

MAHARASHTRA STATE PHARMACY COUNCIL

(Constituted under the Pharmacy Act,1948)

R-Square, 4th Floor, Opposite .E.S.I.S. Hospital, Lal Bahadur Shastri Marg,

Mulund (W), Mumbai – 400 080 Tel.No. 25684291/25684418

E-mail :- msscindia@gmail.com Website :- www.msscindia.org

NOTICE

THE QUOTATIONS ARE INVITED FOR APPOINTMENT OF REGISTERED ARCHITECT/CONSULTING FIRM AS A CONSULTANT.

ELIGIBILITY CRITERIA

1. Sealed quotations are invited from the Registered Architects (job value 1.5 crore to 2 crore) in Mumbai for proposed interior design work in Maharashtra State Pharmacy Council's above mentioned address.
2. Applicant may be a consulting firm/Registered Architect involved in rendering architectural and interior designing services with minimum of Ten (10) years of experience as on date of quotation.
3. Applicant must have at least one functional office in Mumbai in operation for the preceding at least Five(5) years from the date of the submission of the quotation offer.
4. Applicant should not be under liquidation, court receivership or similar proceedings and/or declared insolvent.
5. Applicant shall not be barred or blacklisted by any central and/or state government/autonomous institutions/ university/ public sector organization in India.
6. Applicant shall have to act as Consultant Architect for the project of interior designing of office premises i.e. planning, designing and execution, certifying the work done etc.
7. Applicant should act as consultant as well as planning the entire project of interior work and responsible to it.
8. The Architect/Firm should have executed such similar renovation /refurbishment work minimum of value Rs. 1 crore in past; Architect/firm is requested to attach such documentary evidence like IT returns of past three years, Balance sheet, photos, brochure of past completed projects and recommendation/Experience Letter/completion certificate by clients whose work had been successfully handled by them alongwith quotation.
9. Architect/firm is requested to quote professional fee on percentage basis (exclusive of taxes) for the cost of work for rendering Architectural /consultancy services for the interior design work to be carried out. The cost of items, if any, to be directly purchased or provided by the Maharashtra State Pharmacy Council will not be included in the cost of the project for the purpose of calculating professional fees.
10. The general scope of professional services to be rendered by Architect / Consultants will include –
 - (a) Taking the Maharashtra State Pharmacy Council's instructions, visiting the site, preparing sketch designs which shall be in accordance with local governing codes / standards, regulations etc. (including carrying out necessary revisions till the sketch designs are finally approved by the Maharashtra State Pharmacy Council), making approximate estimate of cost by cubic measurements, square meter, or otherwise and preparing reports on the scheme so as to enable the Maharashtra State Pharmacy Council to take a decision on the sketch designs.
 - (b) The Architect shall submit a proper PRECHART incorporating all the activities required for the completion of the project well in time i.e. preparation of working drawings, structural drawings, detailed drawings, calling tender etc
 - (c) Submitting required drawings to the Municipality and other local Authorities and builder and or developers obtaining their approval.

- (d) Preparing architectural working drawings based on load / CFM calculations layout drawings & its electrical installations, etc. detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
- (e) Preparing pre-qualification documents.
- (f) Preparing detailed tender documents for various trades if applicable viz. general suppliers/contractors work and specialist services such as electrical installation etc. complete with articles of agreement, special conditions, conditions of contract, specification, bill of quantities including detailed analysis of rates based on market rates, time and progress charts etc.. The tender draft will be approved by Maharashtra State Pharmacy Council and then uploaded on Government of Maharashtra mahatender website.
- (g) Preparing for the use of Maharashtra State Pharmacy Council, the contractor and site staff, 4 copies of contract documents for all trades including all drawings, specifications and other particulars.
- (h) Preparing such further details and drawings as are necessary for proper execution of the works.
- (i) Assuming full responsibility for supervision and proper execution of all works by General and Specialist Contractors who are engaged from time to time including control over quantities during the execution to restrict variation, if any, to the minimum.
- (j) No deviations or substitutions should be authorized by the Architect without working out the financial implication, if any, to the contractor and obtaining approval of the Maharashtra State Pharmacy Council. However, where time does not permit and where it is expedient, the Architect may take decisions on behalf of the Maharashtra State Pharmacy Council, the total cost of the item/ deviation of which should not exceed Rs.10,000/-. This deviation shall be got subsequently ratified from the Maharashtra State Pharmacy Council duly justifying his action at the earliest.
- (k) Working out the theoretical requirement and actual consumption of materials for each bill.
- (l) Architect will appoint full time / temporary Site Engineer for supervision of all renovation and refurbishment work as required.
- (m) Checking measurements of works at site. Checking contractor's bills, issuing periodical certificates for payments, and passing and certifying accounts, so as to enable the Maharashtra State Pharmacy Council to make payments to the contractors and adjustments of all accounts between the contractors and the Maharashtra State Pharmacy Council. Architects shall assume full responsibility for all measurements certified by them.
- (n) Submitting a detailed account of steel, cement, plywood, veneer, glass and any other materials that the Maharashtra State Pharmacy Council may specify and certifying the quantities utilised in the works.
- (o) On completion of the project, prepare 'as made' drawings of architectural, structural, water supply and drainage works and electrical and other services along with a brief report on the project and relevant structural design calculations and submitting 4 copies of the same for the records of the Maharashtra State Pharmacy Council. Further, the Architect shall verify and confirm that identification marks are made on all service installations/ cables/ wiring etc. for easy identifications to carry out maintenance jobs.
- (p) The Architects shall be wholly and solely responsible for the successful completion of the project in all respects consistent with safety and structural stability from the inception up to the handing over for occupation to the Maharashtra State Pharmacy Council.
- (q) The Architects shall assist Maharashtra State Pharmacy Council in all arbitration/legal proceedings between the Contractors and the Maharashtra State Pharmacy Council and also defend Maharashtra State Pharmacy Council in such proceedings.
- (r) The Architect shall furnish one complete set of structural designs, calculations and structural drawings for the Maharashtra State Pharmacy Council's record.
- (s) Any other services connected with the works usually and normally rendered by the Architects, but

not referred to herein above.

- (t) Regular supervision of the work during execution of work. Checking and verifying the materials received on site as per specifications. Ensuring quality and timely completion of work. Testing/checking / commissioning of various equipments and certifying that all the equipments are functioning as per the specifications.
- (u) Assisting Maharashtra State Pharmacy Council in case Contractor resorts to arbitration / litigation.

Payment Policies

1. Retention amount of 10% of the total fees or charges paid to Architect and will be released after 90 days of final completion of work.
2. Disbursement of the payment of fee shall be as per the stages stipulated and sanctioned by subcommittee for renovation/Executive committee of Maharashtra State Pharmacy Council or the full council resolution as the case may be.
3. The sealed quotation will be opened at 02:00 PM on 25 July in presence of the offerers who desire to be present. No further intimation in this regard will be issued.
4. The selected Architect/ Consultant will have to enter into a formal agreement on stamp paper with the Maharashtra State Pharmacy Council as per Maharashtra State Pharmacy Council's format including the undertaking that Architect /firm fulfils the eligibility criteria as laid down by Maharashtra State Pharmacy Council.
5. If any time before, during or after award of contract or work to Architect/firm, if it is found that they had concealed essential information, provided false or misleading information to Maharashtra State Pharmacy Council, Maharashtra State Pharmacy Council can terminate the agreement/contract alongwith forfeiture of any pending fees, and recovery of any losses incurred due to premature termination of contract.
6. The Architect/firm should indemnify Maharashtra State Pharmacy Council against any losses, damage, caused to Maharashtra State Pharmacy Council by an omission or performance of any unintended or illegal Act on part of Architect/firm.
7. Maharashtra State Pharmacy Council reserves the right to reject any or all the offers without assigning any reason thereof.
8. Award of contract for the work is subject to fulfilment of the eligibility criteria, track record of Architect/firm, mere submission of lower bid does not entitle a firm for winning of bid.