



Date: 30.04.2024

**NOTICE FOR SELECTION OF CONSULTANT FOR PROVIDING
PROFESSIONAL SERVICES FOR OBTAINING FIRE SAFETY CERTIFICATE
(FSC) FOR ICSI BENGALURU CHAPTER BUILDING AT RAJAJINAGAR,
BENGALURU**

The Institute of Company Secretaries of India (ICSI), a statutory body set up under an Act of Parliament i.e. the Company Secretaries Act, 1980 (Act No. 56 of 1980) having its chapter ICSI - Bengaluru Chapter at No. 5, 1st Main Road, KSSIDC, Industrial Estate, 6th Block, Rajajinagar, Bengaluru. The Institute is desirous of getting professional Consultancy Services for obtaining Fire NOC for ICSI - Bengaluru Chapter Building.

Applications are invited from the reputed Consultancy firms/Architectural firms/Consultants/Architects for the above-mentioned work, having similar/related work experience.

The scope of the work of the Consultant shall be as under:

- (i) Carrying out feasibility study of the building premises and ascertain the deficiencies (if any) to comply the essential requirements, as per byelaws/guidelines of Karnataka State Fire and Emergency Services Department (KSFES).
- (ii) Submission of feasibility study report along with formulation of further course of action to obtain FSC of aforesaid building.
- (iii) Preparation of Scope of Work, Estimate, Tender Documents for execution of work w.r.t. clearance of deficiencies/ non-compliance (if any) of statutory guidelines for obtaining FSC.
- (iv) Preparation and filling of Application along with required enclosures including making of floor plans (as per requirement of Local Authorities), on behalf of Institute to concerned authorities such as Municipal Corporation (BBMP)/ KSFES etc.
- (v) All Liaisoning work with all concerned Statutory Departments such as but not limited to BBMP, KSFES etc.
- (vi) Assisting, advising and facilitating ICSI for Selection of Contractor & implementation work (if any) for fire-safety Compliance as per requirements of DFS and certification of Contractor's works and Bill.
- (vii) Continuous and regular supervision of works of the Contractor and evaluation of works at site and to appraise the Institute from time to time.

- (viii) The Consultancy firms/Architectural firms/Consultants/ Architects shall be fully accountable to the Institute with regard to the timely completion of work of obtaining FSC including getting the clearance of deficiencies/non-compliances (if any) done, as time is the essence of the contract.
- (ix) Certification of completion of work and final bill of Contractor(s).
- (x) All Statutory fees/Charges will be paid/reimbursed by Institute on submission of actual demand letter/receipt from the statutory bodies/authorities.

SALIENT FEATURES OF BUILDING:

Sl. No.	Particulars	Inputs
1.	Name of Building & address of Building	ICSI – Bengaluru Chapter, No. 5, 1 st Main Road, KSSIDC, Industrial Estate, 6 th Block, Rajajinagar, Bengaluru
2.	Nos. of Floors	Basement + Ground Floor + 2 floors + Terrace
3.	Plot Area	
4.	Built-up Area	19752 Sq ft (1835 Sq. Mt)
5.	Type of Structure	RCC Framed Structure
6.	Year of Building plan sanction	2013
7.	Year of Completion of Construction	2014
8.	Occupancy Certificate	Issued by BBMP vide Certificate dated 31.12.2014

OTHER TERMS & CONDITIONS:

1. Time is the essence of the Contract. The time duration for completion of entire scope of work is 120 Days from the 7th day of the date of appointment.
2. The Consultancy fees for above mentioned scope of work, shall be quoted as Lump-sum amount.
3. The quoted fees shall be inclusive of all expenses, Charges and taxes, but exclusive of GST, which will be paid extra at prevailing rate. TDS will be deducted as applicable.
4. The payment will be made based on progress of above-mentioned scope of work and terms & condition of appointment in followings phases:

Sl. No.	Description	Payment
1.	Advance on appointment	Rs.10,000/-
2.	On-Submission of Complete feasibility Study Report& Line of action	10% of the Total Fees (After adjusting Advance of Rs.10,000/-)
3	Preparation & finalization of Estimate, Tender etc. for Deficiencies (If Any) -	5% of Total fees
4	On Selection of Contractor, award of works and providing necessary working details to the Contractor	5% of Total fees
4	On Completion of work/Clearance of Deficiencies (If Any) -	5% of Total fees
5.	On filing of Complete Application with all required documentation/drawings -	20% of Total fees
6.	On obtaining Fire-NOC	50% of the Total Fees
7	On Certification of Final Bill of Contractor	Remaining 5% of the Total fees

Interested Consultants/Architects/Architecture firms/Consultancy firms may submit their application in sealed envelope (Comprising of Two Sealed Envelopes, Envelope 1- All documents including countersigned copy of Notice, except Financial bid and Envelope 2- Quoted Financial Bid with Sign & stamp only) super scribed as “**Application for Selection of Consultant for obtaining FSC for ICSI Bengaluru Chapter Building**” addressed to :

The Chairman,
Bengaluru Chapter of ICSI-SIRC,
No. 5, 1st Main Road, KSSIDC,
6th Block, Rajajinagar,
Bengaluru

before the scheduled date and time i.e. **15th May 2024 3:00 PM.**

For any clarification, Mr. Abhishek Raj, Asst. Director may be contacted (at Ph.no. -0120-4522046 and email id- abhishek.raj@icsi.edu). The site inspection may be done during working hours of the ICSI in co-ordination with Ms. Noor Sumayya / Mr. K T Puttaraju (at Ph. No. - 080-23117158 and email ID: noor.sumayya@icsi.edu/ kt.puttaraju@icsi.edu)

The application may either be dropped in a sealed tender box kept at reception area of the above-mentioned office of ICSI or sent through Speed Post/Registered Post/Courier on the above address but must reach the Institute’s above-mentioned address before due date and time.

ICSI shall not be liable for any postal delays, whatsoever, in receipt of applications and application(s) received after the stipulated date and time shall not be entertained.

The application except the financial bids will be opened on **15th May 2024 at 4.00 PM** at above office premises. The representative of applicants, if they wish, may remain present while opening of the same. The financial bids of the shortlisted applicants after technical evaluation will be opened later, with prior intimation.

The ICSI reserves the right to accept or reject any or all the applications or annul this process at any time without assigning any reason whatsoever.

The Chairman
Bengaluru Chapter of ICSI-SIRC

INFORMATION /INPUTS REQUIRED TO BE PROVIDED ALONG WITH THE APPLICATIONS FOR SELECTION OF CONSULTANT / ARCHITECTS /CONSULTANCY FIRMS:

A. PARTICULARS:

1. Name of the Organization
2. Address of Head Office and other branches, if any.
3. Type of firm (i.e. partnership, llp, proprietorship, private limited or public limited).
4. Names and qualifications of Proprietor/Partners/Directors
5. No. of employees with names & qualifications.
6. Organization structure.
7. Years of experience in the field (of the organization)
8. No. of similar types of Consultancy/works completed (name of the client along with telephone numbers, e-mail ID of the concerned person, Timeline, project cost):
9. Names of similar types of works carried out in Bengaluru.
10. Details of similar type of Works in hand – give date of initiation and expected date of completion.
11. Total staff strength of the organization
12. In house Infrastructure available including branches.
13. List of Buildings for which Fire Safety Certificate/Fire-NOC have been successfully given for Obtained.

B. SELECTION CRITERIA AND STEPS TO BE FOLLOWED:

1. Consultancy firms/Architectural firms/Consultants/Architects should have experience of at least 5 years in similar service.
2. Consultancy firms/Architectural firms/Consultants/ Architects should have their or associate's office at Bengaluru.
3. Selection will be done considering competency, reputation and interest & ability to undertake the proposed Work of ICSI with reasonable price for Professional service. The selection of Consultant Architect to be done on Weightage basis i.e 50% weightage on technical evaluation and 50% weightage on commercial. The format of evaluation is placed as **Annexure –I**.

The Final evaluation to done based on the following

$$\text{formula: } B_m = 0.5 (T_m) + 0.5 (F_n)$$
$$F_n = (F_{\text{min}} / F_{\text{off}}) \times 100$$

Where,

[B_m] is total marks of the Applicant in consideration

[T_m] is Technical Marks of the Applicant in consideration

[F_n] is Normalized financial score of the Applicant in consideration

[F_{off}] is the offered price of Applicant under consideration

[F_{min}] is Minimum offered price of any Applicant.

4. If desired by ICSI, the short-listed Consultant / Architects may be invited for the Discussion / Power point presentation as the case may be.

C. FINANCIAL BID:

The Financial bid has to be submitted in a separate sealed envelope for the Professional fees for the proposed works on Lump-sum basis.

Rate quoted shall be inclusive of all charges and taxes but excluding GST which will be paid extra as applicable. TDS will be deducted as applicable.

TECHNICAL EVALUATION CRITERIA

Sl No.	Criteria	Maximum Marks
1	Organizational and Professional Strength	30
(i)	Experience of the firm as Consultancy firm/Architectural firm / Consultant/ Architect (in relevant field) 5 years to 7 Years - 3 More than 7 years – 5	5
(ii)	Professional Strength of the Principal Consultant/Owner/Partner of the Applicant firm (Marks to be awarded based on the personal CV and experience)	10
(iii)	Professional strength – Employees In-house No. of Employees employed with the applicant firm: Marks ‘per employee’ with minimum 3 years’ experience - 1 mark	10
(iv)	Type of the set up a) Proprietorship – 2 b) LLP/Partnership/ Pvt Ltd - 5	5
2	Experience of work	50
(i)	Implementation of similar work (as consultant) i.e. obtaining fresh FSC/fire-NOC & Renewal for FSC/fire-NOC for Buildings in last 5 years a) Up to 2 nos. – 10 b) more than 2 and up to 5 Nos. – 15 c) More than 5 nos. – 20	20
(ii)	Implementation of similar work (as consultant) i.e. obtaining fresh FSC/fire-NOC & Renewal for FSC/fire-NOC for Buildings on-going a) Up to 2 nos – 10 b) More than 2 and up to 5 Nos. – 15 c) More than 5 nos – 20	20
(iii)	Implementation of Fire Consultancy Services as Consultant in Bengaluru in last 5 years a) Up to 2 nos – 5 b) More than 2 and up to 5 Nos. – 7 c) More than 5 nos - 10	10
3	Understanding the scope of work/approach for execution/presentation through power point	20
	Total	100
