

**Housing and Urban Projects Wing
Delhi Development Authority**



EXPRESSION OF INTEREST (EoI)

FOR

EMPANELMENT OF CONSERVATION ARCHITECTS / FIRMS

FOR UNDERTAKING

Works of Conservation

2022

**INFORMATION AND INSTRUCTIONS FOR APPLICANTS FOR ONLINE
SUBMISSION**

(To be posted on website and forming part of NIT)

1. Interested Conservation Architect/ Firm will submit the application online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.
2. Possession of valid Digital Signature Certificate (DSC) and enrolment/ registration of the Conservation Architect/ Firm on the e-Procurement/ e-tender portal is a pre-requisite for submitting the application.
3. Conservation Architect/ Firm should do the enrolment in the e-Procurement site using the "Online Bidder Enrolment" option available on the home page. Portal enrolment is generally free of charge. During enrolment/registration, the Conservation Architect/ Firm should provide the correct/ true information including valid email ID. All the correspondence shall be made directly with the applicants through email ID provided.
4. Applicant need to login to the site through their user ID/password chosen during enrolment/registration.
5. Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFFY/ TCS/ n-Code/ e-Mudra or any Certifying Authority recognized by CCA India on e-Token/ Smart Card, should be registered by the applicant.
6. DSC that is registered only should be used by the applicant and should ensure safety of the same.
7. Applicant should go through the EoI published on the website and download the required EoI documents/schedules for the EoI he/she is interested.
8. After downloading / getting the EoI documents/schedules, the applicant should go through them carefully and then submit the documents as asked; otherwise application will be liable to be rejected.
9. Applicant should then login to the website through the secured login by giving the user ID/ password chosen during enrolment/registration and then by giving the password of the e-Token/Smartcard to access DSC.
10. Applicant should select the tender which he/ she is interested in, by using the search option & then move it to the 'my tenders' folder.
11. From my tender folder, applicant should select the tender to view all the details indicated.
12. It will be construed that the applicant has read all the terms and conditions before submitting their offer.
13. Applicant, should, in advance, ready the documents to be submitted as indicated in the EoI document, they can be in PDF/ sls /rar /jpg / formats. If there is more than one document, they can be clubbed together and

can be provided in the requested format. Documents may be scanned with 100 dpi with black and white option. It is advised that each document to be uploaded through online for the tenders should be less than 2MB. If the file size is less than 1MB, the transaction uploading time will be very fast, however, if any document is more than 2MB, it can be reduced through 'RAR' and the same can be uploaded.

14. The applicants should update the documents such as certificates, annual report details etc., well in advance, under 'My Space' option and these can be selected as per tender requirements and then sent along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
15. While submitting the application online, the applicant should read the terms & conditions and accept the same to proceed further to submit.
16. The applicant has to digitally sign and upload the required documents one by one as indicated. Applicant to note that the very act of using DSC for downloading the document and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions without any exception and have understood the entire document and are clear about the requirements of the application.
17. The applicant should upload the relevant files, as indicated in the cover content. In case of any irrelevant files, the application will be liable to be rejected.
18. The applicants are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
19. After the submission of application (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission.
20. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The applicant should follow this time during submission.
21. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
22. Any application document that is uploaded to the server is subjected to symmetric encryption using buyers/bid openers' public keys. Overall, the uploaded documents become readable only after the tender opening by the authorized bid openers.

23. The confidentiality of the application is maintained since the secured Socket Layer 128-bit encryption technology is used. Data storage encryption of sensitive fields is done.
24. The applicant should logout of the tendering system using the normal logout option available at the top right-hand corner and not by selecting the (X) exist option in the browser.
25. For any queries regarding e-tendering process, the applicants are requested to contact as per details provided in the EoI document. For any further queries: Contact 0120-4001002, 0120-4001005, e-mail - cphp-nic@nic.in or support-eproc@nic.in .

**INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING
(FORMING PART OF BID AND TO BE POSTED ON WEBSITE)**

The Office of Chief Architect, HUPW, 8th floor Vikas Minar, New Delhi-110002, on behalf of DDA, invites applications for Expression of Interest for empanelment of Conservation Architects/ Firms for “Undertaking works of Conservation”, through e-tendering mode, from the reputed consultants/ firms/ agencies fulfilling other terms and conditions as per the Eol document.

NIT No.	Name of work & Location	Estimated Cost put to tender	Earnest Money	Period of Completion	Last date & time of submission of application/ e-tender and other eligibility documents, on online mode	Date & time of opening of document related to eligibility criteria
2	3	4	5	6	7	8
HUPW/DUHF/F3/EOI/2022/001	Empanelment of Conservation Architects/ Consultant / firms for “Undertaking works of Conservation”	-----	-----	05 years	Up to 06:00 PM on 14-11-2022	On 22-11-2022 at 03:00 PM

1. The Eol document consisting of Scope of Work, Eligibility Criteria and other Terms of References along with details of documents can be checked and downloaded from website Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in> / eprocure/app free of cost. For any assistance on e-tendering bidders may contact M/s. National Information Centre on 1800-3070-2232 or e-mail ID support-eproc@nic.in.
2. Those agencies/ firms/ consultants not registered on the website mentioned above, are required to get registered beforehand. If needed they can be

- imparted training on online tendering process as per details available on the website.
3. The intending applicant must have valid class-III digital signature to submit the bid.

List of Documents to be scanned and uploaded within the period of tender submission:

- a. Duly filled application form (**Annexure A**)
- b. Organizational Details – Details of the organization, its portfolio of activities, its previous engagements, registration and any other relevant details.
- c. Financial Status –
 - Copy of audited balance sheet along with profit loss account statement of the firm for the last three financial years as applicable.
 - The average financial turnover of last three years.
- d. Profit/ Loss: The applicant should not have incurred any loss (profit after tax should be positive) in at least two years during available last three consecutive balance sheets, as applicable, duly audited and certified by CAG empanelled Auditor/ Chartered Accountant.
- e. List of Completed project details- Documents verifying the claim as per above including the appointment letter / work order / contract agreement / letter of successful completion from the client.
- f. List of In-progress Works - The In-progress projects should be at least 85% complete in order to be considered for the eligibility. Documents verifying the claim as per above including the appointment letter /work order/ contract agreement and letter of successful completion of 85% of the project from the client to be submitted.
- g. In case of projects done for private client(s) the applicant shall submit the TDS certificate received from the client for the said project.
- h. List of consultants associated on regular basis for specialized jobs such as – Structure design, Services and Landscape etc.
- i. Information to be reflected in Covering Letter –
 - Intent of the organization to undertake conservation project
 - Relevant exposure.
- j. Copy of PAN number, GST registration number.

**EMPANELMENT OF CONSERVATION ARCHITECTS / FIRMS
FOR UNDERTAKING WORKS OF CONSERVATION**

INDEX

S. No.	Description	Page No.
1.	Introduction	8
2.	Objective	8
3.	Scope of Work	8
4.	Eligibility Criteria	9
5.	Duration of Empanelment	9
6.	Method of Selection	10
7.	Important Timelines	10
8.	General Instructions	10
9.	Disclaimer	11
10.	Final decision making Authority	12
11.	Dispute Settlement	12
12.	Application Format	12

1.0. INTRODUCTION

Delhi Development Authority is committed to bring about challenging task of Conservation of Built Heritage and spread awareness towards conservation, understanding and appreciation of the Built Heritage of Delhi. With the basic intent of conservation and up-gradation of the built heritage of Delhi, the DDA intends to empanel Conservation Architects/ Firms.

The need is for the Conservation Architects/ Firms to provide technical support to DDA in conservation and up gradation of built heritage of Delhi. The eligible Conservation Architects/ Firms with accomplished experience will be empanelled based on their experience in rendering relevant Services as specified in this Expression of Interest (EoI).

2.0. OBJECTIVE

To form a panel of Conservation Architects/Firms to provide consultancy in order to conserve, preserve, restore, upgrade and adapt lesser known heritage structures of Delhi and bring about a holistic, sustainable and adaptive reuse solution for their maintenance, upkeep, and to harness the potential of recreational, tourism and educational values in the heritage structures.

3.0. SCOPE OF WORK

The detailed scope of services shall be Project specific and shall be elaborated for respective projects.

The scope of work/ services shall include, but is not limited to: Survey, Measured drawings, Conservation report, Planning, Architectural Designing, Structural Designs & Working Drawings necessary for the appropriate conservation, restoration, adaptive reuse of the various Heritage Sites/ Precincts in compliance with the accepted national and international rules/principles; and the reconstruction, strengthening of the surrounding areas of the monument/precinct to enhance the character of the heritage building, including physical survey, preparation of measured drawings (if required), collection of required data (if any) from ASI or concerned departments, preparation of detailed estimates, Bill of Quantities, tender documents for tendering by prospective contractors giving necessary guidance and explaining the drawings to the construction contractor, preparation of 'as built' drawings. The consultant shall also be involved in preparation of revenue generation and maintenance model for the projects.

NOTE:

1. The empanelled Conservation Architects/ Firms shall assist the DDA in all arbitration proceedings between the contractors and DDA if required.
2. Any other services connected with the works usually and normally rendered by the empanelled Conservation Architect/ Firm, but not referred to herein above shall also be covered in the Scope of Work.
3. The above scope of work may vary as per the project requirements.

4.0. ELIGIBILITY CRITERIA

The interested Conservation Architects/ Firms shall meet the following eligibility criteria:

- a. The applicant should be an individual/group of Conservation Architects/ Firms and either shall be registered or have a registered firm in India. In case of firms, Private Limited /Limited Liability Partnership (LLP)/Company/ or others, these should be registered with Registrar of Companies as the case may be.
- b. The individual or at least one partner of the Firm shall be registered with the Council of Architecture (CoA), Delhi, with a valid registration certificate.
- c. The individual or at least one partner of the Firm shall be Post Graduate in the field of Urban Conservation/Architectural Conservation/Heritage Management or equivalent from a recognized college/ University and other partners should be at least graduate in Architecture from a recognized college/ university.
- d. The Conservation Architect/Firm should have professional experience of Conservation projects in providing consultancy services during five years proceeding to date of previous day of last date of submission of EoI. This should be supported by necessary documentary proof issued by the clients and duly certified by the applicant.
- e. The Conservation Architect or Firm should have valid PAN No. and GST Registration Number. The interested Conservation Architect or Conservation Architects/ Firms who satisfy the above eligibility criteria only should submit their application in the prescribed format with all the required necessary supporting documents within the prescribed time limit.
- f. The applicant / firm should not have incurred any loss (profit after tax should be positive) in at least two years during available last three consecutive balance sheets.
- g. Eligibility for Consultancy Fee/ project Cost as per **Clause 6.0 of Annexure A (form)**
- h. Any of the principal Architects/ Proprietors/ Partners of the selected Conservation Architect/ Firm shall not be part of the Committee(s)/ Sub-Committee(s) constituted by DDA for various purposes related to the projects.

5.0. DURATION OF EMPANELMENT

The selected Conservation Architect/ Firm shall be empanelled for a period of 5 years from the date of its notification. The same may be renewed for further period of three years. For renewal of registration, the applicant shall apply before 3 months of expiry of validity period of the existing empanelment, in the prescribed format and the same shall be renewed with the approval of the

Competent Authority. DDA, on its discretion, reserves the right to discontinue the engagement at any time without assigning any reasons and shall not be liable to pay any compensation on this account.

6.0. METHOD OF SELECTION

After scrutinizing and preliminary examination, the Conservation Architects/ Firms shall be shortlisted on the basis of recommendations given by a Committee constituted for the purpose by the Competent Authority.

The shortlisted Firms/ Conservation Architects shall be empanelled. Thereafter, suitable bidders shall be called after calling the bids from the Empanelled Firms/Conservation Architects for specific project.

7.0. IMPORTANT TIMELINES

Date of advertisement – 17.10.2022, Last date for submission of application – 14-11-2022 (4 weeks from above).

8.0. GENERAL INSTRUCTIONS

- a. The Office of Chief Architect, HUPW (Housing and Projects Wing), DDA invites Expressions of Interest for empanelment of Conservation Architect/ Firm for providing Consultancy services for conservation, preservation, restoration, upgrade and adaptation of smaller and lesser known heritage structures of Delhi and bring about a holistic, sustainable and adaptive solution for their maintenance, upkeep, and to harness the potential recreational, tourism and educational values in the heritage structures.
- b. The Office of Chief Architect, HUPW (Housing and Projects Wing), DDA intends to form a panel of Conservation Architect/ Firm for providing Consultancy Services. The empanelled consultant may have in house facility required for conducting specialized jobs such as Structural design, Landscape design, Urban design, HVAC, MEP, Traffic/ Transportation etc. expert services for specialized jobs, or the Consultant shall have collaborations with the firms with specialized services.
- c. The selected Conservation Architects/ Firms shall be empanelled for a period of 5 years from the date of its notification. The same may be renewed for further period of three years. For renewal of registration, the applicant shall apply before 3 months of expiry of validity period of the existing empanelment, in the prescribed format and the same shall be renewed with the approval of the Competent Authority. DDA, on its discretion, reserves the right to discontinue the engagement at any time without assigning any reasons and shall not be liable to pay any compensation on this account.
- d. Applicants who have successfully fulfilled specified minimum criteria shall be eligible to apply. Certified copies of prior work award letters, or work order or contract agreement or completion certificates etc. should be enclosed.

- e. All future communication/ changes/ additional information with respect to this advertisement shall be notified on the official website of DDA, or through e-mail/ official correspondences.
- f. Incomplete applications shall be summarily rejected.
- g. Eol shall be subject to evaluation and only those Conservation Architects/ Firms shall be enlisted whose documents are found substantially responsive. It may please be noted that this Expression of Interests does not entail any commitment on the part of DDA to award the work or bear the cost of documents.
- h. DDA reserves the rights to accept or reject any or all applications as per its requirement, without assigning any reason. DDA reserves the right to call off process of Empanelment of Conservation Architect/ Firm at any stage without assigning any reason.
- i. DDA shall not be responsible for any delay/ loss of document or incorrect filling of Application form by the applicant.
- j. Any clarifications on the expression of interest (Eol) may be obtained in writing or directly from the office of Chief Architect, HUPW (Housing and Projects Wing), DDA, 8th Floor, Vikas Minar, Phone Number – 011-23379031, email Id – upduhf.dda@gmail.com
- k. DDA may visit the establishment of Firms for physical verification of the credentials/ claims.
- l. DDA reserves the right to modify the criteria at any time, if so required.

9.0. DISCLAIMER

- a. This Eol is not an agreement and is neither an offer nor invitation by DDA to the prospective Applicants or any other person.
- b. This Eol includes statements, which reflect various assumptions and assessments arrived at by DDA in relation to the works. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. Each Applicant should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Eol
- c. Information provided in this Eol to the Applicant(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. DDA accepts no responsibility for the accuracy or otherwise for any interpretation.

10.0. FINAL DECISION MAKING AUTHORITY

DDA reserves the right to modify the eligibility criteria, to decide on cutoff date of implementation, to accept or reject any application, to annul the qualification process, to reject all applications or accept new applications at any time, without assigning any reason or incurring any liability to the applicants.

11.0. DISPUTE SETTLEMENT

In the event of any question, dispute or difference arising under these parties or in connection there with (except as to any matters the decision of which is specially provided by these presents) the same shall be tried to settle amicably by the parties through mediation/conciliation and in case mediation/ conciliation process fails, the matter shall be referred to the sole arbitrator.

The procedure for appointment of Arbitrator and arbitration proceedings shall be in accordance with the Arbitration and Conciliation Act-1996 and/ or any statutory amendments or re-enactment thereof and the rules made there under for the time being in force shall be deemed to apply to the arbitration proceeding under this clause. The seat and place of arbitration proceeding /adjudication by the arbitrator shall be Delhi/New Delhi. The language of arbitration proceeding /adjudication shall be in English only. The award of the arbitrator shall be final and binding on the parties.

The Courts at Delhi/New Delhi shall have exclusive jurisdiction over all questions, disputes /differences arising under, pursuant to and/or in connection with these presents.

12.0 APPLICATION FORMAT

Refer Annexure A for FORM

Annexure A : EMPANELMENT OF CONSERVATION ARCHITECTS / FIRMS

Name of Consultant: **Tel:**

Business Address: **Fax:**

..... **email:**

1.0 PRINCIPAL TYPE OF WORKS PERFORMED (Please tick [✓] appropriate category(s))

GROUP FOR EMPANELMENT/ SCALE OF INTERVENTION

Group A: Urban Conservation (Cultural precincts/ Archeological Parks/ Complexes)	<input type="checkbox"/>	Group B: Building(s) Level (Heritage Zones/ Sites)	<input type="checkbox"/>	Group C: Building Level (Heritage Monument) Documentation etc.	<input type="checkbox"/>
---	--------------------------	---	--------------------------	---	--------------------------

**The applicant may apply in one or more categories.*

TYPE OF CONSERVATION WORKS

Restoration / Preservation/ Any other degree of Intervention	<input type="checkbox"/>	Adaptive reuse	<input type="checkbox"/>	Retrofitting	<input type="checkbox"/>	Historic Landscape	<input type="checkbox"/>	Illumination of Historic Buildings	<input type="checkbox"/>
Conservation Management Plan	<input type="checkbox"/>	Integration of Services in Historic Buildings	<input type="checkbox"/>						

WORKS OTHER THAN CONSERVATION

Residential	<input type="checkbox"/>	Institutional	<input type="checkbox"/>	Urban Design	<input type="checkbox"/>	Landscape	<input type="checkbox"/>	Others (Please specify)
-------------	--------------------------	---------------	--------------------------	--------------	--------------------------	-----------	--------------------------	-------------------------------

2.0 CONSULTANT ORGANISATION STRUCTURE

Individual Partnership Company Any Other (please specify)

3.0 PRINCIPAL, PARTNERS OR DIRECTORS

Please provide individual details for the people with details i.e. names, professional history, membership of professional bodies, honors and awards,

Name	Membership of Professional bodies	Honors and Awards	Professional Experience
.....
.....
.....
.....
.....

4.0 LIST OF KEY PERSONNEL AND THEIR DESIGN EXPERIENCE

Name	Years of Experience / Qualification	Present Position / Responsibility
.....
.....
.....
.....
.....
.....
.....
.....
.....

5.0 EXPERIENCE

List major Conservation projects your consultancy firm/ organization completed in the past 5 (five) years both in India and Internationally (as attachment as mentioned in Clause 9.0 along with client certificate).

6.0 CONSULTANCY FEE (Eligibility Criteria)

The Conservation Architect/ firm shall be empaneled into following Categories:

Group A : The cumulative Consultancy Fee for past five FY is more than 2 Crore, and have rendered Consultancy Services for at least one project with an aggregate cost, not less than 3 Crore.

Group B : The cumulative Consultancy Fee for past five FY is more than 1 Crore, and have rendered Consultancy Services for at least one project with an aggregate cost, not less than 1 Crore.

Group C : The cumulative Consultancy Fee for past five FY is more than 50 Lakhs, and have rendered Consultancy Services for at least one project with an aggregate cost, not less than 25 lakhs.

Consultancy Fees

Consultancy fees in previous five years

Consultancy fee/ Work awarded for current Financial Year in current Financial Year

7.0 LEGAL

	Yes	No
If the Firm/ Consultancy ever failed to complete a contract?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any judgements, claims, arbitration proceedings or suits pending/ outstanding against the company?	<input type="checkbox"/>	<input type="checkbox"/>
Has the consultancy filed any law suits or requested arbitration with regard to Consultancy contracts in the last 5 (five) years?	<input type="checkbox"/>	<input type="checkbox"/>
Please indicate, involvement in any insolvency/bankruptcy proceedings (if any)?	<input type="checkbox"/>	<input type="checkbox"/>
If the firm has been blacklisted by any Govt. /Local bodies/PSUs.	<input type="checkbox"/>	<input type="checkbox"/>

If any of the above questions answered "Yes", please submit brief details.

8.0 DECLARATION

- 1. The above information given is true to the best of my knowledge and I am completely aware of the potential consequences which may lead to my disqualification or cancellation of my empanelment if any of the information is found to be false.

Signature:

Date:

Title:

9.0 RELEVANT EXPERIENCE (Please fill for each Project)

Project Name
Use
Location
Site Area/Built-up Area
Scope of Work
Initial Project Cost
Final Project Cost
Consultancy fee
Year of Completion
Owner / Client
Client Contact
Contractor

Signature valid

Digitally signed by TANZIEL AHMAD
Date: 2022.10.17 15:33:59 IST
Location: eProcure-EPROC

