

# **ANDHRA PRADESH INDUSTRIAL INFRASTRUCTURE CORPORATION LIMITED**

(A Govt. of Andhra Pradesh Undertaking)



## **Request for Proposal**

**for**

**Empanelment of Consultants for Architectural and interior  
Design Services for Buildings /IT Parks / Business Towers  
etc., in APIIC**

December 2021

**Andhra Pradesh Industrial Infrastructure Corporation Limited  
(APIIC)**

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APIIC Towers, Plot No.1,IT Park,Mangalagiri-522503, Guntur Dist, Andhra Pradesh

## **DISCLAIMER**

The information contained in this Request for Proposal document (“**RFP**”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of APIIC or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by APIIC to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by APIIC in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for APIIC, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. APIIC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

APIIC, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in anyway in this Selection Process.

APIIC also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.

APIIC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that APIIC is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and APIIC reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by APIIC or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and APIIC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

## 1. Data Sheet :

|   |  |   |
|---|--|---|
| 1 | Name of the Bid  | RFP for Empanelment of Architects/<br>Interior Designers  |
| 2 | Time Period of Empanelment   | This empanelment is Open ended and any consultant who is interested and meets the conditions of the empanelment may submit its proposal on official working days from,<br><br>1 <sup>st</sup> to 15 <sup>th</sup> of January of each Year & 1 <sup>st</sup> to 15 <sup>th</sup> July of each year   |
| 3 | Empanelment category:  | Category-A : Above 20.00 Crores<br><br>Category-B : Above 5.00 Crores and upto 20.00 Crores<br><br>Category-C : Upto 5.00 Crores  |
| 3 | Empanelment fee (Non Refundable)   | Category-A : Rs 11,800/- including GST<br>Category-B : Rs 35,800/- including GST<br>Category-C : Rs 59000/-Including GST<br><br>The Empanelment Fee shall be paid through online as per the Bank details given below and receipt to be enclosed as a proof of payment.<br><br>Name : <b>ANDHRA PRADESH INDUSTRIAL INFRASTRUCTURE CORPORATION LIMITED</b><br>Account No : <b>013411100003855</b><br>Bank Name : <b>UNION BANK OF INDIA</b><br>Branch Name : <b>MANGALAGIRI</b><br>IFSC Code : <b>UBIN0803669</b> |
| 4 | Name of the Official for addressing queries / clarifications and Submissions | <b>Chief Engineer (North)</b><br>Address :<br>Andhra Pradesh Industrial Infrastructure Corporation Ltd.,<br>9 <sup>th</sup> Floor, APIIC Towers, Plot No.1, IT Park,<br>Mangalagiri, Guntur Dist, Pincode: 522503<br>Phone No. : 8523866657<br>Email : <a href="mailto:chiefengineer3-ap@apiic.in">chiefengineer3-ap@apiic.in</a><br><br>T. Visweswarara Rao<br>Deputy General Manager (Engineering)<br>Phone No. : 8499876661<br>Email :   |

|   |  |                        |
|---|--|------------------------|
|   |  | t.visweswararao@gov.in |
| 5 | <b>Schedule of Bidding Process</b>   |                        |
|   | <b>Task</b>  | <b>Key Dates</b>       |
|   | Date of uploading RFP in APIIC website   | 09.12.2021             |
|   | Last Date of receiving queries/clarifications  | 20.12.2021             |
|   | Proposal due date/Bid end date   | 26.12.2021             |
|   | <b>Note :</b> <ul style="list-style-type: none"> <li>• All submissions shall only be accepted in Hard copies, addressed to the Chief Engineer(North) as mentioned above.</li> <li>• No Financial Proposal is to be submitted by the Applicant for the Empanelment process</li> <li>• The selected/empaneled Consultants will be offered to submit the financial quotes for the individual Projects duly specifying the scope of work.</li> </ul> |                        |

## **1.0 Introduction**

Andhra Pradesh Industrial Infrastructure Corporation Limited (APIIC) incorporated on September 26, 1973 is the premier organization in the combined State of Andhra Pradesh, vested with the objective of providing industrial infrastructure through the development of industrial areas. APIIC is a wholly owned undertaking of Government of Andhra Pradesh (GoAP). APIIC is the nodal agency notified by GoAP to develop specified mega infrastructure projects including SEZs. As such, the role of APIIC is that of a facilitator for mega infrastructure projects apart from Industrial Parks developed on its own. APIIC has so far developed more than 300 industrial Parks spreading over an extent of more than 100,000 acres.

The Industrial Parks/SEZs are proposed to develop as world class destination for attracting the major investors across the world. APIIC's vision is to develop the Industrial Parks/SEZs with integrated well-planned infrastructure and an efficient management structure which shall ensure continual global competitiveness. The Industrial Park/SEZs shall emerge as a benchmark for other Industrial Parks in the State and the Country both in terms of market relevance and in terms of environmental sustainability.

## **2.0 Objectives**

In order to adhere to the policies of GoAP, APIIC has taken initiatives to hire consultants for upcoming Building works/ IT Towers/ Business Towers for the existing and upcoming industrial parks/SEZs. This prequalification/empanelment aims to pre-qualify select the Architectural and interior design consultants for rendering services of Architectural, Interior, Civil and HVAC works and necessary approvals from the concerned authority. The selected/empaneled Consultants will be offered to quote financial quotes for the future projects.

## **3.0 Empanelment of Architectural Consultants**

APIIC Ltd., is intending to prepare panel of consultants who render services of Architectural, Civil and HVAC works, Landscaping and Master Planning.

Interested Consultants may indicate their expertise in areas indicated above and send their profiles including experience in the above areas of activities, particulars of key professionals, organizational strength, details of field/ branch offices, affiliations, necessary equipment/ instruments required for carrying jobs etc.

### 3.1 Empanelment Categories:

The Architects shall be empaneled under there broad categories as mentioned below **based on the Project Cost** for the services of comprehensive Arcitceural services and interior designing:

Category-A : Above 20.00 Crores

Category-B : Above 5.00 Crores and upto 20.00 Crores

Category-C : Upto 5.00 Crores

### 3.2 Eligibility Criteria for Empanelment :

This invitation (for pre-qualification) is open to any Indian registered company/firm or association of individuals, and shall the following requisites:

- A. A brief corporate profile is to be presented along with details of past experience with his clients, list of similar projects completed and in progress and work experience for last 5 years.

### 3.3 Documents to be furnished

The entire set of proposal documents to be furnished by the applicants is provided in **Annexure I to V.**

### 3.4 Evaluation Criteria

The principle of evaluation will be experience and merit as per the following evaluation parameters and weightings.

|  |             |
|--|-------------|
| 1. Period of existence and track record of the consultant firm-- | 10%.        |
| 2. Past experience in the specified field for the last 5 year    | -- 50%.     |
| a) Number of major projects completed                            | (25%).      |
| b) Value of projects for completed                               | (25%).      |
| 3. Strength of permanent key personnel available                 | -- 20%.     |
| 4. Annual turnover for the last 2 years                          | -- 20%      |
|  | -----       |
| <b>Total:</b>  | <b>100%</b> |

### 3.5 Process of Empanelment

Ranking will be given based on the evaluation criteria indicated above. Top ten or five will be selected for empanelment. Empanelment of Consultants will be at the sole discretion of APIIC and its decision will be final.

The empanelled Consultants will later be invited to submit their financial bids on a project-to-project basis. The Consultants to work with APIIC on a specific project will be selected after evaluation of the techno-commercial proposals received on issued Request for Proposal (RFP) if any

The panel of Architectural & Design Consultants prepared in pursuance of this pre-qualification process would be utilized depending on the number and nature of projects to be undertaken by APIIC. APIIC may further update the panel of consultants twice in Year as mentioned in Data Sheet. The empanelment does not confirm assignment of work by APIIC to the Consultants empanelled.

### 3.6 General Conditions

1. Government institutions and semi-government enterprises in the related fields may also apply for empanelment.
2. APIIC reserves the right to accept or reject any proposal, and to annul the empanelment process and reject all proposals at any time prior to empanelment without any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for such decision.
3. If certificates /documents or information submitted by the bidder are found to be false either at the time of evaluation of bids, processing of bids or after concluding agreement or at any point of time during execution of work in respect of either unsuccessful bidder or successful bidder necessary action is initiated accordingly.

### 3.7 Disqualifications

APIIC may at its sole discretion and at any time during the pre-qualification process, disqualify any applicant, if the applicant has:

- a) Submitted the proposal after the response deadline.
- b) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- c) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc., in any project in the preceding three years;
- d) Submitted a proposal that is not accompanied by required documentation or is non-responsive;
- e) Failed to provide clarifications related thereto, when sought;
- f) Black listed/Declared ineligible to participate in their tendering process by the Government.



## 4.0 Pre-Qualification Clarifications

No pre-qualification meeting will be held for prospective applicants. However clarifications, if any on the pre-qualification may be sought by email sent to [chiefengineer3-ap@apiic.in](mailto:chiefengineer3-ap@apiic.in) or [t.visweswararao@gov.in](mailto:t.visweswararao@gov.in) or in person one day before the due date of submission of proposals.

## 5.0 Submission of Proposals

Applicants shall submit proposals in duplicate in English with all the documents in a sealed cover conforming to prescribed formats provided in **Annexure I to VII** superscribing each as "Proposal for Empanelment of Consultants - Original/ Duplicate". The copies of certificates in proof of experience turn over etc., to be attested by the Gazetted officer.

1. The proposal must contain the following:
  - i. Covering letter (Annexure I)
  - ii. Index (giving list of contents and corresponding page numbers in the proposal document)
  - iii. Company Profile (Annexure II)
  - iv. Summary of Permanent Key Professionals (Annexure III)
  - v. Summary of Financial Performance (Annexure IV)
  - vi. Abstract of Services ( ie Architectural, Interior works, Civil works, HVAC etc.),(Annexure V) carried out in last Five years
  - vii. Detailed particulars of assignments completed/ in-progress (Proforma-I)
  - viii. Curriculum Vitae of permanent key professional staff (Proforma-II)
  - ix. Audited annual accounts for the last Five years
  - x. Accreditation / Certification if any
  - xi. Work Order/ Work completion order/ performance letter, etc.
  - xii. Other documents, if any
2. The proposal (original and duplicate), shall be signed by the applicant or duly authorized person(s). The authorization shall be indicated by written power of attorney.
3. Proposals received by facsimile/e-mail shall be treated as invalid and rejected. Only detailed complete proposals received prior to the closing date of the proposals shall be taken as valid.
4. Proposals received after the specified date shall not be considered for evaluation.
5. Applicants are not permitted to modify, substitute, or withdraw after submission of proposal.
6. During evaluation of the proposals, APIIC may, at its discretion, ask applicants for clarifications on their proposal.

## **6.0 SCOPE OF WORK:**

### Part I – ARCHITECTURE:

- Taking Authority's instructions and preparation of design brief.
- Site evaluation, analysis and impact of existing and/or proposed development on its immediate environments.
- Building design and site development.
- Structural design
- Building service designs
- Fire service design.
- Necessary approvals like Fire approval, Building Plan approval and Environmental clearance from the Competent authority.
- Periodic inspection and evaluation of Construction works.

### Part II – INTERIOR DESIGNING

- Programming and Space Planning-Conceptual Layouts and Furniture Layouts
- Interior Design-Detailed Layouts, Services, cost estimates etc.,
- Construction Drawings Etc.,
- Construction stage-periodic inspection and evaluation of works

## **7.0 KEY PERSONNEL:**

The Consultant shall employ and provide qualified and experienced personnel like Architect, Structural Engineer, Civil Engineer and MEP expert etc. required to carry out the services.

## Annexure I

### Application

Dated :.....

To,

The Chief Engineer (North)  
Andhra Pradesh Industrial Infrastructure Cooperation (APIIC),  
9<sup>th</sup> Floor, APIIC Towers, Plot No.1,  
Managalagiri-522503  
Hyderabad – 500 004

**Subject:** Empanelment as Architectural & Design Consultants with APIIC

**Ref:** RFQ published in \_\_\_\_\_

Dear Sir,

Having examined the pre-qualification document indicating scope of works, I/We hereby submit our proposal together with all the necessary information and relevant documents for empaneling us with APIIC for the **Professional Services for Architectural and Interior Design services**

The proposal is made by me/us on behalf of..... (Company/Firm/Association of individuals) in the capacity of ..... duly authorized to submit the proposal.

I/We understand that APIIC reserves the right to reject any proposal without assigning any reason. I/We undertake that all the information furnished by me/us in the proposal is true to the best of me/our knowledge and belief. If any of the information is found to be false on subsequent verification, I/We undertake that I/We may be excluded from the list of empanelled Consultants.

**Encl:** As above

**AUTHORISED SIGNATORY**

(Name and Designation)

Name of Firm:

Address:

## Annexure II

### Company Profile

|    |   |  |
|----|---|--|
| 1  | Name of the Applicant Firm  |  |
| 2  | Ownership (Government/ PSU/ Private)  |  |
| 3  | Type of Organization: Proprietary firm/Partnership firm/<br>Public Limited Company/ Pvt. Limited Company/ Others<br>(please specify and attach proof) |  |
| 4  | (i) PAN Number<br><br>(ii) Service Tax Registration Number  |  |
| 5  | Name and Designation of Key Management Person(s)  |  |
| 6  | Date & Year of establishment of firm  |  |
| 7  | Number of years of experience in Consultancy Services   |  |
| 8  | Number of Permanent Employees   |  |
| 9  | Number of Permanent Employees for Consultancy<br>Services   |  |
| 10 | Areas of Consultancy  |  |
| 11 | Core Competency   |  |
| 12 | Any other important information about the organization  |  |

**Signature with seal**

## Annexure III

### Summary of Permanent Key Professionals

| <b>Sl. No.</b> | <b>Name and Designation</b> | <b>Experience In completed Years</b> | <b>Educational/ Professional Qualifications</b> | <b>Number of Years with the Present Employer</b> | <b>Areas of specialization</b> |
|----------------|-----------------------------|--------------------------------------|---|--|--------------------------------|
| (1)            | (2)                         | (3)                                  | (4)   | (5)  | (6)                            |
|                |                             |                                      |   |  |                                |
|                |                             |                                      |   |  |                                |
|                |                             |                                      |   |  |                                |
|                |                             |                                      |   |  |                                |
|                |                             |                                      |   |  |                                |
|                |                             |                                      |   |  |                                |

**Signature with seal**

## Annexure IV

### Summary of Financial Performance

| Year    | Turnover from all sources<br>(In Rs. Lakh) | Turnover from consultancy assignments<br>(In Rs. Lakh) | Percentage share of revenue from consultancy assignments | Net profit<br>(in Rs. Lakh) |
|---------|--|--|--|-----------------------------|
| (1)     | (2)  | (3)  | (4)  | (5)                         |
| 2016-17 |  |  |  |                             |
| 2017-18 |  |  |  |                             |
| 2018-19 |  |  |  |                             |
| 2019-20 |  |  |  |                             |
| 2020-21 |  |  |  |                             |

- Note:** 1. Financial performance for Five consecutive latest financial years for which audited accounts are available should be given.
2. Audited annual accounts for the Five years for which information is given in the statement above should be provided.
3. Figures given in columns (2) and (3) above must match with those given in the Audited Accounts.

**Signature with seal**

## Annexure V

### Abstract of Architectural and Design Services for Building/IT Towers/ Business Towers Conducted in the Last Five Years

| <b>S. No.*</b> | <b>Title of Assignment</b> | <b>Client Organization</b> | <b>Period of Assignment</b> | <b>Total Extent of the IP/SEZ in Hectares.</b> |
|----------------|----------------------------|----------------------------|-----------------------------|--|
| (1)            | (2)                        | (3)                        | (4)                         | (5)  |
|                |                            |                            |                             |  |
|                |                            |                            |                             |  |
|                |                            |                            |                             |  |
|                |                            |                            |                             |  |
|                |                            |                            |                             |  |
|                |                            |                            |                             |  |
|                |                            |                            |                             |  |

\* Should be consistent with the Sl. No. given in the Proforma I for detailed particulars of the assignment.

**Signature with seal**

## Proforma I

### Detailed Particulars of Assignment completed/ in-progress

|     |  |     |   |  |
|-----|--|-----|---|--|
| 1.  | Title of the Assignment:                                 | 2.  | Details<br>a) Extent of Bldg in sft/sqmt.<br>b) Project Cost ( in Lakhs)    |  |
| 3.  | Geographical Coverage (States/ districts covered ):      | 3.  | Client Organization:  |  |
| 4.  | No. of Professional Staff employed:                      | 5.  | Start Date:(Month/Year)   |  |
| 6.  | Completion Date:(Month/Year)                             | 7.  | Duration of Assignment:   | 8. No. of Man months provided by firm: |
| 9.  | Sample details:  | 10. | Remuneration received by your firm for Professional Services (in Rs. lakh): |  |
| 11. | Names of associated firms, if any:                       | 12. | No. of man-months provided by associated firms:                             |  |
| 13. | Name of senior professionals associated with Assignment: |     |   |  |
| 14. | Brief Description of / Assignment:                       |     |   |  |
| 15. | Exact Nature of services provided by your firm:          |     |   |  |

**Note:** 1) Please use separate sheet for each assignment

2) Only certificates issued by Govt., organization will be considered as proof experience. Certificates shall be countersigned by the next higher Authority of certificate issuing authority.

**Signature with seal**



## Proforma II

### Format of Curriculum Vitae (CV) of Permanent Key Professional Staff

|    |   |  |
|----|---|--|
| 1. | S. No. <i>(should be consistent with the Summary of Key Professionals in Annexure III)</i>  |  |
| 2. | Name of Staff   |  |
| 3. | Position  |  |
| 4. | Date of Birth   |  |
| 5. | Nationality   |  |
| 6. | Education <i>[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]</i> |  |
| 7. | Membership of Professional Associations   |  |
| 8. | Training <i>[Indicate significant training since completion of education]</i>   |  |

|   |   |  |
|---|---|--|
| 9.  | Employment Record <i>[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment period of employment, name of employing organization, positions held.]</i> |  |
| 10.   | Work Undertaken in which the staff has made significant contribution  |  |
| 11.   | Certification:  |  |
| <p>I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience.</p> <p style="text-align: right;">Date:</p> <p><i>[Signature of staff member or authorized representative of the staff]</i></p> |   |  |
| 12.   | Name of authorized representative   |  |
| 13.   | Designation of authorized representative  |  |

**Note:** Please provide separate CVs for each key professional

**Signature with seal**