

**REQUEST FOR PROPOSAL FOR ENGAGEMENT OF  
AN ARCHITECTURAL CUM PROJECT MANAGEMENT CONSULTANT  
FOR DEVELOPMENT OF  
A GOLF FACILITY CENTRE (CLUB HOUSE) AT THE QUTAB GOLF COURSE**



**DELHI DEVELOPMENT AUTHORITY**

Please visit DDA's website '[www.dda.org.in](http://www.dda.org.in)'

REQUEST FOR PROPOSAL FOR ENGAGEMENT OF

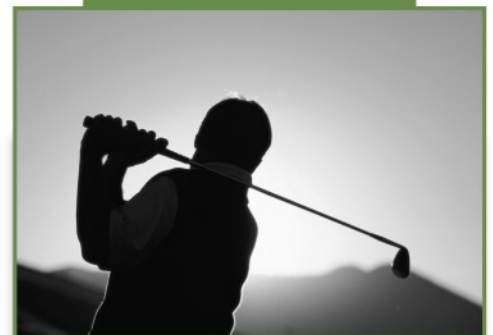
**AN ARCHITECTURAL CUM PROJECT**

**MANAGEMENT CONSULTANT**

FOR DEVELOPMENT OF

**A GOLF FACILITY CENTRE (CLUB HOUSE)**

**AT THE QUTAB GOLF COURSE**



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1. The Delhi Development Authority (DDA) has developed several sports facilities in Delhi. The DDA has also developed India's first and only public golf course, the Qutab Golf Course (QGC). The QGC is located on Press Enclave Road, New Delhi-110017.
2. The QGC was commissioned in 2000 initially as a 9 hole golf course which was subsequently developed as a full-fledged 18 hole course in 2002. The QGC has become a major destination for golfers and several tournaments are organized throughout the year on this golf course. The first professional golf tournament on a public golf course in Asia was organized at the QGC in 2004.
3. Since, the QGC has become a very popular golf course, there is the necessity of developing a full-fledged golf facility centre (club house) in the premises. It is proposed to engage an architectural cum project management consultant for the development of this facility.





# B

## PROJECT BACKGROUND

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1. The QGC has been developed over an area of approximately 110 acres. The 18 hole par 70 course, with a yardage of 6189 from the competition tees, has a full-fledged golf driving range with a golf academy, change rooms, offices, snack bar, pro shop and a players' lounge.
2. The DDA intends to develop a state-of the-art golf facility centre (club house) with the best specifications. The golf facility centre (club house) is proposed to comprise of the facilities indicated at Annexure 'A' (However, these facilities are only indicative and the architectural consultant may suggest additional facilities, if felt necessary, and/or better space utilization within the proposed facility)



## SITE CONSTRAINTS

# C

1. Since the proposed facility is to come up beyond 100 metres, but within 300 metres, of the protected monument of the Rai Pithora Wall, permission of the Archaeological Survey of India (ASI) has been obtained. A copy of the terms and conditions mentioned in the clearance received from the ASI is placed at Annexure-B.
2. Since, this is a functional course, the construction at site should be completed within a maximum period of 18 months. Besides, during the construction, measures need to be taken to ensure that play on the course does not get disrupted.
3. It is proposed to dove-tail the construction of the golf facility centre (club house) with the lighting of 9 holes of the course, so that both these facilities can be commissioned simultaneously. The consultant would need to adhere to the time-lines for the project keeping in view that the delay in commissioning the golf facility centre (club house) would also affect commissioning of the night playing facility.



# D

## ENGAGEMENT OF CONSULTANT

1. The DDA proposes to engage an architectural cum project management consultant for the development of the golf facility centre (club house) at the QGC. The consultant would need to conceptualize the project and provide comprehensive architectural planning and designing including project management consultancy keeping in view the normal requirement of a golf facility centre (club house) at a golf course.
2. Qualified intending parties would be asked to make a presentation along with a three-dimensional model before a jury constituted by the DDA for the purpose. A payment of Rs. 1 lac would be made to each short-listed party for preparing the model and making the presentation. No other payment would be made by DDA to the short-listed parties. The consultant would be selected through a 70:30 format, i.e., 70 marks would be allocated for the technical presentation and 30 marks for the financial bid. The combined total marks secured would determine the consultant to be engaged for the project. All the models, etc., shall be the property of the DDA.
3. Proprietary firms / partnership firms / companies interested to be engaged as consultant may apply either individually, or as a joint venture, or as a consortium. No party will, however, be permitted to apply in different capacities, i.e., as a proprietor, or a partner of a firm, or a company in which the party is a stake-holder, or is having a substantial interest, or as part of a consortium. Similarly, no person shall be permitted to be a partner of more than one firm, or a stake-holder in more than one company.





# PROPOSED SITE SPECIFICATIONS

# E

1. Building location  
As per ASI conceptual approval at Annexure B
- Building Envelope  
70m X 70m (approximately)
- Covered area on ground floor  
3500 sqm. (approximately)
- Total Built- up area  
7000 sqm. (approximately)
- Maximum height  
12.7 metre
2. A site measuring approximately 2 acres has been identified for the development of the golf facility centre (club house) at the QGC. The site plan is given at Annexure-C.
3. The development control norms are as follows:
  - i) Master Plan Abstracts:  
Refer MPD 202 I  
Table 9.4 on page 6 I .
  - ii) Status of the Golf Course: Already functioning under 8<sup>th</sup> year of operation
  - iii) Existing Buildings in Golf Course:
    - (i) Players' Lounge:  
Gents & Ladies change rooms,                      Approx 496 sqm of built-up area  
Showers & toilets, Offices, Lounge,  
Electrical rooms, pantry,  
Driving Range, etc.
  - iv) Proposed Club Building (At the proposed site)
    - (1) Area on Ground Floor                      3500 sqm
    - (2) Area on Basement                      1500 sqm.
    - (3) Area on First floor                      1500 sqm + Terrace
    - (4) Atrium area                      400 sqm.
4. If the intending party feels that for a better utilization of the facility some minor changes in the size of the plot is necessary, they may suggest accordingly.



The Scope of Work for the architectural cum project management consultant for the development of a golf facility centre (club house) at the QGC would be as follows:-

1. The consultant would need to conceptualize the scheme which would include site planning considering the site conditions, environmental factors, open spaces, circulation and integration of all functional areas of the QGC. This would involve preparing a comprehensive lay-out plan.
2. Preparation of a detailed proposal, design and lay-out plan for the facility including access to the facility, parking, etc.
3. The consultant would be required to suggest the type of construction, materials to be used and assist in preparation of tender documents, tender evaluation, contractual details, estimate progress of work, supervision of works, quality assessment, etc. Materials to be used for construction would be approved by a specific Committee constituted for the purpose.
4. The consultant would be required to provide various options of specifications and implementation to the DDA and calculate the construction cost through detailed quantity surveys, bills of quantities, cost-benefit analysis, etc.
5. Preparation of detailed architectural, structural, service drawings including drawings showing details of all utilities and services, internal and external, including details of specifications of all materials to be used in construction.
6. Supply such architectural and structural drawings, specifications and details, which may be required for proper execution of the work.
7. Check and approve shop drawings.
8. Give necessary periodic supervision and inspection as and when required to ensure that the works are being executed generally in accordance with the working drawings and as per the architectural concept.
9. Assessment of progress of work with PERT/CPM chart, MS projects, supervision of work during construction including site visits, quality assessment, etc.

10. Assessment of rough estimates of project cost based on the development control norms and by cubic measurements, or on area basis.
11. Preparation of drawings of all services including sewerage, electricity, water supply, waste disposal, circulation, parking, signages, etc. The consultant will carry out detailed planning for all services i.e., Water, Electricity & Sewage Disposal for the proposed project. The responsibility of planning and detailing of augmenting the existing system and obtaining sanction for additional requirement from the civic authorities, keeping in mind the present load, additional requirement and future expansion, including those for the existing facilities, would be that of the consultant.
12. Modified conceptual designs and drawings, incorporating required changes, as and when required by DDA.
13. Proper drawings necessary for submission to statutory bodies for sanction and obtaining their sanction.
14. Proper working drawings, specifications and schedule of quantities sufficient to prepare estimates of cost.
15. Assistance in short-listing contractors capable of undertaking the project with the desired construction quality as well as execution of work within the proposed time-lines.
16. The consultant shall monitor the development of the project which shall include inter-face activities system-wise with all contracts of the project and shall regularly monitor the progress of the project. If any schedules are behind time-lines, it will be the responsibility of the consultant to point these out to the DDA and suggest mechanism for rectification.
17. The consultant should have sufficient number of technical and administrative employees for proper execution of the project. The applicant should submit a list of employees with their technical qualifications stating clearly how they would be involved in the project. The technical and administrative employees indicated in the application should not be reduced at any relevant stage of work of the project, or should not be changed without the prior approval of the DDA. If personnel involved in the project are required to be changed, their replacement should have comparable expertise and experience.
18. In-house capability of the firm should be clearly indicated in the application.
19. The consultant shall provide as built drawings, both hard and soft copies, after the completion of the project.
20. Since the approval of the Archaeological Survey of India (ASI) is valid for a period of one year wef. 13.04.2007, extension of the same would need to be taken by the consultant, if required.



1. Financially sound proprietary/partnership firms, companies or consortia may bid for engagement as consultant.
2. In the case of applications from consortia, a statement of participation from each member of the consortium shall be submitted to the effect that they are a bonafide member of the consortium applying for pre-qualification and that in the event of pre-qualification, they agree to be jointly and severally liable to the DDA under the contract if subsequently awarded to the consortium. Certified copies of the partnership deed, or consortium agreement alongwith Memorandum of Understanding (MOU), if any, signed by all participants and duly attested by a Public Notary shall be submitted. No party can, however, apply as an individual firm and also as part of a consortium and no individual firm can be a member of more than one consortium. In case of consortium, a consortium agreement shall be submitted to DDA at the time of application. The term "Architect" will mean any person, who, at the time of his application is registered with the Council of Architecture under the Architects Act, 1972. Where the application is made by a consortium, its leader shall be an 'Architect' and where the application is made by a firm, atleast one of its Partners/Directors but not any employee shall be an "Architect". The qualifications and title of Leader/Partner/Director, who is an Architect only, need be stated in the Letter of Submission.
3. The intending parties should have the expertise of having designed golf courses / golf facility centre (club house) at golf courses / other sports facilities / socio-cultural centres / recreational complexes / hotel / restaurant complexes, etc. The intending parties would need to submit details of their past experience in this regard alongwith authenticated project award letters and completion certificates.
4. The intending party should have completed at least two similar projects costing not less than Rs.5 crores each in the last five years.
5. The consultant should be well aware of current trends and practices in the development of such facilities. Experience of having undertaken such works in the past should be in the name of the intending firm/company/consortium and not of individuals presently engaged/employed by the firm/company/consortium.
6. Intending parties should demonstrate their capability by providing material based on their experience, past performance, personnel, etc., to carry out the work detailed in the Scope of Work, etc.

## TURNOVER CRITERIA

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# H

- I. The intending party should have an annual turnover of Rs. 1 crore during each of the last three financial years. In case of joint venture/consortium, annual turnover of only those parties would be considered whose activities include works similar to the nature of work for which the consultant is being engaged

# I

## PERIOD OF CONSULTANCY

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- I. Period of the consultancy would be till the facility is commissioned for regular use at the QGC and till the completion of the defect liability period. Defect liability period will be one year after commissioning of the facility for regular use. All defects arising out of the consultancy services rendered by the consultant shall be rectified by the agency free of cost during this period.



# OPENING OF PROPOSALS AND PROCEDURE FOR SELECTION OF CONSULTANT

# J

1. The Committee nominated by the Vice Chairman, DDA, will process the applications and finalize the selection of consultant with the approval of the Vice Chairman, DDA. Intending parties should submit their technical and financial bids in two separately sealed envelopes superscribed **“TECHNICAL RFP BID”** and **“FINANCIAL RFP BID”**. In case both bids are submitted in a single envelope this will automatically disqualify the party concerned.
2. The Committee will open the tenders, the sequence of which shall be as follows:-
  - a) Application fee and Earnest Money Deposit.
  - b) Technical bids.
  - c) Financial bids.
3. First, the envelopes containing the Application fee, in case of downloaded RFP document, and Earnest Money Deposit would be opened and if they have been submitted by the bidders, then the envelopes containing the Technical Bid would be opened. The Financial Bids of only those bidders who qualify the Technical Evaluation would be considered for further evaluation on the date as mentioned in the Schedule for Selection of Consultant.
4. The DDA would scrutinize all RFPs received up to the stipulated cut-off date and time for the receipt of RFPs and evaluate these on the basis of the eligibility criteria laid down in this document. Any bid received after the stipulated cut-off date and time will be rejected. Those parties which do not meet these criteria would be disqualified. Parties that meet the required criteria on the basis of the documents submitted by them with the RFP would be short-listed. The DDA reserves the right to independently verify the genuineness of the documents submitted by the parties. Copies of all documents submitted should be signed on all pages by the authorized signatory/signatories of the intending firm/joint venture/consortium. Unsigned documents will not be considered for evaluation. During verification, if any submitted document is not found to be genuine, or is misleading in any way, the concerned party would be disqualified and the earnest money as also the application fee shall be forfeited. The DDA reserves the right to restrict the list of short-listed parties, as deemed suitable by it, and the right to decide on the short-listing criteria.
5. Short-listed parties would be intimated and they would be assigned a date and time for making a power point presentation before a jury nominated for the purpose. The intending party should make the presentation, within a specified time limit, with emphasis on their past experience in the field, technical man-power and specific projects handled in the recent past alongwith a

three-dimensional model, drawings, designs, lay-out plans, sketches, etc., of the proposed facility for which they are proposing to be engaged as consultant. Parties making the presentation would need to submit two hard copies of their power point presentation. The jury may also ask parties to provide clarifications on the documents submitted by them with the RFP.

6. Parties would be evaluated on the basis of the presentation made before the jury and the documents submitted with the RFP. Parties that meet DDA's criteria for selection would thereafter be short-listed. The DDA reserves the right to decide the criteria for short-listing. Assessment would be made on all criteria and requirements mentioned in this document as well as technical presentation, financial standing, technical and organizational capability, including academic qualifications and number of technical staff, experience of key staff, experience record including length of time in business, work experience and major designing/development works in the relevant field. The decision of the DDA in short-listing of parties would be final.
7. Financial bids of short-listed parties shall be opened in the presence of one representative each, from the respective bidders who choose to attend. The name of the bidder and the quoted fee shall be read aloud and recorded when the financial bids are opened. The financial bids of parties whose financial bids are opened would be evaluated. DDA would, thereafter, combine the evaluation of the technical and financial bids of these parties for the final evaluation and selection of consultant. The party securing the highest total combined marks from the technical and financial bids would be selected as consultant. The DDA shall not be bound to accept the lowest financial bid. It is, however, clarified that submission of application/making power point presentation / lowest financial bid, or fulfillment of any eligibility criteria does not vest any right in any applicant for selection, which shall be in the sole discretion of the DDA.
8. Intending parties are advised that selection of consultant will be entirely at the discretion of DDA. Applicants will be deemed to have understood and agreed that no explanation, or justification of any aspect of the pre-qualification/selection process will be given and that DDA's decisions are final and binding and not open to any challenge in any proceedings..
9. DDA reserves the right to accept, or reject, any application and to annul the pre-qualification / selection process at any time without notice, liability, or assigning any reason thereto.
10. The decision of the Vice Chairman, DDA in this regard shall be final..
11. DDA reserves the right to modify the evaluation process/ relax any criteria of eligibility for selection of consultant laid down in the RFP document, if felt necessary, without assigning any reason, whatsoever, and without any requirement of intimating the bidders of any such change.

## FEES AND PAYMENT TERMS

# K

1. Intending parties should clearly specify the total amount of fees (in Indian Rupees) payable to them by the DDA, inclusive of all levies and taxes as per the latest taxes and rules applicable, for the entire work as detailed in this document, inclusive of fees payable by the consultant to any other sub-consultant and associate.

2. The amount of fees for the consultant shall be paid in the following stages:-

<b>Stage I</b>	On submitting conceptual designs and preliminary estimates of cost	5% of total fees
<b>Stage II</b>	On submitting the final preliminary drawings/designs and estimates of cost	10% of total fees
<b>Stage III</b>	On submitting basic working drawings and details sufficient for preparing item-wise estimates of cost which should also include approval from local bodies, i.e., Screening Committee of DDA, ASI, DUAC, MCD, DJB, Airports Authority, CFO, etc.	10% of total fees
<b>Stage IV</b>	On submitting detailed specifications, bills of quantities, detailed architectural working drawings (contractual and services design) together with estimates of cost sufficient to invite tenders	25% of total fees
<b>Stage V</b>	On submission of complete set of drawings and details sufficient for the work to commence at site	10% of total fees
<b>Stage VI</b>	Construction stage During the course of construction of work at site	30% of total fees to be paid in instalments consistent with the value of work from time to time.
<b>Stage VII</b>	On completion of work and obtaining required completion certificates (payable after expiry of the defect liability period).	Balance payment making the total equivalent to 100% of fees payable.

3. The consultant should quote fees in a consolidated manner and fees shall be paid against bank guarantee as per para K.2 above.



## TIME SCHEDULE

1.	Date of start of issuing RFP document for engaging consultant	09.01.2008
2.	Pre-bid meeting	16.01.2008
3.	Last date for receipt of RFPs	01.02.2008
4.	Short-listing parties as per the eligibility criteria	07.02.2008
5.	Announcement of eligible parties	08.02.2008
6.	Presentations by short-listed parties	29.02.2008
7.	Announcement of final short-listed parties	07.03.2008
8.	Opening of financial bids	10.03.2008
9.	Selection of consultant	14.03.2008
10.	Finalization of architectural designs	14.04.2008
11.	Preparation of preliminary estimates	09.05.2008
12.	Call of tenders	09.06.2008
13.	Award of work	08.08.2008
14.	Commencement of work	22.08.2008
15.	Completion of work	21.02.2010

## PRE-BID MEETING

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# M

- I. A pre-bid meeting shall be held at the DDA Qutab Golf Course, Press Enclave Road, New Delhi-110 017 on 16.01.2008. All bidders are requested to go through the bid document, visit the site and submit their queries, if any, addressed to the Director (Sports), DDA (through fax or email), Ph.No.+911124623960 Fax No. +911124603312, email: [dirsports@dda.org.in](mailto:dirsports@dda.org.in), atleast two days prior to the scheduled pre-bid meeting. DDA shall prepare minutes of the meeting and post the same on DDA's website i.e., [www.dda.org.in](http://www.dda.org.in). No separate information will be intimated to individual bidders in this regard.

# N

## AMENDMENT OF BID DOCUMENT

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1. At any time, prior to the date of submission of bids, the DDA may, for any reason, whether at its own initiative, or in response to clarifications requested by prospective bidders during the pre-bid meeting, modify the bid document by making amendments.
2. The amendments will only be published on the website, [www.dda.org.in](http://www.dda.org.in), and these amendments shall be binding on all the bidders. No individual notice would be given regarding amendment in the terms and conditions of the RFP document after publication of the same on the DDA website.
3. In order to give the bidders a reasonable time to take the amendment into account in preparing their bids, the DDA may, at its discretion extend the dead-line for the submission of bids suitably, notice regarding which will be posted on DDA's website, [www.dda.org.in](http://www.dda.org.in).

1. The consultant shall re-design at his cost any portion, of his engineering and design work, which due to his failure to use a reasonable degree of design skill shall be found defective within two years from the date of start of regular use of the portion of the work affected.
2. The DDA may make good the loss by recovery from the dues of the consultant in case of failure to comply with the above clause.
3. The consultant shall be fully responsible for the technical soundness of the work including those of specialists engaged, if any, by them and also to supervise the work to ensure that the work is carried out generally in accordance with drawings, specifications and conception.
4. The DDA will have the work of the consultant and/or their sub-consultants, if any, supervised / inspected at any time by any officer nominated by the DDA who shall be at liberty to examine the records, check estimates and designs.
5. The engagement of DDA's own supervisory staff, if any, does not absolve the consultant of their responsibility for designs of structures and all provisions/services of the work entrusted to them so as to satisfy their requirement.



1. If any doubt arises regarding interpretation of any clause of this RFP document, the decision / interpretation of the Vice Chairman, DDA will be final.
2. All disputes arising out of the contract to be signed with the consultant shall be subject to the jurisdiction of Delhi Courts only.

## FORCE MAJEURE

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Q

1. War, invasion, revolution, riots, sabotage, lock-outs, strikes, work shut-down imposed by Government Acts, or legislature, or other authorities, stoppage in supply of materials, fuel, or electricity, break-down of machinery, act of God, epidemics, fires, earthquakes, floods, explosions, accidents, sea navigation blockades, or any other acts, or events whatsoever which are beyond reasonable control and which shall directly, or indirectly prevent completion of the project within the time specified in the agreement, will be considered Force Majeure. The consultant shall be granted necessary extension of time to cover the delay as caused by Force Majeure without any financial repercussions.
2. Should one, or both parties be prevented from fulfillment of the contractual obligations by a state of Force Majeure, the two parties shall consult each other and decide regarding the future execution of the contract.

# R

## MODIFICATION AND WITHDRAWAL OF BIDS

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1. The bidder is allowed to modify, its submitted bid any time prior to the last date and time prescribed for receipt of bids, by giving a written notice to the DDA.
2. Subsequent to the last date and time for receipt of bids, no modification of bids shall be allowed.
3. The bidders cannot withdraw their bids once submitted until the expiry of the bid validity period specified in the bid. Such withdrawal will result in the forfeiture of their Earnest Money.

## LOCAL CONDITIONS

# S

1. Each bidder is expected to get fully acquainted with the local conditions and factors, which would have any effect on the performance of the contract and / or on the cost.
2. The bidder is expected to visit and examine the site/location of the proposed golf facility centre (club house) and its surroundings and obtain all information that may be necessary for preparing the bid at their own interest and cost.
3. The bidder and any of their employees/agents on written request will be granted permission by the DDA to enter its premises for the purpose of such inspection, but only upon the express condition that the bidder and any of their employees/agents will be responsible for any personal injury (whether fatal, or otherwise), loss of or damage to life, property and other loss, damage, costs and expenses, however caused, which, but for the exercise of such permission would not have arisen.
4. The bidder is expected to know all conditions and factors, which may have any effect on the execution of the contract after signing the agreement. DDA shall not entertain any request for clarification from the bidder regarding such local conditions.
5. It is the bidder's responsibility that such factors have been properly investigated and considered while submitting the bid proposals and no claim, whatsoever, including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the DDA. Neither any change in the time schedule of the contract, nor any financial adjustment arising thereof shall be permitted by the DDA on account of failure of the bidder to know the local laws/conditions.



- I. The technical bids of bidders those who fulfill the eligibility criteria and are short-listed for making the power point presentation would be evaluated as per the following criteria, out of a total of 70 marks :-

- |   |          |
|---|----------|
| i) Experience in similar nature of work         | 10 marks |
| ii) Key personnel to be deployed on the project | 10 marks |

#### **Presentation**

- |                                |          |
|--------------------------------|----------|
| 1. Design creativity           | 20 marks |
| 2. Planning/circulation issues | 10 marks |
| 3. Engineering innovations     | 15 marks |
| 4. Management issues           | 5 marks  |

<b>Total</b>	<b>70 marks</b>
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1. Letter of submission and forms from A to E are given at Annexure which are to be submitted alongwith the Request For Proposal (RFP). Forms A to D should be submitted with the technical RFP Bid and Form E with the Financial RFP Bid.
2. All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this needs to be mentioned against the relevant column. Even if no information is to be provided in a column, 'nil' or 'no such case' entry should be made in that column. If any particular query is not applicable, it should be stated as 'not applicable'. The applicants are cautioned that not giving complete information called for in the application forms, or not giving it in clear terms, or making any change in the prescribed forms, or deliberately suppressing the information shall summarily disqualify the applicant. Applications sent by telegram/telex, not enclosing prescribed fee and received after the stipulated date and time shall be outrightly rejected.
3. The application should be type written in English and the authorized signatory should sign each page of the application and sets/certificates and enclosed documents showing such authority.
4. Overwriting should be avoided. Correction, if any should be made by neatly crossing out, rewriting, signing and dating. Pages of the pre-qualification document should be numbered. Additional sheets, if any, added by the applicant should also be numbered. They should be submitted as a package with the signed letter of submission.
5. References, information and certificates from the respective clients certifying suitability, technical know-how, or capability of the applicant should be signed by the authorized signatory of the firm.
6. The applicant may furnish any additional information with the RFP document, which he thinks is necessary to establish his capability to successfully complete the envisaged project. He is, however, advised to furnish only relevant information. No information shall be entertained after submission of the Request for Proposal document unless it is called for by the DDA. DDA, however, reserves the right to call for any clarification/additional information on the bids.
7. Any information furnished by the applicant found to be incorrect at any stage would make the applicant liable for such action as deemed fit by the DDA.
8. The Technical Bid shall not include any information about the Financial Bid.



## EARNEST MONEY/SECURITY DEPOSIT AND BID VALIDITY

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1. The bidder will be required to deposit Rs.1 lac as earnest money by submitting a demand draft/bankers' cheque payable at Delhi drawn in favor of "DDA Qutab Golf Course", in a separate envelope while submitting the bid. Those bids not accompanied by earnest money will not be opened. The earnest money will be forfeited in case of breach of contract. This earnest money will later on be adjusted in the Security Deposit.
2. 5% of total amount payable to the consultant shall be deducted progressively from each bill towards Security Deposit and the same shall be refunded after one year of completion of work and expiry of the defect liability period.
3. The bids shall remain valid for a period of 180 days from the last date of submission of bid.

## PERFORMANCE, PERFORMANCE SECURITY AND TERMINATION

1. The time allowed for carrying out the work as specified in para L above shall be strictly observed by the consultant and shall be deemed to be the essence of the contract on the part of the consultant. The work shall throughout the stipulated period of the contract be processed with all diligence.
2. The selected consultant shall submit a performance guarantee by way of a bank guarantee from a scheduled commercial bank in the format approved by the said bank as well as the DDA for 5% of the agreed consultancy fees to be refunded/ released after successful completion of the project.
3. That if the consultant abandons the work for any reason whatsoever, or becomes incapacitated from acting as consultant as aforesaid, or in the event of the contract being determined, or rescinded under provisions of any of the clause/condition of the agreement, the DDA may make full use of all, or any of the drawings/details prepared by the consultant and that the consultant shall be liable to refund all the fees paid to him till then and in addition the performance guarantee shall stand forfeited in full and shall be absolutely at the disposal of DDA.
4. If the consultant is unavoidably hindered in carrying out their work on account of delayed decision, or approval by the concerned authorities, which are necessary to carry out further work, they shall be allowed suitable extension of time by the DDA whose decision shall be final and binding on the consultant. No claim of the consultant shall lie against DDA for such delayed approval/decision by the concerned authorities, excepting suitable extension of time.
5. In case of any dispute regarding action of either party mentioned in the agreement, the matter shall be referred to the Vice Chairman, DDA, who will have full authority to review the decision of either party and settle the matter.
6. The consultant shall continue to perform their duties diligently notwithstanding the fact that a dispute has arisen and shall be paid by the DDA progressively as per the terms of the contract for services rendered by them.
7. The consultant shall indemnify and keep indemnified the DDA against any inaccuracy in the consultancy job provided by them and against any such claim/cost and expenditure paid by the DDA in defending itself against such claims for which the consultant will give a professional Indemnity Bond.
8. The copyright, ownership and property rights for all the data, drawings, reports and computer software, etc., developed by the consultant under this agreement, shall vest with the DDA.



9. If at any time after the execution of the agreement and commencement of work, the DDA for any reasons whatsoever, does not require the whole, or part of the scheme as specified in the agreement to be performed by the consultant, the DDA shall give one month's notice in writing to this effect to the consultant, who shall thereupon have no claim to any payment, or compensation, whatsoever, on account of any profit, or advantage which they might have derived as a consequence of fulfillment of the agreement in full, but which they did not derive as a consequence of the curtailment of work. The consultant shall be entitled to payment on a pro rata basis, for work submitted by them upto the time for such notice, as decided by the DDA and the decision of the Vice Chairman, DDA in the matter shall be final and binding. The consultant shall return the balance amount to the DDA in case of any excess payment.
10. The DDA may without prejudice to its right against the consultant in respect of any delay, by notice in writing, absolutely determine the contract in any of the following cases: -
- (i) If the consultant being a firm is dissolved, or if it is a company passes a resolution, or the court shall make any other order that the firm/company shall be wound up, or if a receiver, or a Manager on behalf of the creditor shall be appointed, or if circumstances arise which entitles the court, or creditor to appoint a receiver, or a Manager, or which entitles the court to make up a winding order.
  - (ii) If in the opinion of DDA the consultant commits breach of any of the terms of the agreement and does not rectify the breach within 10 days of notice given by the DDA to remedy the breach.
  - (iii) When the consultant has made himself liable for action under any of the cases aforesaid the DDA shall have powers: -
    - (a) To determine, or rescind the agreement.
    - (b) To engage another consultant to carry out the balance work and take action as per provisions contained in para W.3 above.

1. All intending parties can purchase the Request For Proposal (RFP) document from the DDA Qutab Golf Course, Press Enclave Road, New Delhi-110017 from 09.01.2008 till 31.01.2008 from 10.00 a.m. to 5.00 p.m. on all working days on payment of Rs.500/- by demand draft/bankers' cheque drawn in favour of "DDA Qutab Golf Course". Intending parties can also download the RFP document from the website, [www.dda.org.in](http://www.dda.org.in). However, in such cases, the RFP document would need to be submitted with a demand draft/bankers' cheque for Rs.500/- drawn in favour of "DDA Qutab Golf Course". In such cases, bids without this fee will not be considered (this fee is non-refundable even if the technical/financial bids are not opened due to any reason).
2. Intending parties should submit their Technical and Financial RFP Bids (in duplicate) in two separately sealed envelopes by hand, or by Post/courier, so as to reach the DDA Qutab Golf Course, Press Enclave Road, New Delhi-110017 within the stipulated date and time. The earnest money should accompany each tender and should be submitted in a separate sealed envelope. The sealed envelopes should be clearly superscribed "Technical RFP Bid" and "Financial RFP Bid". The name of the firm/partnership of firms/joint venture/consortium should also be clearly superscribed on both the envelopes. Copies of all documents, testimonials, certificates required to prove the expertise, experience, works undertaken and other capabilities as laid down in this document should be enclosed alongwith a request for selection and write-up detailing the capabilities and credentials of the party. All annexures as mentioned in this document should also be submitted (Letter of submission alongwith Forms A to D for the technical bid and Form E for the financial bid.) Intending parties may also furnish any additional information, which they may feel is necessary to establish their capability to successfully complete the envisaged project.
3. Applicants should note clearly the date and time of submission of applications. No late or delayed applications will be accepted. Applicants are reminded that no supplementary material will be entertained by DDA, and that evaluation will be carried out only on the basis of documents received by the closing time for receiving Request for Proposal documents.
4. If the applicant is a firm, the application shall be signed by the proprietor/partner of the firm. If the applicant is a company, the application shall be signed by the Chairman, or the Managing Director of the company. In case it is a joint venture/consortium, the application shall be signed by the duly authorized person holding Power of Attorney. If the applicant is a company, a copy of the Memorandum of Association and Articles of Association duly attested by the Chairman, or

Executive Director, or Managing Director of the Company should also be furnished. In case of partnership firms a certified copy of the partnership deed duly attested by all the partners and addresses of all the partners of the firm should accompany the application. In case of consortia, a certified copy of the consortium agreement alongwith copies of Power of Attorney documents should be submitted. Besides, a consortium should also clearly indicate the Lead Party in the Consortium.

## CONTACTING THE DDA

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1. No bidder shall contact the DDA on any matter relating to its bid from the time of the bid opening to the time the contract is awarded.
2. However, the DDA may contact the bidders during evaluation for seeking any clarification.
3. Any such effort by a bidder to influence the DDA's bid evaluation, bid comparison, or contract award decisions may result in the rejection of the bid and confiscation of the application fee and earnest money.



### RESTAURANT

	Seating Capacity / Area (sqm)
• Dining Hall/ Restaurant	100/125 seating capacity
• Bar Room with Bar Counter, (with Deep Freeze, Ice Cube Machine, Chiller/Quick Freeze)	40 seating capacity
• Store room (Bar)	30 sqm (inclusive of wine cellar with controlled environment (A/C))
• Coffee Shop	75 seating capacity
• Outdoor terrace	40 seating capacity
• Party Room	200 sqm with bar and toilets
• Kitchen	
o <u>Cooking capacity</u>	
o <u>Existing kitchen of the snack bar to be modified for outdoor catering for tournaments</u>	

### CONFERENCE HALL

• Seating capacity	50
• Control room	10 sqm
• Audio/video projection equipment	
• Break out space	40 sqm
• Pantry	20 sqm
• Store	30 sqm
• Bar space	20 sqm
• Office	10 sqm
• Toilets Gents and Ladies	40 sqm

### PROSHOP

• Showroom (Glazed)	100 sqm (Existing building to be utilized)
• Storage for 150 golf bags (with ramp)	75 sqm

### CHANGE ROOMS

	GENTS	LADIES
• Seating space with enough circulating area	30	10
• Wash room		
o Shower	10 nos.	3 nos.
o W/C	5 nos.	5 nos.
o Urinal	10 nos.	-

## LOCKER

	GENTS	LADIES
• Small	50 nos.	20 nos.
• Big (With hanger)	120 nos.	30 nos.

## HEALTH CLUB

• Fitness Centre	50 sqm	
• Massage area	15	10
• Saloon/Beauty parlour	-	15 sqm
• Steam bath ( to accommodate)	4 persons	2 persons
• Sauna (to accommodate)	6 persons	4 persons
• Chilled shower	2 persons	2 persons
• Swimming pool		
o Pool and deck area	600 sqm	
	(Deck area also to be used as party space to have covered area for serving/heating food and separate ladies and gents toilets for parties)	
• Change room (with seating and circulation area)		
• Shower	5 nos.	3 nos.
• W/C	3 nos.	3 nos.
• Urinals	5 nos.	-

## BILLIARD ROOM

• Table – Billiards and Pool	2 nos.
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## CARD ROOM (4 TABLES)

30 sqm

## LIBRARY

60 sqm

(Away from Bar and Restaurant)

## ADMINISTRATIVE BLOCK

• President's room	90 sqm total area
• Captain's room	Attached toilets
• Director's room	
• Board room	25 sqm
• <b>OFFICES</b>	
o Secretary	Attached toilet
o Asstt. Secretary	Attached toilet
o F&B Manager	
o Accounts Officer	
o Administrative offices	
o Billing section	
o Computer operator / Clerks	
o Store room	
o Staff toilets	

- Existing maintenance shed to be modified to have additional space for storage and for equipment / transformers
- Generator room
- Fire room
- Parking/Storage shed for 15 golf carts with battery charging facility.
- UGR (Water storage)

**LAUNDRY / DRY ROOM AREA 50 sqm**

- o Washing /Drying equipment
- o Storage space
- o Air circulation / ventilation
- Tournament office and store 40 sqm

**PARAMETERS FOR CONSTRUCTION**

- Lightweight structure – minimum RCC/masonry work
- Minimum disturbance to play
- Minimum damage to green area
- Construction site to be covered from all sides
- Service road to construction site
- HVAC facilities.

**FORM – VIII**  
**LICENCE FOR MINING OPERATION/CONSTRUCTION WITHIN A**  
**REGULATED AREA**  
**(See Rule 35)**

Whereas, Mr. V.D. Dewan, Chief Architect, Delhi Development Authority, New Delhi has applied for licence for the construction of Golf Facility Centre Qutab Golf Course, Lado Sarai building, New Delhi from ground level upto top level of dome in the regulated area of Gateway of Qila Rai Pithora Wall, at a distance of 197m from the protected limit of this centrally protected monument and has undertaken to observe the provisions of the Ancient Monument & Archaeological Sites & Remains Act, 1958 and Rules made thereunder, including its amendment of 1992 and under the powers delegated by the Competent Authority, the Superintending Archaeologist, Archaeological Survey of India, Delhi Circle do hereby grant this licence under sub-rule (1) of rule 35 of the said rules to the said, Shri V.D. Dewan, Chief Architect, Delhi Development Authority for the construction of golf facility centre Qutab Golf Course building from ground level upto top level of the dome in the area indicated in red outline on the plan attached hereto, as per the plan, section and elevation submitted.

The licence is granted subject to the provisions of the said Act and Rules and is further subject to the following conditions, namely.

1. The above reconstruction is restricted upto the maximum height of 12.7m (41.90 feet) from ground level upto top of dome.
2. No building of historical importance which has been in existence for more than 75 years be demolished.
3. In the façade of the building elements of ancient architecture be incorporated.
4. Appropriate breathing space be ensured around the building for better maintenance of the environment.
5. The licence is issued subject to the adherence of the bye-laws and rules of Delhi Development Authority, Municipal Corporation of Delhi, NDMC and other Government agencies.

The licence is not transferable. It shall be valid for one year commencing with the date of issue.

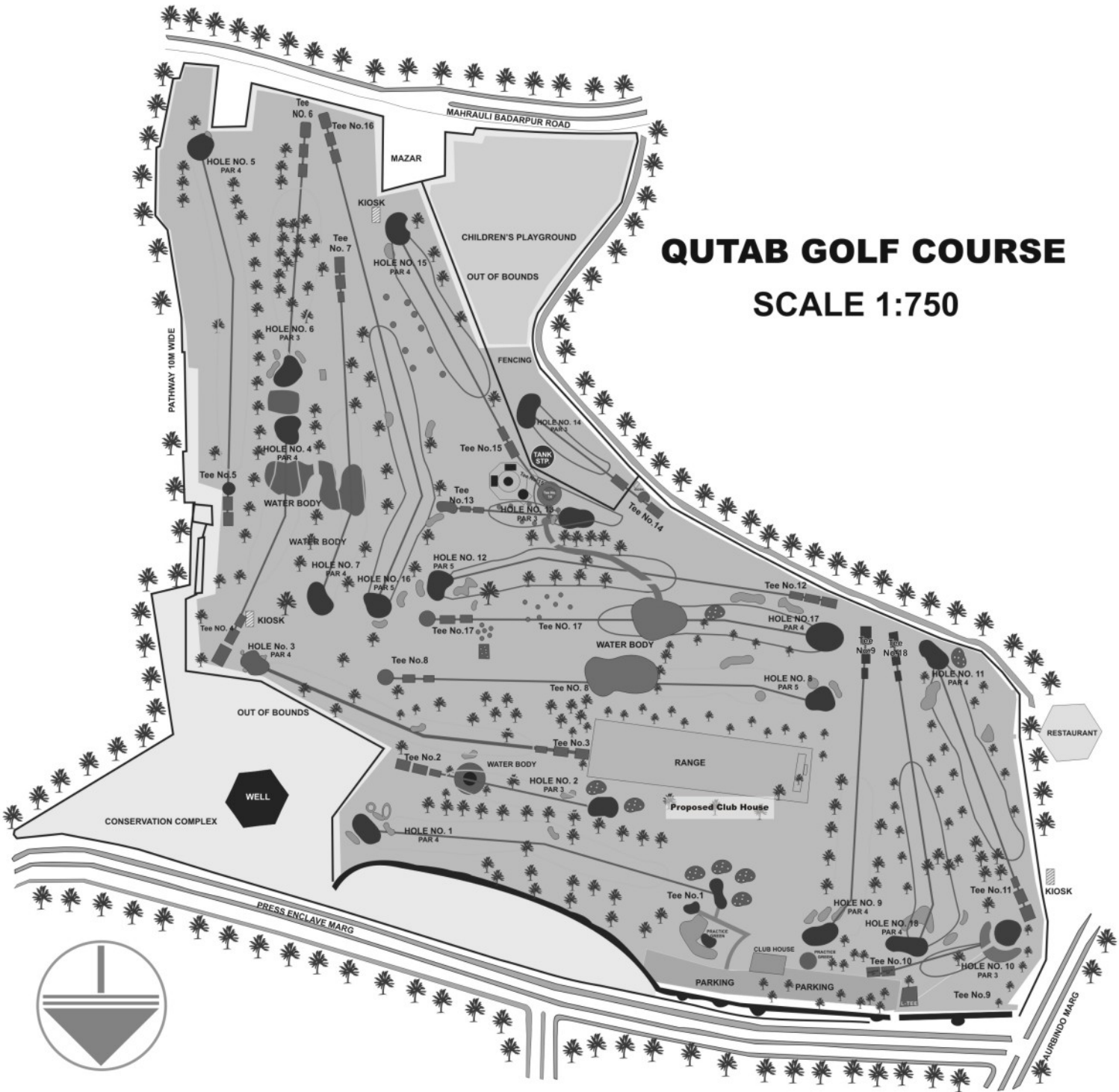
**Station : New Delhi**

**Dated the .....**

**F.No.12/40/2007-NOC-**

**Superintending Archaeologist**  
**Archaeological Survey of India**  
**Delhi Circle**





## LETTER OF SUBMISSION

To,

The Director (Sports)  
Delhi Development Authority,  
Qutab Golf Course,  
Press Enclave Road,  
New Delhi- 110017.

**Subject :** Submission of Request For Proposal (RFP) for Architectural and Project Management Consultancy for development of a golf facility centre (club house) at the DDA Qutab Golf Course.

Sir,

Having examined the details given in the Press Notice and Request for Proposal (RFP) document for the above project, I/we hereby submit the RFP alongwith other relevant documents for the Architectural and Project Management Consultancy for the development of a golf facility centre (club house) at the DDA Qutab Golf Course

1. I/we hereby certify that all statements made and information supplied in the enclosed forms 'A' to 'D' and accompanying statements are true and correct.
2. I/we have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I/we also authorize DDA to approach individuals, employees, firms, organizations and government bodies to verify our credentials.
4. I/we submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the projects alongwith the prescribed format.

**Enclosures****Seal of applicant****Date of submission****Authorized signatory**

(For technical bid only)

FORM-A

**DETAILS OF PROJECTS COMPLETED SINCE INCEPTION**  
**(PERTAINING TO SCOPE OF WORK)**

Sl. No.	Name of project & location	Owner or sponsoring organization	Cost of Project (in INR)	Date of commencement as per contract/ actual date of commencement	Date of completion	Name & address/ Tel.No. of officer(s) to whom reference may be made	Remarks
1	2	3	4	5	6	7	8

Authorized signatory

\* Applicants can also indicate on-going projects.

(For technical bid only)

FORM-B

DETAILS OF MAJOR/IMPORTANT PROJECTS  
COMPLETED SINCE INCEPTION

Sl. No.	Name of project & location	Owner or sponsoring organization	Cost of Project (in INR)	Date of commencement as per contract/ actual date of commencement	Date of completion	Name & address/ Tel.No. of officer(s) to whom reference may be made	Remarks
1	2	3	4	5	6	7	8

Authorized signatory

\* Applicants can also indicate on-going projects.



## ORGANISATIONAL STRUCTURE

- 1) Name & Address of the applicant with
- 2) Telephone No./Fax No./email
- 3)
  - a) Year of Establishment
  - b) Date & year of commencement of practice
- 1) Legal status of the applicant (attach copies of original document defining the legal status)
  - a) A proprietary firm
  - b) A firm in partnership
  - c) A limited company or corporation
  - d) A partnership of firms/joint venture/consortium
- 2) Particulars of registration with various Government bodies (attach attested copies)

Organization/Place of registration	Registration No.
------------------------------------	------------------

  - i)
  - ii)
  - iii)
- 3) Total turnover of the applicant during the last three financial years (INR)

(To be given separately for constituents of partnership of firms/joint venture/consortium.  
Cumulative turnover of only those constituents will be considered whose  
activities are similar to the nature of work for which the consultant is being engaged.)  
Certificate to be submitted to authenticate indicated turnover.
- 4) Names and titles of Directors, Partners and Officers with designation to be associated with the project.
- 5) Designation of individuals authorized to act for the organization
- 6) Was the applicant ever required to suspend projects for a period of more than six months continuously after commencing the planning/designing work?  
If so, give the name of the project and reasons for suspension of the project.
- 7) Has the applicant, or any constituent partner in case of partnership firm, partnership of firms, joint venture or consortium ever abandoned the awarded project before its completion? If so, give the name of the project and reasons for abandonment.
- 8) Has the applicant, or any constituent partner in case of partnership firm, partnership of firms, joint venture or consortium ever been debarred/black-listed for competing in any organization at any point of time? If so, give details.

- 9) Has the applicant, or any constituent partner in case of partnership firm, partnership of firms, joint venture or consortium ever been convicted by a court of law? If so, give details.
- 10) In which fields mentioned in the scope of work the applicant has specialization and interest?
- 11) In which fields mentioned in the scope of work the applicant does not have in-house expertise and would need sub-consultants?
- 12) Any other information considered necessary but not included above.

**Authorized signatory**

**DETAILS OF TECHNICAL & ADMINISTRATIVE KEY PERSONNEL  
TO BE DEPLOYED FOR THE PROJECT**

Sl. No.	Designation	Total no. of employees in the organization	Employees to be deployed for this project	Name	Qualification	Professional experience & details of projects carried out	How they would be involved in this project	Remarks
1	2	3	4	5	6	7	8	9

Authorized signatory

(Applicants should attach clearly marked and referenced continuation sheets in the event that the space provided in the Annexures is insufficient. Alternatively, applicants may format the Annexures making due provision for incorporation of the requested information).

To,

The Director (Sports),  
Delhi Development Authority,  
Qutab Golf Course,  
Press Enclave Road,  
New Delhi-110017.

Having examined the conditions and scope of work mentioned in the Request for Proposal (RFP) document, I/We hereby quote the total consultancy fees payable by the DDA for the Architectural and Project Management Consultancy for the development of a golf facility centre (club house) at the DDA Qutab Golf Course. I/We agree with the terms and conditions of payment of the consultancy fees as detailed in the RFP document.

Fees to be quoted

Indian Rupees (in figures) \_\_\_\_\_

Indian Rupees (in words) \_\_\_\_\_

Yours faithfully,

Authorized signatory

Address:

Tel. Nos.

Fax No.

Email

Note : The financial bid should be inclusive of all taxes/charges, etc., including local taxes, service charges, TDS, etc., if any.



## CHECK-LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH BID

- |    |  |                          |
|----|--|--------------------------|
| 1. | Letter of submission in the prescribed format  | <input type="checkbox"/> |
| 2. | Earnest money amount of Rs. 1 lac in the shape of a Demand Draft or Bankers' cheque from any scheduled commercial bank payable at Delhi/ New Delhi in favour of "DDA Qutab Golf Course".   | <input type="checkbox"/> |
| 3. | Details of projects completed since inception pertaining to the scope of work – Form 'A'   | <input type="checkbox"/> |
| 4. | Details of major / important projects completed since inception – Form 'B'.  | <input type="checkbox"/> |
| 5. | Organizational structure – Form 'C'.   | <input type="checkbox"/> |
| 6. | Details of technical / administrative key personnel to be deployed for the project – Form 'D'  | <input type="checkbox"/> |
| 7. | Financial bid in Form 'E'  | <input type="checkbox"/> |
| 8. | If the bidder has downloaded the Bid Document from the DDA website, then the bid should be accompanied by a Demand Draft/Bankers' Cheque drawn in favour of "DDA Qutab Golf Course" payable in Delhi for an amount of Rs.500/- in a separately sealed envelope clearly superscribed "Bid Document Fees". | <input type="checkbox"/> |



**DELHI DEVELOPMENT AUTHORITY**  
QUTUB GOLF COURSE  
PRESS ENCLAVE ROAD, NEW DELHI - 110017