

1. General information

a. Brief information on the project :

Architectural Services for Engagement of an Architect firm for Site visit and inputs on Innovative learning space design at 'Directorate of Environment, Directorate of Panchayati Raj & State Institute of Rural Development under "Indo- German Project on Climate Adaptation & Finance in Rural India"

GIZ, on behalf of German Federal Ministry for Economic Cooperation and Development (BMZ), has partnered with Ministry of Environment, Forests & Climate Change (MoEFCC) in implementing Indo-German Technical Cooperation project titled "Climate Adaption & Finance in Rural India (CAFRI)" in the state of Uttar Pradesh with the Directorate of Environment, Uttar Pradesh. The project has been initiated in January 2020 in partnership with MoEFCC. The overall objective of the project is to support partners in reducing climate change risks and vulnerable targets groups, building capacities and to support in knowledge management & networking for exchange of information and knowledge related to adaptation. Knowledge sharing and exchange with focus on state level priorities on climate change adaptation related activities, programmes etc.

b. Context

A modern learning environment can support sustainable learning and enable the learners to act within complex and in some ways uncertain situations and tasks within the field of climate change and climate finance. The set-up of a learning environment needs to be closely designed to the development of the training program on climate change adaptation. In addition, it has to keep a long-term impact for Directorate of Environment (DoE), Directorate of Panchayati Raj (DoP) & State Institute of Rural Development (SIRD) in sight. Core criteria should be, to provide an added learning value contributing to the purpose of the training program on climate change adaptation but also beyond for all training activities at DoE, DoP & SIRD.

Redesign/design the interior of a digital innovative learning space/classroom at Directorate of Environment (DoE), Directorate of Panchayati Raj (DoP) & State Institute of Rural Development (SIRD), Government of Uttar Pradesh with flexible seminar equipment.

For sustainable adult education, it is highly recommended to use participative and activating methods. Alternation of media use and methods contribute to better learning results. The design of digital innovative learning space/classroom determines the range of possibilities for that.

Researchers and practitioners in a wide range of disciplines – early childhood and developmental education, psychology and cognitive science, school architecture and design – suggests that the learning environment is "the third teacher" that can either enhance the kind of learning that optimizes the potential of learners to respond creatively and meaningfully to future challenges or detract from it.

2. Objectives of the assignment and Work packages

The objectives of this assignment is to redesign an existing learning space/classroom for the flexible use of different learning activities and specify possible equipments and furniture for easy procurement. The digital innovative learning space/ classroom should be attractive and inspiring and equipped with furniture for flexible use and that is easy to move. In addition, digital learning,

seminar equipment (e.g. Kiosks, LEDs, Virtual reality, workstations, digital banners, LED screens, projectors or any other facility), seminar equipment (e.g. pin boards, flipcharts) and suitable media has to be integrated in the design results.

The result of the design process has to meet the following criteria:

- a) Room, furniture and media is flexible for the use with smaller and bigger groups as well. The classroom enables almost every learning method.
 - b) Material, manufacturing, supply chains and installation are climate friendly.
 - c) Design follows the needs of users (participants and trainers as well) and incorporates the existing ideas of DoE, DoP & SIRD staff.
 - d) Room and equipment is easy to clean and easy to bring into the original state.
 - e) The used materials are sturdy, durable und easy to maintain or repair.
 - f) The usage of room and equipment is easy to understand and doesn't need a comprehensive instruction or guidance.
 - g) Handling is easy: All equipment is easy to move, storage when not in use and security is considered.
 - h) The design is culture adjusted, e.g. makes use of five elements of Indian mythology (earth, water, fire, air / wind, space/zero or weather/void).
 - i) Execution of the design is feasible with local crafts and local material and it is easy to construct or easy to purchase and to deliver.
 - j) The design considers constructional regulations and regulations for fire safety.
- c. GIZ shall hire the contractor for the anticipated contract term, from 26 July 2021 to 30 May 2022.
- d. The contractor shall provide the following work/service (tasks)

Part 1: Planning Phase (To be completed by August/September 2021)

- **Task I:** Site Visit and Submission of the report
- **Task II:** Provide Inputs on the designing of Digital Innovative learning space at DoE, DoP & SIRD.
- **Task III:** Bill of Quantities & Cost Estimation of Project
- **Task IV:** Tender Dossier Preparation, Floating of Tender, Bid Comparative & Award of work to selected execution agency.

Part 2: Implementation/Execution Phase (To be completed by April 2022)

- **Task I:** Construction Management, Supervision of setup(Provide end-to-end supervision till completion of all work (conceptualizing and implementing), Assembly & Monitoring
- **Task II:** Documentation

Table 1 Tasks to be performed in detail:

Part 1: Task I: Visit of the Sites and Submission of the report	<p>The selected Architect firm should have to visit the proposed Innovative learning space to be developed in the Directorate of Environment(DoE), Directorate of Panchayati Raj (DoP) and DDU State Institute of Rural Development, Lucknow . The following activities will be performed to achieve the results:</p> <ol style="list-style-type: none"> 1. Understand the objectives and requirements of the Innovative learning space in consultation with DoE, DoP, SIRD and GIZ 2. Propose design options with required equipment and software that can cater to requirement 3. Complete physical documentation i.e. creation of technical plans of the rooms in a DXF, DWG, PDF or VWX format, 3D modelling. 4. Measurement of the sites (Sites means room (Innovative learning space), Corridor and some portion of the outside) 5. High Definition Photograph (Sites means (Innovative Learning Space), Corridor and some portion of the outside)
Task II: Provide Inputs on the designing of Innovative Learning Space with cost estimate	<p>The Selected Architect Firm to provide within 06 rounds of meetings the inputs through Skype/phone/mail/ppt w.r.t. Innovative Learning Space.</p>
Task III: Bill of Quantities & Cost Estimation of the Project	<p>The selected Architect firm shall indicate the cost estimates for the following: In this work package, the selected architect firm will Prepare the Bill of quantities and estimate for approval from Client/ GIZ.</p> <ol style="list-style-type: none"> 1. Equipment/material requirement for different infrastructure/design with competitive cost estimate (included in design). 2. Any other design requirement with cost estimate 3. Software requirement & cost for running it in long run (operational & maintenance). 4. Indicate vendors (atleast 3 with the relevant hardware and software availability) for executing the work with timelines
Task IV: Tender Dossier Preparation, Floating of Tender, Bid Comparative & Award of work to selected execution agency.	<p>In this work package, the selected architect firm will perform the following tasks: Tender dossier preparation, Technical Specifications, Bill of Quantities including warranty conditions. The selected architect will provide feedback and facilitate technical support regarding comparison and selection of the contractor/ construction company, if deemed necessary/asked/requested by the GIZ.</p>
Part 2 Task I: Construction Management, Supervision of setup(Provide end-to-end supervision till completion of all work and (conceptualizing and	<p>In this work package, the selected local architect firm will perform the following tasks:</p> <ul style="list-style-type: none"> • The selected architect will provide technical support on Monitoring, Quality Control and supervision of the project implementation including Completion and final account report including all as built layouts/drawings, and other

implementing), Assembly & Monitoring	<p>technical documents. This includes also proof of measurements.</p> <ul style="list-style-type: none"> • The selected Architect firm should also ensure that the construction company/firm has to follow the execution plan/technical specifications and overall adherence to all the technical drawings for Electrical plan etc • The selected architect should provide prior feedback in writing on construction documentation and sampling. • The selected architect should also ensure the warranty conditions in consultation/coordination with the contractor of the entire execution work and functionality of the Innovative learning space. It can be decided in the terms of time and quality of material used in the construction purpose. • The selected architect firm should provide Certificate of construction work as per the approved design and should take responsibility for appropriate and professional construction work, suitable for a longstanding usage / sturdiness of material and construction. • It includes check the marking by the contractor, to check the establishment and construction of ferma, frames etc regarding construction and to provide advice to the contractor on the same. It also includes Inspection Prior to Handover and Inspection during Handover.
Task II: Documentation	<p>In this work package, the selected architect firm will perform the following tasks:</p> <ul style="list-style-type: none"> • Construction documentation • Photo documentation • Guide on Maintenance, servicing, upkeep, cleansing, • Certificates of materials, e.g. fire protection classification etc

Table 2 Deliverables

Work Service (Tasks)	Deliverables/Milestones	Number of Person Days (upto)
Part 1: Task I Submission of the detailed report and High Definition Photographs of Digital Innovative Learning Space	<p>The detailed report should be submitted in hard (two copies at least) as well as soft copy to the GIZ.</p> <p>High Definition Photographs</p>	10
Task II Provide Inputs on the designing of Digital Innovative Learning Space A detailed note on the input in Hard as well as soft copy.	<p>A detailed note on input should be provided in Hard as well as soft copy.</p>	10
Task III Bill of Quantities & Estimation Submission of detailed lists of relevant/possible hardware,	<p>Preparation of Bill of quantities and estimate for approval from Client/ GIZ</p> <p>Bill of Quantity and Estimate.</p> <p>Detailed lists on inputs on the equipment, software requirements and the lists of different</p>	15

software and suppliers/vendors for the same with costs	vendors with their cost estimate should be provided in Hard as well as soft copy. Detailed BOQ to be submitted in hard as well as soft copy.	
Task IV Tender Dossier Preparation, Floating of Tender, Bid Comparative & Award of work to selected execution agency.	Tender dossier preparation including General Conditions, Special Conditions, Technical Specifications and Bill of Quantities Tender Document Detailed Tender document to be submitted in hard as well as soft copy.	10
Part 2 Task I: Construction Management, Supervision of setup(Provide end-to-end supervision till completion of all work (conceptualizing and implementing), Assembly & Monitoring	Prior feedback in writing on construction documentation and sampling. This includes also proof of measurements. Monitoring, Quality Control and supervision of the setup, assembly, project implementation including Completion report including all as built layouts, and other technical documents. The selected architect should also ensure the warranty conditions in consultation/ coordination with the contractor of the entire execution work and functionality of the Innovative Learning Space. It can be decided in the terms of time and quality of material used in construction purpose. Preparation of the final account and completion report on the executed works including detailed report on the Project monitoring, quality control and supervision. Certificate of construction work as per the approved design and proof of measurement. A detailed note on warranty with specific context on quality of material and time. Detailed documents should be provided in hard as well as soft copy.	30 days (To check the marking by the contractor- 02 Days) To check the construction and establishment of ferma, frames etc- 02 days Inspection Prior to Handover- 02 days Inspection during Handover -03 days Preparation of final account and completion report, as built drawing and technical documents- 05 days Weekly Supervision visit to the sites: 16 days
Task II Documentation	<ul style="list-style-type: none"> • Construction documentation • Photo documentation • Guide on Maintenance, servicing, upkeep, cleansing, • Certificates of materials, e.g. fire protection classification etc • The detailed report should be submitted in hard (two copies at least) as well as soft copy to the GIZ. • High Definition Photographs 	This work package is continuous process from the date of execution, but it should be completed positively by 28 February 2022
Total Days: 75		

Kindly note that all the Work/Service-Tasks should be approved by the DoE, SIRD, Directorate of Panchayati Raj & GIZ

Minimum eligibility criteria for the Firm:

1. Registration with Council of Architecture, New Delhi
2. Must have registered/branch office on New Delhi/NCR or Lucknow/Kanpur, UP
3. Minimum 3 years of experience in providing architectural services to minimum of 10 clients.
4. Minimum turnover of 50 Lakhs (INR) during last 3 years
5. Minimum number of 10 permanent employees.
6. At least 2 assignments in the scientific/technical designing of experience based learning space on climate change, climate change lab, etc or related assignment.
7. Preference will be given to architectural firms with prior work experiences with international organization, bilaterals, UN agencies, Embassie etc.
8. It is desirable that architectural firm have either inhouse expertise in related field such as HVAC, Structural and safety engineering, fire safety expertise etc.

Additionally a sample design or proposal based on the ToR must be submitted by the bidder/agency alongwith the proposal.

Non-submission/Partial submission of documents mentioned above by any agency could lead to rejection of bid.

3. Team composition, number of working days and qualifications

Staff requirements /Team Composition

The work requires team comprising of different disciplines; at the minimum the consulting firm matrix will be composed of the following: - Architect, Draughtsman, Quantity Surveyor and Electrical Engineer. The details of the staff requirement are indicated below;

Architect

Responsibilities – Will be the Team Leader and shall undertake the overall coordination. It will be his/her responsibility to compile and present the various report(s) required under the contract. Will prepare specifications necessary for regulatory approval, preparation of Bills of Quantities and for Construction.

Qualification- Minimum qualification required is a Degree in Architecture with at least Ten (10) years of post-registration working relevant experience and registered by the relevant professional bodies. Experience in implementation of Institutional infrastructure projects is highly recommended.

Quantity Surveyor

Responsibilities- Will prepare a detailed estimate based upon priced bills in line with the budget allocation. The QS will also compile the Tender documents in readiness for tender action in line with the procurement rules and regulations.

Qualification- Minimum qualification required is a Diploma in Civil Engineering or Quantity Surveying with at least Six (06) years of post-registration relevant working experience and registered by the relevant professional registering bodies.

Draughtsman

Responsibilities- Will perform the associated tasks, drawings and specifications necessary for the preparation of tender bills and for construction.

Qualification- Draughtsman (Civil) ITI course from any recognized institutions with at least Eight (08) years of post-registration relevant working experience, Knowledge of AutoCAD and registered by the relevant professional registering bodies.

Electrical Engineer

Responsibilities- Will prepare the electrical engineering services drawings and specifications necessary for the preparation of tender bills and for construction and Electrical works to be undertaken.

Qualification- Minimum qualification required is a Degree in Electrical Engineering with at least Eight (08) years of post-registration relevant working experience and registered by the relevant professional registering bodies.

HVAC Engineer

Responsibilities- Will prepare the HVAC services drawings and specifications necessary for the preparation of tender bills and for construction and Electrical works to be undertaken.

Qualification- Minimum qualification required is a Degree in Mechanical Engineering with at least Eight (08) years of post-registration relevant working experience and registered by the relevant professional registering bodies.

SI no	Team Composition	No of Working days for Innovative Learning Space design by architect firm
1	Architect	30
2	Quantity Surveyor	10
3	Draughtsman	25
4	Electrical Engineer	5
5	HVAC Engineer	5
		75 days
		Total – 75 days

4. Assessment criteria

- Appropriateness of suggested concept and work plan (Description of the work concept)**
Proposed work concept for implementing the measures with explanation of the planning, work and coordination steps and naming of the persons probably involved; Technical backstopping (max. 2-4 pages)
- Project Team:** Informative curricula vitae of the staff or project partners and evidence of experience of comparable scopes of tasks
(Architect, Quantity Surveyor, Draughtsman, Electrical Engineer, HVAC Engineer & Technical backstopping)
- Availability and local presence

Table 3 Specification of Inputs

Fee days	Number of Person days up to	Comments
• Work/ Service (Tasks)	75	
Travel expenses	Number of days/nights up to	Comments
• Per diem	68	It includes team leader and thematic experts

• Accommodation allowance	42	It includes team leader and thematic experts
Other travel expenses		Comments
• Number of domestic trips	42	Lucknow, UP to New Delhi & vice versa
• Number of trips abroad		
• Ancillary travel expenses (e.g. visa, airport transfers)		
Flights	Number of flights up to	Comments
• International flights		
• Domestic flights	42 (return trip)	Lucknow/ UP to New Delhi & vice versa
Other costs		Comments
Local Travel by Taxi	30	Uttar Pradesh (with in Lucknow, UP)

5. Duration and arrangements for officials of local architect firm:

- Architectural Technical services are required for up to 75 person days for Execution of Digital Innovative Learning Space/ Classroom.
- All the Services regarding execution of Digital Innovative Learning Space/ Classroom are to be delivered on 30 May 2022

*Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price sheet.*

Note:

If restrictions are introduced to combat coronavirus/COVID-19 (restrictions on air travel and travel in general, entry restrictions, quarantine measures, etc.), GIZ and the contractor are obliged to make adjustments to their contractual services to reflect the changed circumstances on the basis of good faith; this may involve changes to the service delivery period, the services to be delivered and, if necessary, to the remuneration.

Specific Conditions pertain to Covid- 19 Measures

The specific conditions pertain to Covid- 19 measures are integral part of contract and shall act as binding under special agreement and interpreted along with GTCC.

In addition to the provisions as detailed in clause 09 of The General Terms of Contract governing the delivery of works and services commissioned by **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH (local)**, the Consultant confirms that he/she accepts the Consulting engagement with full knowledge and understanding of the travel and other requirements of the engagement including specifically the need, on the part of the Consultant, to take all required precautions (including prevention and risk mitigation measures) against the risks arising from the ongoing Novel Corona Virus (CoVid - 19) Pandemic

The Consultant shall provide to the GIZ an RT-PCR Negative Test Report for Novel Corona Virus (CoVid - 19) prior to starting the Consulting Engagement and shall additionally comply with the following at all times in the course of the Consulting Engagement:

1. Obtain Medical and other Insurance Cover in respect of the Novel Corona Virus (CoVid - 19) Infection/Disease and consequences thereof – (GIZ will reimburse the insurance cover up to 5000 Indian Rupees on lumpsum basis)
2. Strictly follow and comply with the prescribed Mask, Hand Washing/Sanitization and Social Distancing Protocols.
3. Take safe and secure mode of transportation.
4. Observe all local restrictions/precautions as applicable for the specific areas of travel covered by the Consulting Engagement.
5. If eligible, get vaccinated against the Novel Corona Virus (CoVid - 19).
6. Install and maintain as active at all times the Government of India's Arogya Setu App.
7. If exposed to any active case of Novel Corona Virus (CoVid - 19) to take all steps as advised by the Government of India's advisories in such case.
8. If feeling unwell and experiencing any of the symptoms of Novel Corona Virus (CoVid - 19) infection - to take all steps as advised by the Government of India's advisories in such cases including but not limited to getting an RT-PCR Test for Novel Corona Virus (CoVid - 19), self-isolation, notifying the GIZ and also the concerned local Novel Corona Virus (CoVid - 19) isolation/treatment facility.
9. Other compliance as may be notified by the GIZ and the Government of India from time to time in relation to Novel Corona Virus (CoVid - 19) infection/disease.

Furthermore, The Consultant accepts the Consulting Engagement on a best and informed judgement basis with full knowledge of the tasks to be performed, the place of performance and the precautions and safeguards to be reasonably taken try the Consultant to mitigate all types of risks associated with the said Consulting Engagement. The Consultant undertakes the Consulting Engagement at his/her own risk and responsibility and shall not, under any circumstances, and at any time, be entitled to assert any liability or other claims whatsoever against the GIZ, its Management, Officers and Employees for any consequences or risks or harm that may arise to the Consultant in the course of or as a consequence of undertaking the Consulting Engagement or any actions or consequences arising in relation to such Consulting Engagement.

“The duration of the contract will be extended up to 30th July 2022 a period of 3 months. The extended contract duration is defined keeping in view the changing conditions due to ongoing Covid pandemic. However, it is expected that the assignments/work/deliverables will be completed as per the defined timeline in the contract. Accordingly, the final payment can be processed subject to the approval from the AV/Project. The final payment settlement shall not bound by the contractual timeline but measured by successful completion of deliverables as agreed upon”

Kindly furnish the following property rights and undertaking on company letter head duly signed & stamped and submit the same alongwith proposal

INTELLECTUAL PROPERTY RIGHTS

It is hereby declared that all design concepts will be treated and evaluated in highly strict and confidential manner, however it is quite possible that floor design of two or more companies can be identical or designed in somehow similar manner.

GIZ ensure not to share any design concept of any company to third party, Once the design is submitted with the proposal, the same will become part of evaluation and become property of GIZ.

No claim for the ownership of design rights will be entertained.

UNDERTAKING

I/We declare that the information provided in the “**Proposal for Designing Work**” is accurate and can be proved whenever required. I/We further declare that by virtue of participating in the process, I/We fully endorsed and agreeing with the terms and condition of the process including intellectual property rights.

I/We further declare that our company (***** Company Name here *****) is not black listed by any division, department or organization of Government of India. The decision of GIZ regarding the acceptance or rejection of the bid shall be final and binding and will not be challenged in the court of law.

Signed/ & sealed