

MEGHALAYA INFRASTRUCTURE DEVELOPMENT & FINANCE CORPORATION (MIDFC)

Shillong, Meghalaya

No: MIDFC-Empanelment of Architects-2020-31-506

Dated Shillong the 13th July, 2020

Expression of Interest for

Empanelment of Local Architects for interventions in tourism related activities in Village Tourism and other rural tourism projects in state of Meghalaya

Meghalaya Infrastructure Development & Finance Corporation (MIDFC) on behalf of, Government of Meghalaya under the Tourism Mission is in process of appointment of Architects for development of tourism facilities under village tourism or rural tourism projects in state of Meghalaya.

Considering the context of the COVID-19 pandemic the local Architects who are capable of delivering services shall be most feasible option for tourism interventions without delays.

The Meghalaya Infrastructure Development & Finance Corporation (MIDFC) seeks to empanel Architects with relevant experience and expertise the tourism sector. Proposals are hereby invited from the Architects “for interventions in tourism related activities in Village Tourism and other rural tourism projects in state of Meghalaya”:

A. Scope of work:

Architects services include planning, designing, supervising of Civil Engineering works, interior furnishing works, other infrastructure creation works for the tourism projects, providing specifications of the materials, assisting the Meghalaya Infrastructure Development & Finance Corporation (MIDFC) or agencies associated with MIDFC in finalizing the contractor and supervision of the interior works, if sought by the MIDFC. The panel architects services will also be availed for planning, designing and execution of redeveloping of tourism projects involving the approval for the same from the local Authorities.

- i. To take instructions from the MIDFC or agencies associated with MIDFC and prepare sketch designs, making revisions till sketch designs are finally approved by the MIDFC or agencies associated with MIDFC and making preliminary estimates of cost.
- ii. To submit required drawing to the Local Authority and obtain approval, if required.

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- iii. To nominate and instruct consultants, as and when necessary.
- iv. To prepare interior / renovation / architectural working drawings, structural drawings including design and all other drawings for various trades.
- v. To draw detailed specifications, estimates, draft tender for various trades.
- vi. To submit Assessment Reports on tenders received for various trades along with comparative statements and recommendations for award of work.
- vii. To prepare and supply 3 sets of all drawings for execution.
- viii. To visit site as and when required by the MIDFC or agencies associated with MIDFC.
- ix. To submit Completion Drawings.
- x. Any other services connected with the said works usually and normally rendered by the Architects and not referred to in above.

B. Project Duration

- I. Time duration 2 years from the date of empanelment.

C. Eligibility Criteria:

- I. Graduate/Post graduate degree in Architecture with minimum 5 years of experience in planning and designing for interior, renovation works, etc. as on 30.06.2020.
- II. The Architect must have registered with the Council of Architecture (COA) / Members of the Indian Institute of Architecture and should have experience in planning, designing and supervising Civil Engineering, Interior works for the Government departments and Private organizations.
- III. The Architect must have necessary drawing office with supporting staff for consultation / furnishing required help in getting plans, sanctions, and completion certificates from the local municipal authorities.
- IV. Lead Architect should speak local language and also have team based in Shillong or any other part of Meghalaya.
- V. Architect firms must have valid GST numbers.

D. Remuneration to the Individuals:

- I. Architects empaneled with MIDFC shall get 1,25,000/- per project or 5% of total project cost whichever is lower.

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E. Preparation & Submission of Proposal:

- i. Individual shall submit 'Form A', 'Form B' and 'Form C' along with self-attested documentary evidence to prove eligibility.
- ii. Submission of Technical Proposal:
 - a. **Soft Copy of Technical Proposal Submission:** Soft copy of technical Proposal shall be submitted in PDF format along with scanned signature on each page through email. The documents are to be send to midfcmegh@gmail.com before the Proposal due date and time.
 - b. **Hard copy of technical proposal** shall be submitted on following address: to **Chief Operations Officer (COO)** Meghalaya Infrastructure Development Finance Corporation Ltd. (MIDFC) House No. L/A-56, Lower Nongrim Hills, Shillong East Khasi Hills Meghalaya-793003 (India)
- iii. Last Date and Time for submission of Proposal: 07-Aug-2020, 17:00 PM.

F. General Terms & Conditions:

- i. The Architect shall be selected from this panel on rotation basis alphabetically for specific work.
- ii. Meghalaya Infrastructure Development Finance Corporation Ltd. (MIDFC) reserves the right to accept or reject all or any of the proposals without assigning any reason whatsoever. It is not obligatory for the Meghalaya Infrastructure Development Finance Corporation Ltd. (MIDFC)
- iii. to accept any proposal or to give any reasons for their decision.
- iv. Meghalaya Infrastructure Development Finance Corporation Ltd. (MIDFC) reserves the right not to proceed with the Process at any time, without notice or liability, and to reject any proposal without assigning any reasons.
- v. The decision of the COO Meghalaya Infrastructure Development Finance Corporation Ltd. (MIDFC) shall be final in all cases.

-Sd-

Chief Operations Officer (COO)

Meghalaya Infrastructure Development Finance Corporation Ltd. (MIDFC)

Shillong, East Khasi Hills

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FORMS

MEGHALAYA INFRASTRUCTURE DEVELOPMENT & FINANCE CORPORATION (MIDFC)

Shillong, Meghalaya

Form - A

Date:

To,

Chief Operations Officer (COO)

Meghalaya Infrastructure Development Finance Corporation Ltd. (MIDFC)

House No. L/A-56, Lower Nongrim Hills,

Shillong East Khasi Hills

Meghalaya-793003 (India)

Sub: Expression of Interest for Empanelment of Architects for interventions in tourism related activities in Village Tourism and other rural tourism projects in state of Meghalaya.

Dear Sir,

I hereby confirm that (insert Individual or agency name), the Applicant satisfy the terms and conditions laid down in the EOI document.

My contact details for official correspondence shall be as below:

- Postal Address:
- E-mail:
- Mobile No.:

I agree and undertake to abide by all the terms and conditions of the EOI Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the EOI Document.

Yours faithfully,

(Signature, name and address)

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Form – B

Prescribed CV Format

1. Name:

2. DOB:

3. Contact address (including email, telephone mobile):

4. Qualifications:

5. Experience:

6. Areas of interest:

7. Membership of Professional Bodies:

(Signature)

Note: Applicant shall submit all the self-attested Academic certificates, Marksheets and Work Experience related documents along with CV. Applicant may submit additional CV also if any.

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Form – B

Assignment Name:	
Project Location:	Services provided by the firm:
Name of Client:	Project Duration in Months:
Client Address:	Professional staff provided by Architect:
Project Cost: Rs.	Contract Value: Rs.
Start Date (Month/Year) : Completion Date (Month/Year):	Name of Associated Consultants, if any: NA
Status of the firm in the association/ consortium:	Description of Actual Services:
Scope of Work:	

Note: Work order/ Agreement copy/ Completion certificate from clients evidencing for similar work of experience shall be attached along with the above project detailed sheet for each individual projects