



भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute of Technology Delhi

NOTICE INVITING QUOTATIONS

Name of work: Providing Architectural Services for regularisation of buildings built at IIT Delhi built without approval of Local bodies.



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• IITD website

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS NEW DELHI-110016.

No. IITD/DW/EE (P)/2012/

Date:20.6.2012

NOTICE INVITING QUOTATIONS

Name of work:- "Providing Architectural Services for regularisation of buildings built at IIT Delhi without approval of Local bodies."

Executive Engineer (P), IIT Delhi, Hauz Khas, New Delhi – 110016 invites sealed quotations from eligible Architects for "Providing Architectural Services for regularisation of buildings built at IIT Delhi without approval of Local bodies." The quotation documents shall be issued to the eligible Architects who fulfills following eligibility criteria:

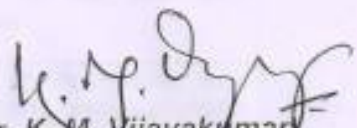
1. Should be a member of the Council of Architects
2. Should have a minimum Turn-over of at least Rs. 1.00 Crore per financial year for last 3 (three) financial years.

The last date of receipt of application for the quotation documents is 16.07.2012 up to 4:00 PM from Room No. MZ -137. The quotation document will be issued from the office of the Executive Engineer (P) IIT Delhi, Room No. MZ-137, up to 4:00 PM on 17.07.2012.

A pre-bid meeting will be held on 23.7.2012 at 1500 hrs (in the office of the Executive Engineer (P) IIT Delhi, Room No. MZ 137) to provide any clarifications to prospective questioners. The prospective questioners should give their queries in writing to the office of the Executive Engineer (P) IIT Delhi at least 24 hrs before the pre-bid meeting.

Last date and time for of submission of quotations, in the prescribed format in sealed cover, is up to 3:00 PM on 30.07.2012 in the office of the Executive Engineer (P) IIT Delhi, Room No. MZ-137. The quotations shall be opened on the same day at 3:30 PM in presence of the authorized representatives of the quotationers.

Authorities of IIT Delhi reserve the right to reject any or all the quotation or accept them in part or to reject lowest quotation without assigning any reason.


(Er. K. M. Vijayakumar)
Executive Engineer (P)

TERMS AND CONDITIONS

1. Objectives and scope of work

IIT Delhi has constructed some buildings for which the approval from local bodies viz, MCD, DUAC, Delhi fire services etc. has not been obtained. These buildings are given in the list annexed. The appointed architect shall have to prepare all necessary submission drawings, documents and obtain the necessary approvals/ completion certificates to regularise these buildings.

2 Site Visit:

The empanelled architects are advised to visit these buildings at IIT Delhi at their own cost and examine it and its surroundings by themselves including study of IITD Master Plan, collect all relevant information that they consider shall be necessary for obtaining the approvals/ completion certificates to regularise these buildings.

3. SCOPE OF WORK:

The Architect shall to provide all services in respect of the following as may be required for obtaining necessary approvals i.e. completion certificates and occupation certificates from local bodies

- 3.1 Survey of all buildings which require approvals from local bodies as per list annexed.
- 3.2 Preparation of "As-built Drawings" consisting of floor plans, elevations, sections and other services drawings which are necessarily required for obtaining the approval of local bodies
- 3.3.1 Any other related service required for getting approval from local bodies.

4.0 PROFESSIONAL FEE

- 4.1 In consideration of the professional services rendered by the Architect, he shall be paid professional fee and other charges in accordance with SCHEDULE OF QUANTITIES
- 4.2 The professional payable shall be worked out on the basis of total built up area as per actual which is to be regularized.
- 4.2 Any tax levied by law, such as Service Tax etc. contingent to professional services rendered by the Architect, shall be payable by the Institute, over and above the gross fees charged by the Architect in relation to the services provided and shall be reimbursed on production of the original deposit receipt for the same.

5. SCHEDULE OF PAYMENT:

The Architect shall be paid professional fee in the following stages consistent with the work done and reimbursable expenses as agreed upon:

5.1	Site evaluation/ survey, preparation of as built drawings and documents submit to IIT approval	15 % of the total fees payable
5.2	Preparation of submission drawings and documents for approval of local bodies for regularisation and obtaining occupancy / completion certificate.	40% of the total fees payable less payment already made.
5.3	On approval of buildings by local bodies i/c obtaining completion / occupancy certificate.	100% of the total fees payable Less payment already made.

6. REIMBURSABLE EXPENSES :

Institute will reimburse the Architect the expense incurred on the preparation of models etc. prepared at the instance of the Institute for purposes other than as defined in clause 3.

7. INSTITUTE'S ROLE AND RESPONSIBILITIES:

The Institute shall discharge all his obligations connected with the regularization of buildings and engagement of the Architect as follows:

- 7.1 To provide property lease / ownership documents.
- 7.2 To provide a site plan, to a suitable scale, showing, boundaries, contours at suitable intervals, existing physical features including any existing roads, paths, trees, existing structures, existing services and utility lines and such lines to which the proposed service can be connected.

8. EXECUTION OF THE ASSIGEMENT:

- 8.1. For the successful discharge of duties of the architect, the architect shall have to make visits to the Institute/ site of works. The architect or his employees and consultant shall make visits as may be required by the Institute at his own cost.
- 8.2 The Architect shall keep the Institute informed about the progress of drawing work assigned to him.
- 8.3. The Architect shall appoint specialized consultants, if required, with the prior approval of the Institute.
- 8.4. The Architect shall be responsible for the direction and integration of the consultants work, if appointed, and shall assume the over all responsibility of the work including that of his consultants.
- 8.5 The Architect shall supply to the Institute, free of cost, sufficient number of drawings and documents as and when required in hard copies and soft copies.
- 8.6 The Architect shall make necessary modifications/ alterations in the drawings as may be required due to or necessitated due to observations raised by the local bodies.
- 8.7 The Architect shall exercise all reasonable skill, care and diligence in the discharge of his duties.

9. TIME SCHEDULE:

The time schedule for the above shall 12 months after the appointment of the Architect. The Architect shall prepare and submit a Time line in respect of various services to be rendered by him as per the clause 6 .

10. VALIDITY

The validity of quotation shall be 90 days.

SCHEDULE OF QUANTITIES

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PROFESSIONAL FEE:-

After going through the terms and conditions, scope of work etc. I/We offer our services for which professional fee shall be charged as under:-

S.No	DESCRIPTION OF ITEM	QUANTITY	UNIT	RATE (Rs.)	AMOUNT (Rs.)
1.	Providing Architectural Services for regularisation of buildings built at IIT Delhi without approval of Local bodies	30,000.00	Square Meter		

Note :-1. Any tax levied by law, such as Service Tax etc. contingent to professional services rendered by the Architect, shall be payable by the Institute, over and above the gross fees charged by the Architect in relation to the services provided and shall be reimbursed on production of the original deposit receipt for the same.

2. Please write rate & amount in figures as well as in words.

(Signature of Architect
with date & seal)

Executive Engineer (P)
IIT Delhi