

# **TENDER DOCUMENT**

**FOR**

***PROVIDING ARCHITECTURAL CONSULTANCY SERVICES FOR THE WORK  
“CONSTRUCTION OF ADMINISTRATIVE BUILDING II<sup>nd</sup> BLOCK, AUDITORIUM,  
CENTRAL LIBRARY, VICE CHANCELLOR’S BUNGALOW AT COH,  
VENKATARAMANNAGUDEM, WEST GODAVARI DISTRICT”***

SUB: Tender for Providing Architectural Consultancy Services for the work "Construction of Administrative Building IInd Block, Auditorium, Central library, Vice Chancellors Bungalow at College of Horticulture, Venkataramannagudem, West Godavari District"

Tender documents for Providing Architectural Consultancy Services for the work "Construction of Administrative Building IInd Block, Auditorium, Central library, Vice Chancellor's Bungalow at COH, Venkataramannagudem, West Godavari District" in response to our tender notice published in The Indian Express Newspaper Paper National Level.

We are pleased to forward you the tender documents containing the terms and conditions/scope of work in respect of subject work. You are requested to go through the same and submit your offers for consultancy fee strictly as per the terms and conditions and in the manner prescribed therein.

The tenders are being invited in two bid systems. Envelope marked Part-I shall contain the documents for technical qualification as per clause (3) of "Instructions to bidders". Tenderer should have in-house design facilities, adequate number of computers with printers/plotters and other office equipment etc. necessary for carrying out the work efficiently and successfully. The tender document duly signed and stamped as a token of acceptance of terms and conditions should also be returned in envelope marked part-I. Envelope marked Part-II shall consist of only the price bid in the approved Proforma enclosed with the tender documents.

The sealed tenders will be received in the office of The Estate Officer Dr.YSR Horticultural University upto 15.00 Hrs. on 17.08.2017. Please note that the tenders received after the due time and date shall not be accepted under any circumstances. University reserves the right to cancel any or all the tenders without assigning any reasons whatsoever or not to accept the lowest tenders. The University decision in this regard shall be final and binding on the tenderers.

## TENDER NOTICE

### **FOR PROVIDING ARCHITECTURAL CONSULTANCY SERVICES FOR THE WORK "CONSTRUCTION OF ADMINISTRATIVE BUILDING IIND BLOCK, AUDITORIUM, CENTRAL LIBRARY, VICE CHANCELLORS BUNGALOW AT COH, VENKATARAMANNAGUDEM, WEST GODAVARI DISTRICT"**

Ref: Tender Notice No.10(1)/HU/EO/TN/2017-18

Dt.02.08.2017

1. Sealed tender is hereby invited on behalf of Dr.YSR Horticultural University from the experienced Architects/ Consultants for carrying out the work as mentioned below:

Name of the work	Estimated Cost (Rs. In lakhs)	EMD	Starting date of issue of tender document	Last date for submission of tender document
Construction of Administrative Building IInd Block, Auditorium, Central library, VC Bungalow at COH, Venkataramannagudem, West Godavari District"	Rs.2,447.00	Rs.73,000.00	02.08.2017 11:00Am	17.08.2017 3:00PM

2. Tender documents (non-transferable) for above work shall be issued from 02.08.2017 11:00Am to 17.08.2017 3:00Pm on working days from the address given below on payment of required tender processing fee of Rs.7,500.00 (Rupees Seven thousand five hundred Only) (non-refundable) in form of DD in favour of "Executive Engineer, Dr.YSR Horticultural University, Venkataramannagudem" payable at Tadepalligudem. The intending tenderers may also download the complete tender documents available on the web site [www.drysrhu.edu.in](http://www.drysrhu.edu.in) and submit the same along with tender fee and requisite earnest money deposit by the due date.
3. Tender documents can be purchased from the office of the Estate Officer, Dr.YSRHU, Venkataramannagudem on all working days from 02.08.2017 11:00Am to 17.08.2017 3:00Pm between 10.30 am to 5.00 pm except on holidays and Sundays, after payment of requisite tender cost as mentioned above.

4. The tender documents duly completed along with EMD in the form of demand draft in favour of the "PAO(W&P), Eluru" payable at Tadepalligudem from any Nationalized Bank should be submitted at the office of the Estate Officer, Administrative Office, Dr.YSR Horticultural University, Venkataramannagudem, Tadepalligudem, West Godavari District before 3.00 PM on 17.08.2017 and technical bid of the parties shall be opened on the same day (i.e last date of submission) at 4.00 PM. The tender without EMD shall be summarily rejected.
5. University reserves the right to reject any or all tenders without assigning any reason there of and also not bound to accept lowest tender. Tenders in whom any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.
6. Canvassing whether directly or indirectly in connection with tender is strictly prohibited and the tender submitted by the contractors who resort canvassing are liable to be rejected.
7. The technical bid submitted by the parties shall be opened on the same day i.e last date of submission in the presence of tenderers. The price bids of technically qualified parties shall be opened at a later date.

**Dr.YSR HORTICULTURAL UNIVERSITY  
VENKATARAMANNAGUDEM, TADEPALLIGUDEM,  
WEST GODAVARI DISTRICT**

Tender Notice No.10(1)/HU/EO/TN/2017-18

Dt.02.08.2017

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**INSTRUCTIONS TO BIDDERS**

**1.0 GENERAL**

- (i) Name of the work is "Providing Architectural Consultancy Services for the work "Construction of Administrative Building IInd Block, Auditorium, Central library, Vice Chancellors Bungalow at COH, Venkataramannagudem, West Godavari District". Estimated value of the work is Rs.2447.00 Lakhs
- (ii) Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting the tenders and obtain all necessary information which they feel is necessary to submit their tenders.
- (iii) The bidders are advised to quote their consultancy fee for executing the job in the format enclosed as Annexure -III.

**2.0 SUBMISSION OF TENDER**

Tenders shall be submitted in two parts in the following manners: -

i) "Part-I- Technical Bid"

The envelope shall be marked Part-I- Technical Bid and shall contain the information/ documents as per clause No. 3 below.

ii) "Part-II- Price Bid"

The envelop shall be marked Part-II- i.e. Price Bid will contain consultancy fee for executing the job in the format enclosed. No condition i.e. deviations / assumptions / stipulations / clarifications / comments / any other request whatsoever should be imposed. The conditional offers will be rejected.

**3.0 QUALIFYING CRITERIA**

Tenderers having following valid documents will be technically qualified and considered for opening of their price bid. Technically qualified parties have no right to claim for award of the work. The University reserves the right to cancel or award the work to any firm/tenderers.

- i) Valid Registration of Firm in the government of concerned state. Copy of the Registration Certificate valid as on date should be enclosed.
- ii) Valid Registration with Indian Council of Architecture / Indian Institute of Engineering and Architecture. Copy of the Registration Certificate valid as on date should be enclosed.

- iii) Tender processing fee of Rs.7,500.00 (Rupees Seven thousand five hundred Only) (non-refundable) in form of DD in favour of "Executive Engineer, Dr.YSR Horticultural University, Venkataramannagudem" payable at Tadepalligudem should be submitted
- iv) EMD in form of demand draft in favour of the "PAO(W&P), Eluru" payable at Tadepalligudem from any Nationalized Bank will be submitted along with technical bid . The tender without processing fee and EMD shall be summarily rejected.
- v) Income tax returns Acknowledgement receipt for the Year 2016-17 to be submitted
- vi) Service tax/GST registration details to be submitted
- vii) The firm should have an establishment of at least five years old and the principal partners/ owner should have professional qualification and experience of 10 years in the field of Architecture/Planning, etc. Details should be furnished in the following format:-
  - Name of the firm :
  - Year of establishment of the firm :
  - Bio data of principal partners and professional staff :
- viii) Should have minimum 4 full time Architects on the regular payroll and qualified and experienced 4 structural engineers etc. and should enclose relevant documents. (Certificates of Educational qualifications, appointment order, Declaration from the staff working in the firm)
- ix) The intending firm should have satisfactorily completed similar nature of the Works. (i.e Auditorum and Administrative building) (Experience Certificate should be enclosed)
- viii) The intending firm should have executed the value of one work not less than Rs.1300.00lakhs in any one of the financial year during the last five financial years.(Experience Certificate should be enclosed)

- x) **Details of the works executed by the firm should be furnished along with the Experience certificates in the following format supported by copies of letter of award/completion certificates issued not lower than Executive Engineer**

Name of the client

Description of the Project.

Project Cost.

Date of commencement

Date of completion.

#### **4.0 Other conditions to be fulfilled by the Tenderers**

The tenderers also essentially required to fulfill the following conditions/ submit relevant documents along with their offers:

- i) Detail of works under execution along with copies of relevant documents.
- ii) Registration certificates, IT returns, Service tax details.
- iii) Should enclose the Partnership deed in case of partnership firms and Article of Association in case of limited company.
- iv) Should enclose the Power of Attorney in favour of person who has signed the tender documents. In case of company, the authority to sign the tender document is to be given under Board resolution.
- iv) Should also have adequate in house facilities for structural designing and other related services like plumbing, sanitary, electrical /air conditioning, landscaping etc. or should have experienced associates on their panel.
- v) Any other important information which the firm may like to submit in support of their technical competence.

**IN THE ABSENCE OF SUPPORTING DOCUMENTS, THE OFFERS SHALL BE REJECTED.**

- vi) The price bids of the bidders who do not meet the qualifying requirements in the technical bid will not be opened.



## **5. VALIDITY OF OFFER**

Tender submitted by tenderers shall remain valid for acceptance for a minimum period of 90 days from the date of opening of the tenders. The tenderers shall not be entitled during the said period of 90 days, to revoke or cancel their tender or to vary the tender given or any term thereof, without the consent in writing of the Owner. In case of tenderers revoking or canceling their tenders or varying any terms in regard thereof without the consent of owner in writing, University shall forfeit Earnest money paid by them along with their tender without giving any notice.

## **6. Acceptance/ Rejection of Tender**

- i) University does not bind itself to accept the lowest tender.
- ii) The University also reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.
- iii) University also reserves the absolute right to reject any or all the tenders at any time solely based on the past unsatisfactory performance by the bidder(s) the opinion/decision of University regarding the same shall be final and conclusive.

7. It will be obligatory on the part of the tenderer to sign the tender documents for all the components & parts. After the work is awarded he will have to enter into an agreement on proforma provided by the University for work awarded, on a non-judicial stamp paper of requisite value at his own cost within ten days from date of receipt of acceptance order or before the work is undertaken.

## **Annexure -II**

### **CONDITIONS OF THE CONTRACT**

1. Where the context so requires, words imparting the singular only also include the plural and vice versa.
2. University shall mean "Dr.YSR Horticultural University, Venkataramannagudem, Tadepalligudem, West Godavari District" and shall include their legal representatives, successors and permitted assignees.
3. **DEFINITIONS**
  - i. The "Contract" means and includes the documents forming the tender and "acceptance thereof together with the documents referred to therein and instructions issued from time to time by the "Engineer in -charge". The formal agreement executed between the University shall be complementary to one another.
  - ii. The "Site" shall mean the land and/or other places on into or through which work is to be executed under the contract or any adjacent land, path or street which may be allotted of used for the purpose of carrying out the contract.
  - iii. The "Architects" shall mean the individual or firm of company, whether corporate or not, and shall include the legal personal representative of such individual of the persons composing such firm of company and the permitted assignee of such individual of firm of company.
  - iv. The "Competent Authority" means the Estate Officer of the University and his successors.
  - v. The Engineer-in-charge means the Executive Engineer of the University, as the case may be who shall supervise as the In charge of the Works.
  - vi. "I.S. Specification" means the Specifications of latest edition with amendments, if any, upto time of receipt of tender by University issued by the Bureau of Indian Standards as referred to in the specifications and/or work orders.
  - vii. A "Week" means seven days without regard to the number of hours worked or not worked in any day in a week.

#### **4. SCOPE OF WORK**

##### **The Architects shall render the following services:**

#### **I. Preliminary Stage**

##### **A. Preparation of Drawings:**

- a) Inspect the site and discuss with Estate Officer and other designated officials of the University regarding the accommodation requirements for all the four buildings i.e; (Administrative Building IIInd Block, Auditorium, Central library and Vice Chancellors Bungalow).
- b) Prepare Architectural Drawings i.e plans, Elevations for Administrative Building Block-II it should be synchronized with the existing Administrative Building. For the Other buildings all the Architectural Drawings i.e plans, Elevations should be evolved as per the requirement of the university.
- c) Obtain approval of the University to (a & b) above.

##### **B. Obtaining statutory approvals:**

To prepare & submit the required detailed drawings and obtain approval from the Competent Authority (ie University), and make any changes desired by such authorities and obtain final approval and completion certificate from these authorities after completion of the building.

#### **II. Structural and Working Drawing Stage**

Prepare and submit detailed Structural and working drawings with details incorporating all the services & Detailed cost estimates including Electrical water supply and Sanitary items. This will include:-

- a) Preparation of working and detailed architectural and structural drawings of the proposed works after studying the various details of the existing building. The Internal, External water supply and sanitary drawings to be prepared after studying the existing building drawings and existing water supply and sanitary lines as well. The electrical drawings and layouts of the proposed work & other allied installations to be prepared after studying already laid electrical & power lines in the existing building. Electrical work of the proposed area should be designed in such a way to suit to the existing electrical layout and related installations. Details of structural design for whole of the work

or in part to facilitate call of tender in stages by the University.

- b) Obtain the approval of the University to (a) and modify them whenever necessary and to all computations of all structural designs and all services designs which shall be in accordance with the latest IS codes of practice. Such detailed computation of all designs shall be made available to the University for any check, the University may like to exercise, before sanction of detailed estimates and call of tenders. The Direct and co-ordinate the Architectural, Engineering and surveying work and prepare (with help of surveyors and other associates, as necessary) complete working details, schedules, specifications and bill of quantities to describe the whole project adequately for the purposes of taking the approval of the University.
- c) Prepare specifications, detailed cost estimate and such other details along with detailed calculation of all items of work for all work detailed in clause I {A (a & b)} & I {B (a & b)} and other works (as deemed fit for completion of the project)etc as may be necessary for the purpose of inviting Tenders, scrutinizing and render all professional services up to the time of handing over the possession of the projects.

### **III Construction Stage**

- a) Supply to the University Soft Copy and five sets of Hard copies of the detailed drawings, free of charge for use during execution of work.
- b) Supply to the University such further drawings, specifications or details which may be required for proper execution of the work as and when required by the Estate Officer.
- c) Obtain University's approval for any material, deviation in design, cost, working drawings, schedule and specifications from the approved scheme.
- d) Visit the site of work and provide periodic supervision atleast once in two month. The total number of inspections from the date of starting of work shall be minimum of 12 in all in a period of 24months and when specified and required by the Estate Officer.

#### **IV. Completion Stage**

- a) Prepare completion drawings on suitable scale including scale plans, elevations and cross sections, etc. indicating the details of the buildings and services as completed, and supply 2 sets of completion drawings to the University and also hand over the originals of the completion drawings to the University.
- c) Assist the University in arbitration/litigation case that may arise out of the contract entered into in respect of above work, regarding clarifications/interpretations, supply of drawings, designs, specifications as and when required.

#### **V. Payment of Remuneration:**

a) **The Consultancy fee:**

The University agrees to pay to the Architects for the comprehensive professional services to be rendered by them as herein above described at Clauses (I,II,III & IV) as at Annexure-III.

- b) The fee quoted shall not be altered if there any deviations and any raise in the cost of the work.

<b>c) Mode of Payment</b>	Percent of payment released
i) On finalization & submission of Architectural drawing based on item 1A (a,b,c)	15%
ii) On submission of complete set of detailed drawings and structural designs and Drawings	15%
iii) On submission of complete set of working drawings of Civil, Electrical, Water supply and plumbing.	15%
iv) On submission of Detailed Estimate, BOQ & Tender document for Selection of contractors	15%
v) Supervision of site and giving periodical instructions to the contractor and advice the client {Item III (a to d)}	30%
vi) Preparation of as built drawings and service drawings After completion of work as clause {Item IV(b)}	10%

Payment against item No.(v) i.e Supervision charges (including travel Expenses) will be paid 2.5% for two months and total of 30% for 12 Visits to the site of work once in two months or as and when necessary to clarify any decision or interpretation of the drawings and specifications that may be necessary and attend conferences and meetings, as and when required.(Accommodation and food will be provided by the university at the time of visit to the site).

**NOTE:**

The total fees shall be calculated on the basis of Estimate contract value of the work put to tenders. The gross amount of fee charges shall not be subject to any alterations.

**VI. Security Deposit**

An amount equivalent to 7.5% (Seven point five percent) of the total amount payable to the Architects shall be put withheld progressively from each bill towards the Security Deposit for fulfilling the terms of contract faithfully and honestly. The EMD(1%) of the successful tenderer shall be converted into Security deposit and FSD of 2.5% shall be paid by the firm at the time of entering into the agreement. The total amount of security deposit to be withheld shall be 10% of the total fee payable to the architect including the EMD and FSD amount. The Security deposit will be refunded after the completion of the project in all respect and submission of completion certificate from the University, if required.

**VII. Additions & Alterations:**

- i) The University shall have the right to request in writing for additions, alterations, modifications or deletions in the design and drawing of any part of the work and to request in writing for additional work in connection therewith and the Architects shall comply with such requests.
- ii) That if the Corporation deviates substantially from the original scheme which involves for its proper execution extra services, expenses and extra labour on the part of the Architects for making changes and additions to the drawings, specifications or other documents due to

rendering major part or whole of his work anfractuous, the Architects may then be compensated for such extra services and expenses on quantum merit basis at percentage applicable under this agreement and to be determined mutually unless such changes, alterations are due to Architect's omissions and/or discrepancies, including changes under clause I (A) & (B), II (c) & (d) due to changes required by Architects of all internal, external services. The decision of the University shall be final on whether the deviations and additions are substantial as requiring any compensation to be paid to the Architects. However, for the minor modification or alteration which does not affect the entire design, planning etc., no amount will be payable.

- iii) If it is found after call of tenders that the acceptable tender is not within the amount sanctioned, the Architects shall, if so desired by the University, take steps to carry out necessary modifications in the design and specifications to see that the tendered cost does not exceed the amount of corresponding sanction by more than 5% (five percent). The Architects shall not be paid anything extra for such modification. If the University is convinced that the trend of the market rates is such that the work cannot be done within the amount of sanctioned estimate, the Architects shall submit a revised estimate expeditiously for obtaining sanction of the Competent Authority.
- iv) The Architects shall not make any material deviation, alteration, addition to or omission from the work shown and described in the contracts documents except without first obtaining the written consent of the Estate Officer.
- v) The cost of individual work shall not exceed the sanctioned estimates as approved by the University. University's approval in advance shall be taken for any such increase anticipated giving full justification.

## **VIII. Time Schedule:**

### **Commencement of Work**

The commencement of the contract shall be considered from the date of signing of the agreement:	
Finalization & submission of Architectural drawing	2 Weeks
Submission of complete set of detailed drawings and structural designs and Drawings	3 Weeks
Submission of complete set of working drawings of Civil, Electrical, Water supply and plumbing.	3 Weeks
Submission of Detailed Estimate, BOQ & Tender document for Selection of contractors	2 Weeks
Supervision of site and giving periodical instructions to the contractor and advice the client (One in two months and when ever required by the University)	12 times
Preparation of as built drawings and service drawings After completion of work as clause {Item IV(b)}	1 Month

**IX.** The time allowed for carrying out the work, as specified in clause IX, shall be strictly observed by the Architects and shall be deemed to be the essence of the contract on the part of the Architect. The work shall throughout the stipulated period of the contract, be processed with all diligence and in the event of failure of the Architects to complete the work within time schedule as specified above or subsequently notified to them, the Architects shall be liable to pay the University compensation (not amounting to penalty) at the rate not exceeding 1% (one percent only) to the total fee of the architect as per the contract per week of delay subject to maximum of 10% (Ten percent) of the total fee or such smaller amount as may be fixed by the University.

### **X. Termination**

The University without any prejudice to its right against the Architects in respect of any delay or otherwise or to any claims or damages in respect of any breaches of the contracts and without prejudice to any rights or remedies under any of the provisions of this contract, may terminate the contract by



giving one month's notice in writing to the Architects and in the event of such termination, the Architect shall be liable to refund the excess payment, if any, made to him over and above what is due in terms of this agreement on the date of termination and the University may make full use of all or any of the drawings prepared by the Architects.

Termination of the Contract by the Architects shall be subject to levy of a suitable compensation by the Corporation, quantum of which shall be decided by the Competent Authority upto a maximum of the security deposit.

**XI. ARBITRATION**

Any dispute of any kind whatsoever at any time(s) arising out of or in connection with or touching upon or incidental to this Agreement (including any dispute or difference regarding the interpretation or termination of this Agreement or any part or portion thereof) shall be referred to the Estate Officer of the University who may, nominate any of the officers of the University to act as a Sole Arbitrator. The Architect will not be entitled to raise any objection to any such arbitrator on the ground that the arbitrator is an officer of University. or that he has to deal with the matters to which this contracts relates or that in the course of his duties as an officer of the University he had expressed views on all or any of the matters in dispute or difference. In the event of the arbitrator to whom the matter is originally referred being transferred or vacating his offices or being unable to act for any reasons, the Estate Officer shall designate another person to act as arbitrator in accordance with the terms of the agreement. Such person shall be entitled to proceed with the reference from the point at which it was left by his predecessor. It is also a term of this contract/agreement that no person other than the Estate Officer of the University or a person nominated by him as aforesaid shall act as arbitrator hereunder.& the award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the agreement, subject to the provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made there under

and for the time being in fore shall apply to the arbitrator proceedings under this clause.

The venue of the Arbitration shall be Tadepalligudem

The Architects shall continue to perform their duties with diligence notwithstanding the fact that a dispute has been referred to arbitration or any dispute or difference has arisen.

It is also the term of the agreement that if the Architects do not make demand for arbitration in respect of any item in writing within 90 days of receiving intimation from the Corporation that the final bill is ready for payment, the claim of the Architects will be deemed to have been waived and absolutely barred and the Corporation shall be discharged and released of all liabilities under the agreement in respect of this claims.

## **XII. Number of Drawings sets, etc. and Copy Right**

All the estimates, details of quantities, detailed designs, reports and any other details envisaged under this Agreement, including drawing-architectural, structural, electrical, air-conditioning or other services (Internal & External) would be supplied by the Architects as indicated above, but not less than 5 sets of prints and one reproducible copy in A-1 size on Imperial size drawing sheets and tracing clots to the suitable scale as well invariably. All these drawings will become the property of the University and it will have the right to use the same anywhere else. In that event, the University will pay a royalty to the Architects on mutually acceptable basis. The drawing cannot be issued to any other person, firm or authority or used by the Architects for any other project. No copies of any drawing or document shall be issued to any one except the University and his authorized representative.

## **XIII. Guarantee:-**

The Architects shall agree to re-design at their cost any portion of their engineering and design work, which due to failure on the part shall becomes defective within one year from the date of start of regular use of the portion of the work affected. The University shall grant right of access to the Architects to these portions of the work claimed to be defectives for inspection.

The University may make good the loss by recovery from the dues of the

Consultants in case of failure to comply with the above clause.

#### **XIV. Determination or Recession of Agreement**

The University without any prejudice to its right against the Architects in respect of any delay by notice in writing absolutely may determine the contract in any of the following cases:-

- i) If the Architects being a Company shall pass a resolution or the court shall make an order that the company shall be wound up or if a receiver or a manager on behalf of the creditor shall be appointed or if circumstances shall arise which entitle the court or creditor to appoint a receiver or a engineer which entitles the court to make up a winding order.
- ii) If the Architects commit breach of any of the terms of agreement. When the Architects have made themselves liable for action under any of the clauses aforesaid, the University shall have powers:
  - a) to determine or rescind the agreement;
  - b) to engages another Architect(s) to carry out the balance work debiting the Architect(s) the excess amount, if any, so spent.

#### **XV. General**

The University may appoint Executing Agency for execution of the work. The University/ Executing agency may issue instructions, if deemed necessary, to the architect in respect of the work, and the architect shall comply with the instructions and extend full cooperation/ coordination with the University/ Executing agency in the interest of successful completion of the work.

The scrutiny of the drawing and designs by the University's own supervisory staff, if any, does not absolve the Architects of their responsibility under the agreement. The Architect shall remain solely responsible for structural soundness of the designs and for all provisions of the contract so as to satisfy the particular requirement of the Architectural specifications.

**XVI.** The Architects shall supply to the University copies of all documents, instructions issued to Contractors, if any, relating to the work, drawing, specifications, bill of quantities and also other documents as may be

required.

**XVII.** The Architects hereby agree that the comprehensive consultancy fee to be paid as provided herein (clause V) will be in full discharge or functions to be performed by him and no claim whatsoever shall be against the University in respect of any proprietary rights or copy rights on the part of any other party relating to the plans, models and drawings.

In case any discrepancy is found later on in architectural work due to which execution of the project work on the basis of architectural work is not possible the final payment shall be withheld

The Architects shall indemnify and keep indemnified the University against any such claims and against all costs and expenses paid by the University in defending himself against such claims.

**XVIII.** The Consultancy fee shall not be subject to any escalation on any account whatsoever even for the extended period granted by the University to the Contractor.

The Architects shall, however, be compensated actual expenses incurred during the extended period of contract, if construction period runs beyond twelve months of the completion period as per the construction contract.

**XIX.** All statutory deductions like Income Tax/Service Tax etc. shall be deducted from the consultancy fee as per prevailing rules.

**XX.** The time allowed for consultancy services to the Architects shall be correspondingly extended due to delays on any account in completing the works. The Architects shall be expected to continue, to render their services till the completion of the works inspite of the delays caused. However, they shall not be entitled for any extra remuneration, etc. other than the agreed fees. All\*\* losses and damages to the University including the determined claims or the contractors due to fault or delay caused by the Architects or their staff shall be compensated by the Architects. The damages shall be subject to confirmation by the Estate Officer of the University.

**XX.** The University reserves the right to postpone or not to execute any work and the Architects shall not be entitled to any claim for non execution of the work. In the event of suspension of work by the University for any reasons and if the University does not decide about the resumption of work within six months from the date of suspension, the remuneration for the quantum of services rendered by the Architects upto the date of suspension shall be paid by the University in accordance with the schedule of payment as per clause V. If the services upto a certain stage had not been fully rendered by the Architect the remuneration shall be released proportionate to the services rendered upto that stage. On resumption of work the remuneration thus paid shall be adjusted against full remuneration allotted for that stage subject to completion of services pertaining to that stage.

## (1) Technical Bid Details

1. Name of the Firm :
2. Firm Registration with Government of Concern State :
3. Registration with Indian Council of Architects / Indian Institution of Architects :
4. Schedule Cost DD required to be submitted for an amount of Rs.7,500.00 :
5. EMD DD required to be submitted for an amount of Rs.73,000.00 :
6. Income Tax Returns Acknowledgement Receipt for the Ay. 2016-17 :
7. Service Tax/CST Registration Details :
8. The firm Should have an establishment of at least five years old and the principal partners/ owner should have professional qualification and experience of 10 years :  
Name of the firm :  
Year of establishment of the firm :  
Bio data of principal partners and professional staff :

9. Should have minimum Four full time architects (Certificates of Educational qualifications, appointment order, Declaration from the staff working in the firm) :
10. The intending firm should have satisfactorily completed similar nature of the Works. (i.e Auditorum and Administrative building) (Experience Certificate should be enclosed) :
11. The intending firm should have executed the value of one work not less than Rs.1300.00 lakhs in any one of the financial year during the last five financial years. (Experience Certificate should be enclosed) :

**NOTE:**

**a) All the Details for the above should be filled and necessary Registration/Experience certificates should be enclosed.**

**b) Details of the works should be furnished along with the Experience certificates in the following format supported by copies of letter of award/completion certificates issued not lower than Executive Engineer**

Name of the client

Description of the Project.

Project Cost.

Date of commencement

Date of completion.

**“Part-II- Price Bid”**

( The envelop shall be marked Part-II- i.e. Price Bid will contain consultancy fee for executing the job in the format enclosed).

**NAME OF THE WORK: *PROVIDING ARCHITECTURAL CONSULTANCY SERVICES FOR THE WORK “CONSTRUCTION OF ADMINISTRATIVE BUILDING IInd BLOCK, AUDITORIUM, CENTRAL LIBRARY, VC BANGULOW AT COH, VENKATARAMANNAGUDEM, WEST GODAVARI DISTRICT”***

**Name of the Firm/Tenderer:**

**Address :**

I/we hereby agree to render consultancy services for the project as defined in the tender documents and also agree to abide by all the terms and conditions put forth in the said tender documents enclosed and my/our fee for the above all services will be ----- % (-----percent on (Estimated Contract Value). + Service Tax/GST (extra) The above fee shall remain firm till the completion of the project in all respect.

**Authorized signatory along with the seal**