

Council of Architecture

ARCHITECTURAL COMPETITION GUIDELINES

PREFACE

Architectural Competitions have a long history, and have produced many extremely successful buildings. They attract great public interest, and have led to the discovery of new talent and new ideas, that could only be found by throwing an architectural project wide open to competition. The Council of Architecture Competition Guidelines provide a new up-to-date code that safeguards the interests of promoters and of architects, and bring the system into line with present-day conditions.

To many clients – the choice of an architect presents no difficulty, but to many others the choice is not easy. The client's desire to see the sketch designs of several architects before he commissions him is understandable, but to ask an architect to submit a sketch design is to ask him to do the essential creative work for which he should be properly paid. If more than one or two architects are commissioned payment to each would be expensive. Architects, however, are allowed to compete against each other without charging a fee in an open architectural competition held under Council of Architecture Guidelines.

The architectural competition is a balance of advantages. Architects who would not have been considered in the normal way for an important commission, perhaps for a building of national importance have an opportunity to prove their talent and ability.

Many architects regard competitions as a valuable opportunity for research, perhaps for the study of a new building type, or for exploring the possibilities of new technical ideas and for gaining new experience. On the other hand, the profession's willingness to allow its members to compete without fee is a remarkable concession to the promoter without parallel in any other profession.

For the promoter also, there is balance of advantages. A competition will cost him a little more than if he had commissioned an architect privately and it will take a little more time. But this must be balanced against the chance to draw upon the talents of all those who respond to the architectural challenge, and the possibility that an outstanding design will emerge. He is making a public demonstration that he cares about architecture, and can take legitimate pride in his determination to find the best architect and the best design he can get. He will be rewarded with a greater public interest than is generally shown in new buildings.

Competition Guidelines as laid by the Council of Architecture protects and safeguards the interest of both the promoter and the competitors. While ensuring the promoter a design of high standard, it also ensures that each competitor competes on like conditions and within the same limitations.

The purpose of these Guidelines is to explain the architectural competitions system, and to help the client who is thinking of promoting a competition to make up his mind whether a competition is the right answer to his architectural problem, and, if so, which kind of competition would be suitable. It also tells, a would be promoter how competitions are organised, and what are the responsibilities of promoter.

Architectural Competition Guidelines

ARCHITECTURAL COMPETITION – ITS PURPOSE

Architectural Competitions give the promoters a choice from the best viable project of high standard with a variety of approaches.

Competition brings out a wide range of ideas and concepts and gives the promoter the choice of selecting that which fits into his specific requirements.

One of the principal aims of the competition is to explore hidden talents among younger Architects. To many competitors, it often is the first step to a successful career.

Competition Guidelines as laid down by the Council of Architecture protect and safeguard the interests both of the promoter and the competitor.

While ensuring the promoter a design of high standard and adjudged as such by prominent Architects acting as Assessors, it also ensures that each competitor competes on like conditions and within the same limitations.

Both the promoter and the competitor are assured by these guidelines that the entries will be judged only by those who are qualified to interpret the competitors' presentations and to judge if the design selected meets with the promoter's requirements.

The guidelines therefore lay considerable emphasis on the mandatory requirement of Assessors and the qualifications.

The appointment of the Assessors should therefore be the immediate and first step the moment the promoter decides to go in for a competition. The President of the Council of Architecture, if so requested by the promoter, may suggest a panel of names experienced in this type of project proposed, for appointment as Assessors. Their responsibilities commence with the approval of the brief of the competition project. The Assessor may even help to prepare the brief.

For practical reasons, this responsibility is often taken by the Senior Assessor who would then be available to advise the promoter on all matters connected with the competition from the promoter's decision to hold the competition till the final award.

Briefly the Assessors (or the Senior Assessor) will:

1. Assist in the preparation and approval of the brief.
2. Study and understand the requirements of the Local Authorities.
3. Visit and examine the project site, if necessary.
4. Advise on the appointment of the Technical Advisers, if necessary.
5. Finalise the competition conditions.
6. Prepare the final report/award.

The project brief is the most important document. The success of the competition will depend upon the clarity and the completeness of the brief. This can be achieved by a very close cooperation between the Promoters and the Assessors (or the Senior Assessor) in the preparation and finalisation of the brief.

Further the participation of the Assessors in the preparation of the brief will enable them to understand fully the intent of the promoter. Also as qualified Architects they would be capable of visualizing the development with reference to the promoter's requirements, site conditions etc. and in interpreting the competition entries in these terms.

For complicated projects such as Hospitals, Airports etc. which are under constant development or projects encompassing highly technical elements, a Technical Adviser would be considered necessary in the initial stage to help the Promoter and the Assessors to draw up the brief and subsequently to advise the Assessors on the technical aspect of the competition entries.

Once the promoter's requirements, the site conditions, the requirements of the local authorities etc. have been formulated into the competition brief, the Assessors (or the Senior Assessor) can advise the promoter on the type of competition that should be promoted.

Schedule 1 of the Competition Guidelines describes in detail the types of competitions, which could be adopted and successfully conducted.

The conditions for Architectural competition given in Schedule 3 specifies the procedure to be followed by the promoter for conducting competitions and these conditions have been drawn up to ensure that each competitor competes on similar conditions, that the selection is based entirely on merit, that in appreciation of the effort that would be put in by each competitor suitable and adequate prize monies and honoraria are assured, that anonymity of the competitor is maintained during the competition and that each competitor enjoys Copyright and Right of Ownership.

Response from well established Architects as well as large number of young Architects to an open competition can best be assured by wide publicity. This is all the more essential for projects which are of public interest.

Publicity could begin with the invitation of Architects to participate through widely read media. This could be followed by press conferences and finally by the publication of the Assessor's report and public exhibition of all the entries.

GUIDELINES FOR ARCHITECTURAL COMPETITIONS

INTRODUCTION :

The purpose of these Guidelines is to indicate the principles upon which competitions will be conducted and the rules which must be observed by a promoter for conducting competitions.

These guidelines have been drawn up in the interest of both the promoter and the competitor and to ensure that the architectural competitions are properly conducted and that selection of the design will be on merit alone and will satisfy the promoter's requirements.

The Code of Professional Conduct of the Council of Architecture does not allow Architects to give unpaid services in competition with each other and competitive designs shall only be submitted through competition organised within the framework of these guidelines.

GUIDELINES :

ARTICLE 1 : ELIGIBILITY TO COMPETE :

Participation in any and all competitions shall be open to:

1. Architects i.e those who are registered with the Council of Architecture under the Architects Act, 1972 on the date of announcement of the competition and thereafter.
2. Firms in which all the partners shall be registered with the Council of Architecture under the Architects Act, 1972 on the date of announcement of the competition and thereafter.¹
3. Students of a Teaching Institution, the qualifying examination of which is recognised by the Council of Architecture provided that no member of the staff of the said institution is the sole Assessor or in a jury of three or more Assessors, only one Assessor is from the staff of the said institution.
4. Neither the Promoter of the competition, Assessor/s engaged for the competition nor any of their associate, partner or employee shall compete, assist a competitor or act as an architect or joint architect for the competition project.

Competitor may be requested to submit a proof of qualification, copy of his valid Registration certificate issued by the Council of Architecture, and in case of a student, a certificate from the head of his institution which is qualified as per 3 above.

ARTICLE 2 : COMPETITION :

1. The word 'Competition' shall apply to any competition described in Schedule 1 and participation shall be open only to those qualified as per Article 1.
2. The draft competition conditions including time table, registration fees, prize monies/honoraria, board of assessors, the programme etc. of competitions shall have been finalised within the framework of the guidelines prescribed by the Council of Architecture before any announcement is made by the promoter of the competition.
3. The conditions of the competitions shall clearly give:

Conditions based upon guidelines prescribed by the Council of Architecture.

Type of Competition.

Purpose of the competition and intentions of the promoter.

Nature of the problem to be solved.

All practical and mandatory requirements to be met by the competitors.

Number, nature, scale and dimensions of the documents, plan and/or models.

Estimates if required in standard form issued with the conditions.

Nature of prizes.

Names of Assessors.

Necessary information required for conducting the competition.

1. Amended by the Council of Architecture at its 38th Meeting held on 26th & 27th July, 2001.

4. The competition shall be conducted in English.
5. All competition designs shall be submitted anonymously.

ARTICLE 3 : BOARD OF ASSESSORS :

The Board of Assessors shall at all times include Architects who are registered with the Council of Architecture and shall be in a majority of at least one.

ARTICLE 4 : PRIZES, HONORARIA & MENTIONS :

No competition shall be conducted without adequate premium/honoraria and the competition conditions and the media announcements must state the amounts and number of prizes for the open competition and the amount of premium or honorarium to each competitor in a limited competition and in the second stage of a two stage competition.

ARTICLE 5 : COPYRIGHT & RIGHT OF OWNERSHIP :

- i. Each competitor shall retain Copyright in his own competition design.
- ii. Each competitor shall retain the right of reproduction of his own competition design.

ARTICLE 6 : EXHIBITION OF ENTRIES :

All competition designs including those disqualified by the Board of Assessors shall be exhibited for at least one week, together with a copy of the signed report of the Board of Assessors. The exhibition shall be open to public free of charge.

ARCHITECTURAL COMPETITIONS

REGISTRATION PROCEDURE :

It is extremely important for competitors who may be asked to pay substantial registration fees to know exactly when they are registered and under what conditions the registration fee will be refunded. It is also important for intending competitors to receive sufficient information when they are invited to apply for the competition conditions to enable them to judge whether the competition falls within the guidelines for architectural competition of the Council of Architecture and whether they are capable of tackling the problem set by the competition.

The Council of Architecture recommends 3 parts Procedure:

PART I

A descriptive leaflet and / or an advertisement in general and professional media. These should include the following information:

1. Name of the Promoter
2. Purpose and nature of the competition. This should be carefully worded to give a clear idea of the scope of the project whether it is a project or an ideas competition, single or 2 stage competition and the type of material that a competitor would be asked to submit.
3. The prizes (or honoraria)
4. Names of Assessors
5. Persons eligible to compete
6. An approximate time table
7. The procedure for registration, the last date for registration and the date by which the competition conditions would be made available by the promoter.

Copies of this leaflet with a registration form attached (see model form) should be available from the promoter.

PART II

An intending competitor makes an application the bodies listed in the advertisement/leaflet for the registration form, completes the registration form as per the instructions given on the form and sends it by registered post to the promoter together with the registration fee (if any).

The registration form should be sent by the intending competitor within the time stipulated. It will establish his eligibility to compete. The registration is only complete when the promoter accepts the competitor's eligibility by placing his name on the competition register and informs him in writing accordingly.

PART III

The competition condition will be sent to the intending competitor by the promoter only when his eligibility is established and his name is entered in the competition register.

REGISTRATION FORM

(All entries in block letters)

Registration No.

OR Name of Educational Institution:

.....

.....

Year of Study

Competitor(s) Name(s)

(1) Mr/Ms.

Surname

1st Name

2nd Name

(2) Mr/Ms.

Surname

1st Name

2nd Name

(3) Mr/Ms.

Surname

1st Name

2nd Name

Address: (In case of entry by a team, give the address of the first mentioned person who will be registered by the promoter as a leader).

.....

.....

.....

Registration fee

(By Demand Draft in favour of

.....)

(indicate name of promoter)

payable at

.....

(enter name of the city)

Demand Draft for Rs.....(enter amount)

no..... dated.....

drawn on.....(enter name of the Bank)

Declaration : (To be signed by Competitor i.e. an individual Architect or one of the partners of a firm of Architects or leader of a team of Architects)¹

I declare that at the time of application to register for the competition, I was registered with the Council of Architecture incorporated under the Architects Act 1972 and that the Registration with the Council of Architecture will be maintained, till the award of the Board of Assessors and thereafter till the completion of the project if I am declared and appointed as the Architect for the project.

OR

I declare that at the time of application to register I was studying Architecture in the _____ (indicate year of study) year of Architecture at the _____ (Indicate name of educational institution) (Optional clause if students are admitted).

Signature.....

Date.....

Notes:

- i. Registration is not transferable.
- ii. Ideas competitions: Students may register either individually or in team with other students.
- iii. Two Stage and Single Stage competitions: Students are not permitted to register and may therefore only participate in association with an accredited architect.

Title of Competition (Enter name of project and location)

1. Amended by the Council of Architecture at its 38th meeting held on 26th & 27th July, 2001.

MODEL FORM FOR IDEAS COMPETITION

ARCHITECTURAL COMPETITION FOR.....

1.00 GENERAL RULES

INVITATION

- 1.1 The promoter..... (inset name of the promoter) has decided to promote an Ideas Competition and invites Architects/Students to submit designs in competition for.....(insert the name of the project) in accordance with the conditions and instructions set out below. It is not the intention of the promoter to build. The competition is promoted as an exercise in design/or planning, to draw attention to.....(describe the purpose of the competition) and to assist the community by facilitating further research and thought into the problem.

ELIGIBILITY

- 1.2 The term "Architect" will mean any person who at the time of his application is registered with the Council of Architecture under the Architects Act, 1972. Where the application is made by a firm, all partners of the firm shall be Architects. The qualification and title of the Partner who is responsible for the business of the firm, only need be stated in the registration form.¹
- 1.3 The term 'Student' shall mean a bonafide student of a recognised institution, the qualifying examination of which is recognised by the Council of Architecture.

APPROVAL OF CONDITIONS

- 1.4 This competition will be conducted in accordance with the guidelines of the Council of Architecture, which also apply in case of points which have not been specifically covered by these conditions.
- 1.5 The Board of Assessors have seen and approved these conditions.
- 1.6 A copy of the competition conditions have been filed with the Council of Architecture.
- 1.7 Registered participant wishing to submit more than one scheme may do so with payment of further registration fee for each additional entry. Each scheme should be submitted separately and the participant must apply for further copies of relevant despatch papers for each additional scheme.

PERSONS INELIGIBLE

- 1.8 No member of the Board of Assessors shall take part either directly or indirectly in the competition nor be entrusted either directly or indirectly with work connected with the prize winning design. No member of the promoting body or an associate or an employee or any member concerned with the preparation or organising of the competition shall be eligible to compete or assist a competitor.

ENTERING IN THE COMPETITION

- 1.9 The competition conditions and registration form are available on written application from.....(name of the promoter and his address). The Registration form filled in and completed in all respects as instructed should be sent to the promoter by registered post or hand delivery together with the registration fee of Rs..... not later than.....(indicate the date).

The Registration form filled in and completed in all respects should be sent to the promoter not later than..... (indicate date). No registration fee is charged.

- 1.10 The registration fee sent along with registration form will be refunded:
1. If the applicant does not fulfil the qualification required under 1.2 and 1.3. The applicant will not be eligible to participate in the competition.
 2. If the applicant returns the competition conditions with all enclosures by (indicate the date) and informs the promoter of his intentions not to participate.

1. Amended by the Council of Architecture at its 38th meeting held on 26th & 27th July, 2001.

BOARD OF ASSESSORS

1.11 The following members have been appointed on the Board of Assessors to advise on the conduct of the competition, adjudicate on the designs submitted and make the award. (State below name, title and designation of each Assessor)

- 1.
- 2.
- 3.
- 4.
- 5.

APPOINTMENT OF TECHNICAL ADVISERS

1.12 If necessary the Board of Assessors may consult Technical Adviser appointed by the Senior Architect Assessor/Board of Assessors. The Technical Adviser may be consulted on any aspect of the competition and he may be asked to be present during the judging to give advice on entries when he is invited to do so, but he shall not take part in the judging process.

PRIZES AND MENTIONS

1.13 The promoter undertakes to accept the decisions and the awards of the Board of Assessors and within 3 months of the date thereof to pay the following prizes:

1. To the author of the design placed first Rs.....
2. To the author of the design placed second Rs.....
3. To the author of the design placed third Rs.....
4. The promoter has also set aside an additional sum of Rs..... for further awards for mentions to be allotted at the discretion of the Board of Assessors.

ANONYMITY

1.14 Anonymity will be strictly observed at all stages of the competition by the competitors, by the Board of Assessors, by the Promoter and by all those concerned with the competition.

QUESTIONS AND ANSWERS

1.15 Competitions' questions must be written on the form provided (No. 1) (attach additional plain sheets for more questions) and sent to (name and address of the promoter) to reach not later than.....(indicate date). An explanatory memorandum dealing with the questions submitted will be dispatched to all the competitors not later than (indicate date) and will form part of the conditions and instructions of the competition.

OR

No questions will be permitted in the second stage.

SUBMISSION OF DESIGNS

1.16 Submission of design implies acceptance of the competition conditions. Competitors are advised to retain copies of the design submitted.

1.17 All plans and accompanying documents and envelopes comprising a competition entry must bear on the top right hand a 1 cm high six digit number of competitions choice. No other symbol, motto or distinguishing mark will be placed on any part of the competition entry. The design and the documents of each competitor shall be dispatched in a single packet using the label(s) provided (No. 2).

1.18 Each design must be accompanied by a declaration/proof of identity form (No. 3) signed by the competitor or joint competitors and enclosed in the envelope provided. Each competitor must be prepared to satisfy the Board of Assessors that he is the bonafide author of the design he has submitted.

1.19 Competition designs delivered by hand should reach the Promoter at his address given in 1.9 not later than (indicate date and time). Receipt with date and time of delivery will be issued by the promoter to the competitors.

1.20 Competition designs sent by post or through forwarding agent must be dispatched not later than (indicate date - this should be same as 1.19). Proof of dispatch clearly showing the date of dispatch shall be forwarded to the promoter separately with a covering letter informing him of the dispatch of the competition designs. This letter shall be on a plain paper unsigned and only with the six digit number.

1.21 Competition designs sent through post or through forwarding agent must reach the promoter at his address given in 1.9 not later than (indicate date and time)

1.22 All drawings, documents, report and photographs should be packed together in a plain brown paper and sealed. This packet will also include the sealed envelope (No. 4) containing the declaration/ proof of identity form (No. 31). If the packet has to travel a long distance, it may be dispatched in a wooden crate. Both the packet and the wooden crate will bear only the name and address of the promoter and the six digit number.

INSURANCE OF COMPETITION DESIGN

- 1.23 Each competitor is responsible for insuring his entry against loss, damage or non-delivery upto the time of its receipt by the promoter at the address given in 1.9.
- 1.24 On receipt by the promoter, each entry will be insured him (the promoter) for the sum of Rs..... till is return to the competitor after the award. This sum will also cover expenses to return of the design to the competitor.

JUDGING PROCEDURE

- 1.25 The promoter will place a secretariat at the disposal of the Board of Assessors to minuted their meetings and record their decisions.
- 1.26 The deliberations of the Board of Assessors will be secret. No member of the Board or Technical Adviser or member of the promoter's staff or competition secretariat may disclose any details of the competitions, deliberations or decisions.
- The decisions of the Board of Assessors are final and binding on the promoter.
- 1.27 The judging of the entries are scheduled to take place during the month of(indicate month and year) and any delay agreed by the Board of Assessors will be publicly announced.
- 1.28 The promoter will announce the award of the competition not later than two weeks after the judging has been complete.
- 1.29 A copy of the report of the Board of Assessors will be sent to each competitor at the same time as the Board's award is made public.

DISQUALIFICATION

- 1.30 The Board of Assessors may disqualify entries for the following reasons:
1. If despatched by post or through the forwarding agent to or delivered in person at the promoter's address in 1.9 after the last date and time given in 1.19 and 1.20.
 2. If received by the promoter at the address given in 1.9 by post or through forwarding agent after the last date and time given in 1.21.
 3. If the competitor disregards any of the conditions of the competition.
 4. If the competitor attempts to influence any member of the Board of Assessors and/or discloses his identity.

TERMINATION OF THE COMPETITION

- 1.31 If against all expectations entertained by the promoter, the result of the competition is such that none of the participants could be declared by the Assessor as the winner of the competition, competition could be regarded as terminated and the promoter will on the advice of the Board of Assessors award the second, third and the additional prizes to the entries selected by the Board.

ANNOUNCEMENT OF AWARD AND EXHIBITION

- 1.32 The promoter will publish the award of the Board of Assessors and inform the Council of Architecture after having first informed the authors of the prize winning and premiated designs individually by telegrams and confirmed by letters.
- 1.33 All designs including those disqualified by the Board of Assessors will be exhibited from.....(indicate date) to.....(indicate date) at.....(indicate address) together with the copy of the signed report of the Board of Assessors. The above dates of the exhibition will also be conveyed individually to all competitors in advance.
- 1.34 Names of all competitors will be displayed at the exhibition. However, competitors of designs not premiated may choose to remain anonymous. They should so indicate on the envelope containing their declaration/proof of identity form.

RETURNING OF ENTRIES

- 1.35 Within one month after closing of the exhibition, all entries except the design placed first will be returned to the postal address given in the declaration form, by the promoter at his own cost.
- If the delivery to any such addresses is not accepted, a notification to that effect will be sent by the promoter by registered post to the said postal address and the entry will be kept by the promoter with him for collection by the competitor for a period of three months from the date of the registered letter. After that the promoter will be free to dispose of the entry at will.

RIGHTS

- 1.36 Drawings of the designs winning the first prize will be retained by the promoter as his property.
- 1.37 Copyright of all designs including the designs winning the first prize will be that of the authors of the designs.
- 1.38 Design awarded the first prize only will be used by the promoter.
- 1.39 The promoter's right on the designs awarded the first prize covers one execution. Repetition of the said design by the promoter will be with the written permission of the author and on confirmation of suitable terms.
- 1.40 No other designs whether premiated or not shall be used wholly or partly by the promoter.
- 1.41 Each competitor shall retain the right of reproduction of his designs.

SETTLEMENT OF DISPUTES

- 1.42 In the event of dispute not related to the judging procedure or the award of the Board of Assessors, the settlement will be by arbitration without recourse to the legal authorities.

COMPETITION TABLE

- 1.43 The competition will be run in accordance with the following time table:

Competition conditions will be made available by the promoter (indicate date)
Last date for registration(indicate date)
Last date for return of competition conditions for refunding registration fee (indicate date)
Last date of receipt of questions by the promoter(indicate date)
Last date for despatch of answers to questions to the competitor (indicate date)
Last date for despatch of competition entries by post or delivery of entries to the promoter by hand (indicate date)
Last date for receipt of entries by post or through forwarding Agent by the promoter (indicate date)
Judging dates (indicate date)
	to.....(indicate date)
Intimation to each competitor of the awards of the Board of Assessors and publication of the awards (indicate date)

- 2.00 Explanatory Note of the promoter, purpose and intent of the project

3.00 Information of General Nature

- 3.1 Economical Aspect
- 3.2 Social and Cultural Aspect
- 3.3 Climate
- 3.4 Physical Aspect and Description of the site
- 3.5 Etc.

4.00 Programme of Requirements

5.00 Drawings and Documents to be submitted by Competitors

- 5.1 Site plan and Location plan
- 5.2 Sketch design drawings
- 5.3 Perspective view (model if necessary)
- 5.4 Etc.

6.00 Annexures

- 6.1 Registration Form
- 6.2 Competitors' Question Form (No.1)
- 6.3 Competitors' Question Envelope (No.1)
- 6.4 Label(s) (No.2)
- 6.5 Declaration/Proof of Identity Form (No.3)
- 6.6 Declaration/Proof of Identity Envelope (No.3)
- 6.7 Location Plan
- 6.8 Site Plan
- 6.9 Photographs of surrounding area and site
- 6.10 Letter type and size for code number

Competitors' Questions (No.1) (if applicable see 1.15)

Competitors may submit questions so as to reach the promoter at.....(indicate address)
not later than.....(indicate date). Questions should be in block letters or typewritten. Add
extra sheets if necessary.

Question No.1

Question No.2

Question No.3

Question No.4

Question No.5

Address to which answers should be sent

.....

.....

Title of competition

.....

Envelope
(No.1)

COMPETITOR'S QUESTIONS (NO.1)

The Promoter
Title of the competition
Address

Label for
Despatch
(No.2)

The Promoter
Title of the competition
Address

DECLARATION / PROOF OF IDENTITY FORM

Registration No
(Council of Architecture)

OR Name of Educational Institution

.....

.....

.....

Year of study

Name and Address

Competitors 1.

2.

3.

4.

In case of entry by an individual architect or a firm of Architects or a team of Architects, the first name shall be of the leader.¹

Declaration (To be signed by competitors i.e. individual Architect or all partners of a firm of Architects or all members of a team of Architect).¹

I/We declare that the design is my/our work and that the drawings have been prepared by myself/ourselves or in my/our office under my/our supervision.

I/We have complied with and accept all regulations and conditions which apply to the competition and accept the decision of the Board of Assessors.

Signature 1

2

3

4

Date:

(Note: This form is to be completed, signed and placed in the official envelope provided, which is then sealed and placed in the packet containing the competition entries. Put the six-digit number only on the right corner of the envelope.)

Title of the competition

1. Amended by the Council of Architecture at its 38th meeting held on 26th & 27th July, 2001.

Envelope
(No.3)

DECLARATION / PROOF OF IDENTITY FORM (NO.3)

COMPETITOR'S IDENTITY NUMBER

Promoter's Code Number (if given)

In the event the design submitted under the above number NOT receiving an award the author(s) may remain anonymous by placing a 'X' in the box below.

Title of the competition

MODEL FORM FOR SINGLE STAGE OPEN COMPETITION

ARCHITECTURAL COMPETITION FOR

1.00 GENERAL RULES

INVITATION

- 1.1 The promoter.....(insert name of the promoter) has decided to promote an architectural competition and invite Architects to submit design in a single stage competition for.....(insert the name of the project) which is proposed to be built on a site at.....(indicate the location of the site) and admeasuring (area) Sq.m in accordance with Conditions and Instructions set out below.

OBJECTS AND NATURE OF THE COMPETITION

- 1.2 The object of the competition is to obtain design for.....(insert name of the project) in accordance with which after further elaboration this project will be developed.

ELIGIBILITY

- 1.3 The term "Architect" will mean any person who at the time of his application is registered with the Council of Architecture under the Architects Act, 1972. Where the application is made by a firm, all partners of the firm shall be Architects. The qualification and title of the Partner who is responsible for the business of the firm only need to the stated with registration form.¹

APPROVAL OF CONDITIONS

- 1.4 This competition will be conducted in accordance with the Guidelines of the Council of Architecture, which also apply in case of points which have not been specifically covered by these conditions.
- 1.5 The Board of Assessors have seen and approved these conditions.
- 1.6 A copy of the Competition Conditions have been filed with the Council of Architecture.

PERSONS INELIGIBLE

- 1.7 No member of the Board of Assessors shall take part either directly or indirectly in the competition or be entrusted either directly or indirectly with work connected with the prize winning design. No member of the promoting body or an associate or an employee or any member concerned with the preparation or organising of the competition shall be eligible to compete or assist a competitor.

ENTERING IN THE COMPETITION

- 1.8 The competition conditions and registration form are available on written application from.....(name of the promoter and his address). The registration form filled in and completed in all respects as instructed should be sent to the promoter by registered post or hand delivery together with the registration fee of Rs.....not later than.....(indicate the date).

OR

The registration form filled in and completed in all respects should be sent to the promoter not later than.....(indicate date). No registration fee is charged.

- 1.9 The registration fee sent along with registration form will be refunded:
1. If the applicant does not fulfil the qualification required under 1.3.
 2. If the applicant returns the competition conditions with all enclosures by.....(indicate the date) and informs the promoter of his intentions not to participate.

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BOARD OF ASSESSORS

1.10 The following members have been appointed on the Board of Assessors to advise on the conduct of the competition, adjudicate on the designs submitted and make the award. (State below name, title and designation of each Assessor)

- 1.
- 2.
- 3.
- 4.
- 5.

APPOINTMENT OF TECHNICAL ADVISERS

1.11 If necessary the Board of Assessors may consult Technical Adviser appointed by the Senior Architect/Assessor/Board of Assessors. The Technical Adviser may be consulted on any aspect of the competition and he may be asked to be present during the judging to give advice on entries when he is invited to do so but he shall not take part in the judging process.

PRIZES AND MENTIONS

1.12 The promoter shall accept the decisions and the awards of the Board of Assessors and within 3 months of the date thereof pay the following prizes:

1. To the author of the design placed first Rs.....
2. To the author of the design placed second Rs.....
3. To the author of the design placed third Rs.....
4. The promoter has also set aside an additional sum of Rs.....for further awards for mentions to be allotted at the discretion of the board of Assessors.

GUIDELINES IN RESPECT OF THE WINNING DESIGN

1.13 It is the intention of the promoter to build, and the author of the winning design will be appointed as the architect for the project to make final plans and render architectural and other allied services for the successful implementation of the project.

1.14 As soon as possible and within a reasonable time, the promoter shall confirm in writing the appointment of the winner of the competition (subject to 1.16 if applicable) as the architect in accordance with the "Conditions of Engagement and Scale of Professional Fees and Charges" of the Council of Architecture, and the prize money due to him under 1.12 shall be an advance towards his fees adjustable in his final instalment of fees.

1.15 In the unusual event when the promoter decides not to appoint the winner of the competition as architect to the project as per 1.13 he will compensate him equal to twice the sum total of the prize monies referred to in 1.12 in addition to the prize money awarded to him as the winner of the competition.

1.16 If in the opinion of the Board of Assessors the winner of the competition does not have adequate experience commensurate with the importance, complexity or magnitude of the project he may be required to associate with an individual architect or an architectural firm who in the opinion of the Board of Assessors would have the requisite experience.

1.17 The promoter will start the project as soon as it is possible. If due to unforeseen circumstances and in spite of true intent the appointment referred to in 1.13 or the construction of the project should be delayed and the winner of the competition is not given any further instructions to develop his design, the promoter will pay him after one year from the date of the Award, in addition to the prize money, an amount equivalent to twice the sum total of the prize monies in 1.12.

1.18 If for any reasons whatsoever the project is definitely called off and cancelled, the promoter will pay the winner of the competition, in addition to the amount paid as per 1.12 and 1.17, a further sum equivalent to the sum total of the prize moneys in 1.12. The total amount thus received by the winner of the competition shall be regarded as a final reward for all his work and it shall constitute full discharge by the promoter of the competition.

1.19 If, however, the project is called off or cancelled after the winner of the competition has been appointed as architect and he has rendered further services towards the implementation of the project, he shall be paid as per above or as per the "Conditions of Engagement and Scale of Professional Fees and Charges" of the Council of Architecture whichever is more.

ANONYMITY

1.20 Anonymity will be strictly observed at all stages of the competition by the Competitors, by the Board of Assessors, by the Promoter and by all those concerned with the competition.

QUESTIONS AND ANSWERS

- 1.21 Competitions' questions must be written on the form provided (No. 1) (attach additional plain sheets for more questions) and sent to (name and address of the Promoter) to reach not later than.....(indicate date). An explanatory memorandum dealing with the questions submitted will be dispatched to all the competitors not later than (indicate date) and will form part of the conditions and instructions of the competition.

SUBMISSION OF DESIGNS

- 1.22 Submission of design implies acceptance of the competition conditions. Competitors are advised to retain copies of the design submitted.
- 1.23 All plans and accompanying documents and envelopes comprising a competition entry must bear on the top right hand a 1 cm. high six digit number of competitions' choice. No other symbol, motto or distinguishing mark will be placed on any part of the competition entry. The design and the documents of each competitor shall be dispatched in a single packet using the label(s) provided (No. 2).
- 1.24 Each design must be accompanied by a declaration/proof of identity form (No. 3) signed by the competitor or joint competitors and enclosed in the envelope provided. Each competitor must be prepared to satisfy the Board of Assessors that he is the bonafide author of the design he has submitted.
- 1.25 Competition designs delivered by hand should reach the promoter at his address given in 1.8 not later than (indicate date and time). Receipt with date and time of delivery will be issued by the promoter to the competitors.
- 1.26 Competition designs sent by post or through forwarding agent must be dispatched not later than (indicate date this should be same as 1.25). Proof of dispatch clearly showing the date of dispatch shall be forwarded to the promoter separately with a covering letter informing him of the dispatch of the competition designs. The letter shall be on a plain paper unsigned and only with the six digit number.
- 1.27 Competition designs sent through post or through forwarding agent must reach the promoter at his address given in 1.8 not later than ... (indicate date and time).
- 1.28 All drawings, documents, reports and photographs should be packed together in a plain brown paper and sealed. This packet will also include the sealed envelope (No. 4) containing the declaration/ proof of identity form (No. 3). If the packet has to travel a long distance, it may be dispatched in a wooden crate. Both the packet and the wooden crate will bear only the name and address of the promoter and the six digit number.

INSURANCE OF COMPETITION DESIGN

- 1.29 Each competitor is responsible for insuring his entry against loss, damage or non-delivery upto the time of its receipt by the promoter at the address given in 1.8.
- 1.30 On receipt by the promoter, each entry will be insured by him (the promoter) for the sum of Rs..... till its return to the competitor after the award. This sum will also cover expenses for the return of the design to the competitor.

JUDGING PROCEDURE

- 1.31 The promoter will place a secretariat at the disposal of the Board of Assessors to minute their meetings and record their decisions.
- 1.32 The deliberations of the Board of Assessors will be secret. No member of the Board or Technical Adviser or member of the promoters' staff or competition secretariat may disclose any details of the competitions, deliberations or decisions. The decisions of the Board of Assessors are final and binding on the promoter and competitors.
- 1.33 The judging of the entries are scheduled to take place during the month of(indicate month and year) and any delay agreed by the Board of Assessors will be publicly announced.
- 1.34 The promoter will announce the award of the competition not later than two weeks after the judging has been complete.
- 1.35 A copy of the report of the Board for Assessors will be sent to each competitor at the same time as the Board's award is made public.

DISQUALIFICATION

- 1.36 The Board of Assessors may disqualify entries for the following reasons:
1. If despatched by post or through the forwarding agent to or delivered in person at the promoter's address in 1.8 after the last date time given in 1.25 and 1.26.
 2. If received by the promoter at the address given in 1.8 by post or through forwarding agent after the last date and time given in 1.27.
 3. If the competitor disregards any of the conditions of the competition.
 4. If the competitor attempts to influence any member of the Board of Assessors and/or discloses his identity.

TERMINATION OF THE COMPETITION

- 1.37 If against all expectations entertained by the promoter the result of the competition is such that none of the participants could be declared by the Assessor as the winner of the competition, competition could be regarded as terminated and the promoter will on the advise of the Board of Assessors award the second, third and the additional prizes to the entries selected by the Board.

ANNOUNCEMENT OF AWARD AND EXHIBITION

- 1.38 The promoter will publish the award of the Board of Assessors and inform the Council of Architecture after having first informed the authors of the prize winning and premiated designs individually.
- 1.39 All designs including those disqualified by the Board of Assessors will be exhibited from.....(indicate date) to.....(indicate date) at.....(indicate address) together with the copy of the signed report of the Board of Assessors. The above dates of the exhibition will also be conveyed individually to all competitors in advance.
- 1.40 Names of all competitors will be displayed at the exhibition. However, competitors of designs not premiated may choose to remain anonymous. They should so indicate on the envelope containing their declaration/proof of identity form.

RETURNING OF ENTRIES

- 1.41 Within one month after closing of the exhibition, all entries except the design placed first will be returned to the postal address given in the declaration form, by the promoter at his own cost.

If the delivery to any such addresses is not accepted, a notification to that effect will be sent by the promoter by registered post to the said postal address and the entry will be kept by the promoter with him for collection by the competitor for a period of three months from the date of the registered letter. After that the promoter will be free to dispose of the entry at will.

RIGHTS

- 1.42 Drawings of the designs winning the first prize will be retained by the promoter as his property.
- 1.43 Copyright of all designs including the designs winning the first prize will be that of the authors of the design.
- 1.44 Design awarded the first prize only will be used by the promoter.
- 1.45 The promoter's right on the designs awarded the first prize covers one execution. Repetition of the said design by the promoter will be with the written permission of the author and on confirmation of suitable terms.
- 1.46 No other designs whether premiated or not shall be used wholly or partly by the promoter.
- 1.47 Each competitor shall retain the right of reproduction of his designs.

SETTLEMENT OF DISPUTES

- 1.48 In the event of dispute not related to the judging procedure or the award of the Board of Assessors, the settlement will be by arbitration without recourse to the legal authorities.

COMPETITION TABLE

- 1.49 The competition will be run in accordance with the following time table:

Competition conditions will be made available by the promoter	(indicate date)
Last date for registration	(indicate date)
Last date for return of competition conditions for refunding registration fee	(indicate date)
Last date of receipt of questions by the promoter	(indicate date)
Last date for despatch of answers to questions to the competitor	(indicate date)
Last date for despatch of competition entries by post or through forwarding agent or delivery of entries to the promoter by hand	(indicate date)
Last date for receipt of entries by post or through forwarding agent by the promoter	(indicate date)
Judging dates	(indicate date)
	to.....	(indicate date)
Intimation to each competitor of the awards of the Board of Assessors and publication of the awards	(indicate date)

2.00 Explanatory Note of the promoter, purpose and intent of the project

3.00 Information of General Nature

3.1 Economical Aspect

3.2 Social and Cultural Aspect

3.3 Climate

3.4 Physical Aspect and Description of the site

3.5 Etc.

4.00 Programme of Requirements

5.00 Drawings and Documents to be submitted by competitors

5.1 Site plan and Location plan

5.2 Sketch design drawings

5.3 Perspective view (model if necessary)

5.4 Etc.

6.00 Annexures

6.1 Registration Form

6.2 Competitors' Question Form (No.1)

6.3 Competitors' Question Envelope (No.1)

6.4 Label(s) (No.2)

6.5 Declaration / Proof of Identity Form (No.3)

6.6 Declaration / Proof of Identity Envelope (No.3)

6.7 Location plan

6.8 Site plan

6.9 Photographs of surrounding area and site

6.10 Letter type and size for code number

Competitors' Questions (No.1) (if applicable see 1.15)

Competitors may submit questions so as to reach the promoter at.....(indicate address)
not later than.....(indicate date). Questions should be in block letters or typewritten.
Add extra sheets if necessary.

Question No.1

Question No.2

Question No.3

Question No.4

Question No.5

Address to which answers should be sent

.....

Title of competition

Envelope
(No.1)

COMPETITOR'S QUESTIONS (NO.1)

The Promoter
Title of the competition
Address

Label for
Despatch
(No.2)

The Promoter
Title of the competition
Address

DECLARATION / PROOF OF IDENTITY FORM

Registration No
(Council of Architecture)

OR Name of Educational Institution

.....

.....

Year of study

Name and Address

Competitors 1.

2.

3.

4.

In case of entry by an individual architect or a firm of Architects or a team of Architects, the first name shall be of the leader.¹

Declaration (To be signed by Competitors i.e. individual Architect or all partners of a firm of Architects or all members of a team of Architects.¹)

I/We declare that the design is my/our work and that the drawings have been prepared by myself/ourselves or in my/our office under my/our supervision.

I/We have complied with and accept all regulations and conditions which apply to the competition and accept the decision of the Board of Assessors.

Signature 1

2

3

4

Date:.....

(Note: This form is to be completed, signed and placed in the official envelope provided, which is then sealed and placed in the packet containing the competition entries. Put the six-digit number only on the right corner of the envelope.)

Title of the Competition

1. Amended by the Council of Architecture at its 38th meeting held on 26th & 27th July, 2001.

Envelope
(No. 3)

DECLARATION/PROOF OF IDENTITY FORM (NO.3)

COMPETITOR'S IDENTITY NUMBER

.....

Promoter's Code Number (if given)

.....

In the event the design submitted under the above number NOT receiving an award the author(s) may remain anonymous by placing a 'X' in the box below.

Title of the competition

MODEL FORM FOR TWO STAGE OPEN COMPETITION

ARCHITECTURAL COMPETITION FOR

1.00 GENERAL RULES

INVITATION

- 1.1 The promoter.....(insert name of the promoter) has decided to promote an architectural competition and invite Architects to submit design in a two stage competition for.....(insert the name of the project) which is proposed to be built on a site at.....(indicate the location of the site) and admeasuring (area)..... Sq.m in accordance with Conditions and Instructions set out below.

OBJECTS AND NATURE OF THE COMPETITION

- 1.2 The object of the competition is to obtain design in two stages for.....(insert the name of the project) in accordance with which after further elaboration this project will be developed.

ELIGIBILITY

- 1.3 The term "Architect" will mean any person who at the time of his application is registered with the Council of Architecture under the Architects Act 1972. Where the application is made by a firm, all partners of the firm shall be Architects. The qualifications and title of the Partner who is responsible for the business of the firm, only need be stated in the registration form.¹

APPROVAL OF CONDITIONS

- 1.4 This competition will be conducted in accordance with the guidelines of the Council of Architecture, which also apply in case of points which have not been specifically covered by these conditions.
- 1.5 The Board of Assessors have seen and approved these conditions.
- 1.6 A copy of the competition conditions have been filed with the Council of Architecture.

PERSONS INELIGIBLE

- 1.7 No member of the Board of Assessors shall take part either directly or indirectly in the competition nor be entrusted either directly or indirectly with work connected with the prize winning design. No member of the promoting body or an associate or an employee or any member concerned with the preparation or organising of the competition shall be eligible to compete or assist a competitor.

ENTERING IN THE COMPETITION

- 1.8 The competition conditions and registration form are available on written application from.....(name of the promoter and his address). The registration form filled in and completed in all respects as instructed should be sent to the professional Adviser (1.11) by registered post or hand delivery together with the registration fee of Rs.....not later than.....(indicate the date).

OR

The Registration form filled in and completed in all respects should be sent to the promoter or Professional Adviser if appointed (1.11) not later than..... (indicate the date).

- 1.9 The registration fee sent along with registration form will be refunded:
1. If the applicant does not fulfil the qualification required under 1.3.
 2. If the applicant returns the competition conditions with all enclosures by.....(indicate the date) and informs the promoter of his intentions not to participate.

1. Amended by the Council of Architecture at its 38th meeting held on 26th & 27th July, 2001.

BOARD OF ASSESSORS

1.10 The following members have been appointed on the Board of Assessors to advise on the conduct of the competition, adjudicate on the designs submitted and make the award. (state below name, title and designation of each Assessor)

- 1.
- 2.
- 3.
- 4.
- 5.

PROFESSIONAL ADVISER

1.11. The promoter has appointed.....(indicate name, title and address) as Professional Adviser to supervise the conduct of the competition and assist in the preparation of the conditions. He will assist the Board of Assessors and will be present during its deliberations, but will have no vote. His responsibility will be limited to those involving the organisation of the competition.

APPOINTMENT OF TECHNICAL ADVISERS

1.12 If necessary the Board of Assessors may consult Technical Adviser appointed by the Senior Architect Assessor/Board of Assessors. Technical Adviser may be consulted on any aspect of the competition and he may be asked to be present during the judging to give advice on entries when he is invited to do so but he shall not take part in the judging process.

PRIZES AND MENTIONS

1.13 The promoter shall accept the decisions and the awards of the Board of Assessors and within 3 months of the date thereof pay the following prizes:

Each competitor selected by
the Board of Assessors to
participate further in the
second stage will receive an honorarium of

Rs.....

GUIDELINES IN RESPECT OF THE WINNING DESIGN

1.14 It is the intention of the promoter to build, and the author of the winning design will be appointed as the architect for the project to make final plans and render architectural and other allied services for the successful implementation of the project.

1.15 As soon as possible and within a reasonable time the Promoter shall confirm in writing the appointment of the winner of the competition (subject to 1.17 if applicable) as the architect in accordance with the "Conditions of Engagement and Scale of Professional Fees and Charges" of the Council of Architecture.

1.16 In the unusual event when the promoter decides not to appoint the winner of the competition as architect to the project as per 1.14 he will grant him compensation equal to 0.25% of the cost of the project in addition to the honorarium due to him as per 1.13.

1.17 If in the opinion of the Board of Assessors the winner of the competition does not have adequate experience commensurate with the importance, complexity or magnitude of the project he may be required to associate with an individual architect or an architectural firm who in the opinion of the Board of Assessors would have the requisite experience.

1.18 No competition may be abandoned until the first stage shall have been completed and the Board of Assessors shall have made a selection of the competitors for the second stage. No abandonment of the competition shall be permitted after instructions have been given to the selected competitors to proceed with second stage. At no time the period between the promoter's decision to abandon or proceed with the competition shall exceed 3 months. In the event the competition is abandoned by the promoter after the first stage but before the commencement of the second stage, the sum total of the amount which would have become payable by way of honoraria as per 1.13 shall be equally divided among those competitors who would have been otherwise instructed to proceed with the second stage of the competition. These amounts shall be paid to each of the competitors within two months of the promoters decision to abandon the competition. None of the selected designs or any other design will be used either partly or wholly by the promoter and all entries shall be returned by the promoter at his own cost to the participants.

1.19 The Promoter will start the project as soon as it is possible. If due to unforeseen circumstances and in spite of true intent the appointment referred to in 1.14 or the construction of the project should be delayed and the winner of the competition is not given any further instructions to develop his design, the promoter will pay him after one year from the date of the Award, in addition to honorarium and the prize money, an amount equivalent to 0.25% of the cost of the project.

1.20 If, however the project is called off or cancelled after the winner of the competition has been appointed as architect and he has rendered further services towards the implementation of the project, he shall be paid as per 1.19 or as per the Conditions of Engagement and Scale of Professional Fees and Charges' of the Council of Architecture whichever is more.

ANONYMITY

- 1.21 Anonymity will be strictly observed at all stages of the competition by the Competitors, by the Board of Assessors, by the Promoter and by all those concerned with the competition.

QUESTIONS AND ANSWERS

- 1.22 Competitions' questions must be written on the form provided (No. 1) (attach additional plain sheets for more questions) and sent to (name and address of the Promoter or Professional Adviser if appointed to reach not later than).....(indicate date). An explanatory memorandum dealing with the questions submitted will be dispatched to all the competitors not later than (indicate date) and will form part of the conditions and instructions of the competition.
- 1.23 No questions will be permitted in the second stage.

SUBMISSION OF DESIGNS

- 1.24 These instruction in regard to the submission of designs will apply equally to both stages. Submission of design implies acceptance of the competition conditions. Competitors are advised to retain copies of the design submitted.
- 1.25 All plans and accompanying documents and envelopes comprising a competition entry must bear on the top right hand at 1 cm. high six digit number of competitors' choice.
- No other symbol, motto or distinguishing mark will be placed on any part of the competition entry. The design and the documents of each competitor shall be dispatched in a single packet using the label (s) provided (No. 2).
- 1.26 Each design must be accompanied by a declaration/proof of identity form (No. 3) signed by the competitor or joint competitors and enclosed in the envelope provided. Each competitor must be prepared to satisfy the Board of Assessors that he is the bonafide author of the design he has submitted.
- 1.27 Competition designs delivered by hand should reach the Professional Adviser at his address given in 1.11 not later than (indicate date and time). Receipt with date and time of delivery will be issued by the promoter to the competitors.
- 1.28 First stage competition designs sent by post or through forwarding agent must be despatched not later than (indicate date this should be same as 1.27). Proof of despatch clearly showing the date of despatch shall be forwarded to the Professional Adviser separately with a covering letter informing him of the despatch of the competition designs. The letter shall be on a plain paper unsigned and only with the six digit number.
- 1.29 First stage competition designs sent through post or through forwarding agent must reach the Professional Adviser at his address given in 1.11 not later than (indicate date and time)
- 1.30 All drawings, documents, report and photographs should be packed together in a plain brown paper and sealed. This packet will also include the sealed envelope (No. 3) containing the declaration/ proof of identity form (No. 3). If the packet has to travel a long distance it may be despatched in a wooden crate. Both the packet and the wooden crate will bear only the name and address of the promoter and the six digit number.
- 1.31 Instructions and date and time for the submission of designs in the second stage will be issued at appropriate time.

INSURANCE OF COMPETITION DESIGN

- 1.32 Each competitor is responsible for insuring his entry against loss, damage or non-delivery upto the time of its receipt by the professional Adviser at the address given in 1.11.
- 1.33 On receipt by the professional Adviser each entry will be insured him on behalf of the promoter for the sum of Rs till its return to the competitor after the award. This sum will also cover expenses for the return of the design to the competitor.

JUDGING PROCEDURE (First Stage)

- 1.34 The promoter will place a secretariat at the disposal of the Board of Assessors to minute their meetings and record their decisions.
- 1.35 The deliberations of the Board of Assessors will be secret. No member of the Board or Technical Adviser or member of the promoters' staff or competition secretariat may disclose any details of the competitions, deliberations or decisions.
- The decisions of the Board of Assessors are final and binding on the promoter.
- 1.36 The judging of the first stage entries is scheduled to take place during the month of(indicate month and year) and any delay agreed by the Board of Assessors will be publicly announced.
- 1.37 The Board of Assessors shall notify the promoter and the Professional Adviser of its selection in writing by providing them with the code numbers of the designs selected for the second stage.
- 1.38 Only the Professional Adviser if appointed shall open the relevant envelope (No.3) containing the declaration/proof of identity form (No.3) and shall inform individually, the author/team leader of each selected design by a telegram that he/his team is entitled to participate in the second stage.
- The declaration/proof of identity forms (No.3) shall then be resealed each in its respective envelopes (No.3) which will not be opened again until after the final award has been made. The names of those selected to proceed to the second stage will not be made public.

INSTRUCTIONS TO SECOND STAGE COMPETITORS

- 1.39 Supplementary instructions approved by the Board of Assessors will be issued by the Professional Adviser to all competitors selected to proceed to the second stage. These instructions will conform in outline to the present conditions but may include a more detailed specification of the accommodation, larger scale drawings to be prepared by the competitors, and any additional details which may appear necessary from the findings of the first stage.

JUDGING PROCEDURE (Second Stage)

- 1.40 The promoter will announce the award of the competition not later than two weeks after the judging has been complete.
- 1.41 A copy of the report of the Board of Assessors will be sent to each competitor at the same time as the Board's award is made public.

DISQUALIFICATION

- 1.42 The Board of Assessors may disqualify entries for the following reasons:
1. If despatched by post or through the forwarding agent to or delivered in person at the Professional Adviser's address in 1.11 after the last date time given in 1.28 and 1.29.
 2. If received by the Professional Adviser at the address given in 1.11 by post or through forwarding agent after the last date and time given in 1.29.
 3. If the competitor disregards any of the conditions of the competition.
 4. If the competitor attempts to influence any member of the Board of Assessors and/or discloses his identity any time during the first stage and second stage.

TERMINATION OF THE COMPETITION

- 1.43 If against all expectations entertained by the promoter the result of the competitions is such that none of the participants could be selected by the Assessor for the second stage, the competition could be regarded as terminated and the Board of Assessors will select for the first stage entries design for the award of the second, third and additional prizes. No honoraria will be paid.

ANNOUNCEMENT OF AWARD AND EXHIBITION

- 1.44 The promoter will publish the award of the Board of Assessors and inform the Council of Architecture after having first informed the authors of the prize winning and premiated designs individually by telegrams and confirmed by letters.
- 1.45 All designs including those disqualified by the Board of Assessors will be exhibited from.....(indicate date) to.....(indicate date) at.....(indicate address) together with the copy of the signed report of the Board of Assessors. The above dates of the exhibition will also be conveyed individually to all competitors in advance.
- 1.46 Names of all competitors will be displayed at the exhibition. However, competitors of designs not premiated may choose to remain anonymous. They should so indicate on the envelope containing their declaration/proof of identity form.

RETURNING OF ENTRIES

- 1.47 Within one month after closing of the exhibition, all entries except the design placed first will be returned to the postal address given in the declaration form, by the promoter at his own cost. If the delivery to any such addresses is not accepted a notification to that effect will be sent by the promoter by registered post to the said postal address and the entry will be kept by the promoter with him for collection by the competitor for a period of three months from the date of the registered letter. After that the promoter will be free to dispose of the entry at will.

RIGHTS

- 1.48 Drawings of the designs winning the first prize will be retained by the promoter as his property.
- 1.49 Copyright of all designs including the designs winning the first prize will be that of the authors of the designs.
- 1.50 Design awarded the first prize only will be used by the promoter.
- 1.51 The promoter's right on the designs awarded the first prize covers one execution. Repetition of the said design by the promoter will be with the written permission of the author and on confirmation of suitable terms.
- 1.52 No other designs whether premiated or not shall be used wholly or partly by the promoter.
- 1.53 Each competitor shall retain the right of reproduction of his designs.

SETTLEMENT OF DISPUTES

- 1.54 In the event of dispute not related to the judging or the award of the Board of Assessors, the settlement will be by arbitration without recourse to the legal authorities.

COMPETITION TABLE

1.55 The competition will be run in accordance with the following time table:

Competition conditions will be made available by the promoter (indicate date)
Last date for registration (indicate date)
Last date for return of competition conditions for refunding registration fee (indicate date)
Last date of receipt of questions by the promoter (indicate date)
Last date for despatch of answers to questions to the competitor (indicate date)
Last date for despatch of competition entries in First stage by post or through forwarding agent or delivery of entries to the promoter by hand (indicate date)
Last date for receipt of entries in first stage by post or through forwarding agent by the promoter (indicate date)
Judging dates for First Stage (indicate date)to
Instructions to be issued to participants selected for the second stage not later than (indicate date)

2.00 Explanatory Note of the Promoter, Purpose and intent of the project

3.00 Information of General Nature

- 3.1 Economical Aspect
- 3.2 Social and Cultural Aspect
- 3.3 Climate
- 3.4 Physical Aspect and description of the site
- 3.5 Etc.

4.00 Programme of Requirements

5.00 Drawings and Documents to be submitted by Competitors

- 5.1 Site plan and Location plan
- 5.2 Sketch design drawings
- 5.3 Perspective view (model if necessary)
- 5.4 Etc.

6.00 Annexures

- 6.1 Registration Form
- 6.2 Competitors' Question Form (No.1)
- 6.3 Competitors' Questions Envelope (No.1)
- 6.4 Label (No.2)
- 6.5 Declaration/proof of Identity Form (No.3)
- 6.6 Declaration/proof of Identity Envelope (No.3)
- 6.7 Location plan
- 6.8 Site plan
- 6.9 Photographs of surrounding area and site
- 6.10 Letter type and size for code number

Competitors Questions (No.1) (if applicable see 1.15)

Competitors may submit questions so as to reach the promoter at.....(indicate address)
not later than.....(indicate date). Questions should be in capital letters or
typewritten. Add extra sheets if necessary.

Question No.1

Question No.2

Question No.3

Question No.4

Question No.5

Address to which answers should be sent

.....

Title of competition

Envelope
(No.1)

COMPETITOR'S QUESTIONS (NO.1)

The Promoter
Title of the Competition
Address

Label for
Despatch
(No.2)

The Promoter
Title of the Competition
Address

DECLARATION / PROOF OF IDENTITY FORM

Registration No
(Council of Architecture)

OR Name of Educational Institution

.....

.....

Year of study

Name and address

Competitors 1.

2.

3.

4.

In case of entry by an individual architect or a firm of Architects or a team of Architects, the first name shall be of the leader.¹

Declaration (To be signed by Competitors i.e. individual Architect or all partners of a firm of Architects or all members of a team of Architects.¹)

I/We declare that the design is my/our work and that the drawings have been prepared by myself/ourselves or in my/our office under my/our supervision.

I/We have complied with and accept all regulations and conditions which apply to the competition and accept the decision of the Board of Assessors.

Signature 1.

2.

3.

4.

Date:.....

(Note: This form is to be completed, signed and placed in the official envelope provided, which is then sealed and placed in the packet containing the competition entries. Put the six-digit number only on the right corner of the envelope).

Title of the Competition

1. Amended by the Council of Architecture at its 38th meeting held on 26th & 27th July, 2001.

DECLARATION / PROOF OF IDENTITY FORM (NO.3)

COMPETITOR'S IDENTITY NUMBER

Promoter's Code Number (if given)

In the event the design submitted under the above number NOT receiving an award the author(s) may remain anonymous by placing a 'X' in the box below.

Title of the competition

SCHEDULE 1

TYPE OF COMPETITIONS

1. PROJECT AND IDEAS COMPETITIONS

Competitions may be either "Projects" or "Ideas" competitions or in certain circumstances a combination of both. The aim of a Project competition is to find the best solution for an actual building project and to appoint its author to carry out the commission. Competitions of Ideas are set as an exercise to elucidate certain aspects of architectural and town planning problems. The winner of such a competition may not be commissioned to carry out the project, and hence students of architecture may participate at the discretion of the promoter.

2. CLASSIFICATION OF COMPETITIONS

(I) OPEN COMPETITIONS

Competitions in which all Architects are invited to participate through an announcement by advertisements in suitable media and through circulars which may be issued by the promoters.

Open competitions for projects estimated at less than Rs. 10,00,000/- may be restricted to Architects who have their main or branch office in the State of the project site.

(II) LIMITED COMPETITIONS FOR COMPETITIONS BY INVITATION

Competitions in which limited amount of Architects (approx. 5 to 8) selected by the promoter on the advice of the Senior Architect Assessor or Board of Assessors, are invited to participate. Each participant who submits his designs shall receive an honorarium.

(III) SPECIAL COMPETITIONS

Besides competitions described in (i) and (ii) above a competition may also combine town planning as well as design problem, and may involve the use of industrial components or participation of developers. In such competitions participation may be required to be limited to professionals or group of professionals with certain definite expertise.

In such cases the competition announcement shall clearly define the field of expertise.

3. COMPETITION ORGANISATION

Competitions may be organised in one or two stages.

(I) SINGLE STAGE COMPETITION

In single stage competition the competition entries shall be fairly complete drawings i.e. plans, section, elevations, etc. to a suitable scale and sufficient to explain the scheme as set out in the competition conditions.

The designs so submitted shall be assessed by the Assessors for the award of the prizes and the appointment of the architect.

Such competitions are recommended for small and simple project.

(II) TWO STAGE COMPETITIONS

In two stage competition, the first stage is for soliciting ideas and therefore the competition entries at this stage would be limited to planning on broad basis and drawings to a suitable scale sufficient to indicate the intentions of the competitor.

Designs submitted in the first stage shall be assessed by the Assessors for selecting a small number of competitors (between 5 and 10). The author of these selected designs will be invited to take part in the second stage of the competition, and each architect so invited would be paid a specified sum.

In order to maintain anonymity, each competitor will be informed individually whether he has been or has not been invited to participate in the second stage. Correspondence in this respect will be the responsibility of the Promoter or Professional Adviser, if appointed. It will also be his responsibility to ensure that the names of those invited and those rejected are not revealed either to the assessor or to any person.

To ensure this anonymity the envelopes containing the names of the competitors shall be opened by the Promoter or Professional Adviser if appointed. After the intimation has been sent to each competitor they shall be resealed until the final award.

After the end of the first stage, the Board of Assessors, may, if found necessary and with the approval of the Promoter, clarify or amplify points in the competition conditions for the benefit of the second stage competitors. Such clarification or amplification shall not in any way disclose directly or indirectly or even inadvertently any of the designs submitted in the first stage to those invited for the second stage.

The period between the Assessors award for the first stage and submission of designs for the second stage shall not exceed six months. Only under exceptional circumstances period may be extended.

The second stage of the competition may be limited to only a part of the subject dealt with in the first stage.

Members of the Board of Assessors shall be the same for first stage and second stage of the competition.

The designs submitted for both the first stage and the second stage shall be exhibited and/or published only after the final award of the second stage competition.

If any design selected for the second stage is published or exhibited before the final award of the second stage has been declared, it will be disqualified.

Two stage competitions are recommended for town planning and for large scale or complex project.

III. REGIONAL SPECIAL CATEGORY COMPETITIONS

This type of competition is intended for small projects of charitable organisations in which four to six local firms will compete for the appointment as the Architect.

No premiums are given and the winner shall be appointed to carry out the project.

SCHEDULE 2

ADVISERS

(I) TECHNICAL ADVISER

Where appropriate and necessary the promoter shall in consultation with the Senior Architect Assessor/Board of Assessors appoint one or more technical advisers to assist in the preparation of the brief for the competition project and to advise the Board of Assessors, only when called upon to do so, on the competition design entries.

The advise of the technical adviser will be limited to his expertise and he will have no voting rights.

(II) PROFESSIONAL ADVISER

For a two stage competition a Professional Adviser who shall be an Architect registered with the Council of Architecture may be appointed. He will not be connected with the Board of Assessors or attend any of its meetings.

It will be the responsibility of the Professional Adviser to maintain the anonymity of each competitor and those selected for the second stage of the competition.

On completion of the first stage of the competition the sealed envelopes containing the names of the competitors shall be opened only by the Promoter or Professional Adviser if appointed and he shall without disclosing any of the names to anyone inform each competitor individually whether he has or has not been invited for the second stage. All the envelopes shall then be resealed by the Professional Adviser/Promoter till the final award.

If after the first stage, the Board of Assessors wish to clarify or amplify any aspect of the competition project, such clarification or amplification shall be conveyed to the competitors selected for the second stage only by the Professional Adviser/Promoter.

SCHEDULE 3

CONDITIONS FOR CONDUCTING ARCHITECTURAL COMPETITIONS

Careful preparation of the competition conditions including schedule of requirement shall be of primary importance for the success of the competition and as such adequate time shall be allowed for this phase of the competition.

1. CONTRACTUAL OBLIGATION

- i. The publication of competition shall constitute an offer of a contract by the promoter, and, by submission of design for the competition, the competitor accepts this contract.
- ii. The competition condition together with any replay to the competitor's questions constitute a legal basis for this contract which is legally binding on both the promoter and competitors.

2. GENERAL CONDITIONS

- i. The competition project brief and the conditions of the competition may be prepared by the promoter in consultation with the Senior Architect Assessor. They shall however be approved by the Senior Architect Assessor and the Board of Assessors before publication and issue to the competitors.
- ii. The conditions including the programme of requirement of the competition shall be identical for all competitors. A copy of complete competition conditions shall be filed with the Council of Architecture. Answers to the competitor's questions shall also be sent to the Council of Architecture for their record.
- iii. The conditions shall clearly indicate which of the requirements are mandatory and which could be freely interpreted by the competitor. The freedom in case of the latter shall be as wide as possible.
- iv. The information supplied to the competitors shall be specific and shall not be open to misinterpretation. Supplementary information if any issued by the Board of Assessors shall be sent to all the competitors simultaneously.
- v. Draft of the conditions of competitions approved as per (i) above shall be submitted to the Council of Architecture for information before publication and issue to the competitors.
- vi. The conditions of the competition shall indicate the promoter's priorities with reference to the solution of the problem (e.g. functional aspects, economy of construction or in use, solution to technical or circulation problems etc).
- vii. The condition of the competition shall state the exact use to which the promoter will put the winning design. Designs shall not be put to any other use or altered in any way except by agreement with the author.
- viii. Where a fixed amount is required to be remitted to with the promoters by the applicants for the 'Conditions of the Competition', it shall be refunded in full to the applicant if he decides not to compete and return the "Conditions of the Competition" in full within four weeks prior to the date of submission of the design.

Submission of design in Competition shall imply acceptance, by the competitor, of the conditions of competition.

- ix. Each design shall be accompanied by a declaration on the prescribed form signed by the competitor in a properly sealed envelope that the design is his bonafide work and that the drawings have been prepared under his supervision and that he undertakes to accept the award of the Assessors as final and binding.
- x. In case two or more architects form an association for the purpose of the competition then there shall exist a partnership deed for the purpose of carrying out the project in the event the said association wins the competition. Reference to this partnership must be made in the form of declaration.
- xi. The Board of Assessors must make awards which shall be final and binding and shall be made public by a date stated in the conditions.
- xii. The Board of Assessors when making an award may at its discretion adopt "promoters' choice".

In this procedure the Board of Assessors shall select not more than three designs which in their opinion are of equal merit and the selection of the winning design from the designs so selected by the Assessors could be made by the promoter.

The promoter may for making the final selection discuss with the authors of the selected designs their respective entries.

3. PRIZE MONEY & HONORARIA

- i. The condition for any competition must state the number of prizes and the amount of each prize money. This must be related to the size of the project, the amount of work involved for the competitors and the expenses he would incur for the preparation for the competition.
- ii. In Ideas competition and in competitions such as those for Town planning, where subsequently the work is generally carried out by official bodies, it is particularly important to allot adequate prize money to recompensate the competitors for the ideas and the work they have done.
- iii. The promoter shall undertake to accept the decision of the Board of Assessors and to pay the prize monies within one month of the announcement of the competition results.
- iv. Each participant in a limited competition (or competition by invitation) shall receive an honorarium.
- v. In a two stage competition a reasonable honorarium shall be paid to each of the competitors selected to take part in second stage. This sum which is intended to be reimbursed to them for the additional work carried out in the second stage shall be stated in the conditions for the competition.

4. ANONYMITY

The anonymity of the competitors shall be maintained until the final award of the Board of Assessors and in the interest of the competition, rigorous measures shall be taken to ensure that this principle is adhered to. No competitor shall terminate his anonymity in any way whatsoever till the final award. The anonymity of each competitor shall be guaranteed by adopting suitable measures.

5. COPYRIGHT & RIGHT OF OWNERSHIP

- i. Each competitor shall retain copyright in his own competition design.
- ii. The competition design awarded the first prize only shall be used by the promoter upon commissioning by him the author of the said design to render professional services to carry out the project.
- iii. No other design whether premiated or not shall be used wholly or in part by the promoter.
- iv. The promoter's right on the design awarded the first prize or the designs selected covers one execution only. The competition conditions however may provide for repetitive work and shall specify the terms thereof.
- v. Each competitor shall retain the right of reproduction of his design.

6. INSURANCE

The promoter shall insure for damage or loss by fire, floods, or by any other reason Competitor's design drawings submitted in competition when he assumes responsibility for them and for the duration of his responsibility and also for loss during transit when the design drawings are being returned to the competitor. The amount of such insurance shall be stated in the competition conditions.

7. COMPETITION TIME TABLE

- i. The notice of competition shall clearly indicate the last date for application for the competition conditions and the last date for submission of the design drawings.
- ii. The conditions of the competition shall clearly indicate:

The last date for submission of questions.

Approximate date when the answers to the questions will be sent to the competitors.

The final date for the despatch of entries by the competitors and for the receipt of the same by the promoter.

Sufficient time shall be allowed for transport, more particularly for open competitions where the competitors will be from all over the country.

The interval between the date of despatch and the date of delivery of the entries to the promoter should be between five and ten days.

In case of late delivery of the entry despatched before the last date for despatch, it will be the responsibility of the Board of Assessors to decide whether the entry was despatched in accordance with the competition time table and if circumstances can permit its admission for judging.

- iii. The competition time table shall under no circumstances be shortened.
- iv. The Board of Assessors shall decide upon the judging dates at the early stage of the competition and the date of announcement of the awards shall also be included in the conditions of the competition.

In case of two stage competitions however the conditions of competition shall indicate dates limited to the first stage only.

All the dates in respect of the second stage shall form part of the conditions with reference to the second stage.

- v. In case of unavoidable delay in judging, a new date shall be fixed by the Board of Assessors which shall be confirmed by all its members and publicly announced.

8. COST ESTIMATES

The competitors may be required to submit cost estimate of their design on areas or volume basis. The cost estimate shall however not be a determining factor in the Assessors' decision except where cost limits have to be rigidly imposed and is so stated in the competition conditions.

9. TERMINATION OF THE COMPETITION

The promoter may terminate the competition if in the opinion of the Board of Assessors none of the competition designs could be declared as a winning entry. In this event the promoter under the advice of the Board of Assessors shall award second, third and additional prizes as declared and none of the competitors will be considered for appointment as the architect for the project and the promoter will not be liable to make any further payments to any of the competitors.

10. APPOINTMENT OF ARCHITECT

- i. The award of the first prize to the competition design places the promoter under an obligation to appoint its author as the architect for the commissioning of the project.
- ii. If the Board of Assessors shall be satisfied that there is a valid objection to the appointment of the author of the winning design as the architect he may be required to associate with a senior architect or a firm of architects of his choice whose qualifications shall be approved by the Board of Assessors. Failing this the design placed next on merit shall be selected for commissioning and its author shall be appointed as the architect subject to similar conditions.

The award of the Board of Assessors shall not be varied for any reasons.

- iii. If no instructions are given to the author of the design selected by the Assessor to proceed within twelve months from the date of the award, then he shall receive payment for his services in connection with the preparation of the Competition drawings of a sum equal to 1.00 percent on the amount of the estimated cost. The first premium shall be deducted from the sum so paid. If the work is subsequently proceeded with, this sum shall form part of his ultimate fee.

If within twelve months of the award, the promoters shall decide to proceed with part of the work only, the author of the selected design shall be paid including the premium and in addition to the scale of fees on the work, which is being carried out a sum equal to 1.00 percent on the difference between the cost of the work carried out and his estimate of cost of the total project which sum shall also merge into the commission when the remainder of the work is subsequently executed.

- iv. The selected Architect having been appointed to carry out the work shall be paid in accordance with the Schedule of Charges determined and published by the Council of Architecture in consultation with the Promoters, and the premium already paid shall be deemed to be a payment on account.

11. EXHIBITION OF ENTRIES

- i. All competition designs including those disqualified by the Board of Assessors shall be exhibited for at least one week together with a copy of the signed report of the Board of Assessors. The exhibition shall be open to public free of charge.
- ii. The promoter shall notify all the competitors and shall also announce in suitable media the days and place of the public exhibition of the competition.
- iii. The promoters shall submit to the Council of Architecture a copy of the signed report of the jury and if requested photographs of the premiated designs for possible publication.

12. RETURN OF DESIGN DRAWINGS

All drawings, plans, models etc. submitted by the competitor except those of the winning design shall be returned by the promoter at the end of the public exhibition at his own cost. The drawings, plans, models of the winning design shall be returned to its author on being appointed as the Architect for the Project or after six months from the date of announcement of the award by the Board of Assessors whichever is early.

SCHEDULE 4 BOARD OF ASSESSORS

1. The Board of Assessors shall be set up before the promotion of the competition. Their names and those of the reserve members of the board, if any shall be stated in the competition conditions.
2. The Board of Assessors shall be composed of a smallest reasonable number of assessors which number shall be an odd figure.
3. The size of the Board shall depend upon the size of the competition project and preferably the number of Assessors shall not exceed seven.
4. Of the total number of Assessors the number of Assessors who shall be Architects and registered with the Council of Architecture shall be in a majority of at least one.
5. The number of Assessors representing the promoters shall not exceed two.
6. Each member of the Board shall examine and approve the competition conditions before they are made available to the competitors.
7. The Board of Assessors may invite Technical Advisers as experts in specialised fields to assist in the assessment of competition entries. Such Technical Advisers shall not have any voting rights.
8. It is essential that at least 2/3rd of the voting members of the Board shall be present at all meetings of the Board. The Board shall elect a Chairman from among its members.
9. In the event of death of an Assessor before or during the assessment of the competition or his inability to continue to act on account of illness or any other cause, another Assessor shall be appointed in his place by the promoters without affecting the majority of at least one, of the Assessors who are Architects and registered with the Council of Architecture.

10. No promoter of the competition and no assessors engaged upon it nor any partner, associate, or employee of either shall compete or assist a competitor, or act as architect or joint architect for the project.

This regulation shall not be applicable to:

- a. Staff or present students of an Institution of which a member of the regular teaching staff is on the Board of Assessors provided he is not the sole Assessor and the Board consists of two or more Assessors of whom only one is a member of the teaching staff of this or any other Institution.
 - b. Employees of a Government, Semi-Government or a Public Sector organisation of which one of its employees is on the Board of Assessors provided he is not the sole Assessor and the Board consists of three or more Assessors of whom only one is such an employee.
11. In two stage competitions, the same members of the Board shall judge both stages of the competition. In no case may a competition as a single stage competition proceed to a second stage except with knowledge of the Council of Architecture and arrangement for payment of appropriate honoraria to the competitors involved, over and above the prize money provided for in the original competition. In the event of such a secondary competition taking place, the Assessors appointed for the original competition must be reappointed by the promoters.
 12. Any drawings, photographs, models or other documents not required by the competition condition shall be excluded by the Assessors before examining the competitors' entries.
 13. The Assessors shall disqualify any design which does not conform to any of the conditions, instructions or requirements of the competition.
 14. The Board of Assessors must make an award. The award shall be final and shall be made public in open competitions, and intimated individually to all those participating in limited competition, by a date stated in the conditions. The Board of Assessors when distributing the award money shall make full use of the amounts set aside for prizes in the competition conditions. In an ideas competition, a first prize shall be awarded.
 15. The decision of the Board of Assessors shall be taken by a majority vote with a separate vote on each entry. The award including the Assessors report to the promoter, shall be signed by all the members of the Board before they disperse.
 16. The decision of the Board of Assessors regarding selection and placement of competition design shall be final and binding on the promoter and all competitors and shall be reached by a majority.
 17. The Board of Assessors will make its award known to the promoter in a formal statement signed by atleast a simple majority of its members. The statement will indicate the number of designs examined and the order of the prizes awarded. This statement must be completed before the envelopes are opened and the Assessors disperse.
 18. The fees, travel expenses and out of pocket expenses of the members of the Board shall be paid by the promoter.

SCHEDULE 5

PRIZES AND HONORARIA

ARCHITECTURAL COMPETITION GUIDELINES

Award	Project upto built-up area 5000 Sq.m. (Rs.)	Project with built-up area above 5000 Sq.m. and upto 10,000 Sq.m. (Rs.)	Project with built-up area above 10,000 Sq.m. and upto 25,000 Sq.m. (Rs.)	Project with built-up area above 25,000 Sq.m. (Rs.)
1. OPEN COMPETITION				
i. First prize (To be adjusted in professional fees)	125M	250 M	500 M	1000M
ii. Second prize	75 M	150 M	300 M	600 M
iii. Third prize	50 M	100 M	200 M	400 M
iv. Merit prizes upto 5	10 M each	20 M each	40 M each	80 M each
2. LIMITED COMPETITION				
Minimum honoraria to be paid to each competitor	50 M	100 M	200 M	300 M
Note : The current value of M is 1000				

SCHEDULE 6
COST OF CONDUCTING ARCHITECTURAL COMPETITIONS

Description	Project with built-up area upto 10,000 Sq.m. (Rs.)	Project with built-up area above 10,000 Sq.m. (Rs.)
i. Assessors' Fee	Pre-assessment 10 M and assessment 10 M per day or part thereof.	Pre-assessment 10 M and assessment 10 M per day or part thereof.
ii. Professional Advisor/ Project Coordinator's Fee	100 M	200 M
iii. Contingent Expenditure	As per estimate*	As per estimate*
Note : 1. For a two stage competition, the above fees for Professional Advisor/Project Coordinator be increased by 50%. 2. The current value of M is 1000.		

* Sub-heads for contingent expenditure :

1. Land Survey.
2. Photographs of site.
3. Printing of Brochure.
4. Advertisement.
5. Communication Expenses.
6. Administrative and Legal Expenses.
7. Exhibition.
8. Publication of competition/select entries.
9. Contingent travel, conveyance, boarding, lodging etc. for Professional Advisor / Project Coordinator, Assessors and others.
10. Other incidental expenses.