

FILM AND TELEVISION INSTITUTE OF INDIA

LAW COLLEGE ROAD, PUNE - 411 004



Expression of Interest (Eol)

To provide “Consultancy & Architectural” services for constructing two nos. of Film Studios and ancillary structures at New Land Site, FTII, Pune

[e – procurement through Central Public Procurement Portal (CPPP)]

Telephone } 25580028

Details } 25580025, 25580105

email : estate@ftiindia.com
purchase@ftiindia.com

Last date for submission of Eol is 02nd Jan 2018 by 5 pm

Note for Bidders : As bids are to be uploaded online, bidders are requested to register themselves on the CPPP Portal. For any issue while filling up/ submitting/ uploading the online tender through Central Public Procurement Portal (CPPP), Please contact - Purchase Officer, FTII, Pune, on 020 – 25580028 (Direct Line) OR 020 – 25580029 email : purchase@ftiindia.com



FILM & TELEVISION INSTITUTE OF INDIA

LAW COLLEGE ROAD, PUNE 411 004

To,
M/s.

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INVITATION TO SUBMIT/UPLOAD EoI

On behalf of the Director, Film and Television Institute of India, Law College Road, Pune - 411 004, a Expression of Interest (EoI) is invited by this Organization in the prescribed bid forms. The details of said EoI document (23 pages) are as stated below;

1.	EoI No. & Date	: D-11032/ 4/ 2013 – Estate (Vol. VIII) Dated 11.12.2017
2.	Issue of EoI Document (Online)	11 th Dec 2017
3.	Pre – Proposal Conference	20 th Dec 2017 in Conference Hall, FTII, Pune at 11 am
4.	Last Date & time of receipt of EoI	: 02 nd Jan 2018 by 5 pm
5.	Opening of EoI (Technical)	: 03 rd Jan 2018 at 5 pm
6.	Description of item	: Consultancy & Architectural Services as per this EoI
7.	Delivery period	: As per this EoI document
8.	Earnest Money Deposit (EMD)	: Rs 1.5 Lakhs
9.	i) EMD Validity upto	: Minimum 60 days from the closing date of EoI submission
	ii) Bid Validity upto	: 60 (Sixty) days from the date of opening of Technical Bid.
10.	Performance Bank Guarantee/ Security Deposit	: 10% of the contract value and as per the terms stated in this EoI document
11.	Address for Correspondence & contact details	: Purchase Officer, Film Television Institute of India, Law College Road, Pune 411004 Phone: (020) 25580028 (direct line) OR (020) 25580029
12.	Paying Authority	: Director, FTII, Pune

The EoI will be governed by the instructions/ terms as stated in the Annexure of this EoI document. Two Bid Systems shall be followed and bidders should take due care to submit/ upload the EoI in accordance with requirement as specified.

Date:

ESTATE MANAGER
For DIRECTOR,
F.T.I.I., Pune 411 004.

Annexure: As attached

List of Annexures:

- 1. Annexure A:** Introduction
- 2. Annexure B:** Scope of Work
- 3. Annexure C:** Pre – qualification criteria for the bidders
- 4. Annexure D:** Terms & conditions
- 5. Annexure E:** Time schedule and stages of payment
- 6. Annexure F:** Documents to be uploaded with the Technical Bid
- 7. Annexure G:** Covering letter to be uploaded with Technical bid
- 8. Annexure H:** Proforma for the financial bid
- 9. Annexure I:** Details of Technical Bid evaluation criteria

Annexure – A

Introduction

Film and Television Institute of India (FTII), Pune, is an Autonomous Institute under Ministry of Information & Broadcasting, Govt. of India. FTII was Established in the year 1960 on the erstwhile Prabhat Studio premises at Pune and thereby inheriting a rich legacy in quality Cinema. The Film and Television Institute of India (FTII) has truly lived up to its avowed objective in the field of imparting training in Film making and Television Programme Production. Films made by the students of the Institute are entered in festivals both in India and abroad. Many of them have won National and International awards. The alumni of FTII have left an indelible imprint across all facets of Indian Cinema & Television and have built an excellent reputation in its allied industries.

FTII, Pune, invites eligible bidders to upload Expression of Interest (EoI), to provide **“Consultancy & Architectural services for constructing Two Air – Conditioned Film Studios and Ancillary Structures”** at its extended campus (new land site) situated near MIT Engineering College, Kothrud, Pune. The purpose of this Expression of Interest is to shortlist reputed Consultancy & Architectural firm/ individuals and objective of this document is to provide broad & indicative information regarding construction of Two Air – Conditioned Film Studios and Ancillary Structures. The consultancy firm/ individuals, identified based on this EoI will provide necessary services to FTII as stated in scope of work (**Annexure - B**) and as per various terms & conditions stated in this EoI document. The estimated cost of the Consultancy & Architectural charges is **Rs 1 Crore** and stipulated period for completion of design & planning work in all respect is within **10 weeks** after award of work.

The EoI must be uploaded in two bid system (technical and financial bid). The technical bid should carry details as stated in **Annexure – ‘B to G’** whereas the financial bid should carry lump-sum amount for the Consultancy & Architectural charges & taxes as per **Annexure ‘H’**. For the financial bid not stating details of taxes, it would be presumed that all the taxes are inclusive of the quoted amount.

The bidder who wish to apply in this tender process need to apply through Central Public Procurement Portal (CPPP) only and its website address is www.eprocure.gov.in. For details in this regard please contact Purchase Officer, FTII, Pune on 020 – 25580028 (direct line) QR 020 – 25580029, email ID: purchase@ftiindia.com.

For queries on EoI, bidders may contact the Estate Manager on 020 – 25580025 & estate@ftiindia.com.

Each page of the EoI document (downloaded) must be signed by the authorized person of the company with company stamp which indicates that the company agrees to all the terms & conditions of the EoI document. This signed document also needs to be uploaded along with other documents. The technical bid would be opened on 03rd Jan 2018 at 5:00 pm. Initially, only technical bids would be evaluated and only those bidders who qualify on the basis of EoI document would be required make presentation at FTII, as related to their proposal (max time 25 min) in front of the committee as appointed by the Director, FTII, on the date & time which would be communicated to the technically qualified bidders. Also, hard & soft copy of presentation to be handed over to FTII on the same day wherein hard copy should be signed & stamped whereas soft copy to be emailed to estate@ftiindia.com.

The presentation should concentrate on the technical aspect of the assignment/project; discuss only the broad development proposal and strategy to be adopted by company/ firm.

Financial bids of only those bidders who make presentation would be opened. Date & time of opening of financial bids would be communicated to the bidders accordingly.

Decision of the Director in all regards shall be final.

Annexure – B

Scope of Work :

(a) Name of the work: Consultancy & Architectural Services for constructing two fully Air – Conditioned Film Studios and Ancillary structures like electrical & camera stores, carpentry section, painting section, make-up section, toilets etc. Two Film studios are measuring (a) 100" X 120" and (b) 90" X 100" with 90" height of both the studios. Both the studios will have provisions of catwalk as well as lighting grids and cyclorama.

(b) Sub Head:

1. Pre qualification of the agencies for executing the work of preparation of detailed working drawing/ plans for submission to PMC, Pune and getting their approval.
2. Structural design & calculation, detail drawings in the latest format as per latest IS code and relevant code/ rules & regulations for specific work as mentioned in point no. 3 to 10 below.
3. Electrical planning (with air conditioned) & drawings as per latest IS code & electrical regulation with full safety and rules & regulation/ standard class – I specifications.
4. Detail plumbing drawings as per Municipal bye laws IS code.
5. HVAC – as per latest bye laws and standards.
6. Solar system as per requirement/ latest bye laws IS code and rules & regulations
7. Acoustics – As per latest standard rules and specification/ requirement of FTII/ department.
8. Horticulture & landscaping as per FTII/ department requirement.
9. Fire fighting system as per CFO/ PMC requirement and approval of CFO.
10. Bill of quantities, measurements abstracts as per CPWD standard of rates for Electrical & Civil and other services items based on architectural drawing/ structural drawings/ plumbing drawing/ solar system/ acoustic/ Horticulture (as a schedule of quantities for inviting tenders as per CPWD standard/ as per state of PWD Maharashtra State as applicable.
11. Proof checking of detailed structural design & drawing to be carried – out from IIT/ NIT/ any Govt. Engg. College. Rate quoted to be inclusive of the charges towards this effect.

(c) Detailed description of the work to be executed under sub head 1 is:

1. Preparation of PMC submission plans based on approved preliminary architectural drawings of two Film Studios and Ancillary structures for submission to PMC for obtaining PMC approval for (1) Commencement certificate including (2) zoning certificate (3) amalgamation of plot if required as per rule (4) Land Acquisition Department Opinion (5) Plot area measurement and calculation & required certificate (6) FSI calculation, getting the PREDCR complied drawings in ACD as per required format of PMC Pune. Revision of plans after getting the scrutiny done from the officials, licensing with PMC official and getting the plans checked complete as per PMC requirements and direction of FTII (Fit for execution of work).

(d) The Item including

- (a) Preparation of all the drawing like layout plan, building plan elevation and section as per the requirements of Pune Municipal Corporation (PMC), Pune.
- (b) Obtaining the NOC of various Govt. Dept./ PMC sections like road dept. Encroachment department. Town planning dept. Fire Dept. Tax Dept. Garden Dept. Bhoomi propen Dept. W/S and Drawing Dept. etc and other essential NOC's for obtaining PMC approval.
- (c) Submission of Drawings to PMC for approval and commencement certificate including pre DCR.
- (d) Carrying out the work related for obtaining the plinth checking certificate including submission and licensing with PMC.
- (e) Carrying out all the works for obtaining the completion certificate from the PMC including submission and licensing with PMC (item does not include the fee/ charges to be paid to PMC or any other Govt. Dept.) which will be either paid by the FTII or will be reimbursed on actual basis.
- (f) Any other activities on the part of licentiate architect for obtaining PMC approval for Drawing plans etc. commencement certificate, plinth checking and certification and obtaining completion certificate.
- (g) Submission of tree cutting/ removing/ transplantation (replantation) proposal to tree authority of PMC and obtaining the tree cutting permission from the tree authority/ NGT etc.

(e) Broad/ Indicative Requirements to be covered:

Broadly in order to initiate & conclude the allotted work, the Consultant & Architect firm need to take up series of meeting with HoDs, Deans, FTII officials and any other person(s) as nominated by FTII Director, to understand the necessity & requirements of FTII regarding the two Film studios and its optimum utilization. The firm need to understand its technical facilities like Acoustic requirements, Catwalk requirements, Studio Air – Conditioning requirements, Electrical layout along with lighting grid & electrical load including power distribution, CCTV requirements, Fire alarm & protection system, with details of equipments required in the same including the details of the Ancillary structures like electrical & camera storage, carpentry section, Painting section, make-up section, toilets etc. All above requirements to be obtained in writing from HoDs/ other FTII officials etc duly certified by Dean(s) and as per the said requirement, prepare Drawings, bill of material & carry-out other necessary work accordingly.

The indicative requirements as regards to civil work which the Consultant & Architect need to take up series of meeting with HoDs, Deans, FTII officials and any other person(s) as nominated by FTII Director to understand the necessity & requirements of FTII for two Film studios regarding the type of structure for wall & roof to be used, type of roof to be provided like RCC framed/ Steel Structure Pitched Roof etc, acoustic material to be used for walls & roof, type of floor material to be used like concrete/ kota stone flooring/ rubber matt over concrete, type of doors (with or without acoustic treatment) to be used with numbers like fire safety/ plain with its height & width, type of structure to be used for Cyclorama installation, water drainage system and different Ancillary structures.

Above requirements are indicative and very broad in nature which can be merely used as a guideline. The Consultant & Architect should apply his/ their own mind and skill to carry-out the work assigned on the basis of requirements from HoDs/ FTII officials etc.

(f) Schedule of work:

The specific schedule of work shall be executed in three phases;

Phase one:

- ❑ Establishing the project design theme, styling, usage and feasibility.
- ❑ Initial 3D renderings for evaluation of the interior design concepts.
- ❑ Providing all detailed construction drawings in relation to walls, roofing (plans at different levels, all sections and elevations).
- ❑ Final 3D renderings and the construction team visualization of the final layout.

Phase two:

- ❑ Providing specific engineering data.
- ❑ Remote assistance with regard to technical and construction queries during office hours.
- ❑ If needed, minor re-design/ rework to suit budget constraints/non-availability of materials.
- ❑ Onsite review and monitoring of progress of work including providing necessary changes in drawings, specifications, details etc.
- ❑ To check sample works and approval of specific materials and workmanship.
- ❑ Assisting in selection of agencies for construction of these Film Studios.

Phase three:

- ❑ Final assessment of the executed work to ensure execution complying with approved designs/ drawings/proposals.
- ❑ Obtaining the completion certificate from PMC.

Annexure – C

Prequalification criteria:

1> General

- (a) The company/ firm should be a registered company/ firm and should be in business of Consultancy & Architectural services for last 06 years (2190 days). Certificate in this regard to be uploaded/ submitted along with other documents.
- (b) Bidder shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of India ("Gol")/ State Governments/ any other regulatory agencies. A self declaration in this regard to be uploaded/ attached along with Eol document.

2> Financial capability

- (a) Turnover of at least Rs 75 Lakhs annually in each of the previous 3 financial years. Organizations should submit/ upload certificate from CA in this regard.
- (b) The Organizations should have made profit during each of the previous 3 financial years and a certificate duly certified by CA must be attached/ uploaded to this effect.
- (c) Valid Bank solvency certificate of Minimum Rs.25 Lakhs of Scheduled bank must be uploaded/ submitted as per the terms & conditions of this Eol document.

3> Experience

Experience of providing Consultancy & Architectural drawing of Film Studio for minimum **02 projects** costing not less than Rs 30 Lakhs (excluding taxes). The projects should have been of last 10 yrs (3650 days) & must have been executed by the firm(s). Experience in individual/ personal capacity will not be considered. Documentary evidences related in this regard to be uploaded/ submitted along with the Eol document. Value of projects shall be brought to current posting level by enhancing the actual value of project at simple rate of 7% per annum.

4> Quality

- (a) The Consultant & Architect or the Consultancy firm must have on their panel a reputed **Art Director who must be recipient of a Central/ State Govt. Award** for his/ her professional work. Proof of same along with the credentials of said Art Director and his/ her involvement in the consultancy firm must be uploaded/ submitted along with Eol.
- (b) Said firm must have **Civil/Structural Engineer and Electrical Engineer/Expert** on their panel.
- (c) Consent letters from (1) award winning Art Director, (2) Civil/ Structural Engineer and (3) Electrical Engineer/ Expert agreeing to be associated with the Consultant & Architect or the Consultancy firm, duly signed by the said Art Director, Civil/ Structural Engineer and Electrical Engineer/ Expert on his/ her letter head must also be uploaded along with other documents.
- (d) Involvement of key personnel in the firm as per table (**along with documentary evidences**);

No.	Name of official	Designation	Qualifications	Experience in yrs
01.		In-charge Architect		
02.		In-charge Civil/ Structural Engineer		
03.		In-charge Electrical Engineer/ Expert		
04.		Award winning Art Director	_____ (pl. state no. of Govt. awards)	

Note: Cut – off date will be last/ due date of Eol submission/ uploading and 1 year = 365 days.

Annexure – D

Terms & Conditions

(a) General

1. Bidders are advised to study all instructions, forms, terms, requirements and other information in the EoI documents carefully. Submission/ uploading of the bid shall be deemed to have been done after careful study and examination of the EoI document with full understanding of its implications.
2. The response to this EoI should be full and complete in all respects. Failure to furnish all information required by the EoI documents or submission/ uploading of a proposal not substantially responsive to the EoI documents in every respect will be at the bidder's risk and may result in rejection of its proposal and forfeiture of the bid EMD.
3. The intending bidders may visit the extended campus of FTII situated near MIT Engineering College, Kothrud, Pune, and its surroundings before submission/ uploading of bids failing which it will be presumed that they have already visited the site of work and no claim whatsoever shall be entertained on this account or any ignorance about the nature of work after the award of work.
4. Bidders should submit/ upload their responses in English language only. Corrections must be initialed by the person (or persons) who sign(s) the proposals. All pages of the proposal must be sequentially numbered and shall be initialed by the authorized representative of the bidder.
5. The intending bidder need to submit EMD of Rs. 1.5 Lakhs, in the form of **DD drawn in favour of “Accounts Officer, Film and Television Institute of India, Pune”**, payable at Pune, along with the EoI document. Further, said EMD must be handed over physically to the Purchase Officer in original form before due date & time and receipt of same to be obtained. This receipt is also to be uploaded along with other documents. The EMD should be valid for 60 days from the closing date. No interest shall be payable on the deposited EMD. Proposal not accompanied by the EMD shall be rejected. EMD of unsuccessful bidders would be returned within a month after awarding the project. The EMD shall be forfeited if the proposal is withdrawn during the validity period & or if bidder tries to influence evaluation process.

6. Bids submitted by fax/ e-mail etc shall not be considered. No correspondence will be entertained on this matter. FTII shall not be responsible for any postal delay or technical issues or non-receipt/ non-delivery of the documents etc. No further correspondence on the subject will be entertained.
7. The bidder should also submit/ upload valid bank solvency certificate from any Indian Scheduled Bank of Minimum Rs. 25 Lakhs. Original certificate must be submitted to the Purchase Officer before due date & time and receipt of same to be obtained. This receipt is also to be uploaded along with other documents.
8. The bids submitted/ uploaded must be valid for 60 days from the closing date of receipt of EoI.
9. The bidder whom work will be awarded by FTII, will have to submit a Demand Draft or an unconditional & irrevocable bank guarantee for an amount of 10% of the work order value (excluding taxes) as performance guarantee within a week, from a Nationalized bank in favour of "Accounts Officer, Film and Television Institute of India, Pune" for the entire work period (till obtaining a completion certificate from PMC) plus 60 days as claim period. Final award letter will be issued only after receipt of same. In case time extension is given to complete the project, the successful bidder has to either submit fresh Demand Draft or renew the bank guarantee, as the case may be, on same terms & conditions for the period up to the extension period plus 60 days as claim period.
10. Performance Bank Guarantee would be returned after successful completion of tasks assigned and only after adjusting/ recovering any dues recoverable/ payable from/ by the bidder on any account. Only on submission of this performance guarantee, demand draft submitted towards EMD would be returned either in original or equivalent amount in the form of digital payment.
11. The proposal submitted/ uploaded by the bidder shall be in conformity with latest specifications and guidelines as prescribed by the Government authorities including that of Pune Municipal Corporation.
12. The bidder shall bear all costs associated with the preparation and submission/ uploading of its response to EoI proposal including participation in meetings/ discussions/ presentations, preparation of proposal, in providing any additional information required by FTII to facilitate the evaluation process, and be responsible or liable for these costs, regardless of the conduct/ outcome of the selection process.

13. This EoI does not commit FTII to award a contract or to engage in negotiations. All materials submitted/ uploaded by the bidder become the property of FTII and may be returned completely at its sole discretion.
14. The bidder should submit/ upload only one proposal. If the bidder submits/ uploads or participates in more than one proposal, such proposals shall be disqualified.
15. The proposal as submitted/ uploaded by the bidder must remain valid for 60 days after the last date of submission.
16. It is required that bidders participating adhere to the highest ethical standards, both during the selection process and throughout the execution of same.
17. The bidder or his associates must be registered with Council of Architects and proof of same must be uploaded along with other documents.
18. The bidder should possess valid registration, digital signature etc for online submission of drawings/ plans to PMC.
19. At any time before the final date of submission/ uploading of EoI, FTII may amend the EoI document by issuing an addendum/ corrigendum on FTII website (www.ftiindia.com) to clarify an interpretation of provisions of this EoI. Further, under exceptional circumstances, FTII may extend the submission/ uploading date of EoI without assigning any reasons. Any such corrigendum shall be deemed to be incorporated by this reference into this EoI and will be binding on all concern. The bidders are allowed to resubmit their proposals, if required, after such amendments.
20. To give bidders reasonable time in which to take an amendment into account in their proposal, FTII may, if the amendment is substantial, extend the deadline for the submission/ uploading of proposal. It would be responsibility of bidders to regularly check FTII website for updates, if any.
21. FTII at its sole discretion, reserves the right whether or not to respond to questions raised by bidder or provide written clarifications. No verbal response to a clarification request shall be construed as amending this EoI document. Nothing in this section shall be taken or read as compelling or requiring FTII to respond to any questions or to provide any clarifications. No extension of any deadline will be granted on the basis or grounds that FTII has not responded to any question or provided any clarification.

22. The subsidiary company, if any, which is seeking qualification on the financial strength & technical capabilities/ resources of its parent company, would have to submit a written undertaking from its parent company stating that the parent company would bear all financial liabilities of the subsidiary with regard to this project and its technical capabilities/ resources would be made available to the subsidiary company as & when required. In addition to this, bidder who intends to obtain association with other Architect/ firms/ Art Director so as to qualify in technical bid must upload (along with other documents) a consent letter from the said Architect/ firms/ Art Director on the letter head of party giving consent.
23. Conditional bids/ EoI will be rejected. Financial bid to be submitted/ uploaded with technical bid. Failing to submit/ upload any of required documents, EoI will be treated as disqualified.
24. FTII shall communicate to those bidders who have been shortlisted for presentation. This may also be published on the FTII website.
25. Technical bid will be evaluated as per Annexure I and only those bidders who qualify technical bids will be called for presentation. Financial bids of only those bidders who make presentation will be opened and order will be given to bidder quoting lowest quote
26. The Consultant & Architect whom work order is awarded shall also be responsible for providing assistance regarding selection of materials, their approval and also interact with the agency employed for carrying out the work as & when required so as to ensure smooth progress of work.
27. In addition to the general scope of work as provided in the document, the Consultant & Architect will also provide, after consulting all concerned parties, a precise overview of all the materials required for the work including supplier/ contractor details and exact specifications of the materials for smooth execution of work as required for the tendering purpose.
- 28.** The Consultant & Architect and or its affiliates shall not engage in activities that conflict with the interest of this assignment. They should provide professional, objective & impartial advice and at all times hold the project's interests paramount, without any other considerations. Also, while providing the advice, they should avoid conflicts with their other assignments.

29. The Consultant & Architect shall arrange and bring in resources & operational staff etc to perform the requisite activities.
30. Payment to the Consultant & Architect shall be made through RTGS/ NEFT only subject to satisfactory report from all concern. FTII will not pay and/ or reimburse anything over & above the price quoted in the financial bid except taxes thereon, if any, as per the rate prevailing at the time of payment. The work order will be given to only one party and will not be bifurcated.
31. Quoted price to include overhead/ out of pocket expenses, travel, lodging, boarding, visits etc. The price shall remain firm till completion of assignment.
32. The quoted price should include the cost of proof checking of structural design & drawing from IIT/ NIT/ Govt. Engg. College.
33. All applicable taxes would be deducted as per prevalent rules/ notifications.
34. Director, FTII, Pune, will be the final authority to approve the proposals.
35. The Consultancy & Architectural services shall be to the satisfaction of Director, FTII, Pune and the decision of Director, FTII, Pune, in matters shall be final and binding on all concern.
36. FTII reserves right to accept or reject any proposal OR to cancel the entire or a part of Eol process, and to annul the shortlisting process and reject all responses at any time without assigning any reasons thereof, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected bidder or bidders of the grounds for FTII's action.
37. After acceptance of bid by the Competent Authority, Agency will have to entered in to agreement, with FTII, on Rs. 100/- non judicial stamp paper Technical bid and Financial bid will form part of Agreement.

(b) Disqualification

FTII, may at its own sole discretion, at any time during the Eol process, disqualify any applicant from the Eol process, if;

- (a) The response to the Eol was submitted/ uploaded after the deadline.
- (b) The bidder has made misleading or false representations in the forms, statements and attachments as submitted/ uploaded in proof of the eligibility requirements.
- (c) The bidder has exhibited a record of poor performance such as abandoning works, not properly completing the contract, inordinately delaying completion, being involved in litigation, or financial failures, etc.

(d) The EoI was not accompanied by required documentation. The bidder failed to provide clarifications related thereto, when & if sought.

(e) Information which would have entitled FTII to reject or disqualify the bidder becomes known to FTII after the bidder has been qualified. FTII reserves right to reject the bidder at that time or at any time after such information becomes known.

(f) The bidder is found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification

(g) Notwithstanding anything written above or elsewhere, FTII may disqualify the bidder or the entire Consortium for any of the reasons set out above, even if it applies in respect of only one member of the Consortium.

(c) Dispute Resolution, Law and Jurisdiction

All disputes arising out of or in connection with the assignment shall be initially attempted to be settled through good-faith negotiation between senior management of both parties, failing which, if necessary within thirty (30) days by professionally-assisted mediation. Any mediator so designated must be acceptable to both the parties. The mediation will be conducted as specified by the mediator and agreed upon by both the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the dispute. The mediation will be treated as a settlement discussion and therefore will be confidential. The mediator may not testify for either party in any later proceeding relating to the dispute. No recording or transcript shall be made of the mediation proceedings. Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties. The award given by the mediator shall be binding on both the parties except when over – ruled/ set aside by the competent court under Arbitration and Conciliation Act 1996. All legal disputes to be settled in the jurisdiction of Pune Court/ Mumbai High Court only.

(d) Disclaimer

All the information contained in this document is stated only for the purpose expressed in the document. It is amply made clear that any indications given by the FTII about the future plans if any are only broad indicators and are subject to change without any notice. There is no commitment or obligation, whatsoever on the part of the issuer of this document, or officials associated, regarding the implementation of this or any future plans. Any assumptions made by the bidder or anyone else on the basis of the information shared herein, will be at their own risk & responsibility.

Annexure – E

Time Schedule and Stages of Payment:

(a) Time Schedule: Consultant & Architect shall be governed by following time schedule.

No.	Scope of work	Total time
(a)	Completion of entire study with all HoDs, Deans, various officials of FTII and CCW officials as nominated by the Director FTII, before submission of designs & drawings.	07 days
(b)	Submission of conceptual planning/ proposal, designs & drawings etc. to the Director, FTII for all items of work to be executed.	10 days
(c)	Submission of final drawing	15 days
(d)	Obtaining approval from Govt. Authorities including Pune Municipal Corporation after approval of FTII, Pune	30 days
(e)	Submission of estimates in CPWD formats	10 days
(f)	Supervision of work	Till completion of the work
(g)	Issue of completion certificate of the executed construction work which includes carrying out all necessary formalities in all respects for obtaining completion certificate from PMC	01 month after Completion of civil works

Note: Construction of these Studios would be carried out by Civil Construction Wing (CCW), Ministry of Information & Broadcasting, Govt. of India, by issuing a tender notice and finalization of same may take upto 03 months. Further, construction time would be approximately 08 months.

1. The above time schedule fixed for individual activities may be extended/ increased only by the Director, FTII, for justified & reasonable reasons. The decision of the Director, FTII regarding justification/ reasonability of reasons shall be final and binding on the Consultant & Architect.

2. The above time schedule shall be adhered to by the Consultant & Architect strictly and in case of slippages/ deviations, the Director, FTII may close the contract in whole or part at his discretion and get it done through another Consultant & or Architect at the risk & cost of the original Consultant & or Architect. Further, the Consultant & Architect may also be declared as non – performer and may be debarred from participation in any of the tendering process of FTII.

3. If the completion/ handing over of the Consultancy & or Architectural work is expected to be delayed beyond the time given for completion, the Consultant & or Architect shall apply for extension of time to the Director, FTII, giving reasons for the delay. The Director, FTII, if satisfied, with the genuineness of the reasons for the delay, may grant necessary extension of time for completion/ handing over of the Consultancy & or Architectural work. For unjustified/ unacceptable delays, FTII may impose penalty at the rate of 0.10% per day of the contract value subject to the maximum of 10% of the contract value. The decision of FTII regarding penalty shall be final and binding.

(b) Stages of Payment

- | | | |
|--|---|-----|
| 1. Submission of planning/detailed proposal, designs & preliminary drawings, etc. to the Director, FTII for all items of work to be executed and obtaining his approval. | - | 10% |
| 2. Submission of estimates with final working drawings and proof checking of structural design from IIT/ NIT/ Govt. Engg. College | | 30% |
| 3. Obtaining all Govt. approvals including that from the Pune Municipal Corporation | - | 20% |
| 4. On completion of construction work as per approved drawing and design | - | 20% |
| 5. Obtaining completion certificate from Pune Municipal Corporation of the construction work and any other approval required for the purpose. | - | 20% |

Annexure – F

Documents to be submitted/ uploaded with Technical Bids (In the same order as below):

1. EMD amounting 1.5 Lakhs as per EoI document.
2. Copy of the company profile.
3. Audited average annual turnover and Income tax returns for the last three financial years.
4. Valid Bank solvency certificate of Minimum Rs.25 Lakhs of Scheduled bank.
5. Evidence of registration with relevant authorities like Council of Architects etc.
6. Copy of PAN card.
7. Copy of Shop Act License, GST registration certificate having GST no. on it.
8. Attested copy of sole proprietorship/ partnership deed/ Memorandum and Article of Association, if applicable. Attested copy of Power of Attorney on Non-Judicial stamp paper of Rs.500/-, if applicable.
9. Documentary evidence of pre-qualification criteria as per this EoI.
10. Documentary evidence of a reputed Art Director to be on panel of the firm along with the proof of recipient of a Central/ State Govt. Awards. Also, documentary evidence of a Civil/ Structural Engineer and Electrical Engineer/ Expert to be on panel of the firm along details of qualification & experience as per table below;

No.	Name of official	Designation	Qualifications	Experience in yrs
01.		In-charge Architect		
02.		In-charge Civil/ Structural Engineer		
03.		In-charge Electrical Engineer/ Expert		
04.		Award winning Art Director	_____ (pl. state no. of Govt. awards)	

11. List & brief description of the Film Studio projects/ assignments undertaken (as per table) in last 10 years with documentary proof from an officer of rank, not below, Executive Engineer or equivalent over or his authorized representative in case private. Self- declaration will not be accepted as experience certificate.

No.	Work order date	Name of Client	Organization	Period of Assignment	Details of Assignment	Value of Assignment (in Rs)

15. Concept plan including brief development proposal & strategies of development for the proposed work as per scope of work defined in EoI document.
16. Any other documents for strengthening the proposal.

Annexure – G

(on company's letterhead to be enclosed with Technical Bid)

To,
The Director,
Film and Television Institute of
India, Pune – 411 004

Subject: Submission of Expression of Interest (Eoi)

Sir,

I/ We, the undersigned, offer to provide the Consultancy & Architectural services as mentioned in the Eoi dated _____, for constructing two fully Air – Conditioned Film Studios and Ancillary structures. Details of our company are as stated below;

- a. Company name & address: _____
- b. Phone/ Mobile & Fax no. : _____
- c. Email id : _____
- d. No. of years of experience in Consultancy & Architectural field: _____
- e. No. of similar projects implemented for Pvt. Organizations _____
- f. No. of similar projects implemented for Govt. Organizations _____
- g. Company's turnover in last three years (Rs): _____, _____, & _____

2. I/ We are hereby submitting our Expression of Interest (Eoi). I/ We understand that you are not bound to accept any proposal you receive.

3. I/ We confirm that the information contained in this response or any part thereof including its Exhibits, and other documents and instruments delivered or to be delivered to FTII is true accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or part mislead the department in its short-listing process.

4. I/ We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading or unduly favors our company in short listing process, we are liable to be dismissed.

5. I/ We agree to abide by the conditions set forth in this Eoi.

6. It is hereby confirmed that I/We are entitled to act on behalf of our corporation/ firm/ organization and empowered to sign this document as well as such other documents which may be required in this connection.

7. I/ We hereby declare that our company has not been debarred/ black listed by any Government/ Semi Government organizations.

8. I/ We have attached necessary documentary evidences for point no. 1(d),(e),(f)&(g) above

Dated this, _____ Day of _____ 2017/ 2018

Yours sincerely,

(Signature)

(Name of the person signing)

(signing in the capacity of _____)

Duly authorized to sign the EOI response for and on behalf of
_____: Seal/ Stamp of Consultancy & Architectural Firm

Annexure – H

No.	Description of Work	Qty	Rate (Rs)
1.	Name of the work: Consultancy & Architectural Services for constructing two fully Air – Conditioned Film Studios and Ancillary structures like electrical & camera stores, carpentry section, toilets etc. Two Film studios are measuring (a) 100" X 120" and (b) 90" X 100" with 90" height of both the studios. Both the studios will have provisions of catwalk as well as lighting grids and cyclorama.		
2.	<p>Sub Head:</p> <ol style="list-style-type: none"> 1. Pre qualification of the agencies for executing the work of preparation of detailed working drawing/ plans for submission to PMC, Pune and getting their approval. 2. Structural design & calculation, detail drawings in the latest format as per latest IS code and relevant code/ rules & regulations for specific work as mentioned below. 3. Electrical planning & drawings as per latest IS code & electrical regulation with full safety and rules & regulation/ standard class – I specifications. 4. Detail plumbing drawings as per Municipal bye laws IS code. 5. HVAC – as per latest bye laws and standards. 6. Solar system as per requirement/ latest bye laws IS code and rules & regulations. 7. Acoustics – As per latest standard rules and specification/ requirement of FTII/ department. 8. Horticulture & landscaping as per FTII/ department requirement. 9. Fire fighting system as per CFO/ PMC requirement. 10. Bill of quantities, measurements abstracts as per CPWD standard of rates for Electrical & Civil and other services items based on architectural drawing/ structural drawings/ plumbing drawing/ solar system/ acoustic/ Horticulture (as a schedule of quantities for inviting tenders as per CPWD standard/ as per state of PWD Maharashtra State as applicable. 11. Proof checking of detailed structural design & drawing to be carried – out from IIT/ NIT/ any Govt. Engg. College. Rates quoted are inclusive of the charges towards this effect. 	One Job	Lump- Sum amount to be quoted
3.	<p>Detailed description of work to be executed under sub head 1 is:</p> <ol style="list-style-type: none"> 1. Preparation of PMC submission plans based on approved preliminary architectural drawings of two Film Studios and Ancillary structures for submission to PMC for obtaining PMC approval for (1) Commencement certificate including (2) zoning certificate (3) amalgamation of plot if required as per rule (4) Land Acquisition Department Opinion (5) Plot area measurement and calculation & required certificate (6) FSI calculation, getting the PREDCR complied drawings in ACD as per required format of PMC Pune. Revision of plans after getting the scrutiny done from the officials, licensing with PMC official and getting the plans checked complete as per PMC requirements and direction of FTII (Fit for execution of work). 		

No.	Description of Work	Qty	Rate (Rs)
4.	The Item including		
	<p>(a) Preparation of all the drawing like layout plan, building plan elevation and section as per the requirements of PMC, Pune.</p> <p>(b) Obtaining the NOC of various Govt. Dept./ PMC sections like road dept. Encroachment department. Town planning dept. Fire Dept. Tax Dept. Garden Dept. Bhoomi propend Dept. W/S and Drawing Dept. etc and other essential NOC"s for obtaining PMC approval.</p> <p>(c) Submission of Drawings to PMC for approval and commencement certificate including pre DCR.</p> <p>(d) Carrying out the work related for obtaining the plinth checking certificate including submission and licensing with PMC.</p> <p>(e) Carrying out all the works for obtaining the completion certificate from the PMC including submission and licensing with PMC (item does not include the fee/ charges to be paid to PMC or any other Govt. Dept.) which will be paid by the FTII/ dept. on actual basis.</p> <p>(f) Any other activities on the part of licentiate architect for obtaining PMC approval for Drawing plans etc. commencement certificate, plinth checking certificate and obtaining completion certificate.</p>		
5.	Broad/ Indicative Requirements to be covered:		
	Broadly in order to initiate & conclude the allotted work, the		
	<p>Consultant & Architect need to take up series of meeting with HoDs, Deans and other FTII officials to understand the necessity requirements of FTII regarding the two Film studios and its optimum utilization. They need to understand its technical facilities like Acoustic requirements, Catwalk requirements, Studio Air – Conditioning requirements, Electrical layout along with lighting grid & electrical load including power distribution, CCTV requirements, Fire alarm & protection system, with details of equipments required in the same including the details of the Ancillary structures like electrical & camera storage, carpentry & make-up section etc. As per the above requirement, prepare Drawings and bill of material accordingly.</p> <p>The indicative requirements as regards to civil work which the Consultant & Architect need to take up by conducting series of meeting with HoDs, Deans and other FTII officials to understand the necessity & requirements of FTII for two Film studios regarding the type of structure for wall and roof to be used, type of roof to be provided like RCC framed/ Steel Structure Pitched Roof etc, acoustic material to be used for walls & roof, type of floor material to be used like concrete/ kota stone flooring/ rubber matt over concrete, type of doors (with or without acoustic treatment) to be used with numbers like fire safety/ plain with its height & width, type of structure to be used for Cyclorama installation, water drainage system and different Ancillary structures.</p> <p>Above requirements are indicative and very broad in nature which can be merely used as a guideline. The Consultant & Architect should apply his/ their own mind & skill to carry-out the work assigned.</p>	One & Job	Lump- Sum amount to be quoted
	Taxes, if any (state details & amount if possible): _____		
	Dated this, _____ Day of _____ 2017/ 2018		
	(Signature) _____ (_____ Name of the person signing)		
	(in the capacity of _____ & duly authorized to sign for & on behalf of _____) Seal/ Stamp of Consultancy & Architectural Firm		

Annexure – I

Technical bids will be evaluated as per following details;

Total = 100 marks

No.	Parameters with maximum marks	Scheme of awarding marks
(a)	Financial Strength (maximum 20 marks)	
	(i) Average Turnover of the firm – 10 marks (ii) Solvency Certificate – 10 marks	(i) 05 marks for Average Turnover of Rs 75 Lakhs and thereafter 01 mark for every additional 05 Lakhs. (ii) 05 marks for solvency upto Rs 25 Lakhs and thereafter 01 mark for every additional 2.5 Lakhs.
(b)	In general, overall Consultancy & Architectural experience (maximum 30 marks)	
	Years of experience of firm (s) in the overall field of consultancy & architecture (All experiences of the firm(s) will be counted together)	<ul style="list-style-type: none"> • 15 marks for having 06 years (2190 days) of experience. • Thereafter 03 mark for every additional year (365 days).
(c)	Consultancy & Architectural experience specifically for Film Studios – (maximum 30 marks)	
	Years of experience of the firm(s) in Consultancy & Architectural field for Film Studios. (All experiences of the firm(s) will be counted together)	<ul style="list-style-type: none"> • 15 marks for having experience of 02 Film Studios as per terms & conditions of EoI document. • Thereafter 05 marks for every additional Film Studio as per terms & conditions of EoI document.
(d)	Qualifications & experiences of key personnel attached to firm(s) – (maximum 20 marks)	
	(i) In-charge Architect (min. marks = 01 + 02) (max. marks = 01 + 05) (ii) In-charge Civil/ Structural Engineer (min. marks = 01 + 02) (max. marks = 01 + 05) (iii) In-charge Electrical Engineer/ Expert (min. marks = 01 + 02) (max. marks = 01 + 05) (iv) Art Director award (min. marks = 01) (max. marks = 01 + 01)	<ul style="list-style-type: none"> • Marks against educational qualifications for (i), (ii) & (iii): 01 mark each for having Bachelors degree in Architecture, Civil/, Electrical Engineering respectively. Results awaited for any degree will not be considered. Authenticated documentary evidence must be uploaded/ attached for considering any equivalent degree(s). No marks for any other higher/ additional qualifications. • Marks against experience for (i), (ii) & (iii): 02 marks each for experience upto 5 years (1825 days) and thereafter additional 0.50 marks per year upto 11 years (4015 days). • Marks against (iv) – 01 mark will be awarded for winning Central/ State Govt. award and only 01 mark for winning any additional Central/ State Govt. award(s).

To become eligible in technical bid, the bidder must secure at least fifty percent marks in each [(a), (b), (c), & (d)] above and sixty percent marks in aggregate.