

## **Expression of Interest (EOI) for Engagement of Architect**

Jamia Hamdard desires to empanel Architect for its Civil, Electrical and other miscellaneous Construction / Renovation works.

The scope of work for Architect is to prepare Concept plan, detail drawings, material specifications, Structural design & drawing, Service drawings including cost estimation, for proposed buildings' structure, all services related to electrical, interior works, plumbing, sanitation, smock detention, fire-fighting system, all LV & HV systems etc. and other such similar works as per requirement with periodic site supervision as and when required. Sanction & completion of the Building Plan from the Statutory Bodies, N.O.C. of fire-fighting system from CIVIC Authorities, N.O.C. from Archaeology & Airport Authority and regularization of some existing buildings of the campus.

The agency having Head Office in Delhi NCR with minimum 10 years of Experience in relevant field and having completed similar works of construction & Interior of Offices/buildings/departments/labs with Single Project of value not less than 5 crores or two projects of value not less than 3 crores each or three projects of value not less than 2 crores each in last 5 years in Govt./ Semi Govt./ Corporate houses should apply with their credentials/ informations/ testimonials.

The application, duly filled up on prescribed format for engagement of architect for comprehensive work for Jamia Hamdard, New Delhi is to be sent to the undersigned super-scribing on the top of the envelop as "Engagement of Architect Consultants/ Interior Designers." should reach on or before 18.03.2021.

Registrar  
Jamia Hamdard  
New Delhi-62

## **APPLICATION FOR ENGAGEMENT OF ARCHITECT FOR COMPREHENSIVE ARCHITECTURAL WORK FOR JAMIA HAMDARD, NEW DELHI.**

Instruction to the Applicants before filling up of Application form

- 1) As the time is the essence of the Contract Agreement, the ability and competency 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  
The agency having Head Office in Delhi NCR and Registered for new construction, Interior (Architect) design Consultant Under PWD/ CPWD / or any Govt. Agencies with minimum 10 years of extensive experience of rendering Consultancy Services for similar works of construction & Interior of Offices/buildings/departments/labs with Single Project of value not less than 5 Crores or two projects of value not less than 3 crores each or three projects of value not less than 2 crores each in last 5 years. The completed projects should have had the scope of Design on for construction work, Walls and Ceilings, Modular workstation, 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 must be furnished along with soft copy of already executed work)
- 3) 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 power of Attorney / Memorandum of association shall be furnished along with the application and Original should be produced subsequently for verification and return).
- 4) Intending applicants are required to submit their full Bio-Data in duplicate giving details about their organization, experience, technical personal in their organization, 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 under council of Architect, PAN card with IT return for last 3 years, service tax registration, and GST registration.
- 6) Both the forms of applications (original and duplicate copy) shall contain copies of all the enclosures separately.
- 7) 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.

- 8) The applicant (Architect Consultants, Interior Designers' firms.) must have at least two On Roll qualified graduate Architects having experience of preparation of concept plan, structural design & drawing, services, landscape ancillary works and cost estimation based on current Schedule of Rates of CPWD and Non- Schedule items if require based on market rate analysis.( Proof of Employee Should have to be Submitted)
- 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 Jamia Hamdard, 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. Services to be rendered by the consulting firm.
11. a) To take instruction from Jamia Hamdard and prepare sketch designs/ presentation drawings making revisions till sketch designs are finally approved by the Competent Authority of Jamia Hamdard and making preliminary estimates of cost.  
b) To prepare architectural working drawings, structural drawings including, services drawings- electrical (LV & HV), plumbing, sanitary, fire fighting and all other drawings for various trades required for completion of the particular project.
12. The prospective applicant should visit the work site to understand the nature and scope of work with prior intimation to In-Charge (E&M) Jamia Hamdard.
13. The application must be accompanied with rough 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 service tax and any other taxes as applicable. Deduction of income tax etc. will be made at source at the time of making payment.
15. The selection of Architect will be decided by the Competent Authority of Jamia Hamdard on the basis of power-point presentation.

**General Information:**

1. Jamia Hamdard reserves the right to accept or reject any application, to annul the qualification process and reject all applications at any time, without assigning any reason or incurring any liability to the applicants.
2. No claim for payments/liability of any type, on account of the submissions of the bids and presentation against brief RFP to the shortlisted firms shall be payable.
3. The application shall be page numbered and each page shall be signed.
4. Overwriting shall be avoided. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting.
5. The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is however, advised not to furnish superfluous information. No information shall be entertained after submission of pre-qualification document unless specifically required by and asked for by JHU in writing.
6. Any information furnished by the applicant found to be incorrect either immediately or at a later date, may render him disqualified.
7. Applications from Joint Venture companies will not be accepted or considered for evaluation.
8. Documents submitted in connection with qualification will be treated confidential and will not be returned.
9. If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney shall accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm shall accompany the application.
10. If the applicant is a limited company, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a certified copy of the power of attorney. The applicant shall also furnish a copy of the last return filed with ROC duly self-attested.
11. If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
12. The applicant is advised to visit the site of work, at his own cost, and examine it and its surroundings by himself, collect all information that he considers necessary for proper assessment of the prospective assignment
13. Jamia Hamdard ,in its sole discretion and without incurring any obligation or liability, reserves the right, at any time to;

- a. Suspend and/or cancel the Bidding Process and/or amend and/or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
- b. Consult any Applicant in order to receive clarification or further information;
- c. Qualify or not to qualify any Applicant and/or to consult any Applicant in order to receive clarification or further information;
- d. Retain any information and/or evidence submitted to the Authority by, on behalf of, and/or in relation to any Applicant; and/or Call for information from previous clients and evaluate the previous completed projects regarding all submission including litigations.
- e. Undertake physical verification of completed projects and interact with clients.

### **MISCELLANEOUS**

The Bidding Process shall be governed by and construed in accordance with the laws of India and the Courts of Delhi, who shall have exclusive jurisdiction over all disputes arising, 'if any' under pursuant to and/or in connection with the Bidding Process.



## 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	Remark if Any
1							
2							
3							
4							
5							
6							

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

S. No.	Name of the official	Organization	Address	Contact numbers
1				
2				
3				

**ANNEXURE-III**

Registration/ Empanelled 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. Consultancy fee ..... % of the estimated cost of work.  
(Rate should be quoted both in figure and words)
- b. Schedule of payment.

Rs.

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

**ANNEXURE-V**  
**FINANCIAL INFORMATION**

**Part 1: Bankers Details**

a)	Name of Bank	
b)	Address	
c)	City	
d)	PIN	

**Part 2 : Financial Information**

1. Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet / Profit & Loss Account for the last 5 years duly certified by the chartered Accountant, as submitted by the applicant to the Income Tax department (copies to be attached)

		FY...					Average annual Turnover.
		1	2	3	4	5	
(i)	Gross Annual turnover on Construction						
(ii)	Net Profit/ Loss						
(iii)	Net Worth						
(iv)	Assets(Plant & Machinery only)						
(v)	Working Capital						

\*Calculation of Net Worth to be shown in separate sheet.

**Signature of Chartered Accountant**

**Seal and Signature of Applicant**