

**Handique Girls' College,
Guwahati – 781 001**

Ref No : HGC/ESTT/QUO/2016/126/48

Date : 07/06/2018

NOTICE INVITING QUOTATION FOR ENGAGING CONSULTING ARCHITECTURAL/ENGINEERING FIRM

Sealed quotations (including Technical & Financial Bid) with Court fee of ₹ 8.25/- (Rupees eight and paise twenty five only), affixed to the technical bid, are invited from Government Registered Architectural and Engineering consulting firms having experience of at least five years in planning, designing and execution of various architectural/ civil and electrical work to undertake responsibility for the following works in Handique Girls' College:

1. Preparation of estimate 2. Preparation of drawing/architectural designing/ electrical lay out drawing/ drainage network etc. 3. Supervision of construction 4. Structural rehabilitation and designing of R.C.C building. 5. Interior designing and 3D modeling of building/ class room/ auditorium. 6. Surveying of plot. 7. Taking the measurement of works and preparation of measurements book. 8. Soil testing 9. Verification of comparative statements of contractors, checking of tender papers, agreements etc.

The bidders are requested to quote their rate item-wise for the above mentioned items as financial bid for the quotation and submit in a sealed envelope mentioned Financial Bid. The technical bid format is to be filled in and submitted separately along with supporting documents in a second sealed envelope mentioned "Technical Bid". Bids will be received by the undersigned up to 2.00 pm on 18.06.2018 and the Technical bid will be opened on the same date at 3.00 pm. Firms qualifying in the technical bid will be called to be present for the opening of the Financial Bid. An amount of ₹ 1000/- (Rupees One thousand only) will have to be paid as APPLICATION FEE through Demand Draft in favour of Principal, Handique Girls' College payable at Guwahati with the Technical Bid. The application fee is non-refundable.

The Prospective firm will have to adhere to the existing UGC guidelines regarding infrastructural work in institutions.

Consulting Firms earlier engaged by the College are requested to apply afresh.

Sd/-Principal
Handique Girls' College
Guwahati

FORM FOR TECHNICAL BID :

Application for Engagement of Architectural/Engineering Consultants

Application Fee : D.D. No. _____ Date _

Name of the Applicant : _____

Full postal Address : _____

Telephone No. Office: _____

Residence : _____

Mobile: _____

E-Mail: _____

1. a) Status of the Firm(Whether company/
Partnership / proprietary) : _____

b) Name of the Proprietor/ Partners/ Directors (with
professional qualifications, if any) :

I) _____

II) _____

III) _____

c) Year of establishment : _____

2. Whether registered with Registrar of
Companies/ Firms. If so, No. & Date : _____

3. Registration with Tax Authorities : _____

a) Income-tax No. PAN/GIR NO : _____

b) GST No : _____

Service Tax No : _____

(furnish copies of Income-tax returns, registration)

c) Registration Number :
with Council of Architects, in case of Architects
or Professional bodies in case of
Engineering consultant (Enclose the copies)

4. Turnover of the Company/firm (Please attach copy of audited balance sheet and profit and loss account for three years)

Sl. No	Year	Turnover
1	2017-18	
2	2016-17	
3	2015-16	
	Average	

6. Registration with Government / Public Sector / Banks

Name Of The Organization	Nature Of Works	Value Of Works	Date & Number Of Registration

What are your fields of core competence? Mention the fields on preference basis

1)

2)

3)

7. Details of five relevant works executed in the last 5 years (Please highlight works carried out in occupied premises)

Sl No	Name of Work	Work executed for (name of the organization with address, concerned office & telephone no)	Nature of work (in brief)	Location of the work	Actual Value of the works	Stipulated time for completion	Actual time for completion	If work left incomplete or terminated (furnish reasons)

7. Furnish the names of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS

DECLARATION

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

Place :
Date :

SIGNATURE OF THE APPLICANT

NAME & DESIGNATION _____
WITH SEAL OF ORGANISATION

Checklist (To be filled by Applicants)

- | | |
|---|---------------|
| 1. Have you signed in all the sheets? | Yes/No |
| 2. Whether copy of PAN/GST/Service tax Registration copy is enclosed? | Yes/No Yes/No |
| 3. Whether enclosed Registration with professional bodies | |
| 4. Whether enclosed proof for year of establishment? | Yes/No |
| 5. Whether proof for average annual financial turnover enclosed? | Yes/No Yes/No |
| 6. Whether documentary proof for having undertaken the works is enclosed?
If yes, No. of certificates enclosed | |