

HIMACHAL PRADESH  
PUBLIC WORKS DEPARTMENT

No.SD-III-CB-Tender 2022-23-

10906-9

Dated:- 7/10/24

To

The Director,  
Information & Public Relation Department,  
HP Shimla-2.

**Subject:- Publishing of Expression of Interest (EOI) for Empanelment of Architect Consultants/ Structural Engineers/Quantity Surveyors/Firms for providing Comprehensive/Individual Consultancy services to HPPWD and other Departments for Building projects**

Enclosed please find herewith copies of notice for Interest (EOI) for Empanelment of Architect Consultants/Structural. Engineers/Quantity. Surveyors/Firms for providing Comprehensive Individual Consultancy services to HPPWD and other Departments for Building projects. It is requested that notice may be published in various News Papers please.

Executive Engineer  
Shimla Division No-III,  
HPPWD Shimla-3.

Copy forwarded to the followings for information please:-

1. The Chief Engineer (SZ) Nirman Bhawan.HP.PWD., Shimla.
2. The Superintending Engineer 4<sup>th</sup> Circle HP.PWD., Shimla.
3. Nodal officer (IT) Himachal Pradesh, Public Works Department (IT) Nirman Bhawan Shimla-2 for uploading the EOI along with documents on departmental website <http://hppwd.gov.in>.

Executive Engineer  
Shimla Division No-III,  
HPPWD Shimla-3

## Expression of Interest (EOI)

The Executive Engineer, Shimla Division No-III, HPPWD, Shimla-3 on behalf of Employer i.e. Chief Engineer(SZ) HPPWD, Nirman Bhawan, Nigam Vihar, Shimla (HP) invites bids for the work under the department from the short listed Consultants:

Sr. No.	Name of work	Non-refundable Application fee/ Tender Fee	Starting date of downloading BID from HPPWD web site	Validity of Empanelment	Deadline of Submission of tender offline mode in the office of Chief Engineer (SZ) Nirman Bhawan, HP.PWD., Shimla
1	<b>Expression of Interest (EOI) for Empanelment of Architect Consultants/ Structural Engineers/Quantity Surveyors/Firms for providing Comprehensive/Individual Consultancy services to HPPWD and other Departments for Building projects</b>	5000.00	<b>08-10-2024</b>	5 Years	18-10-2024

(EOI) documents has to be downloaded from the HPPWD website that can be accessed from the link [hppwd.hp.gov.in](http://hppwd.hp.gov.in); cost of Bid document may be furnished with an application fees of Rs.5000/- with the submission of bid to Chief Engineer(SZ) HPPWD, Nirman Bhawan, Nigam Vihar, Shimla (HP). The format of the downloaded EOI/tender document should not be disturbed / altered; otherwise the bid will be rejected. The EOI/tender documents are non- transferable and only the firms to whom the tenders have been issued may submit their bids.

The technical bids should be submitted in hard bound form with page numbering and index. Any additional information shall also be furnished by the bidder in hard bound form with proper indexing and page numbering. The details submitted in other forms like spiral bound form, loose form etc. would be rejected.

The last date for submission of the hardbound Bid Documents is **18-10-2024** up to 11.00 A.M. hours.

The technical bids will be opened on dated **18-10-2024 at 03.00 hours**.

Further information can be obtained at the address below during office hours i.e. 10.00 to 17.00 hours Indian Standard Time (IST) on any working day.

**Expression of Interest (EOI)** must be delivered in a written form to the address below (in person, or by post) by **18<sup>th</sup> October, 2024** Year up to **11:00 A.M.** in the office of Chief Engineer (SZ) Nirman Bhawan, HP.PWD., Shimla .

Executive Engineer,  
HPPWD., Division No.III  
Winter Field, Shimla -3

Tel:+91-177-2652832  
Mob. 9418052696/7018052696

E-mail: [ee-sml3-hp@nic.in](mailto:ee-sml3-hp@nic.in)

“HIM SUCHANA AWAM JAN SAMPARK”

## **Annexure-A**

### **Expression of Interest (EOI) for Empanelment of Architect Consultants/ Structural Engineers/Quantity Surveyors/Firms for providing Comprehensive/Individual Consultancy services to HPPWD and other Departments for Building projects**

Expression of Interest (EOI) is invited from qualified Architect Consultants/Structural Engineers/Quantity Surveyors/Firms for providing comprehensive/individual consultancy services to HPPWD for carrying out the detailed survey and soil investigation of the building project site, preparation of the contour site plans, preparation of the architectural drawings, detailed structural designs & drawings based on latest IS Codes including seismic criteria using latest software, DPRs of the Building projects based on HPSR -2020 with latest market rates and CPWD latest specifications and preparation of the detailed estimate incorporating latest related guidelines as per ECBC & Solar Passive buildings as per scope of specific work.

#### **Empanelment Categories:-**

**The empanelment categories shall be as under:-**

**Category-A:** For projects costing more than Rs 10 crore.

**Category-B:** For projects costing more than Rs 2 crore . up to Rs 10 crore.

**Category-C:** For projects costing up to Rs 2 crore.

#### **Note:-**

- (i) In case of Architect Consultant applying for empanelment, he shall have to associate himself with a qualified Structural Engineer and a qualified Quantity Surveyor who qualify the work experience and eligibility criteria mentioned herein and shall have to submit documentary proof to this effect at the time of application for empanelment.
- (ii) In case of Structural Engineer applying for empanelment, he shall have to associate himself with a qualified Architect Consultant and a qualified Quantity Surveyor who qualify the work experience and eligibility criteria mentioned herein and shall have to submit documentary proof to this effect at the time of application for empanelment.
- (iii) In case of Quantity Surveyor applying for empanelment , he shall have to associate himself with a qualified Architect Consultant and a qualified Structural Engineer who qualify the work experience and eligibility criteria mentioned herein and shall have to submit documentary proof to this effect at the time of application for empanelment.
- (iv) In case of registered firm applying for empanelment, it shall have to associate itself with the qualified Architect Consultant, Structural Engineer and Quantity Surveyor who qualify the

work experience and eligibility criteria mentioned herein and shall have to submit documentary proof to this effect at the time of its application for empanelment.

**Validity of Empanelment:** - The empanelment shall be valid for the period of 5 years from the date of empanelment and can be updated time to time as per requirement.

## **SCOPE OF WORK**

### **(A) At Planning stage of building project:**

- To carry out survey of the site by Total Station after obtaining the authentic revenue papers from the client department related to project site duly issued by the competent authority, preparing contour site plan and carrying out detailed soil investigation including determination of safe bearing capacity of the soil as required for the building project. All the existing site details including position of the underground/over ground utilities, trees and existing structures should be depicted clearly in the contours site plans enabling preparation of the architectural drawings in an optimum manner minimizing possibility of any revision of the architectural drawings at later stage. The detailed soil investigations should be carried out taking into account all the prevailing site conditions in order to minimize the possibility of any alteration and revision of the architectural drawings/structural design at any later stage. Regarding methodology to be used for carrying out the detailed soil investigations, he shall obtain instructions from the employer and shall carry out the detailed soil investigations accordingly.
- To prepare sketch/conceptual drawings which shall include all the proposed components of the project i.e. approach roads, retaining structures, building portion, landscape portion, location of waste disposal management system, rain harvesting system, position of likely shifting of the existing underground/over ground utilities as per project requirement and presentation of sketch drawings/conceptual designs including their revision till the sketch/conceptual drawings are approved by the competent authority/Architect wing.
- To submit the architectural drawings and seek approval from urban local bodies/TCP (as the case may be) with the assistance of HPPWD and client department.
- To prepare and supplying the detailed Architectural working drawings which shall include master plan, line plans detailed plans, elevations/sectional elevations and 3D views/walkthroughs. The detailed working drawings shall be worked out for civil work, electrical work including specialized electrical and mechanical work (where required) and horticulture work. The working drawings for civil work shall include drawings for site

development including retaining structures, approach roads, waste disposal management system, design on rainwater harvesting system and detailed working drawings of all the components of the building which should be got approved/ vetted from the Architectural Wing of HPPWD. The working drawings for the Electrical Installations and specialized E&M work considering requisite power load shall be worked out and submitted. Detailed design on fire safety system, HVAC/Ventilation system / Mechanical system, design on Electronics Communication System, lift, Elevator, Escalator, solar passive architecture system/design and any other drawings as desired by HPPWD in relation to requirement of the project shall be worked out and submitted. The working drawings of the horticulture related work shall also be submitted as per project requirement. All working drawings should be got approved by the concerned wing of the department and Architectural wing.

- To draw and submit to HPPWD the detailed specifications for Civil, Electrical Installation works, specialized E&M works and Horticulture work as per project requirement. The detailed specifications shall have to be got approved from the Architectural Wing.
- To work out and submit the detailed structural designs & drawings of the building duly vetted from any of the NITs /IITs or PEC Chandigarh/like institutes.
- To prepare and submit DPR (5 hard copies & soft copy) of the project based on these Architectural and Structural designs/ drawings to the entire satisfaction of Client department/HPPWD. The detailed estimates of the work for civil/ electrical/ horticulture components of the project shall be required to be vetted by the competent authority of the respective wing of HPPWD .

**(B) At Construction stage of Building Project:-**

- To make 5 mandatory site visits by Architectural consultant during construction stage of the work at mutually agreed periodical intervals with the Engineer-in-Charge in order to ensure that site proceeds in accordance with the contract documents/drawings/specifications and clarifying any decision w.r.t. interpretation of the drawings/specifications as required by the Engineer-in –Charge. He shall submit the site visit report to HPPWD within 7 days of his site visit. The site visit report will be substantiated with site photographs and related documentation.
- To associate further with a Landscape Architect, MEP consultant and Acoustical Consultant as per requirement of the particular project.

- To submit any revised architectural drawing /structural design of the project during execution due to unprecedented site constraints appearing at site or changes requested by client department in rare case.
- To provide any other services normally rendered by the Architect Consultant/Structural Engineer/Quantity Surveyor and not referred to in above.

**(C) At completion/post construction stage of the building project :-**

- To get Green building rating from the approved agency **or** to make the building ECBC compliant, if required.
- To submit 3 sets of **As built drawings** to HPPWD after completion of the project.

### **Qualification and Experience Criteria**

The Architect Consultants/Structural Engineer/Quantity Surveyor/Firms applying for empanelment should have extensive experience of work in hill area/hill states in the works of appropriate magnitude w.r.t. respective category as mentioned above for empanelment. Minimum qualification and work experience criteria shall be as under:-

<b>Empanelment category</b>	<b>For Consultant Architects</b>		<b>For Structural Engineers</b>		<b>For Quantity Surveyors (civil)</b>		<b>For Firms</b>
<b>Qualification</b>	<b>B. Arch.</b>	<b>M. Arch.</b>	<b>B. Tech. (civil)</b>	<b>M. Tech. (structure)</b>	<b>B. Tech. (civil)</b>	<b>Diploma (civil)</b>	The Firms shall associate with the Consultant Architect, Structural Engineer, and Quantity Surveyors with similar qualification and work experience
Category -A	15 yrs	12 yrs	15 yrs	10 yr	15 yrs	25 yrs	
Category –B	12 yrs	10 yrs	12 yrs	7 yr	12 yrs	18yrs	
Category -C	10 yrs	7 yrs	7 yrs	5 yrs	7 yrs	10 yrs	

**Note:- All equivalent degrees in terms of graduation /post graduation in Engineering/Architecture are valid .**

## Technical Eligibility Criteria

Category	Architect Consultants	Structural Engineers	Quantity Surveyors
Category-A	<p>Should have successfully provided architectural consultancy services for completed building project(s) of Govt./Public sector undertakings/any other reputed organization within last 5 years as on the last day of the application submission. The cost of such work(s) shall be as follows:</p> <p>One project costing Rs 10.00 cr or more  <b>Or</b>  Two projects costing Rs 6.00 or more  <b>Or</b>  Three projects costing Rs 5.00 cr or more</p> <p>Provided further that at least one completed project should be in hilly state/state of HP.</p>	<p>Should have successfully provided structural design consultancy work for completed building projects of Govt./Public sector undertakings/any other reputed organization within last 5 years by using latest IS codes and structural analysis software's like <b>ETABS, STAAD PRO, RAPT, SAP 2000, RAPT, Tribby 3D, RAM Concept and Strand 7 etc.</b> The cost of such works shall be as under:-</p> <p>One project costing Rs 10.00 cr or more  <b>Or</b>  Two projects costing Rs 6.00 or  <b>Or</b>  Three projects costing Rs 5.00 cr or more</p> <p>Provided further that at least one completed project should be in hilly state/state of HP.</p>	<p>Should have thorough knowledge of control of cost on construction project, cost planning, valuation and cost estimation. Should have skill in preparation of the detailed estimates from working drawings/designs/sketches and specifications as prepared by the architects/engineers in order to prepare tender document, BOQ using latest softwares. He should have provided the consultancy services as Quantity Surveyor in building projects under Govt. /Public sector undertaking and any other reputed organizations. within last 5 years The cost of such works shall be as under:-</p> <p>One project costing Rs 10.00 cr or more  <b>Or</b>  Two projects costing Rs 6.00 or more  <b>Or</b>  Three projects costing Rs 5.00 cr or more</p> <p>Provided further that at least one completed project should be in hilly state/state of HP.</p>

Category -B	Should have successfully provided architectural consultancy services for completed building project(s) of Govt./Public sector undertakings/any other reputed organization within last 5 years as on the last day of the application submission. The cost of such work(s) shall be as follows:	Should have successfully provided structural design consultancy work for completed building projects of Govt./Public sector undertakings/any other reputed organization within last 5 years by using latest IS codes and structural analysis software's like <b>ETABS, STAAD PRO, RAPT, SAP 2000, RAPT, Tribby 3D, RAM Concept and Strand 7 etc.</b> The cost of such works shall be as under:-	Should have thorough knowledge of control of cost on construction project, cost planning, valuation and cost estimation. Should have skill in preparation of the detailed estimates from working drawings/designs/sketches and specifications as prepared by the architects/engineers in order to prepare tender document, BOQ using latest softwares. He should have provided the consultancy services as Quantity Surveyor in building projects under Govt. /Public sector undertaking and any other reputed organizations. within last 5 years The cost of such works shall be as under:-
	One project costing Rs 8.00 cr or more <b>Or</b> Two projects costing Rs 5.00 cr. or more <b>Or</b> Three projects costing Rs 3.00 cr or more  Provided further that at least one completed project should be in hilly state/state of HP.	One project costing Rs 8.00 cr or more <b>Or</b> Two projects costing Rs 5.00 cr. or more <b>Or</b> Three projects costing Rs 3.00 cr or more  Provided further that at least one completed project should be in hilly state/state of HP	One project costing Rs 8.00 cr or more <b>Or</b> Two projects costing Rs 5.00 cr. or more <b>Or</b> Three projects costing Rs 3.00 cr or more  Provided further that at least one completed project should be in hilly state/state of HP.
Category -C	Should have successfully provided architectural consultancy services for completed building project(s) of Govt./Public	Should have successfully provided structural design consultancy work for completed building projects of Govt./Public	Should have thorough knowledge of control of cost on construction project, cost planning, valuation and cost



<p>sector undertakings/any other reputed organization within last 5 years as on the last day of the application submission. The cost of such work(s) shall be as follows:</p> <p>One project costing Rs 1.50 cr or more  <b>Or</b>  Two projects costing Rs 1.00 cr. or more  <b>Or</b>  Three projects costing Rs 0.50 cr or more</p> <p>Provided further that at least one completed project should be in hilly state/state of HP.</p>	<p>sector undertakings/any other reputed organization within last 5 years by using latest IS codes and structural analysis software's like <b>ETABS, STAAD PRO, RAPT,SAP 2000, RAPT, Tribby 3D, RAM Concept and Strand 7 etc.</b> The cost of such works shall be as under:-</p> <p>One project costing Rs 1.50 cr or more  <b>Or</b>  Two projects costing Rs 1.00 cr. or more  <b>Or</b>  Three projects costing Rs 0.50 cr. or more</p> <p>Provided further that at least one completed project should be in hilly state/state of HP</p>	<p>estimation. Should have skill in preparation of the detailed estimates from working drawings/designs/sketches and specifications as prepared by the architects/engineers in order to prepare tender document, BOQ using latest softwares. He should have provided the consultancy services as Quantity Surveyor in building projects under Govt. /Public sector undertaking and any other reputed organizations. within last 5 years The cost of such works shall be as under:-</p> <p>One project costing Rs 1.50 cr or more  <b>Or</b>  Two projects costing Rs 1.00 cr. or. more  <b>Or</b>  Three projects costing Rs 0.50 cr. or more</p> <p>Provided further that at least one completed project should be in hilly state/state of HP.</p>
<p><b>Note: - (i) The firms shall have to engage the Architect Consultant, Structural Engineer and Quantity Surveyor who qualify the above technical eligibility criteria for respective category.</b></p> <p><b>(ii) If any individual applicant fulfils the qualification criteria and technical eligibility criteria for consultancy as Structural Engineer as well as for Quantity Surveyor, in that case he can be empanelled for both classes.</b></p>		

## **FINANCIAL ELIGIBILITY CRITERIA:-**

**(For all i.e. Architect Consultant/Structural Engineer/Quantity Surveyor/Firm)**

<b>Category-A</b>	Works costing more than Rs 10 cr.	The intending applicant should have an annual average turnover of Rs 15 Lacs during the last 3 (Three) financial years ending 31 <sup>st</sup> March 2024.
<b>Category-B</b>	Works costing more than Rs 2 cr. and up to Rs 10 cr.	The intending applicant should have an annual average turnover of Rs 12 Lacs during the last 3 (Three) financial years ending 31 <sup>st</sup> March 2024.
<b>Category-C</b>	Works costing up to Rs 2 cr.	The intending applicant should have an annual average turnover of Rs 6.00 Lacs during the last 3 (Three) financial years ending 31 <sup>st</sup> March 2024.

The Architect Consultant/Structural Engineer/Quantity Surveyor/Firm applying for empanelment should have registered office at any appropriate place with sufficient staff within the state of Himachal Pradesh and will submit documentary proof in this regard. In case, he is not having the registered office and staff at the time of making his application for empanelment, in that case he will have to furnish an undertaking stating therein to establish office duly equipped with all required staff, tools and plants as may be required for execution of work in the event of award of consultancy work. He must have latest licensed software's so as to complete the awarded work within time frame. He will be required to arrange for additional manpower, machinery and equipments, if required, during course of execution. He will have to carry out the detailed soil investigation of the project site including safe bearing capacity through a recognized and registered agency and as per methodology approved by the Engineer-in-Charge.

## **Terms and Conditions:-**

1. As the time is the essence of the contract agreement, the ability and competence of the intending applicants to render the required services within the specified time frame will be the major factor while deciding the selection of the Architect Consultants /Structural Engineers/Quantity Surveyors/Firms for panel.
2. The intending applicant(s) should satisfy themselves before applying for empanelment that they meet all the above qualifying criteria. The applicant(s) not fulfilling the qualifying criteria/conditions for empanelment as specified above will not be considered for empanelment.
3. The empanelment panel shall be shortlisted based on the fulfillment of the eligibility and work experience criteria mentioned herein above.
4. The interested applicant(s) /firms having experience of above specialized jobs and having their own in-house expertise capacity and resources are required to submit their E.O.I proposals for appropriate category duly supported by documentary proof describing their key staff (including

- other consultants to be associated with) and other relevant information of organization, detail of relevant experience along with certificate/documentary evidence of the works undertaken duly filled in the annexures (except payment schedule annexure) specified herein.
5. The application shall be signed by the intending applicant himself i.e. being Architect Consultant /Structural Engineer/Quantity Surveyor. In case of firm, it must be signed by an authorized partner of the firm.
  6. In case the intending applicant is Architect consultant, attested copies of the valid registration certificate of Council of Architecture (COA) shall be submitted.
  7. In case of the intending applicant is a Structural Engineer/Quantity Surveyor/Firm, the details of Architect Consultant to be associated with the execution of work shall be submitted along with the attested copy of the valid registration certificate of Council of Architecture (COA) in respect of the concerned Architect Consultant.
  8. In case of the intending applicant being a firm, attested copy of the valid certificate of incorporation as partnership firm from appropriate authority shall be submitted. An undertaking mentioning the name of the Architect Consultant, Structural Engineer and Quantity Surveyor to be associated by the firm along with their willingness and other criteria parameters as mentioned above shall be submitted.
  9. The attested copy of the annual turnover certificate from Chartered Accountant for last 3 years shall have to be submitted along with the application for empanelment.
  10. The HPPWD may modify/amend the EOI conditions, change the selection process, and reject any or all applications without assigning any reasons as per future requirements.
  11. Any modification/amendment of the EOI document shall be posted in the website of HPPWD.
  12. The interested agencies/consulting firms shall have to submit their expression of interest proposals with non refundable fee of application as Rs. 5000/-= only through Demand Draft of any scheduled bank in favour of Executive Engineer, Division No.-III, HPPWD Shimla-3, (payable at Shimla) through registered post/speed post and their application for empanelment with complete documents and Annexures duly filled in should reach the office of Chief Engineer(SZ), Nirman Bhawan, Nigam Vihar, Shimla-2 on or before 18.10.2024 up to 11.00 AM and shall be opened on Dated 18-10-2024 at 3.00 PM.. Expression of interest received after this will not be considered for empanelment.
  13. The panel for the consultancy services shall be shortlisted after due scrutiny of the applications and the documents submitted along with the application. The scrutiny committee, if feels so, may require verification of any of the document submitted by the applicant and in that eventuality, the applicant is required to respond promptly in order to avoid any delay in the selection process.
  14. The applicant selected for empanelment shall be intimated separately and the list of the shortlisted consultants will be uploaded on the website of the department.
  15. Application for empanelment once submitted shall not be allowed to be withdrawn at any stage under any reason whatsoever and no fees of registration will be returned back.
  16. The applicant must have a valid Permanent Account Number (PAN) of the Income Tax Department and GST Number.
  17. Joint ventures/ consortium of firms is not allowed to apply for empanelment.
  18. The retired Architects/Structural Engineers/Executive Engineers/Assistant Engineers from HPPWD may apply for empanelment in the appropriate class and category after 6 months of their retirement from the service for any of the category for which they fulfill the qualification and work experience criteria mentioned above. In such cases, their work experience shall be taken from the day of their retirement and counting the preceding years of the service rendered in

the department. However, they shall be required to seek permission in this regard from the office of the Engineer- in- Chief, HPPWD and while seeking permission, they shall be required to submit their application along with their Curriculum Vitae (CV) mentioning their work experience and other relevant information. The scrutiny committee may decide their cases for empanelment on the basis of their qualification and work experience in the department. They shall, however be exempted from having GST number at the time of submission of application.

### **Other conditions (for award of consultancy and execution of work at site):-**

1. For awarding the particular work to the consultant, the Engineer-in-Charge will invite tender for RFP mentioning details of the work which will also be e-mailed to the eligible & empanelled consultants of the respective category.
2. The empanelled / consultants shall quote their lump-sum bid amount duly supported with complete justification and submit the same to the Engineer-in-Charge / Employer for consideration and award thereof.
3. The amount of earnest money to be deposited shall be as under which shall be deposited only through offline mode as per GoHP instructions.

<b>Category</b>	<b>Description</b>	<b>Amount of earnest money (in Rs)</b>
Category-A	Works above Rs 10 crore.	Rs 150000/-
Category-B	Works costing Rs 2.00 -10.00 crore	Rs 50000/-
Category-C	Works costing up to Rs 2.00 crore	Rs 25000/-

4. The time period up to approval of the DPR as per scope of specific work shall be as under:-

<b>Category-A</b>	<b>Works above Rs 10 crore.</b>	<b>60 days</b>
<b>Category-B</b>	<b>Works costing Rs 2.00 -10.00 crore</b>	<b>40 days</b>
<b>Category-C</b>	<b>Works costing up to Rs 2.00 crore</b>	<b>30 days</b>

5. The above time period shall be applicable up to approval of the DPR only. However, the consultant shall remain associated with HPPWD till completion of the building project and obtaining Green building rating (where so required) and submission of the As built drawings to HPPWD.
6. In case the work is not started without any valid reason within 7 days after the award of work by the Engineer-in-Charge, the work will be rescinded without serving any notice.
7. For non- completion of the work as per above stipulated time period , penalty @ 0.25 % of the total cost of the awarded amount per day for each day of delay shall be imposed subject to maximum of 10% of the total awarded amount.
8. In case of failure to complete the work even after the imposition of the maximum penalty, the awarded work and empanelment shall be cancelled and he shall be debarred from making application for empanelment for a minimum of 5 years.
9. If the Consultant(s) with lowest rates happens to be a non performer /defaulter as per the terms and conditions stated above, in that case the consultant with 2<sup>nd</sup> lowest bid offer may be offered the consultancy job for award to avoid further delay, provided it is so required in exigency of the work.
10. The detailed soil investigations of the project site shall be carried out taking into account all the prevailing site conditions in order to minimize the possibility of any alteration and revision of the architectural drawings/structural design at any later stage. Regarding methodology to be

- used for carrying out the detailed soil investigations, he shall obtain instructions from the Engineer-in- Charge and shall carry out the detailed soil investigations accordingly.
11. The Architectural consultant shall submit any revised architectural drawing /structural design of the project during execution as may be required due to unprecedented site constraints or due to changes requested by client department in rare case.
  12. Payments shall be regulated as per payment schedules annexed.
  13. The variation beyond + 10 % of the built up area of the project w.r.t. DPR shall be paid to the consultant on prorata basis to his awarded amount.
  14. No arbitration is allowed. However, in case of any dispute the matter shall be dealt as per GoHP Notification No. PBW (B)F(10)12/2019 dated 09/07/2020.
  15. The Consultant shall exercise all reasonable skill, care and diligence in the discharge of his duties and shall exercise such general superintendence and inspection as may be necessary to ensure that work is not delayed and is being executed in accordance with the specified terms and conditions.
  16. No charges /actual cost of his travel to site, boarding & lodging and local transport for any visit made by consultant or his staff to the site or such other place as may be necessary in connection with the performance of his duties referred to in this document /agreement shall be paid by HPPWD.
  17. The cost of presentation models, computer stimulation, presentation drawings etc. prepared at the instance of the Client department/HPPWD for the purpose other than the design and execution of the project, shall be paid to consultant on actual basis subject to submission of necessary documents/bills in this regard.

**FORMAT FOR COVERING LETTER  
(On the Letterhead of the Applicant)**

To,

The Chief Engineer (SZ),  
Nirman Bhawan, Nigam Vihar,  
HPPWD Shimla-2(HP)

**Subject :-Application for Empanelment of Architect Consultants/Structural Engineers/Quantity Surveyors/Firms for providing comprehensive/individual services to HPPWD for Building projects  
(Category..... )**

Sir,

1. I/We (hereinafter referred to as “the Applicant”) and having reviewed and fully understood all of the information provided in the Empanelment document provided by the HPPWD in respect of the captioned Empanelment, the undersigned hereby submits the Application in response to the EOI for Empanelment.
2. I/We have studied the EOI for Empanelment document carefully and understand that I/we shall have no claim, right or title arising out of any documents or information provided to us by the HPPWD or in respect of any matter arising out of or concerning or relating to the Empanelment Process including the Empanelment.
3. This statement is made for the express purpose of qualifying as an Applicant for the aforesaid Empanelment.
4. I/We shall make available to the HPPWD any additional information it may find necessary or require supplementing or authenticate the qualification statement.
5. My/Our Application is consistent with all requirements of submission as stated in the Empanelment Document or in any of the subsequent communication issued by the Authority. I/We would be solely responsible for any errors or omissions in our application.
8. I/We understand that any omission, commission or misstatement in facts provided by me/us will make our application invalid at any time during the Empanelment Process and also after the empanelment; the HPPWD reserves the right to take appropriate action accordingly.
9. I/We understand that the HPPWD reserves the right to accept or reject any or all the Applications and reserves the right to withhold and/or cancel the Empanelment Process without assigning any reason or otherwise.
10. I/We agree and undertake to abide by all the terms and conditions of the Empanelment Document.

Signature .....

Name of the Architect                      Consultant/Structural                      Engineer/Quantity  
Surveyor/Firm.....

Date .....

**FORMAT FOR APPLICANT PROFILE**

1. Name of the Architect Consultant/Structural Engineer/Quantity Surveyor/firm.....
2. Status (Legal entity –in case of firm).....
3. Address with pin code.....
4. Contact person.....
5. Contact number.....
6. Fax No.....
7. Mobile No.....
8. Email Id.....
9. Web address.....
10. Year of incorporation (In case of Firm)  
(Certificate of Registration to be furnished in case of firm).....
11. Council of Architecture Registration Number (For Architect Consultant)  
(Self attested Copy of COA Registration Certificate to be attached).....
12. Details of PAN.....  
(Copy of PAN Card to be furnished)
13. Details of GST Registration No.....  
(Copy of GST Registration number to be furnished).....
- 14 . Total years of Experience in providing Consultancy Services.....
15. Empanelment with other Govt. Organizations, if any.....
- 16 . Location of the office & complete address.....
17. Any other relevant information.....

Note- copies of all documents indicated above should be enclosed.

Signature .....

Name            of            the            Architect            Consultant/Structural            Engineer/Quantity  
Surveyor/Firm.....

Date .....

### ANNEXURE III

#### **Detail of Key Staff including other Consultants to be associated by the Applicant**

(Applicable for Architect Consultant/Structural Engineer/Quantity Surveyors/Firm)

Sr. No.	Name and designation	Educational Qualification	Work Experience in years	Detail of projects handled along with cost of the project in Crore. (Brief detail of the project should also be given)

Note :- In case of individual consultancy , the details of key staff of the consultant may be furnished on the same format.

Signature .....  
Name of the Architect Consultant/Structural Engineer/Quantity  
Surveyor/Firm.....  
Date .....



**SUMMARY OF TECHNICAL EXPERIENCE**

**Consultancy Services Projects Completed during the last 5 (Five) years as on last day of this application submission**

(USE ONE TABLE FOR EACH PROJECT)

Name of the Work / Project.....

Address where project is executed.....

Name and address of Project Client.....

Total Cost of Project (Rs. In crore).....

Type of Project / Work (Multistoried

/.....

Number of Floors / Area, as applicable along with applicable units.....

.....

Total Built up area (in sqm) of the project.....

Period of Consultancy Services provided

by the Applicant (Start Date and End Date).....

Date of Completion of work .....

Short description of Consultancy Services

Provided.....

Any other

Information.....

.....

**Note: The works/ projects mentioned should be supported with Award letters/Work Orders and completion Certificates not less than by Executive Engineer in Government sector and not less than General Manager in Private Sector.**

Signature .....

Name of the Architect Consultant/Structural Engineer/Quantity  
Surveyor/Firm.....

Date .....

## ANNEXURE V

### Format for Consultancy Projects in hand /ongoing of the Applicant (USE ONE TABLE FOR EACH PROJECT)

Name of the Work /  
Project.....  
.....

Address where Project is  
executed.....

Name and Address of Project  
Client.....

Total Cost of Project in ( in  
crore).....

Type of Project / Work (Multistoried  
/.....

Number of Floors / Area, as applicable  
along with applicable  
units.....

Total Built up area (in sqm) of the project.....

Period of Consultancy Services provided  
by the Applicant (Start Date and End Date).....

Date of Completion of  
work.....

Short description of Consultancy Services  
Provided.....

Any other  
Information.....

**Note: The works/ projects mentioned should be supported with Award letters/Work Orders and completion Certificates not less than by Executive Engineer in Government sector and not less than General Manager in Private Sector.**

Signature .....  
Name of the Architect      Consultant/Structural      Engineer/Quantity  
Surveyor/Firm.....  
Date .....

## ANNEXURE VI

### UNDERTAKING BY APPLICANT

- 1.. It is certified that I/We\_\_\_\_\_ am/are having in-house capability of providing Comprehensive/Individual Consultancy services for building works as laid down in Notice inviting Expression of Interest (EOI) for 'Empanelment of Firms for providing comprehensive consultancy services to HPPWD..
2. It is further certified that all information/data furnished in the “Empanelment of Firms for Providing Comprehensive/Individual Consultancy Services to HPPWD are true to the best of my/our knowledge and belief and I/ we understand and acknowledge that if any of these information/dates is found to be incorrect, it will lead to cancellation of empanelment with HPPWD for providing comprehensive/individual consultancy Services.
3. I/We agree that our EoI application shall remain valid for 180 days after the Due Date of submission of application.

**Note: If any information in this schedule is found to be incorrect or concealed, qualification application will summarily be rejected.**

Signature .....  
Name of the Architect                      Consultant/Structural                      Engineer/Quantity  
Surveyor/Firm.....  
Date .....

## ANNEXURE VII

### Payment Schedule: - (Lump sum basis) (Comprehensive services)

Sr. No.	Description	Percentage of awarded amount to be paid.	Total cumulative percentage
1	On approval of the conceptual drawings	20% of the awarded amount	20%
2	At the time of approval of DPR	40% of the awarded amount	60%
3	On completion of 25% of the actual work at site.	10% of the awarded amount	70%
4	On completion of 50% of the actual work at site.	10% of the awarded amount	80%
5	On completion of the work at site including obtaining Green/ECBC compliant rating of the building if so required.	15% of the awarded amount	95%
6	On submission of <b>As built drawings</b>	5%	100%
<b>Note :-</b> <ul style="list-style-type: none"> <li>(i) The variation beyond + 10% of the built up area of the project w.r.t. DPR shall be paid to the consultant on prorata basis of the awarded amount.</li> <li>(i) Security @ 5% of the awarded amount shall be deducted at the time of making payment on approval of the conceptual drawings which will be released at the time of making payment on completion of 50% of the actual work at site. The earnest money deposited shall be retained towards security deposit at the time of making deduction of 5% security.</li> <li>(ii) The Engineer-in-Charge, at the time of release of payment, shall ensure completion of the above parameters by the consultant.</li> </ul>			

## ANNEXURE VIII

### Payment Schedule: - (Lump sum basis) (Individual architectural consultancy services)

Sr. No.	Description	Percentage of awarded amount to be paid.	Total cumulative percentage
1	On approval of the conceptual drawings	20% of the awarded amount	20%
2	At the time of approval of DPR	40% of the awarded amount	60%
3	On completion of 25% of the actual work at site.	10% of the awarded amount	70%
4	On completion of 50% of the actual work at site.	10% of the awarded amount	80%
5	On completion of the work at site including obtaining Green/ECBC compliant rating of the building if so required.	15% of the awarded amount	95%
6	On submission of <b>As built drawings</b>	5%	100%

**Note :-**

- (ii) The variation beyond + 10% of the built up area of the project w.r.t.. DPR shall be paid to the consultant on prorata basis of the awarded amount.
- (iii) Security @ 5% of the awarded amount shall be deducted at the time of making payment on approval of the conceptual drawings which will be released at the time of making payment on completion of 50% of the actual work at site. The earnest money deposited shall be retained towards security deposit at the time of making deduction of 5% security.
- (iv) The Engineer-in-Charge, at the time of release of payment, shall ensure completion of the above parameters by the consultant.

## ANNEXURE IX

### Payment Schedule: - (Lump sum basis) (Individual Structural consultancy services)

Sr. No.	Description	Percentage of awarded amount to be paid.	Total cumulative percentage
1	At the time of submission of structural design and drawings	30% of the awarded amount	30%
2	At the time of submission of structural design and drawings duly vetted from any of the IITs/NITs & PEC/like institutes.	50% of the awarded amount	80%
3	On completion of 50% of the actual work at site.	10% of the awarded amount	90%
4	On completion of the work at site.	10% of the awarded amount	100%
<b>Note :-</b> (i) The variation beyond + 10% of the built up area of the project w.r.t. DPR shall be paid to the consultant on prorata basis of the awarded amount. (ii) Security @ 5% of the awarded amount shall be deducted at the time of making payment on submission of structural design and drawings which will be released at the time of making payment on submission of structural design and drawings duly vetted from any of the IIT/NIT & PEC/like institute. The earnest money deposited shall be retained towards security deposit at the time of making deduction of 5% security. (iii) The Engineer-in-Charge, at the time of release of payment, shall ensure completion of the above parameters by the consultant.			

## ANNEXURE X

### **Payment Schedule: - (Lump sum basis) (Individual Quantity Surveyor consultancy services)**

<b>Sr. No.</b>	<b>Description</b>	<b>Percentage of awarded amount to be paid.</b>	<b>Total cumulative percentage</b>
1	At the time of submission of DPR.	30% of the awarded amount	30%
2	At the time of approval of DPR	50% of the awarded amount	80%
2	On completion of 50% of work at site.	10% of the awarded amount	90%
3	On completion of the work at site.	10% of the awarded amount	100%
<b>Note :-</b> (i) The variation beyond + 10% of the built up area of the project w.r.t. DPR shall be paid to the consultant on prorata basis of the awarded amount. (ii) Security @ 5% of the awarded amount shall be deducted at the time of submission of DPR. which will be released at the time of approval of DPR. The earnest money deposited shall be retained towards security deposit at the time of making deduction of 5% security. (iii) The Engineer-in-Charge, at the time of release of payment, shall ensure completion of the above parameters by the consultant.			