

NJC HYDROPOWER LIMITED

INVITATION FOR EXPRESSION OF INTEREST DOCUMENT FOR PRE-QUALIFICATION OF ARCHITECTS/ARCHITECTURAL FIRMS

E.O.I. Notice No: NHPL/AR-Design/EOI/001

Name of the work:

ARCHITECTURAL DESIGN CONSULTANCY SERVICES FOR THE CONSTRUCTION OF PROJECT COLONIES, FIELD HOSTEL, GUEST HOUSE AND OFFICE BUILDING FOR NYAMJNAG CHHU H.E. PROJECT (780 MW), DISTRICT TAWANG, ARUNACHAL PRADESH

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INVITATION FOR EXPRESSION OF INTEREST FROM ARCHITECTS

NJC Hydropower Limited (NHPL) is a special purpose vehicle promoted by Bhilwara Energy Limited (BEL), for development of Nyamjang Chhu H.E. Project (780 MW) in Tawang District of Arunachal Pradesh. NHPL proposes to construct project colony, field hostel, guest house and office complex at the project site.

Applications are invited for “**Expression of Interest**” from reputed Architects/Architectural Firms for architectural planning, designing and detailing of project colony, field hostel, guest house and office complex at project site of Nyamjang Chh H.E. Project, using Innovative, Cost effective, Energy efficient, Environment friendly and Disaster resistant technologies.

Pre-qualification Criteria:

Architects / Firms who fulfill the following criteria shall be considered for participation:

- a. Members of Institution of Architects and Indian Council of Architects.
- b. Have experience in the field for not less than 10 years, as on 30.04.11.
- c. Have completed similar Consultancy assignment in hilly terrain for hydropower projects during the last 5 years, as on 30.04.11, of value/area built up as listed below. The details of the projects shall be submitted as per attached format as submittal preceding the EOI document:
 - i. At least one project costing not less than Rs 400 lakhs / built up area not less than 2000 sqm approximately, or
 - ii. Two projects, each costing not less than Rs 250 lakhs / built up area not less than 1250 sqm approximately, or
 - iii. Three projects, each costing not less than Rs 200 lakhs / built up area 1000 sqm approximately.
- d. Similar assignment means providing Architectural / Engineering consultancy for planning & designing of Architectural, Tender Preparation, Tender Evaluation and Recommendation, Preparation of Evaluation Report, Structural Design and Engineering, Public Health, Electrical, Air-Conditioning, Fire Fighting, land development, landscaping and other services.
- e. The EOI document can also be collected by interested firms from the address mentioned below from 10 AM to 5 PM on all working days. Eligible and interested firms may submit their written Expression Of Interest document, in sealed cover (through Speed Post / Courier) superscribing the envelope with “INVITATION FOR EXPRESSION OF INTEREST FROM ARCHITECTS, E.O.I. Notice No: NHPL/AR-Design/EOI/001 so as to reach NHPL latest by 6th June’11. The EOI shall be addressed to :

Sh C.P. BHATNAGAR
General Manager (Commercial),
NJC Hydro Power Ltd.,
Bhilwara Towers, A-12, Sector-1
Noida-201301, Delhi NCR
Phone : 0091-120- 4390300
Fax : 0091-120- 4323271, 4546169
Email : cp.bhatnagar@lnjbhilwara.com

FORMAT

BRIEF DETAILS OF SIMILAR NATURE OF ASSIGNMENT COMPLETED DURING THE LAST FIVE YEARS ENDING LAST DAY OF THE MONTH APRIL, 2011

SIMILAR NATURE OF ASSIGNMENT – COMPLETED WORKS							
Sl. No	NAME OF PROJECT	PROJECT COST (in lacs)			BUILT UP AREA (sqm.)		
		>400	>250	>200	>2000	>1250	>1000

SECTION I PREAMBLE AND REQUIREMENTS

I. PREAMBLE

- I.1 Government of Arunachal Pradesh (GoAP) awarded the work of development of hydropower potential in Nyamjang Chhu Basin in the Tawang district to Bhilwara Energy Limited (BEL). A memorandum of agreement in this regard was signed between GoAP and BEL to develop Nyamjang Chhu Hydroelectric Project. The project is designed as a run-of-the river scheme having a diversion barrage near Zimithang village with powerhouse near the confluence of the Tawang Chhu with the Nyamjang Chhu.
- I.2 As per preliminary planning, NHPL plans to develop three colonies, three field hostels, two guest houses and office buildings with all major amenities including land development and landscaping at different locations in the project area on the identified land.

II. PRESENT REQUIREMENT

- II.1 NHPL proposes to construct following buildings & facilities (in 2 phases) –
- a. Residential colonies at 2 to 3 different locations having about 5 category of quarters totaling about 220 dwelling units (Permanent and Temporary) with all facilities of public health, water supply and fire fighting.
 - b. Field hostels at 2 to 3 locations with facilities of mess, recreation room, public health, water supply and fire fighting.
 - c. Guest house accommodation at 2 different locations totaling about 30 rooms with Central kitchen and dining hall, recreation room, parking, public health, water supply and fire fighting facility at each location.
 - d. One Office building for a staff of about 100 persons and about 3 site offices with parking, conference hall, public health, water supply and fire fighting facilities.
 - e. Various facilities like schools, hospitals, dispensary, etc. at various locations of the project.
 - f. Recreational & fitness facilities in the residential colonies–
 - i. Indoor and outdoor play courts.
 - ii. Gymnasium
 - g. Ample parking space and other services.
 - h. Landscaping of the project area, colonies and offices.

The above work is proposed to be carried out in two phases. Detailed scope of work for each phase will be given to the shortlisted bidders before inviting their financial bids.

- II.2 For providing the Comprehensive Architectural Consultancy Services in the following disciplines for the above works, NHPL is short-listing reputed Firm of Architects & Engineers, who fulfills the requirement and has relevant experience in the following fields: Preference can be given to those who have already provided such consultancy for similar construction in hilly areas.
- i Architectural design & detailing

- ii Structural, Public Health, Electrical, Mechanical ventilation/HVAC services, and Fire fighting system.
- iii Building Automation, LAN, Communication, PA system
- iv Horticulture and landscape works, etc.

III. AIM & OBJECTIVE

The aim is to shortlist suitable reputed Architectural and Engineering Design Consultancy firms for providing architectural concept and architectural designs for the residential and non-residential accommodation mentioned above.

IV. ROLE OF THE ARCHITECTURAL CONSULTANT

The role of the selected firm is to provide a complete and Comprehensive Architectural and Engineering design concepts, drawings and details, preparation of tender documents for all services required for construction from the stage of data collection to completion of the building, but not limited to the following:

- a. Space requirements and space planning.
- b. Service requirements (Area wise) and planning,
- c. Structural systems and other engineering services etc.
- d. Locating the building in the master plan and providing connectivity to neighboring buildings in the campus.
- e. Building drawings containing the following:
 - i All Floor plans & details for Architectural – Structural – PH – Electrical – HVAC – Horticultural works, etc.
 - ii Sections and Elevations.
 - iii Report indicating design philosophy, budgetary cost estimates, proposals for execution etc.
 - iv Tender documents for the construction of the buildings and all facilities, Tender evaluation and recommendation and preparation of evaluation report.
 - v 3D view/model /computer walk through etc.
 - vi Internal & external finishing details with area chart.
 - vii Fully dimensioned and all minute details required for construction.
 - viii Inspection during construction for execution.
 - ix Completion drawings and accompanying report, etc.

V. QUALIFYING REQUIREMENTS

- V.1 Since Architectural concept and design is the prime consideration, reputed Architects / Architectural firms (combined with Engineering Consultancy) shall be the main lead for the project. Hence applications from individual / firms with major exposure to Architectural works in the hilly area will be considered.
- V.2 Architectural and Engineering Design Consultancy firms shall have adequate in house expertise and experience in planning, designing of architectural concept and designs, structural, civil, public health, Electrical, HVAC services, Elevators, Fire fighting systems, LAN, Communication, Interior works, Horticulture & landscaping etc., required for completing and making the buildings functional.

- V.3 Otherwise the Architects may form a consortium of firms / individuals / sub consultants for providing total support and expertise to the requirements of NHPL. However in such a case, consortiums will have to bid through a single Architect / Architectural Consultancy firms which is appointed as the leader of the consortium. NHPL will deal only with this single Architect / Architectural consultancy firm, at all times. This firm will be held responsible for delivering on all aspects of the project, and extracting results from, as well as providing leadership to all consortium members. This firm will be the one and sole point of responsibility and single window of communication for NHPL. This firm will plan, manage and coordinate work across all consortium members, including any dispute resolution, staffing, pricing, project execution, prioritization and planning of inter-dependent activities, delivery of reports and presentations to NHPL. This firm will pay out the consortium members from its total contracted fee. When the pricing information is asked for, this firm will consolidate price/fee and expenses for all consortium members in its price bid for the project. The details of MOU / tie-ups with consortium members shall be furnished at the prequalification stage.
- V.4 An individual member applying as a sole Architectural and Engineering Design Consultancy firm cannot at the same time be member of any consortium applying for this project. Further a member of any other consortium cannot be a member of another consortium applying for this project.
- V.5 ORGANISATION
- a. Architectural and Engineering Design Consultant firms that follow the eligibility criteria laid down by the Council of Architecture (India)* are eligible to participate. The onus of the Architect and Engineering Design Consultancy firm's eligibility as per the Council of Architecture (India) guidelines shall rest with the firm itself.
 - b. Constitution of the Organisation & year of incorporation.
 - c. Having experience in the field for not less than 10 years as on April'2011

Information about the organization along with names & details of various services in house or Participant Associates to whom job is proposed to be assigned & names of Key personnel to be associated with their qualifications & experience to be furnished along with EOI, in relevant formats indicated in the document.

- V.7 EXPERIENCE
- a. The applicant should have satisfactorily completed similar Consultancy assignment as given below, during last **10** years, as on April'2011.
 - i. At least one project costing not less than Rs 400 lakhs / built up area not less than 2000 sqm approximately, or
 - ii. Two projects, each costing not less than Rs 250 lakhs / built up area not less than 1250 sqm approximately, or
 - iii. Three projects, each costing not less than Rs 200 lakhs / built up area 1000 sqm approximately.
 - a. Similar Consultancy assignment means: Architectural Engineering consultancy for planning & designing of Architectural, Civil Engineering, Public Health, Electrical, Air Conditioning, Communication, Horticultural & Other services for the works.

Information regarding work experience to be furnished along with the EOI, relevant formats indicated in this document.

V.8 FINANCIAL CAPABILITY

- a. The applicant should have had average annual financial turn over (gross) of over Rs. 60 lakhs consultancy fees during the last three years ending April'2011. This should be duly audited by a Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.
- b. The applicant should not have incurred any loss in more than two years during the last five years ending April'2011, duly certified by the Chartered Accountant.
- c. The applicant should not be under liquidation, court receivership or similar proceedings.
- d. The applicant should furnish their annual financial statement for the last 5 years in the format prescribed in this document.

VI. EVALUATION CRITERIA FOR SHORTLISTING OF CONSULTANTS

For the purpose of short listing, applicants will be evaluated in the following manner:

- a. The initial criteria prescribed in Para V. 7 above, in respect of experience of similar class of works completed will first be scrutinized and the applicant's eligibility for the short list for the work be determined.
 - b. The applicants qualifying the above initial criteria will be evaluated for following criteria by scoring method on the basis of details furnished by them.
 - c. ORGANISATION 25 Points
 - i) Organization set up & Office Locations, Section III- Form "A " (5 Points)
 - ii) In house Service for Assignment, Section III - Form " B " (10 Points)
 - iii) Associates consortia members related to the Assignment and their Experience, Section III - Form " C " (5 Points)
 - iv) Curriculum Vitae of Professionals, Section III - Form " D " (5 Points)
 - d. EXPERIENCE..... 50 Points
 - i) Experience in similar nature of work completed during last five years, Section III - Form "E " (30 Points)
 - ii) Performance Report, Section III (Form "G") (20 Points)
 - e. FINANCIAL CAPABILITY 25 Points
 - i) Average annual financial turn over (gross), Section III (Form "H") (20 Points)
 - ii) Solvency (5 Points)
- TOTAL 100 POINTS**

For shortlist, the applicant must secure at least sixty percent in criteria (c) & (d) above, fifty percent marks in criteria (e), **sixty percent marks in aggregate.**

- f. Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:
 - i. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
 - ii. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.,
- g. Short listing of the consultants shall be subject to thorough verification of their credential by Technical Committee of experts to be constituted by NHPL.

VII LETTER OF TRANSMITTAL

The interested Architect / Architectural and Engineering Design Consultancy firms of repute, having similar exposure in designing and execution of similar works should submit the letter of transmittal in the given format and all other forms along with Expression of Interest document (in 2 sets), by means of courier/ personally in NHPL office.

VIII AWARD CRITERIA

- a. After evaluation of pre-qualification applications, a list of qualified Consultants will be prepared. Short listing of the consultants shall be done by Technical Committee constituted by NHPL.
- b. Each qualified bidder will be required to make the presentation to the Technical Committee showing their plans and methodology for implementation of the project. The total score of the presentation and total qualifying marks will be considered for the final selection of successful bidder. The decision of the Technical Committee shall be final and binding on all participating bidders and without being liable to challenge in any court of law.
- c. Any effort on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in rejection of his application. Canvassing of any kind is **strictly** prohibited.

For further clarification, you may contact the office of Mr Suhel Dubey, Dy Manager (Commercial), NJC Hydro Power Ltd, Bhilwara Towers, A-12, Sector-1, Noida-201301, Delhi NCR.

Phone : 0091-120- 4390300 **Fax** : 0091-120- 4323271, 4546169

SECTION II
INFORMATION & INSTRUCTIONS FOR APPLICANTS

- 1. GENERAL:**
- 1.1 Letter of transmittal and forms 'A' to 'H' seeking information/documents are given in Section - III.
 - 1.2 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a 'nil' or 'no such case' entry should be made in that column. If any particulars/ query is not applicable in case of the applicant, it should be stated as 'not applicable'. The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information shall result in the applicant being summarily disqualified. Applications 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 and affix his office seal on each page of the EOI document. Overwriting should be avoided. Corrections, if any, should be made by neatly crossing out, initialing, dating and rewriting. The applicant may furnish any additional information, which is deemed necessary to establish capability to successfully complete the envisaged project. Pages of the prequalification document are numbered. Additional sheets, if any added by the applicant, should be numbered. All these should be submitted as a package with signed Letter of Transmittal. Superfluous information need not be furnished and no information shall be entertained after submission of EOI document unless specifically called for.
 - 1.4 References, information and certificates from the respective clients certifying suitability, technical know how or capability of the applicant should be signed by an officer not below the rank of the Executive Engineer or equivalent.
 - 1.5 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 the project.
 - 1.6 The EOI document in prescribed form duly completed and signed should be submitted in hard copy (original) and a soft copy, MS-Word compatible, in a sealed cover. The sealed cover superscribed as **"INVITATION FOR EXPRESSION OF INTEREST FROM ARCHITECTS: E.O.I. NOTICE NO.: NHPL/AR-Design/EOI/001,"** shall be received in the office of NHPL, upto 5 PM on 6th June'11. Documents submitted in connection with EOI will be treated confidentially & will be the property of NHPL.
 - 1.7 Prospective applicants can seek any clarification in this regard from the Office of the NHPL at the address mentioned above. Further, it is suggested that for better understanding of the site conditions, applicant may undertake a site visit at their own cost before submitting the EOI document.
 - 1.8 NHPL reserves its right not to respond to any question raised or provide clarification sought in its sole discretion.
 - 1.9 Without being liable for any damages or obligation or assigning any reason to the applicant, NHPL reserves the right to -
 - a. Amend the scope of work.
 - b. Restrict the short listing of firms to any number deemed suitable by it.
 - c. Reject any or all of the applicants.

2. The discretion and decision of NHPL, in respect of the 'EOI', shall be final and shall not be open to be challenged in any Court of Law. NHPL reserves the right to accept or reject any application and/or to annul the selection process and reject all applications at any time without assigning any reason or incurring any liability to the applicants.

3. PARTICULARS

The particulars of the Scope of work given in Section-I are indicative only and subject to change and may be considered only as advance information to assist the prospective applicant.

4. ORGANIZATIONAL STRUCTURE OF THE APPLICANT

The applicant should have sufficient number of architects, structural Engineers and other specialist professionals. The applicant shall submit a list of key professionals stating clearly how they would be deployed in this project. The in-house capability of the firm should be brought out clearly indicating the disciplines for which the firm would like to take consultancy from consortium members / sub consultants, if any. All such consortium members, sub consultants shall also furnish the details required. Those applicant who satisfy the above requirements, are liable to be disqualified if they have:-

- a. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the EOI document.
- b. Record of poor performance such as abandoning project, not properly completing the assigned project, or financial failures/weaknesses etc.

5. INFORMATION TO BE GIVEN IN THE REQUIRED FORMATS BY THE APPLICANT

Applicant should furnish the following:

5.1 Organization Information

Applicant is required to submit the desired information in respect of his organization as per Form - 'A' to 'D' given in Section III.

5.2 List of Projects

- a. List of similar assignments / projects successfully completed ongoing during the last five years as per formats enclosed in Section III – Forms 'E & F'.
- b. Performance of applicant for each work completed in the last five years and works on hand should be duly authenticated/certified by an officer not below the rank of Executive Engineer or equivalent, in the prescribed format in Section III - Form " G ", and furnished separately for each work completed or in progress.

6. LETTER OF TRANSMITTAL

The applicant should submit the letter of transmittal attached with the 'EOI' document.

7. DISCLAIMER

The information in this document has been prepared to assist the Architects/Architectural firm in preparing the non binding EOI and it is clarified that:

- i. It does not constitute an invitation to offer or an offer in relation to the transaction.
- ii. This document does not constitute any contract or agreement of any kind whatsoever.

- iii. This document does not, purport to contain all the information that the interested Architects/Architectural firms and their advisors would desire or require in reaching decisions as to the requirement. Interested Architects/Architectural firms should form their own view as to what information is relevant to such decisions and make their own independent investigations in relation to any additional information.
- iv. Neither the information in this document nor any other written or oral information in relation to the requirement or otherwise is intended to form the basis of or the inducement for any investment activity or any decision to enter into any contract or arrangement in relation to the transaction and should not be relied on as such. Neither NHPL nor their employees or advisors shall be liable to any interested party or any entity under any law including the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expenses or damage which may arise, or be incurred, or suffered, in connection with this document, or any matter that may be deemed to form part of this document, or any other information supplied by or on behalf of NHPL or their employees or advisors or otherwise arising in any way from the selection process mentioned herein.
- v. NHPL is not bound to accept any or all the EOIs. NHPL reserves the right to reject any or all EOIs without assigning any reasons. No applicant shall have any cause of action or claim against NHPL or its officers, employees, advisors, agents, successors or assignees for rejection of this EOI.
- vi. Failure to provide information that is essential to evaluate the applicant's qualifications or substantiation of the information supplied, shall result in disqualification of the applicant.
- vii. It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information. While this document has been prepared in good faith, neither NHPL nor any of their respective officers or employees or advisors or agents make any representation or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly expressly disclaimed by NHPL or any of their respective officers, employees, advisors or agents, whether negligent or otherwise.

SECTION – III
LETTER OF TRANSMITTAL

FROM:

To:

SUBJECT: Submission of EOI from Architects / Architectural firms for providing Architectural Concept & Architectural Designs for construction of residential and non-residential accommodation at Nyamjang Chhu Project Site in Lumla.

Sir,

Having examined the details given in EOI Notice and EOI document for the above project, I/we hereby submit the relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms 'A' to 'H' and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for EOI and have no further pertinent information to supply.
3. I/We also authorize NHPL or their authorized representatives to approach individuals, employers and firms to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following projects along with prescribed format as per pre-qualification requirement:

Sl. No.	Name of work	Certified by/from

Enclosures

Signature(s) of Applicant(s)

Seal of applicant

Date of submission

SECTION III
FORM – ‘A’
ORGANISATIONAL STRUCTURE

(This form to be furnished not only by the Prime Architect/Architectural firm applying for the prequalification, but also furnish separately for each member of consortium / sub consultants who would be associated with this project work)

1	Name & Address of the applicant with Telephone No./Fax No./ Email ID	
2	a. Year of Establishment b. Date & Year of commencement of practice.	
3	Legal status of the applicant (attach copies of original document defining the legal status)	
	a) A proprietary firm	
	b) A firm in partnership	
	c) A limited company or Corporation / Joint venture / Consortia	
4	Names of Directors & other executives with designation	
5	Designation of individuals authorized to act for the organization.	
6	Total No. of professional staff (In house):- Architects: Structural Engineers: Quantity Surveyors: Others:	
7	Was the applicant ever required to suspend the project for a period of more than six months continuously after you commenced the planning? If so, give the name of the project and reasons of suspension of project.	
8	Has the applicant, or any partner in case of partnership firm, ever abandoned the awarded project before its completion? If so, give name of the project and reasons for abandonment.	
9	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred/black listed for competing in any organization at any time? If so, give details.	
10	Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	
11	In which field of Consultancy the applicant has specialization & interest.	
12	Any other information considered necessary but not included above.	

FORM – ‘B’
DETAILS OF IN HOUSE SERVICE AVAILABLE FOR THE ASSIGNMENTS

Sl. No.	Inhouse Service	Availability of Services	Nos. of Inhouse Staff with experience (Years)			No of years with Organization
			>10	>5	< 5	
1	Architectural	yes/no				
2	Structural Engineering	yes/no				
3	Public Health Engineering	yes/no				
4	Electrical	yes/no				
5	Mechanical	yes/no				
6	HVAC	yes/no				
7	Firefighting/Engineering	yes/no				
8	Administrative/Support Staff, categories to be mentioned	yes/no				
9	Office Equipments a. Computers b. Plotters c. Printers d. Scanners e. Photocopying machine	yes/no yes/no yes/no yes/no yes/no	Nos. available			
10	Softwares available to be mentioned					

FORM – ‘C
DETAILS OF CONSORTIA MEMBERS/SUB CONSULTANTS RELATED TO THE
ASSIGNMENTS AND THEIR EXPERIENCE

Sl. No.	Proposed Associate For	Names & Addresses of Associates	Years of Experience	Years of Association with the Prime Applicant
1	Architectural			
2	Structural Engineering			
3	Public Health Engineering			
4	Electrical			
5	Mechanical			
6	HVAC			
7	Firefighting/Engineering			
8	Landscaping			
9	Interior Works			

FORM – ‘D’

Format of Curriculum Vitae (CV) of Key Professionals

(This form to be furnished not only by the Prime Architect/Architectural firm applying for the prequalification, but also furnish separately for each member of consortium / sub consultants who would be associated with this project work)

Name of Firm: _____

Name of Professional: _____

Date of Birth: _____

Years with Firm: _____

Nationality: _____

Membership in Professional Societies: _____

Detailed Task Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training relevant to responsibility in context of assignment. Describe *degree of responsibility* held by staff member on relevant previous assignment and give dates and location. Use up to half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree(s) obtained. Use up to a quarter page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, name(s) of employing organization(s), title of positions held and location of assignments. For experience in last ten years, also give type of activities performed and client references, where appropriate. Use up to three quarter of a page.]

Languages:

[Indicate proficiency in speaking, reading and writing of English language: excellent, good, fair, or poor.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these bio-data correctly describe my qualifications, my experience and myself.

Date:

FORM – ‘E’

**DETAILS OF ALL WORKS OF SIMILAR NATURE OF ASSIGNMENT COMPLETED DURING
THE LAST FIVE YEARS ENDING LAST DAY OF THE MONTH**

SIMILAR NATURE OF ASSIGNMENT IN HILLY TERRAIN – COMPLETED WORKS				
Sl. No	Description	1	2	3
1	Name of work / Project and location			
2.	Name & Address of Employer / Organization, Telephone no. of officer to whom reference may be made.			
3.	Cost of work in Rs. Lakhs (Attach copy of Work Order)			
4.	Date of commencement as per contract			
5.	Stipulated date of completion			
6.	Actual date of completion			
7.	Litigation / arbitration pending / in progress with details *			
8.	Service rendered			
	a. Inhouse teams			
	b. Associated Consultants/ Consortia Members			
9.	Names of Project In charge & Key staff & nos. of staff involves.			
10.	Any other information			

* Indicate gross amount claimed and amount awarded by the Arbitrator.

FORM – ‘F’

**DETAILS OF ALL WORKS OF SIMILAR NATURE OF ASSIGNMENT COMPLETED DURING
THE LAST FIVE YEARS ENDING LAST DAY OF THE MONTH**

SIMILAR NATURE OF ASSIGNMENT – COMPLETED WORKS				
Sl. No	Description	1	2	3
1	Name of work / Project and location			
2.	Name & Address of Employer / Organization, Telephone no. of officer to whom reference may be made.			
3.	Cost of work in Rs. Lakhs (Attach copy of Work Order)			
4.	Date of commencement as per contract			
5.	Stipulated date of completion			
6.	Actual date of completion			
7.	Litigation / arbitration pending / in progress with details *			
8.	Service rendered			
a.	Inhouse teams			
b.	Associated Consultants/Consortia Members			
9.	Names of Project In charge & Key staff & nos. of staff involved			
10.	Any other information			

* Indicate gross amount claimed and amount awarded by the Arbitrator.

FORM – ‘G’
PERFORMANCE REPORT OF WORKS

1	Name of work/Project & Location	
2	Agreement No.	
3	Estimated Cost	
4	Tendered Cost	
5	Date of start	
6	Date of completion	
	i. Stipulated date of completion	
	ii. Actual date of completion	
7	Amount of compensation levied for delayed completion, if any	
8	Amount of reduced rate items, if any	
9	Performance Report	
	i. Quality of work	Very Good/Good/Fair/Poor
	ii. Financial soundness	Very Good/Good/Fair/Poor
	iii. Technical Proficiency	Very Good/Good/Fair/Poor
	iv. Resourcefulness	Very Good/Good/Fair/Poor
	v. General Approach & Behaviour	Very Good/Good/Fair/Poor

Dated:

Signature & Seal of
Executive engineer or equivalent

FORM – ‘H’
FINANCIAL INFORMATION

- I. **Financial Analysis** – Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Particulars	Financial Year				
	06 – 07	07 – 08	08 – 09	09-10	10-11
i. Gross Annual turnover on construction work. (In Lakhs)					
ii. Profit / Loss					
iii. Certified by					

- II. **Financial arrangements for carrying out the proposed work.**

- III. **The following certificates are enclosed:**

- (a) Current Income Tax clearance Certificate / Profit & Loss account
- (b) Solvency Certificate from bankers of Applicant.

Signature of Chartered Accountant with seal