

**EXPRESSION OF INTEREST**  
**FOR**  
**EMPANELMENT OF**  
**ARCHITECT/ARCHITECTURAL FIRMS**

**Delhi Technological University**  
[Formerly Delhi College of Engineering]  
Shahbad Daulatpur, Bawana Road, Delhi - 110042



**Delhi Technological University**  
Shahbad Daultapur, Bawana Road, Delhi-110042

**Expression of Interest for empanelment of architect / architectural firms**

Delhi Technological University (DTU) invites applications for empanelment of Architects/Architectural Firms possessing requisite professional qualification and experience along with specialization & expertise in planning, designing and execution of educational & other buildings like, *School; Colleges; Campuses; Residential in campus; Educational Official Buildings; Auditoriums, Water Bodies etc.* including landscaping, planning and incorporation of Engineering Services.

Application forms duly filled in and complete in all respects with a list of important works executed, credentials from client and other details as per prescribed application format should be submitted to the Executive Engineer (DTU), *Engineering Cell, Administrative Block, DTU campus, Shahbad Daultapur, Bawana Road, Delhi - 110042* up to 1700 hrs. on 25.08.2017

Empanelment is required for many projects in pipeline ranging between Rs.1.00 Crore to Rs.20.00 Crores. For categories of empanelment, Eligibility conditions, General information and instructions, application format, please visit **[www.dtu.ac.in](http://www.dtu.ac.in)**

DTU reserves the right to verify the performance of Architects/Architectural Firms.

The applicant shall submit an amount of Rs. 3,000/- (Rs. Three Thousand Only) (non-refundable) in form of Demand Draft favouring **Registrar, DTU** payable at **New Delhi** along with application.

DTU shall not be responsible for any postal delay or loss in transit. Incomplete applications will be rejected summarily.

DTU reserves the right to accept or reject any or all the applications without assigning any reasons thereof and no correspondence in this regard shall be entertained.

Executive Engineer  
Delhi Technological University,  
Shahbad Daultapur, Bawana Road,  
Delhi - 110042

## 1.0 About Delhi Technological University

"75 years of Tradition of excellence in Engineering & Technology Education, Research and Innovations" Delhi College of Engineering, (initially established with the name – Delhi Polytechnic) came into existence in the **year 1941** to cater the needs of Indian industries for trained technical manpower with practical experience and sound theoretical knowledge. The institution was set up at historic Kashmere Gate campus as a follow up of the Wood and Abott Committee of 1938. It comprised of a multi-disciplinary and multi-level institution offering wide ranging programmes in engineering, technology, arts and sculpture, architecture, pharmacy and commerce. The national diploma awarded by the institution was recognized as equivalent to degree level for the purposes of employment. In 1952 the college was affiliated with University of Delhi and started formal Degree level Programmes. The department of Architecture later became the School of Planning and Architecture, now a Deemed University and Institution of National importance. The department of Arts and Sculpture became College of Arts and the departments of Chemical Technology and Textile Technology were shifted out en-block to mark beginning of the IIT Delhi at its new campus at Hauz Khas. The department of commerce was later abolished and the faculty of management studies of the University of Delhi was established by Prof. A Das Gupta, of DCE. Delhi College of Engineering is thus the mother institution of a number of national projects including IITD, SPA, College of Arts and even the famous FMS.

Till 1962, the college was under the direct control of Ministry of Education, Government of India. In 1963, the administration of the college was handed over to Delhi Administration. Delhi College of Engineering was under the administrative control of Department of Technical Education & Training, Govt. of NCT of Delhi. For academic purposes, the college was affiliated to University of Delhi since 1952. From July 2009, the DCE has become Delhi Technological University vide Delhi act 6 of 2009.

The erstwhile DCE has functioned from its historic Kashmere Gate Campus for almost 55 years and has shifted in 1996 to its lush green sprawling campus of 164 Acres at Bawana Road, adjoining Sector-17, Rohini, Delhi-42. Its shifting to new campus has added the dimension of research and caused innovations in plenty, which has received high national and international acclaim. As a Delhi Technological University it has the desired autonomy to excel and shape itself as a world class Technological University.

## 2.0 General Information & Instructions

- i) It is proposed to empanel Architects/Architectural Firm for the various categories as indicated:

**Category A :** Firms in the category will provide services for planning, designing, supervision and execution of educational buildings and/or extension to the existing such

buildings costing more than Rs.10.00 crores.

**Category B :** Firms in the category will provide services for planning, designing, supervision and execution of educational buildings and/or extension to the existing such buildings costing less than Rs.10.00 Crores.

- ii) The envelope should be superscribed- ***“Expression of Interest for Empanelment of Architects/Architectural Firm”***.
- iii) All Information called for in the enclosed proforma should be furnished against the relevant columns. Additional information may be furnished on a separate sheet by mentioning the same against the relevant column. If any particulars/query is not applicable, it should be stated as ‘Not-Applicable’. Incomplete applications may be summarily rejected. Applications made by the e-mail or fax and those received after due date will not be entertained.
- iv) The application should be typewritten/ printed. The Architect’s/Architectural Firm’s, signature & seal should appear on each page of the application.
- v) Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initials, dating and rewriting.
- vi) Credentials, references, information and certificates from the client certifying performance along with list of important works executed during the last ten years etc. should be furnished in the prescribed formats.
- vii) The applicant shall submit an amount of Rs. 3,000/- (Rs. Three Thousand Only) (non-refundable) in form of Demand Draft favouring **Registrar, DTU** payable at **New Delhi** along with application.
- viii) The application should invariably be accompanied by the Undertaking on the prescribed format.
- ix) DTU reserves the right to verify the performance of Architects/Architectural firms and to call for any further information.
- x) An Architect/Architectural Firms may furnish any additional information, which they think is relevant for the purpose. They are, however, advised not to furnish superfluous information. No information shall be entertained after the last date of submission of application form, unless it is called for by the DTU.
- xi) Any information furnished by Architect/Architectural Firms found to be incorrect either immediately or at a later date, would render striking off their name from the DTU’s list of empanelled Architects/Architectural Firms without prejudice to any other right or remedy available in law.

- xii) DTU shall not be responsible for any postal delay or loss in transit. Incomplete applications may be rejected summarily.
- xiii) DTU reserves the right to accept or reject any or all the applications without assigning any reasons thereof and no correspondence in this regard shall be entertained.
- xiv) Documents submitted against this notice/invitation will be treated as confidential and will not be returned.
- xv) Decision of DTU with regard to preparation of panel of the Architects shall be final. DTU is not bound to assign any reasons thereof.
- xvi) The Architect for any particular work shall be selected from the respective panel at the discretion of DTU and such selected architect is required to execute agreement and as per the agreed scope of work.
- (xvii) Initially the empanelment shall be valid for three years. The Architects/ Architectural Firms shortlisted for various categories are required to pay on time registration fees based on the category.

The details of the one-time registration fees are as follows:-

S.No.	Category	Registration Fees
1.	'A' & 'B'	Rs. 10,000/-

### 3.0 Empanelment Process

The Empanelment Process shall consist the following two stages as described below:

- i) **Initial Eligibility:** The applications will be screened based on the initial eligibility criteria mentioned at Clause No.-4 of this application document. Applicants found eligible based on the Initially Eligibility Criteria will be considered for the next stage evaluation.
- ii) **Detailed Evaluation:** The applications found eligible as per the Initial Eligibility Criteria shall be further evaluated based on the Work Experience (Campus Planning), Architectural Buildings, Competition won, Experience in Green Building & Average Annual Financial Turnover by allocation of marks for various criteria as detailed in Clause No. - 5.

#### 4.0 Initial Eligibility Criteria for short listing for Empanelment

- i) The applicant should be Architects registered with the Council of Architecture, India (COA) or Architectural Firms fully owned by Architects registered with COA, eligible as per the initial eligibility criterion given in this document. In this connection, please refer the Public Notice issued by COA. The copy of same is enclosed at Annexure-XI
- ii) Architect/Architectural Firm should be registered with GST.
- iii) An applicant should have during the last five years, neither failed to perform on any agreement nor been expelled from any project or agreement nor have any agreement terminated for breach by the applicant.
- iv) The bidder shall furnish an undertaking duly attested by notary in a non-judicial stamp paper of value Rs. 100/- (Rupees Hundred Only) regarding their non-blacklisting in any of the government department and public sector undertaking enterprise in India and central vigilance commission during the last five financial years as per Annexure-X.
- v) The Architect or Architectural Firm should have carried out within the last ten years, design and supervision of

One Educational campus with multiple buildings and facilities or not less than 05 acres (Purely residential campuses or residential colonies or industrial campuses will not qualify)

OR

At least two Educational buildings, each having a plinth area of 3000 sqm or more.

#### 5.0 Detailed Evaluation

- i) The applicant's eligibility for empanelment shall be initially determined based on the criteria mentioned at Clause No. 4.0.
- ii) The Architect/Architectural Firm meeting the initial eligibility criteria shall be further evaluated based on the following parameters:

S.No.	Head	Marks
i)	Work Experience (Education Campus Planning)	15 Marks
ii)	Architectural Buildings	25 Marks
iii)	Competition won during practice	10 Marks
iv)	Experience in Green Building	10 Marks
v)	Average Annual Financial Turnover	40 Marks
<b>Total</b>		<b>100 Marks</b>

- iii) The empanelment of the Architect/Architectural Firm shall be evaluated based on the scoring scheme. Empanelment category will be decided on the basis of Marks secured by the applicant.

## 6.0 Documents to be submitted

The following documents duly attested & certified should be enclosed along with the application for verification of the eligibility:

### A. For Initial Eligibility Criteria:

- i) Certified copy of registration with Council of Architecture for the proprietor or senior most partner in a partnership firm.
- ii) Certified copy of registration for practice.
- iii) Attested photocopy of Certificate of registration/Partnership deed.
- iv) An undertaking duly attested by Notary in a non-judicial stamp paper of value Rs. 100/- regarding their non-black listing in any of the Govt. Department and Public Sector Undertaking/Enterprise in India and Central Vigilance Commission during last 5 years.
- v) Attested photocopy of registration with relevant tax authority i.e. GST.
- vi) Attested photocopy of performance certificate(s) from the client for the completed work clearly mentioning the Area of the campus/building, value of buildings, location, year of completion, name of client for verification eligibility as per Clause- 4 (v); Page-6.

**B. For Detailed Evaluation****a) Work Experience:**

- i) Master Plan of each campus in A-3 format.
- ii) Three photographs that bring out the essence of campus planning for each campus (can be composed in one A-3 sheet).
- iii) Write up in a single page A-4 size for each campus with area and other details (font size 12).
- iv) A certificate from the promoter confirming that the participant had designed the Campus.
- v) Attested photocopy of performance certificates from the client for the completed work clearly mentioning the value of buildings, area, location, name of client and year of completion etc. supported by three photographs of each project (This is verifiable by DTU, if required).

**b) Architecture Buildings:**

- i) Site Plan/Ground Floor Plan in A-3 format for each of the building.
- ii) Typical floor in A-3 format for each of the building.
- iii) Write up in a single page A-4 size for each building with area and other details.
- iv) A certificate from the promoter confirming that the participant had designed the building.

**c) Competitions won during practice:**

- i) Certified copy of citation received or official announcement in press.

**d) Average Annual Financial Turnover:**

- i) Audited Balance Sheet highlighting the consultancy fees received during last 3 Financial Year 2014-15, 2015-16 & 2016-17.
- ii) Income Tax Returns of the last three years certified by a Chartered Accountant with the confirmation of the turnover in Professional Fee is exclusive of services rendered for interior designs or other allied works.



**e) Experience in Green Building**

- i) Copy of Certificate received in respect of building or project designed and/or verifiable publication of the project in any Architectural or Scientific journal or any other Institution authorized for certification of Green building.

**7.0 Submission of Documents**

The application document in the prescribed form duly completed and signed shall be received at Engineering Cell, Administrative Block, DTU campus, Shahbad Daultpur, Bawana Road, Delhi – 110042 by the Executive Engineer or his authorized representative, up to **1700 hrs. on 25.08.2017**

**UNDERTAKING****Application for Empanelment of the Architects/Architectural Firms**

Name of the Applicant \_\_\_\_\_

Last date for Submission: 25.08.2017

The application form duly filled in shall be submitted in a sealed envelope super subscribing "Expression of Interest for Empanelment" addressed to:

Executive Engineer  
Engineering Cell,  
Administrative Block,  
Delhi Technological University,  
Shahbad Daulatpur, Bawana Road,  
Delhi - 110042

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 from page \_\_\_\_\_ to \_\_\_\_\_ are corrected to the best of my/our knowledge and belief. It is certified that we have not been blacklisted by any organization of Government of India including CVC. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represents. We authorize DTU to approach individuals, employers, firms and corporations to verify our competence and general reputation.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

## INFORMATION TO BE FURNISHED BY THE APPLICANT

1. Name of firm and registered office :  
address including year of establishment. ....
2. Whether proprietary/ Partnership/Pvt. :  
Ltd./Public Ltd.  
(Certificate of registration/Partnership deed to  
be enclosed) .....
3. Names, qualifications and experience of : all  
technical personnel in the firm  
(Details to be furnished in the prescribed  
proforma (Annexure-I). ....
4. Whether registered as a member of :  
Council of Architects.  
(Yes/No, if yes please attach copy of the  
membership) .....
5. Registration with Tax authorities  
GST No. : .....

*{Copies of registration with relevant authorities  
to be enclosed (if any)}*

6. Details of Educational Projects (Campus :  
Planning) carried out in last 10 years, Client  
Name, status of the project, total cost of  
project, completion period & other  
information.  
[Details to be furnished in the prescribed  
proforma {Annexure-II}] .....
7. Details of Educational Projects (Buildings) :  
carried out in last 10 years, Client Name,  
status of the project, total cost of project,  
completion period & other information.  
[Details to be furnished in the prescribed  
proforma {Annexure-III}] .....
8. Details of Educational Projects Client :  
Name, status of the project (*Under  
execution & in hand*), total cost of project,  
completion period (*scheduled date*) & other  
information.  
[Details to be furnished in the prescribed  
proforma {Annexure-IV}] .....

9. Details of other Projects carried out in last 10 years, Client Name, status of the project (*completed, under execution & in hand*), total cost of project, completion period (*scheduled & actual date*) & other information.  
*[Details to be furnished in the prescribed proforma {Annexure-V & VI}]* .....
10. Name and address of the Banker/s :  
.....
11. Turnover of the firm from Architectural services during last 3 years (*year-wise*).  
2014-2015 -----  
2015-2016 -----  
2016-2017 -----
12. Details of Competition & Award conferred.  
*{Details to be furnished in the prescribed proforma (Annexure-VII)}* .....

13. Details of Green Building Projects carried out, Name of Client & Name & Address of the certificate issuing Authority :  
{Details to be furnished in the prescribed proforma (Annexure-VIII)} .....
14. Details of civil suit/arbitration, if any, that arose during execution of contract in the last 10 years. :  
(Yes/No, if yes please give details) .....
15. Undertaking duly attested by Notary in a non-judicial stamp paper of value Rs. 100/- regarding their non-black listing in any of the Govt. Department and Public Sector Undertaking/Enterprise in India and Central Vigilance Commission during last 5 years :  
{Undertaking to be furnished in the prescribed proforma (Annexure-X)} .....

**Note:** Where copies are required to be furnished, these are to be attested and certified photocopies.

## Annexure-I

## List of technical personnel in the Firm, their technical qualifications and experience

<b>S.No.</b>	<b>Name</b>	<b>Age</b>	<b>Present Designation</b>	<b>Qualification</b>	<b>Architectural Consultancy Experience</b>	<b>Date from which Employed / Associated in the present Organization</b>	<b>Indicate Special experience, if any</b>

Signature with Seal

**Annexure-II****Details of Educational Projects (Campus Planning) Completed During Last 10 years**

<b>S.No.</b>	<b>Name of the Projects</b>	<b>Owner OR Sponsoring Organization</b>	<b>Total Area (In Sqm.)</b>	<b>Total cost of the Project (In lakhs)</b>	<b>Date of Start</b>	<b>Scheduled Date of Completion</b>	<b>Actual Date of Completion</b>	<b>Reason for Delay, if any</b>
1.								
2.								
3.								
4.								
5.								
6.								
7.								

Signature with Seal

**Annexure-III**

**Details of Educational Projects (Buildings) Completed During Last 10 years**

<b>S.No.</b>	<b>Name of the Projects</b>	<b>Owner OR Sponsoring Organization</b>	<b>Total Area (In Sqm.)</b>	<b>Total cost of the Project (In lakhs)</b>	<b>Date of Start</b>	<b>Scheduled Date of Completion</b>	<b>Actual Date of Completion</b>	<b>Reason for Delay, if any</b>
1.								
2.								
3.								
4.								
5.								
6.								
7.								

**Signature with Seal**



## Annexure-IV

## Details of Educational Projects Under-execution and In-hand

S.No.	Name of the Projects	Owner OR Sponsoring Organization	Indicate status of the Project		Total Area (In Sqm.)	Total cost of the Project (In lakhs)	Date of Start	Scheduled Date of Completion	Current Stage of Under Execution Project (%)
			Under Execution	In-hand					
1.									
2.									
3.									
4.									
5.									
6.									
7.									

Signature with Seal

## Annexure-V

## Details of other than Educational Projects Completed in last 10 years

<b>S.No.</b>	<b>Name of the Projects</b>	<b>Owner OR Sponsoring Organization</b>	<b>Total Area (In Sqm.)</b>	<b>Total cost of the Project (In lakhs)</b>	<b>Date of Start</b>	<b>Scheduled Date of Completion</b>	<b>Actual Date of Completion</b>	<b>Reason for Delay, if any</b>
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

Signature with  
Seal

## Annexure-VI

## Details of other Projects, Under-execution and In-hand with cost

S.No.	Name of the Projects	Owner Or Sponsoring Organization	Indicate status of the Project		Total Area (In Sqm.)	Total cost of the Project (In lakhs)	Date of Start	Scheduled Date of Completion	Current Stage of Under Execution Project (%)
			Under Execution	In-hand					
1.									
2.									
3.									
4.									
5.									
6.									
7.									

Signature with Seal

## Annexure-VII

## Competitions Won and Awards conferred

<b>S.No.</b>	<b>Name of organization invited</b>	<b>Year of Competition</b>	<b>Award Conferred</b>	<b>Remarks</b>
1.				
2.				
3.				
4.				

Signature with Seal

## Annexure-VIII

## Details of Green Building Projects

<b>S.No.</b>	<b>Name of Institution/Organization and Complete Address</b>	<b>Details of Projects</b>	<b>Year of Completion</b>	<b>Star Rating</b>	<b>Name &amp; Address of the certificate issuing Authority</b>
1.					
2.					
3.					
4.					

Signature with Seal

**Annexure-IX****Details of Financial Turn over from Architectural Consultancy**

<b>S.No.</b>	<b>Financial Year</b>	<b>Turn over (In Lakhs)</b>
i)	2014- 2015	
ii)	2015- 2016	
iii)	2016- 2017	

**Signature with Seal**

**Annexure – X**

**UNDERTAKING**

This is to confirm that we M/s \_\_\_\_\_ (give full address) have not been blacklisted in any of the government department and public sector undertaking /enterprise in India and central Vigilance commission, in last five year before release of advertisement.


If the above information found false at any stage after the placement of Work Order, Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi- 42 (hereinafter called Procurement Consultant) will have full right to cancel the Work Order and forfeit the Performance Guarantee. All the direct and indirect cost related to the cancellation of the order will be borne by us besides any legal action by DTU which may be deemed fit at that point of time.

Authorized Signatory

**Note:** *The undertaking regarding the non blacklisting of firm is to be submitted on a non-judicial stamp paper of Rs. 100/- (Rupees Hundred only).*

## Annexure – XI

TIMES OF INDIA  
25<sup>th</sup> May, 2013, New Delhi



**COUNCIL OF ARCHITECTURE**  
(A Statutory Body of Government of India under the Architects Act, 1972)  
India Habitat Centre, Core 6A, 1st Floor, Lodhi Road, New Delhi - 110003  
Phone 011-24648415, 24654172, Fax: 24647746  
E-mail: [coa@ndf.vsnl.net.in](mailto:coa@ndf.vsnl.net.in) Website: [www.coa.gov.in](http://www.coa.gov.in)

**PUBLIC NOTICE**

**Attention : Architects, Registrar of Companies/LLPs, Foreign Architects/  
Consultants, Govt. Departments and all concerned.**

The Council of Architecture (COA), a statutory body set up under the Architects Act, 1972 (Act), has been receiving complaints regarding violations of the Act by LLPs and Companies by using the word "Architect" or its derivatives in their names and objects, for carrying on the profession of an Architect and also appointment of foreign architects without prior approval of Central Government under the Act for carrying out Architectural works in India. 'Architect' has been defined under the Act.

Pertinent to the matter, it is hereby brought to the notice of all concerned that as per Section 36 of the Act, if any person i.e. individual, Company, LLP, etc. (not registered as an Architect with COA) falsely represents that such person is an 'Architect' or uses in connection with his name or title any words or letters to suggest that such person is an architect, such person shall be punishable with fine which may extend to one thousand rupees.

Additionally, as per Section 37 (1) of the Act, no person (individual, company, LLP, etc.) other than an Architect or a Firm of Architects (having only Architect partners) shall use the title and style of 'Architect' for practicing the profession of an 'Architect'. Violation of this provision is punishable on first conviction with fine upto five hundred rupees and on subsequent conviction with imprisonment upto six months or with fine upto one thousand rupees or with both.

The Ministry of Corporate Affairs, Govt. of India (MCA) has also issued a Circular No.: 2 /2012 dated 1st March, 2012, directing that **"Where one of the objects is to carry on the business / profession of Architecture, then the concerned Registrar of Companies / Registrar of LLP shall incorporate the same only on production of in-principle approval / NOC from the concerned Regulator"**. Circular is also available on the COA's website. The Hon'ble High Court of Delhi, in **WP(C) No.: 934 of 2012 - Sudhir Vohra v. Registrar of Companies and Others** have also considered this legal position.

Therefore, Companies/ LLPs/ individuals committing above violations are directed to stop such violations by changing the name of the entity by removing the word "Architect" or any its derivatives as part of their name & style and also after the objects/Memorandum of Association of the concerned entity to remove the intent to practice architecture/represent as architect/architectural consultant OR wind up such juridical entities, at the earliest, failing which COA may initiate Criminal Prosecution.

Further, no foreign Architect / Consultant (not registered with COA) be appointed for Architectural works without following the procedure prescribed under the Act.

**Dated : 20.05.2013**  
**New Delhi**

**Registrar**  
davp 21271/11/0002/1314