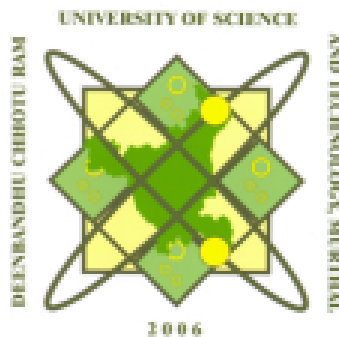


YEAR 2018

EXPRESSION OF INTEREST

FOR EMPANELMENT OF

ARCHITECTS / ARCHITECTURAL FIRMS



DEENBANDHU CHHOTU RAM
UNIVERSITY OF SCIENCE AND TECHNOLOGY
MURTHAL SONEPAT HARYANA-131039



**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE &
TECHNOLOGY, MURTHAL (SONEPAT)**

(Established by State Legislative Act 29 of 2006 &
Approved under Section 2 (F) & 12 (B) of U.G.C. Act, 1956)

Website: www.dcrustm.org, www.dcrustm.ac.in

Advt. No. 03/2018

EXPRESSION OF INTEREST FOR EMPANELMENT OF ARCHITECT / ARCHITECTURAL FIRMS

Deenbandhu Chhotu Ram University of Science and Technology Murthal Sonapat invites applications on specified performa duly filled in and complete in all respects for empanelment of Architects/Architectural firms possessing requisite professional & technical qualification and experience etc. on Haryana Govt. e-portal i.e. www.dcrustm.haryanaeprocurement.gov.in upto 19.03.2018. For categories of empanelment, Eligibility conditions, General information and instructions, application format, please visit www.dcrustm.org, www.dcrustm.ac.in or www.dcrustm.haryanaeprocurement.gov.in

REGISTRAR

1.0 About the University

Deenbandhu Chhotu Ram University of Science and Technology, Murthal is a Haryana State Govt. University which was established by Act No. 29 of Haryana State Legislature on 6th November, 2006 by upgrading the erstwhile Chhotu Ram State College of Engineering, Murthal to facilitate and promote studies and research in emerging areas of higher education with focus on Science, Technology, Architecture and Management. The University is located on National Highway No.1, 50 KM from Raj Ghat, Delhi and 8 KM from district head-quarter, Sonapat in National Capital Region (NCR), spread over 273 acres sprawling campus. The University has a pollution-free, green campus with built up space in a futuristic architectural idiom.

Mission

To facilitate & promote studies and research in emerging areas of higher education with focus on new frontiers of Science, Engineering, Technology, Architecture & Management, leading to evolution of enlightened technocrats, innovators, scientists, leaders & entrepreneurs who will contribute to national growth in particular & to international community as a whole.

Objectives

The University aims to groom excellent technocrats, managers, scientists and architects to acquire the skills like innovation, imagination, synthesizing and analytical competence, scientific intellect and commitment for excellence under the guidance of highly competent & skilled faculty. The university has broad objectives as follows:

- ❖ To facilitate and promote studies and research in emerging areas with focus on new frontiers of science, engineering, technology, architecture and management studies.
- ❖ To create an academic environment where all are involved, where teaching and learning are both a pleasure and are seen as a positive gain.
- ❖ To produce excellent technical professionals with human values.
- ❖ To give stress on hands-on training.
- ❖ To contemporize technical education through e-education and e-governance.
- ❖ To create self-sustaining Centres of Excellence: a model in the state.

2.0 General Information & Instructions

- i) It is proposed to empanel Architects/Architectural Firm for the various categories as indicated:

Category A : Firms in the category will provide Comprehensive Architectural , structural & engineering services consultancy which shall include planning, designing, preparing estimates, BOQ, tender document, weekly/fortnightly visit(s) as per site requirement regarding supervision and execution of educational buildings and/or extension to the existing such buildings and other infrastructure costing more than Rs.10.00 crores.

Category B : Firms in the category will provide Comprehensive Architectural , structural & engineering services consultancy which shall include planning, designing, preparing estimates, BOQ, tender document, weekly/fortnightly visit(s) as per site requirement regarding supervision and execution of educational buildings and/or extension to the existing such buildings and other infrastructure costing less than Rs.10.00 Crores.

- ii) All Information called for in the proforma should be furnished against the relevant columns. Additional information may be furnished on a separate sheet by mentioning the same against the relevant column. If any particular/query is not applicable, it should be stated as 'Not-Applicable'. Incomplete applications will be summarily rejected.
- iii) The applications should be typewritten/ printed. The Architect's/Architectural Firm's, signature & seal should appear on each page of the application.
- iv) Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initials, dating and rewriting.
- v) Credentials, references, information and certificates from the client certifying performance along with list of important works executed with the cost/ value during the last ten years etc. should be furnished in the prescribed formats.
- vi) The applicant shall deposit an amount of Rs. 6,000/- (Rs. 1,000/- for e-service fee and Rs. 5,000/- for EOI document/application fee) (non-refundable) online through Debit cards or internet banking accounts.
- vii) The application should invariably be accompanied by the Undertaking on the prescribed format.
- viii) DCRUST reserves the right to verify the performance of Architects/Architectural firms and to call for any further information , if required.
- ix) An Architect/Architectural Firms may furnish any additional information, which they think is relevant for the purpose. They are, however, advised not to furnish superfluous information. No information shall be entertained after the last date of submission of application form, unless it is called for by the DCRUST.
- x) Any information furnished by Architect/Architectural Firms found to be incorrect either immediately or at a later date, would render striking off their name from the DCRUST list of empanelled Architects/Architectural Firms without prejudice to any other right or remedy available in law.
- xi) DCRUST reserves the right to accept or reject any or all the applications without assigning any reasons thereof and no correspondence in this regard shall be entertained.

- xii) Documents submitted/uploaded on e-portal of Haryana Govt. against this notice/invitation will be treated as confidential and will not be returned.
- xiii) Decision of DCRUST with regard to preparation of panel of the Architects shall be final. DCRUST is not bound to assign any reasons thereof.
- xiv) The Architect for any particular work shall be selected from the respective panel at the discretion of DCRUST and such selected architect is required to execute agreement and as per the agreed scope of work.
- (xvii) Initially, the empanelment shall be valid for three years. The Architects/ Architectural Firms shortlisted for various categories are required to pay one time registration fees based on the category.

The details of the one-time registration fees are as follows:-

S.No.	Category	Registration Fees
1.	'A' & 'B'	Rs. 20,000/-

3.0 Empanelment Process

The Empanelment Process shall consist of the following two stages:

- i) **Initial Eligibility:** The applications will be screened based on the initial eligibility criteria mentioned at Clause No.-4 of this application document. Applicants found eligible based on the Initially Eligibility Criteria will be considered for the next stage evaluation.
- ii) **Detailed Evaluation:** The applications found eligible as per the Initial Eligibility Criteria shall be further evaluated based on the Work Experience University/Educational Campus Planning, Educational Buildings, Architectural Competition won, Experience in Green Building & Average Annual Financial Turnover by allocation of marks for various criteria as detailed in Clause No - 5.

4.0 Initial Eligibility Criteria for short listing for Empanelment

- i) The applicant should be Architects registered with the Council of Architecture, India (COA) or Architectural Firms fully owned by Architects registered with COA, eligible as per the initial eligibility criterion given in this document. In this connection, please refer the Public Notice issued by COA. The copy of same is enclosed at Annexure-XI
- ii) Architect/Architectural Firm should have registered GST number.

- iii) An applicant should have during the last five years, neither failed to perform on any agreement nor been expelled from any project or agreement nor have any agreement terminated for breach by the applicant.
- iv) The bidder shall furnish an undertaking duly attested by notary in a non-judicial stamp paper of value Rs. 100/- (Rupees Hundred Only) regarding their non-blacklisting /debarred in any of the government department and public sector undertaking enterprise in India and Central /State vigilance commission during the last five financial years as per Annexure-X.
- v) The Architect or Architectural Firm should have annual turnover of at least a sum of Rs. 1.00 crore or above as comprehensive consultancy fee during last three financial years duly audited & certified by Chartered Accountant.
- vi) The Architect or Architectural Firm should have carried out within the last ten years, design and supervision of One Educational (Preferably University /College) campus with multiple buildings and facilities of not less than 05 acres (Purely residential campuses or residential colonies or industrial campuses will not qualify)

OR

At least two Educational buildings/Buildings in Educational Campus , each having a plinth area of 3000 sqm or more.

5.0 Detailed Evaluation

- i) The applicant's eligibility for empanelment shall be initially determined based on the criteria mentioned at Clause No. 4.0.
- ii) The Architect/Architectural Firm meeting the initial eligibility criteria shall be further evaluated based on the following parameters:

S.No.	Head	Marks
i)	Work Experience (Educational Campus Planning)	10 Marks
ii)	Comprehensive Architectural Consultancy of University / Institutional buildings/ Educational buildings/ buildings in Educational campus	15 Marks
iii)	Architectural Competition won during practice	10 Marks
iv)	Experience in Green Buildings	10 Marks
v)	Average Annual Financial Turnover	40 Marks
vi)	Presentation of the earlier executed projects / of the project given by the University before Jury-Panel constituted by the University	15 marks
Total		100 Marks

- iii) The empanelment of the Architect/Architectural Firm shall be evaluated based on the scoring scheme. Empanelment category will be decided on the basis of Marks secured by the applicant.

6.0 Documents to be submitted/uploaded

The following documents duly attested & certified should be uploaded along with the application for verification of the eligibility:

A. For Initial Eligibility Criteria:

- i) Certified copy of registration with Council of Architecture for the proprietor or senior most partner in a partnership firm.
- ii) Certified copy of registration for practice.
- iii) Attested photocopy of Certificate of registration/Partnership deed.
- iv) An undertaking duly attested by Notary in a non-judicial stamp paper of value Rs. 100/- regarding their non-black listing/debarring in any of the Govt. Department and Public Sector Undertaking/Enterprise in India and Central Vigilance Commission during last 5 years.
- v) Attested photocopy of registration with relevant tax authority i.e. GST.
- vi) Attested photocopy of performance certificate(s) from the client for the completed work clearly mentioning the Area of the campus/building, value of buildings, location, year of completion, name of client for verification eligibility as per Clause- 4 (v); Page-5&6.

B. For Detailed Evaluation

a) Work Experience:

- i) Master Plan of each campus in A-3 size sheet / format.
- ii) Minimum Three photographs that bring out the essence of campus planning for each campus (can be composed in separate A-3 sheets).
- iii) Write up in a single page A-4 size for each campus with area and other details (font size 12).
- iv) A certificate from the Client confirming that the participant had designed the Campus successfully.
- v) Attested photocopy of performance certificates from the client for the completed work clearly mentioning the value of buildings, area, location, name of client and year of completion etc. supported by three photographs of each project (This is verifiable by DCRUST, if required).

b) Comprehensive Architectural consultancy of University buildings/Educational Buildings/ Institutional building in Educational campus:

- i) Site Plan/Ground Floor Plan in A-3 format for each of the building.
- ii) Typical floor in A-3 format for each of the building.
- iii) Write up in a single page A-4 size for each building with area and other details.
- iv) A certificate from the client confirming that the participant had designed the building.

c) Competitions won during practice:

- i) Certified copy of citation received or official announcement of winning competition in press.

d) Average Annual Financial Turnover:

- i) Audited Balance Sheet highlighting the consultancy fees received during last 3 Financial Year 2014-15, 2015-16 & 2016-17.
- ii) The consultancy fee should be at least a sum of Rs. 1.00 crore or above annually duly audited and certified by the Chartered Accountant.
- iii) Income Tax Returns of the last three years audited & certified by a Chartered Accountant with the confirmation of the turnover in Professional Fee is exclusive of services rendered for interior designs or other allied works.

e) Experience in Green Building

- i) Copy of Certificate received in respect of building or project designed and/or verifiable publication of the project in any Architectural or Scientific journal or any other Institution authorized for certification of Green building (LEED , GRIHA, ECBC or any other equivalent body / authority).

7.0 Submission / uploading of Documents

The application alongwith relevant documents in the prescribed form duly completed and signed should be uploaded on Haryana Govt. e-portal i.e. www.dcrustm.haryanaeprocurement.gov.in upto 19.03.2018, 17:00 Hrs. A hard copy of application alongwith relevant documents should be submitted on or upto 19.03.2018, 17:00 hrs. in the office of Executive Engineer, Construction Division, DCRUST, Murthal (Sonapat) for verification & office record.

- 8.0** A panel of 07 nos. architects/ architectural firms shall be prepared on the basis of evaluation as per eligibility criteria fixed above.
- 9.0** The financial bids shall be invited separately later on through e-procurement portal i.e. www.dcrustm.haryanaeprocurement.gov.in amongst the above mentioned qualifying panel of architects/ architectural firms.

UNDERTAKING

Application for Empanelment of the Architects/Architectural Firms

Name of the Applicant _____

Last date for Submission: 19.03.2018

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 page _____ to _____ are correct to the best of my/our knowledge and belief. It is certified that we have not been blacklisted by any organization of State / Central Government of India including CVC. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represents. We authorize DCRUST to approach individuals, employers, firms and corporations to verify our competence and general reputation.

Signature _____

Name _____

Designation _____

Address _____

Seal _____

Place _____

Date _____

INFORMATION TO BE FURNISHED BY THE APPLICANT

1. Name of firm and registered office :
address including year of establishment.
2. Whether proprietary/ Partnership/Pvt. :
Ltd./Public Ltd.?
(Certificate of registration/Partnership deed to be enclosed)
3. Names, qualifications and experience of all
technical personnel in the firm
*(Details to be furnished in the prescribed
proforma (Annexure-I)).*
4. Whether registered as a member of :
Council of Architects?
*(Yes/No, if yes please attach copy of the
membership)*
5. Registration with Tax authorities
GST No. :
- {Copies of registration with relevant
authorities to be enclosed (if any)}*
6. Details of Educational Projects (Campus :
Planning) carried out in last 10 years, Client
Name, status of the project, total cost of
project, completion period & other information.
*[Details to be furnished in the prescribed
proforma {Annexure-II}]*
7. Details of Educational Projects :
(Educational Buildings/ Buildings of
Educational Campus) carried out
in last 10 years, Client Name,
status of the project, total cost of project,
completion period & other information.
*[Details to be furnished in the prescribed
proforma {Annexure-III}]*
8. Details of Educational Projects Client :
Name, status of the project *(Under
execution & in hand)*, total cost of project,
completion period *(scheduled date)* & other
information.
*[Details to be furnished in the prescribed
proforma {Annexure-IV}]*

9. Details of other Projects carried out in last 10 years, Client Name, status of the project (*completed, under execution & in hand*), total cost of project, completion period (*scheduled & actual date*) & other information.
[Details to be furnished in the prescribed proforma {Annexure-V & VI}]
10. Name and address of the Banker/s :

11. Annual turnover of the firm from Architectural services during last 3 years (*year-wise*).
(dully certified by CA)
- | |
|------------------|
| :2014-2015 ----- |
| 2015-2016 ----- |
| 2016-2017 ----- |
12. Details of Competition & Award conferred.
{Details to be furnished in the prescribed proforma (Annexure-VII)}

13. Details of Green Building Projects carried out, Name of Client & Name & Address of the certificate issuing Authority :
{Details to be furnished in the prescribed proforma (Annexure-VIII)}
14. Details of civil suit/arbitration, if any, that arose during execution of contract in the last 10 years. :
(Yes/No, if yes please give details)
15. Undertaking duly attested by Notary in a non-judicial stamp paper of value Rs. 100/- regarding their non-black listing in any of the Govt. Department and Public Sector Undertaking/Enterprise in India and Central Vigilance Commission during last 5 years :
{Undertaking to be furnished in the prescribed proforma (Annexure-X)}

Note: Where copies are required to be furnished, these are to be attested and certified photocopies.

List of technical personnel in the Firm, their technical qualifications and experience

<i>S.No.</i>	<i>Name</i>	<i>Age</i>	<i>Present Designation</i>	<i>Qualification</i>	<i>Architectural Consultancy Experience</i>	<i>Date from which Employed / Associated in the present Organization</i>	<i>Indicate Special experience, if any</i>

Signature with Seal

Annexure-II

Details of Educational Projects (Campus Planning) Completed During Last 10 years

<i>S.No.</i>	<i>Name of the Projects</i>	<i>Owner OR Sponsoring Organization</i>	<i>Total Area (In Sqm.)</i>	<i>Total cost of the Project (In lakhs)</i>	<i>Date of Start</i>	<i>Scheduled Date of Completion</i>	<i>Actual Date of Completion</i>	<i>Reason for Delay, if any</i>
1.								
2.								
3.								
4.								
5.								
6.								
7.								

Signature with Seal

Annexure-III

Details of Comprehensive Architectural of Educational building Projects/Buildings in Educational Campus Completed During Last 10 years

<i>S.No.</i>	<i>Name of the Projects</i>	<i>Owner OR Sponsoring Organization</i>	<i>Total Area (In Sqm.)</i>	<i>Total cost of the Project (In lakhs)</i>	<i>Date of Start</i>	<i>Scheduled Date of Completion</i>	<i>Actual Date of Completion</i>	<i>Reason for Delay, if any</i>
1.								
2.								
3.								
4.								
5.								
6.								
7.								

Signature with Seal

Details of Building Projects in Educational campuses Under-execution and In-hand

S.No.	Name of the Projects	Owner OR Sponsoring Organization	Indicate status of the Project		Total Area (In Sqm.)	Total cost of the Project (In lakhs)	Date of Start	Scheduled Date of Completion	Current Stage of Under Execution Project (%)
			Under Execution	Allotted					
1.									
2.									
3.									
4.									
5.									
6.									
7.									

Signature with Seal

Annexure-V

Details of other than Building Projects in Educational campuses Completed in last 10 years

<i>S.No.</i>	<i>Name of the Projects</i>	<i>Owner OR Sponsoring Organization</i>	<i>Total Area (In Sqm.)</i>	<i>Total cost of the Project (In lakhs)</i>	<i>Date of Start</i>	<i>Scheduled Date of Completion</i>	<i>Actual Date of Completion</i>	<i>Reason for Delay, if any</i>
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

Signature with
Seal

Details of other Projects, Under-execution and In-hand with cost

S.No.	Name of the Projects	Owner Or sponsoring Organization	Indicate status of the Project		Total Area (In sqm.)	Total cost of the Project (In lakhs)	Date of Start	Scheduled Date of Completion	Current Stage of Under Execution Project (%)
			Under Execution	Allotted					
1.									
2.									
3.									
4.									
5.									
6.									
7.									

Signature with Seal

Competitions Won and Awards conferred

<i>S.No.</i>	<i>Name of organization invited</i>	<i>Year of Competition</i>	<i>Award Conferred</i>	<i>Remarks</i>
1.				
2.				
3.				
4.				

Signature with Seal

Details of Green Building Projects

<i>S.No.</i>	<i>Name of Institution/Organization and Complete Address</i>	<i>Details of Projects</i>	<i>Year of Completion</i>	<i>Star Rating</i>	<i>Name & Address of the certificate issuing Authority</i>
1.					
2.					
3.					
4.					

Signature with Seal

Annexure-IX

Details of Financial Turn over from Architectural Consultancy

S.No.	Financial Year	Turn over (In Lakhs)
i)	2014- 2015	
ii)	2015- 2016	
iii)	2016- 2017	

Signature with Seal

UNDERTAKING


This is to confirm that we M/s _____(give full address) have not been blacklisted in any of the government department and public sector undertaking /enterprise in India and central Vigilance commission, in last five year before release of advertisement.

If the above information found false at any stage after the placement of Work Order, D.C.R.University of Sc.&Tech. Murthal Sonapat (hereinafter called Procurement Consultant) will have full right to cancel the Work Order and forfeit the Performance Guarantee. All the direct and indirect cost related to the cancellation of the order will be borne by us besides any legal action by DCRUST which may be deemed fit at that point of time.

Authorized Signatory

Note: *The undertaking regarding the non blacklisting of firm is to be submitted on a non-judicial stamp paper of Rs. 100/- (Rupees Hundred only).*

TIMES OF INDIA
25th May, 2013, New Delhi



COUNCIL OF ARCHITECTURE
(A Statutory Body of Government of India under the Architects Act, 1972)
India Habitat Centre, Core 6A, 1st Floor, Lodhi Road, New Delhi - 110003
Phone 011-24648415, 24654172, Fax: 24647746
E-mail: coa@ndf.vsnl.net.in Website: www.coa.gov.in

PUBLIC NOTICE

Attention : Architects, Registrar of Companies/LLPs, Foreign Architects/Consultants, Govt. Departments and all concerned.

The Council of Architecture (COA), a statutory body set up under the Architects Act, 1972 (Act), has been receiving complaints regarding violations of the Act by LLPs and Companies by using the word "Architect" or its derivatives in their names and objects, for carrying on the profession of an Architect and also appointment of foreign architects without prior approval of Central Government under the Act for carrying out Architectural works in India. 'Architect' has been defined under the Act.

Pertinent to the matter, it is hereby brought to the notice of all concerned that as per Section 36 of the Act, if any person i.e. individual, Company, LLP, etc. (not registered as an Architect with COA) falsely represents that such person is an 'Architect' or uses in connection with his name or title any words or letters to suggest that such person is an architect, such person shall be punishable with fine which may extend to one thousand rupees.

Additionally, as per Section 37 (1) of the Act, no person (individual, company, LLP, etc.) other than an Architect or a Firm of Architects (having only Architect partners) shall use the title and style of 'Architect' for practicing the profession of an 'Architect'. Violation of this provision is punishable on first conviction with fine upto five hundred rupees and on subsequent conviction with imprisonment upto six months or with fine upto one thousand rupees or with both.

The Ministry of Corporate Affairs, Govt. of India (MCA) has also issued a Circular No.: 2 /2012 dated 1st March, 2012, directing that **"Where one of the objects is to carry on the business / profession of Architecture, then the concerned Registrar of Companies / Registrar of LLP shall incorporate the same only on production of in-principle approval / NOC from the concerned Regulator"**. Circular is also available on the COA's website. The Hon'ble High Court of Delhi, in **WP(C) No.: 934 of 2012 - Sudhir Vohra v. Registrar of Companies and Others** have also considered this legal position.

Therefore, Companies/ LLPs/ individuals committing above violations are directed to stop such violations by changing the name of the entity by removing the word "Architect" or any its derivatives as part of their name & style and also after the objects/Memorandum of Association of the concerned entity to remove the intent to practice architecture/represent as architect/architectural consultant OR wind up such juridical entities, at the earliest, failing which COA may initiate Criminal Prosecution.

Further, no foreign Architect / Consultant (not registered with COA) be appointed for Architectural works without following the procedure prescribed under the Act.

Dated : 20.05.2013
New Delhi

Registrar
davp 21271/11/0002/1314