

**RURAL DEVELOPMENT & PANCHAYATI RAJ DEPARTMENT  
HIMACHAL PRADESH  
EMPANELMENT OF ARCHITECTS/ CONSULTANTS**

Applications are invited for empanelment of providing Architectural and Engineering Services in various Building and other works under 4 different zones viz Shimla, Mandi, Dharamshala & Bangana for three (3) years empanelment. Interested registered Architects/ Consultant or State Government Departments/ Boards/ any other Govt. undertaking agencies can apply for the said empanelment. The tenders for different categories mentioned in Annexure "D" should be submitted in different envelopes for each zone along with all required fees and documents/ certificate etc. Interested bidders/ firms having experience of the above mentioned work may send their expression of interest for empanelment comprising of eligibility & technical Bid in separate sealed envelopes which shall be addressed to Director, RD & PR Department, SDA Complex, Shimla-9 Himachal Pradesh up to 04-11-2024 by 11:00AM and will be opened on the same day. The relevant details are available at our website: [www.rural.hp.gov.in](http://www.rural.hp.gov.in) or [www.hppanchayat.nic.in](http://www.hppanchayat.nic.in). Director, Rural Development & Panchayati Raj Department, Himachal Pradesh reserve the right to accept or reject any or all proposals without assigning any reason.



**EXECUTIVE ENGINEER (HQ)  
BLOCK NO.27, SDA COMPLEX, KASUMPTI, SHIMLA-9  
(Himachal Pradesh) CONTACT NO. 0177 2623745  
Email id: rdd.xen@gmail.com**

**SECTION-I****No. RD-XEN-DB-Empanelment Arch/2021-****Dated: -****NOTICE INVITING TENDER (FOR EMPANELMENT OF ARCHITECTS/  
CONSULTANTS)**

Rural Development & Panchayati Raj Department, Himachal Pradesh, invites sealed tenders in two bids (Technical bid & Financial bid) of Architects/ Consultants for providing Architectural and Engineering services in various Building and other works under 4 different zones viz Shimla, Mandi, Dharamshala & Bangana for three (3) years empanelment. Interested registered Architects/ Consultant or State Government departments/ Boards/ any other Govt. undertaking agencies can apply for the said empanelment. The relevant details are available at our website: [www.rural.hp.gov.in](http://www.rural.hp.gov.in) & [www.hppanchayat.nic.in](http://www.hppanchayat.nic.in).

The detail of tenders for different categories mentioned in Annexure "D" in different envelopes for each zone along with all required documents/ certificate etc. is as under:

Sr. No	Particular	Details
1.	Name of work	Empanelment of Architects/Consultants for providing Architectural and Engineering services in various Building and other works under RD & PR Department in Himachal Pradesh.
2.	Cost of Tender Documents	Rs. 2000/- (Rupees Two Thousand) only payable in the form of DD/ Bancker's cheque in favour of Executive Engineer (RD&PR) SDA Complex Shimla-9 HP.
3.	Performance Security amount	5% at the time of signing agreement.
4.	Security Deposit amount	5% from the running bill amount.
5.	Stipulated period of completion	As per the tender document.
6.	Validity of Bid	120 days from the date of receipt of tender.
7.	Date, time & place of submission of tender	04-11-2024 upto 11:00 hours at the office of Executive Engineer (HQ) RD & PR Department, SDA Complex, Shimla-9 Himachal Pradesh.
8.	Date of opening of technical/financial bids of tender	04-11-2024 at 03:00 hours at the office of Executive Engineer (HQ) RD & PR Department, SDA Complex, Shimla-9 Himachal Pradesh.
9.	Rate of liquidated damages	In accordance to client tender condition on back to back basis.
10.	Officer to be Contacted (name & Address)	Er. Rajesh Chandel, Executive Engineer (HQ) RD & PR Department, SDA Complex, Shimla-9 (Cont. No. 94180-20850)

**RURAL DEVELOPMENT & PANCHAYATI RAJ  
DEPARTMENT  
HIMACHAL PRADESH**

**APPLICATION FOR EMPANELMENT OF ARCHITECTS/ CONSULTANTS  
CATEGORY I/II/III (PLEASE TICK RELEVANT CATEGORY)**

1. Name of the Firm :
2. Address :
3. Telephone Nos. including Mobile :
4. Fax No. & e-mail ID :
5. Consultation of the Firm :
6. Year of Establishment :
7. Name of Partners/ Associated :
8. Bio-data of Partners/ Associates, Details to be given in the enclosed format (Annexure 'A') :
9. Registration Number with Council of Architects/  
Indian Institute of Architects :
10. Name and value of Major works (construction & interior separately or together) completed during the last 7 years as on 30-09-2024.(Details are to be given in the enclosed format Annexure 'B') :
11. Name and value of the Major interior works in hand. (Details are to be given in the enclosed format Annexure 'C') :
12. Name and value of major works related to construction: of building in hand. (Details are to be given in the enclosed format Annexure 'D') :
13. List of Technical Personnel employed (Also furnish their qualification and experience) :

14. List of Office equipments owned by the company / Firm. :
15. Banker's Name :
16. Latest Income Tax Clearance Certificate and copy of PAN card & GST no. to be enclosed :
17. List with copies of registration/ empanelment with other Organizations :
18. Preference would be given to the firms/ company having their office in the State of H.P., Punjab, U.T. Chandigarh and Haryana. :

**NOTE**

- a) Please enclose separate sheets, photograph, documents etc.
- b) Please attach Xerox copies of all relevant documents and certificates in support of all the information furnished.
- c) The Department will prepare three separate categories of Panel of Architects for construction and interior furnishing works of the building based on the criteria for selection under three different categories as per details furnished in Annexure 'E'

I, on behalf of the firm M/s \_\_\_\_\_ hereby confirm that all information, particulars, copies of certificates and testimonials in connection with empanelment are correct and genuine. I am, therefore, liable to face appropriate actions as deemed fit by the department in the event if any of the information, particulars, copies of certificates and testimonials are not found correct and genuine.

SIGNATURE WITH SEAL

**ANNEXURE 'A'**

**BIO-DATA OF THE PARTNERS / ASSOCIATES**

1. Name
2. Associates with the firm since
3. Date of Birth
4. Professional Qualifications  
(Relevant copies be enclosed)
5. Professional Experience
6. Professional Affiliation
7. Membership in
8. Details of Published papers in Magazine
9. Details of cost effective methods / design  
Adopted in the projects
10. Exposure to new materials / Techniques

Note:

1. Copy of Partnership Deed with passport size colored photographs of all the partners / proprietor of the firm been closed.
2. Minimum professional qualification of the proprietor or any one of the partner of the firm should have degree in Architecture.
3. The firm should have adequate experience of minimum 7 years for providing architectural services in connection with execution of major works related to constructions and interior of buildings.
4. Separate sheet for each partner of the firm been closed.

**SIGNATURE WITH SEAL**

## ANNEXURE 'B'

## LIST OF MAJOR WORKS (CONSTRUCTED &amp; INTERIOR SEPARATELY OR TOGETHER) COMPLETED DURING THE LAST SEVEN (7) YEARS UP TO 30.09.2024

Sr. No.	Name of the client	Nature of work	Area of building in sq.mt.	Date of start	Period of completion	Actual date of completion	Final value of project	Reasons for the variation/delay if any.
1	2	3	4	5	6	7	8	9

NOTE: - a. The credentials issued by the clients shall be enclosed.

b. The works should have been executed by the firm under the name of the firm in which they are submitting the applications.

(Copies of award of work and performance certificate by the clients be enclosed)

SIGNATURE WITH SEAL

## ANNEXURE 'C'

## LIST OF MAJOR WORKS (CONSTRUCTION &amp; INTERIOR SEPARATELY OR TOGETHER) IN HAND AS ON 30-09-2024

Sr. No.	Name of the client	Nature of work	Value	Date of award	Area of building in sq.mt.	Present position	Scheduled date of completion	Remarks
1	2	3	4	5	6	7	8	9

NOTE: - The works being executed by the firm should be under the name of the form in which they are submitting the applications.

(Copies of award of work and performance certificate by the clients be enclosed)

SIGNATURE WITH SEAL

1. **CRITERIA FOR EMPANELMENT OF ARCHITECTS (FOR PROJECTS COSTING UPTO RS. 500 LACS)**

**Applicants need to be a registered Member of the Council of Architecture.**

**As a minimum criterion for empanelment, consultant/architects should have successfully executed at least one work of similar nature of comparable magnitude/value in the past seven years under the same name.**

**Architect should have adequate number of technical staff working with him for preparation of drawing, estimate, supervision of work, checking of bills etc.**

**Criteria for selection under Category 1 For Construction / Interior Furnishing Works upto value of Rs. 100 lacs**

The firm should have got executed the works in connection with providing complete architectural services including supervision / execution of works with Government/PSU/Govt. Undertakings/Reputed Private Organizations etc. for one work of value of Rs.80 lacs or two works of value of Rs.60 lacs each or three works of value of Rs. 40 lacs each during the period of last 7 years as on 31.08.2024 along with ITRs complete.

**Criteria for selection under Category 2: For Construction / Interior Furnishing Works upto value of Rs. 200 lacs**

The firm should have got executed the works in connection with providing complete architectural services including supervision / execution of works with Government/PSU/Govt. Undertakings/Reputed Private Organizations etc. for one work of value of Rs.160 lacs or two works of value of Rs.120 lacs each or three works of value of Rs. 80 lacs each during the period of last 7 years as on 31.08.2024 along with ITRs complete.

**Criteria for selection under Category 3: For Construction / Interior Furnishing Works upto value of Rs. 500 lacs**

The firm should have got executed the works in connection with providing complete architectural services including supervision / execution of works with Government / PSU / Govt. Undertakings/Reputed Private Organizations etc. for one work of value of Rs.400 lacs or two works of value of Rs.300 lacs each or three works of value of Rs. 200 lacs each during the period of last 7 years as on 31.08.2024 along with ITRs complete.



- The client / depts. shall consider all documents of the bidder/ firm after technical scrutiny by the technical committee.
- The financial bids shall be opened only in respect of technically qualified firms.
- After obtaining the rate of lowest-1(L-1), it will be optional to all other bidders/ firms to give tender consent/ undertaking to the depts. that I/we/ firm is ready to complete the assignment as per this tender at the rate quoted by L-1 firm. Only such firm shall be considered for empanelment on priority basis.
- The work shall be awarded to the empanelled firms after ensuring deposit of performance security @ 5% of the work cost.

## **2 SCOPE OF WORK**

1. PPR-Preparation of preliminary drawings after preliminary survey, modifying as per client's instructions and then submitting the final Architectural Drawings, cross sectional drawings and two side elevation along with 3D view and cost estimate
2. DPR- Submission of Architectural Drawing after carrying out field survey (Table survey/Total Station Survey, Contour mapping), Structural Design and Drawing, PHE Design and Drawing, plumbing, drainage and sewerage. Electrification Design and Drawing, Mechanical Design and Drawing, External development including preparation of detailed Estimates, Bill of Quantities.
3. Detailed Estimates for all the above works.
4. Assisting in obtaining statutory approval wherever required.
5. Helping in vetting of structural design from institute of repute such as NIT/IIT or any other institute as per direction of client.
6. Submission of structural stability certificate from the competent structural engineer.
7. Assisting in finalization of the tender and execution of the agreement.
8. Design should be disabled and elderly friendly.

### 3 Schedule of Payments under Contract Admissible upon Allotment.

<b>Stage 1</b>	On submitting concept design & rough estimate cost	10% of total fees payable
<b>Stage 2</b>	On submitting required preliminary scheme for client's approval along-with the preliminary estimate of cost.	10%
<b>Stage 3</b>	<p>a) On incorporating client's suggestions and submitting drawings for approval from client / Statutory authorities, if required.</p> <p>b) Upon client's / statutory approval necessary for commencement of construction where ever applicable.</p>	<p>a) 10%</p> <p>b) 5%</p>
<b>Stage 4</b>	Upon submission of working drawings, specifications and schedule of quantities (BOQ).	10% of total fees
<b>Stage 5</b>	<p>i) On submitting designs / drawings for commencement of work.</p> <p>ii) On submitting detailed estimate of work.</p>	<p>a) 15 % of total fees payable</p> <p>b) 5% of total fees payable</p>
<b>Stage 6</b>	<p>i) On completion of 20% allotted cost.</p> <p>ii) On completion of 40% of allotted cost.</p> <p>iii) On completion of 60% of allotted cost.</p> <p>iv) On completion of 80% of allotted cost.</p> <p>v) On virtual completion of work.</p>	<p>5%</p> <p>5%</p> <p>5%</p> <p>5%</p> <p>5%</p>

Stage 7	On submitting completion report and submission of as built drawings <u>02 hard copies and 01 soft copy.</u>	Remaining 10% of total fees payable.
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**4 CLIENT'S/ BIDDER'S ROLE AND RESPONSIBILITIES**

The client shall discharge all his obligations connected with the project and engagement of the Architect as follows:

1. To provide detailed requirements of the project.
2. To provide property lease/ownership documents.
3. To pay all the fees, levies, security deposits and expenses in respect of statutory sanction.
4. The bidder/ firm shall raise bill to the client/ deptt. As per payment schedule of this document, which shall be considered for payment with in one month.
5. It will be the responsibility of the bidder/ firm to ensure deposit of all kind of dues, taxes/ GST/CST/TDS etc. to the respective agency/ office.

**SIGNATURE WITH SEAL**

**AFFIDAVIT**

**(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM RS.10/-  
DULY CERTIFIED BY NOTARY PUBLIC)**

Affidavit of Mr. ....S/o .....

R/o..... The deponent above named to hereby solemnly  
affirm and declare a under:

1. That I am the Proprietor / Authorized signatory of M/s. ....having its Head  
Office / Regd. Office at .....

2. That the information / documents / Experience certificate submitted by M/s.....along  
with this 'EMPANELMENT OF ARCHITECTS to RD &PR deptt. H.P. are genuine and nothing  
has been concealed.

3. I shall have no objection incase RD &PR Deptt. H.P. verifies them from issuing authority. I  
shall also have no objection in providing the original copy of the document(s), in case RD &PR  
demand so for verification.

4. I hereby confirm that in case, any document, information & /or certificate submitted by me  
found to be incorrect/false/fabricated, RD &PR at its discretion may disqualify / reject my  
application for pre-qualification out rightly and also debar me / M/s.....  
.....from participating in any future tenders / PQ.

**Deponent**

I, ....., the Proprietor / Authorized signatory of M/s. ...., do hereby  
confirm that the contents of the above Affidavit are true to my knowledge and nothing has been  
concealed there from and that no part of it is false. Verified at..... this  
.....day of .....

**Deponent**

## FINANCIAL BID

### Rates to be given by the Architect:

#### 1) Professional fees:

		Component wise Rates in %age.			
	Categories:	Preparation of concept drawings & working architectural drawings ( maximum up to 0.80%)	Preparation of structural drawing & design. ( maximum up to 0.90%)	Preparation of detailed estimate. (maximum up to 0.30%)	Overall %age. (maximum up to 2%) as approved by Deptt.
A	<b>Category-I</b> Jobs costing / Estimated Cost up to Rs 100 lacs				
B	<b>Category-II</b> Jobs costing / Estimated cost above Rs 100 lacs but below Rs. 200 lacs				
C	<b>Category-III</b> Jobs costing / Estimated cost above Rs 200 lacs but below Rs. 500 lacs				

**Note:-**The above rate quoted shall include all kinds of charges/ levies/fees/ site visit charges. No other charges shall be reimbursable to the bidders/ firms.

The quoted figures should be mentioned neat & clean also be in words dully legible.