

COUNCIL OF ARCHITECTURE
An autonomous Statutory Body of Government of India
India Habitat Centre, Core 6-A, 1st Floor, Lodhi Road, N. Delhi –110003
Phone: 011-49412100 (30 Lines), email: - establishment-coa@gov.in
Website: www.coa.gov.in

Ref.No.CA/HB-2026/Tender/2025

September 20, 2025

TENDER NOTICE

The **Council of Architecture (COA)** has been incorporated under the Architects Act, 1972. The **COA** has been charged with the responsibility of enforcing the Act throughout the country, including registration of Architects, regulating Architectural education. Presently, around 190,000 Architects are registered with **COA**, with an addition of about 15000 Architects annually.

The **COA** proposes to publish the Handbook of Professional Documents 2026 (**HB 2026**). It contains updated and amended information for Professionals viz. Architect Acts, Rules, Regulations, Guidelines, Govt. Orders, Supreme Court verdicts, and other relevant material for regular references for the Architects, and other stakeholders.

The Handbook shall be an important and useful document from the viewpoint of Architectural Practices as it will serve as reference document. The Council will send a Complimentary copy of the Handbook of Professional Document 2026 as per the updated database of Architects registered with the Council. All publishing rights of the Handbook of Professional Documents 2026 such as contents, editorial etc. shall vest with the **COA**. ***The HB 2026 shall be available in Hard Copy as well as e-version of the same will be available on website of CoA to increase its circulation among the stakeholders. The Advertiser shall get the benefit of advertising in the Hard copy as well as the soft copy/e-version.***

In this regard, **COA** invites proposals from interested individuals / Firm / consultants to undertake the responsibility of booking advertising space in the Handbook of Professional Documents 2026 on the basis of fixed commission. The appointed consultant / Firm / individual shall be given a specific time frame to book maximum advertisements for the above-mentioned publication.

- | | | | |
|--|---|------------|-----------|
| 1. Last date and time for receipt of Tenders | : | 21.10.2025 | 17:00 Hrs |
| 2. Date and time for opening of Tender | : | 23.10.2025 | 15:00 Hrs |

Technical Bids will be opened in the office of the Registrar, Council of Architecture at 702, 7th Floor, NBCC Centre, Okhla Phase I, New Delhi- 110 020. However, while opening the financial bid, the bidder may himself/herself or through his/her authorized representative be present during the opening of the financial bid. In case authorized representatives of the bidders attending financial bid opening, they are required to bring letters of authorization from the bidders.

Registrar
Council of Architecture
New Delhi

INVITATION OF TENDERS AND INSTRUCTIONS TO THE BIDDERS FOR
“Proposal for collection of Advertisement for Handbook of Professional Documents 2026 of
CoA on Commission basis”

To,

1. The Registrar, Council of Architecture, New Delhi invites proposals from interested individuals / consultants to undertake the responsibility of booking advertisement space in the Handbook of Professional Documents 2026 on fixed commission basis. The General Information about the tender is as follows: -

- | | | |
|--|---|-------------------------------|
| 1) Tender Reference No. | : | Ref.No.CA/HB-2026/Tender/2025 |
| 2) Last date and time for receipt of Tenders | : | 21.10.2025 17:00 Hrs |
| 3) Date and time for opening of Technical Bid | : | 23.10.2025 15:00 Hrs |
| 4) Place of Opening of Tender Office of the Registrar Council of Architecture, | | 702, 7 th |
| Floor, NBCC Centre, Okhla Phase I, New Delhi- | | 110 020 |

2. The details about the tender, terms, conditions and other related information are mentioned in the appropriate chapters as below: -

- | | |
|------------|--------------------------------|
| Chapter -1 | Instructions to Bidders |
| Chapter-2 | Terms and Conditions |
| Chapter-3 | Technical Bid Format of Bidder |
| Chapter-4 | Financial Bid Format of Bidder |
| Chapter-5 | Specifications |

R.K. Oberoi
Registrar
Council of Architecture

Chapter – 1

INSTRUCTIONS TO BIDDERS

1. The Terms and Conditions are given in Chapter – 2. The Technical Bid Format of the tender is given in Chapter- 3. Financial Bid Format is given in Chapter - 4. Specifications are given in Chapter - 5.
2. The tender, complete in all respect and sealed, should reach the office of the **Registrar, Council of Architecture**, 702, 7th Floor, NBCC Centre, Okhla Phase I, New Delhi- 110 020 up to 21.10.2025 at 17:00 Hrs. The Technical Bid Format duly filled and signed by the bidder must be submitted in a separate sealed cover superscribing “Proposal from Professional /Consultants/Agencies/ Firms to Market Handbook of Professional Documents 2026 of CoA on Commission basis”. Another sealed cover should contain the Financial Bid Format duly filled and signed, super-scribing ***Financial Bid of the Tender for*** “Proposal from Professional /Consultants/Agencies/ Firms to Market Handbook of Professional Documents 2026 of CoA on Commission basis”. Both the Technical Bid as well as Financial Bid, sealed in separate envelopes as stated above, should then be together sealed in another envelope and sent as described in the succeeding paragraph.
3. Technical Bids will be opened in the office of the Registrar, Council of Architecture at 702, 7th Floor, NBCC Centre, Okhla Phase I, New Delhi- 110020 on 23.10.2025 at 15:00 Hrs. The bidder may himself/herself or through his/her authorized representative be present during the opening of financial bid. In case the authorized representatives of the bidders attend financial bid opening, he/she must bring authorization letters from the bidders. Financial Bids of only those firms will be opened, whose technical bids are found eligible after technical evaluation.
4. Technical bid document and Financial Bid Document should be duly **stamped and signed** (all the pages of the bid documents, and the proof of documents in support of the same) by the bidder(s) or by a person who is duly authorized and legally competent to do so. A person signing the forms or any other document forming part of the tender process / contract on behalf of the firm shall be deemed to have been duly authorized by the proprietor / partner of the Firm/Company and actions taken by such a person in pursuance of this tender/ contract shall be deemed to have been performed by the Proprietor/Partner/Company and shall bind them.
5. The duly filled in technical bid document and financial bid document along with relevant enclosure should be duly signed on all pages by the authorized person of the bidder. The bids without signature (or with only stamp or scanned signature) of the authorized person shall not be considered valid. **The service provider shall submit a stamped and signed copy of the entire Bid Document in agreement with the Terms, Conditions and Clauses, alongwith the Agreement (Annexure I) therein and include in the Technical Bid Document. If the stamped and signed bid document, as mentioned, is not submitted, the bid shall be outrightly rejected, without giving any reason.**
6. The bidder shall deposit the amount in INR for Rs.1,50,000/- (Rs. One lakh fifty thousand only) Earnest Money Deposit (EBD) as “Bid Security”, in form of the Demand Draft or Banker’s Cheque from any bank, drawn in favor of **Council of Architecture** payable at New Delhi and forward the same along with the Technical Bid. **Tenders that are not accompanied by the requisite EMD or Exemption Certificate from MSME / Competent Authority shall be**

treated as Invalid and shall be rejected. Entities Registered with the Central Purchase Organization or the Concerned Ministry or Department or Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP) are also exempted from submission of the EMD. The EMD of the unsuccessful bidder will be returned before the expiry of the 30th day from the issue date of the Work Order awarded to the successful bidder. The EBD shall not bear any interest.

7. The bids will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the Bid Document. The Bids are liable to be treated as non-responsive and will be rejected if bidder does not upload qualifying and technical documents as required in the bid Document.
8. Work Order shall ordinarily be awarded to the lowest bidder, whose bid has been found to be complete in all respects.
9. The Council has the Right to reject the bid without giving any reason.

Chapter – 2

TERMS AND CONDITIONS

1. Bidder must have experience of doing similar nature of work for the past 15 years or more and must have successfully completed at least 7 similar projects in Govt. organizations / Institutions / Pvt. Organization(s) of repute, with proof thereof, starting from the financial year 2015-2016 to 2024-2025, with at least 5 Projects (commissions based consultancy services), each having minimum guaranteed revenue of Rs.25,00,000/- (Rs. Twenty-Five Lakh) or more.
2. The Bidder shall be responsible for collection of **minimum guaranteed revenue of Rs.30,00,000/-** (Rs. Thirty lakh only). However, the Target for revenue to be generated through advertising is Rs.50,00,000/- (Rs. Fifty lakh only).
3. In case of failure to generate the minimum guaranteed revenue as mentioned above, a penalty may be charged by CoA from the consultancy / firm which may go upto 100% of the commission payable for the entire advertising revenue generated.
4. Details of organizations for whom executed projects (**with completion certificates**) along with required copies of certificates/testimonials, letter of appointment etc. to be provided in the technical bid. The Executed / Completed Projects should be in following details. Work orders not accompanied by completion certificates won't be accepted. The format for submitting the details will be as per the following format.

S. No.	Name of the Project(s) Successfully Executed	Name of the Client	Date of Work / Appointment order for project	Project Cost (Rs.)	Whether project completed (Yes/No), if yes, date of issue of Completion Certificate with copy of the certificate.
1.					

5. The successful bidder shall have to complete the WORK as per the details given in the Tender document within the time limit as prescribed by the Council.

6. If any bidder withdraws the bid after opening of the bids or expresses his inability to perform the contract after the award of work or makes any modifications in the terms and conditions of the tender which are not acceptable to the CoA, then the Council of Architecture shall without prejudice to any other right or remedy, be at liberty to forfeit the **EMD** / Performance Bank Guarantee (**PBG**).
7. The bidder should not have been debarred / blacklisted for any reason / period by any central / state Govt. Dept. / University / PSU etc. In this regard, a self-affidavit with the Tender appends that the service provider has not been debarred / blacklisted for any reason / period. Concealment of facts should not only lead to cancellation of the order but may also warrant legal action.
8. COA will pay a fixed commission on the actual realization of payment for advertisements procured by the Marketing Consultant and payment will be made after complete collection is credited to the account of COA.
9. COA will decide on the tariff rate for different sizes, specifications and position of advertisements options available in the Handbook of Professional Document 2026.
10. Standard discount shall be applicable at the sole discretion of COA and specific discount could be considered depending upon case-to-case basis with prior approval of the COA.
11. Payment for all advertisements procured by the Marketing Consultant / Firm etc. shall be drawn in favor of Council of Architecture by way of cheque, demand draft or online transfer with proof of payment to CoA.
12. Clients of Marketing Consultant would remain intact with them and no one else will be allowed/ authorized to pursue them.
13. Marketing Consultant can pursue clients in India and abroad to sell advertisement space for the above-mentioned publications.
14. Council of Architecture's verdict would be final in case of any dispute.
15. Marketing strategy could be devised with mutual consent with CoA from time to time.
16. A letter of authorization will be issued to the appointed Marketing Consultant and shall be valid till the time of release, collection of payments and settlement of commission pertaining to the above-mentioned publications.
17. If any information and / or document furnished by the bidder is found to be misleading or incorrect at any stage, the bid will be outrightly rejected / cancelled.
18. In case the work carried out is not according to the specifications and / or details as mentioned in the work order, the work will have to be redone.

19. The successful bidder will have to complete the work as per the specifications / details given in the tender document, within the stipulated period after the award of the work order. In case the bidder feels that more time is required to complete the work, the bidder may be considered for executing the work on priority, subject to approval by the council.
20. If the bidder cannot fulfill its obligation under the contract, which includes non-completion of the work order, the Council reserves the right to get the work accomplished in the open market and EMD/ PBG of defaulting bidder shall be forfeited. Such bidder shall be liable to pay any or all cost, damage / compensation etc. resulting in the non-performance.
21. **EMD** given by all bidders except the one whose tender is accepted will be refunded before expiry of **30th day** from the date of Work Order is awarded to successful bidder. The EMD shall not bear any interest.
22. Successful bidder would be intimated by a formal letter of Acceptance. The Successful bidder, within 07 days of the receipt of formal acceptance letter, shall execute an Agreement (**Annexure-I**) with the CoA in the prescribed form on a non-judicial stamp paper of Rs.100/- .
23. The successful bidder within 07 days of the receipt of formal acceptance letter shall be required to deposit Rs.150,000/- (Rs. One lakh fifty thousand only) as Performance Bank Guarantee (**PBG**) of the total cost of the proposal by way of Demand Draft in favour of Council of Architecture which shall be returned on completion of work as per satisfaction of CoA.
24. The Purchase Committee constituted for this purpose reserves the right to accept or reject any or all the bids or negotiate on any of the tender conditions / items and to annul the bidding process and reject all the bids at any time prior to placement of order without assigning any reason there to and without any obligation to inform the affected bidders.
25. Subject to the conditions mentioned above, the **EMD** of the successful bidder will be adjusted against as part or full of **PBG**.
26. Submission of the Tender by a bidder shall be taken to signify the acceptance of the above terms and conditions. Alternations, overwriting or erasure of any terms and conditions are not permitted.
27. Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their tenders rejected out rightly.
28. Technical Bid (separate sealed envelope):- The shortlisted bidders after technical scrutiny shall be qualified for the opening of the financial bid.
29. Financial Bid (separate sealed envelope):- The financial bid of vendors would be opened only if they are declared qualified / successful in Technical Bid Evaluation.
30. Process for evaluation of Bids:

- (i) The technical bids would be evaluated by a committee constituted by the Council which may accept or reject the same based on the eligibility criteria, terms & conditions as specified in the tender document.
- (ii) If deemed necessary, the committee may seek clarifications on any aspect of tender from the bidder. If a written response is requested, it must be provided within 3 days. Response received within 3 days, if any, will not be considered.

THE DETAILS OF MARKS TO BE AWARDED WITH REGARDS TO THE TECHNICAL BID IS AS FOLLOWS:

S.No.	Criteria for Evaluation	Max. Marks.
1.	Bidder must have experience of doing similar nature of work for the past 15 years or more and must have successfully completed at least 7 similar projects in Govt. organizations / Institutions / Pvt. Organization(s) of repute, with proof thereof, starting from the financial year 2015-2016 to 2024-2025, with at least 5 Projects (commissions based consultancy), each having guaranteed revenue of Rs.15,00,000/- (Rs. Fifteen Lakh) or more.	20
2.	Whether the bidder is willing for the collection of minimum guaranteed revenue towards advertisements as determined by CoA. In case of failure to do so, penalty may be charged by CoA from the bidder which may go upto 100 % of the Commission payable for the entire advertising revenue generated. Is he agreeing to the terms.	15
3.	Is the bidder is willing and capable of getting the Target for revenue to be generated through advertisement, i.e., is Rs.50,00,000/- (Rs. Fifty lakh only).	15

31. The financial bids of the shortlisted bidders, who qualifies technically, shall be opened, and they will be invited during the opening of the financial bids.
32. Any disputes arising out of contract / agreement shall be subject to the jurisdiction of Delhi courts only.

Chapter - 3
TECHNICAL BID FORMAT OF TENDER
(Schedule to Bidder)

1. Tender to be addressed to	Registrar, Council of Architecture
2. Tender to be submitted to	Registrar, Council of Architecture, 702, 7 th Floor, NBCC Centre, Okhla Phase I, New Delhi- 110 020
3. Date and place of opening of Tender	23.10.2025 at 15:00, at Office of the Registrar, 702, 7 th Floor, NBCC Centre, Okhla Phase I, New Delhi- 110 020
4. Last date and time for receipt of Tenders	Upto 21.10.2025 at 17:00 HRS
5. Name of the Consultancy Firm / Agency / Individual.	With proof of having the Identity
6. GST No. (If applicable)	Submit proof
7. PAN No.	Submit proof
8. Previous Experience as Advertisement Consultant.	If yes, attach Relevant documentary proof and / or undertaking for the same.
9. Experience of doing similar nature of work for the past 15 years or more and must have successfully completed at least 7 similar projects in Govt. organizations / Institutions / Pvt. Organization(s) of repute, with proof thereof, starting from the financial year 2015-2016 to 2024- 2025, with at least 5 Projects (commissions based consultancy), each having guaranteed revenue value of Rs.25,00,000/- (Rs. Twenty-Five Lakh) or more.	Submit Relevant Proof as per the document / Undertaking to do so.
10. Expected Revenue / Value of Advertisement (in Rs.)	If yes, submit and undertaking / proof.
11. Value of Minimum amount of Advertisement guaranteed by the bidder.	30,00,000/- Submit proof of having the same and/or undertaking.
12. Earnest Money Deposit (EMD) of Rs.1,50,000/-(Rs. One lakh fifty thousand only) in the form of DD in favor of Council of Architecture and payable at New Delhi.	a) DD No. _____ (attached in original). b) Date _____ c) Bank _____

Signature of Bidder _____
Name in the Block Letters _____
(Name of Firm/Company with Seal)

Date _____

Capacity in which signed _____

Full Address _____

Tel. Nos. _____

Chapter – 4
Financial Bid of Tender
(To be submitted in sealed envelope)

1. Tender to be addressed to: Registrar, Council of Architecture
2. Tender to be submitted to: Registrar, Council of
Architecture, 702, 7th Floor,
NBCC Centre, Okhla Phase I,
New Delhi- 110 020
3. Conditions of the Tender Document: Accepted
4. Details of Quotation / information as given below:-

(i) Proposal for collection of Advertisement for Handbook of Professional Documents 2026 of CoA on Commission basis

S.No.	Rates of Commission (for Collection of Advertisement, with minimum guaranteed Value as per Tender)	Percentage (%)
1.		
Taxes, in percentage, as Applicable, if any		

Chapter – 5

(Specifications)

1. The Bidder shall be responsible for collection of minimum guaranteed revenue of Rs.30,00,000/- (Rs. Thirty lakh only). However, the Target for revenue to be generated through advertising is Rs.50,00,000/- (Rs. Fifty lakh only).
2. In case of failure to generate the minimum guaranteed revenue as mentioned above, a penalty may be charged by CoA from the consultancy / firm which may go upto 100% of the commission payable for the entire advertising revenue generated.
3. COA will pay a fixed commission on the actual realization of payment for advertisements procured by the Marketing Consultant and payment will be made after complete collection is credited to the account of COA.
4. COA will decide on the tariff rate for different sizes, specifications and position of advertisements options available in the Handbook of Professional Document 2026.
5. Standard discount shall be applicable at the sole discretion of COA and specific discount could be considered depending upon case-to-case basis with prior approval of the COA.
6. Payment for all advertisements procured by the Marketing Consultant / Firm etc. shall be drawn in favor of Council of Architecture by way of cheque, demand draft or online transfer with proof of payment to CoA.
7. Clients of Marketing Consultant would remain intact with them and no one else will be allowed/ authorized to pursue them.
8. Marketing Consultant can pursue clients in India and abroad to sell advertisement space for the above-mentioned publications.
9. Council of Architecture's verdict would be final in case of any dispute.
10. Marketing strategy could be devised with mutual consent with CoA from time to time.
11. A letter of authorization will be issued to the appointed Marketing Consultant and shall be valid till the time of release, collection of payments and settlement of commission pertaining to the above-mentioned publications.
12. If any information and / or document furnished by the bidder is found to be misleading or incorrect at any stage, the bid will be outrightly rejected / cancelled.
13. In case the work carried out is not according to the specifications and / or details as mentioned in the work order, the work will have to be redone.
14. The successful bidder will have to complete the work as per the specifications / details given in the tender document, within the stipulated period after the award of the award of the work order. In case the bidder feels that more time is required to complete the work,

the bidder may be considered for executing the work on priority, subject to approval by the council.

15. If the bidder cannot fulfill its obligation under the contract, which includes non-completion of the work order, the Council reserves the right to get the work accomplished in the open market and EMD/ PBG of defaulting bidder shall be forfeited. Such bidder shall be liable to pay any or all cost, damage / compensation etc. resulting in the non-performance.

AGREEMENT

This Agreement is MADE on THIS
day of _____

BETWEEN the Registrar, Council of Architecture, New Delhi (hereinafter called the
'OWNER' which expression shall, unless excluded by or repugnant to the context be deemed
to include his successor in office, and permitted assigns) of the One part and M/s.
_____, a proprietary / consultancy firm
/ _____
concern of _____

_____ having its office at
_____ (hereinafter referred to as
the ("**Proposal for collection of Advertisement for Handbook of Professional Documents
2026 of CoA on Commission basis**")" which expression shall, unless excluded by or repugnant
to the context be deemed for themselves, and their respective executors, administrators, assigns
legal associates, or successor) of the other part.

WHEREAS the OWNER, owns and possesses all other rights to ("**Proposal for collection of
Advertisement for Handbook of Professional Documents 2026 of CoA on Commission
basis**") (hereinafter called the 'WORK')

AND WHEREAS pursuant to the offer made by the service provider to supply the said WORK
on the terms appearing hereinafter.

IT HAVING BEEN AGREED AND DECIDED ARE FOLLOWS:

1. THE OWNER hereby assigns the service provider the exclusive right to supply the WORK.
The Bidder warrants that at the time of execution of this Agreement they are the owners of
the WORK.
2. Bidder shall be the service provider and supply for the WORK.
3. The Bidder undertakes to the WORK of ("**Proposal for collection of Advertisement for
Handbook of Professional Documents 2026 of CoA on Commission basis**")", as stated in
the schedule to Tender Document, of the said lot of WORK within two Months from the
date of receipt of the said WORK provided that any further supply of the WORK shall be
undertaken after prior written approval of the OWNER on the same terms and conditions.
4. The service provider undertakes to supply the WORK at the price quoted in the tender.
5. The WORK will be produced ("**Proposal for collection of Advertisement for Handbook
of Professional Documents 2026 of CoA on Commission basis**") including material(s) at
the expense of the Service provider.
6. The service provider shall submit a dummy / draft of the WORK for final approval of the
OWNER and shall proceed with the WORK as approved by the OWNER

7. The service provider shall not, without the consent of the writing of the OWNER, make any alteration, deletion or addition to the work as finally approved by the OWNER.
8. The service provider shall provide the design of “**Proposal for collection of Advertisement for Handbook of Professional Documents 2026 of CoA on Commission basis**” (WORK) to the OWNER for its Approval.
9. If either party will default under this Agreement, the other party may give the defaulting party written notice thereof requesting that the default be cured within thirty (30) days after giving of such notice. If the default is not cured within the said thirty (30) day period, the non-defaulting party may terminate this Agreement upon the date specified in the said notice.
10. This Agreement constitutes the entire understanding of the parties relative to (“**Proposal for collection of Advertisement for Handbook of Professional Documents 2026 of CoA on Commission basis**”) of the WORK by the OWNER. No amendments, modifications, or changes in this Agreement will be effective or binding on either of the parties hereto unless reduced to writing and executed by the respective authorized representatives of each of the parties hereto.
11. If the service provider fails to fulfill the WORK within the specified period, the OWNER shall be at liberty of forfeiting the performance security deposit and award the work to any other service provider. In case of failure to generate the minimum guaranteed revenue as mentioned above, a penalty may be charged by CoA from the consultancy / firm which may go upto 100% of the commission payable for the entire advertising revenue generated.
12. THE OWNER shall make payment to the service provider as per the payment schedule given in the Tender document.
13. This Agreement and the rights and obligations hereunder will not be assigned to any third party without the prior written consent of each other.
14. All notices or other communications required or permitted to be given pursuant to this Agreement will be in writing and will be valid and sufficient if dispatched by cable or by certified or registered post, addressed to the parties at the addresses herein above set forth. Such an address may be changed by either party at any time by notice given to others, as aforesaid.
15. A waiver by either party at any time of any breach of any provision of this Agreement shall not apply to any breach of any other provision of the Agreement or to a breach of the same provision at any other time.
16. The decision of the OWNER with respect to overall quality and outlook of the WORK shall be final and binding on the bidder and the Bidder shall be bound to execute the WORK up-to the highest standards required for execution of the WORK as per the satisfaction of the OWNER.
17. The contracting parties undertake, in case of controversy over the interpretation or execution of this Agreement, to agree to refer the dispute to a Sole Arbitrator to be

appointed by the President, Council of Architecture. The award of the sole arbitrator shall be final and binding on both parties. The arbitration proceedings shall be governed by the provisions of the Arbitration and Conciliation Act, 1996, including any modification thereof for the time being in force. All disputes are subject to Courts having Jurisdiction in Delhi only.

IN WITNESS WHEREOF THE PARTIES HAVE CAUSED TO SET THEIR RESPECTIVE HANDS THROUGH THEIR DULY AUTHORISED REPRESENTATIVES ON THE DAY AND YEAR FIRST ABOVE WRITTEN.

Signed by service provider:

Signed by OWNER:

Registrar, Council of Architecture
New Delhi

In the presence of Witness:

For and on behalf of
Council of Architecture

For and on behalf of
< service provider>

1.

1.

2.

2.