राष्ट्रीय कोशिका विज्ञान केंद्र
NATIONAL CENTRE FOR CELL SCIENCE

(An Autonomous Institution of the Department of Biotechnology, Govt. of India)
Savitribai Phule Pune University Campus, Ganeshkhind, Pune 411007

MINUTES OF PRE-BID MEETING

Name of work : Expression of Interest (EOI) cum Request for Proposal (RFP) appointment/engagement of Architect/ Consultant for renovation/ refurbishment of the existing NCCS old buildings and balance interior & allied works at Baner, Pune

EOI Ref No. : NCCS/I&M/ARCH/475/2026; dated 10/10/2026
Date : 16/10/2026 @ 15 Hrs
Venue : NCCS, PUNE

Clarification of all the queries raised by prospective bidders during pre-bid meeting (hybrid mode) is as listed below.

Sr. No.	Reference	Bidder's Query/Request	NCCS Clarification/Decision
1	Technical Bid, Page 6 of 45 — Eligibility/Pre-qualification Criteria	The bidder requested that the period for considering completed similar consultancy assignments be extended from the preceding seven years to ten years, citing disruption of projects during the COVID-19 pandemic.	The request was accepted. The period for considering completed similar consultancy assignments shall be revised from the preceding **seven years to ten years**.
2	Price Bid, Page 45 of 45 — Financial Proposal Submission Form	The bidder requested separate quotation provisions for (i) structural audit of the specified existing NCCS buildings; (ii) energy audit of all buildings at the NCCS Ganeshkhind campus; and (iii) comprehensive architectural and engineering consultancy for refurbishment/renovation of the existing NCCS old buildings and balance interior and allied works at Baner.	NCCS agreed to revise the financial proposal format to provide for separate quotations for the above components. The revised financial proposal form, together with consequential amendments to the financial evaluation and payment terms, shall be issued through a corrigendum. Bidders shall submit their financial proposals only in the revised prescribed format as **"PART-II (AMENDED FINANCIAL PROPOSAL)"**.
3	Sequencing and priority of works	The bidder sought clarification on whether the Baner works or the refurbishment/renovation works at the existing NCCS campus would be initiated first.	NCCS clarified that both sets of works are of equal importance and are intended to proceed in parallel, in a time-bound manner, in accordance with the approved work packages and schedules.
4	Last date and time for submission of bids — 30/10/2026 at 15:00 hrs	The bidder requested an extension of the bid submission deadline.	The request was accepted. The last date and time for submission of bids shall be extended to **06/11/2026 at 15:00 hrs.**

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बायोटेक्नोलॉजी विभाग का संगठन
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NCCS
NATIONAL CENTRE FOR CELL SCIENCE

PART- II (AMENDED FINANCIAL PROPOSAL)

EXPRESSION OF INTEREST (EOI) CUM REQUEST FOR PROPOSAL(RFP) APPOINTMENT OF ARCHITECT/ CONSULTANT FOR REFURBISHMENT/ RENOVATION OF THE EXISTING NCCS OLD BUILDINGS AND BALANCE INTERIOR & ALLIED WORKS AT BANER, PUNE





DUE DATE FOR SUBMISSION: 06/11/2026 @ 15:00 HRS

TO BE SUBMITTED TO:
The Director
National Centre for Cell Science
Savitribai Phule Pune University Campus,
Ganeshkhind,
Pune 411007 (Maharashtra, India)

NAME AND ADDRESS OF BIDDER: _____

Tender Cost: Nil

SECTION - 6
FINANCIAL PROPOSAL SUBMISSION FORM

To,
The Director,
National Centre for Cell Science,
Savitribai Phule Pune University Campus,
Pune – 411007.

Subject: Expression of Interest (EOI) cum Request for Proposal (RFP) Appointment / engagement of Architect / Consultant for renovation/ refurbishment of the existing NCCS old buildings and balance interior & allied works at Baner, Pune
Reference: EOI No. NCCS/I&M/ARCH/475/2026 dated 10/10/2026

Dear Sir,

I/We offer to provide the comprehensive architectural and engineering consultancy services for the above assignment in accordance with the EOI-cum-RFP, its corrigenda and our Technical Proposal. Our financial offer is as follows:

1. Schedule of Fees

SN	Description of services	Basis / evaluation quantity	Quoted rate / fee excluding GST	Total amount excluding GST (₹)
A	Structural audit of existing NCCS buildings identified in the Terms of Reference, including specified inspections, investigations/tests, structural assessment, submission reports and recommendations.	Per sq. ft. 1,32,521 sq. ft.	₹_____ per sq. ft.	
B	Energy audit of the entire NCCS Ganeshkhind campus buildings as per the Terms of Reference, including electrical, HVAC etc, specified measurements, analysis, submission reports and recommendations. One complete assignment.	Lump sum	₹_____	
C	Comprehensive architectural and engineering consultancy for renovation/ refurbishment and balance interior and allied works at Baner, excluding audit services separately priced under A and B.	Percentage of tender cost	_____%	
	Total fee excluding GST (A + B + C)			
	GST at _____%			
	Total Amount- financial offer including GST			

(Total Amount in words: Rupees _____ only, including GST.)

2. Conditions Governing the Financial Offer

2.1. Structural audit

a. The total indicative built-up area for structural audit is 1,32,521 sq. ft., covering the existing NCCS buildings identified in the Terms of Reference. Baner Campus buildings are excluded from this item.

b. NCCS may authorise audit of all or selected buildings or structurally independent blocks through written instructions. No minimum audit area is guaranteed.

c. Payment shall be based on the actual built-up area authorised and audited, measured in accordance with the Terms of Reference and verified by NCCS, multiplied by the accepted rate, subject to acceptance of the stipulated reports submission including recommendations.

d. The quoted rate shall include all inspections, investigations/tests expressly specified in the Terms of Reference, professional inputs, site visits, documentation, submission of reports including recommendations and incidental expenses. No separate mobilisation or minimum billing charge shall be payable.

2.2. Energy audit

The quoted lump-sum fee shall cover the complete energy audit scope specified in the Terms of Reference, submission of reports including recommendations. Payment shall be made against completion and acceptance of the stipulated deliverables in accordance with the agreement.

2.3. Comprehensive Architectural and engineering consultancy

a. The accepted percentage shall apply to the approved estimated cost put to tender published or the actual cost of the corresponding executed works, whichever is lower.

a. The eligible works cost shall exclude land cost, consultancy fees, separately payable audit fees, statutory approval charges and GST on works. Statutory charges payable to local bodies or other statutory authorities shall be borne by NCCS, subject to prior approval and submission of supporting documents.

b. The percentage fee shall cover all architectural and engineering consultancy services stipulated in the EOI-cum-RFP, except audit services separately priced under Items A and B. It shall include detailed repair/retrofitting/strengthening designs, drawings, estimates, tender documentation and execution-stage services wherever required within the authorised scope.

c. The accepted percentage shall also apply to additional similar / new works authorised in writing by NCCS under the provisions of the agreement.

2.4. Financial evaluation and payment

a. The total combined evaluated financial offer, including GST, shall be used for calculating the financial score under the QCBS methodology stipulated in the EOI-cum-RFP.

b. For evaluation:
Item A = 1,32,521 sq. ft. × quoted structural audit rate.
Item B = quoted energy audit lump-sum fee.
Item C = common reference tender cost × quoted consultancy percentage ÷ 100.

c. The quantities and reference works cost used for evaluation shall not constitute a guarantee of the actual quantum of services or works to be assigned.

d. Payments for Items A and B shall be governed by their respective deliverables and payment provisions. The stage-wise payment schedule for percentage-based consultancy shall apply only to Item C.

2.5. General conditions

a. The quoted rates and fees shall include professional personnel, specialist inputs, travel, site visits, instruments, documentation and all incidental expenses necessary for the specified services. GST shall be indicated separately.

b. No service shall be charged under more than one fee component.

c. All fee components shall be quoted.

3. Declaration

Our Financial Proposal shall remain valid for 180 days from the submission due date and shall be binding upon us, subject to contract finalisation in accordance with the EOI-cum-RFP.

I/We undertake to comply with applicable Indian laws relating to fraud and corruption, including the Prevention of Corruption Act, 1988, as amended, during bidding and execution of the consultancy agreement.

I/We confirm that our offer covers the stipulated services and that we accept the financial evaluation and payment provisions stated above.

I/We understand that NCCS is not bound to accept any proposal received.

Yours sincerely,

Authorised Signature: _____
Name and designation of Signatory: _____
Name of the Firm: _____
Address: _____
Date: _____
Seal: _____