

**Expression of Interest
for
Empanelment of Consultants
for
Comprehensive Architectural
&
Engineering Services
(March 2014)**



HLL LIFE CARE LIMITED
(A Government of India Enterprise)
B – 14 – A, Sector 62, Noida – 201307 (U.P)
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HLL Lifecare Limited
INVITATION OF EXPRESSION OF INTEREST (EOI)
FOR EMAPNELMENT OF ARCHITECTS

Infrastructure Development Division of HLL Lifecare Limited (A Govt. of India Enterprise) invites EOI from eligible Architects/ Architectural Firms for providing Architectural & Engineering Services for their various Healthcare, Institutional and other Infrastructure development projects for various categories.

The proposals duly completed as per prescribed format alongwith processing charges must reach on or before 28-04-2014 up to 17.00 hours in the office of VP (ID), Infrastructure Development Division, HLL Lifecare Limited, B-14-A, Sector – 62, NOIDA – 201307 (U.P).

The Architects already empaneled may also submit their applications afresh. The detailed EOI with Annexures may be obtained from website www.lifecarehll.com.

VP (ID)
HLL Lifecare Limited

Introduction / Background

A. HLL Lifecare Limited

1. HLL Lifecare Limited (HLL) is a Mini Ratna Central Public Sector Enterprise, under the administrative control of Ministry of Health & Family Welfare, Government of India. HLL is a multi-product, multi-division organization with a wide range of healthcare products and services, with presence in more than 115 countries. HLL purpose of business is providing quality healthcare products and services at affordable prices. HLL's range of products includes contraceptives, hospital products and diagnostic kits. Its range of services includes Infrastructure Development, Procurement Consultancy, Diagnostics Service and Facility Management. HLL is positioned as a total healthcare solution provider which caters to a well-being of the society at large.
2. **Infrastructure Development Division (IDD) of HLL Lifecare Limited** is a premier consultancy organization for the development of Healthcare and allied infrastructure facilities.
3. The division is committed to:
 - (a) Providing comprehensive consultancy services in healthcare sector
 - (b) Setting up world class healthcare facilities by providing innovative solutions to infrastructure development.
 - (c) Maintaining high quality standards and performance
 - (d) Providing state-of-the-art healthcare facilities
4. The Infrastructure Development Division (IDD) is actively engaged in development of several Healthcare infrastructure projects in the Country. IDD provides comprehensive consultancy services in the Infrastructure Development sector. IDD has executed Infrastructure Development projects including Design, Engineering and Civil works as Project Management Consultants / EPC Developer and Construction Agency to the Government of India (mainly; Ministry of Health & Family Welfare), State Governments, other Govt. agencies such as ESIC (under Ministry of Labour), NRHM (under various state Govts.), NACO, IPC, IMPCL. IDD mostly undertakes Institutional &

Healthcare Infrastructure Development Projects. IDD's expertise and experience in providing comprehensive solution to all healthcare related infrastructure initiatives make it a leader in this field.

B. Empanelment of Architects

General

- a. HLL Lifecare Limited invites Expression of Interest for Empanelment of Architects/ Architectural Firms under different categories for providing Architectural and Engineering services for their various Health-cares, Institutional, and other infrastructure development projects.
- b. The scope of work includes but is not limited to site evaluation / assessment, preparation of feasibility reports including site survey and soil investigation, preparation of concept / master plan, preparation of detailed architectural and structural design, preparation of DPR, preparation of preliminary / working / GFC drawings, preparation of tender documents, BOQ and detailed specifications, planning and design of services including MEP / HVAC, lifts/elevators, fire detection, fire protection and security system, interior designs, landscape architecture, planning and designing of medical gas system, nurse call system, operation theater/modular operation theater, hospital waste management system, integrated building management system, STP, WTP, selection of material / approval of samples, periodic inspection and evaluation of works, check and approve shop drawings submitted by contractors, signages plan, obtaining statutory approvals from authorities/local bodies, obtaining NOC of municipal / local bodies, submission of 'as built drawings', and obtaining completion certificates from statutory authorities.

C. Eligibility

The term "ARCHITECT" shall mean any person, who at the time of his application is registered with the Council of Architecture under the Architects- Act-1972. Where the

expression of Interest is made by a team, its leader shall be an "ARCHITECT" and where the application is made by a firm, at least one of its Partners/Directors shall be an "ARCHITECT". The applicants should be in the architectural consultancy business in the present name and style for a period of minimum 5 years ending the last date of the month previous to the one in which applications are invited for empanelment viz. **28.02.2014.**

D. Categories of Empanelment

1. The ARCHITECTS will be empanelled in following categories, based on their experience and number and types of projects of the relevant field handled by them:

Sl. No.	Category	Financial limit
1.	A.	Project with estimated cost above Rs.200 Crores
2.	B.	Project with estimated cost above Rs.100 Crores to Rs.200 Crores
3.	C.	Project with estimated cost above Rs.50 Crores to Rs.100 Crores
4.	D.	Project with estimated cost above Rs.25 Crores to Rs.50 Crores
5.	E.	Project with estimated cost above Rs.10 Crores to Rs.25 Crores
6.	F.	Project with estimated cost upto Rs.10 Crores

2. HLL reserves its right to allow the empanelled Architects in any category to bid for the works in next lower/higher category in specific cases on need basis.
3. A nonrefundable processing fee of Rs. 10000/- (Rupees Ten Thousand only) should be enclosed with all applications by DD, in favour of HLL Lifecare Limited payable at New Delhi / NOIDA. Applications not accompanied with processing fees, shall be summarily rejected.

E. Instructions & Guidelines for Submission of Application Form for Empanelment of Architects

1. Empanelment documents shall be downloaded from our website at www.lifecarehll.com.
2. The Architects already empaneled may also submit their applications afresh.
3. Application form for empanelment shall be submitted in sealed envelope superscribing "**Application for Empanelment of Architects**" (Category to be mentioned), on or before 28-04-2014 up to 17.00 hours in the office of VP (ID), Infrastructure Development Division, HLL Lifecare Limited, B-14-A, Sector – 62, NOIDA – 201307 (U.P).
4. The application shall be submitted only as per the enclosed format (s) along with Annexure I to XII, Self attested documentary proof(s) in respect of the details furnished in the application form shall be submitted along with the application. The intending candidates shall also submit the list of such projects where due to any disputes litigation/arbitration was invoked and or the consultancy services were abandoned/suspended by the architect(s). Suppression of any information in this regard may lead to cancellation of empanelment of the Firm/Architect(s) concerned, if such information comes to the notice of HLL after empanelment. Incomplete applications will be summarily rejected.
5. The application shall be signed by the authorized person (s) of the firm. All pages of the documents shall be signed / sealed.
6. In case an application is found suitable for empanelment in category lower than the one applied for, the empanelment may be done in the eligible category in respect of such candidate(s).

Category	Architectural Consultancy provided No. of Projects / Works and Value during last five years	Annual Minimum Average Turnover by way of Professional Fees for Past three years ending March 2013
A.	At least one completed Project/ work of value more than Rs.200 Crores. Or Two completed Projects/works each of value not less than Rs.100 Crores Or Three completed Projects/works each of value not less than Rs.80 Crores.	200 Lakhs
B.	At least one completed Project/work of value more than Rs.100 Crores. Or Two completed Projects/works each of value not less than Rs.50 Crores Or Three completed Projects/works each of value not less than Rs.40 Crores.	150 Lakhs
C.	At least one completed Project/work of value more than Rs.50 Crores. Or Two completed Projects/works each of value not less than Rs.25 Crores. Or Three completed Projects/works each of value not less than Rs.20 Crores.	75 Lakhs
D.	At least one completed Project/work of value more than Rs.25 Crores. Or Two completed Projects/works each of value not less than Rs.12.50 Crores. Or Three completed Projects/works each value not less than Rs.10 Crores	37.5 Lakhs
E.	At least one completed Project/work of value more than Rs.10Crores. Or Two completed Projects/works each of value not less than Rs.5 Crores Or Three completed Projects/works each value not less than Rs.4 Crores	17.5 Lakhs
F.	At least one completed Project/work of value more than Rs.5Crores. Or Two completed Projects/works each of value not less than Rs.2.5 Crores Or Three completed Projects/works each value not less than Rs.2Crores	5 Lakhs

7. The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 6.5% per annum; calculated from the date of completion to the last date of receipt of applications for empanelment.
8. The empanelment shall be valid for a period of 3 (three) years. The panel may be extended further at the discretion of HLL Lifecare Ltd.
9. Applicants who have successfully provided Comprehensive Architectural Consultancy Services for Works / Projects of values mentioned below, during the last 5 years and fulfill specified minimum criteria shall be eligible to apply.
10. Since the company is in the business of development of Healthcare Infrastructure, experience in Medical Architecture and construction of cGMP /cGLP compliant pharmaceutical manufacturing units and laboratories is desirable.
11. Architect(s)/Firms having experience in designing Green Buildings as per GRIHA norms or equivalent recognized international norms should give details of such works carried out by them in the last five years.
12. HLL is committed to provide world Class healthcare and related infrastructure in the country, Architects having international experience should highlight this aspect clearly with details and testimonials for such works carried out by them at international level.
13. The Application should be on the prescribed form. All Annexures duly completed should be submitted. The Annual turnover of the firm and profit and loss statement by way of Professional Fees for Architectural Consultancy for the last three years, duly audited by a Chartered Accountant, should be submitted. Certified copies of Award letters, completion certificates etc should be enclosed.
14. Summary of regular/permanent professional employees and key Personnel including the nature of specialization, qualifications and experience should be enclosed along with certificates.

15. Applicants should give an undertaking certifying that the firm has not been blacklisted by any Govt. /Local bodies/PSUs.

F. Conflict of Interest

1. HLL Lifecare Limited requires that consultants should provide professional, objective and impartial advice and at all times hold the client's interest paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work. The consultant and any of their affiliates shall be considered to have a conflict of interest and shall not be hired under any of the circumstances given below:
 - a. Conflicting activities or assignment i.e. providing goods or works or assignment other than consulting assignment
 - b. Conflicting relationship i.e. business/relationship with a member of client's staff involved in the job.
 - c. The bidder shall not employ any staff from current or past or retired employees of MoHFW/ HLL in any capacity unless such employee has completed at least one year post retirement/resignation or has obtained N.O.C from the concerned departments.
 - d. The consultants shall be required to observe the highest standard of ethics during rendering of professional services.
2. Empanelled Architectural Consultants would be entitled to tender for Architectural Consultancy works in HLL Lifecare Limited and work shall be awarded to successful tenderers on General Terms and Conditions of the bid.
3. Last date of submission of completed Application form 21-04-2014 up to 17.00 hours
4. Incomplete Applications will be summarily rejected HLL reserves the right to accept or reject any application without assigning any reason.

G. Evaluation Criteria

1. The applications qualifying the initial criteria shall be evaluated by scoring method as detailed below:

a. Technical Staff Strength (Annexure-I & II)	:	15 Marks
b. Financial turnover (Annexure-V)	:	10 Marks
c. Experience of work during last five years (Annexure-III)	:	25 Marks
d. Current works in hand (Annexure-IV)	:	15 Marks
e. Award winning project (Annexure-VI)	:	05 Marks
f. Profile and experience of associated consultants (Annexure-VII)	:	10 Marks
g. Medical architecture, and CGMP/CGLP Compliant pharma manufacturing unit and laboratories projects (Annexure VIII)	:	10 Marks
h. GREEN building for which GRIHA/ International standards rating earned (Annexure IX)	:	05 Marks
i. International Level Projects done(Annexure X)	:	05 Marks
Total	:	<u>100 Marks</u>

2. The marks shall be decided by a duly constituted Committee on the basis of predetermined criteria and where it is not possible to do so, based on their own judgment. The evaluation carried out by the said Committee shall be final and binding.

3. Submission of satisfactory completion certificate form previous clients would assist the committee in evaluation. Architects are request to submit such certificate in their own interest, if possible.

4. HLL Lifecare Limited reserves the right to modify the criteria and take own decision if so required.

5. Only those applicants who secure a minimum of 60% marks in each criterion except para e, h & i of Evaluation Criteria as above and secure overall score of 75% shall be empanelled. However, the parameters shall carry weightage as per Evaluation Criteria above.

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APPLICATION FORM FOR EMPANELMENT

INFORMATION TO BE FURNISHED BY THE APPLICANTS

Category of work applied for : Empanelment of Architects Category – (Please specify category)		
Sl. No.	Particulars	Details
1.	Name of Organization	
2.	Address	
	Mobile No.	
	Telephone No.	
	Fax No.	
	E-mail ID	
3.	Organization Details	To be filled as per Annexure-I
4.	Details of Directors / Partners /Proprietors	To be filled as per Annexure-II
5.	List of Architectural Consultancy Assignments undertaken	To be filled as per Annexure-III
6.	List of Architectural Consultancy Assignments in progress	To be filled as per Annexure-IV
7.	Financial Status	To be filled as per Annexure-V
8.	List of permanent professional Employees and Key Personnel mentioning their specialization, qualifications, experience and association with the firm	Self-certified copies to be enclosed
9.	List of award winning entries (during last five years)	To be filled as per Annexure-VI
10.	List of consultants associated on regular basis	To be filled as per Annexure-VII
11.	List of medical architectural, CGMP/CGLP compliant works	To be filled as per Annexure-VIII
12.	List of works for which GRIHA /International ratings for Green buildings	To be filled as per Annexure-IX
13.	List of International works	To be filled as per Annexure-X
14.	List of equipments available with the firm	To be filled as per Annexure-XI
15.	Affidavit	To be filled as per Annexure-XII

Annexure-I

ORGANIZATIONAL DETAILS

Sl. No.	Parameter	Details
1.	Organizational Set-up: <ul style="list-style-type: none"> - Year of Establishment - Status of Firm (Proprietorship/Partnership/Any other) - Name of Directors/Partners/Proprietors - Empanelment with Govt. Organizations - (Mention names along with copies of Certificates) 	To be filled as per Annexure-II
2.	Staff Strength <ul style="list-style-type: none"> - Architects (nos.) - Structural Engineers (nos.) - Civil Engineers (nos.) - Plumbing / sanitary engineers - Electrical Engineers (nos.) - Environmental Engineers (nos.) - HVAC Engineers (nos.) 	
3.	Proof Checking arrangement	Details of tie-up if any to be given
4.	Details of Office Automation	
5.	ISO Certification	
6.	Outsourcing jobs <ul style="list-style-type: none"> - Structural Design - Plumbing, Sanitary & water supply - Electric Schemes & Design - Fire Fighting and fire detection - Environmental - Air conditioning - Mechanical - Any other 	Details of sub-consultants (if any) to be given

Signature of the applicant
Name & Designation

Place:

Date:

Annexure-II

DETAILS OF DIRECTORS/PARTNERS/PROPRIETORS

Sl. No.	Name of Partners/Directors / Proprietors	Academic Qualifications	Designation	Address / Phone / Fax / e-mail

**Signature of the applicant
Name & Designation**

Place:

Date:

Annexure-III

**LIST OF ARCHITECTURAL CONSULTANCY ASSIGNMENTS
COMPLETED IN LAST 5 YEARS**

Sl. No	Name of Work / Project with address	Short description of Architectural / Consultancy assignment	Name and address of Owner / Client	Value of Work/ Project	Date of Start of Work/Project		Date of Completion of Work/ Project		Bonus/ Liquidated damages if any imposed on consultant	Any other Relevant Information
					Stipulated	Actual	Stipulated	Actual		

Note:
The list of Works/Project mentioned should be substantiated with documentary evidence such as work orders and completion certificates in the absence of which the application is liable to be rejected.

Signature of the applicant

Annexure-IV

LIST OF MAJOR ARCHITECTURAL/CONSULTANCY PROJECTS/ASSIGNMENTS IN PROGRESS

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

Note:

The list of Works/Project mentioned should be substantiated with documentary evidence such as work orders etc. in the absence of which the application is liable to be rejected.

Signature of the applicant

Annexure-V

FINANCIAL STATUS

Sl. No.	Financial year	Turnover (in Rs.Lacs)	Profit / loss (-)
1.	2010-2011		
2.	2011-2012		
3.	2012-2013		

Note:

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

**Signature of the applicant
Name & Designation**

Place:

Date:

Annexure-VI

**LIST OF AWARD WINNING ENTRIES
(DURING LAST FIVE YEARS)**

S. No	Name of Client Department	Name of Project	Covered Area	Cost of Work	Detail of the Project (Salient Feature of the Project)	Stage of the Project	Institution & Nature of Award

**Signature of the applicant
Name & Designation**

**Place:
Date:**

Annexure-VII

LIST OF CONSULTANTS ASSOCIATED ON REGULAR BASIS

S.No	Nature of Consultancy	Name & Address of Consultants	Name, Qualification & Experience of Staff	Important Projects Handled
1	Structural Consultant			
2	Service Consultant			
	(a) For Civil Services			
	(b) For Electrical Services			
	(c) Fire Fighting Services			
	(d) HVAC Services			
3	Land Scape Consultants			
4	Estimate Consultants			
5	Any other Consultant			

**Signature of the applicant
Name & Designation**

Place:

Date:

Annexure-VIII

LIST OF MEDICAL ARCHITECTURAL, cGMP / cGLP COMPLIANT WORKS

S. No	Name of Client	Name of Project	Covered Area	Cost of Work	Detail of the Project (Salient Feature of the Project)	Stage of the Project

**Signature of the applicant
Name & Designation**

**Place:
Date:**

Annexure-IX

**LIST OF WORKS FOR WHICH GRIHA /INTERNATIONAL RATINGS
FOR
GREEN BUILDINGS EARNED**

S. No	Name of Client	Name of Project	Covered Area	Cost of Work	Detail of the Project (Salient Feature of the Project)	Rating Earned

**Signature of the applicant
Name & Designation**

**Place:
Date:**

Annexure-X

LIST OF INTERNATIONAL WORKS

S. No.	Name of Client	Name of Project	Covered Area	Cost of Work	Detail of the Project (Salient Feature of the Project)	Stage of the Project

**Signature of the applicant
Name & Designation**

Place:

Date:

Annexure-XI

LIST OF EQUIPMENTS AVAILABLE WITH THE FIRM

S.No.	Name of Equipment	Type	Nos.
1	Computers		
2	Printers		
3	Plotters		
4	Software's		

**Signature of the applicant
Name & Designation**

Place:

Date:

AFFIDAVIT

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

Affidavit of Mr.S/o
R/o.....

The deponent above named to hereby solemnly affirm and declare a under:

1. That I am the Proprietor / Authorized signatory of M/s.having its Head Office /Regd. Office at
2. That the information / documents / Experience certificate submitted by M/s.....along with this 'EMPANELMENT OF ARCHITECTS to HLL Lifecare Ltd. are genuine and nothing has been concealed.
3. I shall have no objection incase HLL Lifecare Ltd. verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case HLL Lifecare Ltd., demand so for verification.
4. I hereby confirm that in case, any document, information & /or certificate submitted by me found to be incorrect/false/fabricated, HLL Lifecare Ltd. at its discretion may disqualify / reject my application for pre-qualification out rightly and also debar me / M/s.from participating in any future tenders/PQ.

Deponent

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

Verified atthisday of

Deponent