

# COUNCIL OF ARCHITECTURE

An autonomous Statutory Body of Government of India  
India Habitat Centre, Core 6-A, 1<sup>st</sup> Floor, Lodhi Road, N. Delhi –110003  
Phone: 011-49412100 (30 Lines), Fax: 011-24647746  
Website: [www.coa.gov.in](http://www.coa.gov.in)

December 26, 2024

## NOTICE

The council invites Tenders for design, manufacture and supply of 3D Kits and Shooting Kits for NATA 2025 Examination. The details regarding receipt & opening of the Tender shall be as under:-

1. Last date and time for receipt of Tenders : 09.01.2025, 17:00 HRS
2. Date and time for opening of Tender : 10.01.2025, 15:00 HRS
3. Technical Presentation of Bidders qualified in  
Technical Evaluation : 14.01.2025

Technical Bids will be opened in the office of the Registrar, Council of Architecture at India Habitat Centre, Core-6A, First Floor, Lodhi Road, New Delhi- 110 003. The bidder may himself/herself or through his/her authorized representative be present during the tender opening. In case authorized representatives of the bidders attend tender opening, they are required to bring authorization letters from the bidders. List of Bidders qualified in technical evaluation shall be displayed on Council's Website on 14.01.2025 at 18:00 HRS.

Financial Bids of only those firms will be opened, whose technical bids are found eligible after the technical evaluation.

Registrar  
Council of Architecture  
New Delhi

**INVITATION OF TENDERS AND INSTRUCTIONS TO THE BIDDERS FOR**  
**Design, Manufacture and supply of 40000 3D Kits and 300 Shooting kits for**  
**NATA - 2025 Examination**

To,

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1. The Registrar, Council of Architecture, New Delhi invites you to tender in two bid pattern for design, manufacture and supply of 40000 3D kits and 300 Shooting Kits for NATA 2025 Examination of the Council of Architecture.
2. General Information about the tender is as follows:-
  - 1) Tender Reference No. CA/NATA-3DK/2024
  - 2) Last date and time for receipt of Tenders : 09.01.2025 17:00 HRS
  - 3) Date and time for opening of Technical Bid : 10.01.2025 15:00 HRS
  - 4) Place of Opening of Tender Office of the Registrar Council of Architecture, India Habitat Centre, Core 6A, 1<sup>st</sup> Floor, Lodhi Road, New Delhi-110003
3. The details about the tender, terms, conditions and other related information are mentioned in the appropriate chapters as below:-

Chapter -1	Instructions to Bidders
Chapter-2	Terms and Conditions
Chapter-3	Technical Bid Format of Bidder
Chapter-4	Financial Bid Format of Bidder
Chapter-5	Specifications
Chapter-6	Schedule of Payment/stages of Payment

R.K. Oberoi  
Registrar  
Council of Architecture

## **Chapter - 1**

### **INSTRUCTIONS TO BIDDERS**

1. Terms and conditions are given in Chapter -2 for design, Manufacture and supply of approximately 40000 3D Kits and 300 shooting kits for NATA 2025 Examination. The Bidder shall be required to supply the kits in lots of 10000 as demanded by the Council from time to time.
2. The Technical Bid Form of the tender is given in Chapter- 3. Financial Bid Form is given in Chapter - 4. Specification is given in Chapter- 5. The schedule of payment/ stages of payment is given in Chapter 6.
3. The tender, complete in all respect and duly sealed, should reach the office of the **Registrar, Council of Architecture, India Habitat Centre, Core-6A, First Floor, Lodhi Road, New Delhi- 110003** up to 09.01.2025 17:00 hrs. The Technical Bid Form duly filled and signed by the bidder must be submitted in a separate sealed cover super-scribing Technical Bid of the Tender for “Design, manufacture and supply of 3D and Shooting kits for NATA 2025 Examination”. Another sealed cover should contain the Financial Bid Form duly filled and signed, super-scribing Financial Bid of the Tender for Design, manufacture and supply of 3D and Shooting kits for NATA 2025 Examination. **Both the Technical Bid as well as Financial Bid, sealed in separate envelopes as stated above, should then be together sealed in another envelope and sent as described in the succeeding paragraph.**
4. The Tender must be addressed to the Registrar, Council of Architecture, India Habitat Centre, Core-6A, First Floor, Lodhi Road, New Delhi- 110003 and envelope should be **SUPER-SCRIBED AS TENDER** for Design, manufacture and supply of 3D and Shooting kits for NATA 2025 Examination.
5. Technical Bids will be opened in the office of the Registrar, Council of Architecture at India Habitat Centre, Core-6A, First Floor, Lodhi Road, New Delhi- on 10.01.2025. The bidder may himself/herself or through his/her authorized representative be present during the bid opening. In case the authorized representatives of the bidders attend tender opening, he/she has to bring authorization letters from the bidders. Financial Bids of only those firms will be opened, whose technical bids are found eligible after technical evaluation.
6. Technical Bid and Financial Bid should be signed by the bidder or by a person who is duly authorized and legally competent to do so. A person signing the forms or any document forming part of the Tender process/ contract on behalf of the firm shall be deemed to have been duly authorized by the Proprietor/Partner of the Firm/Company and actions taken by such a person in pursuance of this Tender/ contract shall be deemed to have been performed by the Proprietor/Partner/Company and shall bind them.
7. The duly filled in technical and financial bids along with relevant enclosure should be duly signed on all pages by the authorized person of the bidder. The bids without signature (or with only stamp or scanned signature) of the authorized person shall not be considered valid.
8. The bidder shall deposit a sum of **Rs.3,00,000/-** for tender as “Bid Security” (Earnest Money) in form of the Demand Draft or Banker’s Cheque from any bank, drawn in favor of **Council of Architecture** payable at New Delhi and forward the same along with the Technical Bid. **Tenders that are not accompanied by the requisite Earnest Money will not be considered in any case.** The Earnest Money of the unsuccessful bidder will be returned before expiry of the 30<sup>th</sup> day from the date of Work Order is awarded to successful bidder. The Earnest Money shall not bear any interest.
9. Work Order shall ordinarily be awarded to the lowest bidder, whose bid has been found to be complete in all respects.
10. The Council has a Right to reject the bid without given any reason.

## **Chapter - 2**

### **TERMS AND CONDITIONS**

1. Bidder must have experience of doing similar nature of work with a proof thereof.
2. The successful bidder will have to complete the WORK as per the specifications given in the Tender document within the time limit prescribed by the Council.
3. If any bidder withdraws the bid after opening of the bids or expresses his inability to perform the contract after the award of Work or makes any modifications in the terms and conditions of the tender which are not acceptable to the CoA, then the Council of Architecture shall without prejudice to any other right or remedy, be at liberty to forfeit the Earnest Money Deposit/ Performance Security Deposit.
4. Earnest Money deposit given by all bidders except the one, whose tender is accepted, will be refunded before expiry of **30<sup>th</sup> day** from the date of Work Order is awarded to successful bidder. The Earnest Money shall not bear any interest.
5. Successful bidder would be intimated by a formal letter of Acceptance. The Successful bidder, within 07 days of the receipt of formal acceptance letter, shall execute an Agreement (Annexure - I) with the Council of Architecture in the prescribed form on a non-judicial stamp paper of Rs.100/-.
6. The successful bidder within 07 days of the receipt of formal acceptance letter, shall be required to deposit a sum equivalent to 10% of the total cost as Performance Security Deposit by way of Demand Draft in favour of Council of Architecture which shall be returned on completion of work as per satisfaction of CoA.
7. The Council of Architecture reserves its right not to accept the lowest bidding tender and shall be at liberty to reject any or all Tenders without assigning any reason whatsoever.
8. Subject to the conditions mentioned above, the Earnest Money Deposit of the successful bidder will be adjusted against as part of Performance Security Deposit. The Demand Draft (EMD) shall be returned to the unsuccessful bidders within 15 days.
9. Submission of the Tender by a bidder shall be taken to signify the acceptance of the above terms and conditions. Alternations, overwriting or erasure of any terms and conditions is not permitted.
10. Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their tenders rejected out rightly.
11. Technical Bid (separate sealed envelope)

All the sample designs with all the material specifications and mock ups to be used for the first set of 10000.

The shortlisted bidders after technical scrutiny, shall make the Technical Presentation on the date and time as stipulated by COA.

12. Financial Bid (separate sealed envelope)

The quotation for the above, per kit is inclusive of packing, printing etc complete.

The quotation for shooting kit is inclusive of packaging, printing etc complete.

**Note:** The financial bid of vendors would be opened only if they are declared successful in Technical Bid and Technical Presentation.

13. Process for evaluation of Bids:

- (i) The technical bids would be evaluated by a committee constituted by the Council which may accept or reject the same based on the eligibility criteria, terms & conditions as specified in the tender document.
- (ii) If deemed necessary, the committee may seek clarifications on any aspect of tender from the bidder. If a written response is requested, it must be provided within 3 days. Response received beyond 3 days, if any, will not be considered.
- (iii) The technical bid shall be assessed in two parts – evaluation of information & documents provided in the technical bid (50 marks) and technical presentation (50 marks).
- (iv) The technical presentation shall be made by each bidder before the Technical Evaluation Committee highlighting their experience, capability and resources to execute the project as per the requirement in a time bound manner, along with other conditions in the tender document.
- (v) Only the bidders which score the minimum qualifying marks i.e. 60% in Technical Evaluation and 50% in Technical Presentation and with consolidated marks of 70/100 shall be eligible to be considered for opening financial bids.

**THE DETAILS OF MARKS TO BE AWARDED WITH REGARDS TO THE TECHNICAL BID IS AS FOLLOWS:**

<b>S.No.</b>	<b>Criteria for Evaluation</b>	<b>Max. Marks.</b>
<b>1.</b>	Whether the bidder has the experience of Design, manufacture and supply of 3D and Shooting kit and cater to requirement all over India.	<b>15</b>
<b>2.</b>	Whether the bidder, satisfies the clause of Cumulative financial turn over for last three years i.e. Rs.150 lacs out of which minimum of one year turnover should be Rs.75 lacs.	<b>15</b>
<b>3.</b>	Whether the bidder has provided all the sample designs with necessary specifications and mockups to be used for the first set of 10000.	<b>20</b>

- 14. The financial bids of only those bidders, who would be declared technically qualified after assessment of technical bids and technical presentation to the committee, shall be opened for further analysis and action in selecting the successful bidder for award of contract.
- 15. The financial bids of the shortlisted bidders shall be opened and they will be invited during the opening of financial bids.
- 16. Tender awarded to the successful bidder may be extended by one more year by the Council, subject to satisfactory performance of the Bidder in the Design, manufacture and supply of 3D and Shooting kits for NATA-2025 Examination.
- 17. Any disputes arising out of contract / agreement shall be subject to the jurisdiction of Delhi courts only.

**Chapter - 3**  
**TECHNICAL BID FORMAT OF BIDDER**  
**(Schedule to Bidder)**

1. Tender to be addressed to	Registrar, Council of Architecture
2. Tender to be submitted to	Registrar, Council of Architecture, India Habitat Centre, Core-6A, 1st Floor, Lodhi Road, New Delhi- 110 003
3. Date and place of opening of Tender	10/01/2025, Office of the Registrar, Council of Architecture, India Habitat Centre, Core-6A, First Floor, Lodhi Road, New Delhi- 110003
4. Last date and time for receipt of Tenders	<b>Upto 09/01/2025, 17:00 HRS</b>
5. Previous Experience in Design, manufacturing and supply of 3D and Shooting Kits.	attach documentary proof
6. GST No.	to mention
7. PAN No.	to mention
8. Proof of Turnover for the last three Years (Cumulative financial turn over for last three years i.e. 150 lacs, out of which minimum one year should be 75 lacs).	Attach Proof
9. Tender Document (all pages) duly signed by the authorized person of the Bidder. [Tender document without signature (or with scanned signature or only stamped) shall not be considered valid]	
10. Earnest Money of Rs.3,00,000 (Rs. Three Lacs Only) deposited in the form of DD in favor of Council of Architecture and payable at New Delhi	a) DD No. _____ (attached in original). b) Date _____ c) Bank _____

Signature of Bidder \_\_\_\_\_

Name in the Block Letters \_\_\_\_\_  
(Name of Firm/Company with Seal)

Date \_\_\_\_\_

Capacity in which signed \_\_\_\_\_

Full Address \_\_\_\_\_

Tel. Nos. \_\_\_\_\_

**Chapter – 4**  
**Financial Bid of Tender**  
**(To be submitted in sealed envelope)**

1. Tender to be addressed to: Registrar, Council of Architecture  
2. Tender to be submitted to: Registrar, Council of Architecture,  
India Habitat Centre, Core-6A, Ist Floor,  
Lodhi Road, New Delhi-110 003
3. Conditions of the Tender Document: Accepted  
4. Details of Quotation/ information as given below:-

S.NO.	Particulars / Amount (Unit Price)	Amount (in Rs.)
1	<b>3D Kit ready to dispatch (along with packaging and printing)</b>	
2	GST (as applicable)	
3	<b>Total</b>	

S.NO.	Particulars / Amount (Unit Price)	Amount (in Rs.)
1	<b>Shooting Kit (along with packaging)</b>	
2	GST (as applicable)	
3	<b>Total</b>	

Signature of Bidder \_\_\_\_\_  
Name in the Block Letters \_\_\_\_\_  
(Name of Firm/Company with Seal)

Date \_\_\_\_\_

Capacity in which signed \_\_\_\_\_

Full Address \_\_\_\_\_

Tel. Nos. \_\_\_\_\_

# Chapter – 5

## Specifications

Design, manufacture and supplying 3D and Shooting Kits for NATA-2025 Examination, which shall include, but not restricted to the following:

- A. Procurement of all the raw material for the Kits and packaging - **Kits are required to be made of foam sheets {In 20mm thick & 12mm thick Ortho foam (six 3D pieces each)} to have a combination of twelve 3D pieces for NATA 2025 Examination.**
- B. Coordinate designs of various 3D forms as approved by the Council from time to time.
- C. Generating all the technical drawings for 3D Kits.
- D. Changing the composition of 12 pieces to create new set of coded combinations as recommended from time to time
- E. The kit shall constitute of 12 pieces made of suitable material, having various 3D pieces of varied sizes and shapes, which could be easily glued and fixed with each other to form a 3D composition.
- F. Mounting base of suitable size.
- G. Suitable glueing / fixing material to be packed in the individual kit.
- H. The 3D pieces may require different colours, if prescribed by COA.
- I. The 12 pieces shall be packed in a box with a set code, which shall be visible only after opening of the kit box. The kit shall have space for signature of student, date of exam, signature of Test Centre In charge.
- J. The combination of twelve 3d pieces shall have 20 unique combinations, so that no kit are similar to each other.
- K. The said kit with 12 pieces are to be packed in a box accommodating @ 30 and 60 kits , to be dispatched to various test centers across the country as specified by COA.
- L. The set of 12 pieces combination shall change after every 10000 kit sets to generate a new combination of 12 pieces.
- M. The composition of 12 such pieces are to be placed in a shooting kit to aid error free photography at the test centre , to be uploaded on a mobile application at the test centre.
- N. Procuring material and execution of packets with printed code and, assembly of set of packets in boxes to be dispatch ready for the test centres (**Kit Cover packing + boxes etc. in various sizes**)
- O. Coordinating and executing DIY Shooting Kits for all centres in sync with test centre manual.
- P. Maintaining records and tracking supply.
- Q. The Bidder shall be responsible to arrange for material required for design, manufacture and supply of the 3D Kits and Shooting Kits i.e. Ortho Foam in the above mentioned specifications, box for each kit as per approved designed by Council, Glue to be supplied in each kit box, printed box as per design approved by the Council to dispatch the kits in the boxes accommodating 30 and 60 Kits.
- R. The bidder shall be required to design, monitor, closely supervise and bring out variations/ changes as recommended from time to time and get the work executed under strict secrecy and confidentiality.



**Chapter - 6**  
**PAYMENT SCHEDULE**  
**(Schedule to Bidder)**

<b>STAGES OF PAYMENT</b>		
1.	ON SUBMISSION OF THE PERFORMANCE GURARANTEE BY THE BIDDER TO COUNCIL	10%
2.	ON SUBMISSION OF DRAFT OF THE ENTIRE WORK FOR APPROVAL	10%
3.	ON APPROVAL OF WORK FOR FINAL KIT	15%
4.	ON DELIVERY OF THE ENTIRE WORK UPTO THE SATISFACTION AND AS PER THE INSTRUCTIONS OF THE OWNER	40%
5.	ON SUBMISSION OF FINAL BILLS FOR PAYMENT WITH THE COUNCIL	25%

**AGREEMENT**

This Agreement is MADE on THIS \_\_\_\_\_ day of \_\_\_\_\_ BETWEEN THE Registrar, Council of Architecture, New Delhi (hereinafter called the 'OWNER' which expression shall, unless excluded by or repugnant to the context be deemed to include his successor in office, and permitted assigns) of the One part and M/s.

\_\_\_\_\_, a proprietary concern of

\_\_\_\_\_ having its office at \_\_\_\_\_ (hereinafter referred to as the Design, manufacture and Supply which expression shall, unless excluded by or repugnant to the context be deemed for themselves, and their respective executors, administrators, assigns legal associates, or successor) of the other part.

WHEREAS the OWNER, owns and possesses all other rights to "Design, manufacture and Supplying 40000 3D Kits and 300 Shooting Kits for NATA 2025 **Examination Kits (INCLUDING BOX)**" (hereinafter called the 'WORK')

AND WHEREAS pursuant to the offer made by the Manufacturer to supply the said WORK on the terms appearing hereinafter.

IT HAVING BEEN AGREED AND DECIDED ARE FOLLOWS:

1. THE OWNER hereby assigns the Manufacturer the exclusive right to supply the WORK.
2. THE Bidder warrants that at the time of execution of this Agreement they are the owners of the WORK.
3. Bidder shall Manufacturer and supply for the WORK.
4. The Bidder undertakes to Design, manufacture and supply the WORK of 3D and Shooting Kits, as stated in the schedule to Tender Document, of the said lot of WORK within 30 days from the date of receipt of the said WORK provided that any further supply of the WORK shall be undertaken after prior written approval of the OWNER on the same terms and conditions.
5. THE Manufacturer undertakes to supply the WORK at the price quoted in the tender i.e. approximately 40000 3D Kits and 300 Shooting Kits.
6. THE WORK will be produced (which term shall include Design, manufacture, Supply, Packaging etc.) including material at the expense of the Manufacturer.
7. THE Manufacturer shall submit a dummy / draft of the WORK for final approval of the OWNER and shall proceed with the WORK as approved by the OWNER
8. THE Manufacturer shall not, without the consent in writing of the OWNER, make any alteration, deletion or addition to the work as finally approved by the OWNER.
9. THE Manufacturer shall provide 10 designed combinations of the 3D Kits (WORK) to the OWNER for its Approval.

10. If either party will default under this Agreement, the other party may give the defaulting party written notice thereof requesting that the default be cured within thirty (30) days after giving of such notice. If the default is not cured within the said thirty (30) day period, the non-defaulting party may terminate this Agreement upon the date specified in the said notice.
11. This Agreement constitutes the entire understanding of the parties relative to Designing, Manufacturing and Supply of the WORK by the OWNER. No amendments, modifications, or changes in this Agreement will be effective or binding on either of the parties hereto unless reduced to writing and executed by the respective authorized representatives of each of the parties hereto.
12. If the Manufacturer fails to fulfill the WORK within the specified period of 30 days, the OWNER shall be at liberty to forfeit the performance security deposit and award the work to any other Manufacturer. However, the OWNER may, after considering the reasons for the delay may allow the bidder a maximum extension of 15 day upon recovery of liquidated damages to the tune of 5% each week of the value of the job subject to a maximum of Rs. 5,00,000/-.
13. THE OWNER shall make payment to the Manufacturer as per the payment schedule given in the Tender document.
14. This Agreement and the rights and obligations hereunder will not be assigned to any third party without the prior written consent of each other.
15. All notices or other communications required or permitted to be given pursuant to this Agreement will be in writing and will be valid and sufficient if dispatched by cable or by certified or registered post, addressed to the parties at the addresses herein above set forth. Such address may be changed by either party at any time by notice given to other, as aforesaid.
16. A waiver by either party at any time of any breach of any provision of this Agreement shall not apply to any breach of any other provision of the Agreement or to a breach of the same provision at any other time.
17. The decision of the OWNER with respect to overall quality and outlook of the WORK shall be final and binding on the bidder and the Bidder shall be bound to execute the WORK up-to the highest standards required for execution of the WORK as per the satisfaction of the OWNER.
18. The contracting parties undertake, in case of controversy over the interpretation or execution of this Agreement, to agree to refer the dispute to a Sole Arbitrator to be appointed by the President, Council of Architecture. The award of the sole arbitrator shall be final and binding on both parties. The arbitration proceedings shall be governed by the provisions of the Arbitration and Conciliation Act, 1996 including any modification thereof for the time being in force. All disputes are subject to Courts having Jurisdiction in Delhi only.

IN WITNESS WHEREOF THE PARTIES HAVE CAUSED TO SET THEIR RESPECTIVE HANDS THROUGH THEIR DULY AUTHORISED REPRESENTATIVES ON THE DAY AND YEAR FIRST ABOVE WRITTEN.

Signed by Manufacturer:

Signed by OWNER:

Registrar Council of Architecture  
New Delhi

**In the presence of Witness:**

For and on Behalf of

Council of Architecture

1.

2.

For and on Behalf of

<Manufacturer>

1.

2.