

**EMPANELMENT
OF
ARCHITECTS/LANDSCAPE
ARCHITECTS/URBAN DESIGNER
APPLICATION FORM
&
DETAIL TERMS AND CONDITIONS**



Moradabad Development Authority

Moradabad.

1. ELIGIBILITY

- 1.1 The term “ARCHITECT” shall mean any person, who at the time of his application is registered with the Council of Architecture under the Architecture-Act-1973. Where the application is made by a team. Its leader shall be an “ARCHITECT” and where the application is made by a firm. Its Director/partner shall be an “ARCHITECT”
- 1.2 The terms” LANDSCAPE ARCHITECT” shall mean any person. Who at the time of his application having a post graduate degree in “LANDSCAPE ARCHITECT” from a recognized university. Where the application is made by a team. Its leader shall be an “LANDSCAPE ARCHITECT” and where the application is made by a firm. It’s at least one of its Director/partner shall be an “LANDSCAPE ARCHITECT”.
- 1.3 The terms “URBAN DESIGNER” shall any person. who at the time of application having a post graduate degree in “ URBAN DESIGNING” from a recognized institute/University. Where the application is made by a team. Its leader shall be an “URBAN DESIGNER” and where the application is made by a firm. One of its Director/partner shall be an “URBAN DESIGNER”.
- 1.4 The Architects /Landscape Architects Urban Designers an Indian residence with experience of at least five years of planning, designing of building/Landscaping /Urban Design Projects are eligible to apply. Architects/Landscape Architects/Urban Designers practicing outside Moradabad have to establish an office at Moradabad after the award of work.
- 1.5 The applicant not fulfilling the above conditions are summarily be rejected and shall not be considered for evaluation.

2. GENERAL

- 2.1 The detailed application documents can be downloaded from our website www.mda.moradabad.org.

3. TENTATIVE SCHEDULE OF EMPANELMENT

I. Downloading of Document/Boucher starts from	:	16.08.2017
II. Last date of submission of application	:	31.08.2017
III. Notification of the Panel	:	01.09.2017

4. DETAILS TO BE SUBMITTED BY THE APPLICATION

- 4.1 The application is required to be submitted in a sealed envelop, super scribed “Application for Empanelment of Architects/Landscape Architect/Urban Designers”, along with the following details.
- I. Name and address of the firm/Individual along with registration no.
 - II. Detailed profile of the firm/Individual.
 - III. The List of in house technical staff with details of their qualification, experience and field of experience (As per Annexure-A)
 - IV. Copy of balance sheet for the last 5 years. (As per Annexure-B)
 - V. List of project(s) handled during last 5 years clearly including are, cost and scope of work in the prescribed Performa. (As per Annexure-c)
 - VI. List of current project(s) in hand including their cost in the prescribed Performa. (As per Annexure-D)
 - VII. List of award winning Entries. (As per Annexure-E)
 - VIII. List of consultants associated on regular basis for specialized job(s) such as structural design, electrical & mechanical, plumbing, drainage services and landscaping design. (As per Annexure-F)
 - IX. List of Equipment available with the firm. (As per Annexure-G)
 - X. Non refundable application fee Rs. 2500.00 (Two Thousand five Hundred only) in the form of demand draft in favour of “Secretary, Moradabad Development Authority, Moradabad” payable at “Moradabad”.
- 4.2 The applicants shall be required to submit the necessary details with authenticated document/drawings/credentials/balance sheets/Work completion certificate issued by the client/copy of work order or copy of Memorandum of Agreement in support of above mentioned details.

5. PERIOD OF EMPANELMENT & SERVICES TO BE RENDERED BY EMPANELLED ARCHITECTS/ LANDCAPE ARCHITECT URBAN DESIGNING.

- 5.1 The selected agencies shall be empanelled up to 30.09.2019 M.D.A. However reserve the right to discontinue the panel at any time without assigning any reasons & shall not be liable to pay any compensation on this account.
- 5.2 The empanelled agencies would be required to work on projects assigned to them. For which separate offer in single bid or two bid or any other recognized system shall be obtained from the empanelled Architects as and when any project is to be taken up by M.D.A.

5.3 Services to be provided

The Architects/Landscape Architect/Urban Designers shall faithfully and honestly perform the services pertaining to the planning and design of the assigned project. The Architect in general would be required to held discussion with officer of Planning, Engineering, Design units of M.D.A. and prepare and submit complete Architectural drawing for the project, services drawing keeping in the mind the functional requirement and space requirement as per Moradabad master plan norms and building by-laws. Broadly the services to be rendered are:-

- I. Physical survey of site by Total station survey.
- II. Preparation & submission of complete Architectural / Landscape etc. drawing of the project (Digital drawing hard & soft copy on CD's) including layout plan and associated services such as fighting, electrification, water supply, sanitary installation, rain water harvesting, drainage , roads, landscaping, horticultural operation and optional services like Telephone/IT Cable / T.V. Cables ducts, security system etc. both internal and external within the boundary of the project to make the building functional.
- III. Obtaining approval of building as well as services drawings from Technical Committee of M.D.A. after taking no objection certificate from Nagar Nigam, Jal Sansthan. A.S.I. CIVIL AVIATION, MORADABAD Fire service, Electricity supply companies as applicable and wherever required.
- IV. Provide complete specifications of the building and services.
- V. Any other service required for the project/services prescribed by Council of Architecture for different specialized fields.

6.0 The applications qualifying the initial criteria, evaluated by scoring method as detailed below.

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|------|---|-------------------|
| I. | Technical Staff Strength (Annexure – A) | : 15 Marks |
| II. | Financial turnover (Annexure – B) | : 10 Marks |
| III. | Experience of work during last five years(Annexure–C) | : 35 Marks |
| IV. | Current works in hand (Annexure – D) | : 25 Marks |
| V. | Award wining project (Annexure – E) | : 05 Marks |
| VI. | Profile and experience of associated consultant
(Annexure–F) | : 10 Marks |
| | | Total : 100 Marks |

Cut off marks : 40

- 6.1 The marks shall be decided by the committee generally on the basis of predetermined criteria and where it is not possible to do so based on their own judgment. The evaluation carried out by the Committee shall be final and binding.
- 6.2 M.D.A. reserved the right to modify the criteria and take own decision if so required.

Vice Chairman

Moradabad Development Authority

Moradabad.

LETTER OF TRANSMITTAL
(ON LETTER HEAD PAD OF THE COMPANY)

To,

Secretary

Moradabad Development Authority,
Moradabad.

Subject: Application for empanelment of Architects/Landscape Architects/Urban Designers.

Sir,

Having examined the details given in your brochure for the empanelment of Architects / Landscape Architects / Urban Designers in M.D.A. We submit our relevant information and documents for you kind considerations.

1. I / We hereby certify that all statements made and information, supplied in the enclosed forms A to G and accompanying statement are true and correct.
2. I / We have furnished all information and necessary details required for the empanelment of Architect and no further pertinent information to supply.
3. I / We also authorize nominated Officer of M.D.A. to approach individuals.
4. We submit the following certificate in support of our suitability. Technical know how and capability for having successfully completed the works.

Enclosures: Form A to G

Seal of applicant:

Date of submission:

Signature of Applicant(s)

ANNEXURE - A

Details of Technical & Administrative personnel to be employed for the work.

S. No.	Designation	Total No.	Name	Qualification	Professional Experience and Details of work Carried out.	Field of Expertise.	Remarks
1	2	3	4	5	6	7	8

Signature of Applicants(s)

FINANCIAL INFORMATION

1. Financial analysis-details to be furnished duly supported by figures in balance sheet/profit & loss account for the last five years duly certified by the Chartered Accountant as submitted by the applicant to the Income Tax Department (Copies to be attached).

Years

I. Gross Annual turn over
(Consultancy fee)

II. Solvency Certificate.

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Signature (s) of applicants(s)

Signature of Chartered Accountant with seal

List of Projects Handled Last 5 Years

S. No.	Type of Project	Name of Project	Covered Area	Cost of Project	Name of Client Department	Detail of the Project (Salient Feature of the Project)
1	2	3	4	5	6	7
	Residential					
(a)	Group Housing					
(b)	Individual Housing					
	Non-Residential					
(a)	Commercial Buildings					
(b)	Institutional Buildings					
(c)	Landscape					
(d)	Urban Design					
(e)	Any Other					

Signature of Applicants(s)

LIST OF PROJECTS IN HAND

S. No.	Type of Project	Name of Project	Covered Area	Cost of Project	Name of Client Department	Detail of the Project (Salient Feature of the Project)
1	2	3	4	5	6	7
	Residential					
(a)	Group Housing					
(b)	Individual Housing					
	Non-Residential					
(a)	Commercial Buildings					
(b)	Institutional Buildings					
(c)	Landscape					
(d)	Urban Design					
(e)	Any Other					

Signature of Applicants(s)

ANNEXURE - E

LIST OF PROJECTS IN HAND

S. No.	Name of Client Department	Name of Project	Covered Area	Cost of Project	Detail of the Project (Salient Feature of the Project)	Stage of the Project	Nature and Institution of award
1	2	3	4	5	6	7	8

Signature(s) of Applicants(s)

LIST OF CONSULTANTS ASSOCIATED ON REGULAR BASIS

S. No.	Name of Consultancy	Name & Address of Consultants	Name, Qualification & Experience of Staff	Important Projects Handled
1	2	3	4	5
1.	Structural Consultant			
2.	Service Consultant			
	(a) For Civil Service			
	(b) For Electrical Service			
	(c) Fire Fighting Service			
	(d) Air Conditioning			
3.	Landscape Consultants			
4.	Estimate Consultants			
5.	Other Consultants			

Signature(s) of Applicants(s)

LIST OF EQUIPMENTS AVAILABLE WITH THE FIRM

S. No.	Name of Equipment	Type	Nos.
1	2	3	4
1.	Computers		
2.	Printers		
3.	Software		

Signature(s) of Applicants(s)

MORADABAD DEVELOPMENT AUTHORITY,

KANTH ROAD, MORABADAB

EMPANELMENT OF ARCHITECTS/LANDSCAPE

ARCHITECTS/URBAN DESIGNER

Applications are invited from renowned Architect, Urban Designer and Landscape Architects / Firms / Consultants for empanelment in Moradabad Development Authority (MDA.) for planning & design of various project proposed in Moradabad Development Authority area interested can apply on the prescribed application form which can be downloaded from on 16 August 2017 in our website www.mdamoradabad.org. Application form can be submitted to the Ad. Secretary M.D.A. Kanth Road Moradabad-244001 31 August, 2017 along with a fee of Rs. 2500/- (non refundable) in the form of demand draft payable to "Moradabad Development Authority, Moradabad", for further details contact Mr. Vipul Prakash, Town planner M.D.A.

(C.P .Tripathi)

Ad. Secretary
Moradabad Development
Authority