

THE CHANDIGARH INDUSTRIAL AND TOURISM DEVELOPMENT CORPORATION LTD. SCO NO.121-122, SECTOR-17-B, CHANDIGARH

NOTICE INVITING EXPRESSION OF INTEREST

Chandigarh Industrial and Tourism Development Corporation(CITCO) invites proposals from Architects of repute for empanelment . The already empanelled Architects need not apply. The detailed format may be obtained from the office of Executive Engineer, CITCO, Engineering Wing, Room No.84, ISBT, Sector 17, Chandigarh on any working day or can be downloaded from CITCO website www.citcochandigarh.com.

1. ELIGIBILITY CRITERIA

- A. The Architect Consultant, Owner/partner of the firm should be registered with Council of Architecture in India and registration should be valid till date.
 - B. The Architect/Firm should have minimum experience of 7 years of providing Architectural Consultancy.
 - C. The Architect/Firm should have provided Architectural Consultancy in the field of hospitality industry.
 - D. Applications on the prescribed format (enclosed herewith) alongwith following documents in Envelope-1 should be submitted in the office of the Executive Engineer, CITCO.
 - a) Brief note regarding the profile of the firm
 - b) The certificate of having been registered with council of Architectural in India and its validity should be up to date.
 - c) List of works of hospitality industry (as per Sr.No.C above) for which consultancy has been provided during last 07 years (ending 31/10/2016) alongwith the total cost of project and date of completion and certificate from concerned department/organization issued by the concerned authority.
 - d) Affidavit that the consulting Architect/firm has never been blacklisted/debarred by any Govt. Semi Govt./Board/ Corporation/ Private Organization.
2. The Corporation reserves the right to reject any or all the applications without assigning any reasons at any stage of the process.

Sd/-

MANAGING DIRECTOR

**PRESCRIBED PROFORMA FOR EMPANELMENT OF ARCHITECTS/ FIRMS
IN CITCO AS PER NOTICE INVITING EXPRESSION OF INTEREST**

Sr. No.	Description	To be filled in by the firm.
1.	Name & Address of the Applicant / Consultant.	
2.	Registration Number with the Council of Architecture (Please attach attested photocopy)	
3.	Telephone No. / Telex No. / Fax No.	
4.	Legal status of the applicant (attach copies of original document defining the legal status).	
a)	An individual	
b)	A proprietary firm.	
c)	A firm in partnership	
d)	A limited company or Corporation.	
5.	List of key personnel of the firm alongwith their qualification and experience.	
6.	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed by any Govt. / Semi Govt. / Board / Corporation / Private Organisation. An affidavit in this regard be submitted.	
7.	Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a court of law ? If so, give details.	
8.	Detail of Architectural Consultancy provided for the completed projects as per eligibility criteria executed in last 07 years upto 31/10/2016 with the total cost, and date of completion alongwith certificate from concerned department/ organization issued by the competent authority.	
9.	Any other information considered necessary but not included above.	
10.	Total Number of documents attached. * If space is not sufficient please attach extra sheet.	
SCHEDULE OF SERVICES:		

1	To prepare conceptual designs with reference to requirements given and as per site conditions and get the same approved.
2	To prepare working drawings, specifications, schedule of Quantities and Estimates along with justification of Rates.
3	To supply 3 sets of working drawings.
4	To visit the site of work as and when desired by Engineer-in-Charge to clarify any decision or interpretation of the drawings and specifications.

CONDITIONS:-

1. The selected/empanelled Architects/firms shall be paid professional fee @ 3% of the total cost of work involved in the project and for the repetitive works such as rooms @ 3% of the total cost of the work for the number of designs involved in the project.

The mode of payment to the Architect / Interior Designer shall be as follows:-

i)	On submitting conceptual designs and rough estimate of cost	-	10% of total fee payable.
ii)	On submitting the required preliminary scheme for approval alongwith preliminary estimate of cost.	-	20% of total fee payable less payment already made.
iii)	On incorporating suggestions and submitting drawing for approval .	-	30% of total fee payable less payment already made
iv)	Upon statutory approval necessary for construction wherever applicable		35% of total fee payable less payment already made
v)	Upon preparation of working drawings, specifications, and schedule of quantities sufficient to prepare estimate of cost and preparation of tender document.		45% of total fee payable less payment already made
vi)	On inviting receiving and analyzing tenders and advising on appointment of contractor	-	55% of total fee payable less payment already made.
vii)	On submitting working drawings and details required for commencement of work at site		65% of total fee payable less payment already made.
a)	-On completion of 20% of the work		70% of total fee payable less payment already made.
b)	-On completion of 40% of the work		75% of total fee payable less payment already made.
c)	-On completion of 60% of the work		80% of total fee payable less payment already made.
d)	-On completion of 80% of the work		85% of total fee payable less payment already made.
e)	-On virtual completion of the work		90% of total fee payable less

			payment already made.
viii)	On submitting completion report and drawings for issue of completion/occupancy certificate by statutory authorities wherever required and on issue of as built drawings	-	100% of total fee payable less payment already made.

2. The selected/empanelled Architects/Firms shall be asked to submit the conceptual designs for the required renovation work. The same shall be prepared and submitted by the Architects/Firms within 15 days as and when asked by CITCO. Thereafter, the presentation shall be held before the committee constituted by CITCO.

The Architect shall be appointed for the renovation work, who is selected by the Committee based upon the presentation and conceptual design given by the empanelled Architect Consultants/firms.

3. The preliminary drawings and rough cost estimate shall be submitted by the appointed agency within 30 days from the date of appointment.
4. The workings drawings alongwith complete detailed drawings, specifications, schedule of quantities, detailed Estimate and tender documents shall be submitted within 30 days from the approval of the rough cost estimate.
5. In the event of the Architect/firm failing to comply the time schedule mentioned in the condition No.(3) & (4) above, he shall be liable to pay as compensation an amount equal to one percent or which the Engineer-in-Charge may levy on allotted amount for every day. Provided always that the entire amount of the compensation to be paid under provisions of this clause shall not exceed ten percent of the allotted amount. The Managing Director, CITCO may on representation from Architect reduce the amount of compensation and this decision in writing shall be final.
6. The Architect/firm shall be fully responsible for the designs and specifications of different items prepared by him even if the initial drawings for the same has been approved by CITCO.
7. The Architect/firm shall make necessary revisions as may be required by CITCO in the drawings and other documents submitted by him and nothing extra shall be paid on this account.
8. In case the representative of the firm is required to visit out station concerning the work, expenditure for the same shall be borne by CITCO.
9. The Architect/firm shall make available the samples of various finishing material to be used in the building.

10. In the event of the failure on the part of the Architect/firm to perform in accordance with terms, the CITCO shall be at liberty to cancel the allotment at any stage and shall have the right to make full use of all or any of the drawings prepared and supplied by the Architect.
11. If the Architect/firm abandons the works for any reason whatsoever, CITCO may make full use of all or any of the drawings prepared/supply him and he shall be liable to refund all the fees paid to him upto the date plus such damages as assessed by CTICO subject to a maximum of 10% of the total allotted amount.
12. The CITCO shall have the liberty to postpone or not to execute any work planned / designed by Architect.
13. The Architect/firm shall make necessary revisions as may be required by CITCO in the drawings and other documents submitted by him and nothing extra shall be paid on this account.
14. Conditional quotations are liable to be rejected.
15. Income tax shall be deducted as per rules.
16. In the event of dispute the matter shall be referred to Managing Director, CITCO whose decision shall be final and binding on both parties.
17. CITCO reserves the right to reject any or all the offers without assigning any reason.

I/We hereby certify that all the statements made and information supplied above are true and correct.

Signature of Architect / Applicant.
With seal

**Sd/-
SDE(C-I)
CITCO**

**Sd/-
SDE(C-II)
CITCO**

**Sd/-
Executive Engineer
CITCO**

**Sd/-
Managing Director
CITCO**