



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY.

(A Statutory Authority under Government of West Bengal)

3, Major Arterial Road • New Town • Kolkata – 700156

Memo No. 552 /NKDA/Engg-36/2010(II)

Dated : 24 /02/12

Notice Inviting Expression of Interest (EOI) for Architectural design of Proposed Administrative Building of NKDA (Municipal Office Building) in Action Area-ID, New Town , Kolkata

New Town Kolkata Development Authority (NKDA) intends to develop their Administrative Building (Municipal Office Building) for this township and for the purpose cited above, NKDA invites Expression of Interest (EOI) from reputed architectural firms for architectural design and drawing of the said building.

1.0 Scope of Activities

The successful architectural firm will have to undertake architectural design and all working drawings of the said Building. The architectural design should take into consideration multifarious facets of aesthetics , compatible with this developing township .The EOI would appreciate designs that which will bring in creativity. In this regard a design brief is annexed with this notice which may be perused, before participation (Annexure-I)

The building should comply with New Town Kolkata Building Rules 2009 and the architectural design should also comply with latest edition of the Indian National Building Code. A site plan is enclosed as Annexure –II.

2.0 General Terms & Conditions

1. The intending participants will have to submit proof of identity in form of self-attested photo copies (any one of the following) of Permanent Account Number (PAN) of Income Tax Department/Election Identity Card/Passport/Driving License . The architect/(s) who are having Registration from Council of Architecture will have to submit self-attested photocopy of the same. The originals will have to be produced for verification for the successful participant only. The originals will be returned after verification.
2. NKDA reserves the right to disallow participation of any or all the applicants in the EOI, without assigning any reason what so ever and no challenge against such refusal will be entertained. The applicants will also not be entitled for any compensation for rejection of the EOIs.
3. In case of sudden closure of office due to reasons beyond the control of the undersigned, the last date and time as indicated hereinafter under the clause ‘**Submission details**’, will automatically be deferred to the next working day without further notice.

4. Participation in this EOI deems that the applicant is fully agreeable to abide by all terms and conditions as stated in this notice inviting EOI.
5. Any notice or instruction to be given to the participants under the terms of this EOI shall be deemed to have been served if it has been delivered to his authorized agent (on the strength of authorization) or representative or sent by registered letter to his address as furnished.
6. The last date of submission of EOI along with documents, as cited in “Submission Details”. is **27th March 2012**.
7. The undersigned reserves the right to annul the whole process of EOI without assigning any reason whatsoever.
8. 2% of the total amount of accepted price of the total job is to be deposited by the successful participant as earnest money in the form of bank-draft or pay order of any nationalized bank drawn in favor of New Town Kolkata Development Authority, payable at Kolkata during execution of formal agreement. Further 8% of the total amount accepted will be deducted from all bills as security deposit.
9. The Quotationers are bound by the terms and conditions of **W.B.F No. 2912** along with the specification, notice of EOI along with all enclosures, Special Terms & Conditions , if any, and schedule of works etc. which forms part and parcel of this contract. Conditional offer will not be entertained and shall be deemed as ‘informal’.

3.0 Submission details regarding EOI

- **(a)** Covering letter and copy of this notice inviting EOI, duly signed on all pages including all annexures and self attested copies of all documents as cited in (1) of General Terms and Conditions. The EOI documents can be downloaded from the official website of NKDA i.e www.nkdamar.org.
- **(b)** Participant’s Profile (**Annexure III**) and relevant experience details for last 3 years (**Annexure IV**)
- **(c)** The architectural design which should incorporate concept and layout plan ,elevations perspective view etc. of the building. The same should be submitted in hard and soft copies.
- **(d)** Financial offer on the enclosed schedule (**Annexure V**)
- **(a) ,(b) and (c) should be submitted in one sealed envelope super scribed as “Technical bid for Architectural Design of Municipal Office Building in Action Area ID , New Town” and (d) should be submitted in one sealed envelope super scribed as “Financial bid for Architectural Design of Municipal Office Building in Action Area ID , New Town” .**

Both the envelopes containing the bids should be sealed in a large envelope clearly labeled “Expression of Interest for architectural design and of Municipal Office Building in Action Area ID, New Town” to the address given below and must be submitted not later than 15:00 hrs on **27th March 2012**, in sealed envelope .

Executive Engineer-I
New Town Kolkata Development Authority(NKDA)
03, M.A.R, New Town, Kolkata– 700 156
Phone: 033-2324-2148

The EOI proposals shall be opened on the same day i.e **27th March 2012 at 16:00 Hrs.** EOI from firms failing to provide all requisite documents and information will be disregarded.

4.0 Other Salient points regarding Architectural Design

- A meeting will be held with the applicants intending to participate in the EOI on 9th March, 2012 at 12.00 p.m in the office of NKDA for any clarification/discussion.
- (A) The marking on the design will be done by a committee by judgment regarding the quality of the submitted drawings /perspective views etc.
 1. Functional Planning (Plan) **30**
 2. General Aesthetics (Facade and Side Elevation) **30**
 3. Compatibility, feasibility and economy in connection to maintenance **30**

TOTAL **90**

- (B) A weightage of 10 marks will be allocated regarding relevant experience details of the participant.
- The overall rating (on the technical bid) will be made on 100 marks based on (A) and (B) above.
- The selection will be made on QCBS (Quality cum cost based selection) mode wherein the weight age for technical bid is 80 and financial bid is 20. The selection will be made by a panel of experts considering the aspects as stated above.
- Any corrigendum regarding this EOI will be uploaded in the official website of NKDA i.e www.nkdamar.org along with publication in the office notice board. .The intending participants are requested to visit the website for any updates etc. in this regard.

7.0 Special Terms and Conditions

1. All participants are requested to visit the sites and satisfy themselves about local conditions and also other matters that may be required in connection to the work. Such matters should be duly taken care of during the work.
2. The successful participant, whose design gets selected will be informed by 15th April 2012 regarding selection of his design.
3. For any other information the applicants are requested to visit the office of the undersigned on any working day from 1.00 pm to 3.00 pm from 27th February 2012 to 20th March 2012.

Executive Engineer-I

New Town Kolkata Development Authority

Memo No: 552 /NKDA/Engg-36/2010 (II)

Dated : 24 /02/12

Copy forwarded for information to :-

1. The Chief Executive Officer, New Town Kolkata Development Authority.
2. Senior Architect, New Town Kolkata Development Authority.
4. The Finance Officer, New Town Kolkata Development Authority.
5. The Assistant Engineer/ Assistant Architect, New Town Kolkata Development Authority.
6. The Estimator/Accountant I and II / Cashier, New Town Kolkata Development Authority.
7. P.A to the Chairman, New Town Kolkata Development Authority.
8. Office Notice Board.
9. Official web site of New Town Kolkata Development Authority (www.nkdamar.org)

**Executive-Engineer-I
New Town Kolkata Development Authority**

ANNEXURE-I
DESIGN BRIEF

ABOUT THE PROJECT: *New Town Kolkata Development Authority is very keen to develop their own office in the heart of the Township which will eventually become a municipal / corporation office. The Authority has a dream that this multifunctional city will get a unique landmark building as it's office with good aesthetics. It will be an eye catching building which may enhance the urbanscape. The aim of the Authority is to build not only a landmark building but also an unique combination of the best natural resources and the modern technology. The building should be a Eco- Friendly one with building materials those are environmental friendly and locally resourced. NKDA aims to create a healthy, efficient building that will help to promote a green corporate image to all. The design of the landmark building should cater to the following demands.....*

- *Functional Demand*
- *Spatial Demand*
- *Physical Demand*
- *Cultural Demand*

LOCATION (Site & the surroundings): *The proposed Municipality Office Building for New Town Kolkata Development Authority is located at Pre. No. 04-3333, Plot No. DG/13, AA-1D, New Town, Kolkata. The area of the plot is approximately 1.73 Acres. The shape of the plot is almost rectangular, has it's main entry / exit points from the abutting MAR (E-W), which is situated on the south side. The art and cultural centre "Rabindra Tirtha" and Institute of Computers Engineers are at the west and east side respectively. Tata Medical Centre is at the north side of the site. The site is very near to "HIDCO BHABAN".*

LAND AREA: *7001.888 Sq. m.*

USE OF BUILDING: *Business Building.*

PERMISSIBLE F.A.R.: *1.7968 (on interpolation basis)*

PERMISSIBLE GROUND COVERAGE: *40% of the Plot Area.*

REQUIRED BUILT UP AREA: *At least 100000 Sq. ft.*

PARKING FACILITIES: *Parking facility for Car, L.C.V. & Bus etc. for the office staffs and car parking facility for the visitors and guests shall have to be as per the prevailing New Town Kolkata Building Rules.*

OPEN SPACE SYSTEM: *Beside the marginal open spaces, Green Open spaces, landscaped gardens using water features etc. shall have to be included in the project as per the prevailing New Town Kolkata Building Rules.*

CIRCULATION SYSTEM: *Circulation within the project should be smooth, easy and flawless. Internal roads, drive ways, path ways etc should cater all the connections within the project.*

FUNCTIONAL ACTIVITY SYSTEM: The landmark building must provided the spaces for the following departments / sections with their various requirements-

1. **Administration Section**
2. **Finance and Account's Section**
3. **Architectural Section :**
 - Building Plan Sanction Wing
 - Occupancy / Partial Occupancy Wing
4. **Mutation and Tax Section**
5. **Engineering Section**
 - Conservancy wing
 - Water Supply & Drainage - Sewerage Wing
 - Development work Wing
 - Maintenance Wing
6. **System Management Section**

The chambers of Chairman, CEO, Member Secretary, Director Engineers, Superintending Engineers, Finance Officer, Administrative Officer, Sr. Architect/s, Executive Engineers and Estate Manager etc. should have attached toilets and room / space for PA along with record room and waiting space. The Chairman, CEO and Member Secretary should also have attached meeting room for each.

Other Requirements:

- Reception, waiting lounge, Conference room, Multi-purpose Hall, Pantry in each floor, Toilet Blocks for both gents and ladies in each floor, Canteen for the office staffs, Server room, Driver's rest room, Security or guard room, general store, equipment store etc.
- Semi-basement only for parking facilities.
- **Other Facility:** Bank, Post office etc. are to be provided in the ground floor of the building.

SERVICE SYSTEM: To maintain smooth building operation Electrical Room, Generator Room, DG room/ space, Pump Room, HVAC room, Building Management Section (BMS) etc. must be included in the project.

FIRE FIGHTING ARRANGEMENTt :Fire fighting system should be equipped with Fire alarm, Sprinkler system, Fire rated door, Fire Damper, Smoke extraction system, CO2 foam system etc.

ENVIRONMENTAL SYSTEM: To develop a environmental friendly project, the building should be almost naturally lighted and ventilated with the following arrangements –

- BMS (Integrated Building Management System) monitoring services like HVAC, electricity, water, enhancing efficiency.

- *Chilled Water Cooling System with double skinned AHU and 134A refrigerant to avoid depletion of the ozone layer and global warming.*
- *Specialized Albido Paint to be used for the roof to reduce heat.*
- *Solar Panels atop the building providing energy for compound illumination.*
- *Rain Water Harvesting reservoir to collect, process and recycle rainwater for complex maintenance.*

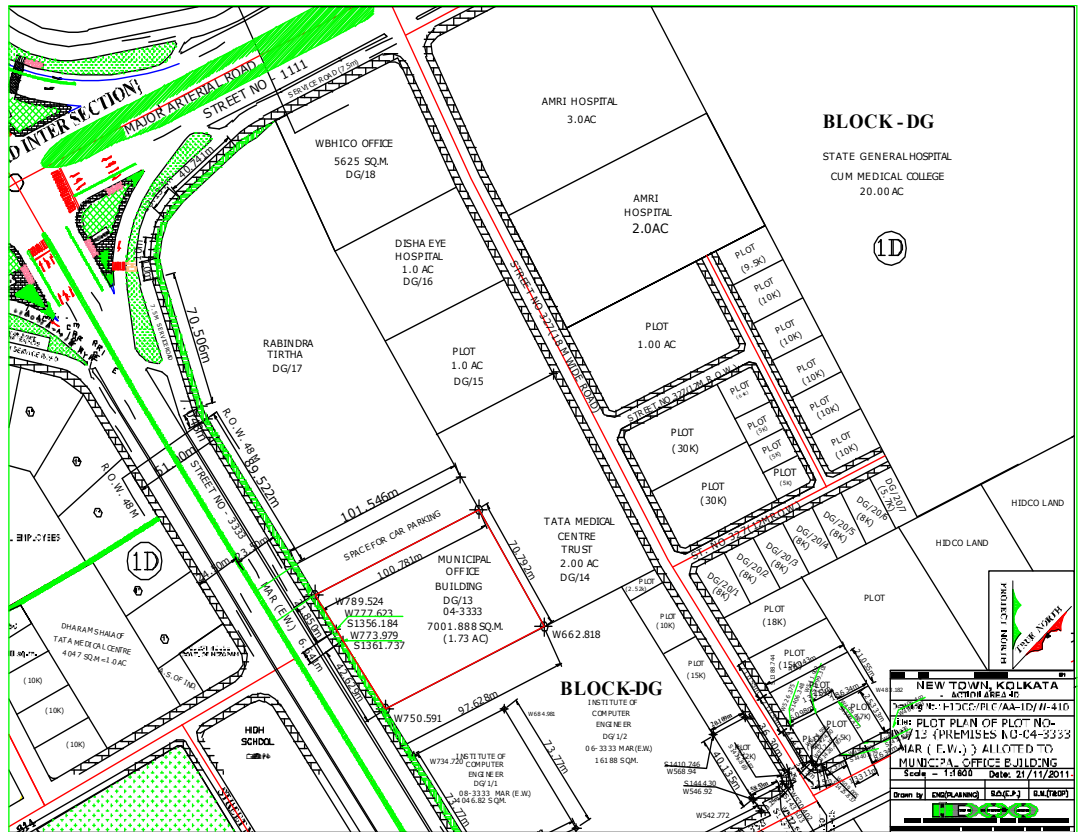
SECURITY SYSTEM: *Close circuit TV monitor system at the entrance, manual security guard tour system along with guard rooms etc. must be included in the project.*

Any other facility may be included which may be deemed appropriate for this office Building, by the consultant.

**Executive-Engineer-I
New Town Kolkata Development Authority**

ANNEXURE-II

**Location of the proposed Administrative Building of NKDA
(Municipal Office Building) in Action Area in ID in New Town, Kolkata**



**Executive-Engineer-I
New Town Kolkata Development Authority**

ANNEXURE-III

APPLICANT'S PROFILE

1. Name of the firm/architect:
2. Address for correspondence and phone no:
3. E-mail :
4. Name of the contact person and phone no:
5. Year of establishment (if applicable):
6. No. of offices (if applicable):
 - a) India:
 - b) Abroad:
7. Presence in how many states of India (if applicable): :
(Presence means full time office)

**Signature of the Authorized Person
with seal of the firm**

ANNEXURE-IV

APPLICANT'S EXPERIENCE DETAILS (IF APPLICABLE)

1. No. of full time staff (if applicable):

a) Key professionals :

b) Support Staff :

3. Any award or felicitation received by you/your firm:

4. Any other relevant details:

5. Details of the projects carried out in the last three years::

Assignment Name	Country/ State	Location	Name and address of the client with phone no.	No. of staff deployed for the project	Start Date	Completion Date	Brief description of the project

(copies of supporting documents to be enclosed)

Signature of the Authorized Person
with seal of the firm

ANNEXURE -V

Schedule of work

**Name of work: Architectural Design of Proposed Administrative Building of NKDA
(Municipal Office Building) in Action Area ID , New Town , Kolkata .**

Sl.No	Name of Work	Amount (to be quoted in figures and words) (Rs)
1.	Architectural Design along with preparation of concept plan, perspective view, plan different elevations, sections etc. along with all architectural working drawings for Proposed Administrative Building (Municipal Office Building) in Action Area ID , New Town.	

Executive Engineer

New Town Kolkata Development Authority

**Name , address and signature of the
Authorized person of the Architectural firm**
