/ Telephone No. of Officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

**Signature of Architect/Consultant**

**FORM 'D'**

**PERFORMANCE REPORT OF PROJECTS REFERRED TO  
IN FORM 'A' , 'B' & 'C'**

- 1) Name of Project & Location
- 2) Agreement No.
- 3) Estimated cost
- 4) Tendered cost
- 5) Date of commencement
- 6) Date of completion
  - a) Stipulated date of completion
  - b) Actual date of completion
- 7) Amount of compensation levied for delayed Completion, if any
- 8) Performance Report
  - a) Quality of work Excellent/ Very good/ Good/Fair
  - b) Financial Soundness Excellent/ Very good/ Good/Fair
  - c) Technical proficiency Excellent/ Very good/ Good/Fair
  - d) Resourcefulness Excellent/ Very good/ Good/Fair
  - e) General behavior Excellent/ Very good/ Good/Fair

Dated:

Employer



**ORGANISATIONAL STRUCTURE**

- 1) Name & Address of the applicant with Telephone No./Fax No.
- 2)
  - a) Year of Establishment
  - b) Date & year of commencement of practice.
- 3) Legal status of the applicant (attach copies of original document defining the legal status)
  - a) An Individual
  - b) A proprietary firm
  - c) A firm in partnership
  - d) A limited company or Corporation
- 4) Particulars of registration with various Government bodies (attach attested photo-copy)

	<u>Organization/Place of registration</u>	<u>Registration No.</u>
i.		
ii.		
iii.		

- 5) Names and Titles of Directors & Officers with designation to be concerned with this project.
- 6) Designation of individuals authorized to act on behalf of the organization.
- 7) Was the applicant ever required to suspend the project for a period of more than six months continuously after you commenced the planning? If so, give the name of the project and reasons of suspension of project.

- 8) Has the applicant, or any constituent partner in case of partnership firm, ever abandoned the awarded project before its completion? If so, give name of the project and reasons for abandonment.
- 9) Has the applicant, or any constituent partner in case of partnership firm, ever been debarred/black listed for competing in any organization at any time? If so, give details.
- 10) Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
- 11) In which field of Architecture the applicant has specialization and interest?
- 12) Any other information considered necessary but not included above.

Signature of Architect/Consultant

**FORM 'F'**

**DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE DEPLOYED FOR THIS PROJECT.**

S.NO.	Designation	Total No.	No. available for this project	Name	Qualification	Professional experience and details of project carried out	How they would be involved in this project	Remarks
1	2	3	4	5	6	7	8	9

**Signature of Architect/Consultant**