

EMPANELMENT OF ARCHITECTS, MAY 2019



WEST BENGAL MEDICAL SERVICES CORPORATION LTD
(Wholly owned by the Government of West Bengal)
Swasthya Bhaban, Gn - 29/5, Sector V, Salt Lake, Kolkata 700091

DOCUMENT FOR EMPANELMENT OF ARCHITECTS
MAY, 2019

EMPANELMENT DOCUMENT

This document consists of the following:

- a. Notice inviting applications for empanelment of Architect from fresh applicants and from existing panel seeking for up gradation of their category.
- b. General rules and instructions to the intending applicants.
- c. Application format for empanelment.

ALL CONSULTANTS, ARCHITECT IN THE EXISTING PANEL SHOULD ALSO APPLY AFRESH FOR EMPANELMENT.



WEST BENGAL MEDICAL SERVICES CORPORATION LTD

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ARCHITECT

Applications are invited in the prescribed format for empanelment of Architects for a period of 3 years from date of empanelment for executing the works of the WBMSCL (**Entire West Bengal state**). It is proposed to maintain separate panel of Architect for the following specialization of works:

The intention of this notice of empanelment is to maintain separate panel of Architect the details of which are as under:-

- 1) **Consultants:**
 - a) **Architects.**

It is also proposed to further classify the above category by fixing the financial limits. The eligibility criteria and other requirements for the above category is detailed under "**Scope, cost-wise sub-classification and Eligibility criteria**".

Interested Architect having prior experience in carrying out work for Government / Under taking / Private organization shall apply. **The prescribed application form can be downloaded from WBMSCL website www.wbmsc.gov.in or www.wbhealth.gov.in**

The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super scribed as '**APPLICATION FOR EMPANELMENT OF ARCHITECT -2019**' and shall be submitted to the below mentioned office of WBMSCL on or beforeup to 3.00 PM.

**West Bengal Medical Service Corporation Limited
Swasthya Bhaban Complex
GN – 29/5, Salt Lake, Sector – V
Kolkata – 700 091**

Selection will be at the sole discretion of the WBMSCL.

The WBMSCL reserves the right to accept or reject any or all the applications without assigning any reasons thereof and their decision of selection will be final.

Date: 24/07/2019

Place: KOLKATA

**Sd/-
Managing Director, WBMSCL**

EMPANELMENT OF ARCHITECTS, MAY 2019

1.	Nature of the document	:	Empanelment documents
2.	Application Fee	:	NIL
3.	Document downloading Start date	:	From 12.08.2019 to 26.08.2019 Up to 6.00 PM Document can be loaded from website www.wbmsc.gov.in or www.wbhealth.gov.in
4.	Last Date of Submission	:	Sealed Envelopes to be submitted on or before 31.08.2019 Up to 03.00 pm. <u>The offer should reach to the office of</u> The Managing Director, West Bengal Medical Service Corporation Limited Swasthya Bhaban Complex GN-29/5, Salt Lake - V Kolkata - 700 091
5.	Date of Opening of Offers	:	Will be opened on 04.09.2019 at 12.00 pm

2. GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS:

1. The empanelment of Architects are proposed for preparation of Architectural Plan, Architecture Elevation, Details sectional drawing, Drawings of the service line and or any other related drawing as found necessary Generally, the Procurement of services of the WBMSCL is awarded on calling competitive tender. To Projects / Works will be assigned through a process of limited inequity amongst the empanelment Architects.
2. This document consists of the following:
 - Notice inviting applications for empanelment of Architect.
 - General rules and instructions to the intending applicants.
 - Scope, cost wise sub-classification and eligibility criteria.
 - Application format for empanelment.
3. **The complete document as detailed above, complete in all respects, should be submitted** by the intending applicants within the stipulated date and as per the instructions given in the Notice inviting applications. The details of the applicants and their experience shall be furnished in the prescribed "**Application Format**" only. Wherever required and if the space provided is not sufficient, particulars can be furnished in Annexure but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. **Each page of the document shall be duly signed by the Applicant or their authorized representative.**
4. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by WBMSCL.
5. Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order and completion certificate and/or such documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard.
6. The authorized person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.
7. If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full name and current address of all the partners of the firm shall also accompany the application.
8. If the application is made by a limited company, it shall be signed by a duly authorized person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certification of incorporation, Memorandum of Articles of Association shall accompany the application.

9. The present empanelment is mainly for works for value up to the limits mentioned in respective categories. In case of any higher value works, WBMSCL may undertake the works by project specific pre-qualification exercise.
10. The evaluation will be based on the experience, reputation, empanelment with other Banks, PSUs, Govt. institutions of the applicant, their financial capabilities, quality consciousness etc. and if found necessary may also include inspecting the works furnished by them for which, necessary co-ordination shall be made by them. Based on the details furnished and inspection of works, eligibility criteria, the applicants will be empanelled. Decision of the WBMSCL regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled contractors will only be informed by post.
11. **If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the WBMSCL at a later date, the empanelment of such applicant will be cancelled immediately.**
12. Applications received after the due date and time is liable for rejection.
13. **The empanelment shall be valid for period of THREE YEARS.**
14. WBMSCL reserves its right to reject any / or all the applications without assigning any reasons whatsoever.
15. Max 10 and Min 3 nos Architect to be empanelled under each category.
16. Periodical review of the Performance of the empanelled architects will be made by WBMSCL. Depending upon this performance review the de-empanelment of architects may be made.
17. Where the application is made by a team the leader shall be an Architect and in case of a firm, it's at least one partner / Director shall be as Architect.
18. Applicants eligible for more than one category should apply only for the higher category and will be eligible for the lower categories automatically.
19.
 - A. Evaluation of Technical / Educational / Professional qualification / Work experience of the applicant will be made from the documents submitted by the applicant.
 - B. Successful applicant will be called for discussion / interview before the selection committee.

3. SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS FOR CONSULTANTS

Architects:

Scope: Architects services include planning, designing, preparation of Architecture plan, elevation, sectional drawing, service line drawing etc.

Eligibility:

- I. Graduate/Post graduate degree in Architecture with minimum 5 years of experience in the respective field as on 31.12.2018.
- II. The Architect must have registered with the council of Architecture should have experience in planning, designing and supervising Civil Engineering, Interior works for the Banks, Financial Institutions, PSUs, Govt. institutions.
- III. Architectural firms having engineering department with personnel having required qualification and meeting the other eligibility criteria can also apply.
- IV. The Architect must have GST registration no and Pan no. copies of the registration certificate and Pan Card copies shall be enclosed.
- V. The Architect should have their own office in Kolkata. Details of local address shall be provided. Acceptance of the address subjected to verification by the WBMSCL to satisfaction.
- VI. As minimum criteria for empanelment, Architects should have successfully executed at least one work of similar nature (category wise in terms of amount) of comparable magnitude/value in the past seven years preferably with public sector units/government organizations/ reputed corporate houses.
- VII. Application by those firms who do not submit Performance Certificate from their previous employers are liable to be summarily rejected.
- VIII. The remuneration of their services rendered shall be as per the norms laid down by the WBMSCL work shall be allotted to empanel firms as and when the need arises and as per WBMSCL extant norms.

The Consultant should be an Assessee of Income Tax, Goods & Service tax, etc.

Category	VALUE OF WORKS UPTO WHICH THE CONSULTANT CAN PARTICIPATE (AMOUNT IN CRORE)			
	CATEGORY – A	CATEGORY – B	CATEGORY – C	CATEGORY - D
Architects	5.00 crore to 50.00 crore	1.5 crore to 5.00 crore	50 Lakh to 1.5 crore	20 lakh to 50 lakh

SHOULD SUBMIT COPY OF:

- **Copy of Certificate from Council of Architecture.**
- **Certificate of Registration with Registrar of Companies or Registrar of Firms or Letter of Proprietorship.**
- **Income Tax Returns for last 3 financial years if available & PAN card.**
- **Audited Balance Sheet for last 3 financial years for A & B Class, for others if available.**

Registration Certificate under Shops & Establishment Act.

- **Registration Certificate under Contract Labour act (Regulation & Abolition) 1970.**
- **Registration Certificate for Goods and Service Tax.**
- **Performance feedback from existing principal Employers.**
- **Work order & completion certificates from employers issued on or before 01/04/2013 & one each for every subsequent financial year thereafter. The work order & certificates should be for similar works for which empanelment is sought for should be produced.**
- **Proof of address of office should be provided.**

6. Turnover of the Company/firm (Please attach copy of audited balance sheet and profit and loss account for three years).

Sl. No.	Year	TURNOVER
1		
2		
3		
4		

7. Details of the works executed during the last 5 years
(Please mention only such works which qualifies for eligibility criteria)

Sl. No.	Name of Work	Work executed for (name of the organization with address, concerned office & telephone no)	Nature of work (in brief)	Location of the work	Actual Value of the works	Stipulated time for completion	Actual time for completion	If work left incomplete or terminated (furnish reasons)
1								
2								
3								
4								
5								

Note: Copies of satisfactory completion certificate obtained from the client shall be enclosed.

8. Details of present works under execution (enclose copies of work orders issued by clients)

1. _____

2. _____

3. _____

9. Key personnel permanently employed in your organization:

Sl No	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Mobile No / Contact No:
1.						
2.						
3.						
4.						
5.						

10. Furnish the names of three responsible clients / persons to whom the major works carried out by the applicant with address and telephone number who will be in a Position to certify about the quality as well as past performance of your organization.

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS

11. Furnish the details of litigation/ Arbitration cases resulting from the contracts executed in the last seven years or currently under execution in the following format.

YEAR	Award for or Against Applicant	Name of clients, cause of litigation and matter of dispute	Disputed Amount	Actual Awarded Amount

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I / We agree that the decision of WBMSCL in selection of Architect will be final and binding to me / us.
4. I / We have read the instructions appended to the proforma and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the WBMSCL.

SIGNATURE OF THE APPLICANT:

NAME & DESIGNATION:

SEAL OF ORGANISATION:

Place:

Date:

FOR OFFICE USE ONLY

1. NAME OF THE AGENCY:

2. NAME OF CATEGORY:

3. VIEWS OF EMPANELEMENT COMMITTEE :

4. RESONS FOR REJECTION IF ANY :

5. RECOMMENDED STATUS :
(Recommended for Empanelment/
Not recommended)

Recommended
for Empanelment

Not
Recommended

SIGNATURE OF COMMITTEE MEMBERS

