

NOTICE FOR EMPANELMENT OF ARCHITECTS/ CONSULTANTS FOR MAHARASHTRA POLLUTION CONTROL BOARD

Applications are invited for Empanelment from reputed Architectural / Interior / Consultant Firms for carrying out various works for the Maharashtra Pollution Control Board's offices/Laboratories all over Maharashtra for a period of Five (05) years.

The broad scope of work shall include conceptualizing, planning, designing and monitoring interior/repair work/renovation works of the Board's buildings including furnishing using latest materials as per Board's approval to provide modern look in close co-ordination with various other agencies involved therein.

Interested firms/ Consultants fulfilling the criteria as follows may only apply:

- 1) The firm should be having sufficient organizational structure comprising of qualified personnel viz Architects, Interior designers, Engineers etc. along with other technical personnel and associates, if any, to carry out execution of such work in terms of nature and magnitude. They should be having registration with COA.
- 2) The firm should have necessary infrastructure/ equipment, etc., to handle small, varied and challenging work involving repair/renovation/refurbishment etc. in working/occupied premises and should have reasonable set up and presence in the geographical jurisdiction of the Maharashtra State.
- 3) The firm should have experience of having successfully completed similar works as follows during last 05 years (as on 31.03.2023):

Should have completed consultancy service work for minimum of 1 job for 1 Crore or 2 jobs of 50 Lakhs each or 3 jobs of 33 lakhs each preferably with public sector units/government organisations /reputed corporate houses.

- 4) Persons who have Graduate / Post Graduate Diploma in Architecture /respective branch of engineering either from India or abroad and have done considerable extent of work as Architect for a period of more than three years to be considered.
- 5) Must be Members of the Indian Institute of Architects / Institution of Engineers for consultancy or any other professional institutes as the case may be.
- 6) Must be Members of the Council of Architecture
- 7) Minimum criteria for empanelment, Consultants/Architects should have successfully executed similar nature (category wise in terms of amount) of comparable magnitude / value in the past seven years preferably with public sector units/government organisations.
- 8) The applicant must have reasonable presence for professional work in Maharashtra State and must have registered office in Maharashtra.

Other Terms and Conditions:

- i. Applications must be accompanied by duly filled and signed proforma enclosed herewith.
- ii. Applications by those firms who do not submit Performance Certificates from their previous employers are liable to be summarily rejected.
- iii. Empanelment shall be done for of architectural work and the remuneration of their services rendered shall be as per the norms laid down by the Board.
- iv. Work shall be allotted to empanelled firms as and when the need arises and as per Board's extant norms.
- v. Architects/Consultants on Board's panel in Maharashtra or other Regions/Zones also need to apply afresh.
- vi) No conditions will be entertained. Disputes, if any, will be subject to Mumbai jurisdiction only.
- vii) The Board reserves the right to accept/reject any or all of the applications without assigning any reason whatsoever thereof.
- viii) In case any addition / alteration in the terms or conditions of the tender, there will be no newspaper notification. The addendum/corrigendum will be uploaded on Board's website and the applicants will have to keep viewing the tenders section of www.mpcb.gov.in
- ix) Duly completed application forms, which can be downloaded from Board's website, should reach above address on or before 01/09/2023 by 04:00 PM. For further details log on to our website www.mpcb.gov.in
- x) Corrigendum/Addendum, if any, will be issued only on MPCB's website. Applicants are requested to regularly visit our website www.mpcb.gov.in before submission of application in their own interest.
- xi) Architect who have appointed/applied earlier need to apply a fresh against this tender/notice as their earlier appointment/application shall be treated as cancelled/concluded.

Please note that, this empanelment of architect should in no way be construed as work order for any project.

Application, complete in all respects, along with relevant documents duly superscribing '**EMPANELMENT OF ARCHITECTS / CONSULTANTS FOR THE BOARD'S VARIOUS WORKS**' in sealed envelope must reach the following address **on or before** 01.09.2023 at 4.00 PM to the office of,

Executive Engineer,
Maharashtra Pollution Control Board
Anand Region,
4th Floor, Kalpataru Point,
Near Sion Circle, Sion (East),
Mumbai – 400022

The Applications shall be **opened on 04.09.2023 at 11:00 am.**

Board reserves the right to reject any/ all application/s without assigning any reasons thereof.

Important dates Date of Commencement of tender	21.08.2023
Last date and time for submission of Documents	01.09.2023 till 04:00 pm
Date and time of opening of the Documents	04.09.2023 at 11:00 am

Selection Criteria:

- 1. Experience and expertise:** The architect or firm should have relevant experience in designing and refurbishing offices and laboratories.
- 2. Portfolio and references:** The architect or firm should submit portfolio of their previous work.
- 3. Understanding of needs:** The architect or firm should demonstrate a clear understanding of the functional needs of offices and laboratories of the Board.
- 4. Safety and compliance:** The architect or firm should be knowledgeable about safety regulations and compliance standards specific to laboratory environments. They must prioritize the safety of occupants and adhere to relevant codes.
- 5. Technical expertise:** The Architect or firm should have technical expertise in areas such as HVAC systems, electrical installations, specialized laboratory equipment, and other technical aspects relevant to the refurbishment.
- 6. Sustainability and energy efficiency:** The Architect or firm should prioritize sustainable design practices and energy-efficient solutions to reduce the environmental impact of the project.
- 7. Budget and cost control:** The architect should be capable of working within the project's budget constraints without compromising the quality of the design or materials.
- 8. Project management skills:** The Architect or firm should have ability to manage the project effectively, including planning, scheduling, and coordination with contractors and other local offices.
- 9. Communication and collaboration:** The architect should be a good communicator and willing to collaborate with Board's team and other consultants involved in the project.
- 10. Creativity and innovation:** Look for an architect who can bring fresh and creative ideas to the table while still addressing the practical needs of the office and laboratory spaces.
- 11. References and testimonials:** Ask for references and client testimonials to gauge the architect's reputation and the satisfaction level of their past clients.
- 12. Legal and contractual considerations:** Ensure that the architect or firm is properly licensed, insured, and can meet the legal and contractual requirements for the project.
- 13. Sustainable design approach:** Firms should prioritize sustainable and environmentally friendly design practices, "Green Building" concepts and help to reduce the project's environmental impact and operational costs in the long run.
- 14. Legal and regulatory compliance:** the firm should be familiar with local building codes, regulations, and permits required for the refurbishment project.

15. Professional affiliations and certifications: The firm should be the member of relevant professional organizations or has certifications that demonstrate their commitment to maintaining high standards in their field.

16. Compatibility and cultural fit: The architect firm have to adapt Board's values and culture, as a good working relationship is crucial for a smooth refurbishment process.

Empanelment will be made on the basis of scores achieved, as determined by evidence of previous experience, recognitions, experience of team leaders and financial strength of the firm, as indicated in the table below :

Sr. No.	Criteria	Marks
1.	Past Experience of the firm	
A	Number of years in architectural practice	05
B	Experience in a variety of large-scale projects in the public or private sector that are completed/ in process/ planning phases.	20
2.	Competitions, Awards / Accolades Won in The Field Of Architecture By The Consultant	
A	Past achievements in national/international architecture competitions	25
B	Sustainable building concepts and awards and achievements recognising innovative designs	25
3.	Experience of Team Leader	
A	Qualification	05
B	Relative Experience	05
C	Academic experience (Teaching in reputed Architecture schools)	10
4	Financial Strength of the Consultant	
A	Turnover figure for last Five years	05

The Corporation shall shortlist the consultant who secures the minimum 60% required marks under above criteria.

INSTRUCTIONS TO THE APPLICANTS FOR FURNISHING INFORMATION FOR PRE-QUALIFICATION

1. Intending Applicants are required to submit their applications in Duplicate with full profile giving details about their organisation, experience, technical personnel in their organization, competence, and adequate evidence of their financial standing, etc. in the enclosed form which will be kept confidential.
2. While deciding upon the pre-qualification, great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies.
3. Decision of the Board in regard to selection for issue of tender forms for submitting professional fees will be final. The Board is not bound to assign any reason for acceptance / rejection of any applications.
4. Each page of the application shall be signed. The application shall be signed by persons / persons on behalf of the organization having necessary authorization / Power of Attorney to do so (Certified copies to be enclosed).
5. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part. However, the format shall be as per proforma.
6. Any letter or document accompanying the pre-qualification form shall be submitted in duplicate.
7. Applications containing false, incomplete and / or inadequate information are liable to be rejected. Also, mere fulfilment of eligibility criteria does not guarantee selection.
8. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall include those works only which are individually costing not less than Rs 25 lacs. Clarifications if any may be sought from the MPCB.

9. Canvassing in any form in connection with pre-qualifications is strictly prohibited and the application of such persons / organizations who resort to canvassing will be liable to rejection.

10. The application/s which is/are received after due date and time are liable to be rejected.

11. Board reserves the right to reject any/ all the applications without assigning any reason, thereof.

**Maharashtra Pollution Control Board,
Mumbai**

ANNEXURE I
PREQUALIFICATION OF ARCHITECT/CONSULTANTS

Basic Information

- 1 a) Name of the applicant / organization :
b) Address of the Registered Office :
Address of the local office in the centre :
(with Phone Nos Fax Nos & Email ID)
 - 2 Year of establishment :
 - 3 Type of the organisation (Whether sole :

proprietorship, Partnership, Private Ltd. or
Ltd. Co. etc.)
(Enclose certified copies of documents as evidence)
 - 4 Name & qualification of the Proprietor / :
Partners / Directors of the Organisation / Firm

a)
b)
c)
Enclose certified copies of document as evidence
 - 5 Details of registration - Whether Partnership :
firm, Company, etc. Name of Registering Authority,
Date and Registration number.
Enclose certified copies of document as evidence
 - 6 Whether registered with Government / Semi :
Government / Municipal Authorities of any
other Public Organisation and if so, in which
class and since when?
Enclose certified copies of document as evidence
- | Details of Registrations with | Year of Reg. | Class | Valid upto |
|------------------------------------|--------------|-------|------------|
| 1) Council for Architects | | | |
| 2) Indian Institute of Architects. | | | |
- (with year of Registration /class/validity)
(Enclose certified copies of documents as evidence).

- 7 No. of years of experience in the field and :
details of work in any other field.
- 8 Address of the office through which the proposed
Works of the Board will be handled and the
Name & Designation of officer in charge.
- 9 Yearly turnover of the organization during :

last 3 years (year wise) and furnish audited
balance sheet and Profit & Loss A/c
(Audited) for the last -3- years.
- 10 Name & Address of Bankers 1.
(Solvency certificate from a Board to be 2.
enclosed for indicating satisfactory financial 3.
capacity of the organization)
- 10 PAN No. :
- 11 Details of registration for payment of GST :
- 12 Detailed description and value of works done
(Proforma 1) and works on hand (Proforma-2) :
- 13 Details of Key Personnel Permanently
employed (Proforma -3) :
- 14 Other infrastructural information to be used/
referred for this project (Proforma-4) :
- 15 Furnish the names of -3- responsible persons along with
their designation, address, Tel. No., etc., for whose
2. organization, you have completed the above mentioned
jobs and who will be in a position.
3. to certify about the performance of your organization.
- 16 Whether any Civil Suit / litigation arisen in contracts
executed / being executed during the last 05 years.

If yes, please furnish the name of the project,
employer, Nature of work, Contract value, work
order and brief details of litigation.

Give name of court, place, status of pending litigation.

- 17 Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last five years by an arbitrator. If so, the details of such litigation are required to be submitted.

Sign. & Seal of the applicant

Proforma - 1

a) LIST OF PROJECTS EXECUTED BY THE ORGANISATION DURING THE LAST 5 YEARS COSTING Rs.03 CRORES AND ABOVE.

Sr No.	Name of the work/project with address	Name and full postal address of the owner. Specify whether, Govt. undertaking along with name, address and contact numbers of 2 persons (Engineers or top officials of the organization)	Contract amount (In Rs for construction work only) with copy of work order and completion certificate from the project-incharge	Stipulated time of completion in months	Actual time of completion in months	Any other relevant information. Whether the actual amount for the project was increased. If yes, give reasons	Enclose clients, certificate for satisfactory completion	Remarks

Notes

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure". Attach extra sheets if necessary
2. Date shall be reckoned from date of advertisement of the notice in the newspapers.
3. For certificates, the issuing authority shall not be less than an Executive In-charge.

Sign. & Seal of the applicant

Proforma -2

B) LIST OF IMPORTANT WORKS ON HAND COSTING Rs.03 CRORES AND ABOVE

Sr No.	Name of the work/project with address	Name and full postal address of the owner. Specify whether Govt. undertaking along with name, address and contact numbers of 2 persons (Engineers or top officials of the organization)	Contract amount (In Rs for construction work only) with copy of work order and completion certificate from the project-in-charge	Stipulated time of completion in months	Present status of the project	Any other relevant information. Whether the actual amount for the project was increased. If yes, give reasons

Notes :

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".

Sign. & Seal of the applicant

Proforma - 3

DETAILS OF KEY PERSONNEL, GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THAT IN YOUR ESTABLISHMENT

Sr No.	Name and designation	Age	Qualification	Experience	Nature of works handled	Name of the projects handled with amounts	Date from which employed in your organization	Indicate details of experience for similar projects

Notes :

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".
2. List of Associates/Consortium should also be mentioned
3. Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favour.

Sign. & Seal of the applicant

Proforma -4

Details of Infrastructure in Office

Sr No.	Items	Numbers	Details
1.	Fax machine		
2.	Telephones		
3.	Other instruments		
4.	Software used for planning, estimating, execution, supervision, etc		
5.	Reference books used for estimates, rate analysis, etc		
6.	Subscription to magazines, journals, institutes of technical nature		
7.	Any other information		

Sign. & Seal of the applicant

