



GREATER COCHIN DEVELOPMENT AUTHORITY

Kadavantra, Ernakulam District, Kerala State ,PIN:682020

P.B.No 2012 Phone : 2205061,FAX 91 484 206230 :

Website:- www.gcda.kerala.gov.in; E-mail – gcdaonline@gmail.com

257/PL3/2018/GCDA

Date: 05/12/2019

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ARCHITECTS

Greater Cochin Development Authority Ernakulam, invites sealed applications from registered architectural firms / companies, for their empanelment for a period of 3 years for planning, designing, architectural supervision and allied works of projects to be taken up by GCDA.

For full details as well as for downloading the blank application form, please visit our website at www.gcda.kerala.gov.in

The last date and time of submission of the duly filled application form is 19/12/2019 and the date and time of opening the application form is 20/12/2019, 11 am.


Secretary

APPLICATION FORM FOR EMPANELMENT OF ARCHITECTS

Issued to

M/s.

Last date of submission

The application form in duplicate duly filled in shall be addressed to

Secretary

Greater Cochin Development Authority,

Kadavanthra, Kochi- 20

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 pages to is correct to the best of my/our knowledge and belief.

Signature.....

Name.....

Designation.....

Address.....

.....

Place.....

Date.....

Seal of the Applicant

(Last date (.....) for downloading of blank Application forms from GCDA's website is www.gcda.kerala.gov.in)

GREATER COCHIN DEVELOPMENT AUTHORITY

EMPANELMENT OF REGISTERED ARCHITECTURAL FIRMS/COMPANIES FOR CARRYING OUT ARCHITECTURAL AND ALLIED WORKS TO BE TAKEN UP BY GCDA

Greater Cochin Development Authority proposes to prepare a panel of Registered Architectural firms/Companies for their projects likely to be taken up in the coming years.

- (i) Applications are invited from Registered Architectural firms/companies who has employed architects who are members of Indian Institute of Architects and/or Indian Council of Architects and have completed planning and designing of **at least 2** major building projects such as multi-storied office buildings, residential buildings, commercial, godowns, public buildings etc. **individually costing about Rs. 100 lakhs** and above, preferably for Government/Semi Government/ Government of India undertaking etc, during last 5 years and having experience in the field for not less than 7 years.
- (ii) Greater Cochin Development Authority reserves the right to reject applications who do not satisfy minimum qualification mentioned above with documentary evidence, without informing any reasons.
- (iii) Only the Applications with written information about their organizational set-up, supporting staff and infrastructural facilities for satisfactorily handling the consultancy works and written information about their financial standing will be considered for empanelling. Copies of the Income tax return for the last 3 years of the architectural firms / companies duly certified by a Chartered Accountant should be enclosed in proof of their credit worthiness. Turnover certificate for last 3 years duly certified by CA should also be furnished.
- (iv) Application forms can be had from the office of the GCDA, Planning Department, Kochi – 20 on or before 17/12/2019 on payment of Rs. 1000 + GST in cash, and applicant himself should ensure that he had documentary evidence for fulfilling the qualifications / criteria mentioned above and the forms duly filled in and enclosed in a sealed cover shall be submitted to Secretary, GCDA, Kochi – 20 so as to reach his office on or before 19/12/19 , 5 pm by speed post/Registered Post and the date and time of opening the application form is 20/12/19, 11 am.

(Application forms can also be downloaded from the GCDA website at www.gcda.kerala.gov.in.)

In case of downloaded application form, the Architectural firms /Companies are required to submit the sum of Rs. 1000/- + GST in the form of Demand Draft favoring Secretary, Greater Cochin Development Authority payable at Kochi along with the application.

Part I – Instructions to the Applicants

1. Intending applicants are required to submit in duplicate their full bio-data giving details about their organization, experience, technical personnel in their organization, ongoing projects, spare capacity, proven competence to handle major works, in house computer aided design facilities etc. in the enclosed Proforma.
2. The ability and competence of the applicants to render required service within a specified time frame will be a major factor while deciding the selection of the Architects for preparation of a panel of Architects.
3. The application shall be signed by the person/s on behalf of the organization having necessary Authorization/Power of Attorney to do so. Each page of the application shall be signed. Copy of Power of Attorney/Memorandum of association shall be furnished along with the application.
4. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of the proforma and serial number. Separate sheets shall be used for each part of the application.
5. Both the forms of applications (original and duplicate copy) shall contain copies of all the enclosures separately.
6. While filing up the application with regard to the list of important projects completed or on hand, applicants shall only include those works which individually cost not less than Rs. 100 Lakhs in the prescribed format enclosed herewith, along with certificate proving the same and separate sheet may be used if required.
7. The applicant must have office with supporting staff at middle and senior levels for being always available for consultation/furnishing required help in getting plans, sanctions, and completion certificates from the local municipal authorities. They should also have computer facilities/internet facilities with competent drafting, design and analysis software like AUTOCAD, GIS, STAD etc.

8. The scale of compensation to the Architects including the charges for Architectural Supervision is based on G.O (Rt) No.241/2014/PWD dated 17/02/2014 as under:

- a) Preparation of Architectural drawings which include Architectural design, preparation of drawings and documents including specifications for various services and also for obtaining various approval etc. complete. – 1 % estimate cost of the building based on plinth area rate of CPWD or State PWD whichever is lower approved by the Engineering Wing of GCDA.
 - b) Structural design of building including getting approval from competent authorities like LBS, CUSAT etc. up to 1000m² – Rs. 65/m²
 - c) For additional area – Rs. 50 /m²
 - d) Preparation of structural design for infrastructure such as water tank, sump, culverts, retaining wall etc – 0.75% of estimate cost of respective items approved by the engineering wing of GCDA or by negotiation.
9. The applicant shall as when required and directed by GCDA, and within the fees mentioned in clause 8 above, engage the services of well qualified specialists or consultants pertaining to the following services. The eligibility criteria for respective services shall be as specified below.
- (i) **Structural.** Qualified structural designers with post graduate qualification having about 5 years' experience.)
 - (ii) **Electrical** .Person with A Grade license from electrical inspectorate who have done at least three works of Rs. 10 lakh each.
 - (iii) **Water supply** .Professionally qualified licensed personals.
 - (iv) **Sanitary, drainage and other services.** Professionally qualified licensed personals.
 - (v) **Landscape/interior design and other services.** Professionally qualified interior designer/ landscape architect who has proven experience in the field of land scape /interior design.

In order to ensure the eligibility conditions the empanel architect has to submit a declaration. The fees of these specialists/consultants appointed under this clause except structural design shall be paid by firm/companies and shall also be responsible for all the work, done by Consultants.

10. Services to be rendered by the firm/companies as a part of performing the work(s) assigned to them as per clause 8 above without any additional compensation other than the fees mentioned in clause 8 above are:

- (a) To take instructions from the GCDA and prepare sketch / designs, making revisions till sketch / designs are finally approved by the GCDA and making preliminary estimates of cost.
- (b) To prepare the set of drawings required by the local authority /agencies for various approvals and obtaining various approvals/NOCs.
- (c) To prepare architectural working drawings, structural drawings including design and all other drawings for various purposes.
- (d) To prepare and supply required set of all drawings including soft copies.
- (e) To visit site as and when required and directed by GCDA at all stages of work.
- (f) To furnish all statutory certifications required as per law including structural stability certificate by competent authority.
- (g) To submit structural designs only after getting approval from competent authorities like LBS, CUSAT etc.
- (h) To prepare conceptual design for the project appreciation and presentation concept for finalization.
- (i) Any other service in connection with the said works usually and normally rendered by the Architects and not referred to in above.

12. Applications containing false and or incomplete information are liable for rejection.
13. Decision of the GCDA in regard to selection of the Registered Architectural firm/companies in the panel shall be final. GCDA is not bound to assign any reasons therefore. GCDA reserves the right to accept or reject any Proposal and to annul or suspend the tender process and reject all Proposals without assigning any reason hereof, at any time, without incurring any liability or consequences or any obligation to inform the affected Architecture firms/companies of the grounds for rejection.
14. The panel of Registered Architectural firm/companies once prepared shall normally be valid for a period of 3 years and the GCDA will have the freedom to extend/ terminate this limit at GCDA's discretion and informing the same in writing without assigning any reasons thereof.
15. The Registered Architectural firm/companies for any particular work shall be selected from the respective panel at the discretion of GCDA and such selected architects are required to execute agreements as per GCDA's format and remit any security deposit or performance guarantee stipulated in the agreement if any. The tender notice and instructions thereof will be a part of the agreement. The works will be awarded based upon the assessment of the conceptual design /Technical presentations on design concept and project appreciation by the firm /companies as well as their experience of handing similar types of projects, strength of their man power and financial strength of the firm. However, no claim shall be made by the architectural firm / companies for the above mentioned concept design / Technical presentation.

16. The schedule of payment of compensation as specified in clause 8 above shall be arrived at based on mutual discussion and will be mentioned in the work order / agreement.
17. Any unforeseen works which are incidental to or subsequent to or subsidiary to main work and for which the rate of compensation is not mentioned under para 8 of part I can be entrusted to any of the firms/companies in the architect panel who offer the lowest rate for the same after obtaining the offer from empanelled Registered Architectural firm/companies subjected to the decision of the Executive Committee of GCDA.
18. Application with additional conditions/terms shall be rejected.
19. Architectural firm/companies willing to offer the service as per the compensation rate/consultancy rate mentioned in para 8 alone has to apply. However if any Architectural firm/companies are ready to offer a rate below the rate mentioned in para 8, has to submit their financial offer in a separate sealed cover.
20. Empanelling of Registered Architectural firm/companies by GCDA does not provide them with any kind of privilege or right to claim that any project/works of GCDA be assigned to them.

I/We have read the various items and conditions and the same are acceptable to me/us.

Signature of the applicant

Full Address

Office Seal

Part II- Information to be furnished by the Applicant

1	a) Name of the applicant b) Address of the Registered Office c) Address of Local office in the centre. d) (with Phone No. Fax No. & Email ID)	
2	Year of establishment	
3	Type of the firm/ organisation (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.)	(Enclose certified copies of documents as evidence)
4	Name & qualification of the Proprietor / Partners / Directors of the Firm/companies a) b) c) d)	(Enclose certified copies of document as evidence)
5	Details of registration – Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number.	Enclose certified copies of document as evidence
6	Whether registered with Government / Semi – Government / Municipal Authorities of any other Public Organisation and if so, in which class and since when?	Enclose certified copies of document as evidence
7	Details of Registrations with : 1) Council for Architects 2) Indian Institute of Architects. (with year of Registration /class/validity)	Year of Reg Class valid upto (Enclose certified copies of document as evidence)
8	No. of years of experience in the field and details of work in any other field.	
9	Details regarding name, age, qualification, and experience of all technical personnel in the firm.	Details to be furnished in the prescribed proforma (Statement I)
10	Major projects executed during last 5 years by the firm together with approximate cost of individual project. The full address of the clients for whom the works have been executed with telephone Nos.	Details to be furnished in the prescribed proforma (Statement II) with certificates providing the same.
11	Important large projects on which the firm is engaged at present and their estimated cost (stages of work Viz Planning and Construction). The full address of the clients shall be indicated against each project.	Details to be furnished in the prescribed Performa (Statement III) with copies of work order
12	Address of office through which the proposed works of the Bank will be handled and the Name & Designation of officer in charge.	

13	(a) Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit & Loss A/c(Audited) for the last -3- years. (b) Income Tax return for last 3 years	CA certificated proof may be produced
14	Name & Address of Bankers (Solvency certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the organization)	
15	PAN No.	
16	Details of registration for payment of service tax.	
17	Other infrastructural information to be used/ referred for project)	Statement -4
14	Furnish the names of -3- responsible persons along with their designation, address, Tel No., etc., for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your organization.	
15	Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place, status of pending litigation	
16	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
17	List of meritorious awards if any	Attach copy of certificate.

Note: The works undertaken by the firm may be inspected and clients will be contacted by the GCDA for their report and this will be taken into consideration while selecting the panel. Any delay in obtaining the above mentioned certificates from concerned party within the bid date may be informed to GCDA & with prior permission from GCDA may be submitted to this office within the time allotted by GCDA before final selection of the panel.

Signature of the applicant

Full address & Office Seal

Statement I

LIST OF TECHNICAL PERSONNEL, GIVING THEIR TECHNICAL QUALIFICATIONS,
EXPERIENCE, INCLUDING THAT IN THE PRESENT ORGANIZATION.

THE STATEMENT SHOULD ALSO SHOW THE ADMINISTRATIVE STAFF AVAILABLE IN THE ORGANIZATION.

Sl. No.	Name	Designation	Age	Qualification	Consultancy experience	Nature of works handled	Name of the projects handled (costing more than Rs. 100 Lakhs)	Date from which employed in the present organization	Indicate special experience, if any
1	2		3	4	5	6	7	8	9

Signature of the applicant

Mention other points, if any, to show technical and managerial competence to indicate any important point in your favour.

List of Associate /Consultation should also be mentioned.

Statement II

**LIST OF IMPORTANT PROJECTS EXECUTED BY THE ORGANISATION
DURING LAST FIVE YEARS
COSTING RS. 100 LAKHS AND ABOVE**

Note: Separate sheet to be furnished for different projects viz. (a) office(b)commercial buildings c) residential buildings(d) public buildings like hospital, factory, cinema, theatre,godown, landscaping works etc

Sl. No.	Name of the project and location	Nature of work involved in the contract (e.g. residential offices etc.)	Name of the owner. Also indicate whether Govt/ Semi Govt/ Govt of India Undertaking or Private Body with full address	Project cost in lakhs of Rs. (Enclose copy of work order /Completion certificate)	Completion period		Any other relevant information	Enclose license certificate for satisfactory completion.
					Stipulated	Actual		
1	2	3	4	5	6	7	8	9

Signature of the Applicant

Statement III

LIST OF IMPORTANT PROJECTS ON HAND BEING EXECUTED BY THE ORGANISATION COSTING RS. 100 LAKHS AND ABOVE

Note: Separate sheet to be furnished for different projects viz. (a) office(b)commercial buildings c) residential buildings(d) public buildings like hospital, factory, cinema, theatre, godown, landscaping works etc.

Sl. No.	Name of the project and location	Nature of work involved in the contract (e.g. residential offices etc.)	Name of the owner. Also indicate whether Govt./ Semi Govt./ Govt.of India Undertaking or Private Body with full address	Project cost in lakhs of Rs.	Completion period		Present stage of work with reasons if the work is getting delayed	Any other relevant information
					Stipulated	Actual		
1	2	3	4	5	6	7	8	9

Signature of the applicant

Statement IV

Details of Infrastructure in Office

Sl.No.	Items	Numbers	Details
1.	Office Premises, Area, etc.		
2.	Fax M/c		
3.	Telephones		
4.	Other instruments		
5.	Software used for planning, estimating, execution, supervision, etc.		
6.	Any other information		

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5/12/19

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K (AL STD)
19/11/19