



मुख्य कार्यालय विरार  
यशवंत नगर, विरार (प)  
ता. वसई, जि. पालघर – ४०१ ३०३



दूरध्वनी : 0250-2525101/02/03/04/05/06

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जावक क्र. वविशम/बांध/शअ/७५८/२०२५

दिनांक- ०९/१२/२०२५

# Vasai Virar City Municipal Corporation

## Office of City Engineer

### Request for Proposal (RFP)

**For Appointment of Consultant for Comprehensive Designing, DPR Preparation, Tendering & Construction Management Services for Prabhadg Samiti Offices of Vasai Virar City Municipal Corporation (VVCMC)**

#### 1. Subject

The City Engineer, Vasai Virar City Municipal Corporation (VVCMC) on behalf of Hon'ble Commissioner hereby invites sealed proposals from eligible and experienced consultants for providing Architectural Design, Detailed Project Report (DPR) Preparation, Tendering Assistance, and Construction Management & Supervision Services for the Proposed Prabhadg Samiti Offices of Vasai Virar City Municipal Corporation.

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## **2. Introduction**

VVCMC proposes to develop new Prabhag Samiti Offices and upgrade existing facilities across its municipal limits. For this purpose, the Corporation invites EOI from experienced and qualified consultancy firms to undertake:

- Architectural, structural & MEP designing
- Preparation of DPR including detailed cost estimation
- Preparation of tender documents for appointment of contractor/execution agency
- Assistance in tender process & bid evaluation
- Construction management & supervision till completion

The design shall be based on the analysis of existing Prabhag Samiti Offices and shall include additional area provision considering future staff expansion, increased public interface, meeting halls, assembly areas, and modern amenities.

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## **3. Scope of Work**

The selected consultant shall provide comprehensive consultancy and construction management services, including but not limited to the following:

### **A. Architectural Planning & Design**

1. Study of existing Prabhag Samiti Offices and assessment of functional requirements.
2. Preparation of concept, schematic and detailed architectural drawings.
3. Incorporation of additional space, including:
  - Extra staff rooms/workstations for future manpower
  - Public waiting areas
  - Meeting room (30–50 pax)
  - Assembly/multipurpose hall (80–100 pax)
  - Record & archive room
  - Reception & display area

ICT/server room  
Pantry & utility areas  
Sanitary facilities including accessible toilets  
Adequate circulation and parking provisions

4. Compliance with NBC, UDCPR/DCPR, fire norms and universal accessibility guidelines.

### **B. Structural Design**

1. Structural design per relevant IS Codes.
2. Soil investigation coordination.
3. Preparation of detailed structural drawings.
4. Proof checking (if required).

### **C. MEP Design**

1. Electrical design, lighting layout, CCTV & networking.
2. HVAC if required.
3. Plumbing, sanitation & water supply design.
4. Fire-fighting & safety systems.
5. Solar energy integration (optional).

### **D. Detailed Project Report (DPR)**

The DPR must include:

1. Detailed project description
2. Master plan & final architectural drawings
3. Structural, MEP drawings
4. GFC drawings
5. Preliminary and detailed cost estimates

6. Project phasing & timelines
7. Environmental and safety considerations
8. Operation & maintenance recommendations

#### **E. Tender Process Assistance**

The consultant shall handle all tasks related to tendering for appointment of contractor/execution agency:

1. Preparation of complete tender documents:
  - Technical specifications
  - Bill of quantities
  - Scope of work for contractor
  - Eligibility criteria
  - Contract terms & conditions
2. Assistance in publication of tender
3. Pre-bid meeting assistance
4. Reply to bidders' queries
5. Technical evaluation of bids
6. Financial evaluation assistance
7. Support in issuing Letter of Award (LOA)

#### **F. Construction Management & Supervision**

The consultant shall manage the execution phase including:

1. Day-to-day site supervision (as per contract)
2. Quality control & material approval

3. Verification of contractor's drawings & shop drawings
  4. Monitoring of project schedule & milestones
  5. Coordination meetings with VVCMC
  6. Measurement verification & bill certification
  7. Monthly progress reports with photos
  8. Final completion certification
  9. Ensuring adherence to safety standards
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#### **4. Deliverables**

1. Concept design report
  2. Final architectural, structural, MEP drawings
  3. Detailed Project Report (DPR)
  4. Tender documents for contractor appointment
  5. 3D perspectives
  6. GFC drawings
  7. Supervision reports (monthly)
  8. Completion report
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#### **5. Eligibility Criteria**

1. Registered architectural/engineering consultancy firm.
  2. Minimum 5 years' experience.
  3. Completed/on-going at least 3 similar government/ULB/public buildings/private projects.
  4. Team comprising architect, structural engineer, MEP engineer, and construction management personnel.
  5. Annual turnover of ₹3 crore (preferred).
  6. Not blacklisted by any authority.
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#### **6. Submission Requirements**

- Letter of interest
- Company profile
- List of key staff
- Project experience
- Concept note & approach
- Methodology for design + DPR + tendering + construction management

**Please Note:**

**Submission: Physical submission compulsory**

Proposals should be addressed to City Engineer, Vasai Virar City Municipal Corporation, Head Office, Virar (West)- 401303

Online on : <https://mahatenders.gov.in>

**Start Date** : 10/12/2025 from 11.00 hrs.

**End Date** : 15/12/2025 upto 15.00 hrs.

1. **Presentation shall be held on 16/12/2025** at Vasai Virar City Municipal Corporation, Head Office, Virar (West)- 401303. Bidders are expected to be present for the same. For more details, you may contact Executive Engineer, Mr. Sanjay Kulkarni-9834517721

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**7. General Terms**

2. VVCMC reserves the right to reject any of all EOIs without assigning any reason.
3. Incomplete or conditional submissions shall be liable for rejection.
4. For queries, you may contact Executive Engineer, Mr. Sanjay Kulkarni-9834517721

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**Sd/-**  
**City Engineer**  
For and on behalf of