

TERMS OF REFERENCE

BACKGROUND

Export Promotion Council for Handicrafts proposes to set up the following centre:

RESOURCE-CUM-FACILITATION CENTRE AT MORADABAD, UTTAR PRADESH

The proposed centre is to be developed as State-of-the-Art facilities in Moradabad for Artisans, Exporters and Entrepreneurs. The plot size is 1547.91 sq. mtrs. The centre Building will consist Conference Hall, Display Centre, Library, Video Conference Administrative building etc.

The centre will be set up under Comprehensive Handicrafts Cluster Development Scheme [CHCDS] – Mega Cluster Scheme of Ministry of Textiles, Govt. of India. The progress of the projects shall be monitored by M/s Technopak Advisors Pvt. Ltd , CMTA [Cluster Management Technical Advisory] appointed by the Ministry of Textiles, Govt. of India for the project.

The role of the Export Promotion Council for Handicrafts [EPCH] is implementation, execution and subsequently operation and management of Center.

SERVICE REQUIREMENT

The services of an Architect is being sought to provide the necessary services to enable EPCH to execute the project.

SERVICES TO BE PROVIDED

The Architect will be required to do the following work in consultation with EPCH:

- ✓ Preparation of Architectural Sketch Designs of the proposed work, and on approval thereof.
- ✓ Preparation of final Architectural drawings, submission of drawing and its approval from Export Promotion Council for Handicrafts and the Competent Authority.
- ✓ Any payments made to the authority on behalf of EPCH shall be paid extra.
- ✓ Preparation of specifications and schedule of estimated quantities
- ✓ Preparation of architectural working drawings, for execution of construction activity.
- ✓ Structural drawing shall be prepared by structural consultant, who shall be appointed and paid by the architect.
- ✓ Assist in selection of Contractor (s) .
- ✓ Provide periodic supervision of the construction activity and attend to all important matters incidental thereto;
- ✓ Architect shall act as the Arbitrator between the client and the contractor
- ✓ All other consultants, if required, shall be appointed separately with consultation of the architect, and their fee shall be paid by EPCH separately.
- ✓ Preparation of Master time schedule for completion of projects.
- ✓ Preparation of Tender documents
- ✓ Preparation of advertisement inviting Expression of Interest from tenderers
- ✓ Assistance in pre-qualification of the tenderer
- ✓ Assistance in negotiation with the tenderers
- ✓ Selection of the Contractor for Execution of Project
- ✓ Monitoring /supervision of construction of the projects.
- ✓ Legal vetting of all the contracts/ agreements.
- ✓ Architect to hold meetings with the contractors. The monthly site meetings will be held in the last week of every month to discuss contractual matters- progress, time schedules and other issue of the contract.
- ✓ Generation of monthly MIS report.
- ✓ Possession of completion certificates from concerned local authorities.
- ✓ Assist in the close out

FEES AND EXPENSES

Architect is expected to provide a summary of their fees and expenses for providing the services including travel to site.

TIME FRAME

The project is expected to be completed in 9 months.

PERSONNEL

The Architect shall assume the sole responsibility for the execution of the assignment and shall ensure that the personnel proposed have the relevant experience and expertise. In this regard the personnel are expected to have relevant experience and expertise in similar works.

REQUIRED QUALITIES AND TECHNICAL QUALIFICATION

- ✓ Should be registered Architect with sound expertise in project appraisal and management.

- ✓ Reference of last three jobs of the same or similar nature with completion certificates from employers in project for the last three years.

SELECTION

Selection of Architect will be based on General experience of the Architect in the field of assignment, Experience in similar jobs in last three years, and amount for the proposal.
