Application for enlistment of the firms of Architects

Issued to M/s ____________________________ ,

______________________________________,

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______________________________________.

Last date and time of submission: **October 17, 2014 1500 hours**
Notice inviting Applications for enlistment of the firms of Architects

Reserve Bank of India invites sealed applications from the firms of Architects for comprehensive architectural services broadly comprise of planning, design / detailing, periodic supervision, obtaining all statutory approvals etc. for the proposed construction of buildings at the Bank’s plot admeasuring approx. 8116 sq. mtr located at Sewri-Cemetry Road, Sewri, Mumbai. The construction is proposed to be taken up in two phases viz. (i) Residential premises meant for transit accommodation of Bank’s Officers along with Recreational club equipped with various indoor & outdoor amenities including gymnasium, swimming pool, multipurpose assembly hall, amphitheater, restaurant etc. on one portion of plot (ii) Office premises on remaining portion of plot area as future construction/development. Estimated cost of the project is ₹ 4500 lakhs.

2. Applications are invited in the prescribed proforma from the firms of practicing Architects who fulfil the following prequalification / eligibility criteria:

(i) Registered Members of Indian Council of Architecture, New Delhi, India.
(ii) Experience of having successfully completed similar work* preferably for Government / Semi-Government / Government of India Undertaking / Multinational companies etc. during the last 5 years ending August 31, 2014 should be either of the following:

(a) Three completed similar works * each costing not less than the amount equal to ₹ 1800 lakhs.

or

(b) Two completed similar works* each costing not less than the amount equal
to ₹ 2250 lakhs.

or

(c) One completed similar work * costing not less than the amount equal ₹ 3600 lakhs.

(iii) Having experience in the field for not less than 5 years and having sufficient supporting staff and infrastructural facilities as described in the application form.

Note:

a. * similar work shall mean providing comprehensive architectural services for Building construction projects comprising of planning, designing, periodic supervision, submission of plans and obtaining all the necessary approvals from local controlling/statutory authorities, including engaging the services of specialists or consultants viz. Structural, HVAC, Electrical and Plumbing and other trades necessary for the work.

b. As a proof of completion of similar works, the applicant shall submit documentary evidence viz., copies of Work Order with details of items of work, Work Completion Certificate(s) issued by the Client(s) for works executed for Government / public sector companies and copies of Work Order, Work Completion Certificate and TDS Certificate(s) issued by the Client(s) for works executed for Private companies. RBI has a right to verify / cause verification of authenticity of the said documents whenever felt necessary.

c. Regarding Client’s certificate, for works carried out for Government / public sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. For works carried out for Private companies, Copy of TDS has to be submitted for proving the credentials/contract amount.

3. Application forms in duplicate can be had from the office of Chief General Manager-in-charge, Premises Department, Reserve Bank of India, 5th floor, Central Office Building, Shahid Bhagat Singh Marg, Fort, Mumbai-400 001 from September 05, 2014 to September 26, 2014 1700 hrs, after furnishing documentary evidence for fulfilling the qualifications mentioned at Para 2 above.

4. In case the blank application form are downloaded from the website/s, the intending firms shall have to submit documentary evidence in support of their possessing required prequalification detailed at Para 2 above in a separate sealed cover super scribing
‘Prequalification criteria for Application for enlistment of Architects for proposed construction of Building at Sewri, Mumbai’ addressed by name to Shri S. Venkatachalam, Chief General Manager-in-Charge, Premises Department, Reserve Bank of India, 5th floor, Central Office Building, Shahid Bhagat Singh Marg, Fort, Mumbai-400 001 up to the last date and time of issuance of application forms viz **September 26, 2014 1700 hrs.** In the event of their failure to do so, their application is liable to be rejected. After scrutiny, if any of the applicants are found not to possess the required eligibility, their applications will not be opened by the Bank for further processing.

5. The application form/s in duplicate (clearly stating Original & Duplicate) attached with duly filled in the prescribed formats with all enclosures and the requisite documents in a sealed envelope/ cover super scribing “Application for enlistment of the firms of Architects for proposed construction of Building at Sewri, Mumbai” shall be addressed by name to Shri S. Venkatachalam, Chief General Manager-in-charge, Premises Department, Reserve Bank of India, 5th floor, Central Office Building, Shahid Bhagat Singh Marg, Fort, Mumbai-400 001 so as to reach on or before 1500 hrs. on **October 17, 2014.** The same will be opened by him/ her or a nominated officer of the Bank in the presence of applicant or their authorized representative who choose to be present at 1530 hrs. on **October 17, 2014** or subsequent date intimated by the Bank.

6. The Design competition will be held among the enlisted firms of Architects for selection of Architect for the project for comprehensive architectural services.

7. Bank reserves the right to accept or reject any or all the applications.
LETTER OF SUBMISSION

Shri. S. Venkatachalam
Chief General Manager-in-charge
Reserve Bank of India,
Premises Department
5th Floor, Central office Building
Shahid Bhagat Singh Marg,
Fort, Mumbai -400 001

Dear Sir,

Application for enlistment of the firm of Architect

I/We have read and understood the instructions and the terms and conditions contained in the application form. I / We do hereby declare that the information furnished in the application and in the supplementary sheets from pages _____ to _____ is correct to the best of my/our knowledge and belief.

Signature _______________________________________

Name of the Applicant _____________________________
Designation _____________________________________
Address _________________________________________

Place _________________
Date _________________

Seal of the Applicant
**Part I - Instructions To The Applicants and General Conditions:**

1. Intending applicants are required to submit in duplicate their full bio-data giving details about their organisation, experience, technical personnel in their organisation, spare capacity, proven competence to handle major works, in-house computer aided design facilities etc. in the enclosed Formats.

2. As time is the essence of a contract, the ability and competence of the applicants to render required service within the specified time frame, will be a major factor while deciding the selection of the Firm of Practicing Architects for preparation of a panel of Architects.

3. The application shall be signed by the person/s on behalf of the applicant / firm / organisation having necessary Authorisation/ Power of Attorney to do so. Each page of the application shall be signed (copy of Power of Attorney/ Memorandum of Association shall be furnished along with the application).

4. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of the proforma and serial number. Separate sheets shall be used for each part of the application.

5. Both the forms of applications (original and duplicate copy) shall contain copies of all the enclosures separately. In case of discrepancy between original & duplicate, the contents of the original shall be treated as correct. The application forms issued by the Bank / downloaded from the website only shall be used for signature and submission to the Bank.

6. While filling up the application with regard to the list of important projects completed or on hand, applicants shall include the separate sheet in the prescribed format and shall only include those works which individually cost not less than ₹ 1800 lakhs.
7. The applicant must have at least two qualified Graduate Architects (having minimum 5 years’ experience in planning and designing and construction of buildings) on their regular establishment for not less than 5 years and necessary Drawing Office with supporting staff for being always available for consultation / furnishing required help in getting plans, sanctions, completion certificates from the local controlling /statutory municipal authorities.

8. (a) The scale of fees payable for Comprehensive Architectural services shall be as per Council of Architecture (COA) norms i.e. architects shall be paid @ 5 % of cost of all works assigned including site development but excludes Interior Architecture, Landscape Architecture & Graphic design & signage which if assigned to the same architect shall be paid separately as per the COA norms as follows:

- Interior Architecture @ 7.5 % of cost of assigned work.
- Landscape Architecture @ 7.5 % of assigned work, and
- Graphic design and signage (if any) @ 7.5 % of work assigned.

(b) The Architect shall visit the site as and when required to inspect and render necessary advice for the on-going works. In case of appointed outstation firms, in addition to the professional fees payable to the appointed Architect, the traveling allowances (as per actual expenditure incurred) and halting allowances (without insisting on production of the related bills) are also paid to the senior partners/ associates of the firm of Architects and their Junior staff/ associates, whenever they visit places other than their headquarters like site of work or Central Office of the Bank for inspection of the work/ for consultation at Bank’s instance. The scale of halting allowance payable per diem to the senior partners/ associates of the firm of Architects and their Junior staff/ associates is as per the Bank’s norms.

9. The appointed architect firm shall, with the prior approval of the Bank and within the fees mentioned in the clause 8 above, engage the services of well qualified specialists or consultants pertaining to the following services,

(i) Geo-technical (ii) Structural (iii) Electrical & lifts (iv) Air conditioning (vi) Plumbing, sanitary, drainage and water supply (v) Green Building (vi) Interior (vi) Landscaping etc. trades involved in the project.

The fees of these specialists/consultants appointed under this clause shall be paid
by the Architect firm, who shall also responsible for all the work, action, omissions of such specialists/consultants.

10. The applicant shall have registered office with not less than 100 sq. m carpet area with necessary equipment and supporting staff at senior and middle level and independent telephone facility at their office/ mobile and residence.

11. Services to be rendered by the Architect (in brief)

(a) to take instructions from the Bank and prepare sketch designs, making revisions till sketch designs are finally approved by the Bank and making preliminary estimates of cost.

(b) to submit required drawings to the statutory authority/authorities, obtain DP/TP remarks, NOCs and all the approvals including commencement certificate.

(c) to engage and instruct consultants / specialists.

(d) to prepare architectural working drawings, structural drawings including design and all other drawings for various trades.

(e) to scrutinise applications for empanelment of contractors, forward recommendations to the Bank for making a panel of contractors.

(f) to draw detailed specifications, estimates, draft tender for various trades.

(g) to submit Assessment Reports on tenders received for various trades along with comparative statements and recommendations for award of work.

(h) to prepare and supply 6 sets of all drawings for execution.

(i) to visit site as and when required by the Bank and periodical supervision.

(j) to submit in detail, quantities of steel and cement.

(k) to obtain Occupation Certificate & Completion Certificate from the Local Municipal Authority.

(l) to submit Completion Drawings.

(m) to render assistance to the Bank for settlement of initial rateable value.

(n) Any other services connected with the said works usually and normally
rendered by the Architects and not referred to in above except complete supervision, administration of contract and certification of payment.

12. Applications containing false and/or incomplete information are liable for rejection. The Bank shall obtain the Confidential Reports from the clients of the applicants and inspect the works to verify the various details and the credentials.

13. Decision of the Bank in regard to enlistment of the firm of Architect shall be final. The Bank is not bound to assign any reasons therefor.

14. Enlisted firms of Architects will be allowed to participate in the Design competition for the proposed work as per the instructions and brief to be issued subsequently. Selection of Architect for the proposed work will be based on the evaluation criteria fixed by the Bank for Design competition.

I / We have read the various items and conditions and the same are acceptable to me/us.

Signature and Seal of the applicant: Name:

Full address: Date:
Part II - Information to Be Furnished By the Applicant

1. Name, composition and registered office address

2. Whether individual or a partnership firm with full particulars of the other partners including their names, professional qualifications, age, experience etc.
   *Attach a separate sheet.*

3. Names, qualification and experience of all technical personnel in the firm.

4. Whether registered as a member of Indian Council of Architecture?
   *State the Registration No. & attach a copy of certificate*

5. Details of experience as practicing Architects.
   *Attach a separate sheet.*

6. Important large projects executed during last 5 years by the firm together with cost of individual project. The full address of the clients for whom the works have been executed.

7. Important large projects on which the firm is engaged at present and their estimated cost (stages of work viz. planning and construction). The full address of the clients for whom the works have been executed.

8. Name and address of the banker/s of Architect.
   *Attach a separate sheet.*
9. Whether the Bank’s standardized scale of fees as mentioned in part I Para 8 is acceptable or not?

10. Whether the firm is involved/has been involved at any time in any Litigations/ arbitrations pertaining to their professional commitments? 
    If yes, details to be furnished regarding nature of the complaint, Year and outcome of the exercise.

11. Financial standing

    Copies of the Income Tax Clearance certificates/ Income Tax assessment orders along with latest final accounts of the business of the architect duly certified by a Chartered Accountant should be enclosed in proof of their creditworthiness for the last three consecutive financial years.

12. List of meritorious awards if any,

Name & Signature:

Full address & office seal:

Date:
## Composition of the Firm

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| 1. | **Name of the firm:**  
(Attach an attested photocopy of Certificate of Registration) |
| 2. | **Legal Status of the Firm:**  
(Individual company/Partnership firm/Joint Venture firm) |
<p>| 3 | <strong>Names and titles of Directors or Partners:</strong> |
| 4(a) | Registered Address: |
| 4(b) | Telephone: |
| 4(c) | FAX/Tele-fax |
| 5(a) | Contact Person |
| 5(b) | Designation |
| 5(c) | Full Postal Address |
| 5(d) | Email id |
| 5(e) | Mobile no. |
| 6 | In case the company is subsidiary, the involvement, if any, of the Parent Company in the Bank’s proposed work: |
| 7 | State whether in-house expertise is available for all services/sub-systems. |
| 8 | Was the applicant ever required to suspend the eligible works for a period of more than six months continuously after commencement? |
| 9 | Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded works before their completion? If so, give name of the project and reasons for abandonment. |
| 10 | Has the applicant or any constituent |</p>
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<td>partner in case of partnership firm, ever been debarred / black-listed for competing in any organization at any time? If so, give details</td>
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<tr>
<td>11</td>
<td>Has the applicant or any constituent partner in case of partnership firm, ever been convicted?</td>
</tr>
<tr>
<td>12</td>
<td>Whether the Applicant is involved in frequent litigations in the last five years?</td>
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Signature, date and stamp of the Applicant /Authorized representative
(A) List of technical personnel, giving their technical qualifications, experience
Including that in the present firm/organisation. The statement should also show
The administrative staff available in the organization.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name</th>
<th>Age</th>
<th>Qualifications</th>
<th>Consultancy experience</th>
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Nature of works handled | Name of the projects handled with cost details | Date from which employed in the present organization/firm | Indicate special experience if any

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Signature, date and stamp of the applicant / Authorized representative

Note: Mention other points, if any, to show technical and managerial competency to indicate any important point in your favor.

(B) Infrastructure available for handling the consultancy work:

The details in a separate sheet shall include the office set up such as carpet area of the registered office, no. of computers, in house computer aided design and planning facility like AutoCAD package, etc.

Signature, date and stamp of the applicant / Authorized representative
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<th>Sr. No.</th>
<th>Name and address of the Client (also indicate whether Government / Semi Government / Government of India Undertaking or Private body)</th>
<th>Name and location of the project</th>
<th>Details of the officers/ authorities/ contact executives under whose control the work(s) was/ were executed</th>
<th>Details of the work</th>
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<tbody>
<tr>
<td></td>
<td>Name</td>
<td>Postal address</td>
<td>e-mail IDs</td>
<td>Telephone (landline and mobile) nos.</td>
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<tr>
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<td>2</td>
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<td>5</td>
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Whether copies of the detailed work orders indicating date of award, value of awarded work, time given for completing the work etc. and the corresponding completion and TDS certificates indicating actual date of completion and actual value of executed similar eligible works in proof of the work experience have been attached.
Note:

(a) The applicants are required to provide the Documentary Proof in respect of the information furnished above.

(b) As a proof of completion of similar works, the firms shall submit documentary evidence in support of the qualification criteria viz., copies of Detailed Work Order indicating items of work, Work Completion Certificate(s) issued by the Client(s) for works executed for Government/public sector companies and copies of Detailed Work Order indicating items of work, Work Completion Certificate and TDS Certificate(s) issued by the Client(s) for works executed for Private companies. RBI has a right to verify / cause verification of authenticity of the said documents whenever felt necessary.

(c) Regarding Client’s certificate, for works carried out for Government/public sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. For works carried out for Private companies, Copy of TDS has to be submitted for proving the credentials/contract amount. Client certificate shall be as per Format 5. The Certificates should be submitted in a sealed cover addressed to the Shri S. Venkatachalam, Chief General Manager-in-charge, Premises Department, Reserve Bank of India, 5th floor, Central Office Building, Shahid Bhagat Singh Marg, Fort, Mumbai-400001 for each of the Prequalification work(s)

Signature, date and stamp of the Applicant
**List of similar important projects on hand/ being executed by the firm/Applicant**

| Sr. No. | Name of the project and location | Nature of work involved in the contract (e.g. residential, offices, etc.) | Name of the owner, also indicate whether Government / Semi Government /Government of India Undertaking or Private body, with full address | Project cost in ₹ lakhs | Completion period | Present stage of work, with reasons if the work is getting delayed | Any other relevant information |
|---------|---------------------------------|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------'|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------'|
| 1.      |                                 |                                                                        |                                                                                                                                 |                        |                  |                                                                                                                                  |                                                                                                                                  |
| 2.      |                                 |                                                                        |                                                                                                                                 |                        |                  |                                                                                                                                  |                                                                                                                                  |
| 3.      |                                 |                                                                        |                                                                                                                                 |                        |                  |                                                                                                                                  |                                                                                                                                  |
| 4.      |                                 |                                                                        |                                                                                                                                 |                        |                  |                                                                                                                                  |                                                                                                                                  |
| 5       | Stipulated                      | Actual                                                                | 9                                                                                                                          | 10                     |                  |                                                                                                                                  |                                                                                                                                  |

Signature, date and stamp of the Applicant
CLIENT’s CERTIFICATE REG. PERFORMANCE OF FIRM ARCHITECT (On Client’s Letter Head)

Name & address of the Client:

Details of Works executed by Shri /M/s:

1. Name of work with brief particulars :
2. Agreement No. and date :
3. Agreement amount :
4. Date of commencement of work :
5. Stipulated date of completion :
6. Actual date of completion :
7. Details of compensation levied for delay (indicate amount) if any :
8. Gross amount of the work completed and paid :
9. Name and address of the authority under whom works executed :
10. Whether the firm employed qualified Engineer/Overseer during execution of work:
11. i) Quality of work (indicate grading) : Outstanding/Very Good/
   Good/Satisfactory/poor
   (ii) Amt. of work paid on reduced rates, if any.
12. i) Did the firm go for arbitration?
   ii) If yes, total amount of claim
iii) Total amount awarded

13. Comments on the capabilities of the firm of Architect

   a) Technical proficiency : Outstanding/Very Good/ Good/ Satisfactory/poor
   b) Financial soundness : Outstanding/Very Good/Good/Satisfactory/poor
   c) Mobilization of adequate T&P : Outstanding/Very Good/Good/Satisfactory/poor
   d) Mobilization of manpower : Outstanding/Very Good/Good/Satisfactory/poor
   e) General behavior : Outstanding/Very Good/Good/Satisfactory/poor

**Signature of the Reporting Officer* with Office seal**

Note: (i) All columns should be filled in properly

(ii) * Regarding performance report/clients certificate, for works carried out for Government/ public sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. For works carried out for Private companies, Copy of TDS has to be submitted for proving the credentials/contract amount.

(iii) The Client Certificates should be submitted in a sealed cover addressed to the Shri S. Venkatachalam, Chief General Manager-in-Charge, Premises Department, Reserve Bank of India, 5th floor, Central Office Building, Shahid Bhagat Singh Marg, Fort, Mumbai-400 001 for each of the Prequalification work(s)
FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK
(On Bankers’ Letter Head)

1. Composition of the firm (whether Partnership/ Private Limited/ Proprietorship/ Public Limited.)
2. Name of the Proprietor/ Partners/ Directors of the firm.
3. Turnover of the firm for the last 3 years (year wise).
4. Credit facility/ Overdraft facility enjoyed by the firm.
5. Dealings
6. The period from which the firm has been banking with your bank.
7. Any other remarks.

(Signature)
For the Bank

Note:
1. Bankers' certificates should be on letter head of the Bank, sealed in cover addressed to enlistment authority.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.