

**Empanelment of Consultants For Comprehensive
Architectural & Engineering Services**

**Empanelment of Consultants
for
Comprehensive Architectural
&
Engineering Services**

**BHARAT DYNAMICS LIMITED
(A Government of India Enterprise)
MINISTRY OF DEFENCE
KANCHANBAGH
HYDERABAD-500 058**

ADDL. GENERAL MANAGER
CIVIL DEPARTMENT
BHARAT DYNAMICS LIMITED
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BHARAT DYNAMICS LIMITED
INVITATION
FOR EMPANELMENT OF ARCHITECTS

Bharat Dynamics Limited (A Govt. of India Enterprise) invites from eligible Architects / Architectural Firms for providing Architectural & Engineering Services for their various units and other development projects for various categories.

The proposals duly completed as per prescribed format along with processing fee must be uploaded to the BDL website. Any clarification can be sought from the following persons:

Anil Verma
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**The detailed with Annexures may be obtained from website
www.bdl.ap.nic.in**

DGM (CIVIL) KBC
Bharat Dynamics Limited

EMPANELMENT OF ARCHITECT IN BDL, KBC RULES FOR EMPANELMENT

1. TITLE

These rules shall be called Rules of Empanelment for Architects in BDL, 2014.

2. APPLICABILITY

Any Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited company or a Private Limited Company may apply for empanelment as an “Architect and Civil Engineering Consultant” in BDL under these rules provided the eligibility criteria and other conditions are satisfied. The empanelled “Architects and Civil Engineering Consultant” have to abide by all the rules made herein and as amended from time to time, during the tenure of their empanelment.

3. SCOPE OF WORK

The scope of work includes but is not limited to site survey and soil investigation, preparation of concept / master plan, preparation of detailed architectural and structural design, preparation of preliminary / working / GFC drawings, preparation of tender documents, BOQ and detailed specifications, interior designs, landscape architecture, planning, rehabilitation of structures, public health Engineering, internal and external electrical works, shop electrics, clean rooms, HVAC, fire fighting system, low voltage systems (CCTV, Fire detector & Alarm, Access Control Computer Network etc), Utilities, Explosive Buildings and periodic inspection and evaluation of works. Submission of “as built drawing” and obtaining completion certificate from statutory authorities. The structural design made by the consultant shall be proof checked for structural stability wherever applicable by IIT, IISE, NIT and other approved agencies at his cost.

4. SCOPE OF EMPANELMENT

The empanelment in BDL will entitle the “Architect and Civil Engineering Consultant” to be considered for issue of tender documents subject to other conditions that may be stipulated in the Notice Inviting Tenders (NIT). It shall not confer any right on the architect either to be necessarily issued with the tender documents or for award of work. **Limited tender would be invited for various works among the empanelled consultant defining scope of works and services required.**

5. EMPANELMENT PROCEDURE

The architect has to submit the prescribed application, complete with all documents to BDL.

5.1 Incomplete applications and application without prescribed documents are liable to be rejected.

5.2 BDL will have the right to independently verify the details furnished by the architect and to get the works completed by the architect, inspected and / or obtain such other reports as may be considered necessary. For this purpose BDL may constitute necessary inspection team(s).

5.3 BDL reserves the right to limit the number of architects and consultant to be empanelled in any class or category.

6. VALIDITY OF EMPANELMENT

The empanelment will be valid for a period of three years from the date of empanelment. However, the empanelment may be revalidated, in accordance with the rules in this regard. Each revalidation shall be for a period of one year from the date of expiry of previous empanelment / revalidation. The empanelment shall be open for review by the BDL and liable to termination, suspension, or any other such action at any time, if considered necessary, by the BDL after issue of due notices to the architect(s) / consultants.

7. CATEGORIES OF EMPANELMENT

The empanelment shall be done for the following categories:

- a) **Category A** - **Works with estimated cost upto Rs.100 Lakhs.**
- b) **Category B** - **Works with estimated cost above Rs.100 Lakhs to Rs.500 Lakhs**

8. CHANGE IN CONSTITUTION OF FIRM

The empanelled architect / firm shall not modify the existing partnership or enter into any fresh partnership without the prior approval of BDL. Such proposal, if any shall be submitted in advance giving full details of the intended changes and drafts documents like partnership deed, articles of association etc. as applicable. Any change in the status of the architect without prior approval, will render the architect to be removed from the approved list of architects.

10.1 If a firm is converted in to two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his / her / their individual / joint capacity shall have to apply for the empanelment afresh on the basis of work experience gained as a separate entity. The experience of the firm in which he / she / they were partners will not be considered.

10.2 If the number of original partners of a firm reduces to less than half due to any reason, the empanelment of the firm shall be withdrawn. Original partners means constituents at the time of empanelment and those who have remained as constituent(s) for more than 5 years.

9. CHANGE OF ADDRESS

While Applying for empanelment the architect should mention address of his registered office as well as Head office, if different. All documents viz. Bankers certificate etc should bear one of the addresses; otherwise the same shall not be accepted. The architect shall intimate the change, if any, in any of the addresses mentioned in the original documents, in advance or within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax authorities, Sales Tax authorities etc. Failure to do so may result in removal from the approved list of architects.

10. SUBMISSION OF TENDERS

Empanelled architect shall take part in the tendering process of BDL. Architects are liable to be removed from approved list if they do not secure works in BDL / do not take part in tendering process. For this purpose the approved list shall be periodically reviewed with reference to the number of tenders received for the various works.

11. ANNUAL CONFIDENTIAL REPORTS OF ARCHITECTS

An annual confidential report shall be written by the Engineer-in-charge in respect of each and every work carried out by an architect for BDL. The report shall be in the prescribed form. This report shall be written in respect of each and every work immediately after completion.

13.1 The report shall be reviewed every year by BDL and architects, whose performance is found to be lower than the expected performance, shall be removed from the approved list.

13.2 The revalidation of empanelment shall be done on the basis of evaluation of the Annual confidential reports of the works.

12. ARCHITECT'S OBLIGATIONS

The "Architect and Civil Engineering Consultant" should fulfil all his obligations specified under these rules within the time and in the manner as specified. Some of the obligations are

- a) Prior approval shall be obtained before modifying the constitution of the firm/ company.
- b) Intimation regarding change of address should be given in advance or within one month along with documentary proof bankers, Income Tax Department, States Tax Department and service tax etc.
- c) Architect should be registered with Council of Architecture, India during the period of empanelment / revalidation.
- d) Empanelled architect shall maintain good conduct while carrying out work and shall not indulge in unethical practices.
- e) The works awarded should be executed strictly as per terms and conditions of contract.
- f) Top priority should be accorded for timely submission of drawings, design calculation and BOQ etc.

13. DISCIPLINARY ACTIONS

The "Architect and Civil Engineering Consultant" shall have to abide by all the rules of empanelment and also by the terms and conditions of the contract and Notice Inviting Tenders. He shall have to execute the works as per contract on time and with good quality. BDL shall have the right to suspend business with him for any period, debar or remove the name from the approved list of architects indefinitely or for a period as decided by BDL after issue of a show cause notice. Decision of BDL shall be final and binding on the architect.

14.1 SUSPENSION OF BUSINESS

BDL may suspend business with the architect for a period, decided by it, pending full enquiry in to the allegations, if BDL is, prima facie of the view that the architect is guilty of an offence in relation to business dealings, which when established would result in his removal / banning business and it is not considered desirable to entrust new works or continue business with the contractor. BDL may also suspend business with an empanelled architect for a period decided by it, if the architect fails to start a work awarded to the agency.

14.2 REMOVAL FROM APPROVED LIST

The name of the "Architect and Civil Engineering Consultant" may be removed from the approved list of architects by BDL, if the architect

- a) Has more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or
- b) Is proved to be responsible for design calculation mistake in two or more works; or
- c) Persistently violates any important conditions of contract; or
- d) Fails to abide by the conditions of empanelment; or
- e) Is found to have given false particulars at the time of empanelment; or
- f) Has indulged in any type of forgery or falsification of records; or
- g) Changes the constitution of the firm or individual without prior approval of BDL; or
- h) Changes permanent address / business address without intimation to BDL; or
- i) Is declared or is in the process of being declared as bankrupt, insolvent, wound up, dissolved or partitioned; or
- j) Is involved in complaints of serious nature received from other departments which prima facie appear to be true; or
- k) Default in settlement of tax dues like income tax, contract tax, sales tax, octroi, duties etc;

or

- l) Has already been demoted for other reasons; or
- m) Is considered not required to be in the approved list for any other reason considered by BDL.

15. Conflict of Interest

A. BDL requires that consultants should provide professional, objective and impartial advice and at all times hold the client's interest paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work. The consultant and any of their affiliates shall be considered to have a conflict of interest and shall not be hired under any of the circumstances given below:

- a.** Conflicting activities or assignment i.e. providing goods or works or assignment other than consulting assignment.
- b.** Conflicting relationship i.e. business/relationship with a member of client's staff involved in the job.
- c.** The consultants shall be required to observe the highest standard of ethics during rendering of professional services.

CONSULTANCY SERVICES, **ELIGIBILITY CRITERIA & RELATED DETAILS**

Interested organisations who have rendered Design Engineering Services for sophisticated Electronics, Aero Dynamics, Defence Projection Project and Industrial Building Projects may submit their offer in the manner indicated below.

ELIGIBILITY CRITERIA

The “Architects and Civil Engineering Consultant” should satisfy the minimum eligibility criteria specified in table-1 & table-2.

1.1 The criteria for experience shall be the completion of requisite number of works of prescribed nature and magnitude executed on independent contract basis or as an architect during the last 7 years. The works should have been executed in same name and style in which the empanelment is sought.

1.2 The financial soundness shall be judged on the basis of the average annual business turnover (in terms of consultancy fees received) in the last 3 years.

1.3 The Architects and “Civil Engineering consultant” shall have to pay a non-refundable processing fee by **crossed demand draft drawn in favour of BHARAT DYNAMICS LIMITED payable at Hyderabad from any nationalised or schedule bank as prescribed. The processing fee for category-‘A’ & category-‘B’ is Rs.3000/- and Rs.5000/- respectively.** This fee has to be submitted along with the application form. Scanned copy of the demand draft to be uploaded in the website.

1.4 A duly attested photocopy of the PAN number, service tax registration number and registration with council of architecture under the architect act 1962 to be submitted along with the application.

1.5 In case of works carried out for private Organisation’s / persons copies of TDS certificate along with copy of performance report with work order / agreement should be enclosed. **Private works without performance report and TDS certificates shall not be considered for evaluation.**

1.6 All the documents as desired to be uploaded in the website. Incomplete Applications will be summarily rejected. BDL reserves the right to accept or reject any application without assigning any reason.

2. Consultant has to apply separately for different categories if interested, In case an application is found suitable for empanelment in category lower than the one applied for, the empanelment may be done in the eligible category in respect of such consultant.

3. The empanelment shall be valid for a period of 3 (three) years. The panel may be extended further at the discretion of BDL.

4. Applicants who have successfully provided Comprehensive Architectural Consultancy Services for Works / Projects of values mentioned below, during the last 5 years and fulfil specified minimum Criteria shall be eligible to apply.

5. Architect(s) / Firms having experience in designing Green Buildings as per GRIHA norms or Equivalent recognized international norms should give details of such works carried out by them in the last five years.

6. The Application should be on the prescribed form. All Annexures duly completed should be submitted. The Annual turnover of the firm and profit and loss statement by way of Professional Fees for Architectural Consultancy for the last three years, duly audited by a Chartered Accountant, should be submitted. Certified copies of Award letters, completion certificates etc should be enclosed.

7. Summary of regular/permanent professional employees and key Personnel including the nature of specialization, qualifications and experience should be enclosed along with certificates.

8. Applicants should give an undertaking certifying that the firm has not been blacklisted by any Govt. /Local bodies/PSUs.

9. Empanelled Architectural Consultants would be entitled to tender for Architectural consultancy works in BDL and work shall be awarded to successful tenderers on General Terms and Conditions of the bid.

TABLE - 1: CATEGORY-A EMAPANELMENT OF ARCHITECT AT BDL

Category	Tendering limit	Past experience of completed works in last 7 years	Financial soundness (Average annual Turnover)	In-House Consultant	Service Tax / IT Pan
A	Rs.100 Lakhs	<p>(a) Should be registered with Council of Architecture, India.</p> <p>(b) Experience of having successfully completed similar consultancy works in CPWD, MES, P & T, Railways, Defence & other government departments, state PWD, CSIR, or in laboratories, reputed private sector and joint venture with multi-National companies during last 7 years ending July-2014 should be either of the following:</p> <ul style="list-style-type: none"> i) Three consultancy works completed for the project each costing not less than Rs.40 Lakhs or ii) Two consultancy works completed for the project each costing not less than Rs.50 Lakhs or iii) One consultancy work completed for the project each costing not less than Rs.80 Lakhs. 	<p>Should have had average annual business turnover of not less than Rs. 30 (Thirty) Lakhs (in terms of consultancy fees received) in the last 3 years ending current March-2014. Balance sheet for the last 3 years ending current March should be enclosed.</p>	<p>If the Principal Architect does not have in-house MEP Consultants; he/she may associate eligible MEP Consultant(s) and intimate the name(s) to BDL. However, this is subject to approval of the BDL.</p>	<p>Should have service tax No. & IT Pan No.</p>

TABLE - 2: CATEGORY-B EMANELMENT OF ARCHITECT AT BDL

Category	Tendering limit	Past experience of completed works in last 7 years	Financial soundness (Average annual Turnover)	In-House Consultant	Service Tax / IT Pan
B	Rs.100 Lakhs to Rs. 500 Lakhs	<p>(a) Should be registered with Council of Architecture, India.</p> <p>(b) Experience of having successfully completed similar consultancy works in CPWD, MES, P & T, Railways, Defence & other government departments, state PWD, CSIR, or in laboratories, reputed private sector and joint venture with multi-National companies during last 7 years ending July-2014 should be either of the following:</p> <p>i) Three consultancy works completed for the project each costing not less than Rs. 200 Lakhs or</p> <p>ii) Two consultancy works completed for the project each costing not less than Rs. 250 Lakhs or</p> <p>ii) One consultancy work completed for the project each costing not less than Rs.400 Lakhs.</p>	<p>Should have had average annual business turnover of not less than Rs.150 (One Hundred & Fifty) Lakhs (in terms of consultancy fees received) in the last 3 years ending current March-2014.</p> <p>Balance sheet for the last 3 years ending current March should be enclosed.</p>	<p>If the Principal architect does not have in-house MEP Consultants; he/she may associate eligible MEP Consultant(s) and intimate the name(s) to BDL.</p> <p>However, this is subject to approval of the BDL</p>	<p>Should have service tax No. & IT Pan No.</p>

**APPLICATION FORM FOR EMPANELMENT
INFORMATION TO BE FURNISHED BY THE APPLICANTS**

Category of work applied for: Empanelment of Architects Category A & B		
S.No.	Particulars	Details
1	Name of Organization	
2	Address CORPRATE & LOCAL	
	Mobile No.	
	Telephone No.	
	Fax No.	
	E-mail ID	
3	Organization Details	To be filled as per Annexure-I
4	Details of Directors / Partners /Proprietors	To be filled as per Annexure-II
5	List of Architectural Consultancy Assignments undertaken	To be filled as per Annexure-III
6	List of Architectural Consultancy Assignments in progress	To be filled as per Annexure-IV
7	Financial Status	To be filled as per Annexure-V
8	List of permanent professional Employees and Key Personnel mentioning their specialization, qualifications, experience and association with the firm	Self-certified copies to be enclosed
9	List of award winning entries (during last five years)	To be filled as per Annexure-VI
10	List of consultants associated on regular basis	To be filled as per Annexure-VII
11	List of works for which GRIHA / International ratings for Green buildings	To be filled as per Annexure-VIII
12	List of equipments available with the firm	To be filled as per Annexure-IX
13	Affidavit	To be filled as per Annexure-X

ORGANIZATIONAL DETAILS

S.No.	Parameter	Details
1	Organizational Set-up: - Year of Establishment - Status of Firm (Proprietorship/Partnership/Any other) - Name of Directors/Partners/Proprietors - Empanelment with Govt. Organizations - (Mention names along with copies of Certificates)	To be filled as per Annexure-II
2	Staff Strength - Architects (nos.) - Structural Engineers (nos.) - Civil Engineers (nos.) - Plumbing / sanitary engineers - Electrical Engineers (nos.) - Environmental Engineers (nos.) - HVAC Engineers (nos.)	
3	Proof Checking arrangement	Details of tie-up if any to be given
4	Details of Office Automation	
5	ISO Certification	
6	Outsourcing jobs - Structural Design - Plumbing, Sanitary & water supply - Electric Schemes & Design - Fire Fighting and fire detection - Environmental - Air conditioning - Mechanical - Any other	Details of sub-consultants (if any) to be given

**Signature of the applicant
Name & Designation**

Place:

Date:

DETAILS OF DIRECTORS/PARTNERS / PROPRIETORS

S.No.	Name of Partners/Directors/ Proprietors	Academic Qualifications	Designation	Address / Phone / Fax /e-mail

**Signature of the applicant
Name & Designation**

**Place:
Date:**

Annexure-III

**LIST OF ARCHITECTURAL CONSULTANCY ASSIGNMENTS
COMPLETED IN LAST 5 YEARS**

S. No	Name of Work / Project with address	Short description of Architectural / Consultancy assignment	Name and address of Owner / Client	Value of Work/ Project	Date of Start of Work/Project		Date of Completion of Work/ Project		Bonus/ Liquidated damages if any imposed on consultant	Any other Relevant Information
					Stipulated	Actual	Stipulated	Actual		

Note:
The list of Works/Project mentioned should be substantiated with documentary evidence such as work orders and completion certificates in the absence of which the application is liable to be rejected.

Signature of the applicant

Annexure-IV

**LIST OF MAJOR ARCHITECTURAL / CONSULTANCY PROJECTS / ASSIGNMENTS
IN PROGRESS**

S. No.	Name of Work / Project in Progress with Address	Short description of Architectural Consultancy	Name and address of Owner	Value of Work/Project executed	Date of Start of Work / Project	Stipulated time of Completion	Status of work	Expected date of completion	Any other relevant information

Note:

The list of Works/Project mentioned should be substantiated with documentary evidence such as work orders etc. in the absence of which the application is liable to be rejected.

Signature of the applicant

FINANCIAL STATUS

S. No.	Financial year	Turnover (in Rs.Lacs)	Profit / loss (-)
	2010-2011		
	2011-2012		
	2012-2013		

Note:

Certified copies of audited Balance Sheets/Chartered Accountants Certificates to be enclosed.

**Signature of the applicant
Name & Designation**

Place:

Date:

LIST OF AWARD WINNING ENTRIES
(DURING LAST FIVE YEARS)

S.No.	Name of Client Department	Name of Project	Covered Area	Cost of Work	Detail of the Project (Salient Feature of the Project)	Stage of the Project	Institution & Nature of Award

Signature of the applicant
Name & Designation

Annexure-VII

LIST OF CONSULTANTS ASSOCIATED ON REGULAR BASIS

S. No.	Nature of Consultancy	Name & Address of Consultants	Name, Qualification & Experience of Staff	Important Projects Handled
1	Structural Consultant			
2	Service Consultant			
	(a) For Civil Services			
	(b) For Electrical Services (External & Internal)			
	(c) Fire Fighting Services, Fire alarm system			
	(d) HVAC Services			
	(e) Interior			
	(f) Rehabilitation of Structure			
	(g) Cranes			
3	Land Scape Consultants			
4	Any other Consultant			

**Signature of the applicant
Name & Designation**

**Place:
Date:**

LIST OF WORKS FOR WHICH GRIHA / INTERNATIONAL RATINGS
FOR
GREEN BUILDINGS EARNED

S.No.	Name of Client	Name of Project	Covered Area	Cost of Work	Detail of the Project (Salient Feature of the Project)	Rating Earned

Signature of the applicant
Name & Designation

Place:
Date:

Annexure-IX

LIST OF EQUIPMENTS AVAILABLE WITH THE FIRM

S.No.	Name of Equipment	Type	No's.
1	Computers		
2	Printers		
3	Plotters		
4	Software's		

**Signature of the applicant
Name & Designation**

Place:

Date:

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 BDL are genuine and nothing has been concealed.
3. I shall have no objection incase BDL verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case BDL 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, BDL 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 herby 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 atthisday of

Deponent