

**DEPARTMENT OF LOCAL GOVERNMENT
MUNICIPAL CORPORATION PHAGWARA**

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Name of the Work: Selection of Architect for providing architectural services for Construction of Office Complex for Municipal Corporation, Phagwara. .

NIT /SE/2014 /.....

Dated 12.05.2014.

Municipal Corporation, Phagwara. , invites “Expression of Interest(EOI)” from Competent, Experienced Architects/Architectural Consultancy firms for the complete Architecture and Design Services for the construction of the office complex - being planned at existing compound of Town Hall situated on NH-1. Architects are required to give suggestions on the facilities to be included in the office complex

The interested applicants can submit detailed proposal as per the guidelines and formats specified hereunder:-

BRIEF DETAILS & SCOPE OF THE WORK AND GENERAL INSTRUCTIONS TO THE ARCHITECTS

A. BRIEF DETAILS OF WORK

Municipal Corporation, Phagwara proposes to construct approximately 12675 sq ft Office Complex at 1.5 acres of land at its existing Town Hall complex. The main requirements of the office complex are the following:

- Office space for different branches of the Corporation.
- Rooms for the officers / Head of the branches.
- Common Toilets.
- Attached toilets with officers' rooms.
- Circulation/ Waiting area.
- Improvement of existing Meeting hall / Office
- Suitable proposal for additions and alteration in existing Town Hall (Without disturbing Heritage aspect).
- Suwidha Center /ATM Centre
- Record Rooms and Stores
- Air Conditioning Central / room wise
- Green Building Concept
- Parking and land scaping
- Electrification details, Net working details, Surveillance and Inter-com details
Approximate area envisaged for the above mentioned facilities is 12,000 sq ft.

Considering the commercial importance of the site, Municipal Corporation Phagwara is thinking of constructing additional area to include various other facilities including space for letting out, in order to take advantage of the FAR of the proposed land. The ideas for additional facilities and approximate area should also be included in the planning in principle.

The Architects are required to suggest on the additional facilities to be included in the proposed building. Municipal Corporation Phagwara reserves its right to execute full or part of the works suggested above.

B. SCOPE OF WORK:

Municipal Corporation Phagwara intends to develop the office complex in such a way that it shall be unique in design and should stand out as an icon of its success of operation with regard to the services rendered for the better living standards of the people of the town. The scope of Architectural Consultancy is to provide suggestions on the various facilities to be included in the office building, the concept plan, design, detailed drawings, detailed estimates as per prevailing PWD/CPWD standards, obtaining statutory clearances, preparing the tender documents, supervision of execution work, preparation of as-built drawings etc. The Architect shall be fully responsible for the correctness and accuracy of structural and service designs and the safety of the structure shall be the responsibility of the Architect, notwithstanding the approval by Municipal Corporation Phagwara of these designs. The Architect shall certify in writing that the designs are in accordance with the up-to-date and relevant codes of practice and structural design should be vetted from any institute of repute preferably by NIT, PEC, GNE or Thapar University.

The Architect will have to take total responsibility of the project by preparation of master plan, design the buildings, all plumbing, sanitary, electrical, & all related works, prepare the drawings, and to supervise the works till its completion in all respect.

The Role and responsibilities of the selected Architect is detailed below:

STAGE - I: PRELIMINARY STAGE (within 20 days from work order)

The Architect shall:

- a. Discuss with Municipal Corporation Phagwara and make a preliminary planning on the amenities required and prepare a Master plan with the concurrence of Municipal Corporation Phagwara.
- b. Prepare preliminary drawings and designs with rough cost estimates. Preparation of visualized scheme with plan, layout sketches of elevation and other features and submit required number of copies of the approved sketch designs (plans, layouts, elevation, rough cost estimates etc) to Municipal Corporation Phagwara
- c. Schedule the work by PERT /CPM/Bar charts, incorporating all activities from planning till completion of the work including the time required for completion and working out cash flow.

STAGE – II: WORKING DRAWING STAGE(within 60 days from work order)

The preparation of working and detailed drawings with detailed incorporating services and schedule of quantities will be involved in this stage. This will include:

(a) Preparation of detailed architectural and structural drawings including floor plan , Elevation, 3D images, sections, Electrical, plumbing & sanitation, Net working, Communication, Surveillance, Fire-fighting etc and detailed estimate and specifications for all items of works, along with details of quantities and analysis of rates. The estimates shall be based on the latest PWD/CPWD standards.

(b) Direct and co-ordinate the Architectural, Engineering work , complete working details, schedules, specifications and bill of quantities for the purpose of tendering the works.

STAGE – III: SELECTION OF CONTRACTOR

a) Prepare pre-qualification documents for selection of contractors, prepare all contract documents for various works for calling tenders with articles of agreement, specifications, conditions of contract, special conditions, bill of quantities including analysis of rates , time and progress charts, and obtain approval of Municipal Corporation Phagwara to such final document.

b) Architect shall assist Municipal Corporation Phagwara to invite the tenders and shall supply adequate number of copies of drawings required to be attached to the tender.

STAGE – IV: CONSTRUCTION STAGE

The Architect shall arrange for the supervision of the entire work and ensure its completion in all respect as per the approved scheme and within the time frame.

- a. Supply the contractor such further drawings, specifications and details which may be required for proper execution of the work.
- b. Obtain Municipal Corporation Phagwara's prior approval for any substitution, omission, addition or deviation in design or cost or the working drawings or schedule and specifications or item of work from the approved scheme/contract by working out financial implications.
- c. Supervision of the work on a mutually agreed time format basis to ensure that the work is executed as per drawings and specifications.

STAGE – V: COMPLETION STAGE (within 30 days from date of completion)

- a. Certify the final completion of work
- b. Obtain completion and occupation certificates from the local bodies after completion of work and supply the same to Municipal Corporation Phagwara.
- c. Prepare completion drawings including elevation and sections and structural details indicating details of building and all services to the Municipal Corporation Phagwara verify and confirm identification marks on service installation, cables, wires etc., for easy identification.

C. SCHEDULE OF DATES

1.	Date of issue of Notice Inviting Offer	12.05.2014
2.	Time, date and place of pre-bid meeting.	Time: 3.00 pm Date:30.05.2014 Place: Municipal Corporation Phagwara.
3.	Last date for receiving bids	Time: 5.00 pm Date: 3.06.2014 Place: Municipal Corporation Phagwara.
4.	Time, date and place of opening technical bid	Time: 3.00 pm Date: 4.06.2014 Place: Municipal Corporation Phagwara.

D. APPLICATION PROCESS

- a) Interested applicants can download the application form from the website www.etender.punjabgovt.gov.in
- b) Document fee and processing fee may be deposited only through e-Payment. (Proof of the e-transaction be uploaded along with the tender documents.)
- c) Earnest money can also be deposited in the shape of Deposit at Call drawn in favour of Commissioner MC Phagwara. Original DAC be deposited in the office of the Superintending Engineer MC Phagwara minimum two hours before the scheduled opening of the tender.
- d) Bids be submitted in two bid system i.e. Technical bid and Financial bid. All the eligibility, experience and financial capability documents be uploaded with technical bid. Copies of the documents uploaded and concept drawings should be deposited in person with the office of the Superintending Engineer MC Phagwara minimum two hours of the schedule opening tender in a sealed envelope marked "Technical bid for selection of architect for construction of Municipal office".
- e) Technical bids without the copies of the concept plans shall be summarily rejected.
- f) Rates for professional charges be coated only in the financial bid which shall be opened at pre-notified date later on.
- g) The bidders are requested to refer to the terms and conditions in the EOI documents.
- h) Commissioner, Municipal Corporation Phagwara reserves the right to accept/reject any or all applications without assigning any reasons whatsoever.
- i) A pre- bid meeting shall be convened on the date as per the schedule of dates in the EOI document. The queries shall be forwarded to Municipal Corporation Phagwara at least 3 days prior to the pre-bid meeting.

j).The first envelope to be super scribed as “Technical Bid” should contain the following

i) Bio Data of the Architect with details of project recently undertaken, as per Performa-B.

ii) Audited/certified financial statements for the years 2011-12, 2012-13 & 2013-14.

iii) Duly signed copies of the Brief details & Scope of work, General Rules & instructions to the Architect.

iv) Confirmation of acceptance of the terms and conditions in the Performa-A.

Architect should note that financial aspects of the proposal should not be disclosed in any way, in the technical bid and such technical bids consisting financial aspects are liable for rejection.

j)The second envelope to be super scribed as “Financial Bid”, quoting fee for complete service in Performa-C. No other terms and conditions, information or document shall be furnished in the financial bid. Duly filled Performa –C should also be uploaded with the tender document in financial bid.

k)These two envelopes put in an outer envelope to be super scribed as “Selection of Architect for providing architectural services for Construction of Office Complex for Municipal Corporation, Phagwara. .” have to be submitted as detailed in Notice Inviting Tender (NIT).

l)Only the original offer format as per this EOI have to be duly filled and submitted and no other format shall be used, except for Performa C which shall be submitted in the letter head. Wherever required, particulars can be submitted in annexure but such details shall be clearly mentioned in respective columns in the original document. The entire set of documents forming part of this "NOTICE INVITING TENDER" will constitute offer documents and the same will form the part of the contract. Hence, the architect shall sign all the pages of the document forming part of this "NOTICE INVITING TENDER " and the same shall be submitted to Municipal Corporation, Phagwara. .

m)The proposals to be submitted by the applicants shall contain all the details and documents as mentioned in the EOI document and the proposal is liable to be rejected if submitted without all the information and documents.

n)EOI submitted without following the above conditions shall summarily rejected

E. SELECTION PROCESS

1. The Technical bids will be opened on a prefixed date as indicated in notice inviting offers.
2. Acceptability of Technical bid will depend on the Pre- qualification/ Minimum Eligibility criteria as mentioned below and they being prepared to undertake the work as per the terms and conditions as provided in the EOI document.
3. Pre – Qualification/ Minimum Eligibility criteria.

The Architect should have the following minimum eligibility criteria:

- i) He should be Member of Institution of Architects and Indian Council of Architects
- ii) Have experiences in the field for not less than 10 years as on 31.03.2014 The architect should have successfully rendered comprehensive architectural and engineering consultancy services for at least three works of similar nature (office / institutional campuses / IT parks) of value not less than Rs.5 crores each (i.e. total value of work implemented, excluding the cost of land), not less than 10000 sft built up space , in the last 5 years.
 - iii) Average annual financial turn over (gross) of Rs 150 lakhs as consultancy fees during the last three financial years ending 31st March 2014.
 - iv) The applicant should not have incurred any loss during each of the last three financial year ending 31st march 2014.
 - v) Applicant should not be under liquidation, court receivership or similar proceedings
- d) Further, the proposals from Architects meeting the minimum eligibility criteria shall also cover work done on building above 50,000 sq ft designed in the last five years, Organizational Experience, Chief Architect, Architect attending the project, Number of employees and offices and Consultancy income. The weight- age shall be given as follows.

SL No	Criteria	Weight-age
1	Past Experience of the firm	50 Marks
	a. Number of years experience	15
	b. No of buildings above one lakh sq ft designed in the last five years	35
2	Organization- Experience, Chief Architect, Architect attending the project, No. of Employees and offices.	30 Marks
3	Consultancy income	20 Marks
	Total	100 Marks

Minimum weight age required for short listing is 50 marks.

- e) The eligible architects can visit the site at their expenses and on prior appointment.
- f) The eligible architects are required to present their concept plan before the opening of the technical bid in a sealed envelope on a pre fixed date.
- g) The Financial bid of only that architect whose concept plan shall be approved by the Commissioner, Municipal Corporation, Phagwara shall be opened.
- h) Fee to be quoted by the Architect shall include all out of pocket expenses charges/fees expenses, taxes etc payable by the Architect to the professionals/ specialized agencies like Structural Engineers if required, Consultants for Electrical works etc. **The Service tax payable as per the law will be payable extra on the Architect's fee payable**, and the same shall be remitted to the concerned statutory authorities
- i) The Commissioner, Municipal Corporation, Phagwara decision in the selection process is final and Commissioner, Municipal Corporation, Phagwara will neither entertain any correspondence in this regard nor will be bound to furnish any explanation. Commissioner Municipal Corporation, Phagwara reserves the right to change/modify the criteria/method for final selection of Architect at any stage and also reserves the right to accept/select any or reject any of the proposals or all the proposals without assigning any reason thereof.
- j) The successful Architect shall undertake the services by themselves except for the specialist/service associate consultant and shall not sublet or assign or transfer or sub contract any part of the services. No personnel employed by the Architect or associate consultant for the work will be liable for any sort of compensation or employment from the Commissioner Municipal Corporation, Phagwara .
- k) The successful architect shall execute an agreement based on this document and also with any additional terms and conditions considered by Municipal Corporation, Phagwara as essential, on a stamp paper of appropriate value and the charges have to be borne by the successful Architect. All the documents and correspondence will form part of the contract.
- l) The EMD of rejected /not qualified applications will be returned.
- m) Canvassing in favor of the proposal is strictly prohibited and any form of canvassing may make the proposal liable for rejection.

F. PAYMENT OF REMUNERATION

The consultancy fee will be paid in installments as specified below, subject to recovery of security deposit:

No.	Details of Work	% of Payment
1	After employer's approval to the drawings indicating the general understanding of the employers requirements as specified in clause 1 of section second -II.	20% of the total fee payable based on the preliminary estimates.
2	After employer's approval to the preliminary Architectural layouts drawings, as specified in clause 2, of section-II.	Such further sum, as is required to bring the total fees paid to 35% of the total fees payable based on the preliminary estimates.
3	On completion of, supply to and acceptance by the employer of all preliminary drawings, elevations sections as specifies in clause 2 of section-II.	Such further sum, as is required to bring the total fees paid to 65% of total fees payable based on the preliminary estimates.
4	On completion and acceptance by the employer, of detailed working drawings along with Architectural details, and including drawings for the services along with detailed specifications for the materials as specified in clause 3 of section-II.	Such further sum, as is required to bring the total fees paid to 80% of the total fees payable based on the preliminary estimates.

G.COST OF WORK:

The cost of work for the purpose of working out of Architects fees shall be the cost arrived at tendering stage and shall exclude the following:-

- a) Contingent expenditure like press advertisement, publicity, cost of foundation stone, Inauguration ceremonies of buildings etc.
- b) Escalation in the cost of work due to increase in rates of materials and labour After award of work.
- c) Any deviation in the items of work not authorized by the Municipal Corporation, Phagwara prior to its execution.

In computing the cost of the work for Architects fees, liquidated damages or deduction from the contractor due on account of defective work or any other reasons will not be accounted for as deduction in cost.

H. SECURITY DEPOSIT

An amount equivalent to 10% of the total amount payable to the Architect, after adjusting the EMD, shall be deducted progressively from each bill, towards security deposit for fulfilling the terms of contract faithfully and honestly. The security deposit will be refunded after the completion of the project.

I. ADDITIONS AND ALTERATIONS

- i. Municipal Corporation Phagwara shall have the right to request in writing for any changes, Additions, Modifications or deletions in the design and drawing of any of the work and the architect shall comply with such request.
- ii. Municipal Corporation, Phagwara. deviates substantially from the original scheme which involves the extra services, expenses and extra labour on part of the Architect for making changes and additions to the drawings, specifications and other documents due to rendering major part or whole of his work in fructuous, the Architect may then be compensated for such extra services and expenses on quantum merit basis at percentages applicable under this document and to be determined mutually unless such changes, alterations are due to Architects own Mistakes and / or discrepancies including changes under Stage I & II. The decision of Municipal Corporation, Phagwara. shall be final on whether the deviations and additions are substantial as requiring any compensation to be paid to the Architect. However for minor modification or alteration which does not affect the entire design, planning etc., no such amount will be payable.
- iii. If it is found after call of tenders that the tender is not within the sanctioned amount, the Architect shall, if so desired by the Municipal Corporation, Phagwara, take steps to carry out the necessary modifications in the design and specifications to see that the tendered cost does not exceed the amount of corresponding sanctioned amount by more than 10%. The Architect shall not be paid anything extra for such modification. If Municipal Corporation, Phagwara is convinced that the trend of market rates is such that the work cannot be done within the amount of sanctioned estimate, the Architect shall submit a revised estimate expeditiously for obtaining sanction of the competent

authority.

- iv. The Architect shall be responsible for obtaining all clearances in case of any modifications or changes
- v. The Architect shall not make any material deviation, alteration, additions to or omission from the work shown and described in the contract documents except for emergencies, without obtaining the prior written consent of the Commissioner, Municipal Corporation, Phagwara.

J. COMPLIANCE OF TIME SCHEDULE

The time allowed for carrying out the work shall be deemed to be the essence of the contract on the part of the Architect. The work shall, throughout the stipulated period of the contract, be executed with all diligence and in the event of failure of the Architect to complete the work within time schedule as specified above or subsequently notified to him, the Architect shall pay a compensation amount equal to 0.5 (half) per cent or such smaller amount of total fees as Municipal Corporation, Phagwara. may decide on the total fee payable, for every month that the work remains unfinished after the specified date subject to a maximum of 10% of total fees.

K. RESTRICTION / SUSPENSION:

Commissioner ,Municipal Corporation, Phagwara . reserves the right of restricting the Architect's services to the preparation of designs/ detailed drawings/ specifications/ estimates/ make arrangements for inviting tenders/ supervision of work after withdrawing such service from him or suspend the service due to administrative reasons. The Architect shall, in that case, be entitled to payment of fees on prorata basis only for the services entrusted to him/ rendered by him.

L. ABANDON OF WORK:

That if the Architect abandons the work for any reasons whatsoever or becomes incapacitated from acting as aforesaid, Commissioner ,Municipal Corporation, Phagwara . may make full use of all or any of the drawings prepared by the Architect and that the Architect shall be liable to refund all the fees paid to him up to that date plus such damages as may be assessed by Municipal Corporation, Phagwara subject to a maximum of 10% of the total fees payable to the Architect. Provided, however that in the event of the termination of the agreement being under proper notice as provided in this document, the Architect shall be liable only to refund any excess payment made to him over and above which is due to him in accordance with the terms of the agreement, for the services performed by him till the date of termination.

M. TERMINATION:

That the agreement may be terminated at any time by either party upon giving three months notice normally and in exigent circumstances with one month notice to the other and in the event of such termination the Architect shall be liable to refund the excess payment if any made to him over and above what is due as per the payment schedule mentioned in this document, on the date of termination. Commissioner ,Municipal Corporation, Phagwara shall

make payment of fees for the services already rendered by the Architect and the Municipal Corporation, Phagwara may make full use of all or any of the drawings and details prepared by the Architect.

N. ARBITRATION

That if any dispute, difference or question shall at any time arise between the parties in respect of the meaning or construction of the terms and conditions or the validity of the enforcement thereof which cannot be settled mutually, shall within 30 days (or such longer period as may be mutually, agreed upon) from the date one party informs the other in writing that such dispute or disputes or disagreement exists, be referred to sole arbitration by Chief Engineer, concerned from Corporation cadre , Local Govt. Punjab.

The arbitration proceedings will be conducted in accordance with and be subject to the Indian Arbitration Act 1992 as amended from time to time and the decision of the arbitrator shall be final and binding on the parties.

The Arbitrator will have his seat at his H.Q, fixed by the Govt. The Architect shall continue to perform his duties with diligence notwithstanding the fact that the dispute has been referred to Arbitration or any dispute or difference has arisen.

The Architect does not make any demand for arbitration in respect of any item in writing within 90 days of receiving intimation from the Municipal Corporation, Phagwara. that the final bill is ready for payment, the claim of the Architect will be deemed to have been waived and absolutely barred and Municipal Corporation, Phagwara shall be discharged and released of all liabilities.

O. NUMBER OF DRAWINGS SETS ETC. AND COPY RIGHT

The required number of copies as demanded by Municipal Corporation, Phagwara in respect of all drawings, estimates, details of quantities, detailed design, reports and all other details required for the construction of the building should be supplied to Municipal Corporation, Phagwara . by the Architect without any extra cost. Apart from submitting the hard copies, soft copies of all the drawings, details, designs shall also be submitted to Municipal Corporation, Phagwara . at no extra cost. The Architect shall also supply the following:

- i) All such drawings and copies as are required to be submitted to the local authorities for approval of drawings and execution and for sanctioning by statutory authorities including all drawings required for resubmissions incorporating any changes or amendments required by such authorities.
- ii) Two sets of all drawings for contractors. (hard and soft copies)
- iii) Two sets of all drawings to Municipal Corporation, Phagwara. (hard and soft copies)

- iv) Two sets of original drawings approved by the local/ statutory authorities with their seal and two sets of final completion drawings including related electrical drawings with all amendments, services identification marks and layouts of all services to Municipal Corporation, Phagwara . One complete set, out of this shall be reproducible copy on A 1 size. All these drawings will become the property of Municipal Corporation, Phagwara and Municipal Corporation, Phagwara will have the right to use the same anywhere else. The drawings cannot be issued to any other persons, firm or authority or used by the Architect for any other project. No copies of any drawings or documents shall be issued to anyone except Municipal Corporation, Phagwara and its authorized representative.
- v) If any changes are made in the drawings already issued, whether by the Architect or as required by Municipal Corporation, Phagwara, additional copies of drawings as mentioned in (ii) to (iv) above, shall be issued.

P. GUARANTEE

The Architect shall agree to redesign at his cost any portion of his engineering and design work, which due to his failure to use a reasonable degree of design skill shall be found to be defective within one year from the date of completion of the work. Municipal Corporation, Phagwara shall grant right of access to the Architect to these portions of the work claimed to be defective, for inspection.

Municipal Corporation, Phagwara may make good the loss by recovery from the dues/security deposits of the Architect in case of failure to comply with the above clause.

Q. INSPECTION BY MUNICIPAL CORPORATION, PHAGWARA. . . :

- a. Superintending Engineer, Municipal Corporation, Phagwara may have the work inspected at any time or any officer nominated by Municipal Corporation, Phagwara who shall be at liberty to examine the records, check estimates, structural designs and verify measurements and the quality of work.
- b. The appointment of Municipal Corporation, Phagwara owned supervisory staff if any, does not absolve the Architect of his responsibility of supervision. The Architect shall remain solely responsible for the quality of material, workmanship, structural soundness, designs and construction and for all provisions of the contract so as to satisfy the particular requirement of the specifications.

R. TECHNICAL SOUNDNESS

The Architect shall be fully responsible for the technical soundness of the work and furnish a certificate to that effect including the work of Architects and specialist engaged, if any, by him and also ensures and give a certificate at every bill stage that the work is carried out strictly in accordance with drawings and specification.

S. DOCUMENTS FOR ARCHITECTS STAFF

The Architect shall supply to the supervising staff, if so engaged by the Municipal Corporation, Phagwara, copies of all documents, instructions issued to contractors relating to the work drawings, specifications, bills of quantities and also other documents as may be required for proper supervision, at free of cost.

T. MODE OF INSTRUCTIONS

All instructions to the contractor affecting the rules and provisions of contract shall be issued by the Architect in writing after obtaining proper approval in writing from Municipal Corporation, Phagwara and copies of such instructions shall simultaneously be supplied to Municipal Corporation, Phagwara.

U. CLAIMS AND PROPRIETARY RIGHTS AND INDEMNITY

The Architect hereby agrees that the fees to be paid as provided herein will be in full discharge of function to be performed by him and no claim whatsoever shall be against Municipal Corporation, Phagwara in respect of any proprietary rights or copy rights on the part of any other party relating to the plans, models and drawings, except as provided in this document.

The Architect shall indemnify and keep indemnified Municipal Corporation, Phagwara against any such claims and against all cost and expenses paid by the Municipal Corporation, Phagwara in defending itself against such claims.

V. EXTERNAL INSPECTION AND ARBITRATION

Notwithstanding the completion of the work as per Agreement entered, the Architect agrees and undertakes within the fees charged the responsibility to suitably reply to Municipal Corporation, Phagwara's queries that may be raised by any authorized inspection agency of Municipal Corporation, Phagwara or the Government authorities and assist Municipal Corporation, Phagwara in arbitration proceedings with vendors / contractors. No extra fees shall be payable by Municipal Corporation, Phagwara for these services.

W.FAULTY SERVICE OR DEFICENCY IN SERVICE

In case it is established that due to fault of Architect or external agencies appointed by the Architect, if Municipal Corporation, Phagwara has to pay any extra amount due to over-run of the Project, over measurements - faulty description of tender item or any other lapse on the part of Project Architect, necessary recovery may be effected from the Project Architect/Architect's fees as per provision of Section 73 of Indian Contract Act 1872 under section 30 of Architects Act 1972 (Central Act No.20 of 1972) and/or project Architect/Architect may be debarred from employment for specified period and/or black listed depending on gravity of the lapses on the Project Architect.

X.FORCE MAJEURE:

Neither party will be liable for any failure to perform as required by this document if the failure to perform is caused by circumstances reasonably beyond its control, such as litigation or related issues, labour disturbances or labour disputes of any kind, accidents, failure of any governmental approval required for full performance, civil disorders or commotions, acts of aggression, acts of God, energy or other conservation measures, explosions, failure of utilities, mechanical breakdowns, material shortages, disease, thefts, or other such occurrences

PROFORMA – "A"**"Proposal for the Selection of Architect for the construction of office complex for Municipal Corporation, Phagwara. "**

I / We have read and examined the Notice Inviting Offer, and understood all its contents and all other relevant particulars.

I / We are fully qualified to provide the professional consultancy services to the said work and have understood the scope of services, terms and conditions, Municipal Corporation, Phagwara 's time schedule etc. We are agreeable to extend our professional services for the subject project and the professional charges have been conveyed separately in price – bid in Proforma-C furnished.

I / We fully understand that you are not bound to accept the lowest or any offer you may receive.

I / We agree that until a regular agreement is executed, this offer documents with Municipal Corporation, Phagwara along with written acceptance thereof Municipal Corporation, Phagwara shall constitute a binding contract between us.

Date :

Signature of the Architect

PROFORMA – B

Subject:- Selection of Architect for the construction of Office complex for Municipal Corporation, Phagwara.

APPLICATION FORMAT

Name of the Applicant :

Address :

Telephone No.

Office :

Residence :

Mobile :

Fax :

E-Mail :

Status of the Firm (Whether company/
Partnership / proprietary) :

Name of the Proprietor/ Partners/
Director
(with professional qualifications, if any) :

I)

II)

III)

Year of establishment :

Whether registered with Registrar of
Companies/ firm. If so, No. & Date :

Registration with Tax Authorities :

Income-tax No. PAN/GIR NO;
(Furnish copies of Income-tax
returns

Service Tax Regn Number :

(Furnish the latest copies of the returns filed)

Registration Number with Council of Architects:

Value Added Tax (VAT) registration details :

Names of the Bankers with address :

I)

II)

List of land mark buildings above 1 lakh sqft executed during the last 10 years.

No	Name of work (name of the Client Details of work with address, concerned office and telephone number)	

Name of Chief Architect :

Name of Architect attending this Project :

Key personnel permanently employed in your organization:

No.	Name	Qualifications	Experience	Particulars	Employed in	Any other
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				of work done	your firm since	

Details of the works executed or in progress during the last 5 years (please mention only such works of comparable nature)

No	Name of Work	Work executed for (name of the organization with address, concerned office and telephone number)	Nature of work (in brief)	Location of the work	Actual Value of the work	Present progress

Note: Copies of client's satisfactory completion certificates shall be enclosed. *Also, photo images, 3 D walk-through's, Videos, power point presentations of works handled, in soft copy form (Compact Discs) may be submitted. (* optional)

Turnover of the Company/firm (Please attach copy of documents in support of the details). (Indicate only Professional fees and not cost of works)

Sl. No.	Year	Consultancy Income	Net Profit
1	2013-14		
2	2012-13		
3	2011-12		

Registration with Government / Public Sector / Banks / Corporate if any

NAME OF THE	NATURE OF	VALUE OF WORKS	DATE OF
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ORGANISATION	WORKS		REGISTRATION

What are your fields of activities? Mention the fields on preference Basis

- 1)
- 2)
- 3)

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 certify about the quality as well as past performance of your organization.

NAME OF THE ORGANISATION & ADDRESS CONTACT NUMBERS OFFICIAL		

Furnish the details of AWARDS, citations etc received in recognition of your services in projects designed/ associated

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Year	Name of the Award with details	Name of the organization from whom award was received	Name of the project for which such award was received

D E C L A R A T I O N

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I / We agree that the decision of Municipal Corporation, Phagwara in selection will be final and binding to me / us.

Place :

SIGNATURE

Date :

NAME & DESIGNATION
SEAL OF
ORGANISATION

PROFORMA – C

[THIS SHALL BE IN SEPARATE ENVELOPE]

“FINANCIAL BID – FEE STRUCTURE”

TO

Commissioner,
Municipal Corporation, Phagwara

SUBJECT: Selection of Architect for the construction of Office Complex for Municipal Corporation, Phagwara

This is with reference to your notice inviting offers for appointment of Architect for the above mentioned project.

I/We have read the notice inviting offer, details & scope of work and general instructions as per EOI document. I/We also understand that Municipal Corporation, Phagwara reserves its right to accept or reject any or all the offers partially or wholly.

I/We are fully qualified to provide consultancy services for the said work and have understood the scope of services, terms and conditions. Accordingly, we are agreeable to extend our professional services for the subject work on the following charges:

Consultancy fees as per the “EOI Document”, for complete consultancy services shall be (in figures)% (in words:percent) of the estimated cost at tendering stage and as approved by Municipal Corporation, Phagwara.

The above fee is excluding applicable Service Tax. The fees quoted shall include all other pocket expenses and all other personal expenses like travelling, accommodation. I/We fully understand that you are not bound to accept the lowest or any offer you may receive.

Date:

Place:

Signature