

EXPRESSION OF INTEREST TO ENGAGE ARCHITECTURAL CONSULTANT FOR THE SCHOOL MASTER PLAN

Introduction

The Lawrence School, Sanawar invites Expression of Interest from reputed architectural consultants for the following assignments:

1. **Master Plan:** Design and development of a conceptual Master Plan for the school campus.
2. **Architectural and Structural Design:** Detailed construction designs for projects in hilly terrain.

Objectives

The appointed architect(s) will undertake the following responsibilities:

- Conduct surveys and investigations specific to hilly areas as per school requirements.
- Prepare detailed designs, estimates, technical specifications, and contract documents.
- Assist in construction supervision, quality control, and progress reporting.
- Manage project phases as prioritized by the school.

Scope of Services

The scope of services includes, but is not limited to:

- Survey and investigation for preparation of Master Plan.
- Preparation of detailed architectural and structural designs.
- Design of landscaping and utilities (water supply, sewer lines, etc.).
- Interior furnishing layout and estimates.
- Preparation of construction drawings, cost estimates, and contract documentation.
- Assistance in obtaining statutory approvals.
- Supervision of construction, quality control, and certification.

Eligibility Criteria

Interested firms should meet the following criteria:

- Lead Architect (min. qualification - B.Arch.) and Member of Indian Council of Architecture.
- Experience in conceptual Master Planning for educational campuses
- Experience of leading construction projects in hilly terrain.
- Minimum 10 years' experience in architectural consultancy for projects, including residential school campuses, heritage building restoration, and sports complexes.
- Structural Engineer with minimum Post-Graduate Degree in Structural Engineering.
- Experience in projects with a minimum budget of 10 Crores within the last 10 years.
- Evidence of completed projects including client certificates, project details, and scope documentation.
- Compliance with Council of Architecture guidelines for architectural design competitions.

Submission Requirements

Interested firms are requested to submit their Expression of Interest along with:

- Company Profile, highlighting relevant experience.
- Details of key Team members and their qualifications.
- Documentation of completed projects as per eligibility criteria.
- Any additional relevant information.

Submission of Application

- Consultants are requested to fill the application form along with the Statements and supporting documents, wherever required.
- Earnest money of Rs.50,000/- is to be deposited in the School Account, detailed below:-

Headmaster,
The Lawrence School, Sanawar
Account No. 65004200377
State Bank of India - Sanawar
IFSC Code – SBIN0050199

- The Lawrence School, Sanawar reserves the right to accept or reject any or all the applications without assigning any reasons thereof.
- The EOI, in sealed cover, along with all necessary documents duly numbered shall be sent to the undersigned through registered post or speed post or dropped in the Drop Box so as to reach on or before . The price bid shall be quoted as percentage of the total approved estimate cost of the Phase-I & II Project.
- The Lawrence School, Sanawar may disqualify the applicants at any stage for the following reasons:-
 - Non-fulfillment of above qualification conditions.
 - Incomplete / part information/ misinformation (without supporting proof)
 - Exerting external influences.
 - Non-submission of MoU signed by the firm.
 - Late EOI applications.
 - If find unsuitable by the School without specifying any reason

Deliverables

No.	Deliverables	Time required
(a)	Agreement	7 days
(b)	Architectural design and drawings	45 days
(c)	Detailed project report	
(d)	Bid documents	
(e)	Structural design	
(f)	Working drawings	At different stages of execution without affecting the overall schedule.
(g)	Monitoring plan	

Payment Terms

- The consultancy fee for the scope of work as specified above shall be quoted only in terms of percentage of total project cost. The consultancy fees will be given separately for construction of new buildings, repair / renovation and for comprehensive development of fields to include lights, drainage, water tanks, laying of artificial turf, fencing etc.

- Five stages have been envisaged for the purpose of payment of consultancy fee on pro-rata basis. The various stages are as under:

Stage I	On submission and acceptance of conceptual design, preliminary estimate and presentation of scheme.	10%
Stage II	Preparation of basic drawing, seeking & obtaining approval from the concerned authorities, item-wise details of specification, schedule of quantities, estimate, detailed working drawings and tender document.	30%
Stage III	Scrutiny of tenders received, preparation of CST & recommendations	10%
Stage IV	During execution of work *	40%
Stage V	On completion of work	10%

* Payment of stage IV will be made on the basis of pro- rata billing of actual work executed.

- Statutory deductions as applicable shall be made from each payment.
- In case the Architect fails to provide the services as specified above, the same shall be done from the other agencies at his cost and risk.

Commencement & Completion of Work

- The timeline for various stages of consultancy will be mutually fixed between the Consultant and the School. No delay on part of Consultant will be accepted.

Penalty for Delay

- In case the bidder fails to complete the work in the specified time, the School shall levy penalty @ 0.05% per week, of the Contract Value for that particular stage, subject to a ceiling of 10% of the total amount.

Arbitration and Jurisdiction

- All disputes, differences, claims and questions whatsoever arising out of this Agreement shall be referred to Arbitration, which shall be conducted in accordance with the provisions of the Indian Arbitration and Conciliation Act 1996 or any statutory modification thereof. The venue of the arbitration shall be Kasauli (H.P.)
- Any dispute is subject to jurisdiction of Solan (H.P.) only.

Expression of Interest Submission Form

To,
The Headmaster,
The Lawrence School, Sanawar
District – Solan (HP)
Pin-173202

I/We have read and understood the instructions and the terms and conditions contained in the application form. I/We do hereby declare that the information furnished in the application and in the supplementary sheets is correct to the best of my/our knowledge and belief. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represents. We authorize The Lawrence School, Sanawar to approach individuals, employers, firms and corporations to verify our competence and general reputation. I/We offer to provide the Architectural consultancy services for Phase-I & Phase-II of the projects as mentioned in the Expression of Interest.

Our attached Financial Proposal for furnishing architectural designs and consultancy as per the Scope of Work and all other required details of Phase-I & Phase-II of the project is ____% (_____) of the approved estimate amount of the Phase-I & II of the project. This amount is inclusive of the all types of taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal,

Signature :
Name :
Designation :
.....
Address :
.....
Place :
Date :
Seal of the applicant

Application Form**Information to be furnished by the applicant for selection of the Architectural Consultants**

1	Name and registered office address	
2	Year of establishment of the firm and the registered office.	
3	Whether individual/Partnership / Pvt. Ltd or Ltd firm with full particulars of the other partners including their names, professional qualifications, age experience, etc. (Attach a separate sheet, if required)	
4	Names, qualifications and experience of all technical personnel in the firm Details to be furnished in the prescribed Pro-forma (Statement-I)	
5	Whether registered with Council of Architecture YES/NO. If Yes, please attach a copy of the membership	
6	Years of experience as practicing Architects	

7	<p>Important projects executed during last 10 years by the firm in Educational Institutions together with relevant details such as cost of the work etc. The full address of the clients for whom the works have been executed including name of contact persons and contact nos. Details to be furnished in the prescribed Pro-forma (Statement-II). Please attach completion certificate or any other relevant documents in support of the works completed clearly showing the value, nature of the work executed, duration of the work etc, which should be considered for short listing as per the Criteria</p>	
8	<p>Important projects in Educational Institutions on which the firm engaged at present along with relevant details such as cost of the work etc. The full address of the clients, along with the name of the contact person and contact no. shall be indicated against each project. Pro-forma (Statement-III)</p>	
9	<p>Details of infrastructure facilities available with the firm Please attach details in a separate sheet (Statement-IV)</p>	
10	<p>Details of the associates/ consultants for the allied works. Attach separate sheet for the details of the associates/ consultants associated with the architect (Statement V)</p>	
11	<p>Income Tax No.(PAN/TAN) Furnish copies of last Income Tax Clearance</p>	

12	Name and address of the Banker/s of Architect.	
13	Turnover of the firm from architectural consultancy works fee during last 5 years (year -wise). Please attach necessary documents in support of the same. 2019-2020 2020-2021 2021-2022 2022-2023 2023-2024	
14	National or International Awards received if any.	

Signature of the applicant with Full address & Office Seal

Statement – I

List of technical personnel, giving their technical qualifications, experience, including that in the present organization

Sl. No	Name	Age	Present Designation	Qualifications	Consultancy Experience	Name of the major projects handled in respect of	Date from which Employed in the Present Organization

Mention other points, if any, to show technical and managerial competency to indicate any important point in your favor.

Signature of the Applicant

Statement – II

List of important projects handled by the firm during last 10 year costing 10 crore and above in the Educational Institutions

Sl. No	Name of Project, its Location and details	Nature of consultancy provided	Name of client with full address	Name of contact person With Contact number	Project cost 1.Tender 2.Actual	Date of commencement	Date of completion	Litigations if any	Remarks

Signature of the Applicant

Statement –III

List of important projects in hand being handled by the firm costing Rs05 crore and above in the Educational Institutions

Sl. No	Name of Project, its Location and details	Nature of consultancy provided	Name of client with full address	Name of contact person With Contact number	Project cost 1.Tender 2.Actual	Date of commencement	Date of completion	Litigations if any	Remarks

Signature of the Applicant

Statement – IV

Details of infrastructure facilities available with the firm for architectural consultancy

(The information should include details of office space, surveying equipment, in-house computer aided design facilities etc. available with the firm)

Detailed write up on Senior Architect and CV of each member of the consultancy team along with the photographs of the projects executed.