

**Request for Proposal: Empanelment of consultant/architects/ architectural firm for Offices of National Housing Bank's Offices**

**RFP Reference no:- NHB(ND)/Premises/ OUT00206/2022 dated 25.01.2022**

**Request for Proposal (RFP)- Empanelment of consultant/architects/ architectural firm for Offices of National Housing Bank's Offices**

**General Administration Department,  
Head Office, National Housing Bank  
Core 5-A, 3<sup>rd</sup> Floor, India Habitat Centre, Lodhi Road,  
New Delhi - 110 003  
Phone: 011-39187149  
E-Mail: [sachin.sharma@nhb.org.in](mailto:sachin.sharma@nhb.org.in)**

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**GLOSSARY**

<b>Abbreviation</b>	<b>Description</b>
EMD	Earnest Money Deposit
HO	Head Office, Delhi
NHB	National Housing Bank
OEM	Original Equipment Manufacturer
RO	Regional Office
RRO	Regional Representative Office
PBG	Performance Bank Guarantee
PO	Purchase Order
PSU	Public Sector Undertaking
PSB	Public Sector Bank
RFP	Request For Proposal
RO	Regional Office
SLA	Service Level Agreement
VC	Video Conference

**Interpretation:** *the terms RFP, Tender, Bid have been used interchangeably and it shall be treated as one and the same for the purpose of this RFP document. All clarifications, amendments, modifications, supplemental RFP that may be issued in relation to this RFP shall be treated as part and parcel of the RFP and shall together constitute the RFP document.*

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**1. IMPORTANT BID DETAILS**

1.	Date of commencement of sale of Bidding/Tender/RFP Documents	25.01.2022
2.	Pre-Bid meeting with Bidders (Date and Time)	31.01.2022: 1700 Hrs
3.	Last date and time for receipt of Bidding Documents	16.02.2022 : 1800 Hrs
4.	Date and Time of Technical Bid Opening	17.02.2022: 1500 Hrs
5.	Earnest Money Deposit Amount	Project wise EMD shall be obtained from the bidders at the time of submission of Commercial /Financial Bids for the respective project. At present, only Security Bid declaration is required to be submitted as mentioned in clause 6.12 of the RFP.
6.	Place of opening of Bids	National Housing Bank, General Administration Department Head Office Core 5-A, 3 <sup>rd</sup> Floor, India Habitat Centre, Lodhi Road, New Delhi - 110003

**Note: -**

- Bids will be opened in the presence of Bidders who choose to attend as above. The above schedule is subject to change. Notice of any changes will be provided through e-mail from designated contact personnel only or publishing on NHB's website.
- All data/information, submitted vide documentary proofs/company records along this RFP, must be reported & will be treated as on date of publication of this RFP.

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## 2. National Housing Bank

National Housing Bank (NHB), a statutory institution, is established under National Housing Bank Act, 1987 ("the Act").

- a. NHB has been established to achieve, inter alia, the following objectives -
  - To promote a sound, healthy, viable and cost effective housing finance system to cater to all segments of the population and to integrate the housing finance system with the overall financial system.
  - To promote a network of dedicated housing finance institutions to adequately serve various regions and different income groups.
  - To augment resources for the sector and channelize them for housing.
  - To make housing credit more affordable.
  - To regulate the activities of housing finance companies based on regulatory and supervisory authority derived under the Act.
  - To encourage augmentation of supply of buildable land for housing and to upgrade the housing stock in the country.
  - To encourage public agencies to emerge as facilitators and suppliers of serviced land, for housing.
- b. The head office of NHB is located in New Delhi and a regional office located at Mumbai. It has representative offices located at Hyderabad, Bengaluru, Kolkata and Ahmedabad.

## 3. Purpose/Objective:

NHB intends to prepare a panel of reputed consultant/Architect/Architectural firms for providing the services as detailed in Scope of work , as and when required.

Request for empanelment is invited from reputed Architects/Consultants for their services for various types of Interior Furnishing, Need-based Civil Construction, Renovation and Repair works of Bank's premises at its various locations including, inter-alia, New Delhi, Mumbai, Lucknow, etc. ( as detailed in Scope of Work)

The various categories of the Architects/Consultants are detailed as below: -

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<u>S.No</u>	<u>Empanelment Category</u>	<u>Actual work for which Architect to be engaged</u>	<u>Category</u>
1.	Architects /Consultants for Civil Construction/ Interior Furnishing / Renovation and Repair	Upto Rs.30 Lakh	Class A
		Above Rs.30 Lakh to Rs.2 Crore	Class B
		Above Rs. 2 Crore	Class C

**4. Scope of Work/Deliverables:**

- The Consultant/ Architect shall perform the work mentioned below specified by the NHB (Bank) and render in connection therewith all the professional services covering in particular the following:

**A. For Interior Works**

- (a) Taking inputs/requirements from the Bank, preparing preliminary / sketch designs (including carrying out necessary revisions till the sketch designs are finally approved by the NHB), making approximate item wise estimates of cost and preparing reports (as applicable) on the scheme so as to enable the NHB to take a decision on the sketch designs.
- (b) Submitting the required drawings to the Municipal Corporation and / or any other statutory authority and obtaining its approval, wherever required.
- (c) Preparing detailed working drawings for interiors / furnishing, electrical, air-conditioning, computer and telephone lines, color coding/ furniture lay out etc. Preparing specifications, detailed estimates of cost or such other particulars as may be necessary for the preparation of bills of quantities.
- (d) Drawing up detailed tender documents for the various trades, viz. interior decoration work, electrical, computer and telephone lines, air-conditioning etc. complete with articles of agreement, special and general conditions of contract,

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specifications, schedule of quantities, time and progress charts together with drawings and other materials necessary for preparation of the detailed tender documents.

- (e) Technical evaluation of tender bids of actual work and preparing comparative study report.
- (f) Full responsibility for the supervision, proper coordination and execution of the said works by the General Contractor, Special Contractor, Subcontractor, Specialist, Consultant, etc. that may be engaged from time to time.
- (g) Checking the measurements of works at site, checking contractor's bills, issuing periodical certificates for payment. The NHB's nominated officers / engineers shall have the right to point out any defects in the workmanship or any aspect of specification and execution and scrutinise the bills before payment.
- (h) Submitting to the NHB, along with the completion certificate, three copies each of the "AS BUILT" layout drawings with full dimensions and details in respect of the interior furnishing work, electrical work, air- conditioning etc. on completion of the work.
- (i) Rendering any other service connected with the said works usually and normally rendered by Consultant/ architects and not referred to in any of the items referred to above.

### **B. For Repair / Renovation Works:**

- a. Inspection and identifying all sources of leakage, seepage in toilets / ducts / walls / slab, etc. and other defects in the flats/ building and suggesting remedial measures. To suggest the repairs / renovation required in the flats and submit report along with measurements and estimates for the proposed works based on CPWD Manuals, Procedures etc. in consultation with the NHB (NHB).
- b. Summarization of data and preparing detailed report/documents viz.
  - i. Preparation of programs (time schedule), sequence for the whole work on

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- the basis of NHB's requirements & discussions.
- ii. Preparation of drawings as required, specifications and cost estimates
  - iii. Preparation of all necessary documents required for the renovation and repairing work at all stages including assisting the NHB for preparation of panel of Contractors by carrying out visits, scrutiny of documents etc.
  - iv. Providing consultations for any of the components of the work, if required by the NHB, at no additional cost to the NHB Providing consultations for any of the components of the work, if required by the NHB, at no additional cost to the NHB
  - v. The work shall involve various plumbing / sanitary, civil works etc. besides general water supply, painting, plastering, etc. including necessary repairs to electrical installations for the said buildings as instructed by the NHB.
  - vi. Preparation of tender documents, contract and working drawings, if required including complete details such as:
    1. Proposal (Tender documents and BoQ)
    2. Instructions to tenderers
    3. Special conditions of contract
    4. Comparative statement on receiving the tenders, evaluation report, work order etc.
    5. Execution of agreement between the NHB & contractor etc.
  - vii. Full responsibility for the supervision, proper coordination and execution of the said works by the General Contractor, Special Contractor, Subcontractor, Specialist, Consultant, etc. to ensure that the work is completed in accordance with the drawings & contract (s).
  - viii. Doing all that is necessary for satisfactorily completion of renovation and repairing work in accordance to the drawings, specifications and contracts of the work such as:
    1. Checking and inspection of the samples to be used in said renovation/ repairing works. Checking the measurements of works at site,

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checking contractor's bills, issuing periodical certificates for payment so as to enable the NHB to make payments to the contractors and making adjustment of all accounts between the contractors and the NHB. The NHB's nominated officers / engineers shall have the right to point out any defects in the workmanship or any aspect of specifications and execution and scrutinise the bills before payment

2. Compliance of all labour and safety regulations and its observance by the contractors employed.
3. Liasoning with local authorities, if any.

### **Redevelopment work :**

- a. The bidder would need to conceptualize the scheme which would include site planning considering the site conditions, environmental factors, open spaces, adjacent existing structure, circulation and integration of all functional areas of the proposed building. This would involve preparing a comprehensive layout plan for the facility, including access to the facility, parking, etc.
- b. Submitting the required drawings to the Municipal Corporation and / or any other statutory authority and obtaining its approval, wherever required.
- c. The bidder shall work closely with the representatives of NHB for providing necessary details for the facility.
- d. The bidder would be required to bring out the best conceptual designs, type of construction, preparation of estimate and tender documents, tender evaluation, contractual details, progress of work, supervision of works including contractors work and bill certification within ten working days from the date of receipt from the NHB, quality assessment, etc., as detailed below. Preparation and submission of preliminary and detailed Cost Estimates, Bill of Quantities and Tender documents shall be conforming to CPWD norms. Reference shall be furnished in case of Market Rate for non schedule items with detailed specifications etc. as per CPWD norms, for all scope as defined.

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Detailed structural designs shall be as per the latest revisions of relevant IS code provisions and other applicable standards including the local statutory authorities' requirements.

- e. Providing proper drawings necessary for submission to statutory bodies for sanction and also assist in obtaining the sanction. It is the responsibility of the architect to get the required sanctions from all the required authorities by making all proper liaisoning. The charges for the same shall be included in the rate quoted. The fee paid to the authorities will be paid against cash receipts/invoices etc. separately.
- f. Providing proper and required working drawings, specifications and schedule of quantities, quantity estimation. The required numbers of sets of drawings shall be submitted to NHB before commencement of the work for onward transmission of the same to the contractor.
- g. Assistance in the process of tendering, evaluation of bids & short-listing contractors capable of undertaking the project with the desired construction quality as well as execution of work within the proposed time-lines.
- h. The bidder would be required to provide various options of specifications and calculate the construction cost through detailed quantity surveys, bills of quantities, cost-benefit analysis, etc.
- i. Preparation of detailed architectural, structural, service drawings including drawings showing details of all utilities and services, internal and external, including details of specifications of all materials to be used in construction.
- j. Providing necessary periodic supervision and inspection as and when required to ensure that the works are being executed generally in accordance with the working drawings, conditions of contract and as per the architectural concept. Full time supervisor shall be kept at site for supervision of work. Inspection by the senior technical personnel during critical work execution

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and periodical visits shall be made as decided by NHB.

- k. Review and recommend for approval the Contractor's work schedule or revisions thereto and any such plans or programmes that the Contractor is obliged to furnish for approval. The Consultant shall also prepare and submit a disbursement schedule for approval.
- l. Assess the adequacy of all inputs such as materials and labour provided by the Contractor and his methods of work in relation to the required rate of progress and when required, take appropriate action in order to expedite progress. Keep and regularly update a list of the Contractor's equipment (and its condition) to ensure compliance with the Contractor's commitment in his bid
- m. Examine and make recommendations on all claims from the Contractor for extension of time, extra items, substituted items, non tendered items, extra compensation, work or expenses or other similar matters.
- n. Architect shall visit the site with copy of the R A Bill submitted by the contractor for checking the measurements, Compute quantities of approved and accepted work and materials and check, certify and make recommendations on the Contractor's Running Bills and final payment certificates. All payments shall be checked and countersigned by the Architect. All Bills for payment shall accompany with necessary Quality control test reports.
- o. Prepare and submit weekly/monthly reports on the progress of works, the Contractor's performance, quality of works and the project's financial status and forecasts.
- p. Before the issuance of the certificate of provisional acceptance, the Architect shall carry out the necessary inspection, specify and supervise any remedial works to be carried out and recommend upon completion the inspection with

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representatives of the Contracting Authority and assist in issuing the certificate of substantial completion.

- q. Inspect the safety aspects of the construction and temporary works to ensure that reasonable measures have been taken to protect life and property.
- r. Perform all other tasks not specifically mentioned above but which are necessary, and essential to successfully supervise and control all construction activities in accordance with the terms of the works contract.
- s. Render services as project management consultant also to plan and for timely completion the project. The consultant shall examine the actual progress achieved vis-à-vis, the accepted programme on regular basis. If any shortfall is noticed, the consultant shall study the reasons for such shortfall with specific reference to the inadequacies in deployment of men, material and machinery at the site. The consultant shall bring to the notice of the contractor to provide adequate men, material and machinery that are absolutely essential to wipe off the accumulated shortfall over a reasonable time frame and also to prevent such occurrences of shortfall in future.
- t. Provide NHB with all details of progress achieved vis-à-vis, the accepted programme on regular basis. If there are repeated slippages between the actual progress and programme notwithstanding the action taken by the consultant as stipulated, the consultant shall report to NHB with all the facts and figures including reasons for such repeated slippages in progress. The consultant shall assist NHB in issuing notices to the contractor for wiping off the accumulated shortfall within a reasonable time frame.
- u. Assessment of progress of work with PERT/CPM chart/MS project, supervision of work during construction including site visits, quality assessment, etc. with an instruction to the agency for progressing the work as per schedule, plan for making up the delay, if any

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- v. Preparation of drawings of all services including sewerage, electricity, water supply, waste disposal, circulation, parking, signage, rainwater harvesting, fire protection, roof top solar system, etc. has to be done. The consultant will carry out detailed planning for all services i.e., Water, Electricity & Sewage Disposal, mechanical works, HVAC, Fire alarm and protection Services, renewable energy sources, internal & external electrification with necessary electrical rooms, cabling, power supply network including substation, external lighting, alternate electric energy systems, telephone, computer cable, LAN and other systems etc., for the proposed project. The responsibility of planning and detailing of augmenting the existing system and obtaining sanction for additional requirement from the civic authorities, keeping in mind the present load, additional requirement and future expansion, including those for the existing facilities, would be that of the consultant as per relevant codes and practices.
- w. The bidder shall monitor the development of the project which shall include interface activities system-wise with all contracts of the project and shall regularly monitor the progress of the project. The bidder shall appoint a site engineer to monitor the progress of the project.
- x. If any schedules are behind time-lines, it will be the responsibility of the bidder to point these out to the NHB and suggest mechanism for rectification so that no time is lost in such mechanism.
- y. The bidder shall provide two sets of "As Built Drawings", both hard and soft copies, after the completion of the project.
- z. The consultant shall be responsible for getting the detailed structural analysis and design of the structure, vetted by structural engineers (third party verification) from reputed National/State Institutes like IISc, IITs, NITs, CBRI, local reputed agencies etc as decided by the NHB. The actual expenses on such

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vetting shall be borne by the NHB.

- aa. The bidder shall provide a complete Project Management Plan in the desired format, for all the initiatives and milestones identified for the fulfilment of their respective scope of services.
- bb. The bidder shall be required to participate in all meetings as and when sought by the NHB. During work stages as listed in the scope of services, the NHB expects to hold periodic meetings (at least every two weeks) at work site or at the NHB for the Bidder(s) to demonstrate the work progress and take inputs from the NHB. Full time supervisor need to be appointed for site supervision.
- cc. The decision of the NHB shall be final in all matters relating to the interpretation of architectural design and related architectural details; and the bidder shall be bound to execute such decisions to the satisfaction of the NHB. Materials to be used for construction would be approved by a specific Committee constituted for the purpose.
- dd. The NHB, at its sole discretion and without assigning any reasons whatsoever, reserves the right to appoint any individual and/or organization as it may deem fit to render the whole or part of services covered in this RFP in the interest of timely and qualitative completion of the project.
- ee. The bidder's scope will include the design, development, and construction documents for all building design elements, as well as contract administration during construction.
- ff. Design Documents may be developed in packages to expedite the building process. The bidder's services should include all disciplines necessary to develop construction documents that will be competitively bid by multiple contractors.
- gg. The comprehensive architectural design consultancy services in this RFP are

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for design and supervision of scope mentioned and shall be inclusive of but not limited to civil, electrical, air-conditioning and ventilation, fire fighting, interior furnishing, all necessary low voltage systems and networks, appropriate circulation and parking, plumbing and sanitary, water supply (various qualities if required), water harvesting systems, waste water and recycling, drainage and conjoint surface and ground water management, solid waste management and recycling, soil conservation and improvement, climate control using passive and active systems, energy systems, waste to energy systems, intelligent building management and automation systems, performance and other monitoring systems as required for the functioning of such buildings and services from time to time.

**GENERAL TERMS**

The RFP is for **Empanelment of consultant/architects/ architectural firm for Offices of National Housing Bank’s Offices**. Commercial quotation will be called from the empaneled vendors only on need basis.

Each time, offer will be given to Eligible L1 bidder. NHB Reserves the right to cancel the empanelment of any vendor or blacklist any empaneled vendor without assigning any reasons if the services of the vendor/vendors is/are not found suitable. In that case, NHB can also forfeit the EMD amount of the empaneled vendor deposited with the NHB.

<b>Delivery Period:</b>	Quotes/Percentage of fees for specific work should be obtained from the Empaneled Consultant/ Architects (for the particular state) and the work shall be awarded to the lowest quoted Consultant/ Architect subject or the maximum fees ceiling as defined in Payment terms.
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<b>Acceptance:</b>	NHB has a right to cancel the order if the same is not accepted within a period of 7 days from the date of order.
<b>Penalty:</b>	Under any circumstance, it is established that due to the fault of the Empanelled Architect, the Bank has to pay any extra amount due to cost overrun of the project, over measurements/faulty description of items or any other lapse on the part of the Architect, necessary recovery may be effected from the Consultant/ Architect fees.
<b>Revision of Rules</b>	Bank may modify, add, delete and / or change any of the above rules and the same shall be binding on all the empanelled Consultant/Architects/Architectural Firms. Bank reserves its right to accept/reject any / or all the applications without assigning any reasons whatsoever.

In case of any dispute at any stage, the same shall be settled at a court of Law situated within the Union Territory of Delhi.

**Further, empanelment does not assure that purchase/work order will be issued to the consultant/Architects/Architectural firms. Separate Commercial quotation will be asked from empaneled vendors as and when required.**

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## 5. Validity of Empanelment:

The panel of prequalified Architects (Consultants) shall be normally valid for a period of 3 years but can be extended for another 2 years at the discretion of NHB. Consultants / Architects whose performance not found satisfactory will be removed from the panel. NHB reserves the right to use the said panel for other works also.

### Note:

This RFP is not exhaustive in describing the functions, activities, responsibilities and services for which vendor will be responsible. The Bidders, by participation in this tender, implicitly confirm that if any functions, activities, responsibilities or services which are either not specifically described in this RFP or specifically described but has to undergo suitable changes/modifications due to regulatory/statutory changes and are termed necessary or appropriate by NHB for the proper performance of the contract, such functions, activities, responsibilities or services (with applicable changes, if any) will be deemed to be implied by and included within the scope of services under this RFP and Bidder's response to the same extent and in the same manner as if specifically described in this RFP and Bidder's response.

## 6. Instructions to Bidders

### 6.1 General :-

- Commercial quotation will be called from the empaneled vendors only on need basis. NHB reserves the right to cancel the empanelment of any vendor or blacklist any empaneled vendor without assigning any reason if the service of the vendor /vendors is not found suitable. In that case, NHB can also forfeit the EMD amount of the empaneled vendor deposited with the NHB.
- All costs and expenses incurred by the Bidders in any way associated with the development, preparation, and submission of responses, including but not limited to; the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by NHB, will be borne entirely and exclusively by the Bidder.
- No binding legal relationship will exist between any of the Bidders and NHB until execution of a contractual agreement, except the pre-contract Integrity Pact to be submitted along with the Bid. Post evaluation and finalization of the Bids and identification of the successful Bidder, the Integrity Pact will form part of the definitive

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agreement to be signed by the successful Bidder. For the other Bidders, the pre-contract Integrity Pact will be binding on them for any acts/omissions committed by the Bidder in violation/breach of the said pre-contract Integrity Pact in relation to the Bid submitted.

- Each Bidder acknowledges and accepts that NHB may in its absolute discretion apply selection criteria specified in the document for evaluation of proposals for short listing / selecting the eligible vendor(s).
- Every Bidder will, by submitting his Bid in response to this RFP, be deemed to have accepted the terms of this RFP and the Disclaimer.
- Bidders are required to direct all communications related to this RFP, through the nominated Point of Contact persons, mentioned below:

Name : Sachin Sharma Designation : Manager Email ID: sachin.sharma@nhb.org.in Phone Number: +91-11- 39187149	Name : Sourav Seal Designation : Deputy General Manager Email id: <a href="mailto:sourav.seal@nhb.org.in">sourav.seal@nhb.org.in</a> Phone Number: +91-11-39187104
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- NHB may, in its absolute discretion, seek additional information or material from any Bidder/s even after the tender/RFP closes and all such information and material provided must be taken to form part of that Bidder's response.
- Bidders should provide details of their contact person, telephone, fax, email and full address(s) to ensure that replies to RFP could be conveyed promptly.
- If NHB, in its absolute discretion, deems that the originator of any query will gain an advantage by any response to such query, then NHB reserves the right to communicate such response to all Bidders.
- Queries / Clarification if any, may be taken up with the contact person/s detailed above before the deadline for submission of Bids between 10 am to 6 pm on Monday to Friday, excluding public holidays.

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- NHB will notify all short-listed Bidders in writing or by mail or by publishing in its website as soon as practicable about the outcome of their RFP. NHB is not obliged to provide any reasons for any such acceptance or rejection.

### **6.2 Pre-Bid Meeting**

For the purpose of clarification of doubts of the Bidders on issues related to this tender/RFP, NHB intends to hold a Pre-Bid meeting on the date and time as indicated in the RFP. The queries of all the Bidders, in writing, should reach by e-mail or by post on or before 31.01.2022 1500 hrs on the address as mentioned above. It may be noted that no query of any Bidder shall be entertained after the Pre-Bid meeting. Clarifications on queries will be given in the Pre-Bid meeting itself. Only the authorized representatives of the Bidders will be allowed to attend the Pre-Bid meeting.

### **6.3 Soft Copy of Tender/RFP Document**

The soft copy of the Tender/RFP document will be made available on NHB's website <http://www.nhb.org.in>.

### **6.4 Non-Transferability of Tender/RFP**

This tender/RFP document is not transferable.

### **6.5 Erasures or Alterations**

The offers containing erasures or alterations may not be considered. Any interlineations', erasures or overwriting in technical Bids may be considered at the discretion of NHB only if they are initialed by the person signing the Bids. However, any interlineations', erasures or overwriting in any form will not be accepted in the commercial Bid. There should be no handwritten material, corrections or alterations in the offer. Technical details must be completely filled up. Correct technical information of the product being offered must be filled in. Filling up of the information using terms such as "OK", "accepted", "noted", "as given in brochure/manual" is not acceptable. However, NHB may treat offers not adhering to these guidelines as unacceptable. NHB may, in its absolute discretion, waive any non-conformity or irregularity in the offer, which in the opinion of NHB is ancillary and not essential. This shall be binding on all Bidders and NHB reserves the right for such waivers.

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### **6.6 Amendment to the Bidding/Tender/RFP document**

- At any time prior to the deadline for submission of Bids, NHB, for any reason, may modify the Bidding/Tender/RFP document, by amendment or corrigendum.
- The amendment will be posted on NHB's website [www.nhb.org.in](http://www.nhb.org.in)
- All Bidders must ensure that all amendments/enhancements (if any) in the RFP have been considered by them before submitting the Bid. NHB will not have any responsibility in case of any omission by Bidder/s.
- NHB at its discretion may extend the deadline for the submission of Bids.
- NHB shall not be liable for any communication gap. Further NHB reserves the right to scrap the tender or drop the tendering process at any stage without assigning any reason.

### **6.7 Language of Bid**

The Bid prepared by the Bidders, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and NHB and supporting documents and printed literature shall be written in English.

### **6.8 Right to Alter Location / Quantities**

NHB reserves the right to alter the proposed location/s specified in the RFP. NHB also reserves the right to add/delete one or more location/s from the list specified in this RFP, from time to time.

### **6.9 Technical Evaluation Criteria**

The bids received from the firms would be evaluated on the basis of their Minimum Eligibility criteria competencies. Only the firms having the requisite qualifying technical score would be eligible for being empaneled.

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**6.10 Documents Comprising the Bid (Please follow the instructions, if any, separately prescribed in the Formats)**

1. Bidder's information in the format as prescribed in **Annexure I**;
2. Bidder's Experience details in the formats (A,B,C,D) as prescribed in **Annexure I**;
3. Compliance Statement Declaration in the format as prescribed in **Annexure II**;
4. List of Deviations, if any, in the format as prescribed in **Annexure III**;
5. **The Technical Bid Covering Letter**: in the format as prescribed in **Annexure IV**;
6. ECS Mandate in the format as prescribed in **Annexure V**;
7. Letter of Competency in the format as prescribed in **Annexure VI**;
8. Declaration as per **Annexure VII**.

*Note: Bids without the Bid security declaration amount may be rejected summarily.*

**6.11 Bid Currency**

Bids to be quoted in Indian Rupee only. Bids in currencies other than INR will not be considered.

**6.12 Earnest Money Deposit (EMD)**

- (a) All the Bids must be accompanied by a Bid Security Declaration as per format mentioned below:

**Bid-Security Declaration**

Deputy General Manager (Premises)

National Housing Bank,  
India Habitat Centre ,  
Lodhi Road , New Delhi

Reference: RFP Reference Number

I/We , ..... irrevocably declare as under:

I/We understand that, as per Clause .....of Tender/bid conditions, bids must be supported by a Bid Security Declaration in lieu of Earnest Money Deposit.

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I/We hereby accept that I/We may be disqualified from bidding for any contract with you for a period of **Three years** from the date of disqualification as may be notified by you (without prejudice to NHB's rights to claim damages or any other legal recourse ) if,

- 1) I am /We are in a breach of any of the obligations under the bid conditions,
- 2) I/We have withdrawn or unilaterally modified/amended/ revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
- 3) On acceptance of our bid by NHB, I/we failed to deposit the prescribed Security Deposit or fails to execute the agreement or fails to commence the execution of the work in accordance with the terms and conditions and within the specified time.

Signature:

Name & designation of the authorized person signing the Bid-Securing Declaration Form:

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_ (complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ month, \_\_\_\_\_ year.

(Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid

- (b) in the absence of this declaration the Bid may not be considered for further evaluation. The Bidders are also required to submit ECS Mandate Form as enclosed in Annexure-VII.
- (c) Any Bid received without this declaration in proper form and manner shall be considered unresponsive and rejected.
- (d) Any request for exemption from this requirement will not be entertained.

Project wise EMD shall be obtained from the bidders at the time of submission of Commercial /Financial Bids for the respective project. At present only Security Bid declaration is required to be submitted as mentioned in this clause.

**6.13 Period of Validity of Bids**

- Bids shall remain valid for six months from the date of bid opening prescribed by the Bank. A bid valid for shorter period shall be rejected by the NHB as non-responsive. However the time may be extended with the consent of all participants.

**6.14 Format and Signing of Bids**

## **Request for Proposal: Empanelment of consultant/architects/ architectural firm for Offices of National Housing Bank's Offices**

Bid herein referred to as **"Proposal for Empanelment of consultant/architects/ architectural firm for Offices of National Housing Bank's Offices"**.

### **6.15 Sealing and Marking of Bids**

- All the envelopes shall be addressed to NHB at the address given below:  
The Deputy General Manager  
General Administration Department  
National Housing Bank  
Core 5A, India Habitat Centre  
Lodhi Road  
New Delhi - 110003
- All envelopes should indicate on the cover the name and address of Bidder along with contact number. The Bidder shall seal the separate envelopes containing proposal for empanelment along with the documents confirming Pre-Qualification Criteria, in the main envelope.
- The envelope should be non-window and separately super scribed as **"Proposal for Empanelment of consultant/architects/ architectural firm for Offices of National Housing Bank's Offices"**.
- If the envelope is not sealed and marked, NHB will assume no responsibility for the Bid's misplacement or its premature opening.
- Bids not sealed properly shall not be considered and will stand rejected without recourse.

### **6.16 Deadline for submission of Bids**

- The Bids must be received by NHB at the address specified, not later than the last date of Bid submission as indicated above.
- In the event of the specified date for the submission of Bids, being declared a holiday for NHB, the Bids will be received up to the appointed time on the next working day.
- NHB may, at its discretion, extend the deadline for submission of Bids by amending the Bid documents with intimation on NHB's website, in which case, all rights and obligations of NHB and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

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### **6.17 Late Bids**

Any Bid received by NHB after the deadline for submission of Bids prescribed by NHB will be rejected and returned unopened to the Bidder.

### **6.18 Opening of Bids by NHB**

- On the scheduled date and time, Bids will be opened by NHB Committee in presence of Bidder representatives who will attend the meeting on the specified date and time.
- **Place of Opening of Technical Bids:**

National Housing Bank  
Core 5A, India Habitat Centre  
Lodhi Road  
New Delhi - 110003

- The Bidder name and presence or absence of requisite Bid security declaration and such other details as NHB, at its discretion may consider appropriate, will be announced at the time of Bid opening.

### **6.19 Clarification of Bids**

During evaluation of Bids, NHB, at its discretion, may ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing (e-Mail), and no change in the substance of the Bid shall be sought, offered or permitted.

### **6.20 Preliminary Examinations**

- NHB will examine the Bids to determine whether they are complete, the documents have been properly signed; supporting papers/documents attached and the Bids are generally in order etc.
- NHB may, at its sole discretion, waive any minor infirmity, nonconformity or irregularity in a Bid which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.
- The decision of NHB is final towards evaluation of the Bid documents.

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### **6.21 Proposal Ownership**

The proposal and all supporting documentation submitted by the Bidder shall become the property of NHB unless NHB agrees to the Bidder's specific request/s, in writing that the proposal and documentation be returned or destroyed.

### **6.22 Instructions to the Bidders**

The Bidder shall not outsource the work assigned by NHB, to any third party except with NHB's prior written consent and attend all complaints registered by NHB through its own service/support infrastructure only.

### **6.23 Timely availability of Support Services**

The Bidder should have proper and adequate support mechanism in place at New Delhi-NCR to provide all necessary support under this project.

### **6.24 Manuals/Drawings**

The Bidder shall provide complete technical and other documentation/s for the services supplied during the period of contract. All the manuals shall be in English and must be clearly indicative of services supplied.

### **6.25 Modification and Withdrawal**

- Every Bidder shall submit only one proposal. If any Bidder submits more than one proposal, all such proposals shall be disqualified.
- The Bidders are advised to submit the Bids only after the Pre-Bid Meeting as the Bids once submitted will be treated as final and no further correspondence will be entertained on this. No Bid will be allowed to be modified after the deadline for submission of Bids. No Bidder shall be allowed to withdraw the Bid, if Bidder happens to be successful Bidder.
- NHB has the right to reject any or all Bids received without assigning any reason whatsoever. NHB shall not be responsible for non-receipt / non- delivery of the Bid documents due to any reason whatsoever.

### **6.26 Terms and Conditions of the Bidding firms**

The Bidding firms are not required to impose their own terms and conditions to the Bid and

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if submitted will not be considered as forming part of their Bids. The Bidders are advised to clearly specify the deviations as per Annexure-IV, in case terms and conditions of the contract applicable to this RFP are not acceptable to them. The Bidders should also describe clearly in what respect and up to what extent the equipment and services being offered differ/ deviate from the specifications laid down in the specifications and requirements.

### **6.27 Local conditions**

Bidders must acquaint themselves with the local conditions and factors, which may have any effect on the performance of the contract and / or the cost.

### **6.28 Contacting NHB or putting outside influence**

Bidders are forbidden to contact NHB or its Consultants on any matter relating to this Bid from the time of submission of Commercial Bid to the time the contract is awarded. Any effort on the part of the Bidder to influence Bid evaluation process, or contract award decision may result in the rejection of the Bid.

### **6.29 Proposal Content**

The Bidders' proposals are central to the evaluation and selection process. Therefore, it is important that the Bidders carefully prepare the proposal. The quality of the Bidder's proposal will be viewed as an indicator of the Bidder's capability to provide the solution and Bidder's interest in the project.

### **6.30 Banned or Delisted Bidder**

Bidders have to give a declaration that they have not been banned or delisted by any Government, Quasi Government agencies, PSUs or PSBs and its subsidiaries. If a Bidder has been banned by any Government, Quasi Government agencies, PSUs or PSBs and its

## **Request for Proposal: Empanelment of consultant/architects/ architectural firm for Offices of National Housing Bank's Offices**

subsidiaries, this fact must be clearly stated .If this declaration is not given, the Bid will be rejected as non-responsive. This declaration will be submitted along with the Technical Bid.

### **6.31 Compliance with Laws**

- (a) The Consultant/Bidder shall undertake to observe, adhere to, abide by, comply with and notify NHB about all laws in force or as are made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this tender and shall indemnify, keep NHB indemnified, hold harmless, defend and protect NHB and its employees/officers/staff/personnel/representatives/agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.
- (b) The vendor shall promptly and timely obtain all such consents, permissions, approvals, licenses, etc., as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law, Government Regulation/Guidelines and shall keep the same valid and in force during the term of the project/contract, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate NHB and its employees/ officers/ staff/ personnel/ representatives/agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising therefrom and NHB shall give notice of any such claim or demand of liability within reasonable time to the Consultant.
- (c) In case NHB undergoes a merger, amalgamation, takeover, consolidation, reconstruction, change of ownership, etc., this contract shall be considered to be assigned to the new entity and such an act shall not affect the rights and obligations of the vendor under this contract.

### **6.32 Intellectual Property Rights**

The Bidder warrants that in the event of its selection as the empaneled vendor: -

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- (a) The Inputs to be provided by it shall not infringe upon any third party intellectual property rights, including copyrights, patents and other intellectual property rights of any nature whatsoever.
- (b) It further warrants that the Deliverables shall not infringe upon any third party intellectual property rights, including copyrights, patents and other intellectual property rights of any nature whatsoever.
- (c) In the event that the Deliverables become the subject of a claim of violation or infringement of a third party's intellectual property rights, the Bidder shall, at its choice and expense: (a) procure for NHB the right to continue to use such Deliverables; (b) replace or modify such Deliverables to make them non-infringing, provided that the same function is performed by the replacement or modified Deliverables as the infringing Deliverables; or (c) if the rights to use cannot be procured or the Deliverables cannot be replaced or modified, accept the return of the Deliverables and reimburse NHB for any amounts paid to the Bidder for such Deliverables, along with the replacement costs incurred by NHB for procuring an equivalent equipment in addition to the penalties levied by NHB . However, NHB shall not bear any kind of expense, charge, fees or any kind of costs in this regard. Notwithstanding the remedies contained herein, the Bidder shall be responsible for payment of penalties in case service levels are not met because of inability of NHB to use the proposed solution.
- (d) The Bidder acknowledges that business logics, work flows, delegation and decision making processes of NHB are of business sensitive nature and hence shall not be referred to other clients, agents or distributors of the software. The project shall be deemed as incomplete in case the desired objectives of the project as mentioned in the scope of the project are not met and in case the system is unable to facilitate the processes duly supported by various requirements as envisaged in the RFP.

### **6.33 False / Incomplete statement**

Any statement/declaration made by the Bidder, if proved wrong or false or incomplete or such as to withhold any information relevant to the award of the tender, at any stage of the tender/Bid process or in the event of his Bid/tender having been accepted, at any stage of the contract, shall render his/their Bid(s)/tender(s)/contract(s) liable to be cancelled/rescinded in addition to the following:

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- (a) If such statement is found at the tender stage, his total earnest money/EMD shall be forfeited and tender/Bid will be summarily rejected.
- (b) In case such a statement is found at the contract stage, NHB may take at its discretion appropriate action as provided in the RFP for termination of the contract including invocation of the PBG.
- (c) Debarment by NHB for an appropriate period of time.

### **7. Pre-Qualification Criteria**

#### **For Class A & Class B:**

1. The Consultant/Architects should have Graduate/Post Graduate Diploma/Degree in Architecture/Respective Branch of engineering either from India or abroad and have done considerable amount of work as a practicing Architect for a minimum period of 3 years.
2. The Consultant/ Architects should be a member of (i) Council of Architecture or (ii) Indian Institute of Architecture or (iii) Institute of Engineers or (iv) any other professional institute. For civil and furnishing works the Consultant/Architect/ Architectural Firm should be registered with Council of Architecture.
3. If the firm is a partnership firm or limited company then at least one partner/director shall be registered with Council of Architecture
4. The Consultant / Architects should have satisfactorily provided Consultancy and supervision services towards Renovation / Interior works at offices of Govt./ Govt Body/ Statutory Body/PSUs/PSBs/Government Financial Institutions
  - One similar nature of work costing at-least 80% of upper limit of job i.e. 80% of Rs.30 lakh / Rs.2 Crore (as the case maybe for Class A / Class B) in last 3 years (ending with the last date for receipt of applications, ) or
  - Two similar nature of works costing atleast 60% of upper limit of job i.e. 80% of Rs.30 lakh / Rs.2 Crore (as the case maybe for Class A / Class B respectively), in last 3 years (ending with the last date for receipt of applications).

Order and Completion date should fall with in the last 3 years (ending with the last date for receipt of applications)

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5. The Consultant / Architects should have satisfactorily provided Consultancy and supervision services towards repair works to Govt./ Govt Body/ Statutory Body/PSUs/PSBs/Government Financial Institutions during last 5 years (ending with the last date for receipt of applications, )
- One repair work costing atleast 50% of upper limit of job i.e. 50% of Rs. 30 lakh / Rs.2 Crore (as the case maybe for Class A / Class B respectively), in last 5 years (ending with the last date for receipt of applications).

Order and Completion date should fall with in the last 5 years (ending with the last date for receipt of applications)

6. The bidder should have valid empanelment (valid as on last date of the RFP) with Govt./ Govt Body/ Statutory Body/PSUs/PSBs/Government Financial Institutions for similar or more value (as the case maybe for Class A / Class B).
7. Bidder should not have been blacklisted/debarred from participation in the Bidprocess by any of the Govt. Departments/PSUs/Banks/Financial Institutes in India
8. The bidder should be proficient in office space designing. The bidder should have experience in preparing design lay out of at least three office Premises (having area of 1500 Sq Ft or more) alongwith the furniture items , interiors electrical fitting , color code etc.

Bidders found eligible for Class C shall be eligible for empanelment of Class A & Class B (only if separately being applied for Class A & Class B) and no further documentation shall be sought for empanelment under Class A or Class B.

### **For Class C:**

1. The Consultant/Architects should have Graduate/Post Graduate Diploma/Degree in Architecture/Respective Branch of engineering either from India or abroad and have done considerable amount of work as a practicing Architect for a minimum period of 3 years.
2. The Consultant/ Architects should be a member of (i) Council of Architecture or (ii) Indian Institute of Architecture or (iii) Institute of Engineers or (iv) any other professional institute. For civil and furnishing works the Consultant/Architect/Architectural Firm should be registered with Council of Architecture.
3. If the firm is a partnership firm or limited company then at least one partner/director shall be registered with Council of Architecture.
4. The Consultant / Architects should have satisfactorily provided Consultancy

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and supervision services towards Redevelopment/Renovation / Interior works at offices of Govt./ Govt Body/ Statutory Body/PSUs/PSBs/Government Financial Institutions

- One similar nature of work costing at-least 80% of upper limit of job i.e. 80% of Rs.5 Crore in last 3 years (ending with the last date for receipt of applications, ) or
- Two similar nature of works costing atleast 60% of upper limit of job i.e. 60% of Rs. 5 Crore, in last 3 years (ending with the last date for receipt of applications).

Order and Completion date should fall with in the last 3 years (ending with the last date for receipt of applications, )

5. The bidder should have valid empanelment (valid as on last date of the RFP) with Govt./ Govt Body/ Statutory Body/PSUs/PSBs/Government Financial Institutions for similar or more value (as the case maybe for Class C).

6. Bidder should not have been blacklisted/debarred from participation in the Bid process by any of the Govt. Departments/PSUs/Banks/Financial Institutes in India.

7. The bidder should be proficient in office space designing. The bidder should have experience in preparing design lay out of at least three office Premises (having area of 1500 Sq Ft or more) alongwith the furniture items , interiors electrical fitting , color code etc.

**Note1: Bidders are to submit documentary proof to establish the qualification of the above mentioned criteria to the satisfaction of the Bank.**

**Note2: Bidders fulfilling all pre-qualification criteria would be eligible for being empaneled. Otherwise the bids will be rejected.**

### **8. General Terms and Conditions**

**8.1** The Bidder organization must be GST compliant and must have a valid PAN.

**8.2** The Bidder is expected to peruse all instructions, forms, terms and specifications in this RFP and its Annexures. Failure to furnish all information required in the RFP documents, in the formats prescribed or submission of a proposal not substantially responsive or submission of unnecessary additional information as part of response to this RFP Document may

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result in rejection of the proposal.

- 8.3** All such amendments made by NHB to the RFP shall become part and parcel of the RFP and same will be notified on NHB's website. The Bidders are required to have a watch on NHB's website for any such amendment.
- 8.4** Bidders must take into consideration each and every line of this RFP document while preparing technical and commercial proposal for the project. Bidders are requested to get any issue clarified by NHB before submitting the responses/Bids. The Bids submitted should be complete in all respect meeting all deliverables under the project. It will be the sole responsibility of the successful Bidder to deliver each and everything as per the scope of the work during the contracted period. NHB will not be responsible in case of any requirement is underestimated or any requirement is not interpreted in right perspective.
- 8.5** NHB reserves the right to change the requirement specifications and ask for the revised Bids or the tendering process without assigning any reasons.
- 8.6** Bidder must deploy manpower having requisite qualification, experience, skill-set etc. for the project/contract.
- 8.7** NHB reserves the right to call for any additional information and also reserves the right to reject the proposal of any Bidder if in the opinion of NHB, the information furnished is incomplete or the Bidder does not qualify for the contract.
- 8.8** The scope of the proposal shall be on the basis of single point responsibility, completely covering the products and services specified under this RFP, on end-to-end solution basis.
- 8.9** The Bids will have to be signed on all pages of the Bid by the authorized signatory. Unsigned Bids would be treated as incomplete and would be rejected.
- 8.10** By submitting proposal/bid, the Bidder agrees to promptly execute contract with NHB for any work awarded to the Bidder. Failure on the part of the awarded Bidder to execute a valid contract/service level agreement with NHB, will relieve NHB of any obligation to the Bidder, and a different Bidder may be selected.
- 8.11** Time and quality of the service are the essence of this agreement/contract. Failure to adhere to the same will be considered as breach of the terms and conditions of the contract.

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### **8.12 Removal and/or Replacement of Personnel**

- a) If, for any reason beyond the reasonable control of the Bidder, it becomes necessary to replace any of the Key Personnel (personnel according to NHB engaged for key assignments under the contract by the Bidder), the Bidder shall forthwith provide as a replacement a person of equivalent or better qualifications and skills. In case of a critical vacancy, the Bidder shall provide a temporary resource for not more than 2 months. The temporary resource shall be of equivalent qualifications and shall be paid not more than 90% of the agreed rate of the personnel being replaced.
- b) If NHB finds that any of the Personnel have (i) committed serious misconduct or has been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Bidder shall, at NHB's written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to NHB.
- c) For any of the Personnel provided as a replacement under Clauses (i) and (ii) above, the rate of remuneration applicable to such person as well as any reimbursable expenditures (including expenditures due to the number of eligible dependents) the Bidder may wish to claim as a result of such replacement, shall be subject to the prior written approval by NHB. Except as NHB may otherwise agree, (i) the Bidder shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and (ii) the remuneration to be paid for any of the Personnel provided as a replacement shall not exceed the remuneration which would have been payable to the personnel replaced.

### **8.14 INDEMNIFICATION:**

The Bidder shall indemnify, hold and save harmless, and defend, at its own expense, NHB, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Bidder, or the Bidder's employees, officers, agents or sub-contractors, in the performance of this Bidder. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Bidder, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

### **8.15 INSURANCE AND LIABILITIES TO THIRD PARTIES**

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- a. The Bidder shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- b. The Bidder shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- c. The Bidder shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Bidder or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- d. Except for the workmen's compensation insurance, the insurance policies under this Article shall:
  - i. Name NHB as additional insured;
  - ii. Include a waiver of subrogation of the Bidder's rights to the insurance carrier against the NHB;
  - iii. Provide that the NHB shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
  - iv. The Bidder shall, upon request, provide the NHB with satisfactory evidence of the insurance required under this Article.

**8.16 ENCUMBRANCES/LIENS:**

The Bidder shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the NHB against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Bidder.

**8.17 TITLE TO EQUIPMENT:**

Title to any equipment and supplies that may be furnished by NHB shall rest with NHB and any such equipment shall be returned to NHB at the conclusion of this Contract or when no longer needed by the Bidder. Such equipment, when returned to NHB, shall be in the same condition as when delivered to the Bidder, subject to normal wear and tear.

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The Bidder shall be liable to compensate NHB for equipment determined to be damaged or degraded beyond normal wear and tear.

### **8.18 CHILD LABOUR**

The Bidder represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development. Any breach of this representation and warranty shall entitle NHB to terminate this Contract immediately upon notice to the Bidder, at no cost to NHB.

### **8.19 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

- a. Except as is otherwise expressly provided in writing in the Contract, the NHB shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Bidder has developed for the NHB under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Bidder acknowledges and agrees that such products, documents and other materials constitute works made for hire for the NHB.
- b. To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Bidder: (i) that pre-existed the performance by the Bidder of its obligations under the Contract, or (ii) that the Bidder may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the NHB does not and shall not claim any ownership interest thereto, and the Bidder grants to the NHB a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- c. At the request of the NHB; the Bidder shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the NHB in compliance with the requirements of the applicable law and of the Contract.
- d. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or

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received by the Bidder under the Contract shall be the property of the NHB, shall be made available for use or inspection by the NHB at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to NHBauthorized officials on completion of work under the Contract.

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**Annexures**

**Request for Proposal: Empanelment of consultant/architects/ architectural firm for Offices of National Housing Bank's Offices**

**Annexure - I**

**Bidder Information**

Please provide following information about the Company (Attach separate sheet if required): -

1	Name and address of the Head Office of Firm/ Co., Contact Person Phone Fax Email Website	
2	Nature of firm/Co., whether [Govt/PSU/Pub. Ltd / Pvt. Ltd/partnership/proprietary] (furnish full details)	
3	Year of Establishment	
4	Registration No. and date of registration.	
5	Address of Registered Office with contact number	
6	Organization profile, infrastructure facilities, etc	
<b>Contact details of Bidder authorized to make commitments to NHB</b>		
7	Name of Main Architect (Principal) / Engineer with Registration details with Council of Architects/Local Dev. Authority / Municipal Corporation	
i	Designation	
ii	Telephone	
iii	Mobile No:	
iv	Email id.	
8	Name of Partner(s) / Associate(s), if any with their Bio-data	
9	Details PAN No. (Enclose copy of PAN card and latest incometax return filed)	

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10	GSTIN (enclose GST registration certificate)			
11	Name & address of the Bankers			
12	Detailed description and value of work done in the past five years and works in hand (to be furnished in Format- A & B)			
13	Details of Resources (manpower, tools and plant) / Infrastructure available (to be furnished in Format-C)			
14	Details of registration/ empanelment with Govt. Agencies/ Banks /Fls /PSUs (to be furnished in in Format - D)			
15	Any pending or past litigation (within three years)? If yes please give details Also mention the details of claims and complaints received in the last three years (About the Company / Services provided by the company).	Yes/No/Comments (if option is 'Yes') (If option is 'Yes' Bidder may Not be considered)		
16	Please mention turnover and Net Profit/Loss for last three years and include the copies of Balance Sheet in support of it.	Year		
		Turnover		
		Net Profit/Loss(-)		
		2018-19		
		2019-20		
		2020-21		
		Signature		
		Name		
		Date		
<i>Note: Please enclose separate sheets / photographs / documents as required.</i>				

**Authorized Signatories**

**(Name & Designation, seal of the company)Date:**

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**Format- A**

**Particulars in respect of similar works executed in the last five years**

S. No.	Name of the work executed with address	Name and address of the owner / client	Value of work executed in Rs	Date of completion	Stipulated time for completion	Actual time taken for competition	Name of Contractor & Contract details	Remarks, if any for variation / delay

Please enclose copies of appointment letter / agreement for each job.

**Format - B**

**Particulars in respect of similar works in hand**

S. No.	Name of the work with addresses	Name and address of the owner / client	Value of work in `	Date of award	Stipulated time for completion	Present status	Name of Contractor & Contract details	Remarks, if any for variation / delay

Please enclose copies of appointment letter / agreement for each job.

**Request for Proposal: Empanelment of consultant/architects/ architectural firm for Offices of National Housing Bank's Offices**

**Format- C**

**Details of Resources (Manpower, Equipments & Infrastructure)**

**1. Details of Manpower**

S.No.	Category	Qualification	Experience	Remarks
1.	Architects			
2	Engineers			
3	Associates for specialized jobs			
4	Supervisor / Draughtsman/ Other Staff			

**2. Details of Equipments / Infrastructure:**

(please indicate the infrastructure facilities available viz.,computers, softwares, plotter, office details, etc.)

**3. Any other information.**

**Request for Proposal: Empanelment of consultant/architects/ architectural firm for Offices of National Housing Bank's Offices**

**Format- D**

**Details of Empanelment with other Organisation / Department**

S. No.	Name and address of institution with contact No	Registered/ empanelled for value of work upto ` and other details	Date of empanelment and validity	Details of certificate / letter from the Institution / Bank, etc. if any

Please enclose letter from the organization where you are empanelled.

**Request for Proposal: Empanelment of consultant/architects/ architectural firm for Offices of National Housing Bank's Offices**

**Annexure - II**

**COMPLIANCE STATEMENT DECLARATION**

We hereby undertake and agree to abide by all the terms and conditions stipulated by NHB in this RFP including all addendum, corrigendum etc. Any deviation may result in disqualification of Bids.

**Authorized Signatories**

**(Name & Designation, seal of the company)**

**Date:**

**Request for Proposal: Empanelment of consultant/architects/ architectural firm for Offices of National Housing Bank's Offices**

**Annexure - III**

**LIST OF DEVIATIONS**

We certify that the services offered by us for tender confirms to the requirement stipulated as per this RFP with the following deviations

Bidders are requested to provide details of all deviations, comments and observations or suggestions in the following format with seal and signature. You are also requested to provide a reference of the page number, state the clarification point and the comment/ suggestion/ deviation that you propose as shown below.

NHB may at its sole discretion accept or reject all or any of the deviations, however it may be noted that the acceptance or rejection of any deviation by NHB will not entitle the Bidder to submit a revised Bid.

List of deviations

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

(If left blank it will be construed that there is no deviation from the specifications given above)  
(The decision of NHB is final towards evaluation of the Bid documents)

**Authorized Signatories**

**(Name & Designation, seal of the company)**

**Date:**

# **Request for Proposal: Empanelment of consultant/architects/ architectural firm for Offices of National Housing Bank's Offices**

**Annexure IV**

## **Technical Bid Covering Letter**

Date :

To  
The DGM  
National Housing Bank,  
Premises Department  
Head Office  
Core 5-A, 3rd Floor, India Habitat Centre, Lodhi Road,  
New Delhi - 110003

Dear Sir,

**Technical Bid - Empanelment of Empanelment of consultant/architects/ architectural firm for Offices of National Housing Bank's Offices".**

We, the undersigned, offer to provide services for the above-mentioned project, in accordance with your RFP document [Insert RFP Number] dated [Insert Date]. **We are hereby submitting our Proposal for empanelment under Class \_\_\_\_\_.**

(Bidder must fill the category for which application is being submitted. If Bidder is applying for more than one category, he must have to submit different Technical Bid covering letter along with supporting document for each category and which may be submitted in single master envelope).

### **For Class A & Class B:**

1. The Consultant/Architects should have Graduate/Post Graduate Diploma/Degree in Architecture/Respective Branch of engineering either from India or abroad and have done considerable amount of work as a practicing Architect for a minimum period of 3 years.
2. The Consultant/Architects should be a member of (i) Council of Architecture or (ii) Indian Institute of Architecture or (iii) Institute of Engineers or (iv) any other professional institute. For civil and furnishing works the Consultant/Architect/Architectural Firm should be registered with Council of Architecture.

## **Request for Proposal: Empanelment of consultant/architects/ architectural firm for Offices of National Housing Bank's Offices**

3. If the firm is a partnership firm or limited company then at least one partner/director shall be registered with Council of Architecture
4. The Consultant / Architects should have satisfactorily provided Consultancy and supervision services towards Renovation / Interior works at offices of Govt./ Govt Body/ Statutory Body/PSUs/PSBs/Government Financial Institutions
  - One similar nature of work costing at-least 80% of upper limit of job i.e. 80% of Rs.30 lakh / Rs.2 Crore (as the case maybe for Class A / Class B) in last 3 years (ending with the last date for receipt of applications, ) or
  - Two similar nature of works costing atleast 60% of upper limit of job i.e. 80% of Rs.30 lakh / Rs.2 Crore (as the case maybe for Class A / Class B respectively), in last 3 years (ending with the last date for receipt of applications).

Order and Completion date should fall with in the last 3 years (ending with the last date for receipt of applications)

5. The Consultant / Architects should have satisfactorily provided Consultancy and supervision services towards repair works to Govt./ Govt Body/ Statutory Body/PSUs/PSBs/Government Financial Institutions during last 5 years (ending with the last date for receipt of applications, )
  - One repair work costing atleast 50% of upper limit of job i.e. 50% of Rs. 30 lakh / Rs.2 Crore (as the case maybe for Class A / Class B respectively), in last 5 years (ending with the last date for receipt of applications).

Order and Completion date should fall with in the last 5 years (ending with the last date for receipt of applications)

6. The bidder should have valid empanelment (valid as on last date of the RFP) with Govt./ Govt Body/ Statutory Body/PSUs/PSBs/Government Financial Institutions for similar or more value (as the case maybe for Class A / Class B).
7. Bidder should not have been blacklisted/debarred from participation in the Bidprocess by any of the Govt. Departments/PSUs/Banks/Financial Institutes in India
8. The bidder should be proficient in office space designing. The bidder should have experience in preparing design lay out of at least three office Premises (having area of 1500 Sq Ft or more) alongwith the furniture items , interiors electrical fitting , color code etc.

## **Request for Proposal: Empanelment of consultant/architects/ architectural firm for Offices of National Housing Bank's Offices**

Bidders found eligible for Class C shall be eligible for empanelment of Class A & Class B (only if separately being applied) and no further documentation shall be sought for empanelment under Class A or Class B.

### **For Class C:**

1. The Consultant/Architects should have Graduate/Post Graduate Diploma/Degree in Architecture/Respective Branch of engineering either from India or abroad and have done considerable amount of work as a practicing Architect for a minimum period of 3 years.
2. The Consultant/ Architects should be a member of (i) Council of Architecture or (ii) Indian Institute of Architecture or (iii) Institute of Engineers or (iv) any other professional institute. For civil and furnishing works the Consultant/Architect/Architectural Firm should be registered with Council of Architecture.
3. If the firm is a partnership firm or limited company then at least one partner/director shall be registered with Council of Architecture.
4. The Consultant / Architects should have satisfactorily provided Consultancy and supervision services towards Redevelopment/Renovation / Interior works at offices of Govt./ Govt Body/ Statutory Body/PSUs/PSBs/Government Financial Institutions
  - One similar nature of work costing at-least 80% of upper limit of job i.e. 80% of Rs.5 Crore in last 3 years (ending with the last date for receipt of applications, ) or
  - Two similar nature of works costing atleast 60% of upper limit of job i.e. 60% of Rs. 5 Crore, in last 3 years (ending with the last date for receipt of applications).

Order and Completion date should fall with in the last 3 years (ending with the last date for receipt of applications, )

5. The bidder should have valid empanelment (valid as on last date of the RFP) with Govt./ Govt Body/ Statutory Body/PSUs/PSBs/Government Financial Institutions for similar or more value (as the case maybe for Class C).
6. Bidder should not have been blacklisted/debarred from participation in the Bidprocess by any of the Govt. Departments/PSUs/Banks/Financial Institutes in India

## **Request for Proposal: Empanelment of consultant/architects/ architectural firm for Offices of National Housing Bank's Offices**

7. The bidder should be proficient in office space designing. The bidder should have experience in preparing design lay out of at least three office Premises (having area of 1500 Sq Ft or more) alongwith the furniture items , interiors electrical fitting , color code etc.

**We confirm that we are eligible to participate in the bid and fully competent to undertake and successfully deliver the scope of services as mentioned in the RFP.**

**The supporting documents as stipulated in the Pre-Qualification criteria for the category for which empanelment is being submitted by us are attached herewith.**

We understand you are not bound to accept any proposal you receive.

Dated at \_\_\_\_\_/ \_\_\_\_\_ day of \_\_\_\_\_ 2022

Yours faithfully,  
**For**

**Signature  
Name:**

**Address:  
(Authorised Signatory)**

**Request for Proposal: Empanelment of consultant/architects/ architectural firm for Offices of National Housing Bank's Offices**

**Annexure -V**

[To be submitted along with Technical Bid]

**ECS MANDATE  
FORM FOR PROVIDING DETAILS OF BANK ACCOUNT FOR CREDIT OF PAYMENT FROM NATIONAL HOUSING BANK  
(Please fill in the information in CAPITAL LETTERS)**

**1. Name of the Bidder** \_\_\_\_\_

**2. Address of the Bidder** \_\_\_\_\_

City: \_\_\_\_\_ Pin Code: \_\_\_\_\_

E-mail id: \_\_\_\_\_

Phone /Mobile No. \_\_\_\_\_

Permanent Account Number (PAN) \_\_\_\_\_

GST Registration No. \_\_\_\_\_

TIN No. \_\_\_\_\_

**3. Particulars of Bank Account**

A. Name of Account same as in the Bank: \_\_\_\_\_

B. Name of the Bank: \_\_\_\_\_

C. Name of the Branch: \_\_\_\_\_

D. Address of the Branch with Tel No. \_\_\_\_\_

E. Account No. (appearing in Cheque book): \_\_\_\_\_

F. Account Type (SB, Current, etc.): \_\_\_\_\_

G. MICR No. \_\_\_\_\_

H. IFSC Code of the Bank Branch: \_\_\_\_\_

I/We hereby authorize National Housing Bank to credit payment(s) to my/our above bank account by ECS. # (#ECS will accepted on centers where the facility is available).

I/We hereby declare that the particular given above are correct and complete. If the transaction is delayed or not effected at all by ECS for reasons of incomplete or incorrect information, I/we would not hold National Housing Bank responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through RTGS/NEFT.

**Request for Proposal: Empanelment of consultant/architects/ architectural firm for Offices of National Housing Bank's Offices**

I also agree that without prejudice to the generality of the foregoing, in the event National Housing Bank is not able to carry out the ECS instructions given by me, National Housing Bank may make such arrangements for payment as deemed appropriate by it, for effecting the transaction.

Place:

Date:

Authorized Signatory/ies

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Certified that the particulars furnished above are correct as per our records.

Bank's Stamp:

Date:

Signature of the Authorized Official of the bank

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**Request for Proposal: Empanelment of consultant/architects/ architectural firm for Offices of National Housing Bank's Offices**

**Annexure VI**

**Letter of Competence Format**

[To be submitted along with Technical Bid]

[To be executed on a non-judicial stamp paper]

Letter of Competence for Quoting against NHB's RFP No. / .....

This is to certify that we \_\_\_\_\_ [Insert name of Bidder],  
Address \_\_\_\_\_ are fully competent to undertake and successfully deliver the scope of services mentioned in the above RFP. This proposal is being made after fully understanding the objectives of the project and requirements like experience, skills etc.

We certify that the quality and number of resources to be deployed by us for the purpose will be adequate to meet the requirement and provide the services professionally and competently.

We also certify that all the information given by in response to this RFP is true and correct.

**Authorized Signatories**

**(Name & Designation, seal of the company)**

**Date:**

# Request for Proposal: Empanelment of consultant/architects/ architectural firm for Offices of National Housing Bank's Offices

Annexure VII

To be Submitted alongwith Technical Bid  
**Declaration Regarding Clean Track Record**  
(To be submitted on Prime Bidder's company letter head)

Date:

Deputy General Manager (Premises)  
National Housing Bank,  
India Habitat Centre, Lodhi Road,  
New Delhi

Dear Sir,

Declaration Regarding Clean Track Record  
RFP No :        dated

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the RFP No.    dated    .  
We hereby declare that our company has not been debarred/ black listed **by any Government, Quasi Government agencies, Statutory, Regulatory Body , PSUs or PSBs and its subsidiaries.** I further certify that I am competent officer in my company to make this declaration that our bid is binding on us.

Thanking you,

Yours sincerely,

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Date	Signature of Authorised Signatory ...
Place	Name of the Authorised Signatory ...
	Designation ...
	Name of the Organisation ...
	Seal ...

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