

**NETARHAT VIDYALAYA SAMITI**  
**OFFICE OF THE PRINCIPAL**  
**NETARHAT VIDYALAYA NETARHAT**

**A. CONDITIONS OF ENGAGEMENT:**

**COMPREHENSIVE ARCHITECTURAL SERVICES**

**1. SCOPE OF WORK**

The Architect is required to provide services in respect of the following :

**Part I- ARCHITECTURE**

- 1.1 Taking Executive Committee instructions and preparation of design brief.
- 1.2 Site evaluation, Analysis and impact of existing and/ or proposed development on its immediate environs.
- 1.3 Design and site development.
- 1.4 Structural Design.
- 1.5 Sanitary, plumbing, drainage, water supply and sewerage design.
- 1.6 Electrical, electronic, communication systems and design.
- 1.7 Heating, ventilation and air conditioning design (HVAC) and other mechanical systems.
- 1.8 Fire detection, Fire protection and Security Systems etc.
- 1.9 Periodic inspection and evaluation of Construction works.

**Part II- ALLIED FIELDS**

- 1.10 Landscape Architecture
- 1.11 Interior Architecture
- 1.12 Architecture Conservation
- 1.13 Retrofitting of Buildings
- 1.14 Graphic Design and Signage

**Part III- Bid Process Management**

- 1.15 Preparation of bid documents.
- 1.16 Assistance in Evaluation of bid documents.

**2. SCHEULE OF SERVICES :**

The Architect shall, After taking instructions from the department, render the following services :

**CONCEPT DESIGN [STAGE] 1 :**

- 2.01 Ascertain Samiti's requirements, examine site constraints & potential; an prepare a design brief for department's approval.
- 2.02 Prepare report on site evaluation, state of existing buildings if any; an analysis and impact of existing and or proposed development on its immediate environs.

- 2.03 Prepare drawings and documents to enable the Samiti to get done the detailed survey and soil investigation at the site of the project.
- 2.04 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.
- 2.05 Prepare conceptual designs with reference to requirements given and prepare rough estimate of cost on area basis.

**PRELIMINARY DESIGN AND DRAWING [STAGE 2] :**

- 2.06 Modify the conceptual design incorporating required and prepare the preliminary estimate of cost on the area basis.

**DRAWING FOR SAMITI'S/SATUTORY APPROVALS [STAGE 3]**

:

- 2.07 Prepare drawings necessary for Samiti / Statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist the Samiti in obtaining the statutory approvals thereof, if required.

**WORKING DRAWING AND TENDER DOCUMENT [STAGE 4] :**

- 2.08 Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost as well, tender documents including code of practice covering aspects like mode of measurement method of payments, quantity control procedures on materials & works and other conditions of contract.

**APPOINTMENT OF CONTRACTORS [STAGE 5] :**

- 2.09 Analyse tender, advise samiti or its agency on appointment of contractors.

**CONSTRUCTION [STAGE 6] :**

- 2.10 Prepare and issue working drawings and details for proper execution of works during construction.
- 2.11 Approve samples of various drawings and components.
- 2.12 Check and approve shop drawings submitted by the contractor/vendors.
- 2.13 Visit the site work, at intervals mutually agreed upon, to inspect and evaluate the Construction Works and where necessary clarify and decision, offer interpretation of drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the department informed and render advice on actions, if required.

- 2.14 In order to ensure that the work at site proceeds in accordance with the contract documents/ drawings and to exercise time and quality controls, the day-to-day supervision will be carried out by a Construction Manger (Clerk of work/ Site supervisor or Construction supervision consultants), who shall work under the guidance and direction and direction of the Architect and shall be appointed and paid by the Samiti.
- 2.15 Issue Certificate of Virtual Completion of works.

**COMPLETION [STAGE 7] :**

- 2.16 Prepare and submit completion report and drawings for the project as required and assist the Samiti in obtaining “Completion/Occupancy Certificate” from statutory authorities, wherever required.
- 2.17 Issue two sets of as built drawings including services and structures.

**3. SCHEULE OF PAYMENT:**

The Architect shall be paid professional fee in the following stages with the work done plus charges and reimbursable expenses agreed upon :

**Empanelment :**

On Empanelment - Nil.

**STAGE 1**

- (i) On submitting conceptual designs and rough estimate of cost -Nil.  
(ii) On appointment/Signing of Agreement/ Acceptance of offer -10% of the total payable (on rough estimate of cost).

**STAGE 2**

On submitting the required preliminary scheme for the Samiti approval along with the preliminary estimate of cost-10% of the total fees payable (on preliminary estimate of cost).

**STAGE 3**

- a. on incorporating Samiti suggestions and submitting drawings for approval from the samiti/statutory authorities [and Upon samiti/statutory approval necessary for commencement of construction, wherever applicable] – 15% of the total fees payable (On preliminary estimate of cost) less preliminary estimate of cost) less preliminary estimate of cost) less payment already made at stages 1 to 3a.

#### **STAGE 4**

Upon preparation of working drawings, specifications schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents – 10% of the total fees.

#### **STAGE 5**

On submitting tenders; advising Department on appointment of contractors. – 10% of the total fees payable.

#### **STAGE 6**

- a. On submitting working drawings drawings and details required for commencement of work at site -15% of the total fees payable.
- b. (i) On completion of 20% of the work – 5% of the total fees payable.  
(ii) On completion of 40% of the work – 25% of the total fees payable.  
(iii) On completion of 60% of the work – 5% of the total fees payable.  
(iv) On completion of 80% of the work – 85% of the total fees payable.  
(v) On Virtual completion– 5% of the total fees payable.

#### **STAGE 7**

On submitting completion Report and drawings for issuance of completion/occupancy certificate by statutory authorities, wherever required and on issue of as built drawings.-10% of the fees payable (Actual total cost).

#### **4. REIMBURSABLE EXPENSES:**

Cost of presentation models, computer simulation, presentation drawings, etc., prepared at the instance of the samiti for the purpose other than the Design and execution of the project shall be reimbursed by the department as agreed upon.

## **5. SAMITI'S ROLE & RESPONSIBILITIES :**

The Samiti shall discharge all his obligations connected with the project and engagement of the Architect as follows :

- 5.01 To Provide detailed requirement of the project.
- 5.02 To provide property lease/ownership documents.
- 5.03 To provide site plan, to a suitable scale, showing boundaries, contours at suitable intervals, existing physical features including any existing roads, paths, trees, existing services and utility line and such lines to which the proposed service can be connected. In case such information is not readily available, the Department shall arrange for the survey/collection of information and pay for the same.
- 5.04 To furnish reports on soil conditions and test as required by the Architect or pay for the preparation of the same. To furnish specific conditions/ statutory stipulations/codes of practice/schedule of rates, etc. desired to be followed.
- 5.05 To pay all the fees, levies, security deposits and expenses in respect of statutory sanction.
- 5.06 To give effect to the professional advice of the Architect and cause no changes in the drawings and documents without the consent of the Architect.
- 5.07 To honour Architect's bids within one month of its submission.
- 5.08 To appoint a Construction Manager (Clerk of Works/Site Supervisor or Construction Supervision Consultant in case of a large and complex project) as per Architect's advice.

## **6. SAMITI'S ROLE & RESPONSIBILITIES :**

- 6.01 The Architect shall keep the Samiti informed about the progress of work in his office.
- 6.02 The Architect may appointment specialized consultants in consultation with the Samiti, if necessary.
- 6.03 The Architect shall be responsible for the direction of integration of the consultants work. The consultants, however shall be fully responsible for the calculation, the detailed design and periodic inspection and evaluation of the work entrusted to them. The Architect, shall if requested, make available the design calculation.
- 6.04 The Architect will advice the Samiti on the Time Schedule (Bar Char/ PERT/ CPM Network) prepared by the contractors for the completion of work, if required.
- 6.05 The Architect shall supply to the samiti, free of cost, upto six sets of drawings and different stages.

- 6.06 The Architect shall supply not make any deviation, alternation or omissions from the approved drawings, involving financial implications without prior consent of the Samiti.
- 6.07 Any professional services to be rendered by the Architect at the instance of the Samiti after the good project completion period shall compensated for on mutually agreed terms.
- 6.08 The Architect exercise all reasonable skill, care and diligence in the discharge of his duties and shall exercise such general superintendence and inspection as may be necessary to ensure that works are being executed in accordance with the conditions of contract.

**7. TIME SCHEDULE :**

The Architect shall, in consultation with the Samiti, prepare a time schedule in respect of various services to be rendered and discharge of Samiti's obligations.

**8. TERMINATION OF AGREEMENT :**

- 8.01 The Agreement may be terminated by the Department by giving a written notice of 30 (thirty) days, if the Architect fails to perform his part of responsibilities/duties.
- 8.02 In the event of Architec's firm closing its business or the Samiti having terminated the agreement, the Samiti shall have the right to employ another Architect to complete the work, after making payment to the previous Architect's firm.

**9. Penalty :**

The consultant will indemnify for any direct loss or damage that accrue due to deficiency in services in carrying out Detailed Project Report or Design. Penalty shall be imposed on consultant for poor performance deficiency in service as expected from the consultant and as stated in General Conditions of Contract. The penalty shall be imposed by the Netarhat Vidyalaya Samiti.

**B. PROFESSIONAL FEE :**

- (i) In consideration of the professional services rendered by the Architect, he shall be paid professional fee and other charges in accordance with the scale of charges as mutually agreed.
- (ii) Any tax levied by law such as Service tax, contingent to professional services rendered by the Architect shall be payable by the Samiti over the above the gross fees charged by the Architect in relation with services provided.

## SCALE OF CHARGES

Sl. No.	Package No	Name of work	Scope of work & Services	Payable fee/Reimbursable expenses on the cost of work assigned (To be quoted in the financial bid)
1	NVS/DPR/2012/1	(As per notice)	As directed for Comprehensive Architectural services in the Conditions of Engagement including Site Development but excluding Landscape Architecture, Interior Architecture, Graphic Design and Signage	.....%
2	NVS/DPR/2012/2	(As per notice)	As directed for Comprehensive Architectural services in the Conditions of Engagement including Site Development but excluding Landscape Architecture, Interior Architecture, Graphic Design and Signage	.....%
3	Site Visits (a) Outstation visit (b) Local Visit			L.S L.S.

The evaluation shall be done on the basis of rates quoted Sl.No 1/2

**Principal  
Netarhat Vidyalaya ,  
Netarhat**