

Housing and Urban Development Corporation Ltd.

NOTICE INVITING BIDS

FOR

Appointment of Structural Consultant for Evaluation of the Structural Safety and Risk Assessment/Audit of 26 HUDCO flats at Malwa Singh Block, Asian Games Village Complex, New Delhi-110049.

NIB No. HUDCO/C&C/ V&EM/ Struc. Audit /e1372/2023

Dated: 19/06/2023



Issued By:

Executive Director (C&C-I/c)

consultancy@hudco.org

Housing and Urban Development Corporation Ltd.

HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi – 110003

An ISO 9001: 2015 Certified Company

www.hudco.org

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SECTION - I

NOTICE INVITING BIDS (NIB)

Housing & Urban Development Corporation Limited (HUDCO), a Government of India Enterprise having its Corporate Office at HUDCO Bhawan, Core 7-A, India Habitat Centre, Lodhi Road, New Delhi-110003 invites bids for appointment of Structural Consultant for Evaluation of the Structural Safety and Risk Assessment/Audit of 26 HUDCO flats (approx. Built up area 3630 sqm) at Malwa Singh Block, Asian Games Village Complex, New Delhi-110049 through two bid system from technically specialized, financially sound & experienced Structural Consultants/ firms /agencies, as per laid down eligibility criteria.

1. BID DETAILS

Sl. No.	Particulars	Details
1	NIB No.	NIB No. HUDCO/C&C/ V&EM/ Struc.Audit /e1372/2023 dated 19.06.2023
2	Name of the assignment	Appointment of Structural Consultant for Evaluation of the Structural Safety and Risk Assessment/Audit of 26 HUDCO flats at Malwa Singh Block, Asian Games Village Complex, New Delhi-110049.
3.	Total period for completion of Assignment for submitting Structural Audit Report.	45 Days from the 7 th day of issue of Award letter.
4.	Estimated Consultancy fee for Assignment of submitting Structural Audit Report.	Rs 3.27 lakh excluding GST.
5.	Cost of Bid documents	NIL
6.	Earnest Money Deposit	Rs. 6,500/- (Rs. Six thousand and five hundred only)
7.	Site visit /Pre-bid meeting	26.06.2023 at 03:00 PM at HSMI Hostel Malwa Singh Block, Asian Games Village Complex, New Delhi-110049
8.	Last date & time of submission of Bid	03.07.2023 at 03:00 PM
9.	Place of submission of Bid document:	Tender Box placed at Vth. Floor, Housing & Urban Development Corporation Limited, Core 7-A, India Habitat Centre, Lodhi Road, New Delhi – 110003
10	Date/ Time of opening of EMD & Technical Bid	03.07.2023 at 03:30 PM Sammelan Kaksh Housing & Urban Development Corporation Limited, Core 7-A, India Habitat Centre, Lodhi Road, New Delhi – 110 003
11.	1. Address for communication bid	Dr. Manika Negi, Executive Director (C&C-I/C) e-mail- consultancy@hudco.org

	inviting Authority. 2.Contact person for further queries.	Housing And Urban Development Corporation Ltd. HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi – 110003 Phone: 011 –24648425, M- 9810367622 Mr. Pawan Sharma, Dy. General Manager (Projects) M- 9953685225, e-mail- pawansharma@hudco.org
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2. ELIGIBILITY CRITERIA

2.1 The interested bidders/ applicant should meet the following minimum qualifying criteria: -

- i. Bidder should not have been blacklisted/ debarred by a Local Statutory Body (MCD), Municipal Corporation, CPWD, PWD, or any Central /State Govt. Depts., Quasi-Government agencies, Statutory/Regulatory Bodies, PSUs or PSBs and its subsidiaries. Undertaking in this regard is to be submitted by Bidder as per **Form -A**.
- ii. Bidder should have valid GST registration and PAN Number. Details in this regard be given in **FORM-B**. Documentary proof in support of this is to be mandatorily provided.
- iii. The bidding Consultant/ firm should have on their regular establishment, at least one Qualified Structural Engineer, having minimum qualifications and competence **as per Annexure “A” para A-2.3 of the National Building Code, 2016**. Details in this regard may be given in **FORM-C**. Documentary proof in support of Pre-Qualification Criteria is to be mandatorily provided.
- iv. Bidder must be empanelled under Structural Engineer/Firm with Local Statutory Body i.e., MCD, CPWD, PWD or any Central /State Govt. Depts./ Municipal Corporation, Quasi-Government agencies, Statutory/Regulatory Bodies, PSUs or PSBs and its subsidiaries. etc. and to submit the proof of empanelment of Structural Engineer/Firm with them, as per **FORM - C**. The empanelment of bidders must be valid during the validity of this bid i.e., 60 days from the last date of submission of the bid. The successful bidder should ensure to keep empanelment in force during the currency of the assignment and till the completion of the assignment.
- v. Bidder must have issued at least one Structural stability certificate to the Govt. clients as well to Local Statutory Body of the jurisdiction. .

2.2 Work Experience:

The bidders who have completed similar assignments, as detailed below during the last 7 years, ending the last day of the of month previous to the one in which Bid is invited for:

- (a) Three similar completed assignments each costing not less than the amount equal to 40% of the estimated Consultancy fee put to Bid.

OR

Two similar completed assignments each costing not less than the amount equal to 60% of the estimated Consultancy fee put to Bid.

OR

One similar completed assignment costing not less than the amount equal to 80% of the estimated Consultancy fee put to Bid.

- (b) Three similar completed assignments.

Note: Similar assignment are defined as assignment of Evaluation of the Structural Safety and Risk Assessment/Audit in residential/ commercial buildings of Central /State Govt. Depts./ Municipal Corporation, Quasi Government agencies, Statutory/Regulatory Bodies, PSUs or PSBs and its subsidiaries/ Corporate bodies of repute.

2.3 Past experience pertaining to the nature of assignment should be given in **FORM-C**, supported with copies of the letter of Award/ contract Agreement, and Completion Certificate issued by the client's organization.

2.4 Financial Strength

- i. The applicants/Bidder's average annual turnover of the last three financial years should not be less than 50% of the estimated Consultancy fee from the Structural Engineering Consultancy services, ending the last month of the date of inviting the bids. The certificate to this effect shall be required to be authenticated by Chartered Accountant & supporting Balance Sheets. (Provisional Statement of Financial Accounts/Balance Sheet shall be required in case the balance sheet of the current year is not available.)
- ii. The net worth of the Bidder firm (manufacturer or principal of authorized representative) should not be negative on 'The Relevant Date' and also should not have eroded by more than 30% (Thirty percent) in the last three years, ending on 'The Relevant Date'. The certificate from CA shall be submitted.
- iii. The applicant/Bidder shall be a single 'legal entity'. Consortiums/Joint Ventures are not allowed.

2.5 The applicant/Bidder should possess sufficient in-house human resources with adequate qualification and experience (at least one Graduate / Post Graduate Structural Engineer as brought out in para 2.1 (iv).

2.6 The bidders, if required may submit queries, if any, to the bid inviting authority through email at consultancy@hudco.org and/or in writing to seek clarifications so as to reach before the date of Pre- Bid meeting. Further clarifications, if any are required, can be raised during the Pre-Bid meeting.

2.7 The bidders must ensure to quote the fee amount in Lumpsum in Indian Rupees

excluding GST only as per the format of the financial bid contained in the bid document.

- 2.8** Any corrigendum, if issued, in respect of this Bid, shall be uploaded on HUDCO's website only, which shall form part of the bid document. Bidders are requested to regularly visit HUDCO's website: www.hudco.org before submission of bids.

For further information please contact:

Dr. Manika Negi, Executive Director (C&C)-I/c e-mail- consultancy@hudco.org M- 9810367622 Phone: 011 –24648425	Mr. Pawan Sharma, Dy. General Manager (Projects) e-mail- pawansharma@hudco.org M- 9953685225
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SECTION-II

1.0 INSTRUCTIONS TO BIDDERS

- 1.1 Before preparing and submitting the offer/bid, bidders should familiarize/ acquaint themselves with the proposed assignment of Structural Audit to be done in flats and visit the site at Malwa Singh Block, Asian Games Village Complex, New Delhi-110049, with prior intimation to the Point of contact person for further queries (Mr. Pawan Sharma, Dy. General Manager (Projects) Mobile- 9953685225, e-mail-pawansharma@hudco.org) on any of the working days, prior to the pre-bid meeting on **26.06.2023 at 03:00 PM.**
- 1.2 The Bidder has to submit a technical bid together with the financial bid as detailed in this document.
- 1.3 The bidder is eligible to submit only one bid for the assignment.
- 1.4 The bid shall remain valid for 60 days after the date of bid opening. Any proposal which is valid for a shorter period shall be rejected as non-responsive.
- 1.5 Minor modifications, if any, as suggested by HUDCO, have to be incorporated and executed without any extra cost.
- 1.6 Completion time shall mean the period/date specified in the letter of intent, work order, Bid document.
- 1.7 The bidder shall furnish to HUDCO, the name, designation, and address of his authorized representative/agent on his behalf. The complaints, notices, communications, and references shall be deemed to have been duly given if delivered to the Consultant or his authorized agent by hand at the work site or through ordinary post/e-mail/fax.
- 1.8 The bidder should study all the Bid documents carefully and understand the conditions and specifications etc. The bidder or their authorized representative should sign & stamp every page of the Bid document.
- 1.9 The architectural layout plans of the 26 Flats are at **Annexure-A** and the approx. built-up areas /status of occupancy flats in tabular form is at **Annexure-B.**

2.0 SUBMISSION & OPENING OF BIDS

The bid shall be submitted in physical form in the tender box as detailed below:

Tender Box placed on 5th Floor,
Housing & Urban Development Corporation Limited,
HUDCO BHAWAN, Core 7A
India Habitat Centre,
Lodhi Road, New Delhi – 110003

3.0 SELECTION PROCESS

Selection will be done on the basis of a 3-stage process, as detailed below:

3.1 Stage 1 – EMD verification as submitted in Envelope 1.

Envelope 1 shall contain a scanned copy of the receipt of the payment of the Earnest Money Deposit of **Rs. 6,500/- (Rs. Six thousand and five hundred only).**

The EMD shall only be accepted electronically (**RTGS/NEFT**) in the current a/c of

HUDCO as per the details given below:

Name of Beneficiary	HUDCO Ltd.
Bank	HDFC Bank Ltd.
Branch	B-3-4, Suryakiran Building 19, K.G. Marg, New
IFSC Code	HDFC0000003
A/c No.	00030350017801
Purpose	EMD/ Bid Fee
Name of Bidder	

- a) The Bidder has to ensure that the EMD is credited to HUDCO's account as mentioned, well before the stipulated date and time to avoid any last-minute technical glitches.
- b) The bidders registered under MSME are exempted from payment of EMD amount, subject to prevailing Office Memorandum issued by Competent Authorities from time to time. The MSME Bidder has to submit a scanned copy of a valid MSME registration certificate for the category related to consultancy services.
- c) **Envelope 2** containing the technical bid of only those Bidders will be opened, whose proof of valid EMD or MSME Registration certificate is provided in **Envelope 1**, within the stipulated date and time.
- d) Earnest money of the unsuccessful Bidder(s) will be refunded within 30 days of the award of assignment to the successful Bidder, no interest would be payable on EMD.
- e) Earnest money of the successful bidder shall be adjusted against the security deposit as stipulated in this bid document.

3.2 Stage 2 – Evaluation of Technical capability as submitted in Envelope 2.

The Technical Bid shall contain the following:

S. No.	Contents of the Technical Bid	Scanned copy of the Documents to be attached.
i.	Letter of Proposal (On Bidder's Letter Head)	Duly filled and signed in Form A .
ii.	Particulars of the Bidder.	1. Duly filled and signed 2. Registration/Incorporation of the Company 3. Copy of GSTIN Registration 4. Copy of PAN 5. Power of Attorney- for Authorised Signatory 6. Minimum average annual financial turnover. 7. Net worth certificates from CA. 8. Other requisite information/documents as mentioned in Form B.

iii.	Details of Technical Staff at the disposal of the Consultant having at least one Qualified Structural Engineer with minimum qualifications and experience.	Duly filled and signed in Form C.
iv.	The Bidder shall be a single 'legal entity'. Consortiums/Joint Ventures are not applicable	Certified by Registered Chartered Accountant (with UDIN)
v.	EMD Refund Form	Duly filled and signed in FORM D

3.3 Technical Evaluation Criteria:

Technical Proposal will be evaluated based on "Eligibility Criteria" set out in clause no. 2, wherein all the conditions must be fulfilled/satisfied to become eligible for technical evaluation process. This shall be pass/fail type evaluation and no marks in final evaluation will be awarded. Only those Bidders whose Technical Proposals get a score of 70 (Seventy) marks or more out of 100 (Hundred) shall qualify for further consideration.

S.No.	Criteria	Parameters/ Weightage	Maximum Marks
1.	No. of projects (civil engineering works) undertaken, related to retrofitting/strengthening/design of Masonry/ RCC/Steel commercial/residential structures.	5 Marks for each project	15
2.	Similar Works: Evaluation of the Structural Safety and Risk Assessment/Audit of residential/ commercial buildings of Central /State Govt. Depts./ Municipal Corporation, Quasi Government agencies, Statutory/Regulatory Bodies, PSUs or PSBs and its subsidiaries/ Corporate bodies of repute. <i>(Including Preparation of Assessment/Audit Reports)</i>		
	(a) Similar completed assignments, each having consultancy fees greater than 1.3 lacs to 1.96 Lacs	8 marks each	48
	(b) Similar completed assignments each having consultancy fees greater 1.96 lacs to 2.62 lacs	12 marks each	
	(c) Similar completed assignments each having consultancy fees greater 2.62 lacs	24 marks each	
3.	Qualifications and practical experience of the Key Personnel to be deployed <i>(min. Qualification as per Annexure "A" para-A-2.3 of the National Building Code, 2016)</i>	Upto 5 years' experience- 15 Marks >5 years'	20

		experience-20 marks	
4.	Average Turnover in Past 3 Years (2019-20, 2020-21,2021-22)	1.15 Lacs to 3.00 lacs- 12 Marks >3.00 Lacs to 5.00 Lakhs-15 Marks >5.00 Lakhs- 17 marks	17
			100

3.4 Stage 3 – Examination of Financial bid as submitted in Envelope 3.

The Financial Bid shall contain:

- The financial bid shall mention the “Lump-sum” amount of the fee (**in Indian Rupees**) in figures and words excluding GST. The financial offer shall be submitted in **Envelope 3** in the financial bid format at **Form E** contained in **Section V**.
- The financial quote shall include all costs associated with the project. The financial quote shall also include the cost/expenditure to be incurred for visits to the site, as per site/assignment requirements.
- The fees shall be payable according to the Schedule of payment of Consultancy fee, detailed in Clause 4 of Section III of this bid document.

4. OPENING OF THE BIDS

- The EMD details shall be opened first as mentioned above (**on 03.07.2023 at 3:30 PM**) by the Bid Committee formed by HUDCO. If found in order, the technical bid shall be opened subsequently on the same day. Otherwise, the date & time of opening the technical bid shall be intimated to the Bidders.
- The successful technical bidders would be conveyed the date and time of opening financial bids (through e-mail) based on the evaluation by the HUDCO Committee.
- In the event of the specified date being declared a holiday for HUDCO, the bids shall be opened on the next working day or the date and time of opening shall be intimated to the bidders separately.
- The lowest bidder (L-1) shall be considered/selected for assigning the subject consultancy assignment.

5. Award of Structural Audit Consultancy Assignment

After selection by the HUDCO Committee, a Letter of Appointment (**the “LOA”**) shall be issued, in duplicate, by HUDCO to the Consultant (L-1 bidder) and the Consultant shall, **within 03 (three)** days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acceptance thereof. In the event the duplicate

copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, HUDCO may, unless it consents to an extension of time for submission thereof, forfeit the EMD of such Bidder.

An Agreement would be required to be signed between HUDCO & Consultant for the purpose within 10 (Ten) days of issuing of LOA favouring the consultancy assignment to the successful Bidder.

6. COMMENCEMENT OF ASSIGNMENT

The Consultant shall commence the Services within 07 (Seven) days, from the date of issue of the 'Letter of Appointment' by HUDCO.

7. ACKNOWLEDGEMENT BY BIDDER

It shall be deemed that by submitting the proposal, the Bidder has:

- a) Made a complete and careful examination of the NIB.
- b) Received all relevant information requested/required from HUDCO.
- c) Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the NIB or furnished by or on behalf of HUDCO or relating to any of the matters stated in the NIB Document.
- d) Satisfied itself about all matters, things, and information, necessary and required for submitting an informed Application and performance of all of its obligations thereunder; and
- e) Agreed to be bound by the agreement, which shall be executed subsequent to the award of work to the selected Bidder.

8. RIGHT TO REJECT ANY OR ALL BIDS

Notwithstanding anything contained in this NIB, HUDCO reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

HUDCO also reserves the right to reject any proposal if:

- a) At any time, a material misrepresentation is made or uncovered, or
- b) the Bidder does not provide, within the time specified by HUDCO, the supplemental information sought by HUDCO for evaluation of the proposal.

Such misrepresentation/improper response may lead to the disqualification of the Bidder. If such disqualification/rejection occur after the proposals have been opened and the highest-ranking Bidder gets disqualified/rejected, then HUDCO reserves the right to take further necessary action as per Government rules/guidelines.

The Proposal with all accompanying documents (the "**Documents**") and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this NIB.

SECTION -III

CONDITIONS OF CONTRACT

1.0 INTRODUCTION

HUDCO, invites the bids through two bid system from technically specialized, financially sound & experienced Structural Consultants/ firms /agencies, as per laid down eligibility criteria, as per the detailed Scope of Assignment described in **Clause No. 2 below**:

1.1 BRIEF INFORMATION ABOUT PROJECT SITE: -

The Project Site shall mean where the consultancy/audit services with regards to Structural assignment have to be executed i.e., 26 flats at Malwa Singh Block, Asian Games Village Complex, New Delhi-110049 allotted by the employer and the assignment shall mean the assignment to be executed or done under the conditions of the agreement. The approximate built-up area of 26 Flats is 3630 sq.m for which the architectural layout plans of flats and approx. built-up areas in tabular form are at **Annexure-A** and **Annexure-B** respectively.

The above flats are being used for the allotment to Sr. HUDCO officials (i.e. CMD, DCP, DF and EDs). VIP guest accommodations are allotted to Sr. officials on transfers to the HUDCO Corp. office in the transition phase. The hostel block is used for conducting residential training programs organized by HSMI for officials of Regional Offices / ULBs etc. The status of the occupancy of flats is given in **Annexure-B**

HUDCO is maintaining the said premises through Habitat Services Centre (HSC), a maintenance Agency (Registered Society under societies registration act XXI of 1860).

2.0 SCOPE OF ASSIGNMENT

The Structural consultant (referred to as Consultant henceforth) shall provide services in respect of the Evaluation of the Structural Safety and Risk Assessment/Audit in accordance with the latest Guidelines of the Indian Society of Structural Engineers before taking up post-audit Structural repairs/retrofitting/ special waterproofing for **26 flats (occupied/vacant)** at Malwa Singh Block, Asian Games Village Complex, New Delhi-110049. The Consultant after taking instruction from HUDCO shall render the following services broadly brought out in the latest Guidelines of Indian Society of Structural Engineers:

- i. **Structural assessment** shall be carried out as a qualitative assessment in accordance with the latest guidelines of the “Indian Society of Structural Engineers”.
- ii. **Visual health inspection report** of 26 flats (occupied/vacant), separate for each flat, using light tapping hammer covering internal as well as external components such as external façade, Staircase block, Terrace, staircase and mummy, underground /overhead tank, surroundings of the building, identification of causes and remedial measures required, extent of deterioration or decay or damage to the brick walls / RCC members, probable causes of damages due to seepage/leakages , status of external plumbing installations , damages of electrical conduits, covered and other water/sewerage lines etc. Marking of all such visible defects, deterioration, and quantification in floor plans supported with digital photographs along with the report.

- iii. **Assessment of damages report**, shall be provided, separately for each flat, of the critical structural elements such as Foundation, Columns Beams, and, brick walls, through NDT (Non-Destructive Testing) with calibration chart for the site, marking of testing locations in plans for NDT, as applicable and brought out in latest Guidelines of Indian Society of Structural Engineers, as detailed below:

A. In-situ Concrete Strength

- a) Rebound hammer, b) Ultra-sonic pulse velocity test, c) Capo/ pull out test, d) Core cutting/ Sampling/ Lab testing of cores

B. Chemical Attack

- a) Carbonation test, b) Chloride Test, c) Sulphate Test,

C. Corrosion Activity

- a) Cover-Meter / Profo-meter measurement, b) Half Cell Method, c) Resistivity Meter, d) Permeability (water/ air)

D. Structural Integrity/Soundness

- a) Ultra-sonic Pulse velocity method, b) Radiography, c) Impact Echo Test

Number of the tests to be carried out in each flat shall be decided as per Standard Norms, for ascertaining structural stability of building/structure to ensure safety of inhabitant /users of these building/structure.

- iv. **Final Structural Audit Report** shall be provided on the basic points, separate for each flat, as also outlined in Annex. 3 of latest Guidelines of Indian Society of Structural Engineers. The Report should cover the structural assessment including Evaluation methodology, suggesting/phasing out priority wise repair/ remedial and retrofitting/restructuring measures /strategy, preparation of NIT with financial implication & detailed estimate (based on schedule item rates of CPWD , DSR 2021 as far as possible and in case items are not available in DSR 2021, then rates from MCGM (Municipal Corporation of Greater Mumbai) or as adopted by CPWD and analysis of rates for Non-Schedule items on prevailing market rates (along with justification) for proposed structural repairs/ restoration, rectification work of specialized nature with BOQ (Bill of Quantities) with detailed specifications & drawings. In case the flat /building is found to be deficient in structural safety/functionality, guidance for working on appropriate measures as per applicable standards and indicating the expected remaining lifespan pre and post repairs.
- v. **Issuance of Structural Stability Certificate**, shall be provided separate for each flat, regarding Structural Safety of the flats/ building in the prescribed format after taking into consideration the National Building Code of India and all relevant standards prescribed by Bureau of Indian Standards for general structural safety, cyclone/ wind protection, earthquake protection as per **Annexure C**.

3.0 Other conditions:

- 3.1** Attending meetings with HUDCO officials as and when required, in respect to above assignment.
- 3.2** The Structural Consultant / Auditor shall prepare reports, separate for each flat.
- 3.3** The Structural Consultant / Auditor after Non-Destructive Tests, shall hand over the site in a clean and habitable condition, at their own cost.

- 3.4** The Structural Consultant shall exercise all responsible skill, care and due diligence in the discharge of duties hereby covenanted to be performed by them and shall exercise such general superintendence and periodic inspection in regard to the said execution of assignment, as per the design and specifications in Structural Audit report, as may be necessary to ensure the assignment is being executed in accordance with CPWD.
- 3.5** The Structural Consultant shall not assign, sublet, or transfer their interests in this agreement to other parties.
- 3.6** Structural Consultant shall advise HUDCO, on the methodology of repair/ items required for enhancement of structure's life, as per Structural Audit report.
- 3.7** The Drawings, specifications, and documents as instruments of the service are the property of HUDCO. They are not to be used for any other project except with the written consent of HUDCO.
- 3.8** Submit a proper time schedule incorporating all the activities required for the completion of the consultancy assignment, in consultation with HUDCO.
- 3.9** Preparation and submission of soft copies and 4 (four) sets of hard copies of Final Structural Audit Report as well as working drawings.
- 3.10** The Consultant shall assume full responsibility for the designs and specifications for items/ services described in the scope of assignment. The Consultant shall submit the details of the calculation, analysis used in the design, Bill of Quantities, etc. and render all possible help for scrutiny as may be required by HUDCO. Providing such details doesn't absolve the Consultant from its responsibilities regarding the correctness and compliance of technical & statutory requirements.
- 3.11** Appear on behalf or along with the HUDCO officials before any Local Statutory Authority (MCD) in connection with the assignment.
- 3.12** The above-mentioned duties are only indicative and the Consultant will have to assume full responsibility for completion of the assignment both qualitatively and quantitatively as per accepted contract conditions in the best possible workman like manner, in all respects, till its completion, within the agreed time schedule and cost, by following standard laid down norms/ procedure as suggested by CVC and the Govt/HUDCO's guidelines in an open and transparent manner.
- 3.13** HUDCO shall not be liable for any injury/ death caused to any official, employee, representative or agent of the Consultant working at the site or any damage to their properties for any reason whatsoever and HUDCO shall not entertain any claim from any person on that behalf. In this regard, Consultant shall indemnify their works staff as well as their equipment and obtain proper coverage of insurance.
- 3.14** The executive control of the assignment, as far as this agreement is concerned on behalf of HUDCO, subject to the overall control of the Chairman & Managing Director, shall be with the Executive Director (Construction & Consultancy)-In charge, HUDCO to whom the Consultant shall address all communications.

4.0 SCHEDULE OF PAYMENT:

The Consultant shall be paid in the following stages consistent with the progress of consultancy/ execution of assignment done, as per the scope of assignment:

Stage	Extent of fees payable
Structural Audit Report and Structural Stability Certificate	
1. Final Structural Audit Report and Issuance of Structural Stability Certificate to HUDCO, as brought in the scope of assignment under Section III, clause 2.0 (I).	80% of the total fees quoted.
2. On acceptance of the above report by the Competent Authority.	100% of the total fees quoted less payment already made.

- 4.1** Payment to the Consultant shall be made on production of the bill for the relevant stage.
- 4.2** No TA/DA/ conveyance shall be paid to the Structural Consultant for their visits to the site/office.
- 4.3** The built-up areas of the flats as in **Annexure-B** are indicative and measurements of the flats shall be done while submitting the bill by the consultant.

5.0 TIME SCHEDULE

The Structural Consultant/ Auditor shall submit to HUDCO the Detailed Report, drawing/plans showing the damage areas in the flats and other documents etc. within the period stipulated above in the Scale of Charges.

S.No.	Description	Time Schedule
1.	Submission of Visual health inspection Report after a visit to 26 flats (occupied/vacant).	Within 10(Ten) days from the date of acceptance of LOA by the consultant.
2.	Assessment of damages Report of the critical structural elements as per NDT (Non-Destructive Testing)	Within 30 (Thirty) days from the date of acceptance of LOA by the consultant.
3.	Final Structural Audit Report and Issuance of Structural Stability Certificate.	Within 45 (forty-five) days from the date of acceptance of LOA by the consultant.

6.0 SECURITY DEPOSIT

- i) Security deposit @ 5% of the fee payable to the consultant shall be deducted from bill. The security deposit will be discharged by HUDCO and returned to the consultant after acceptance of the Final report by the Competent Authority.
- ii) HUDCO reserves the right of forfeiture of Security Deposit in the event of the consultant's failure to fulfil any of the contractual obligations or in the event of termination of the contract as per terms of the contract.
- iii) Earnest money of the successful bidder shall be adjusted against the security deposit.

7.0 ABANDONMENT OF ASSIGNMENT

- i. That if the consultant abandons the assignment for any reason whatsoever or become incapacitated from acting as consultant as aforesaid, HUDCO may make full use of all or any of the drawings prepared by the Consultant and shall be liable to refund any

excess fee paid up to that date plus such damages as may be assessed by HUDCO.

- ii. If at any time, after start of assignment, HUDCO decides to abandon or reduce the scope of assignment for any reason whatsoever and hence not required the whole or any part of the assignment to be carried out, HUDCO shall give notice in writing to this effect to the Consultant and the consultant shall have no claim for any payment of compensation, or otherwise whatsoever, on account of any profit or advance which he might have derived from the execution of assignment in full but which he did not derive in consequence of the foreclosure of the whole or part of the assignment.

8.0 TERMINATION

On failure to provide satisfactory services and thereby causing any delay or damage in the execution of the project, or committing a breach of any one or more of the terms and conditions of the agreement, HUDCO shall have the right to terminate the consultancy contract forthwith by giving 15(fifteen) days advance notice at the address mentioned therein, without prejudice to its rights to claim damages or remedies under the law and take all necessary action as stipulated in the contract. The decision of HUDCO regarding the Quality of services/delay/damages caused by the Consultant shall be final in this regard.

9.0 SUSPENSION OF ASSIGNMENT

- a) The Consultant shall, on receipt of the Order in writing of the bid inviting Authority i.e. ED(C&C)-I/C suspend the progress of assignment or any part thereof for such time and in such manner as the ED(C&C)-I/C may consider necessary for any of the following reasons:
 - i) On account of any default on the part of the consultant, OR
 - ii) If assignments are partly or fully abandoned/suspended by HUDCO for any reason, the Consultant shall, during such suspension, properly protect and secure the s under his scope to the extent necessary and carry out the instructions given on that behalf by bid inviting Authority i.e. ED(C&C)-I/C.
- b) If the suspension is ordered for reasons (ii) in sub-para (a) above, then
 - i) The Consultant shall be entitled to an extension of time equal to the period of every such suspension plus 25% extra. No adjustment of contract fees will be allowed for reasons of such suspension.
 - ii) In the event of the consultant treating the suspension as an abandonment of the contract by HUDCO, he shall have no claim to payment of any compensation on account of any profit or advantage which he may have derived from the assignment in full or part.

10.0 DETERMINATION OR RESCINDING OF CONTRACT.

HUDCO without any prejudice to its right against the consultant in respect of any delay by notice in writing absolutely may determine the contract in any of the following cases:

- i) If the Consultant being a company shall pass a resolution or the court shall make an order that the company shall be wound up or if a receiver or a manager on behalf of the creditor shall be appointed or if circumstances shall arise which

entitle the court or creditor to appoint a receiver or a manager which entitles the court to make up a winding order.

- ii) If the Consultant commits a breach of any of the terms of the agreement. When the Consultant has made itself liable for action under any of the clauses aforesaid, HUDCO shall have powers to:-
 - a) determine or rescind the agreement
 - b) to engage another Consultant(s) to carry out the balance assignment at the risk and cost of the Consultant by debiting to the Consultant's account, the excess amount, if any, so spent.
- iii) In case the contract of the Consultant is determined/rescinded, the EMD of the Consultant shall stand forfeited. The decision of HUDCO in this regard shall be final and binding on the Consultant.

11.0 ARBITRATION

All differences and disputes arising between the Consultant and HUDCO on any matter connected with this consultancy assignment or in regard to the interpretation of the contents thereof shall be referred to Chairman & Managing Director, HUDCO and the decision of CMD, HUDCO shall be binding on Consultant. The place of arbitration proceedings shall be New Delhi.

12.0 FRAUD AND CORRUPT PRACTICES

- i) The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this NIB, HUDCO shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, HUDCO shall, without prejudice to its any other rights or remedies, forfeit the EMD, as the case may be and/or, indemnify HUDCO for the losses incurred due to time, cost, efforts, manpower etc.
- ii) Without prejudice to the rights of HUDCO under Clauses hereinabove and the rights and remedies which the HUDCO may have under the LOA, if a Bidder or Consultant, as the case may be, is found by HUDCO to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA, such Bidder or Consultant shall not be eligible to participate in any Bid or NIB issued by HUDCO during a period of 2(two) years from the date such Bidder or Consultant, as the case may be, is found by HUDCO to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be. For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:
 - "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official

of HUDCO who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of HUDCO, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical Consultant/adviser of HUDCO in relation to any matter concerning the Project;

- “Fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- “Coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
- “Undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by HUDCO with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

13.0 FORCE MAJEURE CLAUSE

The consultant shall be granted extension of the completion period date without any financial repercussion to cover the delay caused by the circumstances viz incidence of war, invasion, revolution, sabotage, work shutdown imposed by Govt. agencies or legislature or other authorities, Act of God, epidemic, fire, earth quakes, floods, explosions, accidents or any other acts or events which are beyond the control of HUDCO or which shall directly or indirectly prevent completion of the assignment within the time specified in the bid document.

SECTION IV

FORMS AND ANNEXURES

- 1. FORM “A”-** Letter of Proposal/Acceptance on Bidder’s letter head.
- 2. FORM “B”-** Particulars of the Bidder.
- 3. FORM “C”-** List of key Technical Personnel.
- 4. FORM “D”-** Format for Bank Details for EMD refund.
- 5. ANNEXURE A-** Architectural plans of flats at Malwa Singh Block, Asian Games Village Complex, New Delhi-110049.
- 6. ANNEXURE B-** Built up area of 26 flats and status of occupancy.
- 7. ANNEXURE C-** Certificate of Structural Safety

Letter of Proposal/Acceptance
(On Bidder's letter head)

To

The Executive Director(C&C-I/c)
HUDCO, HUDCO Bhawan,
Core7-A, India Habitat Centre,
Lodhi Road, New Delhi –110003

Sub: Appointment of Structural Consultant for Evaluation of the Structural Safety and Risk Assessment/Audit of 26 HUDCO flats at Malwa Singh Block, Asian Games Village Complex, New Delhi-110049.

Ref: - NIB No. HUDCO/C&C/ V&EM/ Struc.Audit /e1372/2023

Sir,

Pursuant to the notice inviting bids for the subject assignment, issued by HUDCO, New Delhi, I/we hereby submit our offer for being appointed as the Consultant to HUDCO for carrying out the above-mentioned assignment. We also confirm that submission of an offer will not devolve any right for us to be considered for selection.

I/We agree to keep this offer open for acceptance by HUDCO up to 60 days after the date of opening of bids and agree not to revoke our Offer at any time during such period.

I/We have thoroughly read the bid document and by submitting this proposal, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations and assumptions. We also confirm that our company possesses in-house human resources & infrastructure to carry out the said assignment.

I/We also confirm that our company, _____, is not blacklisted/ debarred in any manner whatsoever by any of the State/UT/PSU/CPSE and/or Central Government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice etc.

As required, an EMD of **Rs. 6,500/- (Rs. Six thousand and five hundred only)** has been submitted/ transferred to HUDCO's account through e-transaction(**RTGS/NEFT**). Copy of proof of the said submission/transaction is enclosed in **Envelope 1**.

Yours faithfully,

Signatures of the authorized person
(with Name & Designation and Official seal)

Particulars of the Bidder

(To be Submitted along with Technical Bid)

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

S. No.	Information	Particulars / Response		
1.	Company Name/Consultant/ Firm			
2.	Date of Incorporation			
3.	Type / constitution / Business activities of Company (Govt/PSU/Pub. Ltd/ Pvt. Ltd/partnership/proprietary)			
4.	Registration No. and date of registration. Registration Certificate to be enclosed			
5.	Address of Registered Office with contact numbers [phone /fax]			
6.	PAN No			
7.	GSTIN			
	Contact Details of authorized representative.			
8.	Name/Address			
9.	Designation			
10.	Mobile no.			
11.	Mail ID			
12.	Company Head Office and Addresses Contact Person(s) Phone/ Mobile no E-mail			
13.	The net worth of the bidder in last three financial years should not have been eroded by 30%.	The certificate from Registered CA shall be submitted with UDIN.		
14.	Please mention turnover and Net Profit/Loss for last three years and enclose the copies of Balance Sheet in support of it. (In case of individual consultant, ITR of last 3 years)	Year	Turnover	Net Profit/Loss (-)
		2019-20		
		2020-21		
		2021-22		

Signatures of the authorized person

(with Name & Designation and Official seal)

UNDERTAKING ON PREQUALIFICATION
 (To be Submitted along with Technical Bid)
(To be submitted on the Letter head of the Bidder)
(TO WHOMSOEVER IT MAY CONCERN)

1. I/We confirm that we (Name of FIRM/Consultant) are empanelled as Structural Engineer Consultant /Firm with institutions i.e., with Local Statutory Body (MCD), CPWD, PWD or any Central /State Govt. Depts./ Municipal Corporation, Quasi Government agencies, Statutory/Regulatory Bodies, PSUs or PSBs and its subsidiaries/ etc. / Corporate bodies of repute.
2. This empanelment is valid till the validity of this bid i.e. 60 days from the last date of submission of the bid. However, empanelment shall be in force during the currency of the assignment and till the completion of the assignment. I/We are fully competent to undertake and successfully deliver the scope of services as mentioned in the NIB.
3. (a) I/We confirm that we have carried out structural testing/audit assignment in last 7 years (Order date and completion date, both should be within the last 7 years from the last date for receipt of applications) in following firms:

S.No.	Firm/ Organisation	Project Details with scope of work.	Work Order with Date	Completion certificate with Date
1				
2				
3				

- (b) I/We confirm that we have carried out following civil engineering works related to retrofitting/ strengthening/design of Masonry/ RCC/Steel commercial/residential structures in last 7 years (Order date and completion date, both should be within the last 7 years from the last date for receipt of applications) in following firms:

S.No.	Firm/ Organisation	Project Details with scope of work.	Work Order with Date	Completion certificate with Date
1				
2				
3				

4. We confirm that we have on our regular establishment, following Qualified Structural Engineer having the following minimum qualifications:

S.No.	Name of Structural Engineer	Qualification	Experience Details	Remarks
1.				

5. Self-attested copy of empanelment certificate from deptt.(.....) in this regard is attached herewith.
6. Self-attested copy of Documentary proof in support of Pre-Qualification Criteria is attached herewith and is valid as on the last date of the Bid.
7. Self-attested copies of the letter of Awards and Completion Certificates issued by the client's organization. Corresponding Certificates of Structural Stability issued to the client's organization as well as Local Statutory Body of the jurisdiction. .

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

We understand HUDCO is not bound to accept any proposal HUDCO receive.

Dated :

Place:

Signatures of the authorized person
(with Name & Designation and Official seal)

Format for Bank Details for EMD refund

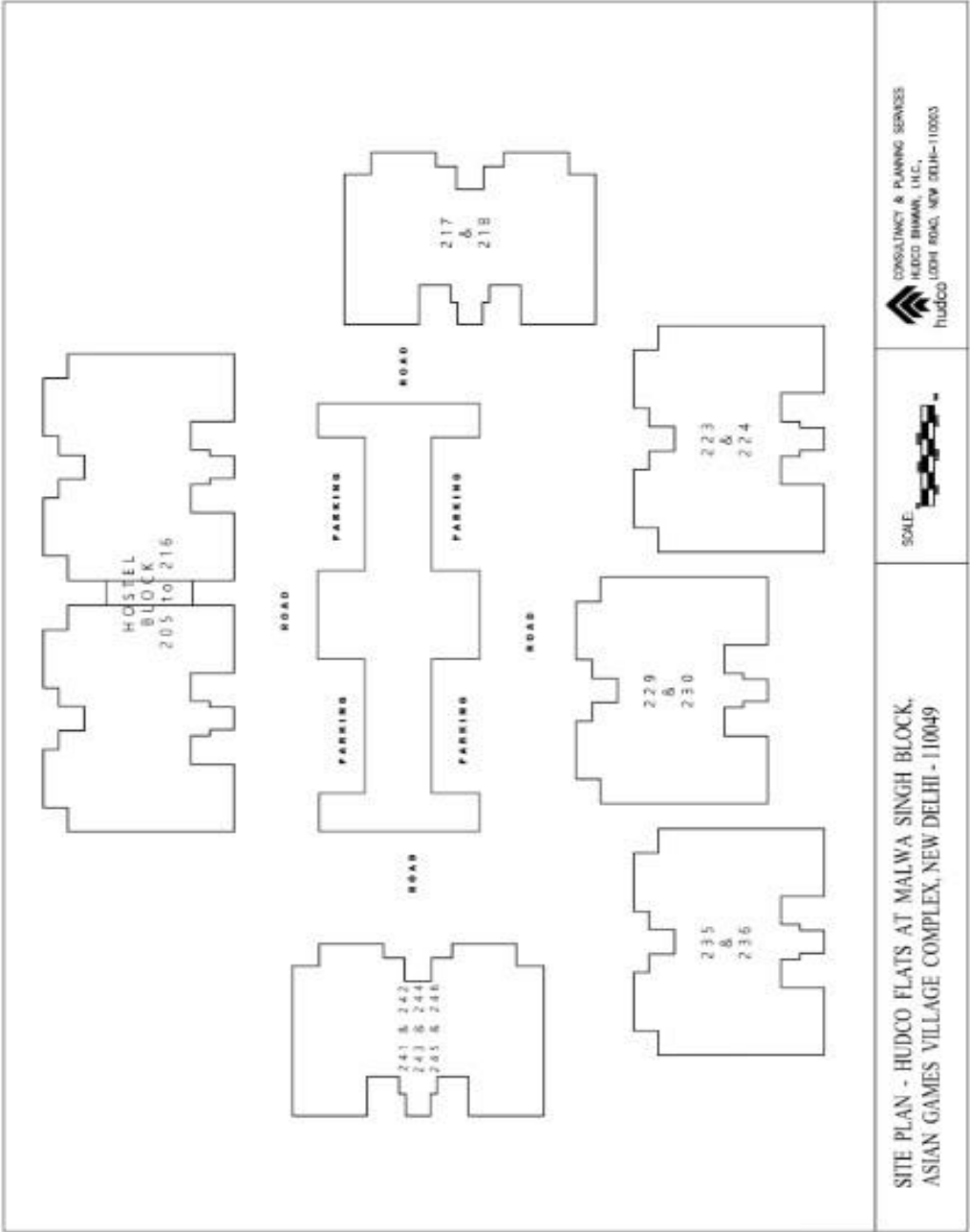
The details of bank account in which payment is to be transferred and other details are to be given in the following table.

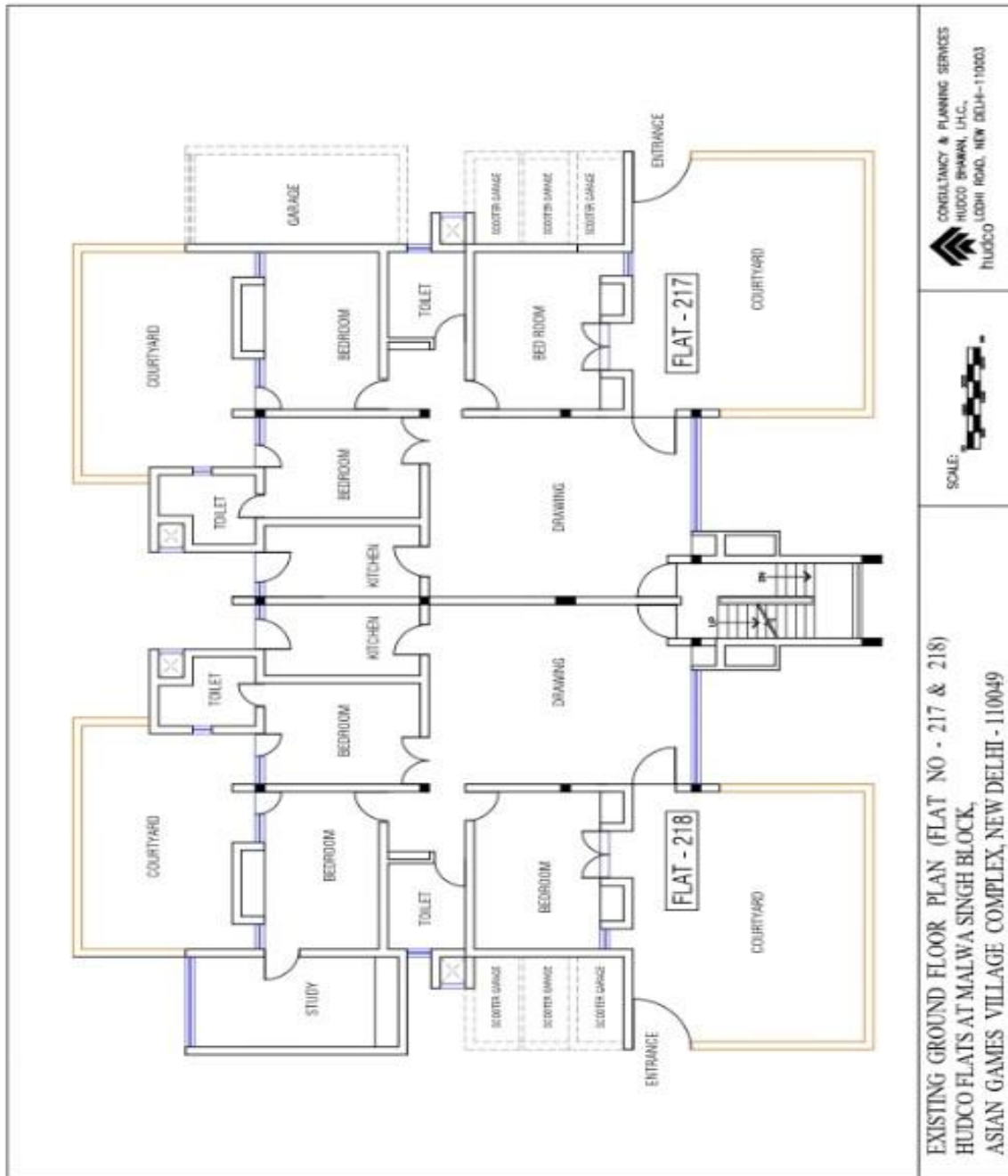
Sl No.	Particulars	Details
1.	Name of the Bidder, as in bank account	
2.	Name of bank	
3.	Bank Account Number	
4.	Bank Branch Name	
5.	Bank Branch Address	
6.	Bank Branch Telephone No.	
7.	Type of Account (SB A/C/CA/Cash Credit with code)	
8.	Bank Code No / MICR Code (9-digit code number of bank & Branch)	
9.	PAN No. (copy to be attached)	
10.	GST No.	
11.	IFSC Code No	

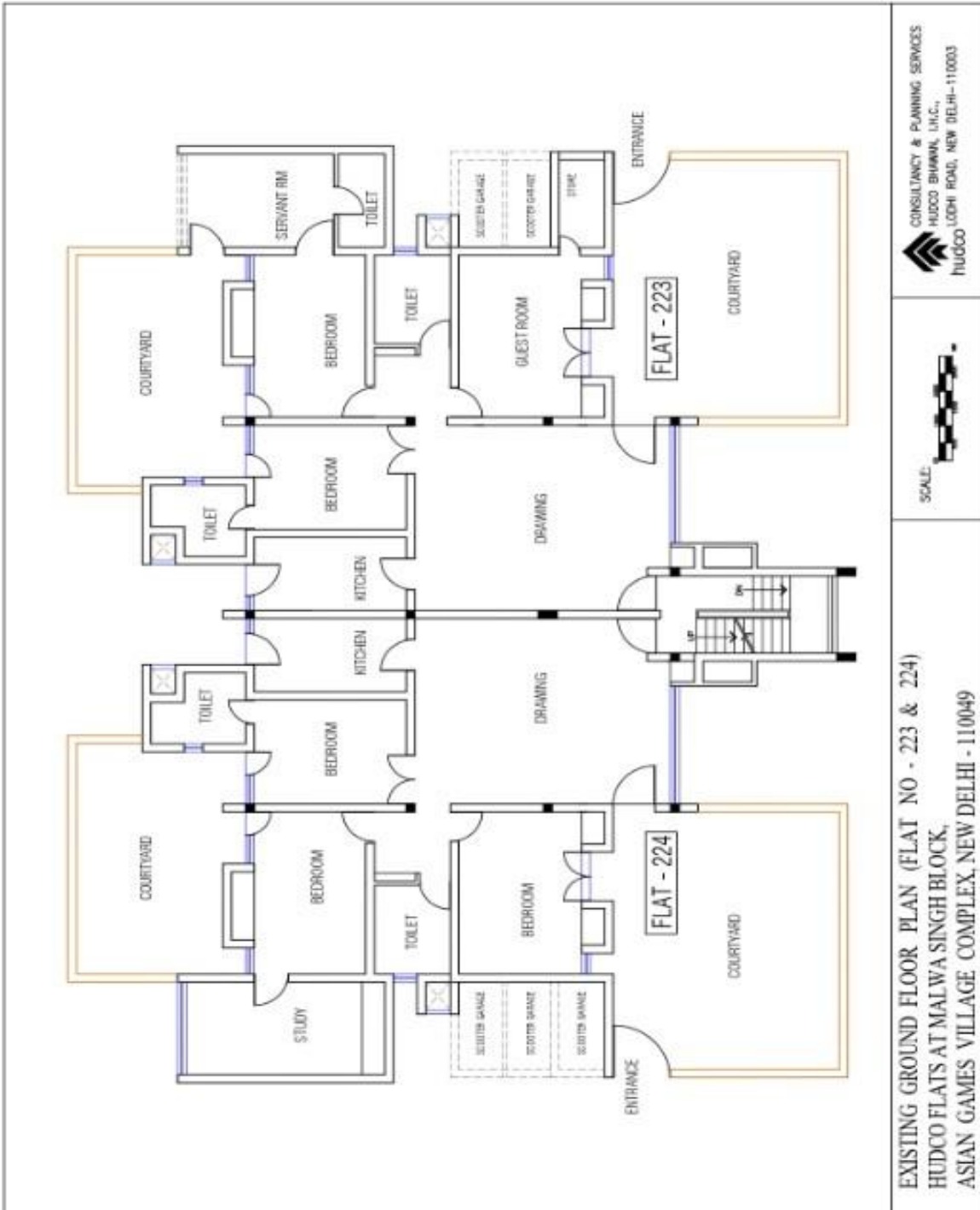
Signatures of the authorized person
(with Name, Designation and Official seal)

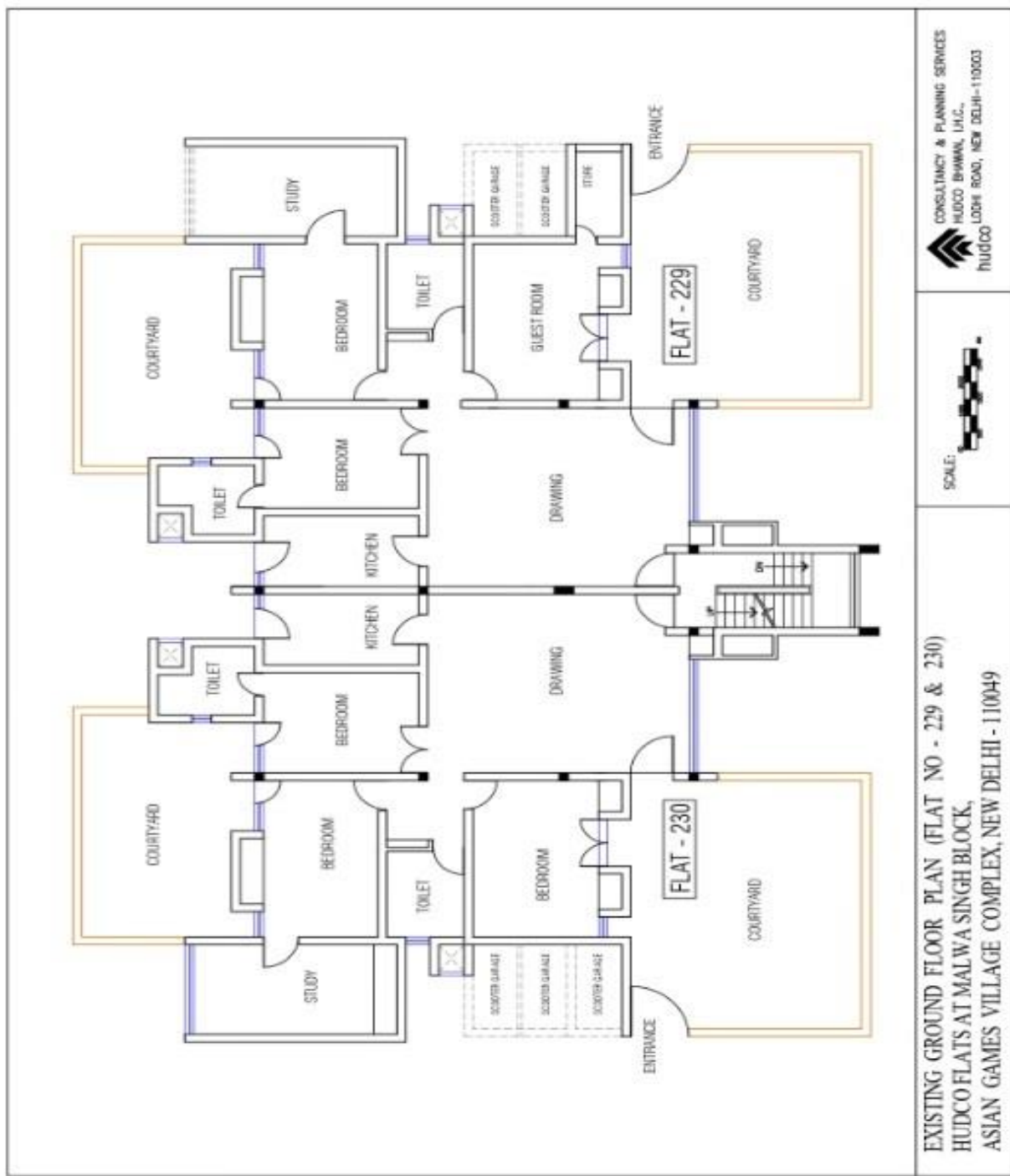
Architectural Plans of Hudco AGVC flats

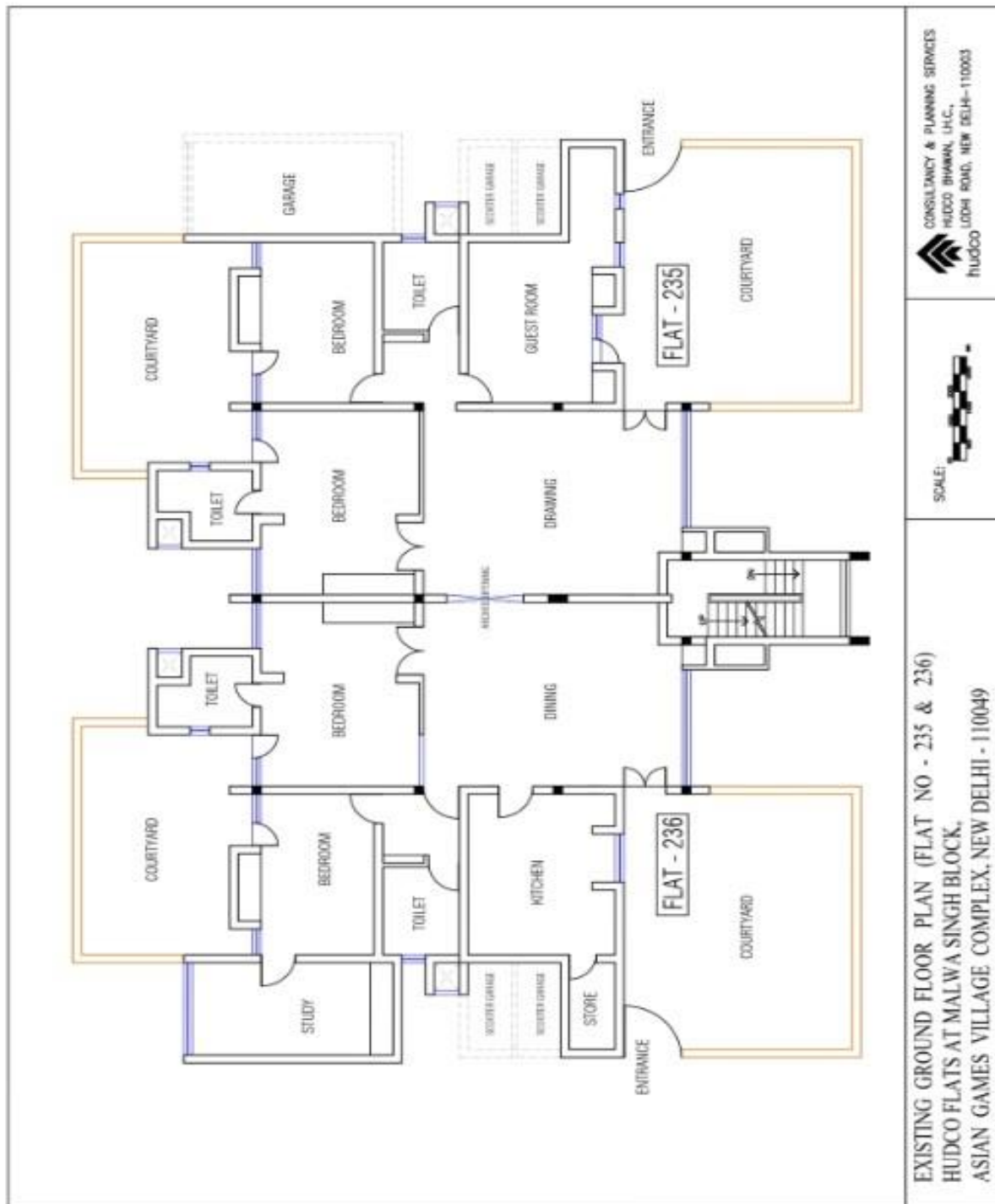
- 1. Flat nos. 217 to 2364 plans
- 2. FlatNo.s241 to 246 (6 flats) 3 plans
- 3. FlatNo.s205 to 216 (12 Flats, Hostel Block) plans

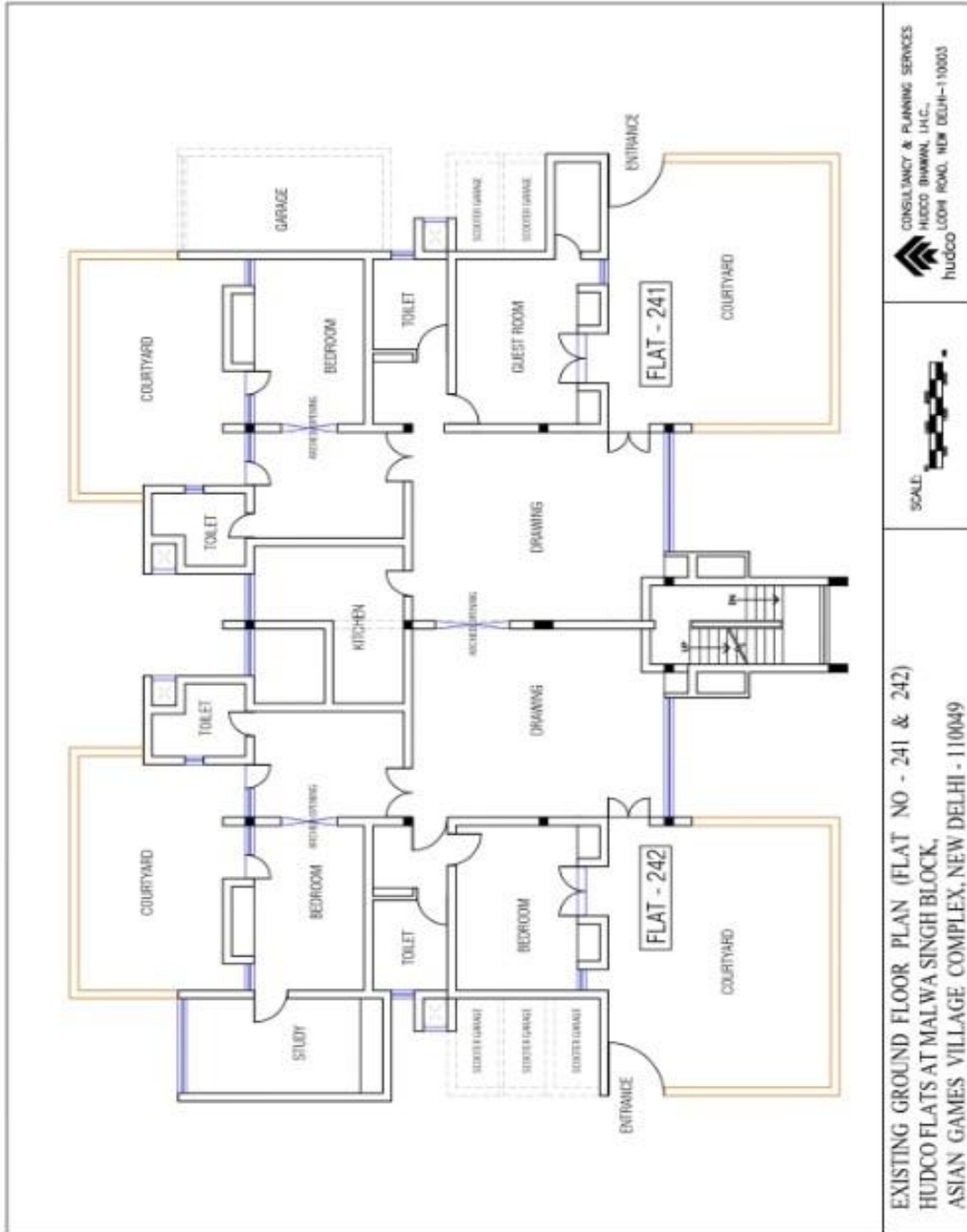








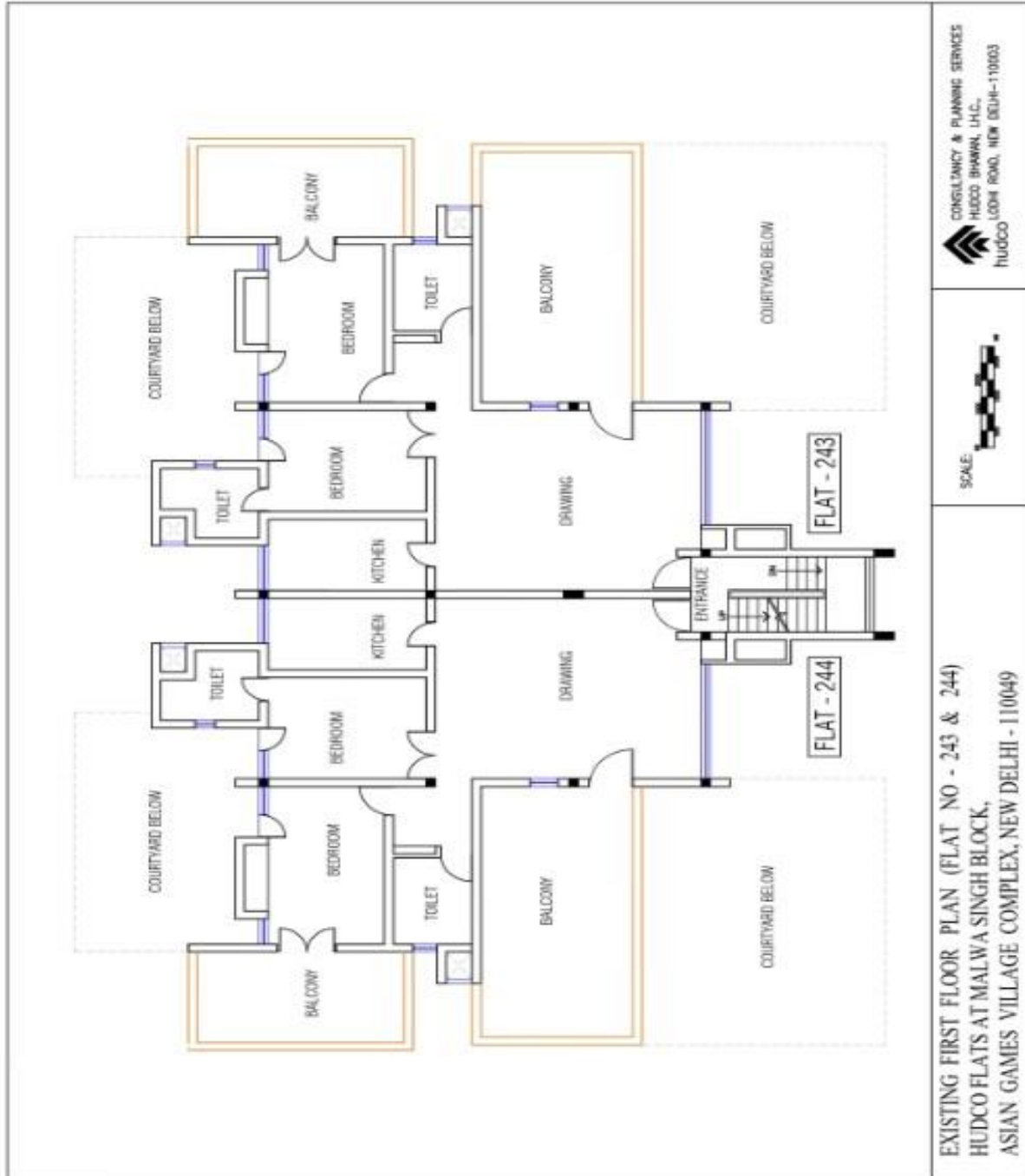




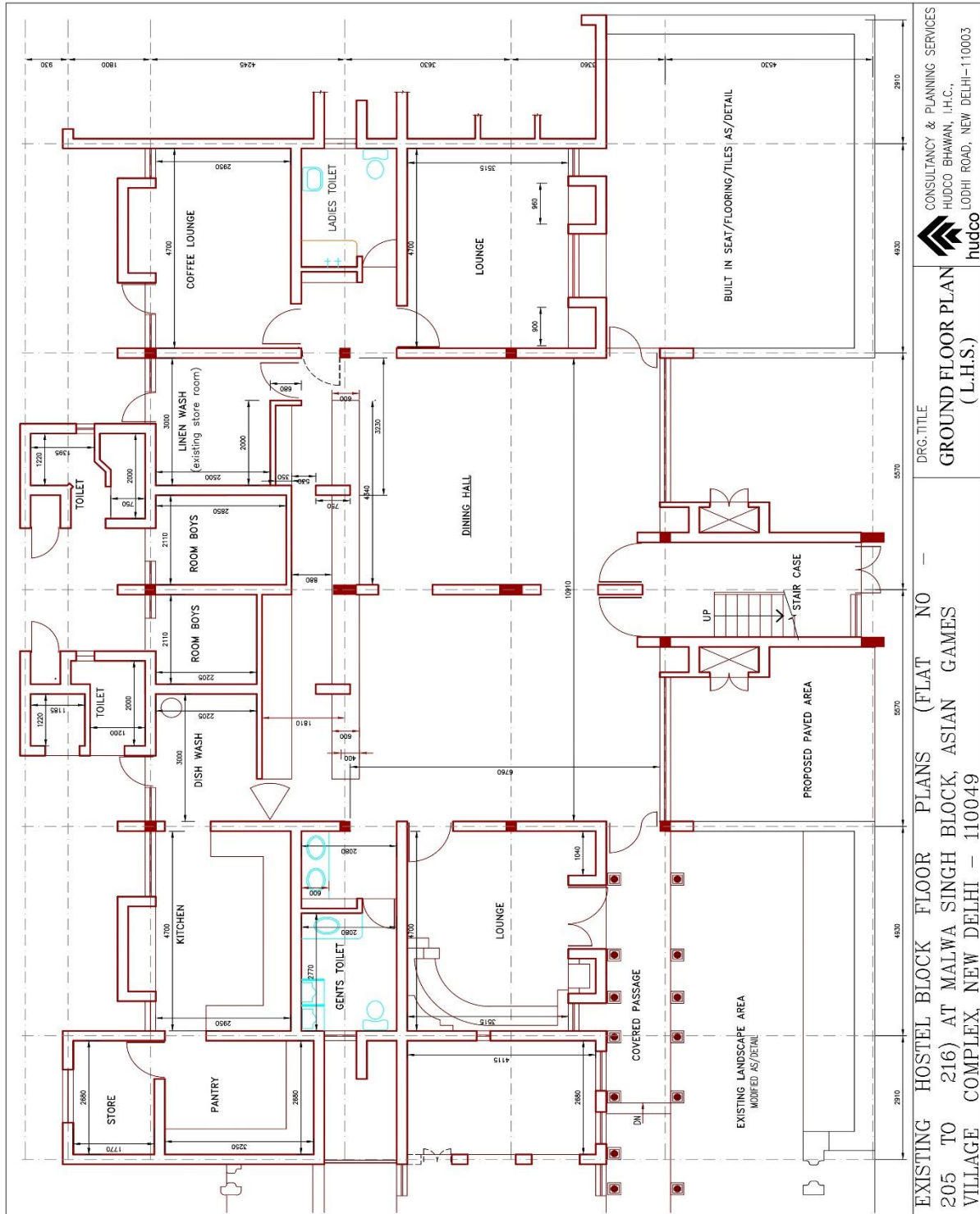
CONSULTANCY & PLANNING SERVICES
 HUDCO BHAWAN, I.H.C.,
 LODHA ROAD, NEW DELHI-110003
 hudco

SCALE:

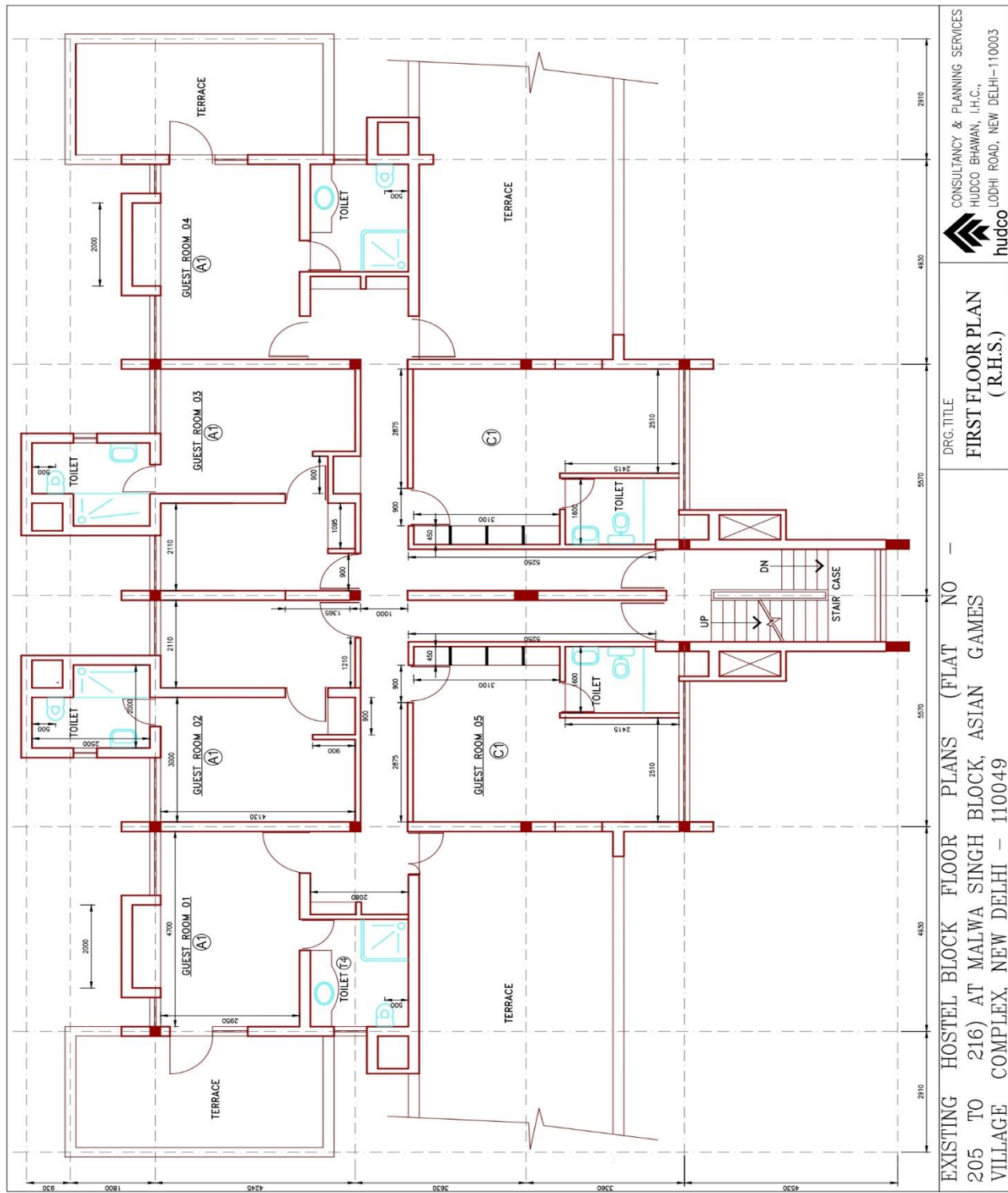
EXISTING GROUND FLOOR PLAN (FLAT NO - 241 & 242)
 HUDCO FLATS AT MALWA SINGH BLOCK,
 ASIAN GAMES VILLAGE COMPLEX, NEW DELHI - 110049

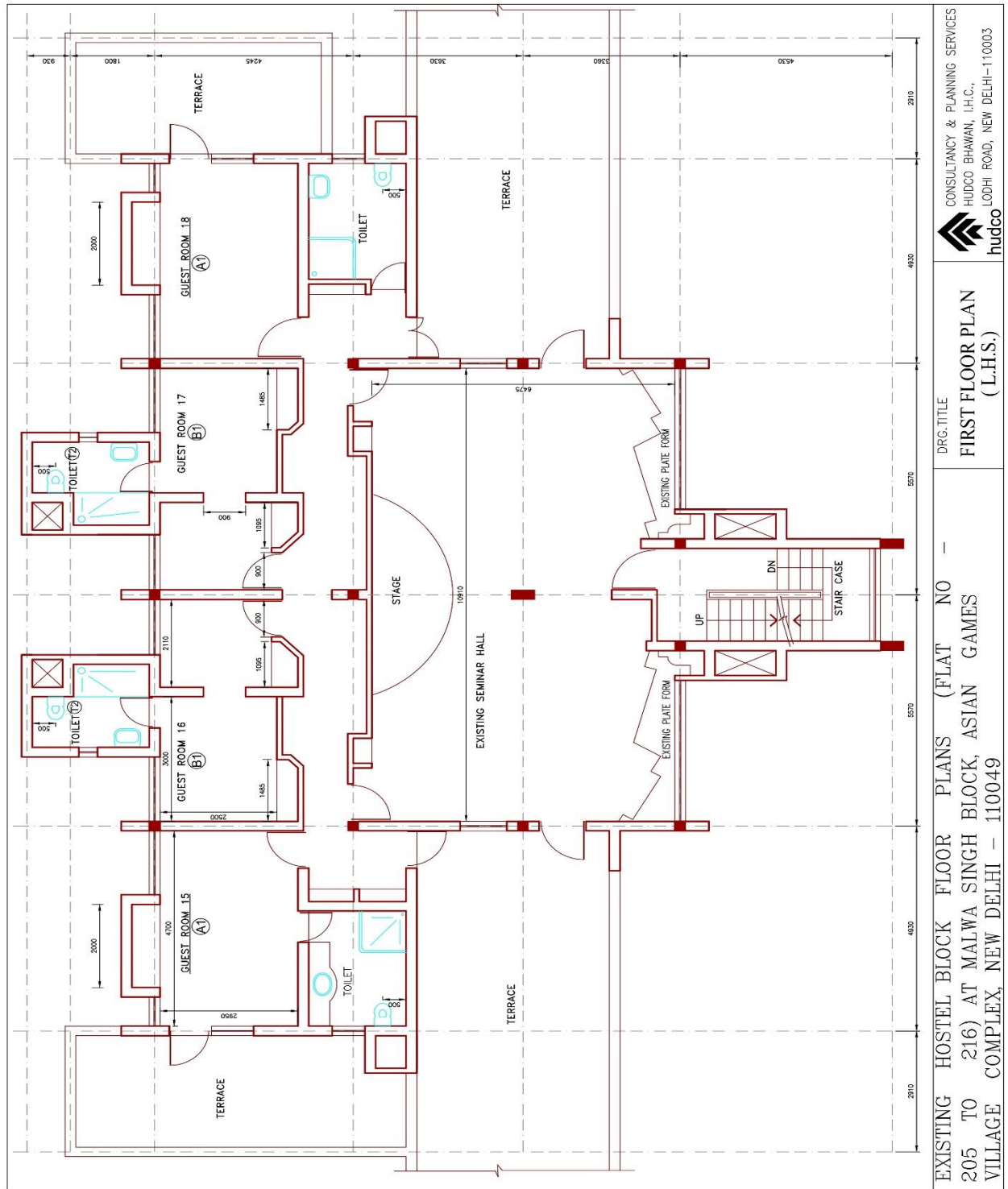


EXISTING SECOND FLOOR DUPLEX LOWER LEVEL PLAN EXISTING SECOND FLOOR DUPLEX UPPER LEVEL PLAN EXISTING SECOND FLOOR DUPLEX TERRACE LEVEL PLAN	EXISTING SECOND FLOOR DUPLEX (FLAT NO - 245 & 246) HUDCO FLATS AT MALWA SINGH BLOCK, ASIAN GAMES VILLAGE COMPLEX, NEW DELHI - 110049 SCALE: CONSULTANCY & PLANNING SERVICES HUDCO BHAWAN, ILLC., LODH ROAD, NEW DELHI-110003
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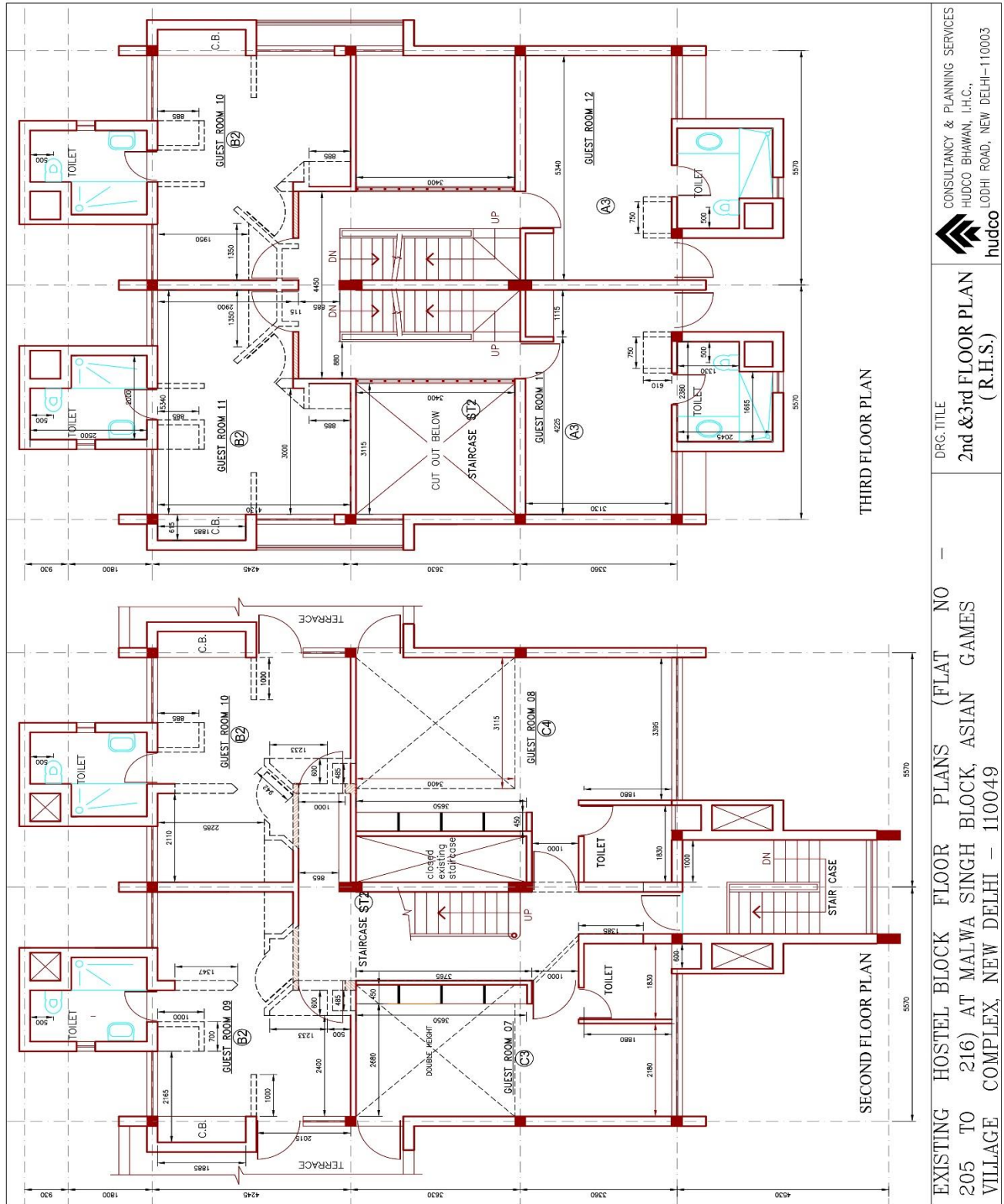


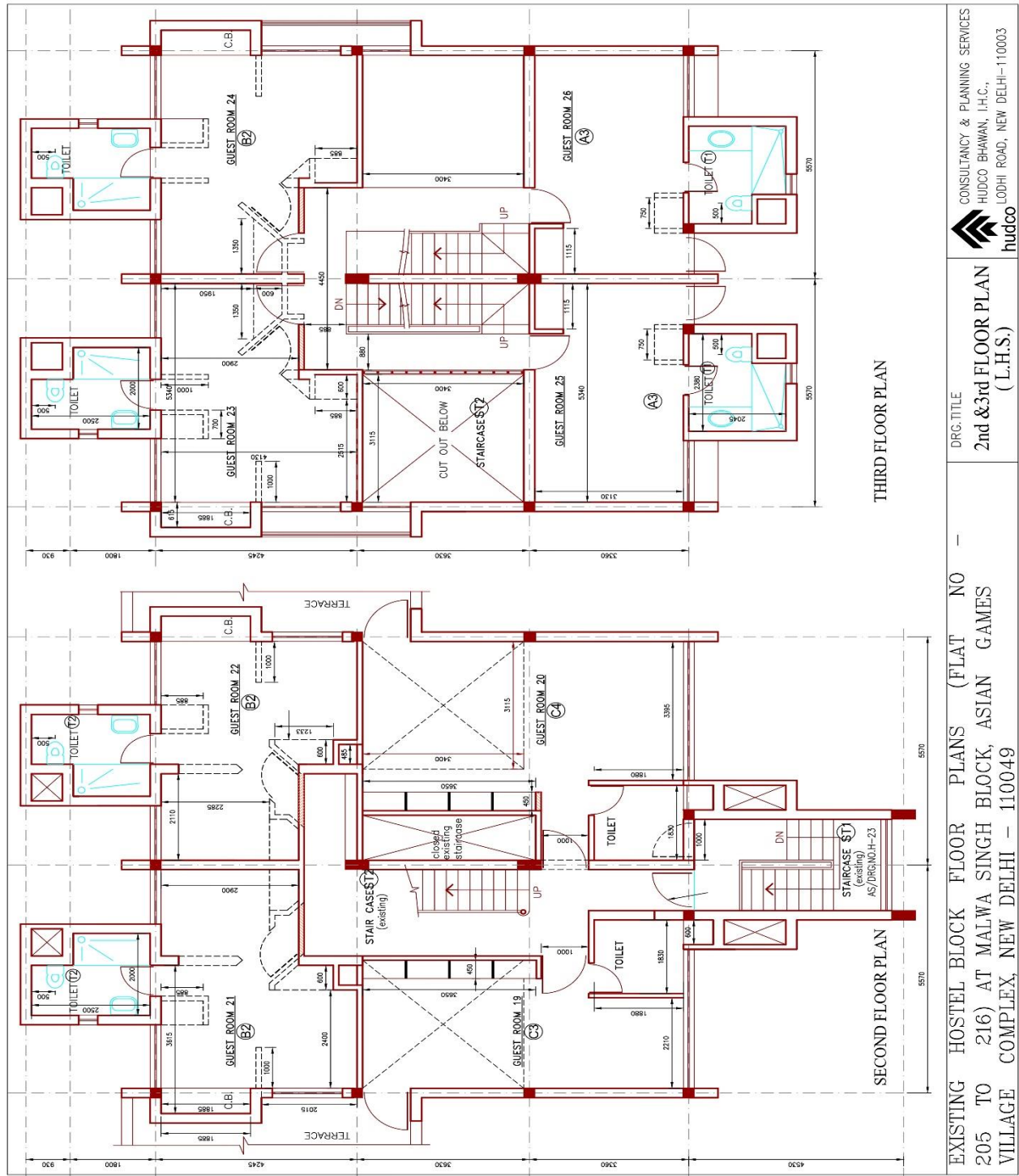
EXISTING HOSTEL BLOCK FLOOR PLANS (FLAT NO - 205 TO 216) AT MALWA SINGH BLOCK, ASIAN GAMES VILLAGE COMPLEX, NEW DELHI - 110049	DRG. TITLE GROUND FLOOR PLAN (L.H.S.)	CONSULTANCY & PLANNING SERVICES HUDCO BHAWAN, I.H.C., LODHI ROAD, NEW DELHI-110003 hudco
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CONSULTANCY & PLANNING SERVICES HUDCO BHAWAN, I.H.C., LODHI ROAD, NEW DELHI-110003 hudco	DRG. TITLE FIRST FLOOR PLAN (L.H.S.)	EXISTING HOSTEL BLOCK FLOOR PLANS (FLAT NO - 205 TO 216) AT MALWA SINGH BLOCK, ASIAN GAMES VILLAGE COMPLEX, NEW DELHI - 110049
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ANNEXURE- B

**Statement of Built-up area and occupancy status of 26 HUDCO flats at Malwa Singh Block,
Asian Games Village Complex, New Delhi-110049**

S. No.	Flat No.	Floor	Built up area (in sq.m.)	Status of occupancy
1.	217	Ground floor	111.00	Vacant
2.	218	Ground floor	111.00	Occupied
3.	223	Ground floor	131.00	Occupied
4.	224	Ground floor	131.00	Occupied
5.	229	Ground floor	131.00	Occupied
6.	230	Ground floor	131.00	Occupied
7.	235	Ground floor	131.00	Vacant
8.	236	Ground floor	131.00	Vacant
9.	241	VIP Guest house GF	143.00	Vacant
10.	242	VIP Guest house GF	143.00	Vacant
11.	243	VIP Guest house FF	143.00	Vacant
12.	244	VIP Guest house FF	143.00	Vacant
13.	245	VIP Guest house SF	143.00	Vacant
14.	246	VIP Guest house SF	143.00	Occupied
15 – 26	205 – 216 (12 Flats)	HSMI Hostel Block	1766.80	Vacant
	TOTAL BUILT UP AREAS		3630.67 SQ.M.	

- NOTE: 1. Flats at S.No. 1 to 8 on ground floor belongs to HUDCO and upper floors belongs to other individuals, Govt. Deptts. (CPWD/IGNOU) .**
- 2. Flat nos. 241 to 246 (6 flats) and 205 – 216 (12 Flats) are in stand-alone blocks of HUDCO.**
- 3. The above built up areas of the flats are indicative and actual measurements of the flats shall be done while submitting the bill by the consultant.**

ANNEXURE - C

CERTIFICATE OF STRUCTURAL SAFETY

(To be jointly signed by an Empanelled Structural Engineer and Owner of the building)

The following certificate is submitted after site visits and proper investigations for 26 HUDCO flats at Malwa Singh Block, Asian Games Village Complex, New Delhi-110049.

- (i) Certified that this structural stability certificate has been issued after taking into consideration:
 - (a) The National Building Code of India, including the structural design of foundation. masonry, timber. plain concrete, reinforced concrete, pre-stressed concrete and structural steel shall be carried out in accordance with Part-VI structural design. section-1 loads, section-2 foundation, section-3 wood, section- 4 masonry, section-5 concrete and section-6 steel of National Building Code; and
 - (b) All relevant standards prescribed by Bureau of Indian Standards including the standard given in IS-Code 13920-2016, 4326-1993, 13828-1993, 13827-1993, 13935 1993, 456:2000, 800-1984, 801-1975, 875 (Part 2):1987, 875 (Part 3):1987, 875 (Part 4):1987. 875 (Part 5):1987, 883:1966, 1904:1987, 1905:1987, 2911 (Part 1): Section 1: 1979, 1893-2002 for general structural safety, cyclone/ wind protection, earthquake protection.
- (ii) Certified that the above-mentioned building [including tangible items on its rooftops, such as Telecom Tower(s), DG sets, Water storage capacity. Air conditioning units, etc.] existing as on date, fulfil all the structural safety requirements.
- (iii) It is also certified that there is any tangible item on the rooftop of the above-mentioned building (existing as on date), such as Telecom Tower(s). DG sets, Water storage capacity, Air conditioning units, etc., are in accordance with the necessary permissions / clearances etc.
- (iv) The owner(s) of the above-mentioned building undertakes that they shall be liable for all criminal and/or civil liability(s) arising out of non-adherence to the statutory compliances. including structural safety of the building.

SIGNED BY :

COUNTER SIGNED BY :

Signature of Structural Engineer
Name of Structural Engineer
Address of Structural Engineer
Licence EmpanelmentNo.

Signature Owner(s)
Name of Owner(s) :
Address of Owner(s):

SECTION V**Financial Bid**

Sub: Financial Offer for Consultancy Assignment of Structural Consultant for Evaluation of the Structural Safety and Risk Assessment/Audit of 26 HUDCO flats at Malwa Singh Block, Asian Games Village Complex, New Delhi-110049.

Ref.- NIB No. HUDCO/C&C/ V&EM/ Struc. Audit /e1372/2023

Description	Consultancy fees to be quoted as Lumpsum in Rs * excluding GST	
	In Figure	In Words
Final Structural Audit Report and Issuance of Structural Stability Certificate		

Note: * i) GST, as applicable, will be paid extra.
ii) TDS will be deducted as per extant Income Tax Rules.
iii) The above financial quote shall include all costs associated with the Consultancy works.

Signatures of the authorized person
(with Name, Designation & Official seal)