Course code :21 ARC 66

Course title: Professional Practice-I

BY. Ar.Maithreyi

MODULE - 1

Profession:

The word **"profession"** means:

A type of job that **requires special education, training, or skills**.

Examples of professions:

- Doctor
- Lawyer
- Engineer
- Teacher
- Architect

These jobs are usually considered **respected and skilled occupations**, and people in professions often follow a **code of ethics** or have a **license** to do their work.

Differences between profession, trade, and business:

Profession

- **Based on:** Specialized knowledge, education, and training.
- **Examples:** Doctor, Lawyer, Teacher, Engineer.
- **Key Point:** You need a qualification or license to practice.
- **Main Goal:** Service with ethics and responsibility.

◈ Trade

- **Based on:** Manual or technical skills.
- **Examples:** Electrician, Plumber, Carpenter, Mechanic.
- **Key Point:** Usually learned through apprenticeship or vocational training.
- **Main Goal:** Skill-based work for earning.

◈ Business

- **Based on:** Buying, selling, or producing goods/services for profit.

- **Examples:** Running a shop, opening a restaurant, owning a factory.
- **Key Point:** Main aim is to earn **profit** by managing resources.
- **Main Goal:** Wealth creation and expansion.

Comparison Table:

Slno	Aspect	Profession	Trade	Business
1	Skill Type	Intellectual	Manual/Technical	Managerial/Strategic
2	Education	Formal, advanced	Practical training	Varies (not always)
3	Goal	Service + Ethics	Skilled service	Profit
4	License Needed	Yes	Sometimes	No

Profession of architecture:

What is Architecture (as a Profession)?

Architecture is the profession of **designing buildings and structures**. Architects create functional, safe, and visually pleasing spaces—like homes, schools, offices, museums, etc.

Education & Training

To become an architect, you typically need:

1. A **Bachelor's or Master's degree in Architecture**.
2. Completion of an **internship** (usually under a licensed architect).
3. Passing a **licensing exam** (like the ARE – Architect Registration Examination).
4. Registration with an **architectural board or council** (depending on the country).

What Architects Do

- Design building layouts and plans.
- Choose materials, lighting, and interior flow.
- Ensure safety, stability, and building codes are met.
- Work with clients, engineers, and contractors.
- Focus on sustainability and smart design.

Skills Needed

- Creativity & imagination
- Technical drawing and 3D design skills
- Strong understanding of math and physics
- Communication & project management
- Knowledge of software like AutoCAD, Revit, SketchUp

Where Architects Work

- Architecture firms
- Construction companies
- Urban planning agencies
- Freelance/private practice
- Government departments

Famous Architects

- **Frank Lloyd Wright** – Known for "organic architecture"
- **Zaha Hadid** – Famous for futuristic, flowing designs
- **Le Corbusier** – Modernist legend
- **Norman Foster** – High-tech architecture

Types of Services Offered by Architects

Architects don't just draw building plans—they provide a **wide range of services** through different project stages:

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1. Pre-Design / Feasibility Study

- Understand client needs and budget
- Study the site and its surroundings
- Help with choosing the right location
- Check local building codes/zoning laws
- Prepare **feasibility reports**

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2. Concept Design

- Create **initial design ideas** (sketches, 3D models)

- Explore building form, layout, orientation
- Present options to client for feedback

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3. Design Development

- Refine the selected concept
- Add detail (materials, finishes, spaces)
- Coordinate with **engineers** (structural, electrical, plumbing)

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4. Construction Drawings / Working Drawings

- Prepare **detailed technical drawings**
- These are used by contractors for actual construction
- Include floor plans, elevations, sections, details

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5. Tendering & Bidding

- Help the client choose a contractor
- Prepare tender documents (drawings + specs)
- Analyse contractor bids and advise the client

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6. Construction Supervision / Site Visits

- Visit site to ensure work matches design
- Check quality of materials and workmanship
- Coordinate with contractors and engineers
- Answer technical questions on site

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7. Post-Construction Services

- Final inspection of the building
- Assist with occupancy certificates
- Handle maintenance manuals or renovations later

Extent of Services

The services can vary depending on:

- **Project size** (a small home vs. large campus)
- **Client needs** (full service or partial)
- **Local laws** (some places require full-time supervision)
- Some architects also offer:
    - **Interior design**
    - **Landscape design**
    - **Project management**
    - **Sustainability consulting (green buildings)**

Scale of Fees for Architects:

Architects usually charge fees in one of the following ways:

1. Percentage of the Total Project Cost

- Most common method.
- Fee is a **percentage of the estimated or actual construction cost**.
- Percentage usually ranges from:
    - **5% to 15%**, depending on project type and complexity.
    - Example:
        - Residential buildings: ~7%–10%
        - Commercial buildings: ~5%–8%
        - Interior design: ~10%–15%

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2. Lump Sum / Fixed Fee

- A pre-agreed **fixed amount** for the whole project.
- Common for **small projects or specific tasks**.

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3. Hourly or Daily Rate

- Charged for **consultation or limited services**.
- Used for advisory work or initial planning.

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4. Per Square Foot Rate (less common)

- Fee based on total built-up area.
- Example: ₹100–₹300 per sq. ft (in India) or local currency equivalent elsewhere.

Stages of Payment (Typical Payment Schedule)

Architectural fees are usually paid in **instalments**, based on project milestones:

Stage	% of Total Fee (Approx.)
1. Pre-design / Concept Design	10% – 15%
2. Design Development	20% – 25%
3. Construction Drawings	30% – 35%
4. Tendering & Contractor Help	10%
5. Site Supervision / Completion	20% – 25%

- The **final payment** is often made after project completion or final inspection.

Note:

- The exact fee and payment schedule is **outlined in the agreement** between architect and client.
- Some countries have official guidelines. For example:
  - **COA (India)** – Council of Architecture
  - **AIA (USA)** – American Institute of Architects
  - **RIBA (UK)** – Royal Institute of British Architects

What is an Architect-Client Contract?

- It's a **formal agreement** that defines the **roles, responsibilities, and expectations** between the architect and the client. It protects both parties and ensures clear communication.

Elements of the Contract:

1. Parties Involved

- Full names and contact details of:
  - The **Client** (person hiring the architect)
  - The **Architect** or architectural firm

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2. Project Description

- Type of project (e.g., residential home, office building)
- Site address or location
- Brief scope (new building, renovation, interior design, etc.)

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3. Scope of Services

- What the architect will provide:
  - Design (concept, working drawings)
  - Approvals and permits
  - Coordination with engineers
  - Site visits/supervision
  - Post-construction support (if any)
- Any **excluded services** (e.g., legal help, land surveys)

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4. Fees and Payment Terms

- How the architect will charge:
  - Percentage of project cost
  - Fixed fee
  - Hourly rate
- **Stages of payment** (linked to milestones)
- Reimbursement of any **extra expenses** (like travel, printing, consultant fees)

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5. Timeline / Schedule

- Project start date and expected timeline for:
  - Design stages
  - Construction period
- Any deadlines or client reviews

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6. Duties & Responsibilities

- **Architect**:
  - Provide quality services
  - Follow laws/codes
  - Coordinate consultants
- **Client**:
  - Provide timely information
  - Make payments as agreed
  - Get approvals if needed

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7. Legal Clauses

- **Dispute resolution** (arbitration or court)
- **Termination clause** (if one party wants to end the contract)
- **Liability** and indemnity
- Copyright of drawings (usually stays with the architect)

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8. Signatures

- Both parties sign with:
  - Date
  - Witnesses (if required)

Why It's Important:

- Prevents **misunderstandings**
- Clearly defines what's included (and what's not)
- Serves as **proof** in case of legal issues

Sample Architect-Client Contract Agreement

This Agreement is made on this **___ day of [Month], [Year]**, between:

Client Name: _____
Address: _____
Contact: _____

AND

Architect / Firm Name: _____
Address: _____
Contact: _____
Licensed Architect No.: _____

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1. Project Description

The architect is appointed to design and provide architectural services for the following project:

Project Title: _____
Project Location: _____
Project Type: (e.g., Residential/Commercial/Renovation)
Scope of Work: _____

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2. Scope of Services

The Architect shall provide the following services:

- Site analysis and feasibility
- Conceptual and schematic design
- Design development
- Construction drawings and specifications
- Assistance in obtaining permits/approvals
- Tender documentation and contractor selection
- Periodic site visits and supervision

Exclusions (if any): _____

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3. Fees and Payment Terms

The Architect's fee shall be:
☐ __% of the estimated construction cost
☐ A fixed lump sum of ₹ / $ _____
☐ ₹ / $ _____ per hour (for consulting)

Payment Stages:

Stage	% of Total Fee
Concept Design	___%
Design Development	___%
Construction Drawings	___%
Tendering & Contractor Help	___%
Site Supervision & Completion	___%

Payment shall be made within **7 days** of invoice.

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4. Project Timeline

Estimated project timeline:

- Design Phase: ___ weeks
- Approvals: ___ weeks
- Construction Period: ___ months

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5. Responsibilities

Architect:

- Provide professional and ethical service
- Maintain confidentiality
- Ensure compliance with local codes and regulations

Client:

- Provide timely decisions, approvals, and information
- Make payments as agreed
- Ensure legal site ownership and permissions

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6. Termination

Either party may terminate this agreement with **15 days' written notice**. Fees will be settled for work completed up to that point.

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7. Intellectual Property

All drawings and designs remain the **intellectual property of the Architect**, and may not be reused without written consent.

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8. Dispute Resolution

Any disputes will be resolved through **mutual discussion**, and if needed, through **arbitration** under applicable local laws.

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9. Signatures

Client Signature: _____
Date: _____

Architect Signature: _____
Date: _____

Code of Professional Conduct: Architects Act of 1972:

Architects Act, 1972 – Overview

The **Architects Act, 1972** is a law passed by the **Government of India** to regulate the profession of architecture.

It established the **Council of Architecture (COA)**, which:

- Registers architects
- Maintains standards of education
- Enforces professional conduct and ethics

Code of Professional Conduct

Issued by the **Council of Architecture (COA)** under Regulation 2 of the **Architects (Professional Conduct) Regulations, 1989** (framed under the 1972 Act)

These rules ensure that architects:

- Practice **ethically**
- Maintain **professional standards**
- Are **accountable** to clients, the public, and the profession

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Key Points of the Code of Conduct

1. Standards of Professional Conduct

- An architect must:
  - Uphold **honesty, integrity, and fairness**
  - Provide services with **due care and competence**
  - Not undertake work beyond their qualification

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2. Client Relations

- Maintain **confidentiality** of client information
- Avoid any **conflict of interest**
- Be **transparent** about fees and services
- No misleading promises or guarantees

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3. Advertising and Promotion

- Architects **cannot advertise** in a manner that is:
  - Self-glorifying
  - Misleading or claiming superiority
  - Offering commissions or discounts to get work
- Allowed: Simple listings in professional directories, business cards, website, etc.

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4. Relations with Other Architects

- Respect other professionals
- Avoid taking over a project **without proper consent.**
- No criticism of fellow architects to clients or public

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5. Execution of Work

- Must **personally supervise** or take responsibility for the work
- Ensure compliance with **building laws, codes, and safety standards**
- Not sign drawings prepared by someone else unless under their direct supervision

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6. Architect's Signature

- Every drawing, document, or certificate issued must bear:
  - The architect's **signature**
  - **Name**
  - **COA registration number**

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7. Penalties for Misconduct

If an architect **violates the Code**, the COA may:

- Warn or reprimand the architect
- Temporarily **suspend the license**
- **Remove their name** from the register

Registration with COA

Only those **registered with the COA** can legally call themselves an **"Architect"** or use the title for business in India.

Roles of the Council of Architecture (COA) and the Indian Institute of Architects (IIA) in the functioning of the architectural profession in India:

1. Council of Architecture (COA)

Legal Authority

- Established under the **Architects Act, 1972**
- A **statutory body** under the Government of India
- Headquarters: New Delhi

Main Roles & Functions

Area	Role of COA
Registration	Maintains the official **Register of Architects**. Only registered people can legally use the title “Architect”.
Education	Sets **minimum standards** for architecture education across India. Approves and inspects institutions.
Exams & Licensing	Conducts exams like **NATA** (National Aptitude Test in Architecture) for entry to B.Arch programs.
Professional Conduct	Issues the **Code of Ethics** and can take action for **professional misconduct**.
Title Protection	Prevents misuse of the title "Architect" by unregistered persons or firms.
Advisory Role	Advises the government on matters related to the architecture profession.

Power:

- Has **legal authority** to take disciplinary action (warn, suspend, or remove registration).

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2. Indian Institute of Architects (IIA)

Voluntary Professional Body

- Founded in **1917**
- It is a **non-statutory** organization (unlike COA)
- Works like a **professional society** or association
- Headquarters: Mumbai

Main Roles & Functions

Area	Role of IIA
Membership	Offers membership to qualified architects. (Not mandatory for practice)
Networking	Provides a platform for architects to **connect, collaborate, and learn**
Events & Awards	Organizes **seminars, conventions, exhibitions, and design competitions**
Publications	Publishes magazines, journals, and research to promote architectural knowledge
Representation	Represents Indian architects in **national and international forums**
Professional Development	Conducts **workshops and training** for continued learning and growth

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Key Difference Between COA and IIA

Aspect	COA	IIA
Type	Statutory (Government body)	Voluntary professional organization
Legal Power	Yes (under Architects Act)	No legal powers
Registration	Mandatory for architects	Optional (membership-based)
Education Regulation	Yes	No
Ethics Enforcement	Yes	No (can advise or support, but not enforce)
Professional Support	Limited	Strong community and networking platform

MODULE-II

ARCHITECTURAL PRACTICE:

Types of Architectural Firms

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1. Sole Proprietorship

Definition:
A sole proprietorship is the simplest form of architectural firm, owned and managed by one individual architect. The firm is not a separate legal entity from the owner.

Advantages:

- **Full Control**: The architect makes all decisions related to design, finance, and administration.
- **Simple Setup**: Minimal paperwork and legal formalities. Can be registered under the architect's name.
- **Tax Simplicity**: Profits are taxed as personal income.

Disadvantages:

- **Unlimited Liability**: The architect is personally liable for all debts and legal actions.
- **Limited Capital**: Funding options are limited to the owner's personal resources or loans.
- **Lack of Continuity**: If the owner retires, becomes ill, or dies, the firm usually dissolves.

Best For:
Small-scale practices, freelancers, and early-career architects wanting autonomy.

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2. Partnership Firm

Definition:
Two or more architects come together under a formal agreement to operate a firm and share profits, losses, and responsibilities.

Advantages:

- **Shared Workload**: Responsibilities and risk are divided.
- **More Capital**: Multiple partners can contribute to funding the firm.
- **Varied Expertise**: Each partner may specialize in different areas (e.g., residential, commercial, urban design).

Disadvantages:

- **Joint Liability**: All partners are liable for the firm's debts and decisions.
- **Disputes**: Decision-making conflicts can arise.
- **Limited Life**: The firm may dissolve if one partner exits without an agreement in place.

Best For:
Mid-sized firms, especially where partners bring complementary skills.

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3. Associateship (Association of Architects)

Definition:
A loose, often temporary association of architects or small firms working collaboratively, usually for specific projects or competitions. It is not always a registered legal entity.

Advantages:

- **Flexible Collaboration**: Architects maintain independence while combining strengths.
- **Low Overhead**: No need to create a new company or share long-term liabilities.
- **Project-Specific**: Ideal for one-off collaborations.

Disadvantages:

- **No Legal Protection**: If not registered or contractually bound, there are legal risks.
- **Coordination Challenges**: Informal structures may lead to miscommunication or overlap of responsibilities.

- **Brand Confusion**: Each architect may maintain their own brand, causing confusion for clients.

Best For:
Freelance architects collaborating on competitions or large projects.

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4. Private Limited Company (Pvt. Ltd.)

Definition:
A formal business entity registered under company law. It has a separate legal identity from its owners (shareholders) and limited liability.

Advantages:

- **Limited Liability**: Personal assets of shareholders are protected.
- **Perpetual Succession**: The firm continues to exist despite changes in ownership.
- **Growth-Friendly**: Easier to raise investment and expand operations.

Disadvantages:

- **Complex Setup**: Requires registration, legal compliance, regular auditing, etc.
- **Regulatory Burden**: Must file financial statements, board resolutions, and tax reports.
- **Less Agility**: Decision-making can be slower due to corporate structure.

Best For:
Large firms dealing with high-value or international projects and looking to scale up.

Building Clientele and Projects in Architecture

This is essential to sustain and grow an architectural practice, regardless of the firm type.

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1. Networking and Professional Relationships

- Attend architectural exhibitions, seminars, and RIBA/IIA events.
- Build relationships with contractors, developers, engineers, and government officials.
- Join local business chambers or trade associations.

2. Marketing and Online Presence

- Build a **professional website** showcasing your portfolio, awards, and services.
- Use **social media platforms** (Instagram, LinkedIn, YouTube) to display design philosophies, walkthroughs, and finished projects.

- Publish blogs or write articles on architecture and design trends.

3. Portfolio Development

- Work on diverse projects initially, even small ones, to develop a varied portfolio.
- Include conceptual and student projects to demonstrate creativity if just starting.
- Document work professionally through high-quality images and videos.

4. Client Relationship Management

- Deliver work **on time** and **within budget**.
- Communicate clearly and consistently with clients.
- Follow up after project completion to maintain goodwill and ask for referrals.

5. Competitive Participation

- Enter national and international **design competitions** to build reputation.
- Apply for architectural **awards** and publish projects in journals.
- Participate in **government tenders** for public projects (e.g., schools, urban design).

6. Strategic Collaborations

- Partner with other professionals like interior designers, landscape architects, or urban planners to offer comprehensive services.
- Collaborate with real estate firms or NGOs to get access to steady project pipelines.

Comparative Summary Table

Type of Firm	Legal Identity	Liability	Setup Complexity	Ideal For	Main Drawback
Sole Proprietorship	No	Unlimited	Very Low	Solo architects or small-scale	No continuity, limited resources
Partnership	No	Joint (Unlimited)	Low	Small teams with shared goals	Risk of disputes, shared liability
Associateship	Informal	Varies	Very Low	Temporary collaborations	Lacks legal structure
Private Ltd Company	Yes	Limited	High	Large or growth-focused firms	High compliance, costly to run

Architectural Competitions in India

An **architectural competition** is a structured process where clients or organizations invite architects (or architecture students) to submit **design proposals** for a specific building or

urban development project. These competitions are usually judged by a **jury of experts**, and the best entries are awarded prizes or commissions.

Purpose of Architectural Competitions

- To **encourage innovation** and explore a wide range of design ideas.
- To find **creative and efficient solutions** for specific architectural problems.
- To **identify talented architects**, especially emerging professionals.
- To ensure **transparency and fairness** in the selection of designers for public or prestigious projects.

These can be:

- Open (for all registered architects)
- Limited (by invitation)
- Student competitions (academic or design ideas)

Guidelines of the Council of Architecture (COA)

The **Council of Architecture (COA)** — the regulatory body for architectural education and practice in India — has published specific **guidelines for conducting architectural design competitions**, titled:
"Architectural Design Competition Guidelines" (as per Architects Act, 1972).

1. Eligibility to Organize a Competition

- Only **government bodies, public sector organizations, educational institutions**, or **registered societies/trusts** with legitimate project intent may conduct a competition.
- Must appoint a **Professional Advisor** (a registered architect) to guide the process.

2. Participation Eligibility

- Only **architects registered with COA** are eligible to participate in professional competitions.
- Firms may participate provided at least one principal is a registered architect.
- Student competitions are open to students of COA-recognized architecture schools.

3. Approval and Intimation

- The promoter must **inform COA** before launching a competition.
- A copy of the **brief, rules, and jury details** must be submitted.
- COA may choose to **approve and publish** the competition on its platform for credibility.

4. Appointment of Jury

- Minimum **three members**, including at least **one COA-registered architect of repute**.
- Jury should be **independent, unbiased**, and qualified.
- Their decision is **final and binding**.

5. Competition Brief

- Should include:
  - Project scope and site details
  - Design parameters and constraints
  - Evaluation criteria
  - Submission requirements
  - Timeline and prizes

6. Honorarium and Prizes

- Adequate **prize money** must be provided for top entries.
- **Honorarium** for jury members and professional advisor must be specified.
- Winning or top-rated designs may be awarded the **commission** for the actual project.

7. Intellectual Property and Copyright

- Copyright of the design remains with the **participant**.
- The promoter has **usage rights only** for the purpose specified.
- No design may be used without due credit and agreement.

8. Confidentiality and Anonymity

- For fair judgment, entries should be submitted **anonymously**, typically with a code.
- Jury evaluates submissions **without knowing the identity** of the participants.

Procedure for Conducting an Architectural Competition

A step-by-step procedure based on COA norms:

Step 1: Define Objectives

- Clearly identify the purpose, nature, and scope of the competition.

Step 2: Appoint a Professional Advisor

- A COA-registered architect helps prepare the brief, appoint jury members, and manage communication.

Step 3: Prepare Competition Brief

- Detailed documentation of project background, site, program, deliverables, criteria, prizes, and timeline.

Step 4: Notify COA and Publicize

- Submit documents to COA.
- Publicize the competition through COA, press, architecture portals, institutions, etc.

Step 5: Submission and Anonymity

- Participants submit entries according to guidelines (format, scale, number of sheets).
- Entries are coded for anonymous evaluation.

Step 6: Jury Evaluation

- Jury assesses entries based on published criteria.
- Shortlist, final selection, and awarding of winners.

Step 7: Award Declaration

- Winners and honorably mentioned entries are announced publicly.
- Results are notified to all participants and COA.

Step 8: Post-Competition Process

- The promoter may offer a **commission** to the winner for developing the project.
- If not, the competition remains a design-only event, and designs may be exhibited or published.

Types of Competitions

Type	Description	Participants
Open	Open to all eligible architects	Any registered architect
Limited/Invited	Only selected firms or individuals invited	Shortlisted by promoter
Student	Conceptual ideas from architecture students	B.Arch students
Two-stage	Initial design followed by shortlisted development	Firms with large projects

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Benefits of Architectural Competitions

- Promotes **innovation** and design excellence.
- Offers opportunities to **young architects** to gain visibility.

- Brings **transparency** and fairness to public or high-profile project selection.
- Enhances **quality of built environment** by encouraging better design thinking.

Sample Competition Brief Template

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1. Title of the Competition

E.g.: "Design of a Community Cultural Centre in Pune"

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2. Promoter/Organizer Details

- **Organization Name**: Pune Municipal Corporation
- **Contact Person**: Mr. Rajeev Desai, Chief Architect
- **Email/Phone**: rajeev.desai@pmc.org | +91-xxxxxxxxxx
- **Website**: www.pmc.gov.in

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3. Professional Advisor

- Name: Ar. Meera Kulkarni
- COA Registration No.: CA/2000/12345
- Email: meera.kulkarni@designfirm.in
- Role: Preparation of brief, coordination, jury setup, and compliance

4. Objectives of the Competition

To obtain a creative and sustainable design proposal for a 20,000 sq.ft. cultural centre that fosters community participation, inclusivity, and ecological sensitivity.

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5. Project Scope and Site Information

- **Location**: Kothrud, Pune, Maharashtra
- **Site Area**: 4,000 sq.m
- **FAR/FSI**: 1.5
- **Expected Built-Up Area**: Approx. 2,500 sq.m
- **Facilities to Include**: Auditorium, gallery, workshops, café, green spaces
- **Site Plan and Survey**: [Attach PDFs/CAD files]

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6. Eligibility Criteria

- Registered architects with COA (individuals or firms)
- Minimum of 5 years of practice (for professional competition)
- Students (for student competitions) must submit through their institution

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7. Competition Timeline

Milestone	Date
Registration Opens	June 1, 2025
Last Date for Queries	June 15, 2025
Last Date for Registration	June 30, 2025
Submission Deadline	July 25, 2025
Jury Evaluation	Aug 1–5, 2025
Results Announcement	Aug 10, 2025

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8. Submission Requirements

- **Concept Statement** (max. 500 words)
- **Drawings**:
  - Site Plan (1:500)
  - Floor Plans (1:200)
  - Sections & Elevations (1:200)
  - Key Details or Views
- **3D Renderings** (Optional but recommended)
- **Presentation Panels**: 2 sheets (A1 size, landscape orientation)
- **Soft Copy**: PDF (Max 25 MB) on USB or via email/cloud link

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9. Evaluation Criteria

- Design innovation and spatial quality (30%)
- Functional planning and user experience (25%)
- Environmental sustainability (20%)
- Feasibility and adherence to guidelines (15%)
- Presentation and communication (10%)

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10. Jury Panel

- Ar. Snehal Shah (Ahmedabad)
- Ar. Nisha Mathew (Bangalore)
- Ar. Arvind Krishnan (New Delhi)
- One representative from the organizing body

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11. Prizes and Awards

Rank	Prize Money
First Prize	₹2,00,000 + citation
Second	₹1,00,000
Third	₹50,000
Honorable Mentions (2)	₹25,000 each

Winners may be invited for further development and execution of the project.

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12. Terms and Conditions

- All entries must be submitted anonymously with a registration code.
- Copyright of the design remains with the architect.
- The organizer may use the design for exhibition/publication with credit.
- The jury's decision is final and binding.
- Late or incomplete submissions will be disqualified.

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13. Registration Process

- Register via email to: competition@pmc.gov.in with subject "Cultural Centre Design Competition".
- Include:
  - Name of architect/firm
  - COA registration certificate
  - Contact details
- Receive a **unique registration code** for submission labelling.

Office Management in Architectural Firms

Office management in architecture ensures smooth, efficient, and profitable operation of a practice. It involves the coordination of people, projects, resources, communication, and finances.

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1. Administration of Architectural Firms

This involves managing the **day-to-day operations** and **organizational structure** of the firm.

Administrative Components:

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a. Organizational Structure

- **Small Firms**: Flat hierarchy; principal architect oversees all functions.
- **Large Firms**: May include departments such as:
  - Design
  - Project management
  - Business development
  - HR
  - IT and support
  - Accounts and legal

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b. Human Resource Management

- Hiring, training, and maintaining staff
- Defining roles: project architect, interns, draftsmen, admin staff, etc.
- Staff appraisals, payroll, and leave policies

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c. Project Management

- Scheduling and resource allocation
- Monitoring design progress and deadlines.
- Managing client meetings and approvals
- Coordinating with consultants (structural, MEP, etc.)

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d. Office Infrastructure

- Workstations, software (AutoCAD, Revit, etc.), internet, printers
- Data storage and backup systems
- Office supplies and maintenance

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e. Legal Compliance

- COA registration of the firm
- Professional indemnity insurance
- Adherence to contracts, building codes, and labor laws

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f. Communication and Documentation

- Internal communication systems (emails, meetings, reports)
- Client communication (minutes of meeting, proposals)
- Project documentation (drawings, specifications, contracts)

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2. Basic Accounting Procedures

Accounting helps track the **financial health** of the firm and ensures tax and legal compliance.

Accounting Elements:

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a. Bookkeeping

- Recording all financial transactions: income, expenses, assets, liabilities
- Tools: Excel, Tally, QuickBooks, Zoho Books

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b. Invoicing

- Issuing invoices to clients based on project milestones or time billing
- Tracking due dates and payments

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c. Expense Management

- Recording office overheads: rent, electricity, salaries, software licenses
- Project-specific expenses: site visits, consultants, models, printing

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d. Profit and Loss (P&L) Statement

- Income from projects minus expenses = profit or loss
- Helps assess the firm's financial performance monthly or quarterly

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e. Balance Sheet

- Lists assets (computers, cash), liabilities (loans), and capital
- Snapshot of the firm’s financial position at a given time

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f. Taxation and Compliance

- GST (Goods and Services Tax) filing for services
- Professional Tax, Income Tax returns
- Employee Provident Fund (EPF) and ESI if applicable

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g. Payroll Management

- Preparing salary slips
- Managing employee deductions and benefits
- TDS (Tax Deducted at Source) calculations

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h. Budgeting and Forecasting

- Planning financial needs for upcoming projects
- Estimating firm growth, hiring needs, and software upgrades

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Importance of Office Management in Architecture

- Ensures **efficiency and productivity**
- Supports **quality control**
- Improves **client satisfaction**
- Enhances **profitability**
- Enables **scalability and growth**

Module III

Tenders

Tendering in Construction Projects

1. Tender Document and Its Contents

A **tender document** is a comprehensive set of documents issued by the client or their representative (often an architect or project manager) to invite bids for a construction project.

Key Contents of a Tender Document:

1. **Notice Inviting Tender (NIT):**
    - Basic project information.
    - Eligibility criteria.
    - Submission deadlines and method.

2. **Instruction to Bidders:**
    - Guidelines on how to prepare and submit the bid.
    - Terms and conditions.
3. **Form of Tender:**
    - A formal proposal by the contractor agreeing to undertake the project.
4. **Bill of Quantities (BOQ):**
    - Detailed list of works with quantities and units for pricing.
5. **Specifications:**
    - Technical descriptions of materials, workmanship, and standards.
6. **Drawings:**
    - Architectural, structural, MEP drawings, etc.
7. **Conditions of Contract:**
    - General and special conditions governing the execution of the work.
8. **Schedule of Work:**
    - Timeline and phases of project execution.
9. **Contract Agreement Format:**
    - Draft of the contract that will be signed upon award.

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2. Types of Tenders

There are several types of tendering methods, each suitable for different project requirements and procurement strategies.

A. Open Tendering

Definition:
An invitation is made publicly to all eligible contractors to submit bids.

Advantages:

- Encourages competition.
- Transparent process.
- Potential for the lowest price.

Disadvantages:

- Time-consuming.
- May attract unqualified bidders.
- Requires thorough pre-qualification assessment.

Suitable for:
Government/public sector projects, large-scale infrastructure works.

B. Selective (or Limited) Tendering

Definition:
Tenders are invited from a pre-qualified list of contractors.

Advantages:

- Higher quality of bids.
- Time-saving in evaluation.
- Reduces risk of incompetent contractors.

Disadvantages:

- Reduced competition.
- Can be seen as less transparent.

Suitable for:
Projects requiring specific expertise or faster execution.

C. Negotiated Tendering

Definition:
Contract is awarded through direct negotiation with one or a few contractors.

Advantages:

- Saves time in urgent projects.
- Better collaboration and understanding of project needs.
- Flexibility in terms and costs.

Disadvantages:

- Less competitive.
- Risk of inflated costs.
- Lacks transparency.

Suitable for:
Complex, high-tech, or emergency projects (e.g., hospitals, disaster recovery).

D. Two-Stage Tendering

Definition:
Initial tender based on concept design and budget; detailed pricing and specifications follow in second stage.

Advantages:

- Early contractor involvement.
- Better project planning and cost control.
- Allows for flexible design development.

Disadvantages:

- Complex procurement process.
- More difficult to compare bids.

Suitable for:
Large and complex projects where design is evolving during procurement.

E. Serial Tendering

Definition:
Same contractor is used for a series of similar projects under an agreed framework.

Advantages:

- Consistency in quality.
- Reduced tendering cost.
- Long-term working relationship.

Disadvantages:

- Less competitive.
- May lead to complacency.

Suitable for:
Repeat or phased projects, like housing schemes or retail chains.

Tendering Process in the Construction Industry

Tendering is a formal process by which construction contracts are invited, evaluated, and awarded to the most suitable contractor. It ensures **fair competition, transparency, and cost-efficiency** in executing public and private construction projects.

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1. Tender Notice (Notice Inviting Tender - NIT)

The **Tender Notice** is the initial public invitation that alerts contractors and construction firms of an upcoming project requiring bids.

Features:

- Published in newspapers, government portals (like eProcurement), and industry websites.
- Specifies type of construction (e.g., residential, infrastructure, industrial).

- Includes:
    - Project title and location
    - Estimated project cost
    - Type of contract (Item rate/Lump sum/Turnkey)
    - Bid submission deadline
    - Eligibility criteria (class of contractor, license, experience)
    - Tender fees & Earnest Money Deposit (EMD)

Purpose:

To encourage participation from eligible construction contractors, ensuring fair competition and project visibility.

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2. Opening of Tenders

After the submission deadline, the tenders are opened in a structured manner to maintain **transparency** and prevent manipulation.

Opening Process in Construction Projects:

- **Technical Bid Opening:**
    - Checked for completeness of documents, compliance with qualification criteria.
    - Verifies contractor's experience in similar construction works, machinery, labor force, and past project delivery.
- **Financial Bid Opening:**
    - Opened only for technically qualified bidders.
    - Lowest responsive bidder (L1) is usually preferred in government projects.

Safeguards:

- Opened in front of a tender committee and/or bidders.
- Recorded with signatures and timestamps.
- Ensures confidentiality and fairness.

---

3. Scrutiny (Evaluation of Bids)

A detailed evaluation of both **technical** and **financial bids** is conducted by a project-specific tender evaluation committee.

Technical Evaluation Includes:

- Contractor's license and classification
- Compliance with technical specifications
- Previous work experience and performance
- Available manpower and machinery

- Project methodology and construction schedule

Financial Evaluation Includes:

- Accuracy of quoted rates
- Comparison of Bill of Quantities (BOQ)
- Identification of abnormally high or low rates
- Cost justification in case of significant deviations

Tools Used:

- Comparative statements (CS)
- Scoring matrix (in weighted systems)
- Risk and cost assessment for very low bidders

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4. Process of Selection

Once the scrutiny is completed, the selection of the winning contractor is done based on **predefined criteria**.

Selection Methods in Construction:

- **L1 Selection (Lowest Bidder):**
  - Standard for most public works (PWD, CPWD, NHAI).
  - Ensures cost efficiency, provided technical compliance is met.
- **Two-Bid System:**
  - Used for complex or high-value construction.
  - Technical and financial bids are evaluated separately.
- **Quality-Cost Based Selection (QCBS):**
  - Common in projects involving innovation (e.g., smart buildings).
  - Balance between quality of execution and cost.

---

5. Award of Contract

This is the final stage where the contract is formally awarded to the selected contractor.

Award Procedure:

1. **Letter of Acceptance (LoA):**
   - Formal notification of selection.
   - Sets terms for starting the project.
2. **Signing of Agreement:**
   - Contractor signs detailed contract agreement.
   - Includes scope, timeline, penalties, warranties, etc.
3. **Performance Guarantee:**
   - Contractor submits Performance Security (usually 5–10% of contract value).

    - Ensures project execution as per terms.
4. **Work Order:**
    - Official instruction to commence work.

Post-Award Activities:

- Site handover.
- Project scheduling and mobilization.
- Pre-construction meeting with stakeholders.

Summary Table

Stage	Description
Tender Notice	Public announcement inviting bids
Opening of Bids	Technical and financial bids opened in presence of committee/bidders
Scrutiny/Evaluation	Assessment of technical capability and cost competitiveness
Selection Process	Based on lowest bid or quality-cost selection method
Award of Contract	Formal letter, contract signing, security deposit, and issuance of work order

Architect's Role in Tendering and Tender Document Preparation

The architect plays a **pivotal and multifaceted role** in the tendering process. As a key professional in the built environment, the architect ensures that **design intent, technical accuracy, legal compliance, and construction feasibility** are properly represented in the tender documents and throughout the procurement process.

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1. Role of Architect in Preparing Tender Documents

Architects are responsible for compiling, verifying, and coordinating several key components of a **comprehensive tender document**, including:

A. Preparation of Tender Drawings

- **Architectural drawings**: Floor plans, elevations, sections, and details.
- Coordinated with structural and MEP drawings.
- Must be clear, readable, and construction-ready.

B. Drafting Technical Specifications

- Descriptions of materials, finishes, and workmanship standards.

- Based on Indian Standards (IS codes), NBC, CPWD, or other relevant codes.
- Ensures design quality and performance requirements.

C. Preparing the Bill of Quantities (BOQ)

- In collaboration with a quantity surveyor or cost consultant.
- Includes detailed line items for all construction activities.
- Helps contractors quote accurate prices.

D. Defining Terms and Conditions

- General and special conditions of the contract.
- Scope of work, timelines, payment milestones, quality control, safety norms.
- Defines liabilities, warranties, penalties, and insurance requirements.

E. Vetting Legal and Contractual Clauses

- Ensures legal soundness of the tender document.
- May collaborate with legal experts for drafting clauses.

F. Drafting the Tender Notice (NIT)

- Advises client on where and how to advertise the tender.
- Helps frame eligibility criteria and bid evaluation method.

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2. Architect's Role During the Tendering Process

Once the tender is floated, the architect continues to guide and support the client and stakeholders through the following phases:

A. Pre-Bid Meeting

- Conducted by architect and client to address queries from bidders.
- Clarifies drawings, scope, or ambiguous conditions.
- May issue **Addendum** to correct or revise tender documents.

B. Evaluation of Technical Bids

- Architects assess the **technical capacity** of bidders.
- Review:
    - Past experience in similar building typologies.
    - Methodology and understanding of project complexity.
    - Construction quality standards and innovations proposed.

C. Support in Financial Evaluation

- Cross-verifies if the quoted rates match expected market rates.
- Alerts client to unrealistic or abnormally low/high rates.

- Helps negotiate or clarify costing anomalies.

D. Recommendation for Contractor Selection

- Participates in evaluation committee.
- Suggests the most suitable contractor based on **design integrity, quality commitment**, and financial viability.

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3. Post-Award Role

Even after contract award, the architect's involvement ensures smooth project initiation:

- Assists in **signing of agreement**.
- Reviews **mobilization schedule** and ensures alignment with project phasing.
- Ensures that the selected contractor fully understands **design intent** and **execution standards**.

Application of Architectural Knowledge in Tendering

The architect applies their knowledge in various specialized areas to ensure the **success of the tendering process**:

Architectural Knowledge Area	Application in Tendering
Design and Planning	Accurate, buildable, and regulation-compliant tender drawings
Construction Technology	Choosing suitable materials, methods, and sequencing in BOQ and specifications
Building Codes and Standards	Ensures compliance with NBC, local byelaws, and safety norms in specifications and conditions
Cost Awareness	Collaborating on cost estimation, realistic pricing, and identifying cost anomalies
Legal and Contractual Knowledge	Drafting fair, enforceable terms for both client and contractor
Sustainability	Including green material specifications and energy efficiency measures

Financial Terms in Construction Contract Management

These financial instruments protect the interests of the **client/employer** and ensure that the **contractor performs as per the agreed terms**. Each plays a role at a specific stage of the project lifecycle.

1. Earnest Money Deposit (EMD)

Definition:
A refundable deposit submitted by bidders along with their tender as a **pledge of sincerity and commitment** to take up the contract if awarded.

Purpose:

- Discourages non-serious bidders.
- Provides financial assurance to the client.

Typical Value:

- Usually, 1% to 2% of the estimated contract value.
- Deposited via Demand Draft, Bank Guarantee, or online transfer.

Refund Policy:

- Refunded to unsuccessful bidders after evaluation.
- Retained until Security Deposit is paid (for the successful bidder).

Forfeiture Conditions:

- Bidder withdraws before validity period.
- Refuses to sign agreement or fails to furnish performance security.

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2. Security Deposit (SD)

Definition:
A fixed percentage of the contract value withheld or submitted by the contractor as a **guarantee for proper contract performance**.

🔧 Purpose:

- Ensures compliance with contract terms.
- Provides cover for any potential breach or defect.

Typical Value:

- Usually 5% to 10% of the contract value.
- Can be submitted via:
    - Deduction from Running Account (RA) bills.
    - Separate Bank Guarantee or Fixed Deposit.

Refund:

- Refunded after the **Defects Liability Period (DLP)**, typically 6 to 12 months post-completion.

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3. Retention Money

Definition:
A portion of each interim payment (RA bill) **withheld by the client** to ensure work quality and address defects after handover.

Purpose:

- Prevents contractor from abandoning project midway.
- Provides a fund to cover rectification of post-completion defects.

Typical Retention:

- 5% to 10% of every payment bill.
- Often capped at a fixed amount.

Release Schedule:

- Half after completion of work.
- Balance after expiry of Defects Liability Period, subject to no defects.

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4. Mobilization Advance

Definition:
A **loan or advance payment** made by the client to help the contractor mobilize resources (labour, machinery, site setup) at the start of the project.

Purpose:

- Assists contractor in setting up the site, transporting materials, etc.
- Encourages faster project initiation.

Typical Advance:

- Up to 10% of contract value.

Recovery:

- Recovered in equal instalments from subsequent bills.

Conditions:

- Usually granted against a Bank Guarantee of equal value.
- Contractor must use it solely for mobilization purposes.

---

5. Bonus & Penalty (Liquidated Damages) Clauses

Bonus Clause:

Definition:
Incentive paid to the contractor for **completing the project before the scheduled time** or exceeding certain quality benchmarks.

- **Bonus Value:** Often a fixed amount or percentage of contract value.
- **Condition:** Only awarded if explicitly mentioned in the contract.

Penalty Clause / Liquidated Damages (LD):

Definition:
A **predetermined financial penalty** imposed on the contractor for **delays or non-performance**.

- **Rate:** Typically 0.5% to 1% of the contract value per week of delay.
- **Capped:** Usually capped at 5% to 10% of the total contract value.

Purpose of LD:

- Compensates the client for losses due to delay.
- Holds contractor accountable for time-bound delivery.

Summary Table

Term	Purpose	When Applied	Typical Value
EMD	Assures sincerity of bidding	At tender submission	1–2% of project cost
Security Deposit	Guarantees contract performance	After awarding contract	5–10% of contract value
Retention Money	Ensures quality and covers post-completion defects	Withheld from each payment	5–10% of each RA bill
Mobilization Advance	Helps contractor start work	At beginning of the project	Up to 10% (against bank guarantee)
Bonus Clause	Rewards early completion	On early project delivery	Pre-agreed amount
Penalty / LD Clause	Penalizes delay or non-compliance	On delay or breach of terms	0.5%–1% per week, max 10%

Issues Arising Out of the Tendering Process in Construction

The tendering process, while designed for fairness and transparency, is often affected by practical and ethical challenges that can disrupt timelines, budgets, and trust.

1. Common Issues in Tendering

Issue	Description
Ambiguity in Tender Documents	Incomplete, unclear drawings/specifications can lead to misinterpretation and disputes.
Non-Responsive Bids	Bids that do not comply with eligibility or technical requirements, causing re-tendering.
Bid Rigging or Cartelization	Contractors may collude to manipulate pricing, violating fair competition norms.
Unrealistically Low Bids (Predatory Pricing)	Some contractors may underquote, leading to poor quality or abandonment mid-project.
Delays in Tender Evaluation	Slow scrutiny or internal disagreements can delay project award.
Conflict of Interest	Hidden relationships between contractor and client representatives can bias results.
Corruption and Lack of Transparency	Bribes or favoritism in bid selection, violating ethical norms and public trust.
Legal Disputes	Arising from unclear terms, rejected bids, or wrongful award decisions.

Role and Responsibility of the Architect in Resolving Tendering Issues

Architects play a **crucial role** in ensuring the **integrity, transparency, and fairness** of the tendering process. Their actions must always be guided by professional ethics and the principles laid out by regulatory bodies like the **Council of Architecture (COA), India**.

A. Pre-Tender Responsibilities

Ensuring Clear and Complete Tender Documentation

- Prepare accurate and detailed **drawings, BOQs, specifications**.
- Avoid ambiguous language or missing information that could lead to disputes.

Defining Fair Eligibility Criteria

- Ensure criteria are based on **merit, experience, and capability**, not favoritism.
- Avoid restrictive conditions that benefit a few.

Promoting Equal Opportunity

- Ensure the **Notice Inviting Tender (NIT)** is widely published.
- Guide the client to **avoid direct negotiation without due process**.

B. During Tender Evaluation

Fair Evaluation of Technical Bids

- Assist in assessing each bidder on an **objective and comparative basis**.
- Refrain from any **biased opinions** or **undue influence**.

Identifying Unethical Practices

- Report any signs of **bid rigging, favoritism, or pressure** from clients or contractors.
- Recommend re-tendering if the process is compromised.

Ensuring Transparency

- Maintain **records of evaluation, minutes of meetings**, and tender clarifications.
- Allow bidders to **witness opening of bids** to uphold trust.

C. Post-Tender Responsibilities

Just and Rational Selection Advice

- Recommend the **most suitable bidder** based on combined evaluation of technical merit and financial soundness—not just lowest price.

Avoiding Conflicts of Interest

- Disclose any **personal or financial relationships** with contractors, consultants, or suppliers.

Contractual Safeguards

- Ensure that **bonus and penalty clauses, mobilization, retention, etc.** are clear and enforceable.

Architect's Ethical Principles in Tendering (as per COA Guidelines)

Ethical Principle	Architect's Conduct
Integrity	Avoid manipulating or misrepresenting facts. Refuse to participate in corrupt practices.
Transparency	Keep all processes open, documented, and justifiable.
Accountability	Accept responsibility for tender recommendations and documentation accuracy.
Impartiality	Treat all bidders fairly regardless of status or relationship.
Professional Competence	Stay updated on codes, cost estimates, and legal aspects of tendering.

MODULE-IV

Contracts in Construction: Principles, Types, and Documentation

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I. General Principles of a Contract

A **contract** is a **legally binding agreement** between two or more parties to perform a specific task or service in exchange for consideration (usually payment). In the construction industry, contracts govern relationships between clients (owners), architects, contractors, and consultants.

Essential Elements of a Valid Contract (As per Indian Contract Act, 1872):

Element	Explanation
Offer and Acceptance	One party makes a clear offer; the other accepts it without modification.
Lawful Consideration	Something of value must be exchanged (money, services, etc.).
Legal Capacity	All parties must be competent (not minors, unsound mind, etc.).
Free Consent	Consent must be free from coercion, fraud, misrepresentation, or undue influence.
Lawful Object	The purpose must be legal and not against public policy.
Intention to Create Legal Relationship	Parties must intend that the agreement will be legally enforceable.
Certainty and Possibility of Performance	Terms must be clear, definite, and achievable.

II. Types of Contracts in Construction Industry

Contracts are classified based on **payment methods, execution style, and relationship type**. Each type suits different project sizes, risks, and scopes.

A. Based on Payment Terms

1. Lump Sum Contract (Fixed Price)

- Contractor agrees to complete the work for a fixed total price.
- Used when the design is complete, and scope is well defined.

Advantages:

- Cost certainty for the client.
- Simpler payment structure.

Disadvantages:

- Less flexibility.
- Risk of disputes if scope changes.

2. Item Rate / Unit Price Contract

- Contractor is paid per unit of work (e.g., per square foot of wall).
- BOQ is the base document for rate application.

Advantages:

- Transparent cost breakdown.
- Suited for public sector work.

Disadvantages:

- Risk of cost escalation if quantities increase.
- Requires accurate BOQ and measurement.

3. Cost Plus Contract

- Contractor is reimbursed for actual cost + a fixed fee or % of profit.

Advantages:

- Useful when scope isn’t fully defined.
- Encourages faster decision-making.

Disadvantages:

- Risk of cost overrun.
- Needs strict auditing of contractor's accounts.

4. Time and Material Contract

- Payment based on actual time spent and materials used.

Advantages:

- High flexibility.
- Good for small repairs or emergency works.

Disadvantages:

- Difficult to budget.
- Needs close supervision.

B. Based on Method of Execution

1. Turnkey Contract

- Contractor is responsible for **design + construction** and delivers a ready-to-use facility.

Common in: Industrial projects, infrastructure, and private developments.

2. Design and Build Contract

- Similar to turnkey, but client has some role in design.

3. EPC Contract (Engineering, Procurement & Construction)

- Comprehensive contract covering engineering, material procurement, and execution.

C. Based on Relationship

1. Subcontract

- Main contractor outsources specific parts of the work (e.g., electrical, HVAC).

2. Joint Venture Agreement

- Two or more firms share the risks and profits of executing a project.

III. Contract Documents

A **contract document** is a collection of written and graphic information that forms the legal basis of the project. It outlines the **scope, responsibilities, timelines, quality, and financial terms**.

Main Components of a Contract Document

Component	Purpose
1. **Agreement**	The signed contract between the client and contractor.
2. **General Conditions of Contract (GCC)**	Defines standard obligations, procedures, and rights of parties.
3. **Special Conditions of Contract (SCC)**	Project-specific clauses—e.g., working hours, penalties, local laws.
4. **Technical Specifications**	Details the materials, workmanship, and construction standards required.
5. **Tender Drawings**	Architectural, structural, MEP drawings showing dimensions and design.
6. **Bill of Quantities (BOQ)**	Itemized list of materials and works with estimated quantities and units.
7. **Schedule of Completion**	Timelines for different stages, with milestone dates and penalties.
8. **Payment Terms and Conditions**	Includes payment schedule, retention, advances, etc.
9. **Performance Guarantees**	Bank guarantees or securities required from the contractor.
10. **Bonus/Penalty Clauses**	Financial consequences for early completion or delays.
11. **Variation and Escalation Clauses**	Rules for changes in scope or price due to market conditions.
12. **Dispute Resolution Clause**	Arbitration, mediation, or legal process in case of disagreement.

Importance of Well-Drafted Contract Documents

- Avoids **disputes and litigation**.
- Clarifies **roles and responsibilities**.
- Helps in **project monitoring** and quality control.
- Ensures **legal enforceability** in case of breach.

Architect’s Role in Contractual Matters

- **Drafting assistance** in specifications and conditions.
- **Advising the client** on suitable contract type based on project needs.
- **Certifying payments** and ensuring compliance with contract terms.
- **Resolving disputes** in a fair and neutral manner.
- **Monitoring quality and progress** in alignment with the contract.

Architect’s Role in Contract Management

I. Introduction to Contract Management in Architecture

Contract management involves planning, execution, administration, and monitoring of agreements between the client and the contractor (and sometimes vendors, suppliers, or consultants). The architect plays a **central role as a professional advisor, administrator, and coordinator** throughout this process.

II. Conditions and Scope of a Construction Contract

A. Conditions of Contract (COC)

Conditions are **terms and rules** that define the rights, duties, and obligations of all parties involved. They are usually divided into:

Type	Content
General Conditions	Standard terms applicable to most contracts – payment terms, defect liability, dispute resolution, etc.
Special Conditions	Project-specific clauses related to weather, location, local laws, technical risks, etc.

Key Conditions Usually Included:

- Scope of work
- Time of completion and milestones
- Payment schedule
- Variations and change orders
- Termination clauses
- Quality control and workmanship standards
- Defect Liability Period (DLP)
- Safety and site regulations
- Arbitration or dispute resolution mechanisms

B. Scope of Contract

The **scope** defines what the contractor is expected to deliver under the agreement. The architect helps define this scope clearly to avoid ambiguity or conflict.

Elements of Scope	Details
Design Intent	What is to be built (as per drawings, specifications).
Materials and Finishes	Specifications and standards to be used.
Timelines	Total duration, phases, and key deliverables.
Budget Constraints	Estimated cost and permissible variations.
Quality Expectations	Workmanship, safety, and environmental standards.
Method of Measurement	How completed work will be measured and certified.

III. Architect's Role in Contract Management

Architects are both **administrators and facilitators** of the contract. Their responsibilities begin even before the agreement is signed and continue through project completion.

A. Pre-Contract Stage

1. **Advising the Client:**
    - Suggest appropriate contract type (lump sum, item rate, etc.).
    - Assist in contractor prequalification and bid evaluation.
2. **Drafting Documentation:**
    - Prepare or review BOQ, specifications, tender drawings.
    - Ensure legal and technical clarity in the contract documents.

B. Execution Stage (Post-Award)

1. Contract Administration

- **Act as Client's Representative:**
    - Issue site instructions and approvals.
    - Interpret contract clauses if disputes arise.
- **Certify Progress Payments:**
    - Measure completed works and approve RA (Running Account) bills.
    - Deduct retention, adjust mobilization advances as per contract.
- **Manage Variations and Change Orders:**
    - Evaluate and approve cost/time impacts of client-initiated or site-based changes.
- **Ensure Compliance:**

- Regular site inspections to check alignment with design and specifications.
- Ensure safety norms and environmental clearances are met.

2. Record Keeping and Documentation

- Maintain daily logs, drawings register, material approval records.
- Keep a record of communication, instructions, and approvals.

3. Quality Assurance

- Verify materials and workmanship.
- Approve mock-ups and prototype work.
- Issue non-conformance reports when necessary.

C. Contract Closure / Completion Stage

1. Completion Certification

- Issue **Completion Certificate** when all work is completed per design and contract.
- Hand over site with necessary documentation and warranties.

2. Defect Liability Period (DLP)

- Monitor performance for 6–12 months (depending on the contract).
- Ensure rectification of any defects at no extra cost to the client.
- Release final payment or security deposit only after satisfactory completion.

3. Dispute Resolution and Final Settlement

- Mediate between client and contractor in case of disputes.
- Facilitate final measurement and payment settlement.
- Ensure proper **project closeout** including "As-Built Drawings," manuals, and warranties.

IV. Architect's Ethical Responsibility in Contract Management

As per **COA (Council of Architecture) guidelines** and professional practice:

Principle	Architect's Conduct
Neutrality	Maintain fairness; never show favoritism to any party.
Integrity	Avoid conflicts of interest; disclose any affiliations.
Transparency	Ensure all communication and decisions are documented and justified.
Accountability	Accept responsibility for advice, decisions, and recommendations.

Principle	Architect's Conduct
Confidentiality	Protect sensitive financial and technical information.

Summary Chart: Architect's Role by Project Stage

Stage	Architect's Role
Pre-Contract	Contract advice, documentation, bid evaluation
Execution	Site supervision, payment certification, quality control
Post-Completion	Issuing completion certificates, managing DLP, settling final accounts
Throughout	Ensuring ethics, legal compliance, and fairness

Issues Arising in Construction Contracts & Architect's Role

Termination of Contract

◈ Definition:

Termination is the formal **ending of a contract before its natural completion**. It can be initiated by either the employer or contractor under specified conditions.

◈ Types:

- **Voluntary Termination:** By mutual consent.
- **Termination for Default:** Due to breach (e.g., poor workmanship, delays).
- **Termination for Convenience:** Employer ends contract for non-performance reasons (rare).

◈ Causes:

- Non-performance
- Financial insolvency
- Abandonment of work
- Breach of safety protocols

Architect's Role:

- Assess contractor's performance.
- Document all non-compliances.
- Issue notices and warnings.
- Recommend termination to client if justified.
- Ensure proper site handover and documentation.

Certificates of Value and Quality

◈ Definition:

Certificates issued periodically by the architect for **work done** and **quality assurance**, which serve as a basis for contractor payments.

◈ Includes:

- Interim Payment Certificates (IPC)
- Quality Compliance Reports
- Final Payment Certificates

Architect's Role:

- Measure work on-site.
- Verify BOQ quantities and rates.
- Certify only compliant work.
- Reject substandard work and recommend rectification.

Virtual Completion and Final Completion

◈ Virtual Completion:

- When **major contractual work is completed**, and the building is fit for use, though minor items (punch list) may remain.

◈ Final Completion:

- When **all work, including minor defects, touch-ups, and commissioning**, is completed, and the project is fully handed over.

Architect's Role:

- Conduct inspections.
- Prepare snag list for virtual completion.
- Issue **Virtual Completion Certificate**.
- Upon rectification of all items, issue **Final Completion Certificate**.

Defects Liability Period (DLP)

◈ Definition:

A post-completion period (usually 6–12 months) where the contractor must rectify any construction defects **at no cost**.

Architect's Role:

- Monitor performance during DLP.
- Respond to client complaints.
- Instruct contractor to fix defects.
- Issue Defects Rectification Certificate.
- Recommend release of retention/security only after DLP ends satisfactorily.

Latent and Patent Defects

◈ Patent Defects:

- Visible and detectable at the time of inspection (e.g., cracks, leakage).

◈ Latent Defects:

- Hidden flaws that surface over time (e.g., structural weakness, foundation settlement).

Architect's Role:

- Identify patent defects during inspection.
- Define latent defect clause in the contract.
- Support legal proceedings in latent defect disputes (expert opinion).

Liquidated and Unliquidated Damages

◈ Liquidated Damages (LD):

- **Pre-agreed amount** payable by the contractor to the client for delays or breaches.
- Included in the contract.

◈ Unliquidated Damages:

- Damages assessed after a breach **based on actual loss**, not pre-estimated.

Architect's Role:

- Monitor timelines.

- Document delays.
- Calculate LD as per clause and recommend deductions.
- Assist legal teams in unliquidated claims.

Extension of Time (EOT), Delays, and Penalties

◈ EOT:

- Granted to the contractor **for justified delays** like weather, design changes, or force majeure.

◈ Delay:

- Any deviation from the approved project schedule.

◈ Penalty:

- Financial fine imposed for unjustified delays beyond the contract period.

Architect's Role:

- Assess requests for EOT with evidence.
- Differentiate between excusable and non-excusable delays.
- Recommend time extension or penalties.
- Maintain delay registers and site diaries.

Non-Tendered Items, Extras, Variations, and Rate Analysis

◈ Non-Tendered Items:

- Items not originally included in BOQ but required during execution.

◈ Extra Work / Additional Work:

- Work outside original scope due to design change or unforeseen needs.

◈ Variations:

- Any change in **quantity, quality, or nature of work** from the original contract.

◈ Rate Analysis:

- Determining the cost of non-BOQ items based on material, labor, overheads.

Architect's Role:

- Record all variations with proper documentation.
- Justify necessity and impact of extra work.
- Analyze and certify rates for non-tendered items.
- Maintain variation orders and get client approval.

Prime Cost and Provisional Sums

◈ Prime Cost (PC):

- Estimated cost of materials or items **not finalized** at the time of tender (e.g., tiles, light fixtures).
- Contractor is reimbursed for actual expenditure + handling fee.

◈ Provisional Sum:

- Lump sum allowed for **undefined work** at tendering stage, used as needed.
- May include landscaping, interior works, etc.

Architect's Role:

- Define PC and PS items during tendering.
- Approve supplier selection and quality.
- Monitor actual expenses.
- Certify payment based on invoices and site delivery.

Architects act as **mediators, quality guardians, and contractual experts**—ensuring successful completion of projects within the agreed terms, maintaining fairness, legal compliance, and professional ethics throughout.

MODULE-IV

Building Byelaws

◈ Definition:

Building byelaws are legal instruments or rules set by local authorities to regulate building construction and development, ensuring public safety, health, convenience, and aesthetics.

◈ Purpose:

Control and regulate land use

Ensure structural safety and fire protection

Maintain environmental sustainability and infrastructure load

Prevent overcrowding and slums

◈ Parameters Controlled:

Setbacks and margins

Building height restrictions

Minimum plot size

Floor Area Ratio (FAR)

Light and ventilation requirements

Parking norms

Basement use and fire escapes

Example:
BBMP (Bruhat Bengaluru Mahanagara Palike) or DDA (Delhi Development Authority) have specific byelaws.

2. National Building Code (NBC), India
◈ Definition:
NBC is a comprehensive guideline prepared by BIS (Bureau of Indian Standards) to serve as a model code for regulating building construction activities across the country.

◈ Structure:
NBC is divided into 12 parts covering:

Part 3: Development Control Rules

Part 4: Fire & Life Safety

Part 6: Structural Design

Part 8: Building Services (electrical, plumbing)

Part 9: Sustainability

Annexes: Accessibility, universal design

◈ Importance:
Serves as a reference document for building byelaws in various states.

Helps ensure standardization across India.

Promotes green buildings, disaster safety, accessibility, and energy efficiency.

3. FAR (Floor Area Ratio) & FSI (Floor Space Index)
🔹 Definition:
Both terms are used interchangeably to define the intensity of development on a plot.

FAR = Total Built-up Area / Plot Area

FSI is simply FAR expressed as a ratio (e.g., FAR 2.0 means 200% of plot area).

🔹 Purpose:
Controls building density.

Ensures balanced infrastructure load (roads, drainage, electricity, etc.).

Helps urban planning authorities manage vertical growth.

Example:
If plot area = 1,000 sq.m and FAR = 2.0, total permissible built-up area = 2,000 sq.m.

4. Floating FAR
🔹 Definition:
Floating FAR is the transfer or sale of unused FAR from one plot to another, often within a defined urban planning zone.

🔹 Purpose:
Promotes flexibility in planning.

Encourages balanced development.

Generates revenue for authorities (sold as development rights).

Example:
Mumbai's Transfer of Development Rights (TDR) is a form of floating FAR used to reduce congestion in dense zones.

5. Zoning Regulations
🔹 Definition:
Zoning involves dividing urban land into zones with designated uses to promote orderly development and functional segregation.

🔹 Common Zones:

Zone	Permitted Use
Residential	Housing, schools, parks
Commercial	Shops, offices, hotels
Industrial	Factories, warehouses

Mixed-use **Residential + Commercial**
Special **Religious, heritage, public utilities**

◈ Regulated Aspects:
FAR/FSI limits

Building heights

Setbacks

Land use restrictions

◈ Objectives:
Avoid land-use conflict

Improve traffic and infrastructure planning

Preserve green/open spaces

Ensure environmental quality

6. Master Plan / CDP (Comprehensive Development Plan)
◈ Definition:
A Master Plan or CDP is a statutory long-term planning document prepared by the development authority to guide spatial development of a city or region (usually over 20–25 years).

◈ Components:
Land Use Plan: Allocation for residential, commercial, institutional, industrial zones

Transportation Plan: Roads, metro, BRTS corridors

Environmental Plan: Green belts, water bodies, eco-sensitive zones

Infrastructure Plan: Drainage, water supply, waste management

Zoning and Development Control Regulations (DCR)

Heritage and Conservation Plan

◈ Objectives:
Promote balanced urban growth

Prevent urban sprawl

Integrate housing, transport, and infrastructure

Provide a basis for development control

Example:
Bangalore's Revised Master Plan 2031 (RMP 2031)

Delhi Master Plan 2041

Mumbai Development Plan 2034

Architect's Role in Urban Regulation

Area	Architect's Responsibility
Byelaws Compliance	Ensure building complies with local regulations
NBC Guidelines	Design as per NBC standards (fire, accessibility, etc.)
FAR/FSI Utilization	Optimize built-up area without exceeding limits
Zoning Adherence	Propose land use as per permitted zoning
CDP Analysis	Align building proposal with long-term urban plan

Summary Table

Term	Meaning	Purpose
Byelaws	Local building rules	Regulate safety, density, design
NBC	National guidelines	Ensure technical and design standards
FAR / FSI	Ratio of built-up to plot area	Control density and volume
Floating FAR	Transfer of development rights	Flexible and incentive-based development
Zoning	Land-use planning	Functional separation and order
Master Plan / CDP	Long-term city development plan	Guide future urban growth