



Housing and Urban Development Corporation Ltd.

(A Govt. of India Enterprise)

CIN: L74899DL1970GOI005276

GST NO.: 07AAACH0632A1ZF

Regd. Office: Core-7A, HUDCO Bhawan, India Habitat Centre,
Lodhi Road, New Delhi-110003. Tel.: 011-24649610-15

Website: www.hudco.org.in, Email: cnp.hudco@hudco.org

NOTICE INVITING EXPRESSION OF INTEREST

Eol No.: HUDCO/C&C/EMPANELMENT/2024

Date: 27/02/2024

HUDCO, a premier techno-financial institution, in the field of housing and urban development, invites Expression of Interest (Eol) for Empanelment of Consultants in various fields/areas related to Engineering, Architecture, Planning and Assets Monetization etc., as per details contained in the Eol document.

Interested agencies can download the Eol document from Hudco's website <http://www.hudco.org.in> or www.eprocure.gov.in/epublish/app. Corrigendum, if any, shall be posted on above websites only.

Executive Director (C&C)



हाउसिंग एंड अर्बन डेवलपमेंट कॉर्पोरेशन लिमिटेड

(भारत सरकार का उपक्रम)

CIN: L74899DL1970GOI005276

GST NO.: 07AAACH0632A1ZF

पंजीकृत कार्यालय: कोर 7ए, हडको भवन, इंडिया हैबिटेड सेंटर,
लोधी रोड, नई दिल्ली-110003, दूरभाष: 011-24649610-15

वेबसाइट: www.hudco.org.in, ईमेल: cnp.hudco@hudco.org

रुचि की अभिव्यक्ति (ईओआई) आमंत्रित करने हेतु सूचना

ईओआई नंबर: हडको/सीएंडसी/एम्पैनलमेंट/2024

दिनांक: 27/02/2024

आवास और शहरी विकास के क्षेत्र का एक प्रमुख तकनीकी एवं वित्तीय संस्थान, हडको, इंजीनियरिंग, वास्तुकला, योजना और संपत्ति मुद्राकरण आदि से संबंधित विभिन्न क्षेत्रों में सलाहकारों के पैनल बनाने के लिए रुचि की अभिव्यक्ति (ईओआई), दस्तावेज में निहित विवरण के अनुसार आमंत्रित करता है।

इच्छुक एजेंसियां हडको की वेबसाइट <http://www.hudco.org.in> या www.eprocure.gov.in/epublish/app से ईओआई दस्तावेज डाउनलोड कर सकती हैं। शुद्धिपत्र, यदि कोई है, केवल उपरोक्त वेबसाइटों पर पोस्ट किया जाएगा।

कार्यकारी निदेशक (सीएंडसी)



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

EOI No. HUDCO/C&C/EMPANELMENT/2024

Dated: 27/02/2024

**EXECUTIVE DIRECTOR (C&C)
HOUSING & URBAN DEVELOPMENT CORPORATION LIMITED,
HUDCO BHAWAN, CORE 7-A,
INDIA HABITAT CENTRE, LODHI ROAD,
NEW DELHI – 110003**

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF CONSULTANTS IN VARIOUS FIELDS/ AREAS

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 for providing various types of Consultancy Services in different fields/ areas of as indicated below.

SECTION-I

1.0 Scope of Work/ Experience Required and Eligibility Criteria for various fields/ areas.

Table-1: Fields/Areas and Indicative Scope of Work

Sl. No.	Fields/Areas	Indicative Scope of Work/ Experience Required
1	Water and Sanitation	
a)	Water Resources Management and Water Supply System	Rejuvenation / redevelopment of lakes / ponds, rainwater harvesting, riverfront development / ghat development, remodeling and rehabilitation of irrigation canals, inter-linking of rivers. Design of water supply system – quantification of projected water requirement, assessment of adequacy of source of water, design of intake structure, water treatment system, storage tanks, pumping stations, distribution network, and other appurtenances. Preparation Water Balance Plans, Urban Aquifer management Plans, Aquifer mapping.
b)	Storm Water Management	Rainfall analysis, runoff estimation, hydraulic design of storm water drains, stormwater pumping, rainwater harvesting and storage, rainwater treatment and reuse.
c)	Sewerage and Sewage Treatment	Quantification of sewage generated, design of sewage collection system, sewage pumping stations, sewage treatment plants, and reuse of treated wastewater
d)	On-site Sanitation; Septage / Faecal Sludge Management	Design of on-site sanitation system (septic tanks / soak-pits); collection, treatment, and disposal & end use of septage / faecal sludge. Preparation of City Sanitation Action Plan.
e)	Municipal Solid Waste Management	Quantification and characterization of municipal solid waste, design of collection and transportation system, Materials / resource recovery from municipal solid waste by way of recycling, composting, bio-methanation, RDF / incineration or power generation; design of sanitary landfills; Bio-mining / bioremediation of existing unregulated solid waste dumps / landfills.
2	Air Quality Management	Ambient air quality testing and monitoring, source apportionment studies, stack emission testing, noise level testing, air & noise pollution control measures
3	Industrial Effluent Treatment	Assessment of quality and quantity of industrial effluent, scope for minimization of waste generation, design of common effluent

		treatment plant (CETP) for a cluster of industrial units, reuse of treated waste, financial model for self-sustainability of CETPs.
4	Environmental Planning Studies	<p>Preparation of environmental study reports including necessary surveys, assessment of feasibility, Scoping, collection of baseline data, assessment of environmental impacts, mitigation measures and EIA report, public consultation, monitoring and implementation of environmental management plan, risk analysis, estimation of environmental protective measures land protection including tree plantation, environmental control and monitoring studies etc.</p> <p>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.</p>
5	Public Transport and Highway Engineering	
a)	Roads/Highways	Geometric and pavement designs of roads and highways, road widening and strengthening, road safety audits, junction design. Prepare detailed designs and prepare working drawings
b)	Transport Planning and Management	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 / comprehensive mobility plan for a city, route rationalization, multimodal integration plan, Traffic management plan, Parking Studies and DPRs/ Impact Assessment studies
6	Mass Transit Systems	Planning and Design of rapid transit/metro projects, subways. Assessment of Existing City Profile with Existing Transport Characteristics, Travel Characteristics and Demand, Estimates System and Technology Selection, Corridor Alignment Description Station, Planning Intermodal Integration, Signaling and Telecommunication, Train Operation Plan, Environmental and Social Impact Assessment, Disaster Management and Security Measures, Economic Analysis, Financial Analysis Implementation Plan, Institutional Arrangement and Stakeholders Consultation etc.
7	Civil Aviation Infrastructure	Site feasibility study, Study of wind data, Determination of runway orientation, Determination of land requirement, Topographical and obstacle study, Estimation of potential traffic, Determination of critical aircraft for design of airport, Preparation of master plan, Air side and city side facilities, Conceptual design of components, Preliminary estimates, Broad financial analysis, Environmental impact assessment and management proposals, Planning and Design of Runways/Airstrips.
8	Geotechnical & geohydrological investigation	Reconnaissance survey, data collection and map study, in-depth investigation, and laboratory testing/ profiling/ liquefaction assessment of soils, water table profiling groundwater testing and geo-environmental assessment.

9	Development for solar parks/ Renewable Energy Power Parks	Preparation of Study Report which comprises Site Engineering Assessment, and soil testing reports, assessment of solar radiation resource, direct normal insolation study for analyzing the extent and requirement of design;(soil testing, topography details/contour survey report, hydrology data, and load flow assessment for the proposed substation), Environmental Impact Assessment (EIA), Social Impact Assessment (SIA) as per MNRE requirement, Development model possible for Solar Park, Regulatory approvals.
10	Comprehensive Architectural Consultancy Services	<p>Comprehensive architectural consultancy for office buildings, institutional/educational/ university campus building in part or whole, multi-storeyed housing, low rise/ plotted housing, convention centre/ auditorium buildings, hospital buildings, multiplexes, and shopping complexes.</p> <p>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-fighting systems and security systems, Planning, design of rain water harvesting systems etc. Access Control System, Lighting Automation and occupancy sensor, Integrated Building Management System and LAN shall be designed as per standards.</p> <p>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.</p>
11	Comprehensive Engineering Services	<p>Preparation of Concept plan, layout plans, elevations, design and drawings, BOQ, cost estimation, technical specifications, tender documents, tender drawings, Good For Construction (GFC) drawings. 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-fighting systems.</p> <p>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.</p>

12	Urban Design/ Urban Renewal	<p>(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.</p> <p>Site evaluation, analysis of architectural character, social issues and heritage, Feasibility study, Volumetric study 3D studies, streetscapes and Urban form recommendations including pedestrian / vehicular movement and parking, Landscape, Architectural Conservation, Graphic Design and Signage etc.</p>
13	Landscape Architecture	<p>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.</p> <p>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.</p>
14	Interior Architecture works	<p>Scope of work shall be including but not limited to Concept Design, Preliminary design and drawings, Drawings for Client's/Statutory approvals, Working drawings for interior works and all services like electrical, air conditioning, LAN etc. 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 scape, Selection of materials, equipment and other interior related elements, Integration of all Engineering services. Appointment of Contractors, Periodic inspection, and evaluation of works at site. Submitting to the Client, along with the completion certificate.</p>
15	Urban Heritage Conservation and Planning	<p>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.</p>

		<p>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.</p> <p>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.</p>
16	Urban & Regional Planning	<p>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.</p>
17	IT Infrastructure related studies and planning	<p>Assessment of demand and supply of physical infrastructure, viz.. 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. Other IT infrastructure such as logistic hubs/innovative hubs/Fintech/Digital universities. Services which may include preparation of city level infrastructure reports, pre-feasibility studies, feasibility studies, DPRs etc.</p>
18	Topographic, landuse and socio-economic surveys and studies	<p>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.</p> <p>Conducting household surveys, focused 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.</p>
19	Assets Monetisation	<p>Monetization strategy, conducting techno-economic feasibility studies of assets and provide end to end transaction advisory services and completion of transactions for monetization of the assets, Monetization of land/ building/ property of Public/ Private organizations, PPP (Public Private Partnership) models of asset monetization.</p>

Note:

i. Empanelment / Shortlisting of Consultants

The qualified consultants fulfilling the eligibility criteria mentioned at clause 2.0 (Section I) below will be shortlisted **field/area-wise for 19 fields/areas** listed in Table 1. An applicant can apply for empanelment in one or more fields/areas, subject to fulfilling the eligibility criteria of having completed three (03) projects of similar nature in the respective field/area (clause 2.5, Section I).

ii. **Scope of Work**

Table 1 indicates only broad scope of works / experience required related to the respective fields/areas. The project specific details / exact scope of work will be indicated in the bid document at the time of inviting tenders for award of work for a particular project.

iii. **Deliverables**

Based on the requirements of actual work, consultants may be required to provide one or more of the following consultancy services / deliverables in the respective areas in which they intend to apply for empanelment with HUDCO.

- a) Transaction Advisory Services/ PPP Based Development Models,
- b) Preparation of Techno-Economic Feasibility Report,
- c) Preparation of Detailed Project Report,
- d) Project Management Services,
- e) Third Party, Monitoring, and Inspection and
- f) Environmental Impact Assessment
- g) Any other deliverable /report in the form as will be indicated in the scope of the work

2.0 Eligibility Criteria

The applicants who fulfill the following eligibility criteria will qualify for empanelment with HUDCO.

- 2.1 The applicant Firm/company should be incorporated in India for a minimum of **07 years** and registered under relevant law/regulation etc. as may be applicable to them.
- 2.2 The applicant should be a single legal entity on standalone basis. Joint ventures/ Consortiums shall not be considered for empanelment.
- 2.3 The applicant should be registered with Government e- Marketplace (GeM).
- 2.4 The applicant should have experience in the field(s)/areas for which he has applied, for a period of minimum **05 (five) years** ending last day of preceding month of the date of this EoI.
- 2.5 The applicant should have completed successfully 3 projects in the **field/area** (indicated in Table 1) for which he is seeking empanelment, in the last **07 years** out of which at least one work/project should be for Govt. Dept/ PSUs/ Financial Institutions/ Nationalised Banks/ State Govt./ Govt. of India *(If any of the projects submitted is not as per similar nature defined under Table 1 respective to each area, then the proposal shall be summarily rejected, hence at least 3 similar nature completed projects shall be submitted)*.
- 2.6 The key personnel of the applicant/ consultant should have Masters degree in relevant field/area /Engineering and experience of more than **10 years** having undertaken consultancy assignments in the field/area (as mentioned in Table 1) for which the applicant has applied. CV of key personnel needs to be submitted alongwith work experience details.
- 2.7 Firms/Consultants applying for Architectural works i.e., 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 and Masters degree with a minimum of **10 years** of experience. The firm should submit CV of Key personnel/s.

- 2.8** For firms/consultants applying for planning, the lead planner should be registered with the Institute of Town Planners India (ITPI) and have a masters in Urban / Regional/ Environmental / Transportation planning from a reputed planning institute, with a minimum **10 years** of relevant professional experience. Firm should furnish CV of key personnel/s.
- 2.9** Applicant should not have incurred any loss in the last 03 years (2020-21 to 2022-23).
- 2.10** The average annual financial turnover by way of professional fees/consultancy operations for past three years ending March 2023, shall be atleast **Rs. 50 lakhs**.
- 2.11** **i)** The net worth of the applicant firm should not be negative on **as on 31/03/2023** and also **ii)** should have not eroded by more than 30% (thirty percent) in the last three years, ending on **31.03.2023**. A certificate authenticated by CA is required to be submitted.
- 2.12** Applicant should not have been blacklisted by any Govt. Dept/ PSUs/ Financial Institutions/Nationalised Banks/ State Govt./ Govt. of India during the last **05 years**. Also, firm should not have any pending litigation with HUDCO.
- 2.13** The consultants applying for empanelment for Environmental Impact Assessment (EIA) projects shall be NABET accredited.

*Clause 2.9, 2.10, and 2.11 will not apply in case of Educational Institutions.

SECTION-II

GENERAL TERMS AND CONDITONS

1.0 Documents to be submitted:

- 1.1** Copy of **Registration and Incorporation** Certificate of the applicant /firm, to whomsoever applicable.
- 1.2** In case of partnership firm, the applicant should submit partnership deed.
- 1.3** Certificate of registration with GeM.
- 1.4** Applicant shall submit self-attested documentary proof supporting the details as indicated in all Annexures (**refer Annexures- I to VII**). Also, in support of details mentioned in Annexure IV as per clause 2.5 (Section I), the applicant shall submit copies of award letters/ agreement and satisfactory completion certificate/ proof of completion issued by the concerned client for consultancy assignments undertaken/ completed.

- 1.5 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. The above should be supported by copies of Audited Balance Sheet and Chartered accountant certificate and in case of applicant being sole proprietor / member, the Income Tax Return (ITR) of last three years ending March, 2023 shall be furnished.
- 1.6 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.
- 1.7 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.
- 1.8 Applicant should have valid GST Registration No. and submit copy of the same.
- 1.9 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 in support thereof issued by the concerned Govt. Dept./ Agencies etc. with such provisions OR submit an undertaking indicating the provision /rule/guidelines under which the exemption is claimed alongwith copy thereof.

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

- 2.1 The “Application form for empanelment” can be downloaded from HUDCO’s website www.hudco.org.in and Govt. portal www.eprocure.gov.in.
- 2.2 The applicant shall submit hard copy of the “Application form for Empanelment of Consultants in various fields/ areas” duly filled, alongwith supporting documents in a sealed envelope addressed to the Executive Director (C&C), Housing & Urban Development Corporation, HUDCO Bhawan , Core-7A, India Habitat Centre, Lodhi Road, New Delhi-110003 super-scribing “**Application for Empanelment for the _____ (Field/Area)**” by Post/Courier/by hand so as to reach this office on or before **26/03/2024 (3:00 PM)**.
- 2.3 The applicant should study the EoI document carefully and understand the conditions and specifications etc. The applicant or their authorized representative should sign & stamp every page of the EOI document.
- 2.4 The applicant should apply separately for each field/area (if he is seeking empanelment for more than one area) in separate envelope clearly indicating details and Sl. No of Field/Area on the envelope.
- 2.5 The applicant or his official representative are invited to attend a clarification meeting which will take place at Sammelan Kaksh, **HUDCO Bhawan, Core-7A, India Habitat Centre, Lodhi Road, New Delhi on 11/03/2024 at 03:00 pm**. The applicants are required to submit any question on issues relating to the empanelment by E-mail, so as to reach through e-mail: cnp.hudco@hudco.org, not later than 3 (three) days before the date fixed for the

clarification 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.

- 2.6** The empanelment shall be valid for a period of **02 (two) years** from the date of **issue of letter of empanelment**. The panel may be extended further at the sole discretion of HUDCO.
- 2.7** The present exercise is only for screening of qualified consultants for empanelment in various fields/areas and mere empanelment of a consultant will not guarantee him award of any work by HUDCO. As per the actual requirement of work, as and when a need arises, HUDCO will invite fresh bids from the empaneled consultants **through GeM only** and the works will be awarded to the successful bidders based on the criteria (inclusive of financial criteria) to be decided at that time. Further, the 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.
- 2.8** HUDCO will be at liberty to call 'open tenders', if desired for any specific project/works in the fields/areas specified herein and consultants shall have no objection to this even if they have been empaneled.
- 2.9** Empaneled consultants would be entitled to tender against invitation of bids issued by HUDCO in respect of specific projects.
- 2.10** 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.
- 2.11** HUDCO may also obtain services from the empanelled consultant for the specified field/area and making available specific field experts to handhold the work as per requirement of the project.
- 2.12** All future communication/changes/additional information shall be notified through websites only by way of Addendum/Corrigendum to this EoI.

3.0 IMPORTANT DATES

Eoi Publication date	27/02/2024 (12:00P.M.)
Eoi download date	27/02/2024 (2:00P.M.)
Clarification Date Meeting	11/03/2024 (3:00 PM)
Eoi submission Last date	26/03/2024 (3:00 PM)

APPLICATION FORM FOR EMPANELMENT

Empanelment for the _____ (Field/Area)

(*The applicant should apply separately for each field/area (if he is seeking empanelment for more than one field/ area) in separate envelope clearly indicating details and Sl. No of Field/Area on the envelope)

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/area completed during the last 7 years ending last day of preceding month in which EoI is invited.	Provided in Annexure - IV
7	Financial Status	Provided in Annexure - V
8	List of regular/permanent professional Employees and Key Personnel mentioning their specialization, qualifications, experience, and association with the Firm.	Provided in Annexure - VI
9	Undertaking	Provided in Annexure - VII

Place:

Date:

Signature of the applicant

Name & designation

ORGANIZATIONAL DETAILS

SI. No	Parameters	Details
1	Organization Name	
2	Year of establishment/incorporation	
3	Status of Firm Proprietorship/Pvt. Ltd./ Public Ltd./Partnership Company/Any Other	
4	PAN No in the name of Firm/Applicant	
5	GST Registration No	
6	ESI Registration	
7	EPF Registration/ Account No.	
8	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

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)

Place
Date

Signature of the Applicant
Name & Designation

Annexure IV

**CONSULTANCY ASSIGNMENTS COMPLETED DURING THE LAST 07 YEARS
ENDING LAST DAY OF PRECEDING MONTH OF PUBLISHING OF THIS EOI**

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

**Minimum 3 Successfully completed projects of similar nature as of applied field/area.*

Note :

- 1) The works/ project mentioned shall be supported with Work Orders/ agreements and completion Certificates/ proof of completion.
- 2) The work order/agreement should clearly mention **scope of work** of the project. The applicant can also submit any other document/letter indicating **scope of work** of the project submitted.

Place:

Date:

Signature of the applicant

Name & Designation

FINANCIAL STATUS

Sr. No.	Financial Year	Annual Financial Turnover from Consultancy Operations/Professional fees.	Profit/Loss
1.	2020-21		
2.	2021-22		
3.	2022-23		
	Average		

Note:

- 1) The above should be supported by copies of Audited Balance Sheet and Chartered accountant certificate.
- 2) In case of applicant being sole proprietor / member, the Income Tax Return (ITR) of last three years ending March, 2023 shall be furnished.

Signature of the Chartered Accountant

CA Registration Number:

Seal/ Stamp

Signature/ Seal of the Applicant.

Name & Designation.

Place:

Date:

Annexure VI

IN-HOUSE TECHNICAL STAFF STRENGTHH

Sl. No.	Name and Designation	Qualifications	Experience (in years)	Important Projects handled

*CVs of Key Personnel (mentioning work experience details) should be attached along with qualification/degree certificates.

Place:

Date:

Signature of the applicant

Name & Designation

TO WHOM SO EVER IT MAY CONCERN

1. It is certified that our Firm _____ is not black-listed by any Govt. Dept/ PSUs/ Financial Institutions/Nationalised Banks/ State Govt./ Govt. of India, during the last **05 years**.

2. 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.

3. 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