

## केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)  
शिक्षा केन्द्र" २, समुदाय केन्द्र, प्रीत विहार, दिल्ली-११०३०१

### निविदा सूचना

केन्द्रीय माध्यमिक शिक्षा बोर्ड द्वि-बोली आधार पर वास्तुकार-सह आंतरिक सज्जाकारों से जिनके पास विभिन्न परामर्शदाता/विशेषज्ञों की सहयोगी टीम हो एवम् १० वर्ष के अनुभव के साथ-साथ राशि रू० २.० करोड़ या अधिक के इसी प्रकार के कम से कम तीन कार्य निष्पादित किये हों, से मुख्यालय भवन, २ समुदाय केन्द्र, प्रीत विहार, दिल्ली-११००६२ जिसका कुरसी क्षेत्रफल लगभग ७५००० वर्ग फुट है के आंतरिक नवीनीकरण, स्थानव्यवस्था, लाइटिंग, वातानुकूलन व परिसर विकास हेतु निविदा आमंत्रित की जाती है ।

कार्यक्षेत्र में विशिष्ट रूप से स्वागत कक्ष, सम्पूर्ण भवन का आंतरिक नवीनीकरण जिसमें फाल्स सीलिंग, सीएफएल/एलईडी लाइटिंग, इंटरनेट प्रणाली वातानुकूलन, माड्यूलर फर्नीचर/कम्पैक्टर आधारित स्थान व भण्डारण व्यवस्था, परिसर विकास समेत स्ट्रक्चरल मरम्मत इत्यादि सम्मिलित हैं ।

समनुदेशन का मूल विषय "ऊर्जा संरक्षण समावेशित आधुनिक स्थान व्यवस्था विकास" तकनीकी बोली के साथ धरोहर राशि रू०५०,०००/- व निविदा मूल्य रू०१०००/- के डिमांड/बैंक ड्राफ्ट जो सचिव के.मा.शि.बो.,दिल्ली के पक्ष में देय हो संलग्न करना अनिवार्य है । कार्य के उचित आंकलन हेतु भवन देखने अवश्य आएँ तथा वैचारिक संकल्पनात्मक योजना विशिष्टताओं को उल्लेखित कर तकनीकी बोली के साथ अनिवार्यतः संलग्न करें ।

सभी प्रकार से परिपूर्ण निविदाएं २७.०१.२०१२ अपराह्न २.०० बजे तक अवश्य भेजें ताकि उसी दिन अपराह्न ३.३० बजे खोली जा सकें । अधूरी, सशर्त व देरी से प्राप्त निविदाएं निरस्त मानी जायेंगी । सचिव के.मा.शि.बो. किसी भी या सभी निविदाओं को बिना कारण बताये निरस्त करने हेतु अधिकृत हैं ।

नोट: अधिक जानकारी एवम् निविदा डाउन-लोड करने हेतु कृपया हमारी वेबसाइट [www.cbse.nic.in](http://www.cbse.nic.in) देखें ।

संयुक्त

सचिव(प्रशा. एवं विधि)

**Central Board of Secondary Education**  
**2, Community Centre, Preet Vihar**  
**Delhi-110092**

**Tender Notice**

The CBSE invites tenders under Two-Bid System from reputed Architects-cum-Interior Decorators having a team of Consultants/Experts, 10 years experience and satisfactorily completed a minimum of 3 works of similar nature with value Rs. 2 crores or above, for internal renovation, space management, lighting, air conditioning i/c campus development of its HQ. bldg., 2 CC, Preet Vihar, Delhi-110092 with plinth area approx. measuring 75,000 sq. ft. The theme of the assignment shall be "Redevelopment by Adopting Modern Space Management with Energy Conservation". The scope of work shall include Development of Reception Area, Interior developmental works comprising False-ceiling, CFL/LED Lighting, Intranet System, Air-conditioning, Space Management using modular furniture/compactors, Campus development i/c Structural repairs etc. An EMD amounting to Rs. 50,000/- and cost of tender form Rs. 1,000/- payable in f/o the Secretary CBSE through DD/BD must be attached with the Technical-Bid. The conceptual plan highlighting salient features must be annexed alongwith the Technical-Bid. For proper assessment of work, the site must be visited.

The tenders complete in all respect be submitted latest by 27/01/2012 upto 2:00 p.m. and opened on the same day at 3:30 p.m. Incomplete, conditional & belated tenders shall stand rejected. The Secretary CBSE reserves the right to reject any or all the tenders without assigning any reason thereof.

**Note:** For more information and downloading the tender, kindly visit our Website  
[www.cbse.nic.in](http://www.cbse.nic.in)

**JOINT SECRETARY (A&L)**

## **INSTRUCTIONS TO THE TENDERERS**

1. Incomplete and conditional tenders shall be summarily rejected.
2. Percentage Rates are to be quoted in words and figures without any cutting/overwriting.
3. Interested Agencies shall be required to enclose all requisite documents.
4. The tenders shall be opened on 27/01/2012 at 3:30 pm in the presence of the tenderers.
5. Any additional information required by CBSE in respect of the work experience shall be submitted by the tenderers within three days, failing which the offer shall not be entertained.
6. Tenders received without EMD and Cost of Tender Rs. 50,000/-, Rs. 1,000/- in the form of DD/BD shall be summarily rejected. Both these Drafts shall be attached with the Technical-Bid.
7. The Agencies may submit its prestigious work/project salient features and details through a soft copy in the form of a CD/PEN Drive.
8. Technical & Price Bids must be signed by the same Authorised Signatory.
9. The Site must be visited b/w 3:00 to 5:00 p.m. on any working day alongwith the Consultants/Experts for proper evaluation of work and the estimated cost thereof.
10. In case of any clarifications, the agencies may contact the Sr. Engineer (Estate).

**Cost of tender: Rs. 1,000/-**

**CENTRAL BOARD OF SECONDARY EDUCATION**  
**2, COMMUNITY CENTRE, PREET VIHAR, DELHI-92.**

**Last date: 27/01/2012**  
**Upto 2.00 P.M.**

**Name of work : Selection of Architect cum Interior Decorator having Composite team of Experts/Consultants.**

**Locations : H.Q.Bldg. at Preet Vihar, Delhi.**

1.0 About the Agency

1.1 Name of the Agency:\_\_\_\_\_

1.2 Office Address: \_\_\_\_\_  
\_\_\_\_\_

1.3 Tel.No. : \_\_\_\_\_

1.4 Email Id : \_\_\_\_\_

1.5 Licence No. & Reg.Details:\_\_\_\_\_

1.6 P.F.A/c No. : \_\_\_\_\_

1.7 PAN NO. : \_\_\_\_\_

1.8 Service Tax  
Regd.Certificate : \_\_\_\_\_

1.9 Annual turnover for last three years:\_\_\_\_\_

2.0 Experience:

2.1 Total experience in year : \_\_\_\_\_

2.2 Contracts of approx. equivalent value executed in the past 03 years.

Sl.No.	Period From To	Name of the organization	Cost of the work executed	Contact person with Tel.No.
01.				
02.				
03.				
04.				
05.				

3.0 Organizational Set-up details

3.1 Architectural Staff: \_\_\_\_\_

3.2 Consultants : \_\_\_\_\_

3.3 Administrative Staff: \_\_\_\_\_

4.1 Has the firm been ever debarred/Black  
Listed by any organization? .....  
If 'Yes' the details thereof. ....

4.2 Similar work at hand in Delhi/Gurgaon/  
Noida etc. and nearby cities .....

4.3 Particulars of Demand Drafts enclosed as Earnest  
Money and cost of tender (Name of Bank): .....

Amount : **Rs. 1,000/- DD/BD No.**  
**Rs. 50,000/- DD/BD No.**

(Signature of the tenderer)  
With complete address and seal

Tel. No. :.....  
Mobile No.: .....  
Place : .....

**Note:** Please attach the attested copies of :

- (i) Licence no. and Regn.No.
- (ii) P.F A/c No.
- (iii) PAN No.
- (iv) Service Tax Regd. No.
- (v) Experience certificates & Agreements executed.

## **Scope of Work**

1. Study of Occupancy vis-à-vis Space requirements.
2. Designing efficient space saving office furniture/work stations & cubicles facilitating optimum utilization of space.
3. Economical & efficient Air-conditioning System requiring minimum Maintenance.
4. False-ceiling work.
5. Energy efficient lighting System.
6. Modern communication networking (Intranet).
7. Alternative option in place of existing Mosaic Tile flooring.
8. Development of Reception Area with requisite furniture for staff and visitors.
9. Development of external circulation area for parking and public dealing counters, street furniture, and campus lighting.
10. Providing modern signage in and around the building.
11. Development of Basement for better utilization.
12. Renovation of Toilets.
13. Development of Terrace Area.
14. Redevelopment of Executive floor i/c Conference hall.
15. Augmentation of existing Fire Installation.
16. Indoor plants and Land Scape.
17. Minor Structural repairs.

**Note:** The Architectural Consultant/Agency shall be required to prepare all tender documents for the respective items of work as per the priorities fixed by the Board, however foremost priority shall be given to HVAC work.

Last Date : 27/01/2012  
Upto 2:00 P.M

**PRICE BID**

**Name of Work: Selection of Architect cum Interior Decorator having Composite team of Experts/Consultants.**

1. Estimated Cost of Work :- .....
  2. Estimated Time of Completion :- .....
  3. Consultancy Charges (Percentage) :- .....
  4. Specific/Special Conditions if any :- .....
- .....
- .....

Accepted by me

Sign. of Prop./Manager  
Seal of firm

Add. \_\_\_\_\_

Tel./Mob.No. \_\_\_\_\_

## **IMPORTANT PARAMETERS GOVERNING THE WORK**

1. The Architect Consultant is required to provide services in respect of the following:

### **Part I – ARCHITECTURE:**

- 1.1 Taking Client's instructions and preparation of design brief.
- 1.2 Site evaluation, analysis and impact of existing and/or proposed development on its immediate environs.
- 1.3 Design and site development.
- 1.4 Interior design.
- 1.5 Toilet renovation
- 1.6 Electrical, electronic, communication systems, intranet and design.
- 1.7 Heating, ventilation and air conditioning design (HVAC) and other mechanical systems.
- 1.8 Fire detection, fire protection and Security systems etc.
- 1.9 Periodic inspection and evaluation of Construction works.

### **Part I – ALLIED FIELDS:**

- 1.10 Landscape Architecture.
- 1.11 Interior Architecture
- 1.12 Architectural conservation.
- 1.13 Retrofitting of Buildings.
- 1.14 Graphic Design and Signage.

## **2. SCHEDULE OF SERVICES**

The Architect shall, after taking instructions from the Client, render the following services:

Concept Design (Stage 1):

- 2.01 Ascertain Client's requirements, examine site constraints & potential, and prepare a design brief for Client's approval.
- 2.02 Prepare report on site evaluation, state of existing buildings if any and analysis and impact of existing and/or proposed development on its immediate environs.
- 2.03 Prepare drawings and documents.
- 2.04 Furnish report on measures required to be taken to mitigate the adverse impact, if any, of the existing and/or proposed development on its immediate environs.
- 2.05 Prepare conceptual designs with reference to requirements given and prepare rough estimate of cost on area basis.

Preliminary design and drawing (State 2):

2.06 Modify the conceptual designs incorporating required changes and prepare the preliminary drawings, sketches, etc. for the Clients approval along with preliminary estimate of cost on area basis.

Drawings of Client's approvals (Stage 3):

2.07 Prepare drawings necessary for Client's and ensure compliance with codes, standards and legislation, as applicable.

Working drawings and tender documents (Stage 4):

2.08 Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract.

Appointment of contactors (Stage 5):

2.09 Invite, receive and analyse tenders: advise Client on appointment of contractors.

Construction (Stage 6):

2.10 Prepare and issue working drawings and details for proper execution of works during construction.

2.11 Approve samples of various elements and components.

2.12 Check and approve shop drawings submitted by the contractor/vendors.

2.13 Visit the site of work, at intervals mutually agreed upon, to inspect and evaluate the Construction Works and where necessary clarify any decision, offer interpretation of the drawings/specifications attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Client informed and render advice on actions, if required.

2.14 In order to ensure that the work at site proceeds in accordance with the contact documents/drawings and to exercise time and quality controls the day-to-day supervision will be carried out by a Construction Manager (Clerk of Works/site Supervisor or construction Management Agency in case of a large and complex project) who shall work under the guidance and direction of the Architect and shall be appointed and paid by the Client.

2.15 Issue Certificate of Virtual Completion of works.

Completion (Stage 7):

2.16 Prepare & submit complete reports.

2.17 Issue two sets of as built drawings including services, if required.

### **3. PROFESSIONAL FEE:**

3.1 In consideration of the professional services rendered by the Architect, he shall be paid professional fee and other charges as agreed to.

3.2 Any tax levied by law, such as Service tax, etc. contingent of professional services rendered by the Architect, shall be payable by the Client, over and above the gross fees charged by the Architect in relation to the services provided.

### **4. SCHEDULE OF PAYMENT :**

The Architect shall be paid professional fee in the following stages consistent with the work done plus other charges and reimbursable expenses as agreed upon:

**Retainer**

On appointment/Signing of Agreement/Acceptance of offer. Rs. 20,000/- or 5% of the total fees payable, whichever is higher, adjustable at the last stage.

**Stage 1:**

On submitting conceptual designs & rough estimate of cost. 10% of the total fees payable.

**Stage 2:**

On submitting the required preliminary scheme of the Client's already Client's approval along with the preliminary estimate of cost. 20% of the total fees payable less payment made at stage 1.

**Stage 3:**

- a. On incorporating Client's Suggestions and submitting already drawings for approval from the Client/statutory authorities, if required. 30% of the total fees payable less payment made at stage 1 and 2.
- b. Upon client's/statutory approval necessary for commencement of construction. Wherever applicable. 35% of the total fees payable less payment already made at stages 1 to 3a.

**Stage 4:**

Upon preparation of working drawing, specification and schedule of quantities sufficient to prepare estimate of cost and preparation of tender document. 45% of the total fees payable less payment already made at stage 1 to 3a.

**Stage 5:**

On inviting, receiving and analyzing tender : advising client On appointment of contractors. 55% of the total fees payable less payment already made at stages 1 to 4.

**Stage 6:**

- a. On submitting working drawing and detail required for commencement of work at site. 65% of the total fees payable less payment already made at stages 1 to 5.
- b.
  - i. On completion of 20% of the work 70% of the total fees payable less payment already made at stages 1 to 6a.
  - ii. On completion of 40% of the work 75% of the total fees payable less payment already made at stages 1 to 6b (i).
  - iii. On completion of 60% of the work 80% of the total fees payable less payment Already made at stages 1 to 6b (ii).
  - iv. On completion of 80% of the work 85% of the total fees payable less payment Already made at stages 1 to 6b (iii).
  - v. On Virtual Completion 90% of the total fees payable less payment Already made at stages 1 to 6b (iv).

**Stage 7**

On submitting Completion Report 100% of the fees payable less payment made at

various stages and retainer.

## **5. EFFECTING PAYMENT TO THE ARCHITECT :**

- 5.1 The fee payable to the Architect shall be computed on the actual cost of work on completion. The payment due to the Architect at different stages be computed on the following basis:
- 5.1.1 Retainer : On rough estimate of cost.
  - 5.1.2 At Stage 1 : On rough estimate of cost.
  - 5.1.3 At Stage 2 to 4 : On preliminary estimate of cost.
  - 5.1.4 At Stage 5 to 6b : Accepted tender cost.
  - 5.1.5 At Stage 7 : Actual total cost
- 5.2 Progressive on account, payments shall be made by the Client to the Architect against any of the above stages based on the quantum of work done during that stage, as maybe mutually agreed to between the Client and the Architect.
- 5.3 No deductions shall be made from the fee of the Architect on account of penalty, liquidated damages, part rates or other sums withheld from payment or recovered from contractors/suppliers.
- 5.4 When the work is executed wholly or in part with old materials or labour or carriage is provided by the Client, the percentage fees shall be calculated as if the work had been executed wholly by the contractor supplying all labour and new materials.
- 5.5 The actual cost of the completed works shall include cost to execution of assigned works, referred to in Scope of work and not the cost of equipment & machinery such as Transformers, DG Sets, Sub-stations, Lifts, Air Conditioning Machine, Pumps & Motors, Water and Sewage Treatment Plant etc.
- 5.6 In case it is established that the Architect is not responding to the client's letters or inordinately delaying the submission of the requisite drawings/details, the client shall have a right to put a penalty @ 0.1% per week.

## **6. CLIENT'S ROLE AND RESPONSIBILITIES :**

- 6.01 To provide detailed requirements of the work
- 6.02 To furnish Specific conditions/Statutory stipulations/Codes of Practice/Schedule of rates, etc. desired to be followed.
- 6.03 To give effect to the professional advice of the Architect and cause no changes in the drawings and documents without the consent of the Architect.
- 6.04 To honour Architect's bills within one month of its submission.
- 6.05 To appoint a Construction Manager (Clerk of Works/Site Supervisor or Construction management Agency in case of a large and complex project) as per the Architect's advice.

## **7. EXECUTION OF THE ASSIGNMENT :**

- 7.01 The Architect shall keep the Client informed about the progress of work in his office.
- 7.02 The Architect shall deputed specialized consultants in consultation with the Client, as & when required.
- 7.03 The Architect shall be responsible for the direction and integration of the consultants work. The consultants, however, shall be fully responsible for the calculations, the detailed design and periodic inspection and evaluation of the work entrusted to them. The Architect shall, if requested, make available the design calculations.

7.04 The Architect will advise the Client on the Time Schedule (Bar Chart/PERT/CPM Network) prepared by the contractors for the completion of work, if required.

7.05 The Architect shall supply to the Client, free of the cost, upto 3 sets of drawings at different stages.

7.06 The Architect shall not make any deviations, alterations or omissions from the approved drawings, involving financial implications without prior consent of the Client.

7.07 Any professional services to be rendered by the Architect at the instance of the Client after the agreed project completion period shall be compensated for on mutually agreed terms.

7.08 The Architect shall exercise all reasonable skill, care and diligence in the discharge of his duties and shall exercise such general superintendence and inspection as may be necessary to ensure that works are being executed in accordance with the Conditions of Contract.

7.09 No change shall be made in the approved drawings and specifications at site without the consent of the Architect.

**8. TIME SCHEDULE :**

The Architect shall, in consultation with the Client, prepare a Time Schedule in respect of various services to be rendered and discharge of Client's obligation.

**9. OWNERSHIP OF COPYRIGHT :**

Architectural design is an intellectual property of the Architect. The drawings, specifications, documents and models as instruments of service are the property of the Architect whether the project, for which they are made is executed or not. The Client shall retain copies of the Architect's model, drawings, specifications and other documents for his information and use in connection with the project. These shall not be used for any other project by the client or the Architect or any other person, except for the repetition as stipulated in the Scale of Charges.

**10. TERMINATION OF AGREEMENT :**

10.1 Agreement between the Architect and the Client may be terminated by either one giving the other a written notice of less than 30 (thirty) days, should either fail substantially to perform his part of responsibilities/duties, so long as the failure is not caused by the one initiating the termination.

10.2 In the event of Architect's firm closing its business or the Client having terminated the agreement, the Client shall have the right to employ another Architect to complete the work, after making payment to the previous architect's firm, at the risk and cost of the defaulting agency.

**11. ARBITRATION :**

All disputes or differences which may arise between the Client and the Architect under "Conditions of Engagement" with regard to the meaning or interpretation or matter or things done or to be done in pursuance hereof, such disputes and differences shall be referred to the Arbitrator. The Arbitrator shall be appointed by the Chairman, CBSE. The arbitration shall be conducted as per the provisions of Arbitration and Conciliation Act, 1996 and subsequent amendments as applicable. The decision and award of the Arbitrator shall be final and binding on the Architect and the Client.

Accepted by me

Sign. of Prop./Manager  
Seal of firm

Add. \_\_\_\_\_

Tel./Mob.No. \_\_\_\_\_