



GOVERNMENT OF PUDUCHERRY
OFFICE OF THE EXECUTIVE ENGINEER (DESIGNS)
COMPUTER DESIGN CENTRE
PWD, PUDUCHERRY
Subash Chandra Bose Street, Puducherry-605001

DOCUMENT FOR EOI
EMPANELMENT OF EXPERTS /CONSULTANT ON
STRUCTURAL ENGINEERS / ARCHITECTS / GEO-TECHNICAL
CONSULTANTS IN PUBLIC WORKS DEPARTMENT,
GOVERNMENT OF PUDUCHERRY

EXECUTIVE ENGINEER (DESIGN)
COMPUTER DESIGN CENTRE
PWD, PUDUCHERRY

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SECTION – I

**INVITATION FOR
EXPRESSION OF INTEREST**

OFFICE OF THE EXECUTIVE ENGINEER (DESIGNS)
COMPUTER DESIGN CENTRE
PWD, PUDUCHERRY
Subash Chandra Bose Street, Puducherry-605001

Email: eedespwd.pon@gov.in

Web Site: www.pwd.py.gov.in

Tel: 0413 2336221

Puducherry, the /12/2021

INVITATION NOTICE

(For Empanelment of Experts / Consultants on Structural Engineering /
Architects / Geo Technical Consultants)

1. The Executive Engineer (Design), Computer Design Centre, PWD, Puducherry under administrative control of the Government of Puducherry mandated to procure Consultancy services for projects and other related works, to be implemented through PWD, Puducherry intends to empanel of Experts on Structural Engineers for preparation of Structural Designs, Consultants for Geotechnical investigation / Sanitary, plumbing, drainage, water supply and sewerage / Irrigation Structures, Bridges, Cross Masonry Structures / Green building and GRIHA / Electrical Engineering services & Fire detection and fire protection / Land Survey / and Architect for Landscape including EIA / EPI items. Applications for empanelment are invited from reputed Consultants / Structural Engineers / Electrical Engineers / Architect having required qualification, proven expertise, required manpower & necessary experience of preparing Detailed Project Reports of various project / work.
2. Empanelment of an applicant found to be eligible as per qualification and experience for a category listed in **Schedule-1**, enclosed with the application form, will be done for 5(five) years Empanelment in only one category shall be done against one application.
3. The empanelment for an initial period of 5(five) years shall be subject to satisfactory professional performance and shall be renewed after 5(five) years on fresh application for renewal.

4. The detailed information and instructions can be seen in the documents which and viewed in the website. The "Terms & Conditions", Scope of Work / Services, are listed in **Section IV.** 'Scale of Fixed Fee Payable' or 'Fee Payable on basis of Offer accepted' etc. will be intimated at the time of Invitation Request For Proposal(RFP).
5. Separate application for empanelment in each category should be submitted.
6. No EMD required for this application (s), however processing fee are required to be paid as per section-2 on each application. Process of empanelment is open for future also.
7. Application forms will be sent by E-mail ID: eedespwd.pon@gov.in through online and the applicants should have upload all original scan documents and one set of hard copy (in bound form) should be submitted by Post / in person addressed to the Executive Engineer (Design), Computer Design Centre, PWD, Puducherry.
8. Documents downloading period is from date 17/01/2022 to 08/02/2022
9. Application opening date is 10/02/2022 and onward in the presence of the applicant(s) or their authorized representatives if present.
10. Right is reserved to reject any / all applications without assigning any reason thereof.
11. **Application forms may be downloaded from our website:**
www.pwd.py.gov.in

Contact Person:

Executive Engineer (Design),
Computer Design Centre,
PWD, Puducherry
Email: eedespwd.pon@gov.in
Tel : 0413-2336221

Executive Engineer (Designs)

SECTION – II

INSTRUCTION TO APPLICANTS

INFORMATION /

2.1 GENERAL

2.1.1 INTRODUCTION

Public Works Department is one of the major departments in the Puducherry Administration, committed to the Infrastructure development in the Union Territory of Puducherry. The geographical area of Puducherry is 492 sq km with a population of 9.74 lakhs. The Union territory of Puducherry consists of 4 regions viz Puducherry, Karaikal, Mahe and Yanam. Puducherry and Karaikal are enclaves in the state of Tamil Nadu, Mahe is in Malabar region of Kerala and Yanam is situated near Kakinada in East Godavari district of Andhra Pradesh. The outlying regions of Mahe and Yanam are situated approximately at 700km from the capital town of Puducherry whereas Karaikal is about 130kms from it.

Public Works Department, the premier technical organization in the Union Territory of Puducherry, is in-charge of Planning, Designing, Construction and Maintenance of Buildings, Roads, Bridges, National Highways, Irrigation, Flood Control, Water Supply and Public Health Engineering in all the four regions namely, Puducherry, Karaikal, Mahe and Yanam. The Department is also responsible for maintaining essential services like Water Supply, Sewerage, Management of Water Resources etc. In this context, PWD proposed to appoint for various activities related with services of infrastructure, panel of consultants who can assist PWD in execution of works / provide services to the desired satisfactory level for projects to be taken up.

2.2 INFORMATION / INSTRUCTIONS TO APPLICANTS

1. All the information must be submitted in English. Incomplete and inappropriately filled application form will be summarily rejected.
2. Application should be submitted duly page numbered, indexed and strictly following sequence given in the form.
3. Separate sheets may be used wherever required. Documentary proof should be enclosed where ever necessary.

4. Each page of the documents attached should be duly signed as self attestation by the applicant or his authorized signatory (attach authorization letter).
5. All information requested in the application form shall be furnished against the respective paragraph and column given therein. If information is furnished in separate document reference of the same should be given in the respective paragraph and column of the application form. If information is NIL, it should also be mentioned as `NIL`.
6. The applicant should furnish an undertaking in an **affidavit form on a stamp paper of Rupees one hundred (Rs.100/-)** that the applicant/Firm/ Company /LLP or its Authorised Lead Person has not been black listed by any Government department / agency / statutory body and all the information furnished with the application form are true & correct to their knowledge.
7. It may be noted that furnishing of incorrect / false information about qualification and experience and other details shall lead to rejection of the application and cancellation of empanelment, if revealed later and shall also lead to cancellation of the work already allotted on the basis of empanelment.
8. The Chief Engineer, PWD, Puducherry will be the authority to empanelment of experts / consultant on structural engineers for preparation of Structural Designs, Consultants for Geotechnical investigation / Sanitary, plumbing, drainage, water supply and sewerage / Irrigation Structures, Bridges, Cross Masonry Structures / Green building and GRIHA / Electrical Engineering services & Fire detection and fire protection / Land Survey / and Architect for Landscape including EIA / EPI items. The Chief Engineer, PWD, Puducherry reserves the right to reject any or all applications without assigning any reason. List of empanelled consultants will be placed on website in the public domain.
9. Joint Venture – Maximum number of partners in JV shall not exceeding two entity

- 10. Processing fee (Non-refundable) of ₹2,500/- (Rupees two thousands and five hundred only) on each application payable in the form of DD drawn in favour payable to the Executive Engineer (Planning), PWD, Puducherry and it should be enclosed with the application form without which application shall not be processed.**
11. Additional information, if any, required by the applicant for submission of the application may be obtained from the Executive Engineer (Design), Computer Design Centre, PWD, Puducherry .The applicant shall indicate a specific category under which the applicant / Firm / Company / LLP seeking empanelment.
12. Preparation of cost estimates should be as per the current Puducherry Schedule of Rates (PSR) of four Regions for the scheduled items. Non-scheduled as per prevalent market rates in UT of Puducherry. No lump sum provision in the estimate is admissible unless indispensable. The DPR shall be prepared based on the PSR in consultation with the Department officials where in heavy deviation or extra items arises 5% of the consultancy charges will be deducted.
- 13. Separate application for empanelment in each category should be submitted.**
14. Applications received will be evaluated by consultancy evaluation committee constituted for this purpose by the Chief Engineer, PWD, Puducherry. Out of total applications received only those who possess requisite qualification in the category applied for as per `**Schedule 1**` enclosed, shall be empanelled on the basis of the recommendation of the consultancy Evaluation Committee. Decision of the consultancy Evaluation Committee shall be final and no representation in this regard will be entertained.
15. For work done in-house selection of experts/Structural Engineers and Geotechnical Consultant shall be from amongst the empanelled Structural Engineers / Geotechnical consultants again sub listed those who are ready to work in jurisdiction of PWD (Puducherry, Karaikal, Mahe and Yanam), UT of Puducherry.

16. Notwithstanding proposed empanelment of Structural Engineers / Consultants / Architect the Executive Engineer concerned, PWD, Puducherry may invite competition / offers from any other Architects / Consultants / Structural Engineers through open offer on the basis of the conditions laid down there in.
17. Empanelled Consultant / Structural Engineers / Structural Engineers may be suspended if services rendered by his is found to be grossly deficient & delayed or may be black listed if services are found to be grossly endangering / likely endangering public safety, putting / likely putting Government to grave losses. Conditions for suspension or black listing as per '**Schedule-2**' shall also be applicable.
18. The Chief Engineer, PWD, Puducherry shall be the competent authority to suspend / black list an empanelled expert / Consultants / Structural Engineers in PWD, Puducherry, by giving a short notice of fifteen days and affording an opportunity to hear in writing or in person the Consultant / Structural Engineers take a reasoned appropriate decision in this regard. The Chief Engineer, PWD, Puducherry will be the appellate authority to hear appeal against order of the Executive Engineer (Design), Computer Design Centre, PWD, Puducherry for suspension or black listing. The Chief Engineer, PWD, Puducherry will pronounce his decision within a month. Decision of the Chief Engineer, PWD, Puducherry will be final and binding on both parties.
19. The application submitted by the tenderer based on clarification, additional facility offered (if any) by the department, and this tender shall be unconditional. Conditional tender will be summarily **REJECTED**.
20. The applicant should clearly understood that his offer (in envelope) does not contain any condition, deviation from terms and conditions stipulated in the tender.
21. PWD reserves the right to reject any or all application without assigning any reason thereof.

22. The empanelment for an initial period of 5 (five) years shall be subject to satisfactory professional performance and shall be renewed after 5 (five) years on fresh application for renewal as per Para-3 in Section-1.
23. An empanelment number shall be provided to the Consultant / Structural Engineers / which shall be displayed in the name plate of drawings, design & report etc. prepared by them.

SECTION-III

SCHEDULE-1

**EMPANELMENT OF EXPERTS /CONSULTANT ON
STRUCTURAL ENGINEERS / ARCHITECTS / GEO-
TECHNICAL CONSULTANTS IN PUBLIC WORKS
DEPARTMENT, GOVERNMENT OF PUDUCHERRY**

SCHEDULE-1

Categories of Empanelment of Structural Engineers/ Geo Technical consultant/ Architects in PWD PUDUCHERRY

Sl. No	Category	Sub category in any	Field of Authorization to work	Minimum Qualification	
				Educational	Experience
1	2	3	4	5	6
I-A	Structural Engineer For Buildings (With proof checking)	Category-A (Work Value from ₹1 crore to 10 crores)	Structural design and drawing work of buildings with proof checking of structure design and drawing work of Buildings with proof checking done by any one of the Govt Institution such as IITs, Anna University, Puducherry Technological University, NEERI, CBRI, SERC, etc.	M.Tech (Structure) and registered as structural engineer with a statutory body Firm / Company / LLP	5 years or more As above, applicable to the authorized lead person
I-B	Structural Engineer For Buildings (With proof checking)	Category-B (Work Value ₹10Crores to ₹15 Crores)	Structural design and drawing work of buildings with proof checking of structure design and drawing work of Buildings with proof checking done by any one of the Govt Institution such as IITs, Anna University, Puducherry Technological University, NEERI, CBRI, SERC, etc.	M.Tech (Structure) and registered as structural engineer with a statutory body Firm / Company / LLP	7 years or more As above, applicable to the authorized lead person

I-C	Structural Engineer For Buildings (With proof checking)	Category-C (Work Value ₹15Crores and above)	Structural design and drawing work of buildings with proof checking of structure design and drawing work of Buildings with proof checking done by any one of the Govt Institution such as IITs, Anna University, Puducherry Technological University, NEERI, CBRI, SERC, etc.	M.Tech (Structure) and registered as structural engineer with a statutory body Firm / Company / LLP	10 years or more As above, applicable to the authorized lead person
II-A	Structural Engineer For Roads & Bridges (With proof checking)	Category-A (Work Value from ₹5 Crores to 15 crores)	Structural design and drawing work of Roads,Bridges,Flyover,G gradeSeparator,Roadover Bridges,Tunnels,Subway with proof checking of structural design and drawing work of structures with proof checking done by any one of the Govt Institution such as IITs, Anna University, Puducherry Technological University, NEERI, CBRI, SERC, etc.	M.Tech (Structure) and registered as structural engineer with a statutory body Firm / Company / LLP	5 years or more As above, applicable to the authorized lead person
II-B	Structural Engineer For Roads & Bridges (With proof checking)	Category-B Work Value from ₹15Crores and above)	Structural design and drawing work of Roads, Bridges, Flyover, Grade Separator, Road over Bridges, Tunnels, Subway with proof checking of structural design and drawing work of structures with proof checking done by any one of the Govt Institution such as IITs, Anna University, Puducherry Technological	M.Tech (Structure) and registered / empanelled as structural engineer with a statutory body Firm / Company / LLP	7 years or more As above, applicable to the authorized lead person

			University, NEERI, CBRI, SERC, etc.		
III	Structural Engineer For Water Resource Structures (With proof checking)	Work value from Rs.5 Crores and above	Structural design and drawing work of Bed dams, Check Dams, Barrage, Weirs, Bridges, Culverts, relates to Irrigation purposes with proof checking of structure design and drawing work of structures. The proof checking done by any one of the Govt Institution such as IITs, Anna University, Puducherry Technological University, NEERI, CBRI, SERC, etc.	M.Tech (Structure) and registered as structural engineer with a statutory body Firm / Company / LLP	5 years or more As above, applicable to the authorized lead person
IV-A	Environment / Structural Engineer For Public Health Engineering (With proof checking)	Category-A (Work Value from ₹2 Crores to 15 crores)	Structural design and drawing work of Public Health Engineering related to Water Supply system, sewerage system, storm water drainage system etc. Grids system, Water Treatment Plant, Under Ground Drainage System, Sewage Treatment Plant, ETP, Grey water Treatment Plant to Public Health Engineering purposes with proof checking of structural design and drawing work of structures. The proof checking done by any one of the Govt Institution such as IITs, Anna University, Puducherry Technological University, PPCC, NEERI, CBRI, SERC, etc.	M.Tech (Environment /Public Health) and registered as structural engineer with a statutory body Firm / Company / LLP	7 years or more As above, applicable to the authorized lead person

IV-B	Environment /Structural Engineer For Public Health Engineering (With proof checking)	Category-B (Work Value ₹15 Crores and above)	Structural design and drawing work of Public Health Engineering related to Water Supply system, sewerage system, storm water drainage system etc. Grids system, Water Treatment Plant, Under Ground Drainage System, Sewage Treatment Plant, ETP, Grey water Treatment Plant to Public Health Engineering purposes with proof checking of structural design and drawing work of structures. The proof checking done by any one of the Govt Institution such as IITs, Anna University, Puducherry Technological University, PPCC, NEERI, CBRI, SERC, etc.	Ph.D / M.Tech (Structural / Environment /Public Health) and registered as structural engineer with a statutory body Firm / Company / LLP	10 years or more As above, applicable to the authorized lead person
V	Geo-Technical Consultant		Geotechnical testing and investigations / preparation of geotechnical reports and recommendation of Foundation as per BIS codes.	Sr. Geotechnical Engineer-1 No. Jr. Geotechnical Engineer-2 Nos Draftsman – 1 No Lab Technician – 1 No	7 Years experience with PhD/ ME/ M.Tech (Geo technical) 5 Years experience with ME/ M.Tech (Geo technical) 5 Years experience with Diploma / ITI 2 Years experience with Diploma / ITI

VI	Green building and GRIHA		Green building concept, energy efficient building design and GRIHA Certification	Graduate/post graduate in related discipline Firm/company /LLP	5 years for graduate and 3 years for post graduate As above, applicable to the authorized lead person
VII	Sanitary, plumbing, drainage, water supply and sewerage		Water supply and plumbing work, drainage, sanitation, sewerage design	Graduate /post graduate in engineering/ technology Firm/company /LLP	3 years for graduate and 2 years for post graduate As above, applicable to the authorised lead person
VIII	Fire detection and fire protection		Fire detection fire protection and fire safety design	Graduate in Engineering / technology in fire detection and protection or equivalent from a recognized university Firm/company /LLP	5 years or more. As above, applicable to the authorised lead person
IX	Consultant-Land Survey		Utility location and field surveyors, levelling and detailed site plan with contours etc.	Graduate post graduate in related discipline Firm company/ LLP	5 years of graduate and 3 years for post graduate As above applicable to the authorized lead person

X	Landscape and Streetscape Architect		Landscape and Street scape designs	Registered architect under architect act 1972 / COA with up to date renewal registration certificate and post graduate degree in Landscape Architecture Firm of Architect/ company/ LLP approved by council of architecture New Delhi	7 years in Landscape / Streetscape Architecture As above applicable to the authorized lead person
XI	Electrical Engineering Services	50 Lakhs and above	Electrical services for internal and External work for Buildings, Roads, Bridges etc.	B.Tech / M. Tech (Electrical) / (Power/ Machines)	7 years or more Experience in planning and designing of electrical works including experience in LT/ HT works, transformer, Generator and motors, UPS, Wiring, Refrigeration & Air Conditioning, Network switches, data cabling, provision of racks / HVAC systems in building works etc.

3.1 ELIGIBILITY:

1. A Consultant may be an Indian individual, sole proprietorship Firm, Limited Liability Partnership, Government/Public Limited Company/Private Limited Company/, or any combination of them with a format intent to enter into an agreement or under an existing agreement in the form of a Joint Venture (JV) not exceeding 2 entities in the case of:
 - a) All parties to the JV shall be jointly and severally liable; and
 - b) A JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any add all the parties of the JV during the bidding process and, in the event of the JV is awarded the Contract during contract execution.
2. All entities constituting the Consultant shall deemed to be the nationality of India.
3. A firm that is under a declaration of ineligibility by the Central / State Governments, in accordance with ITC Clause 2, at the date of the deadline for submission of EOI or thereafter, shall be disqualified.

3.2 FORMAT AND SIGNING OF EOIs

1. The EOI document shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized by the Consultant. Proof of authorization shall be furnished in the form of a certified copy of Power of Attorney which shall accompany the EOI. All pages of the EOI where entries or corrections have been made shall be initialed by the person or persons signing the EOI.
2. The completed EOI document shall be without alterations, inter-relations or as necessary to correct errors made by the Consultant, in which case such corrections shall be initialed by the person or persons signing the EOI.
3. Only one EOI shall be submitted by each Consultant.

3.3 SIGNING OF EOI

If the EOI is made by a firm, it shall be signed with the co-partnership name by a member of the firm, who shall also sign his own name, entity or JV and the name and address of each member of the firm shall be given. The EOI shall contain no alterations or additions, except those to comply with instructions issued by the EOI Inviting Officer, or as necessary to correct errors made by the Consultant, in which case all such corrections shall be initialed by the person signing the EOI.

3.4 SUBMISSION OF EOI

3.4.1 SEALING AND MARKING OF EOI

1. The signed EOI documents shall be submitted in sealed covers.
2. The consultant shall ensure that sealed cover shall bear consultants name and address along with following information mentioned on it clearly.
 - a) EOI Notice No. _____
 - b) Name of Work _____
 - c) The name and full address of the prime consultant.
 - d) The name and full address of the officer to whom the EOI is to be submitted, as detailed below
3. The completed sealed cover shall be sent to the following address so as to reach before the time and last date specified for receiving the EOI

**The Executive Engineer (Design),
Computer Design Centre,
Public Works Department,
Subash Chandra Bose Street,
Puducherry - 605001
Tel. No. 0413 – 2336221
Mail id: eedespwd.pon@gov.in**

4. If the EOI is received unsealed, or is in damaged condition such that contents are lost or damaged, authority will assume no responsibility for the misplacement or premature opening of the EOI. Such EOI will be summarily rejected. Any EOI opened prematurely either because of damage to the cover or because of inadequate identification, as specified in Para3.4.1.2 of the above.

3.5 DEADLINE FOR SUBMISSION OF EOI

- 1 All original scanned documents (hard copy in bound form) of EOIs shall be received by the office of the Executive Engineer (Design), Computer Design Centre, PWD, Puducherry or in the drop box placed in the office as mentioned in the EOI call notice. They may be deposited in the EOI box duly marked with the Identification No. properly or forwarded by post. The risk and responsibility for loss, delay, and damage to the seal shall be borne by the Consultant. If the date of submission of EOIs is declared as a Government holiday then the next working day with the same time & venue will be treated as the last date for submission of EOIs.
- 2 The Executive Engineer (Design), Computer Design Centre, PWD,Puducherry may, at his discretion, extend the dead line for submission of EOI by issuing an amendment/ corrigendum in which case all rights and obligations of the Executive Engineer (Design), Computer Design Centre, PWD, Puducherry and of the EOIs which were previously subject to the original dead line shall thereafter be subject to the new dead line as extended.

3.6 LATE SUBMISSION OF EOI

Any EOI received after the time and date fixed for submission or as subsequently extended by the Executive Engineer (Design), Computer Design Centre, PWD, Puducherry will be summarily rejected and returned to the Consultant unopened.

3.7 MODIFICATION AND WITHDRAWAL OF EOI

- 1 The Consultant may modify or withdraw his EOI, provided that the modification or notice of withdrawal is received in writing by the Executive Engineer (Design), Computer Design Centre, PWD, Puducherry prior to the prescribed dead line for submission of EOIs.
- 2 The Consultant's modification or notice of withdrawal shall be prepared, sealed, marked "Modification" or "Withdrawals" as appropriate and delivered in accordance with Clause 3.4.1.2
- 3 No EOI can be modified after the deadline for submission of EOI.
- 4 Withdrawal of EOI by a Consultant during the interval between the deadline for submission of EOI and the expiration of the period of EOI validity specified in the form of EOI shall result in the forfeiture of the EMD.

3.8 OPENING OF EOI AND EVALUATION

3.8.1 OPENING OF EOI

- 1 The Executive Engineer (Design), Computer Design Centre, PWD, Puducherry will open the EOI and any submissions made pursuant to para 3.7, in his office at **5.00 PM** hours on **10/02/2022** in the presence of the Consultants or their authorized representative who choose to attend, all of whom have to sign in the EOI opening Register as evidence of their attendance.
- 2 EOI for which an acceptance notice of withdrawal has been submitted shall not be opened and shall be returned to the Consultant on completion of the EOI opening process.
- 3 Covers of the remaining EOI shall be examined and their conditions will be noted. Any EOI in which the Cover is found to be unsealed or is damaged, it will be rejected and minuted.
- 4 The EOI shall enclose the following particulars:
 - a) Required processing fee (non refundable) on each application(s)
 - b) Proof of eligibility and qualifications.
 - c) No Debarred / Blacklisted details
 - d) Financial information, Chartered Accountant Certificate
 - e) Permanent Account Number and GST details
 - f) Affidavit in support of authenticity of documents & certificates.

- g) Power of Attorney, if any.
- h) Record of litigation and arbitration.
- i) Copy of Joint Venture agreement is enclosed in case of EOI received from Joint Venture (not exceeding two entities of two)

This shall then be kept in the safe custody of the Executive Engineer (Design), Computer Design Centre, PWD, Puducherry until the EOI process is finished.

3.9 DETERMINATION OF RESPONSIVENESS

1. Prior to the detailed evaluation of EOI, Executive Engineer (Design), Computer Design Centre, PWD, will determine whether each EOI has been submitted in the proper form and whether it is substantially responsive to the requirements of the EOI documents. EOI, which have not been submitted in the proper form, will be rejected.
- 2 Any EOI which is not entertained thereafter due date of opening and no corrections/deviations shall not be entertained.

3.10 EVALUATION AND COMPARISON OF EOIS:

- 1 The Consultancy Evaluation Committee will evaluate and compare only those EOIs, which have been determined to be substantially responsive to the requirements of the EOI documents in accordance with the following Procedures

2 EVALUATION OF EOI

The technical proposal will be evaluated and marks assigned as per the marking criteria elaborated in the subsequent para.

3 Evaluation of Technical proposal:-

Sl. No.	Criteria	Weightage	
	Sub-criteria	Criteria Total	Sub-criteria
1	Past experience of the consultant (track record) viz years of existence, presence and knowledge of local terrain	70%	
	• Number of years' relevant experience • Past experience of studies of similar nature		20% of 70% 50% of 70%
	Past experience in carrying out ◆ Studies in the related sector ◆ Studies carried out in the region		20% of 70% 10% of 70%
2	Overall financial strength of the consultant in terms of turnover, profitability and cash flow (liquid assets) situation with audit report.	30%	
	• Turnover figure for last five years.		50% of 30%
	• Net profit figure for last five years		50% of 30%
	Totals	100%	

Note: The consultant should satisfy the qualifying criteria on their own merits and not as a sum total of their sub agencies.

- The Procuring Entity shall short list all the consultants who secure the minimum required marks normally 70% (seventy per cent).**
- Panel of consultant shall be framed based on Technical Bids only. Financial Bids shall be invited separately for individual project from the panel.
- The department is not bound to empanel all such bidders and reserve the right to amend selection process and also to restrict the number of empanelled consultants. The panel of consultant shall remain valid for **5 years** from the date of its formation.

3.11 PROCESS TO BE CONFIDENTIAL:

- After the opening of EOI as per Clause 3.8.1, information relating to examination, clarification, evaluation and comparison of EOI and recommendations, concerning to the award of contract shall not be disclosed to the Consultants or any other persons, not officially concerned with the process, until the selection of successful Consultant is announced.

- 2 Any effort by any Consultant to influence the department's officials in the scrutiny, clarification, evaluation and comparison of EOI, and in any decisions concerning selection of consultant, may result in the rejection of his / their EOI.

3.12 SELECTION RULES

- 1 Applicant must have minimum experience in the field of consultancy, as required in the Schedule – I failing which the applicant will be disqualified.
- 2 The firm should produce the performance report for the works completed indicating the services carried out, project cost, funding agency, period of execution etc., from the client for consideration, failing which that experience will not be considered for evaluation.
- 3 For a Joint Venture, the experiences of all members will be added together.
- 4 The Applicants will be ranked based on the highest marks scored.
- 5 **Top 6 (Six) or more short listed Consultants will be eligible for participation of the Request for Proposal (RFP) to carry out the Consultancy services for the each category.**

SCHEDULE-2

3.13 SUSPENSION / BLACK LISTING OF STRUCTURAL ENGINEER / CONSULTANT / ARCHITECT

The empanelled Structural Engineer/ Consultant/ Architect can be suspended/ black listed in PWD, Puducherry by the Chief Engineer on the basis of following reason:

3.14 SUSPENSION

1. **Negligence:** Negligence of the Structural Engineer / Consultant/ Architect means failure to take reasonable degree of care in the course of his engagement for rendering professional services.
2. **Deficient Services:** Deficiency as defined under Section 2(1)(g) of the Consumer Protection Act 1986, means any fault, imperfection, shortcoming or inadequacy in the quality, nature and manner of performance which is required to be maintained by a person in pursuance of a contract or otherwise in relation to any service.
3. **Delay:** If department found that the Structural Engineer / Consultant/ Architect has not provided services on respective time repetitively or performance not to the satisfaction of the Engineer-in-charge.
4. The preliminary / detailed estimates are not found to be based on the good engineering practices and found technical knowledge.
5. Deployment of inadequate / un-experienced staff / key personnel as observed by the Engineer-in-charge.
6. Continued physical absence of experts/ key personal and will full disobedience of the instruction of the Engineer-in-Charge

3.15 Black Listing:

1. **Substandard Service:** If department found that the Structural Engineer / Consultant/ Architect is not able to provide services up to the mark on repetitively and technical flaws are noticed persistently.
2. **Loss of Govt:** If department found that the Structural Engineer/ Consultant/ Architect provided services, but it has caused loss of money with reference to quality of service or delay in service.
3. **Public safety:** If department found that the Structural Engineer/ Consultant/ Architect provided services, but it has effected public safety with reference to quality of service or delay in service.

Note:

The Chief Engineer, PWD, Puducherry shall be competent authority to suspend / black list the empanelled the Structural Engineer / Consultant/ Architect in PWD, Puducherry.

SECTION – IV

TERMS OF REFERENCE

4.1 TERMS OF REFERENCE

4.1.1 SALIENT FEATURES OF THE WORK

NAME OF WORK: EMPANELMENT OF EXPERTS /CONSULTANT ON STRUCTURAL ENGINEERS / ARCHITECTS / GEO-TECHNICAL CONSULTANTS IN PUBLIC WORKS DEPARTMENT, GOVERNMENT OF PUDUCHERRY

The empanelment of consultant is for consultancy services required for various upcoming projects under PWD, Government of Puducherry.

4.1.2 ROLE OF THE CONSULTANT

(i) The consultant shall have to prepare design philosophy and the design methodology, listing out relevant codes, related references, sound-engineering practices etc.

(ii) The consultant shall have to get the structural analysis and structural design checked by the proof consultant. The detailed design notes shall be submitted along with design philosophy to Engineer-in-Charge. Proof consultant shall have to get appointed by the Govt./ Department for which no fee shall be borne by the Govt./ Department.

(iii) The consultant shall have constant and regular interaction with the PWD, client and structural / services proof consultants for formulating the design philosophy and parameters, preparation of preliminary designs/ drawings/ Specifications.

(iv) The consultant shall have to carry out topographical survey and the survey of all existing services and other constraints existing in and around the site for augmentation of existing services/ facilities as per site requirement.

(v) The Detailed Estimate showing details of measurement, BOQ, draft tender document, analysis of rates etc. shall be prepared and submitted by the consultant to the concerned EE, PWD for formal approval. The corrections /observations, if any is made by the department, the same shall be complied by consultant till final approval by the competent authority. The approved tender documents shall also be submitted in requisite numbers.

(vi) The Consultant shall have to perform in an efficient, orderly and professional manner and shall deploy necessary qualified and skilled persons according to the requirement of the services.

(vii) The consultant shall have to assist Engineer-in-charge in preparing presentations and presentation materials.

(viii) The Consultant shall comply with all applicable laws, bye-laws, and statutory provisions etc. in the performance of the consultancy assignment and in the execution of the project.

(ix) The consultancy services shall be provided through a Team Leader supported by experienced professionals. The Consultant will deploy adequate number of professionals and other staff to deliver the requisite services. The Consultant shall have to submit an organizational structure giving details of proposed Team detailing the roles/work to be performed by each personnel, their tentative duration, inter-relationships of each personnel etc.

(x) The Consultant shall get the approval of the Department / client or both through presentations, Comments and suggestions or alternate proposal of the client and his representatives shall be evaluated and suitably incorporated till the concept design is accepted and frozen.

(xi) The Consultant shall ensure that the various building/engineering services are suitable and economically designed without any discrepancies between the structure and finishes, and the requirements of service installation.

(xii) The Consultant shall ensure that the nature, position, and appearance of all controls of piped services and electrical installation satisfy user and aesthetic requirements, and ensure that adequate coordination drawings are included. He shall also ensure that the various building/engineering services are suitable and economically designed without any discrepancies between the structure and finishes, and the requirements of service installation.

(xiii) Registration and work experience in the Central Government Organization Sectors like JAL-SHAKTHI, MOUD, AMRUT, MOEF, CRZ and STATE SMART CITIES and other required statutory bodies are Preferable.

4.2 SCOPE OF SERVICES

1. The consultant shall provide Comprehensive Consultancy Services in the following areas / fields:

- (A)** Structural Engineering Services (Buildings, Roads and Bridges, Water Resources Engineering, weir / bed dams and other cross masonry structures
- (B)** Geo Technical services
- (C)** Green Building and energy conservation services
- (D)** Sanitary, plumbing, drainage, water supply and sewerage
- (E)** Fire Detection and Fire Protection Services
- (F)** Land survey Services
- (G)** Landscaping Architect Services
- (H)** Electrical Engineering Services

The Consultant shall provide comprehensive consultancy services broadly described hereinafter. However, it should be clearly understood that the description of services is only broad and the Consultant shall be required to perform any other services which may be required whether or

not expressly mentioned hereinafter for Construction of various Projects in the PWD of Puducherry to the entire projects requirement and satisfaction of the client.

(A) (i) STRUCTURAL ENGINEERING SERVICES (Buildings) as per Schedule 1 viz. I-A, I-B and I-C

The Consultant shall perform all the Structural design work necessary by utilizing the most economical, effective and widely accepted engineering concepts / practices (Pre-casting, Pre-stressed, Pre-fabricating and Structural Works) preferably in Government works and shall at all times show a high degree of professionalism in his work including soil investigation shall be done through reputed Geo investigation agency

The Consultant will be fully responsible for the design of all the Structural Engineering works including foundation. The services to be provided by the Consultant shall include but not be limited to the following:

Design basis

- Conduct surveys, tests and other investigations as required to determine the basis to accomplish economic and safe designs including Geo technical investigation
- Planning for the structural arrangements with the architectural design.
- Co-ordination & finalization of structural arrangement. All designs shall be done as per the I S relevant codes.
- Finalization of design basis & structural systems.
- Proof checking of structural design / drawings as mentioned in Schedule I .
The consultant shall also submit the structural design /details (input / output) by the structural consultant and the proof checking thereof along with comments etc. of proof consultant and shall be submitted before inviting the tenders.

**(A) (ii) STRUCTURAL ENGINEERING SERVICES (Roads and Bridges)
including soil test (as per Schedule -1 viz. IIA and IIB)**

i) The PWD, Puducherry requires the services of suitably qualified design consultancy firms having experience in preparation of Detailed Project Report (DPR) of various infrastructure works for various central/ state govt./ externally funded projects, to provide design consultancy services in order to ensure that construction works are planned and designed in accordance with the standards fixed by the national standards/ codes to the satisfaction of the PWD, Puducherry . The consultancy firm will be required to have team of suitably qualified & experienced structural Engineers and other professionals with the latest designing, drawing and planning software and facilities.

ii) The Consultant should undertake a detailed survey of the proposed site to prepare L.A. (Longitudinal Alignment), land width plan, topographic maps etc. and other relevant information should also collected by them for the preparing detailed project wise report.

iii) Detailed topographical surveys using total stations and GPS.

iv) Preparation of index map to locate the project area With reference to its connection with the main city and nearby major / minor towns. It should give a bird's eye view of the project area and the overall location of bridge and its approaches connected with other major road and railway network, if any. The alternative sites Investigated/ the general topography of the country along with location of existing bridges on the various / same road, the important towns, villages, etc in the vicinity are to be shown in the index map.

v) Preparation of site plan along with the detailed commentary in the main report, to a suitable scale indicating there in the details of the sites considered under various alternatives. The direction of traffic, the alignment of approach, angle of skew, location and value of permanent benchmark; the location of cross section and longitudinal sections taken, location of trial pits or boring, soil investigation and other

details such as building or any permanent structures, places of worship, well, nallah, burial ground, outcrop area etc are also to be indicated.

vi) Preparation of detailed engineered plan.

vii) (a) Consultant shall prepare the proposal for permission from Competent Authority for utility shifting. Such as electric lines, traffic lights, water supply lines sewerage lines, irrigation channel, removal of encroachment, verification of ROW from land records, preparation of land acquisition plan, submission and verification of ROW from Revenue Authorities, liasoining with Govt. Authorities for getting clearances from respective authorities, Trees Cutting, statutory clearances / approval and Traffic & Transport Management work, removal of encroachments, survey report for demolition of structures and deciding compensation as per Govt. Policy and shall take permission from any authority as applicable / Railway Department / State Forest Deptt. /MoEF/ Revenue Deptt., any other authority department, regarding cutting of the tree compensatory aforestation, transfer of land, if any under Forest Act & Extent rules in close consultation with concerned Forest/ Revenue Officials & to their total satisfaction & requirements, if required.

(b) The Consultant shall get the General Arrangement Drawing (GAD) and other Drawing approved from competent authority of the Railway Department / Statutory Authorities / other Authorities in applicable.

viii) Analysis and evaluation of all design data.

ix) The Consultant shall carry out Geotechnical investigations and subsurface exploration for the proposed Flyovers / ROBs and along its high embankment approaches (greater than 6m) and any location as necessary for design properties of the works as per relevant I.R.C / B.I.S codes and conduct all relevant laboratory and field tests on soil/ rock samples.

x) However, where a study of geotechnical reports and information available from adjacent crossings over to the same highway and railway bridges Indicates that the subsurface variability is such that boring at the suggested spacing will be

insufficient to adequately define the conditions for design purposes, the Consultant shall review and finalize the bore hole depth and locations accordingly.

xi) The boring in strata other than rocky (as per I.R.C. 78) shall extend to a depth not less than twice the width of the foundation in question below the proposed foundation level. In case of rocky strata, 3m drilling only is required below founding level as per I.R.C. - 78. The boring shall be done for boulders / gravel / clayey strata etc. as per requirement and shall be governed as per codes or latest practices.

xii) The consultant shall prepare the scheme for the boring locations and the depth of boring and PWD, Puducherry approval thereto shall be obtained before starting the work. The scheme may be finalized in consultation with PWD, Puducherry.

xiii) The sub-soil exploration and testing should be carried out either directly by the consultants or through reputed sub-soil investigation Consultants /IIT.

xiv) Analysis and interpretation of field & laboratory test data for the preparation of Geo-technical investigation report either directly by consultants or through reputed sub-soil investigation consultants / IIT.

xv) All meteorological data records as per clause 5.3.9 of IRC:SP:54-2000 shall be collected and accordingly will be taken into account.

xvi) All Hydrological data records shall be collected for irrigation channels / sewerage channels etc. as per IRC specification or Hydrological Survey of India.

xvii) The Consultant shall prepare General Arrangement Drawing (GAD) of Flyovers / ROBs and its approaches for proposed Flyover with showing the salient features of the bridges and structures proposed to be constructed along the road sections covered under the scope of work. These salient features such as alignment, overall length, span arrangement, cross section, deck level, founding level, type of bridge, number lanes and other components such as superstructure, substructure, foundation, bearing, expansion joint, return wall etc. considering suitable earthquake

Zone etc shall be finalized based upon aesthetics and geotechnical studies, cost effectiveness and ease of construction. The GAD shall be supplemented by Preliminary designs only to assess the cost of bridges. In respect of span arrangement, type of bridge and its approaches (like RCC retaining wall/RES/natural earth slope etc) at least three alternatives with cost-benefit implications should be submitted to enable PWD, Puducherry to approve the best alternative.

xviii) The detailed designs of main bridges are to be submitted by the consultants

xix) The bridges/over bridges shall be designed for loading as per IRC Code.

xx) The consultants shall furnish the detailed design and working drawing for suitable protection works wherever required during the construction phase and thereafter as per requirement of PWD, Puducherry.

xxi) All relevant Railway design parameter shall be incorporated. The consultant shall also incorporate safety provision for CRS approval in Railways Specification and shall get the drawings approvals from Railways Authorities.

xxii) The consultant is to carryout detailed designs, prepare and submit working drawings for the following:

Prepare alignment plans, longitudinal sections and cross sections @ 25m interval or lesser interval as decided by PWD, Puducherry wherever required.

Design of road features and road safety / traffic control features as per latest specification of International standards

Drainage design showing location of turnouts, out falling structures.

Cross drainage structures including bridges/culvert over tributaries/channels, if any. Design for relocation of existing utility services. Such as electric lines, traffic lights, water supply lines sewerage lines, irrigation channel, removal of encroachment, verification of ROW from land records, preparation of land acquisition plan, buildings, boundary wall, bore well etc.

Horizontal and vertical alignment of carriageway.

The detailed design for geometric elements shall cover, but not be limited to the following major aspects: Horizontal alignment Longitudinal profile Cross-sectional elements Junctions and intersections.

The alignment designs shall be verified for available sight distances as per the standard norms. The provision of appropriate markings and signs shall be made wherever the Existing site conditions do not permit the adherence to the site distance requirement as per the standard norms.

The Consultant shall prepare Design of pavement of approach road including drainage as per IRC 37 latest.

The Consultant shall prepare for the most appropriate design option establish on life cycle costing and techno- economic considerations taking design period of 15 years for flexible pavements.

For the design of pavement, each set of design input shall be decided on the basis of rigorous testing and evaluation of its suitability and relevance in respect of in - service performance of the pavement. The design methodology shall accompany the design proposals and shall clearly bring out the basic assumptions, values of the various design inputs, rationale behind the selection of design inputs and the criteria for checking and control during the implementation of works. In other words, the design of the pavement structure should take due account of the type, characteristics of material used in the respective courses, variability of their properties and also the reliability of traffic prediction. Furthermore, the methodology adopted for design of pavement shall be complete with flow charts indicating the various steps in the design process, their interaction with one another and the input parameters required at each step. The Consultant shall prepare for the most appropriate design option established on present traffic surveys and shall carry out detailed design in view of future projections for traffic taking into consideration urban and local growth of the

Region. The Consultant shall carryout traffic survey as per IRC Codes and shall be responsible for accuracy of the data in future also.

xxiii) The embankment design should provide for maximum utilization of locally available materials consistent with economy.

xxiv) The Consultant shall carry out detailed analysis and designs for all embankments height greater than 6m based on relevant IRC publications and computer package on high embankment.

xxv) The design of embankment should include the requirements for protection works and traffic safety features.

xxvi) The consultant shall prepare detailed estimates for quantities considering designs and project cost including the cost of environmental and social safeguards proposed based on MORTH Standard Data Book /latest SOR published by PWD, Puducherry, rates applicable for Bridge works in the PWD, Puducherry and market rate for the inputs. The estimation of quantity shall be based on detailed design of various components of the projects.

xxvii) The Consultant shall make detailed analysis for computing the unit rates for the different items of works. The unit rate analysis shall duly take into account the various inputs and their basic rates, suggested location of plants and respect lead distances for mechanized construction. The unit rate for each item of works shall be worked in terms manpower, machinery Staff and materials.

xxviii) The consultant shall make himself available for checking of the estimates and giving proofs for adoption of rates as per requirement of PWD, Puducherry.

(A) (iii) STRUCTURAL ENGINEERING SERVICES (Water Resource Engineering) as per Schedule 1 viz. III

The detailed scope of Work for empanelled Consultant shall primarily include activities as below:

- i) The Consultant should have the suitable software for different components of the DPR like bed dams, Weir or Barrage, Guide Banks, Regulator, canal falls, Cross drainage works, Super passage, canal syphon, Aqueducts, canal system, groyne wall, earth dam, Rock fill dam, Bell's Bund, lined canal, under tunnel, flood protection work, sea erosion, shore protection, Flood management system .
- ii) To carry out necessary detailed survey & investigation, identify gaps in data and information, interaction with District Administration, local people wherever necessary.
- iii) To assess the various factors such as Run-off, Hydrograph, flood routing, Geological formation of Aquifers, Water table, Evaporation loss Reservoir Sedimentation Water requirement, Estimate cost Benefit Ratio, Duty of water, storm drainage plans, etc.
- iv) To carry out Total Station (TS) survey, Drone survey, GIS survey.
- v) To fix-up benchmark stations at all proposed sites.
- vi) Preparation of hydraulic design and specification for various water resource structures.
- vii) Detailed Computer Aided Design on reputed software for hydraulic design and drawing along longitudinal and cross section of the canal, water ways, Tanks, Lakes, Reservoirs etc.

viii) Preparation of cost estimates etc. The cost estimate should be as per the current Puducherry Schedule of Rates (PSR) of four Regions for the scheduled items. Non- scheduled as per prevalent market rates in UT of Puducherry. No lump sum provision in the estimate is admissible unless indispensable. **The DPR shall be prepared based on the PSR in consultation with the Department officials where in heavy deviation or extra items arises 5% of the consultancy charges will be deducted.**

ix) Documentation and Report preparation/ comprehensive report should include all the above mentioned information as well as presentation of inception report. Survey & investigation report, Geo-technical study report with all maps, field data, water quality testing report, the all design & drawing of all components of Water Resource project and the cost estimate of the project.

x) The scope of DPR will also include preparation of working drawing with complete Geo referenced drawing, levels other relevant details require for execution of work site.

(A) (iv) STRUCTURAL ENGINEERING SERVICES (Public Health Engineering) as per Schedule 1 viz. IV-A, IV-B

The detailed scope of Work for empanelled Consultant shall primarily include activities as below:

i) The Consultant should have the suitable software for different components of the DPR like Barrage, Intake well, Pumping Main/Gravity Main, Treatment Plant, Over Head Tanks, Under Ground Tanks, Distribution System (Loop and Branched Network), Civil Structures, Drawing etc.

ii) The DPR should be prepared for the entire project area covering all habitations/ towns of the said block/ village/ town where the project is proposed.

- iii) To carry out necessary detailed survey & investigation, identify gaps in data and information, interaction with District Administration, local people wherever necessary.
- iv) To assess the various water supply/sewerage/ storm drainage plans, system being taken up in the area and determine their interface and interaction with proposed water supply system.
- v) To identify the proper location of water source i.e. outlet at canal, sump intake well, infiltration gallery, alignment of raw and clear water rising mains and distribution networks, sewerage network, storm system, cross-draining features, canal, road (State Highway / National Highway) and railway crossing etc. Pumping Stations (PS), Water Treatment Plant/ Sewerage Treatment Plant, elevated storage reservoirs & ground storage reservoir and power supply etc.
- vi) To carry out Total Station (TS) survey, Drone survey, GIS survey for raw and clear water rising mains and distribution networks, contour survey for WTP/ STP site wherever required.
- vii) To fix-up benchmark stations at all proposed sites such as Intake Well, STP, WTP, ESR etc.
- viii) To carry out trial pit up to 1.5 M depth at a distance of 0.5 Km to 1.0 Km, depending upon change of direction, gradient, obstruction etc. for raw and clear water rising mains in order to assess the type of soil excavation and water table condition for laying pipeline.
- ix) Preparation of hydraulic design and specification for pumping systems at Intake, STP, WTP& Storage site etc. specification of pipes, valves and other fittings etc.

x) Detailed Computer Aided Design on reputed software for hydraulic design and drawing along 'L' section of raw and clear water rising mains distribution system along with inter connection arrangements for consecutive zones. Detailed structural design and drawings of intake well, STP, WTP, ESR & UGR, pumping arrangement, thrust blocks, chambers for water appurtenances, power supply and other related structures etc. in all complete. All drawings are to be made in AutoCAD and Geo referenced.

xi) Distribution network & inter connection arrangements with adjacent zones design and layout plan prepared by use of established software shall be submitted to employer with details of references. The entire water supply system should be designed to ensure 8 hours water supply per day to the rural area or as required for urban areas. The softcopies of the design calculations and drawings required to check the design calculations shall be submitted to department by the agency and presented on the software to department view.

xii) **Preparation of cost estimates etc. The cost estimate should be as per the current Puducherry Schedule of Rates (PSR) of four Regions for the scheduled items. Non- scheduled as per prevalent market rates in UT Of Puducherry. No lump sum provision in the estimate is admissible unless indispensable.**

xiii) Documentation and Report preparation/ comprehensive report should include all the above mentioned information as well as presentation of inception report. Survey & investigation report, Geo-technical study report with all maps, field data, raw water quality testing report, the all design & drawing of all components of Water Supply/ Sewerage/ Storm project and the cost estimate of the project.

xiv) The scope of DPR will also include preparation of working drawing with complete Geo referenced drawing, levels other relevant details require for execution of work site.

(B) GEO TECHNICAL SERVICES as Per Schedule 1 viz. V

- i) Carrying out soil investigations (both Machine boring, Hand auger boring), hydrological investigations, etc as IS code provisions and suggest sequence of excavation if necessary.
- ii) Recommend soil stabilization methodology, soil protection systems if required
- iii) Recommendation of economical type of foundation to be adopted and its depth to transfer the design loads (will be provided by Structural designer).
- iv) The agency should have latest technologies; software and Laboratory facilities (provide the details of Laboratory owned/hired with equipment details). Soil strata analysis, includes modeling using appropriate software is preferred. •
- v) The agency should be capable of providing soil reports with necessary supporting data regarding soil parameters and reduced levels of concern boreholes for finalizing the design criteria.
- vi) All necessary Soil parameters including but not limited to SPT, Particle size Analysis, Atterberg limits, Water content, Shear parameters (Direct Shear Test, Triaxial Shear Test Unconfined compression test), Specific gravity, Modulus of sub grade reaction, 'k' value, modulus of soil reaction, E', influence factor for raft foundation, RQD details with uniaxial compression test results, depth of ground water.
- vii) Required nos. of Geotechnical investigation reports with proof calculation sheets shall be submitted in hard copy as mentioned in RFP. The soft copy of the same shall also be submitted to PWD, Puducherry.
- viii) The Consultant will have to visit the site, attend the meetings with the Client / Stakeholders and also to work in relation with PWD.

ix) All deliverables shall be as per the RFP for each project. Drawings, geotechnical investigation reports including geo technical interpretative reports, analysis model etc all in digital & hard copies (as required).

x) The Consultant shall provide assistance / expertise if required, to analyze and advise remedies for any problems / test results as per norms arising during foundation construction at site.

(C) Green Building and GRIHA as per Schedule 1 viz VI

For facilitation, Design & Specifications Assistance and Computer Based Energy Analysis of the Building and its components and documentation for GRIHA Rating, the consultant shall be required to do:

(a) Whole Building Analysis for Energy Performance, Climatic Comfort & ECBC compliance.

- (i) Solar Analysis for optimizing orientation, shading, and glazing areas.
- (ii) Detailed whole building Thermal/Energy Simulation to achieve thermal comfort indoors through detailed analysis of the following:
 - Envelope (Wall, Windows, Skylights etc).
 - Passive cooling system.
 - HVAC systems and components (if required) together with passive cooling strategies.
- (iii) Perform the following GRIHA Green Certification related analysis:
 - Analysis for Minimum Energy performance Pre-requisite.
 - Analysis for optimizing building design to reduce conventional energy demand.
 - Energy Simulation and Analysis for Optimum Energy Performance of building within specified comfort limits.
 - Energy Use Calculation for Renewable Energy Credits.

(b) Building Analysis for Day lighting and Artificial Lighting

- (i) Day lighting Simulation for optimizing natural lighting.
- (ii) Luminance Analysis
- (iii) Perform the GRIHA Green Certification related analysis for lighting

(c) Site Planning & Water Management

- (i) Design and recommendation for Erosion control & sedimentation control on site.
- (ii) Assist on Low water usage, Rainwater Harvesting, Wastewater recycling and
- (iii) construction waste usage and other waste management strategies.
- (iv) Transportation Management Strategies
- (v) Perform the GRIHA Green Certification related analysis.

(d) Working with design team to achieve GRIHA rating

- (i) Overall facilitation to obtain not less than 3 star GRIHA rating from TERI under their GRIHA program.
- (ii) Awareness on Green Building concepts and GRIHA rating system for the project team.
- (iii) Facilitate the project design team to select materials/equipment to meet the GRIHA requirement. Support in identifying vendors for the project to meet GRIHA requirement.
- (iv) Vet the tender document to ensure the tender technical specification meets the GRIHA requirements.
- (v) Create a Construction Documents Review Report.
- (vi) Prepare and provide all necessary templates for the design team, so as to meet GRIHA requirements.
- (vii) Facilitate project team in preparing the documentation as stipulated by GRIHA and its submission for getting GRIHA Rating. Filter, cross validate, verify consistency, add value and consolidate to make the document suitable for submission to TERI. Provide inputs on previous credit interpretation requests.
- (viii) Besides taking up his own documentation, the consultant must also take up all the documentation for all the points as required from the sides of the architect, project managers including taking periodic photographs. Cad drawings & putting together product cut sheets & statements. Only raw material like product brochures for this would be supplied through a designated point person from the department.

(e) Measurement and Verification (through a BEE accredited auditor)

- (i) Prepare a Measurement & Verification Plan based on building systems selected for implementation.
- (ii) Occupation. Provide functional testing of operation strategies (day lighting, occupancy control, Indoor Air Quality) with short term monitoring.
- (iii) Create Verification Report as per the above.
- (iv) Calibrate the computer model of the site and building situation as built to create a model of the actual savings.

(f) Details of “Factors to be Considered” for the “Experience in sustainable design & green building” Parameter

- (i) Either walls or roofs having efficient ‘U’ factor as specified in ECBC (Energy Conservation Building Codes)
- (ii) Vertical fenestration complying with ECBC requirements as specified in ECBC.
- (iii) Use of energy simulation program for building design (Provide brief description and simulation results)
- (iv) Use of passive and low energy cooling of buildings.
- (v) Integration of on-site renewable electricity generation e.g. solar photovoltaic, biomass gasifier, etc.
- (vi) Extensive use of low embodied energy building materials.
- (vii) Energy efficient HVAC system as specified in ECBC if required.
- (viii) Implementation of building automation system: timer based controls, motion sensors, etc. as required.
- (ix) Integration of on-site renewable based thermal energy e.g. solar hot water, etc. as required.
- (x) Structure: Includes foundations and footings, structural lintels, columns, beams, floor/roof slabs stairs & ramps, shafts and pits (excluding reinforcement, which are not to be modeled)
- (xi) Architecture: Including internal/external walls, doors, windows, openings, flooring, toilets, kitchens, false ceiling and curtain wall.

- (xii) MEPF Services: Including all type of electrical points, linear quantities of sub mains and circuits, MCBDBs, quantity of fire detector (above and below the false ceiling) linear quantity of various sizes of fire fighting and sprinkler system pipes, sluice valves etc.
- (xiii) External Services: Including Sewer, Rain water harvesting, Water supply grid, Irrigation gird, fire fighting grid, landscaping, BSES line, Electrical line etc.
- (xiv) Incorporating information received from Engineer-in-Charge and client.
- (xv) Issuing discrepancy reports.
- (xvi) The Consultant shall have to co-ordinate with the department and attend meetings with the department as and when required including meeting with the contractors.

(D) Fire Detection and Fire Protection Services as per Schedule-1 viz. VIII

- (i) Preparation of Design Basis Report (DBR) with conceptual design schemes (service room & shaft finalization, plant room demarcation), preliminary SLD (schematic) and preliminary cost estimates based on relevant classification of building as per NBC Norms.
- (ii) Design of Fire Protection Systems with underground static & overhead water storage tank requirement as per NBC / Indian Standard Codes /NFPA/ Local Fire Authority's and standards with an aim to achieve minimum required IGBC/GRIHA/LEED rating.
- (iii) The Fire Protection System shall consist of external and internal Hydrant/sprinkler system or water mist system etc. as required for different areas. Hydraulic loss calculation & pump sizing needs to be submitted.
- (iv) Preparation of Tender Documents with special condition of contract, schedule of quantities with detailed take off sheets & technical specifications in consideration with CPWD fire fighting Specifications & List of Approved Makes.
- (v) Single Line Diagram showing complete fire protection scheme
- (vi) Design and layout of external / internal hydrant/sprinkler/water mist System. Layout of fire extinguishers as per requirements.

- (vii) Preparation tender drawings (all floor plans, external layout, terrace plan, plant room layout showing pumps location & connecting pipes & valves).
- (viii) Preparation of Tender Estimates based on PSR items & Non PSR items (For which rates to be obtained from market). Rate Analysis for Non PSR Items to be prepared with supporting quotation from vendors and the rates may be got approved from the Competent Authority.
- (ix) Assistance in technical and financial evaluation of bids for finalizing the works to be awarded.
- (x) Preparation of Tender Justification of Rates based on prevailing market rates for all items. Rate Analysis to be prepared with supporting quotation from vendors.
- (xi) Prior to execution, Agency shall coordinate & provide full support in obtaining Statutory Approval whenever required. Any modification, changes/amendments in drawings in line with requirements of local authority to be done by the agency.

(E) Land survey Services as per Schedule-1 viz. IX

The core objective of this project is to facilitate govt. departments of various Divisions like Buildings, PHD, Irrigation, Roads etc. This facilitation can further expand to other needful for Public Works Department of UT of Govt. of Puducherry. This project will allow the surveying and landscaping in fast, accurate and cost effective manner.

1. Differential Global Positioning System and Total Station Survey:

The DGPS (Differential Geographic Positioning System) Survey

These are surveys which are carried out using the differential GPS. It achieves higher positional accuracy by making use of the differential capabilities of two GPS antenna linked by a radio signal.

The **DGPS Survey** main features are:

- Position is determined by distance from at least 4 satellites
- Time taken by signal to travel from satellite to antenna used to determine the distance.

- The base station calculates the difference between the specified coordinates of its location and those indicated by the satellites.
- The base is continuously broadcasting a signal to the rover of this difference.
- The rover then uses this same difference to accurately determine its location.

DGPS Advantages

- Higher accuracy
- Real time data
- Worldwide coverage
- 3D survey results
- 24 hours availability
- Not affected by cloud cover

In order to fulfill desired functionality, the proposed DGPS must consist of following technical specification –

- Multiple Channels, by advanced Pacific Crest Maxwell 6 Custom Survey GNSS Technology
- High precision multiple correlator for GNSS pseudo range measurements
- Unfiltered, unsmoothed pseudo range measurements data for low noise, low multipath error, low time domain correlation and high dynamic response
- Very low noise GNSS carrier phase measurements with precision in a 1 Hz bandwidth
- Signal to noise ratios reported in dB-Hz
- Proven Pacific Crest low elevation tracking technology

Total Station Survey: A total station is an electronic/optical instrument used in modern [surveying](#) and [building construction](#) that uses electronic transit theodolite in conjunction with electronic distance meter (EDM). It is also integrated with microprocessor, electronic data collector and storage system.

The instrument is used to measure sloping distance of object to the instrument, horizontal angles and vertical angles. This Microprocessor unit enables for computation of data collected to further calculate the horizontal distance, coordinates of a point and reduced level of point.

Data collected from total station can be downloaded into computer/laptops for further processing of information.

Total stations are mainly used by land surveyors and civil engineers, either to record features as in topographic [surveying](#) or to set out features (such as roads, houses or boundaries). They are also used by archaeologists to record excavations and by police, crime scene investigators, private accident Reconstructionist and insurance companies to take measurements of scenes.

- In order to fulfill desired functionality, the proposed Total Station instrument must be equipped with latest technology and features for modern and advanced surveying.

2. The following factors may include the scope of work –

- (i) Survey should use scientific method, using latest instruments.
- (ii) Survey would include: Site evaluation, Analysis and impact of existing and proposed development on its immediate environs.
- (iii) Site survey including adjacent area (Site Plan)
- (iv) Contour Survey at intervals as specified.
- (v) Location of all existing structures like, channel , nallah ,water bodies, trees, electric line, other buildings, tubewell, Approach to the site (Specify kachha/pukka road with width of existing road distance from main road), show state highway or NH or any main road if any, give max. flood level of nallah/canal/river/pond if any at site or near site, encroachment at site if any to be show properly, any ditch if any, etc. if any deep slope are in site show properly.
- (vi) Showkhasara Plan with no. in survey plan. (Separately)
- (vii) Any other features as directed by engineer in charge.

- (viii) Survey plan and contour plan will be in scale 1:500, or as directed.
- (ix) show co-ordinates of all corners of sites/boundary
- (x) Vigilance Tasks
- (xi) Any other feasible survey

(F) Landscaping Architect Services as per Schedule-1 viz. X

- (i) Open space design
- (ii) Design of Landscape structures and features
- (iii) Illumination design
- (iv) Design of Surface drainage and water management including rainwater harvesting
- (v) Signage, graphic design and local architecture elements
- (vi) Vehicular and pedestrian movement
- (vii) Design of Kiosks and recreations
- (viii) Planning of Plants and trees
- (ix) Coordination of external services
- (x) Methodology for execution and maintenance
- (xi) Design of Garden and other green areas

(G) ELECTRICAL ENGINEERING SERVICES as per Schedule-1 viz. XI

(i) General

The services to be provided by Consultant shall include **(Preliminary & Detailed Estimates, Design and Drawings etc.)**

- Design of electrical installations including all electrical fittings/fixtures etc., as necessary.
- Power Supply & Distribution system including emergency and backup supply, sub-station etc
- Telephone system, intercom communications facilities, Public Address system.

- Sound reinforcement system as necessary, stage lighting.
- Cable TV / Dish antenna system
- Lightning protection and Earthing system.
- External Lighting
- UPS back up for sensitive / critical equipments.
- Building / Energy Management system controlling all essential services.
This system should allow switching off particular areas when not in use. A manual bypass also to be provided which will allow bypassing / overriding the building / Energy management System when necessary.
- Lifts, Escalators.
- Solar Water & Lighting System, if required.
- Any other services required but not specifically indicated.
- Proper coordination with civil engineering / mechanical engineering features / services.

Note: - All the Electrical and mechanical services, as mentioned above shall be designed by the consultant. No extra payment shall be made or deducted, if any modifications are required as per chief requirement in above.

(ii) Services

- Carry out basic and detailed designs of comprehensive electrical power distribution scheme, indoor and outdoor lighting, lightning protection and earthing systems of all the buildings in accordance with the relevant Indian regulations and Standards. The work shall include, but not limited to the following services:
- Design and draw up preliminary schemes on the electrical requirements and on the rating of all the apparatus/ equipment that will be installed in the buildings.

- Design the distribution systems and prepare single line diagrams with details of accessories and equipment.
- Specify the details and capacities of HT panels, Transformers, L T panels, standby diesel generators and fuel intake, and to specify the type of supply arrangement for incoming power supply, interlocking arrangement between HT panel, transformer, L T panel & DG sets.
- Design the Sub-station comprising of the HT panel room, transformer room, L T panels room, generator room and to specify the necessary switchgear and control Changeover panels, capacitor banks, bus duct, essential and non essential panels as necessary with the appropriate load shedding.
- Make detailed specifications of all electrical items, including outdoor / indoor equipment, essential and non - essential panels, power control centers, capacitor panels and the corresponding bill of quantities for the various items.
- Design and prepare detailed layout drawings for the individual power. Indoor and outdoor lighting, lighting protection and earthing system with separate earthing for the computer network and for other equipment as required.

(iii)Telephone, Intercom & Communication system

- Telephone layout and telephone equipment including conduit and accessories layout for the telephone system and any protective devices battery back-up required.
- Design the EPABX room. Prepare conduit layout of cables and terminals inclusive of a fiber optic or other special data transmission cables for system required.
- Intercom layout and intercom equipment including conduit and accessories layout for the intercom system and any protective devices required.

- Investigate the needs of each site in terms of communication facilities and call bells required and to specify same and the corresponding equipment and accessories together with preparation of conduit and accessories layout necessary.
- Prepare the specifications and bills of quantities.
- Check and approve detailed drawings of the suppliers and manufacturers
- Check and approve the suppliers' / manufacturers' drawings/documents.

(iv) Sound Reinforcement System

Carry out basic and detailed design for the sound diffusion system required and this shall be inclusive of, but not limited to, the following:

- Plan showing the routing of conduit, wiring, position of speakers, central console etc. indicating block diagram of P A system.
- Cable and conduit layout, sound equipment and visual display system together with any protective devices required;
- Prepare specifications and bills of quantities;
- Check and approve detailed drawings of the suppliers and manufacturers;

(v) Cable TV/Dish Antenna System

- Prepare working drawings indicating the locations of TV points, Central panel/racks of dish antenna.
- Fixing details of dish antenna.
- Prepare specifications and bills of quantities.
- Check and approve the suppliers'/ manufacturers drawings/ documents.

(vi) Lightning Protection and earthing System

Lighting protection system shall be an advanced integrated lighting protection system and it shall consist of a dynamic air dynamic air termination which acts as a preferred strike point, a surge conductor to minimize side flashing, an earthing system, protection from power surges at point of electricity line into the facility and protection from surges and transients on oncoming telecommunications and signal lines. The work shall include, but not limited to, the following:

- Prepare plans showing internal/external earth grid, earth electrodes and lightning protection with size of conductors and details of each electrical and lightning arrestors along-with details of earthing pits.
- Earth system shall be as per relevant Indian Standards and Indian Electricity rules

SECTION – V

**SCHEDULES OF SUPPLEMENTARY
INFORMATIONS**

SCHEDULES OF SUPPLEMENTARY INFORMATIONS

- Schedule A To establish their eligibility, Consultant shall submit all the necessary documents. If the Consultant is an existing or intended JV shall submit a copy of the JV Agreement, or a letter of intent to enter into such an Agreement. The respective document shall be signed by all legally authorized signatories of all the parties to the existing or intended JV, as appropriate.
- Schedule B - Income Tax PAN No. and GST NO, RTGS / NEFT / ECS details
- Schedule C - Project experience record
- Schedule D - Activity Schedule
- Schedule E - Similar project experience record
- Schedule F - Bio-data of Technical Personnel for the work
- Schedule G - Record of arbitration and Litigation
- Schedule H - History of Debarred/ Black listed
- Schedule I - General Power of Attorney Affidavit
- Schedule J - Affidavit
- Schedule K - Financial Information

Consultant shall enclose the above documents/information in the prescribed form enclosed in SECTION VI – Forms.

SECTION – VI

FORMS

SCHEDULE – A

JOINT VENTURE AGREEMENT

SCHEDULE – B

INCOME TAX PAN NUMBER AND DETAILS OF CLEARANCE
AND MANDATE FORM FOR ELECTRONIC PAYMENT
THROUGH RTGS / NEFT / ECS

SCHEDULE – C
PROJECT EXPERIENCE RECORD

Sl. No.	Name of work	Employer	City area / population	Project cost	Date of commencement	Date of completion
1.	2.	3.	4.	5.	6.	7.

ON GOING WORKS

Sl. No.	Name of work	Employer	City area / population	Project cost	Date of commencement	Up to date % of Progress of work	Name & Address / Tel. No. of officers to whom reference may be made	Remarks / Scope of Consultancy Contract
1.	2.	3.	4.	5.	6.	7.	8.	9.

SCHEDULE – D

ACTIVITY SCHEDULE(Programme of Work)

The Consultant shall furnish below his programme of work, accompanied by bar charts, arranged as he deems fit in order to complete the total work within the period of contract. Programme shall be divided into main activities and sub-activities with detailed description, time required. Manning schedule along with tasks assigned to each key personnel and sub key personnel shall also be enclosed.

Name : _____

Signature : _____

Date ; _____

(Seal)

Designation : _____

SCHEDULE – E
SIMILAR PROJECT EXPERIENCE RECORD

Sl. No	Name of work	Employer	City area / population	Project cost	Date of start	Date of completion
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SCHEDULE – F

BIO-DATA OF TECHNICAL PERSONNEL OF THE CONSULTANT WHO WILL BE AVAILABLE FOR THE PROPOSED CONTRACT

- a) Sl. No.:
- b) Name :
- c) Designation :
- d) Qualification :
- e) Duration of employment with consultant :
- f) Years of professional experience :
- g) Experience on works of similar nature during employment with Consultant,
and previous employment, if any
- h) Position & Responsibility for the present work

FORMAT FOR CURRICULUM VITAE

- 1. Name of person / Organization :
- 2. Permanent Address :
- 3. Educational Qualification :
- 4. Professional Qualification :
- 5. Past Experience :
- 6. Specialization if any :
- 7. Out-standing activities Performed earlier

SCHEDULE – G

RECORD OF ARBITRATION & LITIGATION

The Consultant shall record chronologically any dispute he has had with any of his previous Employers during the last 10 years, indicate whether arbitration or Litigation, the nature, approximate duration and amount of claim involved in respective cases.

Sl. No	Project Identification and Location	Name and Address of Employer , tel& fax	Nature of Dispute					
			Description	Arbit'n Litigants	Period From - to	Amount claimed (lakh Rs.)	Result	In favour of Employer / ConsultantG

Name :

Date :

Signature :

Designation :

Seal of Company :

SCHEDULE – H
DEBARRED / BLACKLISTING DETAILS

Sl. No.	Name of the Institution	Town or Village and District	Ref Letter No.	Details of Work	Stage

Name :

Date :

Signature :

Designation :

Seal of Company :

SCHEDULE - I

GENERAL POWER OF ATTORNEY AFFIDAVIT

(On stamp paper of Rupees One Hundred)

By this power of Attorney, I/We S/o
.....Aged aboutyears. R/o

.....
.....Partners of having its registered office at
..... hereby appoint

.....
Aged about years S/o as our Lawful
attorney on behalf of the company, to do and execute all or any of the following
acts, deed and things, that is to say:

1. To apply for, obtain and renew all licenses, permits, etc., that are necessary for carrying on the said business.
2. To submit all statements, returns, etc., to proper authorities as required by any law or rule in force and to verify the same by production of documents and papers.
3. To appoint, empty, dismiss or discharge any agent, broker, office, clerk, peon, or any other person at such remuneration, commission, or salary, as the said attorney thinks fit.
4. To draw, accept, endorse, negotiate or pay any bill of exchange, hundi, promissory note, cheque, draft, railway receipt, bill of lading or other instrument which may be deemed necessary for carrying on the said business.

5. To open and operate bank accounts in any bank or banks in the name of the firm and/or to authorized any person or persons to operate the above bank account.
6. To borrow or raise loans from time to time, such sums of money, from any individuals, recognized financial institutions and upon such terms as the said attorney may think fit upon the security of any of the properties of the firm whether movable or immovable and for such purpose to execute such document or documents as may be necessary for securing the repayment of such loan or loans.
7. To negotiate, enter into any bargain, do all acts, things or execute any deeds or documents or other instruments or assurances as may be necessary for selling, mortgaging or purchasing any movable or immovable property, from any individual, recognized financial institutions and upon such terms as the said attorney may thinks fit.
8. To institute contest, compound, submit to arbitration all suits proceedings, claims, demands etc., arising in course of or in relation to the aforesaid business.
9. To execute and sign in our name individually or collectively and on our behalf any document, letter or deed in respect of to carry on the business effectively.

And I/We hereby agree to ratify and confirm all and whatsoever our said attorney shall lawfully do or cause to be done by virtue of this deed.

In witness whereof , I/We the said partners has hereto signed at

On this the.....

WITNESSES:	Name of Partner	Signatures
1.	1.	1.
	2.	2.
	3.	3.

Date :

SCHEDULE – J

AFFIDAVIT

(On stamp paper of Rupees One Hundred)

1. I/We _____ certify that the information furnished in all Schedules and forms are true and agree that my / our EOI shall be rejected if I / we am / are found to have misled or made false representation in the form of any of the Schedules of Supplementary information and / or statements submitted in proof of the eligibility and qualification requirements or if I / We have a record of poor performance such as absconding from work, works not properly completed as per contract, inordinate delays in completion, financial failure and / or has / have participated in previous EOI for the same work/s and had quoted unreasonable high EOI premium.
2. I/we _____ agree to be disqualified for EOI if I/We _____ withdraw my/our EOI without a valid reason (to be decided by the Executive Engineer (Design), Computer Design Centre ,PWD, Puducherry).
3. I/We _____ certify that no criminal cases are pending against me/us partners at the time of submitting the EOI.
4. I/We _____ accept that my/our EOI shall be rejected if any criminal cases are pending against me/us/partners of the firm at the time of submitting the EOI.
5. I/We _____ agree that if the history of litigation, criminal cases pending against me/us/Partners furnished by me/us is false. I/We _____ will attend by the action taken by Executive Engineer, (Design), Computer Design Centre, PWD, Puducherry without approaching any court whatsoever for redress. However, I/We shall be given suitable opportunity to offer my/our explanation before action is taken against me/us.

6. I/We _____ certify that the following addenda issued by the Executive Engineer, (Design), Computer Design Centre, PWD, Puducherry have been received by me/us and incorporated in my/our EOI.

1. _____ dated _____

2. _____ dated _____

3. _____ dated _____

(Add if the addenda issued are more than 3)

7. Further I/We _____ certify that no near relatives (as defined in it 3.3 (e)) are working in the PWD, Puducherry

8. I/We _____ also agree to undertake to keep accurate and system of accounts, records and furnish the same (including that of sub-contractor) and agree to reimburse PWD and excess amount claimed by me / us over and above my / our entitlement as per relevant Clauses.

Dated this day of 20.

Signature In the capacity of duly authorized to sign the

EOI for and on behalf of

.....

(Block Capitals)

Signature of Witness:

Name of Witness:

Address of Witness:

SCHEDULE – K

FINANCIAL INFORMATION

Financial Analysis – Details to be furnished duly supported by figures in balance sheet / profit and loss account for the last **five consecutive years ending March 2020**.

(Rs. in lakhs)

Sl.No.	Particulars	Financial Year				
		2016-17	2017-18	2018-19	2019-20	2020-21
1.	Gross Annual turnover on consultancy work					
2.	Net Profit / Loss (in case of loss, figure should be entered with negative sign)					

Signature of Chartered Accountant with seal

Signature of Applicant(s)

OFFICE OF THE EXECUTIVE ENGINEER (DESIGNS)
COMPUTER DESIGN CENTRE
PWD, PUDUCHERRY
Subash Chandra Bose Street, Puducherry-605001

Email: eedespwd.pon@gov.in

Tel.0413 2336221

Web Site: www.pwd.py.gov.in

Form for Empanelment

[As Structural engineer/ Architect/ Consultant]

1. Category of Empanelment:
2. Application is for Renewal or New Empanelment:
3. Details of the applicant firm/ company/LLP:

Photo

Name	
Address	
Phone No.	
Fax No.	
Email:	
Website	
Purpose of establishment of Area of service to be provided	
Authorisation / accreditation / affiliation registration with legally constituted council/ institute / board/ body for providing services in the field for which firm/ company / LLP established (attach proof)	
Registration / affiliation with legally constituted council/ institutions/ board/ statutory body (attach proof)	
Year of establishment (attach proof)	
PAN/TIN No.	
Number of years of providing services (experience)	

4. Details of legally authorized lead person of the applicant firm/company/LLP

Name	
Address	
Phone No.	
Mobile No.	
Email:	
Education Qualification	
Years of experience	
Area of experience	
Registration / affiliation with legally constituted	
Council/ institutions / board/ statutory body (attach proof)	
PAN No.	

5. Number of regular employees of the applicant firm/ company/ LLP

Sl. No.	Category	Numbers

6. Details of key persons working with the applicant firm/ company/ LLP:

Sl. No.	Name of key position	Educational qualification	Work experience	
			Field/ area of work/ services provided	Years

7. Major projects completed in last five years:

Year	Name of assignment project	Cost / quantity / area	Type of assignment / project or/ type of service provided	proof

8. Major projects in hand:

Date of assignment	Name of assignment/ project	Cost / quantity/ area	Type of assignment/ project or type of service provided	Proof

9. Software used by the applicant firm/ company/ LLP:

Sl. No.	Brief description of the software used/ in use

10. Awards won by the applicant firm/ company/ LLP:

Sl. No.	Brief description of the equipment/ instrument	Purpose

11. Firm/ company /LLPs of consultants working in association with the applicant firm/ company/ LLP:

Sl. No.	Services	Name firm/ company/ LLP (attach legal proof)
1	Structural consultancy for Buildings	
2	Structural consultancy for Roads and Bridges	
3	Structural consultancy for Water Resource Structures	
4	Structural consultancy for Public Health Engineering	
5	Geo Technical Consultant	
6	Green Building	
7	Fire Detection and fire Protection	
8	Land Survey	
9	Landscape Architect	
10	Electrical Engineering	

12. Reference persons (at least two) who recognize work of the applicant firm. Company / LLP:

Sl. No.	Name and contact details of reference persons

13. Field/ fields in which the applicant firm/ company/ LLP have mostly worked

Sl. No.	Field of the work	Yes or No
1	Hospital and mechanical buildings	
2	Institutional buildings	
3	Housing	
4	Urban planning	
5	Urban designing	
6	Industrial buildings	
7	Govt/ semi govt/ private office buildings	
8	Hotels/ motels / tourist resort	
9	Landscaping / parks etc	
10	Commercial complex/ trade centres	
11	Recreational centres	
12	Stadium	
13	Boat club/ jetty	
14	River/ lake front development	
15	Conservation / environment	
16	Interiors	
17	Others	
18	Any other relevant information	

14. Processing fee:

Processing fee (non refundable) of Rs.2,500/- (Rupees two thousands and five hundred) on each application is to be deposited in favour of Executive Engineer (Planning), Central Office, PWD, Puducherry.

DD No.	Date	Amount in Rs.	Name of branch and bank	Ref. of speed post dispatch

Note:-

1. Application form shall be submitted through online and the applicants should have upload all original scan documents and one set of hard copy (in bound form) should be submitted by Post / in person addressed to the Executive Engineer (Design), Computer Design Centre, PWD, Puducherry
 - a) Original Demand Draft payable in favour of Executive Engineer (Planning), Central Office, PWD, Puducherry payable at Puducherry.
 - b) An affidavit duly notarized on non-judicial stamp paper of Rupees One Hundred as per **Section 2, Instructions to Applicants Para 6.**
2. Necessary documents to prove the above facts shall be attached (duly attested)
3. If required , PWD may verify the submitted documents independently
4. The practicing Architects of architectural firm / consultant should be registered with the council of Architects and valid certificate to effect shall be enclosed.

Place:

Date:

**Signature & Seal
of Legally Authorized Lead
Person of the Applicant**

Firm/Company/LLP

Declaration

I confirm that the information given above is true to the best of my knowledge and I can produce relevant original documents in support of the above information as and when required. Further I understand that all the above information have been furnished for empanelment only. Further, I undertake that the applicant Firm/Company/LLP has not been blacklisted by any Government department/ agency/ statutory body.

Place:

Date:

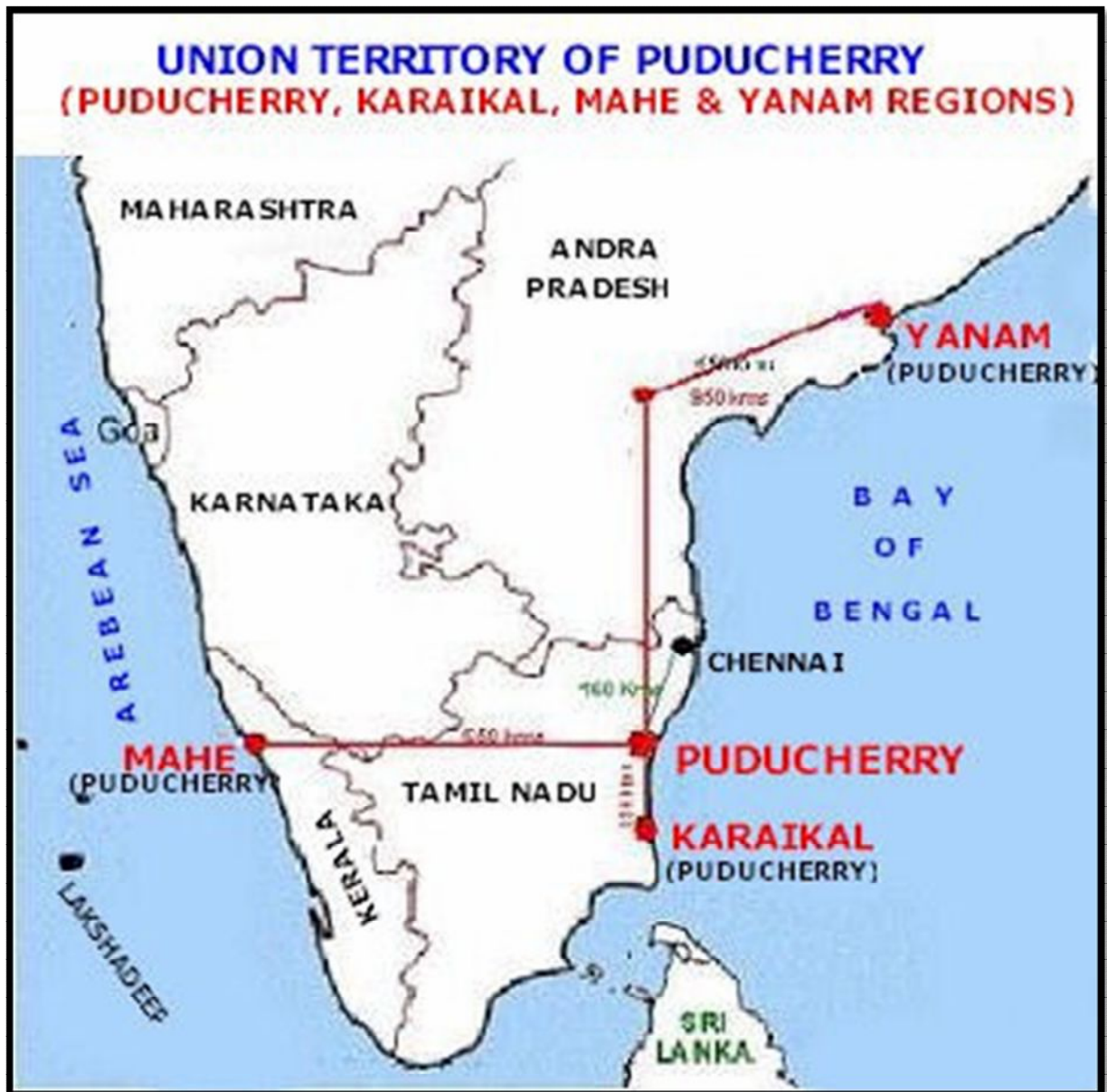
**Signature & Seal
of Legally Authorized Lead
Person of the Applicant**

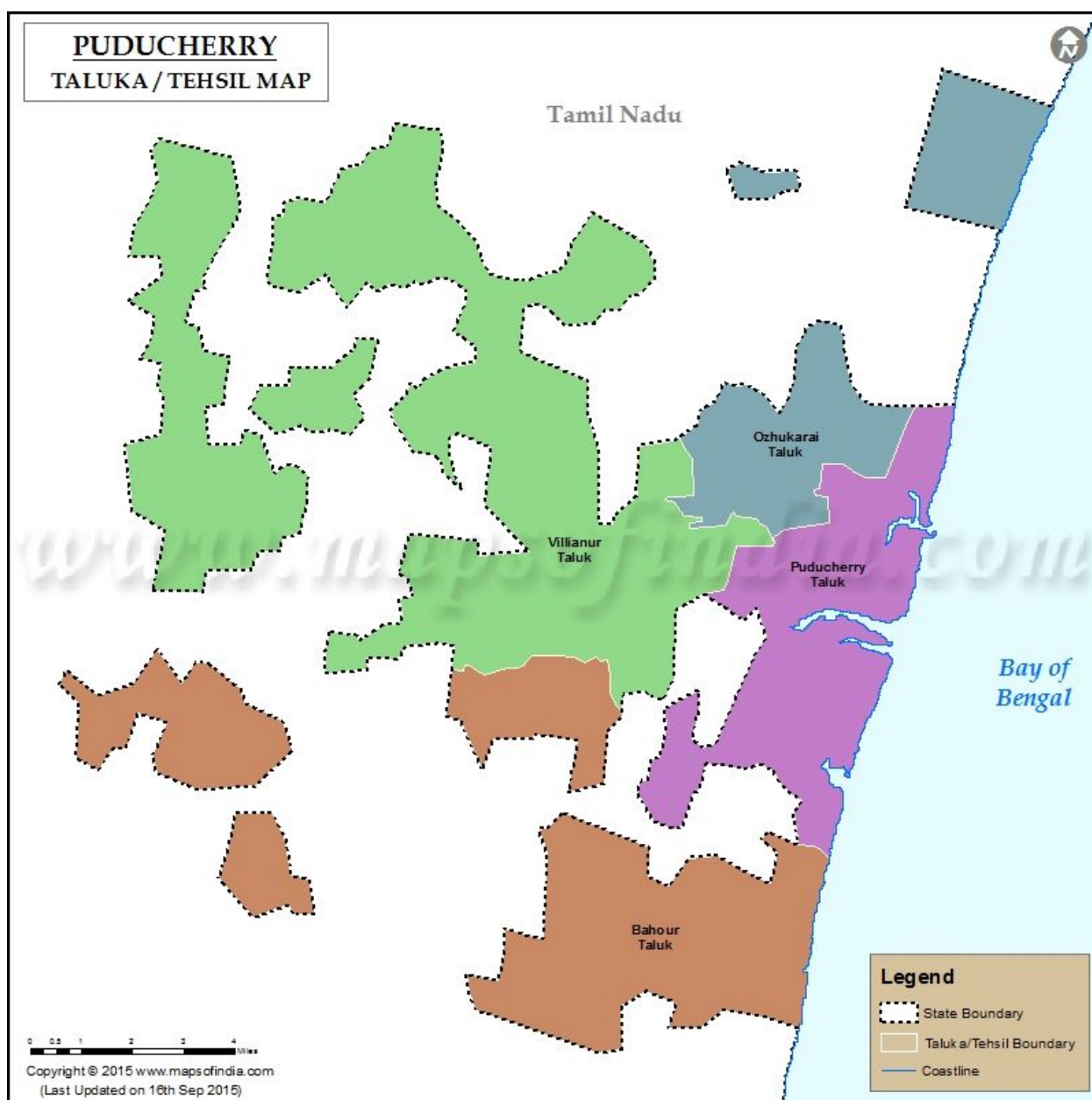
Applicant

Firm/Company/LLP

SECTION – VII

INDEX MAPS





KARAIKAL
(160 Sq. kms.)

TAMILNADU

TO KUMBAKONAM 60 KMS.

TO PERELAM

TO PONDICHERRY 140 KMS.

TRANQUEBAR

Nandalar estuary

NEDUNGADU

KOTTUCHERRY

KARAIKAL

NERAVY

THIRUNALLAR

THIRUNALLAR PATINAM

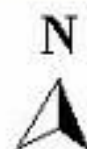
TO NAGAPATTINAM 19 KMS.

NAGORE

Bay of Bengal

Mahe Region

Pondicherry UT



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