



Subject: Professional Practice - I

Topic: Expression of Interest

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# EXPRESSION OF INTEREST

- Expression of interest (EOI) -- process of seeking an indication of interest from potential service providers who are capable of undertaking specific work
- Expression of interest -- submission made by a prospective tenderer in response to an advertisement for supply of goods/ service
- It is a method by which a client compiles a list of --
- --potential supplier
- other than recommendations,
- research,
- ▣ maintaining a pre-selected list of possible suppliers based on track record,
- asking consultants to prepare a list.
- ▣ Expressions of interest -- form of open tendering that allows anyone to put themselves forward.
- ▣ offers greatest competition
- advantage of having new / emerging suppliers to try to secure work.
- ▣ Criticised for:
  - -- attracting large numbers of suppliers
  - --, some of whom may be entirely unsuitable for contract
  - -- can waste a time, effort and money.

# expressions of interest

- An advertisement placed online or in print press to include:
  - Description of contracting body.
  - Description of nature of contract, including scale and budget.
  - Procurement route, contract type and conditions.
  - Programme.
  - Submission address and deadline.
  - Details of the information required in EOI
  - Contact details.
  - Description of company– including financial information.
  - Relevant experience and technical capacity.
  - Staff experience and availability.
  - References.

# expressions of interest

- Tender process can be a long one,
- to avoid potential delays,
- EOI should be sought as early as practical.
- For construction contract-- when planning approval is received.
- for public projects-- process can be very slow .
- ▮ Ideally, contracts for goods/ services required for project should be advertised at outset of project or soon as possible afterwards.
- Failure to advertise could result in long delays.

# Difference between EOI & RFP

- An Expression of Interest (EOI)
  - -- multi-staged process
  - -- used to shortlist potential suppliers
  - -- before seeking detailed bids
  - -- used when information required from tenderers is specific but agency unsure of capability of suppliers to provide required goods / services.
- A Request for Proposal( RFP)-
  - -- can be a single or a multi-staged process
  - -- used when project or requirement
  - -- has been defined,
  - -- but where an innovative/ flexible solution is sought

- ARCHITECTURAL  
PRACTICE

# ARCHITECTURAL PRACTICE

- An architect has to open a office to:
  - -- produce optimum work and
  - -- deliver efficient service
- Methods of starting practice
- Starting own proprietorship firm
- Buying out practice from others
- Inheriting
- Joining some firm and rise from ranks to become partner
- Joining other architects/ professionals to open practice
- Joining Govt offices, PSU , CORPORATIONS

# ARCHITECTURAL PRACTICE

- In a small office—architect has to do all work—sourcing project, prepare sketches, finalising schemes, preparing submission drawings, obtaining approvals, preparing working drawings/ cost—estimates, preparing/calling tenders, selecting contractor, supervising construction, ensuring completion besides maintaining accounts and office
- In Older practice—office will have— engineer to prepare estimates/tender/supervise work,
- Draughtsman/ - to do detailed drawings,taking out prints ,storing drawings
- Typist -cum- receptionist- for reception, typing, record keeping, diary and dispatch
- office boy- for visiting other offices, depositing documents



# ARCHITECTURAL PRACTICE

- In a big practice—
  - where architects are more than 15–20–
    - – trend is to form teams of 3–4 architects headed by a senior architect as a team leader
    - -- team completely responsible for the project
    - – principal architect provides overall approach/ concept/ interaction with clients
    - -- in few cases team leader vested with all powers:
      - -- even to interact with clients, contractors, consultants
      - --under direction of principal architect
  - Turn over is more with greater freedom
  - Senior architects given salary+ performance bonus

# Office Management

- Office is a place
  - –where records are prepared ,handled and preserved
  - -- which is centre of business
  - -- where administrative functions—communication, safety, security, co-ordination, planning, cost- efficiency, public relation, achieving organizational goals are performed.
- Therefore office must –
  - – improve existing information system
  - –Reduce paper work–
    - -- using computer in all areas
    - --Encourage creative thinking and employees participation
    - --Improve/maintain public relation
    - --Attract, acquire and retain talent
  - – promote cost-efficient office services
    - --Decentralisation of functions to the extent possible
  - –Achieving greater productivity through incentives
    - -- involving employees in productivity- cost, meeting deadlines etc

# Architects duties towards employees, associates and consultants

- Architects( Professional Conduct) Regulations, 1989–state that Architect would provide their employees with:
  - -- suitable working environment,
  - --compensate them fairly and
  - -- facilitate their professional development,
  - ▣ -- recognize and respect professional contribution of his employees
  - -- provide their associates
  - -- with suitable working environment
  - -- compensate them fairly and
  - -- facilitate their professional development,
  - ▣ -- recognize and respect the professional contribution of his associates
  - -- recognize and respect professional contribution of consultants,
  - --. enter into agreement with them defining their scope of work, responsibilities, functions, fees and mode of payment

# Management and Architects

- Management is the art and science of getting results through other people.
- In architecture besides making other people to perform architect has also to be role model and professional contributor– Team leader
- Architect as co-ordinator is required to co-ordinate the activities of Key players– consultants, contractor, client, regulatory authorities, sub-contractor, vendors etc– duty is to organise the team to meet defined goals
- As a Visionary– he is to carry out SWOT analysis of project and prepare contingency plan for meeting any eventualities
- As a part of business management—control factors like cost, labour, time,, technology, site execution to complete the project within defined time and defined cost

# Professional Practice– Office structure

- Location--Try to locate office in a central place with visibility and accessibility
- Office layout– informal, more open, less rigid, less hierarchical, promoting personal relationship, generally exclusive cabins for the partners and open cabins for senior designers, work stations, meeting rooms, /discussion area– for meetings /presentation /display of models with clients /consultants
- Library– for knowing latest trends in architecture / materials / technologies, doing experimentation, value addition to projects /staff /employees, documentation, reference, knowing norms & standards, creating data base, research, publications , preparing project reports– books, reputed journals, reports, drawings etc

# Professional Practice– Office structure

- Material or Sample collection— Architect office must have large sample collecting area to know latest products in the market to promote greater creative expression– using compact discs for saving space with proper cataloguing
- Administrative Section– in small offices number of functions are combined to be done by one or more persons, but in medium /large offices separate administrative office/manager needs to be appointed to discharge administrative functions besides accountants to manage finances.– staff may include– liaison person, public relation officer, staff boys, security personnel etc
- Store– for storing drawings, materials, record, xerox / printing machine/ printer–

# Professional Practice– Office structure

- Pantry– for serving/ preparing beverages/tea/ heating food/drinking water facility/washing/ coffee/ tea dispenser
- Reception area/entrance lobby– for projecting good image and making value addition to
- office– appealing/good sign board/logo/office address/ photographs/models/good lighting /furniture /painting/ murals/good interiors/colour scheme /flooring/carpeting/false ceiling
- Finances– deals with income/expenditure apart from saving– office though not commercial efforts need to be made to increase income and control expenditure and earn reasonable profit, Provision to be made for taxes/ light beverages /snacks/ gifts to employees/picnics/annual parties– account to be maintained by trained manpower– statements to be prepared by Chartered accountants for taxation besides making use of deductions on books, vehicles, entertaining clients

# Professional Practice– Office structure

- Human Resource management–
- Growth of any organisation depends upon—
  - – Hiring right kind of employees
- Making employees supportive/committed to organisation
  - – Keep employees happy / satisfied/ motivated/ providing right kind of ambience– competitive salary, incentives, allowances, bonus ,PPF, gratuity assured career promotion, work freedom, sponsoring for seminars/conferences/annual leave/ flexible working hours/ providing support during period of hardships/taking personal care/ providing training in learning new softwares/ providing opportunities for higher qualifications– IIA etc



# References

- Handbook of Professional documents–  
Council of Architecture
- Professional Practice– K G Krishnamurthy & S  
V Ravindra– PHI Learning Private limited,  
Rimjim House, 111 Patparganj Industrial  
Estate
- Delhi– 110092