

School of Planning and Architecture, Bhopal

(An Institution of National Importance, Ministry of Education, Govt. of India)

EXPRESSION OF INTEREST FOR EMPANELMENT OF CONSULTANTS

School of Planning and Architecture, Bhopal invites proposals for Empanelment of Consultants for the Condition Assessment of Historical & Modern Structures Works of School of Planning and Architecture-Bhopal (SPA-Bhopal) from reputed Public or private organizations who are authorized for the execution of similar type of work. Details for submission of proposals and other terms and conditions are available on institute website (<https://spabhopal.ac.in>)

Registrar

School of Planning and Architecture, Bhopal

(An Institution of National Importance, Ministry of Education, Govt. of India)



Title:

**Empanelment of Consultants
for Condition Assessment of Historical & Modern Structural works
of School of Planning and Architecture-Bhopal
(SPA-Bhopal)**

Title: Empanelment of Consultants for the Condition Assessment of Historical & Modern Structural works of School of Planning and Architecture-Bhopal (SPA-Bhopal)

Sno.	Description
1.	<p>Applicability:</p> <p>Public Works Organization or the Public Sector Undertakings, Universities, IIT's and similar autonomous organizations such as ICAR,CSIR,ICMR etc. those who are authorized for execution of similar type of work. Any Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited company or a Private Limited Company may also apply for empanelment as a "Condition Assessment of Historical & Modern Structural works " under these rules provided the eligibility criteria and other conditions are satisfied. The empanelled 'Condition Assessment of Historical & Modern Structural works With combination of the consultancy services has to abide by all the rules made herein and as amended from time to time, during the tenure of their empanelment'.</p>
2.	<p>Scope of Work:</p> <p>a) For Condition Assessment of Historical & Modern Structures: Conduction of 'Non Destructive Test' (NDT) such as Hammer, UPV, Carbonation, Corrosion Test; and other semi NDT such as Core cutting & compression test, sampling & laboratory Test or any other modern assessment on various Building Materials & structures. Analysis for load carrying capacity of Masonry Walls, Arches, RCC buildings etc and its seismic analysis. Assessment of ground & foundation load bearing capacity. Conduct of geotechnical investigations and topographical survey with analysis. Full scale/model Tests for load bearing capacity of structural elements of historical & RCC structures. Recommendations for rehabilitations of masonry & RCC structure for improvement in Stability & load carrying capacity with various treatments. Design of Arches & domes in bricks, stones or other materials. Consultant should have NABL testing facilities for all building Materials including NDT for more than 10 years.</p>
3.	<p>Scope of Empanelment:</p> <p>The empanelment in SPA-Bhopal will entitle the "Condition Assessment of Historical & Modern Structural works" of this consultancy to be considered for the consultancy project undertaken by the SPA-Bhopal. It shall not confer any right on the consultant either to be necessarily issued with the tender documents or for award of work.</p>

4.	<p>Empanelment Procedure:</p> <p>The consultant has to submit the prescribed application, complete with all documents to SPA-Bhopal.</p> <ul style="list-style-type: none"> • Incomplete applications and application without prescribed documents are liable to be rejected. • SPA-Bhopal will have the right to independently verify the details furnished by the consultant and to get the works completed by him/her/them, inspected and / or obtain such other reports as may be considered necessary. For this purpose SPA-Bhopal may constitute necessary inspection team(s). • SPA-Bhopal reserves the right to limit the number of consultant to be empanelled in any category.
5.	<p>Validity of Empanelment:</p> <p>The empanelment will be valid for a period of three years from the date of empanelment. However, the empanelment may be revalidated, in accordance with the rules in this regard. Each revalidation shall be for a period of one year from the date of expiry of previous empanelment / revalidation. The empanelment shall be open for review by the SPA-Bhopal and liable to termination, suspension, or any other such action at any time, if considered necessary, by the SPA-Bhopal after issue of due notices to the consultants.</p>
6.	<p>Category of Empanelment:</p> <p>The empanelment shall be done for the following categories:</p> <ol style="list-style-type: none"> a. Category A - Works with estimated cost upto ₹ 10 Cr. b. Category B - Works with estimated cost above ₹ 10 Cr. to ₹ 50 Cr. c. Category C - Works with estimated cost above ₹ 50 Cr.
7.	<p>Change In Constitution of Firm:</p> <p>The empanelled consultant / firm shall not modify the existing partnership or enter into any fresh partnership without the prior approval of SPA-Bhopal. Such proposal, if any shall be submitted in advance giving full details of the intended changes and drafts documents like partnership deed, articles of association etc. as applicable. Any change in the status of the consultant without prior approval, will render the consultant to be removed from the approved list of consultant.</p>
8.	<p>Change of Address:</p> <p>While Applying for empanelment the consultant should mention address of his registered office as well as Head office, if different. All documents viz. Bankers certificate etc should bear one of the addresses; otherwise the same shall not be accepted. The consultant shall intimate the change, if any, in any of the</p>

	addresses mentioned in the original documents, in advance or within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax authorities, Sales Tax authorities etc. Failure to do so may result in removal from the approved list of consultant.
9.	<p>Submission of Tenders:</p> <p>Empanelled consultant shall take part in the tendering process of SPA-Bhopal. Consultants are liable to be removed from approved list if they do not secure works in SPA-Bhopal / do not take part in tendering process. For this purpose the approved list shall be periodically reviewed with reference to the number of tenders received for the various works.</p>
10.	<p>Consultant's Obligations:</p> <p>The "Condition Assessment of Historical & Modern Structural works" should fulfill all his/her obligations specified under these rules within the time and in the manner as specified. Some of the obligations are</p> <ol style="list-style-type: none"> a. Prior approval shall be obtained before modifying the constitution of the firm/ company. b. Intimation regarding change of address should be given in advance or within one month along with documentary proof bankers, Income Tax Department, States Tax Department and service tax etc. c. Consultant should be registered with all the required Govt. statutory bodies during the period of empanelment / revalidation. d. Empanelled consultant shall maintain good conduct while carrying out work and shall not indulge in unethical practices. e. The works awarded should be executed strictly as per terms and conditions of contract. f. Top priority should be accorded for timely submission of drawings, design calculation and BOQ etc.
11.	<p>Removal From Approved List:</p> <p>The name of the "Condition Assessment of Historical & Modern Structural works" may be removed from the approved list by SPA-Bhopal, if the consultant</p> <ol style="list-style-type: none"> a. Has more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or b. Is proved to be responsible for design calculation mistake in two or more works; or c. Persistently violates any important conditions of contract; or d. Fails to abide by the conditions of empanelment; or e. Is found to have given false particulars at the time of empanelment; or

- f. Has indulged in any type of forgery or falsification of records; or
- g. Changes the constitution of the firm or individual without prior approval of SPA-Bhopal; or
- h. Changes permanent address / business address without intimation to SPA-Bhopal; or
- i. Is declared or is in the process of being declared as bankrupt, insolvent, wound up, dissolved or partitioned; or
- j. Is involved in complaints of serious nature received from other departments which prima facie appear to be true; or
- k. Default in settlement of tax dues like GST, income tax, contract tax, sales tax, octroi, duties etc;
- l. Is considered not required to be in the approved list for any other reason considered by SPA-Bhopal.

12. **Consultancy Services, Eligibility Criteria & Related Details:**

Interested organizations who have rendered “Condition Assessment of Historical & Modern Structural works” Consultancies for Building Project and Industrial Building Projects may submit their offer in the manner indicated below.

Eligibility Criteria and procedure for submission of proposal:

The “Condition Assessment of Historical & Modern Structural works” should satisfy the minimum **eligibility criteria specified in table-1,2 & 3.**

- a. The criteria for experience shall be the completion of at least 5 numbers of works of prescribed nature as specified in the categories and magnitude as a “Condition Assessment of Historical & Modern Structural works” during the last 5 years.
- b. The consultant having experience in retrofitting projects in the prescribed categories in the last 5 years may consider for the retrofitting projects.
- c. The works should have been executed in same name and style in which the empanelment is sought. Certificate of the completion of works are required to be submitted.
- d. The financial soundness shall be judged on the basis of the average annual business turnover (in terms of consultancy fees received) in the last 3 years.
- e. The “Condition Assessment of Historical & Modern Structural works” shall have to pay a non-refundable processing fee by crossed demand draft drawn in favor of **“SPA Bhopal Internal Receipts** “Account Number -2073201002565, IFSC- CNRB0004725 through NEFT/Online transactions prescribed. The processing fee for CATEGORY-‘A’, CATEGORY -‘B’ & CATEGORY -‘C’ is

Rs.3000/-, Rs.4000/- , Rs.5000/- respectively.

- f. This fee has to be submitted along with the application form. Scanned copy of the payment receipt to be uploaded on the website/hardcopy.
- g. A duly attested photocopy of the PAN number, GST registration number and registration with statutory bodies to be submitted along with the application.
- h. In case of works carried out for private Organization's / persons copies of TDS certificate along with a copy of performance report with work order / agreement should be enclosed. Private works without performance report and TDS certificates shall not be considered for evaluation.
- i. All the documents as desired to be submitted in the form of hardcopy. Incomplete Applications will be summarily rejected. SPA-Bhopal reserves the right to accept or reject any application without assigning any reason
- j. Consultant has to apply separately for different Category, if interested, In case an application is found suitable for empanelment in Category lower than the one applied for, the empanelment may be done in the eligible Category in respect of such consultant.
- k. The empanelment shall be valid for a period of 3 (three) years. The panel may be extended further at the discretion of SPA-Bhopal.
- l. Consultant(s) / Firms having experience in designing Green Buildings as per GRIHA norms or Equivalent recognized international norms should give details of such works carried out by them in the last five years.
- m. The Application should be on the prescribed form. All Annexure duly completed should be submitted. The Annual turnover of the firm and profit and loss statement by way of Professional Fees for 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.
- n. Summary of regular/permanent professional employees and key Personnel including the nature of specialization, qualifications and experience should be enclosed along with certificates.
- o. Applicants should give an undertaking certifying that the firm has not been blacklisted by any Govt. /Local bodies/PSUs.
- p. Empanelled "Condition Assessment of Historical & Modern Structural Works" would be entitled to tender for "Condition Assessment of Historical & Modern Structural works" in SPA-Bhopal and work shall be awarded to successful tenderers on General Terms and Conditions of the bid.

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| 13. The “Condition Assessment of Historical & Modern Structural Works” is required to apply for the empanelment in their respective category. However, a joint consultancy work may be applied in the category of “Condition Assessment of Historical & Modern Structural works” with no separate fee under the clause 12 e subject to other eligibility criteria’s. |
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Receipt and opening of proposal- Proposals should be submitted for consultants in Two bid system with technical and financial bids sealed separately. The bidder should put these two sealed envelopes in a bigger envelop duly sealed and submit the same to the **Registrar School of Planning and Architecture Bhopal Bhauri Madhya Pradesh – 462030, by 05th February 2026, 05.30 P.M By Post/By Hand**. Late EOI/bids i.e. EOI/bids received after the date and time as specified above, should not be considered. Without processing fee of EOI shall not be considered and will be summarily rejected.

Methods of Empanelment-

The basis of selection of the consultant shall follow any of the methods given in GFR 2017 Rule 192 to 194 as appropriate for the circumstances in each case.

Bidders shall be empanelled on the basis of eligibility criteria given in the tables below.

The Final selection of the empanelled consultants for award of work for any project shall follow the design basis report and presentation and; the financial quote.

Monitoring the Contract-The Ministry/Department should be involved throughout in the conduct of consultancy, preferably by taking a task force approach and continuously monitoring the performance of the consultant(s) so that the output of the consultancy is in line with the SPA Bhopal's objectives

Empanelment of Condition Assessment of Historical & Modern Structural works at SPA-Bhopal

Table 1: Category -A

Category	Tender Limit	Past Experience works in the last 05 Years	Financial Soundness (Average Annual Turnover)	In-House Consultant	GST/Service Tax/ IT PAN
A	upto ₹ 10 Cr.	<ol style="list-style-type: none"> 1. Should have registration with the Govt. Statutory Body 2. Experience of having successfully completed similar consultancy works in CPWD, MES, State Govt., or in for any other reputed organization during last 5 years ending March-2025 and should be either of the following: <ol style="list-style-type: none"> a. Three Consultancy works completed for the project each costing not less than ₹ 5 Cr. b. Two Consultancy works completed for the project each costing not less than ₹ 8 Cr. 	Should have had average annual turnover business of not less than ₹ 30 (Thirty) Lakhs in terms of Structural Works in Building and related infrastructure project consultancy fees received in the last 3 years.	The Principal Consultant should have in-house consultancy as per scope of work mention on page no. 04.	Should have all valid details

Empanelment of Condition Assessment of Historical & Modern Structural works at SPA-Bhopal

Table 2: Category - B

Category	Tender Limit	Past Experience works in the last 05 Years	Financial Soundness (Average Annual Turnover)	In-House Consultant	GST/Service Tax/ IT PAN
B	upto ₹ 50 Cr.	1. Should have registration with the Govt. Statutory Body 2. Experience of having successfully completed similar consultancy works in CPWD, MES, State Govt., or in for any other reputed organization during last 5 years ending March-2025 and should be either of the following: a. Three Consultancy works completed for the project each costing not less than ₹ 30 Cr. b. Two Consultancy works completed for the project each costing not less than ₹ 40 Cr.	Should have had average annual turnover business of not less than ₹ 50 Lakhs in terms of Structural Works in Building and related infrastructure project consultancy fees received in the last 3 years.	The Principal Consultant should have in-house consultancy as per scope of work mention on page no. 04.	Should have all valid details

Empanelment of Condition Assessment of Historical & Modern Structural works at SPA-Bhopal

Table 3: Category - C

Category	Tender Limit	Past Experience works in the last 05 Years	Financial Soundness (Average Annual Turnover)	In-House Consultant	GST/Service Tax/ IT PAN
C	Above ₹ 50 Cr.	1. Should have registration with the Govt. Statutory Body 2. Experience of having successfully completed similar consultancy works in CPWD, MES, State Govt., or in for any other reputed organization during last 5 years ending March-2025 and should be either of the following: a. Three Consultancy works completed for the project each costing not less than ₹ 45 Cr. b. Two Consultancy works completed for the project each costing not less than ₹ 50 Cr.	Should have had average annual turnover business of not less than ₹ 100 Lakhs in terms of Structural Works in Building and related infrastructure project consultancy fees received in the last 3 years.	The Principal Consultant should have in-house consultancy as per scope of work mention on page no. 04.	Should have all valid details

Application Form For Empanelment Information To Be Furnished By The Applicants**Please Mention the Empanelment Head: Condition Assessment of Historical & Modern Structures Works****Highlight the Category of work applied for: Empanelment of Consultant 'A or B or C'**

Sno.	Particular	Details
1.	Name of Organization	
2.	Address CORPRATE & LOCAL	
3.	Mobile No.	
4.	Telephone No.	
5.	Fax No.	
6.	E-mail ID	
7.	Organization Details	
8.	Details of Directors / Partners /Proprietors	
9.	List of Consultancy Assignments undertaken	To be filled as per Annexure
10.	List of Consultancy Assignments in progress	To be filled as per Annexure
11.	Financial Status	To be filled as per Annexure
12.	List of permanent professional Employees and Key Personnel mentioning their specialization, qualifications, experience and association with the firm	To be filled as per Annexure
13.	List of award winning entries (during last five years)	To be filled as per Annexure
14.	List of consultants associated on regular basis	To be filled as per Annexure
15.	List of works for which GRIHA / International ratings for Green buildings	To be filled as per Annexure
16.	List of equipments available with the firm	To be filled as per Annexure
17.	Affidavit	To be filled as per Annexure

Organizational Details

S.No.	Parameter	Details
1	Organizational Set-up: - Year of Establishment - Status of Firm (Proprietorship/Partnership/Any other) - Name of Directors/Partners/Proprietors - Empanelment with Govt. Organizations - (Mention names along with copies of Certificates)	To be filled as per Annexure-II
2	Staff Strength (With Valid Qualification as per Govt. authorities norms)	
	<ul style="list-style-type: none"> ▪ Structural Engineers (nos.) ▪ Civil engineers ▪ Architects (nos.) ▪ Other Staff (nos.) 	<ul style="list-style-type: none"> ▪ Project Managers ▪ Site Engineers ▪ Site Supervisors ▪ QA/QC Engineers
3	Proof Checking arrangement	Details of tie-up if any to be given
4	Details of Office Automation	
5	ISO Certification	
6	Outsourcing jobs	Details of sub-consultants (if any) to be given

Details Of Directors/Partners / Proprietors

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

**Signature of the applicant
Name & Designation**

Place:

Date:

LIST OF CONSULTANCY ASSIGNMENTS

COMPLETED LAST 5 YEARS	IN S.No	Name of Work / Project with address	Short description of 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	Any other Relevant Information

Note:

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.

Signature of the applicant

List Of Major Consultancy Projects / Assignments In Progress

Sno.	Name of Work / Project in Progress with Address	Short description of 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	Any other relevant information

Note:

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

Signature of the applicant

FINANCIAL STATUS

No.	Financial year	Turnover (in Rs.Lacs)	Profit / loss (-)
1.	2022-23		
2.	2023-24		
3.	2024-25		

Note:

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

Signature of the applicant
Name & Designation

AFFIDAVIT

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM RS.10/- DULY CERTIFIED BY NOTARY PUBLIC)

Affidavit of Mr.S/o
R/o.....

The deponent above named to hereby solemnly affirm and declare a 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 Consultant to SPA-Bhopal are genuine and nothing has been concealed.
3. I shall have no objection incase SPA-Bhopal verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case SPA-Bhopal 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, SPA-Bhopal at its discretion may disqualify / reject my application for pre-qualification out rightly and also debar me / M/s..... from participating in any future tenders / PQ.

Deponent

I,, the Proprietor / Authorized signatory of M/s., do herby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified atthisday of

Deponent