



**LIFE INSURANCE CORPORATION OF INDIA  
EAST CENTRAL ZONAL OFFICE,  
ENGINEERING DEPARTMENT  
'JEEVAN DEEP', EXHIBITION ROAD, PATNA- 800001.  
Phone No : 0612-2501118/2503014  
AN ISO 9001:2015 CERTIFIED DEPARTMENT**

## **BID DOCUMENT**

**NAME OF WORK: E-TENDER FOR APPOINTMENT OF CONSULTANT  
CUM ARCHITECT FOR CONSTRUCTION OF DUPLEXES AT OUR  
POLICY HOLDERS HOUSING SCHEME IN PLOTS AT SECTOR-VI,  
CDA, BIDANASI , CUTTACK, ODISHA THROUGH DESIGN  
COMPETITION**

**Tender no. LIC1/ECZ/ENGG/2023-24/07**



## INDEX

Sl. No.	Description	Page nos.
1.	<b>PREAMBLE &amp; TENDER NOTICE WITH PROGRAM</b>	: 3
2.	<b>BRIEF INFORMATION ABOUT THE PROPERTY &amp; PROPOSED DEVELOPMENT TO BE UNDERTAKEN</b>	: 4
3.	<b>LETTER TO ARCHITECT CUM CONSULTANT FROM ADDITIONAL EXECUTIVE DIRECTOR(Engg)</b>	: 7
4.	<b>INFORMATION &amp; INSTRUCTIONS TO THE BIDDERS FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS)</b>	: 9
5.	<b>MINIMUM ELIGIBILITY CRITERIA</b>	: 12
6.	<b>CRITERIA FOR ACCEPTANCE OF BIDS AND PROCEDURE FOR EVALUATION</b>	: 13
7.	<b>INSTRUCTIONS WITH REGARD TO SUBMISSION OF BIDS</b>	: 22
8.	<b>COMPENSATION AMOUNT TO BE PAID TO APPOINTED ARCHITECT CUM CONSULTANT IF NOT PROCEED WITH WORK</b>	: 26
9.	<b>TERMS &amp; CONDITIONS OF CONTRACT</b>	: 27
10.	<b>SCOPE OF WORK FOR ARCHITECT CUM CONSULTANT</b>	: 34
11.	<b>TERMS OF PAYMENT AND PERIOD OF COMPLETION</b>	: 39
12.	<b>DRAFT ARTICLE OF AGREEMENT</b>	: 43
13.	<b>FORM FOR PREQUALIFICATION FOR ARCHITECT CUM CONSULTANT INCLD. CHECK LIST</b>	: 45
14.	<b>LETTER FROM ARCHITECT cum CONSULTANT TO LIC</b>	: 59
15.	<b>SITE PLAN</b>	: 60

**1.0:- PREAMBLE:-**

Life Insurance Corporation of India invites e-bids through website <http://www.tenderwizard.com/LIC> from eligible architects/architect firms/Architect cum consultant for planning work for construction of duplexes at our Policy Holders Housing Scheme (PHHS) plot (B & C) at Sector-VI ,CDA, Bidanasi, Cuttack, Odisha through Design Competition. The Tender Notice issued is given below :



**LIFE INSURANCE CORPORATION OF INDIA**  
**EAST CENTRAL ZONAL OFFICE, ENGINEERING DEPARTMENT**  
**'JEEVAN DEEP', EXHIBITION ROAD, PATNA- 800001.**  
**Phone No : 0612-2501118/2503014**  
**AN ISO 9001:2015 CERTIFIED DEPARTMENT**

**ARCHITECT DESIGN COMPETITION**

Life Insurance Corporation of India invites e-bids through **website** <http://www.tenderwizard.com/LIC> from eligible Architects / Architect Firms for the following works on Lump sum rate basis:

Bid No.	LICI/ECZO/Engg/2023-24/07
Name of work	E-TENDER FOR APPOINTMENT OF CONSULTANT CUM ARCHITECT FOR CONSTRUCTION OF DUPLEXES AT OUR POLICY HOLDERS HOUSING SCHEME IN PLOTS AT SECTOR-VI ,CDA, BIDANASI , CUTTACK, ODISHA THROUGH DESIGN COMPETITION
Sale Period (Downloading)	<b>19.06.2023, 17.30 hrs to 10.07.2023 upto 17.30 hrs.</b>
Pre-Bid Meeting	<b>05.07.2023, 11.30 hrs at Office of Executive Engineer, LIC of India, 'Jeevan Prakash', Nuapatna, Cuttack - 753001</b>
Online Bid submission closing date & time	<b>17.07.2023 at 23.59 hours</b>
Opening of Prequalification and Technical Bid date & time	<b>18.07.2023, 15.30 hrs onwards</b>
Tender Processing Fees	<b>Rs 2,360.00 incld. GST, to be transferred through NEFT within 17.07.2023, 23.59 hours.</b>
Contact E-mail:	ecz_engg@licindia.com
Date of Presentation	To be intimated to those who qualified after scrutiny of 'Prequalification and Technical Bid and who submits the Tender Processing Fees
Date of Opening of Price Bid	To be intimated later on

Note: Any addendum/corrigendum/sale date extension in respect of above tenders shall be issued on **website:** <http://www.tenderwizard.com/LIC> only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit the said website to keep themselves updated.

**Date: 18.06.2023****Addl. Executive Director (Engg.)**



## **2.0:- BRIEF INFORMATION ABOUT THE PROPERTY & PROPOSED DEVELOPMENT TO BE UNDERTAKEN**

### **2.1:- BRIEF INFORMATION ABOUT THE PROPERTY:**

Cuttack Development Authority allotted land to LIC of India for at Bidanasi Project Area of CDA, Sector – VI, Cuttack in the year 1990 on lease of 80 years to develop the plot by constructing house/ flats/ dwelling units. Out of the above land, a portion has already been utilized to construct 50 nos. twin duplex (total 100 nos.) in Phase I Now the remaining area of approx. 4.57 Acres remains to be developed which is available in two segments with road in between as detailed below :

<b>CDA Plot Nos.</b>	<b>Total Area (Approx.)</b>	<b>Marked in Site Plan attached</b>
1143, 1142, 1141, 1140, 1139, 1138, 1137	2.71 Acres	B
953, 952, 951, 950, 949(P)	1.86 Acres	C

LIC proposes to construct individual Duplexes under POLICY HOLDER HOUSING SCHEME (PHHS) in the above-mentioned two plots (marked as 'B' and 'C') with provision of one number of additional floor in foundation complying to the local by-laws of Cuttack Development Authorities.

### **2.2 PROPOSED DEVELOPMENT TO BE UNDERTAKEN**

- To plan for maximum number of individual duplex houses that can be constructed with Built-up area of approx 2100 Sqft each with individual plot area of 1400 Sqft in Plot 'B' and Built up area of approx 1800 Sqft each with individual plot area of 1200 Sqft in Plot 'C'.
- The consultant will prepare and present a detailed project report(DPR) having best ever layout plan for duplex housing by conducting micro market survey of the area and surrounding regions adhering to the local bylaws ( Consumed FSI vis-à-vis Permissible FSI, Ground Coverage, setbacks, height etc) along with following requirements with Cost analysis:
  - The parking requirements as prepared and presented by the consultant should adhere to the local bylaws of the development authority.
  - Provision of water supply to the units with probable source with overhead water tank, basic plumbing concept and underground water tank to be considered.
  - Fire safety measures should be adhered strictly as per the fire regulatory authority.



- (d) Necessary proposal for service connection along with proposed capacity of substation, installation details as per TPCODL (supply authority).
- (e) Debris disposal system adhering to the CDA directives.
- (f) Sewage treatment plant to be provided suitably as per norms of CDA.
- (g) Amenities as by laws of CDA and local municipal body.
- (h) Architect to specify the approximate time period for preparation of municipal drawings for approval of the drawings by local authorities and RERA.
- (i) The Architect has to prepare the detail specification, bill of quantities, cost estimate as per latest CPWD DSR with applicable cost index. Market analysis to be done for items not covered in latest DSR.
- (j) It is understood that the building will be designed on environmentally friendly green building concepts such as rain water harvesting, solar street lights for the area lighting, Solar Heating System etc shall be adopted.
- (k) The successful Architect cum Consultant will be responsible for preparation of approvable drawings to be submitted to all Statutory Authorities, all sorts of modifications required in the drawings during the approval process and obtaining approval from Local Statutory Authorities including clearance/NOC from Forest & Environment Department.
- (l) The successful Architect cum Consultant will be responsible for preparation of Bill of Quantities, Project Cost Estimate in relation with CPWD DSR latest version considering rich and latest specification for target group of high-end buyers.
- (m) The Architect cum Consultant should invariably mention the name and address of their Structural Consultant, Electrical Consultant, Fire Fighting Consultant, Plumbing Consultant etc. with their proper address with a clear mention that whether they are their Associate Partner or they are associated with the Architect cum Consultant on project to project basis in their technical bid.

**Life Insurance Corporation of India has decided to work out simultaneously approvable drawings and bill of quantities with Cost Estimate so that** by the time the drawings are ready for submission to the Local Authorities, Cost Estimate with reasonable working Structural, and Architectural drawings and Electrical drawings are also made ready.

Life Insurance Corporation of India will provide drawing of plot and other documents of property Ownership etc. to the successful Architect cum consultant including issuing of authorization for submission of plan and paying all the statutory fees.



### **2.3:-Conceptual design:-**

The applicants are to prepare conceptual design for Design Competition comprising

- Layout plans
- Elevations
- Computer generated three dimensional views or model at a suitable scale.
- Walk-through and/or any other as thought fit by the applicant.
- Detailed Project Report with main features and Cost Analysis
- All other drawing , necessary for submission of municipal approval.
- Overall development layout plan, showing duplexes, its boundaries, road layout including pathway, open space, amenities etc.
- Floor plans, elevations, sectional drawings, toilet layouts , furniture layout plan etc.



**3.0:- LETTER TO ARCHITECT CUM CONSULTANT  
FROM ADDITIONAL EXECUTIVE DIRECTOR (Engg)**

**The Additional Executive Director (Engg.),  
L. I. C. of India,  
Engineering Department  
Patna**

Date:

To,

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**Re : E-TENDER FOR APPOINTMENT OF ARCHITECT CUM CONSULTANT FOR  
CONSTRUCTION OF DUPLEXES AT OUR POLICY HOLDERS HOUSING SCHEME IN  
PLOTS AT SECTOR-VI ,CDA, BIDANASI , CUTTACK, ODISHA THROUGH DESIGN  
COMPETITION**

1) We hereby publish the TENDER on e-Tendering Portal (Website) through <http://www.tenderwizard.com/LIC> in **Electronic Mode** hereinafter referred as “**e-Tendering**” and consisting of following :

**(a) BID I : PREQUALIFICATION & TECHNICAL BID**

**(b) BID II : FINANCIAL BID**

Please note that copy of above e-Tender can be downloaded from above portal (website) and should be mandatorily submitted in **Online Electronic Mode** hereinafter referred as “**Online Offer**”. The submission of Online offer duly Encrypted & Digitally Signed on above portal should be in prescribed Electronic Forms (Online) available on above portal for respective tender in Online Envelope(s) on or before **As per the Dates mentioned in the NIT and online portal for above tender.**

The Bidder should submit Tender processing Fee of **Rs 2,000/- +@ 18% GST i.e. Rs. 2,360.00** (Rupees Two thousand Three hundred Sixty only) (non-refundable) only through NEFT mode directly to LIC Account as detailed below:



**Name of Bank :** : AXIS BANK LTD.  
**Branch** : Main Branch, Patna  
**Account No.** : 142010200012704  
**IFSC No.** : UTIB0000142  
**Account Type** : Current

**\*\* NEFT/UTR No. and date receipt copies need not required to be submitted to our office**

- 2) BIDs will be received at the office of Addl. Executive Director (Engg.) / Chief Engineer at above address **on or before As per the Dates mentioned in NIT** and the e-Tenders will be opened at **As per Dates mentioned in NIT** in the presence of contractors or accredited representatives, who wish to attend the online Tender Opening process. The bidders can view the Tender Opening details through their respective Login IDs on the above mentioned e-Tender portal (Website). The Tenderer should ensure that their tender is received **Online Electronically** on or before the due date and time as specified in “ **NIT** ” in the Tender Document and above mentioned Portal (website). **Please note that above e-Tendering System is an automatically time locked system which will be locked immediately as soon as due date and time is over and will not accept any offer after that. So, the tenderers are strictly advised to do their process well before the due date and time to avoid any such instances.**
- 3) The Guidelines to Submit tenders on Electronic Tendering System (ETS) is part of the Tender document. The tenderers are advised to carefully read the above document for understanding of e-Tendering System. The above Annexure will supersedes all the terms & conditions mentioned for submission of tender in document.
- 4) The Life Insurance Corporation of India does not bind itself to accept the lowest or any tender.

Yours faithfully,

**Addl. Executive Director (Engg)**





#### 4.0 :- INFORMATION & INSTRUCTIONS TO THE BIDDERS FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS)

Special Conditions & instructions for using online Electronic Tendering System (eTS) through portal (website) <http://www.tenderwizard.com/LIC> adopted by Life Insurance Corporation of India (LIC), East Central Zonal Office, Patna as given in the subsequent pages will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

- **Registration of the Contractors/Bidders:** All the Consultants/ Architects intending to participate in the tenders floated online using Electronic Tendering System (ETS) are required to get registered on the e-Tender Portal (website) <http://www.tenderwizard.com/LIC>

After successful Registration on above mentioned portal, contractor will get a User ID and Password to access the website.

- **Viewing of Online Tenders:** The contractors/bidders can view tenders floated on online Electronic Tendering System (ETS) hereinafter referred as “e-Tendering System” through portal (website) at <http://www.tenderwizard.com/LIC>. They can view the details like Tender Notice, Terms and Conditions, drawing (if any) and any other information. To download through they need to login on to the above portal and can download the tender documents of an e-Tender.
- **Obtaining a Digital Certificate and its Usage:** On e-Tendering System the bids should be Encrypted and Signed electronically with a Digital Signature Certificate (DSC) to establish the identity of the bidder on online Portal. The Digital Signature Certificates (DSCs) are issued by an approved Certifying Authority, by the Controller of Certifying Authorities (CCA India), Government of India.
- The intended bidders may obtain Class-III digital certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities on the portal <http://cca.gov.in>. or may obtain information and application format and documents required for issue of digital certificate from one such certifying authority as given below :-
- TATA Consultancy Services Ltd. 11th Floor, Air India Building, Nariman Point, Mumbai-400021 website – [www.tcs-ca.tcs.co.in](http://www.tcs-ca.tcs.co.in)
- Sify Communications Ltd., III Floor, Tidel Park, 4 Canal Bank Road, Taramani, Chennai-600113. Website – [www.safescrypt.com](http://www.safescrypt.com)
- MTNL Trustline CA, O/o DGM (IT-CA), 5515, 5th Floor, Core-V Mahanagar Doorsanchal Sadan, CGO Complex, MTNL, Delhi-110003. Website – [www.mtnltrustline.com](http://www.mtnltrustline.com)
- iTrust CA (IDRBT), Castle Hills, Road No.1, Masab Tank, Hyderabad, Andhra Pradesh - 500057. Website – [idrbtca.org.in](http://idrbtca.org.in)
- (n)Code solutions, 301, GNFC Tower, Bodak Dev, Ahmedabad-380054, Gujarat. Website – [www.ncodesolutions.com](http://www.ncodesolutions.com)
- National Informatics Centre Ministry of Communication and Information Technology A-Block CGO Complex, Lodhi Road, New Delhi-110003. Website <https://nicca.nic.in>



- e-Mudhra CA, 3i Infotech Consumer Services Ltd 3<sup>rd</sup>, Floor, Sai Arcade, Outer Ring Road, Devarabeesanahalli, Bangalore 560036, Karnataka Website – <http://www.e-Mudhra.com>

Contractors may contact the service provider on following telephonenumber or e-mail address for any kind of support:

Lokesh H R 96861 15304

Raghuprashanth B G 08040482121

E-Tender Helpdesk : [licetenderhelpdesk@gmail.com](mailto:licetenderhelpdesk@gmail.com)

E-Tender helpdesk

#24, Sudha Complex,

03rd Stage, 04th Block,

Basaveshwaranagara, Bangalore -

560079

Help Desk Contact Details:

Tel: 080-40482000/121/133/140

Mobile: 9686115304/9686115323

E-mail: [lokesh.hr@antaressystems.com](mailto:lokesh.hr@antaressystems.com)

[raghuprashanth@antaressystems.com](mailto:raghuprashanth@antaressystems.com)

- The intending bidders may obtain Class III digital certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities on the portal <http://cca.gov.in>. or may obtain information and application format and documents required for issue of digital certificate from our Service Provider for Electronic Tendering System (ETS):
- The Bid (Online Offer) for a particular e-Tender may be submitted only using the Digital Signature Certificate (DSC), In case, during the process of a particular e-Tender, the user loses his Digital Certificate (i.e. due to virus attack, hardware problem, operating system problem), he may not be able to submit the bid online. Hence, the users are advised to keep their Digital Signature Certificates in safe custody.
- The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.
- Bidders participating in e-tendering shall check his/her validity of Digital Signature Certificate before bidding in the specific work floated online at the e-Tendering Portal (website) through <http://www.tenderwizard.com/LIC>.
- In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney to that User. The firm has to authorize a specific individual via an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of agency for LIC of India as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm. It shall be the responsibility of



management / partners of the registered firms to inform the certifying authority or Sub Certifying Authority; in case of change of authorized user and that a fresh digital certificate is procured and issued an “authorization certificate” for the new user. The procedure for application of a digital certificate will remain the same for the new user.

- The same procedure holds true for the authorized users in a Private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

- **Download of Tender Documents:**

The tender documents can only be downloaded from the Electronic Tendering System on the Portal <http://www.tenderwizard.com/LIC>.

- **Submission of Online Bids:**

The Bidder need to download the Bid Documents including the Blank Template of Price Bid. The Price Bids Template is to be filled without making any changes in the format and the completely filled in templates of Price Bid shall be digitally signed and uploaded on the e-Tender Portal using DSC within the time and last date specified for submission of Bids. The Tender Document including amendments shall also be digitally signed and uploaded on the e-tender portal using Digital Signature Certificate. The scanned copies of self-attested supporting documents of Qualification Bid, scanned copies of DD/Pay Order/ BG in lieu of EMD and DD/Pay Order for Tender Document Fee are to be uploaded while submitting the Bids.

The bidders are strictly advised to follow dates and time as mentioned. The date and time will be binding on all the bidders. The bidders are required to complete the stage within the stipulated time as per the schedule to continue their participation in the tender. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and time of the stage as defined.

The bidder should ensure that the status of a particular stage should be shown as “Submitted” before the expiry date and time of that particular stage and he should possess a copy of receipt of completion of each stage to be performed from his end. It will be the sole responsibility of the bidder if the status of a particular stage is “pending” till the expiry date and time of that stage and he is not able to proceed further in the e-tendering process.



## **5.0:- MINIMUM ELIGIBILITY CRITERIA**

While preparing the proposal, consultants must fulfill the following criteria as mentioned below. A proposal shall be rejected outright, if it does not fulfill the following Criteria:

- (a) Having completed at least 2 Projects for consultancy services for residential campus of repute of more than built up area 1,00,000 Sqft in last 7 years as on 18.06.2023.
- (b) Experience of preparing master plan of campus having area 2 acres or more – atleast one project
- (c) Average Annual Turn-over from Consultancy Services exceeding Rs 1.20 Crore in last 4 years
- (d) The firm should have minimum 5 years of experience in the field of Architectural and Engineering Consultancy and have one Architect as Team Leader having registration with the Council of Architects.
- (e) Having Technical team as mentioned in the Procedure of Evaluation.
- (f) Joint Venture is not allowed.



## **6.0:- CRITERIA FOR ACCEPTANCE OF BIDS AND PROCEDURE FOR EVALUATION.**

### **6.1:-CRITERIA FOR ACCEPTANCE OF TENDERS:**

The e-tenders are being invited in two-bid system in total on-line mode i.e. no need to submit anything physically.

**Bid I : 'Prequalification cum Technical Bid'** – will be opened only if found that Tender Processing Fees has been credited in LIC's account.

This is comprised of the following, which are to be uploaded :

(i) **Filled in Enrollment Form (as per the Annexure-X of Bid document) with scanned copies of all documents asked for.**

- a) The Enrollment Form enclosed as “Annexure “X” should be duly filled in ,signed in all pages and scanned copy submitted along with the enclosures and necessary documents as specified like copy of PAN Card, GST registration Certificate, copy of registration certificate with Council of Architecture, Work Completion Certificate etc.
- b) The bidders must submit **copy of completion certificate for qualifying work** from client along with the necessary photographs, drawings in soft formats (maximum A3 size) to fulfill eligibility criteria and to demonstrate their competence and capability to handle this assignment. If required, the representative of LIC of India may can visit the said project site.
- c)The Architect cum Consultant should submit the details of work carried out by them from last **seven** years with authentic copy of work order/acceptance letter and copy of work completion certificate.
- d) The Architect cum Consultants should ensure to submit the satisfactory Completion Certificate giving the value of work, year of completion and it should also tally with the work order. The Completion certificate for qualified projects must be notarized with address & contact numbers of issuing authority.



- e) The participating Architect cum Consultant should also submit full details of major work in hand as on date. **The details should be self attested by giving registration number of Council of Architecture, New Delhi.**
- f) The details mentioning the full information regarding permanent technical staff employed should be submitted.
- g) List of only those works which were similar in nature and carried out during the last seven years prior to publication of NIT by the firm requesting for enrolment is to be given.
- h) Copies of Audited Balance Sheets of last 4 years with copies of Form 26AS.
- (ii) Scanned copy of the Authorization Letter/ Power of Attorney
- (iii) Signed and filled-in 'Letter from Consultant Cum Architect to LIC'
- (iv) 'Un-conditional Letter of Acceptance of Tender Conditions' on letter-head of the Bidder stating that you have gone through the entire set of tender document and agreed to all terms and conditions and accordingly quoted your rate.
- (v) Scanned Signed copy of Amendments/ Corrigendum's issued, if any.
- (vii) Scanned hard copies of the presentations prepared.

## **Bid II : 'Price Bid'.**

The spaces in Template for Price Bid to be filled up, viz. Name of Firm, Carpet Area, which has been considered for quoting rate and Lump Sum Quoted Amount for the work as per the total scope of work. While quoting, it is to be kept in mind that (I) All statutory payment will be made by LIC and (II) amount to be quoted excluding GST; GST will be paid by LIC extra over the billed amount.

The bidder shall quote fees both in figures & words. The quoted fees shall cover for all the services to be rendered by the Architect cum Consultant in terms of these documents and any amendments thereto right from the date of intimation of acceptance of offer and to the actual date of completion of the work in all respects as stated in the **Prequalification Bid cum Technical Bid" & Amendment issued if any.** The quoted fee shall cover for all the activities (i.e. out of pocket expenses



including conveyance charges towards site /office visits of LIC and offices of all concerned authorities & other Offices/Departments of Govt.) related with the work.

In case, there is any discrepancy in the quoted fee in the figures & words, the fee quoted lower between the two shall be considered as final.

The amount quoted shall remain **FIRM** throughout the period of contract and deemed to be inclusive of all taxes except GST.

**Note:**

1. The fee quoted shall be restricted to the carpet area only which will be in accordance with the approved drawing by CDA.
2. The estimated Carpet area is based on the conceptual design input.
3. No deviation in fees quoted if the Carpet area variation is  $\pm 5\%$ . If there is any variation beyond  $\pm 5\%$  due to change in planning as per our requirements or change in the bye-laws of the local authorities, etc. **then the fee quoted will be proportionately revised.**
4. In case due to some unforeseen circumstances, Life Insurance Corporation of India is not in a position to proceed with the work, the appointed Architect cum Consultant will be compensated as detailed in **Clause 8.0.**

**6.2 PROCEDURE FOR EVALUATION OF TENDERS (PREQUALIFICATION BID AND PRICE BID).**

*The tenders received will be evaluated by LIC as per the procedure described hereinafter, to ascertain the best offer with due weight age to 'Prequalification cum Technical Bid' and 'Financial Bid'.*

**All the bidders shall be evaluated in three stages:-**

- **Minimum Eligibility Criteria.**
- **Presentation on Concept, Design and Methodology.**
- **Price Bid**



### **6.2.1:-Evaluation Criteria of “Prequalification Bid cum Technical bid”-**

The submitted Enrollment form along with copy of self attested documents as stated above i.e. “Prequalification cum Technical bid” will be evaluated by LIC of India considering the important parameters like, fulfilling all eligibility criteria etc.

### **6.2.2:-PRESENTATION OF CONCEPT/DESIGN/METHODOLOGY**

From the list of applicants received by LIC, only those applicants, who fulfill the above Minimum eligibility criteria mentioned above would be invited for a presentation. Each applicant will be allotted a **time slot of 20 minutes** where in the applicant will present the conceptual design they have prepared for LIC project and explain to the committee how they will proceed with this project if selected right from **Concept to Completion**. In the beginning of the presentation the applicant will present their own credentials. Based on the Presentation, the **evaluation committee of LIC**, will award marks using the scoring system as below. Considering their relative importance, the points are distributed as follows which are further sub divided into specific factors as given in the Score table:





<b>Sl. No</b>	<b>Subhead</b>	<b>Max Marks</b>	<b>Remarks</b>
<b>1.</b>	At least two project of having completed consultancy services for residential campus of repute of more than built up area 1,00,000 Sqft in last 7 years as on 18.06.2023. Certificate shall be enclosed	<b>20</b>	i. 60% marks minimum eligibility criteria, ii. 100% marks for twice the minimum eligibility criteria, iii. In between (i)&(ii) – on prorata basis
<b>2.</b>	Experience of doing master plan of campus having area: (i) 2 acres and more but less than 5 acres (ii) 5 acres and more	<b>10</b>	i. One marks for each project ii. Three marks for each project
<b>3.</b>	Average annual turnover from consultancy services exceeding Rs. 2.50 crores in last four years.	<b>10</b>	i. 60% marks minimum eligibility criteria, ii. 100% marks for twice the minimum eligibility criteria, iii. In between (i)&(ii) – on prorata bas
<b>4.</b>	The Firm should have 5 years of experience in the field of Architectural and Engineering consultancy.	<b>5</b>	5 -10 years - 3 marks More than 10 years – 5 marks
<b>5.</b>	Strength of Technical Team	<b>25</b>	As per the table below



6.	Presentation	30	<p>Marks to be allotted by Client's evaluation committee /team on the basis of presentation made by the Consultant on the following parameters :</p> <p>i. 7 Marks for - Site Layout and land utilization Landscaping &amp; aesthetics Parking</p> <p>ii. 7 Marks for - Concept &amp; Design Green Building Concept &amp; Features Eco friendly/ Environment aesthetics</p> <p>iii. 7 Marks for - Building efficiency, Services in building, Conservation of water Waste management system</p> <p>iv. 9 Marks for - Technical approach, objective formulations, functional analysis Bidder's knowledge and understanding of project requirement</p>
	Total Technical bid score (Ts)	100	

**Note: Pass marks in technical bid evaluation is 75% or more. Financial bid of only top 3 consultants will be opened. Bidder securing minimum 75 % marks in Sl. no. 1,2 ,3, 4 and 5 will be declared qualified for next stage, mentioned above at Sl. No. 6 i.e “Presentation” before the high level evaluation committee. After the Presentation (minimum 60% marks in presentation), the top 3 bidders (scoring the maximum marks in technical bid score (Ts) out of 100) shall be eligible for opening of financial bid.**



### Table for Strength of Technical Team (For Sl. No. 5 of Technical Bid)

<b><u>S. No</u></b>	<b><u>Key professional</u></b>	<b><u>Qualification</u></b>	<b><u>Total Marks (25)</u></b>
1.	Team Leader and Architect	<p>Minimum B. Arch with 10 years of Experience and must have handled large projects. Should be registered with Council of Architects.</p> <ul style="list-style-type: none"> <li>• 10-15 Years of experience (5marks)</li> <li>• More than 15 years of experience (8 marks)</li> </ul>	Max marks-8
2.	Architect	<p>Minimum B. Arch with 10 years of Experience and must have handled large projects. Should be registered with Council of Architects.</p> <ul style="list-style-type: none"> <li>• 10-15 Years of experience (3 Marks)</li> <li>• More than 15 years of experience (5 marks)</li> </ul>	Max marks-5
3.	Landscape Architect	<p>Architect with Post Graduation in Landscape with minimum 5 years of experience</p> <ul style="list-style-type: none"> <li>• 5-10 Years of experience (2 marks)</li> <li>• More than 10 years of experience</li> </ul>	Max marks-3
4.	Structural Engineer	<p>Should be M. E in structures with minimum 5 years of experience and must have handled structural design of buildings , must have structural design lisense</p>	Max marks-3



		<ul style="list-style-type: none"> <li>• 5-10 Years of experience (2 Marks)</li> <li>• More than 10 years of experience (3 marks)</li> </ul>	
5.	MEP Expert	<p>Minimum Degree (Mechanical / Electrical) having minimum 5 years of experience in the same field.</p> <ul style="list-style-type: none"> <li>• 5-10 Years of experience (2 marks)</li> <li>• More than 10 years of experience (3 marks)</li> </ul>	Max marks-3
6.	Civil Engineer	<p>Minimum Degree (Civil) having minimum 5 years of experience in the same field.</p> <ul style="list-style-type: none"> <li>• 5-10 Years of experience (2 marks)</li> <li>• More than 10 years of experience (3 marks)</li> </ul>	Max marks-3

**For the selection of the Architect, 90% weightage shall be given to the technical bid and 10% to the Financial Bid.**

**Financial Bid:** Financial bid shall be given scoring as below:

The bidder who has quoted the lowest price will be assigned a score of 100 in the financial bid. The other bidders will be allotted score relative to the score of bidder with the lowest quote, as below:

$$F_s = 100 \times FL/F \dots\dots\dots (A)$$

Where:

F<sub>s</sub> = The financial score of the Financial Proposal being evaluated

FL= The price of lowest priced Financial Proposal

F = The price of Financial Proposal under consideration



## **Combined evaluation**

The score of technical proposal including presentation would be given 90% weightage, and the financial proposal would be given 10% weightage. The weighted combined score of the Technical bid (Ts), and Financial proposals (Fs) shall be used to rank the bidders as below:

The first ranked bidder is eligible for award of the work.

Combined Score = 90% x Ts + 10% x Fs.....(B)

### **6.3 :- COMPENSATION:-**

Based on the presentations made by the selected agencies, the evaluation committee formed by LIC will select the best design and accordingly their technical evaluation score will be decided and the same will be added to the price bid score and final ranking list will be prepared as per the criteria fixed in para 6.2.2 . No compensation would be paid to the winning agency as per the ranking list and all other technically qualified agencies securing minimum pass marks **would be paid a lump sum compensation of Rs. 75,000.00 (Rupees Seventy Five thousand only) plus applicable taxes.** The winning Consultant will be awarded the work on the terms and conditions offered in the Draft Contract Agreement .In case the winning consultant is not awarded the contract due to unforeseen reasons, LIC will pay a compensation of Rs. 75,000 (Rupees Seventy Five thousand only )plus applicable taxes to the winning agency.



## **7.0 :- INSTRUCTIONS WITH REGARD TO SUBMISSION OF BIDS.**

NOTE: Bidder should note that non-compliance of the following instructions will render the tender liable for rejection.

1. Last date for receipt of tenders: Refer NIT & Corrigendum / Amendment, if any.
2. The Bidders are advised in their own interest to submit their bids well in advance from last date/time of submission of bids so as to avoid problems which the bidders may face in submission at last moment / during rush hours.
3. The Bidders should fill in all the relevant information in prescribed templates/forms and put his Digital signature on the relevant places as required in the e-tendering System.
4. Bidder should note that he/she has to quote lump-sum rates only for the total carpet area planned. Please note that Financial Bid template will be visible to the Bidder only after registration with M/s Antares System Ltd. Registration charges and tender fees as charged by the portal in addition to the Tender Processing Fees, as mentioned in this document.
5. No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate uploaded documents.
6. Performa of Articles of Agreement should not be filled in by the tenderer. While the contract shall be deemed to have come into existence on issue of letter of acceptance to the successful tenderer, formal agreement shall be signed thereafter with the successful tenderer on non-judicial stamp paper of requisite value as per the Performa of Articles of Agreement.
7. The tender shall be accompanied by a certified true copy of Power of Attorney in favour of the signatory to the tender documents. If the tender is submitted on behalf of a firm, it must be signed either by all partners or person holding a valid power of attorney from all partners constituting the firm. The person signing the tender on behalf of another partner(s) or on behalf of a firm on Company shall attach with the Tender a proper Power of Attorney duly executed in his favour by such other person(s) or by all the partners in accordance with the Constitution of the Company / Articles of Association, stating that he has the authority to sign on behalf of such other person(s) of the firm or the Company as the case may be, in all matters pertaining to the contract including the Arbitration Clause. The Bidders can submit the scan copy of the same on the online portal.
8. Bidders should note that tender should remain open for consideration for a minimum period of 90 (Ninety) days from the date fixed for the receipt of tenders. In case of Withdrawal of tender within the above validity period of 90



days, EMD submitted by the tenderer may be forfeited along with rejection of bid.

9. The Tender document as uploaded by LIC can be viewed and downloaded free of cost by anyone including intending bidders, But Financial Bid template can be downloaded only by registered bidders. Bidders to upload all the required documents including valid GST Registration, PAN Card etc.
10. The bidders are advised to submit complete details with their Qualification Bid as Technical Bid evaluation will be done on the basis of documents submitted/ uploaded. Bid with incomplete/ ambiguous information will be rejected.
11. The Bidder may attend the Pre-Bid meeting to be held at  

LICI, Executive Engineer's Office,  
 "Jeevan Prakash", Nuapatna,  
 Cuttack – 753001.

On the date and time specified in NIT. LIC will address only those queries which are relevant and essentially required for submission of bids. LIC will upload the clarifications in the e-tendering portal to those queries which clarifications are not found in NIT/ Tender. Bidders, who could not attend the Pre-bid Meeting, may send their queries by email (ecz\_engg@licindia.com) also prior to the pre-bid meeting date with subject line – “ Queries on Bid No. LICI/ECZO/Engg/2023-24/07” for PHHS Consultant Tende. LIC will not reply to the queries which are not relevant or in contravention to NIT / Tender documents or received after the date of pre-bid meeting.
12. Price Bid Template is provided in protected Excel Sheet format, keeping open only those cells where the Bidder need to fill the information like the name of Firm, Carpet Area, Lump Sum amount etc. It has to be filled-up and uploaded within the specified date and time.
13. Bidders to ensure that all the uploaded documents are in readable, printable and legible form failing which the bid is liable for rejection. The documents submitted in hard copy should be duly indexed and page numbered.
14. The Life Insurance Corporation of India reserves the right to reject any or all tenders or cancel/ withdraw the invitation for bid without assigning any reason whatsoever thereof. LIC does not bind itself to accept lowest tender. LIC reserves the right to award the work to a single party or to split the work amongst two or more parties as deemed necessary without assigning any reason thereof. The Bidder is bound to accept the portion of work as offered by



LICI after split-up at the quoted / accepted rates. No claim of the Bidder whatsoever shall be entertained by LICI on this account.

### **7.1 VALIDITY OF OFFER/BID:**

- a) Bid submitted shall remain valid for a **minimum period of 90 Days** from the last date for submission of bid documents. Bidder shall not be entitled during the 150 days period, without the consent in writing of the employer, to revoke or cancel their bid or vary the bid submitted or any term thereof. In such cases of revoking or making variations subsequent to submission of bid at their own, the offer shall be treated as **'INVALID'**.
- b) Notwithstanding sub-clause (7.1a) above, employer may solicit the Architect cum Consultant's consent to an extension of the period of validity of offer, if need arises at the same terms & conditions of the original offer. The request & response thereto shall be in writing both ways.

#### **i) PERFORMANCE GUARANTEE:**

- a) Successful Architect cum Consultant shall submit performance Guarantee @ 5% of the accepted fee. This amount shall be refunded after obtaining municipal approval of drawings from the local authorities. Performance Guarantee will be in the form of B.G. of Nationalized Bank issued at Bhubaneswar.
- b) On receipt of Performance Guarantee for the amount as stated above, the Contract agreement shall be executed.
- c) In case the final selected Architect cum Consultant fails to submit the Performance Guarantee within stipulated date, the employer shall without prejudice to any other or remedy available in law, be at liberty to cancel the bid.
- d) The Architect cum Consultant should note that no interest will be payable on the amount of the Performance Guarantee.

#### **ii) ACCEPTANCE OF BIDS:**

- a) The two bids **'Prequalification cum Technical Bid'** & **"Price Bid"** along with amendments issued if any, from time to time by this office should be submitted by the Architect cum Consultants in the prescribed time & shall be taken into account for acceptance of the Bid.





b) The successful bidder shall execute a **formal agreement on non – judicial stamp paper** of Rs. 1000/ (One thousand only)- as per the draft agreement given herewith.

**The Life Insurance Corporation of India reserves the right to accept the lowest / any offer or rejects all the offers without assigning any reason whatsoever.**

Yours faithfully,

**Addl. Executive Director (Engg)**



## **8.0:-COMPENSATION AMOUNT TO BE PAID TO APPOINTED ARCHITECT CUM CONSULTANT IF NOT PROCEED WITH WORK**

In case due to some unforeseen circumstances, Life Insurance Corporation of India is not in a position to proceed with the work, the appointed Architect cum Consultant will be compensated in the following fashion:

- I) Preparation of approvable drawings and ready for submission to Local Authorities along with softcopy of the drawing in Auto CAD format, reproducible tracing and 10 copies of each of the Drawing Sheet - **5% of accepted fees.**
- II) For preparation of entire Structural drawing i.e. Foundation details and all super structural details with bar binding schedule and structural drawings are vetted by reputed Engineering Institutes and will be approved by LIC - **4% of the accepted fees.**
- III) For preparation of Working Drawings duly approved by Life Insurance Corporation of India for Architectural purposes - **4% of the accepted fees.**
- IV) For preparation of sanitary and plumbing drawings, drainage layout and Fire Fighting details with working drawings duly approved by Life Insurance Corporation of India - **5% of the accepted fees.**
- V) For preparation of entire Bill of Quantities for all nature of works - **4% of the accepted fees.**
- VI) For preparation of Cost Estimate of the Project - **3% of the accepted fees.**

Goods and Services Tax will be paid separately and in support of it **GST Registration Certificate** must be enclosed along with Technical Bid.



## **9. TERMS & CONDITIONS OF CONTRACT**

### **9.1 INTERPRETATIONS**

9.1.1 “Employer” shall mean **THE LIFE INSURANCE CORPORATION OF INDIA** and his (their) heirs, legal representatives, assignees and successors.

9.1.2 “**Architect cum Consultant**” shall mean person who is awarded the contract and his (their) heirs, legal representatives, assignees and successors.

9.1.3 “**Site**” / “**Property**” mean two number of land parcels of 2.71 acres (approximate) marked as (B) and 1.86 acres ( approximate) marked at (C) at CDA,Bidanasi ,sector-6, cuttack, Odisha .

**9.2** The **Architect cum Consultant shall prepare approvable municipal submission drawings** based on the conceptual design finalized and get them approved from the employer before submitting the same to the concerned department. The participating Architect cum Consultant must submit the list of documents required for submission of drawings leading to the approval process from the local authorities. LIC will be primarily responsible for providing all such documents but any sort of assistance if required will be provided by the consultant wherever necessary. The Architect cum Consultant should collect the necessary information as regards to municipal approvals for various buildings / layout etc from the local Municipal records.

**9.3** The Architect cum Consultant **shall exercise all reasonable skill, care and diligence** in the discharge of duties hereby covenanted to be performed by them in preparation of Layout, its approval, amalgamation of plots, handing over of roads/reservations & services to Municipal authority & obtaining necessary concessions/waivers/relocations/ reservations etc. Any approval and acceptance of the employer for the proposal prepared by the Architect cum Consultant shall not relieve the Architect cum Consultant of their responsibility in this regard.

**9.4** The Architect cum Consultant shall supply to the employer the **originals of approved drawings and 10 sets of certified copies of approved drawings** and tracing and soft copy of the drawings prepared in AutoCAD / Revit. The cost of copies of drawings required to be submitted to the various departments of Local Municipality/ Development authority, Collector’s office, City Survey office and any other Govt. Departments ,all type of statutory authorities in connected with getting the layout approval from the local authority shall not be reimbursed/paid to the Architect cum



Consultant and such cost are deemed to be included in the price bid. The agency shall also supply a minimum of 10 sets of Architectural as well as Structural, Electrical, Plumbing, Fire fighting, Landscaping working drawings required for construction purpose for each phase of work including soft copies of the same. The cost for the same shall be included in the price bid.

The Architect cum Consultant shall prepare a **comprehensive programme of work** in consultation with the employer, and arrange to have the work completed in an expeditious manner and in accordance with the program drawn up. The Architect- Consultant should attend meetings as per actual needs for this purpose at **Dy Chief engineer's Office, LIC of India, Division office, Pokhariput, Bhubaneswar, Odisha** or, **LICI, Executive's Office, "Jeevan Prakash", Nuapatna, P.O., Cuttack – 753001. Or LICI, ECZO, 'Jeevan Deep', 4<sup>th</sup> Floor, Engineering Department, Exhibition Road, Patna – 800001 as per requirement.**

- 9.5** The Architect cum Consultant may **engage specialized consultants** with the consent of the employer to assist them in their work. The consultant should provide the details of the Structural consultant and details regarding the vetting of the structural design should be intimated in advance. The remuneration / fees of any Engineer / consultant appointed under this clause shall be paid by the Architect cum Consultant. The Architect cum Consultant shall also be responsible for all the work, actions, omissions etc. of any such Engineer / consultant. However for any survey work to be carried out for demarcation of roads, demarcation of boundaries as per subdivided plots or Survey work if required for verification of property, the charges shall be **paid by the LIC to the City Survey Office or to the approved Agency on submission of the paid challan or invoice** . The necessary applications required to be done & further follow-up work with the local authority / City Survey Office is to be done by the Architect cum Consultant.

#### **9.6 STATUTORY RULES & REGULATIONS :**

The Architect cum Consultant will abide by the rules, regulations, by-laws & statutes etc. prevailing & imposed by the Government / semi Government and other local governing bodies for execution of this job.

#### **9.7 COMPLETION OF CONTRACT :**

**Acceptance of the facility / part of facilities** & putting them to use by the employer does not constitute final completion of the contract. The Contract shall not be considered as complete until the contract shall be deemed to be executed in full & final only when the Architect cum Consultant has fully discharged all his obligations in terms of the contract.



### 9.8 AMOUNT OF WORK :

If for any reason, the **whole or part of the work envisaged** in this document needs to be curtailed/suspended after award of the contract then the fees payable to the Architects cum Consultant shall be determined with reference to the breakup agreed upon for the various stages of work, duly taking into account the work actually carried out by the Architect cum Consultant. The decision of the Employer as regards to actual quantum of work carried out as well as the amount payable thereof shall be final and binding on the Architect cum Consultant.

### 9.9 GUARANTEE :

The Architect cum Consultant shall **undertake full responsibility** for the services performed by them. The Architect cum Consultant shall adhere to standard good practice for adequacy and technical soundness of the services provided by them.

### 9.10 SECRECY :

The Architect cum Consultant **shall not disclose** any information received by him in connection with this project to any other party without the prior approval of the Employer. The Employer shall ensure that none of the documentation, data and information received from the Architect cum Consultant is disclosed to any third party except to the extent it becomes necessary to do so solely for the Employer's work.

### 9.11 PAYMENT OF FEE:

**The Lump-sum fee in respect of the above work as quoted in the Price Bid shall be paid in stages on completion of each phase, in the manner laid down in the Clause No. 11.1 of the 'Terms of Payment & Period of Completion.'** The time schedule for completion of the work shall be as per Clause No. 11.1 of the 'Terms of Payment & Period of Completion.'

**The fee quoted shall be based on the Carpet area being generated as per the proposal submitted. No deviation in fees quoted if the Carpet area variation is  $\pm 5\%$ . However if there is any variation beyond 5% due to change in planning as per our requirements or change in the DC rules/bye-laws of the local authorities, etc, then the fee quoted will be proportionately revised. In case the project is not taken up due to some unforeseen circumstances, Life Insurance Corporation of India is not in a position to proceed with the work; the appointed Architect cum consultant will be compensated as detailed in clause 8.0.**



### 9.12 TAXES :

The Lump sum fee quoted shall be **inclusive of all taxes except GST**, the GST shall be paid separately at the prevailing rate and rules, Income Tax & any other statutory taxes shall be deducted at source at the prevailing rate from the Architect cum Consultant bills, TDS Certificates shall be issued for the same.

### 9.14 GOVERNING LAWS:

The **terms and provisions of the CONTRACT** shall be governed and interpreted in accordance with the laws of India.

### 9.15 DELAY, EXTENSION OF TIME AND PENALTY:

Not only the **entire work but phase wise activity should be completed within the specified time** limit as mentioned in **clause No. 8.2**. If the entire work or phase wise work is delayed due to the reasons beyond the control of the Architect cum Consultant as per the opinion of Employer, reasonable extension in time limit may be granted without imposing penalty. However if the entire work or phase wise work is delayed due to non-performance of Architect cum Consultant , no extension in time limit will be considered without Liquidated Damages (L.D.). In case total job is completed on time, but specific/phases are not completed as per schedule then penalty/LD will be imposed proportionately on the stages/phases of work which have not been performed on time. If the Architect cum Consultant fails to complete the work within the specified time limit including the extended time period, Penalty shall be imposed on the Architect cum Consultant at the rate of **0.5% of total fee per week** and will be deducted from the amount payable to the Consultant subject to maximum of **10% of the accepted total fee. The extension of time (If required) will be granted by Zonal Office only.**

### 9.16 TERMINATION OF CONTRACT:

- a) The contract herein may be terminated at any time by either party by giving a written notice of one month to the other party.
- b) If the Architect cum Consultant shall close business or die or become incapacitated from acting as such Architect cum Consultant, the contract shall stand terminated.
- c) If the Architect cum Consultant fails to adhere to the time schedule stipulated in the schedule hereto annexed or the extended time which may be granted by the employer **at sole discretion** and / or in case there is any change in the constitution of the firm of the Architect cum Consultant for any reason whatsoever, then the employer shall be entitled to terminate this



contract and entrust the work to some other Architect cum Consultant after making proportionate payment to the Architect cum Consultant for work completed as provided herein.

- d) In case of termination under sub-clause (a) (b) or (c), the Architect cum Consultant shall not be entitled to any fee or compensation except the fee payable for the work actually done, in terms of schedule of lump-sum professional fee **and the decision of Employer in working out the quantum is final and binding in this regard.**
- e) In case of the **termination under sub-clause** (a), (b) or (c), the employer shall make use of all or any drawings or other documents prepared by the Architect cum Consultant, after payment for the services of the Architect cum Consultant for preparation of the same in full as provided in (d) above, but only for the project referred by this agreement.

#### **9.17 TRANSFER OF INTERESTS:**

Neither the employer nor the Architect cum Consultant shall assign, sub-let or transfer their interest in this contract, without the written consent of the other.

#### **9.18 SETTLEMENT OF DISPUTES, ARBITRATION:-**

Any dispute and differences of any kind whatsoever arising out of or in connection with the contract or the carrying out of work (whether during the progress of the work or after its completion and whether before or after determination, abandonment or breach of contract) shall be referred to a Standing Committee consisting of one Retired High Court Judge and two members from Engineering fraternity retiring as Senior Engineer from Government/ Government Undertaking. The Committee will be constituted by the Chairman, LIC of India.

- (a) The claims arising out of the Contract will be placed before the Committee once in a quarter and decision will be conveyed to both the contractually agreed parties.
- (b) Either of the parties being dissatisfied with the decision may approach to a three member Arbitral Tribunal, one each will be appointed by either party and both appointed arbitrators shall appoint third arbitrator who will act as presiding arbitrator.
- (c) Executive Director (Engg.) will appoint the Arbitrator on behalf of LIC of India. The arbitration shall be conducted in accordance with Arbitration and Conciliation Act 1996 as amended by the Arbitration and Re-Conciliation Act 2015 (3 of 2016) and any other amendment thereafter, if any.
- (d) The contractually agreed parties hereby also agree that the Arbitration under this clause shall be a condition precedent to any right of action in law of court under the Contract.
- (e) The references to arbitration by contractor on the matter of withholding by the Employer the certificate for interim payment can take place during the





currency of the contract. However, on other kinds of disputes, unless both the parties agree in writing, reference of such disputes to arbitration shall not take place until after the completion or alleged completion of the work or termination or determination of contract.

- (f) It is a term of the contract that the person invoking Arbitration shall state the facts supporting his claim, the points at issue and the relief or remedy sought.
- (g) It is also a term of the contract that if the contractor does not make any demand for arbitration in respect of any claims within 120 days of receiving the intimation from the Corporation that the final bill is ready for payment, the claims if any received after 90 days period shall be absolutely barred from reference to the Arbitrator.
- (h) The Arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or Amendment to it from time to time.
- (i) In all cases Arbitration shall give separate award for each dispute or difference referred to him. The Arbitration shall decide each dispute in accordance with term of the contract and give a reasoned award. The venue of arbitration shall be in accordance with Arbitration Act. However, it may preferably be at L.I.C. of India, Zonal Centre or Place of Work Site.
- (j) The work under contract shall continue during the Arbitration proceedings and no payment due or payable to the contractor shall be withheld on account of such proceedings.
- (k) The Arbitration is deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.
- (l) Any fees payment/ reimbursements payable to the Arbitrator shall be shared equally by both the parties.
- (m) The Contractor hereby also agrees that Arbitration under this Clause shall be a condition precedent to any right of action in Law Courts under the Contract.

#### **9.19. VISIT TO THE SITE, OFFICES OF LIC AND OFFICES OF LOCAL AUTHORITIES:**

The Architect cum Consultant or his representatives /specialist Consultants shall visit the site, Offices of LIC & Offices of Local Authorities periodically and as frequently as the works requires. No out of pocket expenses or conveyance charges for such visits shall be paid separately.

#### **9.21 JURISDICTION:**

All disputes arising out of or in any way connected with the agreement shall be deemed to have arisen in **Cuttack (site location)** and only the courts in Cuttack shall have jurisdiction to determine the same.





### **9.22 INDEMNITY:**

The Architect shall be responsible for all the latent deficiency to the designs of Project plans and other drawings, and shall indemnify and keep indemnified and harmless the employer up to a limit of the total fees for this Contract in the event of Employer suffering or sustaining any loss, damage, costs, charges and expenses to the extent that such loss, damage, cost, charges and expenses are directly attributable to defects in design either by commission or omission, as included in the Drawings / Documents and Specifications provided by the Architect cum Consultant and act, defaults and neglect of Architect cum Consultant's Sub Consultant. Such indemnification of the Employer by the Architect cum Consultant shall be for a period of **ONE year** after the issue of Completion Certificate.

### **9.24 STATUTORY PAYMENTS:**

All the statutory payments to be made to the local authorities shall be directly made by the LIC on receipt of demand note or intimation from the consultant along with demand note. However, if any such payments are made by the consultants with prior intimation to employer the same shall be reimbursed on submission of the original receipts.

### **9.25 SCOPE OF WORK:**

The Architect cum Consultant to render the services and carry out the assignment as per the Scope of work detailed given under the head of 'Scope of work for Architect cum Consultant '.

### **9.26 ASSISTANCE BY EMPLOYER:**

To facilitate smooth execution of assignment LIC shall offer every co-operation while executing the job such as supplying the necessary information, available documents and recommendations and approvals.

### **9.27 PROPRIETARY RIGHTS:**

All works done by the consultants for the assignment including collection of data, reports submitted etc. will be the sole property of LIC. The consultant may keep a copy of the data, report etc. with him but will not divulge the contents of the some or the details of the assignment carried out to any other party at any time whatsoever.



## **10. SCOPE OF WORK FOR ARCHITECT CUM CONSULTANT**

The detailed scope of works for Architect/ Consultant shall comprise of preparation of Master Plan and the following for all the Buildings/ Structures/ External & Internal Services/ Systems for the complete project but not limited to:

- 10.1** From the survey drawing provided by LIC, ascertaining the area of land owned by LIC from the **CDA**. If required, fresh survey may be conducted.
- 10.2 Study of local Municipal bye-laws** and preparation of approvable municipal submission drawing based on the conceptual design as per the input given by LIC in conformity with the CDA development regulations showing sub-division of land, trees other ancillary structures like Over head reservoir, Community Hall, underground water tank etc, and getting approval of the same.
- 10.3 Preparation** of necessary drawings, for obtaining NOC/ Approvals from various statutory authorities.
- 10.4 Preparation** of necessary drawings showing sewer/drainage line, water mains storm, water drains, fire fighting arrangements etc. and obtaining NOC's/approvals from the above departments. Also approval of Airport Authority, Rain Water harvesting, Fire and Traffic Authority, Ministry of Environment & Forest ,Ground Water Board, RERA etc which is required for the development of the two land parcels as per the bye laws of CDA.
- 10.5 Architect cum Consultant has to develop Integrated Master Plan** for the duplex Housings to be developed to the satisfaction of L.I.C. including preparation of 3D View and Walkthrough. The architect shall prepare schematic network of all services and its interconnectivity including water supply, drainage, sewerage, electrical, communication, fire detection and firefighting, garbage disposal, rain water harvesting, recycling of waste water, irrigation system, use of solar energy and other services as may be indicated by LIC. The architect shall also prepare an integrated layout plan of campus showing all the services. The architect shall also obtain approval of schemes of all services from the concerned local statutory authorities. It includes Landscape architecture, site planning, suitability & appraisal, landform including preparation of detailed design & drawings of landscaping elements, open space design, plant structure, illumination design, street furniture and graphic design and signage's.



- 10.6 Submission of final Master Plan** and all required drawings to all the Statutory Bodies and to carry out all the required discussion and co-ordination with the concerned officials for any changes suggested by them and incorporating the changes. It may be noted that before submission of any drawings **LIC's consent/ Approvals is necessary.**
- 10.7 Cross-check, co-ordinate** and approve on ground all infrastructural buildings as per the approved Layout Plan. Also finalization of road levels, drainage line levels, plinth levels, plot levels etc.
- 10.8 To prepare a scaled model** of the approved proposal **and Presentations** to various authorities as required by the Client.
- 10.9** Preparation of **structural design & calculations** for various RCC structures & to get it approved from L.I.C.I. **Structural Design of the buildings** will be compatible with architectural theme, satisfy functional needs, adhering to building norms and Indian Standards provisions and which will be safe, stable, strong and yet optimally economical. The Structural design of the proposed project is based on Indian Standard Codes and is analyzed for Dead, Live, Wind and Seismic load conditions taking into relevant load combinations recommended by codes. The type of foundation proposed has to be designed as per the soil investigation report (including dynamic analysis as applicable). LIC will be conducting the Soil Tests and the report will be shared with the Architect Cum Consultant. All structural concrete elements shall be designed according to the Limit state Method as specified in IS: 456-2000. Appropriate loads and its combinations, as per relevant clauses in IS codes, for the most unfavorable effects are chosen for design. Detailing of concrete structures to be done as per IS 13920 – 2016. The cement used for RCC work in the sub structure & super structure will be OPC/ PSC in Ready Mix Concrete of grade min. M25. All reinforcement bars will be HYSD bars of Fe500D grade as per IS 1786.

The building structure is to be analyzed using latest version of ETABS. Above mentioned Analysis/Design software has been thoroughly tested, validated and recognized internationally by several organizations and is well suited for the analysis of building system. Geometrical dimensions, member properties and member-node connectivity, including eccentricities will be modeled in the analysis problem. Variation in material grades, if present, will also be considered. The permissible



values of the load factors and stresses will be utilized within the purview of the Indian standards.

The computer analysis will evaluate individual internal forces, reactions at foundation level and deflection pattern of the entire structure and in the individual members. This data will then be used to verify adequacy of the member sizes adopted and after further iteration to arrive at the most optimized design of the structural members. Some re-runs of the analysis programs might be required for arriving at the optimum 3-Dimensional structural frame that satisfy the strength and stability criteria in all respects.

**10.10 Preparing the Bill of Quantities and Cost Estimate** for awarding various jobs of construction, development and for implementing the landscaping and all other activities like plumbing, electrification, fire fighting, sewerage, development of roads, paths, Rain Water Harvesting (RWH) etc. with the help of respective consultants. The Bill of Quantities should be supported by Take-off sheets.

**10.11 Preparation and submission of working drawings** of Architectural, Structural based on Soil Test Report submitted by LIC including vetting from IIT/NIT , all detailed working drawings for electrical, plumbing, drainage layout, fire fighting, landscape, RWH etc. Load estimation and optimization, design of system/ equipment, selection, description, Preparation of technical specifications, calculations, BOQ, drawings, SLD, schematics, blank data sheets recommended vendors list, rate analysis (with back up offers), cost estimates, obtaining clearances and certificates from statutory authorities wherever required. Lighting calculations for different buildings, Lighting & telephone layout drawings, conduit layout drawings, mounting details of lighting fixtures and other fittings, Load calculations for internal electrification, DB/SDB details of different circuits for lighting fixtures, fans, exhaust fans, sockets etc., earthing and Lightning protection system calculations & drawings, cable sizing details, cable schedule. Details of protection switch gear, calculation of breaking capacity of upstream tripping, assessment of requirement of residual current circuit breaker and other special requirement of switch gear for scientific equipment along with specific requirement of zero halogen fire retardant and flame proof cables and switchgear in laboratory. Preparation of door/ window schedules, fitting schedules, finishing schedules, colour schemes, flooring patterns, reflected ceiling plans, ironmongery, joinery, installation details etc. for individual buildings/ structures/ equipment/ internal services etc. The scope



shall also include to : Furnish necessary architectural norms, calculations etc. to corroborate architectural detailing work, Preparation of architectural and construction details such as fixing details, installation details, joinery, inserts, cut-outs, pockets, standard details and other construction details as required by site Engineers for successful completion of the project, Study of input data and preparation of design calculations, schematic drawings and construction drawings for all external services, individual buildings pertaining to internal services such as: External & Internal Plumbing System, External & Internal Sewerage Piping System, External & Internal Waste Water Piping system, External and Internal Rain Water System, Connection of Internal Services Systems with external services network, Landscaping & other buildings. The detailed working drawings to include flow/schematic diagrams, plans, elevations, sections, blow-ups etc. for individual services complete with material take off.

- 10.12 Preparation of any other miscellaneous drawings** required for the project
- 10.13** To revise or alter as and when required, drawings and details prepared to suit the changes proposed including the revisions of plans sanctioned or to be sanctioned and doing all such matters, concerning this project which may be required. This will also include preparing fresh drawings / plans as per Local Municipal bye-laws as well as **renewal and revalidation of plans.**
- 10.14 Advising** in respect of procurement of various materials and placing orders for power house equipments, lift, deep tube-well boring, water filtration plants, garbage crusher and sumps for recycling of water, water treatment plant, rain water harvesting etc. with the help of respective Consultants
- 10.15 Obtaining NOCs / Approval from** various authorities like traffic dept., fire dept., environment dept., Sewerage & Water works Department. Tree Authorities, Airport/Air force Authority etc or any other authority as per norms as required for sanction of building plan.
- 10.16** Preparation & submission of required Architectural & Structural drawings to the statutory authorities and obtaining sanction of drawings from the local authorities.

**10.17 Vetting/Approval of Structural design and drawings through third party:**

Architect cum Consultant has to obtain third party vetting/approval for all structural design and drawings of the project. Academic institutions / Govt. Recognized University whom employer suggests or a reputed structural consultant approved by Employer can be appointed as third party for the purpose. Consultant shall include the fee payable to third party in his LUMPSUM PROFESSIONAL FEE. No extra payment shall be made in this regard.

**10.18** To obtain all **necessary clearance** from Statutory or any other authorities for the commencement of work, at different stages during execution of work etc if it is required as per the existing by laws of CDA.

**10.19** To handover all the AutoCAD drawings to LIC.

**10.20** To prepare the draft brochure for sale and also submit the tentative sale price calculations taking all necessary inputs from LIC.

**10.21** All the above activities shall be time bound and suitable penalty clauses exist.

**10.22 GENERAL**

- i)** The Principal Architect cum Consultant or sub-consultants will refrain from making any additions, alterations or improvement or omissions in the approved design, plans and specifications without written permission of the LIC. All detailed drawings furnished by Architect cum Consultant should be sufficiently clear for the contractors / other agencies to understand to execute strictly in accordance therewith. Any deviation would require consent of LIC in writing.
- ii)** In addition to the above Statutory or any other requirement for getting any approval for any item of work, the Architect cum Consultant shall arrange the same on his own. However, any statutory payments and signing of affidavits will be done by the Corporation.



## 11. TERMS OF PAYMENT AND PERIOD OF COMPLETION

**11.1** The Lump-sum fees in respect of the above work as quoted in the **‘Price Bid’** shall be paid in stages for the completed work, in the manner laid down as follows. The activities mentioned in each stage are generally based on their sequence for completion of the work. However, if the Architect cum Consultant feels that certain activity cannot be completed along with or subsequent to the other activities of the particular stage or if it is necessary to take up the activity mentioned in later stage along with any of the stage, the Architect cum Consultant may complete the activities as per requirements.

The Dy Chief Engineer, Bhubaneswar under the guidance of East central Zonal office, Patna , shall pay running bill payments to the Architect cum Consultant in **stages as given** subject to deduction of taxes as per statutory requirements and the **final bill** with the recommendation of the DYCE office ,Bhubaneswar will be settled at East central zonal office at Patna.

### PAYMENT SCHEDULE

Sl. No.	Activities	% age of Total Accepted amount
<b>PHASE - I</b>		
<b>1</b>	Ascertaining the area of land owned by LIC from the City Survey Department of CDA and do the needful to establish LIC’s FSI and land ownership rights.	50%
<b>2</b>	Preparation of approvable drawings, layout plan leading to Development permission / sanction from all statutory authority / local authorities including Municipal Corporation/CDA based on the design input given by LIC and incorporating any changes if required in consultation with LIC.	
<b>3</b>	Obtaining NOCs / Approval from various authorities as required for sanction of building plan	
<b>4</b>	Obtaining approval of lay out, Building Compliance if any from CDA.	
<b>5</b>	Obtaining approval for Phased Programming , NOCs from all statutory authorities like Forest Authority, Sewerage, Water Works/Storm Water/ TPCODL etc.	





<b>PHASE - II</b>		
<b>1</b>	Preparation & submission of all <u>Architectural working drawings</u> for execution showing all the details of finishes/ patterns for flooring, cladding, etc in consultation with LIC.	25%
<b>2</b>	Preparation & submission of all Electrical, Plumbing and Sanitary, fire fighting, Landscape drawings, RWH, STP and any of the services required for the site, detailed working drawings required for the execution of the project satisfactorily along with ten sets of blue prints and soft copies in AutoCAD format.	
<b>3</b>	Preparing Bill of quantities, submission of cost estimate of the Project as per CPWD (DSR latest edition) after obtaining approval for specifications.	
<b>4</b>	Obtaining sanction from municipal corporation/ approval from all statutory / local authorities and submission of all approved drawings to LIC along with required numbers of sets of true copy of drawings along with reproducible tracings.	
<b>PHASE - III</b>		
<b>1</b>	Preparation of <b>structural design &amp; calculations and getting third party vetting and issue of Structural Working Drawings</b>	25%
<b>2</b>	Obtaining the Commencement Certificate for construction activity if it is required.	
	<b>TOTAL OF ALL STAGES</b>	<b>100 % of the total fee payable.</b>

## 11.2 TIME LIMIT FOR COMPLETION OF THE WORK

**11.2.1** The time period for completion of all activities in the Scope of this work is **12 weeks** from the date of issue of acceptance letter. The tentative time schedule for completion of various activities is as given below:.

Sl. No.	Activities	Time frame from the date of acceptance in weeks	
		Duration	Commutative
<b>PHASE - I</b>			





भारतीय जीवन बीमा निगम  
LIFE INSURANCE CORPORATION OF INDIA

<b>1</b>	Ascertaining the area of land owned by LIC from the City Survey Department of CDA and do the needful to establish LIC's FSI and land ownership rights.	0-6 weeks	6 weeks
<b>2</b>	Preparation of approvable drawings, layout plan leading to Development permission / sanction from all statutory authority / local authorities including municipal corporation based on the design input given by LIC and incorporating any changes if required in consultation with LIC.		
<b>3</b>	Obtaining NOCs / Approval from various authorities as required for sanction of building plan such as Fire, Environment, Airport etc.		
<b>4</b>	Obtaining approval of lay out, Building Compliance if any from CDA .		
<b>5</b>	Obtaining approval for Phased Programming , NOCs from all statutory authorities like Tree Authority, Sewerage, Water Works/Storm Water/ TPCODL etc.		
<b>PHASE - II</b>			
<b>1</b>	Preparation & submission of all <u>Architectural working drawings</u> for execution showing all the details of finishes/ patterns for flooring, cladding, etc in consultation with LIC.	6-12 weeks	12 weeks
<b>2</b>	Preparation & submission of Electrical, Plumbing, and Sanitary, fire fighting, Landscape drawings, RWH and any of the services required in the building, detailed working drawings required for the execution of the project satisfactorily along with ten sets of blue prints and soft copies in AutoCAD format.		
<b>3</b>	Preparing Bill of quantities, submission of cost estimate of the Project as per CPWD (DSR latest edition).		
<b>4</b>	Obtaining sanction from municipal corporation/ approval from all statutory / local authorities and submission of all approved drawings to LIC along with required numbers of sets of true copy of drawings along with reproducible tracings.		



<b>5</b>	Obtaining the Commencement Certificate for construction activity if it is required.		
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**11.2.2** The successful bidder shall submit a **time and progress chart** within a month of receipt of acceptance letter. The Architect cum Consultant can vary any of the stages/activities so as to achieve the activity before the time period but the overall time period shall not exceed the period mentioned in **11.1** above.

**11.2.3 If any of the above activities are not achieved by the Architect cum Consultant with in specified time frame** of such activities in any stage, LIC will initiate recovery at 10% on stage wise fees on account of delay in the bills settlement. However if the delayed activities are achieved along with other activities within the time frame of next stage, the recovered amount will be considered for reimbursement by the employer.

**11.2.4 Extension of time**, if required shall be processed based on Merit.



## 12. DRAFT ARTICLE OF AGREEMENT

This agreement made at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ 2023 between the LIFE INSURANCE CORPORATION OF INDIA, a body incorporated, constituted and established by the Life Insurance Corporation Act 1956(Act 31 of 1956) and having its Zonal Office **at patna** (hereinafter called the Employer which expression shall include its successors and assignees wherever the context or meaning shall so require or permit) of the one part and M/s..... (hereinafter called the Architect cum Consultant ) of the other part Whereas the employer is desirous of development of plot at \_\_\_\_\_ and has prepared terms and conditions for the services to be rendered by the Architect cum Consultant which has been signed by on behalf of the parties hereto and whereas the Architect cum Consultant has agreed to render the services to the conditions and instructions set forthwith(hereinafter referred as the said conditions) the employer agrees to pay the Architect cum Consultant remuneration for professional services to be rendered by the Architect cum Consultant in relation to the said work a lump sum fee of Rs...../- (Rupees ..... ) including all other taxes except service tax.

Now, it is hereby agreed to as follows:

In consideration of the said fee to be paid at the times and the manner set forthwith in the said conditions the Architect cum Consultant shall upon and subject to the conditions render professional services. The employer shall pay the Architect cum Consultant the said fee or such other amount become payable at the times and the manner hereinafter specified in the said conditions. The said conditions and appendices thereto shall be read as and construed as forming part of this agreement and the parties hereto shall respectively abide by and accept or agree to the conditions and perform the agreement on their part respectively in such conditions contained.

All disputes arising out of or anyway connected with this agreement shall be deemed to have arisen in **Patna, Bihar** and only the courts in **Patna** shall have jurisdiction to determine the same.

The agreement comprises of:

1. Bid documents serial page 1 to ....
2. Subsequent correspondence serial pages ..... only .....



Only ( ) alterations have been made in these documents and as evidence that these alterations were made before the execution of Contract Agreement, they have been initialed by the Architect cum Consultant and \_\_\_\_\_ Engineer, **East Central Zonal Office**, Life Insurance Corporation of India, **Patna**. The said officer is hereby authorized to sign and initial on the Employer's behalf, the documents forming part of this contract.

IN WITNESS WHEREOF THE OFFICIAL SEAL OF THE LIFE INSURANCE CORPORATION OF INDIA, **East Central Zonal Office, Patna** —was thereto affixed and signed on its behalf by the Chief Engineer and Shri \_\_\_\_\_ on behalf of the Architect cum Consultant has/have signed the agreement on the dates respectively mentioned against their signatures in the presence of the witnesses whose signatures are also appended.

In presence of

1. Signature  
**(Authorized Signatory)**

Name :  
Address :

**(Authorized**

For and on behalf of the  
LIFE INSURANCE CORPORATION OF INDIA  
Date:

2. Signature

Name :  
Address :

(Seal of LIC)

1. Signature

Name :  
Address :

(Authorized Signatory)  
**FOR AND ON BEHALF OF THE**  
**Architect cum Consultant**  
M/S.....

2. Signature

Name :  
Address :

**( Seal )**

**Annexure- "X"****13. FORM FOR PREQUALIFICATION Architect cum Consultants.**

I/We.....  
 ...am/are desirous of being enrolled on the list of Architect cum Consultant for the proposed Architectural & Consultancy services in LIC for **E-TENDER FOR APPOINTMENT OF ARCHITECT CUM CONSULTANT FOR CONSTRUCTION OF DUPLEXES AT OUR POLICY HOLDERS HOUSING SCHEME IN PLOTS AT SECTOR-VI ,CDA, BIDANASI , CUTTACK, ODISHA THROUGH DESIGN COMPETITION** and hereby apply for the enlistment. I/We give the following details for your consideration:

<b>Sl. No.</b>	<b>Query</b>	<b>Answer</b>
1.	Name of the firm	
2.	Address	
3	PAN NO	
4	Telephone Office Number	
	Mobile no.	
	E-Mail	
5	Month and year in which the firm was established in present name	
6	Details of (I) Registration of Indian Institute of Architecture. (Copy Enclosed) (II) Registration No. of the Council of Architecture & validity (Copy Enclosed)	



7	Particulars of old firm (if present firm is new), if main partners of the present firm were working as Architect/Consultant, in some other name in the past (The partnership deed of old firm be enclosed)		
8	Particulars of Associate Architect/Consultant firms if any with documentary evidence.		
9	i)What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.		
	ii)Enclose copy of partnership deed, Articles of Association or Affidavit in case of sole proprietorship as per <b>Annexure A-1</b>		
	iii)Fill-in enclosed <b>Annexure A-2</b>		
10.	Fill and enclose Annexure-B giving details of enrolment with LIC of India in the past and with other Organizations		
11.	Has the applicant or his partners or Directors been <b>black listed</b> in the past by any Central or State Government Dept./ Organization		
12.	<b>i)Annual</b> Turn Over for last four years (enclose documentary evidence or proof to support figures)	Year	Rs. in Lac.
		i) 2019-20	
		ii) 2020-21	
		iii) 2021-22	
	iv) 2022-23		
<b>ii)What</b> evidence of proof is enclosed to support the amounts of yearly turnover			



	<b>iii)</b> Enclose for the last four years income tax clearance certificate	Certificate enclosed for Assessment ..... years
13.	i)Name and complete postal address of bankers	
14	Fill in and enclose list of detail office equipments like Computers, tools & software pare fare as per <b>Annexure -C</b> enclosed.	
15	Fill in <b>enclosed Annexure D</b> giving full particulars about major works completed during the past four years. Completion certificate for qualified projects must be self attested by giving registered number of Council of Architecture, New Delhi.  Note : List of only those works which were similar in nature and carried out by the firm requesting for enrolment is to be given	
16	Work in progress	
	I) Whether full details of major work on hand given in <b>Annexure-E</b> Note: <b>The details must be self attested.</b>	
	ii)Are copies of work orders for such large works enclosed	
17	Whether full information regarding permanent technical staff employed given in <b>Annexure-F</b>	
18.	Whether check list submitted as per <b>Annexure -H</b>	
19.	Any other information the applicant might like to give	



## **DECLARATION**

I/We agree to notify the officer accepting this application and registering my/our names on list of Architect cum Consultant of Life Insurance Corporation of India, of any changes in the foregoing particulars as and when they occur and to verify and confirm these annually on 1<sup>st</sup> January.

I/We understand and agree that the Life Insurance Corporation of India Authority has the right to decide, not to issue tender form in any particular case and also to suspend, remove or blacklist my/our name from Life Insurance Corporation of India list of Architects cum Consultants in the event of my/our submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of appropriate Life Insurance Corporation of India Authority shall be final and conclusive.

I/We certify that the particulars furnished in the enrolment forms are correct and that should it be found that I/We have given a false certificate or that if I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, the Life Insurance Corporation of India may remove my/our name from the list of contractors and any contract that I/We may be holding at the time may be rescinded.

All documents are self attested by me/us by quoting my/our Council of Architecture registration number.

**PLACE :**

DATE :  
WITH SEAL

**Signature of Architect cum Consultant**





**ANNEXURE-A1**

**LIFE INSURANCE CORPORATION OF INDIA**

**A F F I D A V I T**

(On Non Judicial Stamp Paper of appropriate value in case the individual who is the sole proprietor of the firm)

I,.....S/o.....  
..... Age.....years, occupation business  
R/o.....

..... do hereby state on oath as under :

That I am residing  
in.....

..... locality of District  
..... since last .....years.

**That I am the sole proprietor of a proprietary concern name and style as  
"....." having it's office  
at.....**

**.....District..... dealing in  
business of Government, civil contracts and ancillary works attached  
therefore.**

Hence this affidavit.

Deponent.....

Note : This Affidavit should be notarised .





## LIFE INSURANCE CORPORATION OF INDIA

### ANNEXURE-B

#### PARTICULARS OF ENROLMENT WITH GOVT./PSUS' AND OTHER REPUTED ORGANISATIONS

##### ENROLMENT WITH LIC:

- Name of works for 1)  
Which enrolled by 2)  
L.I.C. in the past 3)  
4).

Sl. No. of which tenders where submitted:

Sl. No. of which work – order was received:

##### ENROLMENT WITH ORGANISATIONS:

Sl. No.	Name and address of Authority with whom you are enrolled	FIRST TIME ENROLMENT		LAST RENEWAL OR ENROLMENT			
		Year to year	Is copy of letter enclosed	Year to year	Class or Category	Limit (Rs. in lacs)	Is copy of letter enclosed
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**Signature of Architect cum Consultant**



**ANNEXURE-D****LIFE INSURANCE CORPORATION OF INDIA****LIST OF MAJOR SIMILAR NATURE OF WORKS (MENTIONED IN N.I.T.) COMPLETED DURING LAST FOUR YEARS**

Sl. No.	Name and Complete Postal Address of			Order			Value of work as per final bill Rs. in Lacs	Commencement of work month & year	Completion of work month & year	Penalty levied for delay of completion, if any
	Place of work & Nature of work	Owner	Authority under whom work was carried out	Ref. No. & Date	Contract Amount (Rs. in Lacs)	Is copy enclosed?				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

NOTE : To enable us to process your application quickly, please ensure that complete Postal Address including Pin Code and Telephone Numbers / Fax Numbers / E-mail Address etc. are furnished under Column No.s.2, 3 & 4 above

**Signature of Architect cum Consultant**

**ANNEXURE-E**

**LIFE INSURANCE CORPORATION OF INDIA  
LIST OF WORKS IN HAND**

Sl. No.	Name and Complete Postal Address of			Order			Date of commencement of work	Scheduled date of completion of work	Progress and expected date of completion and reasons for delay, if any
	Place of work & Nature of work	Owner	Authority under whom work was carried out	Ref. No. & Date	Amount (Rs. in Lacs)	Is copy enclosed			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

**NOTE :** To enable us to process your application quickly, please ensure that complete Postal Address including Pin Code and Telephone Numbers / Fax Numbers / E-mail Address etc. are furnished under Column No.s.2, 3 & 4 above

**Signature of Architect cum Consultant**



**LIFE INSURANCE CORPORATION OF INDIA**

**PARTICULARS OF PERMANENT TECHNICAL STAFF/ARCHITECTS/ENGINEERS/DRAFTERS**

Sl. No.	Name	Designation	Age	Academic Qualification	Service with the firm	Details of Experience year to year	EPF A/C Number *
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**\*-- Documentary Evidence is a must.**

**Signature of Architect cum Consultant**

**LIFE INSURANCE CORPORATION OF INDIA**

**ANNUAL TURNOVER FOR THE LAST FOUR YEARS**

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Total contract amount received</b>	<b>IT Certificate enclosed Yes/No</b>	<b>Audited Balance sheet copy enclosed Yes/No</b>	<b>Remarks</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>
1.	2019-20				
2.	2020-21				
3.	2021-22				
4.	2022-23				

**Signature of Architect cum Consultant**

**SEAL & DATE :**





## ANNEXURE – X

**BANK ACCOUNT AND OTHER DETAILS:****To be submitted along with BID - I**

Sl. No	Description	Details
01	Name of the Company/Firm/Entrepreneur Institute, etc	
02	Address	
	Phone Number	Mobile:
		Land Line:
	E-Mail ID	
03	Bank Account Details:	
A.	Account No	
B.	Type of Account: Savings/Current	
C.	IFSC/RTGS Code	
	(Enclose Cancelled Cheque leaf)	
04	PAN No *	
05	<b>TIN Registration No.*</b>	
06	<b>GST IN Registration No.*</b>	

I declare that, the above furnished information is correct. During the contract period, if any changes took place in the above said information, the same will be informed with the valid reasons.

SIGNATURE

**ANNEXURE - H****LIFE INSURANCE CORPORATION OF INDIA****ENROLMENT CHECKLIST****CHECKLIST FOR ENROLMENT:**

<b>Sl.No.</b>	<b>Description of Enclosure</b>	<b>Refer item/ Query of form</b>	<b>Enclosed/Not Enclosed</b>
1.	Partnership deed / Articles of Association / Affidavit (Annexure A-1)	7	
2.	Annexure(A-2) as enclosed	9(iii) (particulars of partners)	
3.	Annexure B (as enclosed)	10 (particulars of enrolment in LIC and other Organisation)	
4.	Proof of turnover	12(ii)	
5.	Latest I.T.C.C.	12(iii)	
6.	Annexure C (as enclosed)	14 (particulars of office equipments)	
7.	Annexure D (as enclosed)	15 (List of major works completed during last 4 years)	
8.	Annexure E (as enclosed)	16 i(List of works in hand)	
9.	Copies of work order	16(ii)	
10.	Annexure F (as enclosed)	17 (particulars of permanent technical staff)	
11	Annexure G (as enclosed)	Annual Turnover for last four years	
12	Annexure X	Bank Account Details	

**Signature of Architect cum Consultant**



## 14.LETTER FROM ARCHITECT cum CONSULTANT TO LIC

Date:.....

To,

**The ADDITIONAL EXECUTIVE DIRECTOR (ENGG.)  
4<sup>TH</sup> FLOOR, ENGINEERING DEPARTMENT  
LIC OF INDIA  
EXHIBITION ROAD  
PATNA-800001**

Dear Sir,

**NAME OF WORK: E-TENDER FOR APPOINTMENT OF CONSULTANT CUM ARCHITECT FOR CONSTRUCTION OF DUPLEXES AT OUR POLICY HOLDERS HOUSING SCHEME IN PLOTS AT SECTOR-VI ,CDA, BIDANASI , CUTTACK, ODISHA THROUGH DESIGN COMPETITION**

Having examined the prequalification cum Technical bid, having visited and examined the site and acquired the requisite information regarding the redevelopment, the scope of work etc.

I/ We hereby offer to provide the services for completion of the work.

We submit herewith the **(Price Bid )** containing our Lump-sum professional fees for the Scope of work as described in the **'Prequalification cum Technical Bid'**.

Yours faithfully,

**(SIGNATURE OF THE  
ARCHITECT CUM CONSULTANT)**

Name and Seal

NAME OF THE PARTNER OF THE FIRM  
**OR**

NAME OF THE PERSON HAVING POWER OF ATTORNEY TO SIGN THE CONTRACT  
(CERTIFIED TRUE COPY OF THE POWER OF ATTORNEY SHOULD BE ATTACHED)

