



**CHHATTISGARH STATE RENEWABLE ENERGY
DEVELOPMENT AGENCY (CREDA)
(Dept. of Energy, Govt. of Chhattisgarh)**

Near Energy Park, Village Fundhar,
VIP Road (Air Port Road), Raipur 492015, Chhattisgarh,
E-mail: credatendercell@gmail.com, Website: creda.co.in

E-BID DOCUMENT No. 139367/CREDA/SHORTLISTING CONSULTANT/2023-24, Dated: 23-06-2023

CREDA invites Expression of Interest (EoI) cum QBS e-TENDER for Shortlisting Consultant/Consultancy Firm for designing of Sustainable Super ECBC compliant, Net Energy Positive, and Green Office Building for CREDA at Nava Raipur, Atal Nagar, Chhattisgarh, with complete architectural and all related Consultancy services defined in the scope of work.

Particulars	From Date & Time	To Date & Time	Place
Date of issue of notice inviting EoI cum QBS e-Tender	23-06-2023 05:00 PM	-----	-----
Period of availability of bidding document at website	23-06-2023 05:00 PM	07-07-2023 05:00 PM	www.creda.co.in/Tenders https://eproc.cgstate.gov.in
Submission of Pre-Bid queries in writing	23-06-2023 05:00 PM	30-06-2023 05:00 PM	To submit hard copy at CREDA HO, Raipur or through E-mail at credatendercell@gmail.com
Submission of Online Bid – Stage – I (Eligibility & Work Experience) and submission of Documents in hard copy	23-06-2023 05:00 PM	07-07-2023 05:00 PM	1. https://eproc.cgstate.gov.in 2. To submit hard copy at CREDA HO, Raipur.
Opening of Online Bid Stage-I	10-07-2023 12:00 PM Onwards		At CREDA H.O., Conference Hall, Raipur. (https://eproc.cgstate.gov.in)
Declaration of shortlisted bidders for Stage-II	13-07-2023 12:00 PM Onwards		www.creda.co.in/Tenders

- Tender Document Cost – Rs. 10,000.00 + 18% GST = Rs.11,800.00 (Non-Refundable) (In words Rupees Eleven Thousand Eight Hundred Only) to be deposited in CREDA's account along with EMD of Rs. 2,00,000/- (Two Lakhs only) via Demand Draft/ Pay Order or RTGS / NEFT in favour of "CREDA" payable at Raipur (C.G).**
- Document can be downloaded from our website www.creda.co.in or from Chhattisgarh e-Procurement portal i.e. <https://eproc.cgstate.gov.in>**

CHATTISGARH STATE RENEWABLE ENERGY DEVELOPMENT AGENCY

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NIT Ref. No. 4811/CREDA/SHORTLISTING CONSULTANT/2023-24

Date: 23-06-2023

NOTICE INVITING TENDER

CREDA invites online bid for the below stated work:

SNo	Description of Work	Cost of Tender Document	EMD
1	CREDA invites Expression of Interest (EoI) cum QBS e-TENDER for Shortlisting Consultant/Consultancy Firm for designing of Sustainable Super ECBC compliant, Net Energy Positive, and Green Office Building for CREDA at Nava Raipur, Atal Nagar, Chhattisgarh, with complete architectural and all related Consultancy services defined in the scope of work.	Rs.11,800/-	Rs. 2,00,000/-

Note:- Those Bidders who have already participated in tender no. 125980, Dtd. 24-02-2023 & 131311, Dtd. 19.04.2023 and have deposited EMD of Rs. 2,00,000/- need not to deposit the EMD again, but they have to deposit document fee of Rs. 11,800/- in this tender, however they have to submit the proof of EMD deposition. Other Bidders will have to deposit EMD of Rs. 2,00,000/- in prescribed manner and document fee.

Important Events and time schedule for this Bid are as follows:-

Particulars	From Date & Time	To Date & Time	Place
Date of issue of notice inviting EoI cum QBS e-Tender	23-06-2023 05:00 PM	-----	-----
Period of availability of bidding document at website	23-06-2023 05:00 PM	07-07-2023 05:00 PM	www.creda.co.in/Tenders https://eproc.cgstate.gov.in
Submission of Pre-Bid queries in writing	23-06-2023 05:00 PM	30-06-2023 05:00 PM	To submit hard copy at CREDA HO, Raipur or through E-mail at credatendercell@gmail.com
Submission of Online Bid – Stage – I (Eligibility & Work Experience) and submission of Documents in hard copy	23-06-2023 05:00 PM	07-07-2023 05:00 PM	3. https://eproc.cgstate.gov.in 4. To submit hard copy at CREDA HO, Raipur.
Opening of Online Bid Stage-I	10-07-2023 12:00 PM Onwards		At CREDA H.O., Conference Hall, Raipur. (https://eproc.cgstate.gov.in)
Declaration of shortlisted bidders for Stage-II	13-07-2023 12:00 PM Onwards		www.creda.co.in/Tenders

- At Stage I (**Open e-tender**), Qualification Bid (as per the checklist) will be submitted online only at <https://eproc.cgstate.gov.in> with a duly sealed & signed hard copy at CREDA SE (RE-V). If there is any discrepancy in the e-Bid and hard copy, only the documents in e-Bid shall be considered as valid. **In no case the hard copy of documents shall be evaluated, they are only for record keeping by CREDA.** Bidders are advised to follow the instructions provided for Registration and e-Submission Process accordingly. (For any query about e-bidding please visit user manual at <https://eproc.cgstate.gov.in>).

- At Stage II (**Limited e-tender**), Technical Bid (DPR) is to be submitted off-line duly sealed & signed hard copy at CREDA, SE (RE-V) and Financial Bid will be submitted online at <https://eproc.cgstate.gov.in>.

- Details of this tender are mentioned at Tender Documents which can be downloaded from our website- www.creda.co.in
- **The Bidder will have to deposit Tender document cost along with EMD as mentioned above through Demand Draft/Pay Order or NEFT/RTGS payable to CREDA Raipur while submitting tender.**
- Bidders are requested to submit their suggestions/objections/ reservations if any with details so as to avoid any confusion and to ensure clarity and transparency regarding the Bid in writing or by e-mail.
- Any Addendum/Corrigendum/Amendment Notice if arises will only be uploaded on CREDA's Website.
- The eligible bidders at Stage III will have to present the conceptual design for Super ECBC net energy positive green office building through a power point presentation (off-line).
- If any amendment is done in this tender then the same will be notified through CREDA's website <https://creda.co.in>.
- At Stage IV the Financial Bid will be opened (Online) for top 3 eligible bidders only.
- For further information, may contact the following:
Shri Rajeev Gyani, Superintending Engineer, RE-II, CREDA - Mob. No.: +91-9425503742.
- CREDA reserves all rights to accept/reject any or all tenders in full/part without assigning any reasons.

**Superintending Engineer
RE-V, H.O. CREDA
Raipur (CG)**

CHECK LIST OF DOCUMENTS TO BE UPLOADED ON THE E-BIDDING PORTAL AT STAGE - I QUALIFICATION BID

To ensure that your Bid uploaded on the Chhattisgarh e-Procurement portal i.e. <https://eproc.cgstate.gov.in> is complete in all respects, please go through the following checklist & tick mark for the enclosures attached with your Bid –

S. No.	Envelope	Description	Attached	Not Attached
1	A. Pre-Qualification	EMD and Tender Document Fee submission form of the bidder confirmed by CREDA (as on page – 7)		
2		Scanned copy of Undertaking of the Bidder as mentioned on Page –8 of the tender document on the letter head of bidder		
3		Scanned copy of original tender document duly signed & with stamp on each page, as a confirmation of acceptance of the Terms & Conditions (T&C).		
4		PAN, GSTIN issued in the name of the bidder		
5		Self-certificate from Bidder on not being debarred from Government contract or a blacklisted company.		
6		Declaration of conflict of interest - by bidder about any relatives working with CREDA and Affidavit (Annexure II) (Hard Copy to be submitted)		
7		Copy of registration of key member/s of the firm with Council of Architecture, India along with their CVs is required to be submitted.		
8		Copy of certification of minimum two key members are required of which at least one should be certified/accredited ECBC Expert/ LEED /IGBC/ GEM/GRIHA professional.		
9	B. 1. Technical Qualification & 2. Financial Qualification	<ul style="list-style-type: none"> Proofs of past executed work in support of designing/developing architectural concepts and detailed designs, energy simulation, compliance of Super ECBC Net energy surplus buildings & Green building ratings as mentioned in detail in Section-1 (3) Eligibility Criteria. <p style="text-align: center;">&</p> <ul style="list-style-type: none"> Original certificate for last three financial years Turnover i.e. 2019-20, 2020-21, & 2021-22 of work done in field. Copy of ITRs for last three financial Years i.e. 2019-20, 2020-21, & 2021-22 of the bidder. Original Net worth Certificate duly signed by Chartered Accountant as on 31st March 2022. 		

Note:- Bidders shall have to also submit the original hard copies of the above mentioned documents.

(Sign & Seal of the Bidder)

DETAILS OF EMD AND TENDER DOCUMENT FEE

Name of A/c	CREDA
Bank & Branch Name	ICICI Bank, Pachpedi Naka, Raipur
Bank Account Number	134601000400
Branch IFSC Code	ICIC0001346

Bid No. and Date	
Name of the Bidder	
Bidder's Bank Account Details	
(i) Name of the bank	
(ii) Branch	
(iii) IFSC Code	
(iv) Account No.	
(v) Transaction reference number	EMD -;Bid Document Fee -
(vi) Date of transaction	EMD -;Bid Document Fee -
(vii) EMD	Rs./- In Words (Rs.....)
(viii) Bid Document Fee	Rs./- In Words (Rs.....)

(Sign & Seal of the bidder)

***NOTE –**

- 1. The EMD and the Tender Document Fee shall have to be deposited as mentioned in the NIT in CREDA's bank account (amount mentioned above). Bidder shall have to upload the transaction details as above or a scanned copy of the DD (if transaction is done through DD)**
- 2. In case the transaction is done through DD, the original DD has to be submitted in envelope as per Clause 4(d), section-1.**

UNDERTAKING OF THE BIDDER

(To be submitted on letter head)

I/We have read carefully and examined the notice inviting Bid, schedule, General Rules and terms and conditions of the contract, special conditions, Schedule of Rates and other documents and Rules referred to in the Bid document for the design & supervision of CREDA Office Building Project.

I/We hereby tender my rates for the consultancy for CREDA as specified within the time stipulated in the schedule in accordance with all aspects with the specifications, designs, drawings and instructions with such conditions so far as applicable.

I/We agree to keep the Bid valid for One Hundred Eighty (180) days from the due date of submission thereof and not to make any modifications in its terms and conditions.

A sum of **Rs. Two Lakhs** is hereby forwarded as **Earnest Money** in the form of crossed Demand draft/Pay order / RTGS / NEFT payable to CREDA at Raipur (C.G.). If I/We fail to commence our services ordered in specified time or fail to fulfil the any condition of Bid document, I/We agree that the CREDA shall, without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest Money absolutely. The said Earnest Money shall be retained by CREDA for one year from the date of hand over of new office building to competent authority of CREDA to their satisfaction towards security deposit to execute all the works referred to in the Bid documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be required by CREDA.

I/We hereby declare that I/We shall treat the Bid documents, specifications and other records connected with the work as secret/confidential and shall not communicate information derived there from to any person other than a person to whom I/We have authorized to communicate the same or use the information in any manner prejudicial to the safety of CREDA/Government.

I/We shall abide to all the laws and shall be responsible for making payments of all the taxes, duties, levies and other Govt. dues etc. to the appropriate Govt. departments.

Our GST Registration No. _____ The PAN No. under the Income Tax Act is _____.

I/We shall be responsible for the payment of the respective taxes to the appropriate authorities and should I/we fail to do so, I/we hereby authorize CREDA to recover the taxes due from us and deposit the same with the appropriate authorities on their demand.

I/We declare that none of our relatives is working in CREDA either on Regular/Contract/Placement basis or I/We don't have any partnership/subcontract obligation with any employee working in CREDA at present directly or indirectly and we will not enter in such obligation in future also. If any breach of declaration is found than we will be responsible for our debarment and any other action taken by CREDA.

Dated:

Signature

Place:

Name of Bidder with seal.....

Witness:

Signature:

Name:

Postal Address:

.....
.....
.....

SECTION -1

1. INTRODUCTION

Chhattisgarh State Renewable Energy Development Agency (CREDA) has been constituted on 25th May 2001 under the Department of Energy, Government of Chhattisgarh for implementation of various schemes pertaining to Renewable Energy sources and Energy Conservation activities. The major schemes like solar roof top (off grid & grid connected), National program on bio gas development, solar thermal, solar agriculture pumps are implemented by CREDA in the field of renewable energy.

The Government of Chhattisgarh has nominated CREDA as the State Designated Agency (SDA) of Bureau of Energy Efficiency (BEE), Ministry of Power, Government of India to coordinate, regulate and enforce the provisions of the Energy Conservation Act-2001 and implement schemes under the said Act of Ministry of Power, Govt. of India within the State of Chhattisgarh. Under this mandate, CREDA promotes & implements energy efficiency and conservation activities in the State of Chhattisgarh. CREDA in support of BEE has implemented the National programs such as PAT, ECBC, Demand Side Management and Standards & Labelling in Chhattisgarh. Numerous State energy conservation activities are also executed by CREDA in industries, agriculture, residential/commercial buildings & educational institutes etc.

CREDA has always played an important role in innovation & promotion of renewable energy & energy efficient technologies for every sector of the society. Energy Conservation Building Code that defines energy efficiency norms for commercial buildings is the need of the hour. By realising its importance, CREDA is in the process to construct its own office building as a **Sustainable Super ECBC compliant Net Energy Positive Green Building** at Nava Raipur, Atal Nagar, Dist. Raipur. This proposed building will be an iconic model for other upcoming green & energy efficient buildings in the State. This proposed building must incorporate every possible feature of sustainable architecture, energy efficiency/energy surplus systems with latest green building technologies.

This EoI is invited for shortlisting a Consultant/Consultant Firm for the above mentioned project. The Detailed Project Report (DPR) for the project will be prepared at Stage II (after issuance of limited e-tender) which will be helpful to CREDA for finalizing the design and further process of construction of the office building. For ease of selection of the consultant the bidding process is divided in the following Stages:

Stage	Particulars	Submissions
Stage I (Open e-Tender)	Qualification Bid	Eligibility and Work Experience
Stage II (Limited e-Tender)	Technical Bid + e-Financial Bid	Submission of DPR(off-line) + Submission of Consultancy Charges in % of the project cost (online)
Stage III	Final Review of Technical Bid	Presentation through power point (off-line)
Stage IV	Opening of e-Financial Bid	Finalization of eligible bidder

2. DEFINITIONS

In the “Bid / Tender” as herein defined where the context so admits, the following words and expression will have the following meaning:

- (A). “Bidder/Tenderer” shall mean Bidding Company submitting the Bid. Any reference to the Bidder includes Bidding Company including its successors, executors and permitted assignees jointly and severally, as the context may require”; Project, proposals are hereby invited from reputed organizations/firms that possess proven professional capabilities in comprehensive Architectural Design and are eligible.
- (B). “BIS” shall mean specifications of Bureau of Indian Standards (BIS);
- (C). “Bid/Tender” shall mean the Techno Commercial and the Price/Financial Bid submitted by the Bidder along with all documents/credentials/attachments, formats, etc., in response to this Bid Document, in accordance with the terms and conditions hereof.
- (D). “Bidding Company” shall refer to such company / firm / partnership/ trust that has submitted the Bid in accordance with the provisions of this Bid;
- (E). “Bid Deadline” shall mean the last date and time for submission of Bid in response to this Bid as specified in Bid Information Sheet and as specified in this Bid document including all amendments thereof;
- (F). “Bid Document” shall mean all Definitions, Sections, Drawings, Formats & Annexure etc. as provided in this bid including all the terms and conditions hereof.
- (G). “Chartered Accountant” shall mean a person practicing in India or a firm where all the partners are practicing in India as Chartered Accountant(s) within the meaning of the Chartered Accountants Act, 1949.
- (H). “CoA” means Council of Architecture, Ministry of Education, Govt. of India.
- (I). “Competent Authority” shall mean Chief Executive Officer (CEO) himself and/or a person or group of persons nominated by the CEO, CREDA for the mentioned purpose herein.
- (J). “Company” shall mean a body incorporated in India under the Companies Act, 1956.
- (K). “Consultant” means a legally-established professional consulting firm or an organization that may provide or provides the Services to the Employer under the Contract.
- (L). "Contract" means the agreement entered into between the Employer and the Consultant/Consultant Firm/Successful bidder, as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein.
- (M). "Contract Price" shall mean the amount finalized in accordance with the prices accepted in Bid as payable to the Consultant/ Consultant Firm/ Successful bidder for full and proper performance of its contractual obligations.
- (N). “Completion of Work” means that the Project/Works have been completed operationally and structurally has been attained as per Technical Specifications.
- (O). “Contract Document” shall mean collectively the Bid Document, Design requirements, Scope of work and Annexures, agreed variations, if any, and such other documents consisting the bid and acceptance thereof.
- (P). “CREDA” means Chhattisgarh State Renewable Energy Development Agency (CREDA).
- (Q). “Day” means calendar day.

- (R). “DPR” means– A report containing Design Proposal and also include architectural Design guidelines, requirements and salient features, estimated cost & timeline and requirements of building services and infrastructure etc. Therefore, the Architect should bid the fee including preparation of Detailed Project Report.
- (S). “DP Consultant “Means a consultant that has been selected for the preparation of Design Proposal of the permanent Sustainable Super ECBC Compliant, Net Energy Positive, Green Office Building for “CREDA”.
- (T). “EMD” Earnest Money Deposit shall mean the unconditional and irrevocable online payment to be submitted along with the Bid by the Bidder;
- (U). “Employer” or “CREDA” shall mean Chhattisgarh State Renewable Energy Development Agency (CREDA)
- (V). “Effective Date” means the date from which the Time for Completion shall be determined;
- (W). “GCC” means the General Conditions of Contract contained in this section;
- (X). “GFC” means the Good for Construction drawings/documents;
- (Y). “IFB” Shall mean Information for Bidder.
- (Z). “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant’s proposal.
- (AA). “MNRE” shall mean Ministry of New and Renewable Energy.
- (BB). “NIT” Shall means Notice Inviting Tender
- (CC). “Price/Financial Bid” shall mean separate Envelope, containing the Bidder’s Quoted Price as per the format prescribed in Section-III (Technical & Special Conditions of Contract) of this BID.
- (DD). “Qualified Bidder” shall mean the Bidder(s) who, after evaluation of their Techno Commercial Bid as per Eligibility Criteria set forth in Section III: Technical & Special Conditions of Contract of this BID stand qualified for opening and evaluation of their Price/Financial Bid.
- (EE). “QBS” shall mean Quality Based Selection.
- (FF). “QCBS” shall mean Quality Cum Cost Based Selection.
- (GG). “SDA” shall mean State Designated Agency.
- (HH). “Statutory Auditor” shall mean the auditor of a Company appointed under the provisions of the Companies Act, 1956 or under the provisions of any other applicable governing law;
- (II). “SNA” shall mean State Nodal Agency.
- (JJ). “Successful Bidder(s)” shall mean the Bidder(s) selected by Employer pursuant to this Bid i.e., on whom award is made.
- (KK). “Time for Completion” means the time within which Completion of the Project/Works is to be attained as per the respective PO/LoA or the relevant provisions of the contract.
- (LL). “The Project” means proposed Sustainable Super ECBC Compliant, Net Energy Positive, and Green Office Building for CREDA at Nava Raipur, Atal Nagar, Chhattisgarh.
- (MM). “VOC” Volatile Organic Compounds, or VOCs, are gases that are emitted into the air from products or process such as paints, polishes, adhesives, solvents, aerosol

sprays etc. causing air pollution with harmful side effects such as eyes, nose, throat irritation, causing cancer etc.

3. ELIGIBILITY CRITERIA

- A.** The bidder firm should be an Architecture Firm/Company/Partnership OR a BEE Empanelled ECBC Expert Firm/Company/Partnership OR a Consortium/Joint Venture of Architecture Firm and BEE Empanelled ECBC Expert firm. Further, the senior or the Key Experts of the Firm should have a valid Council of Architecture, India (CoA) Registration number. The firm should be eligible to practice the profession of architecture in India according to all applicable laws.
- B.** The bidder should have a minimum average annual turnover of **Rs. 2.5 Crores** or more during last three years, i.e., 2019-20, 2020-21, and 2021-22 and shall have net worth of Rs. 25 lakhs as on 31-03-2022. The above mentioned turnover can be the individual/combined turnover of the associated firms. The leading firm shall be the firm with more experience and ECBC expertise.
- C.** The bidder should have the necessary statutory compliances in place with minimum five years of continuous operation up to the date of publication of this tender document.
- D.** The bidder must have designed and got executed at least 3 (Govt. or Private) Green building rated projects like LEED/EDGE/IGBC/GRIHA/GEM for Office/Commercial/ Institutional building typology, each with a minimum built-up area of 3500 sq. m. or more in the past ten years that are similar to the requirements of CREDA office project.
- E.** The bidder should also have designed and got executed at-least one Super ECBC/LEED Platinum or Gold/GRIHA 4 or 5 Star/ IGBC Gold or Platinum/ ASSOCHAM 4 or 5 GEM building.
- F.** The bidder should also have designed and got executed at-least one Super ECBC/ LEED Platinum/GRIHA 5 Star/ IGBC Platinum/ASSOCHAM 5 GEM building.
- G.** Bidders must have a Positive Net worth (**Positive Net worth means “Net value of the Assets minus (-) Net value of liabilities”**) of **Rs. 25 Lakhs** as on **31st March 2022**. They shall have to submit an **Original CA Certified Certificate** duly signed by a qualified and registered Chartered Accountant having UDI number as a proof. Produced certificate must tally with the audited balance sheet.
- H.** Bidders should have Minimum average annual turnover of **Rs. 2.5 Crores** in last three consecutive financial years i.e. 2019-20, 2020-21 and 2021-22. Certified copies of the annual returns and audited balance sheet submitted to the Registrar of Companies/ Income Tax Authorities should be enclosed. For the preceding years an **Original Summarized Sheet** of turnover certified by registered CA must be enclosed.
- I.** Bidders who are debarred from business by Govt. /Govt. Agency in any state would not be eligible to participate in this bid. A self-declaration should be submitted by the bidder to this effect, failing which bid shall be rejected.
- J.** Even though the bidders meet the above qualifying criteria, they are subject to be

disqualified if they have:

- i. Made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements; and/or
- ii. Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion litigation history, or financial failures etc.; and/or
- iii. Participated in the previous bidding for the same work and had quoted unreasonably high or low bid prices and could not furnish rational justification for it to CREDA.

4. APPLICATION FORM

The bidder has to fill the following details duly signed & sealed in this form.

S.No.	Name of the firm/Agency	
1	Official Address of the Firm/Agency	
2	Name of authorized signatory (In block letters) for the firm/agency	
3	Telephone Numbers of the Firm/agency	
4	E-mail address	
5	GST no. (Attached self-attested copy of the certificate)	
6	Firm registration certificate No. (Attached self-attested copy of the certificate)	
7	PAN No. (Attached self-attested copy of the certificate)	

Place:

Authorized Signature

Date:

Name in Full

Designation

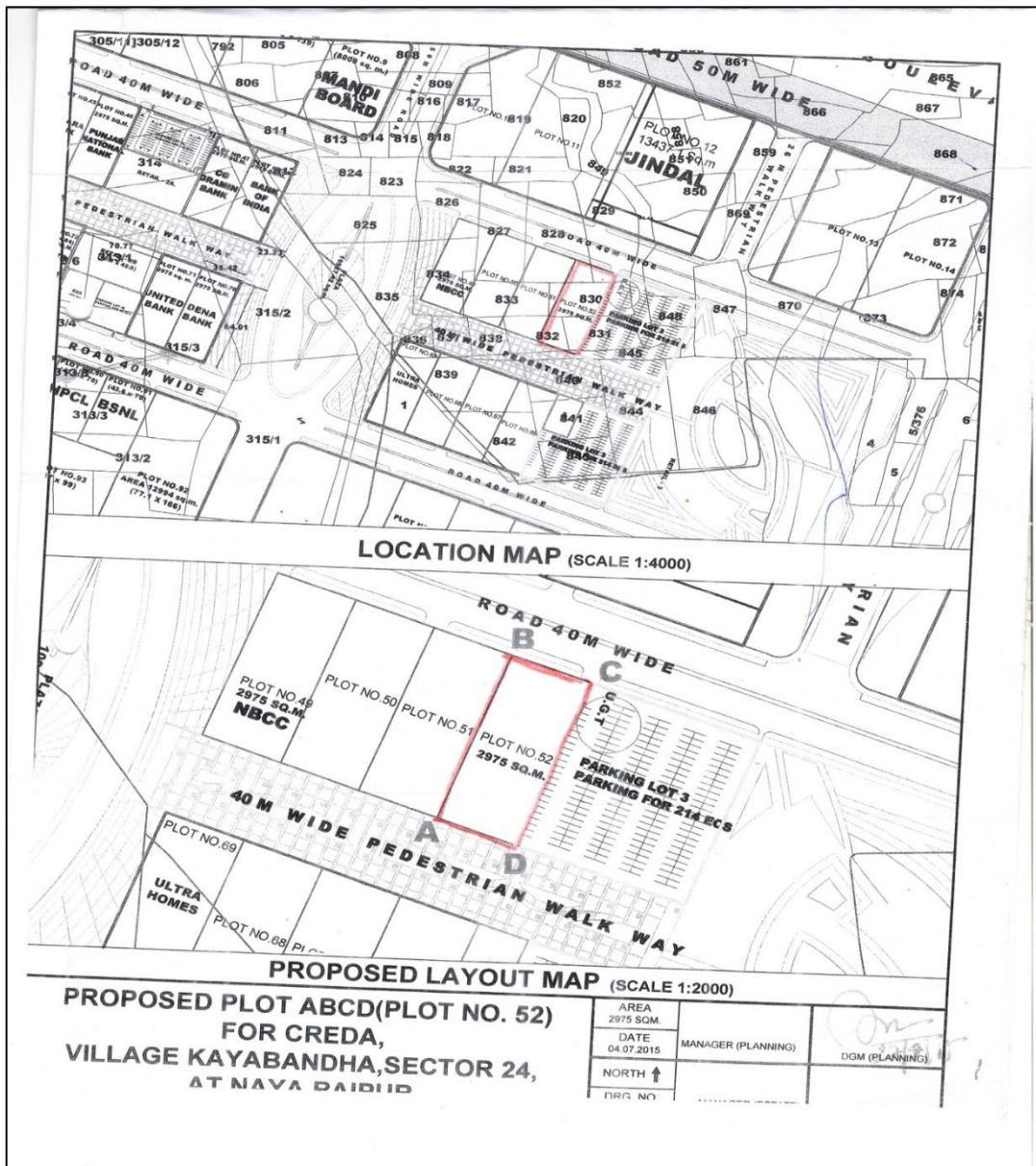
Firm Seal

5. SITE DESCRIPTION

The plot allotted to CREDA has an area of 2975 Square Meters and will be used to develop a “Sustainable Super ECBC compliant Net Energy Positive Green” office building for approx. 170 office staff. The following are the basic details of the site.

- ☐ Plot number = 52
- ☐ Total plot area = 2975 sq. m (32011 sq. ft)
- ☐ Plot Size = 35.42 m X 84 m (116'-2" X 275'-6")
- ☐ Address = Sector 24, Kaya Bandha, Nava Raipur, Atal Nagar, Chhattisgarh

*****Note:** Plot Survey drawing in CAD format will be provided to the bidder by CREDA.



LAYOUT OF PLOT

6. SATELLITE IMAGE & LOCATION OF THE SITE

Latitude-21°9'44.58" N
Longitude- 81°46'23.75" E



7. REQUIREMENTS

CARPET AREA REQUIRED FOR CREDA OFFICIALS AND STAFF				
S. No.	Designation		Area Per Post (Sq. ft.)	Total Area Required (Sq. ft.)
1	Chairman	1	300	300
1.1	Meeting Room + Washroom	1	350	350
1.2	PA of Chairman & Staff & Waiting	1	200	200
2	Members	2	275	550
2.1	Meeting Room + Washroom	2	350	700
2.2	PA of Members & Staff & Waiting	1	200	200
3	CEO	1	250	250
3.1	Meeting Room + Washroom	1	350	350
3.2	PA of CEO & Staff & Waiting	1	200	200
4	Officers I + Washroom	9	220	1980
5	Officers II + Washroom	27	175	4725
6	Officers III	100	100	10000
7	Energy Conservation Cell (ECBC + PAT Cell + Washroom)	1	500	500
8	Supporting Staff	48	10	480
9	Conference Hall with washroom (35 - 40 Seating Capacity)	2	800	1600
10	Meeting Hall with Washroom (100 Seating Capacity)	1	1600	1600
12	Waiting Room + Canteen + Library	1	1600	1600
13	Recreation Room	1	600	600
14	Public Utility	5	500	2500
15	Dispatch Section	1	250	250
16	Atrium Lobby in each floor	6	1250	7500
17	Store/Record Room	6	300	1800
18	PRO & Staff	1	175	175
19	Circulation Space (25% of Built up area)	1	9600	9600
TOTAL BUILT-UP AREA			48010 sq. ft. (4460.23 sq. m)	

SECTION -2

1. SCOPE OF WORK

Based on the given requirements and site details, under complete scope of work, the bidder shall provide details as mentioned in this section including any other details not explicitly mentioned but required for complete understanding of the project in a holistic way. CREDA expects the project to serve as a prototype demo project for forthcoming projects in Chhattisgarh. The building should stand as a landmark, representative of CREDA's operations and functions.

- A. All drawings, documents, reports and any other documents submitted in fulfilment of the scope of work shall be prepared strictly as per statutory provisions and guidelines issued by the Central/State Government/Local Authorities and also in adherence with the local climatic conditions and best global practices as applicable to such development.
- B. All intellectual Property Rights of the schemes and proposals submitted in fulfilment of the scope of work shall rest with CREDA.
- C. The bidder selected for the final design consultancy & supervision work shall provide detailed design, detail estimation, engineering and working drawings, architectural consultancy support, Interior Design & consultancy, MEP services details covering the all systems, material selection/approval and site supervision till the building is ready in all aspects along with reports of Climate analysis, detailed Energy simulation, Daylight simulation, Computational Fluid Dynamics (CFD) analysis, Building Information Modelling, Green building considerations, etc. necessary for completion of the project in all aspects.
- D. The duration for the completion of project is estimated to be 24 months from the date of inception of work at site.
- E. Preparation of a DPR including details as mentioned in Section-2(2).
- F. The bidder shall prepare schemes of architectural works & services covering all expected works/systems and shall make presentations to CREDA. The following requirements should be incorporated in the design to ensure Green Building Certification of the project viz. LEED/IGBC/GRIHA/GEM. Final decision of the rating system to be applied during detail design stage shall remain with CREDA. The building should also be Super ECBC compliant as per ECBC 2017 and net energy positive.

Certain criteria that CREDA expects to be incorporated in the design are as follows:

i. Integrated Design Approach

Design of building must consider whole building design approach from its conception including Architecture, Structural Engineering, Landscape, Mechanical, Electrical & Plumbing, building life cycle management, Construction, Operation & Maintenance and a greater consideration for the comfort & wellbeing of the end users of the building aiming to produce sustainable architecture.

- ii. **Passive design strategies/climate-responsive design may include the following techniques:**
Building orientation, Daylight & Natural Ventilation, Optimum window to wall ratio, Shading devices, Vegetative roof, Cool roof, Filler Slab, Roof Pond, Water Bodies, Earth Air Tunnel, Evaporative Cooling, Wind Tower, Solar Chimney, Solar Tube, Louvers & Jallies etc.
- iii. **Super ECBC Envelope Design Compliance and Net surplus energy strategies:** The design must follow Energy Conservation Building Code 2017 (with latest amendment) compliance through Whole Building Design Approach & net positive concept.
- iv. **Active energy efficient design strategies may include the following techniques:**
 - High COP HVAC System
 - Occupancy sensors
 - Daylight sensors
 - Efficient & rated Pumps & motors
 - Energy efficient BLDC ceiling fan
- v. **The design may include Grid Interactive Renewable Energy integration concept for net energy positive, green office building with following options:**
 - Grid connected/off grid ground mounted or roof top solar power plant
 - Wind turbines
 - Hybrid Renewable Energy Systems
- vi. **Use of Building Integrated Photo Voltaic System (BIPV)**
Building integrated photo voltaic systems on building envelope may include any or all of the following products:
 - Thin film modules used as skylights or glass curtain walls.
 - Flexible modules laminated to building envelope element or mounted on building envelope substrate
 - Double glass window solar panels. etc.
- vii. **The concept design must be developed in adherence to National Building Code 2016 for thermal comfort standards.**
- viii. **Net-Zero water design strategies may be considered in the design, such as:**
 - Waste Water management
 - Water metering
 - Low flow fixtures
 - Waterless Urinal
 - Sensor based fixtures
 - Grey water recycling & reuse
 - Use of BIS labelled products
 - Water Harvesting

- ix. The design may incorporate Waste management infrastructure, such as:**
 - Waste segregation at source
 - Waste to manure
 - Waste to energy
 - Recycling & reuse waste
 - Biogas system based on organic waste

- x. Consideration for occupant health & wellbeing through Indoor environment quality strategies including following options:**
 - Use of zero or low VOC products
 - Green labelled carpets & rugs
 - Green cleaning
 - Biophilic Interiors
 - CO₂ Sensors MERVrated filters

- xi. The design may include the Energy efficient lighting such as:**
 - Indoor & outdoor LED lights
 - Sensor based lighting design

- xii. The concept design maybe based ontheuse of Low embodied/certified green materials such as:**
 - AAC Blocks
 - Fly Ash bricks
 - Hollow blocks
 - High SRI Paints
 - Building insulations etc.

- xiii. Sustainable approach to landscape design may be considered for outdoor water efficiency by use of any of the following techniques:**
 - Use of Native & adaptive plant species
 - Mulching
 - Xeriscaping
 - Bio swales
 - Retention ponds
 - Reed Bed Systems
 - Open grid pavers
 - Moisture sensors
 - Water metering
 - Drip irrigation
 - Minimize Turf areas etc.

- xiv. Considerations for reduction in outdoor light pollution**
 - Procure fixtures as per lighting zone BUG requirement (Backlight, Up-light, Glare of a fixture)

- xv. Green Transportation Infrastructure**
 - Bicycle Stands
 - EV charging infrastructure

2. REQUIRED DESIGN AND DETAILS AT STAGE II (As a part of DPR)

A. Conceptual sketches describing:

- Design Development & Summary
- Form Evolution
- Key Features of the design
- Special considerations

B. Building Floor Plans highlighting the following:

- Building Orientation
- Furniture layout
- Circulation
- Area Statements- Built up area, Carpet area, circulation area, Open & semi-open space areas

C. All side Conceptual Elevations highlighting the following:

- Fenestrations
- Shading devices
- Balconies & Terraces
- Other features if any

D. Building Sections (Min. 4 Nos.)

- Minimum one through Staircase
- One through Toilets
- One through Courtyard or open spaces if provided
- As required to specify design details

E. 3-D rendered Views

- Blow up views of special features incorporated in the design
- HD Walk through with voice over OR Scaled Physical model (1:100)

F. Basic Landscape Details must include followings:

- Basic details of types of plants used
- Landscape details highlighting water & waste reduction techniques

G. Basic Interior Details must include followings:

- Concept & themes of various category of office cabins

H. Diagrammatic representation & details of techniques incorporated to make the building sustainable and energy efficient:

- Basic Model (Box Model) energy simulation report

I. Preliminary Cost Estimate considering the requirements of detailed design stage.

Note: Any exclusions of services to be clearly mentioned by the consultant in the format provided in the Annexure –I

3. DOCUMENTS TO BE SUBMITTED (AFTER AWARD OF WORK TO THE FINAL ELIGIBLE BIDDER)

- A.** The Design & Detailed engineering shall be complete with Design basis reports of all works & systems/services, design calculations, specifications, required documentation, drawings, Item rate tender inputs etc. with sufficient details for clear understanding.

Note: Plot survey is under CREDA's scope and Soil Testing will be under Consultant's scope.

- B.** On approval of the above, design details and “Good for Construction” (GFC) drawings shall be prepared by the Consultant and submitted to CREDA for final review.
- C.** Subsequent to incorporation of all comments as received from CREDA after final review, the design details and GFC drawings shall be submitted by the consultant for final approval of CREDA
- D.** Preparation and submission of detailed Cost Estimates, Bill of Quantities and Tender documents. Preparation of Item Rate tender(s) inputs for the number of tender packages decided by CREDA (i.e., Scope of work, Tender drawings, schedule of quantities with backup documents, Schedule of Rates/Detailed Cost Estimates with analysis of rates along with back up documents/quotations, technical specifications, list of makes, specific provisions if any and any other input required for preparation of Item Rate tenders etc.) is included in the scope of works.
- E.** The Consultant shall attend pre-bid meetings of tenders and provide replies to bidder's queries pertaining to his scope of works during the tendering process.
- F.** The Consultant shall prepare & issue GFC Drawings including Architectural, Structural, Interior, Landscape plumbing , fire-fighting, electrical (HT & LT) , HVAC, Diesel/Gas based Generator sets, all LV /ELV systems [Automatic Fire Alarm System, Public Addressing System, Renewable energy systems, CCTV System, Access Control System, Lighting Control System, IT/ Data Networking System, Office printing solutions , Intelligent Building Management System, Elevator (Passenger & Goods), Vehicle Parking Audio & Video System including digital wall and HD video conferencing] & Security system . The GFC drawings shall be prepared in line with approved engineering design basis, approved concepts, approved tender drawings, specifications & Schedule of rates and shall be adequately detailed and shall contain enough information to enable construction, full measurement, pricing and production of bill for payment.
- G.** The Consultant shall review all technical data sheets, documents & shop drawings etc. submitted by the contractor.

4. COORDINATION

- i. The statutory approval from the authority having jurisdiction and vetting of structural/MEP drawings from Centre for Environmental Planning & Technology (CEPT), Ahmedabad will be under the consultant firm's scope of work.
- ii. The Consultant along with sub-consultants shall attend review meetings which may be conducted at short notice also.

5. NET POSITIVE AND GREEN BUILDING CERTIFICATION

- i. The Consultant shall perform design analysis on different Net zero energy design strategies, in consultation with CREDA. Any amendments, there to, shall also be in consultation with CREDA
- ii. All conceptual & detailed designs and supporting analysis pertaining to HVAC/ electrical/ renewables/ lighting/ envelope design, etc. will be peer reviewed and vetted by CREDA, before release for execution.
- iii. Energy simulation and obtaining Green Building Certification will be under consultant's scope of services.
- iv. The Consultant shall incorporate design changes required to obtain the Green Building Certification.
- v. The targeted certification will be LEED/ IGBC Net zero rating system – Platinum/ GRIHA 5 STAR (Provisional & Final rating).
- vi. The Consultant shall work along with CREDA to meet all the requirements {as listed in ECBC 2017 (with latest amendments)} to achieve a Super ECBC building design.
- vii. Green building certification related works such as feasibility study, analysis, documentation, Day lighting & energy simulation, coordination, submission, registration of the project with LEED/ IGBC/ GRIHA/, coordination with LEED/ IGBC/ GRIHA officials for site visits and other stakeholders will be in the Consultants scope of services.
- viii. The complete certification fee for green rating shall be paid by CREDA.

6. REVIEW OF CONTRACTOR'S DELIVERABLES

- i. The Consultant shall review, check and approve the technical data sheets, shop drawings, documents/data sheets of equipment's/materials, Quality Assurance Plan for materials etc. prepared and submitted by the Contractor.
- ii. CREDA has all the right to peer review the deliverables prepared & submitted by contractor and approved by the Consultant and take corrective action, as deemed fit to meet project requirement.

7. CONSTRUCTION/EXECUTION

- i. Stage-wise supervision is required from the Consultant. The consultant will be expected to visit the site, as per the requirement of the progress of the project or if the contractor requires site review of special design features.

- ii.** The Consultant shall aid in approval of samples, inspection and evaluation of construction works including selection and procurement of items.
- iii.** The Consultant shall provide clarifications and decisions as required for construction/ execution activities.
- iv.** The Consultant shall review the deviations (if required during execution) submitted by contractor including its technical & financial justification and forward the recommendation to CREDA for processing the deviations.
- v.** The Consultant shall review and certify the As-Built drawings submitted by Contractor after completion of works.

8. OTHER ACTIVITIES AND IMPORTANT CONDITIONS

- i.** The Consultant will make its best Endeavour to reduce the cost of Construction by any change of specifications, method of Construction, value engineering or any innovative or economical design.
- ii.** The Consultant shall visit the site during construction (till handing over), at regular intervals and additionally if required for the progress of the project at site, shall aid in the selection of materials, approval of samples, and to inspect and evaluate the construction works, provide clarification and decision, in drawings/specifications, attend conferences and meetings etc. No separate payment/reimbursement shall be made on this account and quoted price is deemed to be inclusive of these expenditures.
- iii.** The Detailed Estimate prepared by the Consultant for the Item Rate Tender(s) shall be reviewed by CREDA along with the backup documents /quotations and rate analysis provided by consultant. Any further documents/justification required to justify the estimate shall be provided expeditiously by Consultant. CREDA is at Liberty to ask consultant to make changes in the scope of works of Tender to meet its requirement. However, no additional payment shall be made to Consultant on this account.
- iv.** The Consultant or professionals engaged by him shall make visits to project site as required. All travels, boarding, lodging and other expenses for these visits is deemed to be included in his Fee and no additional cost is payable on this account.

SECTION-3

1. SELECTION PROCESS (TECHNICAL EVALUATION)

The bid documents of bidders will be reviewed by the tender committee of CREDA, and will be evaluated on the basis of Quality cum Cost based System (QCBS) tendering system.

- A. At Stage I (open e-tender) the bidder will be shortlisted based on fulfilment of minimum technical eligibility criteria. The supporting documents in fulfilment of eligibility criteria mentioned in Section-1(3) will be submitted at this stage via online bid within **15 days** from issue of notice inviting EoI.
- B. The bidders who qualify Stage I, will be invited to participate for Stage II e-tender (Limited e-tender). The documents as mentioned in Section-2 (2) will be submitted by the eligible bidders for this Stage II. These submissions will be done to CREDA HO (SE, RE-V), in hard copies by Stage I shortlisted bidders only within 30 days from the date of issuance of Stage II tender (after Declaration of shortlisted bidders from Stage-I). The Financial bid documents will also be submitted online at this Stage at <https://eproc.cgstate.gov.in>. Evaluation of the documents submitted in hard copies will be done by the tender committee of CREDA.
- C. The committee after review will shortlist eligible top 5 bidders on the basis of marks obtained as prescribed in Section-3(2)(A) and Section-3(2)(B) to qualify for Stage III.
- D. Stage III evaluation will be done for the power point presentation of the conceptual design. The tender committee will shortlist eligible top 3 bidders on the basis of marks obtained as prescribed in Section-3(2)(A), Section-3(2)(B) and Section-3(2)(C).
- E. At Stage IV, the e-financial bid will be opened and the eligible bidder will be finalized based on total marks obtained in technical and e-financial bid.

The evaluation by the technical committee will be done as prescribed below:

2. Overall Stage-wise Marks Distribution

Particulars	Stage	Marks
Eligibility and Work Experience	Stage I	20
Designing Concept- DPR including concept design, drawings, and simulation reports	Stage II	30
Presentation through power point	Stage III	30
Consultancy Charges in % of the project cost.	Stage IV	20
Total Marks		100

A. Criteria for Evaluationat Stage I: Eligibility & Work Experience

The review process will be based on the following parameters:

S. No.	Requirement	Range	Maximum Marks
1	Bidder must have designed & got executed total area of certified green building / Energy Efficient building projects.	3500-5000 sq.m	8
		5000-10000 sq.m	4
2	No. of Super ECBC/LEED Platinum/ GRIHA 5 Star/ IGBC Platinum/ GEM-5 rated office building by the Bidder with minimum area of 3500 sq.m	2 marks per building	8
3	Average Annual turnover of last three consecutive financial years (2019-20, 2020-21 and 2021-22)	2.5 to 5 cr.	2
		5 to 10 cr.	4
Total Marks			20

B. Criteria for Evaluationat Stage II: Concept Design Documents

Sections	Parameters	Key Point of the review
Section 1	Architecture: Concept Design	<ul style="list-style-type: none"> • Design strategies & considerations • Architectural Plan/Space Utilization and 3D form.
Section 2	Programs & Ratings	<ul style="list-style-type: none"> • Compliance to Super ECBC envelope design. • Adherence to Green rating system • Approach to achieve Net positive building.
Section 3	Interior & exterior Design	<ul style="list-style-type: none"> • Efficient indoor & outdoor space use strategies. • Building form & views. • Building Model.
Section 4	Renewable Energy & Electrical System	<ul style="list-style-type: none"> • Approach to grid interactive net positive building. • Specification for integration of on-site renewable energy such as solar & wind power plant.
Section 5	Materials	<ul style="list-style-type: none"> • Specifications on use of low embodied sustainable materials for building & interiors.
Each section carries 6 marks i.e., TOTAL Marks - 30		

C. Criteria for Evaluation at Stage III: Concept Design Presentation

- i. The selection of bidders for presentation will be on the basis of total marks obtained from **Stage I & Stage II**, i.e. A. Eligibility & Work Experience Section and Concept Design documents. **Only the top 5 bidders scoring highest marks shall qualify to Stage III for making their presentation.**
- ii. The eligible top 5 bidders shall present their DPR as per the work mentioned in the Scope of Work [Section-2(1)] with maximum 25 nos. of slides. The bidders shall have to present their presentation on date XX-XX-2023 at CREDA Head Office Raipur.
- iii. The maximum marks for presentation is limited to 30 marks. It is the sole discretion of the review committee to evaluate the presentation on the grounds of requirements of CREDA.
- iv. The presentation including concept design, all technical details, drawings, 3D views, simulation reports & other details shall be CREDA's property & CREDA may use the components of DPR & presentation as & where needed.
- v. **Technical Evaluation marks = Marks (A) + Marks (B) + Marks (C)**

D. Final Selection

- i. Only those eligible top three bidders who have secured minimum 55 marks in Technical Evaluation will be declared eligible for opening their e-financial bid. The bench mark of consultancy charges is decided by CREDA at a maximum of 10 % of total project cost.

E. Criteria for Evaluation Stage IV

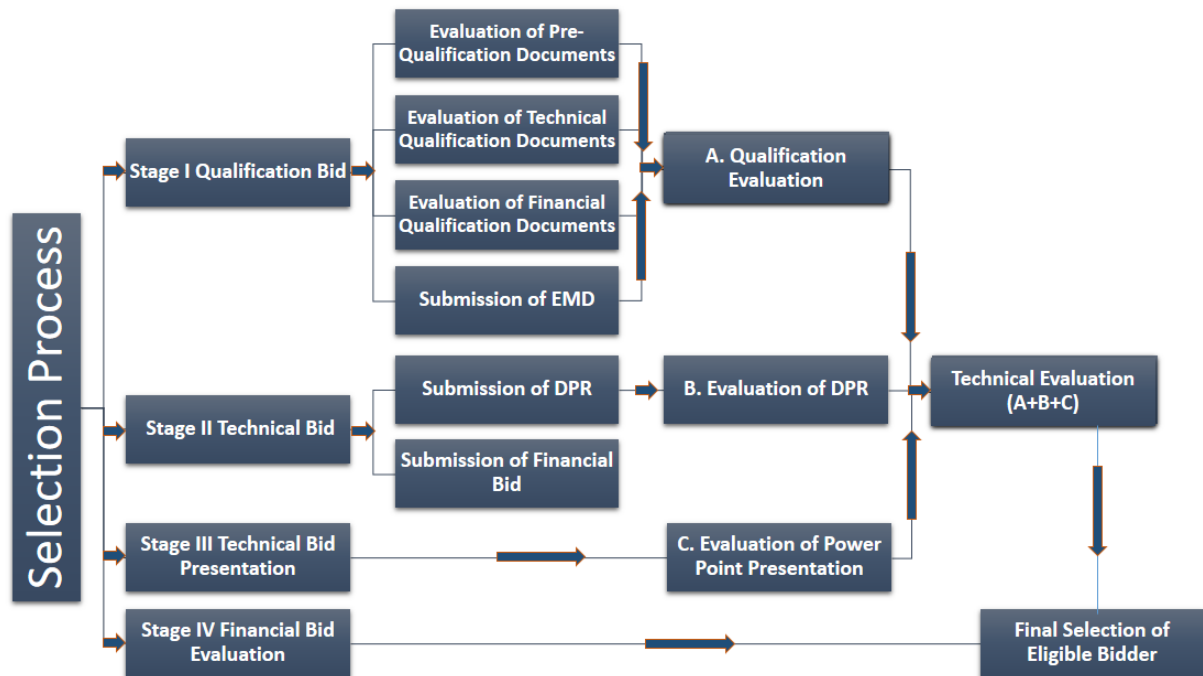
$$\text{Financial Evaluation marks} = 20 + [(1 - P/10) \times 20/2]$$

***where P – quoted consultancy charges as a percentage of total project cost.**

The Final Evaluation will be done as per total marks obtained i.e.

Final Evaluation = Technical Evaluation marks + Financial Evaluation marks.

The bidder who will secure highest marks in final evaluation, will be selected for the task mentioned in the tender.



SECTION-4

1. GENERAL CONDITIONS OF CONTRACT

- A. The design shall be developed as per Indian Standard Specifications, Nava Raipur Atal Nagar Vikas Pradhikaran (NRANVP) bye-laws of the concerned authorities of Chhattisgarh with satisfaction of CREDA.
- B. The eligible bidder shall not assign or transfer the work orders issued in full or any part thereof to any third party or consultant, as per the terms of this contract.
- C. Bidders will have to submit certificates of experience containing complete details from the concerned state/central agencies/department document issued by competent authority duly sealed and signed along with bid document. Experience certificate shall be compulsorily submitted in attached format (as per **Annexure – I**) or other format containing similar information shall be considered only in-case submitted in Hindi / English Language only. At the time of opening of technical bid, bidders shall have to present certified copies of original certificates as above.

For ease of accessing the e-bidding website and registration the following is to be done by bidder -

- i. Visit <https://eproc.cgstate.gov.in>
- ii. Prospective bidders are requested to download, read and understand the Manuals present on the website so as to clearly understand the bid submission process.
- iii. The user will be directed to e-bidding page where all information regarding registration is available along with helpline details.
- iv. e-Financial Bid shall be submitted online only at <https://eproc.cgstate.gov.in> latest by **5.00 PM on XX.XX.2023**. Bids submitted after scheduled time and date shall not be considered.

2. BID DOCUMENT FEE AND EARNEST MONEY DEPOSIT

- A. Each Bidder should submit Bid Document Fee and earnest money in the form of Demand Draft/Pay Order or RTGS/NEFT. Each bidder should submit Tender Document Fee and Earnest Money Deposit (EMD) in the form of RTGS/NEFT as single transaction only as mentioned in the Bid No. **139367/CREDA/SHORTLISTING CONSULTANT/2023-24, Dated 23-06-2023**.
- B. Tender Document Fee and EMD submitted in any other form e.g. Cash/Bank Guarantee/FDR/TDR etc. shall not be accepted.
- C. Those Bidders who have already participated in tender no. **125980, Dtd. 24-02-2023 & 131311, Dtd. 19.04.2023** and have deposited EMD of Rs. 2,00,000/- need not to deposit the EMD again, but they have to deposit document fee of Rs. 11,800/- in this tender, however they have to submit the proof of EMD deposition. Other Bidders will have to deposit EMD of Rs. 2,00,000/- in prescribed manner and document fee.

3. SUBMISSION OF TENDER DOCUMENTS

- a. All the documents including qualification bid and financial Bid should be submitted online on Chhattisgarh e-Procurement portal <https://eproc.cgstate.gov.in> as per the items mentioned in the Check list on page no.06 in this bid.
- b. Bidders are advised to finish all the bidding portal related activities such as registration, USB certificate/token approval, and payments etc. well in advance so as to avoid last minute difficulties during the bid submission.

- c. **Bidders are also advised to make themselves fully aware with the bid submission mechanism to avoid last minute hassles and doubts during bid submission.** CREDA shall only entertain genuine technical issues/glitches, provided that the bidder submits evidence regarding the same.
- d. Additionally, the bidders shall also have to submit all the documents, in original hard copy, as required in this bid as per the checklist on **page 06** during the opening of qualification bid. Bidders shall have to submit only the documents as per the checklist.
- e. Documents should be submitted in prescribed manner in envelopes as follows:

Main Envelope: Main Envelope must enclose all relevant documents with the document fee. Bidder's Name, Address and status of firms should be clearly written on the main envelope. The tender name should be mentioned on the top of the envelope.

Envelope A – Pre Qualification Documents (original DD should be submitted in this envelope)

Envelope B – Technical Qualification Documents and Financial Qualification Details. (GST, PAN; Net worth; Turnover; ITR and Balance Sheet)

Note: The Envelopes mentioned above are only for submission purpose and must not be related with the Envelopes mentioned in the context of the checklist on page-06. The documents submitted in hard copy (off-line) at CREDA must match with those submitted in the Chhattisgarh e-Procurement portal. Any document other than the uploaded document shall not be considered. CREDA's tender committee will only evaluate the qualification bid documents submitted on Chhattisgarh e-Procurement portal. The hard copies of only the technical bid documents shall be physically evaluated by the tender committee of CREDA. Hard copies of qualification bid documents are only for record keeping by CREDA.

4. SPECIFICATION AMENDMENTS

CREDA reserves the right to amend or change minor specifications of the entire or any suggested products/materials/construction details even after the issuance of supply order as per the site conditions and demand.

5. GST & PAN

Bidder shall have to submit copies of GST registration number and PAN numbers issued by the appropriate authority.

6. THE BID

- A. The Pre-Qualification, Technical Qualification, Financial Qualification Details other related documents must be uploaded in the portal i.e. <https://.eproc.cgstate.gov.in> from **23-06-2023 05:00 PM onward till 07-07-2023 up to 05:00 PM.**
- B. The timeline for submission of online BID (Qualification Bid) & all related documents is **15 days** from the date of issue of notice inviting Bid.
- C. The timeline for submission of Technical BID [DPR] (off-line)+ e-Financial BID (Online) & all related documents is **30 days** from the date of issuance of Stage II tender (after Declaration of shortlisted bidders from Stage-I).
- D. The timeline for Technical Presentation (off-line) through power point is **7 days** from the date of declaration of Stage II result.
- E. Nobody is authorized to receive or grant receipt for Bid delivered on behalf of CREDA. **Bid received through any other means shall not be considered and shall be rejected.**

7. ANALYSIS OF RATE

Bidder should quote their rates considering site conditions and all other factors in price and keeping the quantum and quality of work in mind.

8. VALIDITY

Full descriptive particulars and complete specifications should accompany the offer. Offers should be kept open for acceptance for at least **180 days** from the date of opening. After finalization of this Bid the approved rates shall be valid till two years from the date of award/contract; however, CREDA shall have liberty to increase or decrease this validity if needed.

9. TERMS & CONDITIONS

- A.** The terms, conditions and specifications mentioned in Bid document shall be binding on the Bidders and no condition or stipulation contrary to the conditions shall be acceptable. It may please be noted that the Bidders who do not accept terms and conditions stipulated in this Bid documents, their offers shall be liable to be rejected out-rightly without assigning any reason whatsoever.
- B.** Each page of Bid document & enclosures shall be signed by the Bidder and seal affixed. All the pages of the documents issued must be submitted along with the technical offer. In case of any corrections / alterations in the Bid, the Bidder should attest the same; otherwise Bids may not be considered.
- C.** Bidders are also instructed to submit their Bids in properly arranged manner (with index, proper paging and with flags on important documents). Incomplete, loose, conditional or improper arranged Bids will not be accepted.

10. CREDA RESERVES THE RIGHT

- A.** To reject or accept any or all Bids fully or partly without assigning any reason on the grounds considered advantageous to CREDA, whether it is the lowest Bid or not.
- B.** CREDA may undergo agreement with eligible Bidder who gives consent to CREDA and may allocate work to them.
- C.** CREDA reserves the right to amend or change minor specifications of the entire or any suggested material/construction details/design requirements/proposed design in consultation with the designer even after the issuance of sanction order as per the site conditions and demand.

11. COMMUNICATIONS

- A.** All the communication between Bidder and CREDA shall be in writing. Notice sent by Fax or other Electronic means shall be effective on confirmation of the transmission. Notice sent by registered post or speed post shall be effective of delivery or at expiry of normal delivery period as under taken by Postal Service.
- B.** Offers through Telegraph/Fax/Emails/Post/Courier or open offers etc. received shall be summarily rejected.

12. PRE-BID QUERIES

- A.** All suggestions, doubts, confusion, request, queries etc., shall have to be presented to CREDA in writing or through email to credatendercell@gmail.com on or before **30-06-2023 till 05:00 PM**. After that any representation in this regard shall not be considered.
- B.** The purpose of pre-bid queries is to clarify issues and questions related to this Bid that can

be raised at that stage. Any amendments in the bid documents which may become necessary as a result of pre-bid queries received shall be part of original Bid document and communicated through corrigendum on CREDA website www.creda.co.in and on Chhattisgarh e-Procurement Portal <https://eproc.cgstate.gov.in>.

13. TECHNICAL CRITERIA

The online tender with Document Fee, duly sealed & signed tender document qualification documents & other required documents shall be submitted on or before last date **07-07-2023 Up-to 05:00 PM** (online) and hard copies at the CREDA Head Office, VIP Road, Near Energy Park, Raipur (C.G.). The tender should be addressed to Superintending Engineer (RE-V), CREDA, Head Office, Near Energy Park, VIP Road, Raipur, Chhattisgarh. Any Tender Document received through any other means like-Speed post, Courier etc. should be accepted if received within scheduled time. Tender document cannot be accepted after the last date of time line for receiving the document.

14. FORFEITURE OF EARNEST MONEY DEPOSIT

It should be clearly understood that shortlisted Bidders if fails to submit DPR in stipulated timeline and in the event of Bidder failing to enter into the agreement in the prescribed format on their quoted rates and also fails to execute assigned works under any Scheme of CREDA, within stipulated time, if he is so communicated within the validity period of the offer, the full amount of earnest money will be forfeited and Bidder shall be debarred from future business with CREDA including future participation in bids up to three years. CREDA's decision in this regard will be final and binding on the Bidders.

15. CONDITION FOR SUBMISSION OF DOCUMENTS

- A.** The bidder can submit soft copies of designs where it is necessary. Intended bidder must not be black listed/debarred by any Central/State Govt. Organizations or Departments, PSUs or JVs.
- B.** Documentary evidence for meeting the eligibility criteria must mandatorily be submitted.
- C.** Intended bidder should have GST registration, PAN & other required certification mentioned in this tender document.
- D.** The bidder should have sufficient number of Technical and Administrative employees required for proper execution of the contract through integrative design approach. The bidder should submit a list and CV of consultants/employees clearly stating their role in the design team.
- E.** Any dispute arising out of the contract shall be subjected to the jurisdiction of court at Raipur.
- F.** In case of any dispute referred to the CEO, the decision of CEO CREDA, will be final and binding to the Consultant / Consultant Firm.
- G.** All information called for in the enclosed forms shall be furnished against the relevant column in the forms. If for any reason, information is furnished on a separate sheet, this fact shall be mentioned against the relevant column. Even if no information is to be provided in a column, a "nil" or "no such case" entry shall be made in that column. If any particulars/query are not applicable in case of the bidder, it shall be stated as "not applicable". The bidders 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 bidder being summarily disqualified. Bidders made by telegram or telex and those received late will not be entertained.

- H. The authorized signatory of the bidder shall sign each page of the document of tender and Enclosures.**
- I.** Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initiating, dating and rewriting. All pages of the pre-qualification document are to be numbered. Additional sheets, if any, added by the bidder, shall also be numbered by him. They shall be submitted as a bound volume with signed letter of transmittal.
- J.** The bidder may furnish any additional information, which he thinks necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous or irrelevant information. No information shall be accepted after submission of pre-qualification document unless it is called for by the Employer.
- K.** Any information furnished by the bidder found to be incorrect either immediately or later, would render him liable to be debarred from tender awarding working CREDA.

16. ORGANISATIONAL INFORMATION

Bidder is required to submit the following information in respect of his organization:

- A.** Name & Postal Address, Telephone & Telex Number, E-mail ID, etc.
- B.** Certified copies of original documents defining the legal status, place of Registration and principal places of business.
- C.** Information on any litigation in which the bidder was involved during the last three years, including any current litigation.
- D.** Authorization for employer to seek detailed references.
- E.** Number of Technical & Administrative Employees in parent company, subsidiary company and how these would be involved in this work.

17. AWARD CRITERIA

CREDA reserves the right, without being liable for any damages or obligation to inform the bidder to:

- A.** Amend the scope and value of contract to the bidder.
- B.** Reject any or all of the applications without assigning any reason.

18. TERMS OF PAYMENT

SN	Project Event/Stage	Payment to be released (% of Work order Value)
1	On approval of concept drawings	15%
2	On approval of final designs and obtaining statutory permissions from govt. bodies	15%
3	On approval of GFC Drawings	15%
4	After approval of all detailed drawings and completion of tender stage	15%
5	After execution of 25% of its estimated work*	05%
6	After execution of 50% of its estimated work*	10%
7	After execution of 75% of its estimated work*	10%
8	After execution of 100% of its estimated work* & handover to competent authority (CREDA) to their satisfaction along with ratings specified as per the scope of work.	15%

*Estimated work will be defined in Contractor's Tender Document of CREDA's New Office Building.

19. JURISDICTION OF THE COURT

Any dispute arising out of the contract shall be subject to the jurisdiction of Hon'ble High Court of Chhattisgarh.

FINANCIAL BID

The Consultancy charges in terms of percentage of the total project cost are being quoted as below.

I/We understand that my/our scope of work is to provide complete Consultancy as mentioned in the scope of work of Sustainable Super ECBC compliant and Net Energy PositiveGreen office building of CREDA's Office in Raipur, Chhattisgarh.

S. No.	Description	Rate in terms of percentage of total project cost
1	2	3
01.	Consultancy charges for designing, drawings, elevations, estimates (on the basis of PWD SOR-2015), architectural support, supervision of complete construction work of ECBC compliant and net positive green office building of CREDA's Office in Raipur, Chhattisgarh% (exclusive of GST as applicable)

Note:

1. The rate will be compared as per Column No.-3.
1. The GST shall be paid extra as per prevailing rate [GST notification no. 24/2018-Central Tax (Rate) dated 31.12.2018 & notification no. 8/2021-Central Tax (Rate) dated 30.09.2021]. The prices shall be filled exactly as per **Financial Bid enclosed**.
2. Payment of GST according to GST prevailing rate applicable at the time of opening of bid, shall be applicable in addition to the base price.

Date.....

Signature of Bidder

Seal

ANNEXURE-“I”

(EXPERIENCE CERTIFICATE ON THE OFFICIAL LETTER HEAD OF CONCERNED GOVERNMENT DEPARTMENT/PRIVATE ORGANIZATION WITH SEAL AND SIGN BY AUTHORIZED SIGNATORY)

Ref. No.....

Date.....

CERTIFICATE OF COMPLETION

This is to certify that Name of Bidder, Address of Registered Office has successfully completed the work of design & supervision of Name of Building at Name of location in Name of State, as per following details –

Project Name	Year of completion	Specific Focus Area- Green Rating/Energy Efficient/Other	Remarks

The design, consultancy and supervision performance of the above project are found satisfactory.

This certificate is being issued against the request of M/s
For their intent for participation in the following Tender:

S.N.	Tender Number
01	Tender No.-139367/CREDA/SHORTLISTING CONSULTANT/2023-24, Dated:23-06-2023

**Seal & Sign
(Authorised Signatory)**

ANNEXURE – “II”

FORMAT FOR THE AFFIDAVIT

(Declaration of conflict of Interest)

(Note: This affidavit should be on a non-judicial stamp paper of Rs. 100/- and shall be attested by Magistrate/Sub-Judge/ Notary Public)

I, (Name of the bidder authorized representative of the bidder) son/
daughter of resident of
..... (full address), aforesaid solemnly affirm and state as under:

1. I hereby certify that all the information furnished with the bid submitted in response to Tender/bid no. 139367/CREDA/SHORTLISTING CONSULTANT/2023-24, DATED - 23-06-2023 issued by Chhattisgarh State Renewable Energy Development Agency (CREDA) (authority inviting e-Tender) for Selection and Hiring of Consultant/Consultancy Firm for designing of Sustainable Super ECBC compliant, Net Energy Positive, Green Office Building for CREDA at Nava Raipur, Atal Nagar, Chhattisgarh, with complete architectural and all related Consultancy services defined in the scope of work(name and identification of work) are true and correct.
2. I hereby certify that I have been authorized by..... (Company name) to sign on their behalf, the bid mentioned in Sr.No.1 above.*
3. Information furnished in the bidding documents is correct in all respects to the best of my knowledge and belief.
4. The near relations, as per clause 30(a) in Section - 02, in CREDA, are not in employment of the firm/company. (Note:-By the term near relatives is meant Wife, Husband, Parents and Son, Brother, Sister, Brother-in-law, Father-in-law, Mother-in-law etc.) (if working mention the name/names)
.....
.....
5. The name of near relative (if any) as per Clause 31(b) who retired/removed within the last two years. (if None, clearly State None)
.....
.....
6. No near relative is working as Financial Accountant in the CREDA. (if working mention, the name)
.....
.....
7. No person is working in the company in any capacity, who are near relatives to any Officer in Chhattisgarh State Renewable Energy Development Agency (CREDA) (If working mention the name)

.....
.....

8. Our company/firm/ or otherwise is not under the clarification of in-eligibility for corrupt and fraudulent practices by the Central Government, the State Government or any public undertaking, autonomous body, authority by whatever name called under the Central or the State Government as mention in clause 1(f) of tender document.
9. I hereby authorize the CREDA Officials to get all the documents verified from appropriate sources (s).

Deponent

Place:

Date:

* Not applicable if the bidder is an individual and is signing the bid on his own behalf.

Verification

I..... S/o.....do here by affirm that contents stated in Para 1 to 9 above and contents submitted in technical & financial bid are true to the best of my knowledge and believe and are based on my/our record.

Verified that this date of at (Place).....

Deponent

AGREEMENT

This agreement is hereby made today the ----- day of ----- 2023 at CREDA, Raipur between M/s -----, a company/firm registered under the Companies Act, 1956 / Partnership Act / ----- Act, having its registered office at -----India (hereinafter called as "Consultant", the term which includes its successors, assigns and legal heirs), through ----- on one hand and Chhattisgarh State Renewable Energy Development Agency (CREDA) registered under Societies Act having its Registered office at Head Office, CREDA, Near Energy Education Park, VIP Road Raipur (C.G) hereinafter called as "CREDA" the term which includes its successors, assigns and legal heirs; through Superintending Engineer, H.O. CREDA, Raipur on the other hand on the following terms and conditions:-

1. Whereas, the "CREDA" intends to select & hire consultant for designing of Sustainable, Super ECBC Compliant, Net Energy Positive, Green Office Building for CREDA at Nava Raipur, Atal Nagar, Raipur, Chhattisgarh, with Complete Architectural, Engineering, and related Consultancy Services mentioned in the scope of work (hereinafter called as "Contract" for as per **Tender No. 139367/CREDA/SHORTLISTING CONSULTANT/2023-24, DATED-23-06-2023** "Party/Firm" had submitted their rates and agreed to supply/perform the "Contract" to CREDA on the rates appended hereto in Part-1, as per the terms and conditions of the Tender already agreed upon, and,
2. Whereas, the "Party/Firm" is committed to provide Consultancy Services, on the rates already agreed upon, within the schedule mentioned in the Work/Supply orders that shall be issued from time to time and,
3. Whereas, it has been also agreed upon that during any disputes regarding interpretation of any of the clauses of this agreement, the decision of the "CEO, CREDA" shall be final and binding on both the parties,
4. Whereas, it is agreed upon that all the terms and conditions of the Tender and work/supply orders which have already been agreed upon shall form part of this agreement and,
5. Whereas, it has also been agreed that for any disputes arising, the jurisdiction shall be the Courts of Raipur, in witness whereof, both the parties thereto, put their signatures below:

Witness:

1 _____

For and on behalf of CREDA

2 _____

For and on behalf of Consultant