



भारतीय लघु उद्योग विकास बैंक
SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA

**PRE-QUALIFICATION OF ARCHITECT FOR REPAIR AND RENOVATION WORKS FOR
SIDBI AT PANCHKULA, HARYANA**

Last date of submission June 20, 2019

upto 1500 hrs.

Issuing Authority:

General Manager,
Small Industries Development Bank of India,
SCO 145 -146, First Floor,
Sector 17C, Chandigarh
Phone No. 172 -5039627, 0172 -5000652, 0172 -5026245

**PRE-QUALIFICATION OF ARCHITECT FOR REPAIR AND RENOVATION WORKS FOR
SIDBI AT PANCHKULA, HARYANA**

Small Industries Development Bank of India (SIDBI) invites applications for prequalification from reputed, experienced **ARCHITECT/ CONSULTANTS** for repair and renovation work of SIDBI officers' Quarters at Sector 17 and Sector 14 Panchkula, Haryana.

The estimated cost for the work is around Rs.186 lakh (approx.)

Broad Scope of Work

The Architect shall perform the work mentioned below specified by the Employer (SIDBI) and render in connection therewith all the professional services covering in particular the following:

For Repair / Renovation Works:

- A. Inspection and identifying all sources of leakage, seepage in toilets / ducts / walls / slab, etc. and other defects in the flats/ building and suggesting remedial measures. To suggest the repairs / renovation required in the flats and submit report along with measurements and estimates for the proposed works based on CPWD Manuals, Procedures etc. in consultation with the Employer(SIDBI).
- B. Summarization of data and preparing detailed report/documents viz.
 - a) Preparation of programs (time schedule), sequence for the whole work on the basis of Employer's requirements & discussions.

- b) Preparation of drawings as required, specifications and cost estimates;
- c) Preparation of all necessary documents required for the renovation and repairing work at all stages including assisting the Employer for preparation of panel of Contractors by carrying out visits, scrutiny of documents etc.
- d) Providing consultations for any of the components of the work, if required by the employer, at no additional cost to the employer;
- e) The work shall involve various plumbing / sanitary, civil works etc. besides general water supply, painting, plastering, etc. including necessary repairs to electrical installations for the said buildings as instructed by the Employer.
- f) Preparation of tender documents, contract and working drawings, if required including complete details such as:
 - i) Proposal (Tender documents and BoQ)
 - ii) Instructions to tenderers
 - iii) Special conditions of contract
 - iv) Comparative statement on receiving the tenders, evaluation report, work order etc.
 - v) Execution of agreement between the Employer & contractor etc.
- g) Assuming full responsibility for the supervision, proper coordination and execution of the said works by the General Contractor, Special Contractor, Subcontractor, Specialist, Consultant, etc. to ensure that the work is completed in accordance with the drawings & contract (s).
- h) Doing all that is necessary for satisfactory completion of renovation and repairing work in accordance to the drawings, specifications and contracts of the work such as:
 - i) Inviting bids and submitting assessment reports thereon together with recommendations, preparing contract documents and getting them executed by the contractor.
 - ii) Checking and inspection of the samples to be used in said renovation/ repairing works. Checking the measurements of works at site, checking contractor's bills, issuing periodical certificates for payment so as to enable the Employer to make payments to the contractors and making adjustment of all accounts between the contractors and the Employer. The Employer's nominated officers / engineers shall have the right to point out any defects in the workmanship or any aspect of specifications and execution and scrutinise the bills before payment
 - iii) Compliance of all labour and safety regulations and its observance by the contractors employed.
 - iv) Liasoning with local authorities, if any.

The applications in the prescribed Format along with all supporting documents like copies of PAN card and latest Income-Tax return filed, list of work completed / in hand with their value during last 5 years, work completion certificates, list of personnel available, details of registration / empanelment with different institutions, etc. The applications should reach the General Manager, SIDBI, SCO 145 -146, First Floor, Sector 17C, Chandigarh on or before June 20, 2019 up to 15.00 Hrs.

Architects (Consultants) who shall be found eligible after scrutiny of applications, documents, site visits to the earlier work, etc. shall be empanelled and financial offers (quotation for professional fee) for the proposed works shall be invited from them. No other advertisement shall be released.

The panel of prequalified Architects (Consultants) shall be normally valid for a period of 3 years but can be extended for another 2 years at the discretion of SIDBI. Architects whose performance not found satisfactory will be removed from the panel. SIDBI reserves the right to use the said panel for other works also.

Interested Architects (Consultants) who satisfy the criteria should apply with complete details in the following format .

- I Format for bio-data/application (Format -III)
- II Format for list of works executed / in hand (Format III A & III B)
- III Format for details of Resources / Infrastructure (Format III C)
- IV Format for details of empanelment with other organization (Format III D).

ELIGIBILITY CRITERIA

1. The Principal Consultant/ Architect of the firm / agency should be professionally qualified Architect / Engineer having graduate degree B.Arch /B.E Civil / B.Tech(Civil) or Diploma in Architecture /Civil Engg. and registered with the Local Development Authority / Municipal Corporation. Architects should be member of Council of Architect.
2. The Consultant/ Architects (Consultants) should be preferably based at Chandigarh/ Panchkula/ Mohali. They shall have minimum experience of 5 years in the field of executing similar works. Architects who have executed similar work / empanelled with Govt. Dept., Banks, Financial institutions and Public Sector Undertakings will be preferred.
3. The Consultant/ Architects should have satisfactorily provided Consultancy and supervision services towards Repairs / Renovation / Interior works (consisting of Civil, Plumbing and Electrical works) as under:

- One similar nature of work costing atleast Rs.149 lakh (80% of estimated cost of work) or
- Two similar nature of works costing atleast Rs.112 lakh (60% of estimated cost of work) each, in last 3 years (ending with the last date for receipt of applications).

4. The Consultant/ Architects should have a professional reputation and the quality of works executed by them should be of acceptable standard. The works assigned to them should have been completed within the prescribed time. SIDBI may inspect the works of the Agency to assess quality and performance.
5. The Consultant/ Architects should have in-house arrangement for providing consultancy for specialized works namely plumbing, electrical, air - conditioning, etc or have tie-up with associate consultants for such works.

The Consultant/ Architect are required to attach the requisite satisfactory documents as proof towards pre-qualification, along with their application. Failure to submit the same may result into rejecting the application. SIDBI reserves the right to cross check the information furnished and may obtain confidential report from their previous clients. SIDBI reserves the right to reject any or all applications at any stage without assigning any reason, thereof.

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APPLICATION FORM

1. Name and address of the Firm/ Co., :
including contact numbers / Mobile / Fax/E-mail,etc.

2. Nature of firm/Co., whether Proprietary/ Company :
Partnership (furnish full details)

3. Year of Establishment :

4. Organization profile, infrastructure facilities, etc. :

5. Name of Main Architect (Principal) / Engineer with Registration
details with Council of Architects/IIA /Local Dev. Authority /
Municipal Corporation :
i) Telephone/Mobile No :
ii) Fax No.
iii) Email id. :

6. Name of Partner(s) / Associate(s), if any :
with their Bio -data

7. Details PAN No. :

(Enclose copy of PAN card and
latest income tax return filed)

- 8 Name & address of the Bankers :
- 9 Detailed description and value of work done : YES / NO
in the past five years and works in hand
(to be furnished in Format - A & B)
10. Details of Resources (manpower, tools and plant) / Infrastructure
available
(to be furnished in Format -C) : YES / NO
11. Details of registration/ empanelment : YES / NO
with Govt. Agencies/ Banks /Fls /PSUs
(to be furnished in Format– D)

Signature :

Date:

Name:

Seal:

Note: Please enclose separate sheets / photographs / documents as required.

Format -IIIA

Particulars in respect of similar works executed in the last five years

S. No.	Name of the work executed with address	Name and address of the owner / client	Value of Work executed in `	Date of completion	Stipulated time for Completion	Actual time taken for completion	Name of Contractor & Contract details	Remarks, if any for variation / delay

Please enclose copies of appointment letter / agreement for each job.

Format -III B

Particulars in respect of similar works in hand

S. No.	Name of the work with address	Name and address of the owner / client	Value of work in `	Date of award	Stipulated time for completion	Present Status	Name of Contractor & Contract details	Remarks, if any for variation / delay

Please enclose copies of appointment letter / agreement for each job.

Details of Resources (Manpower, Equipments & Infrastructure)

1. Details of Manpower

S.No.	Category	Qualification	Experience	Remarks
1.	Architects			
2	Engineers			
3	Associates for specialized jobs			
4	Supervisor / Draughtsman / Other staff			

2. Details of Equipments / Infrastructure:

(please indicate the infrastructure facilities available viz., computers, softwares, plotter, office details, etc.)

3. Any other information.

Details of Empanelment with other Organisation / Department

S. No.	Name and address of institution with contact No	Registered/ empanelled for value of work upto Rs. and other details	Date of empanelment and validity	Details of certificate / letter from the Institution / Bank, etc. if any

Please enclose letter from the organization where you are empanelled.

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