

श्री अरविन्द महाविद्यालय
(दिल्ली विश्वविद्यालय)
मालवीय नगर, नई दिल्ली - 110017
दूरभाष : 011-41751306
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SRI AUROBINDO COLLEGE
(UNIVERSITY OF DELHI)
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Ref. No. SAC/2025/1944

Date: 15.05.2025

EXPRESSION OF INTEREST FOR ARCHITECT EMPANELMENT FOR PROVIDING ARCHITECTURAL CONSULTANCY SERVICES FOR REPAIR, RENOVATION AND CONSTRUCTION WORKS/ PROJECTS IN SRI AUROBINDO COLLEGE.

The Expression of Interest (EOI) is hereby invited from the interested and eligible Architects for providing architectural consultancy services at a fixed rate of 0.5% fee of a total project cost for 'Repair, Renovation and Construction Works/Projects' in the College as per terms and conditions given in this notice.

The interested and eligible Architects are required to submit their EOI along with CVs and other necessary documents along with duly filled in Technical Bid and Undertaking to Accept the Architect Fee (Annexure – I) to the Administrative Officer (Admin.) during working hours in the College or may submit the same through email on principal@aubindo.du.ac.in.

The last date of submission of EOI is 21.05.2025 at 05:00 p.m. No request for consideration of EOI shall be accepted after the last date and scheduled time.

The Competent Authority of the College reserves the right to accept or reject any or all the (EOI) submitted without assigning the reasons thereof.

In case of any doubt/information required, the interested architects/firms may contact the Administrative Officer (Admin.) at principal@aubindo.du.ac.in


(Prof. Arun Chaudhary)
Principal

**INSTRUCTIONS TO INTERESTED ARCHITECTS/TERMS AND
CONDITIONS/ELIGIBILITY CONDITIONS**

1. GENERAL INSTRUCTIONS

- (i) Name of the work is ‘**Repairs, Renovation and Construction Works/Projects**’ of the building of Sri Aurobindo College, Sheikh Sarai, Phase-II, New Delhi - 110017.
- (ii) The interested architects are advised to visit and inspect the site and its surrounding and satisfy themselves before submitting the **EoI** and obtain all necessary information which they feel is necessary to submit their **EoI**.
- (iii) The interested architects/firms are advised to submit to execute the work/project at a **fee of 0.5%** of the total cost of the project. They are required to furnish the Annexure –I.

2. SUBMISSION OF EXPRESSION OF INTEREST

EoI shall be submitted in two parts in the following manners: -

- (i) **Part-I:** The envelope shall be marked Part-I- Technical Bid and shall contain the information/ documents as per Clause No. 3 (Eligibility Criteria) mentioned below.
- (ii) **Part-II-** The envelope shall be marked Part-II, i.e., Undertaking to Accept the Architect Fee (Annexure – I) will contain consultancy fee for executing the job in the format enclosed. No condition i.e., deviations / assumptions/stipulations / clarifications / comments / any other request whatsoever should be imposed. The conditional offers will be rejected.

3. ELIGIBILITY CRITERIA

The interested architects having following valid documents will be technically qualified and considered for opening of their price/ Undertaking to Accept the Architect Fee (Annexure – I). Technically qualified parties have no right to claim for award of the work. The College reserves the right not to empanel the architect, cancel or award the work to any party/architect without assigning any reason.

S.No.	Eligibility Criteria	Documents to be Submitted
1.	Registration with Council of Architecture	Copy of the Registration Certificate valid as on date
2.	Should also have adequate in house facilities for structural designing and other related services like plumbing, sanitary, electrical /air conditioning, landscaping etc. or should have experienced associates on their panel	Self-Declaration
3.	Should have an establishment of at least five years and the principal partners/owner should have professional qualification and experience of 03 years in the field of Architecture/Planning, etc.	Details should be furnished in the following format:- a) Name of the firm: b) Year of establishment of the firm: c) Bio data of principal partners and professional staff: d) Address proof

4.	Should have atleast 03 years' experience of providing architectural consultancy services preferably in educational institutions/Govt. departments/PSUs and Autonomous Bodies/Renowned and Reputed Firms etc.	Experience Certificate(s)
5.	Should have successfully designed and completed minimum three works of value of Rs.2 crores OR two works of Rs.3 crores OR one work of Rs.5 crores during the last five years of similar nature.	Experience Certificate(s)/Performance Certificate
6.	The firm must have a fully functional office with adequate infrastructure, software, and tools to provide the required services.	Self-Declaration
7.	The interested Architect should give the undertaking, i.e., Annexure-II "That my firm /company/LLP has never been black listed or my services discontinued for unsatisfactory work by any of the Autonomous Institutions/Educational Institutions/Colleges/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency/Company as on the date of submission of the EoI ".	Self-Declaration OR Annexure – II
8.	The Architects are required to submit a PPT comprising their complete details, experience and expertise etc. The interested architects can forward their PPTs at the email principal@aurobindo.du.ac.in	Maximum 10-15 PPT slides

(i) Details of the works done in previous five years should be furnished in the following format supported by copies of letter of award/appreciation letters/recommendation letters and completion certificate issued by the institutions.

- a) Name and address of the client
- b) Description of the Project.
- c) Project Cost.
- d) Date of commencement
- e) Date of completion

(ii) Any other important information which the firm may like to submit in support of their technical competence.

Note: IN THE ABSENCE OF SUPPORTING DOCUMENTS, THE BID SHALL BE REJECTED AND THE UNDERTAKING TO ACCEPT THE ARCHITECT FEE

(ANNEXURE – I) OF THE INTERESTED ARCHITECTS WHO DO NOT MEET THE QUALIFYING REQUIREMENTS IN THE TECHNICAL BID WILL NOT BE OPENED.

4. ACCEPTANCE/REJECTION OF EOI

- (i) SRI AUROBINDO COLLEGE does not bind itself to accept the **EOI**.
- (ii) SRI AUROBINDO COLLEGE also reserves the right to accept or reject any or all **EOIs** without assigning any reason whatsoever.
- (iii) SRI AUROBINDO COLLEGE also reserves the absolute right to reject any or all the **EOI** at any time solely based on the past unsatisfactory performance by the interested architect(s) the opinion/decision of SRI AUROBINDO COLLEGE regarding the same shall be final and conclusive.

5. SCOPE OF WORK

Sri Aurobindo College proposes to undertake the following Repairs, Renovation and Constructions Works/Projects:

- i. Renovation and construction work of Multipurpose Hall-cum-Sports Complex with all necessary facilities such as Split ACs, Sound System, multimedia projector, fall ceiling, POP, Plastic Paints on the walls, LED lighting and wooden tiles in colour and replacement of benches with proper comfortable chairs.
- ii. Construction of Additional Classrooms with all necessary facilities
- iii. Repair and Renovation of College Canteen
- iv. Repair and Renovation of Library of the College
- v. External paint of College building wherever required.
- vi. External cement paints of the Evening Block.
- vii. Distemper of the College building including evening block.
- viii. Linking of the two buildings.
- ix. Foundation and structural work
- x. All kind of Electrical work
- xi. Other construction and renovation works.

I. PRELIMINARY STAGE

The architects shall render the following services:

A. PREPARATION OF DRAWINGS:

- a) Prepare Architectural drawings of proposed repair, renovation and construction works/projects including all internal and external utility services like water supply, sewerage, storm water drainage, electrical, fire -fighting, telephone conduit, based on the available features of existing layout. However, the SRI AUROBINDO COLLEGE reserves the right to exclude and include any of the above services from the scope of the Architects work.
- b) Prepare Electrical drawings of proposed work based on the existing Electrical setup (i.e. existing transformer, existing wirings and Gen set, etc.).The Architect should submit the above drawings to the SRI AUROBINDO COLLEGE and modify them if considered necessary by the SRI AUROBINDO COLLEGE.
- c) Obtain approval of the SRI AUROBINDO COLLEGE to (a & b) above. Site inspections for finalization of above details shall be conducted by the Architects at their own cost.

B. OBTAINING STATUTORY APPROVALS:

- a) To prepare & submit the required drawing & details for approval of the drawings, plans/obtaining Clearances from the Competent Authority/Statutory Bodies such as MCD, DDA, Fire, Delhi Administration and Electrical Departments (as applicable) according to the local Acts, Laws, Regulations etc. and make any changes desired by such authorities and obtain final approval and completion certificate from these authorities after completion of the building if required.
- b) Electricity Power enhancement- To prepare & submit the required drawing & details to Electricity board for approval and obtain the electricity load enhancement from BSES or any other agency.

II. WORKING DRAWING STAGE

The preparation of detailed working drawings with details of incorporating services, schedule of quantities and also incorporating details of the existing building.

This will include:-

- (a) Preparation of working and detailed architectural and structural drawings of the proposed works after studying the various details of the existing building. The Internal, External water supply and sanitary drawings to be prepared after studying the existing drawings and existing water supply and sanitary lines as well. The electrical drawings and layouts of the proposed work & other allied installations to be prepared after studying already laid electrical & power lines in the existing building. Electrical work of the proposed area should be designed in such a way to suit to the existing electrical layout and related installations. Details of structural design for whole of the work or in part to facilitate call of tender in stages by SRI AUROBINDO COLLEGE if required.
- (b) Obtain the approval of the SRI AUROBINDO COLLEGE to above and modify them if considered necessary by the SRI AUROBINDO COLLEGE
- (c) Obtain the approval of the SRI AUROBINDO COLLEGE to (a) & (b) above and to all computations of all structural designs and all services designs which shall be in accordance with the latest IS codes of practice. Such detailed computation of all designs shall be made available to the college for any check; the college may like to exercise, before sanction of detailed estimates and call of tenders. The Architects shall indicate the names of his Associates, for various services and structural designs, their organization, qualification and experience and get the same approved from the college and shall be fully responsible for the correctness and accuracy of structural and services designs and the responsibility for safety of the structure shall be entirely that of the Architects notwithstanding the approval of the college of these designs. The Architects and their Associates, if any, shall certify in writing that the designs are in accordance with the up-to-date and relevant codes of practice.
- (d) Obtain approval of local authorities, if any, and make changes required by them.
- (e) Direct and co-ordinate the Architectural, Engineering and surveying work and prepare (with help of surveyors and other associates, as necessary) complete working details, schedules, specifications and bill of quantities to describe the whole project adequately for the purposes of taking the approval of the college as well as the approval of local authorities.

- (f) Prepare specifications, detailed cost estimate and such other details along with detailed calculation of all items of work for all work detailed in clause I {I-A (a & b)} & {I-B (a & b)} and other works (as deemed fit for completion of the project) etc., as may be necessary for the purpose of inviting Tenders, scrutinizing and advising on the Tenders for selection of suitable Contractor and render all professional services up to the time of handing over the possession of the projects.

III CONSTRUCTION STAGE

- (a) Supply to the college two copies of the detailed working drawings, specifications, etc. free of charge for use during execution of work.
- (b) Supply to the College such further drawings, specifications or details which may be required for proper execution of the work.
- (c) Obtain college's approval in writing for any material, deviation in design, cost, working drawings, schedule and specifications from the approved scheme.
- (d) Visit the site of work and provide periodic supervision as and when necessary to clarify any decision or interpretation of the drawings and specifications that may be necessary and attend conferences and meetings, as and when required.
- (e) Verification and Checking of contractor's bills and measurement books from time to time.

IV. COMPLETION STAGE

- (a) Submit to the College a certificate stating that the works have been completed satisfactorily in accordance with the given specifications by the contractor in the format prescribed in CPWD manual.
- (b) Assist the College in arbitration/litigation case that may arise out of the contract entered into in respect of above work, regarding clarifications/interpretations, supply of drawings, designs, specifications as and when required.

V. PAYMENT OF REMUNERATION:

- (a) The Consultancy fee:
The College agrees to pay fee on the actual cost of the work done to the Architects for the professional services to be rendered by them as herein above described at Clauses (I, II, III & IV) as described above at Annexure-I. The payment will be released as per Delhi University rules.
- (b) The above fee at V (a) is inclusive of fee payable by the Architects to any other Consultants/Associate(s) and nothing extra shall be payable by the college for this purpose.

VI. ADDITIONS & ALTERATIONS:

- (i) The College shall have the right to request in writing for additions, alterations, modifications or deletions in the design and drawing of any part of the work and to request in writing for additional work in connection therewith and the Architects shall comply with such requests.
- (ii) That if the College deviates substantially from the original scheme which involves for its proper execution extra services, expenses and extra labour on the part of the Architects for making changes and additions to the drawings, specifications or other documents due to rendering major part or whole of his work infructuous, the Architects may then be compensated for such extra services and expenses on quantum merit basis at percentage applicable under this agreement and to be determined mutually unless such changes, alterations are due to Architect's omissions and/or discrepancies, including changes under clause I (A) & (B), II (c) & (d) due to changes required by Architects of all internal, external services.

The decision of the College shall be final on whether the deviations and additions are substantial as requiring any compensation to be paid to the Architects. However, for the minor modification or alteration which does not affect the entire design, planning etc., no amount will be payable.

- (iii) If it is found after call of tenders that the acceptable tender is not within the amount sanctioned, the Architects shall, if so desired by the College, take steps to carry out necessary modifications in the design and specifications to see that the tendered cost does not exceed the amount of corresponding sanction by more than permissible limit.

The Architects shall not be paid anything extra for such modification. If the College is convinced that the trend of the market rates is such that the work cannot be done within the amount of sanctioned estimate, the Architects shall submit a revised estimate expeditiously for obtaining sanction of the Competent Authority.

- (iv) The Architects shall not make any material deviation, alteration, addition to or omission from the work shown and described in the contract documents except without first obtaining the written consent of the college.
- (v) The cost of individual work shall not exceed the sanctioned estimates as approved by the College. College's approval in advance shall be taken for any such increase anticipated giving full justification.

VII. TERMINATION

The College without any prejudice to its right against the Architects in respect of any delay or otherwise or to any claims or damages in respect of any breaches of the contracts and without prejudice to any rights or remedies under any of the provisions of this contract, may terminate the contract by giving one month's notice in writing to the Architects and in the event of such termination, the Architect shall be liable to refund the excess payment, if any, made to him over and above what is due in terms of this agreement on the date of termination and the College may make full use of all or any of the drawings prepared by the Architects.

Termination of the Contract by the Architects shall be subject to levy of a suitable compensation by the College, quantum of which shall be decided by the Competent Authority.

VIII. ARBITRATION

Any dispute of any kind whatsoever at any time(s) arising out of or in connection with or touching upon or incidental to this Agreement (including any dispute or difference regarding the interpretation or termination of this Agreement or any part or portion thereof) shall be referred to the Principal of the college who may, nominate a person from legal background to act as a Sole Arbitrator. The Architect will not be entitled to raise any objection to any such arbitrator and the award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the agreement, subject to the provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made thereunder and for the time being in force shall apply to the arbitrator proceedings under this clause.

The venue of the Arbitration shall be New Delhi only and the Courts at New Delhi shall have exclusive jurisdiction. The Architects shall continue to perform their duties with diligence notwithstanding the fact that a dispute has been referred to arbitration or any dispute or difference has arisen. It is also the term of the agreement that if the Architects do

not make demand for arbitration in respect of any item in writing within 90 days of receiving intimation from the College that the final bill is ready for payment, the claim of the Architects will be deemed to have been waived and absolutely barred and the College shall be discharged and released of all liabilities under the agreement in respect of this claim.

IX. NUMBER OF DRAWINGS SETS, ETC., AND COPY RIGHT

All the estimates, details of quantities, detailed designs, reports and any other details envisaged under this Agreement, including drawing-architectural, structural, electrical, air-conditioning or other services (Internal & External) would be supplied by the Architects as indicated above, but not less than four sets of prints and one reproducible copy in A-1 size. All these drawings will become the property of Sri Aurobindo College. The drawing cannot be issued to any other person, firm or authority or used by the Architects for any other project. No copies of any drawing or document shall be issued to anyone except the College and his authorized representative.

X. GUARANTEE

The Architect shall agree to re-design at their cost any portion of their engineering and design work, which due to their failure to use a reasonable degree of design skill, shall become defective within one year from the date of start of regular use of the portion of the work affected.

The College shall grant right of access to the Architects to these portions of the work claimed to be defectives for inspection.

The College may make good the loss by recovery from the dues of the Architects in case of failure to comply with the above clause.

XI. MISCELLANEOUS

The College reserves the right reserves the right not to empanel the architect, cancel or award the work to any party/architect without assigning any reason to postpone or not to execute any work and the Architect shall not be entitled to any claim for non-execution of the work. In the event of suspension of work by the College for any reasons and if the College does not decide about the resumption of work within six months from the date of suspension, the remuneration for the quantum of services rendered by the Architects upto the date of suspension shall be paid by the College in accordance with the schedule of payment.

If the services upto a certain stage had not been fully rendered by the Architect the remuneration shall be released proportionate to the services rendered upto that stage. On resumption of work the remuneration thus paid shall be adjusted against full remuneration allotted for that stage subject to completion of services pertaining to that stage.

Merely submission of Expression of Interest does not guarantee empanelment of the architect and the College reserves its right to shortlist and empanel the architect on the basis of their credentials viz., experience, works done and past performance, etc. The interested and eligible candidates may be called for personal interaction/presentation.

Sd/-
Prof. Arun Chaudhary
Principal

ANNEXURE-I

UNDERTAKING & ACCEPTANCE TO THE ARCHITECT FEE

(The envelope shall be marked Part-II, i.e., Undertaking to Accept the Architect Fee will contain consultancy fee for executing the job in the format enclosed).

Name of the Architect:

Name of the Firm:

Address:

Contact No:

I/we hereby agree to render consultancy services for the project as defined in the tender documents and also agree to abide by all the terms and conditions put forth in the said tender documents enclosed and my/our fee for the above all services will be **0.5% (half percent) of the actual cost of the work/project**. The above fee shall remain firm till the completion of the project in all respect.

Authorized signatory along with the seal

ANNEXURE-II

UNDERTAKING

It is hereby undertaken and certified that my firm /company/LLP has never been blacklisted or my services has been discontinued for unsatisfactory work by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal and civil case is pending against the said firm/agency/Company as on _____(date).

Signature of the Architect _____

Place: Name of the Signatory _____

Date: ___/___/2025

Name of the Firm/agency _____ Seal of the Firm/Agency