

**Selection of an Architectural Consultant for Providing
Comprehensive Architectural and Interior Design Services for the
Proposed GEL Corporate Office Building,
at Vaishnodevi Circle, Ahmedabad**



NOTICE FOR INVITING TENDER

Job Number: XX/2026-27

RFP Issue Date: September 2026

Gujarat Energy Limited

Gujarat Energy Bhavan, Behind Udyog Bhavan, Sector-11

Gandhinagar - 382010, Gujarat

SECTION 1 Project Background and Overview

1 General Disclaimer

This Notice for Inviting Tender (NIT) is issued solely for the purpose of soliciting proposals from interested and qualified entities for the specified project. The issuance of this NIT does not constitute an offer to enter into a contract, nor does it create any binding legal obligation on the part of the issuing authority.

The issuing authority reserves the right to modify, amend, withdraw, or cancel this NIT at any time without prior notice and without assigning any reason. No claims for compensation, costs, or damages will be entertained from any respondent in connection with such modifications, amendments, or cancellations.

1.1 Accuracy of Information

The information provided in this NIT, including project details, specifications, timelines, and other requirements, is made available in good faith. While every effort has been made to ensure its accuracy, the issuing authority does not guarantee the completeness, correctness, or reliability of any information contained herein. Respondents are responsible for conducting their own due diligence, investigations, and verifications regarding all aspects of the project before submitting their proposals.

1.2 Rights of the Issuing Authority

The issuing authority reserves the right, at its sole discretion, to:

- Accept or reject any or all proposals, in whole or in part, without assigning any reason.
- Waive any informalities, non-material deviations, or minor deficiencies in any proposal.
- Request additional information or clarification from any respondent as deemed necessary.
- Modify the scope of the NIT, project requirements, timelines, or evaluation criteria at any stage.
- Enter into negotiations with one or more respondents without any obligation to award the contract.
- Conduct discussions, presentations, or site visits as required before finalizing the selection.

1.3 Costs and Liabilities

All costs and expenses incurred by respondents in connection with the preparation, submission, or clarification of their proposals, including participation in meetings, discussions, or site visits, shall be borne solely by the respondent. Under no circumstances shall the issuing authority be liable for any such costs, regardless of the outcome of the NIT process.

1.4 Background

Gujarat Energy Limited (erstwhile Gujarat Gas Limited) is an integrated energy company resulting from a historic decision of the Government of Gujarat to pursue a Composite

Scheme of Amalgamation and Arrangement involving the GSPC Group of Companies. Gujarat Energy Limited (“GEL”) encompasses and excels across the entire energy value chain and, pursuant to implementation of the Scheme of Arrangement, now operates in the following key business segments:

- City Gas Distribution (“CGD”)
- Gas Trading
- Exploration and Production
- Wind Power

GEL continues to be India’s largest City Gas Distribution (CGD) company in terms of volume, operating in 44 districts across 6 states in India — Gujarat, Maharashtra, Rajasthan, Haryana, Punjab, and Madhya Pradesh — and 1 union territory, Dadra & Nagar Haveli. GEL has a successful track record of providing uninterrupted services for over three decades through a network of more than 45,250 km of natural gas pipeline. GEL operates over 839 CNG stations and has connected more than 24.10 lakh households, over 16,000 commercial customers, and more than 4,460 industrial customers.

As one of India’s leading natural gas trading companies, GEL plays a pivotal role in ensuring gas supply availability across sectors and has established itself as the largest demand aggregator in Gujarat. The Company offers end-to-end gas trading solutions through a diversified portfolio that includes domestic natural gas sourced from Indian E&P blocks, imported LNG through long-term contracts and spot cargoes, and natural gas sourced through energy trading platforms such as the India Gas Exchange. GEL’s diversified and robust sourcing framework ensures supply reliability, competitive pricing, and risk mitigation, even during periods of market volatility.

As part of its Exploration and Production business (“E&P Business”), GEL holds a Participating Interest (PI) in 12 operational oil and gas blocks. GEL also owns wind power generation assets with an aggregate clean electricity generation capacity of 123.9 MW.

GEL has long-term Power Purchase Agreements in place with Gujarat Urja Vikas Nigam Limited (GUVNL) for all its wind power generation assets, and the electricity generated through these assets is sold to GUVNL under the said agreements. Total electricity generated through the wind power assets during FY 2025-26 was 162.50 million units.

Gujarat Energy Limited is strategically aligned to energize India’s natural gas vision.

1.5 Notice for Inviting Tender

The Company invites proposals (the “Proposals”) for the selection of an Architectural Consultant (the “Consultant”) who shall undertake the scope of work in conformity with the Terms of Reference (collectively, the “Consultancy”).

1.6 Development Potential (FSI / FAR)

As per the Company’s preliminary assessment, the subject land presently permits a base Floor Space Index (FSI) of 1.20, with additional FSI expected to be available through payment of premium and/or other mechanisms permissible under the prevailing General Development

Control Regulations (GDCR) and applicable statutory regulations. Accordingly, for the purpose of this NIT, an indicative planning FSI of 1.80 has been considered.

The above shall be treated only as an indicative planning parameter and shall not be construed as the final permissible development potential. The successful Consultant shall independently verify the applicable Development Control Regulations, assess the maximum permissible FSI/FAR, including Premium FSI, TDR, incentive FSI, or any other development rights permissible under the prevailing statutory provisions, and advise the Company on the most suitable and commercially viable development option.

The Consultant shall prepare the master plan and building design based on the optimum permissible development potential approved by the Competent Authority, after obtaining the Company's approval.

1.7 Brief Requirements:

Category	Requirements	Design Considerations
Office Accommodation	• Seating for 500–550 personnel • Provision for 30% future expansion • Mix of Executive Cabins, Managerial Cabins, Cubicles, Open Workstations • Flexible layouts for restructuring • Provision for departmental / functional segregation with flexibility for future reconfiguration • Employee breakout / informal collaboration spaces	• Modular planning for scalability • Space efficiency with ergonomic design • Provision for reconfiguration without major structural changes • Employee-centric workplace planning • Adequate privacy and acoustic comfort
Corporate & Common Facilities	• CMD & MD Executive Suites • Board Room & Conference Rooms • Meeting & Discussion Rooms • Training Centre • Multipurpose Hall / Auditorium • Reception & Visitor Management • Executive & Guest Lounges • Cafeteria & Dining Facilities • Pantry on each floor • Recreation & Wellness Facilities • Library / Knowledge Centre • Record Room / Archives • Medical / First Aid Room • Housekeeping & Storage Areas • Driver Waiting Area	• Adequate zoning for executive vs. common areas • Technology-enabled meeting spaces • Wellness and recreation integrated into design • Secure IT & data infrastructure
External Development & Sustainability	• Adequate basement & surface parking • Internal roads & circulation • Landscaped gardens & green spaces • Outdoor seating areas • EV charging infrastructure • Energy-efficient building systems • IGBC Gold (or equivalent) certification (optional) • Universal accessibility	• Smart parking management • Sustainable landscaping • Renewable energy integration • Compliance with accessibility norms • Green building certification readiness
Mobility & Parking	• Adequate parking for employees and visitors • Two-wheeler parking • EV	• Separate pedestrian, visitor and service movement

	charging provision • Accessible parking • Pick-up / drop-off zone • Dedicated service / loading area	wherever feasible • Efficient traffic circulation • Safe pedestrian movement from parking to building
Workplace & Employee Facilities	• Dedicated spaces for HR / employee interaction • Adequate toilets and accessible toilets on each floor • Women-friendly facilities, including mother & child / nursing room • Changing / locker facilities, wherever required • Dedicated spaces for housekeeping and facility operations	• Convenient access to common facilities • Gender-sensitive and inclusive design • Adequate privacy and acoustic comfort
Security & Safety	• Controlled entry and exit points • Visitor management system • CCTV surveillance infrastructure • Access-control system • Fire detection, alarm and suppression systems • Emergency exits and evacuation arrangements • Emergency assembly area	• Layered security approach • Integration of physical and electronic security • Compliance with applicable fire and life-safety norms • Clear and safe evacuation routes
IT, Digital & Smart Building	• Structured cabling infrastructure • Wi-Fi coverage throughout the building • Dedicated server / network rooms • AV infrastructure for Board Room, conference rooms and training facilities • Digital signage / wayfinding • Building management and monitoring systems • Provision for future technology upgrades	• Technology-neutral infrastructure • Scalability and redundancy • Integration of IT, security and BMS systems • Minimise future disruption during technology upgrades
MEP & Building Services	• Reliable HVAC system • DG / backup power infrastructure • UPS provision for critical systems • Adequate electrical load and future capacity • Water supply, treatment and efficient plumbing systems • STP / rainwater harvesting, as applicable • Adequate service areas and shafts	• Energy-efficient systems • Redundancy for critical services • Ease of operation and maintenance • Provision for future capacity enhancement
Resilience & Business Continuity	• Disaster-resilient planning • Emergency power and critical services • Provision for emergency communication • Flood / waterlogging mitigation, as relevant to site • Business continuity considerations for critical functions	• Redundancy of critical infrastructure • Risk-based design approach • Maintainability and operational continuity
Acoustics & Indoor Environment	• Acoustic treatment for Board Room, conference rooms and executive areas • Noise control between work areas • Adequate daylight and ventilation • Indoor air quality considerations	• Acoustic privacy • Comfortable indoor environment • Maximise natural daylight while controlling heat gain
Design Philosophy	• Modern, iconic, sustainable, energy-efficient, future-ready • Best engineering	• Architectural identity reflecting GEL's brand •

	practices • Operational efficiency • Flexibility for future growth • Statutory compliance • Future adaptability to accommodate changes in organisational structure, business functions, workforce strength and technology	Integration of smart building technologies • Balance of aesthetics and functionality • Long-term adaptability • Design for operational efficiency and ease of maintenance
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1.8 Estimated Project Cost

Based on the Company's preliminary assessment and considering an indicative planning FSI of 1.80, the estimated project cost is approximately ₹110 Crore (excluding land cost and applicable taxes but including FSI premium, consultancy charges and other contingencies). This estimate is indicative only and has been included solely to establish the project magnitude and evaluate bidder eligibility.

The Consultant shall, during the Concept Design and subsequent design stages, prepare detailed area statements, cost estimates, and project cost assessments based on the verified permissible FSI, approved design, technical requirements, and prevailing market rates. The final project cost may vary depending on the approved development potential, statutory approvals, scope finalized by the Company, and market conditions.

1.9 Due Diligence by Applicants

Applicants are encouraged to fully inform themselves about the assignment and the local conditions before submitting their Proposal, including by visiting the Company and the project site and sending any written queries to the Company.

1.10 Validity of Proposal

As define on e-tendering portal.

1.11 Selection Process

The detailed selection process is set out in Section 2 — Instructions to Bidders.

1.12 Visit to the Site, Inspection of Data, and Queries

Applicants are encouraged to submit their Proposals after visiting the project site and ascertaining for themselves the site conditions, traffic, location, surroundings, climate, access to the site, availability of drawings and other data with the Company, applicable laws and regulations, and any other matter considered relevant by them. For this purpose, Applicants shall provide at least two days' notice to the nodal officer specified below:

Gujarat Energy Limited.

TP 60, FP 60, Near Vaishnodevi Circle, Sardar Patel Ring Road, Ahmedabad

Name: Gaurang Patel (Dy. Manager – Admin)

Mobile: 7887892092 Email ID : gaurang.patel@gujenergy.com

SECTION 2: Selection process, Evaluation Methodology

2.1 Documents Constituting the NIT

The NIT documents comprise the following and are to be read together:

- This NIT document, including the Bid Qualification Evaluation Criteria (BQE), **Technical Evaluation & Scoring methodology** (EM), Scope of work (SOW), additional terms and conditions, standard forms, and Schedule of Rates (SOR).
- Any corrigendum, amendment, or clarification issued by the Authority.

2.2 Process of Bidding and Selection of Consultant

- A Quality-cum-Cost Based Selection (QCBS) process shall be adopted for the selection of the Consultant.
- Interested and eligible consultants ("Bidders") are required to prepare and submit their proposals in accordance with this NIT.

NIT Proposals must include:

- Technical Proposal
 - Part A **Bid Qualification Criteria (BQC):**
 - Part B **Technical Evaluation & Scoring (TES)**
- Financial Proposal

The following procedure shall be adopted for the submission and evaluation of proposals. Bidders are advised to carefully read all instructions, conditions, and requirements specified in this NIT.

2.3 Technical Proposal

The Technical Proposals submitted by Bidders shall be evaluated by the designated committee or committee form in this regard by Company, in accordance with the evaluation process and criteria prescribed by the Company. The evaluation shall be carried out based on the Bidder's compliance with the prescribed Bidder Qualification Criteria (BQC) and the technical evaluation & Scoring parameters specified in this NIT. Only Bidders meeting the stipulated requirements shall be considered for further evaluation.

(A) Bid Qualification Criteria (BQC): The Bidder shall be evaluated against the prescribed Bidder Qualification Criteria (BQC) specified in the NIT. Only Bidders who meet the BQC requirements and are qualified and shall be considered for further Technical Evaluation & Scoring. This will be considered as Pre-Qualification **(PQ)**.

(B) Technical Evaluation Scoring (TES): Technically qualified Bidders shall be evaluated based on the specified Evaluation Methodology (EM) as per the defined parameters. Bidders shall submit all additional relevant information, documents, and supporting details required for the technical scoring. This will be considered as Technical-Qualification **(TQ)**.

The evaluation of qualification criteria and technical proposals shall be carried out as per the applicable process and procedures of the Company and as defined in this document. Bidders

shall submit the required documents, details, and supporting information through the e-tendering portal, as specified in the NIT, for verification and evaluation.

The Bidder shall submit all information, documents and supporting details required under both the Bid Qualification Criteria (BQC) and Technical Evaluation Scoring (TES), as specified in the NIT and Evaluation Methodology. The Bidder must satisfy all prescribed Bidder Qualification Criteria (BQC) to qualify under Pre-Qualification (PQ), and the technically qualified Bidders shall submit the required information and documents for evaluation and award of marks under Technical Qualification (TQ).

Information regarding qualification/disqualification of Bidders at various stages of the evaluation process shall be communicated through the e-tendering portal and the registered e-mail address of the Bidders.

2.4 Financial Proposal

- The Financial Proposals of only those Bidders found technically qualified, as per the evaluation criteria specified in this NIT, shall be opened and considered for further evaluation in accordance with the applicable GEL process.
- The name of the Bidder, the technical scores, and the proposed bid price shall be shared on the tender portal and/or communicated to the Bidder on its registered e-mail address.
- For the purpose of financial evaluation, the Company shall consider a common estimated project cost, as determined by the Company, for all technically qualified Bidders. Any variation in the project cost estimated by Bidders based on their respective concepts or designs shall not be considered for financial evaluation.
- The price bid considered for evaluation shall exclude GST but shall include all other taxes and expenses, if any, such as boarding, lodging, and travelling.

2.5 Evaluation Methodology

The Company shall undertake the following process for the Technical and Financial Evaluation of proposals:

Step 1: Evaluation of Mandatory Compliance

Only Bidders who qualify in **PQ** i.e. meet the BQC requirements shall be considered for further Technical Evaluation and scoring (TQ).

Step 2: Technical Evaluation & Scoring (TEC)

The Technical Proposal shall be evaluated based on:

- Technical Criteria (maximum 60 marks)
- Approach and Methodology (maximum 40 marks) as mentioned in step 3

The combined score out of 100 marks shall be treated as the Technical Score (TS).

- Bidders securing 42 marks or more out of 60 (i.e., more than 70%) under the Technical Criteria (excluding Approach & Methodology) shall be invited for a presentation to demonstrate their understanding, Concept, approach, and methodology.

- The Final Technical Score (TS), out of 100 marks, shall be computed by adding the marks obtained under Technical Criteria (60 marks) and Approach & Methodology (40 marks).
- Bidders securing a minimum of 70 marks out of 100 in the Technical Score shall qualify for the next stage, i.e., opening and evaluation of Financial Proposals.

Step 3: Presentation for Evaluation of Approach & Methodology

Only Bidders securing a minimum of 42 marks out of 60 under the Technical Criteria (excluding Approach & Methodology) shall be shortlisted and invited to make a presentation before the Evaluation Committee. The presentation shall form the basis for evaluation of the Approach & Methodology (40 marks).

The presentation shall cover, inter alia, the Bidder's understanding of the project and, as a key component, a brief conceptual vision for the proposed GEL Corporate Headquarters, including the proposed building layout, planning approach, utilization of the available/permissible FSI, and the overall architectural character of the building.

The Bidder shall submit a brief conceptual plan and site layout for the proposed building. This must include strategies for optimal FSI utilization, along with alternative development scenarios that leverage the maximum permissible FSI under current Gujarat CGDCR norms. The proposal must define the overarching architectural vision and explicitly detail its benefits and implications for GEL regarding space optimization, operational functionality, future expansion, sustainability, cost-effectiveness, and overall value. The Bidder may also suggest, wherever considered appropriate, alternative ways of optimizing the available FSI or development potential of the site, including increased utilization of FSI or alternative building configurations, along with the associated benefits. Any such concept shall be indicative and subject to applicable statutory provisions and approvals. The Bidder should demonstrate a clear methodology for developing an immediate 1.8 FSI layout while structurally future-proofing the building for maximum Gujarat CGDCR limits. The technical approach should explain how the Phase 1 foundations, structural columns, and MEP utilities will be engineered to support seamless future vertical expansion. Additionally, the methodology must outline the construction sequencing plan to ensure future expansion can be executed safely, with minimal operational disruption to GGL and strict adherence to regulatory setback norms.

The presentation shall further cover the Bidder's proposed design philosophy, execution methodology, work plan, resource deployment strategy, quality assurance approach, risk identification and mitigation measures, sustainability approach, and overall implementation strategy.

The Bidder may support the presentation with PowerPoint presentations, conceptual sketches, drawings, indicative 3D views, BIM models, photographs, videos, case studies, and other relevant material.

The Company shall communicate the date, time, venue (physical or virtual), and other presentation requirements to shortlisted Bidders through the e-tendering portal and/or registered e-mail. Only shortlisted Bidders shall be permitted to make the presentation.

The presentation shall not form part of the bid submission and need not be uploaded along with the Technical Proposal. The Bidder shall, however, ensure that all supporting material

relied upon during the presentation is based on information and credentials already submitted as part of the Technical Proposal, or is produced for verification if requested by the Evaluation Committee.

The Company shall constitute an Evaluation Committee comprising its nominated officials to carry out the evaluation, including evaluation of the Bidder's presentation under the Approach & Methodology criteria. The Evaluation Committee may seek clarifications, ask questions, or request additional information during the presentation. The presentation shall be evaluated strictly in accordance with the prescribed marking criteria for Approach & Methodology (40 marks), and the marks awarded by the Committee shall be final and binding.

Step 4: Evaluation of Financial Proposal and Financial Score (FS)

- After completion of the Technical Evaluation, the Company shall evaluate the Financial Proposals of only those Bidders who have qualified with the minimum Technical Score specified in this NIT.
- Prior to opening the Financial Proposals, the Company shall announce the names of the technically qualified Bidders along with their respective Technical Scores.
- The Financial Proposals shall be opened online in the presence of representatives of the technically qualified Bidders who choose to attend.

Financial Score (FS) (out of 100), calculated based on the **Financial Bid (FB)** in accordance with the financial evaluation methodology specified as below.

Financial Score (FS) (out of 100): The Financial Score shall be calculated based on the Financial Bid (FB) submitted by the technically qualified Bidders, in accordance with the following formula:

$$FS = (\text{Lowest FB} / \text{Bidder's FB}) \times 100$$

Where:

- Lowest FB = Lowest evaluated Financial Bid amongst all technically qualified Bidders.
- Bidder's FB = Financial Bid of the respective Bidder.

The Bidder quoting the lowest WFB shall be awarded 100 marks, and the Financial Score of other technically qualified Bidders shall be calculated proportionately based on the above formula.

Final Composite Score (FCS)

The Final Composite Score (FCS) shall be calculated by combining the Technical Score (TS) and the Financial Score (FS) under the QCBS methodology as follows:

$$FCS = (0.80 \times TS) + (0.20 \times FS)$$

Where:

- TS = Final Technical Score (out of 100), Comprising Technical Criteria (60 marks) and Approach & Methodology (40 marks).

- FS = Financial Score (out of 100),

The Bidder obtaining the highest Final Composite Score (FCS) shall be ranked H1 and shall be awarded the Contract, subject to fulfilment of all eligibility requirements, successful verification of the information and documents submitted, and approval of the Competent Authority in accordance with the Company's procurement procedures.

Section 3 Bidder Qualification Criteria (BQC) and other Information for Technical evaluation and Scoring

A. Bidder Qualification Criteria (BQC)

Sr. No.	Eligibility Criteria	Mandatory Requirement	Documents Required
1	Local Office Presence	The Bidder must have a registered office / branch office in Gujarat.	Address proof of the local office, such as GST Registration Certificate / Lease Agreement / Electricity Bill / Office Registration Document. Where the Bidder does not maintain a local office, a formal declaration/undertaking confirming that a local office will be established upon qualification and contract award must be submitted.
2	Registration Certificate	The Bidder shall submit the Council of Architecture (CoA) Registration Certificate.	A valid CoA (India) registration certificate is mandatory for the principal architect or lead partner.
3	IGBC Accredited Professional	A valid IGBC Accredited Professional (IGBC AP) or LEED Accredited Professional (LEED AP BD+C) certification is mandatory for the Green Building Expert/Lead Sustainability Consultant associated with the project. Preference shall be given to professionals with experience in successfully delivering at least one IGBC Gold/Platinum, LEED Gold/Platinum, or GRIHA 4-Star/5-Star certified project.	The Bidder shall submit a valid IGBC AP/LEED AP (or equivalent) accreditation certificate. If the Bidder does not possess such accreditation in-house, it may associate with a Green Building Consultant, provided a duly executed MoU/Agreement and the consultant's valid accreditation certificate are submitted with the bid.
4	Relevant Experience – Similar Projects	The Bidder shall have successfully completed at least one (1) project with a project cost of not less than ₹100 Crore during the last seven (7) years (FY 2019-20 to FY 2025-26), where it provided similar services.	Bidders not associated with GEL shall submit a copy of the Purchase Order / Work Order/Contract/Agreement, together with a satisfactory work-completion/execution certificate as documentary evidence of adherence to the criteria.

Sr. No.	Eligibility Criteria	Mandatory Requirement	Documents Required
		“Similar Projects” shall include Architectural Planning, Architectural Design, Detailed Design, and Engineering Consultancy Services for corporate office buildings or similar building projects executed for any Central Government, State Government, Public Sector Undertaking (PSU), Statutory Authority, Autonomous Body, other Government institution in India, or any private-sector entity in India.	Bidders associated with GEL (existing or previous) shall submit the GEL-issued Purchase Order/Work Order/Contract as evidence.
5	Relevant Experience – General	The Bidder shall have at least five (5) years of experience in providing Architectural Consultancy and Detailed Design, including interior design, for corporate office buildings or similar building projects executed for any Central Government, State Government, PSU, Statutory Authority, Autonomous Body, or other Government institution in India with at least one completed work valued at minimum Rs. 50 Lakhs in any one year.	For demonstrating the minimum five (5) years of relevant experience. Work Completion Certificate / Completion Certificate issued by the relevant client/authority, clearly indicating the date of completion, scope of services performed and value of the completed work. For demonstrating the minimum one completed work valued at ₹50 Lakhs or above in any one year, the Bidder shall submit the corresponding Work/Purchase Order/Contract/ Agreement along with the Completion Certificate confirming the completed value of the work. The submitted documents shall clearly establish that the relevant work relates to corporate office

Sr. No.	Eligibility Criteria	Mandatory Requirement	Documents Required
			buildings or similar building projects and includes the required Architectural Consultancy and Detailed Design services, including Interior Design.
6	Professional Team	The Bidder shall have a minimum of 10 in-house Architects and Civil Engineers working full-time with the firm.	Staff list with qualifications and experience, signed by the Authorized Signatory.
7	Financial Criteria	The Bidder shall have a minimum Annual Turnover of ₹5.00 Crore in any of the preceding three financial years (reckoned from the tender publishing month), a minimum Working Capital of ₹0.50 Crore for the last audited financial year, and positive Net Worth as per the last audited financial statement.	Chartered Accountant certificate with UDIN confirming annual turnover, working capital, and net worth as specified. Where working capital is inadequate, the Bidder shall furnish a letter from a Government-of-Gujarat-approved bank confirming availability of a line of credit for the required working capital. Where the audited report for the latest FY is unavailable, the preceding FY's audited report may be submitted. Where a statutory audit is not applicable under the Income Tax Rules, the Bidder shall submit the full income tax return together with CA certification (with UDIN), including the "profit offered for tax" for the relevant year(s), and a CA certificate confirming that the vendor is not covered under Tax Audit and that the turnover reported matches the books of account.
8	Non-Blacklisting	The Bidder must not have been blacklisted, debarred, or declared ineligible by any State Government, Central Government, PSU in India during the last five (5) years.	Self-certification/affidavit confirming non-blacklisting status.

Notes:

- The Bidder shall submit all supporting documents in the English language only. Where certificates/documents are in a language other than English, translations attested by a third-party agency shall be submitted along with the Technical Bid.
- The Bidder shall submit all qualification documents (preferably colour scanned copies), as mentioned above, on N-procure. No additional documents in physical form shall be considered.
- All qualification documents mentioned above fall under the rejection category, and non-submission of any requisite document shall render the bid liable for summary rejection.
- For Bidders associated with GEL, documentary evidence of work completion (invoice/Inspection Release Note/Completion Certificate/Performance Certificate) against the GEL Purchase Order/Work Order/Contract is not required; the same will be verified internally by GEL, and technical evaluation shall be carried out based on the submitted PO/Work Order/Contract.
- Bidders are advised to submit documents already verified by GEL/its appointed consultant in previous tenders, where available. Where such documents have not been previously verified, the Bidder is advised to submit documents for which the issuing authority is accessible and responsive.
- The Bidder shall submit contact details (other than GEL) of the document-issuing authority, including at minimum the name, designation, office address, e-mail address, and contact number.
- Documents shall be submitted strictly in line with the BQC requirements.
- Only documents sufficient for qualification shall be uploaded; extra documents shall be avoided.
- In the case of composite works (comprising more than one discipline) that include the qualifying work stated above, the value of such qualifying work out of the total value of the completed composite work shall be considered for evaluation.
- Where a work order/completion certificate does not indicate all activities defined under “similar work,” the Bidder shall either submit a certificate to that effect from the client, correlating the work order/completion certificate number, or furnish the detailed Schedule of Rates (SOR) or approved-for-construction drawings to verify that all salient works were undertaken.
- Consortium/Joint Venture bids are not acceptable. Experience as a member of a consortium/joint venture shall not be considered; only the experience of the bidding entity shall be considered. In-house work experience (or work where the sub-contractor and owner belong to the same organization) shall not be considered valid experience for qualification.

Sample Checklist for Bidders (to be modified as per final BQC criteria):

Sr. No.	Supporting Documents to be Submitted	Submitted (Y/N)
A	Technical Criteria Checklist	
1	Local Office Presence: Address proof of local office, such as GST Registration Certificate / Lease Agreement / Electricity Bill / Office Registration Document.	

Sr. No.	Supporting Documents to be Submitted	Submitted (Y/N)
2	Registration Certificate: Valid Council of Architecture (CoA) India registration certificate for the principal architect or lead partner.	
3	IGBC Accredited Professional: Valid IGBC AP/LEED AP (or equivalent) accreditation certificate, or MoU/Agreement with an associated Green Building Consultant along with their valid accreditation certificate.	
4	Relevant Experience – Similar Projects	
4(a)	GEL-associated Bidder (existing/previous): GEL-issued Work Order/Contract as per criteria.	
4(b)	GEL non-associated Bidder: Work Order/Contract as per criteria.	
4(c)	GEL non-associated Bidder: Completion/Execution Certificate against the submitted Purchase Order/Work Order/Contract, reflecting (at minimum) the PO/WO/Contract number, duration, and quantity.	
5	Relevant Experience – General	
5 a)	Documentary evidence establishing minimum five (5) years' experience - Work Completion Certificate / Completion Certificate	
5b)	For demonstrating the minimum one completed work valued at ₹0.50 Crores Work/Purchase Order/Contract/Agreement along with the Completion Certificate.	
6	Professional Team:- Staff list signed by the Authorized Signatory.	
7	Financial Criteria Checklist	
7(a)	All Bidders: CA certificate with UDIN stating turnover from audited balance sheets for any one of the preceding three financial years (FY 23-24, FY 24-25, or FY 25-26).	
7(b)	All Bidders: CA certificate with UDIN stating working capital from the audited balance sheet (FY 24-25, or the preceding available FY if FY 25-26 is unaudited).	
7(c)	All Bidders: CA certificate with UDIN stating net worth from the audited balance sheet (FY 24-25, or the preceding available FY if FY 25-26 is unaudited).	
7(d)	All Bidders: Where audit is not applicable under the Income Tax Rules — full income tax return with CA certification (UDIN) including “profit offered for tax” and confirmation that the vendor is not subject to Tax Audit and that reported turnover matches the books of account.	
8	Additional document for Non-Blacklisting - certification/affidavit confirming non-blacklisting status.	

3.B. other Information for Technical evaluation and scoring (TQ)

1. Additional Information Required for Technical Evaluation and Scoring

Only those Bidders who are found to be qualify mandatory Bid Qualification Criteria (BQC) shall be considered for further Technical Evaluation.

For the purpose of Technical Evaluation and allocation of marks against the criteria specified below, eligible Bidders shall submit additional and detailed information, documents and supporting evidence as specifically required under each Technical Evaluation Criterion. While the information and documents submitted for BQC may also be considered, the Bidder shall furnish further details and supporting documents, wherever required, to substantiate its claims and facilitate objective assessment and scoring.

The additional information shall, inter alia, cover the following key areas:

- Detailed Project Experience and credentials of similar projects;
- Experience in Architectural Consultancy, Detailed Design and Interior Design;
- Financial Strength, including Annual Turnover and Net Worth;
- Details of proposed Key Personnel, their qualifications and experience; (Project Team Requirement)
- Team strength : - Details of in-house technical manpower;
- Accreditation, Awards and recognitions received by the firm or its personnel; and

The Technical Evaluation shall be carried out based on the information and documents submitted by the Bidder against the respective evaluation criteria. Failure to provide adequate supporting information may result in non-consideration of the relevant claim for award of marks.

Non-submission of this information shall result in non-marking (zero marks/no additional marking) for these specific criteria during technical evaluation (TQ) and scoring, but shall not lead to disqualification of the bid.

2. Project Team Requirement

For successful execution of the assignment, the Bidder (Consultant) shall ensure the availability of a qualified professional team. The composition of the team indicated below is mandatory, and the proposed personnel shall possess the minimum qualifications and relevant experience specified. The experts shall be available as and when required by the Company for meetings, presentations, site visits, and other project-related activities.

Sr. No.	Key Expert Position	Minimum Qualification	Minimum Experience
1	Team Leader	Master's degree in architecture	Minimum 15 years of professional experience in planning, architectural design, and preparation of DPRs for government office buildings, institutional, administrative, or public infrastructure projects. Experience as Team Leader/Project Manager on similar government projects shall be preferred.
2	Sr. Interior Designer	Bachelor's Degree in Interior Design	Minimum 15 years of experience in interior design of government office buildings, administrative buildings, or institutional facilities, including workspace planning and furniture layouts.
3	Sr. Architect	Bachelor's Degree in Architecture.	Minimum 10 years of experience in architectural planning and design of government office buildings, institutional buildings, or public buildings, including

			preparation of working drawings and statutory approvals.
4	Jr. Architect	Bachelor's Degree in Architecture.	Minimum 7 years of experience in architectural planning, design development, preparation of drawings, and coordination for office, institutional, or public building projects.
5	Project Manager	Bachelor's Degree in Civil Engineering / Architecture.	Minimum 10 years of experience in project coordination, design management, consultant coordination, and implementation of government building or institutional infrastructure projects.
6	Sr. Civil Engineer	Bachelor's Degree in Civil Engineering.	Minimum 10 years of experience in civil engineering design, infrastructure planning, preparation of BOQs/DPRs, and construction supervision for building projects.
7	Sr. Structural Engineer	Bachelor's Degree in Civil Engineering with specialization in Structural Engineering preferred.	Minimum 10 years of experience in structural design of infrastructure / public structures.
8	Surveyor / Draftsman (Minimum 03)	Diploma / ITI in Civil Engineering / Survey / Draftsmanship.	Minimum 5 years of experience in topographical surveys, site measurements, drawings and drafting works.
9	Jr. Civil Engineer	Diploma / Bachelor's Degree in Civil Engineering.	Minimum 3–5 years of experience in the preparation of drawings, BOQ, quantity estimation and site coordination.

Notes:

- All CVs of proposed personnel shall be submitted in the prescribed format at mentioned in forms and formats, duly signed by the individual or the Authorized Signatory.
- Copies of educational qualifications, professional registrations, and experience certificates shall be enclosed for verification.

3. Technical Evaluation Sheet (TQ – Sheet)

Only those bidders fulfilling the mandatory BQC criteria shall be further evaluated based on following criteria stated in the table:

SR No	Technical Evaluation Criteria	Documents Required	Marking Pattern		Max Marks
Technical and project Experience – 30 Marks					
1	Experience in providing Architectural Consultancy and Detailed Design Services or similar service for at least one (1), public building, or government building project having a minimum project cost of ₹100 Crore during the last seven (7) years. similar service as define in BQC.	Work Orders + Completion Certificates / Company Certificates as mentioned in para 4 of BQC.	Up to 3 such project	8	20
			More than 03 and up to 5 such project	12	
			More than 05 such project	20	
2	The Bidder shall have at least Five (5) years of experience in providing Architectural Consultancy, Detailed Design including interior design for corporate office buildings, or similar building projects executed for any Central Government, State Government, Public Sector Undertaking (PSU), Statutory Authority, Autonomous Bodies or for any other Government Institution in India with at least one completed work valued at minimum Rs.	Work Orders + Completion Certificates / Company Certificates which as mentioned in para 5 of BQC.	Experience of 5 year to 7 year	6	10
			More than 7 year to 10	8	
			More than 10 Year	10	

	0.50 Crores in any one year.				
Profile and Financial Strength – 05 Marks					
3	Bidder shall have minimum Annual Turnover as per table below in any of the preceding three financial years to be reckoned from the Tender publishing month.	Certificate from Statutory Auditor / CA confirming average annual turnover and positive net worth for each year. As define in para 6 of BQC.	Turnover	Marks	05
			₹5 Cr – ₹7.5 Cr	3	
			₹7.5 Cr – ₹10 Cr	4	
			Above ₹10 Cr	5	
Key Personnel – 20 Marks					
4	Team Composition as per Project Team Requirement	Education Certificates, CVs duly signed by Authorized Signatory as define in above 2. Project Team Requirement.	Team Leader	3	15
			Sr. Architect	2	
			Jr. Architect	1	
			Interior Designer	2	
			Project Manager	1	
			Sr. Civil Engineer	2	
			Sr. Structural Engineer	2	
			Surveyor / Draftsman	1	
			Jr. Civil Engineer	1	
5	The Bidder shall have minimum 10 in-house, Architects & Civil Engineers working full-time with the firm.	Staff List with qualifications & experience signed by Authorized Signatory	No of Staff	Marks	4
			10 – 30	2	
			30 – 50	3	
			> More than 50	4	
Accreditation and Awards – 05 Marks					
6	The firm or any staff member has received awards in the field of Architecture, Planning, or Design (International / National / State Level).	Copies of Certificates / Proof of Awards	Awards	Marks	6
			International Awards	2	
			National Awards – 2 mark for each award maximum 4 marks	2	

Approach and Methodology – 40 Marks				
7	Approach & Methodology	Similar Past Projects comprehensively executed by the firm to demonstrate ability to execute similar works	5	40
		Understanding of Project & Requirements – understanding of GEL’s objectives, site, functional requirements, key challenges and project expectations	5	
		Conceptual Building Planning, Layout & FSI Optimisation – conceptual building layout, architectural vision, optimum utilisation of available FSI, alternative development possibilities and associated benefits	15	
		Design, Execution Approach & Value Addition – design philosophy, methodology, work plan, sustainability, cost/value optimisation and future flexibility.	15	
Total Marks: 100				

Additional Provisions:

- The Evaluation Committee reserves the right to seek clarifications, conduct due diligence, and verify the credentials submitted by Bidders at any stage of the evaluation.
- Any misrepresentation or falsification of documents, or failure to provide supporting evidence for claims made, shall render the bid liable for rejection and may also attract penal action as per applicable Government norms.

SECTION 4: Scope of Work (SoW) and Other terms and conditions.

4.1 Introduction to Project

The Company intends to develop world-class corporate office premises incorporating smart and innovative design techniques, for which GEL is inviting bids from Architectural Consultants to provide Comprehensive Architectural and Interior Design Services. The office complex is proposed to be developed at TP 60, FP 60, Khodiyar, Near Vaishnodevi Circle, S.G. Highway, Ahmedabad. As per the zoning plan, the site comprises an area of approximately 8,711 sq. m.

4.2 Scope of Work

The scope of work is divided into two components: (a) Comprehensive Architectural Design Services, and (b) Interior Design Services.

4.2.1 Comprehensive Architectural Design Services

The Consultant shall provide comprehensive architectural and engineering design services for the core and shell of the proposed building and external development within the site boundary. The scope includes preparation of concept design, preliminary design, and detailed architectural, structural, MEP, HVAC, fire protection, plumbing, electrical, communication, landscaping, and allied engineering designs, together with detailed drawings, technical specifications, BOQs, cost estimates, tender documents, and all other documents required for execution of the project. The Consultant shall ensure that all designs comply with the applicable Development Control Regulations (DCR/GDCR), zoning regulations, permissible FSI/FAR, building height restrictions, setbacks, and other statutory requirements of the concerned authorities. The Consultant shall also incorporate sustainable design principles and, wherever feasible, adopt energy-efficient and environmentally responsible design practices, having due regard to recognized Green Building Rating Systems such as GRIHA and/or IGBC, as envisaged by the Company. The Consultant shall further provide design support during tendering and construction, including review of shop drawings, clarification of design issues, and periodic site visits, ensuring coordinated implementation of the project in accordance with applicable codes, standards, and Company requirements.

Design stage-wise activities and deliverables are set out below.

1. Concept Design

- Study of the Company's requirements, site conditions, design brief, and applicable statutory regulations.
- Preparation of Concept Design drawings for the proposed office building, including architectural planning, massing, and circulation.
- Development of preliminary design concepts for structural, electrical, plumbing, HVAC, fire-fighting, and other required engineering services.
- Preparation of preliminary space planning and interior design concepts, wherever applicable.

- Preparation of preliminary 3D views/perspectives to communicate design intent.
- Preparation of Design Basis Reports for all relevant disciplines.
- Preparation of a preliminary project cost estimate based on the approved Concept Design.
- Reconnaissance survey, topographical survey, geotechnical investigation, and soil testing of the project site.
- Survey and mapping of existing utilities, including water supply, sewerage, storm-water drainage, electrical, communication, and gas pipeline networks.
- Preparation and presentation of 3–4 alternative Concept Designs/Master Plans for evaluation and selection by the Company.
- Study and assessment of the applicable DCR/GDCR, zoning regulations, and confirmation of the permissible FAR/FSI and other statutory development parameters.

Deliverables:

- Concept Design Report
- Concept architectural drawings (plans, elevations, sections, and site plan)
- Preliminary 3D views/perspectives
- Design Basis Reports
- Preliminary project cost estimate and Master Plan Report (with alternatives)
- Survey and investigation reports, including soil testing
- Detailed Project Report (DPR)

2. Schematic Design

- Preparation of Schematic Design drawings for Architectural, Structural, Electrical, Plumbing, and other required engineering disciplines.
- Draft integration of service infrastructure drawings with the Architectural Design.
- Updating of the Design Basis Reports, if required.
- Updating of the block cost estimate, if required.
- Preparation of an integrated utility layout demonstrating the interconnectivity and coordination of all building and external services, including water supply, sewerage, storm-water drainage, electrical, HVAC, fire protection, communication/IT, gas pipeline, and other utility networks.
- Preparation of preliminary service schematics incorporating sustainable and future-ready infrastructure provisions, including Solar PV systems, EV charging infrastructure, PNG connectivity, rainwater harvesting, wastewater recycling/reuse, and other green-building utilities, as applicable.
- Coordination for Fire NOC and Occupancy Certificate with plan-pass certification by the statutory body.

Deliverables:

- Schematic drawings for various disciplines

- Integrated utility layout drawings showing interconnectivity and coordination of all utility and service networks
- Preliminary sustainability and utility services schematic, including provisions for Solar PV, EV charging infrastructure, PNG connectivity, rainwater harvesting, and wastewater recycling/reuse
- Updated Design Basis Report and block cost estimate, if required
- Materials and finishes sample board and schedules
- Utility coordination and services integration report, highlighting the design philosophy, utility interfaces, service capacities, and sustainability provisions

Note: *Structural proof checking and validation shall be carried out by an independent third-party agency/institution nominated or approved by GEL. The Architectural/Consultancy Firm shall be responsible for arranging and coordinating the proof-checking process, and all associated fees and charges shall be borne directly by the Architectural/Consultancy Firm.*

3. Construction Document Stage – Part 1

- Preparation of all coordinated Architectural, Structural, and MEP services General Arrangement (GA) / Good-for-Construction (GFC) working drawings.
- Preparation of supporting structural calculations (as required) and obtaining approval from the vetting agency appointed by the Company.

Deliverables:

- Architectural plans, elevations, and sections, coordinated with structural and services drawings
- Structural foundation, substructure, and superstructure draft GA drawings with supporting structural analysis models and calculations
- All MEP services schematics and GA drawings
- Detailed area statement

4. Statutory Approvals and Liaison

(Standalone activity, applicable across both the Architectural and Interior Design scope.)

- Coordinate and clear all necessary approvals with relevant authorities, including AMC/GMC, AUDA/GUDA, Airport Authority, Fire Department, UGVCL/Torrent Power, and other competent bodies.
- Environmental and Social Impact Assessment, where applicable.
- Obtaining all Completion/Occupancy Certificates and BU permission post completion of project.

5. Specialized Engineering Systems

- PNG (Piped Natural Gas) connectivity — design, routing, and statutory coordination with the gas company (high priority, given GEL's core business).
- Solar Photovoltaic (PV) system design and integration.
- EV charging infrastructure.

- ELV/IT infrastructure and security and surveillance systems.

6. Tender Stage

- Tender Drawings: compilation of the tender drawing set from the working/GFC drawings produced during the Construction Document stage.
- Bill of Quantities and Technical Specifications: preparation of the BOQ and technical specifications.
- Tender Documents: preparation of complete DTP documents, including pre-qualification criteria and conditions of contract, in consultation with the Company.
- Publishing the tender documents: assisting the Company in publishing the tender documents; assisting the Company in responding to pre-bid queries and publishing corrigenda/addenda, if required; preparing technical bid evaluation reports; assisting in financial bid evaluation, if required; and providing a recommendation for award of work.

Deliverables:

- Tender Document comprising Tender Drawings, Bill of Quantities, Detailed Specifications, and Contract Conditions (if required)
- Responses to pre-bid queries
- Technical Bid Evaluation Report
- Financial Bid Evaluation Report
- Recommendation for award of work

7. Construction Document Stage – Part 2

- Preparation of all remaining detailed architectural, structural, and MEP services drawings (GFC drawings), in coordination with specialised sub-consultants required at this stage. The drawings shall be sufficiently detailed for the Contractor to carry out construction, or to further produce shop drawings conforming to the design intent.

Deliverables:

- Architectural details, schedules, and alignment drawings
- Structural reinforcement detail drawings and structural steel detail drawings (for the Contractor's bar-bending schedules and steel fabrication drawings)
- All MEP services detail drawings (for the Contractor's shop drawings)
- Infrastructure drawings

8. Construction Administration Stage

Approval of Shop Drawings

- Review and approval of shop drawings prepared and submitted by the Contractor/vendor.

Periodic Supervision and Inspection

- Approval of samples of various elements, components, and finishes.

- Resolving queries raised by the appointed Contractor and releasing revised drawings, if required.
- Assisting the site supervision team and Contractor with interpretation of drawings and specifications.
- Conducting periodic site visits at mutually agreed intervals to inspect and evaluate workmanship, attending coordination meetings organised by the Company or its site supervision team, keeping the Company informed of workmanship issues, and advising the Company on any action required.

HSE and Quality Monitoring

- HSE compliance monitoring in accordance with the Company's HSE Policy.
- Third-party quality control/testing of materials, wherever required.

Contractor's Bills

- Co-certification of the Contractor's bills to confirm that executed works meet the design intent from the perspective of architectural workmanship and finishes. This shall not absolve the Company's PMC/Site Supervision team of its overall responsibility for bill certification and release of payment; the bill shall be forwarded to the Consultant for co-certification only after the PMC/Site Supervision team has conducted detailed measurement checks and ascertained that the works claimed are constructed in accordance with the drawings/specifications and the Quality Assurance Plan.
- Co-certification of the detailed analysis of extra-item claims (if any) forwarded by the Company's site supervision team or PMC team.

Deliverables:

- Comments and approval on shop drawings produced by the Contractor
- Responses to RFIs
- Site observation reports

9. Completion of Work

As-Built Drawings

- Review of as-built drawings prepared by the Contractor's team.

Final Bill of the Contractor

- Assisting the Company in settling the Contractor's final bill.
- Issuance of the Virtual Completion Certificate.
- Structural Stability Certificate, signed by a competent Registered Structural Engineer.
- Operation & Maintenance (O&M) Manuals for MEP, HVAC, Fire, Electrical, and Solar systems.
- Collection and handover of warranties, test certificates, and commissioning reports.

Deliverables:

- Project Completion Report
- O&M Manuals
- Structural Stability Certificate
- Virtual Completion Certificate

4.2.2 Scope for Interior Design Services**1. Pre-Concept Design**

- Analysis of the site and architectural shell.
- Preparation of a list of additional spaces/facilities required, in consultation with the Company.
- Preparation of an estimate based on the conceptual design and block costs.

Deliverables:

- Interior Design Brief
- Block cost estimate

2. Concept Design

- Conceptual furniture layouts, with 2–3 options for select spaces.
- Digital mood boards for select spaces.
- 3D views for select spaces.

Deliverables:

- Concept Design Report comprising conceptual interior layouts, mood boards, and 3D views
- Updated block cost estimate

3. Schematic Design

- Preparation of schematic layouts with dimensions of spaces and furniture pieces.
- Furniture presentation and space clusters.
- 3D views of prime and repeat spaces (30–35 views).
- Review of, and inputs on, all services with the architecture team and external consultants.
- Identification of materials.
- Identification of vendors and brands, with the Company.
- Establishing deliverables and SOPs with preferred vendors/brands.

Deliverables:

- Schematic interior layouts, furniture presentation, and 3D views (30–35)
- Materials and finishes sample board (digital) and finishes schedules
- Updated block cost estimate
- Floor, ceiling, and wall finish layouts

4. Construction Drawings and Document Stage

- Preparation of interior design GFC drawings (furniture-coded layouts, interior elevations and sections) and documents (furniture presentations, furniture datasheets, soft-furnishing documents), sufficiently detailed to enable the interior contractor to execute works and produce shop drawings/details for further approval and execution.

Deliverables:

- Construction drawings for floor finishes, wall finishes, ceilings, toilets, pantries, and general lighting
- Construction documents/datasheets for custom-made furniture (fixed and loose) and bought-out furniture, and generic datasheets for surface treatments such as marble, granite, and veneer
- Soft furnishings: upholstery fabric, curtains, and carpets
- General accessories: dustbins, wall clocks, potted plants, doormats, service trays, glasses, vases, cushions and cushion cover, aroma dispensers, towels, etc.

5. Packages to Onboard Experts / Curators

- Preparation of packages providing sufficiently detailed information on special design elements to enable curators/experts to understand the client's and interior designers' vision and to produce shop drawings/details for further approval and execution.

Deliverables:

- Artwork: commissioned artwork, framed artwork, murals, graphic art, textile art, special-effect artefacts, and sculptures
- Signage
- Decorative light fixtures
- Kitchens and pantries

6. Tender Documents

- Compilation of the tender drawing set from working/GFC drawings.
- Preparation of the BOQ and technical specifications.
- Preparation of pre-qualification criteria for contractors/sub-contractors/curators/experts/vendors and conditions of contract, in consultation with the Company.

Deliverables:

- Tender Document comprising Tender Drawings, Bill of Quantities, Detailed Specifications, Pre-Qualification Criteria, and Contract Conditions

7. Appointment of Contractor

- Checking compliance of shortlisted contractors against the criteria in the tender documents.
- Assisting the Company during the pre-bid meeting.
- Assessment of pre-bid queries.

- Preparing corrigenda/clarification documents for pre-bid queries received from bidders.
- Preparing draft pre-bid notes and clarification documents.
- Assisting the Company in appointing the contractor.

Deliverables:

- Responses to pre-bid queries
- Tender corrigendum (if required)
- Technical Bid Evaluation Report

8. Contractor Onboarding

- Review of the execution team, sub-contractors, and experts to be appointed by the contractor for execution of interior works.
- Review of the execution schedule, timeline, and roadmap with milestones.
- Review of the material procurement strategy.
- Establishing commitments for submission of samples.
- Review of the mock-up strategy.
- Review of the vendor onboarding strategy.
- Establishing formats for site observation reports.
- Establishing formats for RFIs and billing.
- Reviewing and establishing a project handover strategy, clearly defining the respective roles and responsibilities of the Consultant and the appointed contractor.

9. During Construction

- Review and approval of shop drawings prepared and submitted by the contractor/vendor.
- Approval of samples of various elements, components, and finishes.
- Resolving queries raised by the appointed contractor and releasing revised drawings, if required.
- Assisting the site supervision team and contractor with interpretation of drawings and specifications.
- Conducting periodic site visits at mutually agreed intervals to inspect and evaluate workmanship.
- Keeping the Company or its site supervision team informed about workmanship issues and advising on any action required.
- Co-certification of the contractor's bills to confirm that executed works meet the design intent from the perspective of architectural workmanship and finishes.

Deliverables:

- Comments and approval on shop drawings produced by the contractor
- Responses to RFIs
- Review and comments on site visit reports submitted by the contractor
- Sample and mock-up review at site/workshop, as and when required

10. Completion of Work

- Review of as-built drawings prepared by the contractor's team, along with site construction photographs, submitted as per the mutually agreed milestones. The final set of drawings shall be submitted 30 days prior to project handover.

Deliverables:

- Project Completion Report
- Maintenance file with details of furniture and fit-out works, false-ceiling works, partition works, material specifications, and vendor list
- Sample and mock-up review at site/workshop, as and when required

4.2.3 Other Requirements

Reports and Documentation

- Inception Report (project understanding, mobilization plan, and methodology)
- Quality Assurance (QA) Manual
- Construction Supervision Manual
- Weekly / fortnightly / monthly progress reports
- Final Completion Report

Consultancy Team and Project Office

- Key Personnel table (Team Leader, Senior Architect, Senior MEP Engineer, Senior Structural Engineer, Architect, Interior Design Architect), with qualification/experience criteria
- Resident Engineer/Project Manager deployment during the construction stage
- Requirement to establish a Project Office at the project location

Meetings and Reporting Protocol

- **Coordination Meetings:** Coordination meetings shall be held at least twice a month with the participation of the Company, PMC and Contractor to review project progress, technical/design matters, key issues, interfaces, timelines and pending actions.
- Progress review meeting
- Minutes of Meeting (MoM) submission timeline
- Issue resolution / issue-paper mechanism

4.3 Deliverables and Payment Terms

The consultancy fee for the complete scope of Consultancy services under this assignment — comprising Comprehensive Architectural Design Services (Section 3.2.1) and Interior Design Services (Section 3.2.2), taken together — shall be quoted by the Bidder as a single, all-inclusive percentage of the Total Project Cost, exclusive of GST (see Form Fin-1, Section 5.1). GST shall be payable extra at the applicable rates prevailing under Government regulations.

This single, combined consultancy fee shall be released against the following unified, stage-wise payment schedule, which applies jointly to the Architectural and Interior Design scope

of work. Except where a stage is expressly identified as applicable to one scope only, each payment instalment below is inclusive of, and covers, the Consultant's work under both the Architectural and Interior Design scope for that stage.

Sr. No.	Stage of Work (Architectural + Interior Design, Combined)	Payment (% of Total Consultancy Fee)	Cumulative (%)
1	Advance Payment Upon signing of the formal contract agreement and mobilization.	10% Advance against ABG	10%
2	Core Architecture Concept Approval Upon formal approval of the architectural master plan, massing, and basic floor layouts.	10%	20%
3	Integrated Schematic Design Approval Upon approval of detailed spatial layouts, structural schemes, and preliminary MEP layouts.	10%	30%
4	Construction Documents – Part A (Core GFC) Upon release of Civil, Structural, and Primary External MEP Good-For-Construction (GFC) drawings to site.	10% + 5% -5%* will adjust against advance	40%
5	Integrated Tender Stage Upon final approval and release of the main civil, structural, and primary services tender packages.	10% + 5% -5%* will adjust against advance	50%
6	Interior Concept & Material Board Approval Upon formal approval of interior themes, ceiling plans, and material boards (executed in parallel with civil construction).	5%	55%
7	Construction Documents – Part B (Interior GFC) Upon release of all detailed Interior Good for Construction GFC drawings, electrical/lighting layouts, finishing schedules, and carpentry details.	12%	67%
8	Construction Administration Stage Paid in equal monthly or progress-linked instalments across the planned execution tenure for active site supervision and vendor coordination.	20%	87%
9	Core Building Handover & Statutory Compliance Upon successful receipt of the Building Use (BU) Permission / Occupancy Certificate and	8%	95%

Sr. No.	Stage of Work (Architectural + Interior Design, Combined)	Payment (% of Total Consultancy Fee)	Cumulative (%)
	Final Fire NOC from the competent local authorities (AMC / GMC / AUDA).		
10	Final Interior Fit-out Completion & Snagging Upon virtual completion of all interior finishes, loose furniture placement, snag rectifications, and final handover to the Client.	5%	100%
	Total	100%	

Advance Payment

Advance payment shall be payable to the Consultant, subject to submission of an unconditional and irrevocable Advance Bank Guarantee (ABG) for an amount equivalent to one hundred percent (100%) of the advance amount. The ABG shall be in the prescribed format and issued by a scheduled bank acceptable to the Company.

The Advance Bank Guarantee (ABG) shall remain valid until the entire advance amount is fully recovered/adjusted from the payments due to the Consultant. The advance payment shall be recovered progressively from the subsequent payments payable to the Consultant, in the manner specified in the above table.

4.3.1 Definition of Total Project Cost

As the project progresses from concept to tender, construction, and completion, the applicable basis of Total Project Cost (Stages 1–6 of the payment schedule at Section 3.3 above) and Construction Cost (Stages 7–10 of the payment schedule at Section 3.3 above) shall vary as per the table below. Interim payments shall be made accordingly, with the final fee reconciled against the Total Project Cost as defined in this Clause 3.3.1.

S. No.	Stage of Work	Cost Definition
a	Stage 1: Advance Payment Stage 2: Core Architecture Concept Approval	Conceptual Project Cost: Estimated budget calculated by the Consultant and approved in writing by the Company.
b	Stage 3: Integrated Schematic Design Approval Stage 4: Construction Documents – Part A (Core GFC)	Schematic Project Cost: Detailed preliminary cost estimate prepared by the Consultant and approved by the Company.
c	Stage 5: Integrated Tender Stage	Tender Cost: Estimated cost based on the finalized priced Bill of Quantities (BOQ) prepared for tender floating and approved by the Company.
d	Stage 6: Interior Concept & Material Board Approval Stage 7: Construction	Awarded Project Cost: The actual value of the works approved by the Company and awarded to the selected Contractor(s).

S. No.	Stage of Work	Cost Definition
	Documents – Part B (Interior GFC)	
e	Stage 8: Construction Administration Stage	Progressive Construction Cost: The cumulative value of actual running bills (R.A. Bills) certified on-site during execution.
f	Stage 9: Core Building Handover & Statutory Compliance Stage 10: Final Interior Fit-out Completion & Snagging	Actual Construction Cost: The final, reconciled gross value of the completed project after evaluating all final bills, variations, and closeout accounts.

(a) Components of Total Project Cost

“Total Project Cost” means the aggregate cost of the following components, as applicable and ascertainable at each stage of the Project, and shall form the basis on which the Consultant’s consultancy fee (quoted as a single percentage under Section 5.1) is computed:

- (i) Civil and structural works, including foundation, substructure, superstructure, RCC and masonry works, waterproofing, and all structural finishes;
- (ii) Mechanical, Electrical, and Plumbing (MEP) and allied engineering services, including electrical installations (substation, DG sets, HT/LT panels), plumbing and sanitation, HVAC, fire-fighting and life-safety systems, ELV/IT infrastructure, and Building Management Systems (BMS);
- (iii) Vertical transportation systems, including lifts and escalators;
- (iv) Sustainability and specialized systems, including Solar Photovoltaic (PV) systems, EV charging infrastructure, rainwater harvesting, wastewater recycling/Sewage Treatment Plant (STP), and PNG connectivity infrastructure;
- (v) External development works, including internal roads, surface and basement parking, boundary/compound wall, site drainage, external lighting, landscaping, signage, and security cabins/gates;
- (vi) Interior design and fit-out works forming part of the Consultant’s scope under Section 3.2.2, including fixed and loose furniture, false ceiling, flooring, wall finishes, partitions, joinery, soft furnishings, kitchen/pantry equipment, and artwork, signage, and decorative items procured through the packages referred to in Section 3.2.2;
- (vii) Security and audio-visual systems, including surveillance, access control, and boardroom/auditorium AV and conferencing systems; and
- (viii) Contingency, to the extent approved and included by the Company within the Sanctioned Estimate (as defined in sub-clause (c) below) at the relevant stage.

(b) Exclusions from Total Project Cost

“Total Project Cost” shall exclude:

- (i) Cost of land, land acquisition, stamp duty, and registration charges;
- (ii) Premium FSI/TDR purchase cost, betterment charges, and other payments made to statutory or development authorities for acquiring development rights;
- (iii) Statutory fees paid directly to authorities for plan sanction, building permission, Fire NOC, Occupancy Certificate, and other regulatory approvals;
- (iv) GST and other applicable taxes and duties on the works;
- (v) The Consultant's own consultancy fee, and the fees of any other consultant, agency, or Project Management Consultant (PMC) engaged directly by the Company;
- (vi) Cost of free-issue material supplied by the Company to the Contractor, unless otherwise agreed in writing between the Parties;
- (vii) Financing costs and interest during construction;
- (viii) The Company's own in-house project management costs, or the costs of any independently engaged PMC; and
- (ix) Any amount recovered by the Company from the Contractor as Liquidated Damages or price reduction, which shall not be added back for the purpose of computing Total Project Cost.

(c) Sanctioned Estimate Basis and Fee Reconciliation

Notwithstanding anything contained in this Clause, for the purpose of computing the Consultant's fee at each stage referred to in the table above, the "Total Project Cost" shall mean the project cost estimate approved in writing by the Company for the relevant stage (the "Sanctioned Estimate"). The Consultant shall not be entitled to any increase in its fee merely on account of any increase in the Actual Construction Cost. Any revision or increase in the Sanctioned Estimate shall be considered for fee computation only where such revision is specifically approved in writing by the Company and arises solely due to:

- (i) a change in the scope of work specifically instructed and approved by the Company in writing;
- (ii) mandatory statutory requirements or demonstrable external cost escalation, to the extent actually resulting in an increase in the approved project cost and not attributable, directly or indirectly, to the Consultant; or
- (iii) delay attributable to the Company or a Force Majeure Event, provided that such delay directly results in an actual and demonstrable increase in the project cost and such increase is approved by the Company in writing.

Any increase in the Actual Construction Cost or project cost arising directly or indirectly from the Consultant's design errors, omissions, inaccuracies, inadequate coordination, defective specifications, incorrect quantities, inefficient design, rework, rectification, redesign, or any other default, negligence or failure on the part of the Consultant shall not form part of the Total Project Cost for the purpose of fee computation, and the Consultant shall not be entitled to any additional fee on such account.

At each stage identified in the payment schedule, the Consultant shall prepare and submit the relevant cost estimate for review by the Company. Submission of any estimate by the Consultant shall not, by itself, constitute approval or create any entitlement to additional fee. Only the Sanctioned Estimate expressly approved in writing by the Company shall form the basis for computing the corresponding stage-wise consultancy fee.

The final consultancy fee shall be reconciled at the stage of completion against the final Sanctioned Estimate approved by the Company, after taking into account only such revisions as are permissible under sub-clauses (i) to (iii) above. No additional fee shall be payable on account of any increase in Actual Construction Cost unless the corresponding increase in the Sanctioned Estimate has been expressly approved by the Company in accordance with this Clause.

(d) General

Any private billing arrangement between the Company and a Contractor for convenience shall not be used as a basis for calculating the Consultant's fees.

4.4 Additional Terms and Conditions for Tender

4.4.a Definitions

Unless the context otherwise requires, the following terms, whenever used in this Contract, shall have the meanings set out below:

"Consultant" means the Bidder to whom the consultancy work is awarded.

"Company" means the organization, institution, Government, or other department that awards the Contract to the Consultant for consultancy services in the field of Architectural, Planning, or Engineering Design, as may be defined in the consultancy contract.

"Company's Personnel" refers to the key professional staff, support staff, and other employees (if any) of the Company engaged in fulfilling the Company's obligations under the Contract, and any other personnel identified as such by notice from the Company to the Consultant.

"Deliverables" means all drawings, designs, calculations, specifications, reports, estimates, schedules, studies, models, submissions, certificates, recommendations, records and other documents or outputs required to be prepared or submitted by the Consultant under the Contract.

"Effective Date" means the date on which this Contract comes into force and effect.

"Experts" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-Consultant, assigned to perform the Services under the Contract.

"Government" means the Central or State Government of the Company's country.

“Key Expert(s)” means an individual professional whose skills, qualifications, knowledge, and experience are critical to the performance of the Services under the Contract.

“Non-Key Expert(s)” means an individual professional provided by the Consultant or its Sub-Consultant to perform part of the Services under the Contract.

“Party” / “Parties” means the Company or the Consultant, as the case may be, and both of them collectively.

“Services” means the work to be performed by the Consultant pursuant to this Contract.

“Site” means, if applicable, the land and other places where works are to be executed and/or facilities installed, and such other land or places as may be specified in the Contractor’s contract as forming part of the Site.

“Sub-Consultants” means an entity to which the Consultant subcontracts any part of the Services, while remaining solely liable for execution of the Contract.

“Third Party” means any person or entity other than the Government, the Company, the Consultant, or a Sub-Consultant.

4.4.b Relationship Between the Parties

Nothing contained herein shall be construed as establishing a relationship of master and servant, or of principal and agent, between the Company and the Consultant. Subject to this Contract, the Consultant has complete charge of the Experts and Sub-Consultants, if any, performing the Services, and shall be fully responsible for the Services performed by them or on their behalf.

4.4.c Locations

The Services shall be performed at the locations specified in this Contract and, where the location of a particular task is not so specified, at such locations as may be mutually agreed between the Parties.

4.4.d Authorized Representatives

Any action or document required or permitted to be taken or executed under this Contract, by the Company or the Consultant, may be taken or executed by the officials specified in the Contract.

4.4.e Effectiveness of Contract

This Contract shall come into force and effect on the date (the “Effective Date”) of the Company’s notice instructing the Consultant to begin the Services. Such notice shall confirm that any effectiveness conditions listed in the Contract have been met.

No mobilization, expenditure or commencement of services shall be considered authorised before issuance of the Company's written Notice to Proceed, unless otherwise expressly approved in writing.

4.4.f Fees and Payments to Consultant

The Company shall pay the Consultant the agreed consultancy fees, as proposed by the Consultant and accepted by the Company as part of the financial bid/proposal, in accordance with the Payment Schedule forming part of this Contract defined in payment terms. Such fees shall be paid as per methods defined in GTC.

In case the Contract period is extended due to reasons solely attributable to the Company and such extension results in substantial additional services or resource deployment by the Consultant beyond the originally agreed scope and duration, any additional fees shall be subject to prior written approval of the Company and shall be mutually agreed based on the actual additional services and resources required. Such additional fees shall not exceed 10% per annum of the total quoted consultancy fees. No additional fees shall be payable automatically on account of extension of the Contract period.

The Consultant shall not be entitled to additional fees for delays, additional coordination, revisions, meetings, site visits or deployment of additional resources arising from its own acts, omissions, errors, negligence, inadequate planning, inadequate coordination or failure to perform the Services in accordance with the Contract.

Unless specifically provided otherwise in the Contract, the quoted consultancy fee shall be deemed to include all ordinary travel, local transportation, communication, coordination and site-visit requirements reasonably necessary for proper performance of the Services.

4.4.g Commencement of Services

The Company shall conduct a Kick-off Meeting after award of the Contract (Normally within 15 days from award of contract), with the participation of the Company, other concerned stakeholders (If any). The Consultant shall thereafter complete the necessary mobilization and commence the Services within a further period of fifteen (15) days from the date of the Kick-off Meeting, unless otherwise approved in writing by the Company.

4.4.h Closure of Contract

Unless terminated earlier under the provisions of this Contract, the Contract shall be considered completed only upon completion and acceptance by the Company of all Services and Deliverables, including rectification of all outstanding deficiencies, submission of final documents and completion of all contractual obligations.

4.4.i Entire Agreement

This Contract contains all covenants, stipulations, and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or liable for, any statement, representation, promise, or agreement not set forth herein.

4.4.j Modifications / Variations / Change Order

Any change in the scope of the Project or any additional work arising from revised requirements, rework, abortive work, or delay shall, as a general principle, be deemed to be within the Consultant's scope of services and shall not entitle the Consultant to any additional fees, unless such change is exceptional, substantial, and clearly beyond the scope of the Basic Services and is not attributable to any omission, error, negligence, inadequate planning, or failure on the part of the Consultant.

In such exceptional circumstances, the Consultant shall, prior to undertaking any such additional work, submit to the Company a detailed written justification, description of the proposed additional services, impact on deliverables and timelines, and the proposed additional fees, supported by appropriate details and calculations. The Consultant shall undertake such additional services and raise any additional invoice only after obtaining the Company's specific prior written approval of the change and the associated fees.

No additional payment shall be admissible for any work undertaken by the Consultant without such prior written approval of the Company. The Company shall have the sole discretion to determine whether the proposed work constitutes an exceptional additional service warranting additional fees. Routine modifications, coordination, revisions, corrections, rework, or changes reasonably required for completion of the Consultant's Basic Services shall be carried out by the Consultant without any additional cost to the Company.

4.4.k Liquidated Damages for Delay in Services

In the event the Consultant fails to complete any milestone, submit the stipulated deliverables, reports, drawings, obtain approvals within its scope, or fulfil any other obligation within the timelines specified in the Contract, for reasons attributable to the Consultant, the Company shall have the right to levy Liquidated Damages (LD) at the rate of 0.5% per week or part thereof of the consultancy fee attributable to the delayed milestone/stage, subject to a maximum of 5% of the consultancy fee attributable to such delayed milestone/stage.

For the purpose of levy of LD, the consultancy fee attributable to a particular milestone/stage shall be determined based on the stage-wise payment percentage specified in the Payment Schedule, applied to the Total Consultancy Fee payable under the Contract.

In case the delay continues beyond the period corresponding to the maximum LD, the Company shall, without prejudice to its other rights and remedies, be entitled to terminate the Contract and get the remaining work executed through an alternate source at the risk and cost of the Consultant. The decision of the Company regarding the period of delay attributable to the Consultant shall be final and binding.

The levy of Liquidated Damages shall be without prejudice to the Company's right to seek rectification of deficiencies, withhold payments, or take any other action available under the Contract.

No Liquidated Damages shall apply for delays arising due to reasons beyond the Consultant's control, including delays attributable to the Company, other contractors/agencies, statutory authorities, Force Majeure events, or any other reasons accepted by the Company.

Liquidated Damages may be recovered by deduction or set-off from any amount payable to the Consultant under this Contract.

4.4.I Consultant's Role and Responsibilities

- The Consultant's services shall be performed as expeditiously as possible, with professional skill and care, ensuring and maintaining the orderly progress of the work. The Consultant shall submit a schedule for performance of its services to the Company, which may be revised as the Project proceeds. The schedule shall include allowances for periods required for the Company's review and for approval by Government (advisory and statutory) authorities having jurisdiction over the Project. Except for reasonable causes indicated in the schedule, neither the Consultant nor the Company shall exceed the time limits. The Consultant shall be responsible for delays attributable to its acts, omissions, errors, inadequate coordination or delayed performance of its services. Notwithstanding the foregoing, for any delay in the Project not attributable to the Consultant, appropriate allowance shall be made in the total Project duration, and the Consultant shall not be held responsible or penalised for the same.
- The Consultant shall be responsible for all sub-consultants and other associates appointed by it to carry out parts of the scope of services under this Agreement, and the engagement of such sub-consultants or associates shall not relieve the Consultant from any of its obligations and responsibilities under this Agreement.
- The Consultant accepts the trust and confidence reposed in it by the Company to provide professional skill and judgement, and shall cooperate with all other members of the design and construction team towards completion of the Project.
- The Consultant's services shall be performed in accordance with recognised professional standards. The Contract documents prepared by the Consultant, and any services provided under this Agreement, shall comply with applicable local rules, codes, and regulations in force. The Consultant shall be responsible for the adequacy, accuracy, completeness and coordination of the designs, drawings, specifications and other deliverables prepared by it and its sub-consultants. Any correction, redesign, modification, reissue or re-coordination required due to any error, omission, inconsistency, inadequacy or non-compliance attributable to the Consultant shall be undertaken at no additional

cost and without entitlement to extension of time, except where the Company expressly agrees otherwise.

- The Consultant shall act as the representative of the Company only for the specific functions and within the scope of authority expressly delegated to it under the Contract. Nothing contained herein shall be construed as creating any relationship of employer-employee, principal-agent, partnership, joint venture or master-servant between the Company and the Consultant. The Consultant shall have no authority to bind the Company or incur any liability on behalf of the Company except to the extent expressly authorised in writing by the Company.
- The Consultant shall visit the Project site at periodic intervals appropriate to the stage of construction, or as agreed with the Company, to generally determine whether the work is being performed in the specified manner, so that the final work is in accordance with the Contract documents. The Consultant shall not, however, be required to conduct exhaustive on-site inspections to check the quality or quantity of work completed, but shall keep the Company informed of the overall workmanship of the work and shall guard the Company against defects and deficiencies in the work observed during such visits, and promptly bring to the notice of the Company any material defects, deficiencies or deviations from the Contract documents.
- The Consultant shall have access to the work at all times, whether in the stages of preparation or progress.
- The Consultant shall assist in appointing a construction management team, if required by the Company, responsible for day-to-day supervision of quality at site, timely completion, and monitoring of Project cost. However, appointment of such construction management team shall not relieve or dilute the Consultant's obligations and responsibilities under this Agreement.
- The Consultant shall not have control or charge of construction means, methods, techniques, sequences, procedures, safety precautions, and programmes in connection with the work, these being solely the Contractor's responsibility under the construction contract. The Consultant shall not be responsible for the Contractor's schedules, or its failure to carry out the work in accordance with the construction Contract documents, nor for the acts or omissions of the Contractor, sub-contractors, or their agents, employees, or other persons performing portions of the work. However, this shall not relieve the Consultant from its responsibility to exercise due professional skill and care in carrying out its obligations, including reporting of material defects, deficiencies or deviations observed during its site visits.
- The Consultant shall have authority to reject work that does not conform to the Contract documents, and to conduct additional inspection or testing of the work, at any stage (fabricated, installed, or completed), in accordance with the Contract documents.
- The Consultant's decisions on matters relating to aesthetics shall be final, if consistent with the intent expressed in the Contract documents.
- The Consultant shall review, approve, or take other appropriate action on the Contractor's submittals, such as shop drawings, product data, and samples, for conformity with the Contract documents, acting with reasonable promptness

so as to cause no delay in construction. Such reviews shall not extend to determining the accuracy or completeness of details such as dimensions and quantities, which shall remain the Contractor's responsibility. However, the Consultant shall remain responsible for exercising due professional skill and care in such review.

- The Consultant shall render written decisions within a reasonable time on all claims, disputes, or other matters in question between the Company and the Contractor relating to the execution or progress of work under the Contract documents. Such decisions/recommendations shall be subject to the final approval and decision of the Company.
- The Consultant shall issue the virtual completion certificate for the work at site, including preparation of the snag list, subject to fulfilment of the applicable contractual requirements and acceptance by the Company.
- Consultant shall adhere to the approved project schedule. Any delay attributable to delayed approvals, decisions, inputs, changes in scope, or statutory authority requirements beyond the Consultant's reasonable control shall entitle the Consultant to an appropriate extension of time.

4.4.m Company's Role and Responsibilities

- The Company shall provide full information regarding the Project requirements, including a programme setting out the Project's objectives, schedule, constraints, and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems, and site requirements.
- The Company shall provide detailed drawings of all existing infrastructure and buildings (if any) on the site.
- The Company shall establish and update an overall budget for the Project, including construction cost, other Company costs, and reasonable contingencies related to these costs.
- The Company shall designate representatives authorised to act on its behalf with respect to the Project, who shall render decisions on documents submitted by the Consultant in a timely manner so as to avoid unreasonable delay in the orderly progress of work. The Company may, at its discretion, appoint a Construction Manager/Project Management Consultant (PMC), or assign such responsibility to an appointed PMC, for day-to-day supervision and monitoring of works, including time, cost and quality control. However, the appointment or engagement of such Construction Manager/PMC shall not substitute, reduce or dilute the Consultant's obligations and responsibilities under this Agreement. The Company shall furnish the Consultant with complete information regarding the Project site necessary for the Consultant to perform its services.
- In the event of delayed development permission from local authorities to commence construction, the Company shall take such decisions as may be necessary.

- The Company shall give the Consultant prompt written notice on becoming aware of any fault or defect in the Project, or any non-conformance with the Contract documents.

4.4.n.Others

1. The Consultant may engage specialist sub-consultants identified in its proposal or subsequently approved by the Company. However, the Consultant shall remain fully responsible for the acts, omissions, coordination and performance of all such sub-consultants.
2. The Consultant shall replace any Key Expert whose removal is requested by the Company with an equally or better qualified professional, subject to approval of the Company, within a reasonable period not exceeding fifteen (15) days, unless otherwise directed by the Company.
3. Consultant shall adhere to the approved project schedule. Any delay attributable to delayed approvals, decisions, inputs, changes in scope, or statutory authority requirements beyond the Consultant's reasonable control shall entitle the Consultant to an appropriate extension of time.
4. Notwithstanding anything contained in the General Terms and Conditions (GTC), the provisions of the GTC shall apply to this Contract only to the extent relevant to the nature and Scope of Services under this Tender, which is a professional Architectural and Design Consultancy Contract. Accordingly, provisions specifically intended for contracts involving supply of Goods, execution of construction/erection works, transportation or handling of free issue materials, manpower supply or deployment, vehicle hiring/operations, or similar activities not forming part of the Scope of Services, shall not be applicable to this Contract unless expressly stipulated otherwise in the Tender documents. Without limiting the generality of the foregoing, provisions such as Clause 3.6 – Removal and replacement of personnel within 24 hours, 3.7 relating to transportation of free issue materials, Clause 3.10 – Timeline and additional manpower without additional cost, Clauses 3.13 and 3.14 relating to PALM and V-TOP, Clause 11 relating to marking of Goods, Clause 12 relating to packaging and carriage, Clause 20.1 and 20.2 relating to property and risk in Goods, and construction-specific insurance provisions including transit insurance and Contractor's All Risk (CAR) insurance under Clause 31, shall not apply to this Contract to the extent they are not relevant to the Scope of Services. Similarly, provisions relating specifically to manpower supply or contract labour deployment shall apply only to the extent required under applicable law and relevant to the Consultant's personnel engaged for performance of the Services.

In the event of any inconsistency, conflict or discrepancy between the provisions of these Additional Terms and Conditions for Tender and the General Terms and Conditions (GTC), the provisions of these Additional Terms and Conditions for Tender shall prevail and govern to the extent of such inconsistency, conflict or discrepancy. The provisions of the GTC shall continue to apply to the extent they are not inconsistent with or expressly modified, excluded or overridden by these Additional Terms and Conditions for Tender.

SECTION 5: Forms and Formats

5.1 Form Tech-: Team Composition being part of BQC para no. 6

Key Personnel and Managerial Staff

S. No.	Name	Position	Qualification
1			
2			
3			
4			
5			

Technical Support Staff

S. No.	Name	Position	Qualification
1			
2			
3			
4			
5			

5.2 Form Tech-5: Curriculum Vitae (CV) of Proposed Professional Staff

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____ Nationality: _____

Membership of Professional Associations: _____

Detailed Tasks Assigned: _____

Key Qualifications

[Provide an outline of the staff member's experience and training most pertinent to the tasks assigned. Describe the degree of responsibility held by the staff member on relevant previous assignments, with dates and locations.]

Education

[Summarize college/university and other specialized education of the staff member, giving names of institutions, dates attended, and degrees obtained.]

Employment Record

[Starting with the present position, list in reverse order every position held since graduation, giving dates, names of employing organisations, titles of positions held, and locations of assignments. For the last ten years, also give the type of activities performed and employer references, where appropriate.]

Languages

[For each language, indicate proficiency — excellent, good, fair, or poor — in speaking, reading, and writing.]

Certification

I, the undersigned, certify that, to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience.

Date: _____ Signature of staff member / Authorized Representative of the Firm

Note: The CV shall not exceed five (5) pages.

5.3 Form Tech-6: Undertaking for Establishment of Local Office para of BQC.

(To be submitted on the Bidder's official letterhead.)

Date: [Insert date]

Tender/NIT Ref. No.: [Insert tender reference number]

Name of Work: [Insert name of the project/work]

Undertaking for Establishment of Local Office

To Whomsoever It May Concern,

I, [Name of Authorized Signatory], in my capacity as [Designation, e.g., Director/Partner/Proprietor] of M/s [Name of the Bidding Firm], do hereby solemnly affirm and undertake that we do not presently maintain a permanent physical/local office address at [Name of City/State] as on the date of bid submission; however, we unconditionally undertake to establish a fully operational local office or project setup in [Name of City/State] within [number, e.g., 45] days of qualification and award of the contract.

The proposed local office will be equipped with the necessary infrastructure, communication channels, and key personnel to ensure smooth, real-time coordination for seamless execution of the project.

This declaration is submitted in lieu of the local-office address proof required under the tender document. We acknowledge that failure to establish the office within the stipulated timeline, post-award, may be treated as a breach of the contract terms.

The information and undertaking provided above are true, binding, and correct to the best of my knowledge and belief.

For M/s [Name of the Bidding Firm]

(Signature of Authorized Signatory)

Name: [Name of Signatory]

Designation: [Designation]

Company Seal / Stamp:

5.4 FORM for ECLARATION OF NON-BLACKLISTING

DECLARATION OF NON-BLACKLISTING

To,
GUJARAT ENERGY LIMITED,
Office No. 4 & 5, Ground Floor, IT Tower – 2,
Infocity, Gandhinagar – 382 009

Dear Sir,

With reference to Gujarat Energy Limited Tender ID:

- _____
1. I/We are NOT debarred or blacklisted or declared ineligible or put on holiday by any State Government, Central Government, or Public Sector Undertaking (PSU) in India during the last five (5) years, as required under the Bid Qualification Criteria (BQC) of this tender, as on the bid submission date.

Thanking You,

Yours faithfully,

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Name of the Bidder / Firm: _____

Seal / Stamp of the Bidder: _____

Place: _____

Date: _____

SECTION 6: Schedule of Rate

Financial Bid Format — Total Consultancy Fee

S. No.	Description	% of Total Project Cost (Excl. GST)
1	Total Professional Fees for the complete scope of Consultancy Services — comprising Comprehensive Architectural and Engineering Consultancy Services (including site assessment, reconnaissance survey, topographical survey, utility survey, geotechnical investigation, soil testing, preparation of Concept Design, Preliminary Design, Detailed Project Report (DPR), detailed architectural and engineering design (Structural, MEP, HVAC, Plumbing, Fire-Fighting, Electrical, ELV, and allied services), detailed drawings, design calculations, cost estimates, BOQ, technical specifications, tender documents, bid-process assistance, construction-stage consultancy, review of shop drawings and material submittals, periodic site visits, certification/support during execution, preparation of as-built drawings) and Interior Design Consultancy Services (including space planning, interior detailed drawings, furniture layouts, BOQ, specifications, tender documents, and construction support) — together with all other associated consultancy services required for successful planning, design, tendering, execution, completion, and statutory compliance of the project, complete in all respects as per the Scope of Work and Contract Conditions.	_____ %

Notes:

- The quoted fee shall be a single, all-inclusive percentage of the Total Project Cost, inclusive of all costs, overheads, travel, lodging, printing, site visits, and incidental expenses, etc but exclusive of GST.
- GST shall be payable extra at the prevailing applicable rates.
- The quoted percentage shall remain firm and fixed throughout the contract period.
- The single quoted percentage shall be released against the combined, stage-wise payment schedule set out in payment terms as defined in NIT (covering both the Architectural and Interior Design scope of work).

The consultancy fee shall be calculated on the Final Project Cost (excluding GST), as defined in the Agreement. Payments shall initially be made based on the project cost as considered and approved by GEL management, after detailed deliberation with the Consultant. Any adjustment, if required, shall be made subsequently based on the final project cost determined in accordance with the Agreement.

List of Abbreviations

Abbreviation	Full Form
AMC	Ahmedabad Municipal Corporation
AP	Accredited Professional (as in IGBC AP / LEED AP)
AUDA	Ahmedabad Urban Development Authority
AV	Audio-Visual
BIM	Building Information Modeling
BMS	Building Management System
BOQ	Bill of Quantities
BQC	Bidder Qualification Criteria
CA	Chartered Accountant
CGD	City Gas Distribution
CMD	Chairman and Managing Director
CNG	Compressed Natural Gas
CoA	Council of Architecture
CV	Curriculum Vitae
DCR	Development Control Regulations
DG	Diesel Generator
DPR	Detailed Project Report
DTP	Desktop Publishing
ELV	Extra Low Voltage
EM	Evaluation Methodology
EMD	Earnest Money Deposit
EV	Electric Vehicle
FAR	Floor Area Ratio
FCS	Final Composite Score
FP	Final Plot
FS	Financial Score
FSI	Floor Space Index
FY	Financial Year
GA	General Arrangement
GDCR	General Development Control Regulations
GEL	Gujarat Energy Limited
GFC	Good-for-Construction
GMC	Gandhinagar Municipal Corporation
GRIHA	Green Rating for Integrated Habitat Assessment
GSPC	Gujarat State Petroleum Corporation
GST	Goods and Services Tax

Abbreviation	Full Form
GUDA	Gandhinagar Urban Development Authority
GUVNL	Gujarat Urja Vikas Nigam Limited
HSE	Health, Safety, and Environment
HT	High Tension
HVAC	Heating, Ventilation, and Air Conditioning
IGBC	Indian Green Building Council
INR	Indian Rupees
IP	Intellectual Property
IT	Information Technology
ITI	Industrial Training Institute
JV	Joint Venture
LEED	Leadership in Energy and Environmental Design
LEED AP BD+C	LEED Accredited Professional, Building Design + Construction
LNG	Liquefied Natural Gas
LT	Low Tension
MD	Managing Director
MEP	Mechanical, Electrical, and Plumbing
MoM	Minutes of Meeting
MoU	Memorandum of Understanding
MW	Megawatt
NDA	Non-Disclosure Agreement
NIT	Notice Inviting Tender
NOC	No Objection Certificate
O&M	Operation & Maintenance
OHT	Overhead Tank
PAN	Permanent Account Number
PBG	Performance Bank Guarantee
PI	Participating Interest
PMC	Project Management Consultant
PNG	Piped Natural Gas
PO	Purchase Order
PSU	Public Sector Undertaking
PV	Photovoltaic (as in Solar PV)
QA	Quality Assurance
QCBS	Quality-cum-Cost Based Selection
RCC	Reinforced Cement Concrete
RFI	Request for Information

Abbreviation	Full Form
NIT	Notice For Inviting Tender
RTGS	Real Time Gross Settlement
S.G. Highway	Sarkhej–Gandhinagar Highway
SOP	Standard Operating Procedure
SOR	Schedule of Rates
STP	Sewage Treatment Plant
TDR	Transfer of Development Rights
ToR	Terms of Reference
TP	Town Planning (Scheme)
TS	Technical Score
UDIN	Unique Document Identification Number
UGT	Underground Tank
UGVCL	Uttar Gujarat Vij Company Limited
WFB	Weighted Financial Bid
WO	Work Order

Note: This list covers abbreviations as used in the body of this NIT. Where an abbreviation is expanded at its first use in the text, that definition shall prevail for interpretation purposes; this list is provided for quick reference only.