

CSIR-North East Institute of Science & Technology

Jorhat, Assam, 785006

EXPRESSION OF INTEREST DOCUMENT

Subject: Selection of Architects for preparation of the Main Campus Boundary Wall, Main Gates and Building Designs for Construction of CSIR NEIST Eco Energy Hub at Cinnamara.

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SECTION I

BRIEF PARTICULARS OF THE WORK

1. Title of the work for which Expression of Interest applications is invited:

Item	Brief Particulars
Name of Assignment	Selection of Architects for preparation of the Main Campus Boundary Wall, Main Gates and Building Designs for Construction of CSIR NEIST Eco Energy Hub at Cinnamara, Jorhat.

2. Location: CSIR NEIST Main Campus, Jorhat 785006 and CSIR NEIST Eco Energy Hub at Cinnamara Jorhat.

3. Introduction and Scope of work

3.1 Introduction:

It is proposed to start construction work for the CSIR NEIST Main Campus boundary wall and main gates at the earliest. The objective of the present tender is to select an architectural consultancy firm for preparation of the Main Campus boundary wall and main gates and Building Designs for Construction of CSIR NEIST Eco Energy Hub at Cinnamara, Jorhat.

The scope of work of the architect shall include the following.

- Detailed site planning
- Planning of roads
- All services networks like drainage network, electrical network etc.
- Landscaping
- Building designs, architectural working drawing
- Service drawings for various building systems including electrical communication, LAN, AC, plumbing etc.
- Structural drawings
- Firefighting drawings and statutory clearances
- Initial budget estimation and detailed estimates and various stages
- Specifications and construction details
- Preparation of tenders for appointment of PMC, contractors or any other agencies / suppliers etc.
- Quality control procedures for PMC (PMC will be responsible of assurance of day to day quality at site)
- System performance evaluation
- Signage design
- Certification of bills for adherence to the design and specifications of works (PMC shall be responsible for certifying day to day quality, and certificate of bills for quantity)
- Visit site for supervision
- Attend meeting for decisions and review
- Appoint site architect and staff at site for adherence to the design.
- Vetting of structural drawing from any IIT
- He should have able consultants like structural designer, energy consultant, plumbing consultant, electrical consultant, air conditioning consultant and others as per requirement to ensure that the planning, execution & designing are upto standards.

3.2 Tentative types of Buildings & sizes:

Some major points are suggested below for broad guidance in the development of vision/design presentation. Architects are invited to visit the institute at its Main Campus, at Jorhat, Assam for further details and clarifications if required, and the location of the off shoot campus at Cinnamara, Jorhat so that they can showcase their vision and concept as per technical and locational requirements of the project.

Suggestive campus lay-out and building schedules

Sr. No.	Building Type	Plinth Area (Approx. to be actually calculated as per norms)
1.	<p>Main Campus Boundary wall along with the Main Entrance Gate with restricted access to outsiders and a Secondary Gate along the wall for Areas accessible to Public. The wall should be equipped with boundary light post, a road and a drain along the wall. A parking area near the wall for buses and cars is also required.</p> <p>Also the three buildings (i)the Security Office and Sheds, (ii)the Bank building and (iii) Post Office to be relocated.</p>	<p>Boundary wall Length Main campus: 601.00 M Cinnamara campus : 135.00 M Gate No 1 : 5.60 M Gate No 2 : 7.50 M including side gate</p>
2.	<p>Main building at Cinnamara Campus For about scientists, technicians, trainees. Main laboratory building should have designated Parking (for 25 cars) Generator room (outside), Panel room (under staircase), Stabilizers, Heavy equipments, Work shop -100.00 sq. m. Seed & plant material storage lab Computer center – 20.00 sq. m. Biotechnology Division</p> <p>Demonstrative Technology Division</p> <p>Business discussion room for interaction with industry (20.00 sq. m.), luncheon room (15.00 sq. m.), an exhibition room (80.00 sq. m.).</p>	
3.	<p>Trainee building</p> <p>Main conference hall for 50 people. - 100.00 sq. m. One conference hall, for 20 people. – 40.00 sq. m</p>	

	Education and training office (75.00 sq. m.), facilities (10.00 sq. m.), library for 50 people (150.00 sq. m.). Class rooms (1 nos., to accommodate 25 students) – 50.00 sq. m. Canteen & dining room <u>Gymnasium</u> /recreational facility. – 150.00 sq. m.	
4.	Residential facilities One Type II (upto 50.00 sq. m.) and Type I (upto 30.00 sq.m.)house for caretaking staff.	
5.	Landscaping around the drainage channel and as per elevations	As suitable

Other Areas

3.3 Points that may be considered in designing the main campus boundary plan and buildings at Cinnamara

1. The campus and buildings may be designed on concepts of cost savings on external and internal services, minimum maintenance and low cost of energy, water and electricity. Day lit buildings, dust free clean laboratories, low cost on air conditioning, sustainable campus, GRIHA rating as per Government of India directive, solar and bioenergy etc. will be some of the important criteria in evaluation of suitability of architect.
2. Minimum ground coverage should be used for buildings so that maximum possible ground is open & green. A nuclear mode of planning may be preferred to allow for savings on infrastructure and services and expansions in future.
3. Disaster resistant design of the structural system as per earthquake prone region.
4. Plan for fast track construction, repeatable expansion and rain water harvesting.
5. Solar water heating for laboratory, wash rooms and residences, wherever possible.
6. Fire safety features as per latest norms.
7. Adequate parking facilities/utilities for staff and visitors.
8. Special provision for privacy of family in residential quarters. All areas to give appearance of openness, aesthetics, natural view of green landscape and complete privacy.
9. Double walled building to keep inside of the building relatively cool/ Use of hollow bricks for the purpose of insulation, if desirable.
10. Laboratories, trainees hostel, residence etc. to have internet, EPABX and LAN connectivity, as appropriate.
11. Direction of buildings to permit energy saving with respect to direction of Sun.
12. Laboratories with toughened glass partitions to permit visibility across functionally related areas, openness and yet efficient use of space and accessibility to allow sharing of facilities, sufficient moving space, equipment space, wash rooms etc..
13. Inside of the laboratories to be dust free as per requirements.
14. Deployment of cable management system with separate channels for data & power transmission instead of concealed electrical wiring in the campus. Use of industrial sockets (30 amp.) with MCB for high power equipments.
15. Main laboratory & administrative building to have most energy efficient air conditioning system to allow power saving during partial use of laboratory.
16. Provision for an RO water supply point in each laboratory wing, Other wing wise specialised laboratory requirements to be provided by CSIR NEIST.

17. Ramps should be provided for physically challenged people as per norms.
18. Overhead water storage to be planned in such a way that future vertical expansion of building can be undertaken without interruption of water supply to the pre-existing laboratory.
19. Safe and efficient foundation designs to suit the sub-soil condition and structural design.
20. Appropriate designs for waste disposal system, biosafety, environmental safety to be incorporated.
21. Design should be innovative rather than repetitive.
22. Services should be accessible from the corridors and walls, avoiding trenches. A duct exhaust air ventilation may be considered. This creates directional air flow which draws air into laboratories from clean areas and towards contaminated areas. The exhaust air is not re-circulated to any other part of the building.
23. Campus plan to allow for future expansion as per long term needs.
24. Any other aspects that determine sustainability of campus, ambience and vision for the next 50 years.

4. Scope of Work & duties of the Architect

4.1 Supply Working Drawings and details for all aspects of the project as mentioned above, including architectural and structural drawings, space requirements, service and safety requirements, landscaping, electrical, sanitary & water supply connections, Substation etc. and other services as may be required by CSIR NEIST. Designing and preparation of working drawings, budgetary cost estimates and details of “in-built furniture”, other furniture, furnishings, interior decoration/detailing and obtaining approval of the CSIR NEIST.

4.2 The Architect shall supply requisite copies of Drawings, complete tender schedules, specifications, bill of quantities etc. for preparation of tender documents & contract documents to appoint a Project Management Agency, who in turn will get the work executed.

4.3 Providing assistance as may be required in carrying out negotiations with the Project Management Agency, contractors, suppliers or manufacturers and work in complete harmony to ensure efficient execution of work, quality and esthetics.

4.4 Obtaining statutory approvals and completion certificate from the local authorities.

4.5 Any other assignment that may be desirable in interest of efficient progress of the project.

SECTION II

INFORMATION & INSTRUCTIONS FOR APPLICANTS

1.0 General:

1.1 Letter of transmittal and forms for pre-qualification are given in Section III.

1.2 The process of selection of architect is given in para 5.0 below.

1.3 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particulars/queries are not applicable in case of the applicant, it should be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by email, telegram or fax and those received late will not be entertained.

1.4 The application should be typewritten. The applicant should sign each page of the application.

1.5 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialling, dating and rewriting. Pages of the pre-qualification document are numbered. Additional sheets, if any added by the applicant, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.

1.6 References, information and certificates from the respective clients certifying suitability, technical know how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer or equivalent.

1.7 The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of pre-qualification document unless the Employer calls it for.

1.8 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from participation in this work as well as in future.

1.9 The pre-qualification document in prescribed form duly completed and signed should be submitted in a sealed cover. The sealed cover superscribed "**Expression Of Interest document for Master Planning and Architectural Design for CSIR NEIST Main Campus Wall and Gate with campus development at Cinnamara, Jorhat**" shall be received by the Director, CSIR NEIST or his authorised representative **upto 1700 Hrs on 18/12/2015**. Documents submitted in connection with pre-qualification will be treated confidential and will not be returned. **One soft copy in CD shall also accompany the application.**

2.0 A maximum of six applicants will be shortlisted on the basis of criteria listed under the "Process for Selection of Architect" (para 5.0 and 5.1, Table 1) and invited to make a detailed presentation of the concept and design vision at a date to be notified in due course.

3.0 Method of Application:

3.1 If the applicant is an individual, the application shall be signed by him above his full typewritten name and current address.

3.2 If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.

3.3 If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case, a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.

3.4 If the applicant is a limited company or corporation, the application shall be signed by a duly authorised person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

3.5 If the applicant is a consortium, the application shall be signed by a duly authorised person holding power of attorney for signing the application accompanied by a copy of the power of attorney letter. The applicant should also furnish a copy of the Memorandum of Association duly attested by a Public Notary. If one of the consortium partners are a foreign agency, then they must provide all the certificates of incorporation & licences to practice within their country. They should also convert project cost / fee/ turnover details into Equivalent Indian Rupees

4.0 Final Decision Making Authority.

The employer reserves the right to accept or reject any application and to annul the pre-qualification process and reject all applications at any time, without assigning any reason or incurring any liability to the applicants.

5.0 CRITERIA

In order to create a transparent, merit-based selection, an Evaluation Committee will select the architect through a two stage process of short-listing.

The EOI shall be accompanied by a description (in the format given in Form A, B) of relevant previous examples which will be graded to invite a few (maximum six) shortlisted applicants for a presentation based on the outline brief provided in Section I under para 3, parts 3.1 to 3.3.

Short listing shall be based on organisation strength, past experience in similar works, financial capability, prestigious awards received for similar works from reputed International/Indian Institutions, Capability in designing scientific research institutes and Sustainable / Green Design of Campus and the Buildings. The Institute, however, reserves the right to restrict the short listing of firms to any number deemed suitable by it. Details of the criteria and the process are as follows.

5.1 Process of Selection: Step wise process of selection of architect is given below.

(i) First stage short listing of architects on the basis of inputs provided by the architects in response to the EOI advertisement and the predefined criteria and weightages as listed in Table 1 below. This is called as 'First Stage Selection'.

- a. Inviting the shortlisted architects for presentation of vision document before an Evaluation Committee. Inputs from CSIR NEIST are already given under Section I, para 3 (3.1 to 3.3) to help the contestants for preparing their presentation. This is called as the 'Second Stage

Selection'. It should be technical in nature, related to specifics of the project and is most critical to decision making.

- b. First technical presentation by the selected architects towards development of campus plan. The architects invited for the presentation will be compensated up to Rs. 20,000 towards the expenditure made by them in preparing the presentation. The compensation will be paid at the time of final decision.
 - c. Second technical presentation, if desired by the Evaluation Committee to clarify or expand upon specific points/details, give a 3D walk through etc.
 - d. Finalisation of the architect: Finalisation of the architects on the basis of technical presentations and as per the criteria given in Table 2. The compensation of Rs. 20,000 to each of the architects invited for technical presentation will be paid at this stage.
- (ii) Award of contract on the basis of technical (75% weightage) and financial (25% weightage) evaluation (Quality and Cost Based Selection) of the architects/ firms and their bids.

Table 1: Criteria and scores for shortlisting the architects: First Stage Selection

Sr. No	Criteria	Maximum Score	Total %
1	Experience of designing & executing single Projects of 10 acres and above campus similar in scope during the last five years as per Form A (10 points each) and in progress as per Form B (5 points each)	30	20%
2	Experience of designing & executing single projects costing Rs.5 crores or more, similar in scope during the last 5 years as per Form A (10 points each) and in progress as per Form B (5 points each)	30	20%
3	Experience of designing & executing projects of energy efficient buildings or BEE star rated buildings of more than 1,000 sq. ft. during the last 5 years, as per Form A and Form B.	30	20%
4	Experience of designing & executing major projects for reputed PSU/ Government organizations as per Forms A and B.	10	25%
5	Experience of designing & executing Projects of Biological Research and teaching institute as per Forms A and B.	20	
6	Experience of designing exhibition halls as per Forms A and B.	10	
9	Experience in designing campus with Laboratory, research field, green houses etc. as per Forms A and B.	10	
10	International Awards (10 marks for each award)	30	15%
11	National Awards (5 marks for each award)	30	
	Total	200	100%

Table2: Criteria for Second Stage Selection of architect, on the basis of presentations

The criteria for selection of the architect will be 75% weightage to various technical aspects as listed below (against the background of CSIR NEIST project details given in Section I, para 3.1 to 3.3) and 25% weightage to the financial bid. The technical aspects will be as follows:

Criteria and scores for final selection of the architect

Criteria	Maximum	Score
	Sub Total	Total
National & International reputation as architect	15	15
<ul style="list-style-type: none"> Awards & recognitions 		
Experience of simmlar projects	15	15
<ul style="list-style-type: none"> Experience of designing & executing similar Projects involving campus/ site planning. The committee shall judge the quality of solution given by the architects in earlier projects. (The bidder to showcase actual site photographs with representative drawings to prove capability and quality). 		
Quality of previous work:	10	10
<ul style="list-style-type: none"> Based on site visit photographs and materials presented by the bidders, the, committee shall judge the quality, harmony in execution and timelines in works by the bidder. 		
Experience in energy efficiency	15	15
<ul style="list-style-type: none"> Experience of designing & executing energy efficient buildings or BEE star rated buildings of more than 1000 sq. ft. during the last 5 years, systems used, cost effectiveness and sustainability. 		
Experience of research lab	15	15
<ul style="list-style-type: none"> Competence in designing GLP laboratory, information systems in laboratory and campus etc. 		
Vision documents	10 5 5 5 5	30
<ul style="list-style-type: none"> Thematic uniqueness and functional relationships among different buildings. 		
<ul style="list-style-type: none"> Unique concepts on resource optimization and future expansion plan 		
<ul style="list-style-type: none"> Ambience of the campus design 		
<ul style="list-style-type: none"> Cost saving, value adding aspects and prioritization vision for CSIR NEIST. 		
<ul style="list-style-type: none"> Features related to energy efficiency and sustainability 		

Marks will be allotted to quality, out of 100 as per the criteria listed above.

The final assessment of the offers will be based on QCBS system which is quality-cum cost based system. The architect who scores highest total marks will be awarded the contract as per the process outlined below :

Proposal with the lowest cost will be given financial score of 100 and other proposals given financial scores that are inversely proportional to their prices.

Therefore $S_f = 100 \times FM/F$ Where FM is the price of lowest bidder & F is the price of the bidders.

Weightages will be allotted to Technical quality and cost to arrive at the best offer as follows:

75% Weightage to Technical Quality.

25% Weightage to Cost.

The formula to be applied in as follows:

$$S = (St \times 75) + (Sf \times 25)$$

S = Total Score

St = Total Score on Technical Quality out of 100

Sf = Score on Financial Bid

The bidder scoring highest marks will be finally selected.

6.0 Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
- (b) Record of poor performance such as abandoning work, not properly completing the contract, etc.

7.0 EXPERIENCE IN WORKS HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS

7.1 Applicant should furnish the following:

- (a) List of all works of similar class successfully completed during the last five years **(in Form "A")**.
- (b) List of all the projects under execution or awarded **(in Form "B")**.

7.2 Particulars of completed works and performance of the applicant duly authenticated / certified by an officer not below the rank of Executive Engineer or equivalent should be furnished on letter head, separately for each work completed or in progress **(in Form "C")**.

8.0 ORGANISATION INFORMATION (in Form "D")

Application is required to submit the information in respect of his organisation as given in Form "D". Details of inhouse experts or advisors who would be associated with technically specialised aspects of the project **(in Form "E")**.

9.0 FINANCIAL INFORMATION (in Form “F”)

Applicant should furnish the following financial information:

Annual financial statement for the last five years.

10.0 LETTER OF TRANSMITTAL (in Form “G”)

The applicant should submit the letter of transmittal attached with Expression of Interest document.

11.0 FINALIZATION OF ARCHITECT

After evaluation of applications at stage one, a list of maximum six shortlisted architects will be prepared. These architects will be judged in a competitive vision presentation-cum-interview process for final selection of architect. As per details given under the ‘Process for Selection of Architect’ (Para 5.1 above), one architect would finally be selected based on technical and financial evaluation as per details given in Table 2 and Para 5.1.

12.0 COST OF THE PROJECT & FINANCIAL BID

The rough estimated cost of the project based on CPWD/APWD Plinth Area norms with base 100 as on is about Rs crores for total plinth area of sq.meters.

The professional fee for the comprehensive architectural consultancy services for the above scope of work shall be submitted in a sealed envelope separately. It should be signed **in ink** by the authorised Signatory **of** the agency **in his own hand**. The financial bids must indicate **total fee chargeable for the project (and not as % of value of work)**. **Alternatively, fee could be expressed on per square foot of construction area (not including the projections, balconies)**. The fee should be stated in both words and figures. In case of any discrepancy, the fees indicated in words shall be considered.

The Financial Bid will be submitted by the shortlisted firms , within one week after the first stage selection

13.0 Any effort on the part of the applicant or his agent to exercise influence or to pressurise the employer would result in rejection of his application. Canvassing of any kind is strictly prohibited.

SECTION III
PREQUALIFICATION INFORMATION FORMS

FORM 'A'

**DETAILS OF CONSULTANCY WORKS OF SIMILAR NATURE OF ASSIGNMENT COMPLETED DURING
THE LAST FIVE YEARS ENDING 31.03.15**

SIMILAR NATURE OF CONSULTANCY ASSIGNMENT COMPLETED		
Sr. No	Description	Project Detail
1	Name of work / project and location & brief description of its nature.	
2	Name, Address & email of Employer/Organisation + Contact Details of Officer to whom reference may be made	
3	Total Land Area, Total Plinth Area, Cost of Project or Fee received by consultant (Please specify clearly and follow this consistently)	
4	Date of commencement as per contract	
5	Stipulated date of completion	
6	Actual date of completion	
7	Reason for Delay	
8	Litigation/arbitration pending /in progress with details*	
9	Special Features of the Project from the perspective of Sustainability / Energy Efficiency	

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

*For each work separate sheet be prepared.

FORM 'B'
CONSULTANCY PROJECTS UNDER EXECUTION OR AWARDED

Sr. No.	Description	Project Details
1	Name of work/project and location & brief description of its nature	
2	Name, Address & Email of Employer/Organisation + Contact Details of Officer to whom reference may be made	
3	Total land area, Total Plinth Area, Cost of Project or Fee received by consultant (Please specify clearly and follow this consistently)	
4	Date of commencement as per contract	
5	Stipulated date of completion	
6	Actual date of completion	
7	Reason for Delay	
8	Litigation /arbitration pending /in progress with details*	
9	Special Features of the Project from the perspective of Sustainability / Energy	

*For each work separate sheet be prepared.

Signature of Applicant(s) with date & seal

FORM 'C'

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "A" & "B" in this format or a certificate on Client's letterhead

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. Performance Certification detailing Quality of work, Financial soundness, Technical Proficiency Resourcefulness, General behaviour of consultant

Dated:

Signed by Executive Engineer or equivalent

#Note:-Certificate for each work completed/under execution shall be obtained as per "FORM D" and given in separate sheets.

FORM "D"
STRUCTURE & ORGANISATION

1	Name & Address of the applicant:		
2	Telephone No./Telex No./Fax No		
3	Legal status of the applicant (attach copies of original document defining the legal status) i. An individual ii. A proprietary firm iii. A firm in partnership iv. A limited company or Corporation		
4	Particulars of registration with various Government bodies (attach attested photocopy)	Organisation /Place of registration	Registration No.
5	Names and Titles of Director & Officers with designation to be concerned with this work (Please Attach CV's of all related personnel)		
6	Designation of individuals authorised to act for the organisation		
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 organisation 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 specialisation and interest?		
12	Certificates of Specialization available for the various Officers within the organization related to a particular job. For. E.g. Green Facilitation for Rating for GRIHA, Biosafety, Radiation safety, GLP etc.		
13	List of International awards:		
14	List of National awards:		
15	List of publication of projects in International Journals:		
16	List of publications in National Journals:		

Signature of Applicant(s) with date & seal

FORM 'E'
DETAILS OF PROPOSED ASSOCIATE SERVICE

Sr.No.	PROPOSED ASSOCIATE FOR	NAME & ADDRESS OF ASSOCIATE PROPOSED	YEARS OF EXPERIENCE (With the Proof)	YEARS OF ASSOCIATION WITH THE PRIME CONSULTANT (With the Proof)
1	ARCHITECTURAL			
2	STRUCTURAL ENGG			
3	INTERNAL & EXTERNAL WATER SUPPLY, INTERNAL & EXTERNAL SEWERAGE, DRAINAGE			
4	INTERNAL ELECTRICAL SERVICES & STREET LIGHTING, ELECTRICAL TRANSFORMERS STAND BY GENERATING SETS AND DISTRIBUTION NETWORKS.			
5	HVAC			
6	FIRE FIGHTING			
7	MASTER PLANNING			
8.	ENVIRONMENTAL SUSTAINABILITY			
9.	ENERGY MODELLING & GREEN RATING FACILITATION			
10.	ACOUSTICS			
11.	EDUCATIONAL TECHNOLOGY/ NETWORKING			
12.	LANDSCAPING			
13.	LABORATORY SERVICES & SAFETY			
14.	SPECIALISED LABORATORY DESIGNING			

*If the consultancy services are available in House, the same may be indicated

FORM 'F'

FINANCIAL INFORMATION

- I. **Financial Analysis** - Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Particulars	Financial Year		
	12-13	13-14	14-15
i) Gross Annual turnover (In Lakhs)			
ii) Profit/Loss			

- (a) Current Income Tax clearance Certificate/Profit & Loss account

Signature of Chartered Accountant with seal

Signature of Applicant(s)

FORM 'G'
LETTER OF TRANSMITTAL

From: _____

To
The Director,
CSIR NEIST,
Jorhat

Subject: Submission of pre-qualification application.

Sir,

Having examined the details given in pre-qualification press notice and pre-qualification document for the above work, I/We hereby submit the pre-qualification document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms "A" to "F" and accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I/We also authorise the Director, CSIR NEIST to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical know how and capability for having successfully completed the following works during the last five years:

Sr.No.	Name of work	Certified by/from

Enclosures.

Seal of applicant

Date of submission:--

Signature(s) of Applicant(s)