

MEGHALAYAN AGE LIMITED (MAL)

Shillong, Meghalaya

EXPRESSION OF INTEREST FOR EMPANELMENT OF ARCHITECTS FOR VARIOUS INFRASTRUCTURE WORKS IN MEGHALAYA

Notice No. MEGHAGE/3/2021

Date:27-July-2021

Main Portal: <http://www.mbda.gov.in>

Chief Administrative officer (CAO), MAL Shillong, Meghalaya, Ph. No. +91 03642210358 / +91 9863065161 through the process of open notification invites expression of interest from eligible local Architects for Empanelment for various Infrastructure works in the state of Meghalaya.

The local Architects of the Meghalaya State as well as from the Northeastern States with experience in planning/designing of various infrastructure projects are only requested to submit their expression of interest in response to this notification. This is a rolling out empanelment. If any applications received after the due date, the eligible proposals shall be evaluated once in a month and empaneled accordingly. The empanelment duration will be for two years from the date of this notification.

A. Scope of work:

Architectural services include planning/designing of various infrastructural projects, providing specifications of the materials, assisting the Meghalayan Age Limited (MAL) or agencies associated with MAL in finalizing the contractor, if sought by the MAL.

- i. To take instructions from the MAL or Agencies associated with MAL and prepare sketch designs, making revisions till sketch designs are finally approved by the MAL or Agencies associated with MAL and making preliminary estimates of cost.
- ii. To submit required drawings to the Local Authority and obtain approval, if required.
- iii. To prepare interior / renovation / architectural working drawings, structural drawings including design and all other drawings for various works.
- iv. To draw detailed specifications, estimates, draft tender for various works.

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- v. To submit Assessment Reports on tenders received for various works along with comparative statements and recommendations for award of work.
- vi. To prepare and supply 3 sets of all drawings for execution.
- vii. To visit site as and when required by the MAL or Agencies associated with MAL.
- viii. To submit Completion Drawings.
- ix. Any other services connected with the said works usually and normally rendered by the Architects and not referred to in above.

B. Category of Empanelment

The empanelment shall be made for four broad categories as below and the projects shall be offered to the empaneled architects as per the category, duly seeking the competitive financial quotations among them.

Category A – for projects costing above Rs 7.00 Cr but up to Rs. 10.00 Cr.

Category B – for projects costing above Rs 5.00 Cr but up to Rs. 7.00 Cr.

Category C – for projects costing above Rs 2.00 Cr but up to Rs 5.00 Cr.

Category D – for projects costing up to Rs 2.00 Cr.

Note: The applicants who are eligible under Category A shall be eligible for the projects under the categories B, C, D also. The same is the case with the category B being eligible for the category C and D projects; and the category C being eligible for the category D projects. However, the lower categories are not eligible to take up the higher category projects.

C. Eligibility Criteria to Apply for Empanelment:

- I. The applicant must have minimum qualification of Bachelor of Architecture to apply for any of the four categories.
- II. The Architect must have registered with the Council of Architecture (COA) / Members of the Indian Institute of Architecture.
- III. The Architect is expected to have necessary office establishment in the state of Meghalaya with supporting staff for providing required services to the MAL.
- IV. The Architect is expected to be familiar with the local languages.
- V. The Architect must have valid PAN and GST number.

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D. Evaluation Criteria:

The category of empanelment will be decided based on the projects planned/ designed in the last 5 financial years (2016-17 - 2020-21) and the value of the project.

Empanelment for	Minimum Projects Experience
Category-A	A minimum of 1 completed infra project with a project cost of above Rs. 7.50 crores to Rs. 10.00 crores or above
Category- B	A minimum of 1 completed infra project with a project cost of above Rs. 5.00 crores to Rs. 7.50 crores
Category- C	A minimum of 1 completed infra project with a project cost of above Rs. 2.00 crores to Rs. 5.00 crores
Category-D	A minimum of 1 completed infra project with a project cost of up to Rs. 2.00 crores

The above details should be provided as per the Form C provided in this EoI document duly enclosing the supporting documents.

E. Empanelment Fee

The applicants should pay Rs. 2000/- (Two Thousand Only) plus applicable GST as empanelment processing fee (Nonrefundable) through Demand Draft issued by any Nationalized / Scheduled Commercial Banks in favor of the 'Meghalayan Age Limited', payable at Shillong only. The empanelment fee is only Rs. 2000/- plus GST as applicable for all the categories and applicants need not to pay the fees for each category, separately. Further, the applicant applying for Category A need not to apply for other categories separately and the same is applicable for other categories also like B, C.

F. Preparation & Submission of Proposal:

- i. Interested Architects shall prepare and submit a Technical Proposal along with necessary enclosures like PAN, GST, COA registration certificate, 'Form A', 'Form B' and 'Form C along with documentary evidence to prove eligibility and signing on each

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page of the proposal and send it to the below address before the Proposal due date and time.

Chief Administrative officer (CAO) MAL

Room No- 238, 1st Floor, Main Secretariat, Shillong,

East Khasi Hills Meghalaya-793001.

- ii. Last Date and Time for submission of Proposal: 09th August 2021, 17:00 PM.
- iii. The Applicant should specify on the envelope that for which category he/she is applying for. However, as per the evaluation criteria, MAL will decide the category of the empanelment.

G. General Terms & Conditions:

- i. Meghalayan Age Limited (MAL) reserves the right to accept or reject all or any of the proposals without assigning any reason whatsoever.
- ii. Meghalayan Age Limited (MAL) reserves the right not to proceed with the Process at any time, without notice or liability.
- iii. The decision of the CAO Meghalayan Age Limited (MAL) shall be final in all cases.

Sd/-

Chief Administrative Officer (CAO)

Meghalayan Age Limited (MAL)

Shillong

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FORMS

MEGHALAYAN AGE LIMITED (MAL)

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Form - A

Date:

To,

Chief Administrative officer (CAO)

Meghalayan Age Limited

Room No- 238, 1st Floor, Main Secretariat, Shillong,

East Khasi Hills Meghalaya-793001.

Sub: Expression of Interest for Empanelment of Architects for various infrastructure projects in the state of Meghalaya – Submission of Proposal for Category..... (Need to mention the category applied for) – Reg.

Dear Sir,

I hereby confirm that (insert name), the Applicant satisfy the terms and conditions laid down in the EOI document for the Category..... (need to mention the category applied for).

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. No. of Years of Experience:

6. Areas of interest:

7. Membership of Professional Bodies:

(Signature)

Note: Applicant shall submit all the self-attested Academic certificates, Marksheets and related documents along with CV.

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Form - C

Details of one completed project planned / designed in the last 5 F.Y.s (2016-17 to 2020-21):	
Category Applied for ____ (Need to mention the category applied for)	
Name of the Project:	
Cost of the Project: (Rs. in Crores)	
Project Location:	
Name of the Client:	
Project Duration in Months:	
Start Date (Month/Year):	
Completion Date (Month/Year):	
Scope of Work:	
Description of Actual Services:	

Note: 1. If the Applicant wants to provide the details of more number of completed projects, they can do so using additional sheets but strictly adhering to the same proforma.

2. Completion certificate from clients evidencing projects experience should be attached along with the above project details sheet for each individual project claimed.