



Request for Proposal (RFP)

for

Appointment of Architect Firm/Company for development and Up-gradation of office(Furniture) and Allied works in TRTI Pune.

Tender Notification : TRTI/EST/Desk01/Architect/ 35-14

Dated:05/01/2022

Issued By

**The Commissioner
Tribal Research & Training Institute, Pune
Government of Maharashtra**

The bottom of the document features three distinct handwritten signatures in blue ink. The first signature on the left is a large, stylized cursive signature. The middle signature is more legible, appearing to read 'Lalit Pawar'. The third signature on the right is a smaller, more compact cursive signature.



Tribal Research & Training Institute 28
Queen's Garden Pune- 411001

Tel - 02026362772 02026360026
Email trti.mah@nic.in
trti.maharashtra.gov.in

Tender No TRTI/EST/Desk01/architect/3514

Dt :30/12/2021


Request for Proposal (RFP) for Appointment of Architect Firm/Company for development and Up-gradation of office(Furniture) and Allied works in TRTI Pune

Online Proposals / Request for Proposal (RFP) (in two Bid systems - Technical Bid & Commercial Bid) are invited for Selection of service provider for the Appointment of Architect-Consultants for development and Up-gradation of office structure and furniture in TRTI. Pune. Interested Bidders having adequate required resources can submit their Technical Bid & Commercial Bid online on website <https://maharashtra.etenders.in>

Sr No	Name of Work	The Estimated cost of the Project (In Rs. Rupees)	Bid Security (In Rupees)	Performance Security (In Rupees)	RFP Document (In Rupees)	Consultant	For Completion (Calendar Months)
1.	Request for Proposal (RFP) for Appointment of Architect Firm/Company for development and Up-gradation of office(Furniture) and Allied works in TRTI Pune	5,00,00,000/-	Rs. Nil However Rs.2,00,000/- Bid Security shall be required to submit by qualified Bidder in Form of B.G.	2.5% of Finally decided contract price	Rs5000/-	as per Criteria prescribed in RFP	48 (Forty-Eight) Calendar Months (including Defect liability period)

- Bidder shall be selected based on the selection criteria decided by TRTI as mentioned in the Bid Document. Joint Venture Consortium is not permitted.
- The Bid Documents are available on the website <https://maharashtra.etenders.in>
- The interested Bidders will have to register and enroll on the website <https://maharashtra.etenders.in> participate in the Bid process.
- The interested Bidders will have to submit all the required documents by online submission.
- The Tender Fee of Rs.5000/-** is required to be deposited online through Net Banking..
- Interested Providers/ Bidders shall submit their Bid on or before __14/01/2022, 17:00 hrs.
- The advertisement is also available on the official website <http://trti.maharashtra.gov.in>
- Right to reject any or all the Bids is reserved by the Commissioner, TRTI,Pune

Notice: This document is the property of TRTI, Pune. It may not be copied, distributed or recorded on any medium, electronic or otherwise, without TRTI's written permission, even by the authorized personnel /company/agency for any purpose other than the purpose specified herein and it is strictly prohibited as it shall amount to copyright violation and thus shall be punishable under the Indian Law.


(Dr. Rajendra Bharud I.A.S.)
Commissioner, TRTI, Pune.

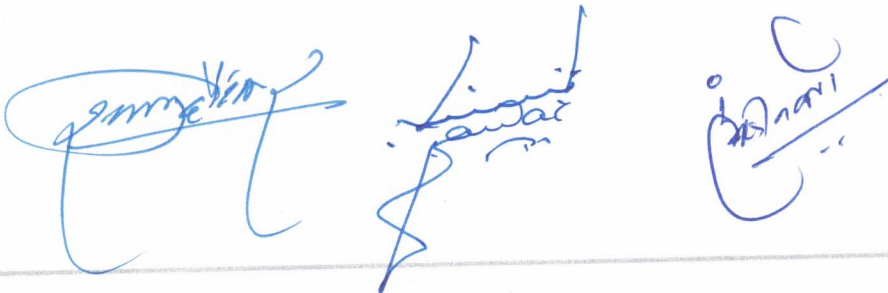
Tribal Research and Training Institute, Pune

Request for Proposal (RFP) for Appointment of Architect Firm/Company for development and Up-gradation of office(Furniture) and Allied works in TRTI Pune.

Tender Reference	TRTI/EST/Desk01/Architect/3514 dt . 30/12/2021
Tender Website	https://mahatenders.gov.in/
Date of availability of tender documents on Website	05/01/2022 to 14/01/2022 17.00 hrs
Doubts and queries regarding the Tender document should be sent by e-mail-----	trti.mah@nic.in
Last date and time for submission of bids	14/01/2022 17.00 hrs
Time and date of opening of Technical Bid	17/01/2022 11.00 hrs
Place of opening of bids	Tribal Research And Training Institute 28, Queens Garden, Pune-411001
Address for communication	Tribal Research And Training Institute 28, Queens Garden, Pune-411001
Cost of the Tender Form	Rs.5000/- (Five Thousand Only)

The tender document can be downloaded from the website of Tribal Research and Training Institute, Pune : <http://trti.maharashtra.gov.in/> and <https://mahatenders.gov.in/>

Interested bidders are advised to regularly visit the TRTI PUNE website in order to update themselves with regard to any change or additional information related to the tender.



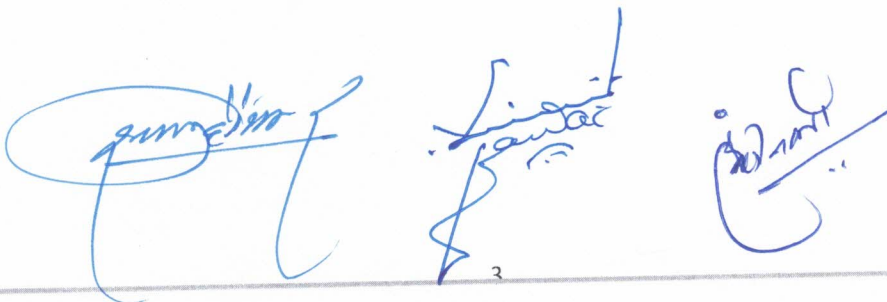
**Request for proposal the Appointment of Architect Firm/Company for development and
Up-gradation of office(Furniture) and Allied works in TRTI. Pune**

Introduction:

- TRT requires services of suitably qualified and registered Architect Firm/Company to provide comprehensive Architectural and Engineering Consultancy Services including preparation of a plan, designs, interior designs, estimates of cost, tender documents etc. for various development work in TRTI. Pune.
- In order to design, guide and oversee the implementation of the works taken up under this plan, a TRTI committee (Executive Committee herein will be referred to as EC) has been constituted under the Chairmanship of the Commissioner TRTI Pune.
- The proposals shall be evaluated by an Evaluation Committee included by the PWD class-I Cadre officer of Maharashtra Government.
- The Executive Committee invites Request for Proposal (RFP) from the reputed Architect Firm/Company for taking up comprehensive Architectural and Engineering Consultancy Services including preparation of a plan, designs, interior designs, estimates of cost, tender documents etc. for development and up-gradation of office furniture and allied works TRTI. Pune
- The RFP and documents downloaded from the website <http://trti.maharashtra.gov.in/> and <https://mahatenders.gov.in/> must be delivered by speed post/ courier, not later than **5.00 p.m. on 14/01/2022** in a sealed envelope clearly labelled " RFP for Appointment of Architect Firm/Company for development and Up-gradation of office (furniture) and Allied Works in TRTI Pune to the address given below

To,
**The Commissioner,
Tribal Research And Training Institute,
28, Queens Garden, Pune-411001**

- Based on the selection process mentioned herein the Executive Committee shall appoint Architectural Firm/Company for development and Providing Consultancy services as specified for development and Up-gradation of office (furniture) and Allied works in TRTI. Pune



**TERMS OF REFERENCE (TOR) REQUEST FOR PROPOSAL
(RFP) AS Architectural Firm/Company/Company**

2. General Terms and Conditions:

- The evaluation of the Architect Firm/Company is to be done on the basis of technical and financial proposal submitted by the Architect Firm/Company.
- The remuneration quoted should not exceed 4% of the total cost of the work.

Additional Performance Security:

1. Additional Performance Security shall be furnished within 7 days of opening of bid as mentioned in Part II Data Sheet, if the offer quoted is less than 2.50% of the estimated project cost (EPC).
 2. The bidder shall submit the additional Performance Security in the form of Demand Draft of amount equal to 25% of difference between 2.50% of EPC and offer quoted by consultant
for example for offer 1% of EPC, additional performance security = $[25/100 \times (2.50 - 1)/100 \times \text{EPC}]$.
 3. Demand Draft of the exact amount as per above formula shall be drawn from Nationalized or Scheduled banks having its branches in Pune State of Maharashtra.
 4. Additional Performance Security of successful bidder shall be refundable within 3(Three) months after successful completion of the project.
- The EC will not be responsible for any delay in receiving the RFP proposals. The RFP documents submitted by the Firm/Company who are failing to provide requested information and payment of cost of RFP document will be treated as non-responsive.
 - The RFP's will form the basis for empanelment of architect-consultancy Firm/Company. This RFP does not entail any commitment on the part of EC either financial or otherwise.
 - The EC reserves the right to accept or reject any or all RFP's without incurring any obligation to inform affected applicants or the grounds.
 - The RFPs will be evaluated based on the information provided. Conditions regarding award of work is stipulated in TOR. The evaluation will be done according to the guidelines mentioned.
 - The selected architect or their associates shall not be eligible for the appointment as contractor, vendor, and supplier for any of the construction or supplies contracts related to the development work of TRTI Pune.
 - **Additional payment in case of cost Overruns For**

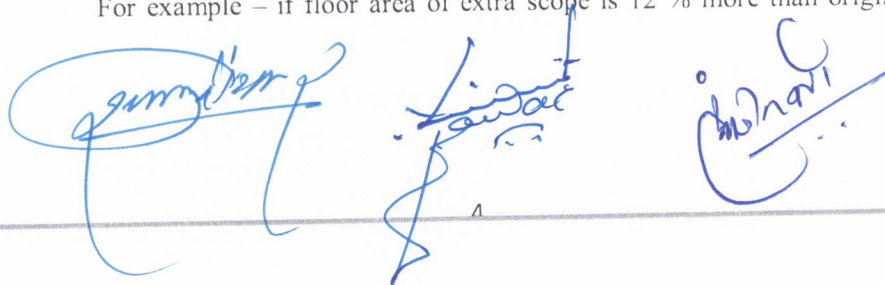
Original Scope :

The architect Firm/Company will not be entitled to receive any extra payment for the work mentioned in his original scope, whatever may be the updated/completed cost for the same scope.

For Additional Scope :

- (i) The architect Firm/Company will not be entitled to receive any extra payment for the additional work if
 - (a) The floor area of extra scope is less than or equal to 10 % floor area of original scope
 - (b) The updated cost of the project including additional scope (original scope + additional scope) is less than or equal to 20 % cost of original scope
- (ii) If the additional scope is beyond (para i) above, then the architect-consultancy shall receive payment for additional floor area beyond 10 % of floor area in original scope .

For example – if floor area of extra scope is 12 % more than original scope, then



extra payment for additional scope shall be paid for $(12 - 10 = 2\%)$ 2 % additional floor area.

Architect Firm/Company shall receive payment for an additional admissible area in addition to its financial proposal in the ratio at the following rate :

Additional payment to the architect-consultancy = (Extra area for admissible for payment) x (Rate per square meter as per original EPC) X (percentage rate quoted by architect-consultancy)

3. Eligibility Criteria:

- The Architect Firm/Company should have satisfactorily completed at least 15 years of works of similar nature preferably in the Government/ Semi-Government/ PSU or private sector .
- The architect Firm/Company Should be registered with Council of Architects
- The architect Firm/Company will need to provide a registration document under several applicable laws and liabilities, such as ESI, income tax, service, goods tax, SPF, etc.
- Should have adequate technical manpower and Infrastructure.
- The Architect Firm/Company should be based in Maharashtra & the head/regional office should be in Pune.
- The architect Firm/Company Average annual turnover as per the audited accounts in the last three years should be not less than 1 crore.
- The architect Firm/Company Should executed similar jobs having value not less than 1 Cr in Maharashtra

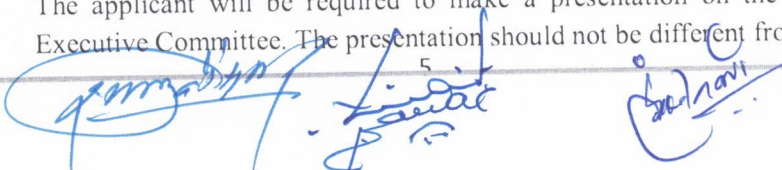
4. Submission of proposal:

- The proposal from the applicant shall consist of the following two parts under separate sealed envelopes
 - i. Technical proposal
 - ii. Financial proposal
- The two envelopes shall be put in an outer envelope, marked as “**RFP the Appointment of Architect Firm/Company for development and up-gradation of office e and Allied works in TRTI. Pune.**”
- The proposal shall be submitted in the prescribed format as prescribed in **Annexure-II** of this RFP duly signed by an authorized signatory, stamped and sealed.
- The technical proposal shall consist of the following -
 - An approach and methodology for the assignment in respect of “Architectural plan for Renovation ,development and Up-gradation of office(FURNITURE) and Allied works in TRTI. Pune.
 - Two soft copies of layouts and plans in a CD should be presentable and various components should be suitably marked and should be submitted along with the technical proposal.

Following details are to be submitted by the Agency/individual along with the application.

- Name and address of Firm/Company along with Registration No.
- List of projects/Buildings for Central/State Government, Central/State P.S.U's Central/State Local Bodies, autonomous bodies and Private Sector companies handled during the last three (5) years clearly indicating quantum, cost and scope of work as prescribed in **Annexure III.**
- Organization Chart/List of Technical Professionals prescribed In attached **Annexure-IV** along with bio-data of each professional Member
- Names of Government Institutions empanelled with.
- Turn over details with Copy of audited Balance Sheet for the last 3 Financial Years. (**Annexure V**)
- Details of current works in hand including their cost.
- Valid Income Tax /service tax Clearance Certificate (ITCC) issued by Income Tax Department.

- The applicant will be required to make a presentation on the technical proposal to the Executive Committee. The presentation should not be different from the Technical Proposal.



- The Financial proposal should be in the prescribed format only as included in **Annexure-VI** of this RFP. The payment to the project consultant shall be made as per the financial proposal submitted, with adjustments post negotiation as required
- The Technical Proposal and Financial Proposal shall be sent by post to the address mentioned above.

5. Opening and evaluation of proposal:

- The envelope containing the technical and financial proposal shall be evaluated tentatively at the time and date as prescribed above. The financial proposal shall be opened after evaluation of technical proposal. Financial bid of only bidder will be opened who qualifies in Technical proposal. Minimum score for Qualification in technical proposal will be 80%.

The proposal of the applicant will be evaluated and short listed to see whether each applicant

(a) Meets all the eligibility criteria (b) contains all the documents required to be furnished. (c) Has been properly signed by the authorized signatory.

The Firm/Company shall be weighted on the basis of 100 marks assigned for the credentials (Technical and Financial Capabilities) will be as follows:-

- a. Average annual turnover as per the audited accounts in last three years

Maximum 25 marks

Upto 100 Lakh	100 to 200 Lakh	200 to 500 Lakh	More than 500 Lakh
10	15	20	25

- b. Project Completed (Building Work in last three years aggregate) -----

Maximum 20 marks

15 to 25 Crore	25 to 50 Crore	More than 50 Crore
10	15	20

- c. Experience of Technical Person-

Maximum 15 marks.

Sr. No.	Technical Profession	Qualification	Total Years of Experience	Marks
1	Architect	(B. Arch.)	0 – 3 years 3 – 5 years More than 5 years	1 mark 2 marks 2.5 marks
2	Structural Consultant	M.Tech (structural)	0 – 3 years 3 – 5 years More than 5 years	1 mark 2 marks 2.5 marks
3	Electrical Consultant	B.E. Electric	0 – 3 years 3 – 5 years More than 5 years	1 mark 2 marks 2.5 marks
4	Plumbing & Water Supply Consultant	B.E. Civil	0 – 3 years 3 – 5 years More than 5 years	1 mark 2 marks 2.5 marks
5	Landscape Consultant	B.Arch	0 – 3 years 3 – 5 years More than 5 years	1 mark 2 marks 2.5 marks
6	Interior Design Consultant		0 – 3 years 3 – 5 years More than 5 years	1 mark 2 marks 2.5 marks

- d. Works of similar nature executed for government & private sector.-

Maximum 10 Marks

Similar work **means** construction of Education Building, shopping complex, spiritual center, Hospital Building, Hotels, Museum's etc. having Built up area not less than 7500 m² Experience of Restoration

(Handwritten signatures and initials in blue ink)

of Heritage Building will be given additional waitage.

No. of works completed	Marks for No. of works completed in Government Sector	Marks for No. of works completed in Private Sector
Minimum 02	1	1
02 – 05	3	1
More than 05	1	1
Restoration of Heritage Building costing not less than 10 Cr	5	4

- e. Presentation of Architectural Plan 3D presentation, walk through the presentation for development and up-gradation of office structure and furniture in TRTI. pune.- **Maximum 30 marks**

On the basis of aforesaid mentioned selection criteria presently Architect/Consultant will be selected.

Only those proposals crossing a benchmark 80% mark in technical proposal will qualify for Financial score.

Based on the Financial Quote given by the bidder, the Relative Financial Score (Y) will be calculated only for the qualifying applicants. Which will be

$$Y = (\text{Lowest quoted offer from qualified applicant} / \text{offer quoted by respective applicant}) * 100$$

The marks secured as above shall be the Relative Financial Score (Y) of the applicant for the Project.

Composite scores for all the qualified proposals for financial score shall be calculated as below

Bidder	Technical Score(X)	Financial Score(Y)	Weighted Technical Score (80% of X)	Weighted Financial Score (20% of Y)	Composite Score (F=D+E)
A	B	C	D	E	F

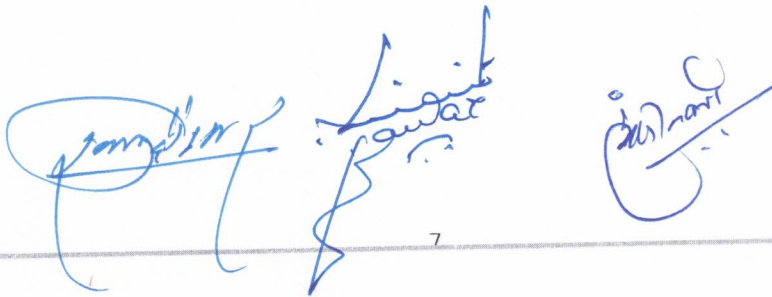
The Proposal which scores highest score (F) shall be considered for the further process.

The applicant would be liable to disqualify in case of false representation or misleading or not properly completing contract, litigious background and financial failure.

The EC shall review a proposal and presentation of the eligible applicants.

The EC reserves the right to award whole of the work or part thereof to any other short listed applicant as it may deemed fit.

The selected applicant at the end of the evaluation process may be called for negotiations.



In case of successful conclusions of the negotiations, the Executive Committee will contact Firm/Company to the selected applicant his selection as the architecture of the panel through a letter of award (the LOA)

The ownership of the proposals of the applicants shall lie with the Executive Committee.

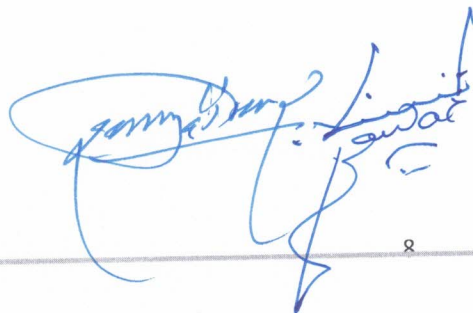
6. Earnest Money Deposit

The Applicant has to submit the Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only) The EMD of the unsuccessful applicant will be returned within a period of 30 days from the date of signing the agreement with the successful applicant.

7. Scope of work for the Architectural Panel:

The scope of work shall be –

- i. Carrying out field survey of project site: - The field survey would consist of plain table survey contour mapping, Soil investigation for determining the bearing capacity of soil, type of foundation to be used etc.
- ii. Collection of project data & preparation of basis of design report.
Architects are expected to study in detail the architecture and heritage attributes of the premises and its surroundings and develop and design scheme in keeping with its character. Project data should also include an in depth study of location and suggest development of suitable facilities accordingly.
Along with the technical and financial proposal architect to submit all proposed architectural layouts and plans with detailing sufficient to Client to access all conceptuality and 3D views to be presented of all areas to indicate the same
- iii. Preparation of preliminary drawings, modifying as per client's instructions and then submitting the final Architectural & Structural Working Drawings, Water Supply, Sanitary, Electrical & Mechanical drawings in six sets (No extra will be paid for additional sets if required) including complete working drawings, preparation of Estimates & Tender documents and extending help in finalization of tenders etc.
- iv. Preparation of detailed project report after considering all the views with regard to particular project given by EC. Specially site development, boundary wall, drive way, landscape drawing.
- v. Preparation of detailed architectural plan for each project.
- vi. Detailed Estimates for all the above works.
- vii. Suggest administrative frame work for efficient management of the development plan.
- viii. Interior designs and Estimates for office interior works, residential areas ... etc.
- ix. Helping in obtaining statutory approval wherever required.
- x. Helping in finalization of the tender and execution of the agreement.



- xi. The project consultant /architect shall help the EC in preparation of reports, replies & clarification required for seeking administrative approval under the DPR.
- xii. The architecture Firm/Company has to submit detailed RCC design calculation and has to get it approved from competent authority.
- xiii. The architecture Firm/Company shall prepare required tender document for award of work based on the project plans of contractor.
- xiv. The architecture Firm/Company has to arrange supervision of each and every component of the work and to prepare detailed drawing good for execution.
- xv. The architecture Firm/Company has to help department to ascertain the quantities of various items of the work for payment to contractor. Quantities certification has to be done by agency.

8. Annexure to the Tender

Annexure-I Format of covering letter for technical proposal

Annexure-II Technical Proposal

Part-B Submission as part of technical proposal

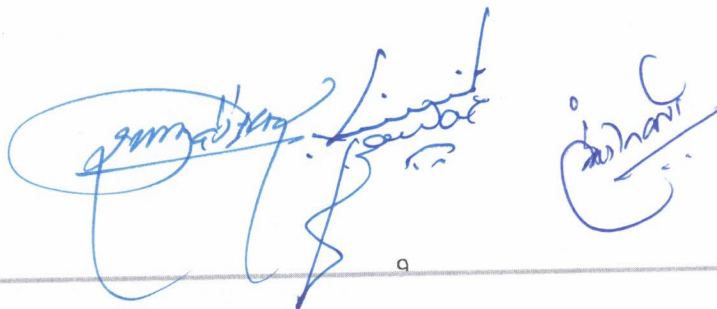
Annexure-III Turnover details

Annexure-IV List of Projects completed in last three years

Annexure-V Organization chart/list of Technical Professionals with bio-data of each Professional.

Annexure-VI Format of financial proposal

(Note: Financial proposal to be submitted in a separate sealed envelope)



Handwritten signatures in blue ink at the bottom of the page. The signatures are stylized and appear to be in Devanagari script. One signature is larger and more prominent, while the other is smaller and located to the right.

Annexure I. Format of covering letter for Technical Proposal

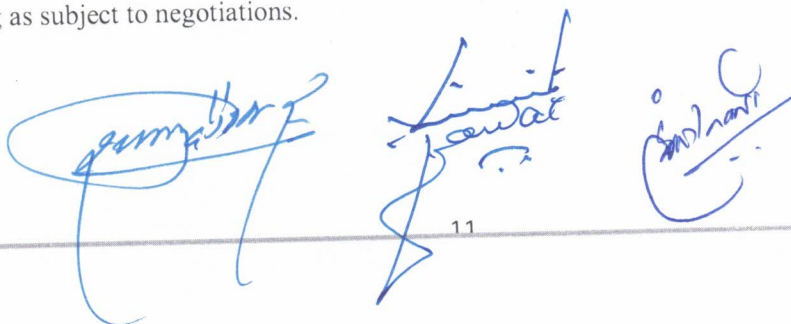
(To be part of Technical Proposal submitted by Applicant – submitted on letter head of Applicant / Lead Member of Applicant Consortium)

To,

**The Commissioner
Tribal Research and Training Institute
Pune**

Dear Sir,

1. I/We, the undersigned, offer to provide the services for Architectural Firm/Company for the development and up-gradation of office structure and furniture in TRTI. Pune, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.
2. I/We have gone through all the provisions of the RFP in detail and have understood the content and have no reservations to the RFP document.
3. I/We understand that except to the extent as expressly set forth in the Contract, we shall have no claim, right or title arising out of any documents or information provided to us by the Executive Committee or in respect of any matter arising out of or concerning or relating to the selection process including the award of consultancy under this RFP.
4. I/We Firm/Company that all information provided in the Proposal, including the attachments, is true and correct.
5. I/We shall make available to the Executive Committee any additional information it may deem necessary or require supplementing or authenticating the Proposal.
6. I/We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
7. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Project Consultant, without incurring any liability to the Applicants.
8. I/We declare that we/any member of the consortium, are/is not a Member of a/any other Consortium applying for Selection as a Consultant.
9. I/We Firm/Company that I/we have not been disqualified by any other Government agency or by a Court of Law or are otherwise not disqualified to submit our proposal under this RFP.
10. A Power of Attorney in favour of the Authorized signatory to sign and submit this Proposal and documents is attached to this letter. {Power of Attorney in favour of the Lead Member from the other members of the consortium is also attached to this letter. ¹ }
11. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application, which shall be binding on us, Including as subject to negotiations.



11

12. In the event of my/our Firm/Company consortium being selected as the Project Consultant, I/we agree to enter into a Contract. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
13. I/We accept that the Applicant {and other Member of the Applicant's consortium} agree to limit the Applicant's role only to that of a consultant/ adviser to the Development Work of Tribal Research and Training Institute and to disqualify themselves, their Associates/ affiliates, subsidiaries and/or parent organization subsequently from work on this Project in any other capacity.
14. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document. Our Proposal is unconditional and unqualified.

Yours faithfully,

Signature of Authorized Signatory

Name & designation of authorized signatory:

Name of Firm/Company/Company:

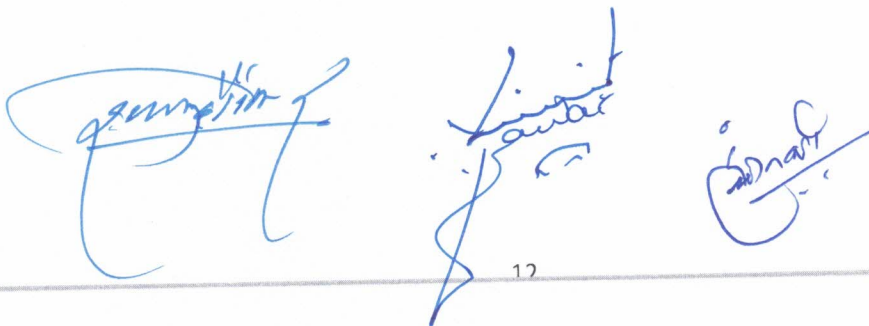
Address:

Date:

Stamp of Firm/Company/Company

Attached: Power of Attorney to Authorized Signatory; Power(s) of Attorney in favour of Lead Member (if applicable)

¹Part in curly brackets to be inserted in case Applicant is a consortium. To be deleted otherwise.



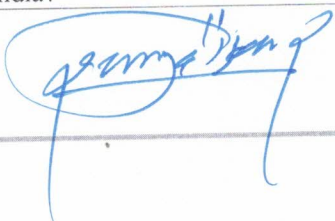
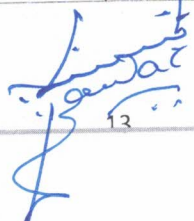
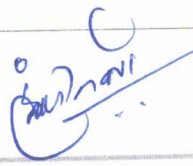
The image shows three distinct handwritten signatures in blue ink. The first signature on the left is a large, stylized cursive signature. The middle signature is also cursive and appears to be a name. The third signature on the right is a smaller, more compact cursive signature.

Annexure II. Technical Proposal

Part A - Particulars of the Applicant

(To be on letter head of Applicant / Lead Member & signed by Authorized signatory)

Nature of Applicant	Sole / Consortium
Name of Sole Firm/Company / Lead Member	
Name of other members of Consortium	
<p>Details of Sole Firm/Company / Lead Member & Members of Consortium <i>(separately for all other Members of the Consortium)</i></p> <ul style="list-style-type: none"> • Legal status (e.g. incorporated private company, unincorporated business, partnership etc.): • Country of incorporation: • Registered address: • Year of Incorporation: • Year of commencement of business: • Principal place of business: • Brief description of the architect /Company including details of its main lines of business • Name & Designation of Authorized signatory • Address, Phone number, Email-id of Authorized signatory 	
(i) In case of non Indian Firm/Company, does the Firm/Company have business presence in India?	Yes/No If so, provide the office address(es) in India.

(ii) Has the Applicant or any of the Members in case of a consortium been penalized by any organization for poor quality of work or breach of contract in the last five years?

Yes/No

(iii) Has the Applicant/ Member ever failed to complete any work awarded to it by any public authority/ entity in last five years?

Yes/No

(iv) Has the Applicant or any member of the consortium been blacklisted by any Government of Maharashtra or any of its agencies in the last five years?

(v) Has the Applicant or any of the Members, in case of a consortium, suffered bankruptcy/insolvency in the last five years?

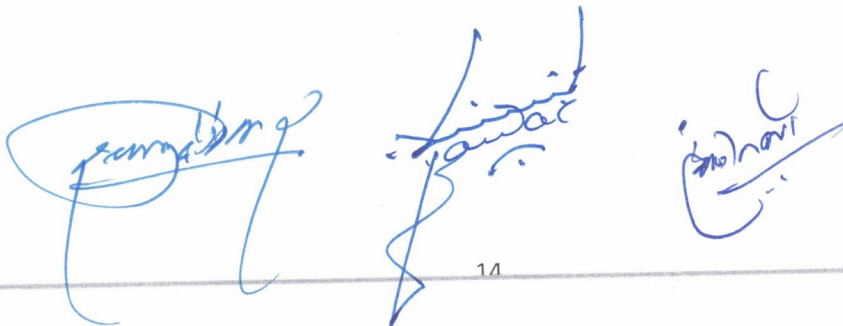
Yes/No

Note: (1) If answer to any of the questions at (ii) to (v) is yes, the Applicant is not eligible for this consultancy assignment.

(2) Only those proposal which crossing a benchmark of 60% in technical proposal will qualify for financial bid

Yes/No

Signature of Authorized Signatory
Stamp of Sole Applicant / Lead Member of Consortium



14

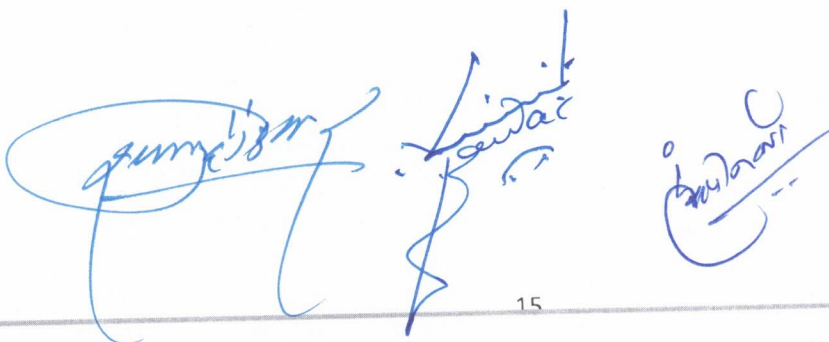
Part B- Submissions as part of "Technical Proposal of Architectural Firm/Company for development and up-gradation of office (furniture) and Allied works in TRTI. Pune".

- Short note on approach & methodology, Design, layouts & other submissions for the Architectural Firm/Company for development and up-gradation of office structure and furniture in TRTI. Pune
- List of key personnel proposed, along with attachment. In case of change over the RFP submitted, the same should be highlighted with CV of replaced personnel and other documents as required by this RFP. The list of key personnel should highlight the following for each key personnel:
 - a. Name
 - b. Age
 - c. Proposed role in Consulting Team
 - d. Educational & Professional Qualification
 - e. Years of professional experience
 - f. Experience in brief
- Power of Attorney for the Authorized Signatory
- In case of consortium, Power of Attorney in favour of the Lead Member

Note : All pages to be initialed and stamped by Authorized Signatory

The Technical Proposal, including the covering letter, should be properly bound together.

- Name of Government, Corporation/Department empanelled with.
- Turnover Details with a copy of the audited balance sheet for the last 3 financial years.
- Details of current works in hand including their cost.
- Valid income tax/service tax clearance certificate.
- Details of infrastructure work executed/in progress.
- GST Certificate



Annexure III: List of Projects completed in last five years.

Sr. No	Name & location of Project and Year	Sector (Government/ Private)	Classification of Building	Project Cost in Rs. Lakh	Details of Project	Certificate of Client (Y/N)

Signature of Architect Firm/Company

Annexure IV: Organization chart/list of Technical Professional with bio-data of each Professional.

Sr. No	Technical Professional	Name	Designation	Qualification	Total years of Experience	Experience in the Firm/Company
1	Architect					
2	Structural Consultant					
3	Electrical Consultant					
4	Plumbing & Water Supply Consultant					
5	Landscape Consultant					
6	Interior Design Consultant					
7	Any Other Professional					

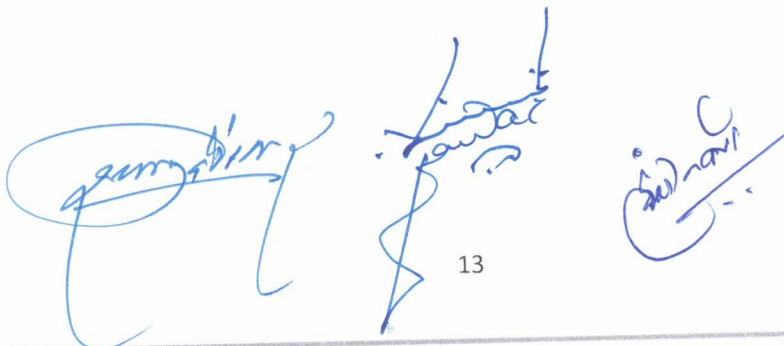
Signature of Architect Firm/Company

Annexure V: Turnover details.

Sr. No.	F. Y	Turnover in Rs. Lakh	Remarks
1			
2			
3			
	Total		

Note : Attach copy of Audited Balance Sheet for the Last 3 financial Years.

Signature of Architect Firm/Company



Three handwritten signatures in blue ink are present at the bottom of the page. The first signature is large and stylized, the second is more compact and angular, and the third is smaller and more cursive.

Annexure VI: Format of Financial Proposal

(To be submitted in separate sealed envelope, submitted on letter head of Applicant /Lead Member of Applicant Consortium)

To,

Commissioner

Tribal Research and Training Institute Pune.

Dear Sir,

I/We, the undersigned, offer to provide the of Architectural Firm/Company services for Development and Up-gradation of office(furniture) and Allied works in TRTI,Pune in accordance with your Request for Proposal (RFP) dated [Insert Date] and our Proposal.

Our quote for Total Consultancy Fee is _____%
(_____)

in words) of the of Architectural Firm/Company for development and up-gradation of office (furniture) Allied works in TRTI. Pune Cost as per this RFP.

The quote is exclusive of GST.

We hereby submit our Financial Proposal.

Yours faithfully,

Signature of Authorised Signatory

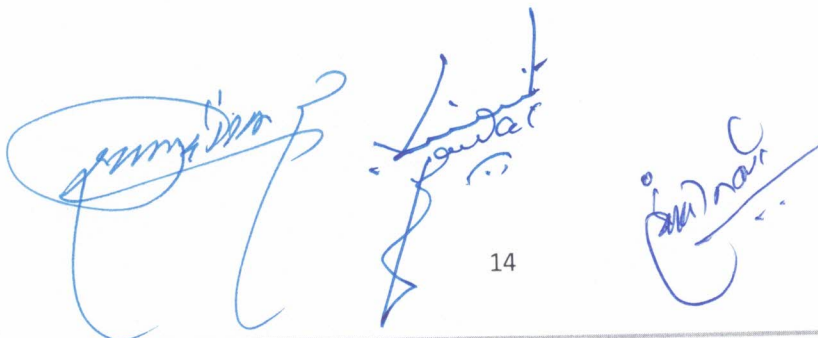
Name & designation of authorized signatory:Name

of Firm/Company :

Address :

Date :

Stamp of Firm/Company:



14