

Request for Proposal (RFP)

For Empanelment of Architects in Saharanpur Smart City Limited for Urban, Institutional, and Public Infrastructure Projects

1. DATA SHEET

Particular	Details
Name of Work	Empanelment of Architects for Urban, Institutional, and Public Infrastructure Projects
Employer	Saharanpur Smart City Limited (SSCL), Saharanpur, Uttar Pradesh
Duration of Empanelment	3 Years (extendable based on performance review)
Document Fee	₹2,000 + 18% GST (Non-refundable)
EMD	₹25,000 (Refundable for unsuccessful applicants)
Mode of Submission	Offline Mode (to be submitted at Saharanpur Smart City Limited, Nagar Nigam Campus, Gurudwara Road, Saharanpur-247001)
Last Date of Submission	12.01.2026 till 17:00.
Pre-Bid Meeting	30.12.2025 at SSCL office from 16:00 to 18:00
Opening of Technical Bid	13.01.2026
Contact Officer	Chief Engineer, SSCL
Addendum/Corrigendum	To be downloaded from the website of SSCL- www.saharanpursmartcity.com
Email	smartcitysaharanpur@gmail.com

2. BACKGROUND

Saharanpur Smart City Limited (SSCL), a Special Purpose Vehicle under the Smart City Mission, Government of Uttar Pradesh, invites proposals from qualified **Architectural Firms / Consultants** for design, planning, and supervision of projects including public buildings, commercial complexes, streetscape improvements, housing, and civic infrastructure in Saharanpur.

3. SCOPE OF WORK

The Architect shall faithfully and honestly perform the services pertaining to the design of the assigned building/project. The Architect, in general, would be required to hold discussion with the SSCL Officers and prepare & submit D.P.R. with complete Architectural Drawings for the buildings/projects, keeping in mind the functional requirements & space requirement as per government norms and local by-laws for plot area/maximum permissible ground coverage/ maximum permissible FAR/ maximum permissible height/setbacks/firefighting requirements etc.

Broadly the services to be rendered are: -

1. Preparation & submission of complete Architectural drawings of the project including layout plan and the associated services both internal & external, required to make the building/ project functional together with Internal Site Development and landscaping designs. He may have to carry out field inspection as required to ensure complete accuracy of drawing. He will also be required to prepare completion drawing of all the completed works as required.
2. Obtaining approval from the Department on these drawings, wherever required. The Architect shall make co-ordination with Govt. Department/client/various local bodies and obtain approved of drawing and various services as required for execution of the project.
3. The Design/Drawing submitted by the Architect may be checked by the department and if any corrections are required, these will be incorporated by the Architect in the design at no extra cost. The Architect shall also modify the drawings as found necessary during execution of the project and obtain approval of Govt./Client.
4. Energy efficiency shall be integral part of design and the architect may have to obtain GRIHA Rating (Green Rating for integrated habitat Assessment) for projects specified by Depts./Clients. While designing, the Architect shall keep in mind the various parameters as defined in GRIHA i.e energy consumption, environment, all type of pollutions, waste generation & disposal , user productivity etc.
5. For the plinth areas and size of rooms and spaces the norms prescribed by UPPWD shall be followed. All the planning and designs shall also take into account the requirements of essential services such as firefighting, electrification, water-supply, sanitary installation, drainage, roads, landscaping, horticultural operation and optional services like heating, ventilation and air conditioning as applicable to the projects keeping in mind economy and durability.
6. The Architect will have to prepare preliminary estimate/revised preliminary estimate as required and also prepare DPR with complete specification of the building and all services based on specification and rate as below:-
 - i) The specification and rate for items of work available in UPPWD schedule of rates shall have to be adopted, unless otherwise specified by the Department.
 - ii) For items not available in the UPPWD schedule of rates, the specification as per CPWD schedule of rates shall be adopted.
 - iii) For items not available under 6(i) and 6(ii) the specification prescribed by National Building Code and if not available therein, as per sound Engineering Practice.
7. Preparation of layout model and Building Model (wherever specifically asked) and assisting the department in obtaining approved of client.
8. Assisting the department in preparation and revision of PERT/CPM chart and attending periodical review meetings as required.
9. The Architect shall make site visits as mentioned in Section-III herein after. He may be required to provide report of work under execution regarding its conformity on site with supplied drawings and specification.
10. The Architect shall supply one set of approved Architectural Drawing to the assigned structural Design Consultant to enable them to analyses and design the structural elements and prepare the structural working Drawing. The Architect shall also coordinate with the Structural Design

consultant to ensure that the structural drawing conform to and are compatible with architectural drawings.

11. The Plinth Area and the specifications of the Drawing prepared by Architect should be in accordance with the plinth area and specification as prescribed in the government order.
12. The Architect shall specially adhere to the time schedule as specified in the order. The commencement of work will be considered from 7th day after the date of issue of award letter to the Architect. In case where separate Designer are awarded the work of design the time will start from which the architecture drawing is given to them.
13. The Architect must visit the site along with PE/EE before starting designing for all projects exceeding the cost of Rs.50.00 Lacs and a joint site visit report shall be prepared and submitted to chief engineer. The Architect may also be required to visit the sites below Rs.50.00 lacs if found necessary and specifically asked to do so.
14. Field visits as required to ensure complete accuracy of drawings and visits during execution of project if required by Project Engineers.
15. The Designer shall give certificate regarding structured stability and shall ensure that the building has been designed as earthquake resistant Building.
16. The drawings should also contain Bar Bending schedule.
17. The structural design consultant of the organization will vet the structural drawings for the following works. For this, the registered structural design consultant of the organization will provide the structural design along with the design calculation sheet to the structural design consultant.
 - i) All loadbearing structures
 - ii) Buildings up to four stories with beams spanning up to 7.50 m
18. Apart from the above, the vetting for the structural design of all the construction works will be done by the structural design consultant from any government engineering college at his own expense and will be made available.
19. If any client specifically demands the structural design of any construction work to be vetted from any Government Engineering College, then the same will have to be provided in all cases by the concerned Structural Design Consultant registered with the Institute at his own expense.

4. DRAWINGS TO BE SUBMITTED BY ARCHITECT/DESIGNER.

Briefly, the drawing of building portion of project/ shall be submitted as under.

a Layout plan & preliminary drawing:

- i. Key Plan.
- ii. Layout plan on surveyed site plan, showing contours, existing features, services and facilities provided in proposed building & services.
- iii. Preliminary sketches with drawings giving details of useful area, service area, circulation area and total plinth area.

Note: Surveyed site plan showing boundaries, contours at suitable contour intervals, existing physical features such as roads, paths, trees, structures etc. shall be provided to the architect by Department.

b Working drawings

(b-1) working drawing will include following:

- (i) Center line drawing for foundation work.
- (ii) Ground floor plan.
- (iii) Floor plans of each floor.

- (iv) Terrace plan.
- (v) Elevations on all four sides.
- (vi) Required number of sections indicating vital architectural arrangements of the structure to explain the scheme.
- (vii) Stair case/Escalator/Lift/Machine room detail.
- (viii) Toilet details.
- (ix) Door/window schedules/details.
- (x) Flooring patterns.
- (xi) Details of external façade (if any special external finish/treatment is proposed)
- (xii) Rain water harvesting scheme, where warranted as per Govt. Policy.
- (xiii) Area chart.
- (xiv) Boundary wall detail for the buildings/Project.
- (xv) Firefighting measures as per guide lines given by the Department.
- (xvi) Water harvesting work, where so required as per Govt. guidelines.
- (xvii) Typical joint/Important details or an enlarged scale.

(b-2) The Architect shall be required to submit all working drawings in the scale 1:100 scale and detail on a suitable scale of 1:50 or 1:25 as required.

Layout plans shall be prepared on a suitable scale depending upon the size of the plot; however, any part layout plan shall be prepared in a scale of 1:200.

Generally working drawings shall be on A1 size but deviations may be permitted in specific cases.

All these drawings shall be dimensioned in millimeters.

Along with every set of approved drawings, the Architect may be required by the Department to submit a soft copy of the drawings in Compact Disk (CD.)

(b-3) All the approved drawings shall become property of the UPRNSS and concerned Architect shall not use any of these drawings without obtaining written permission from the department.

In typical projects/work, the requirement of drawings may vary from those listed here in above and in such cases the Architect shall be required to submit additional drawings so desired by the Department.

(b-4) The Architect shall furnish six copies of the drawings mentioned here in above.

(b-5) i- Initially, the Architect will submit two sets of each drawing to the department for checking. After final modification & correction, he will submit six sets of each drawing along with the originals.

ii- The Architect shall attend the office of the Managing Director, UPRNSS, Lucknow as and when required and provide all required clarifications and corrections required after the checking of drawing before their approval and nothing extra shall be payable on this account.

iii- Architect shall also provide further drawings and details as per requirement of the Department.

iv- Each Architectural drawing must bear signature of the Architect with seal along with valid registration number issued by Indian Council of Architects. Similarly, each structural drawing shall also bear signature of empaneled structural Design Consultant with his. Qualification and registration number as structural design consultant and countersigned by the Architect is taken on such drawings conforming to and compatible with the Architectural Drawings.

v- Six (6) sets of approved drawings and details and D.P.R. shall be provided free of cost for additional copies of drawing required by the Department payable at Rs. 8/- per drawing will be payable by the Department.

Design (Structural) drawings

The guideline for the Architectural drawings as above at 'a' & 'b' shall broadly be applicable for the Design drawings also. This should be as per the guideline provided in IS code including UPPWD/CPPWD/NBC Norms and sound Engineering practice.

The following additional points should be specially adhered to: -

1. Centre line drawing for all type of foundations i.e. open/load bearing/raft/isolated footing/ pile foundation with clear dimension of all individual foundation along X/Y Axis.
2. Sufficient sections of all individual foundation and detail of foundation to be provided with clear dimensions with reference to plinth/ground level.
3. The detail (Sections/Cross sections) for column/beams/slabs/ cantilevers should be shown very clearly leaving no room for any doubt.
4. All typical joints must be shown on enlarged scale.
5. The structural drawing should reflect Bar bending schedule for RCC

5. ARCHITECTURE AND DESIGNING CONSULTANCY SERVICE FEES

A. Fee for the Services rendered under consultancy agreement.

- a. The consultancy fee to be paid to Architect shall be computed on the sanctioned estimate cost of the project excluding provisions of following: -
 - i. Contingencies, centage/supervision charges.
 - ii. External power, sewer, water supply connection charge.
 - iii. Payment to Development Authorities/ Local bodies for sanction of map.
 - iv. Taxes or any other payment made directly to Govt./Dept.
 - v. Cost of Earth filling as sanctioned by EFC/G.O.
 - vi. Any other item sanctioned for which architectural services are not required.

The upper limit of total fee payable shall be @ 3% (Exclusive of GST) or 2.40% (Exclusive of GST) of sanctioned estimated Project cost as above. In case where approved standard plan is made available by the client and there is no change/very little change, the upper limit shall be reduced to 2.40% out of which 0.70% shall be for structured design. The maximum rate for Architectural consultancy shall be @ 2.30% and 0.70% for structural consultancy. The sanctioned project cost as above shall not escalate with the escalation of project cost if any unless scope of work is revised. The cost of the project includes the cost of finishes structural, sanitary, plumbing, electrical fittings and fixtures, lifts, escalators, equipment for mechanical/electrical/air conditioning works, site development and landscaping etc. i.e. or all items on which the consultant has rendered professional services.

B. The fee as defined under "a" above covers for the Architectural/Structural scope as defined under clause 3.

6. CATEGORIES OF EMPANELMENT

Category	Project Cost Range	Description
A	Up to ₹5 Crore	Small & Medium public projects
B	₹5 Crore – ₹20 Crore	Institutional & commercial buildings
C	Above ₹20 Crore	Large-scale / mixed-use projects

7. ELIGIBILITY CRITERIA

1. Valid registration with the **Council of Architecture (CoA)**.
2. Minimum **two similar architectural consultancy projects** (public/institutional) completed in the last three years.
3. Average annual turnover of **₹20 lakh** during the last three financial years.
4. The firm should not be blacklisted by any Government / PSU.
5. Must have an in-house team of architects and engineers.
6. Knowledge of **GRIHA / LEED** green-building norms preferred.
7. If the firm is a partnership firm or limited company the at least one partner/director shall be registered with Council of Architecture.
8. Must have valid PAN.
9. Should have done minimum 1 successful project of Rs. 10.00 Cr. value in or through any Government Agency in past 3 years. (Provide Completion Certificate)
10. Presentation regarding already executed projects.
11. Capable of presenting 3D of projects.
12. Should provide Estimate of executed projects with deviations if any.

8. EVALUATION CRITERIA (100 Marks)

Parameter	Marks
Experience in relevant projects	20
Team Composition / Staff Strength	15
Financial Turnover (Last 3 Years)	15
Green Building / Smart Design Experience	10
Technical Presentation / Concept Design	25
Local Presence in Uttar Pradesh	5
Awards / Recognitions / Competitions Won	10
Total	100

Minimum qualifying score: 70 marks

9. SELECTION PROCESS

1. Preliminary screening for eligibility compliance.
 2. Technical evaluation including presentation before the evaluation committee.
 3. Financial bids will not be invited; empanelment will be rate-based as per CPWD norms.
 4. Empanelment valid for **3 years**; work orders issued as per requirement and rotation.
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10. FINANCIAL TERMS & PAYMENT SCHEDULE

Stage	Description	Payment (%)
1	Concept & Preliminary Design	10
2	Detailed Design & Drawings	15
3	Statutory Approvals	10
4	Tender Documentation	20
5	Construction Supervision	30
6	Completion Drawings	10
7	Final Handover / Occupancy	5

Notes: GST extra; TDS as per law; no advance; 10 % retention till completion.

11. VALIDITY & TERMINATION

Empanelment valid for 3 years, extendable based on performance. SSCL reserves the right to terminate in case of non-performance, breach, or unethical practices.

12. GENERAL CONDITIONS

- Empanelment does **not guarantee award of work**.
 - SSCL reserves absolute right to accept or reject any proposal.
 - Decisions of the Evaluation Committee are final and binding.
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13. ANNEXURES (Printable Forms)

Annexure I – Application Form

(Blank lines for handwritten entry)

Name of Firm: _____

Address: _____

Contact Person: _____

Phone / Email: _____

Registration No. with CoA: _____

Category Applied (A/B/C): _____

Signature with Seal: _____

Date: _____

Annexure II – Declaration (No Blacklisting / Conflict of Interest)

We hereby declare that our firm has not been blacklisted / debarred by any Government, PSU, or Autonomous Body. We also confirm no conflict of interest exists with SSCL projects.

Authorized Signatory: _____ Date: _____

Seal of Firm

Annexure III – Financial Turnover Certificate (CA Certified)

This is to certify that M/s _____ has an average annual turnover of ₹ _____ (Rupees _____) from Architectural Consultancy Services during FY 20__-__ to FY 20__-__.

Chartered Accountant: _____ (Seal & Signature)

Annexure IV – List of Completed Projects

S. No. Project Name Client Project Cost (₹ Cr) Year of Completion Remarks

Annexure V – Team Composition & Key Personnel

Name Designation Qualification Experience (Yrs) Role in Project

Annexure VI – Format for Technical Presentation

Outline of concept, design philosophy, innovation, sustainability approach, and prior Smart City or public projects.

14. CHECKLIST OF DOCUMENTS TO BE SUBMITTED

Sl No.	Document	Enclosed (Yes/No)
1	Covering Letter	
2	Application Form (Annexure I)	
3	Declaration (Annexure II)	
4	Financial Turnover Certificate (Annexure III)	
5	List of Completed Projects (Annexure IV)	
6	Team Details (Annexure V)	
7	Presentation / Concept Note (Annexure VI)	
8	Copy of CoA Registration Certificate	
9	PAN Card & GST Registration	
10	CA-certified Balance Sheets (3 years)	
