



## TOR for Architecture design services for Cachar Cancer Hospital and Research Centre (CCHRC)

<b>Title</b>	Redesigning various sections of Cachar Cancer Hospital and Research Centre (CCHRC) into a Health and Livelihoods centre at par with global standards
<b>Timeline</b>	06 Weeks
<b>Expected area of expertise</b>	<ul style="list-style-type: none"><li>• Architect/ Architectural Firm with a minimum 7-year practical experience</li><li>• Experience in designing healthcare facilities</li><li>• Proficiency in creating detailed architectural plans, 3d models, rendering, drawings, and other detail specifications.</li><li>• Knowledge of sustainable and energy-efficient design principles and practices.</li><li>• Understanding of local and international health and safety standards and regulations.</li></ul>
<b>Apply Google Link</b>	<a href="https://forms.gle/BW2YJZfewJZ5q5xF9">https://forms.gle/BW2YJZfewJZ5q5xF9</a> (Contact Procurement for Form Link)

The partnership between SELCO Foundation and Cachar Cancer Hospital and Research Centre aims at redefining the livelihood health nexus in the state of Assam.

### 1. About the Organizations:

#### Cachar Cancer Hospital and Research Centre (CCHRC)

CCHRC is a not-for-profit healthcare facility located near Silchar town, Assam, dedicated to addressing the rising burden of cancer in the Barak Valley. Operated by the Cachar Cancer Hospital Society, the hospital provides a wide range of services, including cancer prevention, early detection, and advanced treatment, at subsidized or free rates.

#### SELCO Foundation

SELCO Foundation is an open source, not for profit organization that engages in field-based R&D and ecosystem building for deployment of clean energy solutions that alleviate poverty in tribal, rural and urban poor areas. The organization works in collaboration with practitioners in the social sector, energy entrepreneurs, NGOs from various developmental sectors and educational institutions to link the benefits of sustainable energy to poverty eradication. The organization works across verticals such as energy access, health, livelihoods with practitioners in the social sector. (Read more about SELCO here: <http://www.selcofoundation.org/>)

### 2. About Built Environment

The aim of the built environment program is to democratize access to design of livable habitats to address poverty and climate challenges in a climate-stressed world by integrating energy optimization through an ecosystem approach. Underserved communities are usually at the receiving end of the worst impacts of climate change coupled with improper ventilation, natural lighting and thermal conditions; the cost of building resilience and comfort is generally high. The overall energy performance of built environments is influenced by people, units and climate. Hence, innovations need to integrate energy optimization in the application of technologies and the environment of built spaces.

### 3. Project Summary

SELCO Foundation is looking for experienced architects and consultancy firms specializing in healthcare to redesign certain sections of the CCHRC facility, with an aim of creating sustainable, energy efficient built environments. The goal is to conceptualize and design a model health and livelihoods centre incorporating functionality and sustainability.

#### 4. Objectives

To design a state-of-the-art health and livelihood centre, the facility should be energy-efficient, universally accessible, and space-optimized, providing a thermally comfortable environment for staff, patients, and other users. The design should benefit the well-being of all users by employing both passive and active strategies for energy efficiency, aligning with sustainable building practices, and creating a supportive and healing environment. This involves conceptualizing the centre by researching best practices and global standards.

1. Create an innovative and functional architectural concept for a health and livelihood centre.
2. Develop comprehensive design guidelines to ensure the smooth functioning of the health centre which promotes accessibility, patient flow, and a healing environment leading to improved recovery and wellbeing among end users – Including staff, patients and the community
3. Develop designs for a livelihood Centre to be incorporated into the health facility
4. Develop detailed architectural drawings and specifications incorporating sustainable and energy efficient design principles to reduce energy consumption
5. Ensure compliance with local and international health standards and regulations.
6. Conduct consultations with healthcare professionals, community members, and other stakeholders to incorporate their inputs and needs into the design.
7. Implement the latest healthcare technologies and innovations into the design.
8. Ensure the design supports the integration of telemedicine and other digital health solutions.
9. Incorporate sustainable building materials and practices to minimize the environmental impact
10. Design for energy efficiency, water conservation, and waste management.

By achieving these objectives, the project will result in a well-designed, functional, and sustainable health & livelihoods centre that meets the needs of the community and adheres to the highest standards of healthcare design which can be benchmarked as a global standard.

#### 5. Scope of Work

##### I. **Secondary research:**

Conduct comprehensive research on best practices and standards in healthcare and analyze case studies of successful health care centres designs globally. Assess the climate, culture, and terrain of Silchar, to ensure that the design is well-suited to local conditions. Determine the demographic and health profile of the target population to tailor the facility's services and design features to their specific needs. Identify suitable case studies that integrates livelihood spaces with healthcare facility to support patients and their immediate families under inpatient care.

The architect/ agency is expected to design 4 components as mentioned below:

- Common Kitchen facility
- Waiting area
- Hospital functional design
- Livelihood centre within health facility
- Technical cell for health solarization within the premises

##### II. **Assessing need through FGD and expert consultations:**

Engage with stakeholders, including healthcare professionals and subject matter experts, to gather insights and ensure that the design aligns with the latest healthcare needs and practices. Identify the essential services and facilities required for the health care centre based on these consultations, ensuring that the design accommodates all necessary functions and supports effective health care delivery.

Engage with community members, patients and families to gather insights and recommendations to develop user centric livelihood Centre, waiting areas etc. that support them during their course of treatment. These nuances should inform the design strategies to be integrated.

**III. Site analysis and Concept Development**

Develop a detailed concept template for the health care centre, focusing on creating a design solution that integrates energy efficiency, universal accessibility, and space optimization. The design should ensure a thermally comfortable environment for all users to enhance recovery, wellbeing, and productivity.

Plan the layout to include all essential facilities and equipment as identified, adhering to national and global health standards, guidelines, and building codes. Ensure the design promotes optimal flow and functionality within the spaces while emphasizing energy efficiency and sustainability.

The design developed should consider,

- Maximize natural light, thermal comfort, and optimize building orientation to enhance energy efficiency.
- Accessibility and Inclusivity - Universal design, signage and navigation and assistive technologies
- Spaces to maximize functionality and flow, with clear zoning for different activities (e.g., examination rooms, labs, waiting areas).
- Use sustainable materials like bamboo based, flexible, modular components that can adapt to changing needs.
- Design adaptable spaces for common waiting areas, kitchen and livelihood centre.
- Thermal Comfort and Indoor Air Quality - Efficient cooling/heating, ventilation, and air conditioning systems with air purification and humidity comfort; high-performance windows, shading devices, and insulation to maintain comfortable indoor temperatures.
- Water Management systems like Rainwater harvesting
- Waste management systems for dry, wet and bio waste Adhere to local, national, and international building codes and standards.
- Aim for certifications such as LEED, BREEAM, or local green building standards.

**IV. Stakeholder Review and Feedback**

Present the conceptual design to stakeholders to gather feedback and make necessary adjustments based on their input.

**V. Final Design and Documentation**

Final design drawing set for any new construction/ extension should have:

SL NO.	DRAWING LIST
	Setting out and marking plan
	Excavation/ Footing layout
	Column layouts
	Foundation details
	Plint beam / Mat layout
	Double line Plan – Conc/ Brick
	Sill Layout
	Lintel and Beam layout
	Expansion Joint Layout
	RCC slab plan with Reinforcement details
	RCC slab Section with Reinforcement details
	Sections
	Elevations
	Typical details

	Verandah roof plan
	Sunshade details
	Door and window details and schedule
	Verandah seating details
	Tile layout
	Bathroom/ Toilet details
	Electrical and plumbing layout

List of drawings for renovation should include:

1. Existing drawings (plans, sections, elevations)
2. Renovation/ modification marked plans, sections, elevations

VI. ***Develop Design guidelines***

- Design guidelines need to be developed according to the weather conditions prevailing in Cachar district.
- It must adhere to both national and global building codes and standards, as well as relevant health guidelines like IPHS.
- These guidelines should cover area standards, material specifications, and construction practices aimed at achieving energy efficiency and sustainability, ensuring optimal indoor environmental quality and operational efficiency.
- It should detail strategies for passive and active design, such as maximizing natural light, incorporating renewable energy sources, and utilizing efficient HVAC systems.
- It should also include limitations faced in the project over the course of the design process.

6. **List of deliverables and timelines**

Sl. No	Items	Timeline
01	Project Brief and Scope presentation <i>Based on discussion with stakeholders, design requirements and site conditions. Please note: Any site visits required should be included within the timelines</i>	1 weeks from signing the contract
02	Research Report <i>Secondary research on health centre, best practices, case studies, Indian and global standards and codes</i>	1 weeks from signing the contract
03	Conceptual Design presentation <i>Conceptual zoning showcasing patient, staff flow etc. Please note: Post online/offline presentation, 2 revisions to be considered.</i>	2 weeks from signing the contract
03A	Concept design - Revision 01 Presentation <i>Please note: Revisions to be given within 48 hours after the concept design presentation</i>	3 weeks from signing the contract
03B	Concept design - Revision 02 Presentation <i>Please note: Revisions will be given within 48 hours after the review of first revision.</i>	4 weeks from signing the contract
04	Design Proposal <i>Conceptual plans and sections with specifications and conceptual 3d views based on the revisions requested. Please Note: 1. Working drawings are not required.</i>	4 weeks from signing the contract

	<p>2. <i>1 revision to be considered at this stage</i></p> <p>3. <i>Revisions will be given within 48 hours after the concept design presentation.</i></p>	
04A	<p>Design proposal – Revision 01</p> <p><i>Conceptual plans and sections with specifications and conceptual 3d views based on the revisions requested</i></p>	5 weeks from signing the contract
05	<p>Final design presentation with basic cost estimate</p> <p><i>Please Note: Detailed BOQ is not required</i></p>	6 weeks from signing the contract
	<b>Estimated comprehensive timelines: 6 weeks from signing the contract</b>	

**Note:**

- Orientation and discussion sessions to be held with the Built Environment team of SELCO Foundation at every stage of the process.

**7. Timelines:**

**6 weeks** for stakeholder meeting, site visit, concept development, producing relevant drawings & 3D visuals and necessary revisions.

**8. Eligibility Criteria:**

- Individual or agency that has experience in health care design with all necessary services
- Individual or agency that has overall 5 years of experience in designing and implementation
- Individual or agency that has worked on context suitable and cost-effective designs.

**9. Selection Criteria:**

The proposal will be evaluated based on the following general areas:

- Agency will be evaluated based on prior work experience/ portfolio
- Agency to understand the core value and mission of the organization, SELCO Foundation
- Agency to have a qualified team with relevant experience
- Agency to have prior knowledge of working with NGOs
- The financial proposal will be evaluated based on approach & work plan, prior work experience, expertise, cost, and proposed payment terms.

**10. Payment Terms:**

Fixed as per the agreement between consultant and SELCO Foundation. Please provide your proposal and quotation for the above-mentioned program requirements. Capture Timelines and Split cost wherever possible.

1. Please provide a break-up of the costs as agreement quotation for the service provided on an official letterhead with signatures and stamps, wherever needed.
2. Kindly mention your name, address, contact information along with correct bank details and signature in the agreement quotation.
3. Please note that the prices quoted by the consultant are firm, final, and binding and not subject to variation on any account.
4. The quotation is inclusive of all necessary taxes and applicable costs.
5. Other than the proposed amount, no additional amounts will be paid as fuel, phone charges, etc.
6. Deliverables need to be submitted as per the given timeline or before the expected date.

**Payment Timeline:**

First payment instalment:	30% advance payment.
Second payment instalment:	70% upon submission of all deliverables

**11. To apply**

Interested consultants / organizations, with relevant experience (please include samples and/or references of the previous similar work as proof of experience) and based out of India are requested to reach out with a detailed proposal giving a brief on the methodology and the process they will uptake for this project, including budgets (with break-ups and explanation), timelines and milestones and submit the same to google form <https://forms.gle/BW2YJZfewJZ5q5xF9> on or before **3<sup>rd</sup> February, 2025**.

Any further queries please write to [procurement@selcofoundation.org](mailto:procurement@selcofoundation.org) with a subject line: **“Architectural consultancy for CCHRC”**

**Refer Terms and Condition:**

**1. Sub-contracting:** In the event that the Consultant requires the services of subcontractors to perform any obligations under the Contract, the Consultant shall obtain the prior written approval of the Foundation. Any rejection or non-performance of the subcontractor shall not, in and of itself, entitle the Consultant to claim any delays in the performance, or to assert any excuses for the non-performance, of any of its obligations under the Contract, and the Consultant shall be solely responsible for all services, obligations and deliverables performed by its subcontractors.

**2. Quality Assurance**

The data submitted to SELCO Foundation should be accurate, complete, reliable, and relevant. Consulting agencies shall establish additional layers for data cleaning and submission.

**3. Financials & Reporting**

TDS will be deducted on the fixed amount as per Income Tax Act and Rate of Percentage. In accordance with the Central Board of Direct Taxes circular No. 7 of 2022 dated 30th March, 2022 in relation to the clarifications with respect to Section 114AAA of the Income-tax Rules, 1962, failure to link Aadhar number to the PAN card and/or failure by any person, who falls within the income tax bracket or otherwise, to file tax returns in relation to payment of TDS for any service (in accordance with Section 206AB and 206AA) and/or an inoperative PAN card will result in a 20% tax deduction.

**4. Indemnification**

Both parties shall indemnify and hold its Trustees, Directors and representative officers, employees, agents harmless from and against any and all claims, demands, actions, losses, liabilities, charges, damages, costs and expenses (including but not

limited to reasonable attorney's fees) arising out of or resulting from (1) any claims arising in connection with activities undertaken by both parties in connection with the project or (2) Consultant's gross negligence or willful misconduct or breach of any undertaking, covenant, representation or warranty contained in this agreement and/ or the actual infringement of any patent, trademark, copyrights, trade secret or any other intellectual property right of the third party.

## **5. Patent, Copyright and other Proprietary Rights**

- (i) Except as is otherwise expressly provided in writing in the Contract, the Foundation shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Consultant has developed for the Foundation under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the Foundation.
- (ii) Subject to the foregoing provisions, all documents, reports, recommendations, documents, and all other data compiled by or received by the Consultant under the Contract shall be the property of the Foundation, shall be made available for use or inspection by the Foundation at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to the Foundation's authorized officials on completion of work under the Contract
- (iii) The Consultant will treat all information given to him/her as information of proprietary value and will not disclose the same to competitors or any outsiders. The Consultant will not at any time, except under legal process, divulge any trade or business secret relating to the Foundation or any customer or agent of the Foundation, which may become known to him by virtue of his position as consultant, save in so far as such disclosure shall be necessary in the interest and for the benefit of the said Foundation and will be true and faithful to the Foundation in all dealings and transactions whatsoever relating to the said Foundation.
- (iv) Reports or other data that are developed specifically for the performance of this Contract shall be the property of the Foundation and the Consultant shall deliver reports and data to the Foundation as per the milestones. Dissemination of the reports and any information from the said contracts shall be done with written approval from the Foundation.

- 6. Publicity, use of name & Logo of the Foundation:** The Consultant shall not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with the Foundation, nor shall the Consultant, in any manner whatsoever use the name, emblem, logo or official seal of the Foundation or that of SELCO in connection with its business or otherwise without the written permission of the Foundation.

**Observance of Law:** The **Consultant** will comply with all applicable laws, rules, regulations and statutory requirements and amendments thereof, in the manufacture and distribution of products and supplies and in providing services to the SELCO and during the term of **Agreement**.

**Child Labor-** The Consultant will, its parent entities, partners or subcontractors nor any of its subsidiary or affiliated entities (if any) is engaged in any practice inconsistent with the rights set forth in the Child Labour (Prohibition and Regulation) Act of 1986, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical,

mental, spiritual, moral, or social development.

**Forced Labor-** The Consultant will not engage in any activity that will result in forced or compulsory labor under applicable laws including the Bonded Labour System (Abolition) Act, 1976,

**Abuse of Labor-** Consultant will act in accordance with applicable laws and regulations and will not violate the rights of labourers as stated in The Factories Act, 1948 and similar legislations.

**Working Hours, Overtime, Wages and Other Benefits-**Working hours, wages and benefits shall be provided by the Consultant to its staff and employees in accordance with applicable laws including the Minimum Wages Act, 1948.

- **Declaration of blacklisting-** Consultant represents and warrants to SELCO that, as on the date of signing of this Purchase Order, it is neither blacklisted/ debarred nor it is under a declaration of ineligibility by Central / State or Semi-Government Organization/Department or Institutions and Public Sector Undertakings in India and abroad Consultant further undertakes to duly inform SELCO in the event it is blacklisted subsequent to execution of this Purchase Order.

- **Compliance with Anti-bribery Laws:** Consultant and each of its directors, officers, employees, agents or other (collectively referred to as " Consultant ") represent and warrant that it shall not either directly or on behalf of SELCO Foundation give, offer, promise to offer, or authorize the offer, directly or indirectly (proxy bribing), anything of value (such as money, shares, goods or service, gifts or entertainment) to government officials, government customers, potential government customers or foreign government officials including officials of any public international organizations or officials of any political party either in India or abroad ("Officials") with an Intent to influence any act or decision in his or her official capacity Induce the Official to do or omit to do any act in violation of his or her lawful duty to obtain any improper advantage, or Induce to use such Official 's influence improperly to affect or influence an act or decision.

The Consultant shall not provide any offering, promising, giving or receive, solicit or accept a financial or other advantage, or any other thing of value, with the intention of influencing or rewarding the behaviour of a person in a position of trust to perform a public, commercial or legal function to obtain or retain a commercial advantage. Consultant understands and acknowledges that any non- adherence to the warranty as stated herein above will be violation of the provisions of the Indian Prevention of Corruption Act,1988 and other applicable laws and legislations("Anti-bribery Laws").

In addition, Consultant agrees to promptly report to SELCO Foundation of any incident of breach or potential breach of this section.

- **Compliance with Sexual Harassment of Women (Prevention, Prohibition & Redressal) Act, 2013 (PoSH):** The Consultant shall agree to adhere to the mandates prescribed under the Sexual Harassment of Women (Prevention, Prohibition & Redressal) Act, 2013, which requires all workplaces to have a Policy and Internal Committee to address complaints of sexual harassment that women may face at the workplace.

## **7. Termination:**

Either party may terminate this contract by giving a notice in writing to the other party stating their intention to terminate the same on the expiration of Seven (7) days from the date of such notice. In addition, the Foundation may also terminate this contract forthwith in the event of any fraud, misconduct or neglect of duties on the part of the Consultant. Any notice to be given hereunder shall be sufficiently given to the Consultant if forwarded by registered post or by Courier Service to the last known postal address of the Consultant and shall be sufficiently given to the Foundation if similarly forwarded to the registered office. Upon the termination of this contract and payment of the said fees due up to such termination, and payment of all disbursements and out-of-pocket expenses incurred up to the date thereof (provided the same have been incurred after obtaining prior approval), the Consultant shall deliver all deeds, documents and paper in his possession relating to the business of the Foundation or as the Foundation shall direct, and shall continue to afford him all reasonable assistance for concluding pending matters at the date of such termination without making any charge thereof.

## **8. Force Majeure:**



- (i) *Force majeure* as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, *provided that* such acts arise from causes beyond the control and without the fault or negligence of the Consultant
  - (ii) In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the affected Party shall give notice and full particulars in writing to the other Party, of such occurrence or cause if the affected Party is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract. The affected Party shall also notify the other Party of any other changes in condition or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in condition or occurrence, the affected Party shall also submit a statement to the other Party of estimated expenditures that will likely be incurred for the duration of the change in condition or the event of *force majeure*.
  - (iii) On receipt of the notice or notices required hereunder, the Party not affected by the occurrence of a cause constituting *force majeure* shall take such action as it reasonably considers to be appropriate or necessary in the circumstances, including the granting to the affected Party of a reasonable extension of time in which to perform any obligations under the Contract.
  - (iv) If the Consultant is rendered unable, wholly or in part, by reason of *force majeure* to perform its obligations and meet its responsibilities under the Contract, the Foundation shall have the right to suspend or terminate the Contract on the same terms and conditions as are provided for in this Contract.
9. Both the Foundation and the Consultant fully and freely intend to create an independent Contractor relationship under this Contract. Nothing herein shall be deemed to establish a partnership, joint venture, association or employment relationship between the parties. Both parties agree that the consultant has the right to sole and exclusive control over the manner and means employed in performing their activities under this Contract.

**10. Settlement of disputes:**

- (i) The Parties shall use their best efforts to amicably settle any dispute, controversy, or claim arising out of the Contract or the breach, termination, or invalidity thereof.

Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, the matter shall be referred by either Party to arbitration in accordance with the Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be Bangalore. Likewise, the jurisdiction will vest with courts in Bangalore.