

SAMRAT ASHOK TECHNOLOGICAL INSTITUTE
(ENGINEERING COLLEGE) VIDISHA (MP)

TERMS AND CONDITIONS

Sealed Quotation is invited by the undersigned on behalf of the Director SATI for appointment of Consultant Architect for preparation of design, drawing and estimate for proposed civil, electrical including other allied works like Plumbing & H.V.A.C. work till 16/06/2025. Interested parties may please note that eligibility and other details pertained to above work is available on the institute website **www.satiengg.in**. The applications are invited from the individual Architect or Architect firm subject to following terms & conditions: -

SCOPE OF WORK:-

Conceptualization and preparation of drawing/design (including carrying out necessary revisions Till the drawing/designs are finally approved by the Director) by actually visiting the site and taking into consideration requirement of consignee.

- (A). Preparation of 3D views for the drawing/design finalized by the Director SATI.
- (B). Preparation of detail specification of civil work (including structural, mechanical, sanitary, plumbing, drainage), electrical and furniture items (including interior decoration items) and get the same approved from Director SATI.
- (C). To assist the institute in preparation of tender documents, terms & conditions depending upon the nature of the work and for evaluation of the technical bid of tender.
- (D). The appointed consultant Architect under takes to carry out the assignment in accordance with the highest standards of professional and ethical competence and integrity, having due regard to nature and purpose of the assignment and to ensure that the staff assigned to perform the services under this contract, will conduct themselves in are quires manner.
- (E). The appointed Consultant Architect shall provide services connected with the

said works usually and normally rendered by Consultant architect and which are not referred to in any of the items referred to above.

- (F). The appointed Consultant Architect shall exercise all reasonable skill, care and diligence in the discharge of duties hereby covenanted to be performed by him. He shall exercise such general superintendence and inspection in regard to the said works as may be necessary to ensure that the work is being executed in accordance with the working drawing and specifications and that the work executed by the contractor is free from defects and deficiencies.
- (G). The appointed Consultant Architect shall not make any deviation, alteration, addition or omission from the approved drawing, specification without the prior written consent of the Director SATI.

1. ELIGIBILITY CRITERIA:-

- (a) Individual architect or a firm of architect is eligible for empanelment.
- (b) Principal Architect of consultancy firm/Individual Architect should be member of India Council of Architect and passed out from Institute of National Importance or registered with Indian institution of Architect.
- (c) The consultancy firm/Individual Architect should have at least 2 Associate members having M.Plan degree with a membership from Institute of Town Planners and passed out from Institute of National Importance.
- (d) The firm / Individual architect should have experience in executing projects for Government departments, Semi-Government Undertakings, Government Autonomous Bodies, and Corporate Bodies/Private Group, including both new construction and renovation work.
- (e) The firm should have executed at least Three project during last three years (cost more than 50 Crores) comprising of civil, electrical and interior designing and furniture & furnishing work etc.
- (f) The consultancy firm/ Architect should have sufficient experienced personnel/technical staff on their pay roll/ OR Associate form on it or in the work.
- (g) The Consultant Architect should not be blacklisted /banned by any State Government/Central Government Department/ Public bodies.
- (h) The applicant shall be required to give a presentation before the infrastructure committee, or as directed by the Director, SATI, for empanelment of architect. The presentation should include details of the various interior design works executed, along with supporting photographs and videos.
- (i) The documents submitted in the quotation will be evaluated and the consultant architect will be given marks as follows:-

Sr. No.	Particulars	Maximum marks
1.	<p>Details of experience personnel/technical staff</p> <p>(1) Principal Architect - M.Tech/M(Arch.)/B.Arch(Arch.)/M.Plan (From Institute of National Importance) with minimum 4 Years of experience 1or more 5 Marks</p> <p>OR M.E.(Arch)/ B.Arch (From Institute of National Importance)1or more - 5 marks</p> <p>(2) Principal Planner – B.Arch with M.plan (From Institute of National Importance) with minimum 4 Years of experience) 1 or more 5 marks</p> <p>(3) Interior designer (with degree in interior designing) OR Architect with COA license 1 or more - 5 marks</p> <p>(4) Other technical& office staff 3 or more on payroll OR Associate - 5 marks</p> <p>The consultant scoring less than10 marks will not be Eligible for opening of commercial bid</p>	20

2.	<p>Work experience as a consultant for interior design and renovation work & Architecture Consultancy</p> <p>Average of work executed during last 5 years i.e. from 2020-21,2021-22,2022-23,2023-24&2024-25</p> <p>(i) 0 to Rs.1.0 Cr – 10 marks</p> <p>(ii) From Rs. 1.0 Cr to Rs. 5.0 Cr – 20 marks</p> <p>(iii) From Rs. 5.0 Cr to Rs.10.0 Cr - 30 marks</p> <p>(iv) from Rs. 10.0 Cr to Rs.20 Cr – 40 marks</p> <p>(v) Above Rs. 20.0 Cr – 50 marks</p>	50
3.	<p>Preliminary Report Requirement on Existing Infrastructure Status of SATI, Vidisha</p> <p>A preliminary report is to be submitted outlining the current condition and adequacy of the existing infrastructure at SATI, Vidisha. The report must critically evaluate the present facilities; identify infrastructural deficiencies and challenges faced by the institute, and offer practical recommendations for improvement.</p> <p>Scope of the Report Must Include:</p> <p>1. Assessment of Existing Infrastructure:</p> <ul style="list-style-type: none"> * Academic blocks (classrooms, laboratories, faculty cabins) * Administrative buildings * Library and e-resource facilities * Hostel accommodations (boys and girls) * Sports and recreational facilities * Auditorium and seminar halls * Campus roads, landscaping, and drainage * Water supply and sanitation systems * Power backup and electrical distribution * IT infrastructure and digital connectivity * Safety, fire protection, and accessibility compliance <p>2. **Identification of Gaps and Challenges:**</p> <ul style="list-style-type: none"> * Obsolete or under-capacity structures * Non-compliance with safety codes or accessibility standards * Poor maintenance or structural deterioration * Inadequate technological integration or utilities * Space constraints or congestion * Environmental inefficiencies (e.g., energy or water usage) <p>3. **Recommendations and Proposals:**</p> <ul style="list-style-type: none"> * Suggestions for renovation, upgradation, or new construction * Phased development strategy with priority areas * Sustainability integration (green building principles, solar systems, rainwater harvesting, etc.) * Cost-effective and scalable design solutions * Campus planning improvements for better circulation and functionality <p>4. **Benchmarking and Case Studies:**</p> <ul style="list-style-type: none"> * For each identified issue, a relevant case study from a comparable 	20

	<p>institution or project should be cited.</p> <p>* Propose replicable models that demonstrate proven outcomes in terms of functionality, aesthetics, and cost-efficiency.</p> <p>**Site Visit Requirement:**</p> <p>The site visit must be conducted **personally by the architect or consulting firm representative** intending to submit the tender. It is mandatory to **register the visit at the office of the Director, SATI Vidisha**, prior to commencement of any assessment.</p> <p>Please note that **no TA/DA or logistical expenses shall be borne by the Institute** for this site visit. It is expected to be undertaken at the architect's or bidder's own cost.</p> <p>The consultant scoring less than 10 marks will not be Eligible for opening of commercial bid</p>	
4	<p>The consultant is required to give a presentation on various projects undertaken, including interior design, new construction & renovation work carried out by the consultant. The presentation shall be made before Infrastructure Committee or as directed by the Director, SATI. To be eligible for empanelment, the consultant must obtain a minimum score of 20 marks in the presentation.</p>	10

2. DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION:-

The document shall be submitted in sealed envelopes as follows: shall consist of copies of following self attested documents.

- 1) Forwarding letter on applicant's letterhead as per **Annexure-I** along with brief profile of company in enrolment form.
- 2) Copy of the registration with Indian institution of Architect/Council of Architecture.
- 3) Organizational structure of the firm in case firm is not proprietary firm as per **Annexure-II**.
- 4) Copy of PAN Card of the firm/Individual.
- 5) Copy of GST registration of the firm/Individual certificates.
- 6) Details of projects carried out in last three years along with name of the organization and cost of the project as per **Annexure III**.
- 7) Reference/client list and description of assignments handle.
- 8) Copy of turnover certificate certified by C.A .for last three years prior to 2025 as per **Annexure IV**.
- 9) Copies of experience certificate for execution of project for civil, electrical and interior designing, furniture and other services during last three years.
- 10) Certificate on letter head stating that the Architect/ firm is not black listed as per **Annexure –V**.
- 11) Professional fees to be charged by the Consultant Architect for various activities as mentioned in the schedule of rates as per **Annexure–VI**.

3. TERMS & CONDITIONS OF THE EMPANELMENT OF CONSULTANT ARCHITECT:-

The applicant submitting all the documents as mentioned above will be considered for empanelment.

The Consultant Architect submitting the consent to the rate offered by Director SATI has to execute an agreement in the prescribed format for empanelment as Consultant Architect on the SATI.

The work will be allotted by the Director SATI will not assure or guarantee any quantum of the work to be assigned to the appointed Consultant Architect.

Period of appointment

The agreement executed for appointed Consultant Architect shall be valid for

a period of 12 month from the date of execution. The validity can be further extended with the mutual consent of both the parties.

Termination of contract

Either party may terminate contract at any time by giving a written notice of one week to other party.

In the event of any change in the constitution of the firm/company of the appointed Consultant Architect, for any reason whatsoever, the Director, SATI reserve the right to terminate this agreement and entrust the work to another Consultant Architect appointed by the Director, SATI.

Subletting

The appointed Consultant Architect shall not assign, sublet or transfer entire work or part of the work allotted to him without written consent of the Director SATI.

Payment of professional fees

The Director SATI shall pay to the appointed Consultant Architect as professional fees as consented for the service to be rendered by the appointed Consultant Architect in relation to the work allotted at actual cost of project as per RA bills and release of same to the contractor.

No extra amount will be paid over and above the rate accepted. The Income Tax, GST, and TDS as applicable will be recovered while making payment of professional charges to the appointed Consultant architect.

If the Director SATI find it necessary to postpone or cancel the assignment and /or shorten or extend its duration, in such case the appointed Consultant Architect shall be paid for services rendered for carrying out the assignment till the date of termination. The appointed Consultant Architect shall provide all reports or part thereof, any other information or documentation gathered during this contract prior to the date of termination.

It is imperative that the appointed Consultant Architect shall remain personally present at the time of handing over the work to the concerned department and put his signature on the prescribed proforma for handing over. It will be bounden duty of the appointed Consultant architect to answer queries, if any, raised by the Director, SATI from time to time and at the time of taking possession.

The appointed Consultant Architect shall indemnify and hold harmless the Director against any and all claims, demands and/or judgment of any

nature brought against the appointed Consultant Architects arising out of services provided by him under this contract.

All final plans, drawings, specification, designs, reports and other documents or software submitted by the appointed Consultant Architect in the performance of the services shall be come and remain the property of the Director SATI. The appointed Consultant Architect may retain a copy of such documents but shall not use them for purpose unrelated to this contract without the prior written approval of the Director SATI.

The appointed Consultant Architect also agree that all knowledge and information not within the public domain which may be acquired during the carrying out of this contract, shall be for all times and for all purpose, regards as strictly confidential and held in confidence, except with the Director written permission.

Arbitration

If any dispute difference or question shall at any time arise between the parties as to the interpretation of this agreement or arising out of this agreement or as to the rights, liabilities and duties of the parties here under, or as to the execution of the said work, the same shall be referred to the sole arbitrator and the decision of an arbitrator shall be binding on both the parties. The sole arbitrator shall be appointed by Director, SATI. The appointed Consultant architect shall not dispute such appointment for any reason whatsoever. The award of the arbitrator shall be final and binding on both the parties.

Jurisdiction

It is understood that for any dispute arising out of the agreement executed for empanelment of consultant architect is only the Court in City of VIDISHA shall have jurisdiction.

Director SATI reserves the right to accept or reject any one or all applications without assigning any reasons thereof.

ENROLMENTFORM**Annexure I**

CATEGOPRY OF WORKS FOR WHICH APPLIED.....

Sr. No.	Query		Answer		
1.	Name of the firm		:		
	Proprietary/Corporate				
2.	Address	Office	:		
		Residential			
3.	What is the constitution of firm viz. Sole Proprietor, Partnership Pvt. Ltd., Public Ltd., etc.				
4.	PAN NO.		:		
	GST No.		:		
5.	Registration with EPF and details		:		
6.	Contact Details	Office Phone No.	:		
		Mobile No.			
		Fax No.			
		E-mail.			
7.	Month and year in which the firm was Established in present name		:		
8.	Particulars of old firm (if present firm is new) if main partners of the present firm were working as architects, in some other name in the past (The partnership deed of old firm be enclosed)		:		
9.	Particulars of sister firms, if any:		:		
10.	Has the applicant or his partners or Directors been black listed in the past by any Central or State Govt. Dept./ Organization.		:		
11.	Annual Turn Over for last Three years (Enclose the self attested statement of Accounts of last three consecutive years duly certified by chartered Accountant with Registration Number. (Also submit the provisional certified audit report by CA of F. Y 2024-25 with UDIN)		:	YEAR	Rs. In Cr
			i	2021-22	
			ii	2022-23	
			iii	2023-24	
			Iv	2024-25	
12.	i) Name and complete postal address of bankers.		:		

ii) NEFT and Bank Account Details.	:	i)Name of Bank:
		ii)Account No:
		iii)IFSC Code:

Place:-

SIGNATURE OF THE APPLICANT

Date:-

NAME & DESIGNATION

WITH SEAL OF ORGANISATION

Annexure-I

(To be submitted in Envelope)

Forwarding letter

(To be submitted on the letter head of the Applicant)

To,

Director SATI

VIDISHA

Sub: Application for appointment of Consultant Architect

Dear Sir,

With reference to your advertisement dated 26.05.2025, we has gone through the terms & conditions for empanelment of Consultant architect published in the Times of India, Dainik Bhaskar and on your official website. We are submitting out application along with all the required documents as mentioned in the terms & conditions, including the schedule of professional fees in your prescribed format.

1. I/we certify that all information provided there in is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the application are true copies of their respective originals.
2. We shall make available to the Institute any additional information it may find necessary or require to supplement or authenticate the submissions.
3. I/We acknowledge the right of the Director SATI to reject our quotation without assigning any reason or otherwise and hereby waive my/our right to challenge the same on any account whatsoever.
4. We do not have any Conflict of Interest.
5. We further certify that no investigation by a regulatory authority is pending either against us or against our CEO/Partners or any of our directors/managers/employees.
6. We agree and undertake to a bid by all the terms and conditions of empanelment of consultant architect.

Yours faithfully,

Date:

Signature of the Authorized
Signatory along with Seal

ANNEXURE II

**CONSTITUTION OF FIRM- SOLE
PROPRIETORSHIP/PARTNERSHIP/ LTD.CO./OTHER
DETAILS OF CONSTITUTENTS**

Sr. No.	Name of sole partner or Director/ other High Officials	Age	Share	Technical Experience			Whether power of attorney Holder
				Year to year	As Employee	As Architect	
1	2	3	4	5	6	7	8

Place:-

Date:-

**SIGNATURE OF THE APPLICANT
T
NAME & DESIGNATION
WITH SEAL OF ORGANISATION**

ANNEXURE-III

LIST OF MAJOR WORKS COMPLETED DURING LAST THREE YEARS

Sr. No.	Name & complete postal Address of			Order			Value of work as per final bill (Rs. In Cr.)	Commencement of work month year	Completion of work month Year	Penalty levied for delay of completion if any
	Place of work & Nature of work	Owner	Authority under whom work was carried	Ref. No. & Date	Cost of Project (Rs. in Cr.)	Is copy enclosed				
1	2	3	4	5	6	7	8	9	10	11

Copies of profit & loss account, balance sheet

Note: Please ensure that the complete postal address including Pin code and Telephone/ Fax number/ E-mail address etc. are furnished under column No. 3&4 above.

Place:-

Date:-

SIGNATURE OF THE APPLICANT
T
NAME & DESIGNATION
WITH SEAL OF ORGANISATION

ANNEXURE-IV

ANNUAL TURN OVER FOR LAST THREE YEARS.

Sr. No.	Financial Year	Total Contract amount received	IT certificate enclosed. Yes/No	Audited balance sheet copy Enclosed. Yes/No	Remarks
1	2	3	4	5	6
1	2021-2022				
2	2022-2023				
3	2023-2024				
4	2024-2025 (Also submit the provisional certified audit report by CA of F. Y 2024-25 with UDIN)				

Place:-

Date:-

SIGNATURE OF THE APPLICANT

T

NAME & DESIGNATION

WITH SEAL OF ORGANISATION

Annexure-V

(To be submitted on applicant's letter head)

Date / /

To,
The Director,
SATI, Vidisha (M.P.)

We, hereby undertake that we have not been debarred or blacklisted by any Central Government, State Government, and Government PSUs. In case, it is observed after opening of the quotation or awarding the contract that, we are debarred or blacklisted the SATI is free to take action as per the terms & conditions of the quotation.

Place:-

Date:-

**SIGNATURE OF THE AUTHORIZED
SIGNATORY WITH SEAL
OF ORGANISATION**

ANNEXURE-VI

PROFESSIONAL FEES CHARGED FOR VARIOUS ACTIVITIES

Sr. No.	Job Description	Value of the work Minimum charges	Professional fees	GST@----- %	Total Professional fees
1.	Preparation of Specification, drawing, design, 3Dviews and estimate,	Actual cost of project as per RA Bill.	% of actual cost of the project		

Place:-

SIGNATURE OF THE APPLICANT

Date:-

NAME & DESIGNATION

WITH SEAL OF ORGANISATION