



Savli Technology & Business Incubator (STBI)
Department of Science & Technology, Government of Gujarat

EXPRESSION OF INTEREST (EOI)

No. STBI/Dir/Faci/Tender/2022/04

August 2022

**EMPANELMENT OF CONSULTANTS / ARCHITECTS FOR
PROVIDING COMPREHENSIVE CONSULTANCY SERVICES**

For Queries, Contact:

**Facility Assistant (Mechanical),
Savli Technology & Business Incubator (STBI)**

EPIP/CFC Building, GIDC – Savli, Manjusar, VADODARA, 391 775.

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Savli Technology & Business Incubator (STBI)

Dept. of Science & Technology, Government of Gujarat
EPIP/CFC Building, Savli GIDC Office, Manjusar GIDC, Savli, Vadodara.

EMPANELMENT NOTICE

NOTICE NO: STBI/Dir/Faci/Tender/2022/04

Applications are invited from the eligible Applicant for Empanelment of Consultants / Architects for providing Comprehensive Consultancy Services for the STBI.

Name of Work	<p>Empanelment of Consultants/Architects for providing comprehensive Consultancy services related to Architectural, Civil & Structural, PH (Plumbing & Sanitary), Electrical, HVAC, Fire Detection, Fire protection, Fighting & Safety, Interior, Mechanical Acoustic, Renewable energy, obtaining Statutory Permissions, etc.</p> <ul style="list-style-type: none">✓ for likely new projects in future for Conventional RCC Buildings/Shed Building/Pre-Engineered Building/Green House/Solar panel installation/Effluent Treatment Plant (ETP)/Clean-rooms/Animal House/fabrication lab/Design Studio/Auditorium, etc. with Utility Services and also✓ for modifications/upgradations/refurbishments/Addition & Alteration in design-related works in existing buildings <p>for one year which might be extendable for a further one year at a time based on the performance and subject to the condition that the total empanelment period shall not exceed three years from the date of the first empanelment order for Cost of Construction works up to Rs. 20 Lakhs</p>
Scope of Work	<p>The scope of work of the consultant shall include but not be limited to the following: <u>(depends on the nature of work, may vary based on the requirement of work)</u></p> <ul style="list-style-type: none">A. Prepare the detailed designs on the basis of the preliminary concept prepared by the Authority and evaluate the cost and estimates of the designs that would be finalized;B. Advise the authority on the requirement of subsequent tenders, prepare the BOQs, complete tender document for selecting the agency/agencies, undertake the floating of (e)-tender, its technical and financial evaluation and preparation of the complete document, pre-bid meeting(s), recording the proceedings and preparation of documents for enabling the final selection of agency/agencies for execution of work;C. Undertake entire work of supervision of the implementation of Project;D. Procure the infrastructure, equipment, devices etc. required to carry out any measurement & the cost for the same shall be borne by the Consultant;E. All necessary manpower, machineries, equipment etc. shall be arranged and paid by the consultant only;<ul style="list-style-type: none">1. Keep a Project Coordinator available for Meetings/ Appraisals/ Consultations, etc. in Vadodara;2. Shall have his/her supervisor/representative available at the site of the Project at EPIP/ CFC Building, Manjusar, Savli, Vadodara whenever the situation demands;3. Render to the Authority every assistance for all technical services, guidance or advice on any matter concerning the technical, engineering, and financial aspect of the project including periodical interactions with State Govt. or Central Govt., or any other authority as and when required, etc;4. Collect necessary data and drawings from concerned authorities as and when required. STBI will recommend the concerned department/agencies to provide help to the consultant in this matter

Detailed Empanelment Document and notice are available on the STBI's website <https://stbi.gujarat.gov.in/> for free viewing and downloading.

DETAILED NOTICE

Notice for Empanelment of Consultants / Architects for providing Comprehensive Consultancy Services

NOTICE NO: STBI/Dir/Faci/Tender/2022/04

1. Introduction:

Savli Technology & Business Incubator [STBI] under the Department of Science and Technology, Government of Gujarat is set up near Savli Biotech Park within the Savli GIDC Estate of Vadodara with the vision to incubate and thus, nurture the start-ups economy by facilitating support to budding entrepreneurs, developing technology-based start-ups thus creating new jobs, investment opportunities and to support infrastructure for the benefit of society thereby contributing towards strengthening the Nation.

2. Scope of Work:

STBI requires to empanel Consultants/Architects for providing comprehensive Consultancy services related to Architectural, Civil & Structural, PH (Plumbing & Sanitary), Electrical, HVAC, Fire Detection, Fire protection, Fighting & Safety, Interior, Mechanical Acoustic, Renewable energy, obtaining Statutory Permissions, etc. for likely new projects in future for Conventional RCC Buildings/Shed Building/Pre-Engineered Building/Green House/Solar panel installation/Effluent Treatment Plant (ETP)/Clean-rooms/Animal House/fabrication lab/Design Studio/Auditorium, etc. with Utility Services and also for modifications/upgradations/refurbishments/Addition & Alteration in design-related works in existing buildings for Cost of Construction works **up to Rs. 20 Lakh** for one year which might be extendable for a further one year at a time based on the performance and subject to the condition that the total empanelment period shall not exceed three years from the date of the first empanelment order.

3. Validity of the Empanelment:

The Empanelment period is for **one year** which might be extendable for a further one year at a time based on the performance and subject to the condition that the total empanelment period shall not exceed three years from the date of the first empanelment order. After the end of the empanelment period, all the data of empanelled contractors will stand cancelled.

4. Pre-Qualification Criteria:

Please refer to **PART: A** of this section below

5. Tender Processing Fee

- Tender Processing Fee (non-refundable) in the form of a Demand Draft (DD)/Fixed Deposit (FD) of ₹500/- (Rupees Five Hundred Only) drawn on any nationalized/scheduled Indian Bank in favour of "Savli Technology & Business Incubator" payable at Manjusar, Vadodara in a separate envelope superscribing "Tender Processing Fee".
- Applications without Tender Processing Fee as mentioned above may lead to disqualification from the selection process.
- Submit Tender Processing Fee in a separate sealed envelope.

6. Earnest Money Deposit (EMD) / Security Deposit (SD)

- For submitting the Tender for empanelment of Consultants/Architects for providing comprehensive Consultancy services, applicants are required to submit EMD in a sealed and separate envelope superscribing as "Earnest Money Deposit" on the top side and the name of the agency on the bottom side.
- A demand draft (DD)/Fixed Deposit (FD) of an amount of ₹2,500/- (Rupees Two Thousand Five Hundred Only) should be drawn in favour of "Savli Technology & Business Incubator" payable at Manjusar, Vadodara.
- The EMD of the empanelled agency (ies) will be retained with STBI as the security deposit, bearing no interest on the amount, and will be refunded back to the successful bidder after the end of the empanelment period i.e., One year.
- The EMD of disqualified agencies will be refunded after completion of the empanelment process.
- The Submission of Expression of Interest along with EMD and details would mean the acceptance of the above conditions by the agency.
- The Applications without EMD as mentioned above may lead to disqualification from the selection process.

7. Other Terms and Conditions

- STBI reserves the right to accept or reject any/all applications without assigning any reasons thereof.
- Bidders are advised to visit the site and understand the scope of the works intended to be undertaken, before Tendering.
- Only the Tenders of the Bidders who will qualify in the Technical Tender / Pre-Qualification will be considered for further evaluation. The Bidders are requested to submit all the required documents as mentioned in the Technical Tender / Pre-qualification.
- STBI would not be responsible for non-receipt of the offers in stipulated time due to transit delays including delays in postal and courier agencies/departments. Claims for acceptance of the offer after the stipulated time are subject to the decision of the Director, STBI.

- After getting empanelled, agencies are required to participate in at least 60% of Tenders invited by STBI, failing which EMD/SD of the agency will not be returned as a penalty and will be barred from future empanelment.
- The empanelment is subject to immediate termination if at any given point of time the information provided by the agency is found contradicting, violating, or misleading the facts.
- Decision of The Director, STBI, EPIP/CFC building, Savli-GIDC, Manjusar, Vadodara regarding pre-qualification based on the documents furnished by the Bidders will be final and binding to all the Bidders and no correspondence will be entertained from any of the Bidders in this regard.
- The selected Bidder will have to enter into an agreement with the STBI, EPIP/CFC building, Savli-GIDC, Manjusar, Vadodara with the approved format of the agreement by the STBI, covering all terms and conditions, stated in this Tender document and those which may be agreed upon or modified by both parties during subsequent correspondence / discussions / negotiations on stamp paper of appropriate value and should be notarised.
- The jurisdiction of Vadodara will apply to the applicant in case of any legal matter.

8. Submission of Tenders

The following information should be sent in a sealed cover/envelope titled "Technical Documents for empanelment of Consultants/Architects for providing comprehensive Consultancy services". The Bidders are required to submit the following in an envelope:

- ✓ Name, Tel / Fax / e-mail details and Address of the Firm/company
- ✓ Tender Processing Fee of ₹500/- in a sealed envelope (DD)
- ✓ EMD of ₹2,500/- in a sealed envelope (DD/FD etc.)
- ✓ Date of Establishment of the Company (enclose Evidence of at least three years old firm)
- ✓ Proof of Eligibility Criteria No. 1, Work orders or Completion certificates
- ✓ Proof of Eligibility Criteria No. 2 - Annexure -Form "A": Financial Chartered Accountant certificate for the Annual financial turnover showing Profit & Loss
- ✓ Letter of Transmittal as per Format given in this document.
- ✓ Form "A": Financial information, Chartered Accountant certificate for the Annual financial turnover showing Profit & Loss
- ✓ Form "B" Details of all Consultancy works completed during last 3 years ending last day of submission of Application. No works shall be left out. Completion certificates and Work orders issued by the authority concerned to establish work on hand shall be uploaded.
- ✓ Performance Reports as per Form-"D" for works mentioned in the Eligibility criteria
- ✓ Form "E"- Organizational Structure
- ✓ Annexure Form "F": Details of available In House services
- ✓ Annexure Form "G" Details of Associate firms for which In-house service is not available.

- ✓ Form "H" Form of Curriculum Vitae (CV) of Key Personnel
- ✓ NEFT/RTGS Mandate Form from Bank for Payment
- ✓ Integrity Pact – letter from Applicant to STBI as per the format in Document
- ✓ PAN (Permanent Account Number) Registration / TAN Registration details
- ✓ GST Registration Certificate
- ✓ Additional documents if any to meet the eligibility criteria

All documents should carry the stamp of the respective company and the signature of the authorized person to certify that all enclosed documents and information provided by the agency stand correct to the best of the knowledge of the agency.

Reputed and interested Consultants / Architects may visit our website <https://stbi.gujarat.gov.in/> for eligibility criteria, detailed information, documents to be submitted and formats.

The application (s) received till **12/09/2022** shall be scrutinized and the eligible applicant (s) shall be empanelled for the Cost of Construction works **up to Rs. 20 Lakh** for one year which might be extendable for a further one year at a time based on the performance and subject to the condition that the total empanelment period shall not exceed three years from the date of the first empanelment order. The Applicant (s) can also submit their application for empanelment after **12/09/2022** (even after the Due Date) at any time. The application (s) received after the due date shall be scrutinized in due course of time and eligible applicant (s)-shall be added to the list of empanelment.

The applicant can submit the application for Empanelment along with all supporting documents in the sealed envelope superscribing the notice no., date and "**Application for Empanelment of Consultants / Architects**" to the Manager (Facilities), Savli Technology & Business Incubator [STBI], At EPIP/CFC Building, opp. NETAFIM Company, GIDC – Savli, Manjusar, VADODARA, 391 775 **on or before 17:00 hrs. on 12/09/2022**. Incomplete applications & applications without supporting documents are liable to be rejected.

PART-A:

REQUIREMENTS AND CRITERIA FOR ELIGIBILITY

The applicant shall fulfil the following Initial eligibility requirements on their own. Joint ventures are not accepted.

Sr. No.	Criteria for Eligibility for Cost of Construction works up to Rs. 20 Lakh	Documentary proof for the eligibility Note: The applicants are requested to fill up the facts & figures in the prescribed format. Simply filling like Yes or No shall not be accepted.
1	Should have satisfactorily completed in India Consultancy Services having construction cost of Project as mentioned below, during the last 3 years as on ending previous day of the last date of submission have of Application: i. Three projects each costing not less than Rs. 8 Lakh (or) ii. Two projects each costing not less than Rs. 10 Lakh (or) iii. One project costing not less than Rs. 16 Lakh Note: Similar work” means Consultancy Services for Design for Construction of Conventional RCC or Steel Structure buildings.	Work Orders or Completion certificate for each qualifying completed work(s) issued by an officer, not below the rank of Executive Engineer or Equivalent officer or Owner or Client. Note: Completion certificates for works issued by Private parties shall be supported by TDS (Tax deducted at Source) Certificates for the said cost.
2	Should have had a minimum average annual financial turnover of Rs. 3 Lakhs during the immediate last three years ending 31st March 2022 . A year in which no turnover is shown or Zero turnover, would also be considered for working out the average.	Annexure -Form "A": Financial information, Chartered Accountant certificate for the Annual financial turnover showing Profit & Loss.

Note:

- 1) Any entity which has been barred by the Central/State Government, or any entity controlled by them from participating in any project and the bar subsists as on the date of Application, would not be eligible to submit an Application, individually. An Applicant should, in the last three years from the last day of submission of Application, have neither failed to perform on any contract, as evidenced by in the position of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract nor have had any contract terminated for breach by such Applicant/ Consortium member.
- 2) The firm has a valid working license (not expired) and a valid registration certificate showing that the company is legally established under the law of the government of India.
- 3) The Firm should be qualified & not blacklisted by any government department/agency

- 4) The Applicant Firms should have executed similar nature of the project as mentioned in India only.
- 5) The applicant should not be under liquidation, court receivership or similar proceedings.
- 6) **FIRM'S RESPONSIBILITY BEFORE PROPOSAL SUBMISSION**
 - a. The Applicant shall be responsible for all the costs associated with the preparation of the Proposal and participation in the selection process. STBI will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the selection process.
 - b. The Applicant shall ensure that the application is complete in all respects and conforms to all requirements indicated in the document. Incomplete applications are liable for rejection.

PART-B:

Documents to be submitted by an applicant for proof of Eligibility

Prospective Applicants shall satisfy themselves by fulfilling all the eligibility criteria and be in possession of all the documents required before submission of the document. The interested applicant must submit the documents as per the following lists within the application submission period.

The following documents shall be submitted failing which the Applicant (Consultants) are liable to be rejected.

Note: The Applicant (Consultants) are requested to fill up the facts & figures in the prescribed format. Simply filling like Yes or No shall not be accepted.

- ✓ Name, Tel / Fax / e-mail details and Address of the Firm/Company
- ✓ Tender Processing Fee of ₹500/- in a sealed envelope (DD)
- ✓ EMD of ₹2,500/- in a sealed envelope (DD/FD etc.)
- ✓ Date of Establishment of the company (enclose Evidence of at least three years old firm)
- ✓ Proof of Eligibility Criteria No. 1, Work orders or Completion certificates
- ✓ Proof of Eligibility Criteria No. 2 - Annexure -Form "A": Financial Chartered Accountant certificate for the Annual financial turnover showing Profit & Loss
- ✓ Letter of Transmittal as per Format given in this document.
- ✓ Form "A": Financial information, Chartered Accountant certificate for the Annual financial turnover showing Profit & Loss
- ✓ Form "B" Details of all Consultancy works completed during last 3 years ending last day of submission of Application. No works shall be left out. Completion certificates and Work orders issued by the authority concerned to establish work on hand shall be uploaded.
- ✓ Performance Reports as per Form-"D" for works mentioned in the Eligibility criteria
- ✓ Form "E"- Organizational Structure
- ✓ Annexure Form "F": Details of available In House services
- ✓ Annexure Form "G" Details of Associate firms for which In-house service is not available.
- ✓ Form "H" Form of Curriculum Vitae (CV) of Key Personnel
- ✓ NEFT/RTGS Mandate Form from Bank for Payment
- ✓ Integrity Pact – letter from Applicant to STBI as per the format in Document
- ✓ PAN (Permanent Account Number) Registration / TAN Registration details
- ✓ GST Registration Certificate
- ✓ Additional documents if any to meet the eligibility criteria

Note:

1. The applicant may furnish any additional information, which they think necessary to establish their eligibility and capability to successfully complete the envisaged work. If any information furnished by the applicant is found incorrect at a later stage, they shall be liable to be debarred from participating /taking up work in STBI.
2. STBI reserves the right to verify the particulars furnished by the applicant independently and reject any application without assigning any reason. Prospective Applicants shall satisfy themselves by fulfilling all the eligibility criteria before submission of the Application.
3. STBI reserves the right to not consider the documents of the applicant not fulfilling the stipulated criteria.
4. It is binding on the applicant to fill in the data required for the assessment of eligibility criteria. The technical evaluation shall be done based on the data provided and the relevant documents submitted to support the same. In the case where the relevant information is not filled in the submitted sheets/document, the supporting documents shall not be considered in the evaluation. Therefore the applicant in their own interest shall fill all the relevant information in and submit relevant documents.
5. STBI may ask for clarification and submission of documents in support of documents/information already submitted.

The above document shall be evaluated for criteria for Eligibility. After evaluation of applications based on the criteria for Eligibility above, a list of the qualified applicant shall be prepared, who meets the criteria for Eligibility, and they shall be empanelled for the Cost of Construction works **up to Rs. 20 Lakh** for one year which might be extendable for a further one year at a time based on the performance and subject to the condition that the total empanelment period shall not exceed three years from the date of the first empanelment order with STBI.

The inquiry / inquires shall be sent to the empanelled consultants / Architects along with terms and conditions as and when the requirement arises by STBI.

PART- C
APPLICATION EVALUATION PROCESS

On the opening of applications, further detailed scrutiny/evaluation will be carried out. During the evaluation of applications, the documents furnished by the Applicant will be scrutinized in detail. Any application, found as not fulfilling the eligibility criteria will be summarily rejected and such offers will not be considered for further processing.

The Applicant who satisfies the eligibility criteria mentioned above shall be considered technically qualified and eligible for further processing. Those applicants who fulfil all the above shall be empanelled under respective categories for the Cost of Construction works up to Rs. 20 Lakh for one year which might be extendable for a further one year at a time based on the performance and subject to the condition that the total empanelment period shall not exceed three years from the date of the first empanelment order. Institute shall intimate the applicants regarding their empanelment.

The inquiry / inquires shall be sent to the empanelled consultant / Architect along with terms & conditions and when a requirement arises

LETTER OF TRANSMITTAL

(On letterhead)

From:

To,

Manager (Facilities),
Savli Technology & Business Incubator (STBI),
At EPIP/CFC Building, GIDC – Savli,
Manjusar, VADODARA, 391 775.

Kind Attention: Mr. Hitesh Dakhara, FA-Mech, STBI

Subject:

Empanelment of Consultants/Architects for providing comprehensive Consultancy services related to Architectural, Civil & Structural, PH (Plumbing & Sanitary), Electrical, HVAC, Fire Detection, Fire protection, Fighting & Safety, Interior, Mechanical Acoustic, Renewable energy, obtaining Statutory Permissions, etc. for likely new projects in future for Conventional RCC Buildings/Shed Building/Pre-Engineered Building/Green House/Solar panel installation/Effluent Treatment Plant (ETP)/Clean-rooms/Animal House/fabrication lab/Design Studio/Auditorium, etc. with Utility Services and also for modifications/upgradations/refurbishments/Addition & Alteration in design-related works in existing buildings for the Cost of Construction works **up to Rs. 20 Lakh** for **one year** which might be extendable for a further one year at a time based on the performance and subject to the condition that the total empanelment period shall not exceed three years from the date of the first empanelment order.

Reference: *Empanelment Notice No: STBI/Dir/Faci/Tender/2022/04*

Dear Sir / Madam,

Having examined the details given in the Notice and Empanelment document for the above work, I/We hereby submit the document and other relevant information.

1. I hereby apply for the Cost of Construction works **up to Rs. 20 Lakh**.
2. I/We hereby certify that all the statements made and information supplied in the enclosed forms "A" to "H" and accompanying statement are true and correct.
3. I/We have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
4. I/We submit the requisite certified solvency certificate and authorise STBI to approach the Bank issuing the solvency certificate to confirm the correctness thereof.
5. I/We also authorize STBI officials to approach individuals, employers, firms and corporations to verify our competence and general reputation.
6. I/We hereby declare that I/We have not been blacklisted by any government department/agencies.
7. I/We submit the following documents/certificates in support of our Eligibility for having successfully completed the following works:

Sr. No.	Name of work	Certified by/from

It is certified that the information given in the enclosed application is correct. It is also certified that I / We shall be liable to be debarred, disqualified / cancellation of enlistment in case any information furnished by me/us is found to be incorrect.

Enclosures:

Seal of applicant

Date of submission: -

Signature(s) of Applicant(s)

(Formats to be submitted by the Applicants)

FORM "A"
FINANCIAL INFORMATION

Financial Analysis - Details to be furnished duly supported by figures in the balance sheet/profit and loss account for the last three years duly certified by the Chartered Accountant.

Particulars	Financial Year / Year of Assessment		
	2019-20	2020-21	2021-22
i) Gross Annual turnover on consultancy work Rs. (In Lakhs)			
ii) Net Profit/Loss (In case of Loss, the figure should be entered with a negative sign) Rs. (In Lakhs)			

Signature of Chartered Accountant with seal

Signature of Applicant(s)

FORM "B"

**DETAILS OF ALL WORKS OF SIMILAR NATURE OF ASSIGNMENT
COMPLETED DURING THE LAST THREE YEARS ENDING LAST DAY OF
SUBMISSION OF APPLICATIONS**

SIMILAR NATURE OF ASSIGNMENT COMPLETED				
Sr.No	Description	1	2	...
1	Name of work /project and location			
2	Name & Address of Employer/ organization			
3	Cost of work in Rs. Crores			
4	Date of commencement as per contract			
5	Stipulated date of completion			
6	Actual date of completion			
7	Litigation /arbitration pending /in progress with details*			
8	Name and address/ telephone number of officer to whom reference may be made.			
9	Remarks / Scope of a consultancy contract.			

*Indicate the gross amount claimed and the amount awarded by the Arbitrator.

Signature of Applicant(s) with date & seal

FORM "C"
PROJECTS UNDER EXECUTION (Ongoing works)

Sr. No.	Description	1	2	...
1	Name of work /project and location			
2	Name & Address of Employer/ organization			
3	Cost of work in Rs. Crores			
4	Date of commencement as per contract			
5	Stipulated date of completion			
6	Up-to-date percentage progress of work			
7	Name and address/ telephone number of officer to whom reference may be made.			
8	Remarks / Scope of a consultancy contract.			

Signature of Applicant(s) with date & seal

FORM "D"
PERFORMANCE REPORT OF WORKS FOR COMPLETED WORK OF
ELIGIBILITY CRITERIA - 1

Sr No	DETAIL	INFORMATION
1	Name of work/Project & Location:	
2	Agreement No	
3	Estimated Cost	
4	Tendered Cost	
5	Date of start	
6	Date of Completion (i)Stipulated date of completion (ii)Actual date of completion	
7	Amount of compensation levied for delayed completion, If any.	
8	Overall performance of the consultants	Excellent / Very Good / Good / Satisfactory / Average / Fair / Unsatisfactory / Poor

Date:

Signature of Executive engineer / Client

FORM "E" ORGANIZATIONAL STRUCTURE

1	Name & Address of the applicant:		
2	Telephone No. / Telex No. / Fax No / Email / Website		
3	<p>Legal status of the applicant (attach copies of the original document defining the legal status)</p> <p>i. A firm in proprietary/partnership (or similar)</p> <p>ii. A limited company/Corporation (or similar)</p>		
4	Particulars of registration with various Government bodies (attach attested photocopy)	Organization/Place of registration	Registration
5	Names and Titles of Director & Officers with designation to be concerned with this work:		
6	Designation of individuals authorized to act for the organization.		
7	Was the applicant ever required to suspend assignment for a period of more than six months continuously after you commenced the assignment? If so, give the name of the project and reasons of suspension of work.		

8	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.		
9	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details.		
10	Has the applicant, or any consultant partner in case of partnership firm, ever been convicted by a court of law? If so, give details		
11	In which fields of Consultancy assignment the applicant has specialization and interest?		
12	Details of Association/tie-ups with Indian Partner [in case of Foreign Consultancy firm]		
13	Details of Association/tie-ups with Foreign Partner [in case of Indian Consultancy firm]		
14	Any other information considered necessary but not included above.		

Signature of Applicant(s) with date & seal

FORM "F"
DETAILS OF AVAILABLE IN-HOUSE SERVICE

Sr No	DESCRIPTION	AVAILABILITY OF IN-HOUSE SERVICES (STRIKE-OUT WHICHEVER IS NOTAVAILABLE)
1	ARCHITECTURAL-CIVIL	YES / NO
2	STRUCTURAL ENGG	YES / NO
3	PUBLIC HEALTH ENGINEERING	YES / NO
4	ELECTRICAL	YES / NO
5	MECHANICAL	YES / NO
6	HVAC	YES / NO
7	ACOUSTIC & SOUND SYSTEM	YES / NO
8	RENEWABLE ENERGY-RELATED	YES / NO
9	FIREFIGHTING/ENGG	YES / NO
10	LANDSCAPING	YES / NO
11	INTERIORS	YES / NO
12	LAN & NETWORKING	YES / NO
13	IBMS	YES / NO
14	BIOTECHNOLOGY RELATED	YES / NO
15	OBTAINING STATUTORY CLEARANCES	YES / NO

Signature of Applicant(s) with date & seal

FORM "G"

DETAILS OF PROPOSED ASSOCIATE SERVICES FOR WHICH IN-HOUSE SERVICE IS NOT AVAILABLE

Sr. No.	PROPOSED ASSOCIATE FOR	NAME & ADDRESS OF ASSOCIATE PROPOSED	YEARS OF EXPERIENCE	YEARS OF ASSOCIATION WITH THE PRIME CONSULTANT
1	ARCHITECTURAL-CIVIL			
2	STRUCTURAL ENGG			
3	PUBLIC HEALTH ENGINEERING			
4	ELECTRICAL			
5	MECHANICAL			
6	HVAC			
7	ACOUSTIC			
8	RENEWABLE ENERGY-RELATED			
9	FIREFIGHTING/ENGG			
10	LANDSCAPING			
11	INTERIORS			
12	LAN & NETWORKING			
13	IBMS			
14	BIOTECHNOLOGY RELATED			
15	OBTAINING STATUTORY CLEARANCES			

Signature of Applicant(s) with date & seal

FORM "H"
PROFESSIONAL EXPERIENCE OF KEY PERSONNEL

SN	Details	
1	Name	
2	Date and place of birth:	
3	Nationality:	
4	Address (phone/fax/e-mail):	
5	Education: (i) Institutions: (ii) From (month/year) (iii) To (month/year)	
6	Degree:	
7	Mother Tongue :	
8	Language known :	
9	Membership of professional bodies:	
10	Other skills (e.g. computer literacy, etc.):	
11	Present position:	
12	Years of professional experience	
13	Key qualifications:	
14	Specific experience Date: From - To (i) Brief description	

Signature of Applicant(s) with date & seal

INTEGRITY PACT

To,

Subject: Notice No. _____ for the work _____

Dear Sir,

It is hereby declared that STBI is committed to follow the principle of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting is an invitation to offer made on the condition that the Applicant will sign the integrity Agreement, which is an integral part of the Application, failing which the Applicant will stand disqualified from the process and the application of the applicant would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on the behalf of STBI.

Yours faithfully,

Manager (facilities), STBI

INTEGRITY PACT

To,
Manager (facilities),
STBI

Subject: Submission of Application for the work of _____

Dear Sir,

I/We acknowledge that STBI is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the Application document.

I/We agree that the Notice Inviting Application is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of Empanelment documents, failing which I /We will stand disqualified from the selection process. I/We acknowledge that THE MAKING OF THE APPLICATION SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE OF THIS CONDITION OF THE NOTICE.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when Application is finally accepted by STBI. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my /our failure to sign and accept the Integrity Agreement, while submitting the application , STBI shall have unqualified, absolute and unfettered right to disqualify the Applicant and reject the application in accordance with terms and conditions of the Empanelment Document.

Yours faithfully,

(Duly Authorized signatory of the Applicant)

To be signed by the Applicant and same signatory competent / authorized to sign the relevant contract on behalf of STBI

INTEGRITY AGREEMENT

This Integrity Agreement is made at on thisday of20.....

BETWEEN

Manager (facilities), STBI represented through Director, STBI, Vadodara (Hereinafter referred to as the '**Principal/Owner**', which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

.....
(Name and Address of the Individual/firm/Company)

Through
(Details of duly authorized signatory)

(Hereinafter referred to as the "**Applicant/Consultant**" and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns).

Preamble

WHEREAS the Principal / Owner has floated the Application (NIT No.) (hereinafter referred to as "Application") and intends to award, under laid down organizational procedure, a contract for

.....
(Name of Work)

Hereinafter referred to as the "Contract".

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Applicant(s), and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "Integrity Pact" or "Pact"), the terms and conditions of which shall also be read as integral part and parcel of the Application and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witness as under:

Article 1: Commitment of the Principal/Owner

(1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:

(a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Application, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

(b) The Principal/Owner will, during the process, treat all Applicant (s) with equity and reason. The Principal/Owner will, in particular, before and during the process, provide to all Applicant (s) the same information and will not provide to any Applicant(s) confidential/additional information through which the Applicant(s) could obtain an advantage in relation to the Application process or the Contract execution.

(c) The Principal/Owner shall endeavour to exclude from the Application process any person, whose conduct in the past has been of biased nature.

(2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: Commitment of the Applicant (s)/ Consultant(s)

(1) It is required that each Applicant /Consultant (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the process and throughout the negotiation or award of a contract.

(2) The Applicant/ Consultant(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the process and during the Contract execution:

(a) The Applicant/ Consultant(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the process or during the execution of the Contract.

(b) The Applicant/ Consultant(s) will not enter with other Applicant (s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of application or any other actions to restrict competitiveness or to cartelize in the application process.

(c) The Applicant/ Consultant (s) will not commit any offence under the relevant IPC/PC Act. Further the Applicant/ Consultant (s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information

contained or transmitted electronically.

(d) The Applicant/ Consultant (s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly Applicant/ Consultant(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could participate in a application process but not both. Further, in cases where an agent participate in a process on behalf of one manufacturer, he/she shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel application for the same item.

(e) The Applicant/ Consultant(s) will, when presenting his application, disclose any and all payments he/she has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.

(3) The Applicant/ Consultant(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

(4) The Applicant/ Consultant(s) will not, directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.

(5) The Applicant/ Consultant(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the application process).

Article 3: Consequences of Breach

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact

by the Applicant/ Consultant(s) and the Applicant/ Consultant accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

(1) If the Applicant/ Consultant(s), either before award or during the execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days notice to the contractor shall have powers to disqualify the Applicant/ Consultant (s) from the process or terminate/determine the Contract, if already executed or exclude the Applicant/ Consultant from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.

(2) Forfeiture of EMD/Performance Guarantee/Security Deposit: If the Principal/Owner has disqualified the Applicant/ from the process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Applicant/ Consultant.

(3) Criminal Liability: If the Principal/Owner obtains knowledge of conduct of a Applicant/ or Contractor, or of an employee or a representative or an associate of a Applicant/ or Consultant which constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

(1) The Applicant/ declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the process.

(2) If the Applicant/ makes an incorrect statement on this subject, he/she can be disqualified from the process or action can be taken for banning business dealings/ holiday listing of the Contractor as deemed fit by the Principal/ Owner.

(3) If the Applicant/ Consultant can prove that he/she has resorted/recouped damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

Article 5: Equal Treatment of all Applicants/Contractors/Subcontractors

(1) The Applicant/Consultant (s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Applicant/ Consultant shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/sub-vendors.

(2) The Principal/Owner will enter into Pacts on identical terms as this one with all Applicant/ and Consultants.

(3) The Principal/Owner will disqualify applicants, who do not submit, the duly signed Pact between the Principal/Owner and the Applicant/, along with the Application or violate its provisions at any stage of the process. From the process.

Article 6- Duration of the Pact

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other Applicant/, till the Contract has been awarded.

If any claim is made/lodged during the time, the same shall be binding and continue

to be valid despite the lapse of these Pacts as specified above, unless it is discharged/determined by the Competent Authority, STBI.

Article 7- Other Provisions

(1) This Pact is subject to Indian Law, the place of performance and jurisdiction is the Headquarters of the Division of the Principal/Owner, who has floated the Application.

(2) Changes and supplements need to be made in writing. Side agreements have not been made.

(3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partners holding power of attorney signed by all partners and consortium members. In the case of a Company, the Pact must be signed by a representative duly authorized by board resolution.

(4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement with their original intentions.

(5) It is the agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action was taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or the interpretation thereof shall not be subject to arbitration.

Article 8- LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Application /Contact documents with regard to any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of the following witnesses:

.....
(For and on behalf of Principal/Owner)

.....
(For and on behalf of Applicant/Consultant)

WITNESSES:

1.
(Signature, name and address)

2.
(Signature, name and address)

Place:

Date:



SUMMARY OF THE EMPANELMENT NOTICE

01	TENDER Notice No.	STBI/Dir/Faci/Tender/2022/04
02	Name of Work	EMPANELMENT OF CONSULTANTS / ARCHITECTS FOR PROVIDING COMPREHENSIVE CONSULTANCY SERVICES
03	Location of Physical Tender Submission	Savli Technology & Business Incubator [STBI], Dept. of Science & Technology, Govt. of Gujarat, EPIP/CFC Building, Savli GIDC office, Savli GIDC, Manjusar, Vadodara (Gujarat), Ph: 02667 266004 / 6000.
04	Tender Fee [Non-refundable]	₹500/-
05	Earnest Money Deposit (EMD)	₹2,500/-
06	Security Deposit	The EMD of the empanelled agency (ies) will be retained with STBI as the security deposit, bearing no interest on the amount, and will be refunded back to the empanelled bidders after the completion of the empanelment period.
07	Last date and time for Submissions of Tender	12/09/2022 at 05:00 pm.
08	Validity of Empanelment	For a period of one year which might be extendable for a further one year at a time (subject to the condition that the total empanelment period shall not exceed three years from the date of commencement of the first empanelment).
09	Site Visit	Savli Technology & Business Incubator [STBI], Dept. of Science & Technology, Govt. of Gujarat, EPIP/CFC Building, Savli GIDC office, Savli GIDC, Manjusar, Vadodara (Gujarat), Ph: 02667 266004 / 6000.