

**CHHATTISGARH HOUSING BOARD  
CHHATTISGARH, INDIA**

**INVITATION FOR EXPRESSION OF INTEREST (EOI)  
FOR  
EMPANELMENT OF CONSULTANTS  
(ARCHITECT/FIRM/CO.) FOR**



**ARCHITECTURAL, DETAIL ENGINEERING AND  
RELATED SERVICES**

**AUG-2015**



**CHHATTISGARH HOUSING BOARD**

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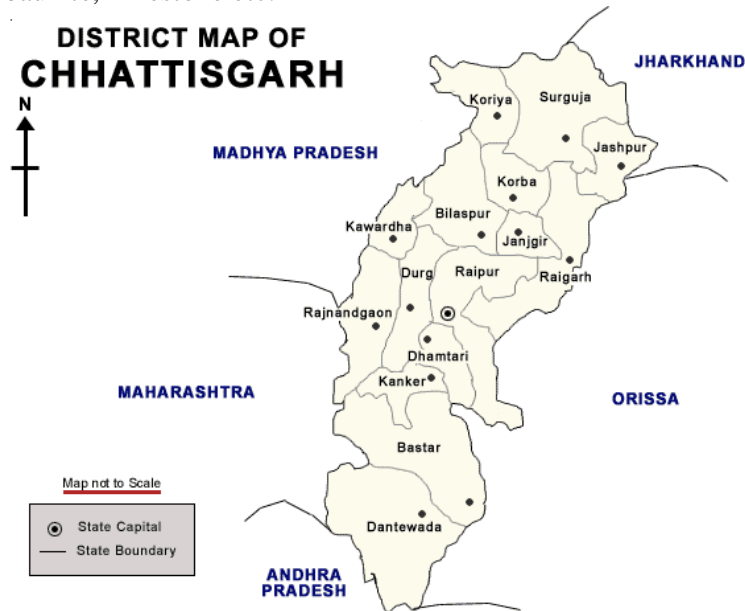
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- 1.2 There are 27 districts in the state, major ones being Raipur, Durg (Bhilai), Bilaspur, Korba and Bastar, Rajnandgaon, Raigarh etc.
- 1.3 The state of Chhattisgarh is rich in natural resource. Forest cover accounts for 40% of the total area of the state. It has rich deposits of iron ore, coal, bauxite, limestone etc.



- 1.4 The state has ample potential of tourism. Dense forests and number of wild life sanctuaries located within, add to the potential.

## 2. CHHATTISGARH HOUSING BOARD (CGHB) :

Chhattisgarh Housing Board, which was a part of Madhya Pradesh Housing Board prior to the formation of the new state of Chhattisgarh, came into existence vide Govt. of Chhattisgarh notification No. 249/1876/32/2003 dated 12-02-2004. The Chhattisgarh Housing Board has resolved to provide to the people of Chhattisgarh, modern & Eco-friendly habitat in various developments, that it proposes to undertake.

## 3. ECO-FRIENDLY CONSTRUCTION:

Chhattisgarh Housing Board envisages Eco-Friendly housing schemes with modern infrastructure up to Tehsil and Block levels, in the state of Chhattisgarh. At present Chhattisgarh Housing Board has land in many districts. Additional land shall also be acquired for new housing schemes. The board also intends to identify decrepit Government properties and land for redevelopment, making use of any additional FAR/ground coverage available there in.

The Eco-friendly colonies proposed, shall be composite in nature, with self sustained campus comprising of residential, commercial, recreational and other economic functions, planned as per existing planning norms and modern planning considerations.

#### 4. AIMS AND OBJECTS OF CGHB

Broad Aims and objects of CGHB are:

- (a) To assist all the citizens of Chhattisgarh and in particular the poor to secure themselves affordable dwellings.
- (b) To reflect the aims and aspirations of the people of Chhattisgarh, integrating its traditions with modern day aspirations with necessary local level functions such as Residential, Commercial, Institutional, Recreational, Educational, Health etc.
- (c). To develop ecologically and environment friendly, sustainable human habitat(s).
- d). To provide high standards of modern physical infrastructure, such as efficient transport, communication, water-supply and power networks in its development
- e). To create rich social and cultural environment in its housing and other schemes.
- f). To provide a living environment, that permits its citizens to live fuller and richer life, free from physical and social tensions, that are so commonly associated with urban living.
- g). To cause development based on the principles of energy and water conservation.
- (h) To make the best use of available resource and boost economic development.
- (i) To promote integrated housing development for the establishment of viable, socially and economically integrated communities situated in areas which allow convenient access to economic opportunities as well as health, educational and social facilities **with disable friendly, senior citizen friendly, energy efficient , etc.**

#### 5. DEFINITIONS :

5.1 In this document the following words and expressions have meaning hereby assigned to them.

5.2 CGHB : Means Chhattisgarh Housing Board.

5.3 APPLICANT/ARCHITECT/FIRM/COMPANY: (A) **(For Architectural & Engineering Services)** Means the individual, proprietary firm, firm in partnership, Pvt. limited company, in the field of architecture, planners, with or without multidisciplinary firms of engineering, structural designers, landscape planner, phe/electrical expert, etc. individual/proprietary firm/all partners of firm

in partnership/all directors of Pvt. limited company shall be an Architect and have registered from council of architecture/AIIA. (with up to date renewal) are eligible for Empanelment.

- Joint venture & consortium are not allowed.
- The architect/firm/in partnership firm/company can also engage consultant/expert(if not available in his office) in the field of structural desing civil engineering, water supply, sanitation, electrification, landscape planner, urban planner, interior designer & energy efficiency etc. with having experience of minimum 5 years in the respective field and minimum qualification is graduation (Degree) and other experts but overall whole responsibilty will be of architectural firm.
- **APPLICANT/FIRM/COMPANY: (B) (For Engineering Services only)** Means the individual, proprietary firm, firm in partnership, Pvt. limited company, in the field of Engineering firm, architecture, planners, with multidisciplinary firms of civil engineering, structural designers, landscape planner, phe/electrical expert, etc. individual/proprietor of firm in case of all partners of firm in partnership/all directors of Pvt. limited company shall be Engineers/ architects but one main partner/director shall be degree holder BE/B.Tech/AIME/equiv. degree in civil engineering ) are eligible for Empanelment in this category with follow all criteria for architect/firm/company given in EOI-2015 point no. 14 .
- Joint venture & consortium are not allowed.

## **6. EMPANELMENT CATEGORY :**

In order to achieve its aims and object, the CGHB wishes to empanel, reputed consultants in the field of Architecture, Engineering and related services to provide consultancy services for the development of its housing and other schemes. The empanelment shall be grouped in four categories based on cost of projects, related to building construction, to be undertaken. **The empanelment means not a guaranty of to provide/allot works to the consultants. (for A & B)**

1. **Category "A"** : For work values/project cost above Rs. 25 crore.
2. **Category "B"** :For work values/project cost up to Rs. 25 crore.
3. **Category "C"** :For work values/project cost up to Rs 15 crore.
4. **Category "D"** : For work values/project cost below Rs. 5 crore.

**Note: Consultant empanelled for higher category may be permitted by (CGHB) to participate in lower level projects but consultants of lower category shall in no case be eligible for higher level projects.**

## **7.0 EMPANELMENT OF CONSULTANT/ARCH/FIRM/CO**

### **7.1 EMPANELEMENT PROCEDURE**

The broad procedure for empanelment of consultants shall be as under.

- a) **Invitation of Expression of Interest (EOI):** CGHB invites the application from eligible consultants to submit their expression of interest to participate in the empanelment procedure.
  - b) **Submission of EOI:** The participants will submit the EOI to (CGHB) along with the details as required in the prescribed manner.
  - c) **Scrutiny by the CGHB** – The CGHB will scrutinize all the submissions received on the basis of eligibility criteria.
  - d) **Empanelment:** The eligible participants would be selected for the Empanelment on the basis of their vision, competence and previous works.
- 7.2 **PERIOD OF EMPANELMENT:** The empanelment would be for a period of two years and it should be get renewed after 2 years if it is not renewed then it will be expire itself. The renewal application shall be submitted 3 months before expiry date of empanelment to the Commissioner, Housing Board, Chhattisgarh. The renewal fees will be Rs 5000 [five thousands only] as D.D. in the favour of the commissioner CGHB. The Firm Should have participated in atleast one competition in two years.
- 7.3 **TERMINATION OF EMPANELMENT :** If in the view of the Commissioner, the performance of a consultant is not satisfactory, or if in his view the consultant has failed to safeguard the interest of CGHB, the commissioner may at his sole discretion, terminate the engagement of the consultant, for particular project as well as terminate /suspension/degration his empanelment with the CGHB by giving written notice by not less then 30 [thirty] days to the consultants The Commissioner of CGHB decision in this matter shall be final and binding.
- 7.4 **AWARD OF WORK:** Procedure for the award of work shall be as follows:-

**Chhattisgarh Housing Board shall invite offers for the project through newspaper or cghb website "www.cghb.gov.in" from amongst the empanelled consultants in cghb, in two separate sealed envelops. One envelop shall have the concept drg and other shall contain financial offer subject to the limit as given in Para 7.5 below. All the concept drgs so received shall be placed before a committee, which shall select three best – suited concept drgs in order of merit T1,T2,T3 [presentation may be called if committee desires]. Financial offers of the T1,T2,T3 firms, whose concept plans are selected by the committee, shall only be opened. Firm whose concept plan is adjudged best T1 shall be offered the work on the minimum financial offer received from the best three firms. Work may be awarded to No.T2 or No.T3 firm, only in the case of refusal from firm T1 or T2 respectively. In any case financial offer is not found suitable or may be more in this condition the committee can negotiate offer with T1 or T2,T3 respectively as per above condition . Financial offer should be inclusive of all taxes such as Professional Tax, Service Tax, Income Tax, central/state/local bodies taxes and all expenditure tour travels etc.**

7.4.1 After selection of the consultants/execution of agreement by consultants if due to some reasons like unavailability of land/fund not received from concerned deptt./ for others reason projects is cancelled / in this case selected consultants will be terminated by concerned exe. Engineer with the permission of the housing commissioner with one month notice to the consultants.

- The allotted work to the architect/architectural firm/co. from CGHB shall be not allowed to sublet the work.
- CGHB can select consultant through issue open RFP by advertisement in news paper for a special & big project if required

7.5 UPPER LIMIT OF FINANCIAL OFFER:

**(For Architectural & Engineering Services)**

7.5.1 SURVEY OF LAND:

- (a) For 1 Acre to 25 Acres land @ Rs.1500/- Per Acre Min- Rs. 20,000.00
- (b) After 25 Acres of land and up to 50 Acres of land the rate of survey will be @ of Rs.- 1200/Per Acre ( For additional acres over and above 25 acres ).
- (c) After 50 Acres of land the rate of survey will be @ Rs.1000/- Per Acre (For additional acres over and above 50 acres).

7.5.2 PREPARATION OF LAY OUT PLAN;

[FOR SERVICES AS PER 10.0 - A,B, OF EOI ]

- (a) For 1 Acre to 25 Acres land @ Rs.2500/ - Per Acre Min- Rs. 30,000.00
- (b) For above 25 Acres of land and up to 50 Acres of land the rate will be @ of Rs.-2000/ Per Acre (For additional acres over and above 25acres).
- (c) After 50 Acres of land the rate for every additional acre will be @ Rs. 1500/- Per Acre (For additional acres over and above 50 acres).

7.5.3 PLANNING AND DESIGNING OF ALL EXTERNAL SERVICES

[FOR SERVICES AS PER 10.0- C OF EOI ]

0.5% of development cost ( tender approved) of project, excluded cost of OHT, sumpwell, pump house, tubewell, compoundwall, shifting of electric line, earthfilling, DG set & lift & lumpsum expenses.

7.5.4 PLANNING AND DESIGN OF RESIDENTIAL LANDED HOUSES,FLATS  
AND COMMERCIAL COMPLEX,OFFICE BUILDING

[FOR SERVICES AS PER 10.0 D OF EOI ]

- (a) For Single Unit of Building @ 2.5% of the tender cost.
- (b) For Repetition of work(Tender Cost).  
For project worth up to Rs.1.0 cr. @ Rs 1%  
From Rs.1.1 cr. to Rs 5.0 crs. @ 0.5%  
From Rs.5.1 crs. to Rs 10.0 crs. @ 0.25%  
above Rs. 10.0 crs to 20.0 crs. @ 0.12%

7.5.5 (For Engineering Services Only)

1. Survey of Land – Rate same as per 7.5.1 Rate

2. PLANNING AND DESIGNING OF ALL EXTERNAL SERVICES

[FOR SERVICES AS PER 10.0- C OF EOI-FOR LAYOUT ]

Rate- Rs. 0.5% of development cost ( tender approved) of project, excluded cost of OHT, sumpwell, pump house, tubewell, compoundwall, shifting of electric line, earthfilling, DG set & lift & lumpsum expenses.

3. PLANNING AND DESIGN OF RESIDENTIAL LANDED HOUSES,FLATS  
AND COMMERCIAL COMPLEX,OFFICE BUILDING

[FOR ENG. SERVICES AS PER 10.0 D OF EOI-FOR BUILDING ]

- (a) For Single Unit of building @ 1.0% of the tender cost.
- (b) For Repetition of work(Tender Cost).  
For project worth up to Rs.1.0 cr. @ Rs 0.5%  
From Rs.1.1 cr. to Rs 5.0 Cr. @ 0.2%

7.6 **MODE OF PAYMENT. (Architectural & Eng. Services)**

**For Building Works/ Layout planning work**

**Stage I** –Survey works,& After Board's approval of stage 1 drawing & approval of drawings by statutory authorities[t&cp,others],stage 1 estimate and 3d view. and broucher designing /leaflet/advertisement /presentation of project when required.etc with 3 options.

20% of total fees as per 7.5 of E.O.I. Aug 2015 lowest rate quoted & Approved by Board.

**Stage II**- After submission of Stage-II detailed estimate and Stage II tender drawings sufficient (All external services details for layout part and all working drg. for building to call tender and Structural design with Structural drawings[approved from NIT/IIT].



15% of total fees as per 7.5 of E.O.I. Aug 2015 lowest rate quoted & Approved by Board.

**Stage III** - After submission of all detailed working /detail drawings for execution at site. and in case of department after brick work and RCC top slab completed.

15% of total fees as per 7.5 of E.O.I. Aug 2015 lowest rate quoted & Approved by Board.

**Stage IV** - During the course of construction as per progress at site as below.

40% of total fees as per 7.5 of E.O.I. Aug 2015 lowest rate quoted & Approved by Board.

- A. On Completion of Construction upto plinth level. 5% of total fees of lowest quoted rate and accepted by Firms & Approved by Boards.
- B. On Completion of Construction upto lintel level and in case of department after finishing of plaster work. 10% of total fees of lowest quoted rate and accepted by Firms & Approved by Boards.
- C. On Completion of Casting of R.C.C. slab. 15% of total fees of lowest quoted rate and accepted by Firms & Approved by Boards.
- D. On Completion of Plastering, Flooring, & Finishing & Providing Door and Shutters and in layout work water supply, sewer line, drain, electric work completed and land scaping work over and architect shall see these work. 10% of total fees of lowest quoted rate and accepted by Firms & Approved by Boards.

**Stage V** - On completion of work and fulfilling of all responsibilities (including super vision time to time) to Board's satisfaction remaining of total fees, as per actual work done & as building completion drawing.

- For purpose of stage V " progress at site" shall mean expenditure incurred as a proportion of total estimated cost calculated in five installments.

#### 7.6.1- FOR ENGINEERING SERVICES (for building and layout work)

**Stage I** –Survey works,& After Board's approval of stage 1 drawing & approval of drawings by statutory authorities[t&cp,others], after submission of stage II drawing and detail estimate for call tender and Structural design with Structural drawings[approved from NIT/IIT]. in all respect as per detail scope of work.

30% of total fees as per 7.5 of E.O.I. Aug 2015 lowest rate quoted & Approved by Board.

**Stage II**- After submission of detailed drawing and give approved drawing if required from central department before tender approval and work started.

15% of total fees as per 7.5 of E.O.I. Aug 2015 lowest rate quoted & Approved by Board.

**Stage III** – During the course of construction as per progress at site as below.  
45% of total fees as per 7.5 of E.O.I. Aug 2015 lowest rate quoted & Approved by Board.

- A. On Completion of Construction upto plinth level. 5% of total fees of lowest quoted rate and accepted by Firms & Approved by Boards.
- B. On Completion of Construction upto lintel level and in case of department after finishing of plaster work. 10% of total fees of lowest quoted rate and accepted by Firms & Approved by Boards.
- C. On Completion of Casting of R.C.C. slab. 15% of total fees of lowest quoted rate and accepted by Firms & Approved by Boards.
- D. On Completion of Plastering, Flooring, & Finishing & Providing Door and Shutters and in layout work water supply, sewer line, drain, electric work completed and land scaping work over and architect shall see these work. 15% of total fees of lowest quoted rate and accepted by Firms & Approved by Boards.

**Stage IV** - On completion of work and fulfilling of all responsibilities (including super vision time to time) to Board's satisfaction remaining of total fees, as per actual work done & as building completion drawing.

- For purpose of stage IV " progress at site" shall mean expenditure incurred as a proportion of total estimated cost calculated in five installments.

- **Note.**

1. If for some reasons, the work is abandoned in between or curtailed or the Architect 's services terminated by the cghb commissioner , the fees will be calculated proportionately for the services rendered and adjusted accordingly.
2. Panality shall be charge upto 10% of the fees in case of delayed to provide any type of services or services not provided as per scope of work. In case of performance is poor than his category can be degraded or black listed also.
3. Payments of professional fees shall be made with in one month of the completion of the relevant stage or submission of claim whichever is later.
4. This fees is inclusive of all taxes and expences which may have to be borne by the Architect and no separate payment shall be made on this account.

**8.0 SIGNING OF AGREEMENT**

**A separate agreement shall be executed between the (CGHB) and the consultant for each different project.Firm should provide time bar chart of services before agreement.Agreement shall be sign by main architect/partner of firm/consultancy.**

- 8.1 The Commissioner CGHB shall have the liberty to postpone or not to carry on any job and the architect shall not be entitled to any compensation or damages

for such postponement or non execution of the job except the fees which are payable to the architect up to the stage of scope of work/job on the date of such decision communicated to the architect by the Commissioner or by engineer in charge on his behalf.

**8.2** The Commissioner CGHB shall have the liberty to amend any condition in EOI or Agreement at any time without any notice .

## **9.0 BROAD SCOPE OF THE CONSULTANCY**

The Consultants broad scope of work shall include but not limited to the following –  
\*Study and analyze the requirements of the housing Board to draft detailed design.

- A. SURVEY: Physical and topographical survey of Land, Soil investigation and Water resistivity survey.
- B. PREPARATION OF LAYOUT PLAN: Preparation of layout plans of Buildings, Roads, Sewerage System, Water Supply System, External Electrical System, Open Spaces, Garden, Play Grounds, water harvesting etc. as per the norms and guidelines of Town & Country Planning Department of Chhattisgarh/ local body/Central department as required for Environmental Clearance, firefighting etc.
- C. DESIGNING OF EXTERNAL SERVICES: Designing of all external services including water harvesting system.
- D. PLANNING AND DESIGN OF RESIDENTIAL & COMMERCIAL BUILDING: Designing of Residential Houses/Apartments, and Commercial Complex and others buildings as desired by CGHB.

## **10.0 DETAILED SCOPE OF WORKS :**

**(For Architectural & Engineering Service)**

### **A. SURVEY:**

Survey may be done by any scientific method, using latest instruments. Survey would include: Site evaluation, Analysis and impact of existing and proposed development on its immediate environs.

- i. Site survey including adjacent area ( Site Plan )
- ii. Soil test : Type of soil, strata and its bearing capacity.
- iii. Resistivity survey to find out underground water table.
- iv. Contour Survey at intervals as specified by the in-charge Executive Engineer (by Total Station Survey minimum).
- v. Location of all existing structures like, channel ,nallah ,water bodies, trees, electric line, other buildings, tubewell, Approach to the site (Specify kachha/pakka road with width of existing road distance from main road), show state highway or NH or any main road if any, give max. flood level of nallah/canal/river/pond if any at site

- or near site, encroachment at site if any to be show properly, any ditch if any, etc. if any deep slope are in site show properly.
- vi. show khasara Plan with no. in servey plan. (Seperately)
  - vii. Any other features as directed by engineer in charge.
  - viii. Survey plan and contour plan will be in scale 1:500, or as directed.
  - ix. Geological Survey for water recharging.
  - x. show availability of electricity and water.
  - xi Surrounding bldgs or campus or other
  - xii Superimpose of khasra Plan on survey plan (Seperately)
  - xiii show co-ordinats of all corners of sites/boundry

## SUBMISSION

1. Soil test and resistivity survey report approved from Govt. body Testing unit or as directed by the board.
2. Site Plan, Contour survey Map, Soil test and all as mentioned above (point I, to xiii) Location map of all under ground water points and other Maps in 1:500 scale (or as directed), in 10 hard copies with signature of surveyer & architect/ eng. one soft copy in CD

## B: PREPARATION OF LAYOUT PLAN

1. Layout plan should be in 1:500. scale (or as directed) Layout plan shall include Buildings, Roads, Sewerage System, Water Supply System, External Electricity System, Open Spaces, Garden, Play Grounds etc. As per the norms and guidelines of Town & Country Planning Department of Govt. of Chhattisgarh/local body/Central department as required for Environmental Clearance ,irrigation dept, high rise bldg committee, firefighting etc. Water recharging pits, STP, Community hall/Club, swimming pool, play area, children play area, crèche etc.

## SUBMISSION

1. At least three alternative concept plans along with stage 1 estimate shall be submitted, each in triplicate. Necessary changes if required, shall be made by the consultant and submitted.
2. On a approval of the concept plan, 3d view. and broucher designing /leaflet/advertisement /presentation of project at the time of selection and others occasion and when required etc with 3 options. detail layout plan as per B(1) above.
3. T&CP Approval and building approval from nagar nigam/palika/panchayat and all as mentioned above.

## C: DESIGNING OF EXTERNAL SERVICES

( After Approval from T & CP)

### 1.1 Designing of external Water Supply System shall include.

- a) Capacity of over head tank & sump well shall be designed for the population of entire housing scheme/project.
- b) Detailed RCC Design of overhead tank and sump well. if required by EE

- c) Design of external water supply line clearly showing diameter of pipes and type of pipes (GI, CI, etc) and position of valves and operating systems. (detail layout plan & section) with calculation detail.
- d) Design of pump houses and Tube wells location including capacity of pumps/motors.
- e) Design of fire fighting System.
- f) Lighting conductor system for overhead tanks.
- g) Design of efficient water-harvesting/conservation system.
- h) Planning shall be green building concept requirement.
- i) Rainwater harvesting recharging pits etc. system planning.
- j) Storm water detail layout plan and detail section at various distance.
- k) quantity and detail estimate

### **1.2 Designing of external sewerage system.**

- a) Detail working drawings of external sewerage system (layout and section detail) including details of Eco friendly final disposal of the waste ,it should be design properly and approved from competent and concerned authority. give dia meter of pipes and specification and calculation etc.
- b) Design and detail working drawings of feasible Sewerage Treatment Plant and reuse of treated water in Garden, Playgrounds and supply of non-potable water to each house hold.
- c) Design and detail working drawings of STP/Septic tank detail as required.
- d) detail of discharge point.
- e) quantity and detail estimate

### **1.3 Designing of Cement Concrete / Bitumen Roads including Culverts and Drainage system. It shall include : (section & detail)**

- a) Levels of Roads, Culverts & Storm water Drains.
- b) Sections of Roads/Culverts / Drains.
- c) Design of Bitumen / CC Roads/ RCC Road/RCC culverts/ drains with Design calculation. RCC culverts shall be design to bear load of minimum 18 ton (weight of fire fighting vehical)
- d) quantity and detail estimate

### **1.4 Design of external electrification.**

- a) Design of external electrification system with specification as per the CSPDCL norms and Shall got approved from CSPDCL. Layout plan (detail), quantity and detail estimate.

### **1.5 Landscaping. Landscape plan shall include:**

Design and detailed working drgs of landscape part, including choice of species, grass, hedges, plants, trees, etc., footpath, chair, playfield/area, children play area, crèche, compound wall and gate of garden or when required, Electrical fixtures details as required etc. Quantity and detail estimate for each work

## **1.6 Design of community hall/Clubs, Library, Training centre, Swimming pool etc.**

Design and detailed working drgs (as mentions in detail 10.0 D of EOI point below) of above building as required by the board.

### **Submission:-**

1. water supply detail layout and other details .
2. Sewerage design detail layout
3. water harvesting system/rain water harvesting planing laypot.
4. drainage layout and design
5. detail of STP/ septic tank as required by EE.
6. land scaping detail plan with children play area/with equipment.
7. electrical detail layout.
8. main entrance gate design detail with security post.
9. Road design detail of RCC/Bitumen as desire by the board
10. All other drgs detail required for const /by EE/Board
11. All detail for required for T&CP and other department/for Enviremental clearance and take approval from Enviremental clearance from central department for any eligible project.

## **D: PLANNING AND DESIGN OF RESIDENTIAL BUILDING/APARTMENT AND COMMERCIAL,OFFICE BUILDING, COMMERCIAL CUM RESIDENTIAL / OFFICE BUILDING, OTHER BLDG. .ETC.**

- i. Preparation of plans of all floors and elevation[3D View] with sufficient alternatives and sections [,stage 1 drgs],specification, of buildings. and get approved from board/clients dept, stage1 estimate ,broucher designing /leaflet/advertisement /presentation of project for at the time of selection and other occasion and when required etc with 3 options. Models and walkthough if required. Drgs for approval from t&cp and nagar nigam & others deptt. as required.
- ii. Detailed architectural drgs and structural designs of all r.c.c. works foundation, superstructure, beams, columns, lintels, chajjas, slab etc.
- iii. **Preparation of working[stage2]/detailed drawings for as below:**  
[Drgs. shall be in proper scale such as 1;20,/1;25/1;50/1;100 as required]
  1. All floors plans [Basement fl. To Terrace fl. As per design]
  2. All sides elevations
  3. Sections 3 minimum
  4. Detail of staircase ,kitchen, toilets , porch , balcony etc.and others details as required on type of bldgs.
  5. Detailed drgs of Doors and windows, ventilators, rolling sutters, gates, ms grills , compound wall railings etc.
  6. Flooring design details

7. Interior design details if required
8. Design of internal, external color schemes, & Color scheme on Grills and Railings
9. Design of internal Water Supply, (Length and size of pipes etc.)
10. Design of internal Electrification
11. Design of Sanitary and plumbing system (Length and size of pipes etc.),
12. Design of Electronic Communication System if required
13. Rain Water Harvesting Planning
14. Detailed drgs of Elevators (lift), escalator, fire protection and security system, heating, ventilation and air conditioning system (HVAC) and other mechanical system as required depends on type of buildings
15. Internal and peripheral Landscape plan.
16. Lightning conductors system for buildings
17. R CC structural Working/detailed drawing of A.details of footing, (as per the type of soil and height of the structure B.Plinth beam details C.all floor beams details D.all columns, lintels, Chajjas, slab, staircase details, with reinforcement details, E. lift well/tower/ machine rm etc and others details as required  
 . F. all false works (quantity) details for all RCC .

#### **SUBMISSION FOR POINT B, C & D**

1. All Drawings as mentioned above in 10 hard copies with signed by **principal architect of the firm** and one soft copy.
2. Stage 1 ,2 estimate and brief, detail specification of works in five hard copies and one soft copy.
3. The consultant shall submit 3 D views[with option] of buildings compulsory, 3 D views[with option] of layout, model, Walk through if required and brochure designing /leaflet/advertisements required.
4. The consultant will show and incorporate appropriate furniture in all [2d/3d]plans and designs for brochure preparation
5. **All RCC Works design of development of layout and all buildings drgs. shall be signed by structural designer and shall got approved from NIT or IIT.**
6. **After board approval layout Plan Shall got approved from T&CP Deppt. and others govt. deppt. as required.**
7. **After board approval building plan Shall got approved from nagar nigam/nagar palika or as required.**
8. **All layout design and building design shall be energy efficient, disable friendly, senior citizen friendly**
9. **Time schedule for above all stages [AtoD] will be as mentioned in the agreement.**

Consultant shall design as per existing relevant codes. Consultant should follow existing norms, rules and regulations of PHE, Municipal, Town and Country Planning Department, Electricity board and other departments[state/central]. Consultant shall obtain statutory approval of all submission from the concerned department. He shall supervise all the works under his scope of work at various stages and keep watch for accuracy and quality of work executed. Consultant shall visit the site for at-least two days as per the date fixed by the in charge Executive Engineer at his own cost. Consultant shall prepare Detailed Estimate, based on schedule of rates of CGHB, & Tender Documents in consultation with the Chhattisgarh Housing Board within the rules and regulation of CGHB.

### **10.E Detail scope of works and submission (For Engineering Services Only)**

1. For layout ( survey and external services) same as per EOI 2015 point no. 10-A, C1.1, 1.2,1.3,1.4,1.5, (Other than Architectural services)
2. For desiging of all engineering services for all type houses or other building of colony same as per EOI 2015 point no. 10 D (Other than Architectural services)
3. all general instruction to be follow by consultant as wherver given in all EOI 2015
4. Consultant has to deliver all responsibilities belong to engineering services/part.

**Submission :- All drg of above mentioned work in detail.**

#### *INFORMATION AIND INSTRUCTIONS TO APPLICANTS.*

### **11 GENERAL.**

- 11.1 All information requested for in the enclosed forms should be furnished against the respective columns in the form. If information is furnished in separate documents, reference to the same should be given against respective column. If information is 'Nil' it should also be mentioned as 'Nil' or 'No such case'. If any particular query is not applicable in case of the applicant, it should be stated as 'Not applicable'. The applicants are cautioned that non-submission of complete information called for in the required formats, or making any change in the prescribed forms may result in the application being summarily rejected.
- 11.2 All the information must be submitted in English.
- 11.3 The documents should be sent by speed post / registered post /courier or hand delivery. CGHB will not entertain any application after the prescribed time limit on any grounds.
- 11.4 The application should be type written. The applicant's name & signature should appear on each page of the application form.
- 11.5 Overwriting shall be avoided and corrections, if any, shall be made by crossing out, initialing, marking the date and rewriting. All pages of the application shall be numbered and submitted as a package with signed letter of transmittal.



- 11.6 References, information and certificates from the clients certifying suitability, technical know-how or capability of the applicant shall be signed by the respective client.
- 11.7 The applicant is advised to attach any additional information he thinks would be necessary in regard to his capabilities. No further information will be entertained after submission of application unless it is required by the CGHB. The CGHB reserves the right to call for additional information and clarification of information submitted from the applicants.
- 11.7.1** The application form duly completed and signed shall be submitted in sealed cover. The sealed cover shall be super scribed as ‘Application for Expression of Interest from Architects /firm/company for Empanelment in CGHB and shall be received by the Commissioner, CGHB, Sector-1, Shankar Nagar, Raipur Chhattisgarh, INDIA 492007 on or before date & time mentioned in advertisement on newspaper or in the **cghb website "www.cghb.gov.in"**.
- 11.8 The cost incurred by applicants in preparing this application, in providing clarifications or attending discussions / conferences in connection with this document shall be borne by the applicant and the CGHB in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the process.

## **12 METHOD OF APPLYING :**

- 12.1 If the application is made by an individual, it shall be signed by the individual above his full typewritten name and current address.
- 12.2 If the application is made by a proprietary firm, it shall be signed by the proprietor above his full typewritten name and current address.
- 12.3 If application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current addresses, or alternatively by a partner holding special power of attorney for the firm in which case a certified copy of the partnership deed and the said power of attorney and current address of all the partners of the firm shall also accompany the application.
- 12.4 If the application is made by a limited company or a it shall be signed by a duly authorized person holding power of attorney for signing the application in which case a certified copy of the power of attorney shall accompany the application.
- 12.5 The application shall be signed so as to be legally binding on all director.

12.6 One of the director shall be nominated as being lead director and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the director.

- i) The lead director shall be authorized to incur liabilities and receive instructions for and on behalf of any and all director of the company.
- ii) A copy of the agreement or memorandum of understanding of the company shall be submitted with the Application and complete information pertaining to each director of the company shall also be submitted.

### **13. FINAL DECISION MAKING AUTHORITY:**

The CGHB reserves the right to accept or reject any application and to the process and reject all applications at any time without assigning any reason and without thereby incurring any liability to the affected applicant or without informing the applicants of the grounds for the CGHB's action.

### **14. ELIGIBILITY AND MINIMUM CRITERIA FOR PRE-QUALIFICATION:**

- 14.1 The applicant, individual/firm/company should be in india.
- 14.2 To be eligible for Empanelment, the applicants shall provide evidence satisfactory to the Commissioner CGHB, of their eligibility and of their capability and adequacy of resources to carry out the services. In addition, all applications submitted shall include the following information :
  - a) Letter of Transmittal.
  - b) Copies of original documents defining the legal status, structure of organization, place of business of the company or firm or partnership or the individual in Schedule 'A'.
  - c) Reports on the financial standing of the applicant in Schedule 'B'.
  - d) Information about Planning professionals and allied Technical staff in Schedule 'C'
  - e) Details of the experience and past performance of the applicant/ architect/firm/company on works of a similar nature and details of current works in hand and other commitments in Schedule 'D'.
  - f) Any other relevant additional information in Schedule 'E'.
  - g) Details of participation in National or International Design Competitions, if any, in the past.
  - h) Photographs of any three important projects designed by the architect.
  - i) Names & addresses of any three references.

- j) Photocopies of Income Tax return of the firm for the last 3 years along with clearance certificate.
  - k) The applicant may be required to make a presentation covering the above aspects.
  - l) The information of litigation if any.
- 14.3 For the purpose of empanelment, applicant should meet the following qualifying criteria as a minimum for:
- a) The applicant/firm/company must be a well established consultant having capability and experience in residential / commercial / residential cum commercial construction.
  - b) The applicant/firm/company-all partners of the firm/all directors of the company should be a member of the professional bodies such as Council of architecture or indian Institute of architect or Institute of Town Planners India or similar national/international institutes.
  - c) The lead consultant, must have experience in the field of architecture and be of repute with proven experience of rendering comprehensive architectural planing and structural services having in-house facilities (if not available in his office other than architecture services he can engaged experience all releted engineering consultant) for all related disciplines including architecture, urban design, structure, electrical, mechanical air conditioning, acoustics, public health engineering, landscaping and interior design. They must have adequate experienced technical manpower and all modern facilities including computer aided design.

**In addition to above following category wise qualifying criteria are fixed.  
(note :- only completed project will be consider for qualify)**

14.3.1 **Category "A"** : To qualify in Category "A" , the applicant must have achieved as a minimum the following performance

- A. The applicant/Architect/firm/co. shall be at least 10 years old.
- B. The applicant's core team of experts shall have experience of at least 10years in the respective field.
- C. The applicant must have experience on Physical Infrastructure designing, Building Planning with energy efficient and Design, structural design, financial and economic analysis, Environmental planning, etc.
- D. The applicant must have planned, designed and executed at least completed one similar type project of building/housing with development works of more than Rs. 50 crores or two project total cost of Rs. 70.0 Crs. or Three project total cost of Rs. 80.0 Crs. last five years.

14.3.2 **Category "B"**: To qualify in Category "B" , the applicant must have achieved as a minimum the following performance.

- A. The applicant/Architect/firm/co shall be at least 7years old.
- B. The applicants\' core team of experts shall have experience of at least 7 years in the respective field.
- C. The applicant must have experience on Physical Infrastructure designing, Building Planning and Design, structural design, financial and economic analysis, Environmental planning, etc.
- D. The applicant must have planned, designed and executed at least completed one similar type project of building/housing with development works of up to Rs. 50 crores or two project total cost of Rs. 60.0 Crs. or Three project total cost of Rs. 70.0 Crs. last five years.

14.3.3 **Category "C"**: To qualify in Category "C" , the applicant must have achieved as a minimum the following performance.

- A. The applicant/Architect/firm/co shall be at least 5 years old.
- B. The applicants core team of experts shall have experience of at least 5years in the respective field.
- C. The applicant must have experience on Physical Infrastructure designing, Building Planning and Design, structural design, financial and economic analysis, Environmental planning, etc.
- D. The applicant must have planned, designed and executed at least completed one similar type project of building/housing with development works of up to Rs. 20 crores or two project total cost of Rs. 25.0 Crs. or Three project total cost of Rs. 30.0 Crs. last five years.

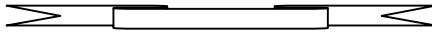
14.3.4 **Category "D"**: To qualify in Category "D" , the applicant must have achieved as a minimum the following performance.

- A. The applicant/Architect/firm/co shall be at least 3 years old.
- B. The applicants core team of experts shall have experience of at least 3years in the respective field.
- C. The applicant must have experience on Physical Infrastructure designing, Building Planning and Design, structural design, financial and economic analysis, Environmental planning, etc.
- D. The applicant must have planned, designed and executed at least completed one Project cost of minimum Rs. 1.0 cr. in the last three year.

14.4 Even if an applicant firm satisfies the above requirements, it will be subject to disqualification at any point of time/during work also if it has :

- i) made a false representation in the form, statement and attachments required in the Registration documents.
- ii) Record of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion.
- iii) If it has been convicted by any court of law.

14.5 All payments towards Consultancy fee to the selected lead consultant will be made in Indian Rupees only.



# **PROFORMA OF APPLICATIONS AND SCHEDULES**

**LETTER OF TRANSMITTAL**

To,

The Commissioner,  
Chhattisgarh Housing Board,  
Sector-1, Shankar Nagar  
Raipur, Chhattisgarh, India.  
Pin-492007

Sub:- Request for empanelment as consultant in CGHB category-----

Dear Sir,

Having examined the advertisement and the application form including scope of work, we hereby submit all the necessary information and relevant documents for participation in for Empanelment in Category ----- for the various construction works in the (CGHB).

The application is made by us, on behalf of \_\_\_\_\_ in the capacity of \_\_\_\_\_ duly authorized to submit the offer.

We understand that (CGHB) reserves the right to reject any application without assigning any reason.

(Signature of applicant)  
Including title and capacity  
in which application is made.

Date

Encl:

- 1
- 2
- 3
- 4
- 5
- 6
- 7

## INFORMATION OF CONSULTANTS

### SCHEDULE-A

#### CORPORATE INFORMATION OF CONSULTANTS

1. Name of the Applicant/ Architect/ proprietor/ main partner/ main director  
(In full) -----  
-Address -----
- Telephone no -----  
-Email address -----  
-Website (if any) -----  
-Year of establishment-----  
(Certificate of Registration/Incorporation under Indian Companies Act to be furnished)  
-Qualification -----  
-Registration no. from COA/AIIA or others -----  
(enclose copy of Certificate of Registration)  
-Place of business

2. if applicant have Detail of all partner of firm/ all director of company

S.No	Name of all partner/ director	Qualification	Registration from COA/ AIIA or others	No. of year in the firm/ company
1				
2				
3				
4				

3. Nature of main Assignments carried by applicant so far
- i. \_\_\_\_\_
  - ii. \_\_\_\_\_
  - iii. \_\_\_\_\_
  - iv. \_\_\_\_\_
  - v. \_\_\_\_\_
  - vi. \_\_\_\_\_
4. Nature of assignments in hand

(Signature of applicant)  
Including title and capacity  
in which application is made.



**FINANCIAL STATUS**

**SCHEDULE-B**

**(For each Member of the group)**

- a. Name of the Consultant/applicant ---
- b. Whether individual/proprietary/partnership/Limited Company.-----
- c. Annual Turnover ( for the last 3years) (Indian Rupees in millions)-  
if available

- All foreign currencies should be converted to equivalent Rupees.

(Signature of applicant)  
Including title and capacity  
in which application is made.

**TECHNICAL STAFF****SCHEDULE-C**Information about the **TECHNICAL STAFF**

(Each member of the group to furnish information in their respective area of participation)

No	Field of specialization	Name of post held in firm/office	No.of persons				Year with Firm
			Ph.D	Post graduate	Graduate	Other Qualification	
1	Architect						
2	Urban planner						
3	Landscape Planner						
4	Building structural designer						
5	Civil Engineer						
6	Environmental planner						
7	Economic Planner						
8	Infrastructure Analyst & designer						
9	Acoustic Engineer						
10	Statistical analyst						
11	Expert of Sanitary/water supply/Electrical/Estimation etc.						
12	Architectural Assistant/Draftsman						
13	Others						

Details of Technical Software and Instrument.

(Signature of applicant)  
Including title and capacity  
in which application is made.

**EXPERIENCE****SCHEDULE – D****APPLICANT’S EXPERIENCE OF RELEVANT PROJECTS  
(BOTH FINISHED AND ON GOING PROJECTS)**

Give **information** in the following format  
(For each member of Group)

1	Project Title	:	
2	Location	:	
3	Describe area of participation (Specific Services rendered by the Applicant)	:	
4	Period of Services rendered by the Applicant	:	
5	Consultancy Fees of the Applicant (In Indian Rupees)	:	
6	Total Project Cost (In Indian Rupees)	:	
7	Whether the Project was handled individual or in partnership or Joint Venture or Consortium (If Yes, specify the JV/Consortium partners and their role (Area of participation) in the project)	:	Yes/No
8	Whether any Sub Consultant was involved If Yes; Specify their area of participation in the project	:	Yes/No
9	Present status of the Project/completion date		

**(Note: Supporting documents from client in support of each of the above objects to be furnished)**

Certificate for Client-

1) Work order for sanction of project for Architectural Services with detail of Project area, nos of houses, cost of project and the letter shall be of competent authority/person.

2) If completed than completion report of the project.

3) Drawing/3d view/Photo of project.

(Signature of applicant)  
Including title and capacity  
in which application is made

**ADDITIONAL/ RELEVANT INFORMATION**

**SCHEDULE-E**

**A Detail for Individual / Proprietary :-**

- 1 Copy of PAN No.
- 2 service tax detail and income tax returns of last 3 years.
- 3 Educational Qualification's certificate.and COA/AIIA registrati
- 4 Registration certificate of Consultant /Proprietary.
- 5 Bank detail. (Name and type of account / Name of Bank's branch, place / Opening date of account in bank)

**B Detail for consultancy Firms/Partnership firm/Limited Company :-**

- 1 Copy of TAN No.
- 2 service tax detail and income tax returns of last 3 years.
- 3 Educational Qualification's certificate of all directors / partners of Firm excluding staff or employee.
- 4 Registration certificate of Architects (COA/AIIA) of all partner or all director of company and Registration of Firms/company.
- 5 Enclose copy of MOU memorandom of understanding of the company/partnership firm
- 6 Bank detail. (Name and type of account / Name of Bank's branch, place / Opening date of account in bank)

**Any other information :-**

**C** .....

**D** .....

**(Signature of applicant)**  
Including title and capacity  
in which application is made.)

**SCHEDULE-F**

**Affidavit**

I-----S/O-----Aged-  
-----Years-----Resident-----Of-----  
------(Address-----)

(For and on behalf of -----), do  
here by and herewith solemnly Affirm/State on oath that:-

- 1. All documents and Information's furnished are correct in all respects to the best of my knowledge and belief
- 2. I have not suppressed or omitted any information as is required.
- 3. I hereby authorize the CGHB Officials to get all the documents verified from appropriate source(S).

Deponent  
(-----)  
Authorized signatory/  
for and on behalf of  
-----  
(affix seal)

**Verification**

I ----- S/O ----- do hereby  
affirm that the contents stated cited above are true to the best of my knowledge and  
believe and are bases on my/our record.

Verified that this ----- date of -----20-----at (Place) -----  
-----

Self-attestation

Deponent  
(-----)  
Authorized signatory/  
for and on behalf of  
-----  
(Affix seal)