

Preamble:

M.P. Financial Corporation proposes to construct a building on its plot No. 32 admeasuring 985.18 sq.mtr approx, with 2462.95 Sq Mtr (26511 sq ft) constructible area, at prime location of City Centre Gwalior. Applications are invited from architectural consultancy firms which should have minimum experience of 10 yrs and have successfully executed at least two commercial projects having constructed area of not less than 3000 Sq Mtrs each during the past five years for preparation of complete architectural plan.

Requisite information of the project are as under:

S No.	Particulars	Details
1	Plot location	Plot No. 32 City Centre developed by Gwalior Development Authority Gwalior.
2	Size & area of plot	33.46 Mtr.* 29.44 Mtr
3	Permissible built-up on Ground Floor	740.32 sq mtr App.
4	Maximum built up area on all floors	2462.95 sq mtrs,(26511 Sq ft) App. (Excluding basement area)
5	Maximum no of floors	Ground plus three
6	Basement for parking	Two basements for parking and utilities.
7	Purpose	Commercial
8	Height restriction	12.5 Mtrs from ground.

Pre- qualification:

MPFC is looking for an architect/consultant , firm, company whose proprietor,or main partner, or promoter director should have minimum experience of 10 yrs and have successfully executed minimum two commercial complex projects with constructed area of not less than 3000 Sqr Mtrs. each (hereafter referred as consultant).

Scope of work:

The consultant shall be responsible for:

- a) designing a commercial complex building;
- b) developing complete conceptual plans, specifications etc. which should be suitable for getting it approved from various applicable competent authorities,
- c) getting the construction map approved from Gwalior Municipal Corporation.
- d) preparation of complete technical and cost estimation and carry out the Project Management Consultancy work till completion of the project.

Mode of submission of proposals.

- The interested parties may submit their applications by e-mail only at mpfc.arch@gmail.com in the prescribed application form along with the duly signed annexure B,C and D affixing the rubber stamp of the firm/company , **on or before 15th March, 2018 by 5.00 pm.**
- MPFC does not take any responsibility for the late receipt of application due to delay by any reason. Application should be sent by e-mail only.
- MPFC reserves right to reject the proposal without assigning any reason thereof.
- Site visit if required shall also be arranged with prior intimation to the Regional Manager, M P Financial Corporation 15/16 Bansi Plaza City Center Gwalior at Phone Nos. 0751-2347155-56 and +91 9425788787.
- The financial bid as per Annexure A duly signed and stamped is required to be submitted separately in the sealed envelop at the Head Office of the Corporation on or before **15 th March,2018 by 5.00 pm.**
- The financial bid of the applicants who fulfil the eligibility criteria shall only be retained and the bid submitted by the other firms shall be returned back after the scrutiny is over.
- The financial bid of the short listed firms shall be opened in the presence of the short listed firms at the pre determined date and time at the Head Office of the Corporation.

Application Form

S No	Particulars	Details			
1	Name of the Applicant/ Main promoter/CEO				
2	Name of Firm/Company /Individual				
3	Date of incorporation/ commencement of business				
4	Address along with telephone, fax & email address				
	Head Office:		Branch office : (if any)		
	Telephone:		Telephone:		
	Fax:		Fax:		
E-mail:		E-mail:			
5	Name, addresses and other details about all the directors / partners/top executives				
	Director/partner/ Executive	Details	Brief resume, past experience		
5.1	Name				
	Address				
	Telephone no.				
	Mobile no.				
	E-mail address				
	Educational qualifications				
	Post Held				
5.2	Name				
	Address				
	Telephone no.				
	Mobile no.				
	E-mail address				
	Educational qualifications				
	Post Held				
6	Details of previous and current assignments, in the following format				
	Name of Client	Constructed area,location & nature of work	Actual construction cost Rs. in Lacs	Date of commencement of work	Date of completion of work
i					
ii					
iii					

NOTE:

- (i) Applicant must provide documentary evidence with regard to fulfilling eligibility criteria i.e. minimum ten years experience of working as an architect.
- (ii) Applicants are expected to provide information in respect of eligible projects only i.e. the projects cited must have constructed area of not less than 3000 Sqr Mtrs.
- (iii) If required, entry field for S.No. 5 & 6 can be extended for providing necessary information.
- (iv) I hereby solemnly verify that the facts stated in the above application form are true and correct to the best of my knowledge and belief and nothing in the above application has been concealed or mis stated.

I hereby abide by all the terms and condition laid by the MPFC.

Signature (Scanned image)

Name of applicant

PRICE BID

PRICE BID OF ARCHITECTURAL CONSULTANCY FIRM (CONSULTANT) FOR ARCHITECTURAL CONSULTANCY AND PMC FOR CONSTRUCTION OF MPFC COMPLEX, GWALIOR

PROFORMA FOR SUBMISSION OF THE PRICE BID

We have understood the scope of the services to be offered, the terms and conditions for the appointment and services to be rendered by the Architectural Consultancy Firm (Consultant) specified by MPFC in the terms and conditions for the captioned purpose and we will abide by the same in case our proposal is accepted.

Accordingly, we now quote a total lumpsum professional fees at _____% (_____ in words) up to two decimal points of the estimated cost or actual project cost whichever is lower plus GST as applicable. We also agree that the above payment of the fees will be released to us as per the method as mentioned at pre-determined stages related to the progress of work based on the method of payment given at Annexure-D .

Name and designation of the Authorised signatory

Signature

Stamp and seal of the applicant

Place

TERMS AND CONDITIONS

1. Please note that the Corporation shall shortlist the applicants who fulfil eligibility criteria as mentioned in the advertisement and preamble to the proposal, The financial bid of the qualified architectural firms only shall be opened and the final selection of the consultant will be made on the basis of the lowest quote
2. Please note that the fee shall be paid on the of the estimated cost or the actual project cost for proposed construction whichever is lower, plus GST as applicable for the payment of the professional fees payable to the consultant. The scope of the work may vary on either side (it may increase or decrease from the present estimated quantity). The professional fees will be paid on actual area which will be constructed. No claims will be entertained for payment if area of construction is reduced than the present estimate. Entire 985.18 Sq Mtrs. land shall have to be planned according to MPFC's requirement and to take up MPFC Complex construction work having three storied building of about 2462.95 sq.mtrs. with two basements.
3. The above fees will be for rendering combined service for Architectural Consultancy and Project Management work. For the purpose of break up of fees payable for architectural work will be 70% of total fees based on which payment on stages will be made from the stage of preparation of plan to completion of work as per the method of payment as specified at Annexure-D. Payment of remaining 30% of fees quoted will be for PMC work, the payment of which will start only when construction at site will start and pro-rata payment will be made based on the value of work executed by various contractors. Up to completion of work 87.5% of total fees will be paid and remaining 12.5 % will be paid after completion of defect liability period.
4. In case, this agreement/assignment is terminated for reasons whatsoever, the fees shall be paid to the architects for the actual services rendered as per stages referred to in this clause and subject to other provisions about recoveries etc. as provided for elsewhere in the terms and conditions and / or agreement.
5. In the event of any dispute/difference of interpretation, the matter will be referred to the Managing Director, MPFC and the decision of MD will be final.
6. MPFC reserves the right to reject any or all the applications without assigning any reason thereof.

Signed as token of acceptance
Signature of consultant with seal
Date
Place

Note:-In case, this agreement/assignment is terminated for reasons whatsoever, the fees shall be paid to the architects for the actual services rendered as per stages referred to in this clause and subject to other provisions about recoveries etc. as provided for in the agreement to be executed with the successful bidder.

ARCHITECTURAL CONSULTANCY FIRM (CONSULTANT) FOR ARCHITECTURAL CONSULTANCY AND PMC FOR CONSTRUCTION OF MPFC COMPLEX, GWALIOR

**Scope of services to be offered
Role and responsibilities of Consultant**

MPFC is proposing to construct the commercial complex as under:

S. No.	Particulars	Details
1.	Plot Location	Plot No. 32 City Center developed by Gwalior Development Authority Gwalior.
2.	Size and Area of Plot	33.46 Mtrs (towards City Park) x 29.44 Mtr (towards main road) = 985.18 Sq.mtrs. approx.
3.	Maximum Permissible Built-up on Ground Floor	740.32 Sq Mtrs
4.	Maximum Built-up area on all floors	2462.95 Sq.mtrs.(approx) [excluding basement]
5.	Maximum number of floors	Ground plus three floors
6.	Basement for Parking	Two basements for parking
7.	Purpose	Commercial complex
8.	Height restriction	12.5 Mtrs from ground

The building will have all required amenities and will comply / have features of 'Green ' and Energy efficient building. All necessary statutory approvals from local authority and NOC required from Govt. Deptt. of Gwalior, such as approval of plans / set of drawings, commencement, plinth verification, occupation, completion certificate, NOC from fire brigade (if required)and other authorities, water, electrical and drainage connection, certificate from Govt., lift inspectorate, and other related departments to be obtained in this regard. The approval of the commencement/completion certificate etc. from GDA and Gwalior Municipal Corporation, as may be required, is to be obtained by the consultants. All the liasoning work required to be done within the fees payable and no extra claim will be entertained.

Soon after the building proposal is cleared by Gwalior Development Authority and Local Municipal authority and other Civic authorities, MPFC intends to commence the work and proposes to complete the building in all respects viz. ready for occupation within a maximum time span of twelve months from the date of commencement. An extension of one and a half months may be given under special circumstances with permission from the Managing Director.

All works including permissions, NOCs, occupation / completion certificate required to be obtained from local Authority and other State / Central Government / Statutory authorities will have to be obtained by the consultant.

The consultant will assume total responsibility for completion of the project in all respects till obtaining occupation and completion certificate from Municipal Authority of Gwalior. The Electricity Authority / Lift Authority and other Statutory authorities within the specified time frame of twelve months as stated above. The time is the essence of the contract. While the duties of the consultant will be governed by the standard agreement to be executed with MPFC by the successful consultant, the role and responsibilities of the consultant will broadly include following:

- a) Planning entire 985.18 Sq.Mtrs of land (plan enclosed)
- b) Preparation of detailed /structural/ Architectural design of building including its foundation.
- c) Preparation of detailed design of all internal and external services such as electrical, AC, plumbing, water supply, soil and storm water drainage, lifts, fire fighting / horticulture, EPABX / Networking, , parking, rainwater harvesting, sewage treatment plant, recycling of waste water etc.(If required)
- d) Most of the features applicable for 'Green building' such as energy conservation, use of solar and other renewable sources of energy, recycling of waste water, rain water harvesting, use of natural light to the maximum extent etc. will have to be taken into account during planning, design, and execution stages so that if MPFC desires, the Building can be rated as Green building.
- e) Preparation of all detailed architectural, engineering, structural drawings including those for all services as stated above.
- f) Preparation of three/ four alternatives for external façade / elevation / internal design/ perspective view of building and its 3D presentation by computer for its approval by MPFC and preparation of model for one of the selected alternatives for its display.
- g) Calling of competitive tenders for detailed soil investigation work (if required) for deciding load bearing capacity and type of foundation etc. and also for deciding minimum depth of foundation from specialized and reputed contractors in consultation with MPFC including preparation of detailed estimates, draft tenders and advising panel of contractors to MPFC.
- h) Preparation of subhead-wise item-wise/ detailed estimates based on current market rate analysis, which will include preparation of rate analysis for all major items, take of / quantity sheets. Working out overall built up area rate and its comparison for reasonableness with other buildings recently done as also with MP PWD built up area rates etc. for submission to the MPFC for approval of the cost.
- i) Assisting MPFC for prequalification and empanelment of trade-wise contractors by following elaborate procedure / norms laid-down by MPFC/ CVC guidelines.
- j) Preparation of draft tenders subhead-wise including detailed bills of quantity (BOQ) based on approved estimates by MPFC and full set of tender documents including all terms, conditions, special conditions and standard clauses.
- k) Calling of competitive tenders each trade-wise at appropriate time from the pre-qualified contractors. Required sets of tender documents will have to be prepared by the consultant themselves at no extra cost to MPFC.
- l) Detailed scrutiny of the tender received including preparation of the comparative statement etc. and submission of recommendations for acceptance or otherwise, of the tender of successful bidder / vendor, placing of work order etc.
- m) Preparation and issuance of detailed working drawings minimum 3 sets to the contractor well in advance so that work is not held up at any point of time for want of

the drawings / details. 2 sets of such drawings will have to be issued to MPFC for its records.

- n) Complete role of Project Management Consultant (PMC) will also be played by consultant to ensure both qualitative and quantitative aspects of the project and would include day to day supervision of work through a team of various experienced Engineers lead by a Project Manager to be posted at the site and who will be overall responsible for smooth and timely completion of all works within the agreed time schedule without cost overruns, no payment to architect if there is cost overrun due to architect fault barring exceptional circumstances beyond the control of the consultant. The PMC work will broadly include recording of measurements, verification of running account, final bills of contractors, finalization of accounts, extra / deviated items, rate analysis, maintaining various registers as per CVC / MPFC's guidelines at site, preparation of bar chart, CPM networks and its updatment for monitoring progress etc. The collection of samples of various materials used at the site and arranging for its testing through approved laboratories / institutes will have to be done and proper record / registers need to be maintained at site.
- o) The consultant will have to apply and obtain all required approvals / NOC from Govt. / Statutory authorities from time to time such as plinth verification / occupation / completion / drainage / water supply and electrical connection, verification by lift and electrical authorities etc. well in time so that the progress of the work is not hampered.
- p) The effective communication between various agencies / vendors contractors will have to be ensured by the consultant. The problems / hindrances / bottlenecks need to be sorted out / removed by arranging site meetings of all concerned including employer (MPFC) and record of such meetings, decisions taken etc. need to be maintained in a chronological manner kept in a separate register.
- q) During the defects liability period carrying out periodical inspection along with representatives of MPFC and contractor, preparation of the list of defects and arrange for its rectification from contractor.
- r) Preparation of 'As Built' drawings including those for all services and 2 sets of such drawings mounted on cloth papers and also in the form of a CD (soft copy) will have to be prepared and submitted to MPFC.
- s) MPFC's projects come under Audit by CAG (Comptroller and Auditor General of India). Submission of Reply to their queries, compliance of their observations etc. are statutory requirement of MPFC's Architect.
- t) The list of duties mentioned above is only indicative and the consultant will have to assume full responsibility for completion of the project both qualitatively and quantitatively as per accepted contract conditions in the best possible workmanlike manner in all respects till its occupation within the agreed time schedule and cost by following laid down norms / procedure of MPFC in an open and transparent manner to the satisfaction of the MPFC and towards achieving this goal whatever is required to be done will have to be arranged by the consulting firm with the approval of MPFC.
- u) For the purpose of any litigation for reasons whatsoever, the jurisdiction shall be Indore, Madhya Pradesh only

Signed as token of acceptance
Signature of consultant with seal
Date & Place

ANNEXURE-D

Method of Payment:

MPFC shall pay fees to the Architects in the stages as follows:

S. No.	Services to be recorded	Subject to clarifications under col fees payments	Upto stage total cumulative fees payment
(1)	(2)	(3)	(4)
(a)	<p>After Completion of sketch plans, architectural design and model, completion of working drawings & filing map with the competent authority for approval.</p> <p>Preparation of detailed estimates to the satisfaction of MPFC with 2-3 alternative plan of the facades including architectural and structural drawings and all drawings pertaining to the various specialist services & their approval by the municipal corporation or other authorities.</p> <p>Preparation of tender document and pre-qualifications of contractors for main civil work (foundation as well as super structure).</p>	<p>15% of the total agreed % of fees on total cost of related work.</p> <p>15% of the total agreed % of fees on total cost of related work.</p> <p>10% of the total agreed % of fees on total cost of related work.</p>	<p>15% of the total agreed % of fees on total cost of related work.</p> <p>30% of the total agreed % of fees on total cost of related work.</p> <p>40% of the total agreed % of fees on total cost of related work.</p>
(c)	After preparation of contract documents including tenders, issue of tenders, issue of tender notices in respect of all trades, submission of recommendations to the employer and execution of the contract documents for various trades.	10% of the total % of fees on total cost of related work.	50% of the total fees on total cost of related work.
(d)	During the progress of construction and in proportion to the value of the said works as certified from time to time and paid by MPFC.	25% of the total % of fees on total cost of related work.	75% of the total fees on total cost of related work.
(e)	<p>On final completion of the project.</p> <p>On closing of accounts.</p>	<p>7.5% of the total % of fees on total cost of related work</p> <p>5 % of the total % of fees on total cost of related work</p>	<p>82.5% of the total fees on total cost of related work.</p> <p>87.5% of the total fees on total cost of related work.</p>
(f)	After the architect/ACF issue "No objection certificate" for the refund of contractor's retention money on expiry of defect liability period of the various contractors and are attending Audit observations if any from time to time till final disposal and award of arbitration, if any, whichever is later.	12.5% of the total % of fees on total cost of related work.	100% of the total fees on total cost of related work.

Note:-In case, this agreement/assignment is terminated for reasons whatsoever, the fees shall be paid to the architects for the actual services rendered as per stages referred to in this clause and subject to other provisions about recoveries etc. as provided for elsewhere in this agreement.