



NOTICE INVITING EXPRESSION OF INTEREST (EoI) FOR EMPANELMENT OF CONSULTANTS IN VARIOUS FIELDS

EOI No. HUDCO/C&P/ EMPANELMENT/2021

Dated:21/02/2022

**EXECUTIVE DIRECTOR (C&C)
HOUSING & URBAN DEVELOPMENT CORPORATION LIMITED,
HUDCO BHAWAN, CORE 7-A,
INDIA HABITAT CENTRE, LODHI ROAD,
NEW DELHI – 110 003**

NOTICE INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF CONSULTANT IN VARIOUS FIELDS

Housing & Urban Development Corporation Limited (HUDCO) a Government of India Enterprise having its Corporate Office at HUDCO Bhawan, Core 7- A, India Habitat Centre, Lodhi Road, New Delhi, invites Expression of Interest (EOI) from reputed consultants/ firms for Empanelment in the following fields:

A. Comprehensive Architectural Consultancy Services

Comprehensive Architectural Consultancy is sub categorised for different types of projects. Consultants may list out projects undertaken by them under the various sub categories mentioned below.

Sub Categories in Comprehensive Architectural Consultancy are as follows :

- a. Office Building
- b. Institutional / Educational Building/ University campus Building in part or as a whole
- c. Multi-storied Housing, Low rise / plotted housing
- d. Convention Centre / Auditorium Buildings
- e. Hospital Building
- f. Multiplexes and Shopping Complexes

Scope of work shall be including but not limited to, taking Client's instructions and preparation of design brief, Site evaluation, analysis and impact of existing and / or proposed development on its immediate environs, Design and site development preparation of Concept design, Preliminary Design & Drawings, drawings for Client's/Statutory approvals, working drawings and tender documents, BOQ and detailed specifications, Structural design, Sanitary, plumbing, drainage, water supply and sewerage design, internal and external electrical works, electronic, low voltage systems (CCTV, Fire detector & Alarm, Access Control Computer Network etc), Landscape Planning including Horticulture, Utilities, communication systems and design, Heating, ventilation and air conditioning design (HVAC) and other mechanical systems, Elevators, escalators, Fire detection, Fire protection and Security systems etc.

The scope of electrical works includes all work related to internal electrical installations, fans and fittings, fire-fighting with wet riser and addressable automatic fire alarm system, passenger lift, VRF / VRV AC, Access Control system, Lighting Automation and Occupancy Sensor, Integrated Building Management System and LAN and shall be designed as per standards. The scope also includes providing lifts of required capacity as per NBC norms and as specified in architectural drawings including provision of shaft, lift-well, etc.

Planning, designing of the roof top rain water harvesting system for recharge of the sub soil water including laying of pipe lines and construction of substructure / super structures required for roof top rain water harvesting system etc.

Appointment of Contractors, Periodic inspection and evaluation of Construction works, Submission of "as built drawing" and obtaining completion certificate from statutory authorities etc.

Getting the structural design made by the consultant proof checked for structural stability wherever applicable by IIT, IISE, NIT and other approved agencies.

B. Comprehensive Engineering Services

Scope of Work shall be including but not limited to Data Collection, conducting required Geotechnical Investigation Studies, preparation of Concept plan, Master plan, layout plans, elevations, design and drawings, BOQ, cost estimation, technical specifications, tender documents, tender drawings, Good For Construction (GFC) drawings, As built drawings for proposed works including all civil & electrical works and associated services like water supply arrangements, sewerage works, Storm water drainage, Rain water harvesting, signage etc., wherever applicable for proper completion of the works under the contract as per satisfaction of owner & Employer & in accordance with local Bye laws etc.

BOQ and detailed specifications, Structural design, Sanitary, plumbing, drainage, water supply and sewerage design, internal and external electrical works, electronic, low voltage systems (CCTV, Fire detector & Alarm, Access Control Computer Network etc), Utilities, communication systems and design, Heating, ventilation and air conditioning design (HVAC) and other mechanical systems, Elevators, escalators, Fire detection, Fire protection and Security systems etc.

The scope of electrical works includes all work related to internal electrical installations, fans and fittings, fire-fighting with wet riser and addressable automatic fire alarm system, passenger lift, VRF / VRV AC, Access Control system, Lighting Automation and Occupancy Sensor, Integrated Building Management System and LAN and shall be designed as per standards. The scope also includes providing lifts of required capacity as per NBC norms and as specified in architectural drawings including provision of shaft, lift-well, etc.

Planning, designing of the roof top rain water harvesting system for recharge of the sub soil water including laying of pipe lines and construction of substructure / super structures required for roof top rain water harvesting system etc.

Appointment of Contractors, Periodic inspection and evaluation of Construction works, Submission of “as built drawing” and obtaining completion certificate from statutory authorities etc. Getting the structural design made by the consultant proof checked for structural stability wherever applicable by IIT, IISE, NIT and other approved agencies.

C. Urban Design/Urban Renewal

Scope of Work shall be including but not limited to (i) Urban Renewal i.e redevelopment of inner (old) city areas [this would include items like widening of narrow streets, shifting of industrial/commercial establishments from non-conforming to ‘conforming’ areas to reduce congestion, replacement of old and worn-out water pipes by new/higher capacity ones, renewal of sewerage/drainage/solid waste disposal systems, etc.. (ii) Water Supply (including desalination plants) and sanitation (iii) Sewerage and Solid Waste Management (iv) Construction and improvement of drains/storm water drains (v) Development of heritage areas (vi) Prevention & rehabilitation of soil erosion/landslides only in case of Special areas where such problems are common and (vii) Preservation of water bodies.

Programming & Site Evaluation, Concept Design, Detailed design, Implementation, taking Client's instructions and preparation of design brief, Site evaluation, analysis of architectural character, social issues and heritage, Feasibility study, Preliminary proposal for development/ re-development and their impact on immediate environs, Volumetric study 3D studies, streetscapes

and Urban form recommendations including pedestrian / vehicular movement and parking, Architectural controls/ guidelines, form based codes Conceptual design of viz. Site development, services and their interconnectivity, Landscape Architecture, Architectural Conservation, Graphic Design and Signage etc.

D. Landscape Architecture

Scope of work shall be including but not limited to Concept Design, Preliminary design and drawings, Drawings for Client's/Statutory approvals, Working drawings and tender documents, Site appraisal and suitability, Site planning, Landform and grading, Surface drainage design and water management, Irrigation design, Open space design - hard and soft areas, Planting design, Landscape structures and features, Garden Furniture design, Illumination design, Graphic design and signage, Co-ordination of external services, Appointment of contractors, Periodic inspection and evaluation of works at site etc., Display and signage, Location of the street furniture in coordination with the traffic flow pattern of vehicles and pedestrians and external services.

Roof Landscape including understanding the structural stability and load bearing capacity (dead and imposed loads) of roof, structural loading in terms of dead loads and the imposed loads, Waterproofing of the structure and the green areas), Arrangement of surface and sub-surface drainage of the roof, Soil fill, and planting with limited root zone, Location and planting of trees, Location and design of pavements, walls, landscape features and structures etc.

E. Interior Architecture works

Scope of work shall be including but not limited to Concept Design, Preliminary design and drawings, Drawings for Client's/Statutory approvals, Working drawings and tender documents, Site evaluation and assessment, Interior design, space planning/ development & volumetric study, Architectural additions and alterations, Design of fixed items of work, loose furniture & interior related civil works, Illumination design, Sound and acoustic design, Graphic design and signage, Indoor plants cape, Selection of materials, equipment and other interior related elements, Integration of all Engineering services. Preparing detailed working drawings for interiors / furnishing, electrical, air-conditioning, computer and telephone lines, etc. Appointment of Contractors, Periodic inspection and evaluation of works at site. Submitting to the Client, along with the completion certificate, electrical work, air-conditioning etc.

F. Urban Heritage Conservation and Planning

Scope of work shall be including but not limited to Identifying the heritage value and character-defining elements, Survey at the immediate site, gardens and landscaping, carry out the detailed assessment of a building including the measurement of deformations in structural elements of the building, such as the inclination of columns and the lateral deformation of walls, measurement of the width of cracks in building elements etc. detailed inspection, in-situ tests, laboratory tests, field tests, assessment of the foundations and also field measurements, survey of the geometry of the building with the photogrammetric technique, registering of the defects in the building etc.

City level heritage and conservation related studies including inventory of protected and unprotected sites, grading of monuments and heritage sites, conduction of heritage related surveys and studies at a city level, carrying capacity analysis and preparation of heritage impact assessment reports, coordination with key stakeholders, If required , supplement with study of streetscapes, urban design and 3-D studies, policy proposals, preparation of special area plans, site management plans, form based codes and conservation related DPRs.

G. Environmental Engineering and environmental planning studies

Scope of work shall be including but not limited to preparation of environmental study reports including necessary surveys, assessment of feasibility, risk analysis, soil investigation, environmental impact assessment, estimation of environmental protective measures, mechanical dust suppression system, sewage treatment plants, land protection including tree plantation, environmental control and monitoring studies etc.

City level/ Zonal level/ regional level environmental studies and planning including soil studies, geotechnical and hydrological studies including ground water and aquifer studies, inventory of environmentally sensitive areas, environmental surveys and studies including habitat, pollution, heat island studies, hotspot analysis etc, and preparation of environmental conservation policy and management plans and DPRs.

H. Urban & Regional Planning

Scope of work shall be including but not limited to conducting all surveys, primary and secondary data collection and analysis, preparation of basemaps, conduction of stakeholders meetings, and all studies necessary for city / town. / planning area assessment. Preparation of proposals as per the norm for planning project which may include outline development plan/ statutory plan such as masterplans and zonal plan/ city development plans/ regional plans/ perspective plans/ village development plans etc with the necessary analysis, report graphics, maps and drawings.

I. Transportation Planning

Scope of work shall be including but not limited to conducting and analysis of traffic and transportation surveys, travel demand analysis and transportation forecasts, monitoring and evaluation/ impact assessment studies of major transportation proposals, formulation of transportation plans and DPRs, with related reports, graphics and drawings, as per the scope of work of for projects and plans which may include city masterplans/ City development plans/ regional plans/ / urban transport plans/ regional transport plans/ project planning studies and DPRs/ Impact Assessment studies.

J. Infrastructure related studies and planning

Scope of work shall be including but not limited to assessment of demand and supply of physical infrastructure, viz..water supply, Solid waste management, sewage and drainage, and / or social infrastructure such as education, health and community facilities at city/ zonal/ regional level, with collection of data, conduction of necessary primary survey and studies, marking of major facilities and trunk networks on maps, analysis of major resources, capacity, technology, benchmarking, gap analysis, projections, and proposals for physical infrastructure as per the norms for planning projects. Service may include preparation of city level infrastructure reports, pre-feasibility studies, feasibility studies, DPRs etc.

K. Topographic, landuse and socio-economic surveys and studies

Scope of work shall include any or all of the following: Conducting topographic survey of the site/ planning area (Total station/ GPR/ remote sensing/ drone surveys/ any other latest technique), procurement of satellite imagery, collection of existing site data/ town maps/ cadastral maps and revenue record details from site, stitching of maps, filed surveys for landuse, ground trothing, preparation of cadastral maps, landuse maps and register in relevant GIS software, land suitability analysis, preparation of necessary maps and report as per project requirement.

Conducting household surveys, focussed group discussions, stakeholders meetings, collection and analysis of relevant socio-economic indicators through primary and secondary surveys related

to demography study, economy, employment, demand assessment, other developmental aspects in a city/ region/ zone.

IMPORTANT DATES

Publication date	21/02/2022
EOI download date	21/02/2022
Clarification Date	09/03/2022 (3:00 PM)
EOI submission end date	24/03/2022 (3:00 PM)

1. Categories of Empanelment

The consultants shall be empaneled for the above-mentioned fields (from A to K) in the following categories:

	Project cost for Category 1	Project cost for Category 2	Project cost for Category 3	Project cost for Category 4	
Field A	Up to 15 Cr	Above 15 Cr upto 50 Cr	Above 50 Cr upto 125 Cr.	Above 125 Cr upto 250 Cr.	
Field B	Up to 15 Cr	Above 15 Cr upto 50 Cr	Above 50 Cr upto 125 Cr.	Above 125 Cr upto 250 Cr.	
Field C	Up to 15 Cr	Above 15 Cr upto 50 Cr	Above 50 Cr upto 125 Cr.	Above 125 Cr upto 250 Cr.	
Field D	Upto 50 Lacs	Above 0.5 Cr upto 2 Cr.	Above 2 Cr. Upto 10 Cr.	Above 10 Cr.	
Field E	Upto 50 Lacs	Above 0.5 Cr upto 2 Cr.	Above 2 Cr. Upto 10 Cr.	Above 10 Cr.	
Field F	For Category 1 – Consultancy assignment with a consultancy fee upto Rs 25 lakhs For Category 2 – Consultancy assignment with a consultancy fee above Rs 25 Lakhs upto Rs 50 Lakhs For Category 3 - Consultancy assignment with a consultancy fee above Rs 50 Lakhs				
Field G	For Category 1 – Consultancy assignment with a consultancy fee upto Rs 25 lakhs For Category 2 – Consultancy assignment with a consultancy fee above Rs 25 Lakhs upto Rs 50 Lakhs For Category 3 - Consultancy assignment with a consultancy fee above Rs 50 Lakhs				
Field H to K	For Category 1 – Consultancy assignment with a consultancy fee upto Rs 50 lakhs For Category 2 – Consultancy assignment with a consultancy fee above Rs 50 Lakhs				

2.0 Project Defined:

- 2.1 The project for field A to G means Individual building, Group of Buildings, Townships, Office Building, Institutional / Educational Building/ University campus Building in part or as a whole, Multi-Storeyed Housing, Convention Centre / Auditorium Buildings, Hospital Building, Multiplexes and Shopping Complexes, planning area, Projects related to Urban Design, urban

planning, Landscape, Interiors, Urban Heritage Conservation & Planning, environmental engineering etc. in India.

2.2 Projects related to the following categories, may include any or all of the below:

- a. **Field H:** Preparation of Masterplan, Zonal plan, City Development Plan, Local area plans, Town planning schemes, smart city plans, or any other development plan prepared under a Govt of India/ State Govt urban development related programme.
- b. **Field I:** Preparation of Comprehensive mobility plan, low carbon mobility plans, Transit Oriented Development Plan, Decongestion plans for cities/ part of cities, Feasibility study for rail, bus and IPT, DPRs for metro and BRT projects, DPR for NMT, Integrated public transport (IPT), Non-motorised transport masterplan, Parking management plan, Traffic improvement and management plan, Traffic impact assessment studies, road and junction improvement plans, any other transport related plan under a Govt of India/ State Govt urban/rural development related programme.
- c. **Field J:** Preparation of Infrastructure related DPRs, feasibility studies, Infrastructure augmentation studies and plans at city/ regional level, city level sanitation plans, planning and design of schemes related to water supply, drainage, solid waste, sewerage at city/ zonal levels, Infrastructure plans under a Govt of India/ State Govt urban/ rural development related programme.
- d. **Field K:** Conduction of GIS based survey and mapping at city / zonal level, cadastral based mapping, conduction of socio-economic surveys at city / regional level for any scheme/ plan under a Govt of India/ State Govt urban/ rural development related programme.

Notes: The proposed empanelment is based upon a broad understanding of the typical scope of work required under each category. The exact scope of work, fee details and other relevant terms and conditions will be shared with the consultant at the time of invitation of bids for project as per requirement.

3. Eligibility Criteria

- 3.1 The applicants should have experience in the above-mentioned fields for a period of minimum 05 (five) years ending last day of preceding month of the date of this EoI.
- 3.2 Firm should be registered firm under companies act/ registered society / NGO under societies act (as further detailed in the document). Firm should also provide CIN number, if any.
- 3.3 Firms/Consultants for Architectural works ie Comprehensive Architecture, Urban Design/Urban Renewal, Landscape Design, Interior designing works, Urban Heritage Conservation and Planning should have Lead Architects registered with the Council of Architecture with a minimum of 10 years of experience. The firm should submit CVs of atleast 2 Key personnel, including Lead Architect. The marking system shall be as follows:

S No.	Position	Eligibility	Maximum Marks (10)
1	Lead Architect/ Chief Architect		Total Marks - 6
		Registration with Council of Architecture (CoA)	2

	(Details of Projects handled: Thematic Area, Scope of work, Project cost, Status (Completed/Ongoing) etc. shall be mentioned in the CV)	Minimum 10 years experience in the relevant field	2
		Experience of 3 projects in the relevant field	2
2	Dy. Chief Architect (other than the lead Architect) (Details of Projects handled: Thematic Area, Scope of work, Project cost, Status (Completed/Ongoing) etc. shall be mentioned in the CV)		Total Marks - 4
		Registration with Council of Architecture (CoA)	2
		Minimum 10 years' experience in the relevant field	1
		Experience of 2 projects in the relevant field	1

Note: The firm getting 6 or more marks shall be considered for empanelment for the above eligibility criteria

- 3.4 In addition to above, the applicant firm should be able to meet all the eligibility criteria given below under various field and categories, in order to be eligible for empanelment

For Fields A to C

Note – Please mention sub category if applying for Field A. (For other categories ignore the column) Firms/ consultants can apply for empanelment under more than one sub-category depending upon their technical capacity.

Category	Monetary limit of empanelment	Sub categories in field A (a, b, c, d, e, f)	Eligibility criteria	Annual average Turnover by way of Professional Fees/Consultancy Operations for past three years ending March 2021
1	Projects costing upto Rs 15 Cr.		At least one similar work for project costing Rs. 12 Cr. or two projects costing Rs. 7.5 Cr each or three projects of Rs. 6 Cr each during the last 7 years ending last day of preceding month.	Rs. 15 Lakhs
2	Project cost above 15 Cr upto 50 Cr		At least one similar work for project costing Rs. 52 Cr. or two projects costing Rs. 32.5 Cr each or three projects of Rs. 26 Cr each during the	Rs. 32.5 lakhs

			last 7 years ending last day of preceding month.	
3	Project Cost above 50 Cr upto 125 Cr.		At least one similar work for project costing Rs. 70 Cr. or two projects costing Rs.43.75 Cr each or three projects of Rs.35 Cr each during the last 7 years ending last day of preceding month.	Rs 87.5 lakhs
4	Project cost above 125 Cr upto 250 Cr.		At least one similar work for project costing Rs. 170 Cr. or two projects costing Rs. 106.25 Cr each or three projects of Rs.85 Cr each during the last 7 years ending last day of preceding month	Rs. 1.87 Cr.

For Fields D and E

Category	Monetary limit of empanelment	Eligibility criteria	Annual average Turnover by way of Professional Fees/Consultancy Operations for past three years ending March 2021
1	Projects costing upto Rs 50 Lacs	At least one similar work for project costing Rs. 40 lacs or two projects costing Rs. 25 Lacs each or three projects of Rs. 20 Lacs each during the last 7 years ending last day of preceding month.	Rs. 5 Lakhs
2	Project cost above 0.5 Cr upto 2 Cr	At least one similar work for project costing Rs. 1 Cr. or two projects costing Rs. 0.62 Cr each or three projects of Rs. 0.5 Cr each during the last 7 years	Rs. 12.5 lakhs

		ending last day of preceding month.	
3	Project Cost above 2 Cr upto 10 Cr.	At least one similar work for project costing Rs. 4.8 Cr. or two projects costing Rs. 3 Cr each or three projects of Rs. 2.4 Cr each during the last 7 years ending last day of preceding month.	Rs 60 lakhs
4	Project cost above 10 Cr	At least one similar work for project costing Rs. 8 Cr. or two projects costing Rs. 5 Cr each or three projects of Rs. 4 Cr each during the last 7 years ending last day of preceding month	Rs. 100 Lacs

For Fields F and G

Category	Monetary limit of empanelment	Eligibility criteria	Annual average Turnover by way of Professional Fees/Consultancy Operations for past three years ending March 2021
1	Consultancy assignment upto a consultancy fee of Rs 25 lakhs	At least one consultancy assignment (for similar work) with a consultancy fee of Rs. 20 lacs or two consultancy assignments (for similar work) with a consultancy fee of Rs. 12.50 Lacs each or three consultancy assignments (for similar work) with a consultancy fee of Rs. 10 Lacs each, during the last 7 years ending last day of preceding month.	Rs. 2.5 Lakhs
2	Consultancy assignment with a consultancy fee above Rs 25 Lakhs upto Rs 50 Lakhs	At least one consultancy assignment (for similar work) with a consultancy fee of Rs. 30 lacs or two consultancy assignments (for similar work) with a consultancy fee of Rs. 18.75 Lacs each or three consultancy assignments (for similar work) with a consultancy	Rs. 3.75 lakhs

		fee of Rs. 15 Lacs each, during the last 7 years ending last day of preceding month.	
3	Consultancy assignment with a consultancy fee above Rs 50 Lakhs	At least one consultancy assignment (for similar work) with a consultancy fee of Rs. 40 lacs or two consultancy assignments (for similar work) with a consultancy fee of Rs. 25 Lacs each or three consultancy assignments (for similar work) with a consultancy fee of Rs. 20 Lacs each, during the last 7 years ending last day of preceding month.	Rs 5 lakhs

For fields H, I and J

Category	Monetary limit of empanelment	Eligibility criteria	Annual average Turnover by way of Professional Fees/Consultancy Operations for past three years ending March 2021
1	Consultancy assignment with a consultancy fee upto Rs 50 lakhs	At least one consultancy assignment (for similar work) with a consultancy fee of Rs. 30 lacs or two consultancy assignments (for similar work) with a consultancy fee of Rs. 18 Lacs each or three consultancy assignments (for similar work) with a consultancy fee of Rs. 15 Lacs each, during the last 7 years ending last day of preceding month.	Not less than Rs 25 Lakhs
2	Consultancy assignment with a consultancy fee above Rs 50 Lakhs	At least one consultancy assignment (for similar work) with a consultancy fee of Rs. 40 lacs or two consultancy assignments (for similar work) with a consultancy fee of Rs. 25 Lacs each or three consultancy assignments (for similar work) with a consultancy fee of Rs. 15	Not less than Rs 50 Lakhs

		Lacs each, during the last 7 years ending last day of preceding month.	
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1. Firm should be registered for a minimum of eight years.
2. The lead planner should be registered with the Institute of Town Planners India (ITPI) and have a masters (full time) in Urban / Regional/ Environmental / Transportation planning from a reputed planning institute , with a minimum 10 years of relevant professional experience. Firm should furnish atleast 2 CVs of key personnel, including lead planner.

For Field K

The firm/ agency should have a GIS Mapping expert having Post Graduate degree in Geo-Informatics or similar discipline with minimum of 5 years of experience in developing and managing geo-databases. Strong practical experience in GIS software tools like ArcMap, ERDAS and other platforms. Preparation of base maps, spatial attribute, data collection abd vetting of maps etc.

The Firm should also have a Social Development expert having Post Graduation in Statistics/Sociology/Economics/Geography with a minimum of 5 years' experience in collection of field data and socio-economic surveys, analysis of socio-economic data of cities/towns at local level, projections, creation of urban database using secondary sources etc. and any other relevant expert as per the scope of work.

Notes -

- The applicant should have successfully carried out atleast one similar work for Govt. Dept/ PSUs/ Govt. Bank/ State Govt./ GoI. for qualifying for empanelment in above respective fields/categories.
- **Similar Work:** Similar work means Consultancy Services for the respective fields as defined from A to K above for the projects defined under **Section- 2.0 above**.
- Applicant shall submit the above details supported with self-attested documentary proof wherever indicated in various annexures.
- Applicant shall submit a certified copy of award letter/ agreement and satisfactory completion certificate issued by the concerned client for consultancy assignments undertaken, in support of such submission.

2.4 Applicant should not have been blacklisted by any Govt. /Local bodies /PSUs during the last 5 years period. Firm should not have any pending litigation with HUDCO. An undertaking in respect of the same is required to be submitted by the firm.

3.5 (i) The net worth of the applicant firm should not be negative on the date of tender and as on 31/03/2021 and also ii) should have not eroded by more than 30% (thirty percent) in the last three years, ending on 'The Relevant Date'. A certificate authenticated by CA is required to be submitted. 'Relevant date' shall be the last date of the preceding month in which the EoI is invited.

3.6 Applicant should submit copy of Permanent Account Number (PAN) in the name of the Firm and in the name of all the Directors of the Firm or atleast three Directors of the Firm if the Directors are more than three.

- 3.7 Applicant should submit Aadhaar No of all the Directors of the Firm or atleast three Directors of the Firm if the Directors are more than three.
- 3.8 Applicant should have valid GST Registration No.
- 3.9 Applicant should have ESI Registration and EPF Registration/ Account No. and the copy of the same shall be submitted with the EOI document.

In case the applicant is exempted from registration of EPF and ESI they may submit copy of the document issued by the concerned Govt. Dept./ Agencies with such provisions. Also, the applicant shall furnish an affidavit to the effect that they are complying with all relevant statutory norms regarding ESI and EPF.

4. Instructions & Guidelines for Submission of Application Form for Empanelment.

- 4.1 The “Application form for empanelment” can be downloaded from HUDCO’s website www.hudco.org. and Govt. portal www.eprocure.gov.in/epublish/app.
- 4.2. The applicant shall submit hard copy of the “Application form for Empanelment of Consultants in various fields” duly filled, alongwith supporting documents in a sealed envelope addressed to the Executive Director (C&C), Housing & Urban Development Corporation, HUDCO Bhawan , India Habitat Centre, Lodhi Road, New Delhi-110003 super-scribing “**Application for Empanelment for the _____ (Field) for Category _____**” by Post/Courier/by hand so as to reach this office on or before **24/03/2022 (3:00 PM)**.
- 4.3 The applicant or his official representative are invited to attend a clarification meeting which will take place at Sammelan Kaksh, HUDCO Corporate Office on 09/03/2022 at 03:00 pm. The applicants are required to submit any question on issues relating to the empanelment, in writing by telefax or by E-mail so as to reach the official nominated for this purpose viz. GMP (C&P) through e-mail: cnp.hudco@hudco.org, not later than 3 (three) days before the date fixed for the meeting. The purpose of the meeting is to clarify the issues raised and to answer supplementary questions on such issues. Minutes of the meeting including the text of the questions raised and the responses given will be uploaded on HUDCO website. Any modification of the EOI document which may become necessary as a result of the clarification(s) meeting shall be made exclusively through the issue of an Addendum/Corrigendum and not through the Minutes of the Meeting. The Addendum/ Corrigendum, if any, shall be uploaded on HUDCO’s [website www.hudco.org](http://www.hudco.org).
- 4.4. The application and this EOI document and supporting documents shall be signed by the authorized person (s) of the Firm. All pages of the documents shall be stamped & signed by the applicant.
- 4.5. The application shall be submitted only as per the enclosed formats (refer **Annexures- I to X**). Self-attested documentary proof(s) as sought in various annexures, in respect of the details furnished in the application form shall also be submitted along with the application.
- 4.6 The applicant shall also submit the list of such projects where due to any dispute; litigation/arbitration was invoked and/or the consultancy services were abandoned/suspended by clients. Suppression of any information in this regard may lead to cancellation of

empanelment of the Firm concerned, if such information comes to the notice of HUDCO, even after empanelment.

- 4.7** In case an applicant is found suitable for empanelment in category other than the one applied for; the empanelment shall be done in the eligible category.
- 4.8** The empanelment shall be valid for a period of 03 (three) years from the date of issue of letter of empanelment. The panel may be extended further at the sole discretion of HUDCO.
- 4.9** All future communication/changes/additional information shall be notified through this website only., i.e. <https://www.hudco.org> by way of Addendum/Corrigendum to this EoI.
- 4.10** The Annual turnover of the Firm and Profit and Loss Account statement by way of Professional Fees/consultancy operations for the last three years, duly certified by a Chartered Accountant shall be submitted.
- 4.11** The Empanelment of a Consultant shall not confer any right to the empaneled consultant for award of work or guarantee the work allocation.
- 4.12** HUDCO will be at liberty to call 'open tenders', if desired for any specific project/works in the fields specified herein and consultants shall have no objection to this even if they have been empaneled
- 4.13** Empaneled consultants would be entitled to tender against invitation of bids issued by HUDCO in respect of specific projects.
- 4.14** The applicant should be a single legal entity. Joint ventures/ Consortiums shall not be considered for empanelment.
- 4.15** The applicant Firm/company should be registered/ incorporated in India.
- 4.16** HUDCO reserves the right to accept or reject any or all applications without assigning any reason whatsoever. HUDCO reserves the right to call off the process of short listing of empanelment of consultants at any stage without assigning any reason thereof.
- 4.17** HUDCO may also obtain services from the empanelled consultant for the specified field and making available specific field experts to handhold the work as per requirement of the project.

APPLICATION FORM FOR EMPANELMENT

Empanelment for the _____ (Field) in the Category _____

Sr.no.	Particulars	Details
1	Name of the Organization	
2	Address of Registered Office Telephone No. Fax No. E-Mail ID.	
3	Address of Branch Office(s) Telephone No. Fax No. E-Mail ID.	
4	Organization Details	Provided in Annexure - II
5	Details of Directors /Partners /Proprietors	Provided in Annexure - III
6	List of Consultancy Assignments as per the respective field completed during the last 7 years ending last day of preceding month in which EoI is invited.	Provided in Annexure - IV
7	List of Consultancy Assignments as per the respective fields in hand/under progress.	Provided in Annexure - V
8	Financial Status	Provided in Annexure - VI
9	List of regular/permanent professional Employees and Key Personnel mentioning their specialization, qualifications, experience and association with the Firm.	Provided in Annexure - VII
10	CV formats	Provided in Annexure – VIII
11	Undertakings	Provided in Annexure - IX
12	Technical capacity format	Provided in Annexure X

Place:

Date:

Signature of the applicant

Name & designation

Annexure – II**ORGANIZATIONAL SETUP**

Sr No	Parameters	Details
1	Organization Name	
2	Year of establishment	
3	Status of Firm Proprietorship/Partnership/Company/Any Other	
4	CIN (Corporate Identification Number) in case of a Company	
5	PAN No in the name of Firm	
6	GST Registration No	
7	ESI Registration	
8	EPF Registration/ Account No.	
9	Empanelment with other Govt. Organizations, if any	

* Note- copies of all documents indicated above shall be enclosed.

Place:
Date:

Signature of the applicant
Name & Designation

Organization Details

S. No.	In house Staff Strength	Nos. of Personnel	Years of Experience in the in similar work in the field applied for	CVs of Personnel Attached with supporting document Yes / No
	Chief Architect Architects B. Arch M. Arch (specialisation in) -- Green Building Consultant - Structural Engineers - Public Health Engineers (PHE) - Electrical Engineers - HVAC Engineers - Fire Safety System Engineer			

Outsourcing jobs

S. No.	Name of the Associate Firm / partners	Field of specialisation of the Associate firm / partners (Tick the relevant field (s))	Years of Association with the Principal organisation	CVs of key personnel of associate firm attached with the supporting document Yes / No
		- Structural Design - Public Health Engineering (PHE) - Electric Schemes & Design - Fire Fighting and fire detection Design - HVAC Design		

		- Green Building Design		
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* Note- certified copies of all documents indicated above should be enclosed.

Place:

Signature of the applicant

Date:

Name & designation

DETAILS OF DIRECTORS/PARTNERS/PROPRIETORS

S. No.	Name of the Director/ Proprietor	Academic Qualification	Designation	Address/ Phone No /Fax/ E mail	Directors Identification No. (DIN)	PAN No.

Place
Date

Signature of the Applicant
Name & Designation

Annexure IV

**CONSULTANCY ASSIGNMENTS COMPLETED DURING THE LAST 07 YEARS
ENDING LAST DAY OF PRECEDING MONTH IN WHICH THE EoI IS INVITED for
the Field _____.**

S. No.	Name of Work / Project with address	Short description of Consultancy assignment	Name and address of Owner / Client	Cost of Work/ Project/ Consultancy fee (as the case may be)	Date of start of work/ Project Stipulated & Actual	Date of Completion of Work/ Project Stipulated & Actual	Any other Information

Note : 1) The works/ project mentioned shall be supported with Work Orders, agreements and completion Certificates

Place:
Date:

Signature of the applicant
Name & Designation

Annexure V

CONSULTANCY ASSIGNMENTS IN HAND/ UNDER PROGRESS for the Field _____

S. No.	Name of Work / Project with address	Short description of Consultancy assignment	Name and address of Owner / Client	Cost of Work/ Project/ Consultancy fee (as the case may be)	Date of Start Of Work/Project Stipulated & Actual	Date of Completion of Work/ Project Stipulated & Actual	Any other Information

Note: 1) The works/ project mentioned shall be supported with Work Orders, agreements and completion Certificates

Place:

Date:

Signature of the applicant
Name & Designation

FINANCIAL STATUS

Sr. No.	Financial Year	Annual Turnover from Consultancy Operations/Professional fees.	Profit/Loss

Note: 1) The above should be supported by copies of Audited Balance Sheet and Chartered accountant certificate

Signature of the Chartered Accountant

CA Registration Number:

Seal/ Stamp

Signature/ Seal of the Applicant.

Name & Designation.

Place:

Date:

Annexure VII

IN-HOUSE TECHNICAL STAFF STRENGTHH

Sr. No.	Name and Designation	Qualifications	Experience	Important Projects handled

Place:

Date:

Signature of the applicant

Name & Designation

CVs OF KEY PERSONNEL

EMPANELMENT OF CONSULTANTS IN VARIOUS FIELDS

1.	Name: (Insert full Name)	
2.	Date of Birth:	
3.	Nationality:	
4.	Education: (Indicate college/ University and other specialized education of staff members, giving names of institutions, degrees obtained & dates of obtainment)	
5.	Membership of Professional Associations:	
6.	Other Training:	
7.	Countries of work experience: (List of countries where staff has worked in the last seven years)	
8.	Languages: (For each language indicate proficiency: good, fair or poor in speaking, reading and writing)	
9.	Employment Record: (Starting with present position, list of reverse order every employment held by staff member since graduation, giving for each employment, dates of employment name of employing organization, positions held).	
	From (year to year)	
	Authority	
	Positions held:	
10.	Detailed Tasks Assigned: (list of tasks to be performed under this assignment/job)	
11.	Work undertaken that best illustrate Capability to Handle the scope of work as mentioned: (Among the assignment/jobs in which the staff has been involved, indicate the following information for those assignment/jobs that best illustrate staff capability to handle the scope of work as mentioned)	
	Name of Assignment/job or project:	

	Year:	
	Location:	
	Employer:	
	Main project features:	
	Positions held:	
	Activities performed:	
12.	Certification:	I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged. (Signature of staff member) full name of staff member Date: Place: Signature of the Applicant

TO WHOM SO EVER IT MAY CONCERN

1. It is certified that our Firm _____ is not black-listed by any Govt./ Local bodies / PSUs, during the last 5 years.
2. It is certified that our firm has no pending litigation with HUDCO.
3. It is certified that our Firm _____ is having in-house capability of carrying out the said Consultancy services as laid down in Notice inviting Expression of Interest (EOI) for Empanelment .
4. It is further certified that all information/data furnished in the Application Form for Empanelment are true to the best of our knowledge and belief and we understand and acknowledge that if any of these information/dates is found to be incorrect, it will lead to cancellation of Empanelment with HUDCO.

Date
Place

Signatures of the applicant
Name and Designation

Annexure-X

TECHNICAL CAPACITY FORMAT

(please fill in the following format separately for each empanelment category giving brief details)

Sl. No.	Technical Criteria	Response	Reference page no. of supporting documents	Eligible Status (eligible / Not eligible) *
1.	Type of firm		(certificate of incorporation at page no---)	
2.	Years since registration		(certificate of incorporation at page no---)	
3	Experience of lead (Architect/ engineer/ planner)		Registration with professional body as given in eligibility criteria and CV at page no---)	
4	Average annual turnover in last three financial years	(Rs . in lakhs)	Certified copies of financial statements to be attached as proof.	
5	Experience of similar / eligible projects – Project 1	(name of project)	Copy of Work orders/ award letter/ agreement/ completion certificate as applicable for individual category at page no---)	
6	Experience of similar / eligible projects – Project 2	(name of project)	Copy of Work orders/ award letter/ agreement/ completion certificate as applicable for individual category at page no---)	
7	Experience of similar / eligible projects – Project 3	(name of project)	Copy of Work orders/ award letter/ agreement/	

			completion certificate as applicable for individual category at page no---)	
8.	No blacklisting of firm/ pending litigation with HUDCO		Undertaking at page no---)	

Note * : Last column not to be filled in by the applicant firm