

## **EXPRESSION OF INTEREST DOCUMENT**

**Eol for Selecting Master Planning Consultant for Redevelopment and Expansion of residential zone in Existing BHU Campus, Varanasi**



**BANARASHINDUUNIVERSITY,VARANASI  
MARCH 2022**

## EXPRESSION OF INTEREST DOCUMENT

**Subject: EoI for Selecting Master Planning Consultant for Redevelopment & Expansion of residential zone in Existing BHU Campus, Varanasi**

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## SECTION I

### BRIEF PARTICULARS OF THE WORK

1. **Name of Assignment:** Master Planning Consultancy Services for Redevelopment & Expansion of the residential zone in Existing BHU Campus, Varanasi

2. **Introduction:**

Banaras Hindu University (BHU) is an internationally reputed University founded in 1916. The area of the main campus of this premiere Central University is 1360 acres, having well-maintained roads, extensive greenery, a temple, an airstrip and buildings which are an architectural delight. Another campus of the University at Barkachha in Mirzapur district, covers an area of 2700 acres. The University comprises of 5 Institutes, 17 Faculties, 140 Departments, 4 Interdisciplinary Centers and a constituent college spanning a vast range of subjects. The University has taken a leadership role in promoting new ideas, the spirit of integrating the world, and cultivating intellect and culture.

With expansion of the University and an increase in number of students and faculty, there is a pressing need for more buildings and infrastructure. BHU wishes to understand redevelopment and expansion potential in the residential zone of the existing campus. To address this need, BHU wishes to engage a creative Master Planning Consultant who can undertake a short-term study and suggest appropriate Concept Master Plan & Urban Design strategy for further development.

3. **The general scope of the assignment:**

1. Documenting the study zone (Predominantly existing hostel and residential zone spread over 300-350 Acres), as marked in the map of BHU Campus at Annexure 1. The base drawing shall be provided by BHU.
2. Documenting which of the buildings are beyond repair and which ones can be conserved and imaginatively used. (Based on visual surveys).
3. Analysing the redevelopment/development potential of the existing land parcels.
4. Analysing the potential for adding/enhancing public spaces and activity zones for students and residents.
5. Identifying any additional components which may add to the quality of life of students, staff and visitors.

6. Quantifying land and building areas required for developing hostels, residences and various facilities.
7. Preparing Master Plan and Urban design strategy for phase-wise development in the zone under study.

**4. Specific Deliverables (But not limited to):**

1. A comprehensive urban design vision for the part of the campus reflecting the physical development and environment of the residential area.
2. Land/plot subdivision layout plan with area tabulation of all plots/parcels.
3. Layout plan showing future development plan covering hostels, residential area, recreational facilities, public and other support facilities like parks, convenience stores, staff and student facilities, etc.
4. Redevelopment potential and constraints analysis with respect to (i) existing buildings, vacant land parcels, ground coverage; (ii) buildings that can be conserved; (iii) adaptable reuse of existing buildings; (iv) buildings/parts that need to be demolished.
5. Analysis of the potential for adding/enhancing public spaces, students and residents' activity zones.
6. Estimation of the quantum of developable land and built-up area potential across various land parcels.
7. Documentation of the existing student and staff population residing in the study area, per capita / per family built-up area consumed across hostels, residential units, facilities, etc.
8. Estimation of potential student, staff population that can reside in the redeveloped area.
9. Estimation of visitors' population for which various facilities may be provided.
10. Identification of various facilities for students and residents in the study area and quantification of the built-up regions and land required for the same. (Identification of various facilities shall be done through comparative analysis with other progressive universities and thorough analysis of structured questionnaire of students, teaching and non-teaching staff, and visitors).
11. Phasing plan illustrating a possible approach to implementing the project over a period of time.
12. Estimation of phase-wise land and built-up area required for envisaged facilities and infrastructure. The Consultant shall take into account the requirements and standards of the All-India Council of Technical Education (AICTE), Ministry of Education and

National and International Institutes of similar stature. The Consultant will also respond to bylaws, Development Control Regulations, if any, of Urban Local Bodies and development authority under whose jurisdiction the site of BHU campus falls.

13. Preparation of strategies for open space development within each land parcel.

14. Urban Design controls covering built form and architecture character, building footprints, heights and bulk variations, set back guidelines etc.

## **5. Exclusions**

The following services are excluded from the Scope of Work:

- a) Detailed Design
- b) Geotechnical and hydrological investigations
- c) Planning of individual buildings and facilities
- d) Detailed design of Infrastructure services

## **6. Time Schedule**

The exercise has to be completed within six weeks, including all meetings and presentations from the date of the letter of award.

## **7. Deliverables**

Submissions will be in the form of reports, drawings and PowerPoint presentations. At each stage of submission, the Consultant will submit three sets of printed copies as well as soft copies, along with basic 3D visual renderings at a suitable scale. Soft copies will be in *dwg*, and other editable formats.

## **8. Estimated Remuneration**

The exercise contains a fixed remuneration of Rs. 18.0 Lacs. GST shall be paid separately as per Govt. norms. In order to facilitate the participation of master planning firms from all over India, BHU shall also reimburse travel expenses upto Rs. 3.0 lacs (all-inclusive) based on actual travel expenses supported by vouchers. In addition, the Consultant may be provided free boarding and lodging at the Guesthouse of the University, subject to availability.

## **9. Minimum Eligibility Criteria**

- (i) The average annual turnover of the Consultant on consultancy work for the last three financial years should be at least Rs. 50.0 Lacs.
- (ii) The Consultant should have completed Master Plans of at least two Institutional / Educational Campuses with a combined total land area of at least 100 acres during last 7 years.

- (iii) The proposed teamleader for the BHU project representing the Consultant (herein referred to as Master Planner), who will be responsible for handling and designing the BHU project, should have a minimum work experience of 15 years.

**Note: Fulfillment of all the above criteria should be supported by relevant documents.**

## **10. Selection Process**

The selection will be made in two stages:

### **Stage 1: Inviting EOI and shortlisting of firms:**

- a) Shortlisting of the consultants shall be based upon submitted documents in support of fulfillment minimum eligibility criteria as per the details given in the document.

And

- b) Submission of documents highlighting credentials of the Consultant as per the forms given in the document.

The evaluation methodology of Stage 1 will include review of fulfillment of minimum eligibility criteria and credentials of the Consultant. In Stage-1, BHU will constitute an evaluation committee comprising of eminent professionals and academicians. The evaluation committee, at its sole discretion, will shortlist the consultants on the basis of documents submitted. The credentials will be judged by, but not limited to, the following criteria:

- a) Professional experience and past project records
- b) Awards/accolades won in the field of master planning / urban design architecture
- c) Past/current master planning projects with responsiveness towards context, environment, built form, climate etc.
- d) Credentials of the in-house team.
- e) Note on broad master planning & project delivery approach of the firm

**Stage 2: Presentations on the proposed team, master planning approach & work methodology etc. by the shortlisted firms for final selection.**

A consultant would be liable to disqualification if she/he has:

- a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
- b) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures /weaknesses etc.

The University reserves the right to restrict the shortlisting of firms to any number deemed suitable by it. The discretion and decision of the evaluation committee with respect to the shortlisting of the consultants as well as final selection shall be final and not open to challenge in any court of law or arbitration panel. BHU reserves the right to accept or reject any or all the proposals without assigning any reason.

## SECTION II

### **INFORMATION & INSTRUCTIONS FOR APPLICANTS**

**The details to be submitted with the EOI are as follows:**

- (i) Documents confirming the fulfilment of minimum eligibility criteria will cover the following:
  - a) Introduction to the Consultant (Brief description of the firm/entity, projects, staff, contact details. Maximum 4 pages)
  - b) Copy of Income-tax return acknowledgement, audited balance sheet, profit & loss statement for the last three financial years. (2020-21, 2019-20, 2018-19).
  - c) Certificate from Chartered Accountant confirming average turnover from consultancy services in last three financial years. (2020-21, 2019-20, 2018-19).
  - d) Proof of completing master plans of at least two Institutional/Educational Campuses with a combined total land area of atleast 100 acres from 2015 till date (Completion certificate / letter from client to be attached).
  - e) Name of the Master Planner, Proof of educational qualification and minimum 15 years' experience in the field of urban design / Architecture. (Certificates of educational qualification to be attached).
  
- (ii) Documents highlighting the credentials may cover the following (Ref. Annexure 2 for formats):
  - a) Professional experience and past project records
  - b) Awards/accolades won in the field of master planning/urban design architecture
  - c) Past / Current master planning projects with responsiveness towards context, environment, built form, climate etc.
  - d) Credentials of the in-house team
  - e) Note on broad master planning and project delivery approach of the firm
  
- (iii) Signed copy of this EOI document (each page signed and stamped) by the Consultant as proof of acceptance of all terms and conditions of selection process.



## Submission of Documents

The EoI document may be downloaded from the CPP Portal <https://eprocure.gov.in/eprocure/app> or the University website <https://www.bhu.ac.in/>.

Submission of the above documents shall be made on the CPP Portal as well as in physical form at the office of BHU, through registered post/Speed-post/ courier or hand-delivered in the following format:

- (i) The documents for supporting minimum eligibility criteria should be sealed and signed in an envelope marked **“Stage-1: Document Confirming fulfillment of Minimum Eligibility Criteria”**
- (ii) The documents highlighting the credentials should be sealed and signed in an envelope marked **“Stage-1: Document Confirming Credentials”**
- (iii) All the above two sealed packets / envelopes along with the covering letter and print of this EOI document with all pages duly signed and stamped should be put together in a third cover. This packet should be marked **“Stage-1: EoI for Selecting Master Planning Consultant for Redevelopment & Expansion of the residential zone in Existing BHU Campus, Varanasi”** and sent to the following submission address :

**Office of Superintending Engineer  
University Works Department  
Banaras Hindu University  
Varanasi- 221005**

**Please note that submission of the EoI documents on the CPP Portal as well as sending the hard copy to BHU, both are mandatory, without which the EoI proposal may not be considered.**

## Submission Date

The EOI closing date on CPP Portal will be **April 16, 2022 till 1800 hrs.**

The hard copy of EoI document may be delivered in person or sent by any postal/ courier service to the address mentioned above. The hard copy of the proposal must be received by BHU within office hours on or before **1700 hrs on April 20, 2022.** Any proposal received after the due date and time may not be accepted.

## Submission of Queries

The consultants may raise queries, if any, through email only; no telephonic queries will be admissible. Queries, in the format given in **Form-1**, may be addressed to

**Superintending Engineer  
University Works Department  
Banaras Hindu University  
Varanasi- 221005**

**Email :** [campus.development@bhu.ac.in](mailto:campus.development@bhu.ac.in)

**All queries must be received by email not later than 1700 hrs IST of April 05, 2022**

### **Disqualification from the Selection Process**

Consultants are liable to be disqualified if they:

1. Make misleading or false representation, or deliberately suppress any information in the forms, statements and enclosures required to be submitted by them.
2. Have hidden the record of poor performance, such as abandoning projects, not completing the assigned projects properly, or of financial failure/ weaknesses.
3. Resort to any unethical means, like attempting to influence the committee / BHU officials.

### **Important Notes:**

- (i) All the information pertaining to minimum eligibility should be supported by relevant documents/certificates. BHU reserves the right to seek additional information, details regarding minimum eligibility criteria, proof of qualifications, experience and capabilities of the Consultant at any stage of short listing/selection process.
- (ii) The appointed Consultant should ensure that the Master Planner whose profile has been submitted at the time of application for this EoI is involved in the complete design process, will make all the presentations and attend all the meetings with BHU. There has to be continuity in the Master Planner as well as team members in all stages of design till the completion of the project.
- (iii) BHU reserves the right to accept or reject any or all the proposals without assigning any reason. BHU also reserves the right to call for additional information from the consultants.
- (iv) A proposal once submitted becomes the property of BHU and shall not be returned to the participant under any circumstances, whether the work is awarded or not. The designs, documents etc., submitted at any stage will not be returned to the consultant/applicant by BHU.

**Map of BHU Campus with Study Zone marked**



The study zone (Predominantly existing hostel and residential zone spread over 300-350 Acres). This is a broad-based marking. The actual land area may vary or may get modified as per the ground situation and project need by BHU.

FORM 1

**FORMAT FOR SENDING QUERIES**

Dated:

From:

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To:

**Superintending Engineer**

**Banaras Hindu University**

**Varanasi**

**e-mail: campus.development@bhu.ac.in**

Subject: Query regarding the submission

Reference: EOI issued by BHU for empanelment & selection of Consultant for providing  
Architectural consultancy services for various buildings at the campus of BHU

Dear Sir,

With reference to the above, we have the following queries:

<b>Sr. No.</b>	<b>Query</b>
1.	
2.	

Thank you.

Yours sincerely,

*Authorised Representative of the Consultant*

**FORM-2**  
**ORGANISATIONAL INFORMATION**

1.	Name & Address of the Consultant:		
2.	Telephone No. Email:		
3.	Legal status of the applicant (attach copies of original document defining the legal status) I. A proprietary firm iii. A firm in partnership / LLP iv. A limited company or Corporation		
4.	Particulars of registration with various Government bodies (attach attested photocopy)	Organisation/Place of registration	Registration No.
5.	Designation of individuals authorised to act for the organisation		
6.	Was the applicant ever required to suspend an assignment for a period of more than six months continuously after commencement of the assignment? If so, give the name of the project and reasons of suspension of work		
7.	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work 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, ever been debarred/ blacklisted for tendering in any organisation at any time? If so, give details.		
9.	Has the applicant, or any consultant partner in the case of a partnership firm, ever been convicted by a court of law? If so, give details		
10.	Any other information considered necessary but not included above.		

Signature of Applicant(s) with date & seal

**FORM-3**

**FINANCIAL INFORMATION**

**Financial Information** - Details to be furnished duly supported by figures in audited balance sheet, profit and loss account statement and acknowledged IT returns for the last three years duly certified by the Chartered Accountant.

<b>Particulars</b>	<b>Financial Year</b>		
	<b>2020-21</b>	<b>2019-20</b>	<b>2018-19</b>
i) Annual Turnover (In Lakhs)			

**Average Annual Turnover in above three financial years:**

Signature of Chartered Accountant with seal

Signature of Applicant(s)

**FORM-4**

**EXPERIENCE OF TEAM LEADER / MASTER PLANNER**

<b>Proposed Role</b>	Master Planner	Photograph
<b>Name</b>		
<b>Date of Birth</b>		
<b>Key Expertise</b>		
<b>Total years of experience in the relevant field</b>		

**Education Qualification**

<b>Name of Degree</b>	<b>College and University</b>	<b>Specialisation</b>	<b>Year of Passing</b>

**No. of Years of Professional Experience:**

<b>Organisation</b>	<b>Designation</b>	<b>Period starting from DD/MM/YYYY</b>	<b>Ending date DD/MM/YYYY</b>	<b>Duration (Years)</b>

**Any other information member may desire to highlight:** (Relevant Projects, Awards/accolades won)

**Certification:** I, the undersigned, certify to the best of my knowledge and belief, this resume correctly describes my qualifications and experience. I am currently holding the position of ---  
----- (designation) in ----- (name of the firm) firm.

**Signature**

**Date:**

**Place**

**FORM-5**

**AWARDS / ACCOLADES WON IN THE FIELD OF MASTER PLANNING, URBAN  
DESIGN AND ARCHITECTURE BY THE CONSULTANT**

(Please attach details including copies of certificates)

Sl.No	Name of the awards / accolade / Competition won	Year	Organiser of the Award / Award Instituted by

Signature of Applicant(s) with date & seal



**FORM-6**

**CREDENTIALS OF THE CORE IN-HOUSE TEAM**

<b>Sl.No</b>	<b>Name of the full-time professional staff</b>	<b>Educational Qualification</b>	<b>Years of Experience</b>	<b>Expertise / Role</b>

Signature of Applicant(s) with date & seal

**FORM-7**

**NOTE ON BROAD MASTER PLANNING, PROJECT DELIVERY APPROACH OF THE  
CONSULTANT**

(The consultants are expected to write a brief note, Maximum of one page)

Signature of Applicant(s) with date & seal

**FORM-8**

**DETAILS OF CONSULTANCY WORKS OF SIMILAR NATURE OF ASSIGNMENTS**  
**COMPLETED DURING THE LAST SEVEN YEARS**

<b>Sr.</b>	<b>Description</b>	<b>Project Detail</b>
1.	Name of work / project and location	
2.	Name & Address of Employer / organization	
3.	Cost of work in Rs. Crores	
4.	Date of Commencement as per contract	
5.	Stipulated date of completion	
6.	Actual date of completion	
7.	Litigation / arbitration pending / in progress with details*	
8.	Name and address / email and telephone number of officer to whom reference may be made.	
9.	Remarks	

\* Indicate gross amount claimed and amount awarded by the Arbitrator

For each work separate sheet be prepared as per proforma given in the Form 8 and page numbers be given as 8.1, 8.2, 8.3, etc.

Signature of Applicant(s) with date & seal