



## **BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI**

(An ISO 9001:2015 Certified Organization)

Website: [www.bseh.org.in](http://www.bseh.org.in)

Email: [asmm@bseh.org.in](mailto:asmm@bseh.org.in)

**BSEH/ASDE/02/Centralized AC**

**Date:- 09-06-2020**

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Price Rs. 1000/-



## **E-tender for Empanelment of Architects & Consultants for Centralized AC and Renovation of office Building.**

To  
Secretary,  
Board of School Education Haryana,  
Bhiwani - 127021  
(Ph.: 01664- 243336 FAX : 01664- 241611)



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### **DOCUMENT CONTROL SHEET**

1.	Name of Organization	Board of School Education Haryana, Bhiwani
2.	Scope of work	<b>Empanelment of Architects &amp; Consultants for Centralized AC and Renovation of office Building.</b>
3.	Tender Type	OPEN
4.	Tender category	Services
5.	Bid Document Download / Sale Start Date	10-06-2020
6.	Bid Submission Start Date	10-06-2020
7.	Pre-Bid Meeting	17-06-2020
8.	Bid validity	One year beyond the closing date of tender
9.	Tender fee (non-refundable and non-adjustable) & EMD	Rs. 1,000/- (One thousand only) Tender Cost & 10,000/- (Ten Thousand Only) EMD will be deposit through e-tender portal online. The firms which are under MSME are to be exempted from EMD and Tender fee subject to fulfillment of conditions as per eligibility decided by Govt. of Haryana Department of Industries and Commerce
10.	Last date and time for submission of Bids	25-06-2020 (11:00 AM)
11.	Date and time of opening of technical Bids	25-06-2020 (12:00 Noon)
12.	Tender should be addressed to	Secretary, Board of School Education Haryana, Bhiwani
13.	Address for communication	Assistant Secretary, (General Branch) Mobile No.- 9416973860, Board of School Education Haryana, Bhiwani
14.	Period of completion of work	As per Terms & Conditions of tender & Award letter.
15.	Validity of contract/rates	Upto completion of work & can be extended for two years on satisfactory performance on same terms & conditions.
16.	Validity of offer	Upto three month from the date of opening of financial bid



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### **NOTICE INVITING SHORT TERM E-TENDER**

On behalf of Board of School Education Haryana, Secretary of the Board invites tenders under two bid systems (Technical & Financial) from the reputed firms for empanelment of **Architects and Consultants** for supervision and executing the works of Centralized AC, Renovation & interior furnishing of Board's office building. The tender document will be available on [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in) & Board's Website [www.bseh.org.in](http://www.bseh.org.in) and can be downloaded from the Board's website for viewing from 10-06-2020 and last date for submission of bid documents is 25-06-2020 at 11:00 AM. Any amendment /correction in the tender document will be done by the Board authority through [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in) & [www.bseh.org.in](http://www.bseh.org.in) prospective bidders are requested to regularly visit/check the Board's Website. The cost of bid document is 1000/- (One Thousand Only) and EMD of Rs. 10,000/- (Ten Thousand Only)) is to be deposited through e-tender portal online. The firms which are under MSME are to be exempted from EMD and Tender fee subject to fulfillment of conditions as per eligibility decided by Govt. of Haryana Department of Industries and Commerce. Completely filled-up bid document must be submitted **only online to Secretary, Board of School Education Haryana, Bhiwani** through [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in) The Technical Bids shall be opened on 25-06-2020 at 12:00 **Noon** by the committee authorized by the Secretary for this purpose in the Board's Committee Room in the presence of the bidder who wish to remain present. The Financial Bids for the bidder whose Technical Bids found complete and confirm the eligibility criteria, shall be opened on 25-06-2020 at 3:00 PM. No tender by Fax/E-mail will be entertained. Conditional tender will not be accepted. Incomplete bids shall be similarly rejected. The competent authority of the Board reserves the right to accept or to reject any or all bids without assigning any reason.

**-sd-  
SECRETARY**



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### **Key Dates:-**

Sr. No.	Event	Date	Time	Place
1	Starting Date & Time of issue of Bid Documents	10-06-2020	---	
2	Deadline for submission of Bids	25-06-2020	11:00 AM	
3	Date, Time and Place of opening of Bids	25-06-2020	12:00 Noon	Bhiwani

### **Detailed Work :-**

It is proposed to maintain separate panel for the following specialization of works:

- 1. Architects.**
- 2. Civil & Structural Engineering consultants.**
- 3. Electrical Engineering consultants.**
- 4. Air-conditioning Consultants.**
- 5. Fire Work Project.**

The above works will be further classified into different categories by fixing the financial limits. The eligibility criteria and other requirements for each of the above categories are detailed under ***“Scope, cost-wise sub-classification and Eligibility criteria”***.

Interested Architects & Consultants having minimum **5 years experience as on 31.03.2020** in the respective field, carrying out work for **Public Sector Banks / Public Sector Units / Central & State Government Departments / Central & State autonomous bodies / Public Sector financial institutions, private organizations** shall apply.



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### **Notification of award**

(Letter regarding Depositing Performance Security and Agreement etc. by the Successful bidder)

To

..... [Name and address of the bidder]

.....

.....

Dear Sir,

This is to notify you that your Bid dated the ..... for the Installation centralized A.C. for the contract Price of Rupees..... [in figures] (.....) [Amount in words], in accordance with the Instructions to Bidders in hereby accepted by the Secretary, Board of School Education Haryana Bhiwani.

You are hereby requested to furnish Performance Security within three days, in the form available in tender documents as per Instruction to Bidders for an amount equivalent to Rs..... [in figures] (.....) [Amount in words] within ..... days of the receipt of this letter of acceptance valid up to..... [insert the period], i.e. valid up to ..... [insert the last date of validity] and sign the contract as per contract form available in tender documents failing which action as stated in the Instructions to Bidders will be taken.

Assistant Secretary (General)  
for Secretary



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### **Instructions and Terms and Conditions to the Bidders**

1. The empanelment of Architects and Consultants for Civil, Electrical, Centralized AC works, Fire Works & other allied works of routine nature are proposed for BSEH Bhiwani.
2. The complete document as detailed at page no 13 in (a) to (d), complete in all respects, should be submitted by the intending applicants within the stipulated date and as per the instructions given in the Notice inviting applications. The details of the applicants and their experience shall be furnished in the prescribed "Application Format" only.
3. The cost of this bid document is Rs. 1000/- (One Thousand only), (non refundable) and Earnest Money of Rs. 10,000/- (Ten Thousand Only) deposited through e-tender portal online. The firms which are under MSME are to be exempted from EMD and Tender fee subject to fulfillment of conditions as per eligibility decided by Govt. of Haryana Department of Industries and Commerce.
4. The Bids will be opened in the presence of Bidders or their authorized representatives, who may wish to be present. So it is advised that authorized representatives bring authority letters from their firm.
5. Tender Documents can also be downloaded from the Board's website [www.bseh.org.in](http://www.bseh.org.in) & [www.etenders.hry.nic.in](http://www.etenders.hry.nic.in).
6. The quantity of work may be increased or decreased.
7. After receiving notification of award, firm have to deposit an agreement as per contract form available in tender documents on 100/- Rs. Stamp Paper attested by Notary with in seven days.
8. If any firm did not submit contract form with in prescribed time in notification of award, penalty will be imposed as per agreement. After that earnest money of the firm forfeited and work may be allotted to any other willing firm on L-1 rates.
9. Earnest money will be returned after final payment to the firm. Payment will be made quarterly as per agreement.

1(i)	Preparation of Preliminary Drawing including site Plans/Layouts	25%
(ii)	Preparation of Detailed working Drawing i.e. Plans, Elevations, Sections, Joinery, Water supply & PH & Electric works etc.	30%
(iii)	Preparation of Structural Design & Drawings	28%
(iv)	Preparation of Estimate/BOQ, Detailed estimate, specifications, NIT & DNIT, Schedule items on HSR basis & non schedule items on AORs on market rates or otherwise.	17%
	Total	100%

2. Agreement will be executed after allotment of work.



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10. Incomplete applications or applications without proper proofs for establishing their credentials will be summarily rejected.
  11. The authorized person of the firm / company shall sign in all the pages of the application with seal of the company / firm.
  12. If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm, full name and current address of all the partners of the firm shall also accompany the application.
  13. If the application is made by a limited company, it shall be signed by a duly authorised person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certificate of incorporation, Memorandum and Articles of Association shall accompany the application.
  14. The evaluation will be based on the experience, reputation, empanelment with PSUs, Govt. institutions of the applicant, their financial capabilities, quality consciousness etc. and if found necessary may also include inspecting the works furnished by them for which, necessary co-ordination shall be made by them.
  15. Based on the details furnished and inspection of works, eligibility criteria, the applicants will be empanelled.
  16. Decision of the Board regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled Architects & consultants will only be informed.
  17. If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the empanelment of such applicant will be cancelled immediately.
  18. The empanelment shall be valid for a minimum period of 03 years subject to review once in a year.
  19. No employee of the Board is allowed to work as an Architect or Consultant to the Board, for a period of two years from his/her retirement from the services of the Board, without the previous permission of the Board. The contract shall be liable to be cancelled if either the said person or any of his/her employees is found at any time to be such person who had not obtained the prior permission of the Board as aforesaid before submission of the tender or before taking up assignment as an Architect or Consultant.



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20. BSEH, Bhiwani reserves its right to reject any or all the applications without assigning any reasons whatsoever.
21. The Secretary/Chairman, of the Board may extend the work.
22. If any dispute arises between the Board and supplier, it is mandatory to use the option of arbitration. Board's Chairman will be the sole arbitrator or his nominee and decision of the arbitrator will be binding on the both parties.
23. Non- Blacklisting Certificate should be on Rs. 10/- non-judicial stamp paper attested by the Notary and business for a period of at least last 2 years certificate.
24. A proof of ownership/partnership shall be submitted along with verification of address, telephone number and Fax number. A surprise visit to the premises by the representatives of the Board shall be made to assess the firm's capacity and standing.
25. The tendere is also required to submit performance report (s) from other similar organizations where the firm is registered for Architect and consultant. The firm should also submit list of organization where Architect has been done to comply this clause will lead to rejection of their bid.
26. The courts at Bhiwani only will have the legal jurisdiction in case of any dispute.
27. The average turnover in the respective field should not be less than 20 lakh per year during the last 03 year (2016-17, 2017-18, 2018-19).

The Board's Address is :-

Board of School Education Haryana,  
Hansi Road, Bhiwani-127021  
Email : [asgen@bseh.org.in](mailto:asgen@bseh.org.in)  
Website: [www.bseh.org.in](http://www.bseh.org.in)  
Phone No. 01664-243336  
Fax No. 01664- 241611

Important Phone Numbers :-

Asstt. Secretary (General) : 9416973860

Superintendent (General) : .....





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### **SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS FOR ARCHITECTS & CONSULTANTS**

CATEGORY	Total Project Estimate Cost near about
Architect	5 Cr.
Civil & Structural Engineering Consultant	
Electrical Engineering Consultant	
Centralized AC Works & Consultant	
Fire Works	

#### **CONSULTANTS**

The professionals experienced in planning, designing, preparation of tender documents, supervision of works wherever required, assisting the Board in techno-commercial aspect with exposure to Government & Central Vigilance, IBA Guidelines will be preferred.

#### **Eligibility:**

The Architect & Consultant should have the following minimum eligibility criteria:

1. The applicant should have provided consultancy services for similar works for  
1 project costing 80% of the class limit or  
2 projects costing 50% of the class limit or  
3 projects costing 40% of the class limit during the last five years prior to 31.12.2019
2. The applicant should be an assessee of Income Tax, GST, etc.
3. Architect & Consultant should submit copy of work orders issued for works undertaken from 01.04.2016 to 31.03.2018 and its **client certificates / completion certificates** along with the **copies of TDS Certificates** (Form 16A / Form 26AS etc.) **during this period.**



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### **1. ARCHITECTS:**

**Scope:** Architects services include planning, designing, supervising of Civil Engineering works, interior furnishing works, other infrastructure creation works for the offices, providing specifications of the materials, assisting the Board in finalizing the contractor and supervision of the interior works ,if sought by the Board. The panel architects services will also be availed for planning, designing and execution of redeveloping of Boards own buildings involving the approval for the same from the local Authorities.

#### **Eligibility:**

- a. Architect having graduate degree must have minimum experience of 7 years and Architect having post graduate degree must have an experience of 5 years in planning and designing for interior, renovation works etc. as on 31.03.2020.
- b. The Architect must have registered with the Council of Architecture (COA) / Members of the Indian Institute of Architecture and should have experience in planning, designing and supervising Civil Engineering, Interior works for the Public Sector Banks & Financial Institutions, PSUs, Government departments and Private organizations.
- c. The Architect must have necessary drawing office with supporting staff for consultation / furnishing required help in getting plans, sanctions, and completion certificates from the local municipal authorities.
- d. Architectural firms having engineering department with personnel having required qualification and meeting the eligibility criteria can also apply.
- e. The Architect shall be selected from this panel for different work based on the fees to be quoted for specific work. While selecting, preference will be given for local Architects. Such selected architects shall be required to execute an agreement with the Board in the prescribed perform as and when directed to do so by the Board. The Board reserves its right to appoint any Architect from outside the panel in case of requirement.



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- f. Services to be rendered by the Architect:
  - i. To take instructions from the Board and prepare sketch designs, making revisions till sketch designs are finally approved by the Board and making estimates of cost.
  - ii. To submit required drawing to the Local Authority and obtain approval, if required.
  - iii. To nominate and instruct consultants, as and when necessary.
  - iv. To prepare interior / renovation / architectural working drawings, structural drawings including design and all other drawings for various trades.
  - v. To draw detailed specifications, estimates, draft tender for various trades.
  - vi. To submit Assessment Reports on tenders received for various trades along with comparative statements and recommendations for award of work.
  - vii. To prepare and supply 3 sets of all drawings for execution.
  - viii. To visit site as and when required by the Board.
  - ix. To submit Completion Drawings.
  - x. Any other services connected with the said works usually and normally rendered by the Architects and not referred to in above.
- g. The scope of work includes supervision from time to time is mandatory part of the project.

### **2. CIVIL & STRUCTURAL ENGINEERING CONSULTANTS:**

**Scope:** Civil Engineering consultant services shall be used for planning, designing, estimation, tendering, supervising of building construction, repairs, renovations, maintenance, supervision of other Civil works of Boards own buildings.

The scope of **Structural Engineering Consultants** includes assessment of repairs, renovation involving structural evaluation and recommending correct rectification works, periodical evaluation of buildings for structural conditions, undertaking necessary structural studies and submitting technical assessment reports, suggesting remedial measures, preparation of tender papers and assisting the Board in undertaking repair works with or without their site supervision.

#### **Eligibility:**

- a. For Civil consultant - Graduate in Civil Engineering with minimum 5 years of experience in planning, designing and supervision of buildings, sanitary, plumbing works and other allied works as on 31.03.2020.
- b. For Structural consultant - Post-graduate in **structural engineering** with minimum 5 years of experience in repairs and rehabilitation of the structures and other allied works as on 31.12.2019 will be preferred.



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- c. Should have experience in planning, designing and supervision of Civil Engineering Constructions, repairs, renovation works including water proofing works of buildings for the Public Sector Banks & Financial Institutions, PSUs, Government departments and Private organizations.

### **3. ELECTRICAL ENGINEERING CONSULTANTS:**

**Scope:** The services will be used for planning and execution of the electrical works for the Board's office building branches, office buildings including procurement of electrical equipments like Generators, UPS, Transformers, Capacitor Boards, Lifts, Panel boards design, SOLAR installation, electrical audit, other allied works and co-ordinating / liasoning with DHBVN/MC Bhiwani.

Consultants who have specialized in the field of electrical engineering with the knowledge on HT sub-station, internal electrical system for a computerized office environment, specialized electro-mechanical works like DG sets, Lifts, Building Management System, air-conditioning etc.

#### **Eligibility:**

- a. Graduate in Electrical Engineering with minimum 5 years of experience in the respective field as on 31.03.2020.
- b. Should have experience in planning, designing and supervising of electrical works for computerized environment, experience in LT/HT works, UPS, Generators, motor, Lifts, electrical audit and as given above in the scope of works for the Public Sector Banks & Financial Institutions, PSUs, Government departments and Private organizations.
- c. Firms having engineering department with personnel having required qualification and meeting the eligibility criteria can also apply.

### **4. Centralized Air Conditions:**

**Scope:** The services will be used for planning, designing and supervision of the Centralized AC works of the Board's offices.



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### **Eligibility:**

- a. Graduate in Electrical / Mechanical / Refrigeration engineering with minimum 5 years of experience in the air-conditioning field as on 31.03.2020.
- b. Should have experience in planning, designing and supervising of centralized air-conditioning works for computerized environment using Split / VRF / Ductable splits / package units for the Public Sector Banks & Financial Institutions, PSUs, Government departments and Private organizations.

### **5. Fire Work Project.**

**Scope:** The services will be used for planning, Fire safety Work and supervision of the Board's offices.

### **Eligibility:**

- a. Graduate in fire safety engineering with minimum 5 years experience in fire safety field as on 31.03.2020.

### **DOCUMENTS TO BE SUBMITTED:**

- a. **Certificate of Registration with Registrar of Companies or Registrar of Firms or Letter of Proprietorship.**
- b. **Income Tax Returns for last 3 financial years & PAN card.**
- c. **Registration Certificate for Goods and Service Tax (GST).**
- d. **Audited Balance Sheet for last 3 financial years. (2016-17; 2017-18; 2018-19)**
- e. **Performance feedback from existing principal Employers.**



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### **APPLICATION FORMAT**

1. Name of the Organization : \_\_\_\_\_

2. Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Mobile No. : (i) \_\_\_\_\_ (ii) \_\_\_\_\_

4. Telephone No. : \_\_\_\_\_

5. Email- ID : \_\_\_\_\_

6. (a) Status of the Firm : Proprietor / Partnership / Company (Please tick)

(b) Name of the Proprietor/Partners/Directors (With professional qualification, if any):

(i): \_\_\_\_\_

(ii) : \_\_\_\_\_

(iii) : \_\_\_\_\_

7. Year of establishment : \_\_\_\_\_

8. Whether registered with Registrar of Companies / firm if so, No & Date: \_\_\_\_\_

9. Registration with Tax Authorities: \_\_\_\_\_

a) Income-tax No. PAN No. : \_\_\_\_\_ (Furnish latest copies of Income-tax Clearance Certificate)

b) Goods & Service Tax : \_\_\_\_\_  
(Copy to be enclosed)

c) Registration Number : \_\_\_\_\_

d) License Number in Case of other  
**Consultants** (Copy to be enclosed) : \_\_\_\_\_



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10. Turnover of the Company/firm

(Please attach copy of audited from CA balance sheet profit and loss account for three years).

Sr. No.	Year	TURNOVER
1	2016- 2017	
2	2017 - 2018	
3	2018 - 2019	

11. Tender Rates:

Sr. No.	Scope of work	Quoted Rates (along with GST)
1	Architect	Rs. _____ (In Figure)
2	Civil & Structural Engineering Consultant	
3	Electrical Engineering Consultant	Rs. _____ (in words )
4	Air-Conditioning Consultant	
5	Fire Works	

### **DECLARATION**

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I/we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures.
3. I/We agree that the decision of Board in selection of Architects / Consultants will be final and binding on me / us.
4. I / We have read the instructions appended to the Performa and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the Board.

Signature of  
Authorized Person  
with Seal