

**EXPRESSION OF INTEREST OF Empanelment of ARCHITECTS/ARCHITECTURAL CONSULTANCY FIRM FOR Architectural Consultancy OF Const. of 4th Story Multipurpose Municipal Corporation Building situated at Sonipat Stand, Rohtak FOR MUNICIPAL CORPORATION,ROHTAK**

Commissioner, Municipal Corporation Rohtak invites Expression of Interest from reputed & experienced Architects / Architectural Consultancy Firm for their services for empanelment FOR Architectural Consultancy OF Const. of 4th Story Multipurpose Municipal Corporation Building situated at Sonipat Stand, Rohtak FOR MUNICIPAL CORPORATION,ROHTAK, for which Government Land is available.

**Scope of Work, Duties & Responsibilities of the Architect/Architectural Consultancy Firm**

1. Taking Employers instructions, visiting the sites, preparing sketch designs in accordance with local governing codes/standards/ regulations, etc including carrying out necessary revisions till the sketch designs are finally approved by the employer, making approximate estimate of cost by cubic measurements, square meter or otherwise and preparing reports on the scheme so as to enable the employer to take a decision on the sketch designs.
2. Submitting required drawing to the Municipal Corporation, Rohtak and other local authorities and obtaining their approval.
3. Preparing architectural working drawings, structural calculations and structural drawings, layout drawings for water supply and drainage, electrical installations, telephone installations, etc., detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
4. Preparing pre-qualification documents.
5. Preparing detailed tender documents for various trades viz., general builders work and specialist services such as water supply and sanitary installation, electrical installation, etc., complete with articles of agreement, special conditions, conditions of contract, specification, bill of quantities, including detailed analysis of rates based on market rates, time and progress charts, etc.
6. Preparing tender notices for issue by Municipal Corporation, Rohtak or inviting tenders from prequalified/ shortlisted parties on behalf of Municipal Corporation, Rohtak as the case may be for all trades and submitting assessment reports thereon together with recommendations specifying abnormally high and low rated items. Preparing contract documents for all trades and getting them executed by the concerned contractors.

The assessment report shall be based on proper analysis of rates with constants from an approved Standard Hand Book and market rates of materials and labour for major items of works costing about 90% of the estimated cost of the work.

All commercial conditions shall be evaluated in financial terms instead of merely saying whether a condition may be accepted or not. When conditions are not susceptible of evaluation, the alternative procedure of calling all the tenderers for negotiation and asking them to submit a final bid based on the terms and conditions acceptable to the Municipal Corporation may be adopted.

7. Preparing for the use of the employer, the contractor and site staff, 4 copies of contract documents for all trades including all drawings, specifications, and other particulars. Preparing such further details and drawings as are necessary for proper execution of the works.
8. Assuming full responsibility for supervision and proper execution of all works by General and Specialist Contractors who are engaged from time to time, including control over quantities during the execution to restrict variation, if any, to the minimum.
9. Preparation of complete set of detailed structural drawings and working drawings for execution of the work.
10. Preparation of architectural detailed drawings and incorporating there in the particular specifications of the materials to be used.
11. Designing water supply system, both internal & external and preparation of complete set of drawings and incorporating there in the particular specification of materials to be used.
12. Providing total consultancy services for sanitary system both internal and external and preparation of complete set of drawings showing there in the particular specifications of the materials to be used.
13. Providing total consultancy services for the firefighting system including preparation of complete set of drawings with particular specifications of materials incorporated.
14. Providing total consultancy services for the electrification work, installation of lift if required including preparation of complete set of drawings incorporating therein the particular specifications of materials to be used and tender documents for calling of tenders.

15. Preparing drawings sufficient for execution of work in the proposed building, preparing specification, detailed estimate of work
16. Drawing up detailed tender documents for proposed construction work complete with terms & conditions of work, detailed working drawings, specification of work, special specification etc.
17. The Architect/Consultant shall deploy qualified structural, electrical, water supply and plumbing and air-conditioning engineers at their cost for preparation of design and execution of work.
18. Preparing details criteria for pre-qualification of contractors for Civil, Electrical, Firefighting, lift works and recommending Municipal Corporation for pre-qualification.
19. Advising the contractors to be invited in tendering, assisting in obtaining tenders, preparing contractual documents for all the tenderers, assisting the Municipal Corporation for calling of tender, preparing comparative statements on tenders received, recommending Bank for entrustment of the work etc.
20. Preparing PERT CHART & other such documents for monitoring the Project.
21. To furnish completion plan of the building including all services on completion of the project along with a complete set of design calculations and structural drawings to form a permanent record for the Municipal Corporation.
22. To Coordinate the activities of various works as Consultant with the site Engineers, advising the employer for implication for the deviations, materials if any etc.
23. Checking measurement of the work at site and checking contractor's bill, issuing periodical certificates for payment and passing and certifying the accounts.
24. Submitting a detailed account of steel, cement and in such other materials as the employer may specify and certify the quantities utilized in the work.
25. Employ a full time Site Engineer for supervision of construction work and providing necessary guidance as required for smooth execution of the work at the cost of the Architect/Consultant.
26. Final certification of Bills for electrical, Civil & Other works.
27. The Architect/Consultant is required to obtain the occupancy certificate for the building from Municipal Corporation Rohtak or any other local body concerned and assist the Municipal Corporation for the assessment of building tax etc.

**PRE-QUALIFICATION REQUIREMENT:**

1. The Architect/Consultant should have experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which application are invited should be either of the following :

- ⊘ Three similar completed works costing not less than  
**Rs. 5 Crore**
  - ⊘ Two similar completed works costing not less than  
**Rs. 10 Crore**
  - ⊘ One similar completed work costing not less than  
**Rs. 5 Crore**
2. The Architect/Consultant shall be registered with Council of Architecture / Institution of Engineers
  3. The Architect/Consultant shall preferably have a running office in & around Rohtak or within Haryana State.
  4. The Architect/Consultant satisfying the above criteria may apply in the prescribed format along with the details as mentioned in the format:
    - ⊘ Name, address and registration details of the Architect/Consultant with details of key personnel.
    - ⊘ Copy of the audited balance sheet for the last three to five years.
    - ⊘ Photocopies of Income Tax Clearance certificate for the last 3 years showing the yearly turnover.
    - ⊘ Registration with PF /ESIC, if any.
    - ⊘ Registration with any other Central / State Government Department / Public Sector (Attach Certificates).
    - ⊘ Details of maximum value of work done in single contract during the last 7 years. (Attach Certificate of Employer).
    - ⊘ List of works executed during the last 7 years with details of scope of work performed along with copies of completion certificate from clients / employees along with photographic evidence in support of the kind of building work done and quality of work executed.
    - ⊘ Details of in-house facilities available along with details of software being used.
    - ⊘ Proof of registration with Council of Architecture / Institute of Engineers.

The offers are to be submitted in two parts, viz. Part I Technical Bid and Part II Financial Bid. In the Technical Bid, the details of the Architect/Consultant, details of the works carried out etc., are to be furnished in the prescribed format with necessary supporting documents. In the Financial Bid, the fee for the scope of work mentioned is to be given.

**The Part I and Part II of the tenders are to be submitted in separate sealed Envelope duly marking “Technical Bid’ and ‘Financial Bid’ as the case may be, on the outside of the cover. Both the covers are to be clearly marked with “Offer for consultancy services for taking up construction of Municipal Corporation ,Rohtak building at Rohtak, and the name of the Architect/Consultant.**

Both Technical and Financial Bid are to be submitted in duplicate.

The application forms can be obtained at the following address from -----

-- to ----- during working hours on payment of Rs.1000/- per form. (The form can also be downloaded from the website). If the form is downloaded from the website, a DD for Rs.1000/- favouring Commissioner ,Municipal Corporation Rohtak payable at Rohtak shall be enclosed along with the duly filled Technical Bid.

The duly filled bids in sealed covers, both Technical and Financial, are to be submitted to

**Commissioner, Municipal Corporation, Rohtak**

So as to reach on or before 3.00 PM on \_\_\_\_\_. The part I (Technical Bid) will be opened on the same day at 5.00 P.M. After scrutiny of the Technical Bids, the Part II (Financial Bid) of only the short-listed Architects/Consultants will be opened at a later date, which (time and date) will be informed to the short-listed Architects/Consultants.

**INSTRUCTIONS TO APPLICANTS**

1. Intending Applicants are required to submit their applications in the prescribed format and with full particulars, giving details about their organization, experience, technical personnel in their organization, which will be kept confidential.
2. While deciding upon the pre-qualification of Architects, emphasis will be given on the ability and competence of applicants to do good quality work within the specified time schedule.
3. Each page of the application shall be signed. The application shall be signed by person/persons on behalf of the organisation having necessary authorization /Power of Attorney to do so.
4. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part, and a proper reference with page number must be indicated in the main form of application. The applicant should, however, enclose the application form collected from the Bank or downloaded from website along with the application.
5. Applications containing false and/or inadequate information will be liable for rejection.
6. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall include projects relating to institutional /commercial buildings costing not less than Rs. 95 lakhs each and shall mention all features and services of the project handled by the applicant such as number of storey of the building, type of foundation and super-structure, total constructed area, services provided such as central air-conditioning system, lift, fire detection and protection, access control system and surveillance etc.
7. Clarifications, if any required, may be obtained from Commissioner, Municipal Corporation, Rohtak.

8. The minimum general Pre-qualification criteria shall be as stipulated on page 4 of this Form. However, mere fulfillment of minimum eligibility criteria will not entitle Pre-qualification as pre-qualification will be done after taking into account various parameters including receipt of satisfactory reports from clients.
9. Architect/Consultant are requested to visit the site before submitting the application to acquaint themselves with the site conditions.
10. Applicants shall furnish documentary evidence / certificates in support of their claim of work undertaken and work in hand, failing which the application will be liable for rejection.
11. Intimation to pre-qualified Architects for future course of action shall be advised separately.
12. Decision of the MCR in regard to pre-qualification of Architects shall be final. The MCR reserves the right to reject any or all applications without assigning any reason thereto.

**Minimum Pre-qualification Criteria**

- a) The Architect/Consultant shall have minimum 7 years experience in the field of planning, design and periodical supervision of construction of multi-storeyed commercial / institutional buildings with all services.
- b) The technical set up with adequate organizational structure shall consist of qualified Architects, skilled staff having knowledge and experience to plan/design/supervise Turnkey projects, Civil Engineers, Specialists, Air-conditioning engineers/specialists, consultants, Electrical Engineers/ Consultants and staff along with associates, if any to execute work of such nature and magnitude.

The expression similar project shall mean the projects relating to institutional / commercial building where the Architectural duties comprised planning of the project and Architectural layout, design of structure and services, preparation of detailed estimates, tenders and periodic supervision of work for ensuring overall quality of work

- c) The Architect/Consultant should preferably have experience in handling projects rendering Architectural consultancy for Govt. / Public Sector Undertakings / Nationalized Banks/Urban Local Bodies.

- d) The Architect/Consultant shall preferably have proper office infrastructure in Rohtak, or in Haryana State.

Application without full information as above and not in the prescribed format along with application fee will be liable to be rejected. MCR takes no responsibility for delay, loss or non-receipt of the application sent by Post / Courier.

MCR reserves the right to reject any or all applications without assigning any reason whatsoever.

DATE : \_\_\_\_\_

**Commissioner**



**Part- 1: Basic Information for appointment Architects/  
Consultant for construction of building at Rohtak.**

1. i) a) Name of the Organisation :

b) Address :

c) Phone No. :

d) Fax No :

e) E Mail address :

f) Cell No :

g) Web-site, if any :

ii) a) If main Office is outside Rohtak please furnish office address of office establishment in Rohtak in and around Rohtak.

b) Contact Phone No :

c) Fax No. :

2. a) Year of establishment (enclose documentary evidence) :

b) No. of years of experience in the relevant field (Minimum experience required is 7 years in relevant Field) :

3. Type of the Organization (Whether Proprietorship, Partnership, Private Ltd, Co-operative body etc) :

4. Name of the Proprietor/Partners/Directors of the Applicant with addresses & Phone Numbers

a)

5. a) Details of Registration – Whether Partnership firm, Company, etc. :

b) Name of Registering Authority, Date & Registration Number :

6. a) Details of Registration with the Council of Architecture :

b) Registration No. & Date ( copy of relevant document to be attached :

7. Name & Address of Banker :

8. Whether an assessee of Income Tax. If so, mention Permanent Account No. ( enclose document evidence) :

9. Please mention Service Tax Registration ( Enclose Documentary evidence) :

10. Details of registration, if any, in the panel of Architects For other Organization/Statutory bodies/Public Sector Banks/CPWD/PWD etc :

11. Please indicate your related field of services maximum value of single work in last 5 years

Yes	No	If yes
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a) Architectural services for institutional /Commercial building :

b) Architectural services for Residential building:

c) Interior design and furnishing work for institutional / commercial building :

d) Exclusive Project Management consultancy (PMC) services for institutional/commercial Building :

e) Both Architectural and PMC services for: Institution / commercial building

12. Furnish details of consultants/specialist whose Services are generally availed of by the applicant

a) Geo-Technical Consultant

b) Structural Engineering Consultant

c) Electrical Consultant

d) Air-Conditioner Consultant

e) Plumbing Consultant

f) Fire Consultant

13.a) Furnish details of office infrastructure at main Office:

1) Carpet area of Office

2) No. of Architects

3) No. of Engineers of various trades

4) No. of Interior Designer

5)No. of Draftsman

b)If the main office is not located in Faridabad, Please furnish details of office infrastructure in and around Faridabad, or at Haryana State.

1)Carpet area of Office

2)No. of Architects

3)No. of Engineers

4)No. of Interior Designer

5)No. of Draftsman

**Date:**

**Seal and Signature of Authorised Signatory**

**Part 2 : Work capability and previous experience.**

a) List of important Projects executed by the Applicant during last 5 years Each costing Rs.----- lakhs and above.

S. N.	Name of the Project mentioning all features, scope of services and location	Name & full postal address of the owner. Also indicate whether Govt. or private body with full postal address	Total final value of work (Rs)	Completion period		Nature of service		Any important feature of the work worth mentioning or reference	Whether documentary evidence enclosed in support of experience
				Total duration of work	Date of completion	Only Architectural Service (*)	Both Architectural & PMC Services		
1	2	3	4	5	6	7	8	9	10

(\*) Architectural service would include – Planning of the project, preparation of Architectural layout & Design of structure and services, drawings, detailed estimate, preparation of tenders for various trades of works, periodic supervision of work.

**b)List of important Projects in hand Each costing Rs.----- lakhs and above .**

S. N.	Name of the Project mentioning all features, scope of services and location	Name & full postal address of the owner. Also indicate whether Govt. or private body with full postal address and	Total final value of work (Rs.)	Completion period		Nature of service rendered		Any important feature of the work worth mentioning reference	Whether non-profitary evidence enclosed in support of experience
				Total duration of work	Date of actual completion	Only Architectural Service (*)	Both Architectural & PMC Service		
1	2	3	4	5	6	7	8	9	10

(\*) Architectural service would include – Planning of the project, preparation of Architectural layout & Design of structure and services, drawings, detailed estimate, preparation of tenders for various trades of works, periodic supervision of work.

### **Part 3: Technical Personnel and special experience**

**1.List of Technical personnel employed under applicant's firm, giving details about their technical qualifications & experience in the Applicant's establishment.**

S.N.	Name	Age	Qualifications	Experience	Nature of works handled	No. of years in the organization	Indicate special experience and achievement, if any
1	2	3	4	5	6	7	8
1	Main Office						
2	Office in Faridabad or at Haryana						

#### **NOTES :**

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure / as enclosed' unless unavoidable.
2. Information shall be limited to the Applicant. If any relevant data concerning the Group of Companies to which the Applicant belongs is desired to be given, the same shall be given separately in a supplementary sheet.
3. Reference  
A)Please give references of two persons ( Engineers, Architects or top officials of an organization) for whom you have executed similar Projects of importance, who may be in a position to advise and confirm the SYNDRSETI about the ability, competence and capability of your organization.
4. Number of supplementary sheets attached with Sl. Nos.

SIGNATURE OF THE APPLICANT

WITH FULL NAME, ADDRESS AND SEAL