

Terms of Reference (ToR)

A. Title:

Hiring of Architect for Designing a Lecture Hall in the Academic Block of Rafi Ahmed Kidwai National Postal Academy (RAKNPA), Ghaziabad

B. Background:

Rafi Ahmed Kidwai National Postal Academy (hereinafter referred to as RAKNPA in short) located at Ghaziabad is the apex Training Institute of the Department of Posts entrusted with the responsibility to train its Group A and B Officers. The Academy regularly conducts various international training programs and workshops for postal managers and officials from around the world.

As part of its ongoing efforts to improve the quality of its programs, the Academy is expanding its infrastructure to accommodate a growing number of participants. This initiative is necessary due to the increasing demand for larger venues to host International Programmes, which typically consist of 50 to 60 participants.

To meet this requirement, a new lecture hall with a capacity of 60 participants will be constructed within the existing Academic Block of RAKNPA. The new facility will provide a state-of-the-art environment conducive to learning, equipped with modern audio-visual systems, ergonomic seating arrangements, and energy-efficient features.

(Kindly refer to the Annual Report of the Department available in www.indiapost.gov.in and www.raknpa.gov.in for additional information about the Department and the Academy respectively).

C. Scope of Services:

The selected architect/consultant shall be responsible for the following:

- **Detailed Design and Drawings:**
Prepare comprehensive architectural & structural designs and drawings for setting up a new Lecture Hall within the existing Academic Block of RAKNPA.
- **Natural Lighting and Ventilation:**
Ensure the design optimizes natural lighting, ventilation, and incorporates natural insulation methods to reduce energy consumption and enhance user comfort.
- **Integration with Existing Structures:**
Plan and design the Lecture Hall to seamlessly integrate with the existing structures. Ensure minimum disruption to the functionality of the existing academic facilities during and after construction.

- **Demolition/Alterations:**
Assess the need for demolition or alterations of any existing structures and incorporate such requirements into the overall project plan, ensuring structural integrity and aesthetic continuity.
- **Compliance:**
Ensure all designs comply with local building codes, safety regulations, green building standards, and barrier-free accessibility norms.

D. Deliverables:

The architect/consultant shall submit the following:

- **Inception Report:** Site analysis, needs assessment, and conceptual design options.
- **Preliminary Designs:**
Concept drawings with layout plans, sections, elevations, and 3D visualizations. All drawing dimensions shall be in metric system (i.e. meter, cm, mm). All reports shall be submitted in editable soft copy versions (in USB stick) along with hard copy of all drawings in A3 and descriptive report in A4 format for each stage of works. Design calculations, details of measurements and estimates in MS Excel format and all other content of the reports in MS Word format.
- **Final Detailed Design Package:**
 - Detailed Architectural Drawings
 - Structural Drawings

E. Schedule of activities:

Milestone	Timeline
Signing of Agreement	Day 0
Submission of Inception Report (site study and initial concept design)	Within 1 weeks
Submission of Preliminary Design for approval	Within 2 weeks
Submission of Final Detailed Design and Drawings	Within 3 weeks
Assistance during Tender Process (Clarifications/Modifications, if needed)	As required
Design Handholding during Initial Construction Phase	As required (for 3 months after start of construction)

F. Bid Security Declaration

The Bidder must submit bid security declaration in terms of Rule 170(iii) of GFR 2017 in the prescribed format at Annexure-B. Bid received without Bid Security Declaration will be summarily rejected.

G. Method of submission of Bid:

- I. The technical and financial bids should be placed in two separate sealed covers, enclosed in a single sealed cover. The bids contained in the sealed cover should be Superscripted in bold letters as **'Bids for Hiring of Architect for Designing a Lecture Hall in the Academic Block of Rafi Ahmed Kidwai National Postal Academy (RAKNPA), Ghaziabad'** and sent by Registered Post or Speed Post on the following address:

**The Assistant Director (Admin)
Rafi Ahmed Kidwai National Postal Academy,
Kamla Nehru Nagar, Ghaziabad- 201002.**

The bids received in any other form will be summarily rejected. The Bids must reach the above address by 5.00 P.M. on 16.05.2025.

- II. It may be ensured that the Technical bid contains:-
- a) **Details of the firm (Annexure-A)**
 - b) **Bid Security Declaration (Annexure B)**
 - c) **Undertaking (Annexure C)**

H. Evaluation Process:

The financial bids of the technically qualified bidders will be evaluated on the basis of lowest bid (L-1 Rates).

Note: Submission of Annexures 'A' to 'C' is mandatory and the bid is liable to be rejected in case these conditions are not fulfilled individually or in totality

I. Criteria for Technical Evaluation:-

S. No	Criteria
1	Experience of the Firm/Architect- 03 Years
2	Qualifications of the Architect- B. Arch
3	Number of Assignments - 05Assignments

All the technically qualified bids will be considered for the Financial Evaluation.

- J. Payment Clause:** Payment will be made by RAKNPA to the Firm within one month from the date submission of bill to the Academy.

K. Penalty clause:-

The time overrun for submitting the final detailed design and drawings would be liable to penalty @ 0.25 % of the total cost of the value of the contract per day for a maximum 15 days, beyond which it will be treated as a breach of the contract.

L. Termination Clause:

RAKNPA reserves the right to terminate the Terms of Reference (TOR) with or without assigning reasons at any time at its discretion, without prior notification.

M. Arbitration

In event of any dispute or difference between the parties here to, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Secretary, Department of Legal Affairs (“Law Secretary”), Government of India. The provision of Arbitration and Conciliation Act 1996 (No. 26 of 1996) shall be applicable to the arbitration. The venue of such arbitration shall be at Delhi or any other place, as may be decided by the arbitrator. The language of arbitration proceedings shall be English. The arbitrator shall make a reasoned award (the “Award”) which shall be final and binding on the parties. The cost of arbitration shall be shared equally by the parties to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself. Pending the submission of and/or decision on dispute, difference or claim or until the arbitral award is published; the parties shall continue to perform all their obligations under this Agreement without prejudice to a final adjustment in accordance with such award. Dispute, if any, shall be subjected to jurisdiction of the court at Ghaziabad only.

N. Jurisdiction of Court

The Civil Court of Ghaziabad alone will have exclusive Jurisdiction to decide any difference, dispute and claim for and against Department of Posts arising out in respect of the said contract.

O. Force Majeure:

(a) Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Government restrictions or instructions, natural calamities or catastrophe, epidemic or disturbances in the country.

(b) The party affected by an event of force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure.

Annexure -A

Bidders must submit the following for consideration for Technical evaluation.

1. **Cover Letter**
 - Submission letter on company/firm letterhead, indicating interest in the project.
2. **Company Profile**
 - Name, address, telephone, e-mail of the firm.
 - Ownership and organizational structure.
 - Year of establishment.
3. **Registration Certificates, PAN, GST Registration**
 - Certificate of Incorporation/Registration under relevant laws.
4. **Experience Certificates**
 - Details of works carried out in the last 3 years, preferably for government, educational, or institutional projects indicating number of assignments and value of the works.
5. **Affidavit/Declaration**
 - Declaration stating that the firm has not been blacklisted or debarred by any government department or agency.
6. **Any Additional Supporting Documents**
 - Awards, recognition, certifications related to green building (like GRIHA, IGBC accreditation if available).

**BID SECURITY DECLARATION FORMAT
(On Bidder's Letterhead)**

To

**The Director
Rafi Ahmed Kidwai National Postal Academy
Ghaziabad, UP-201002**

I/We, the undersigned, declare that:

- A. I/We understand that the bid must be supported by a Bid Security Declaration as I/We have been exempted from furnishing Bid Security as per GFR 2017, Rule 170 (iii).
- B. I/We accept that I/We may be disqualified from bidding for any contract with RAKNPA, Ghaziabad for a period of two years from the date of notification of current TOR, if I am /We are in a breach of any obligation under the bid conditions, if I/We
 - a) withdraw /modify/ amend, impair or derogate from the TOR, my/our Bid during the period of bid validity or its extended period, if any; or
 - b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity fail or refuse to execute the contract, or
 - c) If the bidder is found indulging in any corrupt, fraudulent or other malpractice in respect of the bid; or
 - d) If there is a discrepancy between words and figures quoted by the bidder and the bidder does not accept that the amount in words prevails over amount in figure.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, on:-

- (i) the receipt of your notification of the name of the successful Bidder; or
- (ii) thirty days after the expiration of the validity of my/our Bid, whichever is earlier.

Signed.....

(Insert signature of the person whose name and capacity are shown)

In the capacity of.....

(Insert legal capacity of the person signing Bid Security Declaration)

Name.....

(Insert complete name of the person signing Bid Security Declaration)

Duly authorized to sign the bid for and on behalf of.....*(Insert complete name of bidder)*

Dated on..... Day of.....*(Insert date of signing)*

Corporate Seal *(Where appropriate)*

Undertaking

I/We hereby confirm that I/we am/are interested in competing for **designing a Lecture Hall in the Academic Block of Rafi Ahmed Kidwai National Postal Academy (RAKNPA), Ghaziabad** and undertake the related tasks. Consequent upon selection by Department of Posts, I/We undertake to fulfill all terms and conditions contained in the TOR for designing the above mentioned Lecture hall.

I/We undertake that all the information provided herewith is genuine and accurate. For any false declaration I/We hereby undertake to bear sole responsibility and shall face any Administrative/ Financial or Legal actions or all actions.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.