

**BHARATIYA VIDYA BHAVAN'S
SARDAR PATEL COLLEGE OF ENGINEERING
SARDAR PATEL INSTITUTE OF TECHNOLOGY**

Autonomous Institutes affiliated to University of Mumbai | Government-Aided
Munshi Nagar, Andheri West, Mumbai – 400 058

**REQUEST FOR PROPOSAL (RFP)
FOR APPOINTMENT OF
LIAISON CONSULTANT ARCHITECT**

For Obtaining Statutory Approvals (IOD, CC, OC and related sanctions)
from the Municipal Corporation of Greater Mumbai (MCGM)

FOR THE SPCE-SPIT HOSTEL PROJECT

Bhavan's Campus, Andheri West, Mumbai – 400 058

RFP Reference No.	SPCE/HOSTEL/LCA/2026-27/01
Date of Issue	15 th May 2026
Issuing Authority	Principal, SPCE and SPIT
Submission Deadline	29 th May 2026 (15 days from date of issue)
Mode of Submission	Physical submission in sealed envelope at SPCE Stores
Contact for Queries	principal@spce.ac.in , principal@spit.ac.in Contact No. 9869376943

1. BACKGROUND AND PROJECT OVERVIEW

Bharatiya Vidya Bhavan's Sardar Patel College of Engineering (SPCE), and Sardar Patel Institute of Technology (SPIT) Andheri West, Mumbai (hereinafter referred as "The Institutes") are autonomous engineering colleges affiliated to the University of Mumbai.

SPCE and SPIT propose to construct a new Student Hostel facility on Bhavan's campus, Andheri West, Mumbai, to accommodate approximately 900 students. The project envisions a modern, sustainable residential facility designed on a 50-year vision and built to full regulatory compliance.

Key Project Parameters:

Parameter	Details
Project	SPCE-SPIT Student Hostel
Location	Bhavan's Campus, Andheri West, Mumbai – 400 058
Approx. Built-up Area	~1,60,000 sq.ft. (1,00,000 sq.ft. to be constructed in 1 st phase)
Capacity	~900 students (3 per room basis)
Governing Authority	Bharatiya Vidya Bhavan
Approving Authority	Municipal Corporation of Greater Mumbai (MCGM)

2. PURPOSE OF THIS RFP

The Institutes invite proposals from experienced and qualified Architect firms / individual Architects licensed by the Council of Architecture to act as Liaison Consultant Architect (LCA) for the project. The LCA's primary responsibility is to obtain all statutory approvals from the MCGM and other relevant authorities on behalf of the Institute, including but not limited to:

- Intimation of Disapproval (IOD)
- Commencement Certificate (CC)
- Plinth Completion Certificate (PCC)
- Occupation Certificate (OC)
- Building Completion Certificate (BCC)
- Fire NOC from Maharashtra Fire Services
- Environmental / Tree Authority clearances, if applicable
- Any other mandatory sanctions, approvals or No Objection Certificates (NOCs) required under the MCGM Development Control and Promotion Regulations (DCPR) 2034 and applicable laws

The Appointed Architect / Design Architect for the project (engaged separately) will provide all architectural drawings, structural drawings, and related documentation. The LCA will be required to coordinate with the Appointed Architect and PMC to ensure timely submission and follow-up of all documents with MCGM. The LCA will also prepare the drawings and documents required for MCGM approval for the project.

3. SCOPE OF SERVICES

The Liaison Consultant Architect shall provide, but not be limited to, the following services:

1. Review all architectural, structural, and services drawings prepared by the Appointed Architect for compliance with DCPR 2034 and applicable bye-laws.
2. Prepare and compile all documents required for submission to MCGM, including Property Card, 7/12 extract, ownership documents, NOCs, drawings in prescribed formats, online portal requirements, etc.
3. Advise on zoning, FSI, permissible construction, height restrictions, setbacks, and any Special Planning Authority requirements applicable to the site.
4. Coordinate with the structural engineer, MEP consultants and other specialists for obtaining departmental clearances (MCGM Water, Storm Water Drain, Traffic, etc.).

5. Prepare, submit and vigorously follow up the application for IOD including payment of development charges, premium FSI charges, and all statutory fees.
6. Obtain CC (Commencement Certificate) enabling the start of construction.
7. Monitor and obtain PCC (Plinth Completion Certificate) at appropriate construction stage.
8. Liaise continuously with MCGM officials, Ward Office, Building Proposals Department and other departments throughout the approval process.
9. Respond promptly to MCGM queries, objections, or deficiency notices and ensure timely resolution.
10. Site inspections as required to ensure construction is proceeding as per sanctioned plans.
11. Prepare and submit any plan revision applications (if required) during the course of construction.
12. Liaise with MCGM for stage-wise inspections and necessary certifications.
13. Prepare and submit complete OC application dossier including completion drawings, structural stability certificate, fire NOC, lift NOC, and all required documentation.
14. Coordinate and attend MCGM site inspection for OC.
15. Obtain OC and BCC from MCGM.
16. Coordinate and obtain NOC / clearances from Maharashtra Fire Services, Airport Authority of India (AAI – if height-related), MSEDCL, and any other authority as required.
17. Coordinate with Tree Authority for tree cutting / transplanting permissions, if required.
18. Submit monthly progress reports to the Institutes / PMC on the status of all approvals.
19. Maintain a complete, updated documentation file (physical and digital) of all submissions, approvals, correspondence, and fees paid.

4. ELIGIBILITY CRITERIA

Firms / Architects responding to this RFP must satisfy all of the following minimum eligibility criteria:

Sr.	Criterion	Minimum Requirement
1	Registration	Valid registration with Council of Architecture (CoA), India
2	Experience – Overall Practice	Minimum 10 years of practice in the field of architecture in Mumbai / Mumbai Metropolitan Region (MMR)
3	MCGM Liaison Experience	Minimum 5 years of demonstrated experience in obtaining MCGM approvals (IOD, CC, OC) for large projects
4	Similar Projects (Institutional/Residential)	Successfully obtained OC for at least 3 (three) institutional or large residential projects with built-up area of minimum 5,000 sq.m. each in the last 5 years
5	Financial Capacity	Average annual turnover of ₹25 lakh or more in the last 3 financial years (CA-certified statement required)
6	No Conflict of Interest	Should not be currently retained by the Appointed Architect or any contractor associated with this project
7	Panel Members / Key Personnel	At least one CoA-registered architect dedicated to MCGM liaison for this project

5. PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall be submitted in two separate sealed envelopes, placed together in one outer sealed envelope, as follows:

Envelope A – Technical Proposal

- Covering letter on firm's letterhead
- Profile of the firm / individual architect
- Copy of CoA registration certificate (valid and current)
- List of similar projects completed with MCGM OC obtained – details including project name, client, location, built-up area, year of OC, and client contact for reference
- CVs of key personnel to be deployed on this project
- Proposed approach and methodology for obtaining MCGM approvals (max 4 pages)
- Proposed timeline (Gantt chart or table) from appointment to OC
- CA-certified turnover statement for FY 2022-23, 2023-24, and 2024-25
- Declaration that the firm / individual is not blacklisted / debarred by any government authority

Envelope B – Financial Proposal

- Total professional fee quoted (in ₹, inclusive of all taxes)
- Break-up of fee by milestone/deliverable (IOD, CC, OC, and other clearances)
- Out-of-pocket expenses / reimbursables, if any (to be specified clearly)
- Payment terms proposed

Both envelopes must be clearly labelled as 'ENVELOPE A – TECHNICAL PROPOSAL' and 'ENVELOPE B – FINANCIAL PROPOSAL', superscribed with 'RFP for Liaison Consultant Architect – SPCE-SPIT Hostel Project' and addressed to:

The Principal

Sardar Patel College of Engineering, Munshi Nagar, Andheri West, Mumbai – 400 058
 Sardar Patel Institute of Technology, Munshi Nagar, Andheri West, Mumbai – 400 058

6. EVALUATION CRITERIA

Proposals will be evaluated using a Quality and Cost Based Selection (QCBS) method with the following weightage:

Sr.	Evaluation Criterion	Weightage
1	Firm profile and CoA registration	25%
2	Relevant experience (similar project OCs obtained from MCGM)	25%
3	Proposed approach and understanding of MCGM processes	25%
4	Key personnel – qualifications and experience	25%
	TOTAL	100%

Only top 5 proposals in the Technical Evaluation (Criteria 1–4) will have their Financial Proposals opened. The Institutes reserves the right to conduct presentations or interviews before final selection.

7. INDICATIVE SCOPE OF FEES

Bidders may note that the professional fee for the LCA is expected to cover all services from pre-submission to final OC, inclusive of all follow-up visits, departmental fees facilitation, and coordination. Statutory fees, government charges, premiums, and development charges payable to MCGM shall be borne by The Institutes separately and shall not form part of the LCA's fee. Reimbursement of out-of-pocket expenses, if any, shall be subject to prior written approval from The Institutes.

8. PAYMENT MILESTONE SCHEDULE

The following indicative payment milestones shall apply (subject to negotiation at the time of agreement):

Sr.	Milestone	% of Total Fee
1	Upon signing of Agreement / Commencement of services	10%
2	Submission of complete application to MCGM for IOD	20%
3	Receipt of IOD from MCGM	20%
4	Receipt of Commencement Certificate (CC)	20%
5	Receipt of Plinth Completion Certificate (PCC)	10%
6	Receipt of Occupation Certificate (OC) / BCC	20%

9. GENERAL TERMS AND CONDITIONS

1. The Institutes reserve the right to accept or reject any or all proposals without assigning any reason thereof.
2. The Institutes reserve the right to negotiate fees with the selected firm prior to award.
3. The selected LCA shall be required to execute a formal Agreement with SPCE before commencement of services.
4. The LCA shall not sub-contract any part of the services without prior written consent of the Institutes.
5. All documents, drawings, approvals, correspondence and records obtained in the course of the assignment shall be the property of The Institutes.
6. The LCA shall maintain strict confidentiality regarding all project and Institute-related information.
7. Proposals received after the deadline will not be considered.
8. Disputes, if any, shall be subject to the jurisdiction of Courts in Mumbai.

10. IMPORTANT DATES

Sr.	Event	Date
1	Issue of RFP	15 th May 2026
2	Last date for queries / clarifications (by email)	29 th May 2026
3	Response to queries / Pre-bid meeting (if required)	_____
4	Deadline for proposal submission	_____
5	Opening of Technical Proposals	_____
6	Presentation / Interview (if required)	_____
7	Opening of Financial Proposals	_____
8	Award of Engagement / Letter of Intent	_____

Issued by:

Principal

Sardar Patel College of Engineering, Mumbai

Sardar Patel Institute of Technology, Mumbai

Date: 11th May 2026

ANNEXURE I – FINANCIAL PROPOSAL FORMAT

(To be submitted in SEALED ENVELOPE B)

To,
 The Principal,
 Sardar Patel College of Engineering, Andheri West, Mumbai – 400 058.
 Sardar Patel Institute of Technology, Andheri West, Mumbai – 400 058.

Subject: Financial Proposal – Appointment of Liaison Consultant Architect for SPCE-SPIT Hostel Project

We, _____ (Firm/Architect Name), having reviewed the RFP No. SPCE/HOSTEL/LCA/2026-27/01, hereby submit our Financial Proposal as follows:

Sr.	Component	Amount (₹)
1	Professional Fee (all-inclusive, excl. statutory charges)	₹ _____
2	GST (applicable rate: _____)	₹ _____
3	Reimbursable / Out-of-pocket expenses (if any, specify)	₹ _____
	TOTAL	₹ _____

Amount in words: _____

We confirm that our fee is inclusive of all professional charges for all services described in the RFP Scope of Work. Statutory charges, development charges, and fees payable to MCGM and other government authorities are excluded and will be paid directly by the Institutes.

Authorised Signatory:

Name: _____ Designation: _____

Firm / Organisation: _____

CoA Registration No.: _____ Date: _____

Seal: