



GREATER COCHIN DEVELOPMENT AUTHORITY

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2991/PL2/2008/GCDA

Dated: 02.08.2017

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ARCHITECTS

Greater Cochin Development Authority, invites sealed applications from the firms of architects or companies who has employed architects having their establishment in Kochi or nearby places, for their empanelment for a period of one year for Planning, Designing and 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 of submission of the duly filled application form is 13.09.2017.

Secretary

APPLICATION FORM FOR EMPANELMENT OF ARCHITECTS

Issued to

M/s.

Last date of submission 13.09.2017

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

Signature.....

Name.....

Designation.....

Address.....

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Place.....

Date.....

Seal of the Applicant

(Last date for down loading of blank Application forms from GCDA's website www.gcda.kerala.gov.in is 07.09.2017

GREATER COCHIN DEVELOPMENT AUTHORITY

PREPARATION OF ARCHITECTURE FIRMS/COMPANIES FOR CARRYING OUT ARCHITECTURAL AND ALLIED WORKS

Greater Cochin Development Authority proposes to prepare a panel of Architects for projects to be taken up.

- (i) Applications are invited from architecture firms run by Architects or companies who has employed architects who are members of Indian Institute of Architects and/or Indian Council of Architecture and have completed planning, design and execution of at least 2 major projects of building multi-storied office buildings/residential buildings 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 5 years, including any previous experience of working.
- (ii) Greater Cochin Development Authority reserves the right to reject applications to those firms who do not satisfy GCDA with documentary evidence in support of their required eligibility without informing any reasons.
- (iii) Application forms shall be issued to only those firms and companies as stipulated above who furnish 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. Copies of the Income tax clearance Certificate/Income Tax Assessment Orders along with the latest final accounts of the business of the architect duly certified by a Chartered Accountant should be enclosed in proof of their credit worthiness and turnover for the last five years.
- (iv) Application forms can be had from the Office of the GCDA, Planning Department, Kochi – 20 on or before 07.09.2017 on payment of Rs. 1000 + GST in cash, after furnishing documentary evidence for fulfilling the qualifications 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 13.09.2017 before 5.00 pm.

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

In case the blank application forms are downloaded from the GCDA website, the intending firms/companies shall have to submit all the above-noted details in a separate sealed cover at the time of submission of the duly filled in applications. In case of downloaded application form, the firms are required to submit the sum of Rs. 1000/- + GST in the form of Demand Draft favouring Secretary, Greater Cochin Development Authority payable at Kochi along with the required documents.

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, spare capacity, proven competence to handle major works, in house computer aided design facilities etc. in the enclosed Proforma.
2. As the time is the essence of the contract, the ability and competence of the applicants to render required service within the 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 and on a separate sheet in the prescribed format.
7. The applicant must have necessary drawing office with supporting staff for being always available for consultation/furnishing required help in getting plans, sanctions, completion certificates from the local municipal authorities. They should also have computer facilities with AutoCAD package.
8. The scale of compensation to the Architects including the charges for Architectural Supervision is as under:
 - a) Architectural design/preparation of drawings/preparation of drawings for various services/obtaining various approval – 1 % of estimate cost of the building based on plinth area rate.
 - b) Structural design of building upto 1000m² – Rs. 65/m²
 - c) For additional area – 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 or by negotiation.
- e) Preparation of detailed estimate on standard data – 0.75% of estimate cost or by negotiation.

(Rates are as per Government order G.O (Rt.) 241/2014/PWD dated 17/2/2014)

9. The applicant shall, with the prior approval of GCDA and within the fees mentioned in clause 8 above, engage the services of well qualified specialists of consultants pertaining to the following services.

- (i) Architectural
- (ii) Structural
- (iii) Electrical
- (iv) Water supply
- (v) Sanitary, drainage and other services.
- (vi) Landscape/interior design and other services.

The fees of these specialists/consultants appointed under this Clause except structural design shall be paid by Architects, who shall also be responsible for all the work, done by Consultants.

10. The applicant shall have registered office with not less than 50 sq.mt. carpet area with necessary equipment and supporting staff at senior and middle level and independent telephone and internet facility at their office and residence.

11. Services to be rendered by the Architect.

- (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 for various approvals and obtain various approvals and obtain various approvals/NOCs.
- (c) To nominate and instruct consultants.
- (d) To prepare architectural working drawings, structural drawings including design and all other drawings for various trades.
- (e) To prepare and supply 6 sets of all drawings for execution.
- (f) To visit site periodically when the work is in progress.
- (g) To obtain Occupancy Certificate from the Local Municipal Authority.
- (h) To submit Completion Drawings.

- (i) To provide extra set of copies when required by GCDA .
- (j) Any other services in connection with the said works usually and normally rendered by the Architects and not referred to in above.
- 12. Design/plan furnished by architect will be exclusive property of GCDA and GCDA has the right to use it for repetitive kind of works.
- 13. Applications containing false and/or incomplete information are liable for rejection.
- 14. Decision of the GCDA in regard to selection of the Architect shall be final. The GCDA is not bound to assign any reasons therefore.
- 15. The panel of Architects once prepared shall be valid for a period of 1 year and the GCDA will have the freedom to extend this limit at GCDA's discretion.
- 16. The Architect 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.

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. Name and registered office address
2. Whether individual or a partnership firm or company with full particulars of the other partners including their names, professional qualification, age, experience etc. Attach a separate sheet.
3. Names, qualification and experience of all technical personnel in the firm. Details to be furnished in the prescribed proforma (Statement I)
4. Whether registered as a member of Institution of architects or Indian Council of Architects If so, state and attach a copy of Certificate.
5. Details of experience as practicing/ employed Architects.
6. Important large 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)
7. 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 proforma (Statement III)
8. Important large projects, if any, completed by the partners prior to joining the firm (these projects shall not be included under 6 and 7 above, but shall be shown separately) Attach a separate sheet.

9. Name and address of the banker/s of Architects.
10. Turnover of the firm during last 5 years (year wise)
11. List of meritorious awards if any.

Note: The jobs undertaken by the firm will be inspected and clients will be approached by the GCDA for their report and this will be taken into consideration while selecting 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 Organisation
The Statement should also show the Administrative Staff
available in the Organisation.**

Sl. No.	Name	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 organisation	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.

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 buildings (b) residential buildings and (c) commercial buildings like hospital, factory, cinema, theatre, 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 Government/ Semi Government/ Government of India Undertaking or Private Body with full address	Project cost in lakhs of Rs.	Completion period		Any other relevant information
					Stipulated	Actual	
1	2	3	4	5	6	7	8

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 buildings (b) residential buildings and (c) commercial buildings like hospital, factory, cinema, theatre, 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 Government/ Semi Government/ Government 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