



Expression of Interest (EOI) for Empanelment of Student Architects / Urban Designers, Fresh Architects / Urban Designers and Emerging Design Firms for providing Architectural & Urban Design Services for Urban Development projects and Architectural works undertaken by MMRDA.

**(E-Tender No. MMRDA/UDD/MISC/Empanelment_ARUD/11/ /2026)
27th March 2026**

MUMBAI METROPOLITAN REGION DEVELOPMENT AUTHORITY

URBAN DESIGN DIVISION

3rd Floor, New MMRDA Office Building, Kala Nagar,
Bandra Kurla Complex, Bandra (East), Mumbai – 400 051

WEBSITE: <https://mmrda.maharashtra.gov.in> Contact No: 022-65964080 / 65967755

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**MUMBAI METROPOLITAN REGION DEVELOPMENT
AUTHORITY**

Bandra-Kurla Complex, Bandra (E), Mumbai – 400 051.
Tel: 02226590001/04. Website: <https://mmrda.maharashtra.gov.in>

EOI - Notice

MMRDA has published Expression of Interest (EOI) Notice on MMRDA's website: <https://mmrda.maharashtra.gov.in> ; wherein Expression of Interest (EOI) is invited for 'Empanelment of Student Architects / Urban Designers, Fresh Architects / Urban Designers and Emerging Design Firms for providing Architectural & Urban Design Services for Urban Development Projects and Architectural Works undertaken by MMRDA. The details of EOI are as follows:

Schedule of EOI:

| Sr.No | Parameters | Details | | |
|-------|-----------------|--|-------------------------------|-------------------------------|
| 1 | Tender File No. | No. MMRDA/UDD/MISC/Empanelment_ARUD/11/2025 | | |
| 2 | Division | Urban Design Division | | |
| 3 | Name of EOI | Empanelment of Student Architects / Urban Designers, Fresh Architects / Urban Designers and Emerging Design Firms for providing Architectural & Urban Design Services for Urban Development Projects and Architectural Works undertaken by MMRDA. | | |
| 4 | Application Fee | For Category – I: Final Year Student Architect/Urban Designer | Rs. 1,000/- + applicable GST | |
| | | For Category – II: Fresh Architect/ Urban Designer | Rs. 1,000/- + applicable GST | |
| | | For Category – III: Emerging Design Firm | Rs. 10,000/- + applicable GST | |
| 5 | Contact Details | Shri. Pradeep Yadav Chief, Urban Design Division 3 rd Floor, Urban Design Division, New MMRDA Building, Bandra Kurla Complex, Bandra East, Mumbai – 400051. Tel: 022-65964080 Email ID: empanelarchud@mailmmrda.maharashtra.gov.in | | |
| 6 | Important Dates | Milestone | From Date/Time | To Date/Time |
| | | EOI publish date | 27.03.2026 | --- |
| | | EOI document download | 27.03.2026 18:00 hrs (IST) | 27.04.2026 17:00 hrs (IST) |
| | | Last date of receipt of queries | --- | 08.04.2026 10:00 hrs (IST) |

| | | Milestone | From Date/Time | To Date/Time |
|--|--|---|--|--|
| | | Pre-bid meeting (Hybrid Mode) | 10.04.2026 (Friday) 15:00 hrs (IST) | 10.04.2026 at 18:00 hrs (IST) Location: 4th Floor, Committee Room, New MMRDA Building, BKC, Bandra (E), Mumbai-400051 + Video conference link (Prospective / Interested Applicants must send a request email to the email IDs mentioned in point 5 above to receive the Video Conferencing Link- Refer Annexure-1 at Section 14) |
| | | Last date of online submission of application | --- | 27.04.2026 17:00 hrs (IST) |
| | | Closing of EOI | 27.04.2026 17:01 hrs (IST) | 27.04.2026 18:00 hrs (IST) |
| | | Opening of EOI | --- | 30.04.2026 10:00 hrs (IST) |

The e-tender shall be available for free download at MMRDA's website <https://mmrda.maharashtra.gov.in> as per the above-mentioned dates. The applicant shall submit 'receipt of Application Fee, Application Forms as applicable to each Category and Eligibility Criteria Document' in e-Envelope A and a 'Design Portfolio' in e-Envelope B through below mentioned email ID. The applicant shall deposit Application Fees by making an online payment during online application preparation i.e. through Net Banking as mentioned in Section 4 (c). For any e-tendering support, applicant shall mail at MMRDA's Helpdesk at admin@mailmmrda.maharashtra.gov.in or call us on 022-65967446/ 022-65964000.

The application for the EOI mentioned above will be received online on MMRDA email i.e. empanelarchud@mailmmrda.maharashtra.gov.in and will be opened by the Chief, Urban Design Division on scheduled date and time.

Date: 27.03.2026

Place: Mumbai

Sd/-
Metropolitan Commissioner,
MMRDA

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1. Disclaimer

1. MMRDA has taken due care in preparation of information contained herein. However, this information is not exhaustive. Interested parties/ applicants are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not solely rely on the information contained in the EOI in submitting their proposal. The EOI includes statements, which reflect various assumptions and assessments arrived at by MMRDA in relation to the project/ services. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require.
2. Neither MMRDA, nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this EOI/ Bid document nor is it possible for MMRDA to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EOI/ Bid document. MMRDA recognizes the fact that certain prospective applicants/ bidders may have a better knowledge of the project/ services than others and thus encourages all prospective applicants/ bidders to conduct their own investigations and analysis and check the accuracy, reliability and completeness of the information in this EOI/ Bid document and obtain independent advice from appropriate sources.
3. Neither MMRDA nor their employees will have any liability to any prospective applicant / bidder or any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this EOI/ Bid document, any matter deemed to form part of this BOI/ Bid document and any other information supplied by or on behalf of MMRDA or their employees or otherwise arising in any way from the selection process.
4. MMRDA reserves to itself the right to reject any or all of the applications/ bids submitted in response to this EOI at any stage without assigning any reasons whatsoever.
5. MMRDA reserves to itself the right to change any or all of the provisions of this EOI/ Bid document. Such changes will be intimated to all parties procuring this EOI/ Bid document.
6. The EOI has been prepared with an intention to invite prospective applicants/ bidders and to assist them in making their decision regarding submission of application/ bid. It is hereby clarified that the EOI/ Bid document is for the purpose of providing the information to the prospective applicants/ bidders to assist them in arriving or quoting the bid price and participating in EOI/ Bid procedure. The EOI/

Bid document does not purport to contain all the information applicants/ bidders may require. The EOI/ Bid document may not be appropriate for all persons, and it is not possible for MMRDA to consider the investment objectives, financial situation and particular needs of each applicant / bidder.

7. The information contained in the EOI is non-binding on MMRDA, any of its authorities or agencies, or any of their respective officers, employees, agents, or advisors. MMRDA makes no representation or warranty and shall incur no liability under any law as to the accuracy, reliability or completeness of the information contained in the EOI/ Bid document. Each Applicant/ Bidder shall consider the BOI/ Bid document as per his understanding and capacity. The applicants/ bidders shall undertake appropriate examination, enquiry and scrutiny of all aspects mentioned in the EOI/ Bid document before applying/ bidding. Applicants/ Bidders are encouraged to take professional help of experts on Urban Planning, Architecture, Urban Design, Infrastructure, Environmental Planning, Landscape Architecture, Financial, legal, technical, taxation, and any other matters / sectors appearing in the document or specified work. Applicants/ Bidders shall also go through the EOI/ Bid document in detail and bring to notice of MMRDA any kind of error, misprint, inaccuracies, or omission in the document before pre-bid meeting. MMRDA reserves the right not to proceed with the EOI/ Bid, to alter the timetable reflected in this document, and to change the process or procedure mentioned in the EOI/ Bid in larger public interest. MMRDA also reserves the right to decline to discuss the EOI/ Bid with any party submitting a proposal/ application.
8. Applicants/ Bidders submitting this application/ proposal shall not be entitled for any type of reimbursement from MMRDA. The Applicant/ Bidder shall bear all costs arising from, associated with or relating to the preparation and submission of its Application/ Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by MMRDA or any other costs incurred in connection with or relating to its application / bid.
9. The issue of the application/ bid does not imply that MMRDA is bound to select and pre-qualify applications/ bids for any Stage or to select the Applicant/ Bidder as the case may be, for the project/ services and MMRDA reserves exclusive right to reject all or any of the applications/ bids without assigning any reasons whatsoever.
10. MMRDA may, in its absolute rights but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in the application/ bid.
11. MMRDA also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any applicant/ bidder upon the statement contained in this EOI/ Bid.

12. Interested parties, after careful review of all the clauses of the EOI/ Bid, are encouraged to send their suggestions in writing to MMRDA on the below mentioned email ID: empanelarchud@mailmmrda.maharashtra.gov.in

Such suggestions, after review by MMRDA, may be incorporated into this EOI/ Bid as a corrigendum if found appropriate in Larger Public Interest, to make the process more transparent and competitive, and shall be uploaded onto the MMRDA website: <https://www.mmrda.maharashtra.gov.in>



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2. Definition

| Sr.No. | Terms | Definition |
|--------|----------------------------|---|
| 1. | Accepting Authority | Means MMRDA or the Competent Authority to accept the application/ proposal. |
| 2. | Accounting/ Financial Year | Means the financial year commencing from 1 st April of any calendar year and ending on 31 st March of the next calendar year. |
| 3. | Affiliate(s) | Means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Agency. |
| 4. | Applicant | Means a person/ an individual/ an entity/ a firm/ a company, who is a Final Year Student Architect/ Final Year Student Urban Designer or a Fresh Architect/Fresh Urban Designer or an Emerging Architecture / Urban Design Firm, which is submitting its application pursuant to the EOI under reference. |
| 5. | Applicable Laws | Means all laws, promulgated or brought into force and effect by GOI or GOM including regulations and rules made there under, and judgments, decrees, injunctions, writs and orders of any court of record, as record, as may be in force and effect during the subsistence of this e-Tender / Agreement. |
| 6. | Associate | An Associate is an entity, including an unincorporated entity such as partnership, over which the investor has significant influence and that is neither a subsidiary nor an interest in a joint venture. |
| 7. | Authority | Mumbai Metropolitan Region Development Authority (MMRDA) — the organization inviting applications and assigning works to empaneled applicants. |
| 8. | Client | Means “Mumbai Metropolitan Region Development Authority” or “Authority” that empanels the Selected Applicant for the Architectural & Urban Design services as per the EOI under reference. |
| 9. | Company | Means a Company incorporated and existing under Companies Act, 1956 or 2013 whichever is applicable. |
| 10. | Concept Design | Initial stage of design showing the overall idea, vision, basic layout, massing, sketches, and preliminary planning for the project. |
| 11. | CUD | As used anywhere in the document shall mean Officer working as Chief, Urban Design Division of MMRDA. |

| Sr.No. | Terms | Definition |
|--------|--------------------------------------|---|
| 12. | Day | Means Calendar Day of 24 hours from midnight to midnight irrespective of the number of hours worked in any day in that week. |
| 13. | Document or Documentation | Means documentation printed or in written form, tapes, discs, drawings, computer programmers, writings, reports, photographs, cassettes, or expressed in any other written, audio or visual form. |
| 14. | Empanelment | A formal process of shortlisting and registering eligible Students of Architecture / Urban Design, Fresh Architects/Urban Designers, and Emerging Design Firms to provide urban design and architecture related consultancy services to MMRDA. |
| 15. | Empanelment Evaluation Committee | A committee constituted by MMRDA to assess applications, verify documents, award marks as per criteria, and finalize the list of empaneled student architect /urban designer, fresh architect/ urban designer, emerging design firm. |
| 16. | Empanelment Period | The duration for which the applicant/firm remains registered with MMRDA to receive work assignments (03 years or as may be decided by MMRDA). |
| 17. | Evaluation Criteria | The structured scoring method used to assess applicants based on education, experience, design portfolio, software skills, and other parameters. For detailed elaboration refer Section 8 |
| 18. | EOI | Means the Expression of Interest issued by the Authority for the empanelment of student architects /urban designers, fresh architects/ urban designers, emerging design firms for providing Architectural & Urban Design Services for Urban Development projects and Architectural works undertaken by MMRDA. |
| 19. | Good for Construction (GFC) Drawings | Detailed technical drawings issued for execution on site, containing complete dimensions, specifications, sections, views and construction details and per prevailing industry standards. |
| 20. | Government | Means the Government of Maharashtra (GoM) or Government of India (GoI). |
| 21. | INR | Means Indian Rupee(s). |
| 22. | Key Professional(s) | Means an individual professional whose skills, qualifications, knowledge and experience are critical |

| Sr.No. | Terms | Definition |
|--------|--------------------------------------|--|
| | | to the performance of the Architectural & Urban Design services under the EOI and whose CV is considered in the evaluation of the applicant's proposal. |
| 23. | Local Authority | Means Municipal Corporation of Greater Mumbai (MCGM). |
| 24. | MMRDA | Means the Mumbai Metropolitan Region Development Authority. |
| 25. | MMRDA Representative | Means such person or persons as may be authorized in writing by Metropolitan Commissioner, MMRDA or the OIC to act on its behalf under the Agreement and shall include any person or persons having authority to exercise any rights or perform and fulfil any obligations of MMRDA under the Agreement |
| 26. | Officer Or Officer - In-Charge (OIC) | Means the OFFICER -IN-CHARGE (OIC) of the work for the time being appointed by Metropolitan Commissioner, MMRDA |
| 27. | Officer's Representative | mean an assistant / representative of the OFFICER - IN-CHARGE |
| 28. | Portfolio | A set of academic or professional design works submitted by the applicant to demonstrate skills, creativity, relevant works and technical ability. |
| 29. | Proposal | Means the application or proposal submitted by the applicant in e-Envelope A and e-Envelope B of the EOI under reference. |
| 30. | Scope of Work | The tasks, responsibilities, and deliverables expected from the empaneled student architects /urban designers, fresh architects/ urban designers, emerging design firms such as concept design, detail drawings, elevations, sections, 3D views, walk through, tender documentation, site coordination, as built drawings, final design report etc. For Detailed elaboration refer Section 9 |
| 31. | Selected Applicant | Means the successful applicant selected through the EOI under reference after following all due procedure. |
| 32. | Supervision of Works | Periodic site visits, office visits and coordination with MMRDA and Contractors to ensure design compliance, quality control and correct execution. |
| 33. | Support Professional(s) | Means an individual professional provided by the Empaneled Applicant and who is assigned to perform the Services or any part thereof under the Scope of |

| Sr.No. | Terms | Definition |
|--------|----------------------|---|
| | | Work of the EOI under reference and whose CVs are not evaluated individually. |
| 34. | Work or Project | Mean the works to be executed in accordance with the Scope of Work of the EOI under reference or part(s) thereof as the case may be and shall include all extra or additional, altered or substituted works as required for performance of the Scope of Work. |
| 35. | Tender/ Bid Document | A formal document containing technical specifications, BOQ, drawings, and conditions required for inviting applications/ bids/ proposals for execution of project/ services. |

Note: The meaning and interpretation of the definition (s) or any clause or any section in the e-EOI/ e-Tender as interpreted by the Metropolitan Commissioner, MMRDA shall be final and binding and in larger public interest (s).



3. Invitation

A. Preamble:

The Authority undertakes large-scale infrastructure, planning, transport, rental housing, urban design and public realm projects. In addition to engaging established consultants and firms, there is a need to encourage and involve students, fresh architects, urban designers, and emerging design firms to bring fresh ideas, innovative approaches, and contemporary design solutions to MMRDA projects. Therefore, this EOI for Empanelment of Student Architects / Urban Designers, Fresh Architects / Urban Designers and Emerging Design Firms for providing Architectural & Urban Design Services to MMRDA will not only provide a platform for young professionals but will also allow them to contribute in shaping of Mumbai Metropolitan Region. It will also enable MMRDA to access innovative design thinking at comparatively lower cost and will build a talent pool of architects and designers for future MMRDA projects.

B. Invite:

MMRDA hereby invites Expression of Interest for Empanelment of Student Architects / Urban Designers, Fresh Architects / Urban Designers and Emerging Design Firms for providing Architectural & Urban Design Services for Urban Development projects and Architectural works undertaken by MMRDA.

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4. Instructions to Applicants

A. General Instructions:

1. The Expression of Interest document and application form can be downloaded from MMRDA's website: <https://mmrda.maharashtra.gov.in>
2. Application forms shall be received online on MMRDA email i.e. empanelarchud@mailmmrda.maharashtra.gov.in during the period mentioned in the EOI – Notice.
3. The Applications shall be received online on MMRDA email i.e. empanelarchud@mailmmrda.maharashtra.gov.in and will be opened by the Chief, Urban Design Division, MMRDA on scheduled date and time.
4. The detailed e-EOI notice along with the subsequent corrigendum, addendum etc. shall form part of the EOI document.
5. All the amendments made in the document shall be published at MMRDA's website: <https://mmrda.maharashtra.gov.in> and shall be part of the EOI document.
6. The applicant shall visit the aforementioned website on regular basis to check the latest updates of the EOI document. The MMRDA also reserves the rights to amend the dates mentioned in the tender for successful bid process in larger public interest.
7. The acceptance of the application will be intimated by email or otherwise by the authority competent to accept the application or by the higher Authority of MMRDA, to the applicant, which shall be deemed to be an intimation of the EOI given by the Authority Competent to accept the application.
8. The downloaded EOI document shall be considered valid for participation in the EOI process (e-tendering) subject to the submission of prescribed EOI document and application fee.
9. The application shall be selected as per procedures described in the EOI document.
10. The applicant shall submit their application online in downloaded formats for Envelope A: Application Fee receipt, Application Forms & Eligibility Criteria and Envelope B: Design Portfolio. However, Application Fees shall be deposited in the account details provided in the EOI document as mentioned in **Section 4C(7)**.
11. MMRDA shall not be responsible for delay in online submission due to any reason. For this the applicant shall upload the completed application well in advance to avoid any unforeseen problems.
12. The competent authority/ MMRDA reserves the right to reject any or all the application, without assigning any reasons thereof.
13. Applications that are incomplete in any respect or those that are not consistent with the requirements as specified in this EOI document may be considered non-responsive and may be liable for rejection.
14. Strict adherence to formats, wherever specified, is required. Non-adherence to

- formats shall be a ground for declaring the application as non-responsive.
- 15.** All communication and information should be provided in writing and in the English language only.
 - 16.** The metric system shall be followed for units.
 - 17.** No change in, or supplementary information to an application shall be accepted once submitted. However, MMRDA reserves the right to seek additional information from the applicants, if found necessary, during the course of evaluation of the EOI. Non-submission, incomplete submission or delayed submission of such additional information or clarifications sought by MMRDA, may be a ground for rejecting the application.
 - 18.** The applications shall be evaluated as per the criteria specified in this EOI. However, within the broad framework of the evaluation parameters as stated in the EOI document, MMRDA reserves the right to make modifications to the stated evaluation criteria, which would be uniformly applied to all the applicants.
 - 19.** The applicant shall submit the application in only one of the categories mentioned in Section 6 B) of this document. Mere submission of information does not entitle the applicant to meet an eligibility criterion. MMRDA reserves the right to vet and verify any or all information submitted by the applicant.
 - 20.** If any claim made or information provided by the applicant in the application or any information provided by the applicant in response to any subsequent query by MMRDA, is found to be incorrect or is a material misrepresentation of facts, then the application will be liable for rejection. Mere clerical errors or bonafide mistakes may be treated as an exception at the sole discretion of MMRDA and if MMRDA is adequately satisfied.
 - 21.** The applicant shall be responsible for all the costs associated with the preparation of the application. MMRDA shall not be responsible in any way for such costs, regardless of the conduct or outcome of this process.
 - 22.** The application document submitted by the applicant shall not be transferable to any other applicant.
 - 23.** The applicant shall study all instructions, forms, drawings, terms, requirements and other information in the EOI documents carefully. Submission of application shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.
 - 24.** The response to the EOI shall be full and complete in all respects. Failure to furnish all information required in the EOI document or submission of a proposal not substantially responsive to the EOI document in every respect shall be at the applicant's risk and shall result in rejection of its application.
 - 25.** All materials submitted by the applicant shall be the absolute property of MMRDA and no copyright /patent etc. shall be entertained by MMRDA.
 - 26.** MMRDA shall terminate the empanelment process at any time and without assigning any reason and MMRDA shall not be held responsible for any cost incurred by the applicant in preparation of application. MMRDA reserves the right to amend/edit/add delete any clause of the EOI Document. However, this shall be informed to all and shall become part of the EOI.

- 27.** All information submitted by the applicants during the process of empanelment will be the property of Mumbai Metropolitan Region Development Authority (MMRDA) and will not be returned.
- 28.** Applications will be received online on the above mentioned MMRDA's email and will be opened by Empanelment Evaluation Committee (EEC) on the scheduled date & time.
- 29.** Prequalification/Empanelment does not necessarily mean that a job will be assigned to the empaneled Student Architects/Urban Designers, Fresh Architects/Urban Designers and Emerging Design Firms. The empaneled Student Architects/Urban Designers, Fresh Architects/Urban Designers and Emerging Design Firms shall be eligible to participate in consultancy work proposed by Mumbai Metropolitan Region Development Authority (MMRDA).
- 30.** If there is any amendment or change in the Expression of Interest the same shall be notified on following website:
MMRDA Website: <http://www.mmrda.maharashtra.gov.in>



B. Instructions related to e-Tendering:

1. In case of any queries applicants / bidders may contact MMRDA's Helpdesk at admin@mailmmrda.maharashtra.gov.in or call us on 022-65967446/ 022-65964000 on any working day from 10am to 5.30pm.
2. The tenders shall be received online on MMRDA email i.e. empanelarchud@mailmmrda.maharashtra.gov.in and opened by the Office In-Charge (OIC) on scheduled date and time.
3. e-Tendering Bidder's Process, Basic Requirement:
Stage 1: Bid Document Download (Tender Document Downloaded)
Stage2: Bid Preparation and Submission
4. If there is any amendment or change in the Expression of Interest the same shall be notified on following website:
MMRDA Website: <http://www.mmrda.maharashtra.gov.in>



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C. Instructions related to filling up of application form:

1. The Expression of Interest document and application forms can be downloaded from MMRDA Website: <http://www.mmrda.maharashtra.gov.in>
2. Application forms shall be received online on MMRDA's email i.e. empanelarchud@mailmmrda.maharashtra.gov.in during the period mentioned in the EOI – Notice.
3. Applicant should upload scanned attested photocopies of all documents on above mentioned on MMRDA's email & produce in original on request by MMRDA at any stage.
4. Application form for the EOI for empanelment shall be uploaded/ submitted online on above mentioned MMRDA's email along with Forms/Annexures duly filled in/typed along with forwarding letter of the firm and copies of all required documents of proofs with all pages signed and stamped by the Authorized Signatory/ Applicant.
5. Only on request by MMRDA; the applicant shall submit one hard copy (bound volume) in a sealed envelope at the Office of the Chief, Urban Design Division, 3rd floor, MMRDA New Office Building, E-block, BKC, Mumbai – 400051.
6. Application Fee for Category – I (Student Architect/Urban Designer) and Category – II (Fresh Architect/Urban Designer) is **Rs. 1,000/-** (Rupees One Thousand) + applicable GST and Category – III (Emerging Design Firm) **Rs. 10,000/-** (Rupees Ten Thousand) + applicable GST.
7. The applicant shall deposit Application Fees by making an online payment during online application preparation i.e. through Net Banking. The details of MMRDA's bank are as under:

| | |
|--------------------------|---------------------------------|
| Beneficiary Name: | MMRD Fund |
| Bank Name: | Bank of Maharashtra |
| Branch: | Kalanagar, Bandra (East) |
| Account No: | 60259778998 |
| IFSC Code: | MAHB0000164 |
8. Application Fee receipt will be system generated through Net Banking during application preparation by the applicant.
9. Individual applicant shall submit only one application as per its eligible category. Individual applicant applying under two separate categories will not be accepted.
10. The empanelment has 03 (three) categories. Hence, MMRDA will be accepting category-wise application only. Thus, applicants are required to submit their application as per respective categories.
11. **Form No. A.1, A.2, A.3 and B.1 (Design Portfolio)** are required to be filled and submitted by the Category – I (Final Year Student Architect / Urban Designer).
12. **Form No. A.1, A.2, A.4 and B.1 (Design Portfolio)** are required to be filled and submitted by the Category – II (Fresh Architect / Urban Designer).
13. **Form No. A.1, A.2, A.5 and B.1 (Design Portfolio)** are required to be filled and submitted by the Category – III (Emerging Design Firm).

- 14.** The applicant's name and signature shall appear on each page of the application form.
- 15.** Copies of the references, information, work orders and completion certificates from the respective clients certifying the suitability, technical know-how, experience or capability of the applicant shall be submitted by the applicant, which will be verified by Mumbai Metropolitan Region Development Authority (MMRDA) as and when required.
- 16.** The applicants are advised to attach any additional information which he thinks fit and necessary regarding proving his capabilities. No further information will be entertained after submission of the application unless it is specifically called for by Mumbai Metropolitan Region Development Authority (MMRDA).
- 17.** The cost incurred by the applicant in preparation & submission of this application, providing clarifications or attending discussions in connection with process of empanelment shall be borne by the applicant. In no case Mumbai Metropolitan Region Development Authority (MMRDA) will be responsible or liable for these costs regardless of the outcome of the process.
- 18.** The competent authority/ MMRDA reserves the right to reject any or all the application, without assigning any reasons thereof.



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5. Summary of EOI

A. Key Events & Schedule w.r.t. EOI:

Table A:

| Sr.No. | Information | Details |
|--------|--|---|
| 1. | Advertisement Date | 27.03.2026 |
| 2. | Download Start Date | 27.03.2026, 18:00 hrs (IST) |
| 3. | Last date to send in requests for clarifications | 08.04.2026, 10:00 hrs (IST) |
| 4. | Date, Time and place of Pre-Bid Meeting (Hybrid mode) | 10.04.2026 (Wednesday) 15:00hrs (IST) Location: 4th Floor, Committee Room, New MMRDA Building, BKC, Bandra (E), Mumbai-400051 + Video conference link (Prospective / Interested applicants must send a request email to email IDs mentioned in point 10 below to receive the Video Conferencing Link – Refer Annexure-1 at Section 14 |
| 5. | Release of response to clarifications would be available at | MMRDA's email: empanelarchud@mailmmrda.maharashtra.gov.in |
| 6. | Last date (deadline) for online submission of bids | 27.04.2026, 17:00 Hrs (IST) on MMRDA's email: empanelarchud@mailmmrda.maharashtra.gov.in |
| 7. | Closing of EOI | from 27.04.2026, 17:01 Hrs (IST) to 27.04.2026, 18:00 Hrs (IST) on MMRDA's Website: http://www.mmrda.maharashtra.gov.in |
| 8. | Envelope A (Application Fee receipt, Application Forms & Eligibility Criteria) Opening Date & Time | on 30.04.2026, 10:00 Hrs (IST) on MMRDA's Website: http://www.mmrda.maharashtra.gov.in |
| 9. | Envelope B (Design Portfolio) Opening Date & Time | Same as Envelope A |
| 10. | Address for communication for seeking clarifications on e-EOI. (During office hours on working days) | Chief, Urban Design Division 3 rd Floor, Urban Design Division, New MMRDA Building, Kalanagar, Bandra East, Mumbai – 400051. Tel: 022-65964080 Email ID: empanelarchud@mailmmrda.maharashtra.gov.in |



B. Key Information w.r.t EOI:

- i) **Name of Authority:** Mumbai Metropolitan Region Development Authority (MMRDA), Mumbai, Maharashtra, India
- ii) **Name of Document:** Expression of Interest (EOI) for Empanelment of Student Architects / Urban Designers, Fresh Architects / Urban Designers and Emerging Design Firms for providing Architectural & Urban Design Services for Urban Development projects and Architectural works undertaken by MMRDA in Mumbai Metropolitan Region (MMR)
- iii) **Envelope System:** Two Envelope System (e-Envelope – A & B) through online.
e-Envelope A – Application Fee, Application Forms & Eligibility Criteria.
e-Envelope B – Design Portfolio.
- iv) **Application Fee:** The category-wise Application Fee for the EOI under reference is tabulated below.

Table B:

| Sr.No. | Category | Application Fee |
|--------|--|--|
| 1 | Category - I Final Year Student Architect / Urban Design | Rs. 1,000/- (Rupees One Thousand) + applicable GST |
| 2 | Category - II Fresh Architect / Urban Designer | Rs. 1,000/- (Rupees One Thousand) + applicable GST |
| 3 | Category - III Emerging Design Firm | Rs. 10,000/- (Rupees Ten Thousand) + applicable GST |

The Application fee is non-refundable. The Application fee shall be paid separately by Online Payment Gateway through Net Banking only.

- v) **EOI Validity Period:** The Expression of Interest (EOI) Validity Period is (180) One Hundred and Eighty days from the date of opening of e-Envelope A.

6. Offer from MMRDA

A. Offer:

MMRDA intends to have a panel of Student Architects / Urban Designers, Fresh Architects / Urban Designers and Emerging Design Firms for providing Architectural & Urban Design Services for Urban Development projects and Architectural works undertaken by MMRDA.

Therefore, MMRDA hereby offers an opportunity to Student Architects / Urban Designers, Fresh Architects / Urban Designers and Emerging Design Firms to get empaneled with MMRDA for providing Architectural & Urban Design Services for various urban development projects undertaken by MMRDA.

This initiative aims to bridge the gap between established practices and rising talent, providing young professionals with a platform to contribute fresh and creative solutions to large-scale infrastructure, urban transport and urban design projects.

B. Categories for Empanelment:

The category-wise empanelment for the EOI under reference is tabulated below:

Table C:

| Sr.No. | Category | Category Name |
|--------|---------------|--|
| 1 | Category – I | Student Architect / Urban Designer i) The applicant should be Final Year student (4 th or 5 th Year) of Architecture (B.Arch) or Final Year (2 nd Year) student of Urban Design (M.Arch/ M.Urban Design) and; ii) The applicant should be enrolled with the recognized institute/ college and the said institute / college or the course shall be recognized by COA/ AICTE approved. COA – Council of Architecture, India. AICTE – All India Council of Technical Education. |
| 2 | Category – II | Fresh Architect / Urban Designer i) The applicant should be Architect or Urban Designer by qualification and; ii) The applicant should have a less than or equal to 03 years of professional experience in the field of Architecture or Urban Design |

| Sr.No. | Category | Category Name |
|---------------|-----------------|--|
| 3 | Category – III | Emerging Design Firm i) The applicant should be an entity/ firm/ company engaged in providing Architectural or Urban Design services and; ii) The applicant should have a less than or equal to 07 years of professional experience in the field of Architecture or Urban Design |



7. Eligibility Criteria

The category-wise Eligibility Criteria for empanelment of Student Architects / Urban Designers, Fresh Architects / Urban Designers and Emerging Design Firms as per the EOI under reference is as follows:

A. Category – I: Final Year (4th/5th Year) Student Architect / Final Year (2nd Year) Student Urban Designer:

The eligibility criteria for Category – I are as follows:

Table D:

| Sr.No. | Qualification | Experience | Documents Required |
|--------|---|--|---|
| 1. | <p>i) The applicant should be a Final Year (4th/5th Year) Student of Architecture (B.Arch) or Final Year (2nd Year) Student of Urban Design (M.Arch/ M.Urban Design). And</p> <p>ii) The applicant should be enrolled with the recognized institute/ college and the said institute / college or the course should be recognised by COA/ AICTE approved.</p> | <ul style="list-style-type: none"> The applicant should have worked / completed at least One (01) major design assignment during academic/ thesis/ competition level/ Internship works having minimum land area of 100 sqm; and it should be related to architecture or urban design or public space design. | <p>The supporting documents to be submitted are:</p> <ul style="list-style-type: none"> Bonafide Certificate / Student ID issued by the Head of the Institution / College/ University. Design Portfolio (Maximum 10 No. of A3 Pages) showcasing academic works or competition entries or professional work related to architecture / urban design projects. The students shall submit mark sheets/results for all the academic years. The academics works or competition entries submitted for the evaluation shall be certified by Head of Department / Institution. Internship work details/ certificate if any shall be submitted Certificates of Acknowledgment /Appreciation if any from HOD/ Govt.Organisations/ Private Institutions /Clients for academics works or competition entries shall be submitted. |

Note:

- The applicant should apply individually.
- The application received in groups or teams shall not be considered for evaluation and will be rejected.
- No consortium/ joint venture/ groups/ teams are allowed for EOI under reference.

B. Category – II: Fresh Architect / Urban Designer:

The eligibility criteria for Category – II are as follows:

Table E:

| Sr.No. | Qualification | Experience | Documents Required |
|--------|---|--|---|
| 1. | <p>i) The applicant should be an Architect by qualification and shall hold a degree of B.Arch and should be registered with Council of Architecture (COA), India.</p> <p>Or</p> <p>ii) In addition to point (i) above, the applicant should be an Urban Designer by qualification and should hold a degree of M.Arch / M.Urban Design</p> | <p>i) The applicant should have a less than or equal to 03 years of professional experience in the field of architecture or urban design</p> <p>And</p> <p>ii) The applicant should have completed / worked on at least two (02) major design assignment during academic level / Internship / any professional works/ or participated in competition having minimum land area of 100 sqm; and it should be related to architecture or urban design or public space design.</p> | <p>The supporting documents to be submitted are:</p> <ul style="list-style-type: none"> • Degree or Certificate for Graduation in Architecture issued by institute/ college/ university recognised by COA/ AICTE approved. • Degree or Certificate for Post-Graduation in Architecture/ Urban Design issued by institute/ college/ university recognised by COA/ AICTE approved. • A valid Registration Certificate issued by Council of Architecture (COA), India. • Design Portfolio (Maximum 10 No. of A3 Pages) showcasing academic works or competition entries or professional works related to architecture/ urban design projects. • The academics works or competition entries or professional works submitted for the evaluation shall be certified by HOD/Institution/ Govt. Organisations/ Private Institutions /Clients. • Internship work details/ certificate if any shall be submitted. • Certificates of Acknowledgment /Appreciation if any from HOD/ Govt. Organisations / Private Institutions /Clients for academics works or competition entries or professional works shall be submitted. • Detailed Curriculum Vitae (CV) of the applicant. |

Note:

- i) The applicant applying under the Category – II as a qualified Architect as well as qualified Urban Designer will be given preference.
- ii) The applicant should apply individually.
- iii) The application received in groups or teams shall not be considered for evaluation and will be rejected.
- iv) No consortium/ joint venture/ groups/ teams are allowed for EOI under reference.

C. Category – III: Emerging Design Firm:

The eligibility criteria for Category – III are as follows:

Table F:

| Sr.No. | Qualification | Experience | Documents Required |
|--------|---|---|--|
| 1. | <p>i) The applicant should be an entity/ firm/ company engaged in providing Architectural or Urban Design services.</p> <p>And</p> <p>ii) The applicant (in this case – entity/ firm/ company) should have at least 01 Principal Architect registered under COA, India.</p> <p>And</p> <p>iii) The Applicant (in this case – entity/ firm/ company) shall be a legally registered entity in India under applicable laws (Partnership Act 1932 / LLP Act 2008 / Companies Act 2013/ State Shops & Establishments Act).</p> | <p>i) The applicant (in this case – entity/ firm/ company) should have a less than or equal to 07 years of professional experience in the field of Architecture or Urban Design.</p> <p>And</p> <p>ii) The applicant should have ongoing / completed at least three (03) design projects having minimum land area of 500 sqm; related to architecture or urban design or public space design;</p> | <p>The supporting documents to be submitted are:</p> <ul style="list-style-type: none"> • Proof of Firm registration shall be submitted. • Degree or Certificate for Graduation in Architecture issued by institute/ college/ university recognised by COA/ AICTE approved – of the Principal Architect. • Degree or Certificate for Post-Graduation in Architecture/ Urban Design issued by institute/ college/ university recognised by COA/ AICTE approved – of the Principal Architect (if applicable). • A valid Registration Certificate issued by Council of Architecture (COA), India – of the Principal Architect. • Design Portfolio (Maximum 15 No. of A3 Pages) showcasing ongoing / completed professional works related to architecture/ urban design. • Certificates of Acknowledgment /Appreciation if any from Govt. Organisations / Private Institutions /Clients for professional works shall be submitted. |

| Sr.No. | Qualification | Experience | Documents Required |
|--------|---------------|------------|---|
| | | | <ul style="list-style-type: none">• Detailed Curriculum Vitae (CV) of the Principal Architect.• List of Key Personnel/ Associates of the entity/ firm/ company. Detailed Curriculum Vitae (CV) of the Key Personnel/ Associates. |

Note:

- The application received in consortium/ joint venture shall not be considered for evaluation and will be rejected.
- No consortium / joint venture is allowed for EOI under reference.

D. Additional Information:

1. Submission of Application & Supporting Documents:

The applicant who is meeting the category-wise Eligibility Criteria as mentioned above; shall submit their applications in the prescribed format as mentioned in **Section 12** (Envelope – A) and **Section 13** (Envelope – B) with supporting details/ documents as mentioned in the eligibility criteria of the respective category for evaluation purpose.

2. Software Skills:

All the Categories (i.e. Category – I, II & III) mentioned above must possess the knowledge of essential software such as Auto-Cad, Revit, GIS, Adobe Suit, Sketch Up Pro, Lumion, Rhinoceros etc. **The Design Portfolio required to be submitted in Envelope B shall include the works related to architecture/ urban design; showcasing the use of the above-mentioned software skills of the applicant.**

3. Expertise / Specialization:

The relevant document/ certificate/ accreditation is needed to be submitted if any applicant from a respective category (i.e. Category – I, II & III) is having specialization/ expertise in specific field such as Smart City / Sustainable Design/ Green Buildings/ Landscape / Architectural Conservation/ IGBC/ LEED/ GIS expert etc.

4. Details of Key Personnel:

The applicants applying under Category – III (Emerging Design Firm) shall provide information on available skilled Team Members and Key Personnel engaged with the firm. The supporting documents shall include List of Key Personnel/ Associates, Detailed Curriculum Vitae (CV) of the Key Personnel/ Associates, Employment Certificate of the Key Personnel/ Associates issued by the entity/ firm/ company.



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8. Evaluation Criteria

The category-wise Evaluation Criteria for empanelment of Student Architects / Urban Designers, Fresh Architects / Urban Designers and Emerging Design Firms as per the EOI under reference is as follows:

A. Evaluation Criteria for Category – I: Final Year (4th/5th Year) Student Architect / Final Year (2nd Year) Student Urban Designer:

The evaluation criteria and marking for Category – I are as follows:

Table G:

| Sr.No. | Parameters | Description | Max. Marks | | | | | | | | |
|--|------------------------------------|---|---|-------|--|-------|--|---|--|----|----|
| 1. | Academic Performance | <p>Marking for: Academic Performance will be evaluated based on Aggregate Marks or CGPA obtained in all the academic years combined (except final year).</p> <table border="1"> <thead> <tr> <th>Aggregate Marks/ CGPA</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>≥ 51 - 60% or 5 - 6 CGPA</td> <td>6</td> </tr> <tr> <td>61 - 80% or 6 - 8 CGPA</td> <td>8</td> </tr> <tr> <td>Above 80% or 8 CGPA</td> <td>10</td> </tr> </tbody> </table> | Aggregate Marks/ CGPA | Marks | ≥ 51 - 60% or 5 - 6 CGPA | 6 | 61 - 80% or 6 - 8 CGPA | 8 | Above 80% or 8 CGPA | 10 | 10 |
| Aggregate Marks/ CGPA | Marks | | | | | | | | | | |
| ≥ 51 - 60% or 5 - 6 CGPA | 6 | | | | | | | | | | |
| 61 - 80% or 6 - 8 CGPA | 8 | | | | | | | | | | |
| Above 80% or 8 CGPA | 10 | | | | | | | | | | |
| 2 | Statement of Purpose (SOP) | <p>Marking for: Statement of Purpose (SOP) will be evaluated as below</p> <table border="1"> <thead> <tr> <th>SOP</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Based on the evaluation of EEC for ability to contribute to innovative ideas to MMRDA Projects</td> <td>0 – 5</td> </tr> </tbody> </table> | SOP | Marks | Based on the evaluation of EEC for ability to contribute to innovative ideas to MMRDA Projects | 0 – 5 | 5 | | | | |
| SOP | Marks | | | | | | | | | | |
| Based on the evaluation of EEC for ability to contribute to innovative ideas to MMRDA Projects | 0 – 5 | | | | | | | | | | |
| 3 | Software Skills | <p>Marking for: Software Skills will be evaluated as below</p> <table border="1"> <thead> <tr> <th>Software Skills</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1. AutoCAD / REVIT</td> <td>6</td> </tr> <tr> <td>2. Above 1 + ArcGIS, Adobe Suit, Sketch Up Pro</td> <td>8</td> </tr> <tr> <td>3. Above 1 & 2 + Lumion, Rhino / 3D Max</td> <td>10</td> </tr> </tbody> </table> | Software Skills | Marks | 1. AutoCAD / REVIT | 6 | 2. Above 1 + ArcGIS, Adobe Suit, Sketch Up Pro | 8 | 3. Above 1 & 2 + Lumion, Rhino / 3D Max | 10 | 10 |
| Software Skills | Marks | | | | | | | | | | |
| 1. AutoCAD / REVIT | 6 | | | | | | | | | | |
| 2. Above 1 + ArcGIS, Adobe Suit, Sketch Up Pro | 8 | | | | | | | | | | |
| 3. Above 1 & 2 + Lumion, Rhino / 3D Max | 10 | | | | | | | | | | |
| 4 | Internship / Professional Exposure | <p>Practical works carried out during Internship / Professional Exposure related to architecture or urban design</p> <table border="1"> <thead> <tr> <th>Type of Works in Internship / Professional exposure</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1. Preparation of Working Drawings, 3Ds</td> <td>6</td> </tr> <tr> <td>2. Above 1 + Site Visits, meetings and documentation</td> <td>8</td> </tr> <tr> <td>3. Above 1 & 2 + knowledge of Rules/ Regulations</td> <td>10</td> </tr> </tbody> </table> | Type of Works in Internship / Professional exposure | Marks | 1. Preparation of Working Drawings, 3Ds | 6 | 2. Above 1 + Site Visits, meetings and documentation | 8 | 3. Above 1 & 2 + knowledge of Rules/ Regulations | 10 | 10 |
| Type of Works in Internship / Professional exposure | Marks | | | | | | | | | | |
| 1. Preparation of Working Drawings, 3Ds | 6 | | | | | | | | | | |
| 2. Above 1 + Site Visits, meetings and documentation | 8 | | | | | | | | | | |
| 3. Above 1 & 2 + knowledge of Rules/ Regulations | 10 | | | | | | | | | | |
| 5 | Design Portfolio (Academic / | <p>Marking for: Design Portfolio will be evaluated as below</p> | 35 | | | | | | | | |

| Sr.No. | Parameters | Description | Max. Marks | | | | | | |
|---|--|--|-------------------------|-------|---|------|--|------|----|
| | Competition Works) | Design Portfolio | Marks | | | | | | |
| | | Concepts & Design Acumen for the project related to Building Design, Public Realm Design, Streetscape, Transit Spaces / Junction designs, Painting and Façade design, Landscaping etc. | 0-10 | | | | | | |
| | | Quality of Design Ideas & Creativity, innovation | 0-5 | | | | | | |
| | | Design Approach – such as Sustainability, Green Architecture, Technology Driven, User Centric, Inclusive Design, Transit Oriented, Futuristic. | 0-10 | | | | | | |
| | | Academic /Competition / Professional Works in Urban Design | 0-5 | | | | | | |
| | | Academic / Competition / Professional Works in Architecture | 0-5 | | | | | | |
| | | Note: The above marking will be allotted based on the evaluation of the Design Portfolio by EEC. | | | | | | | |
| 6 | Certificates of Acknowledgment /Appreciation | HOD / Govt. Organizations / Private Institutions / Clients for academics works or competition entries | 10 | | | | | | |
| 7 | Presentation and Interview | Marking for: <ul style="list-style-type: none"> Presentation will be evaluated based on Architectural Design Works, Detail Drawings and Analytical Ability/ Skills. Interview will be evaluated based on Communication, Problem Solving Skills and Interview Questions. <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="background-color: #d9e1f2;">Presentation/ Interview</th> <th style="background-color: #d9e1f2;">Marks</th> </tr> </thead> <tbody> <tr> <td>Presentation – Based on the evaluation of EEC</td> <td style="text-align: center;">0-10</td> </tr> <tr> <td>Interview – Based on the evaluation of EEC</td> <td style="text-align: center;">0-10</td> </tr> </tbody> </table> | Presentation/ Interview | Marks | Presentation – Based on the evaluation of EEC | 0-10 | Interview – Based on the evaluation of EEC | 0-10 | 20 |
| Presentation/ Interview | Marks | | | | | | | | |
| Presentation – Based on the evaluation of EEC | 0-10 | | | | | | | | |
| Interview – Based on the evaluation of EEC | 0-10 | | | | | | | | |
| 8 | Total Marks | | 100 | | | | | | |

Note:

- i) The applicants (i.e. students/ architects/ urban designers/ firms/ company) who have scored a **total of 60 marks and above** will be considered for empanelment in the respective category.
- ii) Mere scoring a **total of 60 marks and above** during evaluation of the application; **do not guarantee/ ascertain shortlisting of the applicants (i.e.**

students/ architects/ urban designers/ firms/ company) for empanelment.

- iii) **The applications will be evaluated in two steps.**
- iv) **1st step includes evaluation of:** Academic Performance, Statement of Purpose (SOP), Software Skills, Internship Works / Professional Exposure/ Competition Entry, Design Portfolio and Detail Drawings.
- v) **2nd Step includes evaluation of:** Presentation and Interview
- vi) The shortlisted applicants will be called for Presentation and Interview separately. The date and time for the same will be informed to the applicant by MMRDA.



B. Evaluation Criteria for Category – II: Fresh Architect / Urban Designer:

The evaluation criteria and marking for Category – II are as follows:

Table H:

| Sr.No. | Parameters | Description | Max. Marks | | | | | | | | |
|---|--|--|---|-------|--|-------|--|---|---|----|----|
| 1. | Academic Qualification/ Experience | <p>Marking for: Academic Qualification will be evaluated as below:</p> <table border="1"> <thead> <tr> <th>Academics / Experience</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1. B. Arch or M. Arch (UD), Experience 0-02 yr</td> <td>6</td> </tr> <tr> <td>2. Above 1 + Experience 02 - 03 yr</td> <td>8</td> </tr> <tr> <td>3. Above 1 & 2 + Minimum 01 Certificate Course related to IGBC/ LEED/ Smart City/ Urban Mobility/ Urban Climate</td> <td>10</td> </tr> </tbody> </table> | Academics / Experience | Marks | 1. B. Arch or M. Arch (UD), Experience 0-02 yr | 6 | 2. Above 1 + Experience 02 - 03 yr | 8 | 3. Above 1 & 2 + Minimum 01 Certificate Course related to IGBC/ LEED/ Smart City/ Urban Mobility/ Urban Climate | 10 | 10 |
| Academics / Experience | Marks | | | | | | | | | | |
| 1. B. Arch or M. Arch (UD), Experience 0-02 yr | 6 | | | | | | | | | | |
| 2. Above 1 + Experience 02 - 03 yr | 8 | | | | | | | | | | |
| 3. Above 1 & 2 + Minimum 01 Certificate Course related to IGBC/ LEED/ Smart City/ Urban Mobility/ Urban Climate | 10 | | | | | | | | | | |
| 2 | Statement of Purpose (SOP) | <p>Marking for: Statement of Purpose (SOP) will be evaluated as below</p> <table border="1"> <thead> <tr> <th>SOP</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Based on the evaluation of EEC for ability to contribute to innovative ideas to MMRDA Projects</td> <td>0 – 5</td> </tr> </tbody> </table> | SOP | Marks | Based on the evaluation of EEC for ability to contribute to innovative ideas to MMRDA Projects | 0 – 5 | 5 | | | | |
| SOP | Marks | | | | | | | | | | |
| Based on the evaluation of EEC for ability to contribute to innovative ideas to MMRDA Projects | 0 – 5 | | | | | | | | | | |
| 3 | Software Skills | <p>Marking for: Software Skills will be evaluated as below</p> <table border="1"> <thead> <tr> <th>Software Skills</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1. AutoCAD / REVIT</td> <td>6</td> </tr> <tr> <td>2. Above 1 + ArcGIS, Adobe Suit, Sketch Up Pro</td> <td>8</td> </tr> <tr> <td>3. Above 1 & 2 + Lumion, Rhino / 3D Max</td> <td>10</td> </tr> </tbody> </table> | Software Skills | Marks | 1. AutoCAD / REVIT | 6 | 2. Above 1 + ArcGIS, Adobe Suit, Sketch Up Pro | 8 | 3. Above 1 & 2 + Lumion, Rhino / 3D Max | 10 | 10 |
| Software Skills | Marks | | | | | | | | | | |
| 1. AutoCAD / REVIT | 6 | | | | | | | | | | |
| 2. Above 1 + ArcGIS, Adobe Suit, Sketch Up Pro | 8 | | | | | | | | | | |
| 3. Above 1 & 2 + Lumion, Rhino / 3D Max | 10 | | | | | | | | | | |
| 4 | Internship / Professional Exposure | <p>Practical works carried out during Internship / Professional Exposure in 0 - 03 years related to architecture or urban design</p> <table border="1"> <thead> <tr> <th>Type of Works in Internship / Professional exposure</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1. Preparation of Working Drawings, 3Ds</td> <td>6</td> </tr> <tr> <td>2. Above 1 + Site Visits, meetings and documentation</td> <td>8</td> </tr> <tr> <td>3. Above 1 & 2 + knowledge of Rules / Regulations</td> <td>10</td> </tr> </tbody> </table> | Type of Works in Internship / Professional exposure | Marks | 1. Preparation of Working Drawings, 3Ds | 6 | 2. Above 1 + Site Visits, meetings and documentation | 8 | 3. Above 1 & 2 + knowledge of Rules / Regulations | 10 | 10 |
| Type of Works in Internship / Professional exposure | Marks | | | | | | | | | | |
| 1. Preparation of Working Drawings, 3Ds | 6 | | | | | | | | | | |
| 2. Above 1 + Site Visits, meetings and documentation | 8 | | | | | | | | | | |
| 3. Above 1 & 2 + knowledge of Rules / Regulations | 10 | | | | | | | | | | |
| 5 | Design Portfolio (Academic/ Competition/ Professional Works) | <p>Marking for: Design Portfolio will be evaluated as below</p> <table border="1"> <thead> <tr> <th>Design Portfolio</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Concepts & Design Acumen for the project related to Small Scale</td> <td>0-10</td> </tr> </tbody> </table> | Design Portfolio | Marks | Concepts & Design Acumen for the project related to Small Scale | 0-10 | 35 | | | | |
| Design Portfolio | Marks | | | | | | | | | | |
| Concepts & Design Acumen for the project related to Small Scale | 0-10 | | | | | | | | | | |

| Sr.No. | Parameters | Description | Max. Marks | | | | | | | | |
|--|--|--|--------------------------------------|-------|--|------|---|------|---|-----|--|
| | | <p>Layouts, Building Design, Public Realm Design, Streetscapes, Transit Spaces / Junction designs, Painting and Façade Design, Heritage Precincts, Waterfronts, Business Districts, Landscaping etc.</p> <table border="1" style="width: 100%;"> <tr> <td>Quality of Design Ideas & Creativity</td> <td style="text-align: center;">0-10</td> </tr> <tr> <td>Design Approach – such as Sustainability, Green Architecture, Technology Driven, User Centric, Inclusive Design, Transit Oriented, Futuristic.</td> <td style="text-align: center;">0-5</td> </tr> <tr> <td>Worked/Completed Professional Works in Urban Design</td> <td style="text-align: center;">0-5</td> </tr> <tr> <td>Worked/Completed Professional Works in Architecture</td> <td style="text-align: center;">0-5</td> </tr> </table> <p>Note: The above marking will be allotted based on the evaluation of the Design Portfolio by EEC.</p> | Quality of Design Ideas & Creativity | 0-10 | Design Approach – such as Sustainability, Green Architecture, Technology Driven, User Centric, Inclusive Design, Transit Oriented, Futuristic. | 0-5 | Worked/Completed Professional Works in Urban Design | 0-5 | Worked/Completed Professional Works in Architecture | 0-5 | |
| Quality of Design Ideas & Creativity | 0-10 | | | | | | | | | | |
| Design Approach – such as Sustainability, Green Architecture, Technology Driven, User Centric, Inclusive Design, Transit Oriented, Futuristic. | 0-5 | | | | | | | | | | |
| Worked/Completed Professional Works in Urban Design | 0-5 | | | | | | | | | | |
| Worked/Completed Professional Works in Architecture | 0-5 | | | | | | | | | | |
| 6 | Certificates of Acknowledgment /Appreciation | <p>HOD / Govt. Organizations / Private Institutions / Clients etc. for Academics Works or Competition Entries or Professional Works.</p> <p><i>Note: Special consideration will be given to winning/ runner-up entries of relevant Design Competition by EEC.</i></p> | 10 | | | | | | | | |
| 7 | Presentation and Interview | <p>Marking for:</p> <ul style="list-style-type: none"> Presentation will be evaluated based on Architectural Design Works, Detail Drawings and Analytical Ability/ Skills. Interview will be evaluated based on Communication, Problem Solving Skills and Interview Questions. <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="background-color: #d9e1f2;">Presentation/ Interview</th> <th style="background-color: #d9e1f2;">Marks</th> </tr> </thead> <tbody> <tr> <td>Presentation – Based on the evaluation of EEC</td> <td style="text-align: center;">0-10</td> </tr> <tr> <td>Interview – Based on the evaluation of EEC</td> <td style="text-align: center;">0-10</td> </tr> </tbody> </table> | Presentation/ Interview | Marks | Presentation – Based on the evaluation of EEC | 0-10 | Interview – Based on the evaluation of EEC | 0-10 | 20 | | |
| Presentation/ Interview | Marks | | | | | | | | | | |
| Presentation – Based on the evaluation of EEC | 0-10 | | | | | | | | | | |
| Interview – Based on the evaluation of EEC | 0-10 | | | | | | | | | | |
| 8 | | Total Marks | 100 | | | | | | | | |

Note:

- i) The applicants (i.e. students/ architects/ urban designers/ firms/ company) who have scored a **total of 60 marks and above** will be considered for empanelment in the respective category.
- ii) Mere scoring a **total of 60 marks and above** during evaluation of the application; **do not guarantee/ ascertain shortlisting of the applicants (i.e.**

students/ architects/ urban designers/ firms/ company) for empanelment.

- iii) **The applications will be evaluated in two steps.**
- iv) **1st step includes evaluation of:** Academic Performance, Statement of Purpose (SOP), Software Skills, Professional Exposure and Competition Entry, Design Portfolio and Detail Drawings.
- v) **2nd Step includes evaluation of:** Presentation and Interview
- vi) The shortlisted applicants will be called for Presentation and Interview separately. The date and time for the same will be informed to the applicant by MMRDA.



C. Evaluation Criteria for Category – III: Emerging Design Firm:

The evaluation criteria and marking for Category – III are as follows:

Table I:

| Sr.No. | Parameters | Description | Max. Marks | | | | | | | | |
|---|---|--|---------------------------------|-------|--|-------|--|---|---|----|----|
| 1 | Firm Profile and Experience | <p>Marking for: Principal Architect Qualification and Firm Experience will be evaluated as below:</p> <table border="1"> <thead> <tr> <th>Qualification / Firm Experience</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1. Principal Architect - B. Arch or M. Arch (UD), Firm Experience 0 - 03 yr</td> <td>6</td> </tr> <tr> <td>2. Above 1 + Firm Experience 03 - 07 yr</td> <td>8</td> </tr> <tr> <td>3. Above 1 & 2 + Minimum 01 Certificate Course related to IGBC/ LEED/ Smart City/ Urban Mobility/ Urban Climate</td> <td>10</td> </tr> </tbody> </table> | Qualification / Firm Experience | Marks | 1. Principal Architect - B. Arch or M. Arch (UD), Firm Experience 0 - 03 yr | 6 | 2. Above 1 + Firm Experience 03 - 07 yr | 8 | 3. Above 1 & 2 + Minimum 01 Certificate Course related to IGBC/ LEED/ Smart City/ Urban Mobility/ Urban Climate | 10 | 10 |
| Qualification / Firm Experience | Marks | | | | | | | | | | |
| 1. Principal Architect - B. Arch or M. Arch (UD), Firm Experience 0 - 03 yr | 6 | | | | | | | | | | |
| 2. Above 1 + Firm Experience 03 - 07 yr | 8 | | | | | | | | | | |
| 3. Above 1 & 2 + Minimum 01 Certificate Course related to IGBC/ LEED/ Smart City/ Urban Mobility/ Urban Climate | 10 | | | | | | | | | | |
| 2 | Statement of Purpose (SOP) | <p>Marking for: Statement of Purpose (SOP) will be evaluated as below</p> <table border="1"> <thead> <tr> <th>SOP</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Based on the evaluation of EEC for ability to contribute to innovative ideas to MMRDA Projects</td> <td>0 – 5</td> </tr> </tbody> </table> | SOP | Marks | Based on the evaluation of EEC for ability to contribute to innovative ideas to MMRDA Projects | 0 – 5 | 5 | | | | |
| SOP | Marks | | | | | | | | | | |
| Based on the evaluation of EEC for ability to contribute to innovative ideas to MMRDA Projects | 0 – 5 | | | | | | | | | | |
| 3 | Key Personal Qualification and Experience | <p>Marking for: Key Personals Qualification and Experience will be evaluated as below:</p> <table border="1"> <thead> <tr> <th>Qualification / Experience</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1. Key Personal - B. Arch or M. Arch (UD) Experience with Firm 0 - 03 yr</td> <td>6</td> </tr> <tr> <td>2. Above 1 + Experience with Firm 03 – 07 yr</td> <td>8</td> </tr> <tr> <td>3. Above 1 & 2 + 01 Draftsman or 3D Artist</td> <td>10</td> </tr> </tbody> </table> | Qualification / Experience | Marks | 1. Key Personal - B. Arch or M. Arch (UD) Experience with Firm 0 - 03 yr | 6 | 2. Above 1 + Experience with Firm 03 – 07 yr | 8 | 3. Above 1 & 2 + 01 Draftsman or 3D Artist | 10 | 10 |
| Qualification / Experience | Marks | | | | | | | | | | |
| 1. Key Personal - B. Arch or M. Arch (UD) Experience with Firm 0 - 03 yr | 6 | | | | | | | | | | |
| 2. Above 1 + Experience with Firm 03 – 07 yr | 8 | | | | | | | | | | |
| 3. Above 1 & 2 + 01 Draftsman or 3D Artist | 10 | | | | | | | | | | |
| 2 | Software Skills | <p>Marking for: Software Skills will be evaluated as below</p> <table border="1"> <thead> <tr> <th>Software Skills</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1. AutoCAD / REVIT</td> <td>6</td> </tr> <tr> <td>2. Above 1 + ArcGIS, Adobe Suit, Sketch Up Pro</td> <td>8</td> </tr> <tr> <td>3. Above 1 & 2 + Lumion, Rhino / 3D Max</td> <td>10</td> </tr> </tbody> </table> | Software Skills | Marks | 1. AutoCAD / REVIT | 6 | 2. Above 1 + ArcGIS, Adobe Suit, Sketch Up Pro | 8 | 3. Above 1 & 2 + Lumion, Rhino / 3D Max | 10 | 10 |
| Software Skills | Marks | | | | | | | | | | |
| 1. AutoCAD / REVIT | 6 | | | | | | | | | | |
| 2. Above 1 + ArcGIS, Adobe Suit, Sketch Up Pro | 8 | | | | | | | | | | |
| 3. Above 1 & 2 + Lumion, Rhino / 3D Max | 10 | | | | | | | | | | |
| 4 | Design Portfolio (Professional) | <p>Marking for: Design Portfolio will be evaluated as below</p> | 35 | | | | | | | | |

| Sr.No. | Parameters | Description | Max. Marks | | | | | | |
|---|--|--|-------------------------|-------|---|------|--|------|----|
| | Works/Competition Entry) | Design Portfolio | Marks | | | | | | |
| | | Concepts & Design Acumen for Building Design, Architecture & Larger Scale Layouts, Public Realm Design, Streetscape, Transit Spaces/Junction Designs, Painting and Façade Design, Heritage Precincts, Waterfronts, Business Districts, Landscaping etc. | 0-10 | | | | | | |
| | | Quality of Design Ideas & Creativity | 0-10 | | | | | | |
| | | Design Approach – such as Sustainability, Green Architecture, Technology Driven, User Centric, Inclusive Design, Transit Oriented, Futuristic. | 0-5 | | | | | | |
| | | Worked / Completed Professional Works in Urban Design | 0-5 | | | | | | |
| | | Worked / Completed Professional Works in Architecture | 0-5 | | | | | | |
| | | Note: The above marking will be allotted based on the evaluation of the Design Portfolio by EEC. | | | | | | | |
| 5 | Certificates of Acknowledgment /Appreciation | Govt. Organizations / Private Institutions / Clients etc. for Competition Entries or Professional Works. <i>Note: Special consideration will be given to winning/runner-up entries of relevant Design Competition/Professional works by EEC.</i> | 10 | | | | | | |
| 6 | Presentation and Interview | Marking for: <ul style="list-style-type: none"> • Presentation will be evaluated based on Architectural Design Works, Detail Drawings and Analytical Ability/ Skills. • Interview will be evaluated based on Communication, Problem Solving Skills and Interview Questions. <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="background-color: #d9e1f2;">Presentation/ Interview</th> <th style="background-color: #d9e1f2;">Marks</th> </tr> </thead> <tbody> <tr> <td>Presentation – Based on the evaluation of EEC</td> <td style="text-align: center;">0-10</td> </tr> <tr> <td>Interview – Based on the evaluation of EEC</td> <td style="text-align: center;">0-10</td> </tr> </tbody> </table> | Presentation/ Interview | Marks | Presentation – Based on the evaluation of EEC | 0-10 | Interview – Based on the evaluation of EEC | 0-10 | 20 |
| Presentation/ Interview | Marks | | | | | | | | |
| Presentation – Based on the evaluation of EEC | 0-10 | | | | | | | | |
| Interview – Based on the evaluation of EEC | 0-10 | | | | | | | | |
| 7 | Total Marks | | 100 | | | | | | |

Note:

- i) The applicants (i.e. students/ architects/ urban designers/ firms/ company) who have scored a **total of 60 marks and above** will be considered for empanelment in the respective category.

- ii) Mere scoring a **total of 60 marks and above** during evaluation of the application; **do not guarantee/ ascertain shortlisting of the applicants (i.e. students/ architects/ urban designers/ firms/ company) for empanelment.**
- iii) **The applications will be evaluated in two steps.**
- iv) **1st step includes evaluation of:** Academic Qualification of Principal Architect, Key Personnel, Software Skills, Professional Exposure and Projects, Design Portfolio and Detail Drawings.
- v) **2nd Step includes evaluation of:** Presentation and Interview
- vi) The shortlisted applicants will be called for Presentation and Interview separately. The date and time for the same will be informed to the applicant by MMRDA.



D. Empanelment Evaluation Committee (EEC)

1. MMRDA shall constitute an Empanelment Evaluation Committee (EEC) to evaluate the applications submitted by the applicants.
2. The applications will be scrutinized / examined by the EEC. The EEC may call for clarification / additional information from the respective categories / applicants which must be submitted to the EEC within the stipulated time.
3. The Empanelment Evaluation Committee (EEC) will be responsible for evaluating, verifying and recommending applicants for empanelment under the following categories:

Category – I (Final Year (4th/5th Year) Student - Architect / Final Year (2nd Year) Student Urban Designer),

Category – II (Fresh - Architect / Urban Designer),

Category – III (Emerging Design Firm)



9. Scope of Work:

The category - wise Scope of Work of the empaneled – Student Architects / Urban Designers, Fresh Architects / Urban Designers and Emerging Design Firms as per the EOI under reference is as follows:

A. Category – I: (Final Year (4th/5th Year) Student - Architect / Final Year (2nd Year) Student Urban Designer):

The scope of work for Category – I are as follows:

1. Provide design services, creative ideas and conceptual inputs for infrastructure and urban design projects undertaken by MMRDA.
2. Prepare concept designs for Building Design, Public Realm, Streetscape, Junction Design, Landscape, Painting Schemes, And Façade Designs, Or Any Other Works.
3. Develop preliminary design drawings including; Plans, Sections, Elevations, 3-Dimensional Views, Rendered Images, Walkthroughs, Models.
4. Prepare submission drawings required for approvals from relevant departments/ competent authority/ Govt. bodies/ MMRDA/ other departments.
5. Prepare working drawings and construction-ready details (Good for Construction – GFC drawings).
6. Assist in Material finalization and preparation of material palettes for implementation in coordination with MMRDA team.
7. Provide presentations, models and visual representations as required by MMRDA.
8. Deliver designs for any other urban design, architectural or beautification assignments as directed by MMRDA.
9. Assist in Site Coordination and execution of works as per Designs.
10. The MMRDA reserves the right to reduce / alter the scope of work at any stage and the decision of MMRDA shall be final, in this regard.

B. Category – II: Fresh Architect / Urban Designer:

The scope of work for Category – II is as follows:

1. Provide design services, innovative concepts, and urban design inputs for MMRDA infrastructure and beautification projects.
2. Prepare designs for small-scale and medium-scale assignments, including: Building Design, Public Realm Design, Streetscape Improvement, Junction Design, Riverfront / Waterfront Concepts, Open Space Development, Heritage Precincts, Business Districts, Landscape Design, Painting and Façade Enhancement Schemes, Any Other Works.
3. Prepare complete concept design packages, including: Conceptual Drawings, Layout Plans, Sections and Elevations, 3d Visualizations and Rendered Views,

Walkthroughs / Animation.

4. Prepare submission drawings required for approvals from relevant departments/ competent authority/ Govt. bodies/ MMRDA/ other departments.
5. Prepare working drawings / Good for Construction (GFC) drawings for execution on site.
6. Material finalization, preparation of material palettes along with MMRDA team and coordination with vendors or suppliers.
7. Assist in preparation of tender documents, including: BOQs, Technical Specifications, Design Intent Documentation / Reports.
8. Provide technical advice to the Authority during: Appointment of Contractors, Pre-Bid Meetings, Tender Evaluation (design related).
9. Provide Site Supervision support during execution, ensuring adherence to design intent, aesthetics, and quality.
10. Prepare utility drawings as required (lighting, electrical, drainage, plumbing, etc.).
11. Obtain NOCs / statutory approvals required for project implementation and submit them to the competent authority.
12. Prepare detailed estimates, measurement sheets, and cost-related design inputs as required.
13. Prepare As-Built drawings after construction completion.
14. Prepare a Final Project Report, including documentation of design, approvals, execution and outcomes.
15. The MMRDA reserves the right to reduce/alter the scope of work at any stage and the decision of MMRDA shall be final, in this regard.

C. Category – III: Emerging Design Firm:

The scope of work for Category – III is as follows:

1. Design & Conceptual Services
 - i. Provide design services, creative solutions, and conceptual inputs for MMRDA projects.
 - ii. Prepare medium-and larger scale layout plan, master plans, building designs, design and detailing for riverfront, waterfront, public realm projects, street design and development or area-based improvement, Junction designs, painting and façade designs/schemes for bridges, stations, and structures, Open space, Heritage Precincts, Business Districts, landscape design, plazas, and promenade development, develop urban rejuvenation proposals for precincts or nodes or any other works.
2. Technical Deliverables
 - i. Prepare concept designs, preliminary drawings, and schematic layouts.
 - ii. Develop sections, elevations, 3D views, and walkthroughs.
 - iii. Prepare submission drawings required for approvals from relevant departments/ competent authority/ Govt. bodies/ MMRDA/ other

departments.

- iv. Prepare working drawings / Good for Construction (GFC) drawings for execution on site.
 - v. Material finalization, preparation of material palettes along with MMRDA team and coordination with vendors or suppliers.
3. Assist in preparation of tender documents, including: BOQs, Technical Specifications, Design Intent Documentation/Reports.
 4. Provide technical advice to the Authority and Assist in Appointment of Contractors, Pre-Bid Meetings, Tender Evaluation (design related).
 5. Provide Site Supervision support during execution, ensuring adherence to design intent, aesthetics, and quality.
 6. Prepare utility drawings as required (lighting, electrical, drainage, plumbing, etc.).
 7. Obtain NOCs / Statutory approvals required for project implementation and submit them to the competent authority.
 8. Prepare detailed estimates, measurement sheets, and cost-related design inputs as required.
 9. Prepare As-Built drawings after construction completion.
 10. Prepare a Final Project Report, including documentation of design, approvals, execution, and outcomes.
 11. The MMRDA reserves the right to reduce/alter the scope of work at any stage and the decision of MMRDA shall be final, in this regard.

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10. Particulars of Empanelment

A. Empanelment:

1. Based on the marks obtained / scored by the applicants in their respective category and as per the recommendations/ reviews of the EEC and as per approval by the Competent Authority; the applicants will be empaneled under the following categories:
 - Category – I: (Final Year (4th/5th Year) Student - Architect / Final Year (2nd Year) Student Urban Designer),
 - Category – II: Fresh Architect / Urban Designer and
 - Category – III: Emerging Design Firmfor providing Architectural & Urban Design Services for Urban Development projects and Architectural works undertaken by MMRDA.
2. The applicants (i.e. students / architects / urban designers / firms/ company) who have scored a **total of 60 marks and above** will be considered for empanelment in the respective category.
3. Mere scoring a **total of 60 marks and above** during evaluation of the application; **do not guarantee/ ascertain shortlisting of the applicants (i.e. students/ architects/ urban designers/ firms/ company) for empanelment.**
4. MMRDA reserves the right for shortlisting of applications for empanelment as per the EOI under reference.
5. No correspondence will be entered into with the applicants (i.e. students/ architects/ urban designers/ firms/ company) who are not included in the empanelment. Also, no claims of any kind or doubts of any nature will be entertained by MMRDA from the applicants who are not included in the empanelment.
6. MMRDA reserves the right on the total number of empanelment of the applicants under the respective Categories (i.e. Category – I, II & III) as per the EOI under reference.
7. MMRDA reserves the right to invite fresh proposals for empanelment at any time.

B. Empanelment Period:

1. **Empanelment Period:** The empanelment of
 - Category – I: (Final Year (4th/5th Year) Student - Architect / Final Year (2nd Year) Student Urban Designer),
 - Category – II: Fresh Architect / Urban Designer and
 - Category – III: Emerging Design Firmfor providing Architectural & Urban Design Services for Urban Development projects and Architectural works undertaken by MMRDA will be **initially for an Empanelment Period of 03 years** or up to further orders from competent authority / MMRDA.

2. MMRDA reserves the right to cancel or extend the empanelment of any individual empaneled applicant or with all the empaneled Categories (i.e. Category – I, II & III) and
3. MMRDA reserves the right to extend the period of empanelment of any individual empaneled applicant or with all the empaneled Categories (i.e. Category – I, II & III) for a further period of **one year** as per the requirement and performance of the empaneled applicant / category. The decision of MMRDA shall be final in this regard.
4. The empanelment period shall remain in force till its completion or for the purpose of completing all the work order delineated upon the empaneled applicant / empaneled category during the empanelment period.

C. Allotment of Work:

1. Upon empanelment of 'Student Architects/ Urban Designers, Fresh Architects/ Urban Designers, Emerging Design Firms', MMRDA shall invite proposals from the empaneled applicant or category (i.e. Student Architect/ Urban Design, Fresh Architect/ Urban Designer, Emerging Design Firm) as and when required.
2. MMRDA reserves the right to allot the work/ job to any of the empaneled applicant or category (i.e. Student Architect/ Urban Design, Fresh Architect/ Urban Designer, Emerging Design Firm), after giving due consideration to the suitability and competence of the empaneled applicant or category to handle the work / job; with due regard to their proven track record and performance of their earlier assignments.
3. MMRDA reserves the right to review the performance of the empaneled applicant or category from time to time, during the entire empanelment period.
4. The work/ job will be allotted to the empaneled applicant or category (i.e. Student Architect/ Urban Design, Fresh Architect/ Urban Designer, Emerging Design Firm), as per the approval of the following officers of MMRDA i.e. Metropolitan Commissioner / Additional Metropolitan Commissioner/ Joint Metropolitan Commissioner/ Any other officer as approved by MC, MMRDA.
5. MMRDA do not guarantee the allotment of work/ job/ assignment/ employment of any sort to the empaneled applicant or category (i.e. Student Architect/ Urban Design, Fresh Architect/ Urban Designer, Emerging Design Firm), during the entire empanelment period. No claims of any nature (including financial claims) shall be entertained under any circumstances.

D. Scale of Fees

1. Category Wise – Scale of Fees and Payment Schedule:

The Category Wise details of Scale of Fees along with Payment Schedule which shall be paid to the applicants empaneled i.e.

Category – I: Student Architect/ Urban Designer

Category – II: Fresh Architect/ Urban Designer

Category – III: Emerging Design Firm

after allocation of work / jobs/ assignment by MMRDA is tabulated below:

Table J:

| Sr.No. | Empaneled Category | Scale of Fees | Payment Schedule | Scope of Work |
|--------|---|--|--|--|
| 1. | Category – I Student Architect/ Urban Design | Fees/ Honorarium will be paid ranging from Rs. 25,000/- up to Rs. 1,00,000/- (maximum) as per the estimated works / project cost, after receiving the submission of required deliverables, of the design contributions / projects etc. from the empanelled student. | Stage wise: i. Stage 1: 50% – On submission and acceptance of preliminary concept design and approval of detailed drawings with section, elevation, layouts, and 3D views. ii. Stage 2: 50% – On submission and acceptance of final package including models, GFC drawings, supervision of works being carried out, completion of assignment and acceptance by MMRDA. | Refer Section 9 for Scope of Work |
| 2. | Category – II Fresh Architect/ Urban Designer | As may be decided by MMRDA Fees will be paid up to maximum rate of 5.0% of the tender amount of the proposed work on the 'Design Basis Selection' or by 'inviting bids' on QCBS basis (Quality and Cost Basis Selection), after the receipt of requisite | Stage wise: i. Stage 1: 20% – On submission and acceptance of preliminary concept design. ii. Stage 2: 30% – On submission and approval of detailed drawings with section, elevation, layouts, and 3D views. iii. Stage 3: 30% – On submission and acceptance of final package including walk-throughs, models, GFC drawings, supervision of works being carried out, | Refer Section 9 Scope of Work |

| Sr.No. | Empaneled Category | Scale of Fees | Payment Schedule | Scope of Work |
|--------|--|---|--|--------------------------------------|
| | | deliverables / submissions. | assistance and approval in tender document preparation, submission of as-built drawings, final design reports etc. iv. Stage 4: 10% – After successful completion of deliverables /assignment and acceptance by MMRDA. v. Stage 5: 10% - After periodic Site Supervision and completion of project. | |
| 3. | Category – III Emerging Design Firm | As may be decided by MMRDA Fees will be paid up to maximum rate of 5.0% of the tender amount of the proposed work on the 'Design Basis Selection' or by 'inviting bids' on QCBS basis (Quality and Cost Basis Selection), after the receipt of requisite deliverables / submissions. | Stage wise: i. Stage 1: 20% – On submission and acceptance of preliminary concept design. ii. Stage 2: 30% – On submission and approval of detailed drawings with section, elevation, layouts, and 3D views. iii. Stage 3: 30% – On submission and acceptance of final package including walk-throughs, models, GFC drawings, supervision of works being carried out, assistance and approval in tender document preparation, submission of as-built drawings, final design reports etc. iv. Stage 4: 10% – After successful completion of deliverables /assignment and acceptance by MMRDA. v. Stage 5: 10% - After periodic Site Supervision and completion of project. | Refer Section 9 Scope of Work |

2. Stipulations w.r.t. Scale of Fees:

- i. The scale of fees is exclusive of GST.
- ii. The payment of fees shall be subject to applicable GST / statutory deductions if any, as per Government Rules.

- iii. MMRDA reserves the right to fix lump-sum honorarium / fees for smaller assignments, competitions, pilot projects etc.
- iv. The MMRDA reserves the right to reduce/ alter/ amend the Scale of Fees (mentioned in the table above) at any stage and the decision of MMRDA shall be final, in this regard.
- v. The fees as per scale & schedule shall be paid only for the works/ jobs/ assignments which are accepted by MMRDA.
- vi. The empanelled applicant or category shall note that the proposed work/ project cost may vary till its completion. However, the Scale of Fees shall not have any mandatory or compulsory bearing on the increase of the Scale of Fees payable to the empanelled applicant or category for the work/ job/ assignment; on account of delay in project/ work/ assignment or any other type of cost escalation.
- vii. The empanelled applicant shall give written consent for the scale of fees & terms & conditions while submitting application.



11. Details of Expression of Interest

A. Submission of Application/ Proposal:

1. The entire application shall be submitted strictly as per the format specified in the EOI. The applications with deviation from the format are liable for rejection.
2. The applicant shall submit the application online through MMRDA's email: empanelarchud@mailmmrda.maharashtra.gov.in only.
3. The Applicants are not allowed to submit multiple applications in different categories. Only one application shall be submitted by the applicant in its respective Category (i.e. Category – I, II & III). No combined application shall be accepted by MMRDA.
4. To view the EOI Notice, Detailed Time Schedule, EOI Document and its supporting documents, the applicant shall visit the following MMRDA website <https://mmrda.maharashtra.gov.in>.
5. The applications submitted by the applicants shall comprise of the following two envelopes (Online submission only): A two-envelope e-tender system shall be followed –

a) e-Envelope A – Application Fee & Eligibility Criteria:

The applicant shall fill in the details required to be submitted in e-Envelope A as per the EOI Document and submit the same on MMRDA's email. The documents required to be submitted in e-Envelope A are as follows:

- (i) **Application Fee:** Receipt of Application Fees (refer **Section 4 C and 5B**) as proof of payment is required to be submitted (i.e. scanned soft copies to be submitted on MMRDA's email).
- (ii) **Eligibility Criteria Documents: Forms A.1, A.2, A.3, A.4 and A.5** (refer **Section 12**) to be filled and submitted (i.e. scanned soft copies to be submitted on MMRDA's email). The eligibility criteria documents as part of e-Envelope A shall be duly filled in category wise prescribed format mentioned in **Section 7: Eligibility Criteria**. Hard copies shall not be submitted before opening of e-Envelope A. MMRDA shall ask the applicant to submit the hard copy (in-original) of the application after opening of e-Envelope A (refer **Section 12**).

b) e-Envelope B – Design Portfolio:

The applicant shall fill in the details required to be submitted in e-Envelope B as per the EOI Document and submit the same on MMRDA's email. The documents required to be submitted in e-Envelope B shall comprise of Design Portfolio of the applicant. The Design Portfolio documents as part of e-Envelope B shall be duly filled in category wise prescribed format mentioned in **Section 7: Eligibility Criteria**. Hard copies shall not be submitted before opening of e-Envelope B. MMRDA shall ask the applicant to submit the hard

copy (in-original) of the application after opening of e-Envelope B (refer **Section 12**).

6. The applicant shall ensure that all the required documents, as mentioned in the EOI document, are submitted along with the application and in the prescribed format only. MMRDA shall not accept delivery of application in any manner other than that specified in the EOI. The application delivered in any other manner shall be treated as defective, invalid and rejected. Non-submission of the required documents or submission of the documents in a different format/content may lead to the rejections of the application submitted by the applicant if not found justified by MMRDA. The applicant shall submit the reasons of deviation along with the application and submit clarification sought by Empanelment Evaluation Committee (EEC) if any to substantiate any such deviation and the said clarification shall be binding on the applicant.

B. Opening of Application/ Proposal:

1. e-Envelope A comprising of Application Fee, Application Forms and Eligibility Criteria documents and e-Envelope B comprising of Design Portfolio shall be opened together in the presence of the applicants who choose to attend, at the address, date and time specified in the EOI.
2. After opening of e-Envelope A & e-Envelope B, all the documents submitted by the applicants will be scrutinized by MMRDA and their applications will be:
 - Segregated – as per Categories for Empanelment as specified in **Section 6 B** of the EOI document.
 - Qualified/ Disqualified – as per Eligibility Criteria specified in **Section 7** of the EOI document.
 - Evaluated – as per Evaluation Criteria specified in **Section 8** of the EOI document.
3. At the end of the scrutiny of the e-Envelope A & e-Envelope B, MMRDA shall shortlist the applications as per Category – I, II & III of the EOI document.
4. Thereafter, MMRDA shall invite the shortlisted applicants for Presentation & Interview as per Category – I, II & III of the EOI document. The date, time, and venue of the Presentation & Interview shall be informed by MMRDA separately to the shortlisted applicants.
5. In case of single response to the EOI, MMRDA reserves the right to accept or reject the single application on approval of competent authority.

C. Evaluation of Application/ Proposal:

1. MMRDA shall constitute an Empanelment Evaluation Committee (EEC) to evaluate the applications submitted by the applicants.
2. Evaluation of applications submitted by the applicants will be done by Empanelment Evaluation Committee (EEC).
3. The evaluation of the applications submitted by the applicants will be carried out as per the details mentioned in **Section 7: Eligibility Criteria and Section**

8: Evaluation Criteria.

4. The recommendation of the Empanelment Evaluation Committee w.r.t. evaluation of applications submitted as a response to the EOI shall be submitted to the Competent Authority for approval. With reference to the recommendations submitted by the EEC, the decision to the Competent Authority shall be final and binding upon the applicants.
5. The applicants who get qualified upon scrutiny of e-Envelope A shall be considered for evaluation of e-Envelope B.
6. The applicants who are shortlisted upon scrutiny of e-Envelope A & e-Envelope B shall be called for Presentation & Interview.
7. After Presentation & Interview, the evaluation of the applications will be done by the EEC as per **Section 8: Evaluation Criteria** and marks will be allotted to the applications as per Category I, II & III of the EOI document.
8. The applicants (i.e. students/ architects/ urban designers/ firms/ companies) who have scored a **total of 60 marks and above** will be considered for empanelment in the respective category.
9. Mere scoring a **total of 60 marks and above** during evaluation of the application; **do not guarantee/ ascertain shortlisting of the applicants (i.e. students/ architects/ urban designers/ firms/ company) for empanelment.**
10. Based on the marks obtained/scored by the applicants in their respective category, the EEC will recommend the shortlisted applicants for empanelment under the following categories:
 - Category – I: Student Architect / Urban Designer,
 - Category – II: Fresh Architect / Urban Designer and
 - Category – III: Emerging Design Firmfor providing Architectural & Urban Design Services for Urban Development projects and Architectural works undertaken by MMRDA. The recommendation of the EEC shall be submitted to the Competent Authority for approval.
11. Upon approval by the Competent Authority, the **Final List of Empanelment** under the following categories:
 - Category – I: (Final Year (4th/5th Year) Student - Architect / Final Year (2nd Year) Student Urban Designer),
 - Category – II: Fresh Architect / Urban Designer and
 - Category – III: Emerging Design Firm shall be issued/ published by MMRDA.
12. MMRDA reserves the right for shortlisting of applications for empanelment as per the EOI under reference.
13. In case of single response to the EOI, MMRDA reserves the right to accept or reject the single application on approval of competent authority.
14. MMRDA/ Authority reserves the right to reject or accept any one or all applications and to annul the process and reject all the applications at any time without assigning any reason(s) thereof and without thereby incurring any liability to the affected applicant or without informing the applicants of the

grounds for the Authority's action.

D. Offer for Empanelment:

1. Upon approval by the Competent Authority, the **Final List of Empanelment** under the following categories:
 - Category – I: (Final Year (4th/5th Year) Student - Architect / Final Year (2nd Year) Student Urban Designer),
 - Category – II: Fresh Architect / Urban Designer and
 - Category – III: Emerging Design Firmshall be issued/ published by MMRDA.
2. MMRDA will issue offer letter for empanelment (as per the EOI document) to the successful applicants whose names are mentioned in the Final List of Empanelment issued/ published by MMRDA.
3. The successful applicants to whom the offer letter is issued shall be required to submit their acceptance and confirmation to the office of MMRDA within 30 days from the date of issuance of offer letter.
4. Non-acceptance of offer or failure to accept the offer within the stipulated time; shall amount to forfeiture of the Offer for Empanelment by MMRDA.
5. Any request from the applicant for consideration of delay in submission of acceptance and confirmation of the Offer for Empanelment can be decided by the Metropolitan Commissioner, MMRDA or Competent Authority.

E. Additional Terms & Conditions:

1. **Litigation History:** The applicant must provide accurate information on any litigation or arbitration concluded or under its purview in the last five (05) years ending 2025-26. At the discretion of the MMRDA, Mumbai, a consistent history of litigation against the applicant may disqualify the application for empanelment.
2. **Disputes Resolution:** In case of any dispute between the Officer-In-Charge of the work and the empaneled applicants – “Student Architect/ Urban Designer, Fresh Architect/ Urban Designer, Emerging Design Firm”. Initially the dispute shall be resolved at the level of the Chief, Urban Design. If the dispute is not resolved, it shall be referred to by the Joint Metropolitan Commissioner or Any Other Officer appointed by MC, MMRDA; and his decision in this regard shall be final and binding on the empaneled applicants and Officer-In-Charge.
3. **Termination:** The empaneled applicants – “Student Architect/ Urban Designer, Fresh Architect/ Urban Designer, Emerging Design Firm” will be liable to be deleted from the list of empanelment, by the Chief, Urban Design on following grounds:
 - i) Technical flaws are noticed persistently
 - ii) The preliminary/detailed estimate is not found to be based on good architecture practices and sound specifications / materials knowledge.

- iii) Non completion of assigned job within stipulated / extended time limit or performance not to the satisfaction of Officer-In-Charge.
- iv) Deployment of inadequate/ inexperienced staff / key personnel as observed by Officer-In-Charge.
- v) Continued physical absence of the key person(s)/experts mentioned in the empanelment / contract document for the project assigned.
- vi) Willful disobedience of the instructions of Officer-In-Charge.

4. Subletting the work: No subletting of work is allowed.

5. Arbitration (Arbitration Act): No Arbitration is allowed.

6. Miscellaneous:

- i) The empaneled applicants shall notify its program of inspection to the Authority, who may, in their discretion, depute their respective representatives to be present during the inspection.

F. Interpretation:

- 1. In case of any dispute or differences of opinion in the matter of the interpretation of the terms of this document or anything which shall arise there from, such dispute or difference shall be decided finally by the Metropolitan Commissioner, MMRDA, and his decision shall be conclusive and binding upon the applicants.
- 2. Nothing contained herein shall confer any right upon the applicant or any obligation upon the MMRDA.
- 3. Nothing contained in this EOI document is intended to be a representation or promise enforceable at law against MMRDA.

G. Confidentiality:

- 1. The information provided in this EOI document is the property of MMRDA and shall not be shared by the applicant with anyone, without prior approval of MMRDA.

H. Any Other Information:

- 1. For further information, required by the prospective applicants, they may contact Chief, Urban Design Division at 022- 65964080 on any working day between 11.00 a.m. to 1.00 p.m. and 2.00 p.m. to 5.00 p.m.

12. Envelope A: Application Fee & Eligibility Criteria

FORM A.1 - Covering Letter and Applicant's Profile

(The soft copy (pdf format) to be uploaded in e-Envelope A)

(To be submitted by all Categories)

(in case of Category – I & II : To be signed by applicant)

(in case of Category – III: To be signed by applicant and printed on applicant's letterhead)

Date: dd/mm/yyyy

To,

**The Metropolitan Commissioner,
Mumbai Metropolitan Region Development Authority**
9th Floor, MMRDA New Building,
Bandra-Kurla Complex
Bandra (East), Mumbai – 400051

Ref: e-Tender File No.

Subject: Submission of proposal in response to the Expression of Interest (EOI) for Empanelment of Student Architects / Urban Designers, Fresh Architects / Urban Designers and Emerging Design Firms for providing Architectural & Urban Design Services for Urban Development projects and Architectural works undertaken by MMRDA

Covering letter to e-Envelope A

Sir,

Having examined the entire Expression of Interest (EOI) document, I/ We, the undersigned, herewith submit my/ our proposal in response to your EOI bearing e-Tender File No. for Empanelment of Student Architects / Urban Designers, Fresh Architects / Urban Designers and Emerging Design Firms for providing Architectural & Urban Design Services for Urban Development projects and Architectural works undertaken by MMRDA.

I/We state that I/We have read the entire provisions of the EOI document, Corrigendum's if any and confirm that the same are acceptable to me/us. I/We further declare that additional conditions, variations, deviations, if any, found in my/our proposal shall not be given effect by MMRDA. I/We further state that:

1. I/We agree to abide by this proposal, consisting of this letter, the detailed response to this EOI and all attachments uploaded.
2. I/We declare that I/We are not involved in any litigation that may have an impact of affecting or compromising the delivery as required under this EOI, and I/We are not under a declaration of ineligibility for corrupt or fraudulent practices.
3. I/We declare that there is no conflict of interest that I/We will be abiding under

the terms and conditions of this EOI.

4. I/We hereby declare that all the information and statements made by me/us are true and accept that any misrepresentation contained in it may lead to my/our disqualification.
5. I/We understand you are not bound to shortlist/accept any or all the proposals you receive.
6. I/We hereby declare that I/We qualify and fulfill all the eligibility criteria mentioned in this EOI.
7. I/We submit the application at my/our own risk and indemnify MMRDA from any litigation.
8. I/We shall submit any of the additional documents required for eligibility of this EOI that shall be insisted on by MMRDA. I/We also accept that I/We shall not raise any objection for MMRDA to insist on any additional document from any of the other applicants that are competing in this EOI.
9. I/We also declare that I/We have not been a Loan defaulter or Blacklisted/Debarred/ by State/Central Government of India or Similar Agencies Globally.
10. I/We hereby declare that my/our proposal submitted in response to the EOI is made in good faith, and the information contained is true and correct to the best of my/our knowledge and belief.
11. I/We agree to abide by the decision of the Metropolitan Commissioner, MMRDA regarding my/our eligibility.

Applicant's Profile

| Sr.No. | Particulars | Details |
|--------|--|---------|
| 1 | Applicant's Category Name & No.: (Application is submitted under which Category – I/ II/ III) | |
| 2 | Applicant's Full Name | |
| 3 | Applicant's Present Address | |
| 4 | Applicant's Permanent Address | |
| 5 | Applicant's Office Address (as applicable) | |
| 6 | Applicant's Contact Details: Email ID & Mobile No.: | |

(Applicant's Full Name, Qualification)

(Signature)

(Note: for Applicant's belonging to Category III: Emerging Design Firm, this form is to be signed by the Authorized Signatory of the entity/ firm/ company)

FORM A.2 – Application Fee

(The soft copy (pdf format) to be uploaded in e-Envelope A)

(To be submitted by all Categories)

(in case of Category – I & II: To be signed by applicant)

(in case of Category –III: To be signed by applicant and printed on applicant's letterhead)

Date: dd/mm/yyyy

To,

**The Metropolitan Commissioner,
Mumbai Metropolitan Region Development Authority**
9th Floor, MMRDA New Building,
Bandra-Kurla Complex
Bandra (East), Mumbai – 400051

Ref: e-Tender File No.

Subject: Submission of proposal in response to the Expression of Interest (EOI) for Empanelment of Student Architects / Urban Designers, Fresh Architects / Urban Designers and Emerging Design Firms for providing Architectural & Urban Design Services for Urban Development projects and Architectural works undertaken by MMRDA.

1. The details of the application fee are as follows:

Details of Application Fee

| Sr.No. | Category | Application Fee | Details of Payment |
|--------|--|---|---|
| 1 | Category - I (Final Year (4 th /5 th Year) Student - Architect / Final Year (2 nd Year) Student Urban Designer) | Rs. 1,000/- + applicable GST | Amount: Rs. _____-/- Receipt No. _____ |
| | Category - II Fresh Architect / Urban Designer | Rs. 1,000/- + applicable GST | Amount: Rs. _____-/- Receipt No. _____ |
| | Category - III Emerging Design Firm | Rs. 10,000/- + applicable GST | Amount: Rs. _____-/- |

Note:

1. Applicant is required to fill the above details as per their Category.
2. The Application fee is non-refundable.
3. The Application fee shall be paid separately by Online Payment through Net Banking only and submit the receipt on MMRDA's email.

2. I/We hereby enclose the scanned copy of acknowledgement for payment made towards the application fee as tabulated above.

(Applicant's Full Name, Qualification)

(Signature)

(Note: for Applicant's belonging to Category III: Emerging Design Firm, this form is to be signed by the Authorized Signatory of the entity/ firm/ company)



FORM A.3 – Application Form for Category – I

(The soft copy (pdf format) to be uploaded in e-Envelope A)

(To be submitted by Category – I: (Final Year (4th/5th Year) Student - Architect / Final Year (2nd Year) Student Urban Designer)

(To be signed by applicant)

Application form for Empanelment of Student Architects / Urban Designers, Fresh Architects / Urban Designers and Emerging Design Firms for providing Architectural & Urban Design Services for Urban Development projects and Architectural works undertaken by MMRDA.

A. Basic Information:

| Sr.No. | Category I - Particulars | Details of Be Filled | Support Documents |
|--------|--|---|--|
| 1 | Name of the Applicant - Student of Architecture/ Urban Design (B.Arch. / M.Arch (Urban Design) | ID Card No.: ID Card Type: Year of Issue/ Validity: | Aadhar Card / Passport And Bonafide Certificate/ Student ID issued by the Institute/ College/ University |
| 2 | Present Address | | ---- |
| 3 | Contact Details: | Email ID: Mobile No.: | ---- |

B. Details of Qualification:

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|---|---|--|---|
| Details of B. Architecture | | | |
| 1.a | Marks Obtained in B. Arch. | 1 st Year 2 nd Year 3 rd Year 4 th year Final Year (as applicable) | Transcripts/ Mark Sheet issued by the Institute/ College/ University. |
| 1.b | Name of the Institution/ College/ University for Architecture | | ---- |
| Details of M. Urban Design (as applicable) | | | |
| 2.a | Marks Obtained in M. Arch. (Urban Design) | 1 st Year Or Final Year (as applicable) | Transcripts/ Mark Sheet issued by the Institute/ College/ University. |
| 2.b | Name of the Institution/ College/ University for Urban Design | | ---- |
| 2.c | COA Registration No. (as applicable) | | COA Certificate issued by the Council of Architecture, India |

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|--|--|----------------------|--|
| Details of Additional Qualification (as applicable) | | | |
| 3.a | Additional Qualification if any | Yes/ No | ---- |
| 3.b | Name of Course | | Degree/ Completion Certificate issued by the Institute/ College/ University/ Agency/ Organization. |
| 3.c | Date of completion | | |
| 3.d | Duration of Course | | |
| 3.e | Name of Institute/ College/ University/ Agency/ Organization | | |

C. Details of Academic Assignment Works / Competition Entry:

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|---|---|-------------------------------|--|
| Details of Academic Work | | | |
| 1.a | Name of the Academic Work | | <ul style="list-style-type: none"> Academic work submitted for evaluation shall be certified by Head of Dept./ Institution. Design Portfolio shall include the Academic Work |
| 1.b | Scope of the Academic Work | | |
| 1.c | Total land area (in sqm) of the Academic Work | Land Area (in sqm): | |
| 1.d | Status of Academic Work | Ongoing/ completed/ worked on | |
| Note: Add details of similar cases (if any) in similar manner | | | |
| Details of Competition Entry (as applicable) | | | |
| 3.a | Name of the Entity/ Organization conducting the Competition | | <ul style="list-style-type: none"> Competition Entry submitted for evaluation shall be supported with Certificate of Acknowledgement/ Certificate of Appreciation issued by Head of Dept./ Govt. Organizations / Private Institutions / Clients Winning/ Runner-up entry shall be supported with relevant document issued by the Competent Authority/ Organization. Design Portfolio shall include the Competition Entry. |
| 3.b | Name of the Competition Entry | | |
| 3.c | Scope of the Competition Entry | | |
| 3.d | Total land area (in sqm) of the Competition Entry | Land Area (in sqm): | |
| Note: Add details of similar cases (if any) in similar manner | | | |

D. Details of Internship/ Professional Work:

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|---|---|----------------------|--|
| Details of Internship | | | |
| 1.a | Name of the Entity/ Firm/ Organization/ Body/ Client/ Pvt. Institutes where the Internship/ professional work is done | | <ul style="list-style-type: none"> • Internship/ Professional Work submitted for evaluation shall be supported with Certificate of Acknowledgement/ Certificate of Appreciation issued by Head of Dept./ Govt. Organizations / Private Institutions / Clients. • Design Portfolio may include the said work. |
| 1.b | Type of the Internship/ Professional Work | | |
| 1.c | Scope of the Internship/ Professional Work | | |
| 1.d | Date of Completion of Internship/ Professional Work | | |
| 1.e | Duration of Internship/ Professional Work | | |
| Note: Add details of similar cases (if any) in similar manner | | | |
| Details of Professional Work (as applicable) | | | |
| 2.a | Name of the Entity/ Firm/ Organization/ Body/ Client/ Pvt. Institutes where the Professional Work is done | | <ul style="list-style-type: none"> • Professional Work submitted for evaluation shall be supported with Certificate of Acknowledgement/ Certificate of Appreciation issued by Head of Dept./ Govt. Organizations / Private Institutions / Clients. • Design Portfolio may include the said work. |
| 2.b | Type of the Professional Work | | |
| 2.c | Scope of the Professional Work | | |
| 2.d | Date of Completion of Professional Work | | |
| 2.e | Duration of Professional Work | | |
| Note: Add details of similar cases (if any) in similar manner | | | |

E. Details of Software Skills:

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|--------|-----------------------------------|--|---|
| 1.a | AutoCAD / REVIT | Name of the course: Name of Institute: Date of Completion: | <ul style="list-style-type: none"> • Software Skills submitted for evaluation shall be supported with Accreditation/ Diploma Certificate/ Certificate of Completion issued by Head of Dept./ Govt. Organizations / Private |
| 1.b | ArcGIS, Adobe Suit, Sketch Up Pro | Name of the course: Name of Institute: Date of Completion: | |
| 1.c | Lumino, Rhino/ 3d Max | Name of the course: Name of Institute: | |

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|--------|-------------------------|--|---|
| | | Date of Completion: | Institutions / Clients. |
| 1.d | Other Software (if any) | Name of the course: Name of Institute: Date of Completion: | <ul style="list-style-type: none"> Design Portfolio shall include the Software Works |

F. Statement of Purpose:

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|--------|----------------------|---|----------------------|
| 1 | Statement of Purpose | <ul style="list-style-type: none"> The applicant is required to submit a Statement of Purpose (SOP) for the EOI under reference. The SOP shall be in A4 size page and shall not be more than 750 words. | Statement of Purpose |

1. I/We hereby declare that all the information and statements made by me/us are true and accept that any misrepresentation contained in it may lead to my/our disqualification.
2. I/We hereby declare that my/our proposal submitted in response to the EOI is made in good faith, and the information contained is true and correct to the best of my/our knowledge and belief.
3. I/We hereby enclose the supporting documents/ documentary proofs made towards the application and information provided in the above tables.

(Applicant's Full Name, Qualification)

(Signature)

FORM A.4 – Application Form for Category – II

(The soft copy (pdf format) to be uploaded in e-Envelope A)

(To be submitted by Category – II: Fresh Architect/ Urban Designer)

(To be signed by applicant and printed on applicant's letterhead)

Application form for Empanelment of Student Architects / Urban Designers, Fresh Architects / Urban Designers and Emerging Design Firms for providing Architectural & Urban Design Services for Urban Development projects and Architectural works undertaken by MMRDA.

A. Basic Information:

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|--------|--|--------------------------|---|
| 1 | Name of the Applicant | | Aadhaar Card/ PAN Card/ Passport/ Student ID/ Any other ID Proof document issued by Govt. |
| 2 | Present Address | | ---- |
| 3 | Office Address | | ---- |
| 4 | Contact Details: | Email ID: Mobile No.: | ---- |
| 5 | Year of Graduation B. Architecture | Year of Graduation | Degree Certificate issued by the Institute/ College/ University. |
| 6 | Year of Post-Graduation M. Architecture / M. Urban Design (as applicable) | Year of Graduation | Degree Certificate issued by the Institute/ College/ University. |

B. Details of Qualification:

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|--------|---|----------------------|--|
| | Details of B. Architecture | | |
| 1.a | Year of Graduation B. Architecture | | Degree Certificate issued by the Institute/ College/ University. |
| 1.b | Name of the Institution/ College/ University for Architecture | | ---- |
| 1.c | COA Registration No. | | COA Certificate issued by the Council of Architecture, India |
| | Details of M. Architecture / M. Urban Design (as applicable) | | |
| 2.a | Year of Admission to M. Architecture / M. Urban Design | | Bonafide Certificate/ Student ID issued by the Institute/ College/ University. |
| 2.b | Year of Post - Graduation M. Architecture | | Degree Certificate issued by the Institute/ College/ University. |
| 2.c | Name of the Institution/ College/ University for | | ---- |

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|--|--|----------------------|--|
| | Post-Graduation | | |
| Details of Additional Qualification (as applicable) | | | |
| 3.a | Additional Qualification if any | Yes/ No | ---- |
| 3.b | Name of Course | | Degree/ Completion Certificate issued by the Institute/ College/ University/ Agency/ Organization. |
| 3.c | Date of completion | | |
| 3.d | Duration of Course | | |
| 3.e | Name of Institute/ College/ University/ Agency/ Organization | | |

C. Details of Academic Assignment Work/ Competition Entry/ Internship /Professional Works:

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|---|---|-------------------------------|--|
| Details of Academic Work | | | |
| 1.a | Name of the Academic Work | | <ul style="list-style-type: none"> Academic work submitted for evaluation shall be certified by Head of Dept./ Institution. Design Portfolio shall include the Academic Work |
| 1.b | Scope of the Academic Work | | |
| 1.c | Total land area (in sqm) of the Academic Work | Land Area (in sqm): | |
| 1.d | Status of Academic Work | Ongoing/ completed/ worked on | |
| Note: Add details of similar cases (if any) in similar manner | | | |
| Details of Competition Entry (as applicable) | | | |
| 3.a | Name of the Entity/ Organization conducting the Competition | | <ul style="list-style-type: none"> Competition Entry submitted for evaluation shall be supported with Certificate of Acknowledgement/ Certificate of Appreciation issued by Head of Dept./ Govt. Organizations / Private Institutions /Clients. Winning/ Runner-up entry shall be supported with relevant document issued by the Competent Authority/ Organization. Design Portfolio shall include the Competition Entry. |
| 3.b | Name of the Competition Entry | | |
| 3.c | Scope of the Competition Entry | | |
| 3.d | Total land area (in sqm) of the Competition Entry | Land Area (in sqm): | |
| Note: Add details of similar cases (if any) in similar manner | | | |

D. Details of Internship Work:

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|--------|---|----------------------|--|
| | Details of Internship Work | | |
| 1.a | Name of the Entity/ Firm/ Organization/ Body/ Client/ Pvt. Institutes where the Internship Work is done | | <ul style="list-style-type: none"> • Internship Work submitted for evaluation shall be supported with Certificate of Acknowledgement/ Certificate of Completion issued by Head of Dept./ Govt. Organizations / Private Institutions / Clients. • Design Portfolio may include the said work. |
| 1.b | Type of the Internship Work | | |
| 1.c | Scope of the Internship Work | | |
| 1.d | Date of Completion of Internship Work | | |
| 1.e | Duration of Internship Work | | |
| | Note: Add details of similar cases (if any) in similar manner | | |

E. Details of Professional Experience / Work Experience:

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|--------|---|----------------------|---|
| | Details of Professional Experience / Work Experience in an entity/ firm/ company/ organization/ govt. body/ private institute. (as applicable) | | |
| 1.a | Name of the Entity/ Firm/ Organization/ Govt. Body/ Pvt. Institutes where the Professional / Work Experience is being carried out | | <ul style="list-style-type: none"> • Professional Exp./ Work Exp. submitted for evaluation shall be supported with Letter of Appointment/ Work Exp. Certificate/ Bonafide Certificate/ Certificate of Acknowledgement/ Certificate of Appreciation (if any) issued by Head of Dept./ Govt. Organizations / Private Institutions /Clients. • Detailed Curriculum Vitae (CV) of the applicant. • Design Portfolio may include the said work. |
| 1.b | Type of the Professional / Work Experience | | |
| 1.c | Scope of the Professional / Work Experience | | |
| 1.d | Date of Start of Professional / Work Experience | | |
| 1.e | Duration of Professional / Work Experience | | |
| 1.f | Status of Professional / Work Experience | | |
| | Note: Add details of similar cases (if any) in similar manner | | |
| | Details of Professional Experience / Work Experience as an individual/ proprietor / independent professional/ partnership etc. (as applicable) | | |
| 2.a | Name of the individual/ proprietor / independent professional/ partnership | | <ul style="list-style-type: none"> • Professional Exp./ Work Exp. submitted for |

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|---|---|----------------------|---|
| | where the Professional Work is done | | evaluation shall be supported with Letter of Appointment/ Work Exp. Certificate/ Bonafide Certificate/ Certificate of Acknowledgement/ Certificate of Appreciation (if any) issued by Head of Dept./ Govt. Organizations / Private Institutions /Clients. • Valid COA Certificate. • License/ Gumasta under Shops or Estb. Act 1932. • Detailed Curriculum Vitae (CV) of the applicant. • Design Portfolio may include the said work. |
| 2.b | Type of the Professional Work | | |
| 2.c | Scope of the Professional Work | | |
| 2.d | Date of Start of Professional / Work Experience | | |
| 2.e | Duration of Professional / Work Experience | | |
| 2.f | Status of Professional / Work Experience | | |
| Note: Add details of similar cases (if any) in similar manner | | | |

F. Details of Software Skills:

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|--------|-----------------------------------|--|--|
| 1.a | AutoCAD/ REVIT | Name of the course: Name of Institute: Date of Completion: | • Software Skills submitted for evaluation shall be supported with Accreditation/ Diploma Certificate/ Certificate of Completion issued by Head of Dept./ Faculty/ Agency/ Organization/ GoM/ Gol/ Pvt. Institutes/ Client/ Body. • Design Portfolio shall include the Software Works |
| 1.b | ArcGIS, Adobe Suit, Sketch Up Pro | Name of the course: Name of Institute: Date of Completion: | |
| 1.c | Lumino, Rhino/ 3d Max | Name of the course: Name of Institute: Date of Completion: | |
| 1.d | Any Other Software (if any) | Name of the course: Name of Institute: Date of Completion: | |

G. Statement of Purpose:

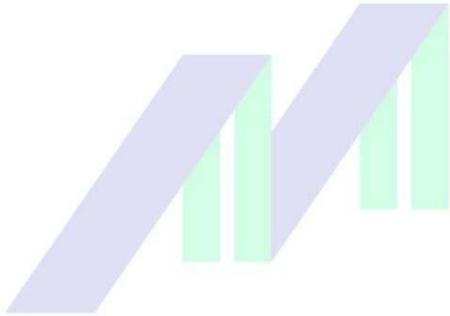
| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|--------|----------------------|---|----------------------|
| 1 | Statement of Purpose | <ul style="list-style-type: none"> The applicant is required to submit a Statement of Purpose (SOP) for the EOI under reference. The SOP shall be in A4 size page and shall not | Statement of Purpose |

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|--------|-------------|-------------------------|-------------------|
| | | be more than 750 words. | |

1. I/We hereby declare that all the information and statements made by me/us are true and accept that any misrepresentation contained in it may lead to my/our disqualification.
2. I/We hereby declare that my/our proposal submitted in response to the EOI is made in good faith, and the information contained is true and correct to the best of my/our knowledge and belief.
3. I/We hereby enclose the supporting documents/ documentary proofs made towards the application and information provided in the above tables.

(Applicant's Full Name, Qualification)

(Signature)



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MMRDA

FORM A.5 – Application Form for Category – III

(The soft copy (pdf format) to be uploaded in e-Envelope A)

(To be submitted by Category – III: Emerging Design Firm)

(To be signed by applicant and printed on applicant's letterhead)

Application form for Empanelment of Student Architects / Urban Designers, Fresh Architects / Urban Designers and Emerging Design Firms for providing Architectural & Urban Design Services for Urban Development projects and Architectural works undertaken by MMRDA

A. Basic Information:

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|--------|---|--------------------------|---|
| 1 | Name of the Applicant (name of entity/ firm/ company) | | <ul style="list-style-type: none"> Document proof such as <ul style="list-style-type: none"> - Certificate of Incorporation / Registration of Company under Companies Act 2013 or - Registration Certificate/ Partnership Deed under Partnership Act 1932 or - License / Gumasta under Shops or Establishment Act 1932 or - PAN Card/ Aadhaar Card/ for entity/ firm/ company. Income Tax Return Statement of last financial year for the entity/ firm/ company. |
| 2 | Present Address | | ---- |
| 3 | Office Address | | ---- |
| 4 | Contact Details: | Email ID: Mobile No.: | ---- |
| 5 | Year of Graduation B. Architecture of the Principal Architect | Year of Graduation | Degree Certificate issued by the Institute/ College/ University. |

B. Details of Qualification of Principal Architect:

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|--------|---------------------------------------|----------------------|--|
| | Details of B. Architecture | | |
| 1.a | Year of Graduation B. Architecture | | Degree Certificate issued by the Institute/ College/ University. |
| 1.b | Name of the Institution/ | | ---- |

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|---|--|----------------------|--|
| | College/ University for Architecture | | |
| 1.c | COA Registration No. (as applicable) | | COA Certificate issued by the Council of Architecture, India |
| Details of M. Architecture / M. Urban Design (as applicable) | | | |
| 2.a | Year of post-graduation M. Architecture / M. Urban Design | | Degree Certificate issued by the Institute/ College/ University. |
| 2.b | Name of the Institution/ College/ University for Post-Graduation | | ---- |
| Details of Additional Qualification (as applicable) | | | |
| 3.a | Additional Qualification if any | Yes/ No | ---- |
| 3.b | Name of Course | | Degree/ Completion Certificate issued by the Institute/ College/ University/ Agency/ Organization. |
| 3.c | Date of completion | | |
| 3.d | Duration of Course | | |
| 3.e | Name of Institute/ College/ University/ Agency/ Organization | | |

C. Details of Competition Entry:

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|---|---|----------------------|--|
| Details of Competition Entry (as applicable) | | | |
| 1.a | Name of the Entity/ Organization conducting the Competition | | <ul style="list-style-type: none"> • Competition Entry submitted for evaluation shall be supported with Certificate of Acknowledgement/ Certificate of Appreciation issued by Head of Dept./ Govt. Organizations / Private Institutions /Clients. • Winning/ Runner-up entry shall be supported with relevant document issued by the Competent Authority/ Organization. • Design Portfolio shall include the Competition Entry. |
| 1.b | Name of the Competition Entry | | |
| 1.c | Scope of the Competition Entry | | |
| 1.d | Total land area (in sqm) of the Competition Entry | Land Area (in sqm): | |
| Note: Add details of similar cases (if any) in similar manner | | | |

D. Details of Professional Work:

| Details of Professional Work (as applicable) | | | |
|---|---|--|--|
| 1.a | Name of the Entity/ Firm/ Organization/ Body/ Client/ Pvt. Institutes where the Professional Work is done | | <ul style="list-style-type: none"> Professional Work submitted for evaluation shall be supported with Certificate of Acknowledgement/ Certificate of Completion issued by Head of Dept./ Faculty/ Agency/ Organization/ GoM/ Gol/ Pvt. Institutes/ Client/ Body. Design Portfolio may include the said work. |
| 1.b | Type of the Professional Work | | |
| 1.c | Scope of the Professional Work | | |
| 1.d | Date of Completion of Professional Work | | |
| 1.e | Duration of Professional Work | | |
| Note: Add details of similar cases (if any) in similar manner | | | |

E. Details of Professional Experience / Work Experience:

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|--|---|----------------------|--|
| Details of Professional Experience / Work Experience as entity/ firm/ company (as applicable) | | | |
| 1.a | Name of the Entity/ Firm/ Organization/ Body/ Client/ Pvt. Institutes where the Professional / Work Experience is being carried out | | <ul style="list-style-type: none"> Professional Exp./ Work Exp. submitted for evaluation shall be supported with Letter of Appointment/ Work Exp. Certificate/ Bonafide Certificate/ Certificate of Acknowledgement/ Certificate of Appreciation (if any) issued by Head of Dept./ Faculty/ Agency/ Organization/ GoM/ Gol/ Pvt. Institutes/ Client/ Body. Detailed Curriculum Vitae (CV) of the Principal Architect. Design Portfolio may include the said work. |
| 1.b | Type of the Professional / Work Experience | | |
| 1.c | Scope of the Professional / Work Experience | | |
| 1.d | Date of Start of Professional / Work Experience | | |
| 1.e | Duration of Professional / Work Experience | | |
| 1.f | Professional Status / Work Experience | | |
| Note: Add details of similar cases (if any) in similar manner | | | |

F. Details of Software Skills:

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|--------|-----------------------------------|--|--|
| 1.a | AutoCAD/ REVIT | Name of the course: Name of Institute: Date of Completion: | <ul style="list-style-type: none"> Software Skills submitted for evaluation shall be supported with Accreditation/ Diploma Certificate/ Certificate of Completion issued by Head of Dept./ Faculty/ Agency/ Organization/ GoM/ Gol/ Pvt. Institutes/ Client/ Body. Design Portfolio shall include the Software Works |
| 1.b | ArcGIS, Adobe Suit, Sketch Up Pro | Name of the course: Name of Institute: Date of Completion: | |
| 1.c | Lumino, Rhino/ 3d Max | Name of the course: Name of Institute: Date of Completion: | |
| 1.d | Any Other Software (if any) | Name of the course: Name of Institute: Date of Completion: | |

G. Statement of Purpose:

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|--------|----------------------|---|----------------------|
| 1 | Statement of Purpose | <ul style="list-style-type: none"> The applicant is required to submit a Statement of Purpose (SOP) for the EOI under reference. The SOP shall be in A4 size page and shall not be more than 750 words. | Statement of Purpose |

H. Details of Organization:

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|------------------------------|--|---|--|
| Organizational Set-Up | | | |
| 1.a | Office Location & Address | Office address | <ul style="list-style-type: none"> Document proof such as - Certificate of Incorporation / Registration of Company under Companies Act 2013 or - Registration Certificate/ Partnership Deed under Partnership Act 1932 or - License / Gumasta under Shops or Establishment Act 1932 or - PAN Card/ Aadhaar Card/ for entity/ firm/ company. |
| 1.b | Year of Establishment/ Registration of the Entity/ Firm/ Company | Year | |
| 1.c | Registration No. of the Entity/ Firm/ Company | Registration No. | |
| 1.d | Status of Entity/ Firm/ Company | Proprietorship/ Partnership/ LLP/ Pvt. Ltd./ Corp./ Any Other | |
| 1.e | Names of all the Principals/ Directors/ Partners/ Proprietors | Names: | |

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|--|------------------------------------|---|--|
| | | | <ul style="list-style-type: none"> Income Tax Return Statement of last financial year for the entity/ firm/ company. |
| 1.e | Other Empanelment Details, if any. | Type of Empanelment: Date of Empanelment: Duration of Empanelment: Name of Organization/ Agency/ Body/ Client: | Relevant Certificates & Acknowledgement Letters to be submitted |
| Employee Strength or Skilled Team Members (as applicable) | | | |
| 2.a | Principal Architect | No.s | Employee Strength Details submitted for evaluation shall be supported with Letter of Appointment/ Bonafide Certificate (if any) issued by the Entity/ Firm/ Company (the applicant). |
| 2.b | Junior Architect | No.s | |
| 2.c | Urban Designer | No.s | |
| 2.d | Urban Planner | No.s | |
| 2.e | Interior Designer | No.s | |
| 2.f | Civil Engineer | No.s | |
| 2.g | MEP Engineer | No.s | |
| 2.h | Site Engineer | No.s | |
| 2.i | Draftsmen | No.s | |

I. Details of Key Personnel:

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|--|---|---|---|
| Details of Principals/ Directors/ Partners/ Proprietors (as applicable) | | | |
| 1.a | Name of Principal Architect | | <ul style="list-style-type: none"> Detailed Curriculum Vitae (CV) of the Principal Architect. Detailed Curriculum Vitae (CV) of the Directors/ Partners/ Proprietors. |
| 1.b | Qualification Details of Principal Architect | | |
| 1.c | Name of Directors/ Partners/ Proprietors | | |
| 1.d | Qualification Details of Directors/ Partners/ Proprietors | | |
| Details of Key Personnel (as applicable) | | | |
| 2.a | Key Personnel – 1 (as applicable) | Name: Qualification: Years of engagement with the firm: Designation: | <ul style="list-style-type: none"> List of Key Personnel/ Associates of the entity/ firm/ company. Detailed Curriculum Vitae (CV) of the Key Personnel/ Associates. |
| 2.b | Key Personnel – 2 (as applicable) | Name: Qualification: Years of engagement with | |

| Sr.No. | Particulars | Details of Be Filled | Support Documents |
|---|--------------------------------------|---|--|
| | | the firm: Designation: | <ul style="list-style-type: none"> Degree Certificate of the Key Personnel/ Associates. |
| 2.c | Key Personnel – 3 (as applicable) | Name: Qualification: Years of engagement with the firm: Designation: | |
| 2.d | Key Personnel – 4 (as applicable) | Name: Qualification: Years of engagement with the firm: Designation: | |
| Note: Add details of similar cases (if any) in similar manner | | | |

1. I/We hereby declare that all the information and statements made by me/us are true and accept that any misrepresentation contained in it may lead to my/our disqualification.
2. I/We hereby declare that my/our proposal submitted in response to the EOI is made in good faith, and the information contained is true and correct to the best of my/our knowledge and belief.
3. I/We hereby enclose the supporting documents/ documentary proofs made towards the application and information provided in the above tables.

(Applicant's Full Name, Qualification)

(Signature)

(Note: for Applicant's belonging to Category III: Emerging Design Firm, this form is to be signed by the Authorized Signatory of the entity/ firm/ company)

13. Envelope B: Design Portfolio

FORM B.1 – Design Portfolio

(The soft copy (pdf format) to be uploaded in e-Envelope B)

(To be submitted by all Categories)

(in case of Category – I, II & III: To be signed by applicant)

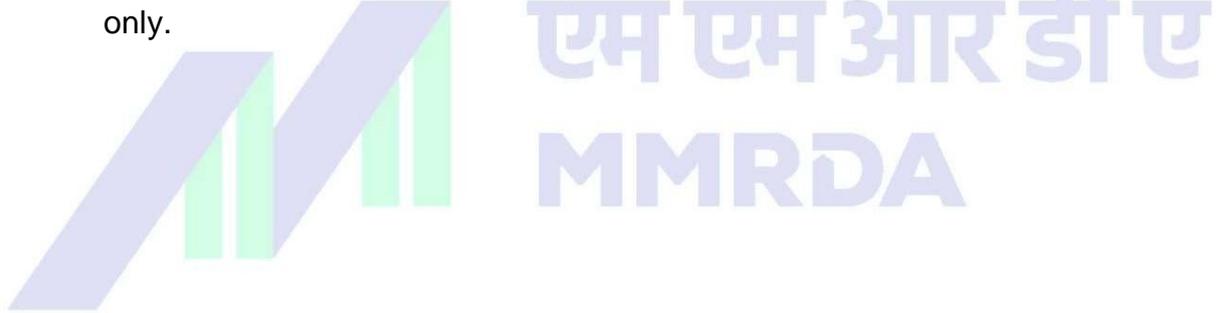
A. Instruction w.r.t. Design Portfolio:

| Sr.No. | Category | Portfolio Specification |
|--------|---|--|
| 1 | Category - I (Final Year (4th/5th Year) Student - Architect / Final Year (2nd Year) Student Urban Designer) | <ul style="list-style-type: none"> • Design Portfolio (Maximum 10 No. of A3 Pages) showcasing academic works or competition entries or Internship Works related to architecture/ urban design projects. • Relevant details as mentioned in Form A.3 to be included in the Design Portfolio. • Design Portfolio may include One (01) key academic or competition entry or Internship design works relevant to architecture/ urban design/ public spaces/ streetscapes/ junction design/ painting/ façade designs, landscaping or similar. • Each project/ work/ assignment/ task shall include title, year, location, brief description, 2–3 images / drawings/ detailed plans/ section / elevation / 3d views illustrating – the design, the concept and the status of the project. • The fonts, drawings, images, pictures, diagrams shall be legible and readable. • Each page shall be signed by the applicant. |
| 2 | Category - II Fresh Architect / Urban Designer | <ul style="list-style-type: none"> • Design Portfolio (Maximum 10 No. of A3 Pages) showcasing academic works or competition entries or professional work or Internship Works related to architecture/ urban design projects. • Relevant details as mentioned in Form A.4 to be included in the Design Portfolio. |

| Sr.No. | Category | Portfolio Specification |
|--------|--|--|
| | | <ul style="list-style-type: none"> • Design Portfolio may include up to two (02) key professional or academic or competition entry or design works relevant to architecture/ urban design/ public spaces/ streetscapes/ junction design/ painting/ façade designs , landscaping, or similar. • Each project/ work/ assignment/ task shall include title, year, location, brief description, 2–3 images / drawings/ detailed plans/ section / elevation / 3d views illustrating – the design, the concept and the status of the project. • The fonts, drawings, images, pictures, diagrams shall be legible and readable. • Each page shall be signed by the applicant. |
| 3 | Category - III Emerging Design Firm | <ul style="list-style-type: none"> • Design Portfolio (Maximum 15 No. of A3 Pages) showcasing competition entries or professional work related to architecture/ urban design projects. • Relevant details as mentioned in Form A.5 to be included in the Design Portfolio. • Design Portfolio may include up to three (03) completed or ongoing professional projects relevant to city or medium scale layout/ architecture/ urban design/ public spaces/ streetscapes/ junction design/ painting/ façade designs or landscape works or any other. • Each project/ work/ assignment/ task shall include title, year, location, brief description, 2–3 images / drawings/ detailed plans/ section / elevation / 3d views illustrating – the design, the concept and the status of the project. • The fonts, drawings, images, pictures, diagrams shall be legible and readable. • Each page shall be signed by the applicant. |

Note:

- 1.** The Design Portfolio for the EOI under reference shall include details of the Architecture/ Urban Design related works, assignments/ projects. The detailed description for projects such as architecture design/ building design/ layout plans/ master plans/ development plans/ transportation plans shall include details such as project name, client name, location, brief description, area of services, role, cost of project, project duration, consultancy fees, period of services etc. supported with documentary proofs such as Certificate of Acknowledgement from client or govt. organization or private institutes if any.
- 2.** The Design Portfolio for the EOI under reference shall include the list of such projects/ assignments/ works where due to any disputes/ litigation/ arbitration/ action; tasks were invoked and/or the consultancy services were suspended by the Client. Suppression of any information in this regard may lead to cancellation of empanelment of the Firm/ Architect(s) concerned, if such information comes to the notice of Mumbai Metropolitan Region Development Authority (MMRDA) after empanelment.
- 3.** The Design Portfolio for the EOI under reference shall be submitted through MMRDA's email as part of e-Envelope B of the EOI and shall in PDF Format only.



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14. Annexures

Annexure 1: Format – Request for VC Link of Pre-Bid Meeting

| Sr.No. | Criteria | Response |
|--|--|--|
| 1 | Name of Applicant | |
| 2 | Office Address | |
| 3 | Name of Attendees / Key Personnel | 1. |
| 4 | Designation (in order of names) | 1. |
| 5 | Email Id (in order of names) | 1. |
| 6 | Contact Number(s) (in order of names) | 1. |
| 7 | Nationality | |
| 8 | EOI Title | Fill name of Tender for which Bidder intends to attend pre-bid |
| 9 | EOI/ e-Tender No. | Fill the tender number as displayed on e-tendering portal |
| 10 | Student ID | Attach along with the form |
| 11 | Photo ID | Attach any Government issued photo ID along with the form |
| <p>Notes:</p> <p>Please share the details of applicant/ attendees/ key personnel expected to join the pre-bid via Video Conferencing on email ids: empanelarchud@mailmmrda.maharashtra.gov.in</p> <p>through official email id at least 48 hours prior to the scheduled date of pre-bid. Maximum of one person will be allowed to join the pre-bid meeting from each prospective applicant. Invitation Link for joining the pre-bid meeting along with SOP will be shared within 24 Hrs from the expected time of start of pre-bid meeting. MMRDA shall validate the above information shared for its correctness before invitation link is shared for joining the video conference.</p> | | |

END OF DOCUMENT

