



- **Conditions of Engagement
and**

- **Scale of Charges
under the**

**Architects (Professional Conduct)
Regulations, 1989**

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Comprehensive Architectural Services

- **COA** for the smooth conduct of the profession has prescribed details of the services to be provided by architects including details of such services while rendering architectural services
- It includes 10 types of services which architect registered with **COA** is capable of rendering It also define 5 allied fields where architect can work.
- **Architectural services** are to be rendered in 7 distinct stages from concept to completion of the project.
- Each stage has been detailed out for the convenience of the architect and the client so as to be clear what is to be expected from architect by client and what architect is required to do in that stage
- It also define the professional fee to be received by the architect for the entire project and for each stage of services rendered
- It also defines the basis on which the fee is to be calculated
- **Additional charges** to be paid by client are also defined
- It help in calculating charges to be paid by the client and received by the architect- Rarely in practice these charges are paid- they are not obligatory for architects- left to be settled between client and the architect

Comprehensive Architectural Services

- Architect is required to provide following services :
- **Part I - ARCHITECTURE :**
- **1 Preparing Design Brief--**Taking Client's instructions and preparing design brief.
- **2 Site Evaluation---**impact of existing / proposed development on its immediate environs.
- **3 Design and Site development.**
- **4 Structural Design.**
- **5 Designing Public Health Services--**Sanitary, plumbing, drainage, water supply and sewerage design.
- **6 Designing Electrical Services-** Electric, electronic, communication systems .
- **7 Designing HVAC--** Heating, ventilation and air conditioning design (and other mechanical systems).
- **8 Designing Mechanical System-**Elevators, escalators, etc.
- **9 Disaster Management--** Fire protection and Security systems etc.
- **10 Periodic inspection --** evaluation of Construction works.

Comprehensive Architectural Services

- **ALLIED FIELDS :**
- Landscape Architecture
- Interior Architecture
- Architectural Conservation
- Retrofitting of Buildings
- Graphic Design and Signage

Schedule of Architectural Services

Architectural services are rendered in 7 stages

Stage 1--Concept Design

Stage 2—Preliminary Design & Drawings

Stage 3--Drawings For Client's approvals

-- Statutory Approvals

Stage 4—Working Drawings &

--Tender Documents

**Stage 5— Inviting /Analysing Tenders, appointment
of Contractors**

Stage 6– Construction & Supervision

Stage 7-- Completion

Schedule of Architectural Services

Architect after taking instructions from Client, render following services:

- **CONCEPT DESIGN [STAGE I] :-10%**
- --Ascertain **Client's requirements**
- -- examine **site constraints** & potential
- -- prepare a **design brief** for Client's approval.
- -- Prepare report on **site evaluation**,/ state of existing buildings, if any ;
- -- analysis **impact of existing/ proposed development** on environs.
- --Prepare drawings/ documents for Client to get done detailed **survey & soil investigation** of the site
- --Suggest measures required to **mitigate adverse impact** of the existing / proposed development on its immediate environs.
- -- **Prepare conceptual design** based on requirements
- -- prepare **rough estimate** of cost on area basis.
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Schedule of Architectural Services

- **PRELIMINARY DESIGN AND DRAWINGS [STAGE 2] -10%:**
- -- **Modify** conceptual designs
- -- incorporating **required changes**
- -- prepare the **preliminary drawings/ sketches/ study model** for Client's approval
- - along with **preliminary estimate** of cost on area basis
- **DRAWINGS FOR CLIENT'S/ STATUTORY APPROVALS [STAGE 3] -15%:**
- - Prepare **drawings for Client's final approvals** –
- -Prepare drawings **essential for statutory approvals**
- --**ensure compliance with codes, standards and legislation,**
- -- **assist Client in obtaining statutory approvals** - if required.
- **WORKING DRAWINGS AND TENDER DOCUMENTS [STAGE 4] -10%:**
- -- **Prepare working drawings,**
- --**specifications and schedule of quantities**
- -- sufficient to **prepare estimate of cost/ tender documents**
- -- including mode of measurement
- -- method of payments,
- --quality control procedures on materials & works
- -- other conditions of contract.
- **APPOINTMENT OF CONTRACTORS [STAGE 5] :-10%**
- -- **Invite, receive and analyse tenders;**
- -- **advise Client on appointment of contractors.**

Schedule of Architectural Services

- **CONSTRUCTION [STAGE 6] :-35%**
- - Prepare / issue **working drawings/ details** for proper execution of works during construction.
- -- **Approve samples** of various elements and components.
- -- Check /approve **shop drawings** submitted by contractor/ vendors.
- -- **Visit the site of work**, at intervals mutually agreed upon
- -- **inspect / evaluate** the Construction Works
- -- **where necessary clarify any decision**,
- -- offer **interpretation of drawings/specifications**
- -- **attend conferences / meetings** to ensure project proceeds in accordance with conditions of contract
- -- **keep Client informed**
- - **render advice** on actions
- -- to ensure work proceeds according to contract documents/ drawings and
- -- to exercise time and quality controls,
- -- day-to-day supervision carried out by a
- **Appointing--Construction Manager (Clerk of Works/ Site Supervisor** or
- --**Construction Management Agency** --in large / complex project
- -- to work under **guidance/ direction of Architect**
- - **paid by Client.**
- -- **Issue Certificate of Virtual Completion of works.**

Schedule of Architectural Services

COMPLETION [STAGE 7] :-10%

- Prepare / submit
- --completion reports and
- -- drawings
- -- for project
- -- assist the Client
- -- in obtaining "Completion/ Occupancy Certificate"
- -- from statutory authorities,
- -- Issue two sets of as drawings including services and structures.

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- **Professional Fee**
 - **Paid**
 - **to Architects**

PROFESSIONAL FEE

- **PROFESSIONAL FEE :**
- For professional services
- -- rendered by the Architect,
- -- he shall be paid professional fee
- -- and other charges
- -- in accordance with Scale of Charges
- --In addition, tax levied by law are to be paid
- -- such as Service tax, etc.
- -- over / above gross fees charged by the Architect
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Schedule of Payment of Fee

Retainer Fee- on appointment --Rs 20m or 5% of total fee payable
– whichever higher

- **Stage 1-10%**- on Submission of Concept design/estimate- 10% of total fee payable –
- **Stage 2- 10%**-Submission of preliminary scheme/ estimate - **20%** of total fee payable – less fee paid at S-1
- **Stage 3(1)-10%** Submission of drawings for client/statutory approval- **30% of total fee payable-less** fee paid at S-1,S2
- **Stage 3(2)-5%** On client/statutory **approval-35 % of total fee payable-less** fee paid at S-1,S-2, S-3(1)
- **Stage 4-10%** Submission of Working drawing/specifications / tender document- **45% of total fee payable** less fee paid at S-1,S-2, S-3
- **Stage 5 – 10%**--calling/receiving/analyzing/ advising on tender- **55% of total fee payable** -- less fee paid up to S-4

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Schedule of Payment of Fee

Stage 6-35%- paid a total of 90%

- 10%-- Submission of working drawings/details for starting work
- 5%- on completion of 20% work
- 5%- on completion of 40% work
- 5%- on completion of 60% work
- 5%- on completion of 80% work
- 5%- on virtual completion work
- **Stage 7 – 10% less retainer fee- 100 %**
- Submission of completion report/drawings for issuance of completion/occupancy certificate and built drawings-

Schedule of Payment

Retainer On appointment/ Signing of Agreement/ acceptance of offer.	Rs. 20M* or 5% of the total fees payable, whichever is higher, adjustable at the last stage.
Stage 1 On submitting conceptual designs and rough estimate of cost.	10% of the total fees payable.
Stage 2 On submitting the required preliminary scheme for the Client's approval along with the preliminary estimate of cost.	20% of the total fees payable less payment already made at Stage 1.
Stage 3 a. On incorporating Client's suggestions and submitting drawings for approval from the Client/ statutory authorities, if required. b. Upon Client's / statutory approval necessary for commencement of construction, wherever applicable.	30% of the total fees payable less payment already made at Stages 1 and 2. 35% of the total fees payable less payment already made at Stages 1 to 3a.
Stage 4 Upon preparation of working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents.	45% of the total fees payable less payment already made at Stages 1 to 3a.
Stage 5 On inviting, receiving and analysing tenders; advising Client on appointment of contractors.	55% of the total fees payable less payment already made at Stages 1 to 4.
Stage 6 On submitting working drawings and details required for commencement of work at site. <ul style="list-style-type: none">On completion of 20% of the workOn completion of 40% of the workOn completion of 60% of the workOn completion of 80% of the workOn Virtual Completion	65% of the total fees payable less payment already made at Stages 1 to 5. 70% of the total fees payable less payment already made at Stages 1 to 6a. 75% of the total fees payable less payment already made at Stages 1 to 6b(i). 80% of the total fees payable less payment already made at Stages 1 to 6b(ii). 85% of the total fees payable less payment already made at Stages 1 to 6b(iii). 90% of the total fees payable less payment already made at Stages 1 to 6b(iv).
Stage 7 On submitting Completion Report and drawings for issuance of completion/ occupancy certificate by statutory authorities, wherever required and on issue of as built drawings	100% of the fees payable less payment already made at various stages and retainer.

• **PAYMENT TO THE ARCHITECT**

Fee payable to Architect -- computed on **actual cost of works** on completion.

-- **Actual cost of completed works** include

-- cost of assigned works

--cost of equipment & machinery -- Transformers, DG Sets, Sub-stations, Lifts, Air Conditioning Machines, Pumps & Motors, Water and Sewage Treatment Plant, etc.,

--excluding the cost of land

• **Payment** computed on following basis:

Retainer : On rough estimate of cost.

Stage 1 : On rough estimate of cost.

Stages 2 to 4 : On preliminary estimate of cost.

Stages 5 to 6b : Accepted tender cost.

Stage 7 : Actual total cost.

Progressive, payments made to Architect -- based on work done during that stage/ mutually agreed

No deductions made -- on account of penalty, liquidated damages, withheld /recovered from contractors/ suppliers.

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Additional Payment to Architect

• **DOCUMENTATION AND COMMUNICATION CHARGES :**

- Apart from professional fee
- -- Client to pay
- Documentation / Communication charges
- @ 10% of professional fee payable to Architect at all stages.

REIMBURSABLE EXPENSES :

- -- amounts reimbursed against site visits
- Actual cost of travel (to & fro)
- Boarding/ lodging/ local transport
- for visit made by his staff
- - to the site/ places connected with execution of work
- -- connected with performance of duties referred in agreement.
- -- Cost of presentation models, computer simulation, presentation drawings, etc., when asked by Client for purposes other than Design/ execution of project.

Architecture and related Professions

- **Architecture--** is primarily art / science of designing spaces --for serving multifarious activities of human beings and-- for meeting their specific needs in a meaningful built environment.
- **Structural Design--** is to evolve a strong, durable and an efficient skeleton --so that the space which architecture encloses, and form in which it expresses itself as interior content and an exterior container, becomes an organic extension of one another
- **Urban Design---** is architecture of cities, highly complex and gargantuan in scale. The primary aim of urban design is to imbibe and maintain a sense of identity and harmony among buildings, open spaces and other structures by means of a pleasant and memorable visual imagery throughout the length and breadth of an urban setting.
- **Landscape Architecture--** deals with the analysis, planning, design, management, preservation and rehabilitation of land and also determines the environmental impact. It is a science capable of objective analysis and synthesis leading to an ecologically-sensitive design, which is self-sustainable.
- **Interior Architecture--** primary objective is to generate a purposeful ambience such as would stimulate the user's creative potential through multifarious activities
- **Architecture Design ---**essentially is a product of an individual mind but realized through association of experts from allied fields who contribute in the process of construction

Scale of Charged

Type of Project/ Services	Scope of Work & Services	Minimum fees/Reimbursable expenses
1. Comprehensive Architectural Services	As described for Comprehensive Architectural Services in the Conditions of Engagement including Site Development but excluding Landscape Architecture, Interior Architecture, Graphic Design and Signage.	<ol style="list-style-type: none">1. Single Block Housing and sites upto 0.5 hectare : 5 Percent on the cost of works assigned.2. For a site more than 0.5 hectare and upto 2.5 hectares: 3.5 Percent on the cost of works assigned.3. For a site more than 2.5 hectares and upto 5 hectares : 2.5 Percent on the cost of works assigned.4. For a site more than 5 hectares : 2 Percent on the cost of works assigned.5. Individual House : 7.5 Percent on the cost of works assigned. <p>Note : The fees payable in marginal cases in respect of clauses (iii) to (v) shall not be less than the maximum fee payable in their respective preceding clauses.</p>
1.2 All projects other than housing	As described for Comprehensive Architectural Services in the Conditions of Engagement including Site Development but excluding Landscape Architecture, Interior Architecture, Graphic Design and Signage.	5 Percent on the cost of works assigned.

1.2.1 Repetition of the building in the same campus	As described for Comprehensive Architectural Services in the Conditions of Engagement including Site Development but excluding Landscape Architecture, Interior Architecture, Graphic Design and Signage.	5 Percent on the cost of works assigned.
1.2.2 Repetition of the building in the same campus	As described for Comprehensive Architectural Services in the Conditions of Engagement except Landscape Architecture, Interior Architecture, Graphic Design & Signage and Site Development.	2.5 percent on the cost of works assigned
1.2.3 Repetition of the building at a different site	As described for Comprehensive Architectural Services in the Conditions of Engagement except Landscape Architecture, Interior Architecture, Graphic Design & Signage and Site Development.	3.5 percent on the cost of works assigned.
1.3 Site Development [except 1.1 and 1.2]	As described for Comprehensive Architectural Services in the Conditions of Engagement except Landscape Architecture, Interior Architecture, Graphic Design and Signage [except 1.1 and 1.2].	2.5 Percent on the cost of works assigned.
1.4 Architectural Conservation/Retrofitting/Additions and alterations	As described for Comprehensive Architectural Services in the Conditions of Engagement except Landscape Architecture, Interior Architecture, Graphic Design and Signage.	7.5 Percent on the cost of works as

2. Urban Design

As described for Urban Design/ Urban Renewal in the Conditions of Engagement.

- For all projects except Housing: 1 percent on the cost of works assigned, to be computed at a rate of Rs 6M per Sq.mt. of proposed built-up area.
- Housing Projects : 20 percent of the fee payable for housing, as stated in sub-clause 1.1 above, on the cost of works assigned, to be computed at a rate of Rs 6M per Sq.mt. of proposed built-up area.
- In case of Urban Renewal projects fee payable shall be 1.5 times of the fee stated above based on actual cost of works assigned.

Above fees are subject to a minimum of Rupees 240M.

3. Interior Architecture/Graphic design and signage

As described for Interior Architecture in the Conditions of Engagement.

7.5 percent on the cost of works assigned

4. Landscape Architecture	As described for Landscape Architecture in the Conditions of Engagement.	7.5 percent on the cost of works assigned
5. Site visits	<p>Visits by an Architect/consultant in connection with Project for which commissioned.</p> <ul style="list-style-type: none"> • Outstation Visit : <ul style="list-style-type: none"> Traveling, Boarding & Lodging Expenses Rs. 3M Rs. 1M For each day • Local site visit/field visit 	<p>Actual Air/ AC First Class Fare (to & fro), AC Car, Boarding & Lodging Expenses and Local Transport.</p>
6. Advisory Consultancy	<ul style="list-style-type: none"> • Outstation • Local 	<p>All as above at 5 i) (a) plus Rs. 10M per day or part thereof. Rs. 4M per day or part thereof.</p>
7. Documentation and Communication Charges	Applicable on all professional fee payable to the Architect.	10 percent of the professional fees.
8. Verification and Certification of Contractor's Bills	<p>Verification of Contractor's bills for payment, based on progress of works at site, measurements of works Certified by the Construction Manager (i.e. Clerk of Works/ Site Supervisor or Construction Management Agency) and in accordance with Conditions of Contract, Drawings and instruction issued.</p>	1 percent in addition to above fees.

Scale of Charges

- Explanatory Notes:
- 1. For works costing up to Rs. 1400 M
- professional fees may be negotiable
- between Architect and Client.
- 2. When Architect is engaged
- --to undertake Comprehensive Architectural Services
- - in respect of buildings/ Site Development and/ or Landscape Architectural Services
- --as a follow up of an Urban Design/ Urban Renewal Scheme,
- -his professional fee
- -- for Comprehensive Architectural Services/ Landscape Architectural Services
- --shall be reduced by 20%.
- --The current value of M is 1000.
-