



All India Institute of Medical Sciences, Bhubaneswar  
Sijua, Dumduma, Bhubaneswar, Odisha 6751019

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Date: 06-11-2013

**Notice inviting expression of interest for empanelment of  
architects at AIIMS, Bhubaneswar**

Admin Officer, AIIMS, Bhubaneswar, invites application from registered architects / firms for empanelment of

- (1) Architects / firms to undertake development of various buildings in the campus.
- (2) Architects / interior decorators to undertake interior development work of various buildings including Auditorium.

The application is invited from reputed architects / firms for above categories separately who has successfully completed works / projects estimated to cost Rs 100 Crore or above or Sl. No 1 and interior decoration works / projects estimated to cost Rs 5 Crore or above to Sl. No 2 in last 7 years. The detailed document of the express of interest (EOT) is available in website [www.aiimsbhubaneswar.edu.in](http://www.aiimsbhubaneswar.edu.in) and last date of submission is on 15-11-2013 (upto 0300pm).

(Admin Officer)

AIIMS, Bhubaneswar

**AIIMS, BHUBANESWAR**

**EMANELMENT OF ARCHITECTS / INTERIOR DESIGNERS**

General information for the **Architects / Interior Designers** who wish to include their name in the AIIMS, Bhubaneswar panel for planning of new building, and furnishing & interior decoration, civil work, electrical, air-conditioning, fire safety works, etc. are requested to read following instructions before filling in the forms.

1. Architectural / Consulting firms, intending for empanelment in AIIMS, Bhubaneswar are requested to furnish the details as per enclosed format for consideration.
2. If the space provided in the proforma is insufficient for giving full details, separate sheet of paper may be used.
3. Information furnished to Institute will be kept as confidential.
4. Decision of the AIIMS, Bhubaneswar regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. Architects / Consultants empanelled will be informed by post/email/ and will be displayed in website.
5. Information and details furnished by empanelled firm / party if found to be false at any time in future or any information withheld, come to the notice of the Institute on later date, the empanelment will be cancelled immediately.
6. The proforma or part thereof shall be signed by any one or more persons on behalf of the firm holding the power of attorney to do so.
7. Cost of the application form is Rs.1000.00 (non-refundable) to be paid by way of Pay Order / Demand Draft favouring "AIIMS, Bhubaneswar", payable at Bhubaneswar. Application form is not transferable. The applicant shall download the form and deposit Rs 1000.00 with the tender document separately.
8. Empanelment of firms will be valid only for 2 years, if selected.
9. Where copies are required to be furnished, these should be certified copies.

Signature of Architect/Interior Decorator

**BIO - DATA OF ARCHITECTURAL / INTERIOR DESIGNER**

**(Tick for which category the application is deposited)**

1. Name of the firm :

1 a) Address (Head Office) :

Telephone No. :

Office :

Residence :

Mobile :

Fax :

E-Mail :

1 b) Address (Regional Office) :

Telephone No. :

Office :

Residence :

Mobile :

Fax :

E-Mail :

2 a) Whether proprietary/partnership/:  
Pvt. Ltd. / Public Ltd. (certificate  
of registration / partnership deed  
to be enclosed as Annexure-I).

b) Name of the Proprietor, :  
Partners, Directors

I)

II)

III)

c) Year of establishment :

3. Registration with Tax Authorities :

i) Income-tax (PAN) No. :

ii) Service tax no. :

iii) EPF Regn. No. :

(copies of certificates of registration with relevant authorities to be enclosed as Annexure-II-A, II-B, II-C)

4. Names of the Bankers with address & telephone Numbers:

I)

II)

5. Whether registered with Council of  
Architecture, if so, please mention  
the number.  
(copy of certificate to be enclosed as Annexure-III)

6. Enclose copies of audited balance- :

Sheet and Profit & Loss A/C. for  
the last 3 years as Annexure IV-A, IV-B and IV-C)

Signature of Architect/Interior Decorator

7. Certificate of Registration with Govt. / Public Sector / Banks (certificate of Registration to be enclosed as Annexure V) if any.

| Name of the organisation | Year since empanelled |
|--------------------------|-----------------------|
|                          |                       |
|                          |                       |
|                          |                       |
|                          |                       |

8. Give details if at present involved in litigation in similar type of contracts

| Sr. No. | Name of Project | Name of Employer | Nature of work | Work order dated | Date of completion of work | Value Rs. |
|---------|-----------------|------------------|----------------|------------------|----------------------------|-----------|
|         |                 |                  |                |                  |                            |           |
|         |                 |                  |                |                  |                            |           |

9. Details of civil suit, if any, that arose during execution of contract in the past 10 years. :

10. Specify list of works/projects executed during the last seven years meeting eligibility criteria as given in Col. 17 (give separate list for Architectural Consultancy and Interior Decoration work) :

11. Name & relation, if any, with the staff member of AIIMS, Bhubaneswar. :

12. Details of work executed during the last 7 years:

| Type of work | Work executed for (name of the Institution / Body) | Nature of work (in brief) | Location | Value Rs. | Duration of work with dt Commence completion | If work left incomplete or terminated (give reasons) |
|--------------|--|---------------------------|----------|-----------|--|--|
|              |  |                           |          |           |  |  |

**Note:** Copies of work orders / appointment letters along with xerox copies of relevant TDS certificate, satisfactory completion certificate obtained from the client to be enclosed as Annexure-VI.

Signature of Architect/Interior Decorator

13. Details of work on hand (photo copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies should be enclosed as Annexure-VII).

| Type of work | Work executed for (name of the Institution / Body) | Nature of work (in brief) | Location | Value Rs. | Duration of work, stipulated time | Present stage of work |
|--------------|--|---------------------------|----------|-----------|-----------------------------------|-----------------------|
|              |  |                           |          |           |                                   |                       |

14. LIST OF NAME/S OF PROPRIETOR / PARTNERS & EMPLOYEES

| Name | Qualifications | Experience | Particulars of work done | Employed in your firm since | Value of work done |
|------|----------------|------------|--------------------------|-----------------------------|--------------------|
|      |                |            |                          |                             |                    |

15. Turnover in last 5 years:

| Sr. No. | Year | Turnover (Rs.in lacs) | Income-tax paid | Service Tax paid |
|---------|------|-----------------------|-----------------|------------------|
| 1       |      |                       |                 |                  |
| 2       |      |                       |                 |                  |
| 3       |      |                       |                 |                  |
| 4       |      |                       |                 |                  |
| 5       |      |                       |                 |                  |

Copies of income-tax returns / assessment orders for each year to be enclosed as Annexure-VIII A, B, C, D & E)

Signature of Architect/Interior Decorator

16. GROUP FOR WHICH REGISTRATION IS SOUGHT OUT OF THE FOLLOWING CATEGORIES

| Name of the activity  | Please mention category A / B |
|---|-------------------------------|
| Interior decoration including renovation / furnishing / Civil / electrical / air-conditioning / fire safety works:<br>A) For the works upto Rs.5.00 Cores for planning/designing of buildings.<br><br>B) For the work up to Rs.200.00 Cores |                               |

Note: When there is turnkey job, consulting firm selected will take care of entire work.

17. PRE-QUALIFICATION CRITERIA:

| Sr. No.          | Criteria  | Weightage  | Self rating marks |
|------------------|---|------------|-------------------|
| 1                | Should have executed three similar works (40% of value of work / or two similar work of 60% of value or one similar work of 80% of value) during last 7 years ending by 31-10-2013 minimum value as under:<br><br>Similar work means.<br>Cost of Architectural consultancy.<br>Construction of modern office/hospital/laboratory building with internal EI, HVAC, sewerage and plumbing, CCTV, fire alarm, fire fighting.<br><br>For interior Decorator work<br>Construction of interior/furnishing with EI, HVAC, plumbing, CCTV, fire alarm, fire fighting etc. | 60         |                   |
| 2                | Should have received average professional fee (2% of value of work / empanelment) during the last three financial years above:<br><br>For Category A Rs.2.00 Crores<br>For Category B Rs.0.10 lacs  | 15         |                   |
| 3                | Should have adequate in-house infrastructure of Architects / Engineers.<br><u>For Category A</u><br>Architects : 02 Nos. - 5 marks<br>Civil Engineers : 02 Nos. - 5 marks<br>Electrical / Mechanical Engineers : 02 Nos. - 5 marks<br><br><u>For Category B</u><br>Architects : 01 No. - 5 marks<br>Civil Engineers : 01 No. - 5 marks<br>Electrical / Mechanical Engineers : 01 No. - 5 marks  | 25         |                   |
| <b>T O T A L</b> |   | <b>100</b> |                   |

**NOTE:** Criteria mentioned above is just minimum requirement. However, the AIIMS at its discretion may upgrade the criteria. No complaint on this account will be entertained. To become eligible for short listing the bidder must secure at least 50% marks in each category and sixty percent marks in aggregate.

Signature of Architect/Interior Decorator

18. LIST OF ENCLOSURES:

| ANNEXURE NO.                     | PARTICULARS  | TICK IF ENCLOSED |
|----------------------------------|--|------------------|
| I                                | Certificate of registration of Company / partnership deed.   |                  |
| IIA, IIB, IIC                    | Certificates of registration with Income Tax, Service Tax, , EPF authorities.  |                  |
| III                              | Certificate of registration with the Council of Architecture.  |                  |
| IVA, IVB, IVC                    | Audited Balance Sheet & Profit & Loss A/c. Statement for the last three years.   |                  |
| V                                | Certificates of Registration with Govt. / Public Sector / Banks.   |                  |
| VI                               | Copies of work orders / appointment letters along with xerox copies of relevant TDS certificate, satisfactory completion certificate mentioning value of work. |                  |
| VII                              | Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies.   |                  |
| VIIIA, VIIIB, VIIIC, VIID, VIIIE | Copies of income-tax returns / assessment orders for previous 05 years.  |                  |

**Note:** In absence of any of the above enclosures, your application is likely to be rejected.

**DECLARATION**

1. I / We have read the instructions appended to the proforma and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and AIIMS, Bhubaneswar, on the basis of the information given by me / us can be treated as invalid by the AIIMS and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of AIIMS, Bhubaneswar in selection of architect/ interior designers will be final and binding to me / us.
3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
5. I / We agree that I / We have not applied in the name of sister concern for the subject empanelment process.

Place :  
Date :

SIGNATURE  
NAME & DESIGNATION  
SEAL OF ORGANISATION