

RAJASTHAN HOUSING BOARD
(A Government of Rajasthan Undertaking)

Awasthawan , Jan Path, Jaipur.

Empanelment Document 2014

Expression of Interest for
Empanelment of Architects 2014

Cost of Document: Rs. 10000/-
(Non Refundable)

Enclosed herewith the DD/Banker Cheque No. Dated

of.....
(Name of Bank)

by architect/firm

Authorized Signatory



RAJASTHAN HOUSING BOARD

No.

Date :

EXPRESSION OF INTEREST **FOR EMPANELMENT OF ARCHITECTS 2014**

Expression of Interest is invited from competent architects for empanelment with Rajasthan Housing Board for planning and designing of Housing Schemes in various cities of the state. The architects having experience in Residential and Group Housing, Commercial, Institutional (Office buildings/Schools & Dispensaries etc.) Sports complexes, Interior Designing, Landscape design, Theatres & Auditorium etc. may apply in the prescribed formats .The application form and formats may be downloaded from the RHB website (www.rhbonline.rajasthan.gov.in).

The document duly completed alongwith a Demand Draft of Rs. 10000/- (non refundable) favouring "Rajasthan Housing Board" Payable at Jaipur should reach the office of the Chief Engineer (HQ), on following address by 3.00 PM of 31th July 2014.

The decision of the competent authority in this regard shall be final. The Board may consider awarding architectural & design consultancy of its future projects to the empanelled architects according to the policy as decided by the Board from time to time.

The Architects already empanelled in RHB vide office order no.146,147,148,149. Dt 05.05.2014 need not to apply again.

CHIEF ENGINEER (HQ)
Rajasthan Housing Board,
Awasthawan, Janpath,
Jaipur

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1. PREAMBLE

The applicant is required to furnish all information desired in the format so that applicant can be empanelled for RHB works. After receipt of the applications, the competent authority may categorize the applicants in different categories as per information submitted by applicant. The decision of the competent authority shall be final in this regard. The work being executed by RHB is wide in natures which includes following: -

- | | |
|---|---------------------------------------|
| 1. Housing & High Density Residential schemes | 6. Recreational Building & Parks |
| 2. Schools | 7. Sport Complex |
| 3. Office buildings | 8. Institutional Buildings |
| 4. Theatres & Auditoria | 9. Interior Design, Landscape Design, |
| 5. Multiplexes & Shopping Complexes | 10. City & Country Planning |

Signature of Applicant
(Including title of Capacity)

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2. INFORMATION AND INSTRUCTIONS TO APPLICANT

2.1 General

- 2.1.1 Information required in the enclosed forms should be furnished against the respective columns in the form. If information is furnished in a separate document, reference of the same should be given against respective column. If any particular query does not pertain to the applicant, "Not Applicable" should be marked against it. However, the applicants are cautioned that not giving complete information called for in required forms, and/or not giving it in clear terms or making any change in the prescribed format may result in the applicant being summarily disqualified. Applications made by telegram or fax and those received after schedule date of submission will not be entertained.
- 2.1.2 The application should preferably be typewritten. The applicant's name should appear on each page of the application.
- 2.1.3 Overwriting should be avoided, corrections, if any, shall be made by crossing out and rewriting, under signatures alongwith date. All pages of this document should be numbered and submitted as a package with signed letter of intent.
- 2.1.4 References, information and certificates duly signed by the respective clients certifying suitability, technical know-how or capability of the applicant should also be enclosed.
- 2.1.5 The applicant is advised to attach any additional information which he thinks necessary for showing his capabilities. No further information will be entertained after submission of the document, unless, it is called for by RHB.
- 2.1.6 The cost incurred by applicants in preparing this application, in providing clarifications or attending discussions, conferences in connection with shall bear by the applicants and RHB in no case be responsible or liable for these costs, regardless of the conduct of outcome of the empanelment process.

Signature of Applicant
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3.0 METHOD OF APPLYING

- 3.1 If the application is made by an individual, it should be signed by the individual mentioning complete name and current address.
- 3.2 If the application is made by a proprietary firm, it should be signed by proprietor mentioning complete name of signatory and firm with its current address.
- 3.3 If the application is made by a firm in partnership, it should be signed by all the partners of the firm mentioning names and current address or alternatively by a partner holding power of attorney for the firm in which case, a certified copy of power of attorney shall be accompany the application. A certified copy of the partnership deed along with copy of Registration with Registrar and current address of all the partners of the firm should also accompany the application.
- 3.4 If the application is made by an individual or firm who has alliance with an individual or firm, it should be signed by an individual or firm with letter of alliance from an individual or firm with whom it has alliance.
- 3.5 If the application is made by a limited company or corporation, it should be signed by duly authorized person holding power of attorney for signing the application in which case a certified copy of Registered power of attorney shall accompany the application, Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the empanelment application is filled.
- 3.6 The Architects already empanelled with RHB vide office order no.146, 147,148,149 dated 05.05.2014, need not to apply again.

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4.0 ELIGIBILITY REQUIREMENT

4.1 Expression of interest is invited from all competent firms/individuals having atleast five years experience in Architectural works in following nature of work. Architects should give consultancy of atleast two works of multistory building (G+5 or above) in last five years.

- | | |
|---------------------------------------|---------------------------------------|
| 1. Housing & High Density Residential | 6. Recreational Building & Parks |
| 2. School's | 7. Sport Complex |
| 3. Office buildings | 8. Institutional Buildings |
| 4. Theatres & Auditoria | 9. Interior Design, Landscape Design, |
| 5. Multiplexes & Shopping Complexes | 10. City & Country Planning |

5.0 REQUIRED QUALIFICATION

5.1 The applicant in the same name or with partner should preferably be registered with Indian council of Architecture (Attach Copy of registration duly certified)

5.2 The applicant shall furnish the following in the attached formats, wherever applicable.

- i. Letter of intent (Annexure-A)
- ii. Structure and Organization (Annexure-B)
- iii. Full information regarding financial resources and capability (Annexure-C)
- iv. Details of projects and magnitude completed by the applicant during the last five years (Annexure-D)
- v. Details of project in progress and tendered for as on the date of submission of application (Annexure-E)
- vi. Details of technical, administrative persons along with workers of various categories (Annexure-F)
- vii. Details of any litigation in which the applicant is involved or details of termination of any contract (Annexure-G)

- viii. Any other relevant additional information.
 - ix. Copy of attested documents defining the project execution, legal status, structure and organization, place of registration and principal place of Company Corporation of firm etc.
- 5.3 For the purpose of empanelment, the applicants shall be evaluated by the competent authority which may place them in different categories depending upon the following:-
- (a) The type of projects executed by the applicants.
 - (b) Organizational Capacity.
 - (c) Financial Capacity.
- 5.4 Even though applicants satisfy the above requirements they are subjected to be disqualified if they have
- "Made untrue or false statement in the formats and attachments required in the documents and/or record of proof performance, such as abandoning work, not properly completing contracts, financial failures, inordinate delays in completion, litigation history."**

Signature of Applicant
(Including title of Capacity)

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6.0 RIGHT OF THE BOARD

6.1 RHB reserves the right to accept or reject any or all application at any time without assigning any reasons and final the empanelment process and such action of RHB shall not invite any liability towards the affected applicant/applicants whatsoever it may.

7.0 DEAD LINE FOR SUBMISSION OF APPLICATION

7.1 The empanelment document in prescribed forms duly completed and signed by the authorized signatory shall be submitted to the office of the CE, RHB, Jaipur on or before 31st July 2014 upto 3.00 P.M.

7.2 Any application received by RHB after the dead line fixed for submission of application will be rejected.

Signature of Applicant
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Expression of interest (EOI) Document 2014

Empanelment of Architects 2014

Last date for submission of documents
31st July 2014 by 3.00 PM

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ANNEXURE-A

LETTER OF INTENT APPLICATION FOR EMPANELMENT

To,

**The Chief Engineer (HQ),
Rajasthan Housing Board,
Jan Path, Jaipur.**

Dear Sir,

I/We have examined the empanelment document, and hereby submitting all the necessary information and relevant documents.

The application is made by us on behalf of..... In the capacity duly authorized to submit the offer.

The necessary evidence admissible in law in respect of authority to us on behalf of the group of firms for applying and for completion of the contract document is attached herewith.

We understand the RHB reserves the right to reject any application without assigning any reason.

Date:

Encl:

1. Annexure (A to G) duly filled.
2. Evidence of authority to sign.
- 3 Registrations with Council of Architect
4. DD/Banker cheque of Rs 10000.00

**Signature of Applicant
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ANNEXURE-B

STRUCTURE AND ORGANIZATION

1. Name of Architect/Firm :
2. Applicant Status :
 - a. An individual Firm :
 - b. A proprietary Firm :
 - c. A firm in Partnership :
3. Contact Details :-
Address of registered Office :
Local Office :
Mobile No. :
Telephone Nos. :
Fax Nos. :
PAN No. :
TIN No. :
Service Tax No. :
PF Registration No. :
Name of the Contact Person :
E-mail Address :
3. Description of Company :
4. Name and address of Bankers :
5. Attach organization chart showing the structure of the company including names and position of Director and Key Personnel. :
6. No. of years of Experience : The Firms/individuals fill up the relevant columns of following table along-with documentary proofs.

S.No.	Name of Field	Relevant experience (in Years)	Documentary proof of experience	Remarks
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7. Details of Registration with the council of Architecture :
8. Were any of your projects suspended after commencement? :
- (If so, give the reasons thereof) :
9. Have you ever not completed any project awarded, if so, give the name of the project and reasons for not completing the project. :
10. How many of your projects were delayed and compensation imposed Please give details. :
11. For how many years have your organization been in business or similar works under its present name. :

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ANNEXURE-C

FINANCIAL STATEMENT

- 1 Name :
- 2 Capital :
- 3 Attach audited balance sheets and profit and loss statements for last three years :
- 4 financial Position :
 - a. Cash and Bank :
 - b. Current assets :
 - c. Current Liabilities :
 - d. Working Capital :
 - e. Net Worth :
- 5 Total Liabilities :
- 6 Amount of professional fee received in last five years
Year value (Rupees in Lac)
 - 2009-10 :
 - 2010-11 :
 - 2011-12 :
 - 2012-13 :
 - 2013-14(Audited/Provisional) :
- 7 Certificate of financial soundness from bankers of applicants together with their full address mentioning A/c No. :
- 8 Approximate value of projects in hand :
- 9 Have you ever been declared Bankrupt? :
- 10 Have you ever been denied bidding facilities by any Government/Public Sector Undertaking if yes, Please give details :

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ANNEXURE-D

DETAILS OF PROJECTS COMPLETED BY THE APPLICANT DURING THE LAST FIVE YEARS
Proof for completion of work should be enclosed

S.No.	Name of Work	Name of client with address and name of contact person with phone No.	Project cost. (in lacs)	Stipulated Period of completion	Actual period of Completion	Reasons for delay	Principal Features of work	Value of work done (in lacs)	Remarks
1	2	3	4	5	6	7	8	9	10

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ANNEXURE-E

DETAILS OF PROJECTS IN PROGRESS AND BID SUBMITTED AS ON DATE OF SUBMISSION OF APPLICATION

S.No.	Name of Work	Name of client with address and name of contact person with phone No.	Project cost. (in lacs)	Cost of work executed upto date	Stipulated Period of Completion	Anticipated actual date of completion	Estimated cost (in Lacs)	Expected date of award of work	Stipulated date and period of completion
1	2	3	4	5	6	7	8	9	10

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ANNEXURE-F

DETAILS OF Architect/TECHNICAL AND ADMINISTRATIVE PERSONNEL & WORKERS

Category	S.No.	Name of person	Qualification	Designation	No. of years of Experience	Details of works carried out
Architect/Technical Personnel						
Administrative Personnel						

Details of skilled and other workers
(Only numbers be mentioned for each category of staff)

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ANNEXURE-G

DETAILS OF LITIGATION IN WHICH THE APPLICANT IS INVOLVED OR DETAILS OF THE TERMINATION OF ANY CONTRACT

(The applicant is required to give relevant details in brief, in case there is no litigation pending regarding any project then it should be stated accordingly)

**Signature of Applicant
(Including title of capacity)**

