



No.32 -68/AE-I/JE(In)/OM/2023-24
OULGARET MUNICIPALITY
PUDUCHERRY – 5

Jawahar Nagar, the 08.11.2023

QUOTATION NOTICE

On behalf of the Municipal Council sealed quotations are invited from the eligible firms/architect/contractor by the undersigned for the following work:

Name of Work : Appointment of Architect consultancy for preparation of drawings, estimates, interior designs to the third floor of Oulgaret Municipality Main Office at Jawahar Nagar, Puducherry

Sl. No.	Description	Quantity	Amount (percentage of estimate cost)
1.	Architect Consultancy services for preparation of drawings, estimates, interior designs to the proposed new construction of third floor and interior design of the existing Ground, First, and Second floors of Oulgaret Municipality Main Office at Jawahar Nagar, Puducherry as directed by the Engineer-in-charge	1 Job	

Quotation will be received by the undersigned up to 3.30 pm on 17.11.2023 and opened at 4.00 p.m. on the same day.

SCOPE OF WORK:

- Conceptualization and preparation of drawing/design (including carrying out necessary revisions till the drawing/designs are finally approved by the Oulgaret Municipality) by actually visiting the site and taking into consideration requirement of consignee.
- Preparation of 3D views for the drawing/design finalized by the Oulgaret Municipality.
- Preparation of Puducherry Planning Authority building plan approval drawing.
- Preparation of detail specification of civil work (including structural, electrical and furniture items (including interior decoration items) and get the same approval from the Oulgaret Municipality.
- To prepare detail estimates along with bill of quantity for civil as well as electrical including improvement of the existing buildings in the rate shall be based on supporting the PSR and market rates used to prepare the rate analysis if essential.
- Preparation interior designs, drawings and estimates including existing G.F, F.F and S.F according to the space management.

ELIGIBILITY CRITERIA:

- a) The consultancy firm/Architect should be member of India Council of Architect or registered with Indian institution of Architect.
- b) The firm should have consultancy executed at least one project during last three years comprising of civil, electrical and interior designing and furniture & furnishing work etc.

DOCUMENTS TO BE SUBMITTED ALONGIWITH QUOTATION:

- a) Copy of the registration with Indian institution of Architect/Council of Architecture.
- b) Organizational structure of the firm in case firm is not proprietary firm..
- c) Copies of experience certificate for completion of project for civil, electrical and interior designing, furniture and other services during last three years.
- d) Copy of PAN Card of the firm/ Individual.
- e) Copy of GST registration of the firm/ Individual certificates.

PERIOD OF CONSULTANCY SERVICE

The appointment of Consultant Architect shall be valid for a period of **Four months** from date of the letter of acceptance.

SUBMISSION OF DRAWING, ESTIMATES, ETC.

The appointed consultancy has to be furnished the finally approved drawings, estimates, designs, reports, etc in 3 copies to the Oulgaret Municipality.

PAYMENT TERMS

The Oulgaret Municipality shall pay to the appointed Consultancy as consented for the service after completion of all works and submission of all drawing, designs, etc. No extra amount will be paid over and above the rate accepted. The Income Tax and GST, TDS as applicable will be recovered while making payment to the appointed Consultant architect.

All final plans, drawings, specification, designs, reports and other documents or softcopy submitted by the appointed Consultant Architect in the performance of the services shall become and remain the property of the Oulgaret Municipality. The appointed Consultant Architect may retain a copy of such documents but shall not use them for purpose unrelated to this contract without the prior written approval of the Oulgaret Municipality.

The Commissioner reserves right to reject any or all the quotations without assigning any reason thereof. The Commissioner, Oulgaret Municipality is competent to accept any quotations.


COMMISSIONER