



SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi – 110 007

Website: www.srcc.edu Phone: 27667905, 27666519

SRCC/AD/2024-25/

Date: 05.06.2024

Expression of Interest (EOI) for Engagement of Architect

SRCC intends to invite on-line Expression of Interest to engage Architectural Consultant/ Firms registered with the Council of Architecture, New Delhi to provide consultancy services for preparing revised layout plan, Architectural drawings, Structural design, site evaluation, Civil, Electrical, Plumbing, Sanitary, drainage, water supply, Elevators, Fire detection interior and Furnishing work etc. For carrying out various infrastructure Projects/ Works in the College. (SRCC).

SCOPE OF WORK

The scope of work for Architectural firm is to prepare layout plan, Concept plan, detailed Architectural drawings, material specification, Structural design & drawing (if required), Service drawings, cost estimation, elevators, CCTV, Security Systems, Fire Detection, Central Air conditioning, Plumbing and Sanitary works, Electrical work, Preparation of Tender Documents, UPS and IT Server Room and False ceiling and other ancillary work as per the requirement with periodic site supervision as and when required, including all approvals from the statutory authority. The occupancy completion (OC) certificate from the statutory authority and Completion drawings.

ELIGIBILITY

The agency should have its Head Office in Delhi/ NCR with a minimum of 10 years of experience in the relevant field and having completed at least 3 (Three) nos. works of construction of Infrastructure works / Architectural Design of Buildings with Single Project of value not less than Rs 20.00 Crores in the last 5 years for Govt./ Semi Govt./ PSU/Autonomous Bodies/ Govt. Educational Institution, registered with the Council of Architecture should apply with their credential/ information/ testimonials in prescribed format which may be downloaded from SRCC web site www.srcc.edu. after paying Rs. 500/- as Tender Cost Fees.

EVALUATION CRITERIA

The bidders may please note that 70% weightage will be given to the technical bid and 30% weightage will be given to the financial strength of the technically qualified bidders. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered. (As per Architect Act. Govt. of India, Proprietor / All the Partners of The Firm should be registered under the Council of Architecture for Rendering Professional Services.)



The duly filled up application in the prescribed format for engagement of architect for providing Consulting services for creating of new infrastructure and repair/ renovation works for SRCC, New Delhi is to be sent to the undersigned super scribing on the top of the envelope "Engagement of Architect Consultants." and should reach on or before 04.00 PM on 26th of June 2024 , in the office of SHRI RAM COLLEGE OF COMMERCE, NORTH CAMPUS, UNIVERSITY OF DELHI DELHI-110007.

The prospective applicant must visit the worksite to understand the nature and scope of work during office hours on any working days before the last date of submission of the application forms.

Earnest Money Deposit (EMD) of Rs.1,00,000/-(Rupees One lakh Only) shall be submitted together with the bid in a separate envelope. The EMD, Financial Bid and Technical Bid are to be placed in separate envelopes. All 3 envelopes to be placed in a single large envelope super scribed with the name of the bidder and the project that they are bidding for.

In case of any query please contact Shri Jatin Lamba, Administrative officer (Admin) Phone No: 011- 27666519 Email Id: ao.admin@srcc.du.ac.in during office hours.

Instructions to the Applicants for submission of bid

1. As 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. Applicants may please note that this is a live site and the campus is fully operational. The selected consultant has to ensure the safety of the existing structures, services, its occupants against disturbances and/or harm, without hampering operations of the Institute while planning and execution of the work.
3. The completed Architectural or Interior projects should have had the scope of Design on for Walls and Ceilings, , CCTV, Security Systems, Fire Detection, Central Air conditioning, Plumbing, and Sanitary works, Electrical work, UPS and IT Server Room and False Flooring with periodic site supervision as and when required. (Supporting documents as completion certificates by user must be furnished along with a soft copy of already executed work).
4. All the information and clarifications sought will be posted on the College website. Applicants are advised to visit the College website regularly.
5. The application shall be signed by the persons on behalf of the organization having necessary authorization/ power of attorney to do so. Each page of application shall be signed (copy of the power of Attorney / Memorandum of the association shall be furnished along with the application and Original should be produced subsequently for verification and return).
6. The application must be accompanied with all relevant certificates/documents which verify the Bidder's eligibility for submission of Bid as per eligibility criteria stated.



7. If the space in the Performa is insufficient for furnishing full details, such information may be supplemented on a separate sheet stating therein the name of the Performa and serial number. Separate sheets shall be used for each part of the application. Separate sheets must be duly signed and sealed.
8. The applicant (Architect Consultants firms.) must have at least two qualified graduate Architects on its Pay Rolls (Proof of the employee must to be submitted).
9. While filling up the Bid with regard to the list of important projects completed or in hand, the applicants shall include a separate sheet in the prescribed format. Summary of projects executed successfully in the past 5 years, focusing on brief descriptions of assignments, client name and contact details, etc. to be provided.
10. The prospective applicant must visit the worksite to understand the nature and scope of work.
11. Bids with Incomplete/ambiguous information will liable to be rejected.
12. The College reserves the right to reject any Proposal, if at any time, a material misrepresentation is made or discovered, or the Bidder does not provide the responses sought by the College within the stipulated time period.
13. The bid for the works shall remain open for acceptance for a period of 120 days from the last date of submission of bid including the extension given, if any.
14. The proposals must reach before the stipulated date of submission. Late submissions will be rejected.
15. The total consultancy fee and schedule of payment shall be duly filled up as per Annexure IV (Financial Bid). The consultancy fee shall be inclusive of GST and any other taxes as applicable. Deduction of income tax (TDS) etc. will be made at source at the time of making payment. This must be placed in a separate envelope. The fee includes planning, designing and periodical supervision during construction of the project, based on built up Area as per approved bye-laws of the statutory authority, travel expenses towards periodical supervision, for attending meetings with SRCC/ visits to local authorities, etc. by the architect and or by their technical persons all complete. In case of non-deployment of qualified supervisor, recovery @ Rs. 25000/- per month shall be deducted from the running bills of the Consultants/ Security Deposits of the firm.
16. The above fee is inclusive of fee payable by the Architect to any other consultant/Associate(s) engage by the agency and nothing extra shall be payable by SRCC for this purpose. However, Fees paid by the Architect to the statutory bodies/local authorities/Green Building Certification Authorities/ State/Central Government will be borne by SRCC.
17. The Architect firm shall verify all running bills and final bills of the Contractors to SRCC. All the required documents e.g. measurement sheet and Tax invoice etc. shall also be invariably part of the bills.

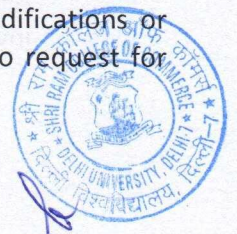


(B) Scope of work includes:

- i. Preparation of layout plan, conceptual design, architectural & Structural drawings with respect to interior designing/planning, finishing and furnishing work tender documents, regular monitoring of work on day to day basis.
- ii. **Check list on material inspection:-** Proper record of materials, especially construction received on site for work needs to be maintained by the contractor and checked by the Consultant with reference to the specification prepared for the works i.e. Compliance to brand specified/accepted as equivalent, material quantities received with batch numbers, Manufacturing dates with expiry date of the material.
- iii. **Consumption Monitoring:-** The consumption of various materials used for construction purpose needs to be maintained by the contractor and checked by the Consultant with reference to the specifications prepared for the work. The desired consumption of material per unit of measurement of work should be established before starting the work. This shall be based on the specifications (such as mix proportion for construction work or number of coats for protective coating etc.) along with manufacturer's data sheet.
- iv. **Maintaining documentary records and visual records:-** Documentary records and visual records of all activities carried out during the completion of the project be maintained at site by the Consultant. For which necessary temporary storage facility has to be arranged by the consultant.
- v. The Architect will advise the Client on the Time Schedule (Bar Chart/PERT/CPM Network) prepared by the contractor for the completion of the work.
- vi. The Architect shall not make any deviations, alterations or omissions from the approved drawings, involving financial implications without prior consent of the Client in writing.
- vii. The Architect shall exercise all reasonable skill, care and diligence in the discharge of his duties and shall exercise such general superintendence and inspection as may be necessary to ensure that work are being executed in accordance with the Conditions of the Contract.
- viii. Preparation of the detailed estimate of quantities with cost based on CPWD rates & prevailing market rates .Preparation of NIT with detailed specifications of materials for inviting tender for fixing agency and execution of the work of interior designing planning and furnishing etc. as per scope of work. Assist SRCC in inviting bids, tender evaluation and fixing agency for execution.
- ix. **Certification of work executed:-** Consultant should issue Stability Certificate for site supervision of work. The certification of work executed is to be done by the Consultant ensuring that the work has been done as per original specification in contract documents for the work and approved additions, alteration etc. In it during the course of work, specified materials have been used in requisite quantities as per specifications, Quantity executed are as per daily registers maintained (Measurement Sheet) and jointly signed, Testing was conducted wherever found necessary and results were found to be as per approved specification.

(C). Additions, Alterations and Variation:

- (i) SRCC shall have the right to request for additions, alterations, modifications or deletions in the design and drawing of any part of the work and to request for



additional work in connection therewith and the architect shall comply with such requests without any extra cost.

- (ii) No extra payment shall be made to the architect by SRCC on account of such Additions & Alterations as enumerated above, provided the total built up area remains same.
- (iii) Variations
- If the work in full or part is withdrawn by SRCC, the same shall be proportionately adjusted in the architect fee and fee shall be paid only up to the stage for which the work has been completed with respect to the work as per the complete approved drawing subject to if it has been accepted by SRCC and the architect shall have no further claim whatsoever on this account on SRCC.
 - Notwithstanding anything stated anywhere else, the milestone linked payment to the consultant as per table at Annexure IV shall be payable subject to the condition of project getting sanctioned from the SRCC.

(D). Taxes and duties

- The architect fee is inclusive of all taxes, duties, cess and statutory levies payable under any law (as applicable on the date of submission of bid) by the architect in connection with execution of the work.
- The fee will be adjusted prospectively for any increase / decrease in the GST rate as notified by the Government of India.
- Stamp duty and registration charges, if any, payable on the executed work document, shall be borne by the architect.
- Tax deduction at source, if any, shall be made by SRCC as per law applicable from time to time from the amount payable to the architect.
- The architect firm has to register itself in the GST Act as per applicable law and submit the details.

(E). EMD:

An amount of Rs.1,00,000 (Rupees One Lakh only) as EMD shall be deposited by way of Demand Draft in favour of the Principal, SRCC, Payable at New Delhi which will be allowed to be adjusted against Security Deposit of the successful bidder. The Bid will be rejected by SRCC as non-responsive and shall not be considered in case EMD is not received in physical form. The EMD of bidders other than L1 will be returned. The EMD of the successful architect will be discharged after the architect has furnished the required acceptable Performance Guarantee and or Security Deposit as the case may be. No interest shall be paid by SRCC on the EMD. The EMD may be forfeited, If a architect withdraws the bid after bid opening during the period of validity; If, any unilateral revision in the offer is made by the tendered during the validity of the offer; if the architect fails to Sign the Agreement with in the 15 days from the date of issue of LOA or fail to furnish the required performance security or fail to commence the work within the stipulated time period prescribed in the contract. If the bidder furnishes any incorrect or false statement/ information/ document.



(F). Performance Security/Guarantee

- i. For the due performance of the contract in accordance with the terms and conditions specified, the architect firm shall furnish performance security / Guarantee to SRCC in form of DD/BG/FDR from a Nationalized/Scheduled Bank to the extent of 5.0% of the value of quoted committing charges. The Performance Security Guarantee shall remain valid till stipulated time for completion of work plus 120 days. The EMD paid by the Architect shall be returned to the architect after receipt of Performance Guarantee.
- ii. The Performance Guarantee shall be in favour of SRCC, payable at New Delhi. If it is deposited by way of Bank Guarantee, should be (in the prescribed format of SRCC) issued from any Nationalized Bank /Scheduled Bank.
- iii. It is expressly understood and agreed that the performance security is intended to secure the performance of the entire contract. It is also expressly understood and agreed that the performance security is not to be construed to cover any damages detailed/ stipulated in various clauses in the Contract document.
- iv. The performance security will be discharged by SRCC and returned to the Architect firm after successful physical completion of the project at site and submission of completion drawings and documents to SRCC and occupation certificate from the statutory bodies.
- v. SRCC reserves the right of forfeiture of the performance guarantee in addition to other claims and penalties in the event of the architect's failure to fulfil any of the contractual obligations or in the event of termination of contract as per terms and conditions of contract.
- vi. Should the stipulated time for completion of work, for whatever reason be extended, the architect firm, shall at its own cost, get the validity period of Performance Guarantee in respect of performance security furnished by them extended and shall furnish the extended / revised Performance Guarantee to SRCC before the expiry date of the Bank Guarantee originally furnished.

G. Completion Period:

- i. The overall completion period for the execution of this project from the date of commencement of work shall be mentioned in work order.
- ii. If at any stage, the Project has been delayed by the acts of SRCC or by the deployed contractor for the work, nothing extra shall be payable to the architect. However suitable extension of time for completion of work shall be granted accordingly.

H. Escalation/Price Variation

- i. No claim / additional fees on account of any price variation/Escalation on whatsoever ground shall be entertained at any stage of works. Quoted fees shall be firm and fixed for the entire contract period as well as extended period for completion of the works.
- ii. In case the architect firm fails to complete the work within the Contract period or extended period as above owing to reasons attributable to architect firm, liquidated damages @ 2% per week of the total fees subject to a maximum of 10% of the total fees payable shall be levied on the architect firm. SRCC shall be entitled



to deduct such damages from the dues that may become payable to the architect firm. If the work is held up at site due to non-availability of Drawings/Specifications/Other Details as per mutually agreed schedule penalty, proportionate to the value of the work which is held up, shall be imposed on the architect firm.

I. Abandonment of work:

- i. That if the architect firm abandon the work for any reason whatsoever or become incapacitated from acting as architects as aforesaid, SRCC may make full use of all or any of the drawings prepared by the architect firm and that the architect firm shall be liable to refund any excess fees paid to them up to that date plus such damages as may be assessed by SRCC.
- ii. If at any time after start of work, SRCC decides to abandon or reduce the scope of work for any reason whatsoever and hence not required the whole or any part of the works to be carried out, SRCC shall give notice in writing to this effect to the architect firm and the architect firm shall have no claim for any payment of compensation, or otherwise whatsoever, on account of any profit or advance which it might have derived from the execution of works in full but which it did not derive in consequence of the foreclosure of the whole or part of the work.

J. Termination:

- i. SRCC without any prejudice to its right against the architect firm in respect of any delay or otherwise or to any claims for damages in respect of any breaches of the contract and without prejudice to any right or remedies under any of the provisions of this contract may terminate the contract by giving one month's notice in writing to the architect firm and in the event of such termination, the architect firm shall be liable to refund the excess payment, if any, made to them over and above what is due in terms of this agreement on the date of termination. SRCC may make full use of all or any of the drawings prepared by the architects.
- ii. In case due to any circumstances, SRCC decides to curtail the scope of work or totally abandon the work, the payment to the architect firm would be made based on approved preliminary estimate or estimated cost or awarded cost whichever is less up to the stage of work executed by it immediately before taking such a decision.

K. Number of Drawing Sets etc. and Copyright:

1. The architect firm shall supply free of charge to SRCC, the following documents in soft as well as hard copy in desired numbers and as and when required by SRCC.
 - i. Detailed Project Reports with coloured drawings.
 - ii. All the Drawings and estimates to be submitted to competent authorities.
 - iii. Complete detailed design calculations (structural and other services) including supply of drawings incorporating subsequent modifications.
 - iv. All working drawings for all the components (Good for Construction Drawings)
 - v. Detailed estimates and rate analysis of all works.
 - vi. Completion drawings six sets and detailed documents.
 - vii. Tender documents/tender drawings as per SRCC requirements.



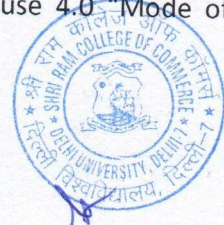
- viii. Fabrication Drawings of all equipment if any.
 - ix. As built drawings after completion of project.
2. The architect firm shall supply free of charge to SRCC all the estimates, details of quantities (BOQ) detailed designs, reports and any other details envisaged under this agreement, including drawings architectural, structural, electrical, air conditioning or other services (internal and external) would be supplied by the architect firm as indicated above. All these drawings will become the property of SRCC.
 3. Design Concept Presentation will be held on next week on any working day from the date of opening of the Technical Bid. The bidders qualified in Technical Bid Evaluation will be intimated through email minimum 48 hours prior to the Design Concept Presentation. Criteria for qualification in Technical Bid is as per page no. 11.
 4. Financial Bid will be opened of Technical qualified bidders in the presence of participants who choose to attend the opening of the Financial Bid. Only technically qualified bidders shall be intimated through e-mail 48 hrs. Prior to opening of the financial bid.
 5. The Architect firms shall be responsible for obtaining licenses, permits and occupancy certificate from statutory authority to carry out the services. Architect firms/architects shall bear all costs associated with the preparation and submission of their proposals, site visits etc. SRCC is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Architect firms.

L. Association of Sub-Consultants (for specialized work)

Architect Firm may associate with sub architect(s) for specialized works such as Interior design, HVAC, Lift, Fire-fighting, Landscape etc. at its own cost. The details of such sub consultants shall be mentioned by the Architect firm at the time of submission of Bid and get vetted by SRCC.

M. Responsibilities for Accuracy of Project Proposals

- i. The architect firm shall be responsible for the accuracy of the technical / financial data collected and the designs, drawings, quantities and estimates prepared by them as a part of the project. They will indemnify SRCC against any inaccuracy in the work, which might surface out at the time of ground implementation of the project. In such an eventuality, the architect firm will be responsible to correct the drawings including re-investigations etc. as required without any extra cost implication on SRCC.
- ii. The Architect shall fully indemnify SRCC from and against all claims and proceedings for or on account of any infringement of any patent right, design, trade mark or name or other protected rights in respect of any construction plant, machinery work or material used for or in connection with the work or temporary works.
- iii. SRCC reserves the right to award the work of one or more sectors/areas to one or more architects. Nothing extra shall be paid on this account. Further the payment of consultancy fees shall be regulated as mentioned under the Clause 4.0 "Mode of Payment".



N. Force Majeure Clause

Architect Firm shall be granted extension of the completion date without any financial repercussion to cover the delay caused by the circumstances viz. incidence of war, invasion, revolution, sabotage, work shutdown imposed by Govt. agencies or legislature or other authorities, act of God, epidemics, fires, earthquakes, floods explosions, accidents, sea navigation blockages or any other acts or events whatsoever which are beyond the control of SRCC and which shall directly or indirectly prevent completion of the works within the time specified in the agreement. This Force Majeure Clause shall be applicable only if extension of the completion date is granted by SRCC to the architect firm.

O. Withholding and Lien of Payment

Whether any claim or claims for payment of money arises out of or under the contract against the architect firm, SRCC shall be entitled to withhold and also to have a lien to retain in whole or in part, the security deposit, performance guarantee and or to withhold and have a lien to retain in part or in full the payments due to the architect firm, or any claims of the architect firm, so as to cover the claimed amount till the claim arising out of or under the contract is determined by the competent court.

P. ARBITRATION

1. If dispute or difference or any kind shall arise between College and the Architect in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
2. If the parties fail to resolve their dispute or difference by such mutual consultation, the same shall be referred to sole arbitrator, to be appointed by the Chairman, SRCC at Delhi as per the provision of the Indian Arbitration and Conciliation Act, 1996 and the rules framed there under proceedings. His/her decision will be final & binding on both the parties. The Venue of arbitration shall be in Delhi.

Q. Proposals and evaluation criterion

a) Technical Proposal

The evaluation committee appointed by SRCC will assess the proposals submitted by the bidders, taking into account the criteria as prescribed in the RFP document.

The Minimum Eligibility Criterion is as follows:

- a. As per Architect Act. Govt. of India, Proprietor / All the Partners of The Firm should be registered under the Council of Architect for Rendering Professional Services hence valid registration with Council of Architect for Proprietor / All the Partners of the firm
- b. Having Head Office in Delhi/ New Delhi/ NCR



- c. Minimum of 10 years of experience in the relevant field. The date of registration of the organization shall be reckoned for evaluation of experience. At least one rating for Green Project.
- d. Having completed at least 3 (Three) nos. similar works of Academic with Single Project of value not less than Rs 20.00 Crores in the last 5 years for Govt./ Semi Govt./PSU/Autonomous Body/ Govt. Educational Institution.
- e. Should apply with their credential/ information/ testimonials in prescribed format
- f. PAN Card
- g. GST Number for firm
- h. Copy of Partnership Deed/ Copy of registration certificate should be attached with the application
- i. ITR/ Balance Sheet for 2020-21/2021-22/2022-23& Projected 2023-24.
- j. The application shall be sealed and signed on each page by the person (s) on behalf of the organization having necessary authorization/ power of attorney to do so. Each page of application shall be signed (copy of the power of Attorney / Memorandum of the association shall be furnished along with the application.
- k. Valid empanelment with any Central / State Government agency/ institute/PSU/Autonomous department.
- l. Demand Draft of Rs. 1,00,000/- drawn on any nationalized bank in the name of SRCC payable at New Delhi as EMD. The copy of valid registration with MSME in lieu of EMD.
- m. Must have at least two On Roll qualified graduate Architects. (Proof of The employee should have to be submitted)
- n. List of important projects completed or on hand, the applicants shall include a separate sheet in the prescribed format.
- o. The application must be accompanied with rough estimates of the proposed work.
- p. The bid for the works shall remain open for acceptance for a period of 120 days from the last date of submission of bid including the extension given, if any.
- q. The application is submitted in three separate envelopes for estimates to the project, technical bid and financial bid duly packed in one single envelope duly super scribed with EOI for Engagement of Architect/ Interior Decorators and name of the organization/ firm on each envelope.



Only those bidders who qualify in eligibility evaluation as detailed above shall be invited for Design Concept Presentation under Technical Evaluation:

S.NO.	Attributes	Maximum Marks
(1)	Financial strength	30
	a. Gross annual financial turnover during immediately last 3 years ending 31.03.2023. b. No losses for the last 5 years. 0 points if losses exist, 10 points for no losses 10 points for Minimum Turnover 20 crore.	
(2)	No. and Quality of Assignments for some esteemed organization	10
(3)	Green Rating Achieved for Projects – 5 marks for each project	10
(4)	Awards received for Projects	10
(5)	Resources and Expert Profiles Proposed (2 Architect Consultants as per requirements)	10
(6)	Valid empanelment with any Central / State Government agency/ institute/PSU/Autonomous department.	10
(7)	Having completed at least 3 (Three) nos. similar works of Academic block with Single Project of value not less than Rs 20.00 Crores in the last 5 years for Govt./ Semi Govt./PSU/Autonomous Body/ Govt. Educational Institution.	10
(8)	Site visit	10
	Total:	100 Marks

The bidder qualifying the minimum eligibility criteria will be evaluated for first stage prequalification by following criteria by scoring method on the basis of details furnished by them.

- i. To pre-qualify, the applicant must secure at least Fifty percent marks (50%) in each of the above criteria mentioned above and 70% marks in aggregate. SRCC however, reserves the right to restrict the list of such qualified bidders to any number deemed suitable by it.
- ii. Even though any Bidder may satisfy the above requirements, he would be liable to disqualification if he has:
 - a. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.
 - b. Record of poor performance such as abandoning work.



b) Evaluation of Technical Bid

Only those bidders, who qualify in the eligibility bid after evaluation of documents/details submitted by them with minimum qualifying works as above, will be asked to submit a presentation as part of technical bid at the notified date, time and place before the evaluation committee. In the next stage, the presentation of the bidders shall be evaluated.

The technical bids shall be evaluated and marks shall be assigned based on marking scheme as per table-A given below. The evaluation shall be on the basis of concept, detailing, overall master plan, and presentation involving details in 3D or any other criteria finalized by the evaluation committee, decision of which shall be final and binding and no claim whatsoever shall be entertained.

The applicant firm has to submit the presentations in soft copy and hard copy to SRCC after the presentations for records. Any bidder fails to submit the presentation for record shall be treated as non-responsive and its scores/ marks obtained till now shall be forfeited and it will be considered disqualified without any further references/ communications in this regard.

The Applicant architects shall be required to make a presentation of their concept before the committee of SRCC. Applicant is also required to submit a precise brief paper on approach & methodology under following topics-

- i. Architects understanding of requirements given in the brief.
- ii. Composition of the team with emphasis on Team Leader and his standing in the field of commercial complexes / Office buildings / Office Interior design.
- iii. Design Methodology & Approach proposed for performing assignment.
- iv. Comments on the total project demonstrating bidder's knowledge and understanding of project requirements.
- v. Quality Assurance system for consultancy assignment.
- vi. Green concept measures
- vii. Best utilization of available space
- viii. Influx of natural light
- ix. Air-conditioning.

To qualify in Technical Presentation, at-least 70% marks must be secured by the bidder.

- The Bid shall be evaluated as under:-

S. No.	Description	Max. Marks
A	Applicant's relevant experience, financial strength, Qualification and related experience of key personnel to be employed on the job. [@ 25% of Marks obtained in the initial evaluation] (25/100 x Marks obtained as per initial evaluation in table)	25



B	Technical presentation: Approach paper on methodology, Concept plan for the proposed interior, overall Plan and presentation of the proposals including design ideas internal and external finishes, services, etc. with details in 3D, blow ups etc. Innovative Modern and /or Contemporary, State of Art Architectural features Aesthetics, Green Building Features, Disaster resistant methods / Technologies, Infrastructure for persons with disabilities. Incorporation of Environmental friendly & Sustainability considerations in planning and design considering the use of eco-friendly materials/locally available materials at site.	75
Total		100

The applicant firms securing 70% marks or more in table above shall only be considered technically qualified for opening of Financial Bids and evaluation thereafter. SRCC however reserves the right to restrict the list of such qualified firms to any number deemed suitable by it.

c) Opening of financial bid:

After evaluation of the technical bid, a list of shortlisted agencies will be prepared. Thereafter the financial bids of only qualified shortlisted bidders shall be opened at the notified time, date and place in the presence of the qualified bidders or their representative. However, non-participation or absence of any bidder or its representative during the opening of Financial Bid will not impair the legality of the process. The bids shall remain valid for 120 days from the date of opening of financial bid.

d) Evaluation of Financial Bid:

The bidders are required to quote fees for consultancy work in prescribed format inclusive of all prevailing taxes and levies including applicable GST. The price bid will include inter-alia, the fee for all components identified i.e. detailed design, drawings and specifications for all parts covered in the scope of project with all services and other allied consultancy works.

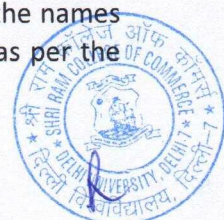
The quoted fee shall not be increased due to time and cost overrun. The fee shall be quoted in Indian Rupees only.

Conditional bid shall not be accepted.

e) Award of Work :

The work will be awarded to the applicant, scoring highest overall rating as calculated vide Para (b), amongst the technically qualified bidders and lowest quoted financial bid. The successful applicant shall be informed by SRCC through a letter of acceptance of offer.

The architect firm shall communicate to SRCC within a fortnight of award of work, the names of all the sub consultants having requisite experience along with their credentials as per the bid document for the approval of the competent authority.



After the approval of the sub consultant by SRCC the architect firm shall enter a formal agreement

The selected applicant is expected to commence the assignment within 15 (Fifteen) days of issue of letter of award.

f) General:

- i. The scrutiny of the drawing, and designs by SRCC's own supervisory staff, if any, does not absolve the architects of their responsibility under the agreement. The architects shall remain solely responsible for structural soundness. Structural designs/drawing must be vetted by any IIT, NIT, DTU of the design and other services for all provisions of the contract so as to satisfy the particular requirement of the architectural specifications. Cost for the same will be bearded by the Architect firm.
- ii. The architect firms shall supply to SRCC copies of all documents, instructions issued to architect firms, if any, relating to the work, drawings, specifications, bill of quantities and also other documents as may be required.
- iii. The architect firm hereby agrees that the fees to be paid as provided herein will be in full discharge of function to be performed by it and no claim whatsoever shall be against SRCC in respect of any proprietary rights or copyrights on the part of any party relating to the plans, models and drawings.
- iv. While providing services, the architect firm shall ensure that there is no infringement of any patent or design rights and they shall be fully responsible for consequences/any actions due to any such infringement. Architect firms shall keep SRCC indemnified all the times and shall bear the losses suffered by SRCC in this regard.
- v. Architect firm shall appoint and notify a team of two senior officials of his organization as nodal officers to represent the firm in all the meetings/presentations with Local Municipal Corporation Authorities/State/SRCC/Central Govt. or any other agency, as per requirement, if any.
- vi. All designs and drawings shall be the property of SRCC. The name and logo of SRCC shall be predominantly displayed on all the drawings and documents. The architect firm shall not put the name of the firm on any of the documents/drawings on the DPR. The name of the architect firm shall be written as Associate Architect on all drawings/documents only after DPR is approved from all the concerned authorities.
- vii. The originals of approved completion drawings shall be on good quality reproducible tracing paper and soft copy of all the drawings & design shall have to be given on compact disc (CD) or other available devices. The proprietary rights of all the designs shall remain with SRCC.
- viii. The Architect firm shall be required to sign an Agreement with SRCC within 7 days of the receipt of LOA based on these terms & conditions.
- ix. Recovery/Penalties can be recovered from the fee/EMD/BG of the other works that the architect firm is doing or would be doing for SRCC at that time.



Annexure - 1

REQUEST FOR PROPOSAL (RfP) FOR ARCHITECTURAL SERVICES

TECHNICAL BID

(To be kept in separate sealed cover superscribing 'Technical Bid' on the top)

S. No.	Description	Particulars
1	Name of the bidder firm/ company	
2	Legal status of the firm/ company (i.e. sole proprietorship/ partnership firm/ registered company)	
3	Full Address with email and phone contacts	
4	Name of the authorized representative (along with contact number)	
5	Designation/ capacity (Proprietor/ Director/ Official)	
6	Contact Number	
7	Email I.D.	
8	Details of EMD paid (DD No./ Date/ Drawer Bank)	
9	Details of registration under council of Architecture	
10	Details of registration under PAN/ TIN/ GST etc.	
11	Total number of Architect appointed in the Firm/Company (<i>specific count under each designation to be given</i>)	

Date:- _____

Signature of Authorized Representative _____

Name _____

Designation _____

Seal of Agency/Firm

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

S. No	Year of project	Name of Work	Work executed for (name of the organization With address, concerning office & telephone no.)	Nature of work (in brief)	Location other work	Actual value of the works	Stipulated time for completion	Actual time For completion	If work left incomplete other intimated (furnish reasons)

Annexure-II

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

Sl. No	Year of Project	Nature of Work	Work executed for (name of the organization n with address, concerning office & telephone no.)	Nature of work (In brief)	Location of the work	Actual Value of the works	Stipulated time for completion	Remarks

Annexure II- A

Furnish the names of three responsible clients /persons to whom the major works carried out by the applicant with address and telephone numbers who will be in a position to clarify the quality as well as past performance of your organization

S. No	Name of the Officials	Organization	Address	Contact Numbers

Annexure – III

Registration/Empanelled with Government /Public Sector/ Institutions.

S. No	Name of the Organization	Nature of Work

Annexure-IV (Financial Bid)

(To be kept in separate sealed cover super scribing 'Financial Bid' on the top)

S. No.	Description	Particulars
1	Name of the bidder firm/ company	
2	Full Address with email and phone contacts	
3	Contact Number	
4	Email I.D.	
5	Amount of fees (inclusive of all prevailing taxes and levies including applicable GST)	

Date:-_____

Signature of Authorized Representative_____

Name _____

Designation _____

Seal of Agency/Firm

Architect fee and schedule of payment.

The Architect shall be paid professional fees in the following stages consistent with the work done as agreed upon.

Retainer On appointment / signing of Agreement/Acceptance of offer	5% of the total quoted fees payable
Stage 1 On submitting conceptual designs and though the estimate of the cost	10% of the total fees payable
Stage 2 On submitting the required preliminary design for SRCC/UGC approval along with the preliminary estimate cost.	20% of the total fees payable less payment already made at Stage 1.
Stage 3 1. On incorporating SRCC/UGC's suggestions and submitting drawings for approval from SRCC/Statutory authorities, as required 2. Upon SRCC's statutory approval necessary for the commencement of construction, wherever applicable.	25% of the total fees payable less payment already made at Stage 1 & 2. 30% of the total fees payable less payment already made at Stage 1 & 3a.
Stage 4 Upon preparation of work drawings, specification, and schedule of quantities sufficient to prepare an estimate of cost and preparation of tender documents.	35% of the total fees payable less payment already made at Stage 1 & 3b.
Stage 5 On inviting, receiving and analyzing tenders, technically and commercially advising the client on appointment of contractors.	50% of the total fees payable less payment already made at Stage 1 & 4.
Stage 6 a. On submitting all the working drawings and details required for commencement as well as carrying out the work at site. b. 1. On completion of 20% of the Work 2. On completion of 40% of the Work 3. On completion of 60% of the Work 4. On completion of 80% of the Work 5. On Virtual completion	65% of the total fees payable less payment already made at Stage 1 & 5. 70% of the total fees payable less payment already made at Stage 1 & 6a 75% of the total fees payable less payment already made at Stage 1 & 6b(i) 80% of the total fees payable less payment already made at Stage 1 & 6b(ii) 85% of the total fees payable less payment already made at Stage 1 & 6b(iii) 90% of the total fees payable less payment already made at Stage 1 & 6b(iv)
Stage 7 On submitting Completion Report and drawings for issuance of Completion/ Occupancy certificate by statutory authorities, wherever required and issue of as-built-drawings.	100% of the total fees payable less payment already made at various stages and retainer.

SCHEDULE OF BID

Name of Tender	Appointment of Architect
Date of issue of tender documents	05.06.2024
Date of Pre-bid Meeting	18.06.2024
Date from which bidding starts	05.06.2024
Last date for submission of Bid	26.06.2024
Date of Commencement of work	After 10 days of issue of award letter
Address for submission of Bid	Principal Shri Ram College of Commerce University of Delhi Delhi-110007
Address for communication	Principal Shri Ram College of Commerce University of Delhi Delhi-110007
EMD Amount Rs.	100000.00
Date and time of opening Bid	Will be notified on website
Validity period of the Bid	120 days
Tender Fee	Rs. 500/- to be paid at the time of submission of Bid.

Corrigendum or any other related information/ Notices, if any, will only be notified on the College website www.srcc.edu.

SRCC reserves the rights to change the dates mentioned in this documents.