

MMTC LIMITED
JAIPUR RO

BID FOR APPOINTMENT OF ARCHITECT AT JAIPUR

Tender No.: MMTC/JPR/02/14-15

Date: 03.11.2014

MMTC Limited, Jaipur wishes to appoint an “Architect” (an individual / firm / company) who shall undertake the following defined activities in respect of its new ‘Showroom-cum-Office’ premises at the following address:

2nd Floor, Block ‘C’, Gaurav Towers II, Malviya Nagar, JLN Marg, Jaipur-302017

The layout map of the premises in respect of which the job is to be undertaken is placed as Annexure -I to this tender. The carpet area is approx. 2400 Sq. feet. The total expenditure on this work is budgeted at Rs 20 lakhs approx.

The bidders are welcome to visit the premise which is open from 1000 hrs to 1730 hrs.

MMTC’s REQUIREMENT:-

The broad requirement to be taken into account while designing the layout of the subject Showroom-cm-Office premises is as under:-

1. MMTC at the new premises at Gaurav Tower requires building a showroom for display of silverware, jewellery products and gold/silver coins, gems stones, etc. A showroom is required at the entrance of the premises along with a safe vault / store attached.
2. A closed room for In-charge and a small meeting room to seat 8-10 people.
3. A store for keeping office records.
4. Work stations for 13 officials with provision of computer point/terminal.
5. Cubicles for 5 senior officers (these will be of half length partition).
6. Provision exists for three (3) Toilets with underground drainage sanitary fittings. Two are to be used for toilets and one is to be used for office Pantry.
7. Drawing to indicate provision for split Air-conditioning in the design / drawing.

8. Tiled floor and POP ceiling already exists. Minimum tampering is to be done to ensure cost is kept at minimal level for refurbishing the same.
9. It is desired that design includes provision for placing at least two Godrej safes (*tijoris*) of approx. weight 1200 Kgs (5'x2.5'x2.5') and 700 Kgs (2.5'x2.0'x2.5') each respectively.

SCOPE OF THE WORK OF THE ARCHITECT:

1. The architect shall prepare and formulate a final design detailed drawing as per the requirements of MMTC;
2. The architect shall render services towards preparation of final drawings including electrical, civil and their estimates;
3. Architect shall draw up the tender for appointment of contractor including estimated bills of material / quantity and related estimated cost, as required;
4. The architect shall associate and render professional assistance in evaluation of bids on technical aspects as received against tender for appointment of contractor;
5. The architect will faithfully and honestly perform the service for technical supervision of the project as per the terms and conditions of the tender.
6. The architect or their authorized representative shall visit the site regularly to monitor the execution of the complete job right from commencement till final completion of fixtures / fittings work undertaken by the contractor. He will render suitable guidance to the contractor in order to execute the work as per the specifications / drawings.
7. Architect has to ensure that the partitioning, civil and electrical work being carried out by the contractor shall be as per approved drawing and specification and there shall not be any deviation in quality and specifications.
8. The architect has to ensure proper quality of the material as per tender norms is used by the contractor. Prior inspection of material is to be ensured. However, the quality shall be the responsibility of the contractor.

9. Any alteration, addition / deletion in work awarded to the contractor shall be carried out only with prior permission of MMTC.
10. The architect shall certify the work done by contractor for release of payment to contractor.

PROCESS OF TENDER:

1. The bid process will involve two stages:
 - a) The first stage would involve submission of a “**conceptual design drawing layout**” of the premises along with the technical bid.
The technical bids and the conceptual design shall be opened at stage one and the conceptual design drawing layout shortlisted of the architects shall be considered for the next stage.
 - b) In second stage, financial bids of only those architects whose conceptual design drawing layout have been accepted at stage one shall be opened for their financial offer. The financial offer shall be given in percentage terms (___ % of total cost incurred on execution of this project work) by the architect as per format enclosed. The architect giving the lowest percentage for the services to be rendered as detailed above shall be appointed and the architect will have to enter into an agreement to this effect with MMTC.

QUALIFICATION OF BIDDER:

1. The bidder shall necessarily be registered with Council of Architecture, India (an autonomous body of Ministry of Human Resource Development, Govt. of India).
2. Individual / Owner - Director - Partner of company bidding should have minimum three years working experiences in field of architecture, designing and execution.

3. Company / Firm bidding to necessarily have at least one owner / director / partner / equivalent official fulfilling the necessary qualification individually as stated at points 1 and 2 above.

GENERAL TERMS & CONDITIONS:

This tender shall be governed by the following terms and conditions:-

1. Bidder shall submit his offer in hard copy in two bids as described below
 - a) TECHNICAL BID in **Envelope 1** - Envelope 1 to contain **“Conceptual Design Drawing Layout”**, under covering letter / letterhead of the bidder giving following details of the bidder
 - a. Name
 - b. Address
 - c. Phone #
 - d. Mobile #
 - e. E-Mail address
 - f. PAN #
 - g. Service Tax #
 - h. Council for Architecture Registration #
 - i. Details of Experience, Write-up and Works done
 - The envelope 1 shall be superscribed as “TECHNICAL BID FOR ARCHITECTURE.”
 - b) FINANCIAL BID in **Envelope 2** - Envelope 2 to contain the financial bid in format as prescribed in the Annexure-II and envelope to be superscribed as “FINANCIAL BID FOR ARCHITECTURE.”
 - c) **Master Envelope** - The above mentioned Envelope 1 and 2 to be enclosed in one bigger envelope superscribed as “BID FOR APPOINTMENT OF ARCHITECTURE OF MMTC LIMITED AT JAIPUR.”
2. Technical bids of the bidders shall be examined at first stage for technical suitability by a Committee. In stage two, the financial bid shall be opened only of those bidders whose technical bids are found suitable by the Committee earlier in the first stage.
3. No tender will be accepted by fax, email, telex or any other such means.

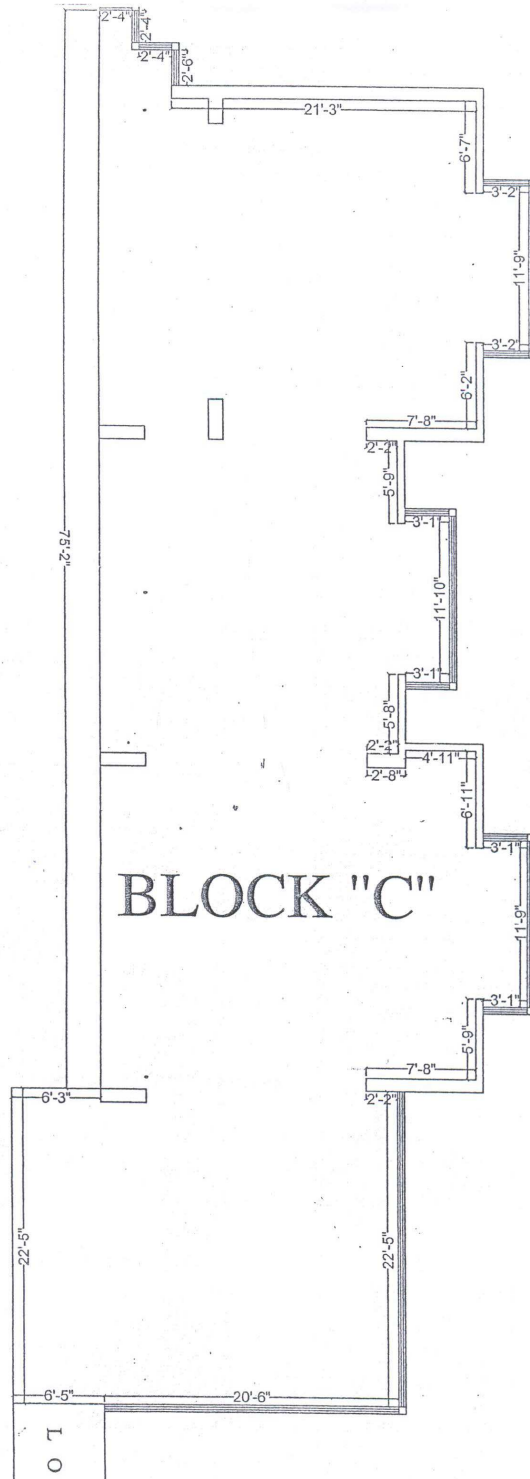
4. MMTC reserves the right to relax any requirement / specification without assigning any reason thereof.
5. The tender should reach the The General Manager, MMTC Limited, Arihant Tower II, Agra Road, Opp: BSNL Office, Jaipur - 302003. The tenders received late shall not be considered and no correspondence in this regard shall be entertained.
6. Queries, if any, raised by MMTC should be answered by the tenderer within the prescribed date. In case no reply is received within the stipulated timeframe, the bid can be rejected.
7. MMTC Limited, Jaipur shall be under no obligation to accept the lowest quotation.
8. Tender is likely to be rejected because of non-fulfillment of any of the above terms.
9. Bidder can offer more than one 'Conceptual design drawing layout' in Envelope-1, but only one financial bid quote is allowed.
10. Financial bid quote to remain valid for 30 days from date of tender.
11. The General Manager, MMTC Limited, Jaipur reserves the right to reject all or any tender without assigning any reason thereof.
12. All disputes are subject to Jaipur jurisdiction.

LAST DATE FOR SUBMISSION OF BID:

The tender offer of the bidder must reach by 1100 hrs Tuesday- November 11, 2014 at MMTC Limited, Arihant Towers II, Agra Road, Jaipur-302003.

For any further query, Shri Gauri Shanker, AGM (P&A), (Telephone Number 0141-2615323) may be contacted at the above address.

Annexure 1



ANNEXURE - II

PRICE BID

For appointment of 'Architect to MMTC Jaipur' against Tender No.
MMTC/JPR/02/14-15 dated 03.11.2014

Name :
Address :

Council of Architecture :
Registration Number

PAN Number :

Service Tax Number :

Quote : _____ % of total cost +
Service tax .

(_____ percentage (in words)).

Signature
Name_____

Place:
Date: