

Osmania University

**EXPRESSION OF INTEREST
(EOI)**

FOR

**Appointment of
Architectural Consultants for the Survey
and
Preparation of Detailed Project Report**

FOR

Osmania University

Hyderabad – 500 007

TELANGANA STATE

Osmania University

Hyderabad, Telangana, India

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

Osmania University, Hyderabad invites “Expression of Interest” from Architectural Firms / Consortium of Firms (Not more than two – one will be leader of the consortium) having experience and sound back ground in preparation of master plans and designing / re-designing of the existing campuses which including the existing infrastructure. The Master plan should have been prepared for large institutions / Universities / State of Art Laboratories Research & Development centers, labs etc. for **“Survey and Detailed Project Report for the Osmania University”**

Interested Consultants / Consortium of firms with the lead member having experience in similar nature of work (defined in EOI document) and one of the Architect working under Consultant / Consortium firm should be a Member of Institution of Architects / Indian Council of Architects, are hereby invited to submit their “Expression of Interest (EOI)” as per the prescribed Proforma addressed to the **Superintending Engineer, University Buildings Division, Osmania University, Hyderabad – 500 007, Telangana State.**

Single consultant or lead member of consortium of firms must have experience of executing similar nature of work as a single firm or as a lead member of consortium.

The prescribed Proforma containing the details regarding the scope of work, qualifying criteria etc., can be downloaded from the University website www.osmania.ac.in. The last date of submission of sealed EOI application document complete in all respects is **31.08.2017 up to 16.00 hrs.** Osmania University reserves the right to accept or reject any / all applications without assigning any reason thereof or incurring any liability whatsoever. Prospective Consultants / Consortium Firms are advised to regularly visit through Osmania University website as any corrigendum / amendments etc., if any, will be notified on the Osmania University website and separate advertisement will not be issued for this.

CONTENTS

Sl. No.	DESCRIPTION	Page No
1	Section –I (General)	
2.	Role / Scope of the Consultant	
3.	Qualifying Requirements	
4.	Section-II (Information & Instructions for Consultants)	
5.	Section-III (Letter of Transmittal)	
6.	Annexure I to V	
7.	Form A to E	

EXPRESSION OF INTEREST (SECTION - I)

I. GENERAL

Osmania University, the beacon light of higher education and a centre of academic excellence, was established in the year 1918, founded by His Exalted Highness Mir Osman Ali Khan, the Seventh Nizam of Hyderabad State. It has the pride of being the seventh oldest University in the country, the third oldest in South India and the oldest in the state of Telangana. It was the first University to impart higher education through Urdu as the medium of instruction, in addition to the other media, particularly English and the vernacular Telugu.

With sprawling campus of hundreds of acres towards the east of the historic city of Hyderabad, Osmania University is a multi-faculty and multi-location university, offering a comprehensive education system with over 66 Academic disciplines and 53 departments five constituent colleges and five district P.G. Colleges. This is an ever expanding university right from the day of its inception and ever growing with the growth of ideas, science and technology and other academic disciplines. It offers about 33 academic courses at the Under-Graduation level (with 125 combinations) and 86 courses at the Post Graduation level, in addition to offering research facilities for M.Phil. and Ph.D. programmes in all the 66 disciplines respectively. Though it varies from time to time, it has strength of 554 teaching and 2537 non-teaching staff.

Catering to the needs of the society from time to time and to keep pace with the changing socio-economic environment, the University has started encouraging distance mode of education too. Accordingly, A Distance Education Centre, called Prof. G. Ram Reddy Centre for Distance Education, named after one of the greatest educationists of our times Prof. G. Ram Reddy, was set up on the campus itself which offer around 40 UG, PG and professional courses in different disciplines approved by the AICTE, New Delhi. The distance education centre caters to the needs of higher education for over 50,000 students per annum, which prefer to pursue their education at any stage of their life.

The campus is also a home away from home for nearly 4000 international students from about 80 countries. It has forged academic collaboration with over 20 National and 12 international institutions and Universities. The University has introduced several measures to achieve a paradigm shift from a teacher-centric to a learner-centric approach.

LOCATION

The geographic location of the Osmania University at 17.4135° N, 78.5287°

I. Sustainable campus

- To realize this, and to provide a compelling model for future communities, the campus of Osmania University is to be developed as a 'smart, intelligent eco- campus'. Additionally, the campus is intended to serve its larger campus community as a "Living Laboratory", its purpose being to demonstrate, embed, explore, invent, research and refine systems, devices and technology.
- As an eco-campus, sustainability and environmental sensitivity shall be emphasized at all levels. Its pattern shall be driven by stewarding natural resources and based on renewable energy. This eco-campus shall function 24x7 days of the year.
- The eco-campus is to be developed not only on the ground but underneath as well, with systematically recharged subsurface water wells and tanks providing safe, sufficient and pure drinking water.
- A well- planned, environment-friendly wastewater system and other technologies shall help in reducing dependence on public utilities, while providing nutrient-rich additives for soil regeneration. The Consultant need to plan zero soiled waste management facility making it duly bio-degradable and useful for forming or as nutrition for existing flora of the University.
- Wherever required and possible/practical, solar panels and other such renewable energy sources like wind shall be used to cater to the basic needs of the community not only taking it "off the grid" but, perhaps, reversing the direction of resource flow. The Power generated form non-conventional sources shall be connected to the power grid so that the energy consumption in the working days shall offset the utilization of power grid and the non-working days the power generated shall feed the power grid and thus making it a financially viable proposition.
- The institute expects to be a "smart, intelligent eco-campus" connected through a scalable, rhizomatic, smart network built for superior performance and agility to absorb unforeseen changes in handling and operability.
- The final goal is to have a campus that is net zero waste, net zero energy and net zero water, thus reaching full, range self-sufficiency at the end of the project period, if possible to have as surplus energy and water to help the adjoining / neighborhood areas

In order to realize the vision of a sustainable eco-campus development, the campus master plan shall:

- Provide sustainability policies to promote sustainable design and operation of campus infrastructure.
- Maximize the potential of the utilization of existing sources / infrastructure.
- Maximize energy and resource consumption
- Protect and conserve water
- Use environmentally friendly products and materials.
- Enhance indoor environmental quality
- Optimize operational and maintenance practices.
- Suggest a strategy wherein the performance of all the above (and perhaps, any others) can be continuously monitored and evaluated)

II. Design elements

Main Wing: The University will be raised with Indian architectural touch possessing an ambience designed in accordance with standard guidelines the University being the oldest has its own architectural advantages which need to be considered while designing the building and skylines. The extent about **1627 Acres** (approximately) area with the existing major buildings need to be clubbed in to 4 segments / zones which may further contain sub-zones and the existing buildings need to be clubbed in 4 segments. Existing building need to be converted for different utilization based up on the zoning proposed by the consultant.

- (i) Hostels & Messes
- (ii) Administration Building
- (iii) Sports Zone – Play Ground, Swimming Pool, Indoor games
- (iv) Teaching faculty Residential
- (v) Non-teaching staff Residential
- (vi) College / Academic
 - a. Science Colleges – all departments, Commerce and Management zone, Arts zone – all departments, Engineering zone – all departments, Social sciences.
- (vii) Examination Branch Building
- (viii) Director of Academic Audit
- (ix) Guest House zone (V.C. Lodge)
- (x) Support services zones (Post office, Health centre, police outpost and others)
- (xi) Central facilitation building

- (xii) Botanical Garden
- (xiii) Transport
- (xiv) Canteens
- (xv) Auditorium
- (xvi) Central Library
- (xvii) Placement centre
- (xviii) Multimedia
- (xix) Chief security office
- (xx) Power sub-station
- (xxi) Infrastructure - roads

Note: - All the existing buildings if not indicated in the above list shall be taken in to consideration while preparation of Survey and detailed project report. (DPR)

c) Utilities & Services

The Utilities & services shall include & not limited to: -

1. Heating, Ventilation and Air Conditioning (HVAC) Works.
2. Electrical Works.
3. Plumbing, Water & Sewage Treatment Plant.
4. Fire detection & firefighting equipment's.
5. Security System.
6. Audio Visual System.
7. Solar water heating system & solar energy utilization.
8. Computer system including networking.
9. Acoustic
10. IBMS (Integrated building & management system.)
11. Rain Water Harvesting.
12. Landscape Work.
13. Water bodies etc.
14. UPS, back-up power source & intelligent lighting System.

III. Philosophy of Design

- I. The Design should keep in mind the climate, ecology, topography, soil and vegetation at the site.
- II. The campus layout and detail should promote pedestrian friendly movement and provide for a lifestyle that is suitable to campus residents and promote maximum interaction between the community members living on campus, especially interaction between the students and the faculty.

- III. The infrastructure, facilities and buildings should be functional and also have a built- in flexibility to accommodate the foreseeable future technical advances.
- IV. The overall design - the layout, planning of the campus and the individual buildings should be done to draw a balance between the initial costs as well the cost of maintenance and upkeep during its useful life span. The building materials proposed as well the height and the orientation of the buildings should reflect this. The local/regional and vernacular techniques, material, and processes for sustainable design have to be a part of the design.

All proposed designs have to be in accordance with the prevailing building regulations and bye laws and shall utilize all the locally available materials and the sources so as to make it not only economical but to depict the regional advantages enjoyed by University.

2. BRIEF SCOPE

OSMANIA UNIVERSITY, Hyderabad intends to develop with necessary infrastructure facilities. The broad scope of work includes:

- a) Preparation of Survey and Detailed Project Report, Infrastructure, Landscaping, Garden / Lawn. The Survey Detailed Project Report shall be prepared based on the existing buildings pertaining to departments / colleges / Hostels & Messes / Quarters etc., and the above said buildings are to be categorized in 4 zones and each zone shall be extended to sub-zones as it may requires. The Survey and Detailed Project Report should indicate the conversion of buildings in particular zones.
- b) The lay-out shall be prepared for existing Drainage, Electrical lines, Water Supply, Roads, sub-roads, Landscaping, Reservoirs, Over Head Tanks, sumps, Septic tanks, Bore wells, Electrical Sub-station, Pump Rooms, Temples and Dargahs and suggestion / proposals are to be shown in the Survey & Detailed Project Report if any changes to be required on the opinion of the Consultant. The Survey and Detailed Project Report shall indicate the locations of campus with encroachment Area, Reduced levels of the entire campus area including existing buildings and other structures & Rain Harvesting pits to be suggested if any Including Detailed Project Report,

More detailed scope of work will be provided in the RFP document

3. QUALIFYING REQUIREMENTS

3.1 The selection process involves two stages described briefly as under:

Stage 1 – Invitation for Expression of Interest (EOI). This is only for the purpose of preparing a short list up to a maximum of 05 (Five) Firms as per merit list prepared on the basis of evaluation.

Stage 2 – ‘Request for Proposal’ (RFP) shall be given to the Firms short-listed after the stage 1 and they shall be required to submit separate **“Technical Proposals”** and **“Financial Proposals”** as per prescribed procedure. Details with regard to this stage shall be provided in the RFP document to be issued later.

The Financial Proposals shall consist of the fee payable for the scope of services and other details as given in the RFP. All the Firms shall submit the financial proposals at this stage.

Technical Proposals shall be as per details given in the RFP. These shall include drawings, sketches, diagrams model and other information that can concisely and yet comprehensively explain Firm’s design philosophy, concept and approach proposed for developing the campus of Osmania University.

Technical proposals shall be evaluated by Osmania University. The financial Bids of only those bidders who qualified in the Technical evaluation as detailed in the RFP document shall be opened on the designated date and time.

Based on the marks awarded by the Jury (70% weightage) and the financial proposals (30% weightage), 01 (One) **Consultant / Consortium Firm** shall be selected for award of given work and assisting the institute in its implementation.

3.2 Short listing Process at STAGE 1

Only those Firms who fulfill the primary eligibility criteria shall be evaluated for short listing.

3.3 The Primary Eligibility Criteria are:

- a) Firm or the lead member of the Consortium if Consortium is the Firm with an average annual turnover of more than Rs. 0.75 Crore during last 03 (Three) years ending 31st March 2017. Turnover means Consultant / Architectural fee received during the year. (The year means F.Y. from 1st April to 31st March)
- b) Architects who are working under Consultant / Consortium should be members of Institution of Architects / Indian council of Architects. (Supported documentary proof to be submitted)
- c) Consultant / Consortium firms should be of +ve Net worth and profit making in all the last three financial years, ending 31st March 2017. (audited balance sheet to be submitted).
- d) Firm or the lead organization in case of a consortium must be registered in India as required by law with minimum five years’ of continuous operation up to the date of publication of this EOI.

- e) Consultant or one of the members of the consortium if consortium is the Firm, must have designed in the past 07 (Seven) years at least one Institutional / research and development campus with total Plot area of 75 Acres and designed Institutional Buildings comprising of laboratories of built-up area of 20,000 Sq.m. or more.
- f) Consultant or one of the members of the consortium should have one office in India and preferably in Hyderabad or Telangana State.

Documents in support of above Primary Eligibility Criteria should be enclosed

3.4 Evaluation for Short listing

The eligible Firms shall be short listed as per merit list prepared on the basis of evaluation by Osmania University. The Evaluation Criteria for short listing of Firms can be seen at Annexure-1.

Merit list shall include only those Firms who secure minimum:

- i) 70% in aggregate

The marks allotted to various Firms shall be the sole prerogative of the Osmania University. No explanation and / or justification for any aspect of the evaluation process shall be given; and no communication shall be entertained in this regard. The decision of the Osmania University shall be final and binding on all.

3.5 OTHER REQUIREMENTS

- a) Foreign Consultant / Consortium firm shall have an Indian Associate who fulfills the Professional Engineers requirement.
- b) Consultant / Consortium Firm shall be ineligible to submit a proposal, if it or any of its constituents has been barred or blacklisted by any Central and/or State Govt in India.
- c) Consultant or one of the members of the consortium if consortium is the Firm, should not have, during the last 05 (Five) years, either failed to perform on any agreement, or been expelled from any project or agreement or have any agreement terminated for breach by the Firm
- d) Consortium will be jointly and severally responsible (declaration to be submitted).
- e) Only Consultant / Consultants having +ve net worth and profit making in all the last three financial years are allowed to form consortium.
- f) Osmania University reserves the right to reject any or all the applications without assigning any reason or incurring any liability thereof. In case of award of work to the consortium, the work shall stand withdrawn in case of the lead member walking out of the consortium.

SECTION - II
INFORMATION & INSTRUCTIONS FOR BIDDERS

1. GENERAL:

- 1.1. **Tender Document Fee** - Not Applicable
- 1.2. Letter of Transmittal and Forms seeking information /documents are given in Section – III
- 1.3. All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a 'nil' or 'no such case' entry should be made in that column. If any particular/ query is not applicable to the Firm, it should be stated as 'not applicable'. The Firms are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information shall result in the Firm being summarily disqualified. Applications made by telegram or telex and also those received late will not be entertained.
- 1.4. The application should be type written. The Firm should sign each page of the application.
- 1.5. The Consultant / Consortium Firm may furnish any additional information, which is deemed necessary to establish capability to successfully complete the envisaged project. Superfluous information need not be furnished and no information shall be entertained after submission of EOI document unless specifically called for.
- 1.6. Any information furnished by the Consultant / Consortium firm found to be incorrect either immediately or at a later date, would render him liable to be debarred from taking up the project.
- 1.7. The EOI document in prescribed form duly completed and signed should be submitted in a sealed cover. The sealed cover super scribed **"Expression of Interest"** shall be received in the office of the **Superintending Engineer, University Buildings Division, Osmania University, Hyderabad – 500 007 up to 4.00 p.m. on 04.08.2017** A Soft copy, MS-Word compatible, shall also be submitted in the same sealed cover. Documents submitted in connection with EOI will be the property of Osmania University
- 1.8. Prospective bidders can seek any clarification regarding project requirements and EOI document from **Superintending Engineer, University Buildings Division, Osmania University, Hyderabad – 500 007**

- 1.9. Osmania University reserves its right to respond to any question raised or provide clarification sought in its sole discretion.
- 1.10. **Jurisdiction** - disputes arising shall be subject to the jurisdiction of the appropriate court at Hyderabad alone, and shall be governed by laws of India.
- 1.11. The discretion and decision of Osmania University in respect of the EOI shall be final and shall not be open to be challenged in any Court of Law.
2. **FINAL DECISION MAKING AUTHORITY:** Osmania University reserves the right to accept or reject any application and/or to annul the selection process and reject all applications at any time without assigning any reason or incurring any liability to the Firms.

3. Conflict of Interests

- 3.1. Consultants / Consortium firm not to Benefits from Commissions, Discounts, etc.,

The remuneration of the Consultants / Consortium firm pursuant to this contract the Consultants / Consortium firm sole remuneration in connection with this services and the consultants shall not accept for their own commission, discount or similar payment in connection with to this contract or to the services or in the discharge of their the contract

- 3.2. Consultants and Affiliates not to be otherwise interested in Project

The Consultants / Consortium firm agree that, during the term of this contract termination, the Consultants / Consortium firm shall be disqualified from providing or services which may result in conflict of interest.

Consortium firm or consultants who are involved in preparation of the EOI / RFP, Short – listing and the evaluation process, will not be Firm or as a proxy. Members of the expert committee and jury shall also not have conflicts of interest.

- 3.3. Prohibition of Conflicting Activities

The Consultants / Consortium firm shall not engage, either directly or indirectly, in any of the following activities:

- a) during the terms of this contract, any business or professional activities which would conflict with the activities assigned to them under this Contract; or
- b) after the termination of this Contract, such other activities as may be specified in this document.

3.4. Confidentiality

The Consultants / Consortium firm shall not disclose any proprietary or confidential information relating to the project, the services, this contract or the client's business or operations without the prior written consent of the client.

4. INFORMATION TO BE GIVEN IN THE REQUIRED FORMATS:

Bidders should furnish the following:

4.1. ORGANIZATION INFORMATION

Bidders are required to submit the following information in respect of their organization (Form - 'A').

- a) Name & postal address, Telephone, Fax Number and Email etc.
- b) Year of establishment and commencement of practice
- c) Copies of original documents defining the legal status, place of registration and principal places of business, membership of Institution of architects / Indian Council of Architects.
- d) Name & title of Directors
- e) Name and designation of officers to be associated with the project and authorized to act for the organization.
- f) Information on any litigation in which the Firm was involved during the last seven years including any current litigation.
- g) Brochures and Annual reports of last 03 (Three) years.

The Consultants / Consortium firm is required to submit certificate of completion of assignment from the respective Client as a proof of meeting the above qualifying criteria. Own works / Certification of the firms shall not be considered for prequalification. In case of assignments completed abroad, the firm is required to submit completion certificate duly authenticated / verified by the Indian mission / embassy of the said place / country.

4.2. ORGANIZATIONAL STRUCTURE

The Consultants / Consortium firm should have sufficient number of Architects and other technical professionals. The Firm should submit a list of key professionals stating clearly how they would be deployed in this project.

Even though a Firm may satisfy the above requirements, he would be liable to disqualification, if he has: -

- a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the EOI document.
- b) Record of poor performance such as abandoning project, architectural panel, not properly completing the assigned project, or financial failures/weaknesses, have been black listed in any of the Government department, PSU, local bodies etc.
- c) Record of poor performance in any project of Osmania University had completed or being executed.

4.3. Details of Qualifying Parameters

Details to be given in Form B

4.4. Details of Similar Works Completed in Last Seven Years

List of similar assignments / projects successfully completed during the last 07 (Seven) years (Form 'C (I & ii)').

4.5. Financial Capabilities

Details to be given in Form D

5. LETTER OF TRANSMITTAL

The Firm should submit the Letter of Transmittal attached under Section-III of the EOI document.

6. DISCLAIMER

The information in this document has been prepared to assist the Firms in preparing the EOI and it is clarified that:

- i. It does not constitute an invitation to offer or an offer in relation to the transaction.
- ii. This document does not constitute any contract or agreement of any kind whatsoever.
- iii. This document does not purport to contain all the information that interested parties and their advisors would desire or require in reaching decisions as to the transaction. Interested Firm should form their own view as to what information is relevant to such

decisions and make their own independent investigations in relation to any additional information.

- iv. Neither the information in this document nor any other written or oral information in relation to the transaction or otherwise is intended to form the basis of or the inducement for any investment activity or any decision to enter into any contract or arrangement in relation to the transaction and should not be relied on as such. Neither Osmania University nor their employees or advisors shall be liable to any interested party or any entity under any law including the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expenses or damage which may arise, or be incurred, or suffered, in connection with this document, or any matter that may be deemed to form part of this document, or any other information supplied by or on behalf of Osmania University or their employees or advisors or otherwise arising in any way from the selection process mentioned herein.
- v. Failure to provide information that is essential to evaluate the Consultants / Consortium firm qualifications or substantiation of the information supplied, shall result in disqualification of the Firm.
- vi. It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information. While this document has been prepared in good faith, neither Osmania University nor any of their respective officers or employees or advisors or agents make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly expressly disclaimed by Osmania University or any of their respective officers, employees, advisors or agents, whether negligent or otherwise.
- vii. Osmania University is not bound to accept any or all the EOI. Osmania University reserves the right to reject any or all EOI without assigning any reason. No Firm shall have any cause of action or claim against Osmania University or its Officers, employees, Advisors, Successors or Assignees for rejection of this EOI.

Section – III
LETTER OF TRANSMITTAL

FROM:

To:
The Superintending Engineer,
University Buildings Division,
Osmania University, Hyd - 007
Telangana State, India

SUBJECT: Submission of EOI for Appointment of Architectural Consultant for the Survey and preparation of Detailed Project Report for the existing Osmania University, Hyderabad – 500 007

Sir,

Having examined the details given in EOI Notice and EOI document for the above project, I / we hereby submit the relevant information.

I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.

- 1) I/We have furnished all information and details necessary for EOI and have no further pertinent information to supply.
- 2) I/We also authorize Osmania University or their authorized representatives to approach individuals, employers and firms to verify our competence and general reputation.
- 3) I/We submit the following certificates along with details in prescribed format in support of our suitability, technical know-how and capability for having successfully completed the following projects:

Name of project

Certificate from

Signature(s) of Consultants / Consortium firm

Enclosures

Seal of Firm
Date of submission

ANNEXURE - I

Evaluation Criteria for short-Listing of Applications at Stage 1 – EOI

NAME OF THE FIRM:

ADDRESS:

CONTACT DETAILS:

Sl. No.	EVALUATION CRITERION	Maximum Marks	Awards Awarded
1.	WORK EXPERIENCE AS STATED AT CLAUSE 3.3 (d) of SECTION – I	20	
	Survey & Assets Mapping of campuses of 75 Acre or more (i) Three or more (ii) Two (iii) One	20 15 07	
2.	PREPARATION DPR	20	
	Educational Institutions Building Projects DPR (i) Three or more (ii) Two (iii) One	20 15 07	
3.	DETAILED ARCHITECTURAL & DESIGN EXPERIENCE AS STATED AT CLAUSE 3.3 (d) of SECTION – I	25	
	Building Design 20000 sqm or more (i) Three or more (ii) Two (iii) One	25 20 10	
4.	FINANCIAL CAPABILITY	20	
	Gross Financial turnover in last 03 (Three) years Less than 0.75 Crores 0.75 to 1.00 Crores 1 Mark for every 0.50 crore (or part thereof above 0.75 crore subject to a maximum of 20 marks	0 12 20	
5.	AWARDS & PRICES	10	
	(i) Two or more international Awards (ii) Two or more National Awards (iii) One International Award (iv) One National Award (v) Any other Award	10 07 05 03 01	
6.	ASSESSMENT BY OSMANIA UNIVERSITY	5	
	Preference will be given to the firm having local office at Hyderabad or in Telangana State	5	
	TOTAL 1 TO 6	100	

Document to be submitted in support of Evaluation Criterion

1) WORK EXPERIENCE & DPR

- (i) Master plans of the campuses designed in A3 size
- (ii) Description of the project with complete details in one or two pages
- (iii) Certificates from clients
- (iv) Photographs

2) DETAILED ARCHITECTURAL & DESIGN EXPERIENCE

- (i) Site plans of various buildings (Minimum of 3 No's) in A3 size.
- (ii) Write up in one or two pages (Area, cost, date of start, date of completion etc.)
- (iii) Certificates from client
- (iv) Photographs

3) FINANCIAL CAPABILITY

- (i) Certified copies of IT returns
- (ii) Annual reports duly certified by Chartered Accountant

4) AWARDS & PRICES

- (i) Certified copies of Awards received
- (ii) Paper cuttings/publications in journals

5) Details & location of local offices

PROFORMA: Expression of Interest Questionnaire

1.	Name of Consultant
2.	<p>State the Structure of the Firm's Organization: - (Firms to indicate as appropriate)</p> <p>Public Sector Organization / Educational Institute</p> <p>Individual Company</p> <p>Firm</p> <p>Consortium</p>
3.	<p>Individual Consultants / Consortium firm or lead member (in case of Consortium) to provide this information:</p> <ol style="list-style-type: none"> 1. Name of the Company / Firm 2. Individual Firm Company / lead member of consortium 3. Legal status of company 4. Registration No. with the Country of Registration 5. Year of Registration 6. Registered Address 7. Principal place of Business 8. Address of Branch Office (Own) 9. Whether wholly / partially owned subsidiary of Foreign company (Yes / No) give details 10. Name and address of Principal / parent Company (if applicable) 11. Name of Contact Person 12. Contact Person's designation 13. Address, telephone, fax No... email address of contact person: 14. Name of contact person (at Hyderabad office if any) 15. Contact person's designation (at Hyderabad office if any) 16. Address, telephone, fax no. email of contact person (at Hyderabad office if any)
4.	<p>For Firms who are in consortium, state the following information for each member of consortium (include additional sheet if required):</p> <ol style="list-style-type: none"> 1. Name of Company / Firm: 2. Legal status of company: 3. Registration No. with the Country of Registration: 4. Year of Registration: 5. Registered Address: 6. Principal Place of Business: 7. Address of Branch Offices (own): 8. Whether wholly owned subsidiary or foreign company: Yes/No 9. Name and address of Principal/Parent Company (if applicable): 10. Name of contact person: 11. Contact person's designation: 12. Address, telephone, fax no., email address of contact person: 13. Name of contact person (at Hyderabad Office if any):

	<p>14. Contact person's designation (at Hyderabad Office if any):</p> <p>15. Address, telephone, fax no. email of contact person (at Hyderabad office if any)</p>												
5.	<p>Does EOI application contain the board resolution/ Power of Attorney/ Authority Letter, which empowers the person or persons to sign the Letter of Application?</p> <p>Yes/No</p> <p>If no, give reasons</p>												
6.	<p>State the number of years the Firm (or each constituent member of consortium) has been in business under the business name appearing in the answer to question 3 and 4 above.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">Name</th> <th style="width: 50%;">No. of years</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> </tr> </tbody> </table>		Name	No. of years	1.			2.			3.		
	Name	No. of years											
1.													
2.													
3.													
7.	<p>State the number of years the Firm (or each constituent member of consortium) has been in business undertaking work similar in scope and nature of work for which shortlisting is sought</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">Name</th> <th style="width: 50%;">No. of years</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> </tr> </tbody> </table>		Name	No. of years	1.			2.			3.		
	Name	No. of years											
1.													
2.													
3.													
8.	<p>Individual Firm / each member of consortium should compile a list showing their previous experience of work as per proforma at Form C-(I) and Form C-(II) in the manner and for the period indicated in the proforma (attach separate sheets duly referred as in response to question 8)</p> <p>Do you authorize Osmania University to make enquiries with any of the clients listed by the Firm?</p> <p>Yes/No</p> <p>Have you (each constituent member in case of consortium) provided information regarding previous experience of work as per Form C-(I) and Form C-(II)?</p> <p>Yes/No</p>												
9.	<p>Whether Individual Firm or members of consortium have in-house facility of all services and related staff? Yes/No</p> <p>If no, whether necessary legal agreements with various services consultancy organizations for a period of minimum 3 years from date of application are attached with this EOI application?</p> <p>Yes/No</p>												

Note :

Please provide sufficient information and valid proof for each parameter/factor assigned for calculating the marks in the evaluation criteria. If sufficient information and valid proof is not available about some parameter/factor during evaluation, 0 marks shall be assigned to that parameter/factor

ANNEXURE –III

**FORMAT FOR POWER OF ATTORNEY FOR AUTHORISED SIGNATORY OF
CONSORTIUM MEMBERS**

POWER OF ATTORNEY*

(To be executed on non-judicial stamp paper of the appropriate value in accordance with relevant stamp Act. The stamp paper to be in the name of the company who is issuing the power of Attorney)

Know all men by these presents, we (name of member firm of the consortium with address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms..... (name and residential address..... who is presently employed with us and holding the position of As our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for preparation of the Survey and Detailed Project Report for setting up **Osmania University, Hyderabad - 500 007** including signing and submission of all documents and providing information / response to Client, representing us in all matters, dealing with Client in all matters in connection with our bid for the said project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid shall and shall always be deemed to have been done by us.

Dated this the.... day of20...

(Signature of authorized Signatory)

.....
(Signature and Name in Block letters of Signatory)
Seal of Company

Witness

Witness1:
Name:
Address:
Occupation:

Witness2:
Name:
Address:
Occupation:

*Notes:

To be executed by all the members individually, in case of a Consortium.

The mode of execution of the power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter document(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

ANNEXURE –IV

FORMAT FOR POWER OF ATTORNEY TO LEAD MEMBER OF CONSORTIUM

(To be executed on non-judicial stamp paper of the appropriate value in accordance with relevant stamp Act. The stamp paper to be in the name of the company who is issuing the power of Attorney)

POWER OF ATTORNEY*

Whereas Client has invited proposals from Firms for submission of proposals for
(Name of work),

Whereas, the members of the joint Venture/Consortium comprising of M/s....., M/s....., M/s....., M/s..... (the respective names and addresses of the registered office to be given) are interested in submission of proposals for the Survey and preparation of Detailed Project Report in accordance with the terms and conditions contained in the EOI documents.

Whereas it is necessary for the members of the consortium to designate one of them as the Lead member, with all necessary power and authority to do, for and on behalf of the consortium, all acts, deeds and things as may be necessary in connection with the consortium's bid for the project, as may be necessary in connection the consortium's bid for the project.

NOW THIS POWER OF ATTORNEY WITNESSETH THAT:

We, M/s, hereby designate M/s., being one of the member of the consortium, as the lead member of the consortium, to do on behalf of the consortium, all or any of the acts, deeds or things necessary or incidental to the consortium's bid for the project, including submission of application / proposals, participating in conference, responding to queries, submission of information/documents and generally to represent the consortium in all its dealing with the Client or any other Government Agency or any person, in connection with the Consultancy assignment until culmination of the process of bidding till the contract agreement is entered into with the Client and thereafter till the expiry of the contract agreement.

We hereby agree to ratify all acts, deeds and things lawfully done by Lead member, our said attorney, pursuant to this power of attorney and that all acts deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us/consortium.

Dated this the _____ Day of 201

..... (Signature)

.....
(Name in Block letters of Executant)
Seal of Company

Witness 1:
Name:
Address:
Occupation:

Witness 2:
Name:
Address:
Occupation:

*Notes:

- To be executed by all the members individually, in case of a Consortium.
- The mode of execution of the power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter document(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

ANNEXURE V

TO BE SWORN ON A NON-JUDICIAL STAMP PAPER OF RS.100/- AFFIDAVIT

*I/we _____ Director/ Proprietor/ Partner of _____ (mention name of organization and its complete address) do hereby solemnly affirm and declare as under:

8.2.1 That *I/we _____ *am / are registered as (mention name of *firm / company / Consortium) vide Registration No _____ under the provisions of _____ (mention the name of the Act).

8.2.2. That *I/we _____ have applied in response to the Invitation for Expression of Interest of Osmania University, Hyderabad for appointment as Architectural Consultant for Survey and preparation of Detailed Project Report for Osmania University, Hyderabad – 500 007.

8.2.3. That _____ (mention name of organization) is eligible to submit the aforesaid proposal as neither the Firm has been barred and/ or blacklisted by the Central Government and/ or any State Government of India at any time prior to the date of submitting this affidavit.

8.2.4. That _____ (mention name of organization) or any of its constituents during the last three years has neither failed to perform on any agreement nor was expelled from any project or agreement nor any agreement terminated for any breach by the Firms or any of its constituents.

8.2.5. That an annexure attached to this affidavit gives list of all contracts of _____ (mention organization) or any of its constituents with the State / Central government that are in arbitration.

DEPONENT VERIFICATION

*I/we _____ the above named deponent do hereby verify that the contents of the aforesaid paragraphs 1 to 4 are true and correct to the best of *my/ our knowledge and belief and nothing is concealed there from.

Verified at _____ (place) this ____ Day of _____ 201

*(Strike off whichever is not applicable)

DEPONENT

Note: Deponent will be the authorized signatory of the Firm

ORGANISATIONAL STRUCTURE

1.	Name & Address of the Firm with Telephone No./Fax No/Email, Website etc.	
2.	a) Year of Establishment b) Date & Year of commencement of practice.	
3.	Legal status of the Firm (attach copies of original document defining the legal status)	
	a) A proprietary firm	
	b) A firm in partnership	
	c) A limited company or Corporation/ Joint venture/ Consortium	
4.	Names of Directors & Others executives with designation	
5.	Designation of individuals authorized to act for the organization.	
6.	Total No. of professional staff & years of experience: <ul style="list-style-type: none"> • Urban Designer/ Town Planner • Environmental Planner / Waste Management Engineer • Landscape Planner • Architects • Civil Engineer • Mech Ele Plumb Engineers • Other Professional/ Scientific Staff 	
7.	Was the Firm ever required to suspend the project for a period of more than six months continuously after commencement of planning? If so, give the name of the project and reasons of suspension of project.	
8.	Has the Firm or any constituent partner in case of partnership firm, ever abandoned the awarded project before its completion? If so, give name of the project and reasons for abandonment.	
9.	Has the Firm or any constituent partner in case of partnership firm, ever been debarred/ black listed for competing in any organization at any time? If so, give details.	
10.	Has the Firm or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	
11.	Any other information considered necessary but not included above.	

Signature

DETAILS OF QUALIFYING PARAMETERS

Sl. No.	Particulars Requirements	(Ref. page No. in Proposal	Details of Particulars provided
1.	Tender document fee is not applicable		
2.	Proposal validity 180 days from last date of Submission of Proposals		
3.	Qualifying Projects <i>[As per Form – C(I) and C(II)]</i>		
4.	Membership of Institution of Architects / Indian Council of Architects		
5.	Power of Attorney for authorized signatory of Consortium members		
6.	Power of Attorney to Lead member of Consortium		
7.	Joint Venture Agreement		
8.	Declaration of consortium at Annexure III & Annexure IV		
9.	Financial turnover of single firm		
10.	Financial turnover of consortium of firms and Lead Members		

Consultants / Consortium firm Experience

(Details of major works (**maximum ten**) executed during the last ten years **that may support evaluation criterion at Annexure V**)

Sl. No.	Name of work	Address & Contact details of the client	Role in Participation : Individual / Member of Consortium	Description actual services provided by Technical Consultant	Date of commencement & completion		Project Cost in INR in Millions	Tendered cost	Site area	Build up area	Actual date of completion	Amount received as payment

Name of Company/ Firm:

Please give reasons if the actual cost was more than 10% above the tendered cost.

Please give reasons if the actual time for completion was greater than 10% above the original schedule.

Note:

- The information is to be given by individual or each member of the consortium including lead member separately.
- The list of works is to be compiled as per the format above giving reference to specific evaluation criterion for which work being listed.
- Copy of supporting documents (in the form of certificate from client/ agreements/ appointment orders/ contract/ certification provided by Project owners) should be enclosed.
- Where currency conversion is used, specify the exchange rate and its date.

FINANCIAL CAPABILITIES**(Rs. In Lacs / US Dollars)**

Financial year	Financial turnover of single firm / consortium of firms				
	Firm 1 (Lead Member)	Firm 2	Firm 3	Firm 4	Average
2014-2015					
2015-2016					
2016-2017					
Average Annual Turnover over the past three years					

Audited balance sheet/ IT return to be submitted in support of above turnover

Signature

FORM – E

List of Award of International Repute as well as Awarded by any Central/ State Government.

SI No.	Name of Award	Awarded By	Detail of the work for which the

Note:

- 1) Copy of the citation or the award shall be submitted duly self-attested as a proof.
- 2) A brief detail about the work including the cost, scope of work, the client, and the period of work should be enclosed in respect of each award mentioned above.