

Expression of Interest (EOI)
for
Engagement of Architect

The objective of seeking Expression of interest is to Engage Architectural Consultant/ Firms Registered Under Council of Architect, New Delhi ,to provide consultancy services for Interior and Furnishing work of Office of **APEDA** , at Guwahati.

(As per Architect Act. Govt. of India, Proprietor / All the Partners of The Firm should be Registered under Council of Architect for Rendering Professional Services.)

The scope of work for Architect is to prepare Concept plan, detail drawings, material specification, Structural design & drawing (if required), Service drawings, cost estimation, for Walls and Ceilings, Modular workstation, CCTV, Security Systems, Fire Detection , Central Air conditioning, Plumbing and Sanitary works , Electrical work , UPS and IT Server Room and False ceiling and other ancillary work as per requirement with periodic site supervision as and when required .

The agency having Head Office in Guwahati / North Eastern states with minimum 10 years of Experience in relevant field and having completed at least 3 (Three) nos. similar works of Interior of Modern Offices with Single Project of value not less than 2.0 Crores(Each) in last 5 years for Govt./ Semi Govt./ Corporate houses should apply with their credential/ information/ testimonials in prescribed format which may be down loaded from APEDA web site www.apeda.gov.in.

The duly filled up application in prescribed format for engagement of architect for comprehensive interior architectural work for APEDA Guwahati office is to be sent to the undersigned super-scribing on the top of the envelop” Engagement of Architect Consultants/ Interior Designers.” should reach on or before 27th January 2015.

Dy. General Manager (P&A)
APEDA, 3rd Floor,
NCUI Building,
August Kranti Marg,
New Delhi – 110 016
Phone : 26513204

APPLICATION FOR ENGAGEMENT OF ARCHITECT FOR COMPREHENSIVE INTERIOR ARCHITECTURAL WORK FOR APEDA GUWAHATI OFFICE

PART-I (A)

Instruction to the Applicants before filling up of Application form

- 1) As the time is the essence of the Contract Agreement, the ability and competence of the applicants to render required services within the specified time frame will be the major factor while deciding the selection of the Architects.

- 2) Eligibility criteria of Architect/ Interior Designers firms

The agency having Head Office in North Eastern India and Registered Interior (Architect) design Consultant Under APWD/ CPWD / or any Govt. Agencies with minimum 10 years of extensive experience of rendering Consultancy Services for at least 3(Three) similar projects of value not less than 2.0 Crores(Each) in last 5 years. The completed projects should have had the scope of Design on for Walls and Ceilings, Modular workstation, CCTV, Security Systems, Fire Detection , Central Air conditioning, Plumbing and Sanitary works , Electrical work , UPS and IT Server Room and False Flooring with periodic site supervision as and when required .

(Supporting documents must be furnished along with soft copy of already executed work)

- 3) The application shall be signed by the persons on behalf of the organization having necessary authorization/ power of attorney to do so. Each page of application shall be signed (copy of power of Attorney / Memorandum of association shall be furnished along with the application and Original should be produced subsequently for verification and return).
- 4) Intending applicants are required to submit their full Bio-Data in duplicate giving details about their organization, experience, technical personal in their organization, proven competence to handle major works, in house computer aided facilities etc. in the enclosed Performa.
- 5) The application must be accompanied with registration certificate under council of Architect, PAN card with IT return for last 3 years, service tax registration.
- 6) Both the forms of applications (original and duplicate copy) shall contain copies of all the enclosures separately.
- 7) If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the name of the Proforma and serial number. Separate sheets shall be used for each part of the application. Separate sheets must be duly signed and sealed.
- 8) The applicant (Architect Consultants, Interior Designers' firms.) must have at least two On Roll qualified graduate Architects experience of preparation of concept plan, structural design & drawing, services, landscape ancillary works and cost estimation based on current Schedule of Rates of Assam PWD and Non- Schedule items if require based on market rate analysis.(Proof of Employee Should have to be Submitted)

- 9) The applicant may engage the services of well qualified specialists or consultants pertaining to services. relevant to the work at his own risk and cost and no extra payment will be made by APEDA in this regard.
10. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall include separate sheet in the prescribed format. Services to be rendered by the consulting firm.
11. a) To take instruction from APEDA and prepare sketch designs/ presentation drawings making revisions till sketch designs are finally approved by the Mission and making preliminary estimates of cost.

b) To prepare architectural working drawings, structural drawings including, services drawings- electrical, plumbing, sanitary, fire fighting and all other drawings for various trades required for completion of the particular project.
12. The prospective applicant should visit the work site to understand the nature and scope of work with prior intimation to APEDA regional office Guwahati from 19th to 23rd January 2015.
13. The application must be accompanied with rough estimates of the proposed work.
14. The total consultancy fee and schedule of payment shall be duly filled up as per annexure IV. the consultancy fee shall be inclusive of service tax and any other taxes as applicable. Deduction of income tax etc. will be made at source at the time of making payment.

ANNEXURE-I

Details of the qualification **works executed**(please mention only such works which qualifies for the category/ class for which you have applied)

Sl. No.	Name Ofwork	Work executed for (name of the organization with address, concerned office & telephone no.)	Nature of work (in brief)	Location of the work	Actual value of the works	Stipulated time for completion	Actual time for completion	If work left incomplete or terminated (furnish reasons)
1								
2								
3								
4								
5								
6								
7								

ANNEXURE-II

Details of the major **works in hand**(please mention only such works which qualifies for the category/ class for which you have applied)

Sl. No.	Name Of work	Work executed for (name of the organization with address, concerned office & telephone no.)	Nature of work (in brief)	Location of the work	Actual value of the works	Stipulated time for completion	Remark if Any
1							
2							
3							
4							
5							
6							

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

Sl no	Name of the official	Organization	Address	Contact numbers
1				
2				

3				
----------	--	--	--	--

ANNEXURE-III

Registration/ Empanelled with government/ Public Sector / Institution

Sl. No.	Name of the organization	Nature of works
1		
2		
3		
4		
5		

ANNEXURE-IV

Consultancy fee and schedule of payment

a. Consultancy fee% of the estimated cost of work.

(Rate should be quoted both in figure and words)

b. Schedule of payment.

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

iv. On completion of 80% of the work v. On Virtual Completion		
--	--	--