

Expression of Interest (EOI)

for

Selection of Architects

&

Request for Proposal (RFP)

For Providing

**Architectural Services for Upgradation of Medical
College Projects**

THE COMPLETE DOCUMENT CONSISTS OF FOLLOWING:

- Volume –I (EOI)
- Volume-II (RFP)



HLL LIFECARE LIMITED

(A Government of India Enterprise)

B – 14 – A, Sector 62, Noida – 201307 (U.P)

Phone No.: 0120-4071500,

Fax No.: 0120-4071627

www.lifecarehll.com

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▪ **Volume –I (EOI)**



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INVITATION OF EXPRESSION OF INTEREST (EOI) AND REQUEST FOR PROPOSAL
(RFP) FOR COMPREHENSIVE ARCHITECTURAL SERVICES

Infrastructure Development Division of HLL Lifecare Limited (A Govt. of India Enterprise) invites applications for EOI & RFP from eligible Architects/ Architectural Firms for providing Comprehensive Architectural Services to HLL as Backup Consultants for the Up-gradation of Medical Colleges. The last date of submission of Application is 28.10.2014 by 11:00 hrs. The detailed documents can be downloaded w.e.f 22.10.2014 from website www.lifecarehll.com.

VP (ID)

HLL Lifecare Limited

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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. Selection of Architects

General

- a. The Pradhan Mantri Swasthya Suraksha Yojana (PMSSY) has set a programme objective of upgrading tertiary healthcare infrastructure and provides quality medical education across the country. The Ministry of Health and Family Welfare is implementing the scheme through Government Public Sector Undertakings (PSUs). HLL Lifecare Limited has been appointed as Consultant to the Ministry in executing the programme at identified locations.
- b. HLL invites Expression of interest (EOI) for upgradation of medical colleges under PMSSY Phase III for the following Medical Colleges:
 1. Govt Medical College, Anantapur (Andhra Pradesh)
 2. Rajiv Gandhi Institute of Medical Sciences, Adilabad (Andhra Pradesh)
 3. Kakatiya Medical College, Warangal (Andhra Pradesh)
 4. Sri Krishna Medical College, Muzaffarpur (Bihar)
 5. Govt Medical College, Darbhanga (Bihar)
 6. Govt Medical College, Rajkot (Gujarat)
 7. Vijayanagar Institute of Medical Sciences, Bellary (Karnataka)
 8. Karnataka Institute of Medical Sciences, Hubli (Karnataka)
 9. Kozhikode Medical College, Kozhikode (Kerala)
 10. T.D. Medical College, Alappuzha (Kerala)
- c. The tentative value of each project shall be in the range of Rs. 75 Cr. to Rs 100 Cr. However, it is likely to vary as per respective Project Requirements.
- d. The nature of services to be provided by the Architectural Consultant will include, but will not be limited to, preparing Architectural Design and Details, Lay out plan, Structural Design, planning of all services, preparation of BOQ and provide supervision and coordination with local authorities at the Execution

stage with due emphasis on quality of design. The scope of services would also include getting all requisite approvals and NOCs at all stages from the State/Central Government, local bodies, Ministry of Environment and Forests, Civil Aviation Fire etc. the proposed upgradation shall be in conformity as per GRIHA (Green Rating for Integrated Habitat Assessment) National Green Building Rating System to achieve minimum 3 star rating.

- e. The Consultant will be required to provide sufficient technically qualified and experienced staff for providing the required level of service.
- f. The scope of work includes but is not limited to site evaluation / assessment, site survey and soil investigation, preparation of concept / master plan, preparation of DPR, preparation of preliminary, detailed architectural and structural design, preparation of 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, HMIS, 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, signage's 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. Mode of Consultancy

1. The Consultant shall act and provide the required services as back up office consultant to HLL. This shall mean that the Consultant shall be working and supplying all the details as per the respective scope of work in the manner and name of HLL.
2. A non-refundable processing fee of Rs. 5000/-(Rupees Five Thousand only), irrespective of the category, 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.

D. Eligibility

- a. 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, all 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. **30.09.2014**.
- b. JV/Consortium of firms are not eligible.
- c. The firm must have provided comprehensive architecture consultancy services during last five (05) years for healthcare infrastructure project as follows:

At least one completed Project/ work of value more than Rs. 75 Crores.

Or

Two completed Projects/works each of value not less than Rs.38 Crores

Or

Three completed Projects/works each of value not less than Rs.30 Crores

- d. The firm shall have positive Net worth and should have not occurred loss in more than 2 years in last 5 years ending F.Y. 2013-14.

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

1. The document can be downloaded from our website at **www.lifecarehll.com**.
2. Application form shall be submitted in sealed envelope super scribing "**Expression of Interest for upgradation of Medical Colleges under PMSSY -III**", on or before **28.10.2014** up to 11.00 hours in the office of VP (ID), Infrastructure Development Division, HLL Lifecare Limited, B-14-A, Sector – 62, NOIDA – 201307 (U.P).

3. 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 firms 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 disqualification of the Firm/Architect(s) concerned, if such information comes to the notice of HLL. Incomplete applications will be summarily rejected.
4. The application shall be signed by the authorized person (s) of the firm. All pages of the EOI document shall be signed / sealed.
5. HLL reserves the right to accept or reject any application or cancel this EOI process without assigning any reason or incurring any liability thereof.
6. The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7 % per annum; calculated from the date of completion to the last date of receipt of applications for empanelment.
7. The selection of Architects as per this EOI & RFP is only for the above mentioned ten (10) projects under PMSSY III.
8. 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.
9. 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.
10. Summary of regular/permanent professional employees and key Personnel including the nature of specialization, qualifications and experience should be enclosed along with certificates.

11. Applicants should give an undertaking certifying that the firm has not been blacklisted by any Govt. /Local bodies/PSUs.
12. The evaluation of the applications submitted by the firms shall be undertaken based on details submitted by them strictly as per requirement of this EOI document. No clarification/additional information in this regard will be sought from the applicants. Applicants shall not be required to submit their own, additional information or material subsequent to the date of submission and such material if submitted will be disregarded. It is therefore essential that all the details are submitted by the applicants accurately and specifically as per requirement of this EOI. However, HLL reserves the right to ask any clarification from the applicants for details submitted if it so desires during evaluation.

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 consultants shall be required to observe the highest standard of ethics during rendering of professional services.

G. Preparation of EOI & Submission of RFP:

The offer shall comprise of two parts:

- a. **Volume-I -Expression of Interest (EOI):**

The Architect/Firm shall submit the documents in compliance to this EOI alongwith the Processing Fee and shall form part I of the offer.

The applications for EOI shall be evaluated as per terms of the EOI and those applicants who are found eligible, only their offers submitted under RFP (Vol-II) shall be opened.

b. Volume-II-Request for Proposal (RFP)

Complete RFP document & Financial Offer given by the Architect / Firm shall form Part II of the offer.

- i. The Architect will quote their fee with respect to the following categories for various locations:
 - 1 Estimated cost of works above Rs.100 Crs. & upto 125Crs
 - 2 Estimated cost of works above Rs.75 Crs. & upto 100Crs.
 - 3 Estimated cost of works above Rs.50 Crs. & upto 75Crs.
- ii. The successful Architect/Firm, would be entitled to be awarded at the maximum of two Projects for Architectural Consultancy works in HLL Lifecare Limited out of the above mentioned ten (10) projects under PMSSY-III of MoHFW.
- iii. The Architect/Firm who, submits the offer, shall give order of preference for the award of work. The order of preference given by the Architect shall be considered for award of work.
- iv. In the event of an Architect emerging L1 for more than two works, bid for work(s) beyond two accepted works shall be offered to the next eligible lowest bidder at the rates of L1. If the next eligible lowest Architect declines to accept the work at the rates of L1, offer shall roll on to the next eligible lowest Architect and so on.
- v. The last date for submission of applications/offers is 28.10.2014 by 11:00 hrs at the address given below. The Applications shall be submitted in two separate sealed covers i.e. Part-I: Expression of Interest (Volume-I) and Part-II: Request for Proposal with Financial Offer (Volume-II). Part-I: Expression of Interest (Volume-I) shall include the **EOI application along with the processing fee**. Part-II: Request for Proposal with Financial Offer (Volume-II) shall include **RFP and Financial Offer (Form-C)**. Each envelope will be marked

in bold letters indicating its contents. Both the envelopes shall be placed in a single sealed envelope duly super-scribed “**Expression of Interest & RFP for up-gradation of Medical Colleges under PMSSY -III**”,

- vi. Incomplete Applications will be summarily rejected HLL reserves the right to accept or reject any application without assigning any reason.

H. **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. Experience of work during last five years (Annexure-III) | : | 25 Marks |
| c. Experience of work in Medical Architecture during last five years (Annexure-IV) | : | 20 Marks |
| d. Current works in hand (Annexure-V) | : | 10 Marks |
| e. Financial turnover (Annexure-VI) | : | 05 Marks |
| f. Award winning Projects (Annexure-VII) | : | 05 Marks |
| g. Profile and experience of associated consultants (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. Only those applicants who secure a minimum of 60% marks in each criterion except para f, g, h & i of Evaluation Criteria as above and secure overall score of 75% shall be eligible for selection.
5. HLL Lifecare Limited reserves the right to modify the criteria and take own decision if so required.

APPLICATION FORM FOR EMPANELMENT (PART –I)**INFORMATION TO BE FURNISHED BY THE APPLICANTS**

| Empanelment of Architects | | |
|----------------------------------|--|--------------------------------------|
| 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 in last 5 years | To be filled as per Annexure-III |
| 6. | List of Medical Architectural Projects completed/ in progress | To be filled as per Annexure-IV |
| 7. | List of Major Architectural/Consultancy Projects/ Assignment in progress. | To be filled as per Annexure- V |
| 8. | Financial Status | To be filled as per Annexure-VI |
| 9. | List of permanent professional Employees and Key Personnel mentioning their specialization, qualifications, experience and association with the firm | Self-certified copies to be enclosed |
| 10. | List of award winning entries (during last five years) | To be filled as per Annexure-VII |
| 11. | List of consultants associated on regular basis | 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 equipment & software 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 |
|----------------|---|--------------------------------|--------------------|---------------------------------------|
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**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 | | |
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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 MEDICAL ARCHITECTURAL PROJECTS COMPLETED/ 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 |
|--------|---|--|---------------------------|--------------------------------|-------------------------------|-------------------------------|----------------|-----------------------------|--------------------------------|
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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**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 |
|--------|---|--|---------------------------|--------------------------------|-------------------------------|-------------------------------|----------------|-----------------------------|--------------------------------|
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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-VI

FINANCIAL STATUS

| Sl. No. | Financial year | Turnover (in Rs.Lacs) | Profit / loss (-) |
|----------------|-----------------------|----------------------------------|--------------------------|
| 1. | 2011-2012 | | |
| 2. | 2012-2013 | | |
| 3. | 2013-2014 | | |

Note:

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

**Signature of the applicant
Name & Designation**

Place:

Date:

Annexure-VII

**LIST OF AWARD WINNING PROJECTS
(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 |
|-------|---------------------------|-----------------|--------------|--------------|--|----------------------|-------------------------------|
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**Signature of the applicant
Name & Designation**

Place:

Date:

Annexure-VIII

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:

**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 |
|--------------|-----------------------|------------------------|---------------------|---------------------|---|----------------------|
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**Signature of the applicant
Name & Designation**

Place:

Date:

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 |
|--------|----------------|-----------------|--------------|--------------|--|----------------------|
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Signature of the applicant
Name & Designation

Place:

Date:

**** International work means works done outside India.**

Annexure-XI

LIST OF EQUIPMENTS & SOFTWARE(S) 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 as 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 'EOI FOR 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