

COUNCIL OF ARCHITECTURE
(A statutory authority of Government of India)

Expression of Interest (EOI)
for
Engagement of Architect

The objective of seeking Expression of interest to Engage Architect/Architectural Firms to provide interior design, planning & supervision for Office of **CoA**, at Okhla, New Delhi.

The scope of work for Architect is to prepare Concept plan, detail drawings, material specification, Service drawings, cost estimation, for Walls and Ceilings, Modular workstation, CCTV, Security Systems, Plumbing and Sanitary works , Electrical work , UPS and IT Server Room, False ceiling, air-conditioning work and other ancillary work as per requirement.

The individuals/firms having Office in Delhi/NCR with minimum 10 years of Experience in relevant field and having completed at least 3 (Three) nos. similar works of Interior of Modern Offices with Single Project of value not less than Rs 2.0 Crores in last 5 years for Govt./ Semi Govt./ Corporate houses should apply with their credential/ information/ testimonials in prescribed format which may be down loaded from CoA website www.coa.gov.in.

The duly filled up application in prescribed format for engagement of Architect/Architectural firm for providing interior design, planning & supervision work for CoA office is to be sent to the undersigned super-scribing on the top of the envelop "Engagement of Architect/Architectural Firm." which should reach on or before 15-02-2018.

Registrar
Council of Architecture
India Habitat Centre
Core-6A, First Floor
New Delhi-110003
Phone : 011-79412100(30 Lines)

CONDITIONS OF ENGAGEMENT OF ARCHITECT FOR PROVIDING INTERIOR DESIGN, PLANNING & SUPERVISION WORK FOR COA OFFICE AT OKHLA NEW DELHI

PART-I (A)

Instruction to the Applicants before filling up of Application form

- 1) As the time is the essence of the Contract Agreement, the ability and competence of the applicants to render required services within the specified time frame will be the major factor while deciding the selection of the Architects.

- 2) Eligibility criteria of Architect/ firms

The Architect/ Architectural firm should have an Office, **located** in Delhi/NCR and Registered with Council of Architecture possessing 10 years of extensive experience of rendering Consultancy Services. The Architect/ Architectural firm should have carried out at least 3(Three) similar projects of value not less than Rs 2.0 Crores during the last 5 years. Such completed projects should have the scope of Design on for Walls and Ceilings, Modular workstation, CCTV, Security Systems, Plumbing and Sanitary works Electrical work UPS and IT Server Room, False ceiling, Flooring and air-conditioning work with periodic and regular site supervision as and when required.

(Supporting documents must be furnished along with soft copy of already executed work)

- 3) The application shall be signed by the Architects or authorized person(s) on behalf of the firm having necessary authorization/ power of attorney to do so. Each page of application—needs to be signed for authentication (copy of power of Attorney registered Partnership Deed of firm needs to be furnished along with the application and Original should be produced subsequently for verification).
- 4) Intending applicants are required to submit their full Bio-Data giving details about their firm, experience, technical personnel, proven competence to handle major works, in house computer aided facilities etc. in the enclosed Performa.
- 5) The application must be accompanied with registration certificate with the Council of Architecture, PAN card with IT return for last 3 years including the copy of GST Registration.
- 6) If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the name of the Proforma and serial number. Separate sheets shall be used for each part of the application. Separate sheets must be duly signed and sealed.
- 7) The applicant Architect must have experience of preparation of concept plan, services and cost estimation based on current Schedule of Rates of CPWD and Non- Schedule items if required based on market rate analysis.

- 9) The applicant may engage the services of well qualified specialists or consultants pertaining to services relevant to the work at his own risk and cost and no extra payment will be made by CoA in this regard.
- 10. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall include separate sheet in the prescribed format for the services to be rendered by the firm.

11. SCOPE OF WORK:

- a) The office area is in raw condition having carpet area about 4949 sqft.
- b) To prepare sketch designs/ presentation drawings making revisions as per requirements of COA till sketch designs are finally approved by the competent authority of COA and making preliminary estimates of cost.
 - b) To prepare architectural working drawings, structural drawings including, services drawings-electrical, plumbing, sanitary, fire fighting, air-conditioning and all other drawings for various trades infrastructural facilities required for completion of the particular project.

REQUIREMENTS:

- i. To earmark and design space for centralized sitting for 15 staff.
 - ii. To earmark and design space for having a meeting hall for atleast 60 members.
 - iii. To earmark and design space for having small meeting room with 10 members.
 - iv. To earmark and design server room, storage room, pantry room, library.
 - v. To earmark and design space for climatology lab.
 - vi. To earmark and design space for reception and waiting room for guests.
 - vii. To earmark and design space for display of building materials.
 - viii. To earmark and design space for Rooms of President, Registrar and Director.
- 12. The prospective applicant should visit the work site to understand the nature and scope of work with prior intimation to CoA office at India Habitat Centre, New Delhi during the period 05th February to 08th February, 2018.
 - 13. The application must be accompanied with tentative cost estimates of the proposed work.
 - 14. The total consultancy fee and schedule of payment shall be duly filled up as per annexure IV. The consultancy fee shall be inclusive of GST and any other taxes as applicable. Deduction of income tax etc. will be made at source at the time of making payment.

ANNEXURE-I

Details of the qualification : **works executed**(please mention only such works which qualifies for the category/ class for which you have applied)

Sl. No.	Name Of work	Work executed for (name of the organization with address, concerned office & telephone no.)	Nature of work (in brief)	Location of the work	Actual value of the works	Stipulated time for completion	Actual time for completion	If work left incomplete or terminated (furnish reasons)
1								
2								
3								
4								
5								
6								
7								

ANNEXURE-II

Details of the major **works in hand** (please mention only such works which qualifies for the category/ class for which you have applied)

Sl. No.	Name Of work	Work executed for (name of the organization with address, concerned office & telephone no.)	Nature of work (in brief)	Location of the work	Actual value of the works	Stipulated time for completion	Remarks, if Any
1							
2							
3							
4							
5							
6							

Furnish the names with address and telephone number of three responsible clients/ persons for whom the applicant has carried out major works for obtaining information about the quality as well as performance of applicants.

Sl no	Name of the Official	Organization	Address	Contact numbers
1				
2				
3				

ANNEXURE-III

Registration/
Empanellement with Government/ Public Sector / Institution

Sl. No.	Name of the organization	Nature of works
1		
2		
3		
4		
5		

ANNEXURE-IV

Consultancy fee and schedule of payment

- a. Fees shall be paid as per Council of Architecture Norms
- b. Schedule of payment.

Rs.

Stage 1 On submitting conceptual designs and rough estimate of cost.	
Stage 2 On submitting the required preliminary design for CoA's approval along with the preliminary estimate of cost.	
Stage 3 <ol style="list-style-type: none">a. On incorporating CoA's suggestions and submitting drawings for approval from CoA/ statutory authorities, if required.b. Upon CoA's / statutory approval necessary for commencement of construction, wherever applicable.	
Stage 4 Upon preparation of working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents.	
Stage 5 On inviting, receiving and analysing tenders; advising Client on appointment of contractors.	
Stage 6 <ol style="list-style-type: none">a. On submitting working drawings and details required for commencement of work at site.b.<ol style="list-style-type: none">i. On Completion of 20% of the Workii. On Completion of 40% of the Workiii. On Completion of 60% of the Workiv. On Completion of 80% of the Workv. On Virtual Completion	

PROPOSED TIME SCHEDULE FOR COMPLETION OF WORK (STAGE WISE)

1.

2.

3.

4.

