

Office of the Principal  
**GAUHATI COMMERCE COLLEGE**  
R.G. Barooah Road, Guwahati- 781021

Ref. No. GCC/Canteen/2025/317

Date: 29-10-2025

**Expression of Interest: Empanelment of Architectural Firm**

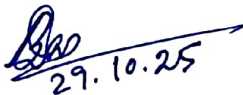
Gauhati Commerce College invites Expressions of Interest (Eoi) from qualified, experienced, and financially sound Architects / Architectural Firms. The applicants must be registered with the Council of Architecture, New Delhi, and empaneled with the Assam Public Works Department (PWD). The engagement is for providing Comprehensive Architectural Services for upcoming projects in Gauhati Commerce College.

The scope of services shall include, but not be limited to:

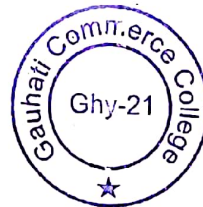
- Master Plan & Design of Buildings
- Interior Designing
- Mechanical, Electrical & Plumbing(MEP) Design
- HVAC
- Acoustic Design
- Sanitary & Plumbing
- Firefighting & Safety Systems
- Other related architectural and engineering works

Submission of Interest: Please submit your expression of interest, including the above details, by 10<sup>th</sup> November, 2025 by sending the details on: [principal@gcc.ac.in](mailto:principal@gcc.ac.in) and/or hardcopy to the following address along with Scope of Services, Schedule of Services, Eligibility Criteria and other details are attached in Annexure-I.

Gauhati Commerce College  
R.G. Barooah Road, Guwahati- 781021  
Assam, India

  
29.10.25

Principal  
Gauhati Commerce College



Principal  
Gauhati Commerce College  
Guwahati-21



## **Annexure-I**

**1. Scope of Work:** The Architect is required to provide services in respect of the following:

- 1.1 Site evaluation and assessment.
- 1.2 Interior design and space planning.
- 1.3 Preparation of Detailed Bill of Quantities and specifications and estimate of cost.
- 1.4 Design of fixed items of work, loose furniture & interior related civil works.
- 1.5 Illumination design.
- 1.6 Acoustic, Air Conditioning and Fire Detection & Fighting design.
- 1.7 Graphic design and signage.
- 1.8 Indoor plants scape.
- 1.9 Selection of materials, equipment and other interior related elements.
- 1.10 Integration of all Engineering services.
- 1.11 Periodic inspection and evaluation of works at site.

**2. SCHEDULE OF SERVICES:** The Architect shall, after taking instructions from the Client, render the following services

### **CONCEPT DESIGN [STAGE 1]:**

- 2.1 Prepare conceptual designs with reference to requirements and basic approach to circulation, activity distribution, interaction and external linkages.
- 2.2 Prepare rough estimate of cost on area basis.

### **PRELIMINARY DESIGN [STAGE 2]:**

- 2.3 Modify the conceptual designs incorporating required changes, prepare the preliminary drawings, schedule of finishes for the Client's approval.
- 2.4 Prepare preliminary estimate of cost including preliminary specifications of different items and schedule of work to enable to run the laboratory work during renovation and construction process.

### **DRAWINGS FOR CLIENT'S /STATUTORY APPROVAL [STAGE 3]:**

- 2.5 Prepare drawings necessary for Client's/ statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist the Client in obtaining the statutory approvals thereof, if required.

### **WORKING DRAWINGS AND TENDER DOCUMENTS [STAGE 4]:**

- 2.6 Prepare working drawings deemed to be required for tender purpose including detailed specifications and Bill of Quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, quality control procedures on materials & works.

### **CONSTRUCTION [STAGE 5]:**

- 5.1 Prepare and issue detailed working drawings for proper execution of works during construction.
- 5.2 Approve samples of various elements and components.
- 5.3 Coordinate with other vendors like Air conditioning and Fire Fighting for proper implementation of the project.

5.4 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.

5.5 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 Architect shall make periodic supervision of the site and whereas 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.

5.6 Architect has to ensure the completion of work as per design and also certify the same at the time of completion of project.

### **COMPLETION [STAGE 6]:**

6.1 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.

6.2 Issue 3 (three only) sets of as built drawings including services and structures.

### **3. Eligibility Criteria:**

The Architects / Architectural Firms interested in the EoI for selection should meet the following qualification criteria.

<b>Sl.no.</b>	<b>Eligibility Criteria</b>
i.	The applicant should be a registered member of the Council of Architecture.
ii.	The application should be empaneled with the Assam Public Works Department(preferable)
iii.	The Architect should have a registered office in Assam and must be engaged in Architectural Consultancy for the last 5 years as on 31st March, 2025
iv.	The Architect should have completed 03 nos of projects costing around Rs. 5 crore or 01 institutional/hospital/educational building of 8 crores in last 05 years.
v.	Minimum 2 architects with atleast one structural and MEP designer
vi.	Should have designing softwares like AutoCad, STAAD Pro, ETABS etc

**4. Documents to be Submitted:**

- i. Full details of the Proprietorship Firm / Partnership Firm / Public or Private Limited Company.
- ii. Documents like Photocopies of COA Registration Certificate, APWD registration, PAN Card, GST Registration Certificates, Last 3 Years IT Return (for the group of Companies wherever applicable), Partnership Deed (in case of Partnership Firm), Registration Certificate and Memorandum of Association (for Private Limited or Limited Companies).
- iii. In all the cases above all the proprietors/partners/directors of different kind of Organisations must be Registered with Council of Architecture, New Delhi, India.
- iv. The Applicant should have proper Presence in Guwahati in form of his own Registered Office.
- v. Power of Attorney of the person to sign this Tender Documents.
- vi. Work orders of 03 numbers of projects completed in last 3 years of 5 crore or 01 numbers of projects completed of 8 crores in last 5 years
- vii. CVs of manpower under the firm needs to be submitted
- viii. License of designing softwares.

**ANNEXURE I: Details of the Architectural Firm**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Remark/ Documents to be attached</b>
1	Name of Firm	
2	Registration Number with Council of Architecture (COA).	
3	Address of Head Office  Telephone E-Mail Fax number (if any) Name(s) of Contact person(s)	
4	Corresponding office address (if different from the above address)  Telephone Number Name(s) of contact person(s) along with mobile number and email-id	
5	Year of Establishment of the organization	
6	PAN No.	
7	GST Registration	