

**EMPANELMENT CUM SELECTION FOR ARCHITECTURAL CONSULTANCY
SERVICES FOR VARIOUS BUILDINGS AT THE CAMPUSES OF BANARAS
HINDU UNIVERSITY, VARANASI**

EXPRESSION OF INTEREST: Stage 1



**BANARAS HINDU UNIVERSITY, VARANASI
MARCH 2022**

1. DISCLAIMER

The information contained in this EOI provides the terms and conditions set out for the Consultant. Subsequently, if required, further information or clarification shall be provided to the Consultant, whether verbally or in documentary or any other form as appropriate. This EOI document is neither an agreement nor an offer or invitation by BHU to any person, including the Consultant. The purpose of this EOI document is to provide information that may be useful in the formulation of proposals pursuant to this EOI document. This EOI document includes statements which reflect various assumptions and assessments arrived at by BHU in relation to the work. Such assumptions, assessments and statements do not purport to contain all the information that each Consultant may require.

This EOI document may not be appropriate for all persons, and it is not possible for BHU to consider the objectives, technical expertise and particular needs of each party / Consultant who reads or uses this EOI document. The assumptions, assessments, statements and information contained in this EOI document may be updated by Architecture Consultant by way of their own investigations and analysis. Without any liability of any kind on BHU, the Consultant should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this EOI document and obtain independent advice from appropriate sources. Information provided is on a wide range of matters, some of which depend on the interpretation of the law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. BHU does not accept responsibility for the accuracy or otherwise of any interpretation or opinion on the law expressed herein. BHU makes no representation or warranty and shall have no liability to any person including any Consultant under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI document or otherwise. This includes the accuracy, adequacy, correctness, reliability or completeness of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI document or arising in any way in the selection procedure. The issue of this EOI document does not imply that BHU is bound to select a Consultant or appoint one, as the case may be, for the consultancy. BHU reserves the right to reject any or all the proposals without assigning any reason whatsoever.

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1 Introduction

BHU wishes to appoint consultants for providing comprehensive architecture services for various buildings along with associated support facilities in the three Campuses of BHU, namely the Main Campus, Kamachha Campus and the South Campus at Barkachha. This EOI document is being released by BHU to invite consultants to participate in the empanelment cum selection process. The consultants will be selected through a two-stage procedure. **This EOI document is for inviting Consultants to submit their credentials for shortlisting in Stage-1.** In the Second Stage, BHU will invite the shortlisted consultants to submit concept architectural design for a demonstration project (Hostel). Based on the strength of concept, work approach and proposed team composition, BHU will award the work of Hostel design / Architectural project to the top scoring Consultant(s) and also simultaneously empanel around 5 top scoring consultancy firms. (The number of empanelled firms can be less or more as per discretion of BHU)

A small honorarium will be paid by BHU to the shortlisted Architectural consultants who submit the concept architecture design and make presentation for empanelment cum selection.

The empanelment of the Architecture Consultants will be valid for an initial period of Five years, extendable on mutual consent, and the projects will be awarded on a fixed fee model of 3% of development cost. BHU reserves the right to modify the empanelment by adding more consultants to the panel or removing the consultants whose performance does not meet the expectations of BHU. During the period of empanelment, for each new project to be designed, BHU may ask the empanelled Architects to submit design approach/team composition etc. and award each project based on merit.

Note: Based on the performance, concept design or work approach of the Consultant, BHU, at its sole discretion, may assign more work to the same Consultant and also split the work between two or more empanelled consultants.

2. Brief on Scope of work

(For details on scope of work and deliverables, see attached Annexure B)

BHU wishes to construct/redevelop various residential-, academic- buildings and support facilities.

The scope of work for an Architecture Consultant will be to provide comprehensive architectural and allied consultancy services, including Structural design, Architectural drawings, detailed specifications, estimates, rate analysis, building services, landscape, site infrastructure and interior design, site visits, submission of as-built drawings etc. BHU may modify the above requirements at its sole discretion.

3. Minimum Eligibility Criteria

- (i) The average annual turnover of the Consultant on consultancy work for the last three financial years should be at least Rs. 50.0 Lacs.
- (ii) The Consultant should have completed the architectural design of at least one hostel / academic building of 6000 Sqm built-up area from 2015 till date.
- (iii) The proposed team leader for the BHU project representing the Consultant (herein referred to as Project Architect) and who will be responsible for handling and designing the BHU project should have a minimum of 15 years of work experience.

Note: Fulfilment of all the above criteria should be supported by relevant documents.

4. Empanelment cum Selection Process

Broad components of each stage of selection are as follows:

No.	Stage	Requirements / Important Components
1.3.1	Stage-1 Shortlisting limited number of Consultants	a) Downloading EOI document from CPP Portal https://eprocure.gov.in/eprocure/app or the University website https://www.bhu.ac.in/ . b) Submission of documents supporting minimum eligibility criteria as per the details given in the EOI document and the documents highlighting credentials of the Consultant as per the forms given in the EOI document by uploading it on CPP Portal. c) Submission of hard copy of the documents as detailed below to Banaras Hindu University. d) Shortlisting of a few consultants for the second stage.
1.3.2	Stage-2 Empanelment cum Selection of Consultant/s for various projects	a) Issue of letter of invitation and broad program brief for conceptual design submission to the shortlisted consultants. b) Submission and presentations on the design proposal, project experience, competence and Consultant's capacity in project delivery, the experience of proposed team leader, sub-consultants including structural and MEP consultants. c) Evaluation based on concept design and other components to be covered in the presentation. d) Empanelment of around 5 highest scoring Consultants. e) Award of hostel project to one or more of the Consultant who score highest amongst the empanelled consultants.

Notes:

- The conceptual architectural design submitted during the empanelment and selection process is to judge the design capacity of the Consultant and will have to be completely revised upon the selection and finalised program and site.
- **Honorarium:** The shortlisted consultants, who in the second stage submit a concept design proposal to BHU and make a presentation to the Evaluation Committee, will be paid an honorarium of Rs. 200,000 (Rupees Two lac only, including all taxes). The honorarium will be paid only if BHU finds the quality of work serious, responsive and worthy of being paid the said sum as compensation of professional time and expenses put-in preparation of concept plan proposal and presentation. The decision of BHU with respect to selecting the participating Consultants for payment of honorarium shall be final and binding for participants. The payments shall be made after the final empanelment and selection of the Consultant. BHU reserves the right to modify the honorarium amount. The participant consultant may visit the site in the BHU campus at their own cost. No other payment shall be made by BHU to the consultant/s against the submission of technical and financial proposals.

5. Evaluation Methodology (Stage-1)

- (i) To review the minimum eligibility and credentials of the Consultant in Stage-1, BHU will constitute an evaluation committee of eminent professionals and academicians. The evaluation committee, at its sole discretion, will shortlist the consultants on the basis of documents submitted. The credentials will be judged but not limited to the following criteria:
 - a) Professional experience and past project records
 - b) Awards/accolades won in the field of architecture

- c) Past/Current projects with innovative architectural designs, technologies.
 - d) Responsiveness towards context, energy, climate, materials, inclusiveness in designs
 - e) Projects with the use of sustainable/cost-effective materials and technologies
 - f) Credentials of the in-house team
 - g) Credentials of external engineering consultants (Structures & Services)
 - h) Note on broad design and project delivery approach of the firm
- (ii) The discretion and decision of the Evaluation Committee with respect to the shortlisting of the consultants shall be final and not open to challenge in any court of law or arbitration panel. BHU reserves the right to accept or reject any or all the proposals without assigning any reason.

The details to be submitted with the EOI are as follows:

- (i) Documents confirming the minimum eligibility criteria will cover the following:
 - a) Introduction to the Consultant (Brief description of the firm/entity, projects, staff, contact details (Maximum 4 pages).
 - b) Copy of Income-tax return acknowledgement, audited balance sheet, profit and loss statement for the last three financial years (2020-21, 2019-20, 2018-19).
 - c) Certificate from Chartered accountant confirming average turnover from consultancy in last three financial years. (2020-21, 2019-20, 2018-19)
 - d) Proof of completing architecture design of at least one Hostel / Academic building of 6000 Sq.mt built-up area during last 7 years (Attach completion certificate/letter from the client)
 - e) Name of the Project Architect, Proof of educational qualifications / minimum 15 years' experience in the field of Architecture of the Project Architect. (attach educational qualification certificates)
 - f) Any suggestions on modification in 'Scope of Work'
- (ii) Documents highlighting the credentials may cover the following (Ref. Annexure for format):
 - a) Professional experience and past project records
 - b) Awards/accolades won in the field of architecture
 - c) Past/current projects with innovative architectural designs, technologies.
 - d) Responsiveness towards context, energy, climate, materials, inclusiveness in designs
 - e) Projects with the use of sustainable/cost-effective materials and technologies
 - f) Credentials of the in-house team
 - g) Credentials of external engineering consultants (Structures & Services)
 - h) Broad design and project delivery approach of the firm
- (iii) Signed copy of this EOI document (each page signed and stamped) by the Consultant as proof of acceptance of all terms and conditions of selection process.

6. Submission of Documents

Submission of the above documents shall be made on the CPP Portal as well as in physical form at the office of BHU, through registered post/Speed-post/ courier or hand-delivered in the following format:

- (i) The documents supporting minimum eligibility criteria should be sealed and signed in an envelope marked "**Stage-1: Document Confirming Minimum Eligibility Criteria**".
- (ii) The documents highlighting the credentials should be sealed and signed in an envelope marked "**Stage-1: Document Confirming Credentials**".

- (iii) All the above two sealed packets/envelopes along with the covering letter and print of this EOI document with all pages duly signed and stamped should together be put in a third cover. This packet should be marked "**Stage-1: EMPANELMENT CUM SELECTION FOR ARCHITECTURAL CONSULTANCY AT BHU**" and sent to the following address:

**Office of Superintending Engineer
Banaras Hindu University
Varanasi- 221005**

Please note that submission of the EOI documents on the CPP Portal as well as sending the hard copy to BHU, both are must, without which the EOI proposal may not be considered.

7. Submission Date

The EOI closing date on CPP Portal will be **April 20, 2022 till 1800 hrs.**

The hard copy of EOI document may be delivered in person or sent by any postal/ courier service to the address mentioned above. The hard copy of the proposal must be received by BHU within office hours **on or before 1700 hrs on April 25, 2022.**

Any proposal received after the due date and time may not be accepted.

8. Submission of Queries

The consultants may raise any queries through email only; no telephonic queries will be admissible. Queries, in the format given in **Form-1**, may be addressed to

**Superintending Engineer
Banaras Hindu University
Varanasi- 221005**

Email : campus.development@bhu.ac.in

All queries must be received by email not later than 1700 hrs IST of April 07, 2022

9. Disqualification from the Selection Process

Consultants are liable to be disqualified, if they:

- a) make misleading or false representation, or deliberately suppress any information in the forms, statements and enclosures required to be submitted by them.
- b) have hidden the record of poor performance, such as abandoning projects, not completing the assigned projects properly, or of financial failure/ weaknesses.
- c) resort to any unethical means, like attempting to influence the committee / BHU officials.

10. Important Notes:

- (i) All the information pertaining to minimum eligibility should be supported by relevant documents/certificates. BHU reserves the right to seek additional information, details regarding minimum eligibility criteria, proof of qualifications, experience and capabilities of the Consultant at any stage of shortlisting/selection process.
- (ii) The applicants are requested to carefully read the Scope of Work and Deliverables (**Annexure-B**) at the end of this EOI. The empanelled consultants will be required to provide services as mentioned in the Annexure B. Before participating in this selection process, the applicants should be sure that they will be able to provide all the services and the deliverables in the time schedules given in the Annexure B. The scope of work and deliverables detailed in Annexure B are indicative and may vary at the time of actual award of work. Suggestions from Consultants are invited about the scope of work in the form at Annexure A.

- (iii) The appointed Consultant should ensure that the Project Architect whose profile has been submitted at the time of application for this EOI is involved in the complete design process, shall make all the presentations and attend all the meetings with BHU. There has to be continuity in the Project Architect as well as team members in all stages of design and execution till the completion of the project.
- (iv) BHU reserves the right to accept or reject any or all the proposals without assigning any reason. BHU also reserves the right to call for additional information from the consultants.
- (v) A proposal once submitted becomes the property of BHU and shall not be returned to the participant under any circumstances, even if the work is awarded or not. The designs, documents etc., submitted at any stage will not be returned to the consultant/applicant by BHU.

Annexure A

FORM 1

FORMAT FOR SENDING QUERIES

Dated:

From:

To:

**Superintending Engineer
Banaras Hindu University
Email : campus.development@bhu.ac.in**

Subject: Query regarding the submission

Reference: EOI issued by BHU for empanelment & selection of Consultant for providing Architectural consultancy services for various buildings at the campus of BHU

Dear Sir,

With reference to the above, we have the following queries:

Sr. No.	Query
1.	
2.	

Thank you.

Yours sincerely,

Authorised Representative of the Consultant

FORM-2

FINANCIAL INFORMATION

- (a) **Financial Information** - Details to be furnished duly supported by figures in audited balance sheet, profit and loss account statement and acknowledged IT returns for the last three years duly certified by the Chartered Accountant.

Particulars	Financial Year		
	2020-21	2019-20	2018-19
Annual Turnover (In Lakhs)			

Average Annual Turnover in above three financial years:

Signature of Chartered Accountant with seal

Signature of Applicant(s)

FORM-3

EXPERIENCE OF TEAM LEADER / PROJECT ARCHITECT

(The Team Leader/ Project Architect shall be involved in the complete design process, shall make all the presentations and attend all the meetings with BHU)

Proposed Role	Project Architect	Photograph
Name		
Date of Birth		
Key Expertise		
Total years of experience in relevant field		

Education Qualification

Name of Degree	College and University	Specialisation	Year of Passing

No. of Years of Professional Experience:

Organisation	Designation	From DD/MM/YYYY	To DD/MM/YYYY	Duration (Years)

Any other information member may desire to highlight: (Relevant Projects, Awards/accolades won)

Certification: I, the undersigned, certify to the best of my knowledge and belief, this resume correctly describes my qualifications and experience. I am currently holding a position of -----
----- (designation) in ----- (name of the firm) firm.

Date:

Signature

Place

FORM-4

AWARDS / ACCOLADES WON IN THE FIELD OF ARCHITECTURE BY THE CONSULTANT.

(Please attach details, including copies of certificates)

Sl.No	Name of the awards/accolade / Competition won	Year	The organiser of the Award /Award Instituted by

FORM-5

CREDENTIALS OF THE CORE IN-HOUSE TEAM

Sl.No	Name of the full-time professional staff	Educational Qualification	Years of Experience	Expertise / Role

FORM-6

NOTE ON BROAD DESIGN AND PROJECT DELIVERY APPROACH OF THE FIRM

(The consultants are expected to write a brief note on the Design and Project delivery approach adopted by their firm for educational/institutional projects (Maximum one page).

FORM-7
PROJECT SHEETS

Project Sheets (Maximum 5 relevant projects)

Project Details (Use maximum 2 pages)

Name of the project	Name of the Client
Project location	Project Area in Sqm
Project cost (in Rs.)	Project status (ongoing/completed)
Start Date	Completion Date
Consortium Details, if any:	Lead Consultant
Other Consultant in the consortium	
DESCRIPTION OF SERVICES PROVIDED	
NARRATIVE DESCRIPTION OF THE PROJECT ALONG WITH DRAWINGS / PHOTOGRAPHS	

Note: Attach Copies of Work Orders, Completion Certificates with individual project sheet

FORM-8

COMMENTS ON MODIFICATION IN THE SCOPE OF WORK & DELIVERABLES

(The consultants are requested to share any observations / comments regarding modifications in the Scope of Work & deliverables mentioned in the document'. Annexure B)

FORM-9

DETAILS OF EXTERNAL ENGINEERING CONSULTANTS

(Structures & services consultants with whom the applicant firm is currently working or has worked predominantly in the past)

S.No	Name & Address of Structural Consultant	Number of Projects Commissioned to the Structural Consultant	Name & Location of the Completed or Ongoing Projects
S.No	Name & Address of Electrical Consultant	Number of Projects Commissioned to the Electrical Consultant	Name & Location of the Completed Projects
S.No	Name & Address of PHE Consultant	Number of Projects Commissioned to the PHE Consultant	Name & Location of the Completed Projects
S.No	Name & Address of Mechanical (HVAC) Consultant	Number of Projects Commissioned to the Mechanical (HVAC) Consultant	Name & Location of the Completed Projects

PROPOSED DETAILED SCOPE OF WORK AND DELIVERABLES

1. Detailed Scope of Work:

The scope of services for the Architecture consultant is to provide comprehensive Architecture and allied consultancy services including Architectural design, site layout, structural, Services, Interior, Landscape, Infrastructure for XXX building with all support facilities within part of land parcel earmarked for XXX buildings in the Master Plan of BHU's Permanent Campus. The estimated built-up area is XXX Sq.mt. (XXX square meters only)

The detailed scope of work shall include and not be limited to the following:

1.1. Programme Development

- i. Develop a Project Brief in association with BHU
- ii. Identify facilities, infrastructure and building area requirements for various activities.
- iii. Identify existing facilities, infrastructure, structures, and activities adjoining the site, which may have an impact on the design or program.
- iv. The Architecture consultant shall take into account the requirements and current standards of All India Council of Technical Education (AICTE), Ministry of Human Resource and Development, India (MHRD), National Building Code (NBC) and similar National and International institutes. The Architecture consultant will also respond to the Master Plan of BHU, ongoing designs of various buildings under construction, bylaws, Development Control Regulations of Urban Local Body / Development authority under whose jurisdiction the site of BHU campus falls.
- v. Areas and programmes in this agreement are only indicative. These may get modified over the process of finalisation of a detailed program. XXX buildings may have diverse needs, and therefore, they may not follow one single repetitive design. The Architecture consultant is expected to demonstrate different design ideas for XXX buildings.

1.2. Topographical Survey of the Site

The Architecture consultant shall carry out total station surveys of the site areas under development, and will take into account the existing development, vegetation, master plan / ongoing proposals/projects.

1.3. Vision Development

The Architecture consultant shall develop a comprehensive vision for the Architectural Character of new buildings in accordance with the Master Plan recommendations / designs of existing buildings in the campus and submit a report to that effect for the acceptance of BHU.

1.4. Design, Specification, Bill of Quantities and Cost Estimate

- i. Architecture consultant shall develop a preliminary design of various buildings and services (Internal and External) all-inclusive like Architectural plans, elevations, sections, furniture layout, structural system, sanitary, drainage, plumbing, rainwater disposal and harvesting, firefighting, ICT infrastructure, ELV systems such as DATA networking, security, IBMS / SCADA, electrical, electronic and communication systems design, heating, ventilation and air conditioning design (HVAC) and other mechanical systems, elevators, escalators and allied fields such as landscape design, interior design and other requirements of parcel development etc. Such comprehensive details of architectural design shall be integral to and blend harmoniously with the construction in progress and similar details provided by or prescribed by any other agency authorised by BHU. The details so finalised will form the basis of preparation of Preliminary Estimate for obtaining financial sanction, and the sanctioned Preliminary Estimate shall form the basis for Detailed Estimate.
- ii. Preparation of preliminary cost estimate based on latest CPWD DPAR (Delhi Plinth Area Rates) and current Cost Index applicable to Varanasi, market rate(s) wherever P.A. rates

are not available, submission of BoQ (Bill of Quantities), detailed cost estimate which will conform to latest CPWD DSR (Delhi Schedule of Rates).

- iii. Non-scheduled items included in the detailed estimate shall have rate analysis as per the CPWD format, detailed technical specifications for items used, tests, acceptance norms for all materials and finished items and mode of measurement as per the Bureau of Indian Standards / International Standard / Sound Engineering Practices, where BIS / International Standard are not available as per the approval of Engineer-in-Charge, along with detailed drawings to form part of NIT.
- iv. BOQ so prepared will be for the purpose of competitive bidding; hence all details like the listing of products, makes and vendors etc., shall conform to Govt. and CVC guidelines. The Architect Consultant and his team should make themselves conversant with the latest guidelines. These guidelines are in Public Domain.

1.5. Structural System

- i. Preparation of conceptual structural system, DBRs (Design Basis Reports), detailed structural analysis and design of complete buildings.
- ii. On approval, the design details and detailed construction drawings shall be prepared and submitted for inclusion in NIT.
- iii. Detailed structural design calculations and GFC drawings as per relevant Indian codes of practice of recent revisions for construction purpose.
- iv. Approval of a peer reviewer or a proper proof checker as decided by BHU to be obtained by the Architect Consultant at each stage right from Concept to GFC drawings.

1.6. Public Health Engineering System

- i. Scope includes preparation of DBRs (Design Basis Reports) for providing both internal and external water supply and sewage systems. The entire design shall be as per the latest IS codes.
- ii. On approval, the design details and detailed construction drawings shall be prepared and submitted for inclusion in NIT.
- iii. Detailed design calculations and GFC drawings as per relevant Indian codes of practice of recent revisions for construction purpose.
- iv. Approval of a peer reviewer or a proper proof checker as decided by BHU to be obtained by the Architect Consultant at each stage right from Concept to GFC drawings.

1.7. Electrical System

- i. Scope includes preparation of DBRs for providing internal and external electrification system with necessary electrical rooms, cablings, power supply network including sub-station, street lighting etc. Scope of work also includes preparation of conduit layouts for provision of telephone, computer cable, LAN, TV, ELV systems etc. The entire design shall be as per the latest IS codes and recommended procedures of original equipment manufacturers.
- ii. On approval, the design details and detailed construction drawings shall be prepared and submitted for inclusion in NIT.
- iii. Detailed design calculations and GFC drawings as per relevant Indian codes of practice of recent revisions for construction purpose.
- iv. Approval of a peer reviewer or a proper proof checker as decided by BHU to be obtained by the Architect Consultant at each stage right from Concept to GFC drawings.

1.8. Fire Fighting System

- i. Scope includes preparation of DBRs for the entire firefighting system like fire detection, fire alarm and firefighting arrangements conforming to relevant Indian Standard Codes / NBC and as per the requirements of local statutory authorities.
- ii. On approval, the design details and detailed construction drawings shall be prepared and submitted for inclusion in NIT.
- iii. Detailed design calculations and GFC drawings as per relevant Indian codes of practice of recent revisions for construction purpose.

- iv. Approval of a peer reviewer or a proper proof checker as decided by BHU to be obtained by the Architect Consultant at each stage right from Concept to GFC drawings.

1.9. HVAC & other Mechanical works

- i. Scope includes preparation of DBRs as per the intentions of Master Plan and BHU's requirement and as per relevant Indian Standard Code / NBC.
- ii. On approval, the design details and detailed construction drawings shall be prepared and submitted for inclusion in NIT.
- iii. Detailed design calculations and GFC drawings as per relevant Indian codes of practice of recent revisions for construction purpose.
- iv. Approval of a peer reviewer or a proper proof checker as decided by BHU to be obtained by the Architect Consultant at each stage right from Concept to GFC drawings.

1.10. Landscape Architecture

The Architecture consultant shall provide complete landscape design of the part land parcel under XXX zone, including the following:

- i.
 - a) Landform and grading
 - b) Surface drainage design and water management
 - c) Landscape irrigation design
 - d) Detailed open space design – All hard and soft areas
 - e) Planting design
 - f) Landscape structures and features
 - g) Illumination design
 - h) Co-ordinated design development with all services and landscape features outside the part land parcel.
- ii. On approval, the design details and detailed construction drawings shall be prepared and submitted for inclusion in NIT.
- iii. Detailed design calculations and GFC drawings as per relevant Indian codes of practice of recent revisions for construction purpose.
- iv. Approval of a peer reviewer or a proper proof checker as decided by BHU to be obtained by the Architect Consultant at each stage right from Concept to GFC drawings.

1.11. Interior Design

The Architecture consultant shall provide services in respect of the following:

- i.
 - a) Interior space planning / development & volumetric study
 - b) Design of fixed items of work & interior related civil works
 - c) Illumination design
 - d) Sound and acoustic design
 - e) Indoor plantscape
 - f) Selection of materials, equipment and other interior related elements
 - g) Integration of all Engineering services
- ii. On approval, the design details and detailed construction drawings shall be prepared and submitted for inclusion in NIT.
- iii. Detailed design calculations and GFC drawings as per relevant Indian codes of practice of recent revisions for construction purpose.
- iv. Approval of a peer reviewer or a proper proof checker as decided by BHU to be obtained by the Architect Consultant at each stage right from Concept to GFC drawings.

1.12. Proof Checking, Obtaining Statutory Approvals & Periodic Supervision

- i. Getting proof checked all Structural design, Services and Infrastructure design from the third party as per the advice of BHU. The Architecture Consultants should coordinate with the third party and establish proper working relation with a view to deliver drawings duly checked and approved by the reviewer within the time frame for ensuring smooth progress of the work at the site.
The charges for the peer review/proof checking shall be borne by BHU.

- ii. Obtaining statutory approvals from all the local authorities and associated liaising, by preparing the necessary reports/submissions as required by the statutory authorities and incorporating necessary changes or making modifications in the designs based on inputs received from the statutory authorities.
- iii. Periodic Supervision by competent Architect / Engineer for project supervision to ensure execution of work as per the details given by the Architect Consultant. They are to coordinate with the PMC and assist them for the smooth progress of project by giving time inputs/approvals/clarifications/interpretations of the GFC drawings as and when required by the PMC.
- iv. BHU can ask the Architecture consultant to appoint a full-time Architect / Engineer at the project site. If BHU insists on the appointment of a full-time Architect / Engineer at the project site, the Architecture consultant shall be paid Rs.75,000/- per month for a graduate with 5 years' experience in relevant fields, and such a person shall be continuously available for the duration of the project. However, the Architecture consultant shall ensure that the person so appointed has adequate expertise and is effective to the satisfaction of BHU.
- v. All fees/charges for obtaining all approvals shall be paid by BHU through cheque or Demand Draft direct to relevant authority through the Architecture consultant.

1.13. Design Response for Barrier-free architecture, Environment and Energy Sensitivity

- i. The design should be responsive to create a barrier-free environment for differently-abled people. Appropriate National / International Design codes and practices shall be used as a reference for the above.
- ii. Design aspects shall be incorporated for environmentally sensitive and sustainable development of the campus by incorporating green building technologies and information and communication technologies in the development. The Architecture Consultant shall get the GRIHA accreditation or rating as desired by BHU through its own team or external consultant. Only the statutory fees for GRIHA rating will be paid separately by BHU.
- iii. While designing special passive systems for energy responsiveness or creating better comfort conditions the Architecture Consultants will have to support the design decisions using energy simulations studies.
- iv. The simulation results will show effectiveness and possible comfort achievable in the space. Using the study results, the Architecture consultant will suggest passive design solutions in the building.
- v. Sizing for Passive systems, On and off cycle if any, Operation schedule if any shall also be provided by the Architecture Consultant.
- vi. Presentation of the studies, suggestions and effective conclusions with BHU at regular intervals. The process should lead to detailed engineered intervention in the architectural drawings to produce a working set of drawings for construction, installation, testing and commissioning the passive or active system.
- vii. Testing, commissioning and troubleshooting of any systemic defects during first year of its performance.
- viii. Post Construction Performance Monitoring: On completion of the building, the Architecture Consultant will help BHU in initiating and monitoring the performance of the Passive/active cooling and exhaust system. If required, the Consultant will provide details for any modification required to make the system more effective.

1.14. Exclusions

The cost of conducting geotechnical and hydro-geological investigations, if required, will be borne by BHU. However, the responsibility of getting any kind of surveys and investigations lies with the Architecture Consultant. BHU may assist or guide the Consultant as per its discretion.

2. Stages of Work and Deliverables

All the components mentioned in the scope of work will be submitted by the Architecture consultant to BHU in the following stages:

- i. Concept design and drawings along with design brief.
- ii. Preliminary drawings and Estimates
- iii. Drawings for Statutory approvals
- iv. Detailed drawings and Detailed Estimates
- v. Good for Constructions drawings
- vi. Execution Stage
- vii. Post Execution stage

Note: All submissions in the above-mentioned stages will be in the form of Reports & Drawings, Architectural Models and PowerPoint presentations. At each stage of submission, the Architecture consultant will submit printed copies as well as soft copies in PDF, AutoCAD file / dwg format, along with 3D Visual renderings, Walkthroughs and Architecture Models at a suitable scale.

2.1 Concept Design Stage: Deliverables

- i. Ascertain BHU's requirements, examine Master Plan, site constraints & potential; and prepare Architectural programme brief for BHU's approval.
- ii. Furnish report on measures required to be taken to mitigate the adverse impact, if any, of the existing and/or proposed development on its immediate environs.
- iii. Submit Design Basis Reports for various components.
- iv. Prepare alternate conceptual designs.
- v. As per inputs from BHU, modify the design alternatives.
- vi. Submit 6 sets of hard copies of documents and drawings during design development as well as after acceptance of the proposal along with soft copies (PDF as well as DWG AutoCAD format) in compact discs.
- vii. Prepare a rough estimate of the project cost.

2.2 Final Design and Preliminary Estimates Stage: Deliverables

- i. Prepare and submit designs for final approvals
- ii. Prepare Design Basis Reports for various components
- iii. Prepare preliminary cost estimates
- iv. Submit all approved documents in 6 sets of hard copies of documents and drawings along with soft copies (PDF as well as DWG AutoCAD format) on compact discs.

2.3 Drawings for Statutory Approvals Stage: Deliverables

- i. Prepare and submit drawings and documents to appropriate authority for necessary statutory approvals and ensure compliance with codes, standards and legislation, as applicable and get the statutory approvals required.
- ii. The Architecture consultant also has to get a clearance certificate by the proof checking agencies, if any, appointed by BHU or submit a complete design for peer review as the case may be.
- iii. Submit all original approved drawings and documents to BHU along with 6 sets of hard copies of documents and drawings along with soft copies (PDF as well as DWG AutoCAD format)) on compact discs.

2.4 Detailed Drawings and Detailed Estimates: Deliverables

- i. Prepare detailed drawings, specifications and Bill of Quantities (BoQ).
- ii. Preparation of detailed estimates based on CPWD schedule of rates applicable to Varanasi. Rate analysis and specifications for non-DSR items, Special Conditions required other than general conditions of CPWD Tender
- iii. Prepare tender documents. In case the tender document is prepared by any other agency, this shall be vetted by the Architecture consultant
- iv. If required, assist BHU to invite, receive and analyse tenders, pre-bid meetings etc.
- v. If required, advise BHU on Pre-qualification of agencies, and award of work to contractors.
- vi. If required, prepare and finalise Schedule of works along with the Contractor and BHU

- vii. Submit 12 sets of hard copies of documents and drawings along with soft copies (Pdf as well as dwg. AutoCAD format) on compact discs.

2.5 Good for Construction Drawings: Deliverables

- i. Prepare and submit complete sets of Good for Construction drawings with all details and specifications for each Building/construction item as per the Time Schedule.
- ii. The complete set of drawings shall be submitted to BHU for approval.
- iii. Make revisions, if any, in the drawings as per BHU's instructions.
- iv. Submit 12 sets of hard copies of documents and drawings along with soft copies (Pdf as well as dwg. AutoCAD format) on compact discs.

2.6 Execution Stage: Deliverables

- i. Make revisions and issue drawings for the proper execution of work during construction.
- ii. Assist BHU to approve samples of various materials and work items.
- iii. Check and approve shop drawings submitted by the contractor/ vendors.
- iv. Evaluate the Construction Works and, wherever necessary, resolve design and detailing issues that arise at site, clarify any decision, offer an interpretation of the drawings/specifications, attend meetings to ensure that the project generally proceeds in accordance with the conditions of the contract and keep BHU informed and render advice on actions, if required as described under Para 1.12 (iii)
- v. Periodic Supervision by competent Architect / Engineer for project supervision/quality control. If necessary BHU can ask the Architecture consultant to appoint a full time Architect / Engineer at the project site as mentioned under Para 1.12(iv)
- vi. Issue Certificate of Completion of works as per the format to be prescribed by BHU.

2.7 Post Execution Stage: Deliverables

- i. Prepare and submit completion reports and drawings for the project as required and assist BHU in obtaining "Completion / Occupancy Certificate" from statutory authorities, wherever required.
- ii. Issue 6 sets of as-built drawings of the entire assignment along with soft copies (PDF as well as DWG AutoCAD format) in pen drive.

Note: During the above work stages, the Architecture consultant will have to attend weekly meetings at BHU to demonstrate the work progress and take inputs from BHU.