

Policy Letter No 06 / 2013

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98342/Pol/E6

20 Aug 13

E-in-C's List 'A' & 'B'

POLICY FOR ARCHITECTURAL CONSULTANCY

1. A need has been felt to streamline the procedure for hiring private consultants for architectural planning at various MES formations.
2. Accordingly, a policy for Architectural Consultancy is enclosed at Appendix for necessary action.



(SK Khanna)
Brig
DDGW (PPC & Est)
For E-in-C

Enclosure : As above.

Internal

All Sub Dtes of Works Dte

P/F

Appendix

(Refer to Para 2 of E6 (Arch) Sub Dte letter No 98342/Pol/E6 dated 20 Aug 13)

POLICY FOR ARCHITECTURAL CONSULTANCY

1. **Necessity.** Architectural Consultancy may be undertaken on account of inadequate architects or complex / typical buildings for which expertise is not available in the concerned establishment. CE shall take decision to go for consultancy with recorded reasons based on recommendation from E6 section.
2. **Appointment of Consultant.**
 - (a) Architects will have a role in selection of consultant and therefore senior most architect in the Zone shall verify the credentials / capability of the consultant before the work is awarded. The prequalification criteria / selection of bidders shall be done based on recommendations of Director (Arch) / Senior most officer of the Section. In case, there is no Director / Jt Director in the zone, the recommendation of Jt DG (Arch) of Command shall be considered.
 - (b) The consultant will be paid based on terms and conditions of contract. Consultants may abide by Council of Architects (COA) norms while quoting.
3. **Responsibility.**
 - (a) It would be the responsibility of the senior most architect to get the concept approved by users and instruct / inform the consultant.
 - (b) Preparation of complete tender drawings and amendments / modification to the drawings shall be carried out by the consultant.
 - (c) The consultant will obtain necessary clearances from regulatory local bodies / authorities.
 - (d) The consultant shall be present during the tender presentation.
 - (e) The consultant will satisfy all clarifications pertaining to his work during the currency of work till completion.
 - (f) The originals (tracing sheets) along with soft copies shall be handed over to the department by the consultant. The originals shall be the property of the department.
4. **Accountability.** Scrutiny of DPR / drawings prepared by consultant shall be released by E6 section for tender action after vetting from all concerned sections ie E2 (Plg), E2 (D), E4, E6 and E8 with respect to following aspects: -
 - (a) Compliance of Administrative Approval, Scales of Accommodation, Zonal Specifications and other relevant codes.
 - (b) Compliance of plinth areas.
 - (c) Commensurate with ground data given by the executives.
5. **Record.** The originals received from the consultant shall be taken on record by E6 section.