DOCUMENT FOR EMPANELMENT OF ARCHITECTS FOR THE PERIOD 2020-2023

Reference No.: PUR-BNN/CSR/ES/IASc/2020-21 Dated 25-11-2020

This document consists of the following:

- Notice for Empanelment
- Instructions & Guidelines for Submission of Application Form
- Format of Application Forwarding Letter
- Empanelment Application Format
  - Annexure I
  - Annexure II
  - Annexure III
  - Annexure IV

ISSUE OF APPLICATION FROM 01 December 2020 to 15 November 2020
(Except Saturday, Sunday & National Holidays)
(Applicant has to download and print application forms and tender document from website, https://www.ias.ac.in/About_IASc/Tender_Notices/)
SUBMISSION OF APPLICATION FORM ON OR BEFORE 15 November 2020
(12.00 Noon).

Reference.: Tender Notice published in Daily newspaper on ________
Newspaper Name: THE NEW INDIAN EXPRESS & THE HINDU

Tender Inviting Authority
ASSISTANT EXECUTIVE SECRETARY, IASc
Fax: +91-080 -23616094, Tel: +91-080-22661207
E-Mail: execsec@ias.ac.in, Visit us at www.ias.ac.in

May 9th set before
issue 25-11-2020
APPLICATIONS are invited for Empanelment from reputed Architectural Firms for carrying out various works for the IASc office in Sadashivanagar & Jalahalli Bengaluru Zone for a period of three (-03-) years. The applicant must have a permanent office in the Bengaluru jurisdiction.

Interested firms fulfilling the criteria as follows may only apply:

1) They should be having sufficient organizational structure comprising of qualified Personnel viz. Architects, Interior designers, Engineers etc. along with other technical Personnel and associates, if any, to carry out execution of such work in terms of nature and magnitude.

2) They should have necessary infrastructure/ equipment, etc., to handle small, varied and challenging work involving repair/renovation/refurbishment etc. in working/occupied Premises and should have reasonable set up and presence in the Bengaluru District.

3) They should have experience of having successfully completed similar works as follows during last 7 years (as on 31.12.2019):

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Type of work</th>
<th>Category for empanelment (Amount of work executed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Civil Works</td>
<td>A) Up to 20 Lacs.</td>
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<td>B) 20 Lacs to 50 Lacs.</td>
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<td>C) 50 Lacs to 1.50 Cr.</td>
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<tr>
<td>02.</td>
<td>Interior, repair, renovation, refurbishment work</td>
<td>A) Up to 20 lacs</td>
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<td></td>
<td>B) 20 Lacs to 50 Lacs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C) 50 Lacs to 1.50 Cr.</td>
</tr>
</tbody>
</table>

**Category A – Works ranging up to Rs. 20 lacs:**
- 3 jobs of Rs. 8 lacs each or
- 2 jobs of Rs. 10 lacs each or
- 1 job of Rs. 16 lac.
- Average Annual financial turnover of the firm during the last –03- years, ending 31st March 2020, should be at least Rs. 8 lacs supported with audited balance sheets.

**Category B – Works ranging from Rs. 20 lacs to Rs. 50 lacs:**
- 3 jobs of Rs. 20 lacs each or
- 2 jobs of Rs. 25 lacs each or
- 1 job of Rs. 40 lac.
- Average Annual financial turnover of the firm during the last –03- years, ending 31st March 2020, should be at least Rs. 20 lacs supported with audited balance sheets.
Category C – Works ranging from Rs. 50 lacs to Rs. 1.50 cr :-

- 3 jobs of Rs. 40 lacs each or
- 2 jobs of Rs. 50 lacs each or
- 1 job of Rs. 80 lac.

- Average Annual financial turnover of the firm during the last –03- years, ending 31<sup>st</sup> March 2020, should be at least Rs. 50 lacs supported with audited balance sheets.

The basis for preparation of Architects Panel:

a) Persons who have Graduate/Post Graduate Diploma in Architecture/respective branch of engineering either from India or abroad and/or have done considerable extent of work as Architect for a period of more than three years to be considered.

b) Members of the Indian Institute of Architects/Institution of Engineers for consultancy or any other professional institutes.

c) Members of the Council of Architecture or any other professional institute.

d) As minimum criteria for empanelment, Architects should have successfully executed at least one work of similar nature (category wise in terms of amount) of comparable magnitude/value in the past seven years preferably with public sector units/government organizations/ reputed corporate houses.

Similar Work* - The broad scope of work shall including conceptualizing, planning, designing and monitoring interior/repair work/renovation works of the Academy buildings/ Office/ including furnishing using latest materials to provide modern look in close co-ordination with various other agencies involved therein.

Tender form has to be downloaded from the IASc website https://www.ias.ac.in/About_IASc/Tender_Notices/. Tender forms will be available on the IASc website from 01 December 2020. The last date for issue of tender form is 15 December 2020 upto 12.00 Noon (shall be available on website). The Nonrefundable

Tender Fee of Rs. 1000/- favoring “Indian Academy of Sciences” Payable at Bengaluru (in the form of DDI/Academys cheque) should be submitted along with the duly filled in document. The document submitted without the prescribed fee will be liable for rejection.

Applications must be accompanied by duly filled and signed Performa enclosed herewith. Applications by those firms who do not submit Performance Certificates from their previous employers are liable to be summarily rejected.
The duly completed document in the prescribed format with all supporting documents shall be sealed in an envelope and super scribed as “Application for Empanelment of Architects for IASc, Bengaluru Zone (Category-......)” and shall be addressed as under:

Executive Secretary
Indian Academy of Sciences,
P.B No. 8005, C.V Raman Avenue, Bengaluru – 560 080

The sealed applications shall be submitted at 1 floor of Bengaluru Zone, Sadashivanagar Office Building, Bengaluru – 560 080 on or before 15 December 2020 by 12:00 Noon.

The Tenders will be opened on 15 December 2020 at 03.00 P.M. in presence of the tenderers who desire to be present at our above office. All tenderers are advised in their own interest to be present on that date at the specified time.

For further enquiry contact 080-22661207 during office hours on all working days only.

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

Date:

Yours faithfully
For and on behalf of
Indian Academy of Sciences, Bengaluru

ASSISTANT EXECUTIVE SECRETARY
Instructions & Guidelines for Submission of Application
Form for Empanelment

1. This application for empanelment is for a period of 03 years from the date of issue of empanelment with Academy.

2. Intending Applicants are required to submit their applications in Duplicate with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing, etc. in the enclosed form which will be kept confidential.

3. While deciding upon the pre-qualification, great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies.

4. Each page of the application shall be signed. The application shall be signed by persons/persons on behalf of the organization having necessary authorization / Power of Attorney to do so (Certified copies to be enclosed).

5. If the space in the Performa is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part. However the format shall be as per Performa.

6. Applications containing false incomplete and/or inadequate information are liable to be rejected. Also mere fulfillment of eligibility criteria does not guarantee selection.

7. Canvassing in any form in connection with pre-qualifications is strictly prohibited and the application of such persons/organizations who resort to canvassing will be liable to rejection.

8. The application/s which is/are received after due date and time are liable to be rejected.

9. Academy reserves the right to reject any/all the applications without assigning any reason, thereof.

Signature of the Applicant
Name & Designation
Seal of the firm

Place: Bengaluru

Date:
(Format of application forwarding letter)

To

Ref: Application for Empanelment of Architects for the Period 2019-2021 in Category- .........

Dear Sir,

I / we have read and understood the instructions and the Terms & Conditions mentioned in the empanelment document. I / we do hereby declare that the information furnished in the application and the supplementary sheets are correct to the best of my knowledge and belief.

Signature of applicant with seal

Name:

Designation:

Address:

Place: Bengaluru

Date:

Annexure I

Mandatory Information Required For Empanelment of Architect
### Basic Information

<p>| | |</p>
<table>
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| 1 | a) Name of the applicant / organization  
b) Address of the Registered Office  
c) Address of office (With Phone Nos. Fax Nos. & E-mail ID & Contact Person) |
| 2 | Year of establishment                                                                     |
| 3 | Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.) (Enclose certified copies of documents as evidence) |
| 4 | Name & Qualification of the Proprietor/Partners/ Directors of the Organization/Firm (Enclose certified copies of document as evidence) |
| 5 | Details of registration – Whether Partnership firm, Company etc. Name of Registering Authority, Date and Registration number (Enclose certified copies of document as evidence) |
| 6 | Whether/registered with Government/Semi – Government / Municipal Authorities of any other Public, Organization and if so, in which class and since when? (Enclose certified copies of document as evidence) |
| 7 | a) No. of years of experience in the field and details of work in any other field.  
b) Whether ISO certified, furnish the details |
| 8 | Area of business activities other than Architecture, if any, and place of business.       |
| 9 | Address of business activities other than Architecture if any, and place of business       |
| 10| Yearly turnover of the organization during last 03 years (year wise) and furnish audited balance sheet and Profit & Loss A/c (Audited) for the last 03 years.  
   (a) Committed turnover in 2017-2018  
   2018-2019  
   2019-2020 |
<p>| 11| Enclose copy of latest income tax clearance certificate                                   |
| 12| PAN No.                                                                                   |
| 13| Details of registration / GST                                                              |</p>
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<td>14</td>
<td>Furnish the names of -03- responsible persons along with their designation, address, Tel. No. etc. for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your organization</td>
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<td>15</td>
<td>No. of supplementary sheets attached</td>
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</table>
Annexure II

Work executed as Prime Consultant on works of a similar nature as mentioned above over the last Seven years:

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Name of address of Client</th>
<th>Description of work</th>
<th>Contract No.</th>
<th>Value of work (Rs. lacs)</th>
<th>Date of issue of Work Order</th>
<th>Stipulated period of completion</th>
<th>Actual date of completion</th>
<th>Remarks explaining reason for delay</th>
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Notes:

1. Information has to be filled up specifically in this format. Please do not write remark “As indicated in Brochure”

2. Date shall be reckoned from the date of advertisement of the notice in newspapers.

3. For certificates, the issuing authority shall not be less than an Executive In charge.

4. Completion certificate of recent project executed / completed in last 03 years should be attached.
Annexure III

<table>
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<tr>
<th>name and designation</th>
<th>age</th>
<th>qualification</th>
<th>experience</th>
<th>nature of works handled</th>
<th>name of the projects handled costing over Rs. 5.00 crores</th>
<th>date from which employed in your organization</th>
<th>indicate details of experience to similar projects</th>
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The table has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".

Provide other points, if any, to show your technical and managerial competency to indicate any important point in your experience.
Annexure IV

Information on Litigation History in which the Consultant is involved:

<table>
<thead>
<tr>
<th>Client and address</th>
<th>Cause of dispute</th>
<th>Amount (Rs.)</th>
<th>Remarks and the present status</th>
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