

**MAHARSHI DAYANAND UNIVERSITY ROHTAK**

**ENGAGEMENT OF ARCHITECTS**

Sealed tenders are invited on behalf of Registrar from reputed Architects/Architectural consultancy firms for engagement as an Architect for construction of synthetic track in Sports complex in M.D. University, Rohtak.

Tender Form along with Instructions and General Information, giving detailed terms and conditions can be obtained free of cost from the Office of undersigned, by hand, on any working day. The same can also be obtained by downloading from the website [www.mdurohtak.ac.in](http://www.mdurohtak.ac.in).

Tender form duly filled in, along with complete information and requisite details should be submitted in the office of Registrar, MDU, Rohtak along with deposit at call / demand draft amounting to Rs. 10,000/- as earnest money in favour of Executive Engineer, MDU, Rohtak payable at Rohtak.

The schedule of date and time of submission and opening of Tender Forms is as under:-

	Date	Time	Venue
Closing Date & Time of receipt of Tender Forms	25.10.2012	Up to 3.00 P.M.	Office of the Registrar, MDU, Rohtak.
Opening of Tender Forms	25.10.2012	4.00 PM	As above

Executive Engineer

Endst. No.EE/2012/ 6878-6899

Dated: 24.09.2012

A copy of the above is forwarded to the following for information and necessary action :-

1. Chief Architect, Haryana, SCO 44, Sector-17-A, Chandigarh-160017.
2. Superintending Engineer, PWD B&R Circle, Rohtak.
3. P.A. to Vice-Chancellor (for kind information of Vice-Chancellor), M.. University, Rohtak.
4. P.A. to Registrar (for kind information of Registrar), M. D. University, Rohtak.
5. Asstt. Registrar (Engg. Cell), Engineering Cell, MDU, Rohtak.
6. Notice Board
7. Architects/Agencies.

Executive Engineer

From

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To

The Registrar,  
M. D. University, Rohtak-124001  
(Haryana)

No.

Date

**Subject: Tender for Engagement of Architects for execution of Synthetic Track at Sports Complex in MDU, Rohtak**

I / We apply for engagement as Architect / Architectural Consultancy firm for the construction work of Synthetic Track at Sports Complex in MDU, Rohtak.

1. This is to confirm that:-
  - a) I am a professional, applying myself and, therefore, no certification of authorization is required,  
or  
I have signed my / our offer in the prescribed Tender Form on behalf of the company /firm / any other corporate body and a certificate of authorization / power of attorney in my name is enclosed.
  - b) I have signed each page of the Tender Form and the Annexure attached thereto.
2. I certify that address (es) and telephone number(s) given in the Tender Form are correct and if there is any change in the address / telephone number(s), the same will be intimated to the University immediately. Any letter posted at the address given in the Application Form shall be deemed to have been delivered / served to me / my firm / my company, till such the change is communicated to the Department and effected in the office record.
3. We agree to abide by all the terms and conditions framed by the University for Engagement of Architect.

Signature of tenderer  
Name in Capital letters  
Designation  
SEAL OF OFFICE

**MAHARSHI DAYANAND UNIVERSITY ROHTAK**  
**Tender Form**  
**For**  
**Engagement of Architect for execution of the Synthetic Track of**  
**the Sports Complex in MDU, Rohtak**

(Please read Instructions & General Information Sheet carefully before filling up this Form)

<b>1. Particulars of Tenderer Name:</b>			
Council of Architecture Registration No.		PAN No	
Address		Service Tax Registration No.	
		Telephone No.	
		Mobile No.	
		Fax No.	
City		Website	
Pin Code		Email address	
<b>2. Type of Applicant</b> (Tick as applicable)	Public Sector	Private Limited	Individual
	Partnership	Public Limited	Proprietor
<b>3. Details of Earnest Money</b>			
Demand Draft No.		Date	Amount
Drawn on (Bank & Branch Name and No.)			
<b>4. Particulars of Managing Director/CEO/Proprietor/Managing Partner</b>			
Name of Head			
Address		Telephone No.	
		Mobile No.	
		Fax No.	
City		Website	
Pin Code		Email address	
<b>5. List of staff engaged in the office (Please attach separate list)</b>			

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<b>6. Turnover of tenderer during last three years (Rs. In lacs)</b>		
Year	Total Turnover ( Rs. in lacs)	Turnover from Architectural design consultancy (Rs. in lacs)
2009-10		
2010-11		
2011-12		
Attested copies of Audited Balance Sheet and Profit & Loss Accounts in case of Company / Firm and Income Tax return in case of individual professional applicant should be attached.		
<b>7. List of consultancy works successfully executed during last five years -</b> Please furnish details.		
<b>8. Copies of certificates listed in minimum qualification part should be attached in the technical qualification bid.</b>		
<b>9. Any other information, which the Applicant wants to furnish. Please attach a separate sheet, if necessary.</b>		

I certify that the information and documents furnished above are correct and true to the best of my knowledge. I understand that if anything contrary to what has been stated above comes to the notice of the Department at any time, it may cancel my candidature and/or take any other action including cancellation of my engagement, if I am engaged, and the decision of the University shall be final.

Date :  
Place :

Signature of tenderer

Name in Capital letters  
Designation  
Seal of office

# MAHARSHI DAYANAND UNIVERSITY ROHTAK

## Engagement of Consultant Architect

### Instructions and General Information

#### A. General Instructions and Conditions

The tender shall consist of:

1. Technical bid containing all required documents by the Department
  2. Price bid quoting the rates to be charged for the services.
- 3(a) The Scope of the architect will be rendering survey, data collection, detailed engineering design, estimates, tender documents and consultancy services for construction of synthetic track at Sports Complex.
- (b) Architect will have to provide the following services to the M. D. University and The break-up of the payment against the services provided by the architect will be as under:-

(i)	Preparation of rough sketch plans showing different alternatives for displaying to the University authorities on the projector or otherwise. Finally, the accepted drawings/sketches will be needed for preparation of preliminary drawings and rough cost estimate.	: No Payment
(ii)	Preparation of preliminary drawings (plan, sections, other detail etc.) of the Project assigned and accepted by the University with rough cost estimate based on past practice/experience of such works including efficient drainage system and landscaping etc.	: 10 %
(iii)	Preparation of detailed drawings and design from a well qualified & experienced Engineer dealing in this field with design calculations, final working drawings and DNIT with details of quantities and analysis of rates for non-scheduled (NS) items. The name, qualification & other details of the Engineer should be intimated to the University. If required, the proof checking of design and calculations will be got done by the University from some other reputed resource. Your Engineer should associate in proof checking and after the proof checking, the final design and drawings after incorporating the advice of the Proof Checker, be prepared and supplied. The cost of proof checking will, however, be borne by the University. If variation in design calculations is found to be more than 10 % the cost of proof checking will be borne by the Architect. 10 nos. prints of each documents / drawings will have to be supplied during progress of work. The DNIT and detailed drawings should also be supplied in soft copy for inviting tenders along with other tender documents.	: i) 30 % for civil ii) 5 % for E.I. ii') 5 % for P.H.

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(iv)	The Architect will have to visit the site as and when required by the University till the completion of all the works. Normal TA/DA as admissible to the University Executive Engineer will be paid under rules only when the Architect is called upon to pay a special visit in connection with any project.	: 25 %
(v)	Other relevant details for all the component of the Scheme as & when required during execution will be supplied by the Architect.	: 25 %

4. The technical bid alongwith all the technical details, earnest money and tender form must be enclosed in a separate sealed envelope marking technical bid.
5. The financial bid on the firm's letter head must be enclosed in a separate sealed envelope marking financial bid.
6. Both these envelope must be sealed in another envelope superscribed with "Tender for Engagement of Architect.
7. Each page of the Tender Form should be stamped and signed by authorized signatory.
8. All columns of the Form should be duly, properly and exhaustively filled in.
9. The authorized signatory must sign all cuttings and corrections. A certificate of authorization or power of attorney, in original along with a photocopy thereof, by the applicant firm, company or other corporate body, as the case may be enclosed with the Applicant Form. Professional applying himself is not required to furnish such a certificate.
10. No Tender Form will be considered unless all the required documents are furnished and properly attested wherever required.
11. The Tender form must be deposited along with a earnest money of Rs. 10,000/- (Rs. Ten thousand only) in the form of Deposit at call/ demand draft in favour of Executive Engineer, M. D. University, Rohtak. Any Tender Form without earnest money shall not be entertained.
12. Only those Tender Forms shall be opened, which have been received by the due date and time. The University shall not be responsible for postal or an other delay.
13. The tenderer must have office in the periphery of 100 km of Rohtak or Delhi or around Delhi.
14. The engagement will be valid till the completion of the job. But if any information furnished by party is found to be incorrect or misleading or deceptive or if there is a breach of any of the terms and conditions of the tender form, the engagement may be terminated by the University after giving cogent reasons.

15. Arbitration Clause :- In the eventuality of any dispute, the matter shall be referred to the Vice-Chancellor, M.D. University, Rohtak, for appointment of an Arbitrator and his decision shall be binding on the parties.
16. Jurisdiction: All disputes will be settled with in the jurisdiction of Rohtak.
17. The University reserves the right to cancel all or any applications after giving cogent reasons such as past performance, financial viability, any administrative contingency, efficiency in supply of drawings and unworkable rates, etc.

**B. Minimum Qualifications :**

- (i) The Architect individual or engaged by Firm must have a Degree in Architecture from a recognized University / Institute. He should have a minimum experience of 5 (five) years in designing of synthetic track/court related with sports field. He should also be registered with the Council of Architecture, New Delhi.
- (ii) The Architect should have completed minimum 2 works of same nature i.e. execution of synthetic athletic tracks in last five years in State/Central Govt. Departments/Institutions, Public Sectors. The Certificate of completion not below the rank of Executive Engineer should be furnished with technical bid.
- (iii) Should have properly established design office (s) having well qualified technical staff on his rolls.
- (iv) Should have through knowledge of the latest Codes and other relevant rules and regulations relating to synthetic track /construction of sports field etc..
- (v) He should be familiar with cost effective designs and construction techniques.

**C.** All the tender forms (technical bids) that are opened, will be scrutinized on the basis of documents and information's furnished by applicants with the Tender Forms. The University may obtain clarification wherever required based upon the scrutiny. After scrutiny if it is found that any tenderer do not qualify the terms & conditions/minimum qualifications, the sealed price bid envelop will be returned to the tenderer unopened.

**D.** The turnover of the tenderers should have Rs. 100.00 lac during the past three years in designing of synthetic track/court in sport field. The proof of the same must be enclosed in the first envelop i.e. with technical bid.

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**E.** Should be registered with the Central Excise Department, Govt. of India.

**F.** The schedule of last date of submission of Tender Form and opening is as under :

	Date	Time Up to	Venue
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