



Karnataka State Souharda Federal co-operative Ltd.,

(A Cooperative Statutory Body)

#68, 18th -17th Cross, Margosa Road, Malleswaram, Bangalore-50055.

Website : www.Souharda.coop, E-Mail: souharda@souharda.coop, Tel: 23378375-80

Ref/kssfcl/Mysb/01/2024-25

Date: 17.05.2024

TENDER DOCUMENT

APPOINTMENT OF ARCHITECT & CONSULTANT

Karnataka State Souharda Federal Co-operative Ltd. (KSSFCL) invites tender from Architects & consultant For KSSFCL (Site Location Mysuru) for the following work:

Description Of Work	Civil and interior project includes comprehensive architectural and structural design, project management, and quality control for building construction and interior fit-outs, ensuring compliance with all relevant standards and regulations.
EMD & application Fee	: Rs. 2,000/- & 200/-
Tender start date	: 17.05.2024 at 11:00 hours.
Last Date & Time for Submission of Tender	: 27.05.2024 at 16:00 hours.
Date & Time of Opening of Bid	: 27.05.2024 at 17:00 hours

Note:

1. The detailed information regarding, tender document shall be available during aforesaid period at the KSSFCL website www.souharda.coop.
2. The Tender Inviting Authority shall have the right to reject/accept any or all the tenders without assigning any reason whatsoever.
3. Candidates/Firms are to quote the & including GST, (GST will not be Paid Extra & GST will not consider for Professional fee Payment).
4. Interested Candidates/Firms can pay Application fee & EMD through RTGS / NEFT , Bank account details are as follows , Axis Bank Account Number :922020055246766 , IFSC Code :UTIB0000559, Malleswaram Branch and the acknowledgement of online payment should be provided during Tender Document Submission.
5. EMD & Form Fee DD in Favour of "Karnataka State Souharda Federal Co-operative Limited" Bangalore.
6. The selected Architect & Consultant shall provide quality supervision and certification of works to enable the KSSFCL to release payments raised by the contractor and the said work to be completed within the timeframe.
7. No tender will be accepted after the expiry of the time notified for receiving tenders under any circumstances whatsoever.
8. All tenders in whom any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.
9. The details of the proposed works are given in Annexure-I. The interested applicant to submit the offer for providing the aforesaid serves as per the enclosed format (Annexure-II).

SD/-

Managing Director

Annexure-I

A. ELIGIBILITY CRITERIA FOR ARCHITECT AND CONSULTANT

To be considered for the project, the civil consultant must meet the following criteria:

1. Firm's Experience

- Minimum Experience: The consulting firm must have at least 5 years of experience in civil engineering consulting.
- Project Portfolio: A minimum of 5 successfully completed projects in building construction/ Interior or related fields, with detailed project descriptions including scope, value, and duration.

2. Professional Qualifications

- Team Composition: The firm must have a team of qualified and licensed engineers with relevant experience. Key personnel should have at least 5 years of professional experience
- Certifications and Licenses: All team members must hold relevant professional certifications and licenses. The firm should be registered with the relevant professional regulatory bodies.

3. Technical Capability

- Design and Analysis Tools: Proficiency in the latest design and analysis software (e.g., AutoCAD, STAAD Pro, Revit), and demonstrated ability to utilize advanced modeling and simulation tools.
- Project Management: experience in project management and supervision, including quality control and safety management. Capability to handle multiple projects simultaneously.

4. References and Past Performance.

- Client References: Provide at least 3 references from previous clients, including contact details and a brief description of the projects handled.
- Performance Record: Evidence of timely project completion within budget and specified quality standards, with positive feedback and testimonials from previous clients.

7. Additional Criteria.

- Local Presence: Preferably, the firm should have a local office or representation in the project location, with familiarity with local regulations, suppliers, and labor markets.
- Innovation and Sustainability: Demonstrated commitment to innovative design solutions and sustainable practices, with experience in integrating green building practices and technologies.

B. SUBMISSION REQUIREMENTS FOR ELIGIBILITY CRITERIA

1. **Company Profile:** Detailed company profile including history, mission, and organizational structure.
2. **Team Resumes:** Resumes of key personnel highlighting relevant experience and qualifications.
3. **Project Portfolio:** Detailed descriptions of relevant projects, including client details, project scope, and outcomes.

5. **Certifications and Licenses:** Copies of professional certifications and licenses for the firm and key personnel.
6. **Client References:** Contact information and testimonials from previous clients.

C. Scope of Work for Architect

A. Conceptual and Schematic Design

1. Initial Consultation and Project Brief

- Conduct initial meetings with the client to understand project requirements, vision, and objectives.
- Develop a comprehensive project brief outlining the scope, budget, and timelines.

2. Site Analysis

- Analyze the site conditions including topography, climate, existing infrastructure, and surrounding context.
- Identify opportunities and constraints.

3. Conceptual Design

- Create preliminary design concepts based on the project brief and site analysis.
- Present multiple design options and visualizations for client feedback.
- Refine the chosen concept incorporating client input.

4. Schematic Design

- Develop detailed schematic designs, including floor plans, elevations, and sections.
- Outline material selections, structural systems, and building technologies.
- Prepare initial cost estimates and project timelines.

B. Design Development

1. Detailed Architectural Design

- Advance the schematic design into detailed architectural drawings and specifications.
- Integrate structural, mechanical, electrical, and plumbing (MEP) systems into the architectural design.
- Ensure design compliance with building codes, regulations, and standards.

2. 3D Modeling and Visualization

- Create detailed 3D models and renderings to visualize the final design.
- Provide virtual walkthroughs and augmented reality presentations if required.

3. Material and Finish Selection

- Specify materials, finishes, fixtures, and fittings.
- Coordinate with suppliers and manufacturers to ensure quality and availability.
- Prepare sample boards and mock-ups for client approval.

C. Documentation and Approvals

1. Construction Documents

- Prepare comprehensive construction documents including detailed drawings, specifications, and schedules.
- Develop construction details and notes to guide the construction process.
- Coordinate with consultants and engineers to ensure all disciplines are integrated.

2. Permitting and Approvals

- Assist in preparing and submitting applications for building permits and approvals.
- Liaise with local authorities and regulatory bodies to obtain necessary permits.
- Address any regulatory issues or queries.

D. Tendering and Contract Administration

1. Tender Documentation

- Prepare tender documents including detailed drawings, specifications, and bills of quantities.

- Assist the client in inviting and evaluating tenders from contractors.
- Provide recommendations for contractor selection based on technical and financial evaluations.

2. Contract Administration

- Draft and manage the construction contract between the client and the contractor.
- Monitor compliance with contract terms and conditions.
- Resolve any contractual issues or disputes.

E. Construction Phase Services

1. Construction Supervision

- Conduct regular site visits to monitor construction progress and ensure adherence to design specifications.
- Coordinate with the contractor to address any design-related issues.
- Verify that materials and workmanship meet quality standards.

2. Quality Control

- Implement quality control procedures and conduct regular inspections.
- Ensure compliance with all relevant building codes and regulations.
- Review and approve samples, shop drawings, and mock-ups.

3. Project Meetings and Reporting

- Attend regular site meetings to discuss progress, address issues, and make decisions.
- Prepare and submit progress reports to the client.
- Maintain detailed records of site visits, inspections, and communications.

F. Project Close-Out

1. Final Inspections and Handover

- Conduct final inspections to ensure the project is completed to the client's satisfaction.
- Prepare a punch list of any outstanding items and ensure their completion.
- Facilitate the handover of the building, including training for the client's operational team.

2. As-Built Documentation

- Prepare and submit as-built drawings and documentation.
- Provide operation and maintenance manuals for building systems and components.
- Ensure all warranties and guarantees are in place.

3. Post-Construction Services

- Provide support during the defects liability period.
- Address any post-construction issues and ensure necessary rectifications are made.
- Conduct follow-up visits to ensure the building is performing as intended.

Deliverables:

- Project Brief and Site Analysis Report
- Conceptual Design Presentations
- Schematic Design Drawings
- Detailed Architectural Drawings and Specifications
- 3D Models and Visualizations, walk through.
- Material and Finish Sample Boards
- Construction Documents
- Permit and Approval Applications
- Tender Documents and Contractor Evaluation Reports
- Construction Progress Reports
- Final Inspection Reports and Punch Lists
- As-Built Drawings and Operation Manuals
- Bills obtained from Contractors it's should verify measurements and quality.
- Bill verification as for tender all works.

D. SCOPE OF WORK FOR CIVIL CONSULTANT

A. Preliminary Activities

1. Site Analysis and Feasibility Study

- Conduct site surveys and assessments.
- Analyze environmental, geotechnical, and topographical conditions.
- Provide feasibility reports, including site suitability and potential challenges.
- Evaluate existing infrastructure and utilities.

2. Regulatory Compliance and Approvals.

- Identify relevant local, regional, and national regulations.
- Assist in obtaining necessary permits and approvals.
- Prepare and submit regulatory documentation.

B. Design and Planning

1. Conceptual Design

- Develop preliminary design concepts based on client requirements.
- Prepare schematic designs and preliminary layout plans.
- Provide multiple design options for client review and selection.

2. Detailed Design Development

- Prepare comprehensive detailed designs, including structural, mechanical, electrical, and plumbing (MEP) systems.
- Develop detailed architectural drawings and specifications.
- Ensure designs are compliant with relevant building codes and standards.
- Perform design simulations and modeling as required.

3. Structural Design

- Develop structural engineering plans and calculations.
- Design foundation systems, structural frameworks, and load-bearing elements.
- Conduct structural integrity assessments and risk analysis.

C. Documentation and Tendering

1. Preparation of Construction Documents

- Produce complete sets of construction documents, including drawings, specifications, and bills of quantities.
- Prepare detailed project schedules and timelines.
- Develop tender documents and assist in the tendering process.
- Evaluate bids and assist in contractor selection.

2. Cost Estimation and Budgeting & Bill payments

- Provide detailed cost estimates for the project.
- Prepare a comprehensive budget, including contingencies.
- Develop cost control strategies and monitor expenses. Verification of contractors bills and Approval Process

D. Project Management and Supervision

1. Construction Management

- Oversee construction activities to ensure compliance with design specifications and quality standards.
- Coordinate with contractors, suppliers, and other stakeholders.
- Ensure adherence to project schedules and milestones.

2. Quality Assurance and Control

- Implement quality control procedures and standards.
- Conduct regular site inspections and audits.
- Ensure materials and workmanship meet specified quality standards.

3. Health, Safety, and Environmental (HSE) Management

- Develop and implement HSE plans and protocols.
- Conduct safety audits and ensure compliance with safety regulations.
- Promote environmental sustainability practices during construction.

E. Reporting and Communication

1. Progress Reporting

- Prepare and submit regular progress reports to the client.
- Highlight key achievements, challenges, and risks.
- Provide recommendations for corrective actions as needed.

2. Meetings

- Organize and participate in regular project meetings.
- Maintain effective communication channels with the KSSFCL.
- Address and resolve project-related issues promptly.

F. Project Close-Out

1. Completion and Handover

- Conduct final inspections and ensure all work is completed to satisfaction.
- Prepare and submit as-built drawings and documentation.
- Assist in the handover process, including training and orientation for the client's operational team.

2. Post-Construction Support

- Provide support during the defects liability period.
- Address any post-construction issues and perform necessary rectifications.
- Ensure all contractual obligations are fulfilled.

Deliverables:

- Feasibility Reports
- Regulatory Documentation and Approvals
- Schematic Designs
- Detailed Design Documents
- Structural Engineering Plans
- Construction Documents
- Project Schedules
- Cost Estimates and Budgets
- Progress Reports
- As-Built Drawings and Final Documentation.
- Bills obtained from Contractors it's should verify measurements and construction quality.
- Bill verification as for tender all works.

C. Procedure:-

Based on the details of the services desired, the agency will have to quote Professional fee plus applicable GST for the subject assignment. The professional fee shall be quoted as per Annexure-II. KSSFCL will not reimburse any amount towards travelling expenses, visit of the premises, lodging/boardings, out of pocket expenses, manpower employed or on tiffin. The entire work which is in the scope of consultant shall be completed within time period from the date of acceptance of the work order.

KSSFCL reserves the right to reject any or all applications without assigning any reason thereof.

The offer should be submitted in sealed envelope mentioned as "Appointment of Civil/ Architect Consultant for Mysuru Division Office, Mysuru" and dropped in the tender box kept at following address i.e on or before 27.05.2024 till 16:00 hrs. The sealed envelope will be opened on the same day at 17:00 hrs. Even in the absence of the bidder or their representative the

tenders will be opened. The envelope should be addressed to

The Managing Director,
KSSFCL
#68, 18th -17thCross ,Margosa Road,
Malleswaram, Bangalore-50055.

All pages of this document should be duly signed by the agency with proper stamp of the company.

Applications are invited only from Eligible civil & Architect consultants for Civil and Architect Work with for Mysore Division Office.

Sd/-
Managing Director

ANNEXURE-IIPRICE BID
(On Company's Letter Head)

To,
The Managing Director,
KSSFCL
#68, 18th -17th Cross ,Margosa Road,
Malleswaram, Bangalore-50055.

Dear Sir,

Sub: **Appointment of Architect & Consultant for Mysore Division Office Interior & civil Works.**

We have gone through the scope of work as furnished by the KSSFCL and we have understood requirement of the work. We are interested in undertaking the subject work on the following terms:

- Total Professional fee (inclusive of all tax) will be

Building construction portion	% of total value of work. (inclusive of all Tax)
Interior portion	% of total value of work. (inclusive of all Tax)

- Terms of payment-

On approval of work order to contractor	
Upon settlement of final bill of the contractor	

We will not claim any additional charges from KSSFCL towards site visit charges, travelling, lodging/boarding, food or refreshments etc., other than professional fees payable with applicable GST on account of the subject work under scope of contract.

We also agree that under discretionary power KSSFCL split the job with two or more agencies for the work under contract upon exigencies of requirement.

KSSFCL will issue all necessary permission for travelling to the premises to the appointed vendor.

NOTE: Professional fee shall be quoted strictly as per this format only. Other format /conditional offers are not acceptable.