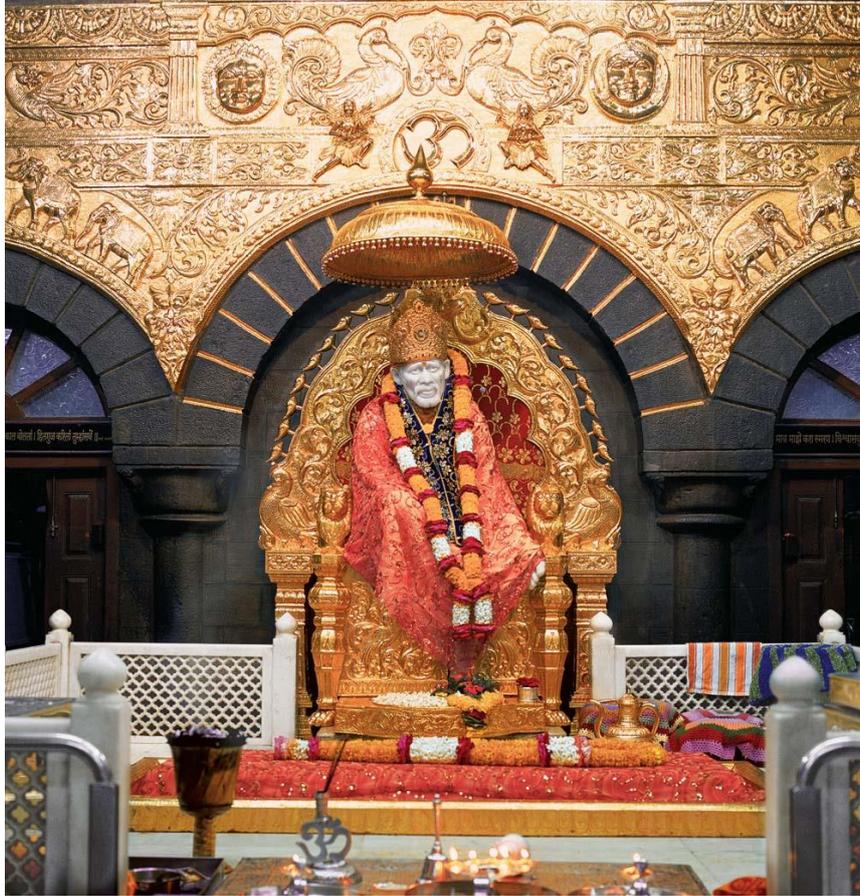




SHRI SAIBABA SANSTHAN TRUST, SHIRDI



**Request For Proposal (RFP) for providing
Comprehensive Architectural Services for
renovation of Toilet Blocks at Shri Sainath
Hospital, Shirdi.**

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	<p align="center">SHRI SAIBABA SANSTHAN TRUST, SHIRDI Tal.-Rahata, Dist.- Ahmednagar, (MS)- 423109. Tel: (02423) 258500, 258899, Fax: 258870. E-mail: construction@sai.org.in Website: www.sai.org.in</p>		
<p align="center"><u>Notice Inviting RFP for Appointment of Architect</u></p> <p>Shri Saibaba Sansthan Trust, Shirdi hereby invites Request for proposal from eligible Individuals/ Associates/Consultancy firms or Agencies fulfilling prescribed eligibility criteria and having extensive and relevant experience in similar works for Providing Architectural Services for the following work.</p>			
1)	<table border="1"> <tr> <td data-bbox="357 568 571 629">Name of Work:</td> <td data-bbox="571 568 1485 629">Providing Comprehensive Architectural Services for renovation of Toilet Blocks at Shri Sainath Hospital, Shirdi</td> </tr> </table>	Name of Work:	Providing Comprehensive Architectural Services for renovation of Toilet Blocks at Shri Sainath Hospital, Shirdi
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<p>Shri Saibaba Sansthan Trust (Shirdi) reserves the right to reject any or all RFP applications without assigning any reasons thereof.</p>			
<p align="right">(D. M. Muglikar, I.A.S.) Chief Executive Officer Shri Saibaba Sansthan Trust, Shirdi</p>			

DEFINITIONS

“Applicant” means a reputed Indian firm having the requisite experience who has downloaded the RFP document from the website of Shri Saibaba Sansthan Trust, Shirdi and applied for the same.

“Application” means the RFP submitted by an Applicant interested in the Project in the prescribed formant.

“Sansthan” means Shri Saibaba Sansthan Trust, Shirdi.

“RFP” means Request for proposal.

SECTION- I

TERMS OF REFERENCE (TOR)

(Bidders to enclose this Terms of Reference as part of their Technical Proposal)

1.1 Background & Purpose:

Shri Saibaba Sansthan Trust, Shirdi, a religious and charitable public trust re-constituted under the *Shri Saibaba Sansthan Trust (Shirdi) Act* (Maharashtra Act No. XIV of 2004) having its office at P.O. Shirdi, Tal- Rahata, Dist. Ahmednagar, Maharashtra- 423109, hereinafter referred to as 'the Sansthan'.

The Sansthan is desirous to Renovate Toilet Blocks at Shri Sainath Hospital, Shirdi.

The Sansthan is interested in appointing a Architect for offering their full fledged Architectural Services for the said project at Shirdi, Dist- Ahmednagar.

1.2 Detailed Scope of work and Responsibilities of Architect:

The responsibility of the Architect shall include inter-alia

Stage-I

- a) Preparation of civil, architectural and services drawings.
- b) Preparation of detailed Estimate.

Stage II

- a) Pre-Bid and Bid Process Management
 - 1) Prepare tender documents for civil, electrical, plumbing & sanitary and other services of the project.
 - 2) Assist in pre-bid and bid evaluation process and in responding to queries / comments by various bidders.

Stage III

Construction Management Services

a) Construction Supervision:

- 1) Arranging and co-ordination for establishment of all temporary facilities at the project site.
- 2) Day to day supervision of all on going civil, mechanical, electrical and services work at site as per drawings.
- 3) Preparing schedules of materials in respect of items if proposed to be procured by the client/Contractor and supplied to the contractors.

b) Quality Control:

- 1) Ensure quality planning and quality assurance for entire work.
- 2) Review and approve contractor's method statements and work plans.
- 3) Arranging to record and check all steel, cement, sand, RCC concrete, tiles, plumbing & sanitary ware and all other materials used to be as per specifications and ISI norms at approved institutes, through the contractors.
- 4) Witness and monitor testing of materials at site.
- 5) Maintain various test results registers at site.

c) Measurement and Bill Certification:

- 1) Recording joint measurements of work executed along with contractor's representative.
- 2) To check running account bills and the final bill prepared by the contractors and certification of the same for payment by client.
- 3) Monitoring the quantities of BOQ and submit the excess, saving chart to the client with each and every R.A. Bill of the contractor.
- 4) To issue virtual completion certificates to contractor.

d) Monitoring Time Schedule:

- 1) Preparation of Detailed Time Plan, using planning tools such as MS-Project, including PERT charts.
- 2) Monitoring and expediting the progress of contractors with plans and take corrective action.
- 3) Review schedules, bar charts, PERT, CPM submitted by contractors and take corrective action.
- 4) Revise the activity schedule if required for the timely completion of the project.
- 5) Advise the contractors for deployment of additional manpower, machinery etc. so as to adhere to the time schedule for the project.

e) Co-ordination work:

- 1) To maintain regular and proper co-ordination between the Sansthan and Contractor.
- 2) Conducting review meetings of Client and contractor weekly and monthly, for review of work progress, specifications, quality, quantity and time schedules.
- 3) Weekly and monthly reporting of the progress of work with respect to the plan to the client, identifying problems and issues and corrective action taken.

f) Project Completion:

- 1) Review and approve commissioning procedures.
- 2) Conduct and inspect trial runs, before opening to actual use.
- 3) Witness checks and record all commissioning and performance tests.
- 4) Organize warranties from all vendors.
- 5) Issue taking over final certificate and handing over the project.

g) Staff Deployment at site:

- 1) The Architects will deploy adequate number of staff in their office and at site, as required for the successful completion of the project, with the minimum staffing as given below:
 - a. Site Engineer (Civil): One person having qualification BE (Civil) or DCE and having at least three years experience.

1.3 Time Schedule For Providing The Architectural Services:

- 1) Stage-I is expected to be completed within 1 weeks of issue of LOA.
- 2) The preparation tender documents shall commence during the progress of stage-I activities and final tender documents should be submitted within 1 weeks of completion of Stage-I.

1.4 Qualifying Requirements for Architect:

- 1) Architect should have provided architectural concept / design, detailed design and engineering for at least one project of estimated cost of Rs.75 Lakhs commissioned or obtained occupancy certificate during the last five years. (2013-14, 2014-15, 2015-16, 2016-17, 2017-18).
- 2) Architects shall be members of Council of Architecture (India).

1.5 Conflict of Interest

- 1) Applicants shall not have a conflict of interest. All applicants found to have a conflict of interest as mentioned below will be disqualified.
- 2) The selected applicants shall not engage in activities that conflict with the interest of the client under the contract and shall be excluded from stream down supply of goods or construction or works of purchase of any asset or provision of any other service related to assignment other than a continuation of the services under the contract.
- 3) The selected applicants shall not engage in any assignment that would be in conflict of interest with their current obligations to the same or other clients.
- 4) The selected applicants (including their personnel, agents and/or sub Architects) that have a business or family relationship with such members of the Sansthan staff who are directly or indirectly involved in the project will not be awarded the contract.

1.6 Corrupt or Fraudulent Practices

Shri Saibaba Sansthan Trust, Shirdi requires that Applicants under this contract observe the highest standard of ethics during the period of Architectural. In pursuance of this polity Sansthan:

Defines for the purpose of these provisions, the terms set forth below as follows:

- 1) “Corrupt Practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public.
- 2) “fraudulent practice” means a misrepresentation of facts in order to influence the execution of a contract to the detriment of Employer, and includes collusive practice among Applicants/Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition.
- 3) Will reject a proposal for award of work if it is determined that the Applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 4) Will declare a Applicant/Bidder ineligible either indefinitely or for a stated period of time, to be awarded a contract/ Contracts, if it at any time determines that the Applicant/Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

1.7 Amendment of RFP Document

At any time prior to the deadline for submission of Applications, The Sansthan either on its own or on request of the Applicant may amend the RFP Documents by issuing addenda.

An addendum issued under the sub clause shall be part of the RFP Documents and shall be posted at the website of Sansthan.

To give Applicants reasonable time to take an addendum into account in preparing their Applications, Sansthan may at its discretion, extend the deadline for the submission of Applications.

1.8 Cost of RFP

This RFP document can be downloaded from the Trust website.

The Applicants shall pay a non refundable amount of Rs. 2,000/- (Rupees Two Thousand Only) towards cost of RFP document. This amount shall be paid through a demand draft in favor of Shri Saibaba Sansthan, Trust, Shirdi payable at Shirdi and shall be enclosed with the application at the time of submission failing which the Application shall be rejected.

The Applicant shall bear all cost associated with the preparation and submission of its Application. Sansthan will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the pre qualification process.

1.9 Language Of Application

The language of the Application as well as the supporting documents shall be in English.

1.10 Filling of Application Forms

All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a 'nil' or "no such case" entry should be made in that column. If any particulars/ query are not applicable in case of the applicant, it should be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by telegram or telex and those received late will not be entertained.

The application should be type written on computer.

The applicant may furnish any additional information, which is deemed necessary to establish capability to successfully complete the envisaged project. Superfluous information need not be furnished and no information shall be entertained after submission of RFP document unless specifically called for.

Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render the firm liable to be debarred from taking up the project Architectural.

The applicant should submit a checklist as per the Form provided along with the application.

1.11 Signing Of The Application

- 1) The Application shall be typed and shall be signed on all the pages by the person duly authorized to sign on behalf of the Applicant. The power of

attorney duly notarised and on a stamp paper authorizing the person to sign and act on behalf of the firm/ consortia should be submitted.

- 2) An authorized representative shall have the authority to conduct all business and incur liabilities related thereto for and on behalf of the Applicant, during the short listing process and thereafter.

1.12 Deadline And Address For Submission Of Applications

Applications shall be submitted to the address mentioned below by hand or through registered post or courier service and not later than 17.00 Hrs on -----
In respect of Applications received by post or courier, Sansthan shall not assume any responsibility for any delayed delivery.

The Application should be addressed to:

The Chief Executive Officer,
Shri Saibaba Sansthan Trust, Shirdi.
Tal- Rahata, Dist-Ahmednagar
Pin- 423109

All envelopes shall be titled “SUBMISSION OF RFP FOR PROVIDING COMPREHENSIVE ARCHITECTURAL SERVICES FOR RENOVATION OF TOILET BLOCKS AT SHRI SAINATH HOSPITAL, SHIRDI.” and clearly marked in English with name of the Applicant.

The Sansthan may at its discretion, extend the deadline for the submission of Applications, in which case all rights and obligations of Sansthan and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

1.13 Fees

The total fees payable to the Architect for the services rendered as per the above shall be _____% of the cost of the Project, including cost of all expenses for travel, accommodation, incidental expenses etc. of the Architect and their consultants.

The fees for the Architect and all the consultants together will be paid as follows, subject to deduction of applicable taxes.

Stage	Description	Percentage of Fees Payable	Effecting Payment
1.	On signing of the contract awarding the Architectural work and on completion of initial work up to and including submitting NIT, Specification, BOQ and tender drawing etc. for inviting quotes from eligible contractors.	10% of the total fees	On Approved Estimated Cost
2.	On award of the works to the contractor finally selected for its execution.	20% of the total fees	
3.	During construction-Prorate basis on certified works of the contractor.	50% of the total fees	On value of work done by the Contractor
4.	On completion of the works, after submission of final certificate of completion and certification of contractors final bill.	20% of the total fees	

GST will be paid extra as applicable. **If in future, Project cost will be increased the fee of Architect will be calculated on the original Tender Cost.** The architect shall in consultation with the Trust, prepare time schedule in respect of various services to be rendered and discharge of Trust obligation.

1.14 EFFECTING PAYMENT TO THE ARCHITECT:

1. If the drawings, design estimates prepared by the Architect or their consultants are not submitted as per time schedule or if they fail to visit the site as per schedule required or for site reviews, the Trust will regard this as negligence towards this Assignment for each such a instance of negligence, the Trust may deduct an amount of Rs.3,000/- from the Architect Fees, giving the reasons for such a deductions. If such negligence is repeated for 5 or more times, the Trust will have the right to terminate the entire Contract and pay the Fees only up to the part of the work done by the Architect and their Consultants.
2. When the work is executed wholly or in part with old materials or Labour or carriage is provided by the Trust, the percentage of Fees shall be calculated as if the work had been executed wholly by the Contractor supplying all labour and new materials.
3. The cost of the Project shall be the Final Contract Value of the Building work as calculated on amount paid to the Contractor on the accepted tender of the Contractor, including the cost of the sanitary & plumbing, sanitary fittings, electrical works & electrical fittings and Graphic Signage, i.e. On all items on which the ARCHITECT had rendered professional services, but shall exclude the cost of the Trusts site office, cost of land, and cost of supervisory staff of the Trust or part thereof.
4. In case only a part of the Project is continued beyond any stage, the deductions for payments made against earlier stages shall only be in respect of the proportion of the said part of the Project.

1.14 Approach Paper-

A short approach paper should be submitted along with the application also giving the justification as to why they should be awarded the comprehensive Architectural.

1.15 Late Applications

Application received after the dead line of submission of Application will not be considered or opened under any circumstances.

1.16 Clarifications

- 1) The Applicants shall be evaluated on the basis of Application and the supporting documents submitted by them. Sansthan shall not be under any obligation to seek any further information or clarifications.
- 2) Without prejudice to Clause above, in order to assist in the evaluation of Applications may, at Sansthan its sole discretion, ask any Applicant for any clarification on its Application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.
- 3) If an Applicant does not provide clarifications requested by the date and time set in Sansthan's request for clarifications, its Application is liable to be rejected.
- 4) It is clarified that Applicants shall not be required to submit on their own, additional information or material subsequent to the date of submission and such material if submitted shall be disregarded. It is therefore essential to ensure that all questions are answered fully on the proforma or otherwise. The pages of the RFP document and annexure and additional information if any submitted shall be numbered sequentially and signed. General responses such as "included in brochure" without specific item reference may be avoided.

1.17 Responsiveness Of Applicants

An application, which does not meet all the requirements of the RFP document, shall be rejected forthwith.

Applicants should note that this RFP enquiry and Questionnaires is intended to provide preliminary information. The information contained herein shall not in anyway be construed as binding on Sansthan its agents, successors or assignees.

Applicants are advised that selection of Architects for this Project shall be entirely at the discretion of Sansthan Applicants shall be deemed to have understood and agreed that no explanation or justification of any aspect of the RFP process shall be given either by Sansthan and that the result of the RFP process shall be without any right of appeal to the Applicants whatsoever.

All documents and other information submitted by an Applicant to Sansthan shall become the property for Sansthan, Applicants are to treat all information as strictly confidential Sansthan will not return any RFP document submitted to it by the applicants.

Sansthan shall notify successful Applicants after evaluation. It will not entertain any query or clarification from Applicants(s) who are not short listed in the RFP process.

1.18 Withdrawal of Applications

No modification or substitution of the submitted application shall be allowed.

An Applicant may withdraw its Application after submission, provided that written notice of the withdrawal is received by Sansthan before the due date for submission of Applications. In case an applicant wants to resubmit his application, he shall submit a fresh application following all the applicable conditions.

The withdrawal notice shall be prepared in Original only and each page of the notice shall be signed and stamped by authorized signatories. The copy of the notice shall be duly marked "WITHDRAWAL"

1.19 Right To Accept/Reject Any Or All Applications

Shri Saibaba Sansthan Trust, Shirdi reserves the right to accept or reject any or all Applications and to annul the qualifications process at any time without any liability or any obligation for such acceptance, rejection or annulment without assigning any reasons.

1.20 Enclosures

Applicants should attach clearly marked and refereed continuation sheets in the event that the space provided in the RFP Document, Questionnaire or Annexure is insufficient.

In responding to the RFP Application, Applicants should demonstrate their capabilities, by providing material based on their experience, past performance, their personnel and financial resources.

It is expressly clarified that before submitting the RFP the Applicant must have examined carefully the contents of all the documents and any failure to comply with any of the requirement of RFP document will be at the Applicant's risk.

1.21 Validity Of Applications

Application shall be valid for a period of 90 days from the last date of submission of Applications.

Shri Saibaba Sansthan Trust retains the right that in exceptional circumstances at its own discretion, it may ask the applicants to extend the validity of their applications for a specified period. The applicant not submitting the letter or extension of the validity period at that time shall not be further considered.

1.22 TRUSTS RESPONSIBILITIES:

The following shall be the responsibilities of the Trusts:

1. Provide detailed requirements of the project.
2. Provide a correct site plan to a suitable scale showing boundaries, existing physical features, existing structures, existing service and utility lines and such lines in which the proposed service can be connected.
3. The Trusts will furnish schedule of rates, codes of practice and other documents as prescribed by the Public works Department which to require to be followed by the ARCHITECT.
4. Pay the FEES of the ARCHITECT within four weeks from submission of bills.

1.23 EXECUTION OF THE ASSIGNMENT:

1. All the stages of work shall be completed by the ARCHITECT pursuant to the necessary approvals being given by the Trust according or statutory authorities to the time schedule mutually agreed upon. The works throughout the stipulated period of contract will be carried out with diligence, time being of the essence of the contract.
2. In the event of an ARCHITECT company or firm closing its business or unilaterally abandoning the project, the Trust shall have the power to employ any other agency to complete the work at the risk and cost of the ARCHITECT, and the trust would be entitled to claim from the ARCHITECT any extra cost incurred by the Trust for completing the work and the cost incurred would be deducted from the amounts due to the ARCHITECT under this agreement. In the event of a shortfall in the amount recoverable after deducting the amount due to the ARCHITECT, The Trust shall be entitled to claim the same from the ARCHITECT.
3. In the event of the failure on the part of the ARCHITECT to complete its work or the Trust to give approval and/or make payments as specified herein within the time specified or in the event of either of the parties committing a breach of any of the terms and conditions of the agreements, the aggrieved party shall be entitled to rescind this agreement by giving 30 days written notice, without prejudice to its rights to claim damages or remedies available in law.
4. The ARCHITECT will advise the Trust on the time and progress chart prepared by the contractor for the completion of the work.
5. The ARCHITECT and their consultants will provide their qualifications and certificate of practice or valid registration with their respective professional institutes, during the beginning and entire duration the project, failing which their contract can be terminated.
6. The ARCHITECT shall assume full responsibility for the design and specifications for items described in the scope of work.
7. On completion of the work, the ARCHITECT will prepare and submit two sets of "AS BUILT" drawings (soft copy in PDF format) of the buildings and services.
8. The ARCHITECT shall advise Trust regarding the work under execution during visits to the site and submit periodic report on their observations, and the Trust shall take all reasonable steps for implementing the advice given to the Trust by the ARCHITECT.
9. The ARCHITECT shall not make any deviation, alteration or omission from the drawings approved by the Trust without prior consent of Trust. Further shall not

may be any decision, alteration or omission once the drawings are approved by State Government.

10. The ARCHITECT shall exercise all reasonable skill, care and diligence in discharge of their duties and shall exercise such general superintendence and inspection in regard to such works as may be necessary to ensure that works are being executed in accordance with contract documents and within the time stipulated therein and shall endeavor to guard the Trust against the defects and deficiencies in the work of the Contractor.
11. The ARCHITECT shall make necessary revisions as may be required by Trust in the drawings and other documents submitted by them at the draft stage.
12. The drawings, specifications and documents as instruments of Service are the property of the Trust, whether the project for which they are made is executed or not.
13. The Trust shall be at liberty to postpone or not to execute any work and the ARCHITECT shall not be entitled to any compensation for Non-execution of the work except the fees which are payable to the ARCHITECT up to the stage of services rendered.

1.24 INDEMINIFICATION:

Architect shall defend, indemnify and hold harmless the Trust, its Officers, Trustees, Employees and other affiliate's, from and against any and all damages, costs, liability and expenses whatsoever (including attorney's fees and related disbursements) incurred by reason of (a) any failure by ARCHITECT to perform any covenant or agreement of ARCHITECT set forth herein; (b) injury to or death of any person or any damage to or loss of property which is due to the negligence and/or willful acts of ARCHITECT; or (c) any breach by ARCHITECT of any representation, warranty, covenant or agreement under this Agreement. The Trust shall have the right to offset against any fees due to ARCHITECT under this agreement, the amount of any indemnity to which the company is entitled for any damage, cost, liability, expense, fee or other disbursement, incurred by the company.

1.25 TERMINATION:

The Chief Executive Officer, Shri Saibaba Sansthan Trust, Shirdi, if at any stage, on the basis of performance and compliance of terms and conditions of the contract by the ARCHITECT, finds that the ARCHITECT has not performed satisfactorily or if in his view, the ARCHITECT has failed to safeguard the interest of the Trust may Terminate the ARCHITECT, after due consideration.

1.26 JURISDICTION & JURISDICTION OF COURT:

In case of any dispute between the parties, the jurisdiction shall be Rahata court only, except the territorial jurisdiction of Shirdi prescribed by law, no other court is having jurisdiction over the matter. All legal claims should be within the jurisdiction of Rahata and Kopargaon Court.

SECTION- II

**REQUEST FOR PROPOSAL FOR PROVIDING COMPREHENSIVE
ARCHITECTURAL SERVICES FOR RENOVATION OF TOILET BLOCKS AT SHRI
SAINATH HOSPITAL, SHIRDI.**

PROFORMA APPLICATION FORM

LETTER OF TRANSMITTAL

FROM:

TO,
Chief Executive Officer,
Shri Saibaba Sansthan Trust, Shirdi,
Dist- Ahmednagar- 423109.

Subject: Submission of RFP for Providing Comprehensive Architectural Services for Renovation of Toilet Blocks at Shri Sainath Hospital, Shirdi.

Sir,

Having examined the details given in RFP Notice and RFP document for the above project, I/We hereby submit the relevant information for considering my/our RFP for **Renovation of Toilet Blocks at Shri Sainath Hospital, Shirdi.**

1. I/We agree to abide by all the instructions, terms and conditions mentioned in the RFP documents.
2. I/We hereby certify that all the statements made and information supplied in the enclosed forms T-1 to T-VIII and accompanying statements are true and correct.
3. I/We have furnished all information and details necessary for RFP and have no further pertinent information to supply.
4. I/We also authorize Shri Saibaba Sansthan Trust, Shirdi or their authorized representatives to approach individuals, employers and firms to verify our competence and general reputation.
5. I/We submit the following certificates in support of our suitability, technical know how and capability for having successfully completed the following projects along with prescribed format.
6. I/We shall be jointly and severally liable to the Client for all the Project Architect's obligation and liabilities as per the contract.

Signature(s) of Applicant(s)

Enclosures:

Seal of Applicant:

Date of submission:

FORM TECH-1

GENERAL INFORMATION

1. Name of the Firm: _____
(Attach an attested photocopy of Certificate of Registration)
2. Legal Status of the Firm- Individual /Association/Joint Venture/consortium.
3. Registered Address, Telephone, Fax No, e-mail, website:

4. Contact Person, Designation and Address including email id, details of Bankers, PAN No. _____

5. Number of Years in Comprehensive Architectural for Construction Works.
6. Number of Projects for which comprehensive Architectural services has been provided during the last five years with details.
7. Names and Addresses of Associated Companies to be involved in the Project and whether Parent/subsidiary/others. (The relationship to be indicated)
8. In case the company is subsidiary the involvement, if any, of the Parent company in the Project
9. State whether the in house expertise is available for all services/ sub systems. If not, details of sub Architects to be involved in the project.
10. Was the applicant ever required to suspend a project for a period of more that six months continuously after commencement?
11. Has the applicant or any constituent partnership firm, ever been convicted?
12. Has the applicant or any constituent partner in case of partnership firm ever been convicted.
13. Details of works executed with the same joint venture partner/ consortia.

Signature of the Bidder/Authorized Signatory.

FORM TECH- 2

NUMBER AND DETAILS OF CONSTRUCTION PROJECTS FOR WHICH COMPREHENSIVE ARCHITECTURAL SERVICES WAS PROVIDED IN THE LAST FIVE YEARS.

S No.	Name and location of the Project	Name and address of the Client	Details of the Project			Nature of Architectural work with specific areas highlighted	Year of Start	completion of the Project	Litigation/Arbitration, if any with details
			Built up Area	No of Flats	Cost*				

*Value of the work for which services were provided by the Architect only need to be provided.

- The applicants are required to provide Proof of award of work & completion certificate.

Signature of the bidder / Authorized Signatory

FORM TECH- 3

PROJECTS IN HAND.

Name and locations of the project	Employer's name and address	Value of the project	Duration of the project	Expected date of completion	Exact role	Whether by Self or consortium member	If done in consortium specify the percentage share of Applicant

Signature of the bidder / Authorized Signatory.

FORM TECH- 4

PERFORMANCE REPORT OF WORKS (ON CLIENTS LETTER HEAD)

1. Name of Project and location
2. Agreement No.
3. Estimated Cost
4. Built up area
5. Date of Start
6. Date of completion
7. Role of Architect/Nature of service provided.
8. Amount of professional fees paid
9. Performance report

a. Quality of Services provided

b. Very Good/Good/Fair/Poor

Date-

Signature of the bidder / Authorized Representative.

FORM TECH- 5

Page 1 of 1

FINANCIAL STATUS

S.NO.	YEAR	2017-2018	2016-2017	2015-201
1	Total assets			
2	Current assets			
3	Total liabilities			
4	Current liabilities			
5	Total Receipts			
6	Profit before taxes			
7	Profit after taxes			

Attach audited balance sheets in support of the data clearly marking the relevant portion. Also attach copies of Income Tax Returns filed. All such documents should reflect the financial situation of the applicant or partner to a JV and not sister or parent company. Historic financial statements submitted must be audited by a Chartered accountant. Historic financial statements must correspond to the accounting periods already completed and audited (not statements for partial periods will be accepted.)

Signature of the bidder / Authorized Signatory

FORM TECH- 6

INITIAL FILTER

NAME OF APPLICANT _____

No.	Criteria	Yes	No	
1	Has the Applicant abandoned any work in the last five years or has it been blacklisted by any Government department/PSU or have any of its contracts terminated for failure to perform?			
2	Has the Applicant involved in frequent litigations in the last five years?			
3	Has any misleading information been given in the Application?			
4	Has the Applicant suffered bankruptcy / insolvency in the last seven years?			
5	Is the Net Worth negative?			

Note-

- 1) The Applicants are requested to provide explanations if answer to any of the queries is “Yes” Sansthan reserves the right to eliminate the candidate if the explanation provided by the applicant is unsatisfactory.
- 2) The Applicants who do not pass the initial filter test shall not be evaluated further.

Date-

Signature of the bidder / Authorized Signatory.

CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH THE RFP

Details	Reference to Clause No.	Page No.
Cost of RFP		
Letter of transmittal		
Power of attorney		
General Information - TECH-1		
Details of projects for which Architectural provided Form- TECH-2		
Details of projects in hand TECH-3		
Financial Status in form TECH-4		
Performance Report TECH-5		
Initial filter of applicants TECH-6		

Date-

Signature of the bidder / Authorized Signatory.