

Ref. No.: DMIC IITGNL/2023-24/332

Dated: 04/03/2024

Notice inviting Expression of Interest (EOI) for appointment of Planning/Architecture Firm to provide two Architecture/Planning Support Staff in DMIC Integrated Industrial Township Greater Noida Limited (DMIC IITGNL)

1. Introduction

DMIC Integrated Industrial Township Greater Noida Limited (DMIC IITGNL) invites Sealed quotation from Planning/Architecture Firm for hiring an Architect/Planning support staff on fixed term basis.

The selection of the Architecture Firm/Agency shall be based on qualifying criteria given in this. Interested firms having experienced & well-deserved candidate in architecture/Planning may send their application in prescribed format in sealed envelope latest by **12/03/2024 by 06.00 PM**.

2. Term of Reference:

a. Scope of Services:

The Planning/Architecture Firm shall be required to provide two (02) support staff having qualification and experience as below:

Qualification: B. Arch./B. Plan. from recognized university/Institution

Experience in the following areas: Urban/Regional Planning/Architecture Planning/Transport Planning etc. with excellent command over AutoCAD and MS Office.

b. The support staff shall be required to provide continuous assistance to the officers(s) of planning department in day-to-day departmental works including:

- Master planning, building plan approvals, building completion approvals, lease plan, preparation and revision of DPR, development plan for upcoming projects, site surveys,
- Review and appraisal of reports/proposals submitted by various stakeholders including consultants.
- Development of Urban Mobility Plan.
- Review of feasibility reports and DPRs on various aspects of transport planning including BRTS, City Bus Services, Rail based Transit System, Non-motorized transport, Comprehensive Mobility Plan (CMP) / Comprehensive Traffic and Transport studies, Traffic Engineering and Transit Oriented Development.
- Providing technical inputs for Preparation of ToR (Term of Reference) and conducting bid process for the selection of consultants and/or contractors etc.

b. DMIC IITGNL reserves the right to modify/ include/ exclude any items in the Scope of work anytime during the tenure of service at its sole discretion.

3. FEE:

- Monthly remuneration per support staff:** Rs. 43,832/ (Rupees Forty-Three Thousand Eight Hundred Thirty Two Only)
- Management Fee to the firm:** 10% of the total remuneration of Support Staff
- GST and TDS:** shall be payable/deducted as applicable tax laws.

- d. The annual fee shall be revised at the end of one year from the date of first appointment and at the end of every one year thereafter. The revision in the annual fee shall be at the rate of 10% per annum. The revision in the professional fee shall be subject to satisfactory performance of services and the decision of the Competent Authority in this matter shall be final and binding on the consultant.
- e. No Out-of-Pocket expenses shall be paid.
- f. Statutory Taxes/levies & duties shall be paid extra, as applicable.

4. QUALIFYING REQUIREMENTS/ ELIGIBILITY CRITERIA

- a. The Architecture Firm/Agency should be registered and should have a minimum of 5 years of continuous experience in full-time practice of Architecture & Urban Planning. The cut-off date for ascertaining experience will be date of issuance of the notice inviting quotation by the Company.
- b. The office of Architecture Firm/Agency should be based at Greater Noida.
- c. The Architecture Firm/Agency should have not been banned/ blacklisted/ de-barred from business by any PSU/ Govt. Department during last three (03) years. (Self-declaration in this regard is to be submitted).
- d. The Architecture Firm/Agency should not have been disqualified / penalized by the any Government Authority in any Disciplinary Proceedings during the last 03 (three) years. (Self-declaration in this regard is to be submitted).
- e. The Support staff of Architecture Firm/Agency should not be relative of any Director or officer of the Company and should not have any interest in the business of the Company.

5. SELECTION CRITERIA

The Planning/ Architecture Firm fulfilling all the eligibility criteria. However, the selection shall be purely based on the interview with the proposed staff by the technical committee of DMIC IITGNL.

6. DOCUMENTS TO BE SUBMITTED IN THE PROPOSAL

- a. Information related to Planning/Architecture Firm and selection criteria shall be submitted in **Annexure-I**.
- b. Declaration that Architecture Firm/Agency has not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last 03 (three) years and has not been disqualified / penalized by the company/Agency or any other Government Authority in any Disciplinary Proceedings during last 03 (three) years shall be submitted in **Annexure-II**.
- c. Payments shall only be made through Electronic Mode, hence Bank Details as per **Annexure - III** need to be submitted at the time of acceptance of the appointment.
- d. **CVs of the proposed staff**

7. GENERAL TERMS & CONDITIONS

- a. The tenure of appointment shall be at the sole discretion of the Company. Initially, the tenure of the appointment shall be for a period of one (01) Year. However, the Company reserves the right to terminate the services of the Planning /Architecture Firm at its sole discretion without assigning any reason therefore before completion of one year.
- b. The number of support staff may be reduced or increased in future based on the requirements of the department.

- c. The Company reserves the right to accept / reject any or all the offers without assigning any reason whatsoever, therefore.
- d. The support staff may be allowed 01 leave per month.
- e. In case the performance of any support staff is not found satisfactory, the firm shall replace the support with a qualified and competent staff without any extra cost.
- f. Documentary evidence of all the information as stated facts related to eligibility criteria are to be furnished along with the quotation.
- g. All the pages of the proposal document shall have to be signed by the applicant firm(s) with the firm's seal and documents submitted along-with the offer shall also have to be authenticated by the authorized signatory of the applicant firm(s) with the firm's seal.
- h. Overwriting/correction/erase and/or use of white ink should be avoided in the offer. However, if any overwriting/correction/erase is inevitable, the same should be authenticated with the signature & seal of authorized person of applicant firm.
- i. The Company may seek any clarification regarding the information provided in the EOI.
- j. The Planning/Architecture Firm will be debarred from any type of assignment in future:
 - i. If the Firm obtains the appointment on the basis of false information / misstatement.
 - ii. If the Firm does not take up audit in terms of appointment letter.
 - iii. If the Firm fails to maintain/honor confidentiality and secrecy of the Company's information.

The quotation should be submitted strictly as per terms and conditions laid down in the document to the following address:

Manager (HR & Administration)
DMIC Integrated Industrial Township Greater Noida Limited
11th Floor, Tower-1, Plot No.-1, Knowledge Park-4, Greater Noida,
Gautam Budh Nagar, Uttar Pradesh- 201310.

The **envelope containing proposal must be sealed** and super scribed mentioning “**Proposal for Appointment of Planning/Architecture Firm for providing support staff in planning department of DMIC IITGNL.**” *The name and address of the firm must be indicated on the body of the envelope.*

For DMIC Integrated Industrial Township Greater Noida Limited

Sd/-
(Manager – HR & Administration)

Annexure - I

Information regarding eligibility criteria for appointment as Architecture Firm/Agency

Information	Description
Name of Architecture Firm/Agency/LLP/company	
Constitution of Firm (Proprietorship /Partnership/LLP/Company)	
Registered Office Address	
Correspondence Address	
Phone Number	
Email Id	
website (if any)	
Year of Establishment/Incorporation	
Registration No.	
GST Registration No.	
Permanent Account No. (PAN) of Company/ Firm/Proprietor/LLP	
Architecture Firm/Agency's experience in practice	

Declaration: -

I, _____ Partner / owner of the Firm _____, hereby declare that the above information furnished is true & correct to the best of my knowledge and I will abide by the Terms & Conditions set by the company for the appointment of Architecture Firm/Agency.

Signature and seal of the firm

Annexure - II

Declaration (By the Architecture Firm/Agency)

(On the letterhead of the firm)

I/ We, M/s (Name of Firm) hereby affirm and declare that I/we have not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last 03 (three) years.

I/ We, M/s (name of Firm) further declare that I/we have been disqualified / penalized by the Company/Agency or any other Government Authority in any Disciplinary Proceedings during last (03) three years.

(Signature and seal of the firm)

Annexure - III

**Bank Details (To be submitted at the time of acceptance of appointment)
(On the letterhead of the firm)**

I/ We, M/s (Name of Architecture Firm/Agency) hereby submit our following bank details for disbursement of audit fee and other out-of-pocket expenses by the Company:

Sr. No	Particulars	Details
1	Bank Name:	
2	Branch Name & Address	
3	IFSC Code:	
4	Account Type (Saving/Current):	
5	Account Number:	

(Signature and seal of the firm)