



MMTC LIMITED
(A Government of India Enterprise)
Scope Complex, Lodhi Road,
New Delhi 110 003.
INDIA

INVITATION OF
EXPRESSION OF INTEREST (EOI)
FOR EMPANELMENT OF
ARCHITECTS/ INTERIOR
DESIGNERS/ CONSULTANTS

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INVITATION OF EXPRESSION OF INTEREST

(EOI)

**FOR EMPANELMENT OF ARCHITECTS, INTERIOR
DESIGNERS/CONSULTANTS**

PART-I

PRE-QUALIFICATION IN GENERAL

MMTC LIMITED

INVITATION OF EXPRESSION OF INTEREST (EOI)

FOR EMPANELMENT OF ARCHITECTS/ INTERIOR DESIGNERS/ CONSULTANTS

MMTC (A Govt. of India Undertaking) invites Expression of Interest (EOI) from eligible and reputed Architects/ Interiors Designers / Consultants for providing Architectural & Consultancy Services each at Delhi & Mumbai for their various constructions, renovation, interior designing, beautification, landscaping and other jobs.

The proposals duly completed as per prescribed format, shall be submitted in sealed envelope super scribing “**Application for Empanelment of Architects/ Interior Designers/ Consultants**” on or before **25th October 2016** at **14:30** hrs in the office of

**General Manager (Estate),
MMTC Limited,
Core-1, SCOPE Complex,
7 Institutional Area, Lodhi Road,
New Delhi – 110 003, INDIA**

The detailed EOI with Annexure(s) may be downloaded from MMTC website

www.mmtclimited.com and Government of India website www.eprocure.gov.in

1. PREAMBLE

- 1.1 MMTC Limited, hereinafter referred as Employer, is a Public Sector Undertaking fully owned by the Government of India under the administrative control of Ministry of Commerce and Industry (MOC&I).
- 1.2 Established in 1963, MMTC, one of the two highest foreign exchange earners for India, is a leading international trading company with a turnover of around US\$ 10 billion. It is the largest international trading company of India and the first Public Sector Enterprise to be accorded the status of "FIVE STAR EXPORT HOUSE" by Government of India for long standing contribution to exports. MMTC is the largest non-oil importer in India. MMTC's diverse trade activities encompass Third Country Trade, Joint Ventures, Link Deals - all modern day tools of international trading. Its vast international trade network, which includes a wholly owned international subsidiary in Singapore, spans almost in all countries in Asia, Europe, Africa, Oceania and Americas, giving MMTC global market coverage.
- 1.3 MMTC's Corporate Office is located at Core-1, SCOPE Complex, Lodhi Road, New Delhi, 9 Regional Offices, and a residential colony at Adhchini, New Delhi and residential flats / apartments at various locations across the country.
- 1.4 MMTC intends to take up the following work over the next few years to improve the overall ambience in the Company:-
- a) Renovation, Upgradation, Modernisation and Interior Designing of existing Office, Board Room and Conference Hall in MMTC's Corporate Office spread over 97,000 Sqft of area (G+7 floors) in Core-1, SCOPE Complex, Lodhi Road, New Delhi.

- b) Architectural/ Design consultancy for development/ new construction of residential complex on two acre vacant land in MMTC Housing Colony, Adhchini, New Delhi.
 - c) Architectural/ Design consultancy for re-development of residential complex at L1/1, Hauz Khas Enclave, New Delhi currently having a total area of 8000 sq.ft having 3 units constructed on the ground floor.
 - d) Architectural/ Design consultancy for re-development of four storey apartment consisting of 16 flats on a plot measuring 715.12 sq.mt. located at Haji Babu Road, Malad (East), Mumbai.
 - e) Improvement of facades of existing buildings, beautification of common areas, landscaping and conservation of old structures.
- 1.5 In this context, MMTC proposes to appoint a panel of reputed Architects/ Interior Designers/Consultants firm for the above listed works.

2. INFORMATION TO APPLICANTS:

- 2.1 Empanelment documents shall be downloaded from MMTC website at www.mmtclimited.com and Government of India website www.eprocure.gov.in
- 2.2 Expression of Interest (EOI) application form for empanelment along with certified supporting documents in sealed cover super scribing “**Application for Empanelment of Architects/ Interior Designers/ Consultants**” on or before 25th October 2016 at 14:30 hrs in the office of

**General Manager (Estate),
MMTC Limited,
Core-1, SCOPE Complex,
7 Institutional Area, Lodhi Road,
New Delhi – 110 003, INDIA**

- 2.3 The application shall be submitted only as per the enclosed format (s) along with Annexure I to VII. Self attested documentary proof(s) in respect of the details furnished in the application form shall be submitted along with the application. The intending applicants shall also submit the list of such projects where due to any disputes, litigation/arbitration was invoke and or the consultancy services were abandoned/suspended by the Client. Suppression of any information in this regard may lead to cancellation of empanelment of the Firm/Architect(s) concerned, if such information comes to the notice of MMTC after empanelment. Incomplete applications will be summarily rejected.
- 2.4 The application shall be signed by the authorized person (s) of the firm. All pages of the documents shall be signed / sealed.
- 2.5 MMTC reserves the right to reject any or all applications without assigning any reason thereof.
- 2.6 The empanelment of Architects, Interior Designers/Consultants will be for a period of 3 years or till fresh empanelment is done whichever is earlier.
- 2.7 Pre-qualification/ Empanelment does not necessarily mean that a job will be assigned to the Consultant.
- 2.8 Clarifications, if necessary, will be sought from the applicants before empanelment. All information submitted by the applicants during the process of empanelment will be the property of MMTC and will not be returned.

3. INSTRUCTIONS TO APPLICANTS:

3.1 GENERAL

- a) All information requested for in the enclosed forms should be furnished against the respective columns in the format. Applicants are cautioned that non-submission of complete information as per the required formats or making any change in the prescribed forms may result in the application being summarily rejected.
- b) The application shall be type written. The applicant's name, signature and stamp shall appear on each page of the application form.
- c) The application form as downloaded from the website of MMTC www.mmtclimited.com or Government of India website www.eprocure.gov.in only shall be submitted.
- d) Copies of the References, information, work orders and completion certificates from the respective clients certifying the suitability, technical know-how, experience or capability of the applicant shall be submitted by the applicant, which could be verified by MMTC, when required.
- e) The applicants are advised to attach any additional information which he thinks fit and necessary in regard to proving his capabilities. No further information will be entertained after submission of the application unless it is called for by the MMTC.
- f) The cost incurred by the applicants in preparation & submission of this application, providing clarifications or attending discussions in connection with

process of empanelment shall be borne by the applicant and MMTC in no case will be responsible or liable for these costs regardless of the outcome of the process.

3.2 DEFINITIONS

- a) In the document, the following words and expressions shall have the meaning here by assigned to them except where the context otherwise requires:
- I) "**Employer/Client**" means MMTC Ltd, Core-1, SCOPE Complex, 7 Institutional Area, Lodhi Road, New Delhi – 110 003 and include the employer's representatives or successors, but not without the consent of the Contractor any assignee of the Employer.
- II) "**Applicant**" means proprietary firm, Partnership firm, Private Limited Company, Limited Company whose application has been received by the employer and includes the applicant's personal representatives, successors and permitted assigns.

3.3 METHOD OF APPLYING

- a) If the application is made by a proprietary firm, it shall be signed by the Proprietor above his full typewritten name and full name of his firm with the current address.
- b) If the application is made by a firm in partnership, it 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 signing the application, in which case a certified copy of Partnership Deed shall accompany the application.

- c) If the application is made by a Limited Company, it shall be signed by a duly authorized person holding the Power of Attorney for signing the application, in which case a certified copy of the Power of Attorney issued by the Board of Directors shall accompany the application.

3.4 FINAL DECISION MAKING AUTHORITY

- a) The Employer reserves the right to reject or accept any one or all applications and to annul the process and reject all the applications at any time without assigning any reason(s) thereof and without thereby incurring any liability to the affected applicant or without informing the applicants of the grounds for the Employer's action.

4. PRE-BID QUERIES:

- 4.1 Bidders may send their queries if any by email to rajendra@mmtclimited.com

5. ELIGIBILITY CRITERIA:

- a) Bidders should be a well established and professionally organized Architectural/Consultancy firm with at least 15 years experience in the field of providing architectural/consultancy services for restoration, retrofitting, re-architecture, conservation, new work.
- b) Bidders should have an office premises located within the municipal limits of Delhi NCR and Mumbai/ Navi Mumbai/ Thane.
- c) The consulting Architects, Planners, Firms, Associations, Companies, Organisations, etc should have completed similar assignments/projects at

least valued for 30 Crores in last three years for any Government/ Semi government/ Private Sector.

- d) Performance certificate of the completed works duly authenticated/ certified by an Officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work.
- e) The consulting Architects, Planners, Firms, Associations, Companies, Organisations, etc should be member of Council of Architecture.
- f) Bidders should have an average annual turnover of at least Rs 50,00,000/- during the last 03 financial years. **(Note: For the purpose of calculating the average annual turnover, fee received towards consultancy services provided by the bidder shall ONLY be considered)**
- g) Bidders should have on their rolls at least the following personnel:
 - i) a Principal Architect registered with the Council of Architecture, New Delhi and having at least 10 years experience.
 - ii) an Interior Designer having 10 years of experience.
 - ii) 02 Junior Architects registered with the Council of Architecture, New Delhi and having at least 5 years experience.
 - iii) An Urban Planner with Masters Degree in Urban Planning and minimum 5 years of experience. (Preferred)
 - iv) a Senior Engineer/ Structural Engineer with Degree in Civil Engineering preferably M. Tech/ ME(Structure)and minimum 10 years of experience.
 - v) A total strength of 15 employees.
 - f) Bidders should have Service Tax Registration in the category of Architectural/Consultancy Services.

6. EVALUATION OF APPLICATIONS:

6.1 The applications will be examined by a designated Evaluation Team of MMTC, which may call for clarifications/ additional information from the bidders which must be furnished to the Evaluation Team within the stipulated time. The applicants shall be evaluated based on the following parameters on a scale of 100.

Sl. No.	Parameters	Points
1	Capability Statement of the Firm (years of existence, presence and knowledge of local terrain)	20
2	Firm's Experience (Similar Consultancy Services/works completed)	35
3	Firm's Financial Capacity (Annual Financial Turnover)	15
4	Strength of Technical Team (In-house)	30
	Sum total	100

6.2 Bidders should satisfy the qualifying criteria on their own merits and not as a sum total of their sub-agencies. Joint Ventures / Consortium / MOU shall not be entertained.

7. PERIOD OF EMPANELMENT:

- 7.1 The empanelment of the Architects, Interior Designers/Consultants will be for a **period of 03 (Three) Years** from the date of award of Contract. However, MMTC reserves the rights to cancel the empanelment by giving a notice of three months during the period of empanelment and request afresh proposals for empanelment at any time.
- 7.2 MMTC reserves the right to extend the period of empanelment of consultants for a further period of one year depending on the requirement and performance of the consultant. The decision of MMTC in this regard would be final.
- 7.3 The empanelment of the Architects/ Interior Designers/Consultants will remain in force for the purpose of completion of all works ordered during the currency of the empanelment until they have been completed.

8. ALLOTMENT OF WORK:

- 8.1 The Authority shall empanel the eligible firms for Architectural/ Interior Designing/ Consultancy services. Depending upon the requirement, MMTC shall invite conceptual design / detailed proposals from the empanelled Architect/ Interior Designer / Consultant. Based on the proposals/ presentation to MMTC, the most responsive and competent design / proposal would be selected by MMTC and limited tender(s) shall be invited only from the selected empanelled architects / interior designers / consultants.
- 8.2 The work will be allotted to the successful Architect/ Interior Designer / Consultant, who emerges the lowest bidder in the tender. The tender may be invited in single bid (financial only) or in two bids (technical & financial) as the

case may be. In case the tender is invited in two bids, the financial bids of only those Architects, Interior Designers / Consultants shall be opened who qualifies in the technical bid. The details of the same will be stipulated in the limited tender proposed to be invited by MMTC.

- 8.3 MMTC also reserves the right to allot the work to any of the empanelled Architects/ Interiors Designers/Consultants after giving due consideration to the suitability and competence of the Architects/ Interior Designers / Consultants to handle jobs with due regard to their proven track record, which shall be reviewed by MMTC (Employer) as found necessary, from time to time.

9. **Litigation History**

- 9.1 The Applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last Seven (7) years ending 31.03.2016. A consistent history of litigations against the Applicant or any member of the Consortium may result in failure of the application at the desertion of MMTC.

10. **Jurisdiction of Court in case of dispute or differences arising on account of this EOI**

- 10.1 Any dispute or difference whatsoever arising between the parties out of or relating to construction, meaning of scope operation or effect of this contract is the validity on the breach thereof shall be settled by arbitration whereby a sole arbitrator to be nominated by Chairman and Managing Director (CMD) of MMTC.

- 10.2 The provision of Arbitration and Conciliation Act 1996 shall apply no such arbitration proceedings.

The venue of arbitration shall be “**New Delhi**”.

**11. BROAD SCOPE OF SERVICES TO BE PERFORMED BY THE ARCHITECTS/
INTERIOR DESIGNERS/CONSULTANTS BUT NOT LIMITED TO THE
FOLLOWING:-**

- a) Discussions with MMTC about the specific requirements and conceptualization of the assigned work and taking owner's instructions.
- b) Evaluation of the site and carrying out soil investigation, testing, topographical survey etc. as may be necessary with prior approval from MMTC. Charges towards soil investigation, testing, topographical survey etc., if required and carried out by the Architect, Interior Designer / Consultant shall be reimbursed at actual based on documentary evidence. Proof checking if required may be carried out by MMTC.
- c) Preparation of Design, Site Development, Master Plan, Architectural Plans, Interior Design details, Elevations, Sections, Walk-through models etc., with details of detailed area analysis, area summary statistics for gross building ,floor common and tenant areas, office efficiency, unit counts Building geometry, 3d diagrams , energy efficiency modelling etc., wherever required.
- d) Use of value engineering concepts to consider alternate design solutions to optimize expected cost/ worth ratios. Design should include incorporation of maximum possible natural light/ ventilation, visually impaired & physically disabled friendly & Green Building concepts to the extent possible and flexibility for future changes.
- e) Providing technical assistance and Preparation & submission of required drawings (Architectural & Structural) conforming to latest Development Control Regulations (DCR) and local bye-laws to the Statutory authority(s) and getting approved by the same.

- f) Liasoning and obtaining requisite approvals / permissions from the Concerned Statutory Authorities prior to commencement and also after successful completion of the work.
- g) Preparation of Preliminary report covering all aspects of bye laws and master planning constraints. Preparation of technical specifications, cost estimates including detailed rate analysis, bill of quantities, inspection & testing plan etc.
- h) Preparation of Tender drawings, Technical specifications, vendors / manufactures for materials and equipment. Assistance to MMTC in providing clarifications to bidders, Pre bid meeting and specifying the project contract.
- i) Preparation of all drawings good for construction for structural designs, internal and external MEP /utility services, telecommunications, Networking, Graphic signage's, fire fighting arrangements, security systems, parking etc. as per the approved technical specifications.
- i) Preparation of landscape architecture, interior architecture, architectural conservation, graphic design and signage's etc.
- k) The approvals of MMTC are required on all drawings, specifications, documents, etc. and Consultant shall be responsible for providing modifications, incorporation of suggestions etc.
- l) Ensure engaging the required key professionals for the services such as architectural, structural, MEP/utility services, landscaping, conservation etc. for the project designing and execution.
- m) Attend the reviews, meetings, conferences pertaining to the project.
- n) In case of new construction, the design shall be strictly in accordance with the latest Indian Standard Code of Practices / National Building Code. The structural analysis and design shall be done by using latest version of software packages such as STAADPRO or equivalent. The provisions in various BIS Codes shall override the packages output.

- o) Overall supervision of execution of the project including all types of civil works, carpentry, electric work etc.
- p) Preparation and issue of working drawings with all details for proper execution of the work.
- q) Site Supervision to review and ensure approved design compliance by the executing agency.
- r) Revision of drawing details and specifications as and when required in due course of construction progress and settlement of contractor bills.
- s) Preparation and planning of all design details, deliverables and plan the construction programme to complete the project.
- t) The consultant shall attend all the review meetings conducted by MMTC from time to time without any extra cost and shall also be available for any clarifications and bring out any issues related to construction which may lead to difficulties, litigation, delays etc.
- u) Preparing and providing all building control manuals with regard to building and services- operating and maintenance manuals.
- v) Providing As built drawings in soft and hard copy, handing over guarantees/warranties and test certificates as applicable.
- w) Providing all such other designing service outputs which are incidental and relating to the above, not specifically mentioned herein.



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(EOI)

**FOR EMPANELMENT OF ARCHITECTS, INTERIOR
DESIGNERS/CONSULTANTS**

PART-II

PRE-QUALIFICATION FORMS

APPLICATION FORM FOR EMPANELMENT

Information to be furnished by the Applicant

Sl. No.	Particulars	Details
1	Name of Organisation	
2	Address	
3	Contact Person	
4	Telephone No.	
5	Mobile No.	
6	Fax No.	
7	E-mail ID	
8	Organisation Details	To be filled as per Annexure-I
9	Details of Directors/Partners/Proprietors	To be filled as per Annexure-II
10	List of Architectural Consultancy Assignments completed	To be filled as per Annexure-III
11	List of Architectural Consultancy Assignments in progress	To be filled as per Annexure-IV
12	Financial Status	To be filled as per Annexure-V
13	List of permanent professional Employees and Key Personnel mentioning their specialization, qualifications, experience and association with the firm Self-certified copies to be enclosed	
14	Affidavit	To be filled as per Annexure-VII
15	Litigation/ Arbitration	To be filled as per Annexure-VIII

Annexure-I

ORGANISATIONAL DETAILS

Sl. No.	Parameter	Details
1	Organisational Set-up: Place of Incorporation Year of Establishment/ Incorporation/ Registration Status of Firm (Proprietorship/Partnership/Limited/Any other) Name of Directors/Partners/Proprietors Empanelment with Govt. Organisations (Mention names along with copies of Certificates)	
2	Employee Strength: Principal Architects (nos.) Junior Architects (nos.) Urban Planner (nos.) Interior Designers (nos.) Civil Engineers (nos.) MEP Engineers (nos.)	
3	Details of Office Automation:	
4	Outsourcing jobs: Structural Design Plumbing, Sanitary & Water Supply MEP services Fire Fighting/Detection System Any Other	

Signature of the Applicant

Name & Designation
(Seal of the firm)

Place:

Date:

Annexure-II

DETAILS OF DIRECTORS/PARTNERS/PROPRIETORS

Sl. No.	Name of Partners/Directors/Proprietors	Academic Qualifications	Designation	Address/Phone/Fax/Email

Signature of the Applicant

Name & Designation
(Seal of the firm)

Place:

Date:

Annexure-III

LIST OF ARCHITECTURAL CONSULTANCY ASSIGNMENTS COMPLETED IN LAST 5 YEARS

Sl No	Name & of Work/Project completed	Short description of Architectural Consultancy	Name and address of Owner/site	Value of Work/Project	Date of Start of Work/Project		Expected Date of Completion		Liquidated damages, if any imposed on consultant
					Stipulated	Actual	Stipulated	Actual	

Note:

1. The list of Works/Projects mentioned above should be substantiated with documentary evidence such as Work Orders/Contract Agreements and Completion Certificates.
2. Applications received without necessary documentary evidence are liable to be rejected.

Signature of the Applicant

Name & Designation
(Seal of the firm)

Place:

Date:

Annexure-IV

LIST OF MAJOR ARCHITECTURAL/CONSULTANCY ASSIGNMENTS IN PROGRESS

Sl No	Name of Work/Project in Progress with Address	Short description of Architectural Consultancy	Name and address of Owner	Value of Work/Project	Date of Start of Work/Project	Stipulated time of Completion	Status of Work	Expected Date of Completion	Any other relevant information

Note:

1. The list of Works/Projects mentioned above should be substantiated with documentary evidence such as Work Orders/Contract Agreements.
2. Applications received without necessary documentary evidence are liable to be rejected.

Signature of the Applicant

Name & Designation

(Seal of the firm)

Place:

Date:

Annexure-V

FINANCIAL STATUS

Sl. No.	Financial Year	Turnover (Consultancy Fee)	Profit/Loss(-)
1	2012-13		
2	2013-14		
3	2014-15		
4	2015-16		

Note:

1. Certified copies of audited Balance Sheets/Chartered Accountants Certificates to be enclosed.

Signature of the applicant

Name & Designation
(Seal of the firm)

Place:

Date:

Annexure -VI

AFFIDAVIT

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM Rs 10/-
DULY CERTIFIED BY NOTARY PUBLIC)

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 / Experience certificate(s) submitted by M/s.....along with this 'Expression of Interest for Empanelment of Architects, Interior Designers/Consultants' to MMTC Ltd are genuine and true and nothing has been concealed.
3. I shall have no objection in case MMTC verifies them from issuing authority(s). I shall also have no objection in producing the original copy of the document(s), in case MMTC demand so for verification.
4. I hereby confirm that in case, any document, information & /or certificate submitted by me is found to be incorrect/false/fabricated, MMTC at its discretion may disqualify / reject my application for pre-qualification outrightly and also debar me /M/s.from participating in any future tenders/EOIs.

Deponent

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

Verified atthisday of

Deponent

Annexure -VII

Litigation/Arbitration

Year	Contract Identification and Matter in Dispute	Value of Pending Claim in INR or any other currency
	Contract Name: Name of Employer Address of Employer Matter in Dispute Total value of the Contract	
	Contract Name: Name of Employer Address of Employer Matter in Dispute Total value of the Contract	
	Contract Name: Name of Employer Address of Employer Matter in Dispute Total value of the Contract	

Signature of the applicant

Name & Designation
(Seal of the firm)

Place:

Date: