



CAMP OFFICE,#9-1-76 TO 77/1/B/3RD FLOOR,SD ROAD,SECUNDERABAD-500 003.

No. MMTC/HYD/ADMN/Tender/2023-24

Dt. 13/03/2024

Selection of Architect for remodeling and redesigning

Tenders in two bid systems are invited from Architect Consultants/ Interior Designers for remodeling/redesigning of MMTC office premises of 831 Sq Ft situated at # 9-1-76 , 3rd Floor, Sarojini Devi Road , Secunderabad-500 003.

The scope of work for Architect is to prepare concept plan, detail drawings, material specification, structural design & drawing (if required), Service drawings, cost estimation, for walls and ceilings, modular workstation, air conditioning, and sanitary works , electrical work , UPS and IT server room and false ceiling and other ancillary work as per requirement with periodic site supervision as and when required .

The agency having Office in Hyderabad / Secunderabad with minimum 3 years of experience in relevant field and having completed at least 3 (Three) nos. similar works of Interior of modern offices with single project of value not less than 10 Lacs (each) in last 3 years for Govt./ Semi Govt./ Corporate houses /Commercial establishments should apply with their credential/ information/ testimonials in prescribed format which may be down loaded from MMTC web site www.mmtclimited.com.and eprocure.gov.in

The duly filled up application in prescribed format for engagement of architect for comprehensive interior architectural work for MMTC, Camp Office is to be sent to the undersigned super- scribing on the top of the envelop” Engagement of Architect Consultants/ Interior Designers.” In two sealed covers Technical bid and Financial bid should reach at the following him on or before 03.04.2024.

The Manager (Admn)
MMTC Limited,
#9-1-76 TO 77/1/B/3RD FLOOR,
Sarojini Devi Road,
Secunderabad-500 003
Mobile : 8879459827

Manager(Admn)

Camp Office, MMTC Limitd, Secunderabad



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No. MMTC/HYD/ADMN/Tender/2023-24

Dt. 13/03/2024

TENDER FOR ENGAGEMENT OF ARCHITECT FOR COMPREHENSIVE INTERIOR ARCHITECTURAL WORK FOR REMODELLING/ REDESIGNING MMTC CAMP OFFICE, SECUNDERABAD.

PART-I (A)

Instructions to the applicants before filling up of application form

1) As the time is the essence of the Contract Agreement, the ability and competence of the applicants to render required services within the specified time frame will be the major factor while deciding selection of the Architects.

2) Eligibility criteria of Architect/ Interior Designers firms

The agency having Office in Hyderabad and Registered Interior (Architect) design Consultant Under CPWD / or any Govt. Agencies with minimum 3 years of extensive experience of rendering Consultancy Services for at least 3(Three) similar projects of value not less than 10 lacs (Each) in last 3 years. The completed projects should have had the scope of design on for walls and ceilings, modular workstation, air conditioning and sanitary works , electrical work , UPS and IT server room and false flooring with periodic site supervision as and when required .

(Supporting documents must be furnished in respect of work already executed)

3) The application shall be signed by the persons on behalf of the organization having necessary authorization/ power of attorney to do so. Each page of application shall be signed (copy of power of Attorney / Memorandum of association shall be furnished along with the application and Original should be produced subsequently for verification and return).

4) Intending applicants are required to submit their full Bio-Data in duplicate giving details about their organization, experience, technical personnel in their organization, proven competence to handle major works, in house computer aided facilities etc. in the enclosed Proforma.

5) The application must be accompanied with registration certificate under council of Architecture, PAN card with IT return for last 3 year and, GST registration certificate, and filing annual service tax returns ,if any.

Signature with seal of consultant/ Firm

6) If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the name of the Proforma and serial number. Separate sheets shall be used for each part of the application. Separate sheets must be duly signed and sealed.

7) The applicant (Architect Consultants, Interior Designers' firms.) must have at least two on roll qualified graduate Architects having experience of preparation of concept plan, structural design & drawing, services, landscape ancillary works and cost estimation based on current schedule of rates of Hyderabad/ Secunderabad CPWD and Non- Schedule items if required based on market rate analysis. (Proof of employee must be submitted)

8) The applicant may engage the services of well qualified specialists or consultants pertaining to services. Relevant to the work at his own risk and cost and no extra payment will be made by MMTC in this regard.

9) The applicant is required to take instruction from MMTC and prepare sketch designs/ presentation drawings making revisions till sketch designs are finally approved by MMTC and making preliminary estimates of cost. To prepare architectural working drawings, structural drawings including, services drawings- electrical, sanitary and all other drawings.

10. The prospective applicant should visit the work site to understand the nature and scope of work with prior intimation to MMTC Camp Office Secunderabad from 14/03/2024 to 03/04/2024.

11. The tender must be accompanied with rough estimates of the proposed work.

12. Fraud Prevention Policy

(1) **Commitments of the Bidder(s) / Contractor(s) / Buyer(s) / Vender(s):** The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall be bound to take all measures necessary to prevent Fraud and Corruption while dealing with MMTC. They agree and undertake to observe the principles/provisions as laid down in "Fraud Prevention Policy" of MMTC (Full text of which is available on MMTC's website at <http://mmtclimited.gov.in> during their participation in the tender process, during the execution of Contract and in any other transaction with MMTC.

- a. The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not, directly or through any other person or firm offer, promise or give or otherwise allow any of MMTC's employee(s) any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind, whatsoever, during the tender process or during the execution of the Contract.
- b. The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not enter with other bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non- submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- c. The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not commit or allow any employee of MMTC to commit any offence under the relevant provisions of IPC/Prevention of Corruption Act; further the Bidder(s)/Contractor(s) / Buyer(s)/Vender(s) will not use improperly or allow any employee of MMTC, for purpose of competition or personal gain or pass on to others any information or document provided by MMTC as part of the business relationship, including information contained or transmitted electronically.
- d. The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not instigate third person to commit offences/activities outlined in Fraud Prevention Policy or be an accessory to such offences.
- e. The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) if in possession of any information regarding fraud/suspected fraud, hereby agree and undertake to inform MMTC of same without any delay.

(2) Disqualification from tender process and exclusion from future contracts: If the Bidder(s)/Contractor(s)/Buyer(s)/Vender(s), before award or during execution has committed a transgression through a violation of "Fraud Prevention Policy" of MMTC in any other form such as to put their reliability or credibility, in question, MMTC, other than taking recourse available under law, shall be entitled to disqualify the Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) from undertaking any transaction with MMTC and/or declare the Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) ineligible to be awarded a Contract either indefinitely or for a stated period of time.

(3) Damages: If MMTC has disqualified the Bidder(s) from the tender process prior to the award or during execution according to Clause (2), MMTC shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value of the amount equivalent Performance Bank Guarantee.

16(i) Holiday- Listing Clause:

"Notwithstanding anything contained in this agreement, MMTC's policy for Holiday-Listing of an Agency mutatis mutandis applies to this agreement and in the event, the agency(s) while discharging its obligations under the Agreement or otherwise, come(s) within the ambit of Page 6 of 20 the said policy, MMTC at its sole discretion reserves the

right to suspend/discontinue dealings or take any curative measures with the agency(s) in accordance with the policy in force.”

17. Integrity Pact shall form part of tender as well as agreement and it shall be executed and annexed to the agreement.

18. Public Procurement Policy for Micro and Small Enterprises (MSEs) order, 2012 dated 23rd March 2012 issued by Ministry of Micro, Small and Medium Enterprises Office of Development Commissioner (MSME) shall also be part of this tender and agreement subsequently.

19. ARBITRATION:

Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration by a sole arbitrator to be nominated by General Manager of MMTC Limited, Camp Office, #9-1-76 to 77/1 B, 3rd Floor, SD Road, Secunderabad-500 003. The provisions of Arbitration & Conciliation Act-1996 shall apply to such arbitration proceedings.

The venue of arbitration shall be Secunderabad.

Signature with seal of consultant/ Firm

(20) Schedule of Services to be rendered by the Consulting firm.

| Sr. No. | Description of Item | Time Schedule |
|---------|--|---------------------------------------|
| 1. | To plan and prepare design and drawings as per requirement of MMTC , Camp Office, Secunderabad The bidder shall prepare 3 sets of designs. (Stage-I) | Within 7 days of allotment of work. |
| 2. | To prepare schedule of quantities and detailed estimate of various items of work as per scope of work based alongwith material cost of the project after obtaining the approval of MMTC . (Stage-II) | Within 7 days of allotment of work. |
| 3. | To prepare complete DNIT with schedule of quantities, terms of reference and conditions if any. (Technical/Financial Bid documents) in consultation with MMTC (Stage-III) | Within 14 days of allotment of work. |
| 4. | To assist the MMTC for purpose of tendering process, scrutinization, evaluation of bids and recommendation for award of work to the eligible firm. (Stage-IV) | Within 14 days of allotment of work |
| 5. | To inspect and evaluate the progress of work and ensure that the work by the contract is in accordance with contract documents/ and to exercise time and quality control, and to give suggestion regarding work during execution, and to prepare revised drawing if required, any during the work execution. (Stage-V) | On every 7 days. |
| 6. | On submitting completion report on interior and furnishing work by the appointed contractor/service provider. (Stage-VI) | Within 30 days of completion of work. |

Signature with seal of consultant/ Firm

21. Schedule of payment shall be as follows;-

| Stages | Description of Item | Payment Schedule |
|--------|--|------------------|
| 1. | On submission of detailed working/architectural drawings, cost estimates and floating of tenders by the MMTC and finalization. | 15 % of fee |
| 2. | On tender for selection of contractors have been accepted by the MMTC. | 10% of fee |
| 3. | To be paid in instalments for supervising and superintending the execution of the said work, Measurements of executed work & recommendation of Architects for Bill. The instalments shall be paid on the percentage of the actual value of work done at that stage based on the contractor's Bill. | 50% of fee |
| 4. | On settlement of final bill of contractors & on receipt of completion certificates and completion Drawings sets' as required & completion of tendered works' in all respect. | 20% of fee |
| 5. | On completion of Defects liability period of contractor for the executed work. | 5% of fee |

Signature with seal of consultant/ Firm

FORMAT FOR TECHNICAL BID:

| | | | |
|----|---|---|--|
| 1. | Name of firm | : | |
| 2. | Telephone No./Mobile No. | : | |
| 3. | Complete Address of Site/Premises Offered | : | |
| 4. | Copy of ownership proof(attach copy) | : | |
| 5. | Registration number of Firm as Arhitect | : | |
| 6. | GST if any | : | |
| 7. | Copies of 3 three successfully executed for project value at least 10 lakhs. | : | |
| 8. | Copies of three indicative drawings/ sketches of remodeling/ design of office space | : | |

(Signature with seal of consultant/Firm)

Care:

- No indication as to price aspect be given in Technical Bid.
- Technical Bid and Financial bid are to be submitted in separate sealed covers name of the applicant and address of the applicant.
- Both the sealed covers(TB&FB)be put in one sealed cover and submitted at the above address.

(Price Bid should be filled up in the letter head of Bidder)

PRICE BID

1. **Name of the Bidder:**
2. **Address:**
3. **PAN No.:**
4. **GST No.:**
5. **Contact Person:**
6. **Tel No.:**
7. **Fax No.:**
8. **E-mail Address:**

| Sl No | Details | | Amount (Rs) |
|-------|--|----------------------------|---------------------------|
| 1 | Scope of the work as mentioned in the Tender | Price quoted excluding GST | Rs..... (Rupees.....) |
| 2 | GST /Taxes as applicable | | Rs..... (Rupees.....) |

TOTAL INCLUDING GST (1+2): Rs.....(Rupees.....)

We have carefully gone through the terms & conditions of the tender documents and hereby agree to abide by the contract.

Date:

Signature

Place:

With Stamp & Seal of the Firm