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# MSME

## **MSME- Technology Development Centre (PPDC), Foundry Nagar,**

## **Rambagh, Agra, Uttar Pradesh Pin-282006**

E-Mail id:>>>>>>>> **info@ppdcagra.in , tcppdcagra@dcmsme.gov.in**

**EXPRESSION OF INTEREST FOR**

**EMPANELMENT OF ARCHITECT**

**Consulting Architects to design multiple facilities / interiors / civil works for MSME PPDC AGRA**

**NOVEMBER-2019**

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**NOTICE INVITING APPLICATIONS / EOI FOR EMPANELMENT OF ARCHITECT**

Applications are invited in the prescribed format for empanelment of Architect for consultancy services of the MSME offices / Facilities coming under our PPDC Agra centre,

The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and superscribed as ‘**APPLICATION FOR EMPANELMENT OF ARCHITECTS, shall be submitted to the undersigned office on or before 29.11.2019 up to 3.00 pm**

The PPDC Office reserves the right to accept or reject any or all the applications without assigning any reasons thereof.

Date: 20.11.2019 **Pricipal Director**

## **MSME- Technology Development Centre (PPDC),**

## **Foundry Nagar, Rambagh, Agra, Uttar Pradesh Pin-282006**

**GENERAL CONDITION OF EMPANELMENT**

### 

1. The empanelment of Consultants is proposed for the Consulting **Architects to design multiple  facilities / interiors / civil buildings for MSME PPDC AGRA** works and other allied works of routine nature in the offices.
2. ***The complete document as detailed above, complete in all respects, should be submitted*** by the intending applicants within the stipulated date and as per the instructions given in the Notice inviting applications. The details of the applicants and their experience shall be furnished in the prescribed “Application Format” only. Wherever required and if the space provided is not sufficient, particulars can be furnished in Annexures but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the Applicant or their authorized representative.
3. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the MSME PPDC Agra office.
4. Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order and completion certificate and/or such documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard.
5. If the application is made by a limited company, it shall be signed by a duly authorized person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certification of incorporation, Memorandum of Articles of Association shall accompany the application.
6. The evaluation will be based on the experience of the consultants and their financial capabilities and may also include inspecting the works furnished by them for which, necessary co-ordination shall be made by them. Based on the details furnished and inspection of works, eligibility criteria, the consultants will be empaneled. Decision of the MSME PPDC regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empaneled contractors will only be informed by post.
7. If, information and details furnished by applicants are found to be false at any time in future or any information with held, which comes to the notice of the MSME PPDC Agra office at a later date, the empanelment of such applicant will be cancelled immediately.
8. Applications received after the due date and time are liable for rejections.

1. The consultants having their Presence in the geographical jurisdiction of our offices will only be considered. The empanelment shall be valid for three years.
2. MSME PPDC Agra reserves its right to reject any / or all the applications without assigning any reasons whatsoever.
3. The Fee payable to Architect shall be on per square feet basis to be quoted by architect in separate Financial Bid.
4. Registration fees (5000 INR) Nonrefundable

### SCOPE AND ELIGIBILITY CRITERIA FOR CONSULTANTS

**A. SCOPE OF WORK**

The scope of work for the **Architectural consultants** include building planning designing interior layout plans for the offices facilities providing the specifications of the materials, assisting the MSME PPDC Agra office in finalizing the detailed scope of work and supervision of the said works ,if sought by the OFFICE. Sometime the empaneled architects services can be availed for local authority approvals on call.

### B.ELIGIBILITY CRITERIA:

1. **QUALIFICATION CRITERIA**
2. The principal Architect should possess Post graduate degree in Architecture with minimum 10 years of experience in the respective field as on 29-11-2019. The Architects with specialization in Interior designing will be preferred.
3. The Architect must have registered with the council of Architecture and have

experience in designing and supervising interior works for the corporate companies with MEP Services i.e. lighting details, electrical, data-cabling and Air-conditioning layouts of at least:

**2.FINANCIAL CRITERIA**

Three projects each costing Rs. 300.00 lakhs

**Or Two** projects each costing Rs. 500.00 lakhs

**Or One** projects each costing Rs. 1000.00 lakhs

During the last three years.

1. The average annual turnover (from professional fee) for the last 3 financial years

shall not be less than Rs. 15.00 lakhs

1. Should be an assessee of Income Tax
2. Solvency certificate from Nationalized/ scheduled bank issued within one year for an amount of Rs. 100.00 lakhs should be submitted

# APPLICATION FORMAT

### APPLIED FOR EMPANELMENT OF::

* 1. Name of the Applicant : Address :

Telephone No. :

Office :

Residence :

Mobile :

Fax :

E-Mail :

* 1. a) Status of the Firm(Whether company/ Partnership / proprietary) :
     1. Name of the Proprietor/ Partners/ Directors (With professional qualifications, if any):

I)

II) III)

* + 1. Year of establishment :
  1. Whether registered with Registrar of Companies/ firm. If so, No. & Date :

4 . Registration with Tax Authorities :

1. Income-Tax No. PAN/GIR NO; (Furnish copies of Income-tax returns)
2. Sales /commercial Tax : GST No
3. Registration Number with Council of Architects in case of Architects or Professional bodies

in case of other consultants :

1. a> Names of the Bankers with address: I)

b> Enclose solvency certificate from the bankers:

1. Turnover of the Company/firm (Please attach copy of audited balance sheet and profit and loss account for three years).

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Year** | Turnover |
| 1 | 2016-17 |  |
| 2 | 2017-18 |  |
| 3 | 2018-19 |  |

1. Registration with Government / Public Sector / Banks

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF THE ORGANISATION** | **NATURE OF WORKS** | **VALUE OF WORKS** | **DATE OF REGISTRATION** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. What are your fields of activities? Mention the fields on preference Basis 1)
2. Details of the works executed during the last 2 years (for Class-D contractors)

/ 5 years(for class- AB,C contractors and Consultants ) ( please mention only such works which qualifies for eligibility criteria)

|  |  |
| --- | --- |
| Sr. No |  |
| Nature of work |  |
| Work executed for (name of the organization with address, concerned office and telephone number) |  |
| Nature of work (in brief) |  |
| Location of the work |  |
| Actual Value of the works |  |
| Stipulated time for completion |  |
| Actual time for completion |  |
| If work left incomplete or terminated  (furnish reasons) |  |
|  |  |

Note: Copies of satisfactory completion certificate obtained from the client shall be enclosed.

1. Details of present works under execution ( enclose copies of work orders issued by clients)
2. Key personnel permanently employed in your organization:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl No.** | **Name** | **Qualifications** | **Experience** | **Particulars of work done** | **Employed in your firm**  **since** | **Any other** |
|  |  |  |  |  |  |  |

1. Furnish the names of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

Furnish the details of litigation/ Arbitration cases resulting from the contracts executed in the last seven years or currently under execution in the following format.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YEAR** | **Award far or Against Applicant** | **Name of clients, cause of litigation and matter of**  **dispute** | **Disputed Amount** | **Actual Awarded**  **Amount** |
|  |  |  |  |  |

### D E C L A R A T I O N

* 1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
  2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures.
  3. I / We agree that the decision of MSME PPDC Agra in selection of Architects will be final and binding to me / us.
  4. I / We have read the instructions appended to the proforma and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion.

Place : SIGNATURE OF ARCHITECT

Date : NAME & DESIGNATION

SEAL OF ORGANISATION

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