



**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES
& TECHNOLOGY, THIRUVANANTHAPURAM-11**

(An Institute of National Importance under Government of India)
PHONE: (91) 0471 2524 225/245/145/425; FAX: 0471 2550728
Email: cwing@sctimst.ac.in

SCTIMST/HOS/CIVIL/TN/04/2024-25 **12.12.2024**

Expression of Interest

Applications are invited from eligible Architectural Firms for
Empanelment for Renovation Works. For more details visit :

<https://www.sctimst.ac.in/Tenders/>

Issue of EoI Documents: 12.12.2024 to 09.01.2025

Last date of submission: 09.01.2025 at 5.00 pm

(sd/-)
Director

**EXPRESSION OF INTEREST
(EOI)**

SCTIMST/HOS/CIVIL/526/T321/2024-25

For

**EMPANELMENT OF ARCHITECTS
FOR
INFRASTRUCTURE RENOVATION WORKS**

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1. Letter of Invitation

Dear Sir/Madam

Sree Chitra Triunal Institute of Medical Sciences & Technology(SCTIMST) is inviting Expression of Interest from eligible architects who have expertise in interior design works which includes renovation works of waiting areas, creation of recreational facilities viz. crèche, play area, sports area etc, with creative and functional interior design.

Interested architectural firms are requested to submit their Expression of Interest (EOI) in response to this invitation.

The EOI document is also available from the official website of SCTIMST which is <http://www.sctimst.ac.in>.

You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by **09.01.2025; 5 PM**

**The Director
SCTIMST
Thiruvananthapuram.**

2 .Background

The Sree Chitra Tirunal Institute for Medical Sciences and Technology (SCTIMST) is an institute of national importance under the Department of Science and Technology, Govt. of India. The institute's genesis was initiated by the Royal family of Travancore, who gifted a multi-storied building to the people, through the government of Kerala. Subsequently the treatment services including inpatient treatment got under way and Sri. P. N. Haskar, the then Deputy Chairman of the planning Commission, inaugurated the Sree Chitra Tirunal Medical Centre in 1976. The Biomedical Technology Wing followed soon, at the Satelmond_Palace, Poojapura, another gift from the royal family, 11 km away from the Hospital Wing. The mandate of the institute is to promote research and development in the field of biomedical engineering and technology and to provide state of the art Medical treatment in Neurological and Cardiological Medicine and Surgery. The Hospital wing of the institute is a tertiary referral centre teaching hospital for super specialty courses in Neuro and Cardiac sciences. The Achutha Menon Centre for health science studies was later added for Public health research and training and is a centre of excellence. The concept of amalgamating medical sciences and technology within a single institutional frame work was regarded sufficiently important by the Government of India. Government of India declared SCTIMST as an Institute of National Importance by an Act of the Parliament on 3rd December, 1980. It is an autonomous institution under the administrative control of the Dept. of Science and Technology (DST), Government of India.

The Director, Sree Chitra Tirunal Institute of Medical Sciences and Technology intends to engage an expert architectural consultancy agency for the infrastructure development works which includes new construction, interior designing/planning, finishing and furnishing for effective and judicious use of space within the existing buildings of the institute.

3. Scope of Work

The empanelled architectural consultancy will be responsible for providing comprehensive interior design and architectural services along with estimates for the upcoming infrastructure renovation and upgradation works of various buildings of the institute for a value up to Rs. 1Cr.

The primary tasks involved in this project will include, but are not limited to:

- **Conducting a thorough site assessment to understand the space potential and limitations.**
- **Developing creative and functional interior design concepts that align with current and modern requirements.**
- **Recommending suitable materials, finishes, and furnishings to achieve the desired aesthetic and functionality.**

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- **Complete Planning and preparation of architectural conceptual design and drawings with respect to the assigned works.**
 - **Complete Planning and preparation of architectural conceptual design and drawings for interior designing/planning, finishing and furnishing/furniture work for new construction and for renovation of existing infrastructure.**
 - **Producing detailed architectural drawings, 3D visualizations, and other necessary technical documents.**
 - **Evolve alternate schemes for designs of various items of furniture, wall paneling, partition, lighting layouts, flooring, truss work roofing, false ceiling, signages based on functional suitability.**
 - **Developing schemes for Revamping of existing facilities like coffee counters, toilets and renovating them to modern standards in hospitals.**
 - **Developing plans for patient services like LED Screens, mobile charging stations, water cooler stations etc.**
 - **Develop Furniture Layout Plans, drawings of all items of furniture explaining the design specifications, sections and elevations of all items of furniture.**
 - **Design, detailed engineering of all civil and MEP works and release of construction drawings.**
 - **Detailed estimation as per the provisions of CPWD manual, CPWD DSR and market rates if in case items are not available in CPWD DSR and to assist the department for purpose of tendering process and award of work to the eligible firm.**
 - **Quality control and inspection services during execution of assigned works..**
 - **Submission of as-built drawings.**

4. Submission of Expression of Interest

Interested architectural firms are invited to submit their Expression of Interest (EOI) by 09.01.2024; 5PM. The EOI should include the following:

- A covering letter expressing your firm's interest in the project and highlighting your relevant experience.
- A portfolio showcasing previous projects, with an emphasis on interior design and refurbishment works applicable.
- Brief descriptions of key team members who will be involved in this project and their relevant expertise.

5. Prequalification Criteria

1. The firm should be either registered, limited or partnership type and in the consultancy business in the present name and style for a period of minimum 5 years ending the last date of the month previous to the one which applications are invited.
2. Eligibility Criteria:

1. Architectural cum engineering consultancy provided as per the scope mentioned in clause1 under the head expression of interest , No of projects/ works and value	At least one completed project /work(any kind of buildings) of area not less than 1000 sq.m preferably in Government Buildings which also includes interior design and finishing works
2. Average Annual Minimum Turnover by way of professional fee for the past three years (2023-24, 2022-23, 2021-22)	Rs.15 lakhs
3. Qualification of the Chief Architect of the Applicant	The Chief Architect of the firm must have Master's Qualification(UGC approved) with minimum experience of 7 years.
4. Evaluation of Architectural Skills	Presentation to be made by the agency meeting above 3 criteria on a topic to be provided before a Committee constituted by the institute for the purpose. The agency should obtain a pass score of at least 75%.

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3. To meet the PQ criteria consultants are requested to furnish the following:
 - a. Copy of the registration certificate along with copy of the article of association.
 - b. Completion certificate from client showing the details of work, value of work, completion date etc., copy of the work order for pre-qualifying work, copy of the BOQ and tender documents for the pre-qualifying work. Notary attested audited balance sheet along with profit and loss account sheet for the last three financial years 2023-24, 2022-23, 2021-22 to be submitted. The organizations shall be profit making during the above-mentioned financial years.
 - c. The certificates of Chief Architect proving Qualification and Experience as referred in eligibility criteria above.
 - d. Details of the engineering staff (key persons) available in the organization with name of staff, qualification and experience etc.
 4. No joint application will be accepted.
 5. Forged/ falsified documentary proof furnished by the applicant in support of the eligibility criteria shall make the applicant ineligible from participating in any work under SCTIMST

6. Selection Process

- a. Inviting application for empanelment.
- b. Preliminary short listing of application on the basis of PQ Criteria documents submitted by the applicant.
- c. Presentation by the shortlisted applicant before the Committee constituted by SCTIMST details of which will be shared by SCTIMST.
- d. Empanelment of the consultants based on the PQ Criteria and Presentation made by the applicant.

SCTIMST reserves the right to reject any or all of the applications without assigning any reasons whatsoever.

7. Instructions & Guidelines for submission of application form for empanelment

1. Empanelment documents shall be downloaded from the SCTIMST website www.sctimst.ac.in.
2. Application form for empanelment shall be submitted in sealed envelope superscribing “**Application for empanelment of Architectural Firms for Renovation Works**” on or before **09/01/2024 up to 17:00Hrs in the office of the Construction Engineer, 2nd Floor AMCHSS Building, , SCTIMST, Trivandrum – 695 011.**

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3. The application shall be submitted only as per the enclosed format (s) along with **Annexure-I to VII**, notarized or original documentary proof (s) in respect of the details furnished in the application form shall be submitted along with the application. The intending candidates shall also submit the list of such projects were abandoned / suspended by the architect(s). Suppression of any information in this regard may lead to cancellation of empanelment of firm / Architect (s) concerned, if such information comes to the notice of SCTIMST after empanelment. In complete application will be summarily rejected.
 4. The application shall be signed by the authorized person (s) of the firm. All pages of the documents shall be signed and sealed. Authorization /power of attorney of the authorized signatory to be submitted.
 5. The empanelment shall be valid for a period of 5 (five) years. The panel may be extended further at the discretion of SCTIMST.
 6. Application should be on the prescribed form. All annexure duly completed should be submitted.
 7. Applicants should give an undertaking certifying that the firm has not been blacklisted by any Central or State Government departments, local bodies and PSU's.
 8. Evaluation of application will be done by an expert committee of SCTIMST. The application that has been qualified as per the above evaluation would be informed on further proceedings.

Conflict of Interest

1. SCTIMST requires that consultants should provide professional, objective and impartial advice and at all times hold the clients' interest paramount, strictly avoid conflicts with other assignments/ jobs or their own corporate interests and act without any consideration of future of works. The consultant and any of their affiliates shall be considered to have a conflict of interest and shall not be hired under any of the circumstances below:
 - a. Conflicting activities or assignment ie. providing goods or works or assignment other than consulting assignment.
 - b. Conflicting relationship ie. business / relationship with member of client staffs involved in the job
 - c. The consultant shall be required to observe the highest standards of ethics during period of rendering of professional services and thereafter.
2. Upon finalization of panel, as and when required, SCTIMST will assign works for each consultants in the panel based on the following:
 - a. Consultants core expertise with regard to the nature of work involved.
 - b. Convenience factor considering the geographical location of consultant's corporate office.
 - c. Sole discretion of SCTIMST.
3. Selection of consultants

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- a. The appointment of an agency for a particular work from the empanelled list will be through Quality & Cost Based System (QCBS) process.

8. EMPANELMENT APPLICATION FORM

INFORMATION TO BE FURNISHED BY THE APPLICANT

Category of work applied for: Empanelment of Architectural cum engineering and project management consultant- Category – (Please specify the category)

SI.No	Particulars	Details
1.	Name of Organization	
2.	Address: Telephone No: Fax No: E-mail ID:	
3.	Organization Details	To be filled in Annexure-I
4.	Details of Directors/ partners/ proprietors	To be filled in Annexure-II
5.	List of architectural cum engineering consultancy assignments undertaken.	To be filled in Annexure- III
6.	List of architectural cum engineering consultancy assignments in progress.	To be filled in Annexure-IV
7.	Financial status	To be filled in Annexure-V
8.	List of permanent professional employees and key personnel mentioning their specialization, qualification, experience and association with the firm	Self-certified copies to be enclosed.
9.	List of consultants associated on regular basis	To be filled in Annexure-VI
10.	List of equipment available with the firm	To be filled in Annexure-VII

Place:

Date:

Signature of the Applicant
Name & Designation

ORGANIZATION DETAILS

Sl.No	Parameters	Details
1.	Organizational set-up: <ul style="list-style-type: none">• Year of establishment• Status of Firm(limited company, proprietorship/partnership/any other)• Name of Directors/ Partners/ Proprietors• Empanelment with Govt. Organizations(Mention name along with copies of certificates)	To be filled in Annexure-II
2.	Staff Strength: <ul style="list-style-type: none">• Architects(nos.)• Structural Engineers (nos.)• Civil Engineers (nos.)• Electrical/Mechanical Engineers (nos.)	
3.	Proof checking arrangements	Details of tie-up if any to be given
4.	ISO Certification	
5.	Outsourcing Jobs <ul style="list-style-type: none">• Structural Design• Plumbing, sanitary & water supply• Electrical scheme and design• Fire alarm and fire fighting• Environmental• Air conditioning• Mechanical	Details of sub consultants (if any) to be given

Place:
Date:

Signature of Applicant
Name & Designation

DETAILS OF DIRECTORS/PARTNERS/PROPRIETORS

Sl.No	Name of Directors/ partners/ proprietors	Academic Qualification	Designation	Address/phone/fax/email

Place:
Date:

Signature of Applicant
Name & Designation

Annexure-III

**LIST OF ARCHITECTURAL CUM ENGINEERING CONSULTANCY ASSIGNMENTS
COMPLETED IN LAST 5 YEARS**

Sl.No	Name of work/project with address	Short description of Architectural/c consultancy assignment	Name and address of owner/client	Value of work/project	Date of start of work/project	Date of completion of work/project	Bonus/liquidated damages if any imposed on consultant	Any other relevant information

Note: The list of works/projects mentioned should be substantiated with documentary evidence such as work orders and completion certificate in the absence of which the applicant is liable to be rejected.

Place:
Date:

Signature of Applicant
Name & Designation

Annexure-IV

LIST OF MAJOR ARCHITECTURAL/CONSULTANCY PROJECTS/ASSIGNMENTS IN PROGRESS

SI. No	Name of work/projects in progress with address	Short description of Architectural consultancy	Name and addresses of owner	Value of work/project executed	Date of start of work/project	Stipulated time of completion	Status of work	Expected date of completion	Any other relevant information

Place:
Date:

Signature of Applicant
Name & Designation

Annexure-V

FINANCIAL STATUS

Sl.No	Financial Year	Turnover (in Rs. Lakhs)	Profit/Loss
1.	2021-2022		
2.	2022-2023		
3.	2023-2024		

Note:

Certified copies of audited balance sheet, P/L statement and Chartered Accountants Certificate to be enclosed.

Place:

Signature of Applicant

Date:

Name & Designation

Annexure-VI

LIST OF CONSULTANTS ASSOCIATED ON REGULAR BASIS

Sl.No	Nature of Consultancy	Name & Address of Consultants	Name, qualification & experience of staff	Important Projects Handled
1.	Structural Consultant			
2.	Service Consultant a. Civil b. Electrical c. Fire Alarm and Fire Fighting d. Air Conditioning			
3.	Landscaping Consultant			
4.	Estimate Consultants			

Place:
Date:

Signature of Applicant

Name & Designation

Annexure-VII

LIST OF EQUIPMENT AVAILABLE WITH THE TEAM

Sl.No	Name of Equipment	Type	Nos	
1.	Computers			
2.	Printers			
3.	Plotters			
4.	Software's			
5.				
6.				

Place:

Date:

Signature of Applicant

Name & Designation: