



Dr. Babasaheb Ambedkar Technological University

(Established by Government of Maharashtra and Governed by Dr. Babasaheb Ambedkar Technological University, Maharashtra Act No. XXIX of 2014)

www.dbatu.ac.in

DETAILED NOTICE INVITING APPLICATIONS FOR EMPANELMENT

Subject: Empanelment of Architects for projects costing more than 50 crores at University for a period of 3 years.

Dr. Babasaheb Ambedkar Technological University has its main campus at Lonere, and planning to develop Regional Centers and Sub centers at Mumbai, Pune, Aurangabad, Nagpur, Solapur, Kolhapur, Amaravati, Jalgaon, Nanded. The University would like to prepare the panel of the **Architects** of Dr. Babasaheb Ambedkar Technological University for new Construction Works and major repair works. The panel will be valid for a period of 3 years.

The details regarding eligibility, experience, requirements etc, and prescribed format for application are available at www.dbatu.ac.in from **02/08/2022 to 25/08/2022 up to 5.00 P.M.** Those who are willing to associate with the University, are requested to submit their resumes in the office of the **Registrar, Dr. Babasaheb Ambedkar Technological University, Lonere- Raigad (402103) on or before 26/08/2022 upto 4.00 P.M.**

The empanelment process consists of submitting sealed envelopes in **two bid system** which consists of technical bid(eligibility conditions) and financial bid. The financial bid will be opened only after being technical qualified. The financial bid includes scale of charges to be duly filled by interested candidates as per **Annexure XI** given in empanelment bid document.

Resume includes the following details with photocopies of relevant documents.

1. Name of the firm.
2. Details with phone Number, E-mail ID etc.,
3. Registration No. & year and expiry of the registration.
4. The firm is Partnership or Proprietary.
5. If partnership firm, deeds of the partners.
6. Name and qualification of Technical staff in the firm.
7. Details of the works executed during last three years.
8. The details of the work completed in the specific area for which application is being submitted.
9. Copy of the Income Tax return filed during last three years.
10. Chartered Accountant Certified Profit/Loss Certificate.

1 August 2022
Lonere 402103

Registrar,
Dr. Babasaheb Ambedkar Technological University

**EMPANELMENT OF ARCHITECT FOR
ESTIMATED COST MORE THAN 50
CRORES IN DBATU LONERE**

RULES FOR EMPANELMENT

1. TITLE:

These rules shall be called Rules of Empanelment for Architects.

2. APPLICABILITY:

Any Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited company or a Private Limited Company may apply for empanelment as an “Architect Consultant” in DBATU under these rules provided the eligibility criteria and other conditions are satisfied. The empanelled “Architects Consultant” have to abide by all the rules made herein and as amended from time to time, during the tenure of their empanelment.

3. SCOPE OF WORK:

The Architect is required to provide services in respect of the following :

Part I - ARCHITECTURE :

1. Taking Client's instructions and preparation of design brief.
2. Site evaluation, analysis and impact of existing and / or proposed development on its immediate environs.
3. Design and site development.
4. Structural design.
5. Sanitary, plumbing, drainage, water supply and sewerage design.
6. Electrical, electronic, communication systems and design.
7. Heating, ventilation and air conditioning design (HVAC) and other mechanical systems.
8. Elevators, escalators, etc.
9. Fire detection, Fire protection and Security systems etc.
10. Periodic inspection and evaluation of Construction works.

Part II — ALLIED FIELDS :

1. Landscape Architecture
2. Interior Architecture
3. Architectural Conservation
4. Retrofitting of Buildings
5. Graphic Design and Signage
6. Green building design

Part III---SCHEDULE OF SERVICES :

The Architect shall, after taking instructions from the Client, render the following services:

1. CONCEPT DESIGN [STAGE 1] :

- Ascertain Client's requirements, examine site constraints & potential ; and prepare a design brief for Client's approval.
- Prepare report on site evaluation, state of existing buildings, if any ; and analysis and impact of existing and/ or proposed development on its immediate environs.
- Prepare drawings and documents to enable the Client to get done the detailed survey and soil investigation at the site of the project.
- Furnish report on measures required to be taken to mitigate the adverse impact, if any, of the existing and / or proposed development on its immediate environs.
- Prepare conceptual designs with reference to requirements given and prepare rough estimate of cost on area basis.

2. PRELIMINARY DESIGN AND DRAWINGS [STAGE 2] :

- Modify the conceptual designs incorporating required changes and prepare the preliminary drawings, sketches, study model, etc., for the Client's approval along with preliminary estimate of cost on area basis.

3. DRAWINGS FOR CLIENT'S/ STATUTORY APPROVALS [STAGE 3] :

- Prepare drawings necessary for Client's/ statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist the Client in obtaining the statutory approvals thereof, if required.

4. WORKING DRAWINGS AND TENDER DOCUMENTS [STAGE 4] :

- Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract.

5. APPOINTMENT OF CONTRACTORS [STAGE 5] :

- Invite, receive and analyse tenders; advise Client on appointment of contractors.

6. CONSTRUCTION [STAGE 6] :

- Prepare and issue working drawings and details for proper execution of works during construction.
- Approve samples of various elements and components.
- Check and approve shop drawings submitted by the contractor/ vendors.
- Visit the site of work, at intervals mutually agreed upon, to inspect and evaluate the Construction Works and where necessary clarify any decision, offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Client informed and render advice on actions, if required.
- In order to ensure that the work at site proceeds in accordance with the contract documents/ drawings and to exercise time and quality controls, the day-to-day supervision will be carried out by a Construction Manager (Clerk of Works/ Site Supervisor or Construction Management Agency in case of a large and complex project), who shall work under the guidance and direction of the Architect and shall be appointed and paid by the Client.
- Issue Certificate of Virtual Completion of works.

7. COMPLETION [STAGE 7] :

- Prepare and submit completion reports and drawings for the project as required and assist the Client in obtaining "Completion/ Occupancy Certificate" from statutory authorities, wherever required.
- Issue two sets of as built drawings including services and structures.
- Preparing project closure report by checking the work executed is as per specifications and executed within specified time limit.

4. SCOPE OF EMPANELMENT:

The empanelment in DBATU will entitle the "Architect Consultant" to be considered for issue of tender documents subject to other conditions that may be stipulated in the Notice Inviting Tenders (NIT). It shall not confer any right on the architect Consultant either to be necessarily issued with the tender documents or for award of work. Limited tender would be invited for various works among the empanelled consultant defining scope of works and services required.

5. EMPANELMENT PROCEDURE:

- The architect has to submit the prescribed application, complete with all documents to DBATU.
- Incomplete applications and application without prescribed documents are liable to be rejected.
- DBATU will have the right to independently verify the details furnished by the architect and to get the works completed by the architect, inspected and / or obtain such other reports as may be considered necessary. For this purpose DBATU may constitute necessary inspection team(s).
- DBATU reserves the right to limit the number of architects and consultant to be empanelled in any class or category.

6. VALIDITY OF EMPANELMENT:

The empanelment will be valid for a period of three years from the date of empanelment. However, the empanelment may be revalidated, in accordance with the rules in this regard. Each revalidation shall be for a period of one year from the date of expiry of previous empanelment / revalidation. The empanelment shall be open for review by the DBATU and liable to termination, suspension, or any other such action at any time, if considered necessary, by the DBATU after issue of due notices to the architect(s) / consultants.

7. CHANGE IN CONSTITUTION OF FIRM:

The empanelled architect / firm shall not modify the existing partnership or enter into any fresh partnership without the prior approval of DBATU. Such proposal, if any shall be submitted in advance giving full details of the intended changes and drafts documents like partnership deed, articles of association etc. as applicable. Any change in the status of the architect without prior approval, will render the architect to be removed from the approved list of architects.

If a firm is converted into two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his / her / their individual / joint capacity shall have to apply for the empanelment afresh on the basis of work experience gained as a separate entity. The experience of the firm in which he / she / they were partners will not be considered.

If the number of original partners of a firm reduces to less than half due to any reason, the empanelment of the firm shall be withdrawn. Original partners means constituents at the time of empanelment and those who have remained as constituent(s) for more than 5 years.

8. CHANGE OF ADDRESS:

While Applying for empanelment the architect should mention address of his registered office as well as Head office, if different. All documents viz. Bankers certificate etc should bear one of the addresses; otherwise the same shall not be accepted. The architect shall intimate the change, if any, in any of the addresses mentioned in the original documents, in advance or within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax authorities, Sales Tax authorities etc. Failure to do so may result in removal from the approved list of architects.

9. SUBMISSION OF TENDERS:

Empanelled architect shall take part in the tendering process of DBATU. Architects are liable to be removed from approved list if they do not secure works in DBATU / do not take part in tendering process. For this purpose the approved list shall be periodically reviewed with reference to the number of tenders received for the various works.

10. ARCHITECT'S OBLIGATIONS:

The "Architect Consultant" should fulfill all his obligations specified under these rules within the time and in the manner as specified. Some of the obligations are

- a) Prior approval shall be obtained before modifying the constitution of the firm/ company.
- b) Intimation regarding change of address should be given in advance or within one month along with documentary proof bankers, Income Tax Department, States Tax Department and service tax etc.
- c) Architect should be registered with Council of Architecture, India during the period of empanelment / revalidation.
- d) Empanelled architect shall maintain good conduct while carrying out work and shall not indulge in unethical practices.
- e) The works awarded should be executed strictly as per terms and conditions of contract.
- f) Top priority should be accorded for timely submission of drawings, design calculation and BOQ etc.

11. DISCIPLINARY ACTIONS:

The "Architect Consultant" shall have to abide by all the rules of empanelment and also by the terms and conditions of the contract and Notice Inviting Tenders. He shall have to execute the works as per contract on time and with good quality. DBATU shall have the right to suspend business with him for any period, debar or remove the name from the approved list of architects indefinitely or for a period as decided by DBATU after issue of a show cause notice. Decision of DBATU shall be final and binding on the architect Consultant.

12.SUSPENSION OF BUSINESS:

DBATU may suspend business with the architect Consultant for a period, decided by it, pending full enquiry in to the allegations, if DBATU is, prima facie of the view that the architect is guilty

of an offence in relation to business dealings, which when established would result in his removal / banning business and it is not considered desirable to entrust new works or continue business with the Architect Consultant. DBATU may also suspend business with an empanelled architect for a period decided by it, if the architect fails to start a work awarded to the agency.

13.REMOVAL FROM APPROVED LIST:

The name of the “Architect Consultant” may be removed from the approved list of architects by DBATU, if the architect

- a) Has more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or
- b) Is proved to be responsible for design calculation mistake in two or more works; or
- c) Persistently violates any important conditions of contract; or
- d) Fails to abide by the conditions of empanelment; or
- e) Is found to have given false particulars at the time of empanelment; or
- f) Has indulged in any type of forgery or falsification of records; or
- g) Changes the constitution of the firm or individual without prior approval of DBATU; or
- h) Changes permanent address / business address without intimation to DBATU; or
- i) Is declared or is in the process of being declared as bankrupt, insolvent, wound up, dissolved or partitioned; or
- j) Is involved in complaints of serious nature received from other departments which prima facie appear to be true; or
- k) Default in settlement of tax dues like income tax, contract tax, sales tax, octroi, duties etc; or
- l) Has already been demoted for other reasons; or
- m) Is considered not required to be in the approved list for any other reason considered by DBATU.

14. EMPANELMENT PROCESS:- The Empanelment Process shall consist of two stages:

i. Initial Eligibility: The applications will be screened based on the initial eligibility criteria mentioned at Clause No.-15 of this application document. Applicants short listed based on the criteria will be considered for the next stage of evaluation.

ii. Detailed Evaluation: The applications short-listed as per the Initial Eligibility Criteria shall be further evaluated based on the Work Experience in University/Educational Campus Planning, Buildings, Architectural Competition won, Experience in Green Building & Average Annual Financial Turnover by allocation of marks for various criteria as detailed in Clause No - 16.

15 INITIAL ELIGIBILITY CRITERIA FOR SHORT LISTING OF EMPANELMENT:-

- a. The “Architects consultant” shall have to pay a non-refundable processing fee by crossed demand draft drawn in favor of Registrar, DBATU, Lonere payable from any nationalized or schedule bank as prescribed. The processing fee is Rs.5000/- (Rupees Five thousand only). This fee has to be submitted along with the application form (as attached). Scanned copy of the demand draft to be uploaded in the website.
- b. The applicant should be Architects registered with the Council of Architecture, India (COA).
- c. Architect/Architectural Firm should have the GST number.
- d. A duly attested photocopy of the PAN number.
- e. During the last five years the Architect/Firm should not have been failed to perform any assignment expelled from any project nor have any agreement terminated for breach of contract terms.
- f. The Architect or Architectural Firm should have annual turnover of at least a sum of Rs.100 lakh per annum or above as consultancy fee during last three financial years. (As supported by CA certificate).
- g. Annual financial turnover should be more than 5 crores(500 lakhs) to be filled as per Annexure V.
- h. The Architect or Architectural Firm should have carried out within the last five years,
 - i. Design and supervision of One Educational (Preferably University/College) campus with multiple buildings and facilities of not less than 5 acres (residential campuses or residential colonies or industrial campuses will not qualify),OR
 - ii. At least two Educational buildings/Buildings in Educational Campus, each having a plinth area of 3000 sqm or more.

Documents to be submitted for Initial Eligibility

- i. Scanned copy of the demand draft for entry fee to be uploaded in the website including hard copy submission of the same along with application form.
- ii. Certified copy of registration with Council of Architecture for the proprietor or senior most partners in a partnership firm and Certified copy of registration for practice.

- iii. Attested photocopy of Partnership Deed as per Annexure-II.
- iv. Attested photocopy of registration with relevant tax authority i.e. GST.
- v. Valid copy of PAN card.
- vi. Self-declaration regarding the Architect/Civil Engineering Consultant should not have been blacklisted by any Public Authority.
- vii. Annual Financial Turnover as per Annexure -V
- viii. Attested photocopy of performance certificate(s) from the client for the completed work clearly mentioning the Area of the campus/building, value of buildings, location and year of completion as per Annexure- III.

16 DETAILED EVALUATION:-

The Architect/Architectural Firm meeting the initial eligibility criteria will be further evaluated and shortlisted based on the following parameters based on marks as indicated:

Sr.No	Head	Marks
1	Work Experience (Educational Campus Planning)	20 Marks
2	Comprehensive Architectural Consultancy of University / Institutional buildings/ Educational buildings/ buildings in Educational campus	15 Marks
3	Architectural Competition won during practice (National Level)	15 Marks
4	International Award for any Architectural Competition	10marks
5	Experience in Green Buildings	10 Marks
6	Average Annual Financial Turnover	30 Marks
Total		100 marks
(NOTE:- Minimum marks will be decided by scrutinizing committee)		

For Detailed Evaluation

1. **Work Experience:**

- Certified copy of registration with Council of Architecture for the proprietor or senior most partner in a partnership firm.
- Certified copy of registration for practice.
- Attested photocopy of Certificate of registration/Partnership Deed
- An undertaking duly attested by Notary in a non-judicial stamp paper of value Rs. 100/- regarding their non-black listing/debarring in any of the Govt. Department, Universities and Public Sector Undertaking/Enterprise in India and Central Vigilance Commission during last 3 years.
- Attested photocopy of registration with relevant tax authority i.e. GST.
- Attested photocopy of performance certificate(s) from the client for the completed work clearly mentioning the Area of the campus/building, value of

buildings, location, year of completion, name of client for verification eligibility as per Annexure III.

- In case of works carried out for private Organization's / persons copies of TDS certificate along with copy of performance report with work order / agreement should be enclosed. Private works without performance report and TDS certificates shall not be considered for evaluation.
2. **Comprehensive Architectural consultancy and other allied Engineering consultancy of University buildings/Educational Buildings/ Institutional building in Educational campus:**
 - Site Plan/Ground Floor Plan in A-3 format for each of the building.
 - Typical floor in A-3 format for each of the building.
 - Write up in a single page A-4 size for each building with area and other details.
 - A certificate from the client confirming that the participant had designed the building.
 3. **Competitions won during practice:**
 - Certified copy of awards/prize/citation received or official announcement of winning competition in any public media as per Annexure-VI.
 4. **Experience in Green Building**
 - Copy of Certificate received in respect of building or project designed and/or verifiable publication of the project in any Architectural or Scientific journal or any other Institution authorized for certification of Green building (LEED, GRIHA, ECBC or any other equivalent body / authority).(As per Annexure VIII).
 5. **Average Annual Financial Turnover:**
 - Audited Balance Sheet highlighting the consultancy fees received during last 3 Financial Year 2018-19, 2019-20 & 2020-21, supported by IT returns.

APPLICATION FORM FOR EMPANELMENT
INFORMATION TO BE FURNISHED BY THE APPLICANTS

Category of work applied for: Empanelment of Architects		
Sl. No	Particulars	Details
1	Name of Organization	
2	Address CORPORATE & LOCAL	
	Mobile No.	
	Telephone No.	
	Fax No.	
	E-mail ID	
3	Organization Details	To be filled as per Annexure-I
4	Details of Directors / Partners /Proprietors	To be filled as per Annexure-II
5	List of Architectural Consultancy Assignments undertaken	To be filled as per Annexure-III
6	List of Architectural Consultancy Assignments in progress	To be filled as per Annexure-IV
7	Financial Status	To be filled as per Annexure-V
8	List of permanent professional Employees and Key Personnel mentioning their specialization, qualifications, experience and association with the firm	Self-certified copies to be enclosed
9	List of award winning entries (during last five years)	To be filled as per Annexure-VI
10	List of consultants associated on regular basis	To be filled as per Annexure-VII
11	List of works for which GRIHA / International ratings for Green buildings	To be filled as per Annexure-VIII
12	List of references and testimonials	To be filled as per Annexure-IX
13	Affidavit	To be filled as per Annexure-X

Annexure-I**ORGANIZATIONAL DETAILS**

Sl.No	Parameter	Details
1	Organizational Set-up: - Year of Establishment - Status of Firm (Proprietorship/Partnership/Any other) - Name of Directors/Partners/Proprietors - Empanelment with Govt. Organizations - (Mention names along with copies of Certificates)	To be filled as per Annexure-II
2	Staff Strength - Architects (nos.) - Draughtsman (nos.) - Visualisers (nos.) -Engineers for allied services	
3	Details of Office Automation	

Place:

Date:

Signature of the applicant
Name and Designation

DETAILS OF DIRECTORS/PARTNERS / PROPRIETORS

Sl. No.	Name of Partners/Directors/ Proprietors	Academic Qualifications	Designation	Address / Phone / Fax /e-mail

Place:

Date:

Signature of the applicant

Name and Designation

**LIST OF ARCHITECTURAL CONSULTANCY ASSIGNMENTS
COMPLETED IN LAST 5 YEARS**

Sl. No	Name of Work / Project with address	Short description of Architectural / Consultancy assignment	Name and address of Owner / Client	Value of Work/ Project	Date of Start of Work/Project		Date of Completion of Work/ Project		Bonus/ Liquidated damages if any imposed on consultant	Any other Relevant Information
					Stipulated	Actual	Stipulated	Actual		

Note:

The list of Works/Project mentioned should be substantiated with documentary evidence such as work orders and completion certificates in the absence of which the application is liable to be rejected.

Signature of the Applicant

Annexure-IV

**LIST OF MAJOR ARCHITECTURAL / CONSULTANCY PROJECTS / ASSIGNMENT IN
PROGRESS**

Sl. No.	Name of Work / Project in Progress with Address	Short description of Architectural /Consultancy assignment	Name and address of Owner	Value of Work/ Project executed	Date of Start of Work / Project	Stipulated time of Completion	Status of work	Expected date of completion	Any other relevant information

Note:

The list of Works/Project mentioned should be substantiated with documentary evidence such as work orders etc. in the absence of which the application is liable to be rejected.

Signature of the Applicant

FINANCIAL STATUS

Sl. No.	Financial year	Turnover (in Rs.Lacs)	Profit / loss (-)
	2018-2019		
	2019-2020		
	2020-2021		

Note:

Certified copies of audited Balance Sheets/Chartered Accountants Certificates to be enclosed.

Place:**Date:****Signature of the applicant****Name and Designation**

LIST OF AWARD WINNING ENTRIES (DURING LAST FIVE YEARS)

Sl. No.	Name of Client Department	Name of Project	Covered Area	Cost of Work	Detail of the Project (Salient Feature of the Project)	Stage of the Project	Institution & Nature of Award

Signature of the Applicant

Name & Designation

LIST OF CONSULTANTS ASSOCIATED ON REGULAR BASIS

Sl. No	Nature of Consultancy	Name & Address of Consultants	Name, Qualification & Experience of Staff	Important Projects Handled
1	Structural Consultant			
2	Service Consultant			
	(a) For Civil Services			
	(b) For Electrical Services (External & Internal)			
	(c) Fire Fighting Services, Fire alarm system			
	(d) HVAC Services			
	(e) Interior			
	(f) Rehabilitation of Structure			
	(g) Cranes			
3	Land Scape Consultants			
4	Any other Consultant			

Place:**Date:****Signature of the applicant****Name and Designation**

**LIST OF WORKS FOR WHICH GRIHA /INTERNATIONAL RATINGS FOR
GREEN BUILDINGS EARNED**

Sl. No.	Name of Client	Name of Project	Covered Area	Cost of Work	Detail of the Project (Salient Feature of the Project)	Rating Earned

Place:

Date:

Signature of the applicant

Name and Designation

LIST OF REFERENCES OF LIENTS & TESTIMONIAL FROM CLIENTS

Sl No	Name of the Client	Details of work	References/Testimonials to be attached
1			

Place:

Date:

Signature of the applicant

Name and Designation

AFFIDAVIT

**(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM
RS.10/- DULY CERTIFIED BY NOTARY PUBLIC)**

Affidavit of Mr.S/o
R/o..... The deponent above named to hereby solemnly
affirm and declare a under:

1. That I am the Proprietor / Authorized signatory of M/s.having its Head
Office / Regd. Office at
2. That the information / documents / Experience certificate submitted by M/s.....along
with this 'EMPANELMENT OF ARCHITECTS FOR PROJECTS ESTIMATING MORE THAN
50 CRORES to DBATU are genuine and nothing has been concealed.
3. I shall have no objection incase DBATU verifies them from issuing authority. I shall also
have no objection in providing the original copy of the document(s), in case DBATU demand so
for verification.
4. I hereby confirm that in case, any document, information & /or certificate submitted by me
found to be incorrect/false/fabricated, DBATU at its discretion may disqualify / reject my
application for pre-qualification out rightly and also debar me / M/s.....
.....from participating in any future tenders / PQ.

Deponent

I,, the Proprietor / Authorized signatory of M/s., do herby
confirm that the contents of the above Affidavit are true to my knowledge and nothing has been
concealed there from and that no part of it is false. Verified at.....this
.....day of

Deponent

SCALE OF CHARGES FOR ARCHITECTURAL SERVICES
(To be attached in separate Envelope as Cover No. II)

Sl No	Comprehensive architectural services	Scope of work	Rate of Charges (Service tax payable extra)
1			

Place:

Signature of the applicant

Date:

Name and Designation