PROPOSED SCOPE OF WORK

FOR EMPANELMENT OF ARCHITECTURAL & COST CONSULTANT

The scope of work pertains to the empanelment of Architectural & Cost Consultants for infrastructure projects such as office buildings, residential accommodations, guest houses, training centres, institutional buildings, townships, renovation and modernization works, interior fitouts, and other civil infrastructure projects at various ONGC work centres.

The Consultant shall provide comprehensive architectural planning, engineering coordination, cost consultancy, estimation and tendering services from project conception up to award of work and till completion and handover of the project. Thereafter, the project shall be handed over to the PMC appointed by ONGC for execution-and Architect & costing Consultant shall monitor the project during execution of the project to comply with the original design and estimate. During execution phase if some changes required in the architectural design, then consultants shall suggest changes in design. While suggesting changes in the original architectural design consultants cost implication due to changes.

The broad scope shall include, but not be limited to, the following:

1. Project Planning & Concept Development

1. Study client requirements and prepare project brief.
2. Conduct site visits, site assessment and feasibility studies.
3. Prepare master plans, site development plans and space planning layouts.
4. Develop conceptual architectural designs and minimum three alternative design options for approval of one final Design.
5. Prepare concept drawings, presentations, walk-throughs and 3D visualizations, wherever required.
6. Recommend sustainable, energy-efficient and cost-effective solutions.
7. Develop project implementation strategy and design criteria.

2. Architectural & Engineering Design

1. Prepare schematic and detailed architectural designs.
2. Prepare and coordinate structural, electrical, plumbing, firefighting, HVAC, ELV, lifts and other engineering services through associated experts.
3. Prepare all architectural drawings including plans, elevations, sections and detailed drawings.
4. Prepare interior design, landscape and external development drawings, wherever applicable.
5. Carry out value engineering and optimization of design.
6. Ensure compliance with applicable IS Codes, National Building Code (NBC), CPWD guidelines, local building bye-laws and statutory requirements.

3. Cost Consultancy, Estimates & BOQ

1. Prepare preliminary cost estimates and project budgets.
2. Prepare detailed estimates based on approved designs.
3. Prepare item-wise Bill of Quantities (BOQ).
4. Prepare technical specifications and schedule of quantities.

5. Undertake cost planning and value engineering studies.
6. Prepare revised estimates, wherever required due to design changes.
7. Assist ONGC in financial appraisal and project cost approvals.

4. Statutory Approvals & Clearances

1. Prepare drawings and documents required for statutory approvals.
2. Assist ONGC in obtaining approvals, permissions, NOCs and clearances from competent authorities.
3. Incorporate observations and compliance requirements stipulated by statutory authorities.
4. Provide technical support during approval processes.

5. Tender Documentation & Bid Process Support

1. Prepare complete tender documents for execution of works.
2. Prepare technical specifications, BOQ, drawings and detailed scope of work.
3. Define technical qualification criteria and bid evaluation methodology.
4. Assist ONGC during pre-bid meetings and clarification stages.
5. Prepare responses to bidder queries and tender amendments/corrigenda.
6. Carry out technical scrutiny and evaluation of bids.
7. Assist ONGC in finalization and award of contracts.

6. Post-Award Design Support

1. Provide Good for Construction (GFC) Architectural, Structural and MEP drawings to the PMC and contractor.
2. Clarify design-related queries raised during execution.
3. Review and approve shop drawings, material submissions and design-related technical submittals as required.
4. Recommend design modifications, if required during project execution.
5. Attend review meetings with ONGC, PMC and contractors whenever required.
6. Periodically visit the project site, if required by ONGC, for verification of design compliance and resolution of technical issues.

7. Project Close-Out Support

1. Review final as-built drawings submitted through the PMC/Contractor.
2. Provide technical assistance on design-related observations during project completion.
3. Support ONGC in closure of design-related issues prior to project handover.