

Notice inviting applications for appointment of Architect

Principal, Kirori Mal College, University of Delhi, invites applications for the appointment of an Architect, from experienced architects registered with the Council of Architects, for the work of renovation, small construction/s additions and alterations, repair & improvement works in college buildings & on the college campus. The appointment will be on per visit basis as per conditions described in this document. The last date of submission of applications in the office of the Principal, Kirori Mal College, is 25.12.2020 by 5:00 pm. The date of opening of sealed envelopes shall be notified later. Applicants shall quote their rates in the format below, and sign and submit all papers with supporting documents. This application format can be downloaded from the College website www.kmcollege.ac.in & the University of Delhi website www.du.ac.in w.e.f. 08.12.2020.

Eligibility criterion:

Applicants:

1. Shall have a graduation degree in Civil Architecture from a recognised University/Institution. Any additional qualifications/post-graduation in Architecture shall be considered as additional merit.
2. Shall have experience of at least 3 years in building design, construction, renovation & repair work and must have completed at least one major work from conception to completion either independently or with any Architectural firm of repute
3. Shall have adequate knowledge of National Building Code and building by laws enforced in Delhi.
4. Shall have a valid registration no. of the Council of Architecture.
5. Shall have adequate knowledge of CPWD procedures of estimation, DSR rates, CPWD Specifications for Civil, Electrical, Plumbing, Repair & retrofitting works, Tendering & agreement & contract management, arbitrations etc.
6. Adequate knowledge of BIS Codes for materials, quality control/ Testing & Monitoring progress and Govt. Guidelines for planning, financial, quality & progress controls
7. Shall have an adequate knowledge for guidelines for safety, health & environment requirements at site of works.
8. Shall have in house or associate facility of specialized qualified consultants for structural design, sanitary & water supply, electrical, air conditioning, acoustics etc.
9. Shall have a valid PAN and TAN number for Income Tax and GST.

Scope of work:

1. Provide Architectural and Consultancy services of specialized consultants from conception to completion of works as per prevailing building codes, bylaws, norms etc.
2. Provide conceptual drawings for approval, or revised drawings if required for approvals, design & drawings, preliminary and detailed estimates for approval, tender documents, NIT, inviting open tenders/E-tenders etc.

3. Provide comparative statements, justification of rates, and recommendations after scrutiny of tenders.
4. To supervise the works during construction & monitor the quality & progress of work.
5. To ensure structural safety, quality and checking of measurements & bills of contractors and issue certificate for payments, to check and sign site records.
6. To prepare completion certificate, completion plans, as built services drawings
7. To obtain approvals of local authorities like DUAC, NDMC, Fire Dept. & Delhi Jal Board etc.
8. To assist college in sending any information or document required by other government departments from the college in respect to buildings of the college.
9. For all specialized works like structural, electrical, sanitary & plumbing, air conditioning, firefighting etc. Design drawings work shall be got done through specialized consultants to be engaged with prior approval of the Principal of Kirori Mal College.
10. Shall attend meetings and site inspections with college authorities /site staff deputed by the college.
11. To assist the college in case of any court case or arbitration or audit para etc.
12. To assist the Principal & college authorities for any matter connected with buildings of college but not specifically mentioned in the scope of work.
13. Shall coordinate with college site engineer, staff deputed for the work.

Terms of payments;

Rates:

Applicants shall quote their rates on per visit basis

| | | |
|---|-----|-----------------------------|
| A) for Architect Site/ college meeting visits | Rs. | per visit |
| B) for design, drawings, estimation work, tender, NIT Scrutiny of tenders & recommendations, award of work, checking of bills, Stationery charges etc. including specialized consultant fee etc. executed | | _____ % Actual cost of work |

GST @ 12 % shall be paid extra or as applicable

Note:

- i) Per visit charges shall include conveyance charges etc. & nothing extra shall be payable.
- ii) Conceptual drawings, specifications, estimates, tender documents & NIT to be got approved from Building Committee & G.B. of the college. 50 % of the fee shall be paid at the time of award of work as advance to be adjusted in the final bill.

- iii) Any fee required to be deposited with any Government Agency/ Department for any approval shall be paid by the college. However the architect shall assist & coordinate this without any extra charges whatsoever.

Terms & conditions:

1. The Architect shall execute the agreement on legal stamp paper of Rs.100/ within 10 days of the date of issue of order of appointment which will be initially for a period of 02 years.
2. Performance of the architect shall be reviewed by the College Building Committee after every two years and, if there is a requirement of such services, agreement period may be extended by mutual consent.
3. In case of unsatisfactory performance or any malpractice or any unprofessional approach, or misconduct, or loss due to any mistake, mishap/wrong assessment or proposal etc. by the architect, the Principal of the college can terminate the service contract of the Architect any time or take any other action as per law.
4. The Architect shall follow all relevant codes & CPWD & Government guidelines, CPWD specifications & manuals etc. While framing & designing proposals, safety & security aspects must be kept in mind.
5. Shall attend site inspections and meeting in the college & shall advise the college regarding progress & quality of works from time to time.
6. Shall record his visits by sending inspection notes etc.
7. Any staff required for taking measurements etc. shall be arranged BY THE ARCHITECT AT HIS OWN COST.
8. All works/services are to be provided by the architect in a time bound manner & with financial discipline/controls. Prior approval of the Principal shall be taken while proposing any extra work or deviations from sanctioned cost of work.
9. The Architect is expected to provide best time bound services to the best of his/her ability.
10. The decision of the Principal Kirori Mal College shall be final and binding in case of any dispute/claims etc. For any legal disputes, only court/s in Delhi shall have jurisdiction.

Instructions to applicant Architects:

This document is available on Kirori Mal College and the University of Delhi websites & can be downloaded from there.

Architects shall apply by quoting their rates on this document only by uploading the application with supporting documents as under:

1. Self-attested Copies of qualification certificates.
2. Registration certificate of the Council of Architects
3. Experience regarding building work completed from conception to completion with
4. A) Detailed cost of work awarded & cost at completion of work

- B) Name & telephone number of the client
- C) Name of Contractor/Builder
- D) Time taken from conception to award of work
- E) Time taken in construction of building
- F) Time taken in sanction of building plans/ completion plans
from local bodies/authorities
- E) List of Renovation /Repair works carried out with cost,
nature of repairs& name & telephone number of client
- F) List of work done for educational institutions if any
- G) Photographs of buildings constructed under supervision of the applicant.
- H) List of Associates Consultants
- I) List of projects works in hand

Evaluations. :

Evaluation shall be made on consideration of the following factors

1. Experience, nature, quality and cost of work planned & executed.
2. Qualifications, Resourcefulness for timely completion of projects
3. Rates quoted

Note: The college reserves its right to not to accept any or all applications without assigning any reason and is not bound to accept the lowest offer.

V. Chauhan

Principal

प्रो० विभा सिंह चौहान)
(Prof. Vibha Singh Chauhan)
प्राचार्या/Principal
किरोड़ी मल कॉलेज / Kirori Mal College
(दिल्ली विश्वविद्यालय) / (University of Delhi)
दिल्ली-110007 / Delhi-110007