

## Notice inviting tender for Empanelment of Architects/ Architectural Firms to provide comprehensive architectural and allied consultancy services to AIAHL

Tender No: AIAHL/CP&M/Architect/2025-26/03

Date: 29.07.2025

AI Assets Holding Limited (AIAHL), hereinafter referred to as "the Organization," invites applications from reputed, experienced, and eligible Architects/Architectural Firms for empanelment to provide comprehensive architectural and allied consultancy services to AIAHL. Preference will be given to those who have carried out works at airports. The empanelment will be valid for a period of three (03) years from the date of finalization, subject to satisfactory performance review annually.

### 2. Cost of Application Form/ Tender

Application Form/ Tender may be obtained from the office of Chief of properties & Monetization, 2<sup>nd</sup> Floor, AI Administration Building, Safdarjung Airport, New Delhi- 110003 against payment of Rs. 500/- (non- refundable) towards the cost of Application Form/ Tender through Demand Draft in favour of "AI Assets Holding Limited" payable at New Delhi.

Note: The Applicants are not allowed to quote their Professional Fee/Bids on the Application Form/Tender downloaded from AIAHL website: [www.aiahl.in](http://www.aiahl.in)

II. The Applicants are required to sign all the pages of this Application Form/ Tender Document.

### 3. Scope of Architectural Services

The empanelled architects/architectural firms will be required to provide, but not limited to, the following services for various works of varying scales and complexities:

- Architectural Design: Conceptualization, preliminary design, detailed design, working drawings, 3D visualizations, etc.
- Structural Design Coordination: Coordination with structural consultants.
- MEP Services Coordination: Coordination with Mechanical, Electrical, and Plumbing consultants.
- Landscape Design: Planning and design of exterior spaces.
- Interior Design: Planning and design of interior spaces.
- Master Planning: For large-scale developments.
- Feasibility Studies: Technical and financial viability assessments.
- Statutory Approvals: Assistance in obtaining necessary approvals from local authorities.
- Project Management Consultancy (PMC): If required.
- Supervision: Periodic site visits and guidance during the progress of work/construction.
- Cost Estimation & BOQ: Preparation of detailed estimates and bill of quantities and certification of vender's bills.
- Post-Construction Services: submission of As-built drawings etc. to AIAHL.

#### 4. Eligibility Criteria

Applicants must meet the following minimum criteria to be considered for empanelment:

- **Registration:** The firm/individual must be registered with the Council of Architecture (COA), India, and possess a valid COA registration number.
- **Legal Status:** The applicant should be a Proprietorship Firm, Partnership Firm, Limited Liability Partnership (LLP), or Private Limited Company registered in India.
- **Experience:**
  - Minimum 10 years of experience in providing architectural consultancy services from the date of COA registration of the principal architect/firm for architectural services mentioned at Sl. No. 3 will be assessed.
  - Should have successfully completed / handled at least 02 projects of similar nature and complexity (e.g., building/structure including interior, MEP, HVAC and IT works of value exceeding 06 Crores each) in the last 05 financial years.
- **Financial Turnover:** Average annual financial turnover from architectural consultancy services should be at least INR 30.00 Lakhs during the last 03 financial years.
- **Technical Staff:** The firm must have adequate qualified and experienced technical personnel, including Architects, Engineers (Structural, MEP), Interior Designers, etc.
- **No Blacklisting:** The applicant should not have been blacklisted by any Central/State Government Department, Public Sector Undertaking, or any other client in India. An undertaking in this regard should be submitted.
- **Statutory Compliance:** Must have valid GSTIN, PAN, and other statutory registrations as applicable.

#### 5. Application Process

Interested eligible Architects/Architectural Firms are required to submit their Applications/ Tender in a Master Sealed Envelope along with Financial Bid- Cover II in a Separate Sealed Envelope (which will be opened later of only those applicants who have qualified the prescribed eligibility criteria given in the application form), clearly superscribed "Application for Empanelment of Architects/ Architectural Firms" at the address mentioned at Point No. 8 of this application form. The application must include the following documents:

- **Covering Letter:** On the firm's letterhead, expressing interest in empanelment.
- **Firm Profile:** Self-attested copies of detailed profile of the firm, including its organizational structure, key personnel with their qualifications and experience, and infrastructure.
- **Registration Certificates:** Self-attested copies of COA registration certificate, firm registration certificate (if applicable), PAN, GSTIN.

- Experience Certificates/Work Orders: Self-attested copies of work-orders/completion certificates for projects undertaken, clearly indicating project scope, value, and client details.
- Financial Statements: Balance Sheet and Profit & Loss Account for the last 3 financial years duly certified by the Chartered Accountant (to be enclosed).
- Self- attested copies of IT Return for last 03 financial years (to be enclosed).
- Affidavit: A self-declaration/affidavit stating that the firm has not been blacklisted by any government or public sector organization.
- Undertaking: An undertaking that all information provided is true and accurate.
- Any other relevant documents as deemed necessary by the applicant to support their eligibility.

## 6. Evaluation Criteria

Applications will be evaluated based on the following criteria:

- Firm's Experience & Track Record: Number and value of relevant projects completed.
- Technical Competence: Qualifications and experience of key personnel.
- Financial Soundness: Based on the submitted financial statements.
- Infrastructure & Resources: Availability of necessary software, hardware, and office space.
- Presentation & Completeness of Application: Adherence to submission requirements.
- Reputation & References: (If applicable, the Organization may seek references).

The Organization reserves the right to visit the applicant's office premises for verification and assessment and may also seek to arrange the visit to the project executed by the Architectural Firm.

## 7. Terms and Conditions

- The empanelment is not a guarantee of work. Work will be allotted based on the specific project requirements, firm's expertise, capacity, and competitive bidding/negotiation among empanelled firms.
- The Organization reserves the right to accept or reject any or all applications without assigning any reason whatsoever.
- The Organization reserves the right to modify the terms and conditions or cancel the empanelment process at any stage without prior notice.
- Applicants will bear all costs associated with the preparation and submission of their applications.
- Any form of canvassing will lead to disqualification.

- The decision of the Organization regarding empanelment shall be final and binding.
- The empanelled firms will be required to sign a Non-Disclosure Agreement (NDA) and adhere to the Organization's policies and guidelines.
- Disputes, if any, shall be subject to the jurisdiction of courts in Delhi.

8. Mode and Address for submission of the Application Form & Financial Bid- Cover II:

The applicants are required to submit their Applications/ Tender in a Master Sealed Envelope along with Financial Bid- Cover II in a Separate Sealed Envelope, clearly superscribed "Application for Empanelment of Architects/ Architectural firms" to the address given below. (Please Note that Financial Bid- Cover II to be submitted in a separate sealed envelope clearly marked " Financial Bid-Cover II for comprehensive Architectural and Allied Consultancy Services to AIAHL")

Chief of Properties & Monetization,  
AI Assets Holding Limited,  
2<sup>nd</sup> Floor, AI Administration Building,  
Safdarjung Airport, New Delhi- 110003

Last Date & Time for Submission of Applications/ Tender: 20<sup>th</sup> August 2025 at 1500 hrs.


Date & Time for Opening of Applications/ Tender (i.e., Master Sealed Envelope): 20<sup>th</sup> August 2025 at 1530 hrs.

9. Date of Opening of Financial Bid- Cover II:

Financial Bids of Architect/ Architectural firms who have qualified the prescribed eligibility criteria will only be opened later after scrutiny of their applications/ tenders. The date & time for opening of Financial Bid – Cover II will be intimated to the successful parties through email.

10. Disclaimer

This Notice Inviting Tender (NIT) is an invitation for empanelment. AIAHL reserves the right to amend, withdraw, or cancel this NIT at any stage without incurring any liability to the applicants.



For Chief of Properties & Monetization,  
AIAHL



## Financial Bid- Cover II

(To be submitted in a sealed envelope on the letterhead of the Architect/ Architectural Firm duly signed by the Applicant at the bottom with seal of the Architectural Firm.)

Scope of Work	Percentage Professional Fee on Project Cost (excluding GST)
<p>The selected architectural firm will be responsible for providing a full range of services, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Feasibility Studies and Conceptual Design. Site visits and detailed assessment of existing conditions.</li> <li>• Development of design concepts, space planning, and preliminary layouts.</li> <li>• Preparation of design briefs and functional requirements in consultation with AIAHL. Cost estimates (preliminary).</li> <li>• Detailed Design and Documentation: Preparation of detailed architectural drawings (floor plans, elevations, sections, reflected ceiling plans, etc.).</li> <li>• Detailed interior design drawings, including furniture layouts, material specifications, finishes, and color schemes.</li> <li>• Development of detailed specifications for all works, materials, and finishes.</li> <li>• Coordination with structural, mechanical, electrical, plumbing (MEP), and other consultants.</li> <li>• Preparation of Bill of Quantities (BOQ) for all architectural and interior works.</li> <li>• Statutory Approvals:</li> <li>• Preparation and submission of drawings and documents for obtaining necessary statutory approvals from relevant authorities (e.g., municipal corporation, fire department, etc.) and follow-up until approval is granted.</li> <li>• Tender Assistance:</li> <li>• Assistance in preparation of tender documents.</li> <li>• Evaluation of bids received from contractors.</li> <li>• Assistance in contractor selection.</li> <li>• Construction Supervision and Project Management.</li> <li>• Regular site visits to ensure adherence to design, specifications, and quality standards.</li> <li>• Review and approval of shop drawings and material samples.</li> <li>• Certification of contractor's bills.</li> <li>• Resolution of site-related issues.</li> <li>• Overall project management to ensure timely completion within budget.</li> <li>• Post-Construction Services:</li> <li>• Preparation of "as-built" drawings for submission to AIAHL</li> <li>• Final handover.</li> </ul>	

  
 For Chief of Properties & Monetization, AIAHL