

NOTICE

Inviting Expression of Interest- for Providing Architectural Consultancy for construction of Library and Theatre cum Seminar Hall building for School of Letters at Mahatma Gandhi University, P.D. Hills, Kottayam

Mahatma Gandhi University, P.D. Hills, Kottayam, invites Expression of Interest (EOI) from Architects/Architectural firms, henceforth referred to as Applicants, for shortlisting in respect of the design for the construction of a building for Library and Theatre cum Seminar Hall for School of Letters. The following indicative activities will need to be undertaken by the selected applicant.

Overall planning and design of the project which shall include Architectural, Interiors and other associated services, drawings and documents for all stages of the project including obtaining approvals from the local statutory authorities, preparation of tender documents and periodic supervision of design implementation during construction phase of the project.

1. The built up area of the project is expected to be about **6000 sq ft.**
2. Short listed applicants will be given the Design Brief of the project for submission of their respective Concept designs and Financial proposal for selection of the project architect.

INFORMATION AND INSTRUCTIONS FOR APPLICANTS

GENERAL:

1. All information called for in the enclosed forms should be furnished against the relevant columns in the forms.
2. Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render the applicant liable to be debarred from taking up the project.
3. The EOI document in prescribed form duly completed and signed should be submitted(hard copy) original and one photocopy in a sealed cover. The sealed cover superscribed "**Expression of Interest for providing Architectural Consultancy for Library and Theatre cum Seminar Hall building for School of Letters**", shall be received in the office of **The Registrar, Mahatma Gandhi University, P.D. Hills , Kottayam- 686560** up to ____ on ____ . A soft copy, MS-Word compatible, shall also be submitted in the same sealed cover. Documents submitted in connection with EOI will be the property of Mahatma Gandhi University, Kottayam.
4. The discretion and decision of Mahatma Gandhi University, Kottayam in respect of the 'EOI' shall be final and shall not be open to be challenged in any Court of Law.

FINAL DECISION MAKING AUTHORITY:

5. Mahatma Gandhi University, Kottayam, reserves the right to accept or reject any application and/or to annul the selection process and reject all applications at any time without assigning any reason or incurring any liability to the applicants.

Eligibility Criteria

6. The Architect/architectural firms should be registered with Council of Architecture and should have 10 years of experience in rendering Consultancy Services.

7. The application shall be signed by the Architects or authorized person(s) on behalf of the firm having necessary authorization/Power of Attorney to do so.
8. The applicant Architect must have experience in the preparation of concept plan, services and cost estimation based on current Schedule of Rates (SOR) of CPWD and Non-Schedule items if required based on market rate analysis.
9. The applicant may engage the services of well qualified specialists or consultants pertaining to services relevant to the work at the applicant's own risk and cost and no extra payment will be made by Mahatma Gandhi University in this regard.

10. SCOPE OF WORK

- a. To prepare sketch designs/presentation drawings making revisions as per requirements of University till sketch designs are finally approved by the competent authority and making preliminary estimates of cost.
- b. To prepare architectural working drawings, structural drawings including services drawings-electrical, plumbing, sanitary, fire-fighting, air-conditioning and all other drawings for various trades, infrastructural facilities required for completion of the particular project.

REQUIREMENTS

- i. To design a double storied building to accommodate the School library and a theatre cum seminar hall within an approximate total area of 550 m² (6000 sq. ft.)
 - ii. To earmark and design space for the School Library on one floor with sufficient storage area for books, reading area, waiting area, toilets etc in approximately 275 m² (3000 sq. ft.)
 - iii. To earmark and design space for a theatre cum seminar hall with 150 seating capacity on one floor.
 - iv. Adequate toilets & wash room on both floors. Veranda and porch may also be included within the limit of the total area.
 - v. The building must also be friendly for persons with disability.
 - vi. Other than the aesthetic beauty of the building, environment friendly aspects and energy efficient aspects are also our priorities.
11. The prospective applicant should visit the work site to understand the nature and scope of work with prior intimation.
 12. The application must be accompanied with **tentative cost estimates of the proposed work.**

INFORMATION TO BE GIVEN IN THE REQUIRED FORMATS

13. Registration form as per **Annexure I.**
14. Details of the list of projects executed/in hand as per **Annexure II.**
15. The total consultancy fee and schedule of payment shall be duly filled up as per **Annexure III.**

DISCLAIMER

The information in this document has been prepared to assist the Prime Architect and Engineering Design Consultant firm(s) in preparing the non binding EOI and it is clarified that:

- i. It does not constitute an invitation to offer or an offer in relation to the transaction.
- ii. This document does not constitute any contract or agreement of any kind whatsoever.
- iii. This document does not, and does not purport to contain all the information that interested Prime Architect and Engineering Design Consultant firm(s) and their advisors would desire or require in reaching decisions as to the requirement. Interested Prime Architect and Engineering Design Consultant should form their own view as to what information is relevant to such decisions and make their own independent investigations in relation to any additional information.
- iv. Neither the information in this document nor any other written or oral information in relation to the requirement or otherwise is intended to form the basis of or the inducement for any investment activity or any decision to enter into any contract or arrangement in relation to the transaction and should not be relied on as such. Neither Mahatma Gandhi University, Kottayam nor their employees or advisors shall be liable to any interested party or any Entity under any law including the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expenses or damage which may arise, or be incurred, or suffered, in connection with this document, or any matter that may be deemed to form part of this document, or any other information supplied by or on behalf of Mahatma Gandhi, Kottayam or their employees or advisors or otherwise arising in any way from the selection process mentioned herein.
- v. Mahatma Gandhi University, Kottayam is not bound to accept any or all the EOIs. Mahatma Gandhi University, Kottayam reserves the right to reject any or all EOIs without assigning any reason. No applicant shall have any cause of action or claim against Mahatma Gandhi University, Kottayam or its officers, employees, advisors, agents, successors or assignees for rejection of this EOI.
- vi. Failure to provide information that is essential to evaluate the applicant's qualifications or substantiation of the information supplied, shall result in disqualification of the applicant.
- vii. It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information. While this document has been prepared in good faith, neither Mahatma Gandhi University, Kottayam nor any of their officers or employees or advisors or agents make any representation or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Liability is accordingly expressly disclaimed by Mahatma Gandhi University, Kottayam or any of their respective officers, employees, advisors or agents, whether negligent or otherwise.

Dr.Sabu Thomas
VICE CHANCELLOR

REGISTRATION FORM

Registration No.....

Competitor(s) Name(s)

1. Mr/Ms

2. Mr/Ms.....

3. Mr/Ms.....

Name & Address of the firm:

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Declaration: (To be signed by the competitor i.e. an individual Architect or one of the partners of a firm of Architects or leader of team of Architects)

I declare that at the time of application to register for the competition, I was registered with the Council of Architect incorporated under the Architects Act 1972 and that the Registration with the Council of Architecture will be maintained till the award of the Board of Assessors and thereafter till the completion of the project if I am declared and appointed as the Architect for the project.

Signature

Date

Title of Competition (Library and Theatre Cum Seminar Hall Building for School of Letters at Mahatma Gandhi University, P.D. Hills, Kottayam)

ANNEXURE-II

Details of the qualification : works executed (please mention only such works which qualifies for the category/ class for which you have applied)

Sl No	Name of Work	Work Executed for (Name of the organization with address, office concerned & Telephone No)	Nature of work (in brief)	Location of the work	Actual value of the works	Stipulated time for completion	Actual time for completion	If work left incomplete or terminated (furnish reasons)
1								
2								
3								
4								
5								
6								
7								

Signature with seal of Architect/ Architectural Firm

ANNEXURE-III

Schedule of Payment

	Rs.
Stage 1 On submitting conceptual designs and rough estimate of cost	
Stage 2 On submitting the required preliminary design for approval along with the preliminary estimate of cost	
Stage 3 a. On incorporating M G University's suggestions and submitting drawings for approval from University/statutory authorities, if required b. Upon University/Statutory approval necessary for commencement of construction, wherever applicable.	
Stage 4 Upon preparation of working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents	
Stage 5 On inviting, receiving and analysing tenders; advising Client on appointment of contractors	
Stage 6 a. On submitting working drawings and details required for commencement of work at site b. i. On Completion of 20% of the work ii. On Completion of 40% of the work iii. On Completion of 60% of the work iv. On Completion of 80% of the work v. On completion of the work	

Signature with seal of Architect/Architectural firm