

EXPRESSION OF INTEREST **(EOI)**

**Selection of Contractors for
Renovation of 30,000 sqft of space
in 'The Ashok' at Kautilya Marg,
Chanakypuri, New Delhi into
offices for Headquarters Integrated
Defence Staff (HQ IDS) under
Integrated Headquarters of the
Ministry of Defence (IHQ of MoD).**

INVITATION FOREOIFROM CONTRACTORS

1. HQ IDS under the IHQ of MoD invites EOI from experienced contractors on turnkey project basis for renovation of 30,000 sq feet of space in 'The Ashok' at Kautilya Marg, Chanakyapuri, New Delhi for conversion into an office complex. Experienced contractors who has executed projects of similar type may submit their Expression of Interest and Credentials as per details in the website www.ids.nic.in under What's New/ Tender tab.

2. Interested contractors who meet the pre-qualification may furnish their EOI with all the necessary documents in a sealed cover along with the covering letter duly signed by an authorized signatory and a non-refundable processing fee of Rs.10,000.00 (Rupees ten thousand only) in the form of a demand draft or a pay order drawn in favour of Public Fund A/c (Main), HQ IDS on or before **23 Aug 2018** by **1600 hours** at the following address:-

Room No 17
Headquarter Integrated Defence Staff
Kashmir House
Rajaji Marg
New Delhi - 110011

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PART-I : GENERAL TERMS

1. **Goals of This Expression of Interest (EOI).** Objective of this EOI is to invite proposals from the interested bidders for participation in a bid process for selection of contractors on turnkey project basis for renovation of 30,000 Sqft of space in 'The Ashok' at Kautilya Marg, Chanakyapuri, New Delhi for conversion into an office complex. The contractors will undertake the renovation. The purpose of this EOI is to bring out the details with respect to general scope of works that are deemed necessary to share with the interested bidders and to give fairly-good idea about the work intended to be executed.

2. **EOI Issuing Authority.** This Expression of Interest (EOI) is issued by the HQ IDS, intended to shortlist potential bidders. The Headquarters' decision with regard to the shortlisting of bidders through this EOI shall be final and the Headquarters reserves the right to reject any or all the bids without assigning any reason.

SI No.	Item	Description
1.	Project Title	Renovation of office space at 'The Ashok'
2.	Project Contact Details	Colonel Joe Sabby Director (Adm& Coordination) Room No 17, HQ IDS, Kashmir House Rajaji Marg, New Delhi – 110011
3.	Contact Nos.	Ph No. 011-23006357 (O) Fax: 011-23794830 Mob No. 9826877158

3. **EOI Processing Fees.** A non-refundable processing fee for Rs. 10,000.00 (Rupees ten thousand only) in the form of a demand draft or a pay order drawn in favour of Public Fund A/c (Main), HQ IDS, payable at New Delhi has to be submitted along with the EOI response. Bids received without or with inadequate EOI processing fees shall be liable for rejection.

4. **Venue & deadline for submission of proposals.** Proposals, in its complete form in all respects as specified in the EOI, must be submitted on or before **23 Aug 2018 by 16:00 hours** at the following address:-

To,

Director (Adm&Coord)
Room No 17,
HQ IDS, Kashmir House
Rajaji Marg, New Delhi – 110011
Email- joesabby.616k@mail.gov.in
Website-www.ids.nic.in

PART-II: SCOPE OF CONTRACT

Back Ground

1. **Description of Office Complex of Headquarters Integrated Defence Staff at 'The Ashok.**
 'The Ashok' is an ITDC asset located on PanchsheelMarg, Chanakyapuri. Headquarters Integrated Defence Staff has entered into a contract with 'The Ashok' for hiring of 30,000 Sqft of space for use as offices. This space includes 65 hotel rooms (including four suites), two large halls which are used for services by the hotel and associated lift lobbies and corridors spread over two floors in the hotel annexe. The rooms are centrally air-conditioned. The space is currently oriented towards use as accommodation for hotel guests and need to be converted into office space with decor suiting the Headquarters and the working staff.

2. **Scope of Work.**

(a) **Provision of Office Furniture based on user requirement.**

- (i) Provision of Ergonomically Designed Workstations for Senior Officers including tables, file cabinets and computer-tables.
- (ii) Provision of Workstations for Clerical Staff.
- (iii) Conversion of Hotel Cupboards for File Storage.
- (iv) Creation of Storage Cabinets in designated Toilets.
- (v) Provision of room partition where required with suitable material.
- (vi) Provision of Visitor seating in respective rooms.
- (vii) Provision of Additional File Cabinets, as required.

(b) **Electrical Solutions based on User Requirements.**

- (i) Enhancement of Lighting with Environmentally Friendly LED Lighting.
- (ii) Provision of adequate plug points for various user requirements including IT and Telecom Equipment.
- (iii) Provision of Wall-Mounted fans on requirement basis.
- (iv) Maintenance of the assets for one year after installation.

(c) **Conversion of Hall into Conference Room.**

- (i) Provision of Conference Room Furniture.
- (ii) Provision of Integrated Audio visual solution including Conferencing Systems and Multipurpose Presentation Facility.
- (iii) Wall Panelling and partition as required in Conference room.

(d) **Security Requirements.**

- (i) Creation of Suitable partitions/ wall for Access Control.
- (ii) Installation of One-Way opening Doors at Fire Exit Points at designated locations.
- (iii) Arrangements for Key Management Facility for Deposit and Issue of Key. Providing Furniture for Security Staff at Various Entrances.
- (iv) Provision of Metallic Bolts for Physical Closure of individual Offices.
- (v) Provision of Collapsible Grills at Designated locations for Access Control.

(e) **Other Requirements.**

- (i) Creation of floor-wise pantry as per user requirements.
 - (ii) Provision of secure enclosures for server rooms, tele-exchange and IT racks.
 - (iii) Requirement of Signboards as on requirement basis.
- (f) **Any other civil and electrical work associated with repair and refurbishing.**

PART-III : BIDDING TERMS AND PRE-QUALIFICATION CRITERIA

1. Conditions Under Which this EOI is Issued.

- (a) This EOI is not an offer and issued with **no commitment**. HQ IDS reserves the right to withdraw the EOI and change or vary any part thereof at any stage. HQ IDS also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- (b) HQ IDS reserves the right to withdraw this EOI if HQ IDS determines that such action is in the best interest of the HQ IDS.
- (c) Pre qualified and Short-listed bidders after pre-bid presentation and conference would be issued formal tender enquiry/request for proposal inviting their technical and commercial bids at later date.
- (d) Timing and sequence of events resulting from this EOI shall be determined by HQ IDS.
- (e) Each applicant shall submit only one pre-qualification proposal.

2. **Acknowledgement of Understanding Of Terms.** By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this EOI, including all Forms, Schedules and Annexure hereto, and has fully informed itself as to existing conditions and limitations.

3. **Evaluation of Pre-Qualification Proposal.** The bids will be evaluated for shortlisting of bidders by using 'pass-fail criteria' as elaborated in Para 4.14.4 of Manual of Procurement of Goods, 2017 by considering the documents submitted by them, capability credentials, technical presentation and their understanding of the project. The details of the pre-qualification criteria are as at Para 4 below.

4. Pre-Qualification Criteria.

- (a) The bidder should have completed at least three projects of similar nature, out of which at least one shall be of value not less than Rs. 35 lakhs; completion report of the project from the concerned buyers should be submitted.
- (b) Should have technically qualified team.
- (c) Quality assurance policy.
- (d) Financially sound firms with annual turnover not less than Rs. ten crore in each of past three financial years.
- (e) Bidder has to provide end user training to our nominated personnel of HQ IDS on operations of any technical systems installed by the firm as a part of the contract.
- (f) Since the time to execute the task is limited, The Bidder should have proven capability to execute the Task on a 24 x 7 Basis in three shifts in a day.

5. **Submission Of Pre-Qualification Proposal Requirements.** The pre-qualification proposal should be submitted in the sealed envelope with the following details. Bidders are requested to submit their response for the pre-qualification requirements and credentials in five parts, clearly labelled according to the following categories:-

- (a) Part I: Covering letter, processing fee.
- (b) Part II: Detail of the organization
- (c) Part III: Relevant projects experience.
- (d) Part IV: Organizational chart showing the details of the responsible personnel who will be handling this project.
- (e) Part V: Proof of registration with appropriate bodies, quality accreditations, licensing requirements. After sales support infrastructure. Capability of Working on 24x7 basis in multiple shifts.

Note-1: The pre-qualification proposal shall be sealed and super scribed “**Response to Pre-qualification Requirement- for Refurbishing and Renovation of Hotel Ashok**” on the top right hand corner and addressed to HQ IDS at the Address specified in this document.

6. **Tendering Process.**

- (a) Submission of documents for shortlisting.
- (b) Pre-bid site visit, presentation and conference with shortlisted parties.
- (c) Tender Documents (technical and financial bids) will be issued.
- (d) Technically qualified & levelled bids and concerned parties will be invited for quotation of prices.

7. **General Terms and Conditions**

- (a) Entire project will be completed within two-month duration.
- (b) Warranty of minimum 5 years, for the all equipment to be installed.
- (c) Bidder has to maintain good quality of the work, at good pace. Bidder should have the capability to execute the work on 24x7 basis in multiple shifts to ensure early completion of the project.
- (d) Any additional scope of work required for ensuring longevity of the systems installed may be suggested after the pre-bid site visit and during the presentation.
- (e) This is being a turnkey project bidder/firm will provide all methods, manpower and ensure safety.
- (f) HQ IDS will provide electricity on chargeable basis and water free of cost.

PART-IV: ANNEXURE – RESPONSE FORMATS

1. **Form-1** : Covering letter – Company letter head

To,

DACIDS (Adm&Coord)
HQ IDS, Kashmir House
Rajaji Marg, New Delhi – 110011

Dear Sir,

Ref:- Expression of Interest (EOI) Notice for Selection of Contractors/Consortium for Refurbishment and Renovation of 'The Ashok' into Offices for Headquarters Integrated Defence Staff

1. Having examined the expression of Interest (EOI), the receipt of which hereby duly acknowledged, we the undersigned, intend to submit a pre-qualification requirement proposal in response to the EOI for selection of contractors for Refurbishing and Renovation of The Ashok into Offices for Headquarters Integrated Defence Staff.

2. We attach here the response as required by the EOI, which constitutes our proposal primary and secondary contacts for our firm are:-

	Primary contact	Secondary contact
Name:		
Title:		
Firm name:		
Address:		
Phone:		
Mobile:		
Fax:		
Email:		

3. We confirm that the information contained in this response or any part thereof, including its exhibits and other documents is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its shortlisting process.

4. We fully understand and agree to comply that on verification, if any of the information provided here found to be misleading the shortlisting process, we are liable to be dismissed from the selection process or termination of the contract during the project.

5. We agree for unconditional acceptance of all the terms and conditions set out in the EOI document.

6. It is hereby confirmed that I/we are entitled to act on behalf of our company/corporation/firm and empowered to sign this document as such other documents, which may be required in this connection.

Dated this _____ (day) _____ (month) of 2018.

(Signature)

(Name of proprietor)

Duly authorised to sign the tender document for and on behalf of company

(Name and address of company)

2. **Form-II:** General Details of the Firm

Details of organization	
Name of organisation	
Nature of business	
Date of incorporation	
Date of commencement of business	
Address of the registered office	

Other relevant information:-**Mandatory supporting documents:-**

- (a) Certificate of incorporation from Registrar of Companies (ROC).
- (b) Partnership deed in case of partnership firm.

Financial information			
	FY 2015-16	FY 2016-17	FY 2017-18
Turnover			
Profit before tax other relevant information			

Mandatory documents :-

- (a) Auditor certified financial statement for the last three financial years.
- (b) Un-audited financial statements certified by the company auditor for the latest year (2017-18).

4. **Form-III:** Details of Project Completion on Turnkey Basis

Other Details	
General information	
Name of the projects	
Client for which the project was executed	
Name and contact detail of the client	
Current status	

Project Details	
Description of the projects	
Outcome of the projects	
Project duration	
Total cost of the project	
Other relevant information	