

Scope of Work and other Terms & Conditions for Appointment of Architect

A. Eligibility Criteria.

1. The Architectural firms should have a minimum 15 years experience for institutional buildings in Nasik area.
2. The firm should have provided services for institutional works of the value of Rs.10 Cr. during last 3 years.
3. The firm should also provide the following services:
 - a) MEP Consultant
 - b) Interior Designer
 - c) Structural Designer

B. Initial Interaction for Finalization of Plan:

- Requirement and preparation of conceptual plan.
- Preparation and finalization of sketch plans of the building.
- Preparing sketch plans, elevation & sections.
- Preparation of Block Estimate and BOQ for the tender process.
- Preparation of architectural & structural drawings for Tender purpose and assist in selection of contractor.
- Preparation of detailed drawings for Architectural & Structural Design.
- Preparation of layout for Furniture, Fixtures, Electrical, Plumbing etc.
- Site visits.

C. Services after Finalization of Plan

- Diversion of land/ NA approval of Land.
- Statutory Approval of Map from office of Town Planner
- Plinth Certificate

D. Architectural / Engineering Design

- Layout of building as per the sizes at site provided and approved
- Setting of land profile and road formation level for the easy movement of vehicles on the ground.
- **Services to be included for Hostel Building**
 - (i) Door & Window Schedule
 - (ii) Grill/Gates design

- (iii) Toilet details
- (iv) Inside plumbing and sanitary drawings
- (v) Electrical Layout and Circuit planning
- (vi) Flooring design
- (vii) Elevation Drawings 2D
- (viii) Any survey like Topography, contour, geotechnical investigation, any lab /field test etc. to borne by the Architect
- (ix) Any other details as per requirement

E. Structural Design

- Foundation / Footing
- Beams
- Columns
- Lintel / Chhajja details
- Truss / PITCHED ROOF
- Roof
- Parapet
- Brick work for office work & boundary wall
- Plinth Protection

F. Developmental work around hostel building

- Road technical drawings / drainage details
- Culvert Design for entrance / approach road
- Boundary wall & foundation drawings
- Campus Lighting
- Main Gate and side gates (Location to be decided by NHRDF)
- Under Ground water tank
- Septic tank/ Soak pit for office building
- Bare minimum DG Locations and the capacity
- Power factor panel
- Open and covered drains
- Surface Drainage

G. Following extra work will be decided with mutual consent in the due course of time.

- Green Building Certification Work

H. Periodical Supervision of Major Activities during construction

- Prepare and issue working drawings and details for proper execution of works during construction, Checking and Certification of Contractors Bill.
- Approve samples of various elements and components which is brought before the consultant.
- Visit the site of work at intervals mutually agreed upon, 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 condition of contract. Keep the Client informed and render advice on actions, if required. The average site visit interval as fortnightly by himself or by representative when a constant work is going on.
- The work at site proceeds in accordance to drawings and to exercise time and quality controls, the day to day supervision will be carried out by a Construction Manager/ Site Engineer (with Clerk of Works), who shall work under the guidance and direction of the Architect and shall be appointed and paid by the client.
- Issue Certificate of Virtual Completion of works and Structural Stability Certificate on completion
- Prepare and submit completion reports and drawings for the project as required and assist the Client on obtaining “ Completion / Occupancy Certificate” from statutory authorities, wherever required.
- Issue two sets of built drawings including services and structures.
- Any other work as per site requirement.

I. Fee Structure

- The fee should be quoted in form of Percentage (%) of cost of project.
- **The shortlisted firms would be invited to present the profile of the firm and concept plan of the work on PPT on a date & place to be notified at later stage.**