

**LIFE INSURANCE CORPORATION OF INDIA
ENGINEERING DEPARTMENT,
CENTRAL OFFICE, MUMBAI.**

BID DOCUMENT

NAME OF WORK: RE-INVITATION OF DESIGNS FOR DESIGN COMPETITION FOR APPOINTMENT OF ARCHITECT-CONSULTANT FOR THE PROPOSED CONSTRUCTION OF LIC MULTI-STOREY COMMERCIAL BUILDING AT BLOCK 53, ZONE 5, GIFT CITY, GANDHINAGAR, GUJARAT

INDEX

Sl. No.	Description		Page nos.
1.	Brief Information about the Property.	:	2-3
2.	Letter from Executive Director (Engg) to Architect-Consultant.	:	4
3.	Instruction with regard to submission of Bids.	:	5-7
4.	Letter from Architect-Consultant to Executive Director (Engg)	:	8
5.	Price Bid – Annexure “A”	:	9
6.	Evaluation Criteria for acceptance of bids	:	10-12
7.	Terms & Conditions of Contract	:	13-18
8.	Scope of work	:	19-21
9.	Terms of payment & Completion Period	:	22-24
10.	Draft Article of Agreement	:	25-26
11.	Check list for submission of Bids	:	27
12.	Annexure-X	:	28-40

BRIEF INFORMATION ABOUT THE PROPERTY

The Gujarat International Finance Tec-City Company Limited, Gandhinagar (GIFTCL) has allotted the development rights on 99 years lease of about 2 lacs Sft. Built up area for the development of the LIC Commercial Building on a piece and parcel of land situated at Block 53, Zone-5, Gift City, Gandhinagar, Gujarat.

As per the terms of the development, the Gift City has not allotted a plot of land to LIC but has given the Rights to develop a Commercial building of 2 Lac Sft. Built up Area. The site plan showing the Building Outline (36m X 50m) and the Basement outline (56.01m X 59.m) is enclosed.

The applicants/bidders shall ensure that the Design proposed shall be strictly as per the terms and condition of "Gift Area Development Control Regulations" of Gift City Development including design limitations or parameters.

The applicants/bidders have to prepare the integrated layout plan of total site, Concept, Floor Plans, Elevations, Sections and Sketches for the area to be developed as stated above consuming full FSI sufficient to explain this scheme keeping in mind possibility of road widening for leaving appropriate set backs. Parking arrangements shall also be as per the bylaws.

Environment friendly green building concepts with 3 star rating as per GRIHA shall be adopted including rain water harvesting, if applicable as per the development regulations.

The applicants/bidders are requested to make a Site Inspection. If any further information is required regarding the site etc., the same will be given as per available records in the department.

DESIGN BRIEF

Description	Development rights of two lacs Sft. Built up area for the development of the LIC Commercial Building on a piece and parcel of land situated at Block 53, Zone-5, Gift City, Gandhinagar, Gujarat.
Plot area	Building Outline (36m X 50m) and the Basement outline (56.01m X 59.m)
Permissible FSI	To be verified from Local Authority/Approving Authority.
Non-FSI area	To be verified from Local Authority/Approving Authority.
Extra FSI to be purchased	NO
Permissible Ground Coverage	As per Building /Basement out line
Maximum height of building(H)	80 mt
Set back	As per Building /Basement out line
Common open space	To be verified from Local Authority/Approving Authority.
Parking space	YES (as per requirement of Local Authority/Approving Authority)
Specific Use of area	Commercial/Office Space.

If any further information is required regarding the site etc. the same will be given as per available records in the department, otherwise to be procured from concerned authority.

Client's Responsibility:

1. To provide site plan showing site boundaries.
2. To submit conveyance deed, power of attorney for development etc.
3. To pay all the statutory fees/payments.

Note:

The above design brief will be finalized and frozen after discussions in the pre-bid meeting with Consultants/ Architects and the same will be conveyed to the Consultants/ Architects to enable them to finalize the design. The bidders are requested to submit a copy of statutory norms including parking provision and availability of Common infrastructure.

2. LETTER TO ARCHITECT-CONSULTANT FROM EXECUTIVE DIRECTOR (ENGG)

The Executive Director (Engg),
L. I. C. of India, Central Office,
'Yogakshema' West Wing, 5th floor,
Jeevan Bima Marg,
Mumbai - 400 021
Date: _____

To, _____

Dear Sir / Sirs,

NAME OF WORK: RE- INVITATION OF DESIGN COMPETITION FOR APPOINTMENT OF ARCHITECT-CONSULTANT FOR THE PROPOSED CONSTRUCTION OF LIC MULTI-STOREY COMMERCIAL BUILDING AT BLOCK 53, ZONE 5, GIFT CITY, GANDHINAGAR, GUJARAT

We forward herewith copy of Bid document consisting of “**Prequalification Bid**”, “**Technical Bid**” (Instructions for Submission, Terms & Conditions of Contract, Acceptance Criteria, Scope of work & Information of the property etc) and a copy of ‘**Price Bid**’ in respect of above. Please note that the “**Prequalification Bid, Technical Bid & Price Bid**” duly filled in should be submitted to the office of **Executive Director (Engg), L.I.C. of India, Central Office, at the above given address** in separate sealed envelope so as to reach on or before **15.00 Hrs on 19.08.2016** along with non-refundable processing fees of Rs. 2000.00 (Rs. Two Thousand Only) in the form of DD/ Pay order in favour of “L.I.C. of India” payable at Mumbai. The site plan is uploaded on LIC website under Tender Section.

The documents of the property will be available for inspection at the above mentioned office during the office hours from 11.00 Hrs to 17.00 Hrs on Monday to Friday and 11.00 hrs to 13.00 Hrs. on Saturday.

The bids will be opened as per the programme given in the ‘Instructions for submission of Bids in the presence of Consultants or accredited representatives, who attend. The bidder should ensure that the bid is received before the date and time specified as no consideration whatsoever shall be given for postal or any kind of delays. Bid document received late shall be rejected. The Architects are requested to make a site inspection and come prepared with local byelaws for a meaningful discussion during the pre-bid meeting.

Documents required at the time of Municipal Drawing submission may please be informed during submission of Bid document.

The Life Insurance Corporation of India reserves the right to accept the lowest / any offer or rejects all the offers without assigning any reason whatsoever.

Yours faithfully,

Executive Director (Engg)

3. INSTRUCTIONS WITH REGARD TO SUBMISSION OF BIDS.

Engineering Department Central Office, 'Yogakshema' Building, West Wing, 5th Floor, Jeevan Bima Marg, Mumbai-400021
Tel: 22028267,66598568 Fax:022-22810452, e-mail : co_engg@licindia.com

3.1 Address to which the bids are to be submitted:-

Engineering Department Central Office 'Yogakshema' Building West Wing, 5th Floor, Jeevan Bima Marg, Mumbai-400021 Tel: 22028267, 66598568 Fax: 022-22810452.

e-mail : co_engg@licindia.com

3.2 The Last date for receipt of Bids, dates for opening of Bids & Pre-bid meeting and date of presentation are as follows:

Sr. no.	Activity	Date & time
1.	Web-site uploading	13.07.2016
2.	Pre-bid meeting to appraise the participating bidders on Concept Plan	21.07.2016 at 14.30 Hrs at C.O., Mumbai. Findings of the Pre-Bid meeting will be placed on website.
3.	Last Date of Submission of Technical Bid & Price Bid	On or before 19.08.2016 up to 15.00 Hrs.
4.	Opening of "Prequalification Bid"	On 19.08.2016 at 15.30 Hrs.
5.	Opening of "Technical Bid"	Shall be intimated to the qualified Bidder
6.	Date for giving Audio –Visuals Presentation	Venue & Time shall be intimated to qualified individual Bidder
7.	Opening of Price Bid	Shall be intimated to the qualified Bidders

3.3 Architect-Consultants are requested to put their firm's endorsement on each page of the Prequalification Bid, Technical Bid & Price Bid as token of perusal.

The Envelope containing the "Prequalification Bid" shall be super scribed as "Prequalification Bid" for **"RE-INVITATION OF DESIGN COMPETITION FOR APPOINTMENT OF ARCHITECT-CONSULTANT FOR THE PROPOSED CONSTRUCTION OF LIC MULTI-STOREY COMMERCIAL BUILDING AT BLOCK 53, ZONE 5, GIFT CITY, GANDHINAGAR, GUJARAT"**. The 'Technical Bid' shall be super scribed as "Technical Bid" for **"RE-INVITATION OF DESIGN COMPETITION FOR APPOINTMENT OF ARCHITECT-CONSULTANT FOR THE PROPOSED CONSTRUCTION OF LIC MULTI-STOREY COMMERCIAL BUILDING AT BLOCK 53, ZONE 5, GIFT CITY, GANDHINAGAR, GUJARAT"** and Envelope containing "Price Bid" shall be super scribed as "Price Bid" for **"RE-INVITATION OF DESIGN COMPETITION FOR APPOINTMENT OF ARCHITECT-CONSULTANT FOR THE PROPOSED CONSTRUCTION OF LIC MULTI-STOREY COMMERCIAL BUILDING AT BLOCK 53, ZONE 5, GIFT CITY, GANDHINAGAR, GUJARAT"**. All the three envelopes should be separately sealed and enclosed in another envelope, submitted & duly sealed along with non-refundable processing fees of Rs. 2000.00 (Rs. Two Thousand Only) in the form of DD/ Pay order in favour of "L.I.C. of India" payable at Mumbai super scribing the envelope with **RE-INVITATION OF DESIGN COMPETITION FOR APPOINTMENT OF ARCHITECT-CONSULTANT FOR THE PROPOSED CONSTRUCTION OF LIC MULTI-STOREY COMMERCIAL BUILDING AT BLOCK 53, ZONE 5, GIFT CITY, GANDHINAGAR, GUJARAT"**.

3.4 INFORMATION / DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID:

- a. The proposal shall be planned considering prevailing bye-laws of the local authority & should be justified with the facts & figures.
- b. The 'Scope of Work', 'Time limit' and 'Stages of Payment' etc are given in the bid document. However some additional activities in the scope of work or deviation might be required in time period or stages of payment etc. The Consultant cum Architect may submit their queries / suggestions if any, regarding the same before pre-bid meeting.
- c. The **hard copy** of the **presentation, Drawings in A3 and A1 size sheets and CD along with 3D Views** is to be submitted in the **Technical Bid**.

3.5 The Bids shall be signed either by the proprietor/Owner of the firm or by a legally authorized person authorized on behalf of the bidder. In such circumstances, a **"POWER OF ATTORNEY"** in favor of the person authorized is to be submitted. Offers through FAX/E-mail shall not be accepted.

3.6 Offers received late due to any reason whatsoever, shall not be accepted.

3.7 VALIDITY OF OFFER/BID:

- a) Bid submitted shall remain valid for a **minimum period of 3 months** from the last date for submission of bid documents. Bidder shall not be entitled during the 3 months period, without the consent in writing of the employer, to revoke or cancel their bid or vary the bid submitted or any term thereof. In such cases of revoking or making variations subsequent to submission of bid at their own, the offer shall be treated as **'INVALID'**.
- b) Notwithstanding sub-clause **no. 3.7 (a)** above, employer may solicit the Consultant cum Architect's consent to an extension of the period of validity of offer, if need arises at the same terms & conditions of the original offer. The request & response thereto shall be in writing both ways.

3.8 PERFORMANCE GUARANTEE:

Successful Architect-Consultant shall submit performance Guarantee @ 5% of the accepted fee. This amount shall be refunded after obtaining building occupation certificate from the local authorities. Performance Guarantee will be in the form of B.G. of Nationalized Bank issued at Mumbai/ Gandhinagar.

On receipt of Performance Guarantee for the amount as stated above, the Contract agreement shall be executed.

In case the final selected Architect-Consultant fails to submit the Performance Guarantee within stipulated date, the employer shall without prejudice to any other or remedy available in law, be at liberty to cancel the bid.

The Architect-Consultant should note that no interest will be payable on the amount of the Performance Guarantee."

3.9 ACCEPTANCE OF BIDS:

All the three bids 'Prequalification Bid', "Technical Bid" & "Price Bid" along with amendments issued if any, from time to time by this office should be submitted by the Architect-Consultants in the prescribed time & shall be taken into account for acceptance of the Bid.

3.10 The successful bidder shall execute a formal agreement on non – judicial stamp paper of Rs. 100/- as per the draft agreement given herewith.

3.11 HONORARIUM:

LIC of India will pay an honorarium of **Rs. 50,000/-** each to all the participating bidders who **will become eligible for opening the Price Bids.** The honorarium for the bidder whose offer is accepted shall become part of the fee quoted by them. Honorarium shall be paid after finalizing the Architect-Consultant for the project.

4. LETTER FROM ARCHITECT-CONSULTANTS TO EXECUTIVE DIRECTOR (ENGG)

TO BE SUBMITTED ON OR BEFORE 15.00 HOURS 19.08.2016

Date:.....

To,

**The Executive Director (Engg),
L. I. C. of India,
Central Office, 'Yogakshema',
5th floor, J.B. Marg
Mumbai-400 021**

Dear Sir,

NAME OF WORK: RE-INVITATION OF DESIGN COMPETITION FOR APPOINTMENT OF ARCHITECT-CONSULTANT FOR THE PROPOSED CONSTRUCTION OF LIC MULTI-STOREY COMMERCIAL BUILDING AT BLOCK 53, ZONE 5, GIFT CITY, GANDHINAGAR, GUJARAT - PRICE BID.

Having examined the technical bid, having visited and examined the site and acquired the requisite information regarding the development, the scope of work etc.

I/ We hereby offer to provide the services for completion of the work.

We submit herewith the '**Price Bid in Annexure - A**' containing our Lump-sum professional fees for the Scope of work as described in the '**Prequalification Bid**', '**Technical Bid**'

Yours faithfully,

**(SIGNATURE OF THE
ARCHITECT- CONSULTANTS)**

Name and Seal

NAME OF THE PARTNER OF THE FIRM
OR
NAME OF THE PERSON HAVING POWER OF
ATTORNEY TO SIGN THE CONTRACT
(CERTIFIED TRUE COPY OF THE POWER
OF ATTORNEY SHOULD BE ATTACHED)

PRICE BID

NAME OF WORK: RE-INVITATION OF DESIGN COMPETITION FOR APPOINTMENT OF ARCHITECT-CONSULTANT FOR THE PROPOSED CONSTRUCTION OF LIC MULTI-STOREY COMMERCIAL BUILDING AT BLOCK 53, ZONE 5, GIFT CITY, GANDHINAGAR, GUJARAT - PRICE BID

SCHEDULE OF LUMP-SUM PROFESSIONAL FEE

The bidder shall quote his fee both in figures & words. The quoted fee shall cover for all the services to be rendered by the Architect -Consultants in terms of these documents and any amendments thereto right from the date of intimation of acceptance of offer and to the actual date of completion of the work in all respects as stated in the **Prequalification Bid, Technical Bid & Amendment issued if any**. The quoted fee shall cover for all the activities (i.e. out of pocket expenses including conveyance charges towards site /office visits of LIC and offices of all concerned authorities & other Offices/Departments of Govt.) related with the work.

In case, there is any discrepancy in the quoted fee in the figures & words, the fee quoted lower between the two shall be considered as final.

The currency of contract shall remain **FIRM** throughout the period of contract and deemed to be inclusive of all taxes (including corporate tax, income-tax etc.) except service taxes.

I/We herewith quote the Lump-sum professional fee in relation to the said work having a BUA of _____ Sqm (FSI Area only) for Services to be rendered as given in the 'Prequalification Bid', 'Technical Bid'	Rs:.....
	(Rupees.....)
	)
	+ Service taxes as per actual / applicable.

Note:

1. The fee quoted shall be based on the BUA (FSI area only) being generated as per the proposal submitted. However, if the BUA reduces by more than 2% due to change in planning as per our requirements or change in the DC rules/by-laws of the local authorities etc. **then the fee quoted will be proportionately paid on prorate basis**. The generation of Built up area for development must be restricted to 2.00 lacs sft.maximum.

2. In case the project is taken up partially for any reason, then the fees will be paid proportionately for the work executed.

(SIGNATURE OF THE ARCHITECT-CONSULTANTS)
Name and Seal

NAME OF THE PARTNER OF THE FIRM
OR
NAME OF THE PERSON HAVING POWER OF ATTORNEY TO SIGN THE CONTRACT
(CERTIFIED TRUE COPY OF THE POWER OF ATTORNEY SHOULD BE ATTACHED)

PREQUALIFICATION BID & TECHNICAL BID

5. CRITERIA FOR ACCEPTANCE OF BIDS AND PROCEDURE FOR EVALUATION.

5.1 CRITERIA FOR ACCEPTANCE OF TENDERS:

The tenders are being invited in three -bid system i.e. "Prequalification Bid, Technical Bid and 'Price Bid'. The tenders received will be evaluated by LIC as per the procedure described hereinafter, to ascertain the best offer with due weightage to "Prequalification Bid ", 'Technical Bid' and 'Price' Bid.

5.2 PROCEDURE FOR EVALUATION OF TENDERS (PREQUALIFICATION BID, TECHNICAL BID AND PRICE BID).

5.2.1 PREQUALIFICATION BID

Prequalification Bid shall consist of (I) Filled in Enrollment Form enclosed as Annexure "X" in Bid document (II) Copy of Work Experience Certificates/Work in hand/Work Orders/Manpower and Technical recourses details

I) Enrollment Form –

The Enrollment enclosed as "Annexure "X" issued by LIC should be duly filled in ,signed in all pages and submitted along with the enclosures and necessary documents as specified like copy of PAN Card, Service Tax registration Certificate, copy of registration certificate with Council of Architecture etc.

II) Copy of Work Experience Certificates/Work in hand/Work Orders/Manpower and Technical recourses details

The Consultant should submit the details of work carried out by them from last five years with authentic copy of work order/acceptance letter and copy of work completion certificate.

The Architects/consultants should ensure to submit the satisfactory Completion Certificate giving the value of work, year of completion and it should also tally with the work order. The Completion certificate for qualified projects must be notarized with address & contact numbers of issuing authority.

The participating Architect-Consultant should also submit full details of major work in hand as on date. **The details should be self attested by giving registration number of Council of Architecture, New Delhi.**

The details mentioning the full information regarding permanent technical staff employed should be submitted.

Note: List of only those works which were similar in nature and carried out by the firm requesting for enrolment is to be given.

III) Evaluation Criteria of “Prequalification Bid”-

The submitted Enrollment form along with copy of notarized documents as stated above i.e. “Prequalification Bid” will be evaluated by a Committee in LIC of India at above mentioned address considering the following important parameters-

- 1) **Work Experience** – a) With Govt./ PSU/ Semi Govt. / Corporations (b) With Private
- 2) **Similar type of Project** – a) Executed including value of work (b) In hand including value of work

The Architectural firms who have completed at least one work of similar nature i.e. Commercial multistory building of minimum 2 Lac sft Built up area preferably for Government organization/ PSU/Private Sector reputed company within last five years, adequately equipped in terms of manpower and technical resources and capability to handle the project including obtaining all the sanctions from statutory authorities will become eligible for opening the “**Technical Bid**”.

5.2.1 TECHNICAL BID:

Technical bid shall consist of (I) Bid Document issued by LIC (II) Presentation.

I) Technical Bid Document:

The Bid Document issued by LIC should be duly filled in, signed in all pages and submitted along with the enclosures and necessary documents as specified in the bid document. The Technical Bid shall be evaluated on the basis of certified copies of the valid documents submitted by the Bidder. If the required documents are not attached, it will be assumed that the bidder is not qualifying the particular criteria, and then they will not get any marks for those particular criteria.

II) Presentation (Audio Visual):

The participating Architect-Consultant will have to give presentation as a part of Technical Bid on the following aspects:

- I) Presentation of Similar Project completed by organization in India preferably in a big City”.
- II) The proposed concepts of development. The hard copy of the presentation shall be submitted along with the Design Bid Document along with the walkthrough presentation. The venue and time for presentation shall be intimated separately to the participants.

The Evaluation Committee constituted by the Competent Authority will evaluate the Technical Bid documents including the Presentation.

The Technical Bids shall be evaluated by the Committee considering the Utility of space, Design, Landscaping, Architectural features, Perspective view/3D view, Walkthrough and Presentation etc.

The Committee will evaluate the bids and finalize the designs and recommend the name of Architects-Consultants whose Price Bid will be opened. The decision of Committee shall be final and binding.

5.2.2. PRICE BID

Those consultants as recommended by Committee shall only qualify for the consideration of opening of the 'Price Bid'.

5.3 ACCEPTANCE OF BID:

The Price bids of the Architect-Consultant who will be eligible for opening of Price Bids as per recommendation of Committee **will be opened as per scheduled date in the presence of Architect- Consultants or their accredited representatives. The venue, date & time will be intimated to qualifying Architect-Consultant. The Architect- Consultant who quotes the lowest price out will be appointed as Consultant-Architect for the Project.**

6. TERMS & CONDITIONS OF CONTRACT

6.1 INTERPRETATIONS

- 6.1.1 “Employer” shall mean THE LIFE INSURANCE CORPORATION OF INDIA and his (their) heirs, legal representatives, assignees and successors.
- 6.1.2 “Consultant- Architect” shall mean person who is awarded the contract and his (their) heirs, legal representatives, assignees and successors.
- 6.1.3 “Site” / “Property” shall mean total land earmarked for development located at Block-53, Zone-5, Gift City, Gandhinagar, Gujarat.

6.2 The Architect-Consultant shall prepare all the drawings required for obtaining the various approvals and get them approved from the employer before submitting the same to the concerned department. The Architect- Consultant shall collect all the required ownership documents such as Property Cards, CTS maps, Khatian no, Dag no, Touzi no & any other documents from the various Govt. Departments. The Architect - Consultant should collect the necessary information as regards to municipal approvals for various buildings / layout etc from the local Municipal records.

6.3 The Architect- Consultant shall exercise all reasonable skill, care and diligence in the discharge of duties hereby covenanted to be performed by them in preparation of Layout, its approval, sub-division/amalgamation of plots/CTS nos., obtaining separate property cards, handing over of roads/reservations & services to Municipal authority & obtaining necessary concessions/waivers/relocations/ reservations etc. Any approval and acceptance of the employer for the proposal prepared by the Architect - Consultant shall not relieve the Architect - Consultant of their responsibility in this regard.

6.4 The Architect- Consultant shall supply to the employer the originals of approved drawings and 5 sets of certified copies of approved drawings and tracing and soft copy of the drawings prepared in AutoCAD / Eevit. The cost of copies of drawings required to be submitted to the various departments of Local Municipality/ Development authority, Collector's office, City Survey office and any other Govt. Dep't. or local authority shall not be reimbursed/paid to the Architect- Consultant and such cost are deemed to be included in the price bid. The agency shall also supply a minimum of 5 sets of Architectural as well as Structural, Electrical, Plumbing, Data, HVAC, Fire fighting, Landscaping working drawings required for construction purpose for each phase of work including soft copies of the same. The cost for the same shall be included in the price bid.

6.5 The Architect- Consultant shall prepare a comprehensive programme of work in consultation with the employer, and arrange to have the work completed in an expeditious manner and in accordance with the program drawn up. The Architect- Consultant should attend fortnightly meetings or as per actual needs for this purpose at **Western Zonal Office at Mumbai / Central Office, Mumbai or at Site referred above.**

6.6 The Architect- Consultant may engage specialized consultants with the consent of the employer to assist them in their work. The remuneration /fees of any Engineer /

consultant appointed under this clause shall be paid by the Architect- Consultant. The Architect- Consultant shall also be responsible for all the work, actions, omissions etc. of any such Engineer / consultant. However for any survey work to be carried out for demarcation of roads/D.P. reservations, demarcation of boundaries as per subdivided plots or Survey work if required for verification of property, the charges shall be paid by the LIC to the City Survey Office or to the approved Agency. The necessary applications required to be done & further follow-up work with the local authority /City Survey Office is to be done by the Architect- Consultant.

6.7 STATUTORY RULES & REGULATIONS :

The Architect- Consultant will abide by the rules, regulations, by-laws & statutes etc. prevailing & imposed by the Government / semi Government and other local governing bodies for execution of this job.

6.8 COMPLETION OF CONTRACT :

Acceptance of the facility / part of facilities & putting them to use by the employer does not constitute final completion of the contract. The Contract shall not be considered as complete until the contract shall be deemed to be executed in full & final only when the Architect has fully discharged all his obligations in terms of the contract.

6.9 AMOUNT OF WORK :

If for any reason, the whole or part of the work envisaged in this document needs to be curtailed/suspended after award of the contract then the fees payable to the Architects - Consultant shall be determined with reference to the breakup agreed upon for the various stages of work, duly taking into account the work actually carried out by the Architect- Consultant. The decision of the Employer as regards to actual quantum of work carried out as well as the amount payable thereof shall be final and binding on the Architect- Consultant.

6.10 GUARANTEE :

The Architect- Consultant shall undertake full responsibility for the services performed by them. The Architect- Consultant shall adhere to standard good practice for adequacy and technical soundness of the services provided by them.

6.11 SECRECY :

The Architect- Consultant shall not disclose any information received by him in connection with this project to any other party without the prior approval of the Employer. The Employer shall ensure that none of the documentation, data and information received from the Consultant-Architect is disclosed to any third party except to the extent it becomes necessary to do so solely for the Employer's work.

6.12 PAYMENT OF FEE:

The Lump-sum fee in respect of the above work as quoted in the Price Bid shall be paid in stages on completion of each phases, in the manner laid down in the Clause No. 8.1 of the 'Terms of Payment & Period of Completion.' The time schedule for completion of the work shall be as per Clause No. 8.2.1 of the 'Terms of Payment & Period of Completion.'

The fee quoted shall be based on the BUA (FSI area) being generated as per the proposal submitted. However, if the BUA (FSI area) reduces by more than 2% due to change in planning as per our requirements or change in the DC rules/by-laws of the local authorities etc. then the fee quoted will be proportionately paid on prorata basis. In case the BUA (FSI area) generated is more than the proposed option submitted the maximum fee as quoted shall be paid.

6.13 TAXES :

The Lump sum fee quoted shall be inclusive of all taxes except service tax, the service tax shall be paid separately at the prevailing rate and rules, Income Tax & any other statutory taxes shall be deducted at source at the prevailing rate from the Architect-Consultant bills and TDS Certificates shall be issued for the same.

6.14 GOVERNING LAWS:

The terms and provisions of the CONTRACT shall be governed and interpreted in accordance with the laws of India.

6.15 DELAY, EXTENSION OF TIME AND PENALTY:

Not only the entire work but phase wise activity should be completed within the specified time limit as mentioned in clause No. 8.2.1. If the entire work or phase wise work is delayed due to the reasons beyond the control of the Architect- Consultant as per the opinion of Employer, reasonable extension in time limit may be granted without imposing penalty. However if the entire work or phase wise work is delayed due to non-performance of Architect- Consultant , no extension in time limit will be considered without Liquidated Damages (L.D.). In case total job is completed on time, but specific/phases are not completed as per schedule then penalty/LD will be imposed proportionately on the stages/phases of work which have not been performed on time. If the Architect- Consultant fails to complete the work within the specified time limit including the extended time period, Penalty shall be imposed on the Architect-Consultant at the rate of **0.5% of total fee per week** and will be deducted from the amount payable to the Consultant subject to maximum of **10% of the accepted total fee. The extension of time (If required) will be granted by Central Office only.**

6.16 TERMINATION OF CONTRACT:

- a) The contract herein may be terminated at any time by either party by giving a written notice of one month to the other party.
- b) If the Architect- Consultant shall close business or die or become incapacitated from acting as such Architect- Consultant, the contract shall stand terminated.
- c) If the Architect- Consultant fails to adhere to the time schedule stipulated in the schedule hereto annexed or the extended time which may be granted by the employer **at sole discretion** and / or in case there is any change in the constitution of the firm of the Architect- Consultant for any reason whatsoever, then the employer shall be entitled to terminate this contract and entrust the work to some other Architect-Consultant after making proportionate payment to the Architect- Consultant for work completed as provided herein.

- d) In case of termination under sub-clause (a) (b) or (c), the Architect- Consultant shall not be entitled to any fee or compensation except the fee payable for the work actually done, in terms of schedule of lump-sum professional fee **and the decision of Employer in working out the quantum is final and binding in this regard.**
- e) In case of the termination under sub-clause (a), (b) or (c), the employer shall make use of all or any drawings or other documents prepared by the Architect- Consultant, after payment for the services of the Architect- Consultant for preparation of the same in full as provided in (d) above, but only for the project referred by this agreement.

6.17 TRANSFER OF INTERESTS:

Neither the employer nor the Architect- Consultant shall assign, sub-let or transfer their interest in this contract, without the written consent of the other.

6.18 ARBITRATION:-

If any dispute, difference or question shall at any time arise between the parties as to the construction of this contract or concerning anything herein contained or arising out of this contract or as to the rights, liabilities and duties of the said parties hereunder, or as to the execution of the said works, except in respect of matters for which it is provided herein that the decision of the employer is final and binding, the same shall be referred to **Sole Arbitrator decided by ED (Engineering)**. All matter relating to arbitration shall be guided by Arbitration & Conciliation Act of 1996.

6.19. VISIT TO THE SITE, OFFICES OF LIC AND OFFICES OF LOCAL AUTHORITIES:

The Architect- Consultant or his representatives /specialist Consultants shall visit the site, Offices of LIC & Offices of Local Authorities periodically and as frequently as the works requires. No out of pocket expenses or conveyance charges for such visits shall be paid separately.

6.20 SETTLEMENT OF DISPUTES:

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the agreement or the interpretation thereof.

- a) Any dispute between the parties as to matters arising out of the agreement, which can not be settled amicably within thirty (30days) after receipt, by one party on the other party's request for such amicable settlement may be submitted by either party for settlement in accordance with the procedure specified below:
- b) For a dispute of any kind whatsoever arising between the officer in charge and the consultant, be referred in writing within 14 days of its occurrence to the officer in charge for his review. The officer in charge will give the decision within 14 days of receipt of such reference.

- c) If the Architect- Consultant disagrees with the decision of the officer in charge, an appeal may be referred, within 14 days of the decision of the officer in charge, to the **Executive Director (Engg) / Chief Engineer, LIC**. If it is found that there is some substance to the appeal of the consultant, **Executive Director (Engg) / Chief Engineer**, will examine the matter and take decision on its merits within 30 days. The decision of the **Executive Director (Engg) / Chief Engineer, LIC**, will be final and binding on both parties.

6.21 JURISDICTION:

All disputes arising out of or in any way connected with the agreement shall be deemed to have arisen in Gandhinagar (**site location**) and only the courts in Mumbai **shall** have jurisdiction to determine the same.

6.22 INDEMNITY:

The Architect shall be responsible for all the latent deficiency to the designs of Project plans and other drawings, and shall indemnify and keep indemnified and harmless the employer up to a limit of the total fees for this Contract in the event of Employer suffering or sustaining any loss, damage, costs, charges and expenses to the extent that such loss, damage, cost, charges and expenses are directly attributable to defects in design either by commission or omission, as included in the Drawings / Documents and Specifications provided by the Architect and act, defaults and neglect of Architect's Sub Consultant. Such indemnification of the Employer by the Architect shall be for a period of **ONE year** after the issue of Completion Certificate.

6.23 STATUTORY PAYMENTS:

All the statutory payments to be made to the local authorities shall be directly made by the LIC on receipt of demand note or intimation from the consultant along with demand note. However, if any such payments are made by the consultants with prior intimation to employer the same shall be reimbursed on submission of the original receipts.

6.24 SCOPE OF WORK:

The Architect- Consultant to render the services and carry out the assignment as per the Scope of work detailed given under the head of '**Scope of work for Architect-Consultant**'.

6.25 ASSISTANCE BY EMPLOYER:

To facilitate smooth execution of assignment LIC shall offer every co-operation while executing the job such as supplying the necessary information, available documents and recommendations and approvals.

6.26 PROPRIETARY RIGHTS:

All works done by the consultants for the assignment including collection of data, reports submitted etc. will be the sole property of LIC. The consultant may keep a

copy of the data, report etc. with him but will not divulge the contents of the same or the details of the assignment carried out to any other party at any time whatsoever.

6.27 CONSORTIUM / JOINT –VENTURE BIDS:

The Leader of the consortium / joint venture should submit the confirmation on behalf of the consortium / joint venture partners of bidders.

Likewise, agreement with associates / sub consultants specifying the scope of work / responsibilities assigned to them shall be submitted.

6.28 RESPONSIBILITY OF THE LEAD CONSULTANT:

In case of partnership firm / consortium the lead consultant submitting the bid document will be responsible for the deliverable. Corporation will be only dealing with the lead consultant.

7. Scope of Work:-

- 7.1.1 Site analysis such as environmental survey, Soil investigation report, wind study, traffic survey etc.
- 7.1.2 Study of local Municipal bye-laws and preparation of concept drawing. Options should be submitted by the Architect- Consultant based on which LIC can finalize the theme Plan.
- 7.1.3 Architect-Consultant has to develop Integrated Master Plan to the satisfaction of L.I.C. including preparation of 3D View and Walkthrough.
- 7.1.4 Preparing Drawings on the basis of conceptual & schematic drawings for Municipal submission and sanction. The building will be designed for Gold rated LEED Certification. It will be the responsibility of the appointed Architect-Consultant to design the building for Gold rated LEED Certification and also to coordinate with the agency appointed by LIC for obtaining the LEED Certification for any required Compliance.
- 7.1.5 Submission of final Master Plan and all required drawings to all the Statutory Bodies and to carry out all the required discussion and co-ordination with the concerned officials for any changes suggested by them and incorporating the changes. It may be noted that before submission of any drawings LIC's consent is necessary.
- 7.1.6 To check at site and approve the road network layout and building co-ordinates as per the approved Master Plan and suggest necessary corrections required if any.
- 7.1.7 Cross-check Co-ordinate and approve on ground all infrastructural buildings as per the approved Master Plan.
- 7.1.8 Presentations to various authorities as required by the Client.
- 7.1.9 To prepare a scaled model of the approved proposal.
- 7.1.10 Preparing the Bill of Quantities, Cost Estimate and Tender documents for awarding various jobs of construction, development and for implementing the landscaping and all other activities like plumbing, electrification, fire fighting, sewerage, air conditioning, development of roads, paths, Rain Water Harvesting (RWH) etc. with the help of respective consultants
- 7.1.11 Preparation and submission of working drawings of Architectural & Structural, electrical, plumbing, fire fighting, landscape, RWH etc
- 7.1.12 To revise or alter as and when required, drawings and details prepared to suit the changes purposed including the revisions of plans sanctioned or to be sanctioned and doing all such matters, concerning this project which may be required including providing the expert opinion for preparing brochures and/or designs for paper advertisement for marketing the project. This will also include preparing fresh

drawings / plans as per Local Municipal bye-laws as well as renewal and revalidation of plans.

7.1.13 Advising in respect of procurement of various materials from India and or abroad and placing orders for power house equipments, lift, deep tube-well boring, water filtration plants, garbage crusher and sumps for recycling of water, water treatment plant, rain water harvesting etc. with the help of respective Consultants.

7.1.14 Obtaining NOCs / Approval from various authorities like traffic dept., fire dept., environment dept., Sewerage & Water works Deptt., Tree Authorities, Airport/Air force Authority etc or any other authority as per norms as required for sanction of building plan.

7.1.13 Preparation & submission of required drawings (Architectural & Structural) to the statutory authorities and obtaining sanction of drawings

Vetting/Approval of Structural design & drawings through third party:

Consultant has to obtain third party vetting/approval for all structural design and drawings of the project. Academic institutions / Govt. Recognized University whom employer suggests or a reputed structural consultant approved by Employer can be appointed as third party for the purpose. Consultant shall include the fee payable to third party in his LUMPSUM PROFESSIONAL FEE. No extra payment shall be made in this regard.

7.1.14 Preparation of any other miscellaneous drawings required for the project

7.1.15 Preparation of structural design & calculations for various RCC structures & to get it approved from L.I.C.I.

7.1.16 Periodical supervision as and when required.

7.1.17 Preparation of Completion drawings

7.1.18 To obtain all necessary clearance from Statutory or any other authorities for the commencement of work, at different stages during execution of work etc.

7.1.19 Obtaining final Building Completion Certificate / Occupancy certificate/ Part Occupancy Certificate

7.1.20 Any other statutory requirement as per bye laws of local authority.

7.1.21 All the above activities shall be time bound and suitable penalty clauses exist.

General

- 7.2.1 It will be the obligation of the principal consultant to ensure that the work carried out in the project is in conformity with the sanctioned drawings and rules of the Local Municipal Corporation / Development Authority as well as other existing laws applicable to the project.
- 7.2.2 It will be the sole responsibility of the Principal Consultant to engage Engineers and Supervisors to oversee the process of work periodically as and when required. In any event one competent technical person will be available full time on the site to co-ordinate between the Principal Consultant & other Engineers to help the construction activities and to supervise them properly. You will get all co-operation and assistance from our side in carrying out your part of the obligation. We shall also appoint Engineers and Supervisors to help you in looking after the work of construction.
- 7.2.3 The Principal Consultant or sub-consultants will refrain from making any additions, alterations or improvement or omissions in the approved design, plans and specifications without written permission of the owner. All detailed drawings furnished by Consultant-Architects should be sufficiently clear for the contractors / other agencies to understand to execute strictly in accordance therewith. Any deviation would require consent of L.I.C. in writing.
- 7.2.4 In addition to the above Statutory or any other requirement for getting any approval for any item of work, the Architect-Consultant to arrange the same on his own. However, any statutory payments and signing of affidavits will be done by the Corporation.

8. TERMS OF PAYMENT AND PERIOD OF COMPLETION

8.1 The Lump-sum fees in respect of the above work as quoted in the 'Price Bid' shall be paid in stages for the completed work, in the manner laid down as follows. The activities mentioned in each stage are generally based on their sequence for completion of the work. However, if the Architect-Consultant feels that certain activity cannot be completed along with or subsequent to the other activities of the particular stage or if it is necessary to take up the activity mentioned in later stage along with any of the stage, the Consultant cum Architect may complete the activities as per requirements.

The Chief Engineer, Western Zone, shall pay running bill payments to the Architect-Consultant in **stages as given** subject to deduction of taxes as per statutory requirements and the final bill, with the recommendation of the zone will be settled at Central Office, Mumbai.

PAYMENT SCHEDULE

Sl. No.	Activities	% age of Total Accepted amount
<u>STAGE - I</u>		
1	Surveying the land to establish the levels.	
2	Preparation & submission of preliminary sketch design & getting approval from LIC, Central Office through Western Zonal Office (LIC).	
3	Preparation & submission of 3D view.	
4	Preparation & submission of required drawings leading to Development permission/sanction from all statutory authority / local authorities including Municipal Corporation.	
Sub Total		10%
<u>STAGE - II</u>		
5	Preparation & submission of structural design and drawings duly vetted by Academic institutions / Govt./ Recognized University, etc, whom employer suggests or a reputed structural consultant approved by Employer of the building conforming to latest BIS code.	
6	Obtaining NOCs / Approval from various authorities as required for sanction of building plan.	
7	Getting Demand Notice from municipal corporation/local authorities for sanction of building plan.	
Sub Total		20%
<u>STAGE - III</u>		
8	Preparation & submission of Architectural & Structural, electrical, plumbing, fire fighting, landscape drawings, RWH and any of the service required in the building, detailed working drawings required for the execution of the project satisfactorily along with ten sets of blue prints & RTFs / CDs.	
9	Preparation of bill of quantities, tenders & cost estimate of the project.	

	Sub Total	15%
	<u>STAGE – IV</u>	
10	Obtaining sanction/Development permission from municipal corporation/ approval from all statutory / local authorities and submission of all approved drawings to LIC along with required numbers of sets of true copy of drawings along with reproducible tracings films.	
11	Submission of all design calculation with detailed structural drawings for execution, various services etc.	
	Sub Total	20%
	<u>STAGE – V</u>	
12	Getting all necessary certificate / clearance from all statutory/ local authorities for commencement and during the course of construction & Periodic Supervision of the construction work up to completion.	15% (Payment will be released in installments as building work proceeds and in proportion to the value of total work)
13	Revision of working drawings as per site requirement.	
	<u>STAGE – VI</u>	
14	Getting all necessary certificate / clearance from all statutory/ local authorities & obtaining completion certificate or part completion certificate phase wise after completion of the project.	20% (For part completion certificate of a phase, payment will be released in proportion to the value of total work)
15	Submission of required sets of As-built/ completion drawings for all aspects of the buildings including utilities along with original tracing & CD to LIC.	
	TOTAL OF ALL STAGES	100 % of the total fee payable.

8.2 TIME LIMIT

8.2.1 The tentative time schedule for completion of various activities is as given below. However successful bidder should submit TOP-Chart within 15 days of agreement.

Sr. No.	Activities	Time frame from the date of agreement	
1	Surveying the land to establish the levels.	3 weeks	3 weeks
2	Preparation & submission of preliminary design & getting approval from LIC, central office.	6 weeks	9 weeks

3	Preparation & submission of required drawings leading to sanction from Local Municipal Corporation and all other statutory authority / local authorities.	4 weeks	13 weeks
4	Preparation & submission of structural design/drawings duly vetted by Academic institutions / Govt./ Recognized University and will be approved by LIC.	8 weeks	21 weeks
5	Obtaining sanction from municipal corporation/ approval from all statutory / local authorities and submission of all approved drawings to LIC along with required numbers of sets of true copy of drawings along with reproducible tracings films.	15 weeks	36 weeks
6	Preparation of all working drawing incl. plumbing, landscaping, etc required for the execution of the project.	12 weeks	48 weeks
7	Preparing Bill of quantities & tender documents	6 weeks	54 weeks
8	Submission of Cost Estimate of the Project as per CPWD-PAR latest Edition	4 weeks	58 weeks
9	Getting all necessary certificate / clearance from all statutory/ local authorities for commencement and during the course of construction	2 weeks	60 weeks
10	Commencement of construction & submission of 'GFC' drawings as per site requirement.	8 weeks	68 weeks
11	Completion Certificate / Occupancy certificate.	84 weeks	152 weeks
12	Handing over of all tracings and copies of as built/ revised drawings inc. original tracings /CDs to LIC & if any other statutory requirements to occupy the building.	4 weeks	156 weeks

8.2.2 The successful bidder shall submit a **time and progress chart** within **15 days of date of execution of agreement.**

8.2.3 If any of the above activities are not achieved by the Consultant with in specified time frame of such activities in any stage, LIC will initiate recovery at 10% on stage wise fees on account of delay in the bills settlement. However if the delayed activities are achieved along with other activities within the time frame of next stage, the recovered amount will be considered for reimbursement by the employer.

8.2.4 Extension of time, if required shall be processed based on Merit.

Architect- Consultant

Employer

9. DRAFT ARTICLE OF AGREEMENT

This agreement made at _____ on _____ day of _____ 2014 between the LIFE INSURANCE CORPORATION OF INDIA, a body incorporated, constituted and established by the Life Insurance Corporation Act 1956(Act 31 of 1956) and having its Central Office at **Mumbai** (hereinafter called the Employer which expression shall include its successors and assignees wherever the context or meaning shall so require or permit) of the one _____ part _____ and M/s.....

.....(hereinafter called the Architect-Consultant) of the other part Whereas the employer is desirous of development of plot at _____ and has prepared terms and conditions for the services to be rendered by the Architect-Consultant which has been signed by on behalf of the parties hereto and whereas the Architect-Consultant has agreed to render the services to the conditions and instructions set forthwith(hereinafter referred as the said conditions) the employer agrees to pay the Architect-Consultant remuneration for professional services to be rendered by the Architect-Consultant in relation to the said work a lump sum fee of Rs...../- (Rupees) including all other taxes except service tax.

Now, it is hereby agreed to as follows:

In consideration of the said fee to be paid at the times and the manner set forthwith in the said conditions the Consultant cum Architect shall upon and subject to the conditions render professional services. The employer shall pay the Consultant cum Architect the said fee or such other amount become payable at the times and the manner hereinafter specified in the said conditions. The said conditions and appendices thereto shall be read as and construed as forming part of this agreement and the parties hereto shall respectively abide by and accept or agree to the conditions and perform the agreement on their part respectively in such conditions contained.

All disputes arising out of or anyway connected with this agreement shall be deemed to have arisen in Gandhinagar, Gujarat, and only the courts in Mumbai shall have jurisdiction to determine the same.

The agreement comprises of:

1. Bid documents serial page 1 to
2. Subsequent correspondence serial pages only

Only (___) alterations have been made in these documents and as evidence that these alterations were made before the execution of Contract Agreement, they have been initialed by the Architect-Consultant and Shri _____ Engineer, Central Office, Life Insurance Corporation of India, Mumbai. The said officer is hereby authorized to sign and initial on the Employer's behalf, the documents forming part of this contract.



IN WITNESS WHEREOF THE OFFICIAL SEAL OF THE LIFE INSURANCE CORPORATION OF INDIA, Central Office, Mumbai was thereto affixed and signed on its behalf by the Executive Director and Shri _____ on behalf of the Consultant cum Architect has/have signed the agreement on the dates respectively mentioned against their signatures in the presence of the witnesses whose signatures are also appended.

In presence of

1. Signature

Name :

Address :

(Authorized Signatory)

For and on behalf of the

LIFE INSURANCE CORPORATION OF INDIA

Date:

2. Signature

Name :

Address :

(Seal of LIC)

1. Signature

Name :

Address :

(Authorized Signatory)

FOR AND ON BEHALF OF THE

Architect-Consultant

M/S.....

2. Signature

Name :

Address :

(Seal)

Check list for submission of Bids

SN	Drawings/Documents	Details/Information
1	Site Plan	Overall Integrated Site plan showing Proposed Construction & Future development. Entry, Exit, Proposed Structure, Road width, North Direction, RWH Pits, Proposed/ Existing Sewage line, Transformer location etc.
2	Parking layout	Driveway width, direction and car spaces as per bye laws.
3	Ground Floor Plan	Setbacks showing from the bldg line, access to services, entrance lobby, reception area , location of lift , toilet block main passage, emergency entrance with Fire norms consideration
4	Typical floor plans	Typical details of special features if any
5	Terrace Floor plans	Location of RWP, OHT...etc
6	Minimum two Sections	Showing floor to floor heights cutting across basement floor Stair/ lift shaft etc
7	Elevations	All side elevations
8	3-D View	One or two Color 3D View from Different angles
9	Area calculations	Break up Details a). FSI Area b). Non FSI Area c). Total built up Area Indicating clearly areas including / excluding from FSI Area, such as Passages, toilet blocks /lift shafts, parking, services, utilities etc.
10	Submission	Duly signed technical bid , Duly signed price bid with Built up area (FSI area only) mentioned All the drawings ,Area details in CD (Soft copy),as well as A3 & A1 Size drawing (Hard copy)

Annexure- "X"

FORM FOR PRQUALIFICATION Architect/ Consultants.

I/We.....
am/are desirous of being enrolled on the list of Architects cum Consultants for the proposed Architectural & Consultancy services in LIC for ***INVITATION OF DESIGN COMPETITION FOR APPOINTMENT OF ARCHITECT-CONSULTANT FOR THE PROPOSED CONSTRUCTION OF LIC MULTI-STOREY COMMERCIAL BUILDING AT BLOCK 53, ZONE 5, GIFT CITY, GANDHINAGAR, GUJARAT*** of India and hereby apply for the enlistment. I/We give the following details for your consideration:

Sl. No.	Query	Answer
1.	Name of the firm	
2.	Address	
3	PAN NO	
	SEVICE TAX NO	
4	Telephone Office Number	
	Fax No.	
	E-Mail	
5	Month and year in which the firm was established in present name	
6	Details of (I) Registration of Indian Institute of Architecture. (Copy Enclosed) (II) Registration No. of the Council of Architecture & validity (Copy Enclosed)	
7	Particulars of old firm(if present firm is new), if main partners of the present	

	firm were working as Architect/Consultant, in some other name in the past (The partnership deed of old firm be enclosed)	
8	Particulars of Associate Architect/Consultant firms if any with documentary evidence.	

Sl. No	Query	Answer	
9	i)What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.		
	ii)Enclose copy of partnership deed, Articles of Association or Affidavit in case of sole proprietorship as per Annexure A-1		
	iii)Fill-in enclosed Annexure A-2		
10.	Fill and enclose Annexure-B giving details of enrolment with LIC of India in the past and with other Organizations		
11.	Has the applicant or his partners or Directors been black listed in the past by any Central or State Government Dept./ Organization		
12.	i)Annual Turn Over for last four years (enclose documentary evidence or proof to support figures)	Year	Rs. in Lac.
		i) 2012-13	
		ii) 2013-14	
		iii) 2014-15	
		iv) 2015-16	
	ii)What evidence of proof is enclosed to support the amounts of yearly turnover		
	iii)Enclose for the last four years income tax clearance certificate	Certificate enclosed for Assessment years	
13.	i)Name and complete postal address of		

	bankers	
14	Fill in and enclose list of detail office equipments like Computers, tools & software pare fare as per Annexure –C enclosed.	
15	Fill in enclosed Annexure D giving full particulars about major works completed during the past four years. Completion certificate for qualified projects must be self attested by giving registered number of Council of Architecture, New Delhi. Note : List of only those works which were similar in nature and carried out by the firm requesting for enrolment is to be given	
16	Work in progress	
	I) Whether full details of major work on hand given in Annexure-E Note: The details must be self attested.	
	ii)Are copies of work orders for such large works enclosed	

Sl. No.	Query	Answer
17	Whether full information regarding permanent technical staff employed given in Annexure-F	
18.	Whether check list submitted as per Annexure -H	
19.	Any other information the applicant might like to give	

DECLARATION

I/We agree to notify the officer accepting this application and registering my/our names on list of Architect/ Consultants of Life Insurance Corporation of India, of any changes in the foregoing particulars as and when they occur and to verify and confirm these annually on 1st January.

I/We understand and agree that the Life Insurance Corporation of India Authority has the right to decide, not to issue tender form in any particular case and also to suspend, remove or blacklist my/our name from Life Insurance Corporation of India list of Architects cum Consultants in the event of my/our submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of appropriate Life Insurance Corporation of India Authority shall be final and conclusive.

I/We certify that the particulars furnished in the enrolment forms are correct and that should it be found that I/We have given a false certificate or that if I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, the Life Insurance Corporation of India may remove my/our name from the list of contractors and any contract that I/We may be holding at the time may be rescinded.

All documents are self attested by me/us by quoting my/our Council of Architecture registration number.

PLACE :

DATE :

SIGNATURE OF Architect/ Consultants WITH SEAL

ANNEXURE-A1

LIFE INSURANCE CORPORATION OF INDIA

A F F I D A V I T

(On Non Judicial Stamp Paper of appropriate value in case the individual who is the sole proprietor of the firm)

I,.....S/o.....
..... Age.....years, occupation business
R/o.....

..... do hereby state on oath as under :

That I am residing
in.....
.....
locality of District since last
.....years.

That I am the sole proprietor of a proprietary concern name and style as
"....." having it's office
at.....
.....District..... dealing in business of
Government, civil contracts and ancillary works attached therefore.
Hence this affidavit.

Deponent.....

Note : This Affidavit should be notarised .

LIFE INSURANCE CORPORATION OF INDIA

CONSTITUTION OF FIRM - SOLE PROPRIETORSHIP/PARTNERSHIP/LTD.CO./OTHER DETAILS OF CONSTITUENTS

Sl.No.	Name of sole partner or Director/ other High Officials	Age	Share	Technical Experience			Whether power of attorney Holder
				Year to year	As Employee	Architect/Consultant	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

SIGNATURE Architect/ Consultants

Engineering Department Central Office, Yogakshema' Building, West Wing, 5th Floor, JeevaBima Marg, Mumbai-400021
Tel: 22028267,66598568 Fax:022-22810452, e-mail : co_engg@licindia.com



LIFE INSURANCE CORPORATION OF INDIA

ANNEXURE-B

PARTICULARS OF ENROLMENT WITH GOVT./PSUS' AND OTHER REPUTED ORGANISATIONS

ENROLMENT WITH LIC:

Name of works for 1)
Which enrolled by 2)
L.I.C. in the past 3)
4).

Sl. No. of which tenders were submitted:

Sl. No. of which work – order was received:

ENROLMENT WITH ORGANISATIONS:

Sl. No.	Name and address of Authority with whom you are enrolled	FIRST TIME ENROLMENT		LAST RENEWAL OR ENROLMENT			
		Year to year	Is copy of letter enclosed	Year to year	Class or Category	Limit (Rs. in lacs)	Is copy of letter enclosed
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

SIGNATURE OF Architect/ Consultants

LIFE INSURANCE CORPORATION OF INDIA

PARTICULARS OF EQUIPMENTS i.e. COMPUTERS/ PLOTTERS/PRINTERS etc. WITH LATEST SOFTWARES DETAILS

Sl.No.	Item	Specification	Quantity	Estimated Value	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

SIGNATURE OF Architect/ Consultants

ANNEXURE-D
LIFE INSURANCE CORPORATION OF INDIA
LIST OF MAJOR SIMILAR NATURE OF WORKS (MENTIONED IN N.I.T.) COMPLETED DURING LAST FOUR YEARS

Sl. No.	Name and Complete Postal Address of			Order			Value of work as per final bill Rs. in Lacs	Commence ment of work month & year	Completion of work month & year	Penalty levied for delay of completion, if any
	Place of work & Nature of work	Owner	Authority under whom work was carried out	Ref. No. & Date	Contract Amount (Rs. in Lacs)	Is copy enclosed?				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

NOTE : To enable us to process your application quickly, please ensure that complete Postal Address including Pin Code and Telephone Numbers / Fax Numbers / E-mail Address etc. are furnished under Column No.s.2, 3 & 4 above

SIGNATURE OF Architect/ Consultants

**LIFE INSURANCE CORPORATION OF INDIA
LIST OF WORKS IN HAND**

Sl. No.	Name and Complete Postal Address of			Order			Date of commencement of work	Scheduled date of completion of work	Progress and expected date of completion and reasons for delay, if any
	Place of work & Nature of work	Owner	Authority under whom work was carried out	Ref. No. & Date	Amount (Rs. in Lacs)	Is copy enclosed			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

NOTE : To enable us to process your application quickly, please ensure that complete Postal Address including Pin Code and Telephone Numbers / Fax Numbers / E-mail Address etc. are furnished under Column No.s.2, 3 & 4 above

SIGNATURE OF Architect/ Consultants

ANNEXURE-F

LIFE INSURANCE CORPORATION OF INDIA

PARTICULARS OF PERMANENT TECHNICAL STAFF/ARCHITECTS/ENGINEERS/DRAFTERS

Sl. No.	Name	Designation	Age	Academic Qualification	Service with the firm	Details of Experience year to year	EPF A/C Number If available
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

SIGNATURE OF Architect/ Consultants

ANNEXURE-G

LIFE INSURANCE CORPORATION OF INDIA

ANNUAL TURNOVER FOR THE LAST FOUR YEARS

Sl. No.	Financial Year	Total contract amount received	IT Certificate enclosed Yes/No	Audited Balance sheet copy enclosed Yes/No	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.	2015-16				
2.	2014-15				
3.	2013-14				
4.	2012-13				

SIGNATURE OF Architect/ Consultants SEAL & DATE :

ANNEXURE H

LIFE INSURANCE CORPORATION OF INDIA

ENROLMENT CHECKLIST

CHECKLIST FOR ENROLMENT :

Sl.No.	Description of Enclosure	Refer item/ Query of form	Enclosed/Not Enclosed
1.	Partnership deed / Articles of Association / Affidavit (Annexure A-1)	7	
2.	Annexure(A-2) as enclosed	9(iii) (particulars of partners)	
3.	Annexure B (as enclosed)	10 (particulars of enrolment in LIC and other Organization)	
4.	Proof of turnover	12(ii)	
5.	Latest I.T.C.C.	12(iii)	
6.	Annexure C (as enclosed)	14 (particulars of office equipments)	
7.	Annexure D (as enclosed)	15 (List of major works completed during last 4 years)	
8.	Annexure E (as enclosed)	16 i(List of works in hand)	
9.	Copies of work order	16(ii)	
10.	Annexure F (as enclosed)	17 (particulars of permanent technical staff)	

SIGNATURE OF SIGNATURE OF Architect/ Consultants