

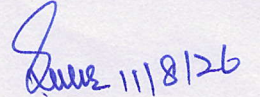
कार्यालय सहारनपुर विकास प्राधिकरण, सहारनपुर

"ई-प्रोक्योरमेंट निविदा सूचना"

पत्रांक :- ...12.19...../स0वि0प्रा0/2026-27

दिनांक 11-08-2026

सहारनपुर विकास प्राधिकरण में विभिन्न अवस्थापना विकास कार्यों एवं समय-समय पर प्राधिकरण अवस्थापना निधि व शासन द्वारा स्वीकृत अवस्थापना विकाय कार्यों, नियोजन सम्बन्धी कार्यों आदि के क्रियान्वयन तथा प्रस्तावित अन्य नई परियोजनाओं हेतु भूमि अर्जन व निस्तारण सम्बन्धी समस्त कार्यों हेतु विस्तृत परियोजना, आर0एफ0पी0, डिजाईन, टैण्डर, बी0ओ0क्यू0, कन्सलटेन्सी, ड्राईंग इत्यादि समस्त कार्यों को गुणवत्ता के साथ समयबद्ध रूप से निस्तारण हेतु तकनीकी आवश्यकता को दृष्टिगत रखते हुए आर्किटेक्ट/इंजीरियर/प्लानर इत्यादि की आवश्यकता को दृष्टिगत रखते हुए Expression of Interest के माध्यम से प्रस्ताव आमंत्रित किये जाने हैं। उक्तानुसार कार्य कराये जाने हेतु अनुभवी आर्किटेक्ट/इंजीरियर/प्लानर इत्यादि के चयन हेतु दिनांक 12.08.2026 से 19.08.2026 तक ई-निविदायें आमंत्रित की जाती हैं, जिनके विस्तृत विवरण एवं शर्तें वेबसाईट www.etender.up.nic.in पर उपलब्ध हैं। ई-निविदायें दिनांक 19.08.2026 को सांय 03:00 बजे तक ई-टेण्डर वेबसाईट पर डाली जायेगी तथा प्राप्त ई-निविदायें दिनांक 19.08.2026 सांय 04:00 बजे प्राधिकरण कार्यालय में उपस्थित निविदादाताओं के समक्ष खोली/डाउनलोड की जायेगी।


सचिव

Saharanpur Development Authority

Expression of Interest

The Saharanpur Development Authority invites **Expression of Interest (EOI)** from eligible consultancy firms/ educational institutions capable of providing services for efficient planning/execution of works such as construction, development, electrification, landscaping, beautification and related activities. Detailed information and the prescribed formats related to the EOI can be viewed and downloaded from the Authority's official website www.sdasaharanpur.up.gov.in.

Note-

- The Empanelment Fees of ₹11,800 (Including GST) shall be deposited through **RTGS/NEFT** into **State Bank Of India ,Saharanpur (IFSC: SBIN0000710), Account No. 42727368126**. The scanned copy of the UTR receipt must be attached with the proposal and submitted to the Authority before the EOI submission due date.
- Interested applicants are advised to visit the website www.sdasaharanpur.org.in periodically for updates. Any amendment/ additional information related to the EOI will be made available only on the Authority's website.

**Assistant Town Planner,
SDA, Saharanpur**



SAHARANPUR DEVELOPMENT AUTHORITY

Saharanpur, Uttar Pradesh

Expression of Interest

for

Empanelment of Architectural firms for upcoming projects in Saharanpur

Location: Saharanpur, Uttar Pradesh

Date: July, 2026

Issued by:

Saharanpur Development Authority

Hakkikat Nagar, Near IMA Bhawan

Saharanpur, Uttar Pradesh – 247001

Disclaimer

This Expression of Interest (EOI) document for “Empanelment of Architectural firms for upcoming projects in Saharanpur” contains brief information about the scope of work and selection process for the Successful Applicant (or “Applicant”). The purpose of the EOI document is to provide the Applicants with information to assist the formulation of their proposal (“the Proposal”).

While all efforts have been made to ensure the accuracy of information contained in this Document, this Document does not purport to contain all the information required by the Applicant. The Applicant should conduct their own independent assessment, investigations and analysis and should check the reliability, accuracy and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their proposals.

Saharanpur Development Authority (“SDA”), its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restriction or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from, to be incurred or suffered on account of anything contained in this document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the document and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way in this selection process.

SDA reserves the right to accept or reject any or all applications without giving any reasons thereof. SDA will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the entries to be submitted in accordance with the conditions listed in this EOI.

Contents

1	Data Sheet.....	3
2	General Information	3
3	Terms of Reference	4
4	Scope of Work	4
5	Financial terms	7
6	Payment Terms	7
7	Instructions to the Applicants.....	8
8	Technical and Empanelment Criteria.....	11
9	Pro-forma for Submission	16
10	Standard Conditions (SC)	23

1 Data Sheet

1	Name of the Bid	Empanelment of Architectural firms for upcoming projects in Saharanpur
2	Time-period of contract	Three (03) years from date of empanelment
3	Empanelment fees (non-refundable)	INR 11,800/- (Rs. Ten thousand only) including GST. The payments to be made in the form of RTGS/NEFT. *Note: Please attach proof of fee payment along with proposal (Transaction Receipt, Transaction / Ref Id etc.)
4	Name of the Authority's official inviting the bids	Assistant Town Planner E-mail: Srnda.nic.in Website: www.sdaharanpur.org.in Saharanpur Development Authority, Hakkikat Nagar, Near IMA Bhawan Saharanpur, Uttar Pradesh – 247001
5	Account Details	The Empanelment fees shall be submitted via RTGS/NEFT in the following account: Account number: 42727368126 IFSC Code: SBIN0000710
6	Schedule of Bidding Process	
	Task	Key Dates
	Bid Start Date	12.08.2026
	Bid End Date	19.08.2026 (03:00 PM)
	Opening of Bid	19.08.2026 (04:00PM)
	Technical Presentation	To be communicated afterwards
	Opening of Financial Bid	To be communicated afterwards
	Confirmation of empanelment	To be communicated afterwards
*Note: Interested Bidders can download the document from the website www.sdaharanpur.org.in , and submit their Expression of Interest (EOI) in the formats duly filled and signed with required enclosures, via email with subject "Empanelment of Architectural firms for upcoming projects in Saharanpur" .		

2 General Information

2.1 Background

Saharanpur Development Authority (here in after referred to as "SDA" or "the Authority") is the nodal agency responsible for development and administration of the Saharanpur Development Area. Saharanpur Development Authority, Saharanpur was formed in the year 1977 for the planned development of Saharanpur. At present the Authority consists of 220 Villages, 8 Nagar Panchayat and 1 Nagar Palika and 1 Nagar Nigam Area.

Key objectives of the Authority are as follows:

- To prepare, revise and implement the Master Plan and associated statutory planning documents to ensure scientifically planned and sustainable urban development.
- To regulate and control development, land use, and building activities strictly in accordance with the approved Master Plan, Zoning Regulations and Building Byelaws.

- To undertake land acquisition, Land pooling, development and management for residential, commercial, institutional and integrated urban development purposes.
- To plan, design, develop, upgrade and maintain requisite physical and social infrastructure, including mobility systems, utilities, amenities, and public service facilities within the Development Authority's jurisdiction.
- To promote and facilitate affordable housing options, with priority to the Economically Weaker Sections (EWS), through appropriate planning, land allocation and development models.

SDA strives to create a harmonious blend of tradition and progress. Through strategic initiatives, the authority seeks to offer residents, pilgrims, and tourists an enriched experience while maintaining the cultural and historical significance that Saharanpur and Saharanpur hold.

Knowing the importance and understanding the need of well-designed public spaces in the area, SDA is embarking on a forward-looking initiative aimed at establishing a roster of highly skilled and visionary professionals. This empanelment seeks to collaborate with exceptional Architectural firms to craft transformative urban solutions that redefine the future of urban living.

In an era marked by rapid urbanization and evolving societal needs, the role of urban planning and design has never been more crucial. SDA recognizes the dynamic challenges faced by modern cities, and their commitment extends towards catalysing innovation, sustainability, and liveability within urban landscapes. The purpose of empanelling these specialized professionals is to harness their expertise in reshaping urban environments, creating spaces that seamlessly blend functionality, aesthetics, and resilience. The empanelled firms will take on the task of weaving together various urban elements into cohesive and visually appealing cityscapes. By crafting masterful layouts, they will shape streets, neighbourhoods, and public spaces, optimizing connectivity, accessibility, and aesthetic appeal. SDA will empanel Architectural firms based on evaluation criteria mentioned in this Expression of Interest.

During the tenure of empanelment, based on the requirement of architectural services for any project, a project brief shall be issued to the empanelled firms as per selection process stated in clause 8. The empanelled firms would be required to give a presentation of their proposed concept plan for the project before the evaluation committee. The empanelled firms are also required to demonstrate similar work experiences in the presentation. The empanelled firms with the most appropriate conceptual plan based on the brief from Authority for the proposed project shall be deemed as "Successful Applicant" for the proposed project. The decision of the evaluation committee as constituted by Saharanpur Development Authority shall be final in regard to conceptual plan presented in the technical presentation. Hard/soft copy of the conceptual plan shall be submitted to Saharanpur Development Authority after the technical presentation for evaluation purpose. The successful applicants shall provide the services as mentioned in the Terms of Reference.

3 Terms of Reference

The Architectural firms shall be empanelled for the objective of providing comprehensive design and development services.

4 Scope of Work

The successful firm is required to provide architectural services in respect of following:

4.1 Inception, Site Evaluation & Conceptualization

Project Initiation & Design Brief:

- Take detailed instructions from the Authority and ascertain project objectives, scope, and functional requirements.
- Prepare and submit a Design Brief Report outlining design intent, methodology, timelines, and resources.

Site Evaluation & Feasibility:

- Conduct site appraisal including topography, soil, vegetation, accessibility, and environmental factors & others relevant/required surveys.
- Study existing land use, infrastructure, socio-cultural and heritage context.
- Prepare Feasibility and Site Appraisal Report, highlighting opportunities, constraints, and indicative cost implications.

Conceptual & Layout Planning:

- Building zones and layouts.
- Circulation and parking layouts.
- Landscape hierarchy and open-space systems.
- Aesthetic upgradation of road side spaces and important intersections and other open areas.
- Utility service networks and sustainability strategies.
- Submit Concept Design Presentation, including 3D visualization, physical/virtual model, and preliminary cost estimate.

4.2 Detailed Design Development and Documentation

Land Acquisition, Land Assembly And Land Pooling

- Assisting Authority in preparation of a proposal for land acquisition/Land Pooling & house hold survey.
- Social Impact Assessment and Preparation of Preliminary Notification.
- Preparation of notification under Sections of The Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement (RFCTLARR) Act, 2013.
- Preparation of Compensation, and Rehabilitation and Resettlement Award as per Section 26 of the Land Acquisition Act, 2013.
- Assist in Demarcation of Land and Taking Possession.

Architectural Design

- Develop approved concepts into detailed architectural drawings, floor plans, elevations, and sections.
- Prepare detailed structural, MEP, and fire safety designs in coordination with respective specialists.
- Ensure compliance with applicable building bye-laws, NBC, local regulations & other relevant Codes
- Preparation of DPR And 3D views.
- Preparation of Drawings of all required Noc/Permission.

Urban Design and Infrastructure

- Prepare urban design as per guidelines for built form, street design, and open spaces.
- Design external infrastructure including roads, stormwater drainage, water supply, sewerage, power, and ICT systems.
- Traffic study and improvement, road-junction design enhancement, Integrate mobility, accessibility, and pedestrian-vehicular interface solutions.

Landscape Architecture

- Develop detailed hardscape and softscape designs, including grading, planting, irrigation, lighting, and outdoor furniture.
- Ensure ecological balance, biodiversity enhancement, and sustainable water management.

Tender Documentation

- Prepare detailed working drawings, specifications, Bill of Quantities (BoQ), and tender documents in accordance with standard codes of practice, veeting of Drawings.
- Assist the Authority in Bid Process Management, including Preparation of RFP prequalification criteria, Conduct of pre-bid meetings, Response to clarifications, Technical evaluation support.

4.3 Construction Stage & Implementation Support

Construction Supervision and Technical Assistance

- Provide periodic site visits to review execution, ensure adherence to approved drawings and specifications, and issue clarifications when required.
- Advise on design modifications necessitated by site conditions.
- Participate in quality control reviews and progress meetings with the Authority.

Coordination and Integration

- Coordinate with all design sub-consultants (structural, MEP, landscape, urban infrastructure) to ensure uniformity and accuracy.
- Maintain updated design coordination drawings reflecting cross-disciplinary integration.

Review and Monitoring

- Review on-site design issues, and provide mitigation measures.
- Review contractor submittals and assist the Authority in resolving construction disputes of technical nature.

4.4 Completion Stage

- Prepare and submit completion reports and drawings for the project as required and assist the Authority in obtaining "Completion/Occupancy Certificate" from statutory authorities, wherever required.
- Issue two sets of as built drawings including services, structures and landscaping.

5 Financial terms

5.1 Fee for the Project

The fee for empanelled firms which shall be appointed to undertake work for SDA shall be a percentage of actual project cost. The percentage fee shall be decided based on Conceptual & financial proposals submitted by empanelled firms for each work as per requirements of SDA. Additional terms & conditions are as follows:

- This fee shall include all charges i.e. all taxes, duties, levies, print, model, software/ license or out of pocket expenses, procurement cost, professional fee, vetting charges etc.
- The fee is inclusive of fees payable by the firm to any other sub consultant and associated consultant and nothing extra shall be payable by the Authority.
- The architectural firm shall have to make all arrangements for the staff at their own cost.
- The firm shall acquaint itself with all the legislation, court and standards prescribed from time to time.

5.2 Cost of the Project to be excluded for payment to the firm

The cost of following items shall not be included in the cost for purpose of working out of the firms's fee

- Any services which are not planned by the firm.
- Cost of any rejected work.
- Cost of any supervisory and other establishment employed on work by the Authority or the firm.

6 Payment Terms

The payment milestone for each of the services in the scope of work for Architectural Services shall be in the following stages as mentioned in Table below, consistent with the work done plus reimbursable expenses as mutually agreed upon.

Table 1 Milestones and payment terms for architectural services

Sr. No	Key Activities/ Milestones	Payment %
1	Stage 1 • On submitting conceptual designs, preliminary report containing site evaluation, development/ re-development impact assessment, feasibility study, volumetric study and urban form recommendation. • On submitting the required scheme for the Authority's approval along with preliminary estimate of cost. • On incorporating Authority's suggestions and submitting drawings for approval from the Authority/statutory authorities, if required. Upon Authority's/statutory approval necessary for commencement of construction, wherever applicable.	15% of total fee payable.

2	Stage 2 - On submitting drawings showing the common facilities for parking, open spaces, external Architectural form, schematic network of services, landscape, street furniture, and graphic signage. - Upon preparation of specifications and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents.	30% of the total fees payable less payment already made at stage 1.
3	Stage 3 a. On submitting working drawings and details required for commencement of work at site. b. i. On completion of 25% of the work ii. On completion of 50% of the work iii. On completion of 75% of the work iv. On Virtual Completion	40% of the total fees payable less payment already made at Stages 1-2. 50% of the total fees payable less payment already made at Stages 1-3a. 60% of the total fees payable less payment already made at Stages 1-3b(i). 70% of the total fees payable less payment already made at Stages 1-3b(ii). 80% of the total fees payable less payment already made at Stages 1-3b(iii).
4	Stages 4 On submitting completion report and drawings for issuance of completion /occupancy certificate by statutory authorities, wherever required and on issue of as built drawings	100% of the fees payable less payment already made at various stages.

7 Instructions to the Applicants

7.1 General Conditions

1. Number of Proposals and respondents

- No Applicant or its Associate shall submit more than **one (1)** Proposal, in response to this EOI.
- This EOI Document is not transferable, and Proposals shall be submitted only by applicants who are eligible as per clause 8 of the EOI.

2. Proposal preparation cost

- The Applicant shall bear all costs associated with the preparation and submission of the proposal. SDA will not be responsible and liable for any costs, regardless of the conduct or outcome of the proposal.
- All documents submitted with the Proposal are neither returnable nor claimable.

3. Right to accept and reject any or all the Proposals

- i. Notwithstanding anything contained in this EOI Document, SDA reserves the right to accept or reject any proposal and to annul the empanelment process and reject all the proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reason.
- ii. VC, SDA reserves the right to reject any Proposal if:
 - a. At any time, a material misrepresentation is made or discovered, or
 - b. The Applicant does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Proposal.
- iii. Rejection of the Proposal by VC, SDA as aforesaid would lead to the disqualification of the Applicant.

4. Amendment of the EOI Document

- i. At any time prior to the proposal due date, the Authority, for any reason, whether at his own initiative or in response to a clarification requested by eligible applicant, may modify the EOI Document by issuance of an addendum.
- ii. In order to provide the applicants a reasonable time to examine the addendum, or for any other reason, SDA may, at its own discretion, extend the Proposal Due Date.

5. Data Identification and collection

- i. It is desirable that the applicant submits its proposal after verifying the availability of the data, information and/ or any other matter considered relevant.
- ii. It would be deemed that by submitting the proposal, the applicant has:
 - a. Made a complete and careful examination and accepted the EOI Document in total;
 - b. Received all relevant information requested from SDA and,
 - c. Made a complete and careful examination of the various aspects of the scope of work including but not limited to:
 - o Existing data or any relevant information;
 - o All other matters that might affect the applicant's performance under the terms of this EOI Document.
- iii. SDA shall not be liable for any mistake or error on the part of the applicant in respect of the above.

7.2 Preparation and Submission of Proposals

1. Language and currency

- i. The Proposal and all related correspondence and documents should be written in the English language. Supporting documents and typed literature furnished by the Applicant with the Proposal may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.

2. Format and Signing of Proposals

- i. The Applicant needs to submit their proposal in prescribed Pro-forma as per section 9 of the EOI document.

- ii. The proposals shall be typed or printed, and the applicant shall initial each page. All the alterations, omissions, additions, or any other amendments made to the proposal shall be initialled by the person(s) signing the proposal.
- iii. Applicants would provide all the information as per the EOI Document and in the specified formats. SDA reserves the right to reject any proposal that is not in the specified formats.

3. Submission of proposals

- i. The proposals shall be submitted via email with the subject line **“Empanelment of Architectural firms for upcoming projects in Saharanpur”**
- ii. The proposals shall be addressed to:

Assistant Town Planner, SDA

E-mail: srnda.nic.in

Saharanpur Development Authority,
Hakikat Nagar, Near IMS Bhawan,
Saharanpur, Uttar Pradesh 247001

4. Proposal due date

- i. Authority, at its sole discretion, may extend the Proposal due date by issuing an Addendum.
- ii. Proposals should be submitted at or before Proposal due date, to the above-mentioned email address provided in the manner and form as detailed in this EOI.

5. Late Proposals

- i. Any Proposals received by SDA after proposal end date shall not be accepted.

6. Modifications/ Substitution/ Withdrawal of Proposals

- i. The Applicant will not be allowed to modify, substitute or withdraw its Proposal once submitted to the SDA. Any effort by the Applicant to influence any officer or bearer of the Authority in the proposal evaluation or contract award decisions may result in the rejection of the Applicant's proposal.

7.3 Proposal opening

1. Opening of Proposals

- i. SDA would open the Proposals at the date as mentioned in the date sheets for the purpose of evaluation.
- ii. SDA would subsequently examine Proposals in accordance with the criteria set out in this Document.

2. Confidentiality

- i. Information relating to the examination, clarification, evaluation and recommendation for the Applicants shall not be disclosed to any person not officially concerned with the process.
- ii. After opening of the Proposals, no information relating to the examination, clarification, evaluation and comparison of Proposals and recommendations concerning the award of contract shall be disclosed to the Applicants or their representatives, if any. Any effort by an Applicant to exert undue or unfair influence in the process of examination, clarification, evaluation and comparison of Proposal shall result in outright rejection of the offer, made by the said Applicant.

3. Tests of Responsiveness

- i. Prior to evaluation of proposals, SDA will determine whether each proposal is responsive to the requirements of the EOI Document. The Proposal shall be considered responsive if:
 - a. It is received/ deemed to be received by the Proposal due date and time including any extension thereof.
 - b. It is signed, sealed and marked as stipulated in this EOI document.
 - c. It contains all information required in this EOI Document.
 - d. Information is provided as per the formats specified in the EOI Document.
- ii. SDA reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by SDA in respect of such Proposals.

4. Clarifications

- i. The Authority may also on its own discretion, if deemed necessary, issue interpretations and clarifications to all Applicants by way of a common communication. All clarifications and interpretations issued by the Authority shall be deemed to be part of this document. Any verbal clarifications and information given by Authority or its employees or representatives or firm shall not in any way or manner be binding on the Authority. Authority reserves its right to retract, change alter or modify any communications once given by any of its employees and/or consultants.
- ii. Further, to assist in the process of evaluation of Proposals, SDA may, at its sole discretion, ask any applicant for clarification on its proposal. The request for clarification and the response shall be in writing or by facsimile. No change in the substance of the proposal would be permitted by way of such clarifications.

5. Proposal Evaluation

- i. The proposals shall be evaluated by a Committee appointed by the Vice Chairman, SDA.
- ii. The proposals received shall first be examined for responsiveness, in accordance with the Evaluation Criteria specified in Clause 8 of this EOI document.
- iii. Proposals found to be non-responsive shall be rejected and will not be considered further.
- iv. Only responsive proposals shall be taken forward for detailed evaluation.
- v. Based on the evaluation carried out under Clause 8, the Committee shall empanel the eligible firms.
- vi. The empanelment shall remain valid for a period of three (03) years from the date notified in the empanelment list.

8 Technical and Empanelment Criteria

8.1 Technical Requirements

The Applicant's competence and capability is proposed to be established by the following parameters.

- i. Type of Firm (Partnership /Proprietary /Company /Society).
Definition of "Firm": Any legally registered business entity including sole proprietorship, partnership, LLP, private limited company, public limited company, an institution or any

equivalent organization engaged in providing professional architectural consultancy, technical services, or works, and meeting all eligibility requirements prescribed under this document.

- ii. Sole Proprietorship or Company registered under the Companies Act or Partnership Act of 1932 or registered (converted to) under Indian Limited Liability Partnership Act, 2008 or organizations/ institutions registered under Indian Societies Act (1860).
- iii. Firm's registration with Council of Architecture (CoA).
- iv. The Firm should be registered in India for minimum 10 years.
- v. Curriculum vitae of key personnels.
- vi. Completion Certificates of at least 2 Similar Projects from previous clients for clearly stating nature of work, services rendered and area of designed project.
- vii. Service tax registration number and copy of the last return filed.
- viii. GST Registration Certificate.
- ix. The Applicant should not have any litigations defaulter/blacklisted/ Pending with SDA/ State government/ULB'S/PSU etc. as on date of opening of proposals.

Note: It is compulsory that relevant proofs pertaining to the afore-mentioned documents must be submitted by the applicants along with their proposals.

8.2 Team

The team would comprise people having experience of working with the Government bodies and should be fluent in English and Hindi. The team would be deployed at their office location and would be present in the SDA basis for all discussions, coordination and working meetings and on call basis. Each team member should be an employee of the bidder and should have experience in their respective domains as specified below. Firms profile and details of technical expertise and experience along with qualification and professional experience of the technical personnel employed with the firm should be as given below.

S.No.	Technical Experts	Nos.	Min. Exp. (Years)
1	Architect	01	10
2	Urban Designer/Urban Planner	01	08
3	Landscape Architect	01	05
4	Environmental/ sustainable expert	01	10
Total		04	

8.3 Detailed Qualification of Resources

S.No.	Technical Expert	Pre-requisite Qualification	Job Description
1	Architect	- Master's degree in Architecture or related fields. - Registered with the Council of Architecture (CoA). - Min. 10 years' proven experience in architecture, planning, urban design preferably in the context of	- Lead and coordinate the architectural design development for assigned projects within Saharanpur. - Prepare and review conceptual designs, working drawings, and BOQs as per applicable by-laws (including Saharanpur

		layout designing and development projects. • Strong knowledge of design principles, building codes, form base codes and regulations. • Familiarity with heritage conservation, and sustainable development concepts. • Proficiency in related software and tools for 2D/3D modelling, rendering, and visualization.	Development Authority guidelines). • Ensure integration of local architectural vocabulary and cultural context in design proposals. • Coordinate with structural, MEP, landscape, and urban design teams for holistic project delivery. • Assist in obtaining statutory approvals and clearances from relevant authorities.
2	Urban Designer/Planner	• Master's degree in urban design / Planning related fields. • Registered with the Council of Architecture (CoA). • Min. 8 years' proven experience in urban design, public realm planning, streetscape improvement, heritage area management, and city beautification projects. • Should have familiarity with development control regulations, FAR / FSI norms, and heritage conservation principles applicable to Saharanpur or similar heritage towns. • Proficiency in related software and tools for 2D/3D modelling, rendering, and visualization.	• Prepare and implement urban design frameworks for core city areas, heritage precincts, and riverfront zones. • Propose streetscape, signage, and public space improvement strategies consistent with local character. • Coordinate with municipal and development authority teams for policy integration and by-law alignment. • Incorporate universal accessibility, sustainability, and pedestrian-friendly design in all proposals. • Provide inputs for detailed project reports (DPRs), 3D visualizations, and public presentations.
3	Landscape Architect	• Master's Degree in Landscape Architecture / Landscape Planning from a recognized institution.	• Develop landscape concepts, planting schemes, and outdoor spatial layouts for public areas, temple

		- Min. 5 years' proven experience in landscape designing and development projects. - Registered with the Council of Architecture (CoA).	surroundings, and urban open spaces in Saharanpur. - Ensure cultural appropriateness and environmental sustainability in all landscape interventions. - Prepare planting plans, irrigation layouts, material specifications, and maintenance schedules. - Work closely with architects and urban designers to integrate landscape elements into overall urban design. - Support implementation teams during construction and provide on-site supervision where required.
4	Environmental/ Sustainable expert	- Masters degree with a minimum 10 years of proven experience in environmental planning, preferably in the context of urban development projects. - Familiarity with MoEFCC guidelines, CPCB norms, NGT directives, and environmental clearances procedures applicable to the relevant projects is desirable. - Preparation of environmental impact assessment, environmental management plans.	- Conduct environmental assessments to identify potential environmental impacts and risks associated with the projects. - Stay up-to-date with local, regional, and national environmental regulations. - Develop strategies & recommendations to minimize negative environmental impacts, and promote sustainable practices. - Coordinate and contribute to the preparation of EIA, EMP as per the regulatory requirements.

8.4 Evaluation Criteria

The following procedure shall be adopted in evaluation of the bids.

S. No.	Criteria	Documents
1	Firm Experience – Max 25 Marks	Documentary evidence of similar projects from previous clients for clearly stating nature of work, services rendered and area of designed project. Each project shall be supported by the completion certificate/ work order signed by the competent authority. (5 Marks per project)

2	Availability of Resources – Max 25 Marks	Architect (7 Marks) Urban Designer (7 Marks) Landscape Architect (4 Marks) Environmental/ sustainable expert (7 Marks) Details of the resources shall be supported by following documentary evidence: • CV of the candidates. • Documentary Proof of education qualifications, and experience certificates. • Documentary Proof of Registration with Council of Architecture (CoA).
3	Technical Presentation – Max 50 Marks	A presentation must be submitted by the applicant with their proposal highlighting their domain expertise, skill, knowledge, and experience in relevant verticals.
	Total – 100 Marks	

8.5 Selection process for Empanelled firms

- The Committee shall empanel all firms securing a minimum of 70 marks out of 100, in accordance with the evaluation criteria specified in Clause 8 and may empanel more than one firm based on the evaluation. The decision of the Committee, as constituted by the Authority in this regard, shall be final.
- This empanelment is open-ended and any firms who is interested and meets the conditions of the empanelment may submit its proposal.
- SDA would further reserves the right of periodic review & revision of empanelment document as per future requirement of the Authority.
- The empanelment shall be valid for three (03) years from date of empanelment as specified in the empanelment list.
- Post empanelment, a project brief will be issued to empanelled firms as per the requirements of the Authority for presenting the concept proposal to the Evaluation Committee. Selection of the Architectural firm for the particular project shall be based on the technical evaluation of concept proposal & financial proposal from empanelled firms based on the brief from the Authority. Separate project specific agreement shall be entered with selected firms and Authority for each project based on terms and conditions of this empanelment document.

9 Pro-forma for Submission

This part of the document provides pro-forma for providing the information. Authorized signatory of the Applicants must sign each page of the Proposal to be submitted to SDA.

Form I: Letter of Proposal Submission

[Location, Date]

To

The Secretary, SDA

Hakikat Nagar, Near IMA Bhawan

Saharanpur Uttar Pradesh 247001

Subject: **Empanelment of Architectural firms for upcoming projects in Saharanpur**

Dear Sir/ Madam,

We, the undersigned, offer to provide the consulting assignment/job for Saharanpur Development Authority in accordance with your EOI Document dated [Insert Date] and our Proposal. We hereby submit our Proposal, and confirm that we have read the EOI Document in totality and abide by the terms and conditions stated in the document.

We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our proposal is binding upon us.

We understand you are not bound to accept any proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name and address of Firm:

Form II: General Information

1. Details of the Applicant

Name of Applicant:

Legal Status:

Address:

Tel No. (with code):

Contact person:

Name and Designation:

Address, Telephone No. and Email address:

2. Type of Firm (Proprietorship firm/Partnership firm) *(with supporting documents)*:

3. Years since incorporation with documentary evidence (or equivalent certificate):

4. Years since registration of firm with documentary evidence (or equivalent certificate):

5. Brief description of the firm & organization structure:

We agree with all the terms and conditions of this EOI document. _____

Authorized signatory

Name:

Date:

Name of the Applicant with seal

Form III: Technical Capacity

Please provide the details of technical capacity in the following format:

	Technical Criteria	Response	Eligible Status	Reference Page No. of supporting documents
1	Type of Firm (Proprietorship firm/Partnership firm)	<i>Years)</i>	<i>(Eligible/Ineligible)</i>	<i>(Certificate of incorporation)</i>
2	Years since registration	<i>Years)</i>	<i>(Eligible/Ineligible)</i>	<i>(Certificate of incorporation)</i>
3	Experience	<i>Years)</i>	<i>(Eligible/Ineligible)</i>	<i>(Certified copies of Financial Statements to be attached as proofs.)</i>
4	Experience of Similar/Eligible Projects No. 1	<i>(Name of Project + Project Cost)</i>	<i>(Eligible/Ineligible)</i>	<i>(Performance/ Completion Certificates from Client clearly stating the nature of work & services rendered)</i>
5	Experience of Similar/Eligible No. 2	<i>(Name of Project + Project Cost)</i>	<i>(Eligible/Ineligible)</i>	<i>(Performance/ Completion Certificates from Client clearly stating the nature of work & services rendered)</i>
6	No pending litigations with the SDA/State Government /ULB'S/PSU etc.		<i>(Eligible/Ineligible)</i>	

Form IV: Curriculum Vitae

1. Name: [Insert full name]
2. Date of Birth:
3. Nationality:
4. Education: [Indicate college/university and other specialized education of staff member, giving names of Institutions, degrees obtained, and dates of obtainment]
5. Membership of Professional Associations:
6. Registration Detail:-
7. Other Training:
8. Countries of Work Experience: [List countries where staff has worked in the last ten years]
9. Languages: [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]
10. Employment Record: [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]
From [Year To Year]
Authority:
Positions held:
11. Detailed Tasks Assigned: [List all tasks to be performed under this Assignment/job]
12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned: [Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]
Name of Assignment/job or project:
Year:
Location:
Employer:
Main project features:
Positions held:
Activities performed:

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member] Full name of staff member Date:

Place:

Signature of the Applicant

Form V: Credential Format

Project Description Sheet

(Use separate sheet for each cited Project)

The following information should be provided in the format below for each Eligible Assignment for which your firm individually was legally contracted by the client stated below:

Assignment Name:		
Name and Address of Client:		
Location:	Project cost (in rupees): Built-up Area in sqm:	
Start date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in rupees):
Name of Associated Consultants, if any:		
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		
Reference with Contact name, telephone number and e-mail (if any) for verification of the details provided above		

Name of the Applicant:

*Applicant needs to furnish Completion/Performance Certificate for supporting for all the completed projects as per the Evaluation criteria.

Signature of the firm with seal

Dated:

Witness:

Address:

Occupation:

Form VI: Undertaking

Name of Work: *Empanelment of Architectural firms for upcoming projects in Saharanpur*

I confirm that I/Applicant do not have any pending litigation, Defaulter/Blacklisted & non-performing contracts during last 5 years. Further, I/Applicant have not been barred by Government of India/ any State Government/ Government agency, Supreme Court.

I confirm that we do not have any litigations pending with the SDA/State Government/ULB'S/PSU etc. as on date of opening of proposal.

Signature of the firm with seal

Dated:

Witness:

Address:

Occupation:

10 Standard Conditions (SC)

10.1 The following standard conditions shall apply for all the future work that may be awarded to empanelled firms.

1. GENERAL PROVISIONS

1.1. Governing law and jurisdiction

These standard conditions shall be governed by and construed in accordance with the laws of India and any dispute arising out of this project or these terms shall be subject to the exclusive jurisdiction of the courts of district courts of Saharanpur, India and High court of Allahabad.

1.2. Notices

1.2.1. Any notice, request or consent required or permitted to be given or made pursuant to these standard conditions shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party at the mentioned address.

1.2.2. A party may change its address for notice hereunder by giving the other party notice in writing of such change to the mentioned address.

1.3. Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed under these standard conditions by the Authority or the Successful Applicant may be taken or executed by the officials as formally designated by each party as on the effective date of the project.

1.4. Taxes and Duties

1.5. The firm and their personnel shall pay such direct and indirect taxes, duties, fees, and other impositions levied under the Government of India Act, the amount of which is deemed to have been included in the Contract Price.

1.6. Fraud and Corruption

1.6.1. "corrupt practice" means the offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;

1.6.2. "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;

1.6.3. "collusive practices" means a scheme or arrangement between the firm, with or without the knowledge of the authority, designed to establish prices at artificial, non-competitive levels;

1.6.4. "coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;

1.7. Measures to be taken

The Authority will cancel the firms engagement, if it is engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of that contract

2. COMMENCEMENT, COMPLETION, MODIFICATION ARBITRATION AND TERMINATION OF CONTRACT

- 2.1. Effectiveness of Contract
- 2.2. This Contract shall come into effect on the date the Contract is signed by both the parties and such other later date as discussed and agreed with the Authority. The date the Contract comes into effect is defined as the Effective Date.
- 2.3. Commencement of Services
- 2.4. The firm shall begin carrying out the Services from the Effective Date or any such date as specified by the Authority.
- 2.5. Expiration of Contract
- 2.6. Unless terminated earlier pursuant to Clause SC 2.10 hereof, these standard conditions shall expire at the end of such time period after the Effective Date as given in the time schedule in EOI Document.
- 2.7. Modifications or Variations
- 2.8. Any modification or variation of the terms and conditions of these standard terms, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.
- 2.9. Force Majeure
 - 2.9.1. Definition: For the purpose of these standard terms, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.
 - 2.9.2. No Breach of Contract: The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
 - 2.9.3. Extension of Time: Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
 - 2.9.4. Payments: During the period of their inability to perform the Services as a result of an event of Force Majeure, the firm shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.
- 2.10. Termination
 - 2.10.1. By the Authority (SDA)

The Authority may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (i) through (vi) of this Clause SC 2.10.1 In such an occurrence the Authority shall give a not less than fifteen (15) days' written notice of termination to the firm, and thirty (30) days' in the case of the event referred to in (v).

- i. If the firm does not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Authority may have subsequently approved in writing.
- ii. If the firm becomes insolvent or bankrupt.
- iii. If the firm, in the judgment of the Authority has engaged practices as defined in clause 3.1.7 in competing for or in executing the Contract.
- iv. If, as the result of Force Majeure, the firm are unable to perform a material portion of the Services for a period of not less than thirty (30) days.
- v. If the Authority, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- vi. If the firm fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause 38 hereof.

2.10.2. By the firm

The firm may terminate the Contract, by not less than thirty (30) days' written notice to the Authority, such notice to be given after the occurrence of any of the events specified in paragraphs (i) through (ii) of this Clause SC 2.10.2

- i. If the Authority fails to pay any money due to the firm pursuant to the Contract and not subject to dispute pursuant to Clause 38 hereof within forty-five (45) days after receiving written notice from the firm that such payment is overdue. If, as the result of Force Majeure, the firm is unable to perform a material portion of the Services for a period of not less than thirty (30) days.
- ii. If the Authority fails to comply with any final decision reached as a result of arbitration pursuant to Clause 38 hereof.

2.11. Payment and Penalties upon Termination

Upon termination of the Contract pursuant to Clauses SC 2.10.1 or 2.10.2, the Authority shall make the following payments to the firm: (a) payment pursuant to Clause 36 for Services satisfactorily performed prior to the effective date of termination; (b) except in the case of termination pursuant to paragraphs (i) through (iii), and (vi) of Clause SC 2.10.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.

If the Contract is terminated on default of the firm as defined in clause (i) to (iii) and (vi) of clause 2.10.1, then Authority may encash the performance security and/or recover any charges from the firm as may be deemed fit by the Authority

3. OBLIGATIONS OF THE FIRM

3.1. General

The firm shall always act, in respect of any matter relating to the Contract or to the Services, as faithful advisers to the Authority, and shall always support and safeguard the Authority's legitimate interests in any dealings with Sub-Consultants or third Parties.

3.2. Standard of Performance

The firm shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ

appropriate technology and safe and effective equipment, machinery, materials and methods.

3.3. Conflict of Interests

The firm shall hold the Authority's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

3.4. Prohibition of Conflicting Activities

The firm shall not engage and shall cause their Personnel as well as their Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.

3.5. Confidentiality

Except with the prior written consent of the Authority, the firms and the Personnel shall not at any time communicate to any person or entity any confidential information, maps, images, reports, etc. acquired in the course of the Services, nor shall the firm and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

3.6. Firms Actions: The firm shall inform the Authority in writing before taking any of the following actions:

Entering into a subcontract for the performance of any part of the Services,

Appointing such members of the Personnel not listed in the team presented in the proposal submitted by the firm

3.7. Reporting Obligations

The firm shall submit to the Authority the reports and documents specified in deliverables section of EOI Document, in the form, in the numbers and within the time periods set forth in the EOI Document.

3.8. Documents Prepared by the firm to be the Property of the Authority

All designs, models, concepts, plans, reports, other documents and software submitted by the firm under this Contract shall become and remain the property of the Authority, and the firm shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Authority, together with a detailed inventory thereof. All the original images should be submitted to the Authority.

The firm may retain a copy of such documents and software. However, for any future use of these documents, the firm should take approval of the Authority.

3.9. Accounting, Inspection and Auditing

The firm shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, and the basis thereof.

4. FIRM'S PERSONNEL

4.1. Description of Personnel

The firm shall employ and provide such qualified and experienced Personnel as are required to carry out the Services.

4.2. Removal and/or Replacement of Personnel

- i. Except as the Authority may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the firm, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the firm shall provide as a replacement a person of equivalent or better qualifications.
- ii. If the Authority finds that any of the Personnel have (a) committed serious misconduct or have been charged with having committed a criminal action, or (b) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the firm shall, at the Authority's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Authority.
- iii. The firm shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. OBLIGATIONS OF THE AUTHORITY

Assistance and Exemptions: The Authority shall use its best efforts to ensure that it shall provide the firm with such assistance as reasonably required for the execution of the project.

6. LIMITED TENDERING AMONG EMPANELED AGENCIES

SDA reserves the right to issue Limited Tenders or Requests for Proposal (RFPs) exclusively to the empaneled agencies as and when specific requirements arise. For each such requirement, a detailed Scope of Work (SoW), project deliverables, timelines, evaluation criteria, and other relevant terms and conditions shall be provided in the respective limited tender document.

7. PAYMENTS TO THE FIRMS

- 7.1. Contract Price: The contract price will be payable in Indian Rupee.
- 7.2. Terms and Conditions of Payment: Payments will be made to the account of the firm and according to the payment schedule stated in the EOI Document.

8. GOOD FAITH

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

9. SETTLEMENT OF DISPUTES

9.1. Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

If the Parties are unable to resolve a dispute amicably through discussion on conciliation, the dispute may be referred to Arbitration. Vice Chairman of SDA Authority shall appoint the Arbitrator. In case dispute is not resolved through arbitration, the dispute can then be brought to the jurisdiction of District Courts Saharanpur or Allahabad High Court as the case may be.

10. ADDITION AND ALTERATION

- 10.1. If it is found after call of tender for development and construction of the project, that the acceptable tender is not within the amount sanctioned then the firm shall if so desired by

the Authority take steps to carry out necessary modification in the design and specification to see that tendered cost does not exceed. The firm shall not be paid anything extra for such modification. If the Authority is convinced that the trend of market rates is such that work cannot be done within the amount of approved estimate, the firm shall submit a revised estimate expeditiously for obtaining revised approval.

- 10.2. The firm shall not make any deviation, alterations, additions to or omission from the work shown/ described and awarded to the contractor except through and with prior approval of the Vice Chairman, SDA or any other officer authorised by him, in writing.

11. NUMBER OF DRAWING SETS AND COPY RIGHT

- 11.1. All the estimates, bill of quantities with detailed measurements, detailed designs with calculation, reports and any other details envisaged under this agreement shall be supplied in triplicate and all drawings or other services/ utilities (internal and external) would be supplied by the firm as required for submission to all the local bodies and other authorities plus sets required by the Authority itself being no less than ten sets of prints and one reproducible copy in the same size. If there are any revisions of any detail in any of the drawings for any reason same number of drawings shall be reissued without any extra charge. All the drawings will become the property of the Authority and it will have the right to use the same anywhere else but only at its own risk and responsibility.
- 11.2. The drawings cannot be issued to any other person, firm or authority, except to the associates and sub consultants of the firms or used by the firm for any other project. No copies of any drawings or documents shall be issued to anyone except the Authority and/ or its authorised representative.

12. ABANDONMENT OF WORK

- 12.1. If the firm abandon the work for any reasons whatsoever or become incapacitated form acting as firm as aforesaid, the Authority may make full use of all or any of the drawings prepared by the firm and that the firm shall be liable to pay such damages as may be assessed by the Authority subject to a maximum of 10% of the total fee payable to the firm under this agreement.
- 12.2. Provided, however, that in the event of the termination of the agreement being under proper notice as provided in the clause hereinafter, the firm shall be entitled to all such fee for the services rendered and liable to refund any excess payment made to him over/and above which is due to him in accordance with the terms of this agreement, for the service rendered by him till the date of termination of the agreement.

13. GUARANTEE

- 13.1. The firm shall agree to re-design at their cost any portion of his engineering design work, which due to his failure to use a reasonable degree of design skill, shall be found defective within six months from the date of start of regular use of the portion of work affected.
- 13.2. The Authority shall grant right of access to the firm of these portions of the work claimed to be defective for inspection.
- 13.3. The Authority may make good the loss by recovery from the dues of the firm in case of failure to comply with the above clause.

14. DETERMINATION OR RECESSON OF AGREEMENT

The Authority without any prejudice to its right against the firm in respect of any delay by notice in writing absolutely determines the contract in any of the following cases:

- 14.1. If the firm being a firm shall pass a resolution or the court shall make any order that the firm shall be wound up or if a receiver or a manager on behalf of the creditor shall be appointed or if circumstances shall arise which entitle the court or creditor to appoint a receiver or a manager or which entitled the court to make up a winding order.
- 14.2. If the firm is in breach of any of terms of agreement
- 14.3. When the firm has made himself liable for action under any of the cases aforesaid the Authority shall have powers
- 14.4. To determine or rescind the agreement
- 14.5. To engage another firm to carry out the balance work debiting the firm the excess amount if any so spent

15. GENERAL

- 15.1. The firm shall be fully responsible for the technical soundness of the work including those of the specialists engaged, if any and also ensure that the work is carried out in accordance with drawings, specifications and conceptual plan.
- 15.2. The Authority will get the work of firm and/or his sub-consultants supervised/inspected at any time by any officer nominated by him who shall be at liberty to examine the records, check estimate and designs.
- 15.3. The appointment of the Authority's own supervisory staff, if any, does not absolve the firm of his responsibility of general supervision. The firm shall be responsible for designs of structures and all provisions/ services of the work entrusted to him so as to satisfy their requirement.
- 15.4. The firm hereby agrees that the fees to be paid as provided herein will be in full discharge of functions to be performed by him and no claim whatsoever shall be against the Authority in respect of any proprietary rights or copy right on the part of any other party relating to the plans, models and drawings.
- 15.5. The firm shall indemnify and keep indemnified the Authority against any such claims and against all cost and expenses paid by the Authority in defending itself against such claims.
- 15.6. It is hereby further agreed between the parties that the stamp duly payable under the law in respect of this agreement shall be borne by the firm.
- 15.7. The applicant should have an operational office in Saharanpur. Documentary evidence such as a valid lease/rent agreement, ownership document, utility bill, GST registration, Shops & Establishments registration, or any other Government-issued document indicating the Saharanpur office address shall be submitted as proof.

Applicants not having an operational office in Saharanpur at the time of EOI submission may also apply by submitting an undertaking to establish a functional office in Saharanpur within 30 days of empanelment or before commencement of the first assignment, whichever is earlier. Failure to do so may result in cancellation of the empanelment.

End of Document