

**Expression of Interest/ Registration**

**For**

**Empanelment of Architect**

**For Comprehensive Architectural  
& Engineering Services**

**(2018)**



**Madhya Pradesh Ecotourism Development Board**

Urja Bhawan, Link Road No-2, Shivaji Nagar, Bhopal- 462016

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**INVITATION OF EXPRESSION OF INTEREST (EOI) /  
REGISTRATION FOR EMPANELMENT OF ARCHITECTS**

MP Ecotourism Development Board (A Govt. of Madhya Pradesh Enterprise) invites EOI from eligible Architects/ Architectural Firms for providing Architectural & Engineering Services for their various Ecotourism destination and Infrastructure development projects. The proposals duly completed as per prescribed format along with registration fee in the office of MP Ecotourism Development Board, Urja Bhawan, Link Road no-2, Shivaji Nagar, Bhopal 462016.

The Architects already empanelled may also submit their applications afresh. The detailed EOI with application form & Annexures may be downloaded from website [www.mpecotourism.org](http://www.mpecotourism.org)

**Chief Executive Officer  
MP Ecotourism Development Board**

## **Introduction / Background**

1. The Madhya Pradesh Ecotourism Development Board, referred as MPEDB, now onwards, is constituted by Government of Madhya Pradesh, Department of Forest in July 2005. The MPEDB act as the Nodal agency for development & promotion of ecotourism in the State.
2. The MPEDB is registered as Society under MP Societies Registration Act 1973. The main activities of the board includes but not limited are as under :-
  - I. Identification of ecotourism potential and development of ecotourism facilities
  - II. Identification of the ecotourism areas, and specific destinations in the natural regions of the state
  - III. Development of infrastructure facilities and their maintenance, such as:
  - IV. Development of interpretation and information facilities.
  - V. Development of Trekking Trails, Nature Trails, Camping grounds, Machans, dormitories etc.
  - VI. Development of Picnic Spots. Safaris Parks, Adventure Sports, Horse riding, Elephant Safaris, Kayaking- Canoeing, Boating Water Sports etc. in the natural regions.
  - VII. Making available means of transportation.

### **B. Empanelment of Architects**

MP Ecotourism Development Board invites Expression of Interest for Empanelment of Architects/ Architectural Firms for providing Architectural and Engineering services for their various Ecotourism destinations other infrastructure development projects. Architects already empanelled are required to apply fresh.

### **C. Eligibility**

1. The term "ARCHITECT" shall mean any person, who at the time of his application is registered with the Council of Architecture under the Architects-Act-1972 and holder of B. Arch degree.
2. If it is propriety firm, the architect should be owner, if partnerships firm then owner should be architect. Partnership deed should be enclosed.
3. The applicants should be in the architectural consultancy business in the present name and style for a period of minimum 5 years ending on 30th June 2018.
4. The architect must have sufficient experience in the field of ecotourism sector eg: eco camps, walking trails, interpretation centres, public amenities, safaris, low impact ecotourism infrastructure etc.

#### **D. Instructions & Guidelines for Submission of Application Form for Empanelment of Architects**

- 1 Empanelment documents shall be downloaded from our website at [www.mpecotourism.org](http://www.mpecotourism.org).
  - 2 The Architects already empanelled but their tenure of empanelment is over may also submit their applications afresh.
  - 3 Application form for empanelment shall be submitted in sealed envelope super scribing **“Application for Empanelment of Architects”** in the office of MP Ecotourism Development Board, Urja Bhawan, Link Road no-2, Shivaji Nagar, Bhopal 462016.
  - 4 The application shall be submitted only as per the enclosed application format (s) along with annexures I to V, Self attested documentary proof(s) in respect of the details furnished in the application form shall be submitted along with the application.
  - 5 As the time is the essence of a contract, the ability and the competence of the applicant to render required services in the specified time period will be a significant factor to decide the selection of consultant-cum-architects for the empanelment.
  - 6 The application shall be signed by the person/s on behalf of the organization having necessary Authorization/ Power of Attorney to do so. Each page of the application shall be signed by the authorized signatory. (copy of Power of Attorney / Authorization shall be furnished along with the application)
  - 7 While filling up the application with regard to the list of works completed and or on hand, applicants shall only include those works which individually cost as per pre qualification criteria mentioned in the form.
  - 8 The applicant shall have to engage the services of well qualified specialists, wherever necessary.
  - 9 Services to be rendered from the stage of conceptualization till commissioning of projects by architect. Brief scope of the architects is as under:
    - a.) To discuss the present requirements and prepare conceptual drawings and have consultations with the client department, making revisions till client approves the design.
    - b.) To prepare base map based on contours of the area.
    - c.) To prepare preliminary estimates.
    - d.) To prepare detailed drawings for all the items and for all spaces involved in project.
    - e.) To prepare working drawings.
    - f.) To draw detailed estimates, specifications related to tender items etc.
    - g.) Periodic monitoring of quality and physical progress of work as per standards set by government and reporting to MPEDB
    - h.) To help our organization for the procurement of the material and maintain the time line.
- MPEDB can on its discretion decide to assign all or part of above scope related to a project.
- 10 Applications containing false and / or incomplete information are liable for rejection. At any point of time before, during or after the development, designing, implementation, execution, operation, monitoring phase of project, If the MPEDB finds out that any detail or information submitted by the architect is false or wrong, then the architect would be discarded / disqualified from the panel and the architect would not be allowed to work further.

- 11 Selected architects shall require executing an agreement with MPEDB in the prescribed Performa as in when directed to do so by MPEDB.
- 12 Conditional proposals would be rejected without giving any further clarifications.
- 13 The Chief Executive Officer, MPEDB shall have full powers to accept or reject the proposal in total or in partial, without assigning any reason.
- 14 Any matter / Question in regard to interpret any part or condition of this document OR any matter regarding definition of any term/s of the RFP, the Chief Executive Officer, MPEDB shall be the sole and final Authority to do so and the bidder is fully liable to it.
- 15 The MPEDB does not guarantee a project to the empanelled architect.
- 16 The empanelment shall be valid for a period of 3 (three) years. The empanelment may be extended further at the discretion of CEO, MPEDB.
- 17 The Application should be on the prescribed form. All Annexures duly completed should be submitted. The Annual turnover of the firm and profit and loss statement by way of Professional Fees for Architectural Consultancy for the last three years, duly audited by a Chartered Accountant, should be submitted. Certified copies of Award letters, completion certificates etc should be enclosed.
- 18 Summary of regular/permanent professional employees and key Personnel including the nature of specialization, qualifications and experience should be enclosed along with certificates.
- 19 Applicants should give an undertaking certifying that the firm has not been blacklisted by any Govt. /Local bodies/PSUs.

#### **E. Conflict of Interest**

MPEDB requires that architects should provide professional, objective and impartial advice and at all times hold the MPEDB interest paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work. The architects and any of their affiliates shall be considered to have a conflict of interest and shall not be hired under any of the circumstances given below:

- a. Conflicting activities or assignment i.e. providing goods or works or assignment other than consulting assignment
- b. Conflicting relationship i.e. business/relationship with a member of client's staff involved in the job.
- c. The bidder shall not employ any staff from current or past or retired employees of MPEDB in any capacity unless such employee has completed at least one year post retirement/resignation or has obtained N.O.C from the concerned departments.
- d. The architects shall be required to observe the highest standard of ethics during rendering of professional services.

**F. Application Form and Fees**

1. Interested applicant can apply in the prescribe form attached herewith along with requisite annexures and attachment duly self attested.
2. The applicant shall attach Registration fees Deposit of Rs. 10,000/- along with the form by way of Demand Draft in Favour of “ CEO, MP Ecotourism Development Board, Bhopal” payable at Bhopal . The Demand draft must be issued on or after the date of release of this EOI. The registration fee will not be refunded for those applicants, which will be offered empanelment.

**G. Evaluation Criteria**

1. The applications qualifying the initial criteria shall be evaluated by scoring method as detailed below:-

- |    |  |            |
|----|--|------------|
| a. | Technical Staff Strength & Qualification/ Experience of Directors / Partners /Proprietors(Annexure-I)  | : 10 Marks |
| b. | Financial turnover (Annexure-IV)   | : 10 Marks |
| c. | Experience of works completed during last five years (Annexure-II)   | : 15 Marks |
| d. | Current works in hand (Annexure-III)   | : 15 Marks |
| e. | Experience in Eco & Environment friendly works competed/undergoing during last five years (Annexure-II & III)                                      | : 20 Marks |
| f. | Award winning project (Annexure-V)   | : 05 Marks |
| g. | Presentation about actual experience in ecotourism infrastructure development and understanding of ecotourism and environment friendly development | : 25 Marks |

**Total : 100 Marks**

1. The marks shall be decided by a duly constituted Committee on the basis of predetermined criteria and where it is not possible to do so, based on their own judgment. The evaluation carried out by the said Committee shall be final and binding.
2. Submission of satisfactory completion certificate form previous clients would assist the committee in evaluation. Architects are request to submit such certificate in their own interest, if possible.
3. MPEDB reserves the right to modify the criteria and take own decision if so required.

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**APPLICATION FORM FOR EMPANELMENT OF ARCHITECTS**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of Architect / Firm	
2.	Address	
	Mobile No.	
	Telephone No.	
	Fax No.	
	E-mail ID	
3.	Organizational Set-up: - <ul style="list-style-type: none"> <li>• Year of Establishment – (Attach proof of )</li> </ul>	
	<ul style="list-style-type: none"> <li>• Status of Firm (Proprietorship/Partnership/Any other) In case of partnership firm, Partnership deed shall be attached</li> </ul>	
4.	Staff Strength – <ul style="list-style-type: none"> <li>• Architects (nos.) –</li> <li>• Structural Engineers (nos.) –</li> <li>• Civil Engineers (nos.) –</li> <li>• Landscape planner (nos.) -</li> <li>• Others (nos.)-</li> </ul> (Only the personal on the roll of firm should be indicated here)	
5.	Details of Directors / Partners /Proprietors	To be filled as per Annexure-I
6.	Empanelment with Govt. Organizations – (Mention names along with copies of Certificates)	
7.	List of Architectural Consultancy Assignments undertaken in last 5 years	To be filled as per Annexure-II
8.	List of Architectural Consultancy Assignments in progress	To be filled as per Annexure-III
9.	Financial Status	To be filled as per Annexure-IV
10.	List of award winning entries (during last five years)	To be filled as per Annexure-V

I .....S/o ..... R/o.....

hereby solemnly affirm and declare as under:-

- 1 That I am the Proprietor / Authorized signatory of M/s. ....having its Head Office /Regd. Office at .....
- 2 That the information / documents / Experience certificate submitted by M/s.....along with this 'EMPANELMENT OF ARCHITECTS to MPEDB is genuine and nothing has been concealed.



- 3 I shall have no objection in case MPEDB verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case MPEDB demand so for verification.
- 4 I hereby confirm that in case, any document, information & /or certificate submitted by me found to be incorrect/false/fabricated, MPEDB at its discretion may disqualify / reject my application for empanelment out rightly and also debar me / M/s. ....from participating in any future tenders/PQ.
- 5 I hereby confirm that my firm has not been blacklisted/ debarred by any government/ PSUs/ Local bodies in last 5 years & no such blacklisting or debarment is in effect on the date of application.
- 6 Do hereby confirm that the contents of the above information are true to best of my knowledge. Further i understand that all the above information has been furnished for empanelment only. MPEDB is not bound to assign a project or its part to my firm or me.

Verified at .....this .....day of .....

**Signature**

**Name & Designation**

**Authorising Signatory**

Note:-

- Separate sheet may be used wherever required
- Right of registration lies with CEO, MPEDB
- Registration fees (Rs 10,000/-) is non refundable
- All documents and sheets should be self attested.

## DETAILS OF DIRECTORS/PARTNERS/PROPRIETORS

Sl. No.	Name of Partners/Directors / Proprietors	Designation	Academic Qualifications	Experience	Address / Phone / Fax / e-mail

\* Attached Partnership deed in case of Partnership firm

**Signature of the applicant  
Name & Designation**

**Place:**

**Date:**

**LIST OF ARCHITECTURAL CONSULTANCY ASSIGNMENTS  
COMPLETED IN LAST 5 YEARS**

Sl. No	Name of Work / Project with address	Short description of Architectural / Consultancy assignment	Name and address of Owner / Client	Value of Work/ Project	Date of Start of Work/Project		Date of Completion of Work/ Project		Bonus/ Liquidated damages if any imposed on consultant	Highlight green, eco & environment friendly components, if any in assignment
					Stipulated	Actual	Stipulated	Actual		

**Note:**

1. The list of Works/Project mentioned should be substantiated with documentary evidence such as work orders and completion certificates in the absence of which the application is liable to be rejected.
2. Please ensure to highlight the Ecotourism / Eco friendly/ Green components in the last column for valuation.

**Signature of the applicant  
Name & Designation**

**Place:  
Date:**

## LIST OF MAJOR ARCHITECTURAL/CONSULTANCY PROJECTS/ASSIGNMENTS IN PROGRESS

Sl. No	Name of Work / Project in Progress with Address	Short description of Architectural Consultancy	Name and address of Owner	Value of Work/ Project executed	Date of Start of Work / Project	Stipulated time of Completion	Status of work	Expected date of completion	Highlight green, eco & environment friendly components , if any in assignment

**Note:**

1. The list of Works/Project mentioned should be substantiated with documentary evidence such as work orders etc. in the absence of which the application is liable to be rejected.
2. Please ensure to highlight the Ecotourism / Eco friendly/ Green components in the last column for valuation.

**Signature of the applicant**  
**Name & Designation**

**Place:**

**Date:**

## FINANCIAL STATUS

Sl. No.	Financial year	Turnover (in Rs.Lacs)	Profit / loss (-)
1.	2014-2015		
2.	2015-2016		
3.	2016-2017		

**Note:**

Certified copies of audited Balance Sheets/Chartered Accountants Certificates to be enclosed.

**Signature of the applicant  
Name & Designation**

**Place:**

**Date:**

**LIST OF AWARD WINNING ENTRIES (DURING LAST FIVE YEARS)**

S. No	Name of Client Department	Name of Project	Covered Area	Cost of Work	Detail of the Project (Salient Feature of the Project)	Stage of the Project	Institution & Nature of Award

- Attach Certificate/ proof of award

**Signature of the applicant**  
**Name & Designation**

**Place:**

**Date:**