

Notice

Varanasi Development Authority

Pannalal Park, Raja Udai Pratap Marg, Varanasi-221102

Empanelment of Architects

Applications are invited by the Varanasi Development Authority (VDA) from the practicing, reputed Architects Registered with Council of Architecture for empanelment for comprehensive Architectural planning, Designing and Estimation of VDA Housing/ Infrastructure and other projects in Varanasi Development Area. Detailed terms and conditions, time schedule and application document can be downloaded from VDA website <http://www.vdavns.org>.

(Rajesh Kumar)

Vice Chairman

Empanelment of Architects

Detail Terms and Conditions



Varanasi Development Authority

Raja Uday Pratap Marg, Panna Lal Park

Varanasi-221102

Ph: 0542-2280326, 2282455 Fax: 0542-2283307

Email: vdavaranasi@gmail.com

Web: www.vdavns.org

Empanelment of Architects:

Applications are invited by the Varanasi Development Authority (VDA) from the practicing, reputed Architects Registered with Council of Architecture for empanelment for comprehensive Architectural planning, Designing and Estimation of VDA Housing/ Infrastructure and other projects in Varanasi Development Area.

Architects having their studio/ office in Varanasi or those who are stationed outside Varanasi are eligible to apply provided they have experience of at least five years of planning, designing of building projects and worked on architectural heritage conservation. Architects practicing outside Varanasi shall have to establish an office at Varanasi after award of work.

Detailed application document can be obtained from Help Desk Counter, Varanasi Development Authority, Panna Lal Park, Raja Udai Pratap Marg, Varanasi on any working day between 11.00 A.M to 5.00 P.M on payment of Rs. 10,000/- through Bank Challan or through swiping Credit/Debit card of any nationalized bank (non-refundable) and can also be downloaded from VDA website <http://www.vdavns.org> and the application form may be submitted along with a Demand Draft of Rs 10,000/- in favour of Secretary, Varanasi Development Authority. The completed application shall be submitted at Varanasi Development Authority, Panna Lal Park, Raja Udai Pratap Marg, Varanasi along with necessary details as provided in application document latest by 3.00 P.M. on 24.02.2018.

1.0 Eligibility:

- 1.1 The terms “ARCHITECT” shall mean any person, who at the time of his application is registered with the Council of Architecture under the Architects-Act-1972. Where the application is made by a team, its leader shall be an “ARCHITECT” and where the application is made by a firm, it’s at least one Partner/ Director but not any employee shall be an “ARCHITECT”.
- 1.2 The Architects having the headquarters in Varanasi or those who are stationed outside Varanasi are eligible to apply provided they have experience of at least five years of planning, designing of building projects. Architects practicing outside Varanasi have to establish an office at Varanasi after the award of work.
- 1.3 The applicant not fulfilling the above conditions shall summarily be rejected and shall not be considered for evaluation.

2.0 GENERAL

- 2.1 The application document can be obtained from Help Desk Counter, Varanasi Development Authority, Panna Lal Park, Raja Udai Pratap Marg, Varanasi on any working day between 11.00 A.M to 5.00 P.M on payment of Rs. 10,000/- in cash (non-refundable).
- 2.2 The application document can also be downloaded from VDA website <http://www.vdavns.org> and submitted along with a demand Draft of Rs. 10,000/- (non-refundable) in favour of Secretary, Varanasi Development Authority.
- 2.3 The completed application shall be submitted with a letter (Attached at Annexure-1) at Varanasi Development Authority, Panna Lal Park, Raja

Udai Pratap Marg, Varanasi along with necessary details as provided in application document latest by 3.00 P.M. on 24.02.2018.

- 2.4 The application shall be opened and evaluated as per evaluation criteria given in Para 6.0 and eligible applicant shall be empanelled and notified.
- 2.5 The VDA reserves the right to reject any or all the applications without assigning any reason thereof.
- 2.6 The term “Last Three Years” wherever appearing in this documents shall mean three consecutive financial year before 01.04.2017.

3.0 TENTATIVE SCHEDULE OF EMPANELMENT.

- | | | |
|--|---|------------|
| I. Sale of Document/Brochure starts from | : | 05/02/2018 |
| II. Last date of submission of application | : | 24/02/2018 |
| III. Opening of the applications | : | 26/02/2018 |
| IV. Evaluation of the applications | : | 26/02/2018 |
| V. Notification of the Panel | : | 27/02/2018 |

4.0 DETAILS TO BE SUBMITTED BY THE APPLICANTS

- 4.1 The application is required to be submitted in a sealed envelope, superscribed “Application for Empanelment of Architects” along with the following details.
 - I. Name and Address of the firm/Individual along with Registration No.
 - II. Detailed profile of the firm/ individual.

- III The List of in house technical staff/ associated professional in case of individual Architect, with details of their qualification, experience and field of expertise.
- IV Copy of Earning Satatement for the last three Years.
- V List of project handled during last 5 Years clearly indicating covered area, cost and scope of work.
- VI List of current projects in hand including their cost.
- VII List of award winning Entries.
- VIII List of consultants associated on regular basis for specialized jobs such as structural design, electrical & mechanical, plumbing, drainage services and landscaping etc.
- IX List of Equipments available with the Firm/ Individual.

5.0 PERIOD OF EMPANELMENT & SERVICES TO BE RENDERED BY EMPANELLED ARCHITECTS.

5.1 The selected agencies shall be empanelled for a period of 5 years from the date of its notification. VDA, however reserve the right to discontinue the panel at any time without assigning any reasons & shall not be liable to pay any compensation on this account.

5.2 The empanelled agencies would be required to work on projects assigned to them, for which separate offer in single bid or two bid systems shall be obtained from the empanelled Architects as and when any project is to taken up by VDA and shall be expected to render following services.

5.3 SERVICES TO BE PROVIDED

The Architect shall faithfully and honestly perform the services pertaining to the design of the assigned housing projects. The Architect in general would be required to held discussion with officer of Planning, Architectural, and Design

units of VDA and prepare and submit complete Architectural drawing for the projects, keeping in the mind the functional requirement and space requirement as per Varanasi Master Plan/ Mughalsarai Ramnagar Master Plan: 2031 norms and local by laws. Broadly the services to be rendered are:-

- (i) Physical survey of site by Total Station Survey.
- (ii) Preparation & submission of complete Architectural drawings of the project (Digital drawings hard & soft copy on CD's) including layout plan and associated services such as fire fighting, electrification, water supply, sanitary installation, drainage, roads, landscaping, horticultural operation and optional services like Telephone/IT Cable/ T.V. Cables ducts, security system etc., both internal and external within the boundary of the project to make the building functional.

Architectural design and drawing of the services submitted by the Architect/Consultant shall be vetted by the Development Authority and if any corrections are required, these will be incorporated by the Architect /Consultant in the design at no extra cost.

- (iii) Obtaining approval of building plans as well as services drawings from concerned department/ local bodies/ Statutory Authorities such as Nagar Nigam, Jal Sansthan, Civil Aviation, PWD, Fire Services Department, UPPCL, Environment Dept, Pollution Boards, District Administration as applicable and wherever required.
- (iv) Provide complete specification of the building and services.
- (v) Preparation of bill of quantity (BOQ) for the purpose of preparation of detailed estimated and tender documents, in consultation with the Engineering department of VDA. CPWD/ UPPWD schedule of rates shall have to be generally adopted for this purpose. The BOQ/ Abstract of costs shall be submitted along with the detailed measurement and rate analysis of non DSR items as per standard practice.
- (vi) Preparation of Structural design of buildings and other structural elements such as Underground/Overhead tanks based on relevant BIS codes and

other hand books and shall have to be got vetted by the proof consultant appointed by the department. All designs to be submitted with the detailed design calculations.

- (vii) Preparation and submission of as Built/Completion drawings after the completion of the project.
- (viii) Obtaining completion certificate/NOC from concerned departments wherever applicable.
- (ix) Visit site as per requirement of work and whenever desired by the department.

5.4 The Architect will also be required to supply to the Authority two sets of complete drawing and service drawing for future record along with a soft copy.

5.5 Time Schedule:

The Architect has to adhere to the timelines as decided by the VDA. (See Para 5.3(ii) also)

5.6 The Services to be rendered as per time schedule decided by the VDA and specific details may be decided for each project separately by the concerned In Charge (Engineering Section) / In-charge (Planning Section) of VDA or their authorized representatives, which shall be binding and final upon the agencies.

6.0 **Broad Guidelines and Criteria for evaluation.**

The application shall be evaluated, based on following broad guidelines. VDA, however, reserve the right to take any decision during the evaluation process.

6.1 The evaluation of the applications shall be carried out by a committee of VDA officers constituted by Vice Chairman, VDA.

6.2 The applicants qualifying the initial criteria, as set out in the section 4.0 of the document shall be evaluated by scoring method as detailed below:

- (i) Technical Staff Strength : 15 Marks
- (ii) Earning Statement (Last three financial years) : 10 Marks
- (iii) Experience of work during last five years : 35 Marks

(iv) Current works in hand	:	25 Marks
(v) Award winning project	:	05 Marks
(vi) Profile and experience of associated consultant	:	10 Marks

Total: 100 Marks

- 6.3 The marks shall be decided by the said Committee, generally on the basis of pre-determined criteria and where it is not possible to do so, based on their own judgment. The evaluation carried out by the said Committee shall be final and binding.
- 6.4 VDA reserves the right to modify the criteria and take own decision if so required.
- 6.5 VDA reserves the right to empanel the Architects in various categories of work
By applying any cut off percentage of marks.

LETTER FOR APPLICATION
(ON LETTER HEADPAD OF THE COMPANY)

To,
Town Planner
Varanasi Development Authority,
Pannalal Park, Raja Udai Pratap Marg
Varanasi : 221002.

SUBJECT : APPLICATION FOR EMPANELMENT OF ARCHITECTS IN VDA

Sir,

Having examined the details given in your brochure for the empanelment of Architects in VDA, We submit our relevant information, and documents for your kind considerations.

1. I/We hereby certify that all the statements made and information, supplied in the enclosed forms as mentioned in the section 4.0 of the documents, and accompanying statements are true and correct.
2. I/We have furnished all information and necessary details required for the empanelment of Architects and no further pertinent information to supply.
4. We submit the following certificates in support of our suitability, Technical knowhow and capability for having successfully completed the works.

Enclosures: Forms as mention in Section 4.0

Seal of applicant:

Date of submission:

Signature of Applicant(s)