

REQUEST FOR PROPOSAL

**For Empanelment of architects for upcoming projects of
Meerut Development Authority, Meerut.**



**Address:-Civil Lines, Vikas Bhawan Meerut
(U.P.) 250003**

Website :-www.MeDAmeerut.in E-Mail:-MeDAmeerut@rediffmail.com

INVITATION OF RFP

NIT no. _____

Dated: - _____

On behalf of the Vice Chairman of Meerut Development Authority (MeDA), online RFPs in prescribed format are invited by the Executive Engineer, Meerut Development Authority (MeDA), **Civil Lines, Vikas Bhawan, Meerut- 250003** Uttar Pradesh from the eligible Consultants/firms empaneled in appropriate class/category on the approved list of PWD (B & R) and PHED, MES, CPWD &. Other Govt. Department, and undertaking of Central & State govt., having knowledge and experience in the field of "**Urban Infrastructure Development Works** " as per details given below:

Tender Fees: ----- Rs. 5,000/-+18% GST (Rs.900/-) (Rs. Five Thousand only)

EMD-----Rs. 50000/- (Rs. Fifty Thousand only)

Start date of Downloading of RFP: 18.05.2026 at 12:00 hrs

Last date of submission of Online Proposal:09.06.2026 up till 15:00 hrs

Date of opening of Bid: 10.06.2026 at 15:30 hrs

- i. Only online bids will be accepted; therefore, the bidders are required to take necessary action to participate in E-bidding.
- ii. The details of this E-tender notification and other details can be seen on the website <https://etender.up.nic.in>. The E-bids should be submitted through E-procurement website <https://etender.up.nic.in>.
- iii. The cost of E-Tender processing fee and Earnest Money Deposit (EMD) is required to be deposited through HDFC Bank link <https://MeDAMEERUT.procure247.com/TenderPay/x-login> in prescribed Bank Accounts in favour of "VC MEDA E-Tendering" (As shown in RFP document).

Note: As per General Financial Rules 2017, Rule No.-170 MSMEs as defined MSEs procurement policy issued by department of Micro Small and Medium Enterprises (MSMEs) are exempted.

**Executive Engineer
Meerut Development Authority
Meerut**

Data Sheet:

S.No.	Item	Description
1.	Type Of Proposal	Single bid system
2.	Last date of submission of written queries (only essential queries will be answered as per the direction of executive engineer)	Date: 25.05.2026 Time12:00hrs
3.	Last date and time of Submission of Proposal (Proposal Due Date)	Date-09.06.2026 Time 15:00 Hrs
4.	Opening of Proposal	Date-10.06.2026 15:30 hours
5.	Pre bid conference	Date- 29.05.2026 12:00 hours
6.	A non refundable processing fee and Refundable Earnest Money Deposit	<p>a. Non refundable processing fees of Rs. 5,000/- (Rupees Five thousand only) -Scanned copy of RTGS receipt with UTR No. (Transaction Id) certified by the same bank must be uploaded along with the E-Bid document. The cost of Bid document/ E-Bid processing fee will be non- refundable.</p> <p>b. EMD:Rs. 50,000/- (Rupees Fifty Hundred only)To be deposited at e-tender website, enclosed receipt attached in documents with prescribed format to be sent "Executive Engineer, Meerut development Authority, Meerut, U.P."</p> <p>c. The cost of, E-Tender processing fee and Earnest Money Deposit (EMD) is required to be deposited through HDFC Bank link https://MeDAmeerut.procure247.com/TenderPay/x-login in prescribed Bank Accounts in favour of "VC MEDA E-Tendering" (As shown in RFP document).</p> <p>Note: As per General Financial Rules 2017, Rule No.-170 MSMEs as defined MSEs procurement policy issued by department of Micro Small and Medium Enterprises (MSMEs) are exempted .</p>

7.	Validity of Proposal	60 days from due date of submission of proposal.
8.	Name and Address Where Queries/correspondence concerning this request for proposal is to be sent	Executive Engineer, Meerut Development Authority, Meerut, Address:-Civil Lines, Vikas Bhawan, Meerut- 250003 Website:- www.MeDAmeerut.in E-Mail:- MeDAmeerut@rediffmail.com

General Terms and Conditions.

- (1) Bidders can download the tender document from the e-tender website e-tender.up.nic.in.
- (2) This bid document is available on the website <https://etender.up.nic.in> to enable the Bidder's to view, download the E-Bid document and submit E-Bids online up to the last date and time mentioned in RFP document against this E-Bid. The Bidders shall have to pay cost of bid document / E-Bid processing fee and Earnest Money Deposit (EMD) as per E-Tender Invitation Notice through HDFC Bank link <https://MeDAmeerut.procure247.com/TenderPay/x-login> Scanned copy of RTGS receipt with UTR No. (Transaction Id) certified by the same bank must be uploaded along with the E-Bid document. The cost of Bid document/ E-Bid processing fee will be non- refundable. Without cost of Bid document/ E-Bid processing fee Bid will not be accepted.
- (3) All Bid documents shall be signed by authorized personnel.

Disclaimer

This Request for Proposal (RFP) is issued by Meerut Development Authority (MeDA) for the empanelment of architectural and multidisciplinary consultancy firms for planning, design, and associated services for various urban infrastructure works, including but not limited to roads, junction improvements, landscaping, parks, water supply, sewerage systems, buildings, streetscaping, and urban beautification projects.

The information contained in this RFP document is provided to Applicants on the terms and conditions set out herein and other such terms and conditions subject to which such information is provided. This RFP is intended to assist Applicants in the preparation of their proposals and does not purport to contain all the information that each Applicant may require.

While due care has been taken in the preparation of this document, MeDA, its officers, employees, and advisors make no representation or warranty, express or implied, as to the accuracy, reliability, or completeness of the information contained in this RFP or any other information which may be provided subsequently to Applicants, whether verbally or in writing.

Applicants are advised to conduct their own investigations, analysis, and due diligence and to verify the accuracy, adequacy, and completeness of the information provided in this RFP before submitting their proposals. MeDA shall not be liable for any omission, error, or misstatement in this document or for any interpretation or conclusion drawn by the Applicants.

MeDA reserves the right to modify, amend, or supplement this RFP document, including the scope of work, at any time without prior notice. Any such changes shall be communicated through appropriate means and shall be binding on all Applicants.

MeDA also reserves the right to accept or reject any or all proposals, to cancel or withdraw the RFP process at any stage, or to annul the selection process without assigning any reason whatsoever and without incurring any liability.

All costs and expenses incurred by Applicants in connection with the preparation and submission of proposals, including participation in presentations or discussions, shall be borne solely by the Applicants, and MeDA shall not be liable in any manner whatsoever for the same.

The empanelment of consultants does not guarantee award of any specific assignment. Work shall be allocated based on project requirements, consultant expertise, performance, and terms defined by MeDA from time to time.

Data Sheet

a.	Name of the Bid	RFP for Empanelment of Architects for upcoming projects of Meerut development authority, Meerut.
b.	Time-period of Empanelment	Three (03) years from date of Empanelment
c.	RFP processing Fees (Non-Refundable) (For every Applicant)	₹ 5,000/- (Rupees five thousand only) + (18% GST)
d.	Earnest Money Deposit (Refundable) (For every Applicant)	₹ 50,000/- (Rupees fifty thousand only)
e.	Performance security (EMD will be adjusted corresponding to this for the selected applicants/ consultants)	₹ 1,00,000/- (Rupees one lakh only)
f.	Empanelment Fees (Non-Refundable) (Only for Successful applicants/ consultants)	Category A - ₹ 5,000/- Category B - ₹ 10,000/- Category C - ₹ 15,000/- Category D - ₹25,000/-
g.	Name of the Authority's official for addressing queries/ clarifications and submissions*	Executive Engineer, Meerut Development Authority, Meerut, Address:-Civil Lines, Vikas Bhawan, Meerut-250003 Website:- www.MeDAmeerut.in E-Mail:- MeDAmeerut@rediffmail.com
h.	Schedule of Bidding Process	
	Task	Key Dates
	Start date of submission of proposal	18.05.2026
	Last date of receiving queries	25.05.2026
	Date of Pre-bid conference	29.05.2026
	End date of submission of proposal	09.06.2026
	Date of opening of proposal	10.06.2026
	Technical presentation	To be communicated later

1. General Information

1.1 Background

Urban Local Bodies (ULBs) are constitutionally mandated institutions responsible for planning, development, and delivery of urban infrastructure and services in cities and towns. With rapid urbanization and population growth, cities like Meerut are experiencing increasing demand for efficient, sustainable, and resilient urban infrastructure systems.

Meerut, being a major urban center in Uttar Pradesh and part of the National Capital Region (NCR), is witnessing accelerated growth in residential, commercial, and institutional developments. This growth necessitates systematic planning, upgradation, and augmentation of urban infrastructure including roads and junctions, water supply systems, sewerage and drainage networks, public buildings, parks, green spaces, and urban streetscapes.

Meerut Development Authority (MeDA), as the statutory planning and development authority, is responsible for promoting planned urban development, ensuring provision of quality infrastructure, and enhancing the overall urban environment within its jurisdiction. MeDA undertakes various infrastructure and development projects either directly or through coordination with other government agencies.

In order to ensure high-quality planning, design, and execution support, MeDA intends to empanel experienced and qualified architectural and multidisciplinary consultancy firms for providing professional services for a wide range of urban infrastructure projects, including but not limited to:

Buildings and public infrastructure

Roads, junctions, and mobility improvements

Landscaping, parks, and green corridors

Water supply and sewerage systems

Drainage and stormwater management

Streetscaping, façade improvement, and urban beautification

The empanelled consultants shall assist MeDA in conceptualization, planning, detailed design, preparation of DPRs, and construction support, as per project-specific requirements.

The empanelment is intended to create a ready pool of competent consultants, enabling MeDA to ensure timely project preparation, standardization of design practices, improved coordination across disciplines, and adoption of sustainable and context-sensitive urban solutions.

Selection of consultant for specific assignment shall be carried out in accordance with the procedures defined in this RFP, based on project requirements, expertise, and performance and is guided by the discretion and directions of executive engineer.

2. Terms of Reference

2.1 Empanelment Categories

The Architects shall be empanelled under four broad categories on the basis of project cost as mentioned below:

- A. project cost less than or equal to ₹ 5.00 Cr.
- B. project cost more than ₹ 5.00 Cr and less than or equal to ₹ 10.00 Cr.
- C. project cost more than ₹ ₹ 10.00 Cr. and less than or equal to ₹ 20.00 Cr.
- D. more than ₹ 20.00 Cr.

2.2 Initial Eligibility Criteria:

- I. Applicants/Consultants must have valid registration with Council of Architecture (CoA).
- II. In case of proprietorship, the Applicant/Consultant must be registered with Council of Architecture (COA), in case of Partnership one partner should be registered with Council of Architecture and in case of Pvt. Ltd. Co., one of the Directors must be registered with Council of Architecture, which should subsist as on date.
- III. The Applicants/Consultants should submit their Firm's Memorandum of Association (MOA)/ Partnership Deed.
- IV. Applicants/Consultants must have experience of Architectural Design of different types of buildings, beautification works , road construction , landscaping and water supply and drainage development works and should have knowledge about sustainable architecture also and different type of work activities e.g. civil, electrical, plumbing, firefighting, HVAC work, lifts, lane cable work, landscaping, interior/furnishing work etc.
- V. Applicants/Consultants must have sufficient well experienced staff, i.e. architects, civil and electrical Engineers, Draftsman etc. (Experience of Onsite or Offsite work activities)
- VI. The applicants/Consultants and its staff should be well acquainted with Smart, User Friendly, Environment Friendly, Innovative Designs of the buildings beautification works , road construction , landscaping and water supply and drainage development works.
- VII. There should not be any structural failure or any other kind of failure of the buildings or any other infrastructure works designed by the Applicant/Consultant.
- VIII. The Applicants/Consultants should not be currently barred or blacklisted by any Autonomous Body/ Central and/or State Government departments of India. He shall submit an undertaking in this regard.
- IX. The Applicants/Consultants should not have any Litigations /Arbitration pending with any Government Department/Bodies/Corporation as on date of opening of technical proposals.

3. Instructions to Applicants

3.1 General Instructions

3.1.1 Number of Proposals and respondents

- i. No Applicant or its Associate shall submit more than one Proposal, in response to this RFP.
- ii. The RFP Document is non-transferable.

3.1.2 Proposal preparation cost

- i. The Applicant shall bear all costs associated with the preparation and submission of the proposal. Authority will not be responsible and liable for any costs, regardless of the conduct or outcome of the proposal.
- ii All papers submitted with the Proposal are neither returnable nor claimable.

3.1.3 Right to accept and reject any or all the Proposals

I. Notwithstanding anything contained in this RFP Document, Vice Chairman Meerut Development Authority, Meerut reserves the right to accept or reject any proposal and to annul the engagement process and reject all the proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reason.

II Vice Chairman Meerut Development Authority, Meerut reserves the right to reject any Proposal if:

- a. At any time, a material misrepresentation is made or discovered, or
- b. The Applicant does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Proposal.
- c. Rejection of the Proposal by Vice Chairman Meerut Development Authority, Meerut as aforesaid would lead to the disqualification of the Applicant.

3.1.4 Amendment of RFP Document

- i. At any time prior to the proposal due date, Vice Chairman Meerut Development Authority, Meerut, or any officer appointed/authorised by him for any reason, whether at his own initiative or in response to a clarification requested by eligible applicant, may modify the RFP Document by issuance of an addendum.
- ii In order to provide the applicants a reasonable time to examine the addendum, or for any other reason, Vice Chairman Meerut Development Authority, Meerut may, at its own discretion, extend the Proposal Due Date.

3.1.5 Data Identification and collection

I. It is desirable that the applicants submit their proposal after verifying the availability of the data, information and/ or any other matter considered relevant.

ii It would be deemed that by submitting the proposal, the applicant has:

- a) Made a complete and careful examination and accepted the RFP Document in total,
- b) Received all relevant information requested from Authority and,
- c) Made a complete and careful examination of the various aspects of the

scope of work including but not limited to:

- a) Existing data or any relevant information,
- b) All other matters that might affect the applicant's performance under the terms of this RFP Document.
- iii Authority shall not be liable for any mistake or error on the part of the applicant in respect of the above.

3.2 Preparation and Submission of Proposals

3.2.1 Language and currency

The Proposal and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by the Applicant with the Proposal may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.

3.2.2 Format and Signing of Proposals

- I. The Applicant needs to submit their proposals in prescribed format.
- ii The proposals shall be typed or printed, and the applicant shall initial each page, all the alterations, omissions, additions, or any other amendments made to the proposal shall be initialled by the person(s) signing the proposal.
- iii Applicants would provide all the information as per the RFP Document and in the specified formats. Vice Chairman Meerut Development Authority, Meerut reserves the right to reject any proposal that is not in the specified formats.
- iv. In case the Applicant intends to give additional information for which specified space in the given format is not sufficient, it can be furnished in duly stamped and signed enclosed sheets.

3.2.3 Sealing and marking of proposals

- i. The proposal shall be submitted online on e-tender website.
- ii The proposals shall be addressed to:
Designation of Officer- Executive Engineer, Meerut Development Authority, Meerut,
Address:-Civil Lines, Vikas Bhawan, Meerut- 250003
Website:-www.MeDAmeerut.in
E-Mail:-MeDAmeerut@rediffmail.com

3.2.4 Proposal due date

- I. Vice Chairman Meerut Development Authority, Meerut at its sole discretion, may extend the Proposal due date by issuing an Addendum.
- ii Proposals should be submitted at or before Proposal due date, in the manner and format as detailed in this RFP.
- iii Vice Chairman Meerut Development Authority, Meerut may, in exceptional circumstances and for reasons to be recorded in writing, extend the Proposal Due Date, by issuing an Addendum uniformly for all Applicants.

3.2.5 Late Proposals

Any Proposals received by Authority after proposal end date shall not be accepted.

3.2.6 Modifications/ Substitution/ Withdrawal of Proposals

The Applicant will not be allowed to modify, substitute or withdraw its Proposal once submitted to the Authority. From the time the Proposals are opened to the time the contract is awarded, if any Applicant wishes to contact Authority, on any matter related to its proposal it should do so in writing. Any effort by the Applicant to influence any officer or bearer of Authority in the proposal evaluation or contract award decisions may result in the rejection of the Applicant's proposal.

3.3 Proposal opening

3.3.1 Opening of Proposals

I. Authority would open the Proposals for the purpose of evaluation on the specified date and time as mentioned in the data sheet of the RFP document.

ii Authority would subsequently examine Proposals in accordance with the criteria set out in this RFP Document.

3.3.2 Confidentiality

I. Information relating to the examination, clarification, evaluation and recommendation for the Applicants shall not be disclosed to any person not officially concerned with the process.

ii After opening of the Proposals, no information relating to the examination, clarification, evaluation and comparison of Proposals and recommendations concerning the award of contract shall be disclosed to the Applicants or their representatives, if any. Any effort by an Applicant to exert undue or unfair influence in the process of examination, clarification, evaluation and comparison of Proposal shall result in outright rejection of the offer, made by the said Applicant.

3.3.3 Tests of Responsiveness

I. Prior to evaluation of proposals, Authority will determine whether each proposal is responsive to the requirements of the RFP Document. The Proposal shall be considered responsive if:

a. It is received/ deemed to be received by the Proposal due date and time including any extension thereof.

b. It is signed and marked as stipulated in 4.2 'Preparation and Submission of Proposals' of this RFP document.

c. It contains all information required as per this RFP Document.

d. Information is provided as per the formats specified in the RFP Document.

ii Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by Authority in respect of such Proposals.

3.3.4 Clarifications

I. Any queries or request for clarification concerning this document shall be submitted by written letter duly signed by the authorized signatory at the address/mail provided so as to reach Authority on or before the date as mentioned in the data sheet of this document. Authority shall make reasonable endeavor to respond to the questions raised or

clarifications sought by the Applicants. However, Authority reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring Authority to respond to any question or to provide any clarification.

ii Authority may also on its own discretion, if deemed necessary, issue interpretations and clarifications to all Applicants by way of a common communication. All clarifications and interpretations issued by Authority shall be deemed to be part of this document. Any verbal clarifications and information given by Authority or its employees or representatives shall not in any way or manner be binding on Authority. Authority reserves its right to retract, change alter or modify any communications once given by any of its employees.

iii. Further, to assist in the process of evaluation of Proposals, Authority may, at its sole discretion, ask any applicant for clarification on its proposal. The request for clarification and the response shall be in writing or by mail. No change in the substance of the proposal would be permitted by way of such clarifications.

3.3.5 Proposal Evaluation

I. The proposals will be evaluated by the employees/engineers of MeDA as appointed /authorised by the Vice Chairman Meerut Development Authority, Meerut .

ii The Submitted proposals of the Applicants would first be checked for responsiveness as per the Criteria mentioned in this RFP Document.

iii. The Proposals of the Applicants who do not meet the Criteria shall not be considered for further process.

3.4 Disqualification from the Empanelment process

The Applicants are liable to be disqualified, if they:

I. Make misleading or false representation, or deliberately suppress any information in the forms, statements and enclosures required to be submitted by them.

ii Have hidden the record of poor performance, such as being barred/blacklisted, abandoning projects, not completing the assigned projects properly, or of financial failure/ weaknesses.

iii Resort to any unethical means, like attempting to influence the officials appointed for the evaluation of this proposal.

3.5 Conditions of e-tendering

Instructions to bidder for Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

i.Registration of bidders on e-tender Portal:

All the Bidders intending to participate in the tenders processed online, are required to get registered on the Electronic Tendering System on the <https://etender.up.nic.in>.

ii Obtaining a Digital Certificate:

The Bids submitted online are required to be signed electronically with a Digital Certificate to establish the identity of the bidder online. Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in tenders as per Information Technology Act 2000. The digital signature of the authorized user will be binding on the firm.

In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

The same procedure holds true for the authorized users in a Private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

iii Online Viewing of Detailed Notice Inviting Tenders:

The Bidders can view the RFP through the electronic tendering system on the website <https://etender.up.nic.in>.

iv. Download of Tender Documents:

The RFP can be downloaded by the registered user from the Electronic Tendering System through the Portal <https://etender.up.nic.in>.

v. Key Dates:

The Bidders are strictly advised to follow dates and times as indicated in the RFP. The date and time will be binding on all the bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the Notice Inviting Tenders.

VI. Bid Preparation and Submission of Bids:- Online submission of bids.

The bid shall be submitted on-line by the bidder in the following three separate covers online:-

- a. Fee: Scanned copy of proof of Bid Document Cost.
- b. Prequalification /Technical: The covershall contain scanned copies of the prequalification documents, technical parameter /technical bid.
- c. Bidders have to submit their bids online and upload the relevant documents. The process is required to be completed within the date and time. The electronic bids of only those bidders who have submitted their bid within the stipulated time, will be accepted by the system. A bidder, who does not submit his bid within the stipulated time will not be allowed to submit his bid by the E-Tendering System.

vii Opening of Bid:- In the first instance, the cover of all the Bidders containing the Bid Document Cost shall be opened online. If the Bid Document Cost (online) is found proper and in order then Technical Bid shall be opened (online only).

NOTE:- Bidders participating in e-tendering shall check the validity of his/her Digital Signature Certificate before bidding.

4. Scope of Work

The selected applicant/consultant is required to provide architectural services compliant to Uttar Pradesh modal Building Code, National Building Code (NBC), PWD Specifications & as per requirements of Authority in respect of following:

I. The selected applicant/consultant shall provide the Soil Test, topographical survey and the survey of all existing services and other constraints existing in and around the site for proper design of all the services.

II Master Plan Design and detailing of site development.

III Empanelled consultants may be assigned one or more of the following:

A. Building & Infrastructure Projects Residential / Group Housing / EWS Housing Commercial complexes / mixed-use developments Institutional buildings (schools, offices, hospitals) Bus terminals, parking structures, public amenities.

B. Road & Traffic Infrastructure Urban roads, complete streets Junction redesign / traffic improvement schemes Footpaths, cycle tracks, pedestrian infrastructure Smart mobility and transit-oriented development (TOD)

C. Landscape & Urban Design Parks, gardens, green belts City corridors, entry gates, roundabouts Riverfront / canal-side development Streetscaping & beautification

D. Water Supply & Sewerage Water supply networks, reservoirs, pumping stations Sewerage systems, STPs, drainage planning Stormwater management systems

4.1 Detailed Scope of Services

4.1.1 Pre-Design & Survey Stage:- Site reconnaissance and data collection, Topographical survey, contour mapping Traffic studies (for roads/junctions), Soil investigation & geotechnical studies, Utility mapping (water, sewer, electric, telecom).

4.1.2 Concept Planning & Feasibility:- Preparation of concept plans and alternatives, Land use analysis and zoning compliance, Preliminary cost estimates, Feasibility reports (technical + financial), Traffic impact assessment (for junctions/roads), Environmental & social considerations.

4.1.3 Detailed Design & Engineering Architectural designs and layouts:- Structural design and vetting MEP (Mechanical, Electrical, Plumbing) design, Road geometry design (IRC compliant), Drainage and stormwater design, Water supply and sewer network design Landscape design, (planting, irrigation, street furniture), Universal accessibility compliance, Sustainability features (green building, energy efficiency), Interior Design Services for the common areas comprising of Atrium, Corridors, common toilets and lift lobbies.

4.1.4 Preparation of DPR (Detailed Project Report):- Design drawings (GFC level), Detailed cost estimates (BOQ, rate analysis), Technical specifications (as per CPWD/MoRTH/IS codes), Project phasing and implementation plan, financial analysis (if PPP projects), Environmental management plan.

4.1.5 Preparation of necessary drawings for submission for obtaining various approvals from statutory local authorities and should assist in obtaining all such approvals.

- I. The selected applicant/consultant shall provide all drawings and details for Environmental Impact Assessment, as required.
- II. Prepare drawings necessary for Authority/statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist Authority in obtaining the statutory approvals thereof, if required.
- III. Submit preliminary model (virtual or physical)

4.1.6 Working drawings and commissioning: -

- I. The selected applicant/consultant shall provide all kinds of working designs and drawings as required by contractor for executing the project on site.
- II. The selected applicant/consultant shall provide periodic visits at the site of work to ensure that the project proceeds in accordance with the approved designs and drawings.

4.1.7 Completion: - Prepare and submit completion reports and drawings for the project as required and assist Authority in obtaining NOCs Certificate" from statutory authorities, wherever required.

4.1.8 Other scope of works:-

- I. Preparation and co-ordination for drawings, specification and schedule of quantities to prepare estimates of cost of all services including structure design, Electrical, MEP, IT, HVAC, Fire Fighting, Landscaping, Security and Graphic design & Signage etc.
- II The selected applicant/consultant shall have to get the structural analysis/design and drawings checked by the proof consultant (Including vetting / proof checking by IIT/NIT/PEC/ Govt. Engineering Colleges if required) appointed by Employer / Authority.
- III. Preparation of drawings, specifications and schedule of quantities as required by MeDA for preparing tender documents.
- IV. The selected applicant/consultant shall get the conceptual approval of the MeDA through presentations/physical models, computer walk-through etc. Comments and suggestions or alternate proposals of the MeDA and its representatives shall be evaluated and suitably incorporated till the concept design is accepted and frozen.
- V. The selected applicant/consultant shall engage Green Building Consultant for green building rating for the project if so instructed by the Employer / Authority, and shall co-ordinate with said consultant.

5 SCHEDULE OF SERVICES:-

The selected applicant/consultant shall, after taking instructions from Authority, render the following services as mentioned below:

Stage No.		Details of Services
I.	Concept design	<p>a. Carry out site analysis and furnish a site appraisal report about the potential of the site vis-à-vis activities.</p> <p>b. Prepare drawings and documents to enable Authority to-do the detailed survey including soil investigation at the site of the project.</p> <p>c. Furnish preliminary scheme for site planning.</p> <p>d. Prepare conceptual landscape design with reference to requirements given and prepare rough estimate of cost.</p> <p>e. Value engineering aspects of design & construction activities thereof may also be taken-care.</p> <p>f. Submit concept/block model/3D Design</p>
II.	Preliminary Design and Drawings for approval.	<p>a. Modify the conceptual design incorporating required changes and prepare the preliminary drawings, sketches, etc. for approval of Authority</p> <p>b. Along with preliminary Estimate of cost.</p>
III.	Detailed Design and drawings for tender	<p>1. Preparation and submission of Draft Architectural drawings for tender.</p> <p>I. Preparation of Site Plan and circulation plans.</p> <p>ii Furniture & Seating layout with marked designations.</p> <p>iii Building Sections - through staircase toilets, Ramps & Other Important areas.</p> <p>iv. Elevations of all Sides</p> <p>2. Preparation of DBR (Design Basis Report), SLD's (Single Line Diagrams) Layouts, and BOQ's for the Following.</p> <p>I. public health design (Plumbing, Drainage, Rain Water) i/c STP, UGT, OHT, etc. as per requirement.</p> <p>II. HVAC design</p> <p>III. Electrical design (High Side & Low Side)</p> <p>IV. Fire-Fighting and Detection system (High Side & Low Side)</p> <p>V. ELV design (BMS, Audio Visual, CCTV, Access Control, Data, Digital Signage's, Wi-Fi, IT room, Servers, public address system, communication networking, etc.)</p> <p>VI. Mechanical Services design (Escalator, Elevator, Dumb waiter, Mechanical gates, Boom Barriers, Access Gates, Mechanical Parking, etc.)</p> <p>VII. Solar and green energy conservation design</p> <p>VIII Structure & Fabrication design</p>

		<p>IX Landscape design</p> <p>X. Facade design</p> <p>XI. Interior design</p> <p>XII. Lighting Design.</p> <p>XIII List of Approved makes.</p> <p>3. Detailed Drawings – Discipline-wise</p> <p>A. Building Works (Architectural + Structural + MEP)</p> <p>Architectural Drawings</p> <p>Detailed Site Plan with levels & services</p> <p>All Floor Plans (dimensioned, annotated)</p> <p>Sections & Elevations (fully detailed)</p> <p>Door–Window Schedule</p> <p>Finishing & Material Layout Plans</p> <p>Toilet/Kitchen detailed layouts</p> <p>Staircase & Lift details</p> <p>Terrace & waterproofing details</p> <p>Fire safety & egress plans</p> <p>Structural Drawings</p> <p>Structural design basis report</p> <p>Foundation layout & details</p> <p>Column, beam, slab reinforcement drawings</p> <p>Structural framing plans</p> <p>Staircase structural details</p> <p>Bar bending schedules (BBS)</p> <p>MEP Drawings</p> <p>Electrical layouts (lighting, power, SLD)</p> <p>Plumbing & water supply layouts</p> <p>Sewerage & drainage layouts</p> <p>HVAC layout (if applicable)</p> <p>Firefighting system drawings</p> <p>ELV systems (CCTV, data, PA system – if applicable)</p> <p>B. Roads & Junction Improvements</p> <p>Detailed Road Alignment Plan (with coordinates)</p> <p>Longitudinal Section (L-section with levels)</p> <p>Cross Sections at regular intervals</p>
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		<p>Pavement Design & Layer Details</p> <p>Junction Detailed Design (final geometry)</p> <p>Traffic Signage & Road Marking Drawings (IRC compliant)</p> <p>Street Lighting Layout</p> <p>Road Furniture & Safety Elements</p> <p>Utility Shifting Drawings</p> <p>Drainage Design along roads</p> <p>C. Landscape / Parks / Corridors</p> <p>Detailed Landscape Layout Plan</p> <p>Grading & Contour Plan</p> <p>Hardscape Detailed Drawings (paving, kerbs, plazas)</p> <p>Softscape / Plantation Drawings (species, spacing)</p> <p>Irrigation System Layout</p> <p>Lighting Layout (landscape + decorative)</p> <p>Water Features Detailed Drawings</p> <p>Street Furniture Details (benches, pergolas, etc.)</p> <p>D. Streetscape / Beautification</p> <p>Detailed Streetscape Layout</p> <p>Footpath Construction Details</p> <p>Kerb, median, and verge details</p> <p>Street Furniture Design Drawings</p> <p>Smart Poles / Lighting Details</p> <p>Signage & Wayfinding Detailed Drawings</p> <p>Façade Improvement Guidelines (detailed controls)</p> <p>E. Water Supply System</p> <p>Hydraulic Design Calculations</p> <p>Detailed Network Layout with pipe sizes</p> <p>Pipeline Long Sections & Profiles</p> <p>Pumping Station Layout & details</p> <p>Reservoir / OHT detailed drawings</p> <p>Valve, chamber, and appurtenance details</p> <p>F. Sewerage & Drainage</p> <p>Detailed Sewer Network Plan with diameters</p> <p>Hydraulic design calculations</p> <p>Longitudinal Sections of sewer lines</p>
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		<p>Manhole design & spacing drawings</p> <p>STP detailed drawings (if applicable)</p> <p>Stormwater drainage design & sections</p> <p>Outfall structure details</p> <p>4. Integrated Utility & Coordination Drawings</p> <p>Composite Utility Plan (all services combined)</p> <p>Clash-free coordinated drawings (mandatory)</p> <p>Utility corridor / duct cross-sections</p> <p>Service crossing details</p> <p>5. Detailed Estimates & BOQ</p> <p>Costing Deliverables</p> <p>Detailed BOQ (item-wise, measurable quantities)</p> <p>Rate Analysis (non-schedule items)</p> <p>Abstract Cost Estimate (component-wise)</p> <p>Measurement Sheets (take-offs from drawings)</p> <p>Cost based on SOR / MoRTH/ CPWD norms/market rate(if necessary)</p> <p>Key Requirement:-Each BOQ item must be directly linked to drawing references (traceability clause).</p> <p>6. Technical Specifications</p> <p>Detailed Technical Specifications (item-wise)</p> <p>Material specifications</p> <p>Construction methodology (where required)</p> <p>Quality control requirements</p> <p>7. Reports & Documentation</p> <p>Design Basis Report (DBR)</p> <p>Structural Design Report</p> <p>Hydraulic Design Report (water/sewer)</p> <p>Traffic Analysis Report (for roads/junctions)</p> <p>Landscape Design Report</p> <p>Utility Coordination Report</p> <p>8. Construction Support Drawings</p> <p>Construction sequencing / phasing drawings</p> <p>Traffic diversion plan (for road works)</p> <p>Temporary works drawings (if required)</p>
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		Tender drawings, specifications and Estimates with schedule of quantities, shall also comply with the provisions of Various Building Code.
IV	Drawings for Statutory Approvals	<p>a. Prepare drawings necessary for Authority/statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist Authority in obtaining the statutory approvals thereof, if required.</p> <p>b. Submit preliminary model (virtual or physical)</p>
V	Construction Stage Activities	<p>Working Drawings & Commissioning</p> <p>a. The selected applicant/consultant shall issue GFC drawings A1 Size (3 sets) for the work to the contractor & Authority for all construction activities. Including but not limited to:</p> <ol style="list-style-type: none"> 1. Layout/Demarcation drawings and details. 2. Coordinated Architectural Drawings and details. 3. Coordinated Fenestration (joinery) schedule and details. 4. Vetted Structural Drawings and details. 5. Coordinated MEPF Drawings and details. 6. Finalized Schedule of Finishes and details. 7. Interior Related drawings and details. 8. Landscape Drawings and details. 9. Façade Drawings and details. <p>b. The selected applicant/consultant shall help Authority in executing and commissioning the work and for getting the project facility constructed as per approved designs by performing periodic visits at the constructions site as per the discretion and direction of Executive Engineer.</p> <p>c. Including Approval of All shop drawings as per Vendor based systems.</p> <p>Construction Supervision</p> <p>d. The selected applicant/consultant shall be responsible to visit the site of work and provide periodic visits fortnightly for first three months and monthly thereafter to clarify any decision or interpretation of the drawings and specifications that may be necessary and to ensure that the project proceeds in accordance with conditions of contract up to satisfaction of Engineer-in-charge and as per the discretion & direction of Executive Engineer.</p>

VI	Completion	a. Prepare and submit completion reports and drawings for the project as required and assist Authority in obtaining NOCs Certificate" from statutory authorities, wherever required. b. Issue two sets of drawings including services, Structures and landscaping.
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6. Stage wise Deliverables

Stage		Deliverables
Stage I	Concept design	<p>A. Pre-Concept (Inception Report/Project Design Brief)</p> <p>I. Inspect the site and underground the site constraint/surroundings.</p> <p>II Creating a project design brief based on client's inputs & requirements.</p> <p>III Also put together the relevant site information i.e. site plan, contour survey plan, contour survey plan, governing Architectural Bye-laws etc.</p> <p>IV. Inspection Report (covering the methodology to executive the deliverable).</p> <p>B. Concept Design</p> <p>Architect shall establish the overall concept of the project taking clue from the agreed designed brief. The concept shall indicate the appropriate and best uses and activities keeping in view the configuration of the land, with regard to the development objectives, project budget and market opportunities.</p> <p>I. Conceptual layouts – site layouts 3D walk through</p> <p>II. Conceptual sketch up views</p> <p>III. Area statement</p>
Stage II	Preliminary Design, Drawings & Estimate	<p>A. Preliminary Design:</p> <p>Base set of Submission drawings to be made at this stage for internal understanding. This may also be used for any discussion with Authorities if required.</p> <p>B. Preliminary Drawings:</p> <p>I. Revised Plans incorporating all inputs of Structure and services</p> <p>II Location Plan & Key Plan</p> <p>III. Site Analysis Plan (existing conditions, utilities, contours) Overall Master Layout / Concept Plan</p> <p>IV. Circulation Plan (vehicular + pedestrian) and Zoning Plan (functional distribution)</p> <p>V. Revised area statement with supporting Area plan diagrams and efficiency calculations.</p> <p>C. Preliminary Estimate</p> <p>I. Submission of preliminary Estimate of cost</p>

Stage III	Detailed Design , Drawing and Estimate	<p>A. Preparation and submission of Draft Architectural drawings for tender.</p> <p>I. Preparation of Site Plan and circulation plans.</p> <p>II. Furniture & Seating layout with marked designations.</p> <p>III. Building Sections - through staircase toilets, Ramps & Other Important areas.</p> <p>IV. Elevations of all Sides</p> <p>Preparation of DBR (Design Basis Report), SLD's (Single Line Diagrams) Layouts, and BOQ's for the Following.</p> <ol style="list-style-type: none"> 1. public health design (Plumbing, Drainage, Rain Water) i/c STP, UGT, OHT, etc. as per requirement. 2. HVAC design 3. Electrical design (High Side & Low Side) 4. Fire-Fighting and Detection system (High Side & Low Side). 5. ELV design (BMS, Audio Visual, CCTV, Access Control, Data, Digital Signage's, Wi-Fi, IT room, Servers, public address system, communication networking, etc.) 6. Mechanical Services design (Escalator, Elevator, Dumb waiter, Mechanical gates, Boom Barriers, Access Gates, Mechanical Parking, etc.) 7. Solar and green energy conservation design 8. Structure & Fabrication design 9. Landscape design 10. Facade design 11. Interior design 12. Lighting Design. 13 List of Approved makes. <p>B. Detailed Drawings – Discipline-wise</p> <p>1. Building Works (Architectural + Structural + MEP)</p> <p>Architectural Drawings</p> <p>Detailed Site Plan with levels & services</p> <p>All Floor Plans (dimensioned, annotated)</p> <p>Sections & Elevations (fully detailed)</p> <p>Door–Window Schedule</p> <p>Finishing & Material Layout Plans</p> <p>Toilet/Kitchen detailed layouts</p> <p>Staircase & Lift details</p> <p>Terrace & waterproofing details</p>
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		<p>Fire safety & egress plans</p> <p>Structural Drawings</p> <p>Structural design basis report</p> <p>Foundation layout & details</p> <p>Column, beam, slab reinforcement drawings</p> <p>Structural framing plans</p> <p>Staircase structural details</p> <p>Bar bending schedules (BBS)</p> <p>MEP Drawings</p> <p>Electrical layouts (lighting, power, SLD)</p> <p>Plumbing & water supply layouts</p> <p>Sewerage & drainage layouts</p> <p>HVAC layout (if applicable)</p> <p>Firefighting system drawings</p> <p>ELV systems (CCTV, data, PA system – if applicable)</p> <p>2. Roads & Junction Improvements</p> <p>Detailed Road Alignment Plan (with coordinates)</p> <p>Longitudinal Section (L-section with levels)</p> <p>Cross Sections at regular intervals</p> <p>Pavement Design & Layer Details</p> <p>Junction Detailed Design (final geometry)</p> <p>Traffic Signage & Road Marking Drawings (IRC compliant)</p> <p>Street Lighting Layout</p> <p>Road Furniture & Safety Elements</p> <p>Utility Shifting Drawings</p> <p>Drainage Design along roads</p> <p>3. Landscape / Parks / Corridors</p> <p>Detailed Landscape Layout Plan</p> <p>Grading & Contour Plan</p> <p>Hardscape Detailed Drawings (paving, kerbs, plazas)</p> <p>Softscape / Plantation Drawings (species, spacing)</p> <p>Irrigation System Layout</p> <p>Lighting Layout (landscape + decorative)</p> <p>Water Features Detailed Drawings</p> <p>Street Furniture Details (benches, pergolas, etc.)</p>
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		<p>4. Streetscape / Beautification</p> <p>Detailed Streetscape Layout</p> <p>Footpath Construction Details</p> <p>Kerb, median, and verge details</p> <p>Street Furniture Design Drawings</p> <p>Smart Poles / Lighting Details</p> <p>Signage & Wayfinding Detailed Drawings</p> <p>Façade Improvement Guidelines (detailed controls)</p> <p>5. Water Supply System</p> <p>Hydraulic Design Calculations</p> <p>Detailed Network Layout with pipe sizes</p> <p>Pipeline Long Sections & Profiles</p> <p>Pumping Station Layout & details</p> <p>Reservoir / OHT detailed drawings</p> <p>Valve, chamber, and appurtenance details</p> <p>6. Sewerage & Drainage</p> <p>Detailed Sewer Network Plan with diameters</p> <p>Hydraulic design calculations</p> <p>Longitudinal Sections of sewer lines</p> <p>Manhole design & spacing drawings</p> <p>STP detailed drawings (if applicable)</p> <p>Stormwater drainage design & sections</p> <p>Outfall structure details</p> <p>7. Integrated Utility & Coordination Drawings</p> <p>Composite Utility Plan (all services combined)</p> <p>Clash-free coordinated drawings (mandatory)</p> <p>Utility corridor / duct cross-sections</p> <p>Service crossing details</p> <p>C. Detailed Estimates & BOQ</p> <p>Costing Deliverables</p> <p>Detailed BOQ (item-wise, measurable quantities)</p> <p>Rate Analysis (non-schedule items)</p> <p>Abstract Cost Estimate (component-wise)</p> <p>Measurement Sheets (take-offs from drawings)</p> <p>Cost based on SOR / market rates / CPWD norms</p>
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		<p>Key Requirement</p> <p>Each BOQ item must be directly linked to drawing references (traceability clause).</p> <p>D. Technical Specifications</p> <p>Detailed Technical Specifications (item-wise)</p> <p>Material specifications</p> <p>Construction methodology (where required)</p> <p>Quality control requirements</p> <p>E. Reports & Documentation</p> <p>Design Basis Report (DBR)</p> <p>Structural Design Report</p> <p>Hydraulic Design Report (water/sewer)</p> <p>Traffic Analysis Report (for roads/junctions)</p> <p>Landscape Design Report</p> <p>Utility Coordination Report</p> <p>F. Construction Support Drawings</p> <p>Construction sequencing / phasing drawings</p> <p>Traffic diversion plan (for road works)</p> <p>Temporary works drawings (if required)</p> <p>Tender drawings, specifications and Estimates with schedule of quantities, shall also comply with the provisions of Various Building Code.</p>
		<p>G. Architectural design and drawing</p> <p>i. All plans, elevations & Sections co-ordinated integrated and refined Vis-à-vis the selected exterior theme.</p> <p>ii 3D revised façade view incorporating services and structural elements, mummy, machine room, AC outdoor units, AC cooling tower, DG flu shaft and treating the façade w.r.t these services equipment's.</p> <p>iii Details of crown level elements</p> <p>iv. Details of entry level areas like entrance lobbies</p> <p>v. Treatment at base of building level</p> <p>vi. Review & resolve at a micro level all service areas and its placements.</p> <p>vii Generate final Areas</p> <p>viii Generate the Exterior Palette / material sample board.</p> <p>ix. List of mock ups to be done at site</p> <p>x. Profile section of walls to explain the façade design</p> <p>xi. Glazing and window details – final selection and approval of the Façade System Relevantstructure inputs to be identified and captured in drawings.</p> <p>xii Cladding Details – all details to be finalized. Relevantstructure inputs to be identified and captured in drawings.</p> <p>xiii Façade cleaning system – finalization of the system as would be involved for cleaning and its relationship with the façade.</p>

Stage IV	Statutory Approvals	<p>A. Sanction Drawings Architect shall submit the following base drawings / documents to the Client / Client appointed liaising consultant / EIA Consultants as the case may be, to obtain the various approvals required.</p> <p>i. All drawings / documents as are required for submission as Authority drawings set ii All drawings / documents as are required to prepare and submit Services estimates iii All drawings / documents as are required for submission for forest department approvals. iv. All drawings / documents as are required submission to State government bodies Authority v. Inputs / co-ordination of information for the submission to EIA consultant for EIA approvals.</p> <p>Architect will Assist in the preparation of drawings for Authority approvals however the preparation of such drawing and online submission of the same shall be done by client appointed Consultant/Agency as per the discretion and direction of Executive Engineer.</p>
Stage V	Construction Stage Activities	<p>A. Working Drawings & Commissioning I. Vetting GFC Drawings II. Checking Shop Drawing B. Construction Supervision I Periodic Site visit to resolve issues related to design and drawings as per the discretion and direction of Executive Engineer.</p>
Stage VI	Completion	<p>A. Prepare and submit completion reports and drawings for the project as required and assist Authority in obtaining "Completion/Occupancy Certificate" from statutory authorities, wherever required. B. Issue two sets of as-built drawings including services, Structures and landscaping.</p>

Note: If Tenders are to be floated on EPC mode, detailed design and drawings will be in a scope of Contractor.

7. Time Frame:

Stage	Schedule of Services	Cumulative Period from the date of empanelment
I.	Concept design	02 weeks
II.	Preliminary Design, Drawings & Estimate,	04 weeks
III.	Detailed Design , Drawing and Estimate	06 weeks
IV.	Statutory Approvals	08 weeks
V.	Construction Stage Activities	As per site requirement and as per the discretion and direction of Executive Engineer.
VI.	Completion	As per requirement

Note:- The above mentioned time frame is tentative and only for reference purpose. Time frame shall be freezed individually & separately for each project as per the requirement the discretion and direction of Executive Engineer.

8. Financial terms

8.1 Fee for the Project

The fee for empanelled Architects which shall be appointed to undertake work for Authority shall be a percentage of actual project cost. The percentage fee shall be decided based on technical & financial proposals submitted by empanelled Architects for each work as per requirements of Authority. Additional terms & conditions are as follows:

- i. This fee shall include all charges i.e. duties, levies, out of pocket expenses, procurement cost, professional fee, vetting charges, visiting charges except GST charges etc.
- ii The fee is inclusive of fees payable by the empanelled Architect to any other sub consultant and associated consultant and nothing extra shall be payable by Authority.
- iii The Architect shall have to make all arrangements for their staff at their own cost.
- iv. The Architect shall acquaint itself with all the legislation, codes and standards prescribed from time to time.
- v. The term “project cost” indicate the cost of Actual work for done under the project.

8.2 Cost that is excluded from the payment to the Architects.

The cost of following items shall not be included in the payment that will be paid to the architect:

- I. Fees payable to Local and Statutory bodies.
- ii Any other services which are not planned by the Architects.
- iii Cost of any rejected work.
- iv. Cost of any supervisory and other establishment employed on work by the architect.
- v. Other contingent expenditure like travelling allowances, press advertisement, publicity, inauguration, ceremonies of building etc.

Note:- The final decision regarding the payment to the architect will be governed by the decision of the competent authority.

9. Payment Terms

The payment milestone for each of the services in the scope of work shall be in the following stages as mentioned below, consistent with the work done:

Stages	Description of Activities/Milestones	Payment%	Cumulative%
Stage I	Concept design	10%	10%
Stage II	Preliminary Design, Drawings & Estimate,	10%	20%
Stage III	Detailed Design , Drawing and Estimate	30%	50%
Stage IV	Drawings for Statutory Approvals as further required terms & conditions.	10%	60%
Stage V	Construction Stage Activities	30%	90%

Stage VI	Completion	10%	100%
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10. Evaluation Criteria

10.1 Evaluation of Bids

Bids shall be evaluated in Two Stages:

Stage-I: The Initial Eligibility Criteria shall be evaluated first. Those bids found to be responsive and qualifying the Initial Eligibility Criteria (**as per clause-**) will be further evaluated as per the criteria prescribed under Stage-I evaluation.

Stage-II: In this stage the applicant/consultant has to give a Power Point Presentation in respect of the projects completed by them during the last 3 years.

Broad components for evaluation of Bids for the empanelment process shall be as follows:

Stage	Requirements / Important Components
Stage-I Shortlisting of Architects for Stage II	(a) Registration on https://etender.up.nic.in website for downloading RFP document and submission of bids. (b) Technical queries, if any, will be clarified during pre-bid meeting. (c) Bids will be evaluated on the basis of documents (as required under this RFP) submitted by the applicants/consultant.
Stage-II Final empanelment of Architects shortlisted after Stage I	a) Architects Shortlisted after Stage-1 have to give Power Point Presentation related to their past project experiences, concept design, competence and their capacity in project delivery.

Note:- Engagement of Architects will be based on the combined total Score obtained by the applicant/consultant, with 80% weightage given to Stage-I and 20% weightage given to Stage-II

10.2 Evaluation criteria for Stage-I

Required Technical & Financial experience of applicant/consultant to be eligible for sub-categories:

Category A: Project cost less than or equal to ₹ 5.00 Cr.

- I. The Applicant should have **minimum 3 years** of work experience in Architecture/consultancy field.
- II. The Applicant should have minimum Average Annual Turnover from consultancy services during past 3 Financial Years of **₹ 15.00 Lacs**.
- III. The Applicant must have successfully completed Urban infrastructure development projects such as building work, Road & Junction Improvements, Landscape/park/corridor, Streetscape, water, drainage Integrated development work Residential & commercial layout development for any Central Government/State Government/any other Government PSU/Semi Government organizations. Projects of similar nature as per mentioned above

should have been executed by the applicant/consultant during the **last three (03) years** to meet the eligibility criteria as described below.

a. At least Three Similar Projects total costing of which is more than or equal to **40% of the project cost**.

OR

b. At least Two Similar Projects total costing of which is more than or equal to **50% of the project cost**.

OR

c. At least One Similar Project costing of which is more than or equal to **80% of the project cost**.

IV. The Applicant/consultant must have atleast 01 Senior Architect (Graduate in Architecture in First Class & registered with COA and should have minimum 03 years experience) as the lead member for every project, 01 Junior Architect & 01 Draftsman.

V. The Applicant's Supporting Staff should have experience in Digital Skills i.e. AutoCAD, Revit, 3Ds Max, Photoshop, etc.

Category B: Project cost more than ₹ 5.00 Cr and less than or equal to ₹ 10.00 Cr.

I. The Applicant/consultant should have **minimum 5 years** of work experience in Architecture/consultancy field.

II. The Applicant should have minimum Average Annual Turnover from consultancy services during past 3 Financial Years as **₹ 20.00 Lacs**.

III. The Applicant must have successfully completed Urban infrastructure development projects such as building work, Road & Junction Improvements, Landscape/park/corridor, Streetscape, water, drainage Integrated development work Residential & commercial layout development for any Central Government/State Government/any other Government PSU/Semi Government organizations. Projects of similar nature as per mentioned above should have been executed by the applicant/consultant during the **last five (05) years** to meet the eligibility criteria as described below.

a. At least Three Similar Projects total costing of which is more than or equal to **40% of the project cost**.

OR

b. At least Two Similar Projects total costing of which is more than or equal to **50% of the project cost**.

OR

c. At least One Similar Project costing of which is more than or equal to **80% of the project cost**.

IV. The Applicant/Consultant must have atleast 01 Senior Architect (Graduate in Architecture in First Class & registered with COA and should have minimum 05 years experience) as the lead member for every project, 02 Junior Architect & 02 Draftsman.

V. The Applicant Supporting Staff should have experienced in Digital Skills i.e. AutoCAD, Revit, 3Ds Max, Photoshop, etc.

Category C: Project cost more than ₹ ₹ 10.00 Cr. and less than or equal to ₹ 20.00 Cr

I. The Applicant should have **minimum 8 years** of work experience in Architecture/consultancy field. 30

II. The Applicant should have minimum Average Annual Turnover from consultancy services during past three (03) Financial Years as **₹ 40.00 Lacs**.

III. The Applicant must have successfully completed Urban infrastructure development projects such as building work, Road & Junction Improvements, Landscape/park/corridor, Streetscape, water, drainage Integrated development work Residential & commercial layout development for any Central Government/State Government/any other Government PSU/Semi Government organizations. Projects of similar nature as per mentioned above should have been executed by the applicant/consultant during the **last five (05) years** to meet the eligibility criteria as described below:

a. At least Three Similar Projects total costing of which is more than or equal to **40% of the project cost.**

OR

b. At least Two Similar Projects total costing of which is more than or equal to **50% of the project cost.**

OR

c. At least One Similar Project costing of which is more than or equal to **80% of the project cost.**

IV. The Applicant/Consultant must have atleast 01 Associate Architect (Graduate in Architecture in First Class & registered with COA and should have minimum 8 years experience) as the lead member for every project,, 01 Senior Architect, 02 Junior Architect, 03 Draftsman, 01 Structural Engineer.

V. The Applicant Supporting Staff should have experienced in Digital Skills i.e. AutoCAD, Revit, 3Ds Max, Photoshop, etc.

Category D: Project Cost more than ₹ 20.00 Cr.

I. The Applicant/Consultant should have **minimum 10 years** of work experience in Architecture/consultancy field.

II The Applicant should have minimum Average Annual Turnover from consultancy services during past three (03) Financial Years as **₹ 100.00 Lacs.**

III The Applicant must have successfully completed Urban infrastructure development projects such as building work, Road & Junction Improvements, Landscape/park/corridor, Streetscape, water, drainage Integrated development work Residential & commercial layout development for any Central Government/State Government/any other Government PSU/Semi Government organizations. Projects of similar nature as per mentioned above should have been executed by the applicant/consultant during the **last five (05) years** to meet the eligibility criteria as described below.

a. At least Three Similar Projects total costing of which is more than or equal to **40% of the project cost.**

OR

b. At least Two Similar Projects total costing of which is more than or equal to **50% of the project cost.**

OR

c. At least One Similar Project costing which is more than or equal to **80% of the project cost.**

IV. The Applicant/Consultant must have atleast 01 Associate Architect (Graduate in Architecture in First Class & registered with COA and should have minimum 10 years experience) as the lead member for every project,, 01 Senior Architect, 02 Junior Architect, 04 Draftsman, 01 Structural Engineer ,01 Mechanical Electrical and Plumbing (MEP).

V. The Applicant should have minimum three (03) years experience in Green Building Design (certified with LEED or GRIHA).

VI. The Applicant Supporting Staff should have experienced in Digital Skills i.e. Auto CAD, Revit, 3Ds Max, Photoshop, etc.

10.2.1 Evaluation Criteria for Stage- I

I. Bidders shall be first scrutinized whether they have submitted all the desired documents and fulfill 'Initial Eligibility Criteria' as prescribed in this RFP.

II Bidders who fulfill the 'Initial Eligibility Criteria' shall be further evaluated for Firm's Experience & Organizational Strength as below:

10.2.1.1 Category A: Project cost less than or equal to ₹ 5.00 Cr.

S. No.	Attributes	Marks	Max. Marks
I	Approach and Methodology (30 Marks): (i) Capability for Similar Work Experience and project delivery (ii) Understanding of Sustainable Architecture	20 10	30

II	Financial Strength (20 Marks): (a) Average Annual Turnover during last Three (03) audited financial years (i) less than or equal to ₹ 10.00 Lacs (ii) more than ₹ 10.00 & less than or equal to ₹ 15.00 Lacs (iii) more than ₹ 15.00 Lacs	10 15 20	20
III	Organizational Strength (Professional Qualification & Experience of Project Personnels (40 Marks): (a) Project Architect / Team Leader: • Graduate with minimum 03 Yrs. Of Experience (b) Number of qualified Technical personnels including Qualified Architects, Draftsman etc. • 03 to 05 • 06 to 08 • Above 08	20 10 15 20	40

IV	Achievement		
	i. National award ii. Organizational award	10 05	10
Total Initial Eligibility Evaluation Score for Category-A			100

10.2.1.2- Category B: Project cost more than ₹ 5.00 Cr and less than or equal to ₹ 10.00 Cr

S. No.	Attributes	Marks	Max. Marks
I	Approach and Methodology (30 Marks):		30
	i. Capability for Similar Work Experience and project delivery ii. Understanding of Sustainable Architecture	20 10	
II	Financial Strength (20 Marks):		20
	(a) Average Annual Turnover during last Three (03) audited financial years		
	i. less than or equal to ₹ 15.00 Lacs ii. more than ₹ 15.00 & less than or equal to ₹ 20.00 Lacs	10 15	
	iii more than ₹ 20.00 Lacs	20	
III	Organizational Strength (Professional Qualification & Experience of Project Personnels) (40 Marks):		40
	(a) Project Architect / Team Leader:		
	<ul style="list-style-type: none"> • Graduate with minimum 05 	20	
	(c) Number of qualified Technical personnels including Qualified Architects, Draftsman etc.		
	<ul style="list-style-type: none"> • 05 to 07 • 08 to 12 • Above 12 	10 15 20	

IV	Achievement of having designed a certified for Commercial building and group of building etc. in a campus where awards have been received (whether to organization or to Principal Architects) i.National award ii Organizational award	10 05	10
	Total Initial Eligibility Evaluation Score for Category-B		100

10.2.1.3- Project cost more than ₹ ₹ 10.00 Cr. and less than or equal to ₹ 20.00 Cr

S. No.	Attributes	Marks	Max. Marks
I	Approach and Methodology (30 Marks): (i) Capability for Similar Work Experience and project delivery (ii) Understanding of Sustainable Architecture	20 10	30
II	Financial Strength (20 Marks): (a) Average Annual Turnover during last Three (03) audited financial years (i) less than or equal to ₹ 25.00 Lacs (ii) more than ₹ 25.00 lacs & less than or equal to ₹ 40.00 Lacs (iii) more than ₹ 40.00 Lacs	10 15 20	20
III	Organizational Strength (Professional Qualification & Experience of Project Personnels) (40 Marks): (a) Project Architect / Team Leader: <ul style="list-style-type: none">• Graduate with minimum 08 Yrs. Experience (b) Number of qualified Technical personnels including Qualified Architects, Designer, Landscape Architects, Draftsman etc. <ul style="list-style-type: none">• 08 to 10• 11 to 15• Above 15	20 10 15 20	40

IV	Achievement (i) National award (ii) Organizational award	10 05	10
Total Initial Eligibility Evaluation Score for Category-C			100

10.2.1.4- Category D: Project Cost more than ₹ 20.00 Cr.

S. No.	Attributes	Marks	Max. Marks
I	Approach and Methodology (30 Marks): i. Capability for Similar Work Experience and project delivery ii. Understanding of Sustainable Architecture	20 10	30
II	Financial Strength (20 Marks): (a) Average Annual Turnover during last 3 audited financial years i. less than or equal to ₹ 40.00 Lacs ii. more than ₹ 40.00 lacs & less than or equal to ₹ 100.00 Lacs iii. more than ₹ 100.00 Lacs	10 15 20	20
III	Organizational Strength (Professional Qualification & Experience of Project Personnels) (40 Marks): (a) Project Architect / Team Leader: i. Graduate with minimum 10 yrs. experience (b) Number of qualified Technical personnels including Qualified Architects, Designer, Landscape Architects, Draftsman etc. <ul style="list-style-type: none">• 10 to 14• 15 to 18• Above 18	20 05 10 15	35
V	Achievement (i) International award (ii) National award (iii) Organizational award	15 10 05	15

	Total Initial Eligibility Evaluation Score for Category-D		100
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Note:

- 1- To pre-qualify, the bidder must secure a minimum of 75 marks in Stage-I evaluation.
- 2- The Applicants/Consultants who qualifies the above eligibility criteria of Stage-I evaluation will be shortlisted for Stage-II evaluation.
- 3- The Vice Chairman, Meerut Development Authority, Meerut however reserves the right to restrict the list of such qualified firms to any number deemed suitable by it.

10.3- Evaluation Criteria for Stage-II

Shortlisted Architects who qualified Stage-I Evaluation Criteria will be asked to make Power Point Presentation in respect of the completed/ongoing projects by the applicant during the last three years on the date as communicated by MeDA. Maximum time allotted for the presentation will be 15 minutes. The presentation should include:

- i. A brief introduction about the firm, project experience, competence and capacity in project delivery.
- ii. The project description in detail supported with 3D visual renderings/ walkthroughs.

Evaluation committee constituted by the competent authority shall evaluate the Power Point Presentation as per following criteria:

S. No.	Parameters	Max marks	Marks awarded
A	Site layout, land utilization & aesthetics (20 Marks)		
(i)	Site Layout and land utilization	10	
(ii)	Overall Responsiveness to the project	10	
B	Concept Design (80 Marks)		
(i)	Concept & Design	55	
(ii)	Space management	05	
(iii)	Amenities	05	
(iv)	Innovations	05	
(v)	Eco friendly/ Environment consciousness	05	
(vi)	Natural Lighting, Ventilation	05	
	Total	100	

NOTE: After the Evaluation of the proposals submitted by the applicants/consultant under the evaluation criteria of Stage-I & Stage-II, the total score (TS) of each applicant will be calculated as follows:

TS= (0.8 * marks obtained under Stage-I evaluation) + (0.2 * marks obtained under Stage-II evaluation)

11. Selection process for Empaneled firms

- I. The Authority shall empanel all the Applicants/Consultant meeting minimum total score (TS) of 75 marks. The decision of the Vice Chairman, Meerut Development Authority, Meerut in this regard shall be final.
- II. MeDA would further reserve the right of periodic review & revision of empanelment documents as per future requirement of authority.
- III. The empanelment shall be valid for Three (03) years from date of empanelment.
- IV. Post empanelment, project brief will be issued to empaneled firms as per the requirements of MeDA for presenting the concept proposal to the Evaluation Committee (constituted as per the decision of Vice Chairman, MeDA). Selection shall be based on the technical & financial evaluation of Concept proposal from empaneled architects based on the brief from authority. Separate project specific agreement shall be entered with selected Architect and MeDA for each project based on terms and conditions of this empanelment document.

12. Standard Conditions (SC)

The following standard conditions shall apply for all the future work that may be awarded to empaneled architects under this RFP

1. GENERAL PROVISIONS

1.1. Governing law and jurisdiction

These standard conditions shall be governed by and constituted in accordance with the laws of India and any dispute arising out of this project or these terms shall be subject to the exclusive jurisdiction of the courts of district courts of Meerut and Hon'ble High Court of Uttar Pradesh, Meerut.

1.2. Notices

1.2.1. Any notice, request or consent required or permitted to be given or made pursuant to these standard conditions shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party at the mentioned address.

1.2.2. A party may change its address for notice hereunder by giving the other party notice in writing of such change to the mentioned address.

1.3. Taxes and Duties

The Architect and their personnel shall pay such direct and indirect taxes, duties, fees, and other impositions levied under the Government of India Act, the amount of which is deemed to have been included in the Contract Price.

1.4. Fraud and Corruption

1.4.1. "corrupt practice" means the offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;

1.4.2. "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;

1.4.3. "collusive practices" means a scheme or arrangement between the architect, with or without the knowledge of the authority, designed to establish prices at artificial, non competitive levels;

1.4.4. "coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;

1.6. Measures to be taken

Vice Chairman Meerut Development Authority, Meerut will cancel the Architect's empanelment, if he is found engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or during the execution of that contract

2. COMMENCEMENT, COMPLETION, MODIFICATION ARBITRATION AND TERMINATION OF CONTRACT

2.1. Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by both the parties and such other later date as discussed and agreed with Authority. The date the Contract comes into effect is defined as the Effective Date.

2.2. Commencement of Services

The Architect shall begin carrying out the Services from the Effective Date or any such date as specified by Authority.

2.3. Expiration of Contract

Unless terminated earlier pursuant to Clause SC 2.6 hereof, these standard conditions shall expire at the end of such time period after the Effective Date as given in the time schedule in RFP Document.

2.4. Force Majeure

2.4.1. Definition: For the purpose of these standard terms, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

2.4.2. No Breach of Contract: The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event

(a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and

(b) has informed the other Party as soon as possible about the occurrence of such an event.

2.5. Termination

2.5.1. By Authority

Authority may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (i) to (vi) of this clause SC 2.6.1. In case of such an occurrence Authority shall give a not less than fifteen (15) days' written notice of termination to the Architect, and thirty (30) days' in the case of the event referred to in (v).

i. If the Architect does not remedy a failure in the performance of their obligations under the Contract, within thirty (15) days after being notified or within any further period as Authority may have subsequently approved in writing.

ii If the Architect becomes insolvent or bankrupt.

iii If the Architect, in the judgment of Authority has engaged practices as defined in competing for or in executing the Contract.

iv. If, as the result of Force Majeure, the Architect is unable to perform a material portion of the Services for a period of not less than thirty (30) days.

v. If Authority, in its sole discretion and for any reason whatsoever as decides by the competent authority, decides to terminate this Contract.

vi. If the Architect fails to comply with any final decision reached as a result of arbitration proceedings.

2.6. Time Extension

Extension of time of contract is solely the discretionary power of Vice Chairman, MeDA.

2.7. Payment and Penalties upon Termination

Upon termination of the Contract pursuant to Clauses **SC 2.6.1 or 2.6.2**, Authority shall make the following payments to the Architect:

(a) payment for Services satisfactorily performed prior to the effective date of termination; (b) except in the case of termination pursuant to paragraphs (i) through (iii), and (vi) of Clause SC 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.

If the Contract is terminated on default of the architect as defined in clause (i) to (iii) and (vi) of clause 2.6.1, then Authority may encash the performance security and/or recover any charges from the Agency as may be deemed fit by the Authority.

3. OBLIGATIONS OF THE ARCHITECT

3.1. General

The Architect shall always act, in respect of any matter relating to the Contract or to the Services, as faithful advisers to Authority, and shall always support and safeguard Authority legitimate interests in any dealings with Sub-Consultants or third Parties.

3.2. Standard of Performance

The Architect shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods.

3.3. Conflict of Interests

The Architect shall hold the Authority's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

3.4. Prohibition of Conflicting Activities

The Architect shall not engage and shall cause their Personnel as well as their Sub Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.

3.5. Confidentiality

Except with the prior written consent of Authority, the Architect and the Personnel shall not at any time communicate to any person or entity any confidential information, maps, images, reports, etc. acquired in the course of the Services, nor shall Architect and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

3.6. Architect's Actions: The Architect shall inform the Authority in writing before taking any of the following actions:

Entering into a subcontract for the performance of any part of the Services, appointing such members of the Personnel not listed in the team presented in the technical proposal submitted by the Architect.

3.7. Reporting Obligations

Architect shall submit to Authority the reports and documents specified in deliverables section of RFP Document, in the form, in the numbers and within the time periods set forth in the RFP Document.

3.8. Documents Prepared by the Architect to be the Property of Authority.

All designs, models, concepts, plans, reports, other documents and soft copy submitted by the Architect under this Contract shall become and remain the property of Authority, and the Architect shall, not later than upon termination or expiration of this Contract, deliver all such documents to Authority, together with a detailed inventory thereof. All the original images should be submitted to Authority.

The Architect may retain a copy of such documents and software. However, for any future use of these documents, the architect should take approval of Authority.

3.9. Accounting, Inspection and Auditing

The Architect shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, and the basis thereof.

4. ARCHITECT'S PERSONNEL

4.1. Description of Personnel

The Architect shall employ and provide such qualified and experienced Personnel as are required to carry out the Services.

4.2 Removal and/or Replacement of Personnel

i. Except as Authority may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Architect, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the Architect shall provide as a replacement a person of equivalent or better qualifications only after taking written approval from the competent authority.

ii. If Authority finds that any of the Personnel have

(a) committed serious misconduct or have been charged with having committed a criminal action, or

(b) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then Architect shall, provide a replacement of that person with qualifications and experience acceptable to Authority.

iii. The Architect shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. OBLIGATIONS OF THE AUTHORITY

Assistance and Exemptions: Authority shall use its best efforts to ensure that it shall provide the Architect such assistance as reasonably required for the execution of the project.

6. PAYMENTS TO ARCHITECT

6.1. Contract Price: The contract price will be payable in Indian Rupee.

6.2. Terms and Conditions of Payment: Payments will be made to the account of the Architect and according to the payment schedule stated in the RFP Document.

7. GOOD FAITH

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

8. SETTLEMENT OF DISPUTES

8.1. Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment, the Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

If the Parties are unable to resolve a dispute amicably through discussion or conciliation, the dispute may be referred to Arbitration. Vice Chairman Meerut Development Authority, Meerut shall appoint the Arbitrator. In case dispute is not resolved through arbitration, the dispute can then be brought to the jurisdiction of District Courts/Hon'ble Court of Uttar Pradesh.

10. NUMBER OF DRAWING SETS AND COPY RIGHT

10.1. All the estimates, bill of quantities with detailed measurements, detailed designs with calculation, reports and any other details envisaged under this agreement shall be supplied in triplicate and all drawings or other services/ utilities (internal and external) would be supplied by the Architect as required for submission to all the local bodies and other authorities plus sets required by Authority being no less than three sets of prints and one reproducible copy in the same size. If there are any revisions of any detail in any of the drawings for any reason same number of drawings shall be reissued without any extra charge. All the drawings will become the property of Authority and it will have the right to use the same anywhere else.

13. ABANDONMENT OF WORK

13.1. If the Architect abandon the work for any reasons whatsoever or become incapacitated from acting as Architect as aforesaid, Authority may make full use of all or any of the drawings prepared by the Architect and that the Architect shall be liable to pay such damages as may be assessed by Authority subject to a maximum of 10% of the total fee payable to the Architect under this agreement.

14. GUARANTEE

14.1. The Architect shall agree to re-design at his cost any portion of his engineering design work, which due to his failure to use a reasonable degree of design skill, shall be found defective within six months from the date of start of regular use of the portion of work affected.

14.2. Authority shall grant right of access to the Architect of these portions of the work claimed to be defective for inspection.

14.3. Authority may make up the loss by recovery from the dues of the Architect in case of failure to comply with the above clause.

15. DETERMINATION OR RECESSION OF AGREEMENT

Authority without any prejudice to its right against the Architect in respect of any delay by notice in writing absolutely determines the contract in any of the following cases:

15.1. If the Architect being a firm shall pass a resolution or the court shall make any order that the firm shall be wound up or if a receiver or a manager on behalf of the creditor shall be appointed or if circumstances shall arise which entitle the court or creditor to appoint a receiver or a manager or which entitled the court to make up a winding order.

15.2. If the Architect is in breach of any of terms of agreement.

15.3. When the Architect has made himself liable for action under any of the cases aforesaid Authority shall have powers.

15.4. To determine or rescind the agreement.

15.5. To engage another Architect to carry out the balance work debiting the Architect the excess amount if any so spent.

16. GENERAL

16.1. The Architect will be fully responsible for the technical soundness of the work including those of the specialists engaged, if any and also ensure that the work is carried out in accordance with drawings, specifications and conceptual plan.

16.2. Authority will get the work of Architect and/or his sub-consultants supervised/inspected at any time by any officer nominated by him who shall be at liberty to examine the records, check estimate and designs.

16.3. The Appointment of Authority's own supervisory staff, if any, will not absolve the Architect of his responsibility of general supervision. The Architect shall be responsible for designs of structures and all provisions/ services of the work entrusted to him so as to satisfy their requirement.

16.4. The Architect hereby agrees that the fees to be paid as provided herein will be in full discharge of functions to be performed by him and no claim whatsoever shall be against Authority in respect of any proprietary rights or copy right on the part of any other party relating to the plans, models and drawings.

16.5. The Architect shall indemnify and keep indemnified Authority against any such claims and against all cost and expenses paid by Authority in defending itself against such claims.

16.6. It is hereby further agreed between the parties that the stamp duly payable under the law in respect of this agreement shall be borne by the Architect.

13. Formats, for submission of documents, required under this RFP

This part of the RFP provides “**Forms**” for providing the information required for submitting the proposal. Authorized signatory of the applicant/consultant must signed each page of the proposal to be submitted to MeDA.

Form I: Letter of Proposal Submission

[Location, Date] To
Designation of Officer,
Address of office

Subject: Empanelment of architects for upcoming projects of Meerut Development Authority,
Meerut

Dear Sir,

We, the undersigned, offer to provide the consulting assignment/job for authority in accordance with your RFP Document dated [Insert Date] and our Proposal. We are hereby submitting our Technical Proposal. We confirm that we have read the RFP Document in totality and abide by the terms and conditions stated in the document.

We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our proposal is binding upon us.

We understand authority not bound to accept any proposal you receive. We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name and address of Firm:

Form II: General Information

Empanelment Category:

(Note: Architect may mention more than one category)

1. Details of the Applicant Name of Applicant:
Legal Status: Address:
Tel No. (with code):
Contact person:
Name and Designation:
Address,
Telephone No. and Email address:
2. Type of Firm (Proprietorship firm/Partnership firm) (with supporting documents):
3. Years since incorporation with documentary evidence (or equivalent certificate):
4. Years since registration of firm with documentary evidence (or equivalent certificate):
5. Brief description of the firm & organization structure:

We agree with all the terms and conditions of this RFP document.

Authorized signatory Name:

Date:

Name of the Applicant with seal

Form III: Financial Information

Please provide financial details of the Architect/Firm along with necessary supporting documents in the following format: Empanelment Category:

Year	Annual Turnover
Average	

Note: A certificate from the Statutory Auditor should be provided as supporting document certifying the Financial Capability submitted by the Applicant.

On Behalf of (Name of the Applicant)

Signature of the Authorized Person's

Name:

Designation:

Form IV: Technical Capacity

To provide the details about technical capacity of the applicant/consultant in the following format:

(Note: Please fill individual Form IV for each Empanelment category)

	Technical Criteria	Response	Reference Page No. (of supporting documents)
1	Type of Firm (Proprietorship firm/Partnership firm)	Years)	(Certificate of incorporation)
2	Years since registration	Years)	(Certificate of incorporation)
3	Experience of Principal Architect	Years)	(experience certificates to be attached as proofs.)
4	Average Annual Turnover	(in Lakhs)	(Certified copies of Financial Statements to be attached as proofs.)
5	Experience of Similar/Eligible Projects No. 1	(Name of Project + Project Cost)	(Performance/Completion Certificates from Client clearly stating the nature of work & services rendered) along with the cost of projects.
6	Experience of Similar/Eligible No.2		
7	No pending litigations with any Central Government/State Government Department/PSU/any other department		

Form V: Curriculum Vitae

(For Principal Architect/ Key staff members) (Fill multiple Form V as per requirement)

1. **Name:** [Insert full name]
2. **Date of Birth:**
3. **Nationality:**
4. **Education:** [Indicate college/university and other specialized education of staff member, giving names of Institutions, degrees obtained, and dates of obtainment]
5. **Membership of Professional Associations (COA):**
6. **Other Training:**
7. **Countries of Work Experience:** [List countries where staff has worked in the last ten years]
8. **Languages:** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]
9. **Employment Record:** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]

From [Year To Year] Authority:

Positions held:

10. **Detailed Tasks Assigned:**
11. **Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:** [Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability.

Name of Assignment/job or project: Year:

Location: Employer:

Main project features:

Positions held: Activities performed:

12. **Certificate:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged

[Signature of staff member]

Full name of staff member

Date:

Place:

Signature of the Applicant:

Form VI: Credential Format

Project Description Sheet

(Use separate sheet for each cited Project)

The following information should be provided in the format below for each Eligible Assignment for which your firm individually was legally contracted by the client stated below:

Assignment Name:		
Project Category according to Category Matrix stated in this RFP		
Name and Address of Client:		
Location:	Project cost (in rupees): Built-up Area in sqm:	
Start date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in rupees):
Name of Associated Architects, if any:		
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative/Description of Project:		
Description of Actual Services Provided by Your Staff:		
Reference with Contact name, telephone number and e-mail (if any) for verification of the details provided above		

Name of the Applicant:

*Applicant needs to furnish Completion/Performance Certificate for supporting for all the completed projects as per criteria.

Signature of the Architect with seal

Dated:

Witness:

Address:

Occupation:

Form VII: Undertaking

Name of Work: Request for Proposal For Empanelment of architects for upcoming projects of Meerut Development Authority, Meerut

I confirm that I/Applicant do not have any pending litigation & non-performing contracts during last 5 years. Further, I/Applicant have not been barred by Government of India/ any State Government/ Government agency, Supreme Court.

I/we confirm that we do not have any litigations pending with any Central Government/State Government department/PSU/any other department as on date of opening of this proposal.

Signature of the Architect with seal:

Dated:

Witness:

Address:

Occupation: