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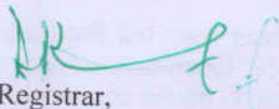
Expression of Interest (EOI)  
For  
Engagement of Consultant Architect

Maharashtra National Law University Mumbai is a premier National Law University set up by Government of Maharashtra in 2014. The University is in the process of planning to build a state – of – the – art campus in near future. Meanwhile, it is to operate from hired premises where all Infrastructural facilities are to be in place. Services of qualified architect/ architect firm is imperative to undertake such work. Accordingly,

EOI is requested from reputed local Architect/ Architect Firms to provide architectural consultancy services for Maharashtra National Law University. The Architect must be registered with under the council of architecture, New Delhi (as per the architect act, Govt. of India) for more than 25 years.

The scope of work for the architect is designing, preparing estimates, preparing tender papers, monitoring of work, Civil works to be done for MNLU from time to time. Intending and qualified Architect / Architect Firms are requested to submit their EOI in two parts i.e. Technical Bid and Financial Bid. Technical Bid (in sealed separate envelope) will contain Firms detail, Registration details, service Tax Registration, PAN, and Previous work done. The Technical Bid should also accompany a non-refundable Demand Draft of Rs. 10,000/= (Rupees Ten Thousand) in favour of MNLU, Mumbai payable at Mumbai. The Financial Bid (in sealed separate envelope) will contain desired Consultancy charge in terms of percentage of Actual Work Value. The Two Parts i.e. Technical Bid and Financial Bid of EOI should be placed in another sealed envelope by super scribing Expression of Interest (EOI) for Architect. However, Financial Bids will be opened of those firms whose documents submitted in Technical Bid are found in order. EOI complete in all respect(sealed hardcopies as mentioned) to be submitted at MNLU Mumbai, TISS Naoroji Campus, Deonar Farm Road, Deonar, Mumbai - 400088 by 6 :00 pm of 24/01/2017.

Empanelment of Architect(s)/ Architect Firm(s) done through this EOI will be valid for a maximum of two years from date of signing of Agreement and the same is extendable for another One year on mutually agreeable terms and conditions.



Registrar,

Maharashtra National Law University, Mumbai

Signature with seal of consultant/ Firm

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**APPLICATION FOR ENGAGEMENT OF ARCHITECT FOR COMPREHENSIVE INTERIOR ARCHITECTURAL WORK FOR MNLU MUMBAI OFFICE**

**PART-I (A)**

**Instruction to the Applicants before filling up of Application form**

- 1) As the time is the essence of the Contract Agreement, the ability and competence of the applicants to render required services within the specified time frame will be the major factor while deciding the selection of the Architects.

- 2) Eligibility criteria of Architect/ Interior Designers firms

The agency having Head Office in Mumbai and Registered Interior (Architect) design Consultant Under PWD or any Govt. Agencies with minimum 25 years of extensive experience of rendering Consultancy Services for at least 3(Three) similar projects of value not less than 2.0 crore (Each) in last 5 years. The completed projects should have had the scope of Design on for Walls and Ceilings, Modular workstation, Library Workstation, Moot Court Hall, Mediation Centre, Conference Hall, Classrooms, Fully Digitalized Classrooms, CCTV, Security Systems, Fire Detection , Central Air conditioning, Plumbing and Sanitary works , Electrical work , UPS and IT Server Room and False Flooring with periodic site supervision as and when required .

(Supporting documents must be furnished along with soft copy of already executed work)

- 3) The application shall be signed by the persons on behalf of the organization having necessary authorization/ power of attorney to do so. Each page of application shall be signed (copy of power of Attorney / Memorandum of association shall be furnished along with the application and Original should be produced subsequently for verification and return).
  - 4) Intending applicants are required to submit their full Bio-Data in duplicate giving details about their organization, experience, technical personal in their organization, proven competence to handle major works, in house computer aided facilities etc. in the enclosed Performa.
  - 5) The application must be accompanied with registration certificate under council of Architect, PAN card with IT return for last 3 years, service tax registration.
  - 6) Both the forms of applications (original and duplicate copy) shall contain copies of all the enclosures separately.
  - 7) If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the name of the Proforma and serial number. Separate sheets shall be used for each part of the application. Separate sheets must be duly signed and sealed.
  - 8) The applicant (Architect Consultants, Interior Designers' firms.) must have at least two On Roll qualified graduate Architects experience of preparation of concept plan, structural design & drawing, services, landscape ancillary works and cost estimation based on current Schedule of Rates of PWD and Non- Schedule items if require based on market rate analysis.( Proof of Employee Should have to be Submitted)
- DPF

- 9) The applicant may engage the services of well qualified specialists or consultants pertaining to services. Relevant to the work at his own risk and cost and no extra payment will be made by MNLU Mumbai in this regard.
- 10. While filling up the application with regard to the list of important projects completed or on hand especially in National Law Universities or similar type of Institution, the applicants shall include separate sheet in the prescribed format. Services to be rendered by the consulting firm.
- 11. a) To take instruction from MNLU Mumbai and prepare sketch designs/ presentation drawings making revisions till sketch designs are finally approved by the Mission and making preliminary estimates of cost.  
  
b) To prepare architectural working drawings, structural drawings including, services drawings- electrical, plumbing, sanitary, fire fighting and all other drawings for various trades required for completion of the particular project.
- 12. The application must be accompanied with rough estimates of the proposed work.
- 13. The total consultancy fee and schedule of payment shall be duly filled up as per annexure IV. the consultancy fee shall be inclusive of service tax and any other taxes as applicable. Deduction of income tax etc. will be made at source at the time of making payment.

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**ANNEXURE-II**

Details of the major **works in hand**(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, concerned office & telephone no.)	Nature of work (in brief)	Location of the work	Actual value of the works	Stipulated time for completion	Remark if Any
1							
2							
3							
4							
5							
6							

Furnish the names of three responsible clients/ persons to whom the major works carried out (especially in National Law Universities or similar type of Institution) by the applicant with address and telephone number who will be in a position to clarify about the quality as well as past performance of your organization.

Sl no	Name of the official	Organization	Address	Contact Numbers
1				
2				

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3									
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### ANNEXURE-III

Registration/ Empanelled with government/ Public Sector / Institution

Sl. No.	Name of the organization	Nature of works
1		
2		
3		
4		
5		

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**ANNEXURE-IV**

Consultancy fee and schedule of payment

- a. Consultancy fee .....% of the estimated cost of work. (Rate should be quoted both in figure and words)
- b. Schedule of payment.

PARTICULARS	RS	Remarks
<b>Stage 1 :-</b> On submitting conceptual designs and rough estimate of cost.		
<b>Stage 2 :-</b> On submitting the required preliminary design for MNLU Mumbai approval along with the preliminary estimate of cost.		
<b>Stage 3 :-</b> A. On incorporating MNLU Mumbai suggestions and submitting drawings for approval from MNLU Mumbai/ statutory authorities, if required. B. Upon MNLU Mumbai/ statutory approval necessary for commencement of construction, wherever applicable.		
<b>Stage 4 :-</b> On inviting, receiving and analyzing tenders; advising Client on appointment of contractors		
<b>Stage 5 :-</b> A. On submitting working drawings and details required for commencement of work at site.On completion of 20% of the workOn completion of 40% of the workOn completion of 60% of the workOn completion of 80% of the workOn Virtual Completion		

*[Handwritten marks]*