

LIMITED REQUEST FOR PROPOSAL

RFP Number: No. ASDMA.25/2019/49

ISSUED BY: Assam State Disaster Management Authority

ISSUE DATE: 20th December, 2019

Closing Time: 30th December, 2019 (4.00 PM)

Contact Person: Chief Executive Officer
Assam State Disaster Management Authority
Ancillary Block,
Assam State Secretariat,
Dispur, Guwahati - 6

Summary of Proposal:

This Limited Request for Proposal (RFP) is issued by Assam State Disaster Management Authority (ASDMA) to obtain proposal from Architects / Consultants empanelled with PWD (Bldg), Assam to enter into a contract for preparing the design and estimate for ASDMA Office Building to be constructed at Maidam Gaon, Beltola, Guwahati.



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1. TERMINOLOGY IN LIMITED REQUEST FOR PROPOSAL

Throughout this document, the following definitions apply:

- a) "Applicant" means a party that submits, or intends to submit, a Proposal;
- b) "Work Order" means the written order resulting from this RFP issued by the Authority ;
- c) "The Authority" means the Assam State Disaster Management Authority;
- d) "Must" or "mandatory" means a requirement that must be met in order for a Proposal to receive consideration;
- e) "Proposal" means a proposal submitted in response to this RFP;
- f) "RFP" means this Request for Proposal; and
- g) "Should" or "desirable" means a requirement having a significant degree of importance to the objectives of RFP.



1. EXECUTIVE SUMMARY

Project Background

The Assam State Disaster Management Authority was notified in the year 2007 with the adoption of the Disaster Management Act in the year 2006. Honourable Chief Minister, Assam is its Chairperson and Hon'ble Minister Revenue and Disaster Management is its Vice Chairperson. To execute the mandate of the Authority the State Executive Committee (SEC) with the Chief Secretary, Assam as its Chairperson has also been notified as per provision of the Disaster Management Act. The ASDMA Secretariat with officers, consultants and employees, for carrying out the functions of the State Authority, became fully functional in the year 2010.

ASDMA started functioning from its office space at C Block of Assam Secretariat, Dispur, Guwahati. Further, as approved by SEC, ASDMA shifted its office to the employee's auditorium after due renovation and presently functioning from this building. However, Govt allotted a land to ASDMA for construction of its permanent office building at Maidam Gaon, Beltola, Guwahati. ASDMA had taken possession of the land and intends to construct office building in a part of the land allocated.

The task ahead is:

To prepare the design and estimate for ASDMA Office Building to be constructed at Maidam Gaon, Beltola, Guwahati as per the Terms Of Reference (TOR) in this Limited Request For Proposal (RFP)

2. Terms Of Reference (TOR)

- a) The Office building of ASDMA will be constructed under the supervision of PWD (Bldg), Assam
- b) The Request For Proposal (RFP) will be Limited Request For Proposal as approved by SEC. The list of Architects / Consultants is decided as per the empanelled list of PWD (Bldg), Assam
- c) Estimate should be prepared as per the APWD Rate Schedule and Non-schedule items with proper rate analysis
- d) Two buildings viz. ASDMA Office building and State Emergency Operation Centre (SEOC) will be constructed in the Plot (size 79.74 M x 49.91 M). **Here, the proposal for preparation of design and estimate is sought for ASDMA Office Building only with a tentative plinth area of 1000 Sq M (approx).**
- e) **General Requirement for preparation of design & estimate for ASDMA Office Building:**
 - I. Earthquake Resistant Building (Fulfil the requirement of latest BIS Codes) with Shear Wall system as and where design requirement
 - II. RCC Building (Ground + 5) and top roofing may be designed with light weight material
 - III. Car Parking at Ground Floor with accommodation for Security personal / caretakers
 - IV. Theme-based (Safety & Security / Sustainability / Smart Building concept)
 - V. Energy efficient & better usage of natural light
 - VI. Rain Water Harvesting system
 - VII. Lightweight, Fire-resistant & Environment – friendly building materials PWD (Peoples With Disability) as per Accessible India Campaign

- VIII. High grade rating for Electrical Fittings & Gadgets
- IX. Waste Recycling & Solar Energy Grid System
- X. Should follow the local building by-laws
- XI. All the guiding parameters should be verified by the Agency / Architect / Consultant at site
- XII. Services:
 - 1) Preparation of conceptual drawing (required site plan, adjoining roads, HFL, etc.)
 - 2) Preparation of detailed architectural drawings
 - 3) Preparation of structural design and drawings including supplying design calculations for RCC Building
 - 4) Preparation of Internal Electrification drawings
 - 5) Preparation of Internal Water Supply and Sanitary Installation Drawings
 - 6) Bill of quantities
 - 7) Submission of revised drawings, designs etc. incorporating modifications required during construction
 - 8) Preparation of detailed interior design & decoration drawings for the ASDMA Office Building
 - 9) Architects /Consultants will conduct periodical meeting & field visit along with the authority to monitor and evaluation of the project activities

f) Office Accommodation details:

- I. Reception / Information Desk
- II. Visitor's room: General (one) & VIP Lounge (Two)
- III. Officer's Chambers:
 - a) Chambers (Big- 18 ft x12 ft): 3 Nos
 - b) Chambers (Medium - 14 ft x12 ft): 5 Nos
 - c) Chambers (Small - 11 ft x10 ft): 8 Nos
 - d) Cubicles for staff: 30 Nos
- IV. Conference Facilities with proper acoustics:
 - (a) 80 People Capacity (One) with flexible furniture
 - (b) 25 People Capacity (Two)

g) Other Amenities / Facilities:

- i. Computer Server Room (Two)
- ii. Display Corner (IEC Material, Equipments, Installations, etc.), Library
- iii. Machine Room (viz. Xerox, Plotter, Master Printers, etc.)
- iv. Pantry with cooking facility
- v. Documentation Room
- vi. Interaction / Intern Room
- vii. Recreation Area (Table Tennis, Chess, Creative Corner, etc.)
- viii. Wash Rooms as per orientation layout of chambers, other rooms, etc.

