

**Request for Empanelment of Practicing firms
in the field of
Architecture, Engineering, Landscape, Project Management,
Urban Re-Development & Planning
Work**

**Date of Submission of Proposal: 04/01/2023 by
2:00 PM only**



**DISTRICT DEVELOPMENT AUTHORITY – UDHAM SINGH NAGAR
1ST Floor, Vikas Bhawan, Rudrapur-248001
TeleFax- 05944-27 | Email – udausnagar@gmail.com
Website: <http://ddausn.org.in>**

1. Background

District Development Authority – Udham Singh Nagar is the district level agency responsible for:

- a. **Assessing development requirement of new development area (the whole district of Udham Singh Nagar area)** and managing of respective Development Authority and apprising the state government of any development concerns.
- b. **Active participation in preparation of master plans/ regional plans of the development area** through the town and country planning department or any private agencies/outsourcing partners and its implementation.
- c. Review of the proposals received from respective zonal offices on revision in Master plans.
- d. Review of the activities/ responsibilities of subordinate offices and giving directions to them for enhancing operational efficiency.
- e. **Preparation of plans of mega infrastructure development projects in the identified new development area.** Also aligning central/state govt. schemes for the implementation of such plans along with motivating private capital for the same.
- f. Land pooling & land bank creation for provision of Housing & development schemes.
- g. Promoting PPP mode development of mega infrastructure & development projects.

2. Objective

On behalf of Vice Chairman, District Level Development Authority (DLDA), Udham Singh Nagar; Secretary, DLDA invites proposal for empanelment of practicing firms in the field of Architecture, Engineering, Landscape, Project Management, Urban Re-Development & Planning work to provide assistance & consultation to DLDA with its upcoming development projects.

The practicing firms/ individuals with adequate experience, exposure & capabilities as mentioned below viz, qualification, experience, schedule of fees, other terms and condition and the application format in which the application has to be made, have been annexed with this document, may please fill all details and submit in sealed envelope for empanelment to

**The Secretary,
District Development Authority Udham Singh Nagar
1st Floor, Vikas Bhawan Campus,
Rudrapur- Uttarakhand
Telephone:- 05944-250152**

3. Eligibility

For being considered for empanelment the firm should meet the following minimum criteria:-

- i) Have successfully provided Comprehensive services for at least two projects of the above mentioned services whose project cost is not less than Rs. Five Crores, in the last five years.
- ii) Annual turnover in terms of Consultancy fees earned in the last three financial

years is at least Rs. 25 Lakhs.

- iii) Registration with Council of Architecture. (Only for the firm who are applying for the Architecture category)
- iv) Have successfully completed at least two project of above mention category with State, Central Government as direct consultant or Sub-Consultant/Associate to the main consultants in last five years.

- Selected firm shall be empaneled for a period of three years, DDA-USNagar, however, reserves the right to discontinue the empanelment at any time without assigning any reasons and shall not be liable to pay any compensation on this or any other account.
- Project experience will not be considered unless it is accompanied by work order from the client/Agreement with the client and work completion/experience letter/certificate from the client.
- The empaneled firms will require to provide their service on “as and when required basis for different ongoing/future project.
- The empaneled agencies would be required to work on projects assigned to them as and when any projects is taken up by DDA-US Nagar on terms and conditions and fee decided by DDA-US Nagar and as per procurement rule 2017 of Government of Uttarakhand.

4. Registration Fee:

A demand draft of **Rs 5000.00** as registration fee to be deposited along with empanelment documents on the name of **“Zila Satriya Vikas Pradhikaran Udham Singh Nagar”** payable at Rudrapur.

5. Procedure to Award of work:

- Post submission of all the required documents & fees from the aspiring applicants, the constituted committee will scrutinize & verify all the documents and credentials and may ask for any more relevant details or documents if required, which would be communicated to the applicant and should be submitted as per date & time mentioned in the said communication.
- All successfully qualifying applicants will be empaneled with the authority and a letter of empanelment will also be shared.
- For any upcoming project, development work to be undertaken by the Authority, a notice will be shared with all the empaneled firms and if required a meeting too will be called to understand the project.
- A financial quote will be asked from all the empaneled firms interested to work on the project as per the scope, the firm with lowest quote will be awarded the work and an agreement for the project work mentioning all the terms & condition will be signed.

**NOTICE FOR EMPANELMENT OF PRACTISING FIRMS IN THE FIELD OF
ARCHITECTURE, ENGINEERING, LANDSCAPE, PROJECT MANAGEMENT,
URBAN RE-DEVELOPMENT & PLANNING WORK**

(Forms to be filled by prospective Firm)

GENERAL INFORMATION

Annexure – I

Name :

Address :

Contact Person :

Telephone Landline and Mobile :

Place and year of Incorporation, :

Incorporation/Registration Details :

(enclose copy)

PAN number (enclose copy) :

GSTN (enclose copy) :

Organization chart of Key Personnel : (enclose copy)

Organization Profile : **(enclose copy)**

Annexure – II

Details of qualified and Experience Professionals on the roll

S. No.	NAME	DESIGNATION	QUALIFICTION	EXPERIENCE	YEARS WITH FIRM

Annexure – III
Details of Specialist Associates Consultants working on regular basis with firm

S. No.	Name of Associate	Specialization	No of Joint works Undertaken

Annexure – IV Details of Office Space and Infrastructure with firm

1. Office space Sqm. :
2. Computers Plotters etc. :
3. Software :

Annexure – V
Details of similar Projects completed and on-going in last five years

S. No.	Project	Scope of Service	Project Cost (Rs.)	Date of Start /Completion	Remarks

Note:- Please attach copy of orders and Client's Certificate.

Annexure – VI Turnover for last Three years

S. No.	Financial Year	Turn Over (Rs.)	Remarks
1	2018-19		
2	2019-20		
3	2020-21		

Note:- Provide balance sheet CA Certificates

Note:- Each Submitted document should be duly stamped and signed by authorized signatory.