

Section-I
INFORMATION & GENERAL INTRODUCTION FOR THE
APPLICANT.

1.General

1.1 Forms for pre-qualification called for given in Section-IV.

1.2 All information called for in the aforesaid forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on separate sheet, this fact should be mentioned against the relevant columns. Even if no information is to be provided in a column, "Nil" or "no such case" entry should be made in that column. If any particulars/queries are not applicable in case of applicant, it should be stated as "not applicable". The applicants are cautioned that not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Application made by telegram or telex and those received late will not be entertained.

1.3 The application should be type/written. The applicant should sign each page of the application.

1.4 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing with date and rewriting. Pages of the pre-qualification document are numbered. Additional sheet, if any added by the applicant, should also be numbered by him.

1.5 References, information and certificates from their respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an officer not below the rank of executive engineer or equivalent.

1.6 The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities. He is, however advised not to furnish superfluous information. No information shall be entertained after submission of pre-qualification document unless the department calls for it.

1.7 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from taking up consultancy work in UPRNSS.

1.8 The prequalification document in prescribed form duly completed and signed should be submitted in a sealed cover super scribed with heading "Pre-qualification document for Empanelment as Architectural/Design Consultant" the duly filled pre-qualification document should be submitted to Chief Engineer, UPRNSS, G-4/5 B, Sector-4, Gomti Nagar Vistar, Lucknow-226010. Document submitted in connection with pre-qualification will be treated confidential and will not be returned.

2-0 Method of Application

2.1 If the applicant is an individual, the application shall be signed by him above his full typed written name and current address.

2.2 If the applicant is the proprietary firm, the application shall be signed by the proprietor above his full typed written name and full name of the firm with the current address.

2.3 If the applicant is a firm in partnership, the application must be signed by all the partners of the firm above their full type written names and current addresses or alternatively by a partner holding power of attorney for the firm in the later case, the copy of power of attorney must be enclosed with application. A certified copy of partnership deed and current address of all the partners of the firm must be enclosed with the application.

2.4 If the applicant is a private/public limited company or corporation(if authorized to carry out Architectural consultancy by competent authority), the application must be signed by a duly authorized person holding power of attorney for signing the application accomplished by a copy of power of attorney. The bidder must also furnish a copy of the memorandum of articles of association duly attested by a public notary.

3.0 General Conditions & Eligibility

3.1a In case of applicant for Architectural consultancy falling under 2.1 & 2.2 above, the applicant must be an Architect with Bachelor Degree and registered with Council of Architects.

b. In case of applicant for Architectural consultancy falling under 2.3 & 2.4, one of the partener/director must be an Architect with Bachelors Degree registered with Council of Architects and he should satisfy the experience

criteria in the following para 3.2. The drawings submitted by the firm/company must be signed with seal & Reg. No. by the designated Architect partner/Director and in case of any mistake found in the drawing, the designated Architect along with also furnish full bio-data of Architect in “Annexure VI” duly Signed by him along with application and an affidavit from Architect in the proforma as at “Annexure V”. The categorisation of the firm/Company shall be based on the experience of the Member/Director Architect. In case if the Architect is separated from firm/company, the Registration will stand cancelled with immediate affect.

3.2 The registration of Architect consultants will be done in three categories based on minimum five completed/on-going assignments out of which three must be completed assignments:

Class A : Projects more than Rs. 500 Lacs.

Class B : Projects between Rs. 100-500 Lacs.

Class C : Projects up to Rs. 100 Lacs.

Class A will be eligible to carry out Projects without any Limit. However the department may ask for previous experience and specialization for projects specialized in nature/Signature building etc.

Class B will be eligible to carry out Projects up to Rs. 500 Lacs.

Class C will be eligible to carry out Projects up to Rs. 100 Lacs.

The other criteria will be as defined in other sections of pre-qualification document.

3.3 The Structural Designer should be M.Tech (Structures) with at least one year of experience as on the date of notification and designed for projects totaling minimum five hundred lacs.

Or

B.E(Civil) with 10 years of experience in the field of structural designing and have designed projects totaling Rs. twenty-five hundred lacs.

However the department may ask for previous experience and specialization for projects specialized in nature/Signature Buildings.

The other criteria will be as defined in other sections of pre-qualification document.

3.4 The applicant should preferably have proper office set up **at Lucknow**.

3.5 The applicant should have sufficient number of technical personnel and computers and modern Drawing Equipments for proper execution of assignments.

3.6 Architectural Design Consultancy firms having head quarters outside Lucknow are eligible to apply provided they have relevant experience in the field of Architectural Design Consultancy of buildings for government Department. Architectural Design Consultants stationed outside Lucknow may be required to establish an office in Lucknow with the requisite Technical staff depending upon magnitude of the project assigned to it and this will be binding on the firm.

3.7 The applicant not fulfilling the above conditions are liable to be summarily rejected.

3.8 Even though a applicant may satisfy the evaluation requirements, he would be liable to disqualification if he has:

(a) Made misleading or false representation or deliberately suppressed the information in the forms, statement and enclosures required in the prequalification documents.

(b) A record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses etc.

3.9 Validity of Panel

The validity of panel firms will be three years from the date of empanelment and the firm has to apply for renewal for further three years along with renewal fee of Rs.10,000.00 for Architects & Rs.5000.00 for Design as per UPRNSS Rules .The renewal will be based on assessment and mere applying does not guarantee renewal.

3.10 Applicant Registration Fee & Security Money

An applicant for Architectural consultancy shall submit a Demand Draft of Rs.10,000.00(Rs.Ten thousand only) against Registration fee & Rs. 50,000.00 (Rs.Fifty thousand) only against as security money.In case of designer it will be Rs.5000.00 for Registration fee & Rs.50,000.00 as security money. It must be enclosed with the pre-qualification document in the from of bank draft in

favour of U.P. Rajya Nirman Sahkari Sangh Ltd. Lucknow payable at Lucknow. The Registration Fee of unsuccessful firms shall be returned within fifteen days after the completion of empanelment process, without any interest there upon after deducting Rs.2000.00(Rs.two thousand only) as processing expences & security money shall be fully refunded .

The security money of successful applicant would be treated as security deposit with the department. This will be refunded when Architect/Designer decides to de-empanel himself and ask for refund. However the department is free to deduct any amount if the architect/designer is found at default in discharging his responsibility. No interest is payable on this amount.

3.11 Affidavit on Stamp Paper

An affidavit on the stamp paper of RS. 100/- should be attached with the pre-qualification papers mentioning the fact the "The information furnished by me/us in this pre/qualification document are correct and true to the best of my/our knowledge and no information is false/wrongly stated in it. Further I/we will faithfully comply with the instructions/directions given by the department from time to time during the currency of the Consultancy Assignment."

4.0 **Termination of Consultancy Assignment**

4.1 In case, time schedule is not adhered or conditions of the assignment are not fulfilled, the Managing Director, UPRNSS shall have full power to terminate the consultancy without any liability and forfeit security deposit.

4.2 If the Architect abandons the work for any reason whatsoever from acting as Architect, the department may make full use of all or any of the drawings prepared by the Architect, and that the security deposit & the renewal fee available with the department shall be forfeited.

4.3 Provided, however, that in the case of the termination of the consultancy assignment after giving fifteen days notice, the Architect shall be liable to refund any excess payment made to him over and above what is due to him in accordance with the terms of his assignment for the services performed by him up to the date of termination of the assignment.

4.4 This assignment may be terminated at any time by the department upon giving fifteen days notice to the Architect and work done by Architect till the date of notice will only be payable by the department in such case if such work is found in order.

SECTION-II

A-I SCOPE OF SERVICES TO BE PROVIDED BY THE ARCHITECT:-

The Architect shall faithfully and honestly perform the services pertaining to the design of the assigned building/project. The Architect, in general, would be required to hold discussion with the UPRNSS Officers and prepare & submit D.P.R. with complete Architectural Drawings for the buildings/projects, keeping in mind the functional requirements & space requirement as per government norms and local by-laws for plot area/maximum permissible ground coverage/ maximum permissible FAR/ maximum permissible height/set backs/fire fighting requirements etc.

Broadly the services to be rendered are:-

1. Preparation & submission of complete Architectural drawings of the project including layout plan and the associated services both internal & external, required to make the building/ project functional together with Internal Site Development and landscaping designs. He may have to carryout field inspection as required to ensure complete accuracy of drawing. He will also be required to prepare completion drawing of all the completed works as required.
2. Obtaining approval from the Department on these drawings, wherever required. The Architect shall make co-ordination with Govt. Department/client/various local bodies and obtain approved of drawing and various services as required for execution of the project.
3. The Design/Drawing submitted by the Architect may be checked by the department and if any corrections are required, these will be incorporated by the Architect in the design at no extra cost. The Architect shall also modify the drawings as found necessary during execution of the project and obtain approval of Govt./Client.
4. Energy efficiency shall be integral part of design and the architect may have to obtain GRIHA Rating (Green Rating for integrated habitat Assessment) for projects specified by Deptts./Clients. While designing, the Architect shall keep in mind the various parameters as defined in GRIHA i.e energy consumption, environment, all type of pollutions, waste generation & disposal , user productivity etc.
5. For the plinth areas and size of rooms and spaces the norms prescribed by UPPWD shall be followed. All the planning and designs shall also take into account the requirements of essential services such as fire fighting, electrification, water-supply, sanitary installation, drainage, roads, landscaping, horticultural operation and optional services like heating, ventilation and air conditioning as applicable to the projects keeping in mind economy and durability.

6. The Architect will have to prepare preliminary estimate/revised preliminary estimate as required and also prepare DPR with complete specification of the building and all services based on specification and rate as below:-

(i) The specification and rate for items of work available in UPPWD schedule of rates shall have to be adopted, unless otherwise specified by the Department.

(ii) For items not available in the UPPWD schedule of rates, the specification as per CPWD schedule of rates shall be adopted.

(iii) For items not available under 6(i) and 6(ii) the specification prescribed by National Building Code and if not available therein, as per sound Engineering Practice.

7. Preparation of layout model and Building Model (wherever specifically asked) and assisting the department in obtaining approved of client.

8. Assisting the department in preparation and revision of PERT/CPM chart and attending periodical review meetings as required.

9. The Architect shall make site visits as mentioned in Section-III herein after. He may be required to provide report of work under execution regarding its confirmity on site with supplied drawings and specification.

10. The Architect shall supply one set of approved Architectural Drawing to the assigned structural Design Consultant to enable them to analyses and Design the structural elements and prepare the structural working Drawing. The Architect shall also coordinate with the Structural Design consultant to ensure that the structural drawing conform to and are compatible with architectural drawings.

11. The Plinth Area and the specifications of the Drawing prepared by Architect should be in accordance with the plinth area and specification as prescribed in the government order.

12. The Architect shall specially adhere to the time schedule as specified in the order. The commencement of work will be considered from 7th day after the date of issue of award letter to the Architect. In case where seperate Designer are awarded the work of design the time will start from which the architected drawing is given to them.

13. The Architect must visit the site along with PE/EE before starting designing for all projects exceeding the cost of Rs.50.00 Lacs and a joint site visit report shall be prepared and submitted to chief engineer. The Architect may also be required to visit the sites below Rs.50.00 lacs if found necessary and specifically asked to do so.

Note:- The site Plan, Level Plan, Soil Test report, Photographs of site as found necessary shall be provided to the Architect by the Deptt.

SECTION-II

A-II SCOPE OF SERVICES TO BE PROVIDED BY THE STRUCTURAL DESIGNER:-

The Designer shall faithfully and honestly perform the services pertaining to the design of the assigned building. He shall work in close co-ordination with the Architect and obtain a copy of the full Architectural drawing of the Project from designated Architect. He will go through the architectural drawing and understand the Project/Building in totality before under taking the design.

Broadly the services to be rendered are:-

1. Analysis and design of all structural elements in the architectural design of the project as explained in the Architectural scope of work. The design will be based on relevant IS code and standard practice and full design calculation shall be submitted along with drawing including Bar Bending schedule.
2. The design will be done in close co-ordination with Architect and may have to modify to better suit the Architectural Drawings and for any modification done to Architectural Drawing during execution as found necessary.
3. (I) संस्था के स्ट्रक्चरल डिजाइन सलाहकार द्वारा निम्नलिखित कार्यों की स्ट्रक्चरल ड्राइंग को वेत किया जायेगा। जिस हेतु संस्था के पंजीकृत स्ट्रक्चरल डिजाइन कन्सल्टैन्ट द्वारा स्ट्रक्चरल डिजाइन के साथ डिजाइन की गणना शीट स्ट्रक्चरल डिजाइन सलाहकार को उपलब्ध करायी जायेगी।
 - i. समस्त लोडवियरिंग स्ट्रक्चर।
 - ii. 7.50 मी० तक स्पान वाली बीम के चार मंजिल तक के भवन।
- (II) उपरोक्त के अतिरिक्त समस्त निर्माण कार्यों के स्ट्रक्चरल डिजाइन की वेटिंग स्ट्रक्चरल डिजाइन कन्सल्टैन्ट द्वारा किसी भी राजकीय इंजीनियरिंग कालेज से अपने व्यय पर कराकर उपलब्ध करायी जायेगी।
- (III) यदि किसी ग्राहक द्वारा विशेष रूप से किसी निर्माण कार्य की स्ट्रक्चरल डिजाइन का किसी राजकीय इंजीनियरिंग कालेज से वेटिंग की माँग की जाती है तो वह संस्था में पंजीकृत सम्बन्धित स्ट्रक्चरल डिजाइन कन्सल्टैन्ट द्वारा अपने व्यय पर प्रत्येक दशा में उपलब्ध करानी होगी।
4. Field visits as required to ensure complete accuracy of drawings and visits during execution of project if required by Project Engineers. This is as mentioned in section III here-in-after.
5. The Designer shall give certificate regarding structural stability and shall ensure that the building has been designed as earthquake resistant Building.
6. The drawings should also contain Bar Bending schedule.

SECTION-II

A-III DRAWINGS TO BE SUBMITTED BY ARCHITECT/DESIGNER.

Briefly, the drawing of building portion of project/ shall be submitted as under.

a Layout plan & preliminary drawings:

- (i) Key Plan.
- (ii) Layout plan on surveyed site plan, showing contours, existing features, services and facilities provided in proposed building & services.
- (iii) Preliminary sketches with drawings giving details of useful area, service area, circulation area and total plinth area.

Note: Surveyed site plan showing boundaries, contours at suitable contour intervals, existing physical features such as roads, paths, trees, structures etc. shall be provided to the architect by Department.

b Working drawings

(b-1) working drawing will include following:

- (i) Center line drawing for foundation work.
- (ii) Ground floor plan.
- (iii) Floor plans of each floor.
- (iv) Terrace plan.
- (v) Elevations on all four sides.
- (vi) Required number of sections indicating vital architectural arrangements of the structure to explain the scheme.
- (vii) Stair case/Escalator/Lift/Machine room detail.
- (viii) Toilet details.
- (ix) Door/window schedules/details.
- (x) Flooring patterns.
- (xi) Details of external façade (if any special external finish/treatment is proposed)
- (xii) Rain water harvesting scheme, where warranted as per Govt. Policy.
- (xiii) Area chart.
- (xiv) Boundary wall detail for the buildings/Project.
- (xv) Fire fighting measures as per guide lines given by the Department.
- (xvi) Water harvesting work, where so required as per Govt. guidelines.
- (xvii) Typical joint/Important details or an enlarged scale.

(b-2) The Architect shall be required to submit all working drawings in the scale 1:100 scale and detail on a suitable scale of 1:50 or 1:25 as required.

Layout plans shall be prepared on a suitable scale depending upon the size of the plot, how ever any part layout plan shall be prepared in a scale of 1:200.

Generally working drawings shall be on A1 size but deviations may be permitted in specific cases.

All these drawings shall be dimensioned in millimeters.

Along with every set of approved drawings, the Architect may be required by the Department to submit a soft copy of the drawings in Compact Disk (CD.)

(b-3) All the approved drawings shall become property of the UPRNSS and concerned Architect shall not use any of these drawings without obtaining written permission from the department.

In typical projects/work, the requirement of drawings may vary from those listed here in above and in such cases the Architect shall be required to submit additional drawings so desired by the Department.

(b-4) The Architect shall furnish six copies of the drawings mentioned here in above.

(b-5) i- Initially, the Architect will submit two sets of each drawing to the department for checking. After final modification & correction, he will submit six sets of each drawing along with the originals.

ii- The Architect shall attend the office of the Managing Director, UPRNSS, Lucknow as and when required and provide all required clarifications and corrections required after the checking of drawing before their approval and nothing extra shall be payable on this account.

iii- Architect shall also provide further drawings and details as per requirement of the Department.

iv- Each Architectural drawing must bear signature of the Architect with seal along with valid registration number issued by Indian Council of Architects. Similarly each structural drawing shall also bear signature of empaneled structural Design Consultant with his. Qualification and registration number as structural design consultant and countersigned by the Architect is taken on such drawings conforming to and compatible with the Architectural Drawings.

v- Six (6) sets of approved drawings and details and D.P.R. shall be provided free of cost for additional copies of drawing required by the Department payable at Rs. 8/- per drawing will be payable by the Department.

A-IV- Design(Structural) drawings

The guideline for the Architectural drawings as above at 'a' & 'b' shall broadly be applicable for the Design drawings also. This should be as per the guideline provided in IS code including UPPWD/CPPWD/NBC Norms and sound Engineering practice.

The following additional points should be specially adhered to:-

i- Centre line drawing for all type of foundations i.e. open/load bearing/raft/isolated footing/ pile foundation with clear dimension of all individual foundation along X/Y Axis.

- ii- Sufficient sections of all individual foundation and detail of foundation to be provided with clear dimensions with reference to plinth/ground level.
- iii- The detail (Sections/Cross sections) for column/beams/slabs/cantilevers should be shown very clearly leaving no room for any doubt.
- iv- All typical joints must be shown on enlarged scale.
- v- The structural drawing should reflect Bar bending schedule for RCC

SECTION-III

Terms and Special Conditions of Consultancy Services

(Architecture and Design)

A. Fee for the Services rendered under consultancy agreement.

a. The consultancy fee to be paid to Architect shall be computed on the sanctioned estimate cost of the project excluding provisions of following:-

- i. Contingencies, centage/supervision charges.
- ii. External power, sewer, water supply connection charge.
- iii. Payment to Development Authorities/ Local bodies for sanction of map.
- iv. Taxes or any other payment made directly to Govt./Deptt.
- v. Cost of Earth filling as sanctioned by EFC/G.O.
- vi. Any other item sanctioned for which architectural services are not required.

The upper limit of total fee payable shall be @ 1.5% (Exclusive of GST) or 1.20% (Exclusive of GST) of sanctioned estimated Project cost as above. In case where approved standard plan is made available by the client and there is no change/very little change, the upper limit shall be reduced to 1.20% out of which 0.35% shall be for structured design. The maximum rate for Architectural consultancy shall be @ 1.15% and 0.35% for structural consultancy. The sanctioned project cost as above shall not escalate with the escalation of project cost if any unless scope of work is revised. The cost of the project includes the cost of finishes structural, sanitary, plumbing, electrical fittings and fixtures, lifts, escalators, equipments for mechanical/electrical/air conditioning works, site development and landscaping etc i.e or all items on which the consultant has rendered professional services.

b. The fee as defined under “a” above covers for the Architectural/Structural scope as defined under section II

c. In case any assignment is for individual item of work pertaining to any project, as per site conditions, the fee for each item would be as below.

- | | | |
|---|-------|---------------------|
| i. Preparation of Architectural design and detail | 0.70% | of sanctioned cost. |
| ii Structural Analysis design and detailed
Structural working drawings. | 0.35% | ” ” |
| iii. Electrical design and details including
firefighting and air-condition if any. | 0.15% | ” ” |
| iv Water supply and sanitation design and details
(internal & external) including sewer etc. | 0.15% | ” ” |
| v Mise Services and items. | 0.05% | ” ” |
| vi Detail project report including preparation
of preliminary estimate/revise preliminary
estimate as required. | 0.10% | ” ” |

The fee as mentioned above shall be reduced proportionately in case if the total fee is 0.85% in place of 1.15% for Architectural consultancy & Services.

d. Income Tax shall be deducted as per relevant section of Income Tax Act from each bill of consultant.

e. Cost of special models, perspective, photographs may be reimbursed if specially ordered by the client for the project.

B I- Number of site visits by Architect.

(i) For Projects estimated cost upto Rs. 50 Lacs.

a. The Architect will go through the detail of site i.e site plan, level plan, soil test report, photograph, surroundings detail as obtained from UPRNSS and prepare the drawing considering the details.

b. The Architect may carry out field visit at his cost if he considers necessary for accuracy of drawing or if he has any kind of doubt or if he is specifically asked by the Engineer to visit before preparing DPR under certain special circumstance.

c. The Architect shall visit the site during execution of project as and when required for which he shall be paid if it is more than one visit.

(ii) For projects estimated to cost more than 50 Lacs. Up to 200 Lacs.

a. One mandatory visit before the preparation and submission of DPR.

b. The Architect shall visit the site during execution as and when required. The visit more than two on this account shall be reimbursed.

(iii) For projects estimated to cost more than 200 Lacs.

a. One mandatory visit before the preparation and submission of DPR.

b. The Architect shall visit the site during construction as and when required. The visit more than three on this account shall be reimbursed.

B II- Number of site visit by designers.

The Designers shall carry out the field visit as and when required by the site Engineer during execution of the project. If the Designer feels it necessary to inspect the site before designing or during execution, he may visit under intimation to engineer-in-charge. He will be paid extra in following cases:-

1. In case if such visit is more than one for projects value upto 100 Lacs.

2. In case if such visit is more than two for projects value more than 200 Lacs.

C. Fee for Repetitive Projects assigned to an Architect/Designer:-

The Fee payable to the Architect/Designer for repetitive work shall be worked out as per following formula for all work for which there is no change or very minor change in superstructure drawing (above plinth) on following conditions:-

1. The Units may be build on one site or different site.

2. It may be wholly apart from each other or linked by screen wall/common wall.
3. There may be change in the foundation drawing i.e. drawing below plinth.

The fee to be paid adjusted according to following formula:-

$$F_a = F_t - F_t \times V_r / V_t / 2$$

F_a = Fee payable after adjustment for repeat.

F_t = Fee determined in terms of total project

V_r = Value of repeat units excluding the first unit.

V_t = Value of total project.

D I- Mode of release of payment against the Architectural Consultancy Fee of 1.15% or 0.85%.

The Schedule of running payment against the fee of 1.15% would be as below:-

- | | |
|---|------|
| a. After detail working drawings submitted and checked | 30 % |
| b. After DPR is submitted and checked by Engineer in charge and submitted to the competent authority for T.S. | 40 % |
| c. After T.S. is granted | 20 % |
| d. After the Building is completed and a letter for release of all payment to Architect is received from Engineer-in charge.- | 10% |
- e. 10% of the Running Bill amount for the stages mentioned, shall be deducted toward security. This security shall be released within 3 months of the completion of the project. In special circumstances, when the completion is held up, this security money may be released earlier as per merit of the case giving full justification.

D II-Mode of release of payment against the Design Consultancy Fee of 0.35%.

The Schedule of running payment against the fee of 0.35% would be as below:-

- | | |
|--|-----|
| 1. After detail working drawings along with design calculation are Received: | 70% |
| (Framed structures more than double story or load bearing more than three story should be duly vetted by IIT/NIT/Govt Engg College) | |
| 2. After T.S. is granted: | 20% |
| 3. After the detail of all minor item (if any) during execution is received and building is completed and a letter for release of all payment to design is received from Engineer-in-charge. - | 10% |
4. 10% of the Running Bill amount for the stages mentioned, shall be deducted toward security. This security shall be released within 3 months of the completion of the project. In special circumstances, when the completion is held up, this security money may be released earlier

based on the certificate from PE/EE that the designers job is 100% done and nothing is pending on his part.

E. Payment for additional site Visits, over and above (as at B I & B II above) would be made as below:-

- i. IInd Class AC Railway Fare from the H.Q. of the Architect to the Rail head of the site and back to the H.Q.
- ii. From aforesaid Rail head to the site of work and back Architect would be provided motor vehicle free of cost by the Department.
- iii. Boarding and Lodging as available for the site visit would be provided by the Department free of cost.

An out of pocket allowances of Rs. 500.00 per day would be paid.

Section-IV

INFORMATION TO BE PROVIDED BY ARCHITECT/DESIGN CONSULTANT FOR PREQUALIFICATION OF ARCHITECTURAL CONSULTANT.

1) General Information

1- Name of the applicant.

2- Address.

3- Particulars of Contact Person.

Name and Designation

Phone No.

Fax Number

E-mail Address.

Mobile Number,

4- Place and year of incorporation in any of firm

5- Registration, if any of any Government body/undertaking (Copy to be Enclosed)

6- Constitution of firm

(Pvt. Ltd./Public/Proprietary/partnership)

Attach legal document and also a proof authorized to carry out Architectural consultancy.

7- Name & Qualification of the Chief Executive of the firm/applicant)

II) Organisation Structure (Attach separate sheet for each personnel)

a) Details of key Architectural/Design personnel, with name, Designation, Address, Telephone Number, Fax Number, E-mail Address, Mobile Number, Qualification, experience alongwith valid certificate of registration by Indian Council of Architect.

b) Details of Services Design personnel as in IIa above with Name, Designation, Address, Telephone number, Fax Number, E-mail Address, Mobile Number, Qualification, experience, age and experience and valid registration number as consultant.

Note: Attach separate sheet for each personnel, mentioned under section-II (a) and II(b) above.

III) Name of Govt. Departments/Corporation where already empanelled with proof and validity.

IV) Name of Projects Handled by the firm/applicant.

a) Name of completed assignment with estimated cost in last 5 years. (Furnish in Annexure-I)

b) Names of ongoing assignments with estimated cost (Furnish in Annexure-II)

V) Financial information:

1. Turn over for the last five year. (Furnish in Annexure-III)

2. Permanent Account No. (I.T.)

3. GST Registration Number.

4. Income Tax Clearance Certificate.

(Enclose copies of last 5 years)

Enclose relevant certificates for above.

VI) **Details of modern tools** for Design and Drawing available with the applicant (furnish in Annexure-IV)

SIGNATURE OF APPLICANT

Annexure-I

Proforma for information regarding item –IV (a) of Section IV

Details of completed consultancy assignment.

S.N.	Name of Project	Period of execution	Estimated cost of Project	Remarks, if any

Signature of Applicant

Note:- Attach extra Sheet if one sheet is insufficient.

Annexure-II

Proforma for information regarding item –IV (b) of Section I

Details of ongoing consultancy assignment.

S.N.	Name of Project	Start Date	Target Date	Estimated cost of Project	Remarks, if any

Signature of Applicant

Note:- Attach extra Sheet if one sheet is insufficient.

Annexure-III

Proforma for information regarding item –V (Financial Informations) of Section IV

Turn over from Architectural/Structural consultancy income for the last 5 years:

S.N.	Financial Year	Turn Over (Rs. In Lacs)	Remarks

Enclose a certificate from Bank/Chartered Accountant.

Signature of Applicant

Annexure-IV

Proforma for information regarding item –VI of Section IV

Detailed list of modern tools for preparation or Architectural/Structural Drawings and available with the applicant.

- A) Architectural Design and Drawing.
- B) Structural Design and Drawing.

S.No.	Modern Tools	Nos. Available

Signature of Applicant

Application Format

From,
(Name & address of applicant),

To,
Managing Director,
U P Rajya Nirman Sahkari Sangh Limited
G-4/5 B Sector IV Gomti Nagar Vistar
Lucknow 226010

Sub: Submission of Application for Pre-qualification and Empanelment of Architectural /Structural Consultant in UPRNSS.

Sir,

In response to and having read & examined the details given in pre-qualification document Section I, II, III & IV for the above. I/We hereby submit herewith the pre-qualification document duly signed by me/us.

1. I/We hereby certify that all the statement made information's supplied in the enclosed forms and accompanying statement are true and correct.
2. I/We have furnished all information's and details necessary for pre-qualification for empanelment.
3. I/We submit the following certificates in support of our suitability, technical know how and capability for having successfully completed the various consultancy assignments of State/central govt bodies/undertakings.

S.No.	Period of Execution	Name of Project /work	Cost of the Project	Certified by/ from

Enclosures:-As above.

Date of submission

Seal of Applicant

Signature of Applicant

Definitions:-

Consultancy- Would mean Architectural Design Consultancy for the scope of work mentioned in the document.

Assignment- Would mean the Architectural Design Consultancy for the Project assigned to the Architectural Design Consultant.

Architect- Would mean empaneled Architectural Consultant and include his Associates if any for design of services mentioned in the scope.

Applicant- Means the individual person, any firm, Partnership firm, Private/Private Limited concerns seeking empanelment's Architectural Design Consultants.

Department- Would means UPRNSS.

Structural Design Consultant- would mean the Structural Design Consultant with whom the Architect has to coordinate for the design and preparation of working drawing of the Structural elements of project assignment to the Architect.

Project- would mean the project assigned to the Architect for the Architectural/ Design Consultancy.

D.P.R/TS Detail Project Report including Detail Estimate of the project and its Cost.

TS will mean Technical Sanction granted by Competent Authority.

Year- Means Financial Year.

Annexure-V

(Proforma of Affidavit to be given by a Member/Director Architect of Partnership firm/Company)

1. I.....S/O.....aged.....Years,resident ofis a partner/Director in.....
2. That the said Firm/Company has applied for Registration to carry out the job of Architectural and related consultancy in U.P. Rajya Nirman Sahkari Sangh, Lucknow with my consent.
3. That I have read and agree to the pages of the application regarding the details concerning me and signed on it as a token of acceptance.
4. That I have read the terms and conditions for Architectural & related services empanelment as currently put on of website of the U.P. Rajya Nirman Sahkari Sangh and I hereby agree to all terms and conditions including Cl.No.3.1(b) for Firms/Companies.
5. That in case if I decide to leave the firm/company, I shall intimate the U.P. Rajya Nirman Sahkari Sangh before leaving. I further ensure UPRNSS that I shall complete all the architectural works entrusted to the firm before separation.

