

MAHARASHTRA RAJYA SAHAKARI DUDH MAHASNGH MARYADIT, MUMBAI.

INVITATION OF EXPRESSION OF INTEREST

FOR

EMPANELMENT OF ARCHITECT

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Maharashtra Rajya Sahakari Dudh Mahasangh Maryadit, Mumbai (MRSDMM) is a state level apex federation of the cooperative milk unions in the State of Maharashtra. We have manufacturing dairy units at Mumbai, Navi Mumbai, Pune, Varvand, Latur, Nagpur and Goa.

We want to appoint an architect consultant to avail the architectural and allied services for our civil work and repairs and maintenance work at several places, mainly at Mumbai. He will assist in complying statutory requirements also.

Qualified, eligible and experienced individuals / firms are requested to submit their offers with required documents, on or before **05/01/2017**, at our following address :

The Managing Director,

Maharashtra Rajya Sahakari Dudh Mahasangh Maryadit, Mumbai (MRSDMM),

Mahanand Dairy,

Unit No. 12, Aarey Colony, Western Express Highway,

Goregaon (E), Mumbai – 400 065.

Invitation of Expression of Interest

Expression of Interest is invited from reputed and experienced firms/individuals for Empanelment of Architect as consultant for general civil works construction and repairs and maintenance.

IMPORTANT DATES

1.	LAST DATE & TIME FOR SUBMISSION OF DULY FILLED INFORMATION.	05/01/2017
2.	Interview	05/01/2017, 12.30 Hrs.

Interested parties are requested to submit their technical proposals (only) on their letter heads to this office on or before 05/01/2017.

MD, MRSDMM reserves the right to reject or accept any proposal in part or full without assigning any reason thereof.

Managing Director

Contact for more information : 91678249798.

METHOD OF SELECTION

The interested parties shall submit their details as mentioned further, physically on the address mentioned above and will remain present for an interview on the above address.

MRSDMM reserves the right to change the time and/or venue or any other details due to unavoidable circumstances.

The intimation in this regard will be displayed on our website only and no separate correspondence will be made to any party or no information, whatsoever, will be published in the newspaper. So, the interested parties are requested to visit our website.

The terms and conditions in all respect will be discussed in the interview only.

The decision of the Managing Director – MRSDMM will be final and binding to all the concerned parties.

The selected consultant architect shall sign the agreement, in the due course of time.

GUIDELINES FOR EOI

1. General Information required from the Architect.

The party is requested to furnish their organizational structure, financial status, experience and Company profile, details of employees / experts/ consultants appointed by Architect of available of appropriate skills among staff with relevant professionals, resource persons etc. as per details annexed herewith in prescribed format mentioned above.

2. Guiding criteria for Empanelment of Architect.

- The consultant should have experience of at least 3 years in Dairy field.
- Have to provide its set up with all details like manpower etc.
- The Consultant to list projects executed successfully in last 5 years.

- Annual turnover of the company should not be less than 15.00 Lacs in form of professional fees in year 2015-16.

3. Details expected from the Architect for Empanelment.

Technical information should include details as under:

Format for furnishing information for empanelment of Architect

Name of the Firm :

1.		Details of technical capacity / personnel employed indicating name, qualification , institution , work experience etc.	As per format – 01
	a)	Architect : B. Arch	
	b)	Interior Designing (Possessing Diploma in interior designing).	
	c)	Architectural Assistants (Possessing Diploma in Architectural Draftsman ship)	
	D	Structural consultants appointed by Architect (yes/ No)	
	e)	Electrical Engineers (B.Tech. or equi)/ or consultants appointed by Architect (yes/ No)	
2.		Standing & capability indicating name , address, year of formation / registration, empanelment with other organisations, office infrastructure & IT facilities etc.	
	a)	Establishment of the firm & registration details with statutory bodies	As per format-02
	b)	Empanelment details with other government / Public sector undertakings.	As per format-03
	c)	Membership of technical bodies	As per format-04
	d)	Office infrastructure	As per format-05
3.		Projects designed during the last 5 years indicating name, address of client, value of project & work order / agreement reference etc.	As per format-06
4.		Expectation of remuneration	No format.

NOTE :

1. All the above statements must be furnished in the relevant format alongwith copies of supporting documentary evidence such as company brochure, qualification certificates, registration certificates, work orders/ agreements, completion certificates or final payment advices etc.
2. List of copy of supporting documents submitted should also be prepared, numbered & submitted.

CERTIFICATE

Certified that the above details furnished are true to the best of our knowledge and records. We give an undertaking that if at any stage of the scrutiny of the tender or currency of the consultancy agreement / contract, any information is found incorrect, the MRSDMM shall have right to terminate the consultancy agreement /contract at its discretion and we shall have no claim for any compensation whatsoever thereof.

Name & signature of authorised
Signatory with date & seal.

Format - 01 for details of technical capacity / personnel employed

S. No.	Name	Type of profession / qualification	The year in which qualification acquired	Institution from where qualified	working since with company/firm	Remark if any
a)						
b)						
c)						
d)						
e)						

Note: In case, the consultant has got associates, the manpower of the associates may be considered.

Format – 02 for establishment of the firm & registration details

S. No	Name & address of firm or establishment with name of contact person & telephone nos.	The year of formation	The registration no. & year of registration	The statutory body name & address with whom registered Along with name of contact person & telephone nos.	Permanent Account Number (PAN) with I.Tax Department. Service tax number .	Remark if any

Format – 03 for empanelment details with other government / public sector/co-operative undertakings.

S.No.	Name & address of the organization	The type & category of enlistment	Value of work for which empanelled	Order reference & date of empanelment	Remark if any
a)					
b)					
c)					
d)					
e)					

Format – 04 for details of membership of technical bodies

S.No.	Name & address of the technical bodies	Type of membership	The year in which membership acquired	The date of validity of membership	Remark if any
a)					
b)					
c)					
d)					
e)					

Format – 05 for details of office infrastructure

S.No.	Name & address of the office (mention telephone, fax nos , email ids,)	Details & no. of hardware facilities such as computer, printer, fax, telephone, internet etc.	Remark if any
a)			
b)			
c)			
d)			

Format – 06 for details of projects designed during the last 5 years

S.No.	Name & address of the client with clear mention of contact person	Nature of project in brief	Estimated / Initial Value of the project (in lakh rupees)	Work order/ agreement no. & date	Remark if any
a)					
b)					
c)					
d)					
e)					

Format – 07 for details of awards received

S.No.	Name & address of the organization who conferred the award	The name of award	The services for which award is conferred	Remark if any
a)				
b)				

4. SCOPE OF WORK

The consultant will be responsible for providing following services:

- Taking Client's instructions and preparation of design brief.
- Site evaluation and analysis.
- Design and site development.
- Structural Design.
- Sanitary, plumbing, drainage, water supply and sewerage design.
- Electrical Design
- Elevators, escalators, etc.
- Fire Hydrant System.
- Periodic inspection and evaluation of Construction works
- Checking bills of contractors & certifying for payment

1. SCHEDULE OF SERVICES:

After taking instructions from the client, render the following services:

CONCEPT DESIGN (STAGE 1):

- Ascertain Client's requirements, examine site constraints & potential and prepare a design brief for Client's approval.
- Prepare report on site evaluation.
- Prepare drawings and documents to enable the Client to get done the detailed survey and soil investigation at the site of the project.
- Prepare conceptual designs with reference to requirements and prepare a rough estimate of cost on area basis.

PRELIMINARY DESIGN AND DRAWINGS (STAGE 2):

- Modify the conceptual designs incorporating required changes and prepare the preliminary drawings, sketches, study model, etc. For the Client's approval along with preliminary estimate of cost on area basis.

DRAWINGS FOR CLIENT'S / STATUTORY APPROVALS (STAGE 3):

- Prepare drawings necessary for Client's / statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist the Client in obtaining the statutory approvals thereof, if required.

WORKING DRAWINGS AND TENDER DOCUMENTS (STAGE 4):

- Prepare working drawings, specification and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of

payments, quality control procedures on materials & works and other condition of contract.

APPOINTMENT OF CONTRACTORS (STAGE 5):

- Prepare, invite, receive and analyze tenders (physical / E tender) & advise Client on appointment of contractors.

CONSTRUCTION (STAGE 6):

- Prepare and issue working drawings and details for proper execution of works during construction.
- Prepare bar chart to decide the time frame of the work, and make the client aware if the work is not being executed as per the bar chart.
- Approve samples of various elements and components.
- Check and approve shop drawings submitted by the contractor / vendors.
- Check & certify contractors' bills for payment.
- Visit the site of work, at intervals mutually agreed upon, or as necessary, to inspect and evaluate the Construction Works and where necessary clarify any decision, offer interpretation of the drawings / specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Client informed and render advice on actions, if required.
- In order to ensure that the work at site proceeds in accordance with the contract documents / drawings and to exercise time and quality controls, the day-to-day supervision will be carried out by a Construction Manager (Clerk of Works / Site Supervisor or Construction Management Agency), who shall work under the guidance and direction of the Consultant and shall be appointed and paid by the Client.
- Issue Certificate of Virtual Completion of works.

COMPLETION (STAGE 7):

- Prepare and submit completion reports and drawings for the project as required and assist the Client in obtaining "Completion/Occupancy Certificate" from statutory authorities, wherever required.
- Issue two sets of as built drawings including services and structures

Brief details of Project Works

- Preparation of Pilot project for submission to GOR/GOI.
- Preparation of detailed tender specification, tender documents along with cost estimates.
- Designing facility for Utilities Section .
- Building and Machinery layout in co ordination with our vendors.
- Assisting with drawings for Preparation of document & obtaining Licence under Food Safety & Standard Act, 2006.
- Coordinating the erection, commissioning of plant with the civil construction schedule.
- Consultant will prepare a NTS drawing detailing the outlines of the project which should include dairy plant building, service block, stores and godowns, garage block, administrative block, amenities and other requirements of civil constructions under the law and space for future expansions.
- Space for staff colony, roads, landscapes.
- Section wise area of civil construction required (like Boiler / Refrigeration / processing/ product manufacturing / garage etc).
- Drawing & plan for rainwater harvesting/ water conservation and waste treated water (from ETP) filtration unit.
- Architect should Assist MRSDMM for approvals from statutory authorities, with drawings and other data wherever required, All the necessary charges to paid to Statutory Authorities will be paid by MRS MM. Few of the approvals are listed below.
 - a. Approvals of plans from MCGM / Other statutory Authority.
 - b. NOC for Consent to establish from Maharashtra State Pollution Control Board.
 - c. Provisional NOC from Fire Department of Maharashtra
 - d. Approvals of plans from Director of Industrial Health and Safety .
 - e. Any other approvals where assistance of Architect is required .

END OF THE DOCUMENT