

**Expression of Interest (EOI)
&
Request for Proposal (RFP)
for
Appointment of Architectural Consultant
for
Architectural & Engineering Services for Setting
up of About 500 bedded add on Cardiac Hospital
in India.**

THE COMPLETE DOCUMENT CONSISTS OF FOLLOWING:

- Volume –I (EOI)
- Volume-II (RFP)

Volume –I (EOI)



Tender No.: HITES/IDN/CARDIAC/2015-16

**B-14A, Sector – 62,
NOIDA (UP) -201307
Phone no: 0120-4071500,
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(March, 2016)**

HLL Infra Tech Services Limited

INVITATION OF EXPRESSION OF INTEREST (EOI) & REQUEST FOR PROPOSAL (RFP)
FOR APPOINTMENT OF ARCHITECT

Expression of Interest & Request for Proposal are invited from the eligible Architectural Consultant having experience in Cardiac Healthcare Design for Setting up of about 500 bedded add on Cardiac Hospital, in India. Last date of submission is 17-03-2016. Details are available on website www.lifecarehll.com/tenders from 14-03-2016.

Vice President (ID)

HLL Infra Tech Services Limited

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Introduction / Background

A. HITES

1. HLL Infra Tech Services Limited (HITES) is a 100% subsidiary of HLL Lifecare Limited (A Govt. Of India Enterprises). Its range of services includes Infrastructure Development, Procurement Consultancy, Bio Medical Engineering and Facility Management.
2. **HITES** 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 Architect

General

- a. HLL INFRA TECH SERVICES LIMITED (HITES) has been appointed as Project Consultant for providing Comprehensive Architectural and Engineering consultancy services including Project management consultancy services for the Setting up of About 500 bedded add on Cardiac Hospital in India. For this project HITES invites Expression of Interest (EOI) from eligible Architectural Consultant with requisite experience as backup consultant to HITES to provide the required Architectural & Engineering Consultancy Services.
- b. 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 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 as required.
- c. The Architectural Consultant will be required to engage sufficient technically qualified and experienced staff in the field of Cardiology for providing the required level of services.
- d. The scope of work includes but is not limited to site evaluation / assessment, preparation of concept plan, preparation of preliminary, detailed architectural and structural designs, 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

The Consultant shall act and provide the required services as back up office consultant to HITES. 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 HITES.

D. Eligibility

1. Bidders for the architectural design package must be an architectural design firm with relevant statutory registration(s) to practice architecture in India.
2. The bidding firm must be a proprietorship firm whose proprietor is a qualified architect registered with the Council of Architecture of India or a partnership firm in which all the partners are qualified architects registered with the Council of Architecture of India.
3. Limited companies, private/public companies, societies & other juridical persons shall not be permitted to participate in the bid
4. Bidder must not have been blacklisted or de-registered by any government authorities/agencies or public sector entities in India or abroad.
5. Bidder should have designed at least 3 (three) tertiary care hospital projects in India during the last 2 (two) years. Proof of assignment shall be furnished in the form of 'Letter of Appointment /Completion' issued by each of the client.
6. The bidding firm should have been in practice for minimum 2 (two) years as on 31st March 2015.
7. The Bidder shall clearly demonstrate the capabilities of its senior team members & the team leader in the planning & design of similar healthcare facilities.
8. Bidder's team members qualification & professional experience requirement is elaborated in the chart below :

KEY PERSONNEL (should be employed with the bidding firm)					
Sl. No.	Designation	Minimum no. of personnel	Qualification	Experience in the Medical Architecture	Registration
1	Project Head/Team Leader	1	Masters in Architecture	Total experience of 20 years with 15 years as part of core project design team for 5 Hospitals of 300 (or more) beds	Council of Architecture, India or equivalent body for international Architects
2	Lead Medical Planner	1	Masters in Architecture	Total experience 15 years with 10 years as part of core project design team for 3 Hospitals of 300 or more beds	Council of Architecture, India or equivalent body for international Architects
3	Senior Architect	1	Bachelors in Architecture	Total experience 10 years with 5 years in Hospital projects in at least 2 Hospitals	Council of Architecture , India or equivalent body for international Architects
4	Engineering Design /Project Coordinator	1	Bachelors in Civil/Electrical/Mechanical	Total experience in Hospital Projects 15 years in at least 3 Hospital projects of 300 or more beds	Institute of Engineers, India or equivalent body for international Engineers
5	Interior Designer	1	Bachelors in Interior Design	Total experience in hospital projects 3 years in at least 3 hospital projects	-

Note : The bidding firm's associate sub-consultants for Structure, Plumbing & Fire Fighting, HVAC, Electrical & IT, MGPS, Medical Equipment & Technology, Nurse Call System, etc., shall also have relevant experience in the design of at least 3 tertiary-care hospitals during the last 2 years as on 31st March 2015.

- 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 proprietorship firm whose proprietor is a qualified architect registered with the Council of Architecture of

India or a partnership firm in which all the partners are qualified architects registered with the Council of Architecture of India. The applicants should be in the architectural consultancy business in the present name and style for a period of minimum 2 years viz. 31st March 2015.

- b. The firm must have provided comprehensive architectural consultancy services for setting up minimum one 150 bedded cardiac hospital during last Two (02) years as on 31st March 2015.

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

1. EOI & RFP 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 Setting up of About 500 bedded add on Cardiac Hospital in India”**, on or before **17.03.2016** up to 11.00 hours in the office of VP(ID), HITES, 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 XI, 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 HITES. 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. HITES reserves the right to accept or reject any application or cancel this EOI process without assigning any reason or incurring any liability thereof.

6. 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 Two years.
7. 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 two years, duly audited by a Chartered Accountant, should be submitted. Certified copies of Award letters, completion certificates etc. should be enclosed.
8. Summary of regular/permanent professional employees and key Personnel including the nature of specialization, qualifications and experience should be enclosed along with certificates.
9. Applicants should give an undertaking certifying that the firm has not been blacklisted by any Govt. /Local bodies/PSUs.
10. 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. 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, HITES reserves the right to ask any clarification from the applicants for details submitted if it so desires during evaluation.

F. Conflict of Interest

1. HITES 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:

The Architect/Firm shall submit the documents in compliance to this EOI. This submission under Volume-I shall form Part I of the offer. These documents shall be examined and the financial offer submitted under Volume-II in respect of the successful eligible applicant/ firm(s) shall only be opened.

b. Volume-II-Request for Proposal

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

- i. The Offers must be delivered to the address below on or before 11.00 hrs of 17.03.2016. The Applicants shall place their offer in two separate sealed covers i.e. Expression of Interest (Volume-I) and Request for Proposal with Financial Offer (Volume-II). **EOI is to be placed in separate sealed Envelopes i.e. Envelope-I for the EOI and Envelope –II consisting of RFP with 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 Setting up of About 500 bedded add on Cardiac Hospital in India”**
- ii. Incomplete Applications will be summarily rejected HITES 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:

Sl. No.	Criteria	Maximum Marks
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a.	Technical Staff Strength with experience in the field of healthcare including Cardiac superspeciality (Annexure-I & II)	:	25 Marks
b.	Experience of work during last Two years (Annexure-III) firm must have provided comprehensive architectural consultancy services for setting up 150 bedded cardiac hospitals	:	25 Marks
c.	Experience of work in Medical Architecture during last two years (Annexure-III)	:	15 Marks
d.	Current works in hand in healthcare Architecture (Annexure-IV)	:	10 Marks
e.	Award winning Projects (Annexure-VI)	:	05 Marks
f.	Profile and experience of associated consultants (Annexure-VII)	:	10 Marks
g.	GREEN building for which GRIHA/ International standards rating earned (Annexure VIII)	:	05 Marks
h.	International Level Projects done(Annexure IX)	:	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 from previous clients would assist the committee in evaluation. Architects are request to submit such certificate in their own interest, if possible.
4. HITES reserves the right to modify the criteria and take own decision if so required.
5. Only those applicants who secure a minimum of 50% marks in each criterion except para e, f, g &h of Evaluation Criteria as above and secure overall score of 60% shall be considered. However, the parameters shall carry weightage as per Evaluation Criteria above.

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

Selection 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 Proprietors & Senior Technical Staff	To be filled as per Annexure-II
5.	List of Architectural Consultancy Assignments completed in last 2 years	To be filled as per Annexure-III
6.	List of major medical architectural projects in progress including cardiac superspeciality	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	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 works for which GRIHA /International ratings for Green buildings	To be filled as per Annexure-VIII
12.	List of International works	To be filled as per Annexure-IX
13.	List of equipment & software available with the firm	To be filled as per Annexure-X
14.	Affidavit	To be filled as per Annexure-XI

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 - Selection 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.	Details of Office Automation	
4.	ISO Certification	
5.	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:

DETAILS OF PROPRIETORS & SENIOR TECHNICAL STAFF

Annexure-II

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

Signature of the applicant
Name & Designation

Place:

Date:

Annexure-IV

LIST OF MAJOR MEDICAL ARCHITECTURAL PROJECTS IN PROGRESS INCLUDING CARDIAC SUPERSPECIALITY

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.	2013-2014		
2.	2014-2015		

Note:

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

**Signature of the applicant
Name & Designation**

Place:

Date:

**LIST OF AWARD WINNING PROJECTS
(DURING LAST TWO 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	GRIHA Consultant			
6	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

**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

**Signature of the applicant
Name & Designation**

Place:

Date:

**** INTERNATIONAL WORK MEANS WORKS DONE OUTSIDE INDIA.**

Annexure-X

LIST OF EQUIPMENTS&SOFTWARE 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 to HLL INFRA TECH SERVICES LTD For Selection of Architects for Setting up of About 500 bedded add on Cardiac Hospital in India. are genuine and nothing has been concealed.
3. I shall have no objection incase HLL Infra Tech Services 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 Infra Tech Services 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 Infra Tech Services 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