



**REGIONAL INSTITUTE OF MEDICAL SCIENCES – 795004**  
(An autonomous body Institute under the Ministry of Health & Family Welfare, Govt. of India)  
IMPHAL - MANIPUR

---

Expression of Interest (EOI)

FOR

Selection of Consultants for  
Architectural Planning and Design, Structural  
Design & Drawing and Estimation

Terms of Reference (TOR) for  
Selection of Consultants for  
Architectural Planning and Design, Structural  
Design & Drawing and Estimation

SECTION 1: INSTRUCTIONS TO BIDDERS

## Section I:- Instructions to Bidders

---

The objective of this Expression of Interest (EOI) is for Selection of Consultants for Architectural Planning and Design, Structural Design & Drawing and Estimation for empanelment with RIMS, Imphal.

### 1. Eligibility criteria of Consultant for Bidding: -

The 'Consultant' shall mean an individual firm incorporated or not, proprietorship, partnership, private limited or public limited firms. The company should have the following thresholds to be eligible for bidding and issuance of Bid Documents: -

- I. The Consultant should comprise of a minimum of four technical personal i.e., 2 Civil Engineers, 1 architect and 1 Electrical Engineer, who have experience of Planning, execution and supervision of engineering projects. The consultant must have previous experience in preparation of DPR.
- II. Details of Organization set up – State whether proprietorship, partnership, Private Limited or Public Limited viz-a-viz. Registration Certificate.
- III. Details of similar or other civil engineering works on hand at present and value of works.
- IV. The Consultant must have an office at Imphal. Or, in case the Consultant is selected for empanelment, the Consultant should establish an Office of its at Imphal within one month's time from the issue of notice of selection failing which empanelment will not be done.

### 2. Submission of Proposal

Proposals will be submitted in 3(three) separate envelopes, marked as "Envelope 1" and "Envelope 2". The contents of these envelopes will be as under:

- Envelope 1:

(i) Rs. 1000/- (Rupees one Thousand Only) towards the non-refundable cost of the EOI Document,) in the form of Demand Draft (D.D) from any Nationalized/Scheduled Bank . Payable in favour of The Director, RIMS, Imphal

(ii) Bidder shall submit, along with its proposal, a Proposal Security (the "Proposal Security") for an amount of Rs. 20,000/- (Rupees Twenty thousand only) (refundable in case of unsuccessful bidders) in the form of Demand Draft (DD) from Nationalized/Scheduled Bank in favour of "The Director, RIMS, Imphal

(ii) Duly filled in prescribed Form A, Form B and Form C

- Envelope-2:
  - (i) Original Bid Document.
  - (ii) "Financial Proposal".
- Envelope -3:

All the above 2(two) envelopes of the proposal shall be placed in one Sealed Packet. The envelopes shall be clearly marked with project title.

In addition, all the envelopes including the outer sealed packet must be addressed as below:

EOI NO. DUE ON: Envelope No.: (Do not open before Due Date)
To, The Director, Regional Institute of Medical Sciences, Imphal, Manipur, Pin-795001
From: (Name & address of Consultant)

The Bid/EOI can be submitted at following place:

To,  
The Director,  
Regional Institute of Medical Sciences,  
Imphal, Manipur.  
Pin-795001

3. Language of Proposals: All information in the Proposals shall be in English.

4. Local Conditions:

It will be imperative on each bidder to fully acquaint themselves of all local conditions and factors, which may have any effect on the execution of services covered under this document. It must be understood and agreed that all the factors have properly been investigated and considered while submitting the proposals. No claim for financial adjustment will be entertained by RIMS, Imphal. Please note that the cost of preparing the proposal, presentation and of negotiating the contract including site visits etc. will not be reimbursable by the RIMS, Imphal.

## 5 Price Proposals:

The Bidders are required to quote their fees as per prescribed Form. The ceiling limit of Fees is 2 % of the Project cost. Consultants who are eligible for selection and empanelment but quoting Fee rates higher than the L1 rate consultant may be empanelled if they agree to accept the L1 fee rate for which they will be required to furnish as undertaking to RIMS authority.

## 6. Duties and Taxes:

All duties, taxes and other levies as applicable on date of submission of Tender shall be payable by the Bidders as per applicability.

## 7. Validity:

The proposal shall be kept valid for a period of 180 (one eighty) days from the stipulated last date for receipt of proposals as mentioned hereafter.

## 8. Staff strength of organization and Key personnel's.

### Qualifications & Experience of Key Experts

Sr. No.	Key Expert	Qualification	Experience
1	Sr. Architect	Graduate in Architecture	At least with 5 years of experience in Similar type of works ( Certificate may be produced from the respective Client's)
2	Engineer (Civil)	Graduate in Civil Engineering	-do-
3	Engineer (Electrical)	Graduate in Electrical Engineering	-do-

## 9. Award of Contract:

Selection of Consultants for empanelment with RIMS, Imphal will be made after having an interactive session with the applicants who are so intimated for the interaction. Notification on empanelment to the Consultant will be made in writing to the qualified bidder(s) by RIMS, Imphal. Successful bidder(s) will have to execute an agreement for the related schedules of a project. The Institute reserves the right to allocate works or projects to any empanelled consultant having prior experiences of the works on accepted rates which shall be applicable to all consultants.

The selection of consultant will be at the sole discretion of RIMS, Imphal who reserves their rights to accept or reject any or all the proposals without assigning any reason. RIMS, Imphal reserves the right to call for additional information from the Bidders. Empanelment of the Consultants will be made initially for a period of 6 months which may be extended by another 6 months based on the performance of the Consultant.

10. EOI document:

Please note that the Terms of Reference (ToR) documents shall not be sent by post, courier, etc. No offer will be accepted after the last date & time of submission.

11. EOI Document Price:

An amount of Rs 1000/- towards cost of Tender documents, shall have to be enclosed in the form of Demand Draft if download from the official website of RIMS, Imphal or the tender document can be purchased from the CWS of RIMS, Imphal.

12.1 Checklist for Submission:

Check list for submission of offer is given for the guidance of the bidders. The proposal should be checked with reference to this list before its submission.

Envelope 1. Letter of Proposal submission (FORM 1) in on copy along with

1. Cost of EOI document (non-refundable), in the shape of Demand Draft of Rs.1000/- from any Nationalized Bank, Payable to "Director, RIMS"
2. A Proposal Security (the "Proposal Security") for an amount of Rs. 20,000/- (Rupees. Twenty thousand) (refundable in case of unsuccessful bidders) in the form of Demand Draft (D.D) from Nationalized/Scheduled Bank in favour of "Director, RIMS".
3. Details of Organization set up – State whether proprietorship, partnership, Private Limited or Public Limited viz-a-viz. Registration Certificate.
4. List of documents as proof of fulfilling eligibility criteria.
5. Details of similar work on hand at present and value of works.
6. Staff strength of organization and Key personnels.
7. Duly filled in prescribed Form A, Form B and Form C

12.2 Envelope-2

1. Original bid document
2. Financial Proposal (in one hard copy)

12.2 Envelope-3 – Should contain sealed Envelope-1 & Envelop-2

13. Conditional Bids will not be accepted and RIMS, Imphal reserves the rights to modify /split the work to more than one applicant and accept or reject any or all the proposals at its sole discretion.

14. Periodic Inspection: -

It would be necessary for the consultants to make site visits during actual execution to monitor the works from time to time. As such, periodic inspection shall have to be made by the consultants as requisitioned by the Client. The consultants may, therefore, indicate the

travel expenses, daily allowances including boarding & lodging etc. in original for carrying out such periodic inspections by the senior as well as by other professionals of the firm.

15. Advisory Services: -

The consultants shall be required to provide necessary clarification & elucidation of structural design / drawing finishing by them during execution phase for 24 (twenty-four) months from the date of acceptance of offer. Any modification of structural design, if required during this period as per actual site condition, shall have to be carried out and nothing extra will be paid for such services.

16. Time:-

The entire consultancy services shall have to be completed within 45(forty-five) days time. The consultant is required to submit work programme activity wise in the form of bar chart.

Commencement of Services: - The commencement of Services shall be reckoned from the 15<sup>th</sup> (fifteenth) day after the date of LOI to commence the work.

17. Monitoring Committee: -

Monitoring Committee may be constituted by the Client to monitor/control the entire consultancy services. The Consultant shall report to the monitoring committee as constituted every 15(fifteen) days with the progress report & shall give necessary directions as required. The Monitoring Committee shall submit detailed report to the Executive Officer in every 15(fifteen) days interval from the commencement of Services.

18. Abandonment of work by the Client:

The Client shall have the liberty to postpone or not to execute any work and the Consultant shall not be entitled to any compensation for non-execution of the work except the fees which are payable to the Consultant up to the stage of services completed by them.

---



## SECTION 2: SCOPE OF WORK

The objective of this EOI is for Selection of Consultants for Architectural Planning and Design, Structural Design & Drawing and Estimation for empanelment with RIMS, Imphal

### Scope of Work:-

1. Preparation & submission of DPR.
2. Preparation of detailed architectural working drawings for execution.
3. Preparation of detailed structural design and drawing for actual execution.
4. Preparation of detail estimates (Including bill of quantities & details measurement & specifications)
5. Preparation of detail layouts.
6. Preparation of detailed SLD for electrical works & its estimate

All the submission should be conformed as per relevant code / codes and norms to approved guidelines of State / MOUD / GOI.

The consultant shall prepare detailed estimates separately for all works such as Civil work, electrification, air conditioning and fire control, including dismantling with site disposal etc. The detailed estimates shall be supported by the details of measurements, bill of quantities and specifications.

- i) Manipur PWD specification shall generally be followed for civil works. Where Manipur specification is silent, CPWD specification may be followed. For items not covered either by MSR specification or CPWD specifications, detailed specification shall have to be formulated in conformity with the BIS code. The detailed estimate shall be prepared on the basis of MSR-2017 and above. For items not covered under PWD-SOR and CPWD-SOR, such items are to be analysed as per current market rates of Manipur.
- ii) Sufficient copies of complete DNIT shall have to be made available for issuance to intending contractors.

### i) Preparation of detailed architectural working drawings for execution: -

The consultant shall be required to prepare detailed architectural drawing indicating plans at each floor level, adequate cross sections and elevations on all sides, detailed specification, etc. on getting approval of the preliminary estimate from the RIMS Authority. The detailed architectural drawing shall provide all necessary architectural details for actual executions of the work at site. Any modifications of detailed architectural drawing considered necessary by the client shall be carried by the consultant without any extra claim of any kind during final design.

---