V J T I
Veermata Jijabai Technological Institute
(Central Technological Institute, Maharashtra State, INDIA)
H. R. Mahajani Marg, Matunga, Mumbai 400019
Tel.No. +91 22 24198101-02 Fax: +91 22 24102874
www.vjti.ac.in

Ref No. Maintenance/Enquiry/Institute/ 4306 **/2026** **Date: -** 21 OCT 2026

QUOTATION NOTICE

M/s. .....
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Subject: - Providing Architectural Consultancy Services for Repair, Renovation and Modernization of the Machine Laboratory at Ground Floor and Construction of a New Mezzanine Floor in the Machine Laboratory of the Electrical Engineering Department, VJTI, Matunga, Mumbai.

Quotation Issue Date: 21.10.2026
Due date of Submission: 29.10.2026 up to 5.00 PM.
Renovation Cost of Project: Rs.1,31,52,000.00 (Excluding GST)
Tender Processing Fee: Rs.500.00+ Rs.90.00 (GST @18%) = Rs.590.00 (Rupees Five Hundred Ninety Only) Non-Refundable.
Earnest Money Deposit: Rs. 3,880.00 (Rupees Three Thousand Eight Hundred Eighty Only)

Dear Sir,
The Institute intends to undertake the service for "**Providing Architectural Consultancy Services for Repair, Renovation and Modernization of the Machine Laboratory at Ground Floor and Construction of a New Mezzanine Floor in the Machine Laboratory of the Electrical Engineering Department, VJTI, Matunga, Mumbai.**" for which sealed quotations are invited. You are requested to quote the percentage in Annexure – I (BOQ).

TERMS & CONDITIONS

1. Quotation submission

- Sealed quotation, addressed to Director, VJTI, shall be submitted at First Floor, Inward Section, VJTI, H. R. Mahajani Marg, Matunga, Mumbai 400019, in person so as to reach this Office on or before the due date and time.
- The sealed envelope shall be superscripted with Reference No. mentioned overleaf.
- Quotations must be submitted either on the official letterhead of the firm/vendor/ company/organization, OR on the uploaded BOQ with quoted percentage duly signed and stamped with the company stamp and seal on each page, else the quotation will be rejected outright.
- **Tender Processing Fee** and **Earnest Money Deposit** shall be paid **online through the link https://onlinesbi.sbi.bank.in/sbicollect/icollecthome.htm (Please refer Annexure II)**
- The Transaction details shall be submitted along with quotation/ Tender.
- **Refund of Earnest Money Deposit:** The EMD of unsuccessful bidders shall be refunded after acceptance of the work order by successful bidder. After successful completion of the work, the EMD of the successful bidder shall be refunded.
- The bidders are requested to quote their item on Percentage rate basis else the quotation will be rejected outright.

- Please mention your GST, PAN and any other relevant identification /registration numbers.
- If the due date turns out to be a holiday for unforeseen reasons, the quotation should be accepted on the next working day.
- The quotation should be valid for a period of 60 days.
- The rate/price/cost quoted should be inclusive of all miscellaneous charges if any.

2. Payment: -

- Payment after the satisfactory completion of work will be made by bank transfer only.
- As per Institute policy, no advance payment will be made.
- The consultancy fee payable to the Architect shall be calculated at the percentage rate quoted by the Architect, on the final tendered cost of the work as accepted and approved by the Competent Authority of VJTI.

3. Acceptance of quotation

- The Institute reserves the right of rejection of any or all the quotations without assigning any reasons.
- Quotation without online receipt details for EMD and Tender fee will be rejected.
- Canvassing in any form would lead to rejection of quotations.
- Quotations received after the due date will not be considered.
- Quotations without Signature and Stamp / Seal will be rejected.

Eligibility Criteria for Appointment of Architect / Architectural Firm

The following eligibility criteria shall be applicable for the appointment of an Architect / Architectural Firm:

1. The Architect shall possess a valid registration/license issued by the competent statutory authority and shall be legally authorized to undertake architectural consultancy work in Mumbai, Maharashtra.
2. The Architect / Architectural Firm shall have a minimum of 3 years of relevant professional experience in architectural planning, design, refurbishment, renovation and related consultancy services.
3. The Architectural Firm shall be a legally registered entity and shall possess valid PAN, TAN and GST Registration, along with other applicable statutory/company registration documents.
4. The Architect / Architectural Firm shall submit details of at least five major/best projects successfully handled by the firm. The details shall preferably include the name of the project, client/organization, scope of work, project value, year of completion, and completion certificate/work order, wherever applicable.
5. The Architect / Architectural Firm shall have demonstrated experience in the preparation of detailed Bills of Quantities (BOQ) based on the applicable Maharashtra Government Schedule of Rates (SSR), BMC Schedule of Rates and/or CPWD Schedule of Rates, as applicable.

Scope of Work, Payment Terms and Time Schedule

Activity No.	Scope of Work	Payment Terms	Expected Time of Completion
1	Preparation of 2D/3D architectural drawings and views, considering the requirements, functional needs, and suggestions provided by VJTI authorities. The Architect shall incorporate all necessary modifications/suggestions communicated by VJTI authorities and finalize the drawings. The Architect shall proceed to the subsequent stage only after obtaining the approval/consent of the competent authority of VJTI on the proposed plan/drawings.	30% of the total consultancy fee shall be released upon successful completion of Activities 1 and 2 and acceptance of the same by VJTI.	Within 12 days from the date of issue of the Work Order to the selected Architectural Firm.
2	In case of refurbishment/renovation of an existing structure, assessment/analysis of the structural stability of the existing infrastructure and submission of a detailed methodology for repair/strengthening of structural elements such as beams, columns, slabs and other relevant structural components, wherever required.	Included in the payment milestone mentioned against Activity 1.	To be completed along with Activity 1.
3	Preparation of a detailed Bill of Quantities (BOQ) based on the applicable Maharashtra Government SSR, BMC SSR and/or CPWD SSR. For non-SSR items, the Architect shall conduct a market survey and rate analysis and submit the BOQ along with a detailed rate-analysis statement/report.	30% of the total consultancy fee shall be released upon successful completion and acceptance of Activity 3 by VJTI.	Within 12 days after completion and approval of Activities 1 and 2.
4	Preparation and compilation of the complete tender document, including drawings, BOQ, specifications, terms and conditions and other necessary documents, in a form suitable for floating the tender through the MahaTenders / GeM portal, as applicable.	20% of the total consultancy fee shall be released upon successful completion and acceptance of Activity 4.	Within 6 days after completion of Activity 3.
5	The Architectural Firm shall undertake a minimum of three site visits during the execution/implementation stage of the work. Additional site visits shall be undertaken whenever specifically required by VJTI authorities.	The remaining 20% of the total consultancy fee shall be released upon satisfactory completion of the required site visits and associated consultancy services.	As and when instructed by VJTI authorities. A minimum of 3 site visits shall be mandatory during the execution stage.

Mandatory Terms and Conditions

1. **Site Visit:** The interested Architect / Architectural Firm shall undertake a mandatory site visit before submission of the quotation. The firm shall familiarize itself with the existing site conditions, infrastructure, and requirements of the proposed work.
2. **Pre-Bid Meeting:** Participation in the pre-bid meeting/discussion, is scheduled on **27.10.2026** at **3 PM** in structural seminar hall, VJTI, shall be mandatory for submission of quotation.
3. Submission of Documents: The Architect / Architectural Firm shall submit all relevant documents establishing eligibility, including valid registration/license, PAN, TAN, GST registration, firm registration documents, experience certificates, work orders/completion certificates and details of previous projects.
4. Adherence to Time Schedule: The selected Architectural Firm shall strictly adhere to the timelines specified for each activity in the Scope of Work.
5. Delay / Liquidated Damages: In the event of delay in completion of any activity attributable to the Architectural Firm, a penalty/liquidated damages of Rs. 500/- (Rupees Five Hundred only) per day shall be applicable for the period of delay, subject to the terms and conditions of the Work Order. The penalty shall continue until completion of the delayed activity and may also affect the commencement/completion timeline of subsequent activities.
6. Approval of Drawings: All drawings, designs, BOQs, specifications and other documents prepared by the Architectural Firm shall be subject to review and approval by the competent authority of VJTI. Any corrections/modifications suggested by VJTI shall be incorporated by the Architectural Firm without any additional consultancy charges, unless specifically approved otherwise by VJTI.
7. Quality and Accuracy: The Architectural Firm shall be responsible for the technical accuracy, completeness and consistency of the drawings, BOQ, specifications, rate analysis and tender documents prepared under the scope of work.
8. Confidentiality: All drawings, documents, data and information provided by VJTI or generated during the consultancy assignment shall be treated as confidential and shall not be shared with any third party without prior written approval of VJTI.
9. Statutory Compliance: The Architectural Firm shall comply with all applicable statutory requirements, codes, standards, rules and regulations of the Government of Maharashtra, BMC and other competent authorities, as applicable to the project.
10. Final Acceptance: Completion of each activity shall be considered subject to satisfactory review and acceptance by the competent authority of VJTI.

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Annexure – I (BOQ)

Name of Work: Providing Architectural Consultancy Services for Repair, Renovation and Modernization of the Machine Laboratory at Ground Floor and Construction of a New Mezzanine Floor in the Machine Laboratory of the Electrical Engineering Department, VJTI, Matunga, Mumbai.

Sr. No.	Description	Percentage of the renovation cost of the project.
1	**1.** Preparation of 2D/3D architectural drawings, views and layouts, considering the requirements, functional needs and suggestions provided by VJTI authorities. The Architect shall incorporate all necessary modifications/suggestions communicated by VJTI authorities and finalize the drawings. The Architect shall proceed to the subsequent stage only after obtaining the approval/consent of the competent authority of VJTI on the proposed plan/drawings. **2** In case of refurbishment/renovation of an existing structure, assessment/analysis of the structural stability of the existing infrastructure and submission of a detailed methodology for repair/strengthening of structural elements such as beams, columns, slabs and other relevant structural components, wherever required. **3.** Preparation of a detailed Bill of Quantities (BOQ) based on the applicable Maharashtra Government SSR, BMC SSR and/or CPWD SSR. For non-SSR items, the Architect shall conduct a market survey and rate analysis and submit the BOQ along with a detailed rate-analysis statement/report. **4.** Preparation and compilation of the complete tender document, including drawings, BOQ, specifications, terms and conditions and other necessary documents, in a form suitable for floating the tender through the MahaTenders / GeM portal, as applicable. 5. The Architectural Firm shall undertake a minimum of three site visits during the execution/implementation stage of the work. Additional site visits shall be undertaken whenever specifically required by VJTI authorities. • Area Of Lab: 373 Sqm Approx. • Renovation cost of project: Rs. 1,31,52,000. (Excluding GST)	

Annexure - II

Steps to be followed for making online payment through

STATE BANK COLLECT

1) Visit https://www.onlinesbi.sbi/
2) Click on "SB Collect"
3) Select the category type as "Educational Institutions".
4) Click on 'Go'.
5) Choose the institution name as "Veermata Jijabai Technological Institute".
6) Select the appropriate payment category: "EMD" or "Tender Processing Fees".
7) On the next screen, fill in all the required details.
8) Proceed as instructed and click on "Next".
9) You will be redirected to the payment gateway.
10) Select the preferred payment mode and complete the transaction.
11) Upon successful payment, an online receipt will be generated, which is to be submitted along with the quotation.

A site visit certificate (to be attached to the quotation)

Name of Work: Providing Architectural Consultancy Services for Repair, Renovation, and Modernization of the Machine Laboratory on the Ground Floor and for the Construction of a New Mezzanine Floor in the Machine Laboratory of the Electrical Engineering Department, VJTI, Matunga, Mumbai.

I undersigned Mr. _____from M/s._____

have visited the site on _____to understand the scope of

work in the presence of the institute engineer/representative

Mr./Ms. _____.

For & on behalf of _____

Seal of the contractor

Countersigned/ Verified by Maintenance Section, VJTI

Mandatory form for NEFT / RTGS Payment to Party / Contractor

Name of the Party / Contractor As written on the passbook.	
Address of Party / Contractor for Communication	
Party / Contractor Permanent Account No. (PAN No.)	
Party / Contractor Goods and Services Tax (GST No.)	
Mobile No.	
Email ID	
Name of the Bank where NEFT / RTGS to be done	
Bank Branch Name	State: PIN:
Address of the Branch	
Bank IFSC Code	
Bank Account Number	

Note: Cancelled cheque (Xerox Copy) attached with this form.