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**RAJASTHAN HOUSING BOARD**  
(A Government of Rajasthan Undertaking)  
Jan Path. Jaipur.

Empanelment Document

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

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Jan Path, Jaipur.

## 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)

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### 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 typewritten. 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 with shall bear 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  
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### 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.

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### 4.0 ELIGIBILITY REQUIREMENT

- 4.1 Expression of interest is invited from all competent firms/individuals having atleast five years experience in Architectural works. Architects should have executed atleast 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. School's                           | 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 preferably 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.

- i. Letter of intent (Annexure-A)
- ii. Structure and Organization (Annexure-B)
- iii. Full information regarding financial resources and capability (Annexure-C)
- iv. Details of projects and magnitude completed by the applicant during the last five years (Annexure-D)
- v. Details of project in progress and tendered for as on the date of submission of application (Annexure-E)
- vi. Details of technical, administrative persons along with workers of various categories (Annexure-F)
- vii. Details of any litigation in which the applicant is involved or details of termination of any contract (Annexure-G)

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- viii. Any other relevant additional information.
  - ix. 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.

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**

- 61 RI-IB 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 13 July 2020 upto 5.00 P.M.
- 72 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  
p(Including title of  
Capacity)

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Jan Path, Jaipur.

## 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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### 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)**

**RAJASTHAN HOUSING BOARD JAIPUR**  
(A Government of Rajasthan Undertaking)  
Janpath Jaipur

**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)
2015-16	:
2016-17	:
2017-18	:
2018-19	:
2019-20	:
- 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  
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**Jan Path, Jaipur.**

## Empanelment Document

## ANNEXURE-D

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

[illegible]

**Signature of Applicant  
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## Empanelment Document

## ANNEXURE-E

<b>AUGUST 2017</b>	<b>DETAILS OF PROJECTS IN PROGRESS AND BID SUBMITTED AS ON DATE OF SUBMISSION OF APPLICATION</b>	<b>Work tendered</b>

[illegible]

**Signature of Applicant  
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**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  
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**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)**