

BRIHANMUMBAI MUNICIPAL CORPORATION

Chief Architect Department

**Revision / upgradation / addition to existing Panel of Project Management
Consultants under SCR no.199 dt. 04/05/2023 of Brihanmumbai Municipal
Corporation**

Ref: Dir / ES&P / 1787 / II dt. 06/10/2025

The Panel of PMCs was formed under SCR No. 199 dated 04/05/2023 by calling EOI and evaluating the submissions made by PMC's. There is a provision of reviewing the Panel every two years in the said SCR. It is hereby proposed to modify the existing Panel of Project Management Consultants for Civil and Landscaping projects under SCR no.199 dt. 04/05/2023 of Brihanmumbai Municipal Corporation.

Experienced and reputed Project Management Consultants / firms who are willing to provide services to BMC are hereby requested to submit their interest in prescribed format annexed herewith to this office. It includes services for BMC projects such as Hospitals, Residential (Staff quarters, hostels etc.), Office spaces or administrative buildings, Drama theatres, Cemeteries, Maternity homes, Dispensaries, Sports Complex, Statues, Welfare Centers, Institutional Buildings, Markets, Schools, Gardens, Interior works etc. with ancillary structures at various locations in Greater Mumbai undertaken by BMC.

The basic scope of work is as follows:-

- To carry out necessary Total Station Survey, Soil Investigation report etc. for the project
- To submit "Detailed Project Report" and "Detailed Master Plan" for the development of the project,
- To design and prepare architectural plans & site layout.
- To design landscape and interior work, if required.
- To apply and obtain all remarks/approvals of concerned departments of BMC, State Govt., Central Govt. and other Statutory Authorities, which are, required to ensure appropriate implementation of the project.
- To prepare 3-Dimensional view or walkthrough of the project.
- To render Structural Design Services.
- To provide M.E.P. services as may be required for the project.
- To prepare tender document alongwith estimates
- To do periodic and full time supervision on site as per requirement
- To carry out complete execution of the project.

Minimum qualification criteria for empanelment:

Class	Plot area of completed projects (sq.m.)	Minimum Experience of firm (years)	Cost of completed work/s (Rs. in Cr.)			Minimum Annual turnover (Rs.)
			Single work	Two works	Three works	
D	Upto 2500.00	03	15	7.5	5	20 Lacs
C	Upto 5000.00	05	50	25	15	40 Lacs
B	Upto 7500.00	07	100	50	30	80 Lacs
A	Above 7500.00	10	Atleast 2 works above 100			1Cr.

The Document consisting of application form and the detailed information including scope of work is annexed herewith. Last date of submission of application form is **25/11/2025** up to 12.30 P.M.

All the applicants will be required to deposit D.D./pay order of **Rs. 5000/- (Five Thousand only - non-refundable Scrutiny Fees) plus G.S.T.** in favor of BMC at the time of submission of application.

The 'Project Management Consultancy firm' interested in empanelment with BMC, may submit their interest / visit at the following address, on any working day, during office hours.

Chief Architect Department

3th Floor, Engineer's Hub Building (BMC),
Dr. E. Moses Road,
Worli, Mumbai- 400 018

The B.M.C. reserves the right to accept any of the applications or reject any or all the applications received without assigning any reason thereof. This process is only for formation of Panel of reputed Project Management Consultants / firms who are willing to provide services to BMC. Empanelment does not assure any allotment of work.

-sd-

(Umesh Nagarkar)

Chief Architect

BRIHANMUMBAI MUNICIPAL CORPORATION



“EXPRESSION OF INTEREST DOCUMENT ”

**FOR PREPARING THE PANEL OF ‘PROJECT MANAGEMENT CONSULTANCY
FIRMS’ FOR VARIOUS PROJECTS OF BRIHANUMBAI MUNICIPAL CORPORATION**

CHIEF ARCHITECT DEPARTMENT

CHIEF ARCHITECT

3th Floor, Engineer’s Hub building,
Dr. E. Moses Road,
Worli, Mumbai-400 018

NAME OF WORK	:	PANEL OF 'PROJECT MANAGEMENT CONSULTANCY FIRMS' FOR VARIOUS PROJECTS OF BRIHANUMBAI MUNICIPAL CORPORATION
SUBMISSION	:	Submission is to be done in hardcopy only
DATE OF SUBMISSION	:	Upto 12.30 P.M. on 25/11/2025
DATE OF OPENING	:	At 3.30 P.M. on 28/11/2025
E.O.I. DOCUMENT PRICE	:	Rs.5,000/- plus 5% G.S.T. = Rs. 5,250/-
PLACE OF SUBMISSION & OPENING OF E.O.I. PACKET	:	Office of Chief Architect 3 rd Floor, Engineer's Hub building, Dr. E. Moses Road, Worli, Mumbai - 400 018 <u>Tel:-</u> 022- 2495 8939 Email :- ma@mcgm.gov.in
ADDRESS FOR COMMUNICATION	:	Office of Chief Architect 3 rd Floor, Engineer's Hub building, Dr. E. Moses Road, Worli, Mumbai - 400 018 <u>Tel:-</u> 022- 2495 8939 Email :- ma@mcgm.gov.in

APPLICATION FORM FOR 'PROJECT MANAGEMENT CONSULTANCY FIRMS'

SR.NO.		
1.	CLASS for application	Eg. : 'A' & 'R'
2.	a)Name of the firm	
	b)Address	
	c)Phone No.	
	d) Fax No.	
	e)E-mail address	
	f) Cell No.	
	g) Web-site, if any	

	h) If main Office is outside Mumbai, please furnish office address of office establishment in Mumbai	
	b) Contact NO.	
	c) Fax No.	
3.	Name of Proprietor/Partners/ Directors of the Applicant with addresses and Phone Numbers	
	a)	
	b)	
	c)	
	d)	
4.	a) Year of establishment (enclose documentary evidence)	
	b) Type of firm (Whether Proprietorship, Partnership, Private Ltd etc.)	
	c) Details of Registration	

	d) Name of Registering Authority, Date & Registration Number	
5.	Name & Address of Banker	
6.	Permanent Account No./T. Account No. (enclose documentary evidence)	
7.	Service Tax No./Professional Tax No.	
8.	Details of registration if any in the panel of 'PROJECT MANAGEMENT CONSULTANCY FIRMS' for other organization (enclose documentary evidence)	
9.	G.S.T. no. (enclose documentary evidence)	

Applicant
Signature with Seal of firm

Date:

Place :

Note: In case of partnership firms the above said details shall be furnished for each & every partner of the firm.

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SECTION -1

GENERAL

Brief Introduction :

Brihanmumbai Municipal Corporation undertakes various development projects every year for the upgradation of the city. Alongwith new projects, a lot of Redevelopment/ Improvement/ Renovation/Repairs projects also take place. The projects include massive site areas and enormous project costs. Lots of projects need specialization in that particular field. As a result, 'Project Management Consultancy firms' have to be appointed for these projects. Since huge amount of time and public money is at stake, it is essential to appoint a single 'Project Management Consultancy firm' who can take full responsibility of that particular project.

Hence, B.M.C. administration has decided in principle to prepare a single panel of 'Project Management Consultancy firm's who can render consultancy services on over all basis for architectural, interior, structural and other allied works such as fire fighting & fire alarm system, HAVC, building automation, CCTV, lift installation, substation, DG set and horticulture work etc. including obtaining approvals/ clearances / N.O.C.'s from various B.M.C. authorities such as Building Proposal, Development Plan Department, Roads, Fire Department etc and external agencies such as M.C.Z.CHIEF ARCHITECT , M.O.E.F., Railways etc. for projects such as Hospitals, Residential (Staff quarters, hostels etc.), Office spaces or administrative buildings, Drama theatres, Cemeteries, Maternity homes, Dispensaries, Sports Complex, Statues, Welfare Centers, Institutional Buildings, Markets, Schools, Gardens, Interior works etc. with ancillary structures at various locations in Greater Mumbai.

B.M.C. therefore, intends to invite Expression of Interest 'Project Management Consultancy firms' for the above said works.

1.1 Application Criteria for ' PROJECT MANAGEMENT CONSULTANCY FIRMS':

1. The application may be submitted by 'Project Management Consultancy Firms' giving Architectural and Project Management services to ensure compliance of client's scope of work. Lead person should be Architect or Licensed Structural Engineer with valid proof.
2. Consortium of architects and P.M.C. firms are eligible to apply. If the consortium is dissolved, lead person/firm should form consortium fulfilling the said criteria with the approval of the competent authority of B.M.C.
3. The application submitted in Joint Ventures will be rejected.
4. Empanelment Class will be as per minimum qualification criteria table mentioned in table 2.1 and 2.3 at Section-2.

1.2 INFORMATION ABOUT E.O.I.:-

- i. All the applicants will be required to pay E.O.I. document cost of **Rs. 5,000/-** (Five Thousand only) **plus 5% G.S.T.** by **D.D./pay order** in favor of B.M.C. at the time of submission of application.
- ii. **E.O.I. Document Cost** will have to be paid in the name of “Brihanmumbai Municipal Corporation” and should be submitted in sealed envelope labeled as **“D.D.”**.
- iii. **E.O.I. Document Cost :-** The E.O.I. Document cost of **Rs. 5,000/- plus G.S.T.** is non refundable

The E.O.I. packet will be opened on **28/11/2025** at **3.30 p.m.** in the Office of Chief Architect , 3rd Floor, Engineer’s Hub building, Dr. E. Moses Road, Worli, Mumbai - 400 018 in the presence of applicants who may choose to remain present.

1.3 Information for APPLICANTS:-

- 1) All the applicants shall create vendor code online from B.M.C. portal www.mcgm.gov.in or from the office of Vendor Registration Office, 566 N.M. Joshi Marg, CPD Compound, Bakri Adda, Opp. S Bridge Municipal School, Byculla (W), Mumbai-11, if not created/available already.
- 2) Applicant shall apply for relevant Class (i.e. A/B/C/D/R) as per minimum qualification criteria table 2.1 and 2.3 at Section-2 of this document.
- 3) Packets of all the applicants will be opened and after examining qualifying criteria and other accompanying documents, applicants receiving more than 60 marks will be shortlisted.
- 4) After the award of project to the ‘Project Management Consultancy firm’, the ‘Project Management Consultancy firm’ will be required to enter into Agreement for services with B.M.C.
- 5) The P.M.C. services will include site development, Architectural Drawings, structural drawings, sanitary, plumbing, drainage, water supply & sewerage work, electrical work, fire fighting system, HVAC/ specialized services as per requirement, landscape work for new works & interior, face lifting & upgradation of existing old buildings etc. as required.
- 6) To obtain first hand information about the panel, applicants are encouraged to visit this office before submitting the application, if required.
- 7) Applicants are expected to examine all terms and instructions included in the documents. Failure to provide all requested information will be at applicant’s own risk and may result in rejection of the proposal.
- 8) B.M.C. reserves the right to reject any or all the applications without assigning any reason thereof.
- 9) B.M.C. reserves the right to verify the performance of the ‘Project Management Consultancy firm’ & call for any further information.

- 10) The 'Project Management Consultancy firm' may furnish any additional information as deemed necessary.
- 11) Any information furnished by the 'Project Management Consultancy firm' found incorrect at any stage, would render their delisting from the panel without prejudice.
- 12) B.M.C. shall not be responsible for any delay in the process of empanelment.
- 13) If the performance of the 'Project Management Consultancy firm' is found to be below standard during the empanelment period, the B.M.C. reserves right to terminate any 'Project Management Consultancy firm' from empanelled list without assigning any reason/notice thereof.
- 14) The 'Project Management Consultancy firm' have to submit affidavit that their organization/ company/ firm is not debarred, black listed, not terminated from any work, not in litigation anywhere in the country.
- 15) Joint Venture is not allowed.
- 16) The empanelment shall not be treated as assurance for allotment of any specific work.
- 17) Applicant should have office in M.M.R.D.A. limit. (Address proof to be attached)
- 18) B.M.C. reserves the right to allot any work or at any stage (Planning/Tendering/Execution etc.) of work.
- 19) Verification of documents submitted by applicant will be done separately at later stage and if documents are found to be fraudulent, applicant will be blacklisted.

20) Selection/Reviewing Committee:

- a. A review of empanelment shall be taken every three years by a committee comprising of B.M.C. officials such as City Engineer, Ch. E. (B.M.), Chief Architect, Dy. Chief Architect (SIC) under the Chairmanship of Director (E.S. & P.). The committee shall have the right to supplement, append, modify or delete the list of empanelled 'PROJECT MANAGEMENT CONSULTANCY FIRMS'. Chief Architect will be Member Secretary of this committee.
- b. Class of 'Project Management Consultancy firm' can be upgraded / degraded with the recommendation of the aforesaid committee.
- c. The decision of Committee for selecting the list and Class of empanelled P.M.C. shall be final and binding upon all concerned and cannot be challenged.

1.4 SUBMISSION OF APPLICATION :-

Preparation and submission shall be in one packet :

The packet should contain the eligibility criteria documents as follows:

- i. **E.O.I. document duly filled and signed** as a token of acceptance of E.O.I. conditions.

- ii. E.O.I. document cost of **Rs. 5,000/-** (Five Thousand only) **plus G.S.T.** by **D.D./pay orders** in favor of B.M.C. submitted in sealed envelope labeled as **“D.D.”**.
- iii. Registration certificates
- iv. Office address proof (Electricity bill or Phone bill of last 3 months)
- v. Projects-related presentation of your firm. (Hard copy & soft copy in CD)
- vi. Details of staff (Annexure A) alongwith Salary slips of last 6 months
- vii. An affidavit that the organization/ company/ firm is not debarred, black listed, not in litigation anywhere in the country.
- viii. Listing & documentary proof such as photographs / CDs pertaining to the projects with certificate from the client in support of all works completed /in process as well as T.D.S. Proofs, Proofs of payment from client(Annexure B)
- ix. Income Tax Returns and a certificate from registered Chartered Accountant of annual turnover for the last 5 years as specified (Annexure C)
- x. Details and proofs (T.D.S. Proofs, Proofs of payment from client) of works as per Selection criteria categories (Annexure F)

The envelope shall indicate name of the applicant and addresses and super scribed as

**“EXPRESSION OF INTEREST FOR PREPARING THE PANEL OF ‘PROJECT
MANAGEMENT CONSULTANCY FIRMS’ FOR VARIOUS PROJECTS OF
BRIHANUMBAI MUNICIPAL CORPORATION”**

- Mention due date of Submission of E.O.I. on lower left hand corner of packet.
- Mention the Class/Classes applied for (as per minimum qualification criteria table 2.1 and 2.3 at Section-2) in Bold letters on upper right hand corner of the packet.
Eg. : Class **‘A’** and **‘R’**

SECTION-2

ELEGIBILITY CRITERIA

2.1 Eligibility Criteria for ‘Project Management Consultancy Firm’

Table 2.1: Minimum qualification criteria for empanelment:

Class	Plot area of completed projects (sq.m.)	Minimum Experience of firm (years)	Cost of completed work/s (Rs. in Cr.)			Minimum Annual turnover (Rs.)
			Single work	Two works	Three works	
D	Upto 2500.00	03	15	7.5	5	20 Lacs
C	Upto 5000.00	05	50	25	15	40 Lacs
B	Upto 7500.00	07	100	50	30	80 Lacs
A	Above 7500.00	10	Atleast 2 works above 100			1Cr.

Note: Weightage will be given to turnover. However eligibility will be finalized after overall evaluation.

1. Applicant may apply for all Classes or specific class according to the qualification criteria table 2.1 and 2.3.
2. The ‘Project Management Consultancy firm’ should have designed, executed, completed and commenced at least 2 types of major works of its kind i.e. Hospitals, Residential, Office spaces or administrative buildings, Drama theatres, Maternity homes, Dispensaries, Sports Complex, Welfare Centers, Institutional Buildings, Markets, Schools, Gardens, Interior works etc.
3. The ‘Project Management Consultancy firm’ should have latest software of CAD or equivalent and STAAD or equivalent facilities.
4. The ‘Project Management Consultancy firm’ should have architect in the firm who is registered with Council of Architecture and shall have minimum 10 years experience.
5. The ‘Project Management Consultancy firm’ should have qualified architects and Civil Engineers / Structural Engineers in the firm.
6. The ‘Project Management Consultancy firm’ should have/ form consortium with at least 1 engineer with Masters Degree in structural engineering with valid structural Engineers license for appropriate height issued by B.M.C. and with not less than 5 years of experience and Civil Engineers on his roll.
7. The ‘Project Management Consultancy firm’ should have at least 1 qualified Interior Designer with minimum 5 years experience.
8. The ‘Project Management Consultancy firm’ should have at least 1 qualified 3-D visualizer with minimum 5 years experience.

9. The 'Project Management Consultancy firm' should have sufficient number (Minimum 3 nos.) of Draftsmen and supporting staff.

Table 2.2: Minimum Educational Qualification for empanelment:

Sr. no.	Personnel	Educational Qualification
1.	Architect	Bachelor in Architecture or equivalent registered with Council of Architecture
2.	Architects (Supporting staff-min. 1 no.)	B. Arch. or equivalent (Minimum experience of 5 years)
3.	Engineers (Supporting staff – minimum 1 no.)	B.E. Civil or equivalent (Minimum experience of 5 years)
4.	Interior Designer (minimum 1 no.)	Diploma in Interior design (Minimum experience of 5 years)
5.	Creative supporting staff (minimum 1 no.)	Diploma in Graphic design / 3-d max / V-ray or equivalent (Minimum experience of 3 years)
6.	Supporting admin and drafting staff (Minimum 3 nos.)	Respective Educational Qualification
7.	Landscape Architect (Staff or Consortium)	B. Arch. or equivalent or B.E. Civil with Post Graduate degree in Landscape Architecture (Minimum experience of 5 years)
8.	Structural Engineer (Staff or Consortium)	B.E. Civil or equivalent or Masters Degree in structural engineering with valid structural Engineers license (Minimum experience of 5 years)
9.	In case of new work, 'Project Management Consultancy firm' should have experience in Planning and Project Management Consultancy of at least 2 types of major works of the following categories: Hospitals, Residential, Office spaces or administrative buildings, Drama theatres, Maternity homes, Sports Complex, Welfare Centers, Institutional Buildings, Markets, Shopping malls, Commercial complexes, Schools, Gardens, Interior works etc.	
In case of repair work , 'Project Management Consultancy firm' should have minimum staff as per point no. 1, 3 & 6 in above table no. 2.2 alongwith 1 Civil Engineer (Diploma or B.E.) or 1 supervisor with 5 years experience.		

2.2 Notes -

- i. While allotting work, priority will be given according to the work completed by the 'Project Management Consultancy firm'.
Example: For Hospital works, the 'Project Management Consultancy firm' having experience of completed Hospital projects will be given priority.
- ii. **For Hospital Work**, if allotted, empanelled 'Project Management Consultancy firm' shall have to appoint 'Healthcare Consultant' who qualifies following criteria:
 - a) minimum 5 years experience in hospital planning.
 - b) should have designed at least 1 major hospital anywhere in the country having minimum 300 (Three hundred) beds from design to commissioning stage.
 - c) The average annual turnover for last 3 years of firm shall be at least Rs. 1,00,00,000 (Rs. One crore) per annum.
 - d) should have at least 2 personnel who have a Masters degree in Hospital administration / Hospital management / Masters in Public Health / Masters in any medical specialty and at least 3 personnel on his roll involved in administrative and research functions.

*Note: 'Healthcare Consultant' can be appointed at the time of appointment of Hospital work.

- iii. **For Landscaping Work**, if allotted, empanelled 'Project Management Consultancy firm' should hire Landscape Architect (B. Arch. or equivalent with Post Graduate degree in Landscape Architecture) or Horticulturist as staff with minimum experience of 5 years

2.3 For Repair works,

Table 2.3: Minimum qualification criteria for empanelment for Repair works:

Class	Built-up area of completed Repairs projects	Minimum Experience of firm (years)	Cost of completed work/s (Rs. in Cr.)	Minimum Annual turnover (Rs.)
R	Minimum 5 works above 1500 sq.m	05	1Cr to 5 Cr	20 Lacs

- Selection criteria mentioned in Section-3 will not be applicable for applicants applying for Class 'R'. All the eligible applicants will be empanelled for Class 'R', if specified in application.

SECTION – 3

SELECTION METHOD:

3.1 SELECTION CRITERIA FOR ‘Project Management Consultancy firm’:

Selection of eligible ‘Project Management Consultancy firm’ will be generally based on the evaluation of the following criteria/ parameters and Marking System:

- i. Works under taken / executed in last 10 years
- ii. Architectural Design / Structural analysis/ designs software available and its utilization.
- iii. Research works/Noteworthy work, if any carried out.
- iv. Average Annual turnover for last 5 years.
- v. Technical Personnel employed.
- vi. E.O.I. document duly filled and submitted.
- vii. Salary slips of staff of last 6 months to be attached as proof of working staff.
- viii. Minimum 60 marks will be considered for selection.

Table 3.1: Selection criteria for empanelment:

Technical	Minimum Requirement	Total marks (70)	Criteria with marks
Experience of completed projects (Both Architecture as well as P.M.C.) (50% credit for ongoing projects) (Details as per Annexure ‘F’)	Different types of Projects completed i.e. Hospitals, Residential, Office spaces or administrative buildings, Drama theatres, Cemeteries, Maternity homes, Dispensaries, Sports Complex, Statues, Welfare Centers, Institutional Buildings, Markets, Schools, Gardens, Interior works etc.	30	1 Project of minimum 200 bedded Hospital – 5 marks 1 Project of Residential or Office spaces – 5 marks 1 Project of Clubhouse or Sports Complex or Drama theatres or Welfare Centers or Clubhouse – 5 marks 1 Project of Institutional Building or college or School - 5 marks 1 Project of Shopping complex or Market or shopping mall or

			supermarket – 5 marks 1 Project of Garden or landscaping work – 3 marks 1 Project of Interior and other works – 2 marks	
Hard copy of presentation of best projects	Not more than 5 slides for each project	40	Marks will be given by Selection committee.	
Personnel	Educational Qualification	Minimum No. of staff	Total marks (30)	Criteria with marks
Architects (Supporting staff)	B. Arch. or equivalent (Minimum experience of 5 years)	1	6	Cumulatively 1 mark for 1 person
Engineers (Supporting staff)	B.E. Civil or equivalent (Minimum experience of 5 years)	1	6	Cumulatively 1 mark for 1 person
Interior Designer	Diploma in Interior design (Minimum experience of 5 years)	1	2	Cumulatively 1 mark for 1 person
Creative supporting staff	Diploma in Graphic design / 3-d max / V-ray (Minimum experience of 3 years)	1	3	Cumulatively 1 mark for 1 person
Supporting admin and drafting staff	Respective Educational Qualification	3	3	Cumulatively 0.5 mark for 1 person
Financial Capability (Turn Over of the Firm)	Minimum (Average) For last 3 years from P.M.C. projects <u>Note:</u> If turnover is in between then eligibility will be for lower Class.		10	Rs.20 Lacs. -10 marks for 'D' Class Rs.40 Lacs. -10 marks for 'C' Class Rs.80 Lacs-10 marks for 'B' Class Rs.1Cr-10 marks

			for 'A' Class
	TOTAL MARKS	100	

- 3.2** The selected applicants will have to enter into agreement with B.M.C. and pay the requisite legal / stationary charges. The *terms & conditions* and other *contents* of agreement to be executed with 'Project Management Consultancy firm', shall be as decided by the Chief Architect , and as finalized by the Director (E.S. & P.).
- 3.3** The Municipal Commissioner reserves the right to modify the said selection criteria and accept or reject any of the applications or reject all the applications without assigning any reasons thereof.

SECTION-4

SCOPE OF WORK

4.1 Comprehensive Project Management Services for construction /reconstructions of various Architectural projects:

1: Planning and Pre-Tendering work

- i) The 'Project Management Consultancy firm' shall visit the site along with the staff of Chief Architect /Concerned Cell and representative of User Department.
- ii) The 'Project Management Consultancy firm' shall understand the instructions and requirements given User department and prepare the design brief.
- iii) The 'Project Management Consultancy firm' shall carry out necessary total Station Survey for the project.
- iv) The 'Project Management Consultancy firm' shall also carry out 'Soil Investigation' to find out safe load bearing capacity of soil and cost shall be reimbursed.
- v) The 'Project Management Consultancy firm' shall apply and obtain P.R. Card and C.S. Plans for the concerned plot from concerned government offices. Actual fees payable to the concerned govt. agency will be reimbursed.
- vi) The 'Project Management Consultancy firm' shall submit "Detailed Project Report" alongwith barchart and "Detailed Master Plan" for the development of the project, along with a block estimate, to Chief Architect and concerned B.M.C. authority and finalize the same with their consultation and also submit hard copy & soft copy in DWG format.
- vii) The 'Project Management Consultancy firm' shall apply and obtain all remarks/approval of concerned departments of B.M.C., State Govt., Central Govt. and other Statutory Authorities which are required to ensure appropriate implementation of the project.
- viii) The 'Project Management Consultancy firm' shall interact with the concerned User department authorities and plan interior spaces in terms of facilities and future requirements of the project so as to make optimum utilization of the available spaces.
- ix) The 'Project Management Consultancy firm' shall prepare Conceptual layout plans of the Project.
- x) The 'Project Management Consultancy firm' shall also carry out interior / landscape/ site development if required for project including pavements, landscaping, furniture etc.

- xi) The 'Project Management Consultancy firm' shall prepare final drawings with Façade Design after approval of User Department and Chief Architect Department to Conceptual layout plans.
- xii) The 'Project Management Consultancy firm' shall prepare 3-Dimensional view or walkthrough of the project.
- xiii) The 'Project Management Consultancy firm' shall prepare Pre D.C.R. Drawing and upload the project on the portal of Building Proposal Department for B.P. approval from the concerned 'Project Management Consultancy firm's console.
- xiv) The 'Project Management Consultancy firm' shall apply in stipulated time period and obtain approval / clearances / N.O.C.'s from various B.M.C. authorities such as B.P., D.P. Road Remarks, Fire N.O.C. and external agencies such as Railway/ M.C.Z.CHIEF ARCHITECT / M.O.E.F./ JAIL/ NAD/State Government / Central Government / MHADA / MMRDA etc. and submit the same for obtaining statutory approval, if required. If P.M.C. fails to apply for such NOCs in time frame given in the bar chart submitted by P.M.C., then penalty will be imposed on P.M.C. as per Clause 6.4 in Section-6 of E.O.I. document.

2: Tendering work

- i) The 'Project Management Consultancy firm' shall be rendering Structural Design Services per soil investigation report.
- ii) The 'Project Management Consultancy firm' shall prepare specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract.
- iii) The 'Project Management Consultancy firm' shall prepare measurement sheets, estimates and tender documents for invitation of Tender based on Fair Market Schedule of Ch. Engineer (B.M.) department. The tender documents shall consist of the following:-
 - a. Vol. I – (Scope of Work, General Contract conditions, Special Directions, Tender Note, etc.)
 - b. Vol. II - (Technical Specifications)
 - c. Vol.III - (BOQ - Civil, Architectural, Plumbing, Electrical, Mechanical & Furniture items accompanied by measurement sheets)
 - d. Vol. IV- (Project Plans with specifications)

[If the tender document is not submitted within 60 days of finalization of architectural / structural plans from competent authority i.e. Chief Architect /HIC/B.P/MMRDA/MHADA/MCZMA etc. wherever required, the suitable penalty shall be imposed upon the 'Project Management Consultancy firm', for that project subject to approval from Director (E.S.&P)]

- iv) The 'Project Management Consultancy firm' shall prepare and submit Rate Analysis for approval of Dir (E.S.&P.)/DMC(SE), if the item is not available in latest FMB/SOR or any other schedule of B.M.C.. The fair item shall be prepared by obtaining not less than 3 quotations for materials from the market. The 'Project Management Consultancy firm' shall be solely responsible for the rate analysis submitted by him/her.
- v) The 'Project Management Consultancy firm' shall assist the B.M.C. in uploading the project documents on SAP, and also in e-tendering process.
- vi) The 'Project Management Consultancy firm' shall assist B.M.C. in evaluating and scrutinizing the tenders and advise B.M.C. for selection and appointment of the contractor.
- vii) The 'Project Management Consultancy firm' shall do periodic supervision as decided in the agreement.

3: Execution work

- i) The 'Project Management Consultancy firm' shall prepare and submit PERT/CPM, Bar charts with timeline with respect to implementation of the said Master Plan.
- ii) The 'Project Management Consultancy firm' shall be In-Charge of and responsible for full time or occasional supervision, as required, on site till the completion of the project.
- iii) The 'Project Management Consultancy firm' shall assist B.M.C. in up-loading the project documents on SAP, and in e-tendering process.
- iv) The 'Project Management Consultancy firm' shall assist concerned department, to jointly evolve the post qualification criteria for awarding work to the specialized contractor.
- v) The 'Project Management Consultancy firm' shall assist B.M.C. in evaluating and scrutinizing the tenders and advise the B.M.C. for selection and appointment of the contractor.
- vi) The 'Project Management Consultancy firm' shall assist fortnightly progress reports to Concern department of B.M.C., duly signed, by registered Consulting Architect.
- vii) The 'Project Management Consultancy firm' shall appoint a qualified engineer and make In-Charge for the particular site.
- viii) The 'Project Management Consultancy firm' shall prepare and maintain Site instruction book.
- ix) The 'Project Management Consultancy firm' shall verify and certify the bills of the contractors, if so ordered, within stipulated time, duly signed by registered architect.
- x) The 'Project Management Consultancy firm' shall approve samples of various "elements and components" and approve shop drawings.
- xi) The 'Project Management Consultancy firm' shall prepare & issue working drawings and details, for proper execution of works during construction, duly signed by registered architect.

- xii) The 'Project Management Consultancy firm' shall take care of following services during execution stage:
 - a. Sanitary, plumbing, drainage, water supply and sewerage design including STP and RO Plants.
 - b. Electrical, Electronic, Communication systems design.
 - c. Heating, ventilation and air conditioning design (HVAC) and other mechanical system design.
 - d. Elevators and vertical transportation planning.
 - e. Fire detection, Fire protection, Building Management System and Security systems.
- xiii) The 'Project Management Consultancy firm' shall report in writing and submit *Certificate of Completion* of work, as per the contract executed, to Chief Architect , along with soft copy in Autocad DWG format & hard copy of as - built drawings for the record of B.M.C.

4: Interior work

The 'Project Management Consultancy firm' is required to provide services in respect of the following:

- i) Site evaluation and assessment.
- ii) Interior Design - space planning/ development & volumetric study.
- iii) Design of fixed items of work, loose furniture & interior related civil works.
- iv) False ceiling and false flooring, if required.
- v) Graphic Design and install Way finding, Name plates and Signages
- vi) Illumination design and installation.
- vii) Sound and acoustic design and installation.
- viii) Indoor plants suggestions and installation
- ix) The 'Project Management Consultancy firm' shall select materials, equipment and other interior related elements.
- x) Integration and co-ordination of all Engineering Services.
- xi) Periodic inspection and evaluation of works at site.

5: Landscape design

The 'Project Management Consultancy firm' is required to provide services in respect of the following:

- i) Site appraisal and suitability.
- ii) Site planning and Site development.
- iii) Landform and grading.
- iv) Surface drainage design and water management.
- v) Irrigation design.
- vi) Open space design - hard and soft areas.
- vii) Planting design.

- viii) Landscape structures and features.
- ix) Garden Furniture design.
- x) Illumination design.
- xi) Graphic design and signages.
- xii) Co-ordination of external services.
- xiii) Periodic inspection and evaluation of works at site.

General Terms:

- i) The 'Project Management Consultancy firm' shall carry out any other related works specifically entrusted to the Architects or P.M.C./ 'Project Management Consultancy firm'/ firms by employer.
- ii) The 'Project Management Consultancy firm' shall attend coordination and review meetings with the 'CHIEF ARCHITECT / HIC/ Garden/ School/ C.E. / Director (E.S. & P.) / Zonal DMC / User/AMC/MC and any other department of B.M.C. /Govt./Semi Govt. Whenever called for.
- iii) The 'Project Management Consultancy firm' shall submit his/ her professional consultancy fees bills within the stipulated time period and as per the schedule of payment, as stipulated in the agreement executed.
- iv) The Chief Architect may modify the scope of 'Project Management Consultancy firm' work as mentioned above for the project, as the case may be, if required, subject to prior approval of Director (E.S. &P.)
- v) All the correspondence and the meetings with B.M.C. authorities shall be attended by registered architect & hospital 'Project Management Consultancy firm' of the firm.
- vi) The Architect /Architectural Firm will have to certify that design prepared and material proposed is most reasonable and economical.
- vii) Full time site supervision shall be provided by the 'Project Management Consultancy firm' for the duration of the project.
- viii) Submission of proposal for obtaining all statutory permissions, NOCs and commencement certificates from the Development Control Authority.
- ix) Compliances of queries raised by the Statutory Planning Authorities & D.C. Authorities.
- x) Preparation of as-built drawing showing all service line & obtaining occupation certificate from D.C. Authority.

6: Signing off & Closure

After the Occupation certificate of the Project is received, a formal signing-off letter will be submitted to the concerned authorities.

4.2 Comprehensive Project Management Services for designing and execution of Interior projects:

The 'Project Management Consultancy firm' is required to provide services in respect of the following for Upgradation / Improvement/Renovation of the existing B.M.C. buildings with Interior work:

1: Concept Design:

- i) To do site visit & understand the requirement of Client (User Department and Chief Architect Department).
- ii) To assess the site situation and prepare list of items to be executed in the work alongwith concerned Executive Engineer or higher officer of B.M.C.
- iii) To take necessary measurements of the building for preparation of preliminary drawings of proposed work i.e. to measure the exact dimensions of the existing structure and Draft plans with the help of measured on-site dimensions.
- iv) Furnish a site evaluation and analysis report with basic approach to circulation, activity distribution, interaction and external linkages.
- v) Analyse schedule of spaces in relation to activities and site potential.
- vi) To point out Architectural additions and alterations, if any.
- vii) Prepare conceptual designs with reference to requirements and prepare rough estimate of cost on area basis.
- viii) To prepare preliminary drawing, sketch design & tentative estimate for submission of approval of Client.

2: Preliminary Design:

- ix) Modify the conceptual designs incorporating required changes, prepare the preliminary drawings, interior views and schedule of finishes for the Client's approval along with the preliminary estimate of cost on area basis.
- x) Preparation of patterns / designs for internal parts of the building i.e. entrance , flooring of waiting hall, counters, cabins , ceilings, doors, windows, walls, Toilets, Seating arrangement, internal & external colour scheme of the building shall be got approved from Chief Architect .

3: Drawings for Client's /Statutory Approval:

- i) Prepare drawings necessary for Client's/ statutory approvals and ensure compliance with codes, standards and legislation, as applicable and obtain the statutory approvals thereof, if required.

4: Working Drawings and Tender Documents:

- i) The 'Project Management Consultancy firm' shall prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract.
- ii) The 'Project Management Consultancy firm' shall prepare measurement sheets, estimates and tender documents for invitation of Tender based on Fair Market Schedule of Ch. Engineer (B.M.) department. The tender documents shall consist of the following:-
 - a) Vol. I – (Scope of Work, General Contract conditions, Special Directions, Tender Note, etc.)
 - b) Vol. II - (Technical Specifications)
 - c) Vol.III - (BOQ - Plumbing, Electrical, Mechanical & Furniture items accompanied by measurement sheets)
 - d) Vol. IV- (Project Plans with specifications)
- iii) The 'Project Management Consultancy firm' shall prepare and submit Rate Analysis for approval of Dir (E.S.& P.) / DMC(SE), if the item is not available in latest FMB/SOR or any other schedule of B.M.C.. The fair item shall be prepared by obtaining not less than 3 quotations for materials from the market. The 'Project Management Consultancy firm' shall be solely responsible for the rate analysis submitted by him/her.

5: Appointment of Contractors:

- i) Invite, receive and analyse tenders, advice B.M.C. on appointment of contractors.
- ii) The 'Project Management Consultancy firm' is required to provide services in respect of the following:
 - a) False ceiling and False flooring, if required.
 - b) Graphic Design and install Way finding, Name plates and Signages
 - c) Illumination design and installation.
 - d) Sound and acoustic design and installation.
 - e) Indoor plants suggestions and installation

6: Execution:

- i) Prepare and issue working drawings and details for proper execution of works during construction.
- ii) Assist B.M.C. in up-loading the project documents on SAP, and in e-tendering process.
- iii) Assist Concerned department, to jointly evolve the post qualification criteria for awarding work to the specialized contractor.

- iv) Assist B.M.C. in evaluating and scrutinizing the tenders and advise the B.M.C. for selection and appointment of the contractor.
- v) Shall be In Charge of and responsible for periodic or full time supervision on site till the completion of the project.
- vi) Submit fortnightly progress reports to Concern department of B.M.C., duly signed, by registered Consulting Architect.
- vii) Verify and certify bills of contractors, if so ordered, within stipulated time.
- viii) Approve samples of various elements and components jointly with Chief Architect .
- ix) Check and approve shop drawings submitted by the contractor/ vendors.
- x) Visit the site of work and fabrication workshop, at intervals mutually agreed upon, to inspect and evaluate the progress of works and where necessary clarify any decision, offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Client informed and render advice on actions, if required.
- xi) 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 Manager (Clerk of Works/ Site Supervisor or Construction Management Agency in case of a large and complex project), who shall work under the guidance and direction of the Architect and shall be appointed and paid by the Client.
- xii) Issue Certificate of Virtual Completion of works.

7: Completion:

- i) Prepare and submit completion reports and drawings for the project as required and assist the Client in obtaining "Completion/ Occupancy Certificate" from statutory authorities, wherever required.
- ii) Issue two sets of as built all architectural and structural drawings including services and structures in hardcopy and softcopy in AutoCad format.
- iii) Submit Structural calculations.

8: Signing Off & Closure

Post completion of the scheme, a formal signing-off letter will be submitted to the concerned authorities.

4.3 Comprehensive Project Management Services for Upgradation / Improvement / Renovation / Repair works:

The 'Project Management Consultancy firm' is required to provide services in respect of the following for Upgradation / Improvement/Renovation/Repair of the existing B.M.C. buildings:

PMCs shall render the following services :

1. The PMC shall visit the sites allotted to them along with the concerned B.M.C. staff. A licensed Civil/Structural Engineer and Registered Architect shall always be present for such site visits.
2. The PMC shall assess the architectural/civil conditions of the structure by thorough inspection and prepare a detailed list of architectural/civil repairs/restoration/reconditioning etc. works needed and submit the architectural plans, clearly indicating/ earmarking the repairs required along with block estimates to concerned B.M.C. department/cell.
3. The PMC shall assess the Structural Condition of the building by carrying out non destructive tests to decide the methodology for repair/rehabilitation/reconstruction and submit "conditional survey" and "structural Evaluation Reports" and Distress Mapping Plans' to the concerned B.M.C. department/cell along with a block estimate.
4. The PMC shall apply and obtain all remarks of concerned departments of B.M.C., State Government, Central Government and other statutory authorities which are required to ensure appropriate implementation of the project.
5. The PMC shall interact with the authorities and plan interior spaces in terms of facilities and future requirements of the structure so as to make optimum utilization of the available spaces.
6. The PMC shall submit 'Detailed Project Report' and 'Detailed Project Plans' for the development (which may include upgradation of facilities and modernization) of the facility along with a block estimate to the concerned B.M.C. department/cell.
7. The PMC shall present/submit the reports and plans (along with a block estimate) and finalize the same in consultation with concerned B.M.C. department/cell.

8. The PMC shall then revise and finalize the said Project Plans/Reports, based on the consultation with concerned B.M.C. department/cell and submit the same along with a block estimate, and also with a soft copy of the same.
9. The PMC shall prepare measurement sheets, estimates and tender documents for invitation of Tender based on 'Schedule of Rates'. The tender documents shall consist of the following.
 - Vol. I (Scope of work, General Contract Conditions, Special Directions, Tender note etc.)
 - Vol. II (Technical specifications)
 - Vol. III (BOQ – Civil, Architectural, Plumbing, Electrical, Mechanical and Furniture items accompanied by measurement sheets).
 - Vol. IV (Project Plans with specifications).(If the tender document is not submitted within 30 days of finalization of architectural/structural plans, the penalty of Rs. 500 per day shall be imposed upon the PMC, for that project).
10. The PMC shall prepare proposal of repairs/restoration/ reconstruction/new construction as the case may be and obtain approval/ N.O.C. from various departments of B.M.C./ State Government/Central Government/Railway/MHADA etc. and submit the same for obtaining statutory approval, if required.
11. The PMC shall prepare and submit Rate Analysis for the Fair Items for approval, if the items are not available in latest SOR or any other schedule of B.M.C.
12. The PMC shall upload the project documents on SAP and also carry out e-tendering process.
13. The PMC shall assist concerned B.M.C. department/cell to jointly evolve the post qualification criteria for awarding work to the specialized contractors.
14. The PMC shall assist B.M.C. in evaluating and scrutinizing the tenders and advise the B.M.C. for selection and appointment of the contractor.
15. The PMC shall be in charge of and responsible for daily supervision on site by appointing licensed and qualified diploma/degree civil engineers. The PMC shall also prepare/maintain all records and register, challans, testing reports etc.
(In case the supervising Engineer of PMC is not present on the awarded site, the penalty of Rs. 1000 per day minimum will be deducted from PMC's consultancy charges).
16. If the PMC fails to get the work done through contractor in stipulated time, penalty of 0.50% to 5.00% of total fees will be charged, on the PMC as decided by Dir. (E.S. & P.).

17. The PMC shall submit fortnightly progress reports to the concerned B.M.C. department/cell duly signed, by registered Architect/registered Structural Engineer.
18. The PMC shall verify and certify the bills of the contractors, including verification of quality, quantity and workmanship of the work executed, in all bills, within stipulated time.
19. The PMC shall approve samples of various 'elements and components' and approve show drawings.
20. The PMC shall prepare and issue working drawings and details, for proper execution of works during construction.
21. The PMC shall report in writing and submit 'Certificate of Completion' of work, as per the contract executed to the concerned B.M.C. department/cell along with as – built drawings for the record of B.M.C.
22. The PMC shall attend coordination and review meetings with the concerned B.M.C. departments/cells whenever called for.
23. The PMC shall attend and reply all the queries raised by the Audit Dept. / Vigilance Dept. or any other Dept. of B.M.C.
24. The PMC shall submit the final bill of the contractor for the project after satisfactory completion of work, within stipulated time period. PMC shall also submit his/her professional consultancy fees bills within the stipulated time period and as per the schedule of payment as stipulated in the agreement executed.
25. Chief Architect may modify the scope of PMC work as mentioned above for individual Projects, as the case may be, if required.

SECTION – 5

PROCEDURE FOR ALLOTMENT OF WORK

The empanelled 'Project Management Consultancy firms' will be allotted the works of Planning, Designing, P.M.C. and D.P.R. work on performance and experience basis at fees given below:

	Project Cost	Percentage of fees payable
i	Up to 3.50 Crores	3.00%
ii	Above 3.50 Crores up to 7.50 Crores	i. 3.00% for project cost upto 3.50 Crores ii. 2.50% for project cost above 3.50 Crores
iii	Above 7.50 Crores	i. 3.00% for project cost upto 3.50 Crores ii. 2.50% for project cost above 3.50 Crores upto 7.50 Crores iii. 2.00% for project cost above 7.50 Crores

Note :

- *For repetitive building design, fees will be revised suitably with sanction of competent authority.*
- *Date of appointment letter to P.M.C. for the work will be considered as appointment date of 'Project Management Consultancy firm'*
- *The above fees shall be inclusive of supervision and certification of contractor's bill, as per the terms and conditions of agreement executed. If applicable, G.S.T shall be payable over and above.*
- *Total fees payable will be worked out on contract cost excluding cost of maintenance & excluding supervision, water, sewer charge or price escalations. However till contract, fees shall be based on estimated cost.*
- *For phase wise development consultancy fees will be paid in accordance to phase wise development.*
- *Initially one work will be allotted to each P.M.C. and after analyzing performance and creativity, further work will be allotted.*

SECTION – 6

SCHEDULE OF PAYMENT

- 6.1** The 'Project Management Consultancy firm' shall be paid Consultancy fees in the following stages consistent with the work done plus other charges and reimbursable expenses as agreed upon.

Table 6.1

STAGE	PERCENTAGE OF FEES PAYABLE
RETAINER	
On appointment	0% of the total fees payable
STAGE 1 – Planning & User approval	
a) On submitting conceptual design and rough estimate of the cost of the Project.	5 % of the total fees payable.
b) On submitting the required preliminary scheme for the approval of the B.M.C. along with estimate of cost of the Project	10% of the total fees payable less payment already made at Stage 1(a).
c) On incorporating B.M.C.'s suggestions and submitting drawings for approval of the B.M.C. / Statutory Authorities, if required	20% of the total fees payable, less payment already made at Stage 1(a) & 1(b).
STAGE 2 – Approvals	
Upon approval / clearances / N.O.C.'s from various B.M.C. authorities such as B.P., D.P., Road Remarks, Fire N.O.C. and external agencies such as Railway/	25% of the total fees payable, less payment already made at Stage 1

M.C.Z.CHIEF ARCHITECT / M.O.E.F./ JAIL/ NAA / State Government / Central Government / MHADA / MMRDA etc.	
STAGE 2 – Tender	
a) Upon preparation of working drawings – specifications and schedule of quantities sufficient to prepare the estimate of cost of the Project and preparation of Tender Documents.	30% of the total fees payable, less payment already made at Stage 1
b) On inviting, receiving and analyzing tenders; advising the B.M.C. on appointment of Contractor(s).	35% of the total fees payable, less payment already made at Stage 1 and Stage 2(a)
STAGE 3 – Execution	
a	
On submitting working drawings & details for commencement of the Project at site.	45% of the total fees payable, less payment already made at Stage 1 to Stage 2
b(i)	
On Completion of 20% of the Project	50% of the total fees payable, less payment already made at Stage 1 to Stage 3a
b(ii)	
On Completion of 40% of the Project	60% of the total fees payable, less payment already made at Stage 1 to Stage 3b(i)
b(iii)	
On Completion of 60% of the Project	65% of the total fees payable, less payment already made at Stage 1 to Stage 3b(ii)
b(iv)	
On Completion of 80% of the Project	70% of the total fees payable, less payment already made at Stage 1 to Stage 3b(iii)
b(v)	
On Completion of the Project from all aspects upto Occupation stage	75% of the total fees payable, less payment already made at Stage 1

	to Stage 3b(iv)
STAGE 4	
On "Completion/ Occupancy Certificate" from statutory authorities	85% of the fees payable, less payment already made at Various Stages
STAGE 5	
a) On submitting a formal signing-off / Closure letter to the concerned authorities	95% of the fees payable, less payment already made at Various Stages
b) On completion of Defect Liability period (One year)	100% of the fees payable, less payment already made at Various Stages

6.2. Effective payment to the Consultant:

The effective payment at various stages towards consultancy fees shall be as tabulated below:

Table 6.2

At Stage 1	:	On rough estimate of the cost of the project work
At Stage 2	:	On estimated cost of the project work
At Stage 3	:	Accepted tender cost of the project work by the B.M.C.
At Stage 4&5	:	Accepted tender cost or actual construction cost whichever is less

6.3 Notes:

- i. Agreement will be executed between 'Project Management Consultancy firm' and B.M.C. which mentions stages of payment, scope of work, responsibilities etc. in consultation with Law officer B.M.C.
- ii. Stamp duty and Registration charges shall be payable by P.M.C.

6.4 Penalty Clauses for the 'Project Management Consultancy firm':

- i. A penalty amounting to 3% of the applicable payment as per stage will be imposed on the 'Project Management Consultancy firm' for delay in the

multiple of 15 days for the reasons not attributable to B.M.C. to the maximum of 10% of the fees applicable for each stage.

- ii. 'Project Management Consultant' shall visit the project work at intervals as mutually agreed upon to inspect and evaluate the implementation / completion of the project work and wherever necessary clarify and give decision, offer interpretation on the drawings / specifications, attend conferences and meetings to ensure that the project work proceeds generally in accordance with the tender / contract documents / conditions of contract and keep B.M.C. informed and render advice on actions, if required. On failure penalty of Rs. 2000/- will be recovered from the consultancy fees.
- iii. The 'Project Management Consultant' will be held responsible for quantity of work. Any defective work pointed out by B.M.C. staff shall be rectified / redone as directed. Non compliance will attract penalty.
- iv. Draft tender shall be submitted within a month after finalization of architectural / structural plans. Non compliance will attract penalty.
- v. The 'Project Management Consultancy firm' shall apply in stipulated time period and obtain approval / clearances / N.O.C.'s from various B.M.C. authorities such as B.P., D.P. Road Remarks, Fire N.O.C. and external agencies such as Railway/ M.C.Z.CHIEF ARCHITECT / M.O.E.F./ JAIL/ NAD/State Government / Central Government / MHADA / MMRDA etc. and submit the same for obtaining statutory approval, if required. If P.M.C. fails to apply for such NOCs in time frame given in the bar chart submitted by P.M.C., will attract penalty.
- vi. If the 'Project Management Consultant' submits incorrect/ erroneous architectural plans/ structural plans or any other such relevant documents, then a penalty of minimum 0.50% of the total consultancy fees per week (maximum 10.00%) will be charged and recovered. Also it is agreed that the working drawings for execution of work on site shall be supplied / furnished in time. For delay of furnishing of the working drawings penalty of minimum Rs. 1000/- per day will be recovered from the consultancy fees.
- vii. The PMC shall be in charge of and responsible for daily supervision on site by appointing licensed and qualified diploma/degree civil engineers. The PMC also prepare/maintain all records and register, challans, testing reports etc. In case the supervising Engineer of PMC is not present on the awarded site, the penalty of Rs. 1000 per day minimum will be deducted from PMC's consultancy charges.

SECTION – 7

GENERAL CONDITIONS

1. Incomplete forms will not be accepted.
2. Forms received after due date / time will not be considered.
3. The applicant may attach separately other extra information about the firms/works carried out or any other matter like awards received for their work.
4. The 'Project Management Consultancy firm' will have to perform all the required duties as instructed by the B.M.C. authorities, related to project, for ensuring proper implementation of the intended project.
5. The B.M.C. reserves the right to select or disqualify any 'Project Management Consultancy firm' without assigning any reason thereof.
6. The 'Project Management Consultancy firm' is expected to attach the relevant certificates/ proofs from the owners/ client of the project, which are mentioned in the details of works/project carried out in last 10 years.
7. The B.M.C. reserves the right to entrust the work/project to any 'Project Management Consultancy firm' without assigning any reason thereof.
8. In case of dispute if any, the decision of the Hon'ble Municipal Commissioner shall be final and binding on the 'Project Management Consultancy firm'.
9. The 'Project Management Consultancy firm' will have to submit attested 'PAN' documents, Partnership documents, Registration documents and will have to enter into the Agreement with B.M.C. The details/terms & conditions of agreement will be finalized at that stage, by the B.M.C., and binding on the 'Project Management Consultancy firm'.
10. The 'Turnover' document as mentioned in Proforma shall be certified by a registered Chartered Accountant.
11. The 'Project Management Consultancy firm' should submit photographs / CDs / Documentation pertaining to the projects, they have completed and duly certified by the client.
12. The 'Project Management Consultancy firm' should submit, details of staff working on this project as mentioned in proforma attached herewith.
13. The 'Project Management Consultancy firm', if wishes to submit any other relevant information, the same may be attached separately.
14. At any time till last date of receipt of proposal, B.M.C. may for any reason modify E.O.I. document by amendment.
15. If required, applicant will be invited for presentation in person.

16. All final plans, drawings, specifications, designs, reports and other documents or software submitted by the 'Project Management Consultancy firm' in the performance of the services shall become and remain the property of B.M.C. The 'Project Management Consultancy firm' may retain a copy of such documents but shall not use them for purposes unrelated to this contract without the prior written approval of B.M.C. authorities. All the software relating to the assignment must have legal license. No extra payment will be entertained by B.M.C. for obtaining the said legal license.
17. The 'Project Management Consultancy firm' shall undertake to carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment and to ensure that the staff assigned to perform the services under this contract, will conduct themselves in a manner consistent herewith.
18. The 'Project Management Consultancy firm' should also agree that all knowledge and information not within the public domain which may be acquired during the carrying out of this contract, shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the written permission of B.M.C. authorities.

The Municipal Commissioner reserves the right to modify the said selection criteria and accept or reject any of the applications or reject all the applications without assigning any reasons thereof.

Annexure A

Name and Details of Staff in P.M.C. Firm

Sr. No.	Name of the person	Partner/ Director/ Employee	Designation	Educational Qualification	Member ship of professional body	Length of service in the firm	Past Experience (if any)	Remarks
Eg. 1	XYZ	Employee	Senior Architect	M.Arch. (Degree Certificates attached at Pg.no.....)	C.O.A. Registration attached at Pg. No.	10 years	2 years	

Applicant
Signature with seal of firm

Date :

Place :

Note : Qualification certificate of all technical staff duly certified in list enlisted above shall be enclosed.

Annexure B

Details of Project executed by 'P.M.C. firm' :

Sr. No.	Name of the work / project	Year	Details Of Project	Name of Owner/ Client	Cost of the Project in lacs/Crores	Total area of Project	Construction Status Status		Remarks
							Start	End	

Applicant

Signature with seal of firm

Date :

Place :

Note: Certificate from the client for satisfactorily completion of the project/Agreement executed for completed works in original or duly certified for work listed above shall be enclosed

Annexure C

Turnover details of the P.M.C. Firm:

Sr.No.	Year	Annual Turn Over	Remarks
i)	For year 2019-20		
ii)	For year 2020-21		
iii)	For year 2021-22		
iv)	For year 2022-23		
v)	For year 2023-24		
	Total		

Applicant
Signature with seal of firm

Date :

Place :

Note: A) Said statement shall be certified by Chartered Accountant

B) Income Tax Returns of the firm for each financial year shall be submitted.

Annexure D

Computer Software and Hardware availability :

Sr. No.	Architectural/ Quantity Surveying software	Structural Design software	Computer Hardware (including plotters, printers)	Remarks

Applicant

Signature with seal of firm

Date :

Place :

Annexure E

Research / Thesis & Noteworthy Work / Award Winning Work

Sr. No.	Name	Details of papers published / Noteworthy work	Remarks

Date :

Place :

Applicant
Signature with Seal of firm

Annexure 'F'

Category wise details of Project executed/ongoing by 'P.M.C. firm' :

Sr. No.	Category	Name of the work / project	Stage: Completed or Ongoing	Proofs attached (4 Photos, Letter from Client, T.D.S. Proof, Proof of payment from client)	Remarks
Eg. 1	Hospital	'X' Hospital	Completed	Pg.no. To	

Note:

- Appointment letter to be attached from Client in case of Ongoing Projects
- Completion Certificate / Letter of acknowledgement to be attached in case of completed projects