

**NOTICE FOR INVITING EXPRESSION OF INTEREST FOR
EMPANELMENT OF ARCHITECTS**

Ref: No. CE/Civil-I/Arc. Panel/EoI/2015-16/

- 1.0 MAHAGENCO has implemented capacity addition programme at various power stations such as Koradi, Chandrapur and Bhusawal, Parli etc. In order to provide accommodation facilities to the operating staff being deployed at the Power Plants, MAHAGENCO has to undertake development of residential colony and construction staff quarters etc. at various project sites of MAHAGENCO. Similarly, renovation to the existing Guest Houses and other buildings of MAHAGENCO for upgrading the facilities and better amenities are under consideration and for this the services of Architect is essential. At present MAHAGENCO does not have panel of Architects on its board. It is therefore proposed to prepare panel list of Architects.
- 2.0 **Expression of Interest is therefore invited from reputed, experienced and registered (individuals/organizations) architects /architectural firms for preparing Panel list of Architects in the following classes/categories with the qualifying requirements as indicated below:**

Sr. No.	Empanelment Category	Description
1.	Class- C	For projects having estimated cost up to Rs. 10.00 Crs.
2.	Class- B	For projects having estimated cost above Rs. 10.00 Crs. but up to Rs. 30.00 Cr.
3.	Class- A	For projects having estimated cost above Rs. 30.00 Crs.

Note: Cost of the projects is being the cost of civil/architectural works and not the Consultancy fees/charges of the architect.

QUALIFYING REQUIREMENTS:

- 1) **Pre-qualification Condition No. 1:**
"Architect or Architectural firm" should have a valid registration with the Council of Architects as an Architect under the Architects Act-1973. In case of Architectural firms, at least one Partner/Director of the firm should have a valid registration with the Council of Architects as an Architect under the Architects Act-1973 and the firm should have valid certificate of incorporation as partnership/company under partnership act/company act from appropriate authorities.
- 2) **Pre-qualification Condition No. 2:**
"Architect or Architectural firm" should have the consultancy experience in the field from the date of registration with the Council of Architects as mentioned below:
For Class – C - Minimum 5 years
For Class – B - Minimum 7 years

For Class – A - Minimum 10 years

3) Pre-qualification Condition No. 3:

The Architect/firm should have either of the following mentioned class wise work experience of having successfully completed the consultancy services for layout, design, drawing, architectural works, exterior landscaping, beautification of premises for high rise buildings/residential/ commercial/ institutional complex etc during last 5 years ending last day of the months previous to the one in which empanelment is to be done and the works for which the consultancy services are provided should be in use at least for period of 01 (one) year.

For Class - C:

Architect or Architectural firm should have provided consultancy services for three similar completed works each costing not less than Rs. 4.00 Crs.

OR

Architect or Architectural firm should have provided consultancy services for two similar completed works each costing not less than Rs. 5.00 Crs.

OR

Architect or Architectural firm should have provided consultancy services for one similar completed work each costing not less than Rs. 8.00 Crs.

For Class - B:

Architect or Architectural firm should have provided consultancy services for three similar completed works each costing not less than Rs. 12.00 Crs.

OR

Architect or Architectural firm should have provided consultancy services for two similar completed works each costing not less than Rs. 15.00 Crs.

OR

Architect or Architectural firm should have provided consultancy services for one similar completed works each costing not less than Rs. 24.00 Crs.

For Class - A:

Architect or Architectural firm should have provided consultancy services for three similar completed works each costing not less than Rs. 16.00 Crs.

OR

Architect or Architectural firm should have provided consultancy services for two similar completed works each costing not less than Rs. 20.00 Crs.

OR

Architect or Architectural firm should have provided consultancy services for one similar completed work each costing not less than Rs. 32.00 Crs.

Note:- The Architect/Architectural firms must have sufficient number of technical and administrative employees and consultant/associates for the proper execution of the contract. The applicant should submit a list of their employees and consultants stating clearly how they would be involved in planning and execution.

- 3.0 The Architect or Architectural firm shall furnish the necessary documents (Original/Attested copies of documents attached with the application) in support for fulfillment of the qualifying criteria and other requirements, if asked for verification during scrutiny and/or even after completion of the process for empanelment.

The Architect or Architectural firm shall furnish work completion certificates from the concerned department in support of fulfillment of the qualifying criteria. The work completion certificate shall be issued by the authority not below the rank of Executive Engineer or equivalent of the concern Department.

The Architect or Architectural firm should attach attested copies of valid registration certificate with Council of Architect as an Architect, valid certificate of incorporation as partnership firm/as a company from appropriate authority, work completion certificates from the concern departments, turnover certificate from Chartered Accountant in support of fulfillment of above pre-qualifying criteria, list of works completed and list of their technical and administrative employees/consultants/associates along with their application for empanelment.

The Architect or Architectural firm shall be short listed based on their experience and credential submitted by them.

- 4.0 **The Architect or Architectural firm should satisfy themselves before applying for empanelment that they meet all above qualifying criteria. The Architect or Architectural firm not fulfilling the qualifying conditions and/or criteria of submission of the application for empanelment as specified will not be considered for empanelment. The on-line vendor registration does not necessarily qualify the Architect or Architectural firm for acceptance of their application for empanelment.**

- 5.0 For participation in the empanelment process, online vendor registration is mandatory. The Architect or Architectural firm those who desires to submit the application for empanelment are requested to get themselves registered as vendor of MAHAGENCO. For on-line registration, Architect or Architectural firm should visit to company's website <https://sets.mahagenco.in> and click on '**Register Now**' link and fill up all the required Account information/Profile information/Registration Details and submit the details along with non-refundable vendor registration fee of **Rs. 5000+ Service Tax** which shall be paid through E-payment only. **(It may be noted that for Vendor Registration in step 6, "Unit name" shall be selected as "MSPGCL CIVIL-I DHARAVI")**. Thus they will be registered as vendor of the company and will become eligible to participate for empanelment of Maharashtra State Power Generation Company Limited subject to fulfillment of prequalification criteria of the EOI. The vendor registration shall be valid for the period of one year & will have to be renewed yearly.

- 6.0 EOI Documents will neither be issued manually nor be sent by post or courier. Blank EOI documents can be viewed and downloaded free of cost by intending architects online on website <https://sets.mahagenco.in>.

- 7.0 MAHAGENCO may modify /amend the EOI conditions, extend the due date of submission, change the selection process, reject any or all application without assigning any reasons thereof.
- 8.0 Any amendment/modification of the EOI document shall be posted only in the website of MAHAGENCO. (www.sets.mahagenco.in)
- 9.0 Expression of interest with all relevant enclosures shall be delivered to the address below on or before 4.00 pm on 30.06.2015.

Office of the The Chief Engineer (Civil)- I, MSPGCL, Estrella Batteries Expn. Bldg. Plot no-1, Dharavi Road, Matunga, Mumbai-400019

FAX: (022) 24074084 Tel.No. 022-24077441 to 46.

After opening of the documents submitted by Architect/Architectural firm, the owner will scrutinized the documents submitted by the agencies along with their offer and evaluate the submission based on the qualifying criteria specified and after approval of the competent authority of the company, the qualified Architect/Architectural firm will be informed the status of their application for empanelment.

- 10.0 The Architect or Architectural firm shall submit the following details along with their application in the prescribed profarma enclosed.
- i) General Particulars of the Architect or Architectural firm as per attached Annexure-I
 - ii) Details of the Experience (As per attached Annexure-II). Please attach certified copy of relevant experience certificates.
 - iii) List of Key personnel (As per attached Annexure -III).
 - iv) Scan Copy of the on line payment receipt for vendor registration.
- 11.0 The process of formation of empanelment will be continuous process and the request of the Architect whenever received will be considered based on their experience required for empanelment after scrutiny & verification of their documents and their names will be included in the panel list if found eligible.
- 12.0 Expression of interest shall be submitted in person/post/courier only before due date and time for submission.
- 13.0 The right to reject any or all EOI offer without assigning any reason whatsoever is reserved by the Company.

Chief Engineer (Civil) I

OTHER TERMS AND CONDITIONS FOR SUBMISSION OF EOI

1.0 CONDITIONS FOR SUBMISSION OF EOI:

Vendor Registration non-refundable fees as mentioned in the notice shall be paid by on line payment and the transaction receipt shall be enclosed with the proposal. Without payment of Vendor Registration fees, the EOI proposal submitted by agency will not be considered for further evaluation.

The architect/architectural firm shall complete on line vendor registration as per procedure of the company by submitting necessary documents.

The EOI proposal shall contain the following documents duly signed by the Agency:

- i) Scan Copy of the on line payment receipt for vendor registration.
- ii) Forwarding letter on agency's letter head as per profarma enclosed.
- iii) General Particulars of the Architect or Architectural firm as per attached Annexure-I.
- iv) Details of the Experience (As per attached Annexure-II) along with attested copy of relevant experience certificates issued by concerned department as per qualifying conditions mentioned in Eoi.
- v) List of Key personnel (As per attached Annexure -III) along with their bio-data.
- vi) The attested copy of annual turnover certificate from Chartered Accountant.
- vii) Attested copy of valid registration certificate with council of Architect as an Architect.
- viii) Attested copy of valid certificate of incorporation as partnership firm/as a company from appropriate authority.
- ix) Xerox copy of partnership deed/company memorandum and power of attorney in favour of authorized signatory duly attested on stamp paper.
- x) Any Other Document required as per Eoi.
- xi) Agency should clearly indicate in the forwarding letter, the empanelment class for which application is submitted.

The architects shall specifically note that the owner may demand to see the originals of the above stated certificates for verification and if the architects does not produce the original certificates within 7 days of receipt of such demand, his application is liable to be rejected as non-responsive.

If it is established at any later date that the architect/his agent has furnished any false information/documents, the architect shall become liable for action, which may include, removal of his name from panel list, if already empanelled and black listing.

2.00 OTHER CONDITIONS OF TENDERING:

- i) Mere on line vendor registration and/or submission of EOI proposal shall not qualify the agency for inclusion of his name in the panel list. Owner shall scrutinize the documents submitted by the agencies based on the qualification criteria specified in Eol Notice.
- ii) The Architect or Architectural firm shall be short listed based on their experience and credential submitted by them.
- iii) Canvassing in any form is strictly prohibited and any agency found to have resorted to canvassing shall be liable to have his application rejected summarily.
- iv) If the application for empanelment is not submitted by any of the agency after vendor registration as specified, it would be deemed that the agency is not interested for empanelment.
- v) In the event of the application being submitted by a partnership firm, it must be signed by an authorized partner or in the event of absence of any partner, it must be signed by a person holding a power of attorney authorizing him to do so, such power of attorney should be produced along with the application.
- vi) Acceptance of the application will rest with the owner who does not bind themselves and reserve to themselves the authority to reject any or all the application received, without assigning any reason thereof, whatsoever it may be.
- vii) The courts of Mumbai shall have exclusive jurisdiction in all the matter arising under and on account of this expression of interest and empanelment.
- viii) At any time, prior to the dead line for submission, MSPGCL may for any reason; whatsoever modify the Eol documents by amendment which will be binding for on Architects. Such amendment will be posted on MSPGCL's website for all prospective agencies, who have done on line vendor registration.

- ix) The Owner may at its discretion, extend the date for submission of application, if necessary.
- x) The agencies are required to be submitted their application by post/speed post/ courier/person etc. only. On line application will not be accepted.
- xi) Applications which do not fulfill any of the above conditions or are incomplete are liable for rejection.
- xii) No receipt for any payment alleged to have been made by an architect in regard to any matter relating to the empanelment shall be valid and binding on the owner unless it is signed by the Executive Engineer/Authorised Person of Mahagenco.
- xiii) Submission of an application for empanelment by the agency implies that he has read all the above instructions and conditions of EOI and has made himself aware of the terms and conditions for empanelment.
- xiv) Application for empanelment once submitted shall not be allowed to be withdrawn at any stage under any reason whatsoever and no fees of vendor registration will be returned back.
- xv) The Architect/architectural firm shall abide himself and fulfill all obligations in accordance with the law in force in India. In case during empanelment or even after empanelment, at any stage it is observed / found that any document furnished by the consultant is forged / fabricated / false, then in addition to the action being taken in accordance with the provisions of law and the empanelment will be cancelled and the action will be taken suitably.

**PROFORMA OF FORWARDING LETTER FOR SUBMITTING OFFER
ON AGENCY'S LETTER HEAD.**

To,
The Chief Engineer (C) -I,
Maharashtra State Power Generation Co. Ltd.
Mumbai.

Sub: REQUEST FOR EMPANELMENT IN CLASS -

Ref:

Dear Sir,

- 1.0 We have gone through the various stipulations made in the owner's Expression of Interest.
- 2.0 We hereby confirm that the terms & conditions in the above expression of interest shall be applicable to the empanelment in question.
- 3.0 Xerox copy of partnership deed/company memorandum and power of attorney in favour of authorized signatory duly attested by Gazetted officer is enclosed.
- 4.0 We are in receipt of all Annexure corrigendum if any etc. with respect to this Expression of Interest.
- 5.0 We are submitting the scan Copy of Receipt (towards vendor Registration Fee. of Rs. 5000/- + Service Tax) in favour of Maharashtra State Power Generation Co. Ltd., Mumbai, the full value of which is non refundable by the owner.
- 6.0 We also undertake, if and when required we enter into a contract with Maharashtra State Power Generation Company Limited by executing an agreement in the prescribed proforma "Agreement Form" provided by the MSPGCL.

Dated day of

Yours faithfully,

Authorised Signatory:

Name:

Designation:

Address:

Enclosures:

Agency shall enclose all the documents as per Para- 1.0 of other terms and conditions for submission of EoI.

GENERAL PARTICULARS

1. Name of the Firm :
2. Status of the firm :
3. Address of the Firm :
4. E-mail ID of the Firm :
5. All enclosed Schedules are filled in : Yes / No
6. Particulars of Registration with Council of Architects. :
(Copy Enclosed)
7. Valid certificate of incorporation as partnership/company under partnership act/company act from appropriate authorities. :
(Copy Enclosed)
8. Name of Agency officer to whom reference may be made for expeditious co-ordination :
9. Residence and Office Telephone No., Mobile No. :
10. Telex / Fax No. / E-mail address :
11. Maximum value of the consultancy contract :
12. Annual turnover for current financial year. :
Copy of the certificate from

Note: Agency should furnish complete company profile along with the name of the Directors.

Seal of Company

Signature:

Name:

Designation:

Company:

Date

**ARCHITECT OR ARCHITECTURAL FIRM EXPERIENCE AS
PER QUALIFYING REQUIREMENTS**

Architect or Architectural firm shall furnish here a list of work executed by him to whom a reference may be made by the Owner in case the owner considers such a reference necessary.

Sr. No	Name & Description of work and Location	Value of the work	Value of the Consultancy contract	Period of construction and date of completion	Status of work	Client/ person whom reference may be made

Seal of Company

Signature :

Name:

Designation:

Company:

Date

**DETAILS OF TECHNICAL AND ADMINISTRATIVE STAFF WITH
THE ARCHITECT/ARCITECTURAL FIRM**

Sr. No	Name of the person	Designation	Qualification	Previous Experience

Seal of Company

Signature :

Name:

Designation:

Company:

Date