



RAJASTHAN HOUSING BOARD

No.64

Date : 08/05/23

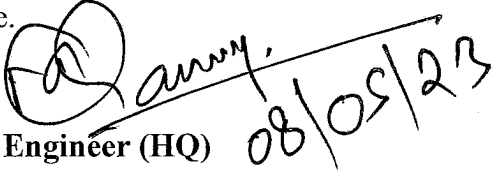
EXPRESSION OF INTEREST FOR EMPANELMENT OF ARCHITECTS

Expression of Interest is invited from experienced architects and the already empanelled architects who want the upgradation in their grade or want to continue in their grade for empanelment with Rajasthan Housing Board for planning and designing of Housing Schemes in various cities of the state. The architects having experience in Residential and Group Housing, Commercial, Institutional (Office buildings/Schools & Dispensaries etc.) Sports complexes, Interior Designing, Landscape design, Theatres & Auditorium etc. may apply in the prescribed documents. The documents may be downloaded from the RHB web site urban.rajasthan.gov.in/rhb and sppp.rajasthan.gov.in from 15.05.2023 to 25.05.2023.

- (i) Those Architects who are already empanelled with RHB shall be required to pay only a sum of Rs. 5,000/- as renewal fee for 3 years.
- (ii) Those Architects who do not deposit their empanelment renewal fee in prescribed time their empanelment shall be deemed to have been cancelled. The empanelment may be renewed after paying penalty amount. The penalty amount for renewal shall be 20% of the renewal fees i.e. Rs. 1000/- only.
- (iii) All the applicants have to submit the valid registration certificate with Indian council of Architecture. They are also required to submit a declaration on stamp of Rs. 100/- that their agency has not been Blacklisted / Debarred by any Department / Organisation.
- (iv) All fresh applications and those who wish to upgrade the Category of their empanelment will have to deopsit a sum of Rs. 10,000/- as empanelment fee for 3 years along with the document duly completed.

The document duly completed alongwith the Demand Draft in favour of Rajasthan Housing Board (non refundable) should positively reach the office of the Chief Engineer (HQ), RHB latest by 5.00 PM of 30.05.2023

The decision of the competent authority in this regard shall be final. The Board may consider awarding architectural & design consultancy of its future projects to the empanelled architects according to the policy as decided by the Board from time to time.


Chief Engineer (HQ)
Rajasthan Housing Board,
Awasthawan, Janpath,
Jyoti Nagar, Jaipur

RAJASTHAN HOUSING BOARD

(A Government of Rajasthan Undertaking)

"Awas Bhawan", Jan Path, Jyoti Nagar, Jaipur-302005

Empanelment Document

(To be filled by fresh applicants & already empanelled architects
Who wish to upgrade the category of their empanelment)

Expression of Interest for Empanelment of Architects

Cost of Document: Rs. 10000/-

Remitted Vide DD/Banker Cheque No..... Dated

of.....
(Name of Bank)

Documents downloaded by.....


Chief Engineer (HQ)
RHB, Jaipur

RAJASTHAN HOUSING BOARD

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" Awas Bhawan", Jan Path, Jyoti Nagar, Jaipur-302005

Empanelment Document

1. PREAMBLE

The applicant is required to furnish all information desired in the format so that he can be empanelled for RHB works and financial offer can be invited from him according to his capability. After receipt of the applications, the competent authority may categorize the applicants in different categories depending upon the capabilities which shall be evident from the information supplied by him. The decision of the competent authority shall be final in this regard. The work being executed by RHB is wide in natures which includes following: -

- | | |
|---------------------------------------|---------------------------------------|
| 1. Housing & High Density Residential | 6. Recreational Building & Parks |
| 2. Schools | 7. Sport Complex |
| 3. Office buildings | 8. Institutional Buildings |
| 4. Theatres & Auditoria | 9. Interior Design, Landscape Design, |
| 5. Multiplexes & Shopping Complexes | 10. City & Country Planning |

Signature of Applicant
(Including title of Capacity)

RAJASTHAN HOUSING BOARD

(A Government of Rajasthan Undertaking)

"Awasthwan", Jan Path, Jyoti Nagar, Jaipur-302005

Empanelment Document

2. INFORMATION AND INSTRUCTIONS TO APPLICANT

2.1 General

- 2.1.1 Information required in the enclosed forms should be furnished against the respective columns in the form. If information is furnished in a separate document, reference of the same should be given against respective column. If any particular query does not pertain to the applicant, **"Not Applicable"** should be marked against it. However, the applicants are cautioned that not giving complete information called for in the application in the required form, and not giving it in clear terms or making any change in the prescribed format may result in the applicant being summarily disqualified. Applications made by telegram or fax and those received after schedule date of submission will not be entertained.
- 2.1.2 The application should preferably be type written. The applicant's name should appear on each page of the application.
- 2.1.3 Overwriting should be avoided, corrections, if any, shall be made by crossing out and rewriting, under Minisignatures alongwith date. All pages of this document should be numbered and submitted as a package with signed letter of intent.
- 2.1.4 References, information and certificates duly signed by the respective clients certifying suitability, technical know-how or capability of the applicant should also be enclosed.
- 2.1.5 The applicant is advised to attach any additional information which he thinks necessary for showing his capabilities. No further information will be entertained after submission of the document, unless, it is called for by RHB.
- 2.1.6 The cost incurred by applicants in preparing this application, in providing clarifications or attending discussions, conferences in connection which shall be borne by the applicants and RHB in no case be responsible or liable for these costs, regardless of the conduct of outcome of the empanelment process.

Signature of Applicant
(Including title of Capacity)

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Empanelment Document

3.0 METHOD OF APPLYING

- 3.1 If the application is made by an individual, it should be signed by the individual above his full type written name and current address.
- 3.2 If the application is made by a proprietary firm, it should be signed by proprietor above his full type written name and the full name of his firm with its current address. .
- 3.3 If the application is made by a firm in partnership. it should be signed by all the partners of the firm above with their full typewritten names and current address or alternatively by a partner holding power of attorney for the firm in which case, a certified copy of power of attorney shall be accompany the application. A certified copy of the partnership deed along with copy of Registration with Registrar and current address of all the partners of the firm should also accompany the application.
- 3.4 If the application is made by an individual or firm who has alliance with an individual or firm, it should be signed by an individual or firm with letter of alliance from an individual or firm with whom it has alliance.
- 3.5 If the application is made by a limited company or corporation, it should be signed by duly authorized person Holding power of attorney for signing the application in which case a certified copy of Registered power of attorney shall accompany the application, Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the empanelment application is filled.

Signature of Applicant
(Including title of capacity)

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4.0 ELIGIBILITY REQUIREMENT

4.1 Expression of interest is invited from all competent firms/individuals having at least five years experience in Architectural works. Architects should have executed at least three works in last five years in following fields/ areas S.No.1 to 10.

- | | |
|---------------------------------------|---|
| 1. Housing & High Density Residential | 6. Recreational Building & Parks |
| 2. Schools | 7. Sport Complex |
| 3. Office buildings | 8. Institutional Buildings |
| 4. Theatres & Auditoria | 9. Interior Design
Landscape Design, |
| 5. Multiplexes & Shopping Complexes | 10. City & Country Planning |

5.0 REQUIRED QUALIFICATION

- 5.1 The applicant in the same name or with partner should be registered with Indian council of Architecture (Attach Copy of registration duly certified)
- 5.2 The applicant shall furnish the following in the attached formats, wherever applicable.
- a) Letter of intent (Annexure-A)
 - b) Structure and Organization (Annexure-B)
 - c) Full information regarding financial resources and capability (Annexure-C)
 - d) Details of projects and magnitude completed by the applicant during
 - e) the last five years (Annexure-D)
 - f) Details of project in progress and tendered for as on the date of submission of application (Annexure-E)
 - g) Details of technical, administrative persons along with workers of
 - h) various categories (Annexure-F)
 - i) Details of any litigation in which the applicant is involved or details of termination of any contract (Annexure-G)
 - j) Any other relevant additional information.
 - k) Copy of attested documents defining the project execution, legal status, structure and organization, place of registration and principal place of Company Corporation of firm etc.

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- 5.3 For the purpose of empanelment, the applicants shall be evaluated by the competent authority which may place them in different categories depending upon the following:-
- (a) The type of projects executed by the applicants.
 - (b) Organizational Capacity.
 - (c) Financial Capacity.
- 5.4 Even though applicants satisfy the above requirements they are subjected to be disqualified if they have —
- "Made untrue or false statement in the formats and attachments required in the documents and/or record of proof performance, such as abandoning work, not properly completing contracts, financial failures, inordinate delays in completion, litigation history."**

Signature of Applicant
(Including title of Capacity)

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Empanelment Document

6.0 RIGHT OF THE BOARD

- 6.1 RHB reserves the right to accept or reject any or all applications at any time without assigning any reasons and final the empanelment process and such action of RHB shall not invite any liability towards the affected applicant/applicants whatsoever it may be.

7.0 DEAD LINE FOR SUBMISSION OF APPLICATION

- 7.1 The empanelment document in prescribed formats duly completed and signed by the authorized signatory shall be submitted to the office of the CE (HQ), RHB, Jaipur on or before. . . . April 2023 upto 5.00 P.M.
- 7.2 Any application received by RHB after the dead line fixed for submission of application will be rejected and returned un-opened to the applicant.

Signature of Applicant
(Including title of Capacity)

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" Awas Bhawan", Jan Path, Jyoti Nagar, Jaipur-302005

Empanelment Document

ANNEXURE-A

LETTER OF INTENT APPLICATION FOR EMPANELMENT

To,

**The Chief Engineer, (HQ)
Rajasthan Housing Board,
Jan Path, Jaipur.**

Dear Sir,

Having examined the empanelment document, we hereby submit all the necessary information and relevant documents to empanel for Architects.

The application is made by us on behalf of.....in the capacity duly authorized to submit the offer.

The necessary evidence admissible in law in respect of authority to us on behalf of the group of firms for applying and for completion of the contract document is attached herewith.

We understand that RHB reserves the right to reject any application without assigning any reason.

Encl.

1. Annexure duly filled in the prescribed formats.
2. Evidence of authority to sign.

Date:

Place:

Signature of Applicant
(Including title of Capacity)

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Empanelment Document

ANNEXURE-B

STRUCTURE AND ORGANIZATION

1. Name of company
Whether the applicant is
 - a. An individual Firm_
 - b. A proprietary Firm
 - c. A firm in Partnership
2. Address of registered Office
Local Office
Mobile No.
Telephone Nos.
Fax Nos.
PAN No.
TIN No.
Service Tax No.
PF Registration No.
Name of the Contact Person
E-mail Address
3. Description of Company
4. Name and address of Bankers
5. Attach organization chart-showing the structure of the company including names and position of Director and Key Personnel.
6. No. of years of Experience

The Firms/individuals fill up the relevant columns of following table along-with documentary proofs.

S.No.	Name of Field	Relevant experience (in Years)	Documentary proof of experience	Remarks
1.	Architectural			

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7. Details of Registration with the council of Architecture
8. Were any of your project suspended after commencement.
If so, give the reasons thereof
9. Have you ever not completed any project awarded, if so, give the name of the project and reasons for not completing the project.
10. How many of your projects were delayed and compensation imposed
Please give details
11. For how many years have your organization been in business of similar works under its present name.

**Signature of Applicant
(Including title of capacity)**

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ANNEXURE-C

FINANCIAL STATEMENT

- 1 Name
- 2 Capital
- 3 Attach audited balance sheets and profit and loss statement for last three years
- 4 Financial Position
 - a. Cash and Bank
 - b. Current assets
 - c. Current liabilities
 - d. Working Capital
 - e. Net worth
- 5 Total Liabilities
- 6 Annual Value of assignments undertaken for each of the last five years

Year	Value (Rupees in Lacs)
2018-19	
2019-20	
2020-21	
2021-22	
2022-23	
- 7 Certificate of financial soundness from bankers of applicants together with their full address mentioning A/c No.
- 8 Approximate value of projects in hand
- 9 Have you ever been declared Bankrupt.
- 10 Have you ever been denied bidding facilities by any Government/Public Sector Under taking if yes, Please give details

**Signature of applicant
(Including title of capacity)**

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Empanelment Document

ANNEXURE-D

DETAILS OF PROJECTS COMPLETED BY THE APPLICANT DURING THE LAST FIVE YEARS

S.No.	Name of Work.	Name of client with address and name of contact person with ohone No.	Project cost. (in lacs)	Stipulated Period of completion	Actual period of. Completion	Reasons for delay	Principal Features of work	Value of work done (in lacs)	Remarks
1	2	3	4	5	6	7	8	9	10

Signature of Applicant
(Including title of capacity)

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"Awasthawan", Jan Path, Jyoti Nagar, Jaipur-302005

Empanelment Document

ANNEXURE-E

DETAILS OF PROJECTS IN PROGRESS AND BID SUBMITTED AS ON DATE OF SUBMISSION OF APPLICATION

S.No.	Name of Project	Name of client with address and name of contact person with phone No.	Works in hand/nearing completion				Work tendered		
			Project cost. (in lacs)	Cost of work executed upto date	Stipulated Period of Completion	Anticipated actual date of completion	Estimated cost (in Lacs)	Expected date of award of work	Stipulated date and period of completion
1	2	3	4	5	6	7	8	9	10

Signature of Applicant
(Including title of capacity)

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" Awas Bhawan", Jan Path, Jyoti Nagar, Jaipur-302005

Empanelment Document

ANNEXURE-F

DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL & WORKERS

Category	S.No.	Name of person	Qualification	Designation	No. of years of Experience	Details of works carried out
Technical Personnel						
Administrative Personnel						

Details of skilled and other workers

(Only numbers be mentioned for each category of staff)

Signature of Applicant
(Including title of capacity)

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" Awas Bhawan", Jan Path, Jyoti Nagar, Jaipur-302005

Empanelment Document

ANNEXURE-G

DETAILS OF LITIGATION IN WHICH THE APPLICANT IS INVOLVED OR DETAILS OF THE TERMINATION OF ANY CONTRACT

(The applicant is required to give relevant details in brief, in case there is no litigation pending regarding any project then it should be stated accordingly)

Signature of Applicant
(Including title of capacity)

क्रमांक : रा.आ.मं./मु.अभि.मु./2023-24/.....6.1
दिनांक : / / 2023

कार्यालय आदेश

राजस्थान आवासन मंडल में वास्तुविद संस्था हेतु विभिन्न श्रेणियों में सूचीबद्धीकरण (Empanelment) के मापदण्ड निम्नानुसार निर्धारित किये जाते हैं:

क्र. सं.	विषय	श्रेणी			
		A	B	C	D
1	कार्य योजना की लागत	रुपये 10 करोड़ या कम	रुपये 10 करोड़ से अधिक व 20 करोड़ तक	रुपये 20 करोड़ से अधिक व 40 करोड़ तक	रुपये 40 करोड़ से अधिक
2	पिछले पाँच वर्षों में पूर्ण किये गए कार्यों की लागत राशि (करोड़ रुपये में)	रुपये 50 करोड़ तक	रुपये 100 करोड़ तक	रुपये 150 करोड़ तक	रुपये 150 करोड़ से अधिक
3	बहुमंजिला भवनों (भूतल+पाँच मंजिल) के निर्माण कार्यों की वास्तुविद सेवाओं की संख्या	कम से कम दो कार्य	कम से कम दो कार्य	कम से कम दो कार्य	कम से कम दो कार्य
4	फर्म द्वारा भवन निर्माण से संबंधित वास्तुविद सेवाओं का कार्यानुभव	कम से कम 5 वर्ष	कम से कम 5 वर्ष	कम से कम 5 वर्ष	कम से कम 5 वर्ष
5	फर्म में नियुक्त 10 वर्ष या अधिक कार्यानुभव के वास्तुविदों की संख्या	1	1	1	1
6	फर्म में नियुक्त वास्तुविद की संख्या	2	2	4	4
7	फर्म में नियुक्त सिविल इंजीनियर की संख्या	1	1	2	2
8	फर्म में नियुक्त सीनियर ड्राफ्टमैन की संख्या	5	5	10	10

वास्तुविद संस्था का कार्यालय अन्य शहर में होने की स्थिति में, जिस शहर में भवन निर्माण प्रस्तावित है, वहाँ एक स्थानीय कार्यालय स्थापित करना अनिवार्य होगा, जिसमें एक वास्तुविद व एक सिविल इंजीनियर की नियुक्ति आवश्यक होगी। यह आदेश तुरन्त प्रभाव से लागू होंगे।

आवासन आयुक्त

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:

1. निजी सचिव, अध्यक्ष / आवासन आयुक्त
2. मुख्य अभियंता (मु0) / प्रथम / द्वितीय



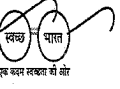
मण्डल का यह सपना, सुन्दर घर हो सबका अपना



Telephone: 91-141-2740359; e-mail ID: cehq.rhb@rajasthan.gov.in; Website: urban.rajasthan.gov.in/rhb

GSTIN: 08AAALR0046F1ZA; PAN: AAALR0046F; TAN:

(Rear Block, Floor 02, "Awasthawan", Jan Path, Jyoti Nagar, Jaipur - 302005; EPABX: 91-141-2740812, 2740113, 2740614)1



राजस्थान आवासन मंडल

RAJASTHAN HOUSING BOARD

(राज0 आवा0 मंडल अधिनियम 1970 के तहत गठित राज्य सरकार का उपक्रम)

(A State Government Enterprise constituted under RHB Act 1970)

क्रमांक : रा.आ.मं./मु.अभि.मु./2023-24/...6.1

दिनांक : 05... / 05... / 2023

3. सचिव / वित्तीय सलाहकार
4. अतिरिक्त मुख्य अभियंता प्रथम / द्वितीय / तृतीय, जयपुर / जोधपुर
5. अतिरिक्त मुख्य नगर नियोजक / निदेशक (परियोजनाएँ)
6. संयुक्त निदेशक (एस.ए.) – वैबसाईट पर अपलोड करने हेतु
7. उप आवासन आयुक्त (गुणवत्ता नियंत्रण) / वृत्त
8. आवासीय अभियंता (ई-प्रॉक) / (रैरा) / खण्ड
9. सहायक निदेशक (जन सम्पर्क) / सम्पदा प्रबंधक (अभिलेख) / प्रभारी नागरिक सेवा केन्द्र
10. कार्यालय / रक्षित पत्रावली

मुख्य अभियंता (मुख्यालय)



मण्डल का यह सपना, सुन्दर घर हो सबका अपना



Telephone: 91-141-2740359; e-mail ID: cehq.rhb@rajasthan.gov.in; Website: urban.rajasthan.gov.in/rhb

GSTIN: 08AAALR0046F1ZA; PAN: AAALR0046F; TAN:

(Rear Block, Floor 02, "Awash Bhawan", Jan Path, Jyoti Nagar, Jaipur - 302005; EPABX: 91-141-2740812, 2740113, 2740614)2