

CHHATTISGARH HOUSING BOARD CHHATTISGARH, INDIA

INVITATION FOR EXPRESSION OF INTEREST (EOI) [REVISED]FOR EMPANELMENT OF CONSULTANTS FOR



ARCHITECTURAL, DETAIL ENGINEERING AND RELATED SERVICES

FEB-2013



CHHATTISGARH HOUSING BOARD

Sector-1 Shankar Nagar, Raipur

Chhattisgarh, India. Pin-492007

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PRE-QUALIFICATION DOCUMENT

The Commissioner, Chhattisgarh Housing Board invites application in prescribed form available on cghb website "www.cghb.gov.in" or from the office of Commissioner, CGHB, Shankar Nagar, Raipur (Chhattisgarh) on any working day, from reputed architects/firms of India, who have requisite qualification and experience as detailed in Para 14 given below, for empanelment for the appropriate category of projects of the Chhattisgarh Housing Board. Application should be reached in the office of the commissioner CGHB Head Office, Shankar Nagar Sector-1 Raipur CG up to date & time given in advertisement on newspaper or in the website on 8/2/2013 through Speed Post/Registered Post/Courier or Hand Delivery.-

The empanelment, in different category of architects, shall be based on the financial capacity, work experience and technical personnel available with the applicants. The empanelment shall be without prejudice to the right of the CGHB to invite offers for engagement of other architects/consultants from time to time for any work. The empanelled consultant shall be free to respond to such notice inviting offers. The empanelment shall not bind the CGHB in any way whatsoever to offer any job to the empanelled architect during the period of empanelment.

1. STATE OF CHHATTISGARH

- 1.1 Chhattisgarh is a newly formed state of India, constituted on 1st of November 2000. It has been carved out from the state of Madhya Pradesh. Presently, Raipur city is functioning as the state capital of Chhattisgarh. The total area of Chhattisgarh is 1,35,100 sq.km. with population of just over 20 million. Urban population is around 20 % of the total population of the state.



- 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 CONSULTANT/APPLICANT/ARCHITECT: Means the individual, proprietary firm, firm in partnership, limited company, corporation, a group of firms forming a Joint Venture / Consortium in the field of architecture with multidisciplinary firms of engineering, planners, structural designers, landscape planner, to

become eligible for Empanelment. In the firm one main partner should be an architect[member of C.O.A.]

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.**

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

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 fevour 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/degradation his empanelment with the CGHB by giving written notice by not less than 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 envelopes. 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.

7.5 UPPER LIMIT OF FINANCIAL OFFER:

7.5.1 SURVEY OF LAND:

- (a) For 1 Acre to 25 Acres land @ Rs.1100/- Per Acre Min- Rs. 15,000.00
- (b) After 25 Acres of land and up to 50 Acres of land the rate of survey will be @ of Rs.- 800/Per Acre (For additional acres over and above 25 acres).
- (c) After 50 Acres of land the rate of survey will be @ Rs. 600/- 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.2000/- Per Acre Min- Rs. 25,000.00
- (b) For above 25 Acres of land and up to 50 Acres of land the rate will be @ of Rs.-1500/ Per Acre (For additional acres over and above 25acres).
- (c) After 50 Acres of land the rate for every additional acre will be @ Rs. 1000/- 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]

- (a) For 1 Acre to 25 Acres land the rate will be @ Rs.3000 /- Per Acre Min- Rs. 30,000.00
- (b) After 25 Acres of land and up to 50 Acres of land the rate will be @ Rs. 2000/- Per Acre (For additional acres over and above 25acres).
- (c) After 50 Acres of land the rate for every additional acre land will be @ Rs. -1500/ Per Acre (For additional acres over and above 50acres).

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 House @ 2.5% of the tender cost.
- (b) For Repetition of work(Tender Cost).
For project worth up to Rs.100 lacs @ Rs 1%
From Rs.100 lacs to Rs 500 lacs @ 0.5% (over and above Rs. 100 lacs).
From Rs.500 lacs to Rs 1000 lacs @ 0.25% (over and above Rs. 500 lacs).
above Rs. 1000 lacs @ 0.15%

7.6 MODE OF PAYMENT.

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 /leaflat/advertisement /presentation of project when required.etc with 3 options.

20% of total fees as per 7.4 of E.O.I.[revised on FEB 2013] lowest rate quoted & Approved by Board.

Stage II- After submission of Stage-II detailed estimate and Stage II tender drawings sufficient to call tender and Structural design with Structural drawings[approved from NIT/IIT].

15% of total fees as per 7.4 of E.O.I. [revised on FEB 2013] lowest rate quoted & Approved by Board.

Stage III - After submission of all detailed working /detail drawings for execution at site.

15% of total fees as per 7.4 of E.O.I. .[revised on FEB 2013] 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 7.4 of E.O.I. [revised on FEB jan 2013] 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. 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. 10% of total fees of lowest quoted rate and accepted by Firms & Approved by Boards.

Note: -Proportionate rate would be paid for Stage-v only if No. of Houses are increased or decreased.

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

Note.

1. For purpose of stage V " progress at site" shall mean expenditure incurred as a proportion of total estimated cost calculated in five installments.
2. 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.
3. Panality shall be charge upto 5% of the fees in case of delayed to provide any type of services .
4. 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.
5. This fees is inclusive of all taxes, 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 :

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(Total Station Survey).
- v. Location of all existing structures like, cannel ,nallah ,water bodies, trees, electric line, buildings etc.
- vi. Any other features as directed by engineer in charge.
- vii. Survey plan and contour plan will be in scale 1:500, or as directed.
- viii. Geological Survey for water recharging.
- xi Surrounding bldgs or campus or other

SUBMISSION

1. Soil test and resistivity survey report approved from Govt. body Testing unit or as directed by the board.
2. Site Plan, Contour Map, Soil Map and all as mentioned above Location map of all under ground water points and other Maps in 1:500 scale (or as directed), in 10 hard copies & 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 /leaflat/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 all as mentioned above.

C: DESIGNING OF EXTERNAL SERVICES

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.
- 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.
- d) Design of pump houses for OHT, sump well and Tube wells 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.

1.2 Designing of external sewerage system.

- a) Detail working drawings of external sewerage system including details of Eco friendly final disposal of the waste ,it should be design properly and approved from competent and concerned authority.
- 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 as required.

1.3 Designing of Cement Concrete / Bitumen Roads including Culverts and Drainage system. It shall include :

- a) Levels of Roads, Culverts & Storm water Drains.
- b) Sections of Roads/Culverts / Drains.
- c) Design of Bitumen / CC Roads/ RCC culverts/ drains

1.4 Design of external electrification.

- a) Design of external electrification system as per the CSPDCL norms and Shall got approved from CSPDCL.

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.

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.

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 walkthrough if required.

- ii. Drgs for approval from t&cp and nagar nigam & others deptt. and get approved from t&cp, and Nagar Nigam, other deptt. as required.
- iii. 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 shutters, 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 exiting 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.

INFORMATION AND 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 for the construction works " 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 Corporation, 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 If the application is made by a Joint Venture / Consortia of two
Or more firms as partners:

12.6 The application shall be signed so as to be legally binding on all partners.

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

- i) The lead partner shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the Joint Venture / Consortium w.r.t. the competition.
- ii) A copy of the agreement entered into by the Joint Venture/ Consortium shall be submitted with the Application and complete information pertaining to each partner in the respective forms duly signed by each such partner shall be submitted with the application.
- iii) One partner of the company/firm/Consortium/joint venture shall be an architect.

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 or Joint Venture, should be a firm incorporated in India. In case of a Consortium of Firms, the lead Firm should be registered 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 case of Joint Venture, the joint-venture partners should give an undertaking to provide the relevant expertise / consultancy services for the project. Similarly, in case of Consortium if any member is likely to derive expertise of the parent company, then an undertaking to that effect from the parent company providing such

expertise to the Consortium member should be submitted. 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 corporation or firm or partnership or in case of a joint venture, of each party constituting the Joint Venture / Consortium/ individual in Schedule 'A'.
- c) Reports on the financial standing of the applicant (or of each party to a joint venture) 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 (or of each party of joint venture / Consortium, individual) 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 must be a well established consultant having capability and experience in residential / commercial / residential cum commercial construction.
- b) The applicant should be a member of the professional bodies such as Institute of Town Planners India or Institute of Architects, India or similar national/ international institutes/Council of architecture
- c) The lead consultant, must have experience in the field of architecture and be of repute with proven experience of rendering comprehensive architectural and structural services having in-house facilities 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.

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

- A. The individuals/ firms forming part of Joint Venture/Consortium 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 one completed project of building/housing with development works of more than Rs. 50 crores in last five years.
- E Turnover shall be minimum Rs 50 lakh per year of last three year.

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

- A. The individuals/ firms forming part of Joint Venture/Consortium 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 one completed project of building/housing with development works of up to Rs. 50 crores in last five years.
- E Turnover shall be minimum Rs 20 lakh per year of last three year.

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

- A. The individuals/ firms forming part of Joint Venture/Consortium 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 one completed project of building/housing with development works of upto 20 crores in last five years.

E Turnover shall be minimum Rs 5 lakh per year of last three year.

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

A. The individuals/ firms forming part of Joint Venture/Consortium 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 one project of building/housing with development works of more than Rs. 2crores in last three years.

E Turnover shall be minimum Rs 2 lakh per year of last three year.

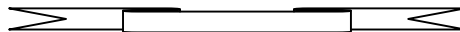
14.4 Even if an applicant firm satisfies the above requirements, it will be subject to disqualification at any point of time/during work also if it has :

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 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 lead consultant (In full)
Address
Telephone no.
Email address
Website (if any)
Year of establishment
(Certificate of Registration/Incorporation under Indian Companies Act to be furnished)
Place of business
2. Name of members of Consortium/Companies (if any)
3. Indicate the area of participation of each member of the consortium or Joint Venture including Sub consultant
4. Nature of Assignments carried so far
 - i. _____
 - ii. _____
 - iii. _____
 - iv. _____
 - v. _____
 - vi. _____
5. 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
- b. Whether individual/proprietary/partnership/Limited Company or Corporation/Consortium/Joint Venture
- c. Annual Turnover (for the last 5 years) (Indian Rupees in millions)
- d. Total Number of Employees (for the last 5 years)
 - i. Technical.
 - a. Architecture and Engineering professionals -----
 - b. Allied professionals-----
 - ii. Others-----

NOTE

- Data to be furnished by each of the members of the Consortium on separate sheets
- 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	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 in 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 / Limited Company or Corporation / Consortium / Joint Venture) :-

- 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 and Firms.
- 5 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 PWD 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)