NOTICE INVITING TENDER

IITD/WORKS(SP-1880)/2018

Name of work: Providing Architectural Services on retainership for various Interior / Renovation/ Additional / Alteration and Minor works including landscaping and allied works at IIT Delhi.

Executive Engineer (P), IIT Delhi, Hauz Khas, New Delhi- 110 016 invites ONLINE tenders in two envelope system from reputed and experienced Architects for “Providing Architectural Services on retainership basis for various Interior/ renovation /additional / alteration and minor works at IIT Delhi.”

The prescribed bid document can be downloaded from Government e- procurement portal or from IIT Delhi website www.iitd.ac.in/tenders 3:00 p.m on 30.10.2018. The last date and time for of submission of on line bids is 30.10.2018 up to 3.00 p.m .The Technical bids shall be opened on the 31.10.2018 at 3.00 p.m in presence of the authorized representatives of the Architects. The Financial bids shall be opened after scrutiny of the Technical bids which will be notified to all the eligible bidders

Authorities of IIT Delhi reserve the right to reject any or all the quotation or accept them in part or to reject lowest quotation without assigning any reason.

(Er. K. M. Vijayakumar)
Executive Engineer (P)
NOTICE INVITING QUOTATION

Name of work: Providing Architectural Services on retainership for various Interior, Additional / Alteration and Minor works including landscaping and allied works at IIT Delhi.

TERMS AND CONDITIONS:

1. OBJECTIVES

The Institute requires the services for Interior, Addition/ alteration works, Landscaping and allied work for which the detailed drawings, perspective views etc. are required in order to get the approval of the user’s / competent authority. As such the Institute intends to appoint an architect on retainer ship basis who could provide these services. The Building &Works Committee of the Institute has desired to invite quotations from reputed experienced Architects for appointment of the Architect on retainership.

2. Eligibility Criteria:

- The Applicant or the proprietor of the firm must be a qualified Architect.
- They should be registered with Council of Architecture of India.
- They should have an office in Delhi NCR
- They should be registered with GST, Income tax, ESI/PF authorities.
- They should have carried out providing architectural services to any Educational Institutions for Interior design / Landscaping/ renovation and addition alteration works in the last 7 years. Attach satisfactory Completion certificate issued by The Educational Institution.
- The value of the single work executed must be a minimum of 25 Lakhs and must have executed 3 projects above Rs.25 Lakhs in the last 7 Years.

3. SCOPE OF WORK:

The Architect shall be required provide all services in respect of the following as may be required for obtaining necessary approvals of the competent authority.

a. Taking the instructions from user / Institute authorities regarding the requirement of the project on the whole.
b. Visiting the site for evaluation / assessment of feasibility of the project requirements as given by user/ Institute authorities.

c. Preparing, in consultation with the user/Institute authorities, program of user’s requirements, examining codes and standards, preparing draft notes sufficient to explain Architects general understanding of the client requirements and the outline of its plan.

d. Discussing the draft sketches with the client and making such modifications as may be desired by the user/Institute authorities.

e. Preparing of Agricultural, Structural, Interior / Exteriors, Façade, Electrical, Sanitary, Drainage, Communications, HAVC drawings / perspective views of the building / rooms / halls, landscaping internal / external area boundary walls, fascia etc., and other engineering drawings required for execution of the project as required.

f. General supervision with a minimum of 8 (eight) visits in a month to meet the users / competent authority for design discussion and visit the site to ensure that the work being executed is as per drawings and specifications.

4. STAGES OF PAYMENT:

Following shall be the stages of the payment:-

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<tr>
<th>S No.</th>
<th>Description of Stage of Payment</th>
<th>Fee payable</th>
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<tbody>
<tr>
<td>4.1</td>
<td>After submission of Conceptual Drawings and Preliminary Estimate. (Fee shall be based on the Preliminary Estimate Cost.)</td>
<td>10% of Total fee payable</td>
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<td>4.2</td>
<td>On approval of Concept Drawing i/c Preliminary Estimate. (Fee shall be based on the Estimate Cost)</td>
<td>20% of Total fee payable less already paid</td>
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<td>4.3</td>
<td>On submission of Working Drawings &amp; Structural Drawings and Detailed Estimate good for Inviting Tender. ( Fee shall be based on the Detailed Estimate Cost)</td>
<td>40% of Total fee payable less already paid</td>
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<td>4.4</td>
<td>On Awarding of Work for Execution. (Fee shall be based on the Detailed Estimates Cost or Tendered Cost whichever is Less)</td>
<td>50% of Total fee payable less already paid</td>
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<td>4.5</td>
<td>On Prorata basis on progress of work.</td>
<td>90% of Total fee payable</td>
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<td>4.6</td>
<td>On completion of work (Fee shall be based on the Detailed Estimated Cost or Tendered Cost or Completed Cost whichever is less)</td>
<td>100% of Total fee payable less already paid</td>
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5. **EXECUTION OF THE ASSIGNMENT:**

5.1 For the successful discharge of duties of the architect the architect shall have to make visit to the Institute / site of works. For that the Architect shall be paid as per the rates quoted in price bid.

5.2 The Architect shall keep the Institute informed about the progress of drawing work assigned to him.

5.3 The Architect shall appoint specialized consultants, if required, with the prior approval of the Institute.

5.4 The Architect shall be responsible for the direction and integration of the consultants’ work it appointed and shall assume the overall responsibility of work including that of his consultants.

5.5 The Architect shall supply to the Institute free of cost sufficient number of drawings and documents as and when required.

5.6 The Architect shall exercise all reasonable skill care and diligence in the discharge of his duties.

6. **TIME SCHEDULE:**

The Architect shall in consultation with the Institute prepare a time schedule in respect of various services to be rendered by him.

7. **DURATION:**

The contract shall be for **1 (one) year initially** which may be renewed annually based on the performance up to a **maximum 5 (five) years**.
8. TERMINATION OF AGREEMENT:

8.1 Agreement between the Architect and the Institute may be terminated by either one giving the other a written notice of not less than 30 (thirty) days should either fail substantially to perform his part of responsibilities / duties so long as the failure is not caused by the one initiating the termination.

8.2 When termination of this agreement is not related or attributable directly or indirectly to any act omission neglect or default on the part of the Architect the Architect shall be entitled to professional fees as stipulated as per Price bid.

8.3 In the event of Architects firm closing its business or the Clint having terminated the agreement, the Clint shall have the right to employ another Architect to complete the work after making payment to the previous architect’s firm.
## FINANCIAL / PRICE BID

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<th>Sl. No.</th>
<th>Description of work / item</th>
<th>Professional fees in percentage</th>
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<tr>
<td>1.</td>
<td>For rendering the Architectural services for Interior, Addition/ alteration works, Landscaping and allied work for which the detailed drawings, perspective views etc. is to be prepared and submitted as per the NIQ of IIT Delhi on retainership basis.</td>
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**Note 1:** *Professional fees shall be worked out on the basis of the approved detailed Estimated cost, Tendered Cost or Completed Cost of work whichever is less at various stages of the work as given Clause – 4of NIQ*) The rates shall be applicable for 5 years.

**Note 2:** Any tax levied by law, such as GST etc., contingent to professional services rendered by the Architect, shall be payable by the Institute over and above the gross fees charged by the Architect in relation to the services provided and shall be reimbursed on production of the original deposit receipt for the same.

**Signature of the Architect with Date and seal**