

GOVERNMENT OF MAHARASHTRA
DIRECTORATE OF MARKETING
Third Floor, New Central Building Annex, Pune 411001
Email :- dirmktms@gmail.com
Tel. No. 020 – 26126628, 26126785

Expression of Interest

Expression of Interest (EOI) for the Empanelment of Architectural Consultant for works in Agriculture Produce Market Committee in Maharashtra are invited in hard copy by Directorate of Marketing, Third Floor, New Central Building Annex, Pune 411001. Documents & Details are available on the website <https://www.mahapanansmart.in> or <https://www.msamb.com> Last date of submission is 10.10.2024 till 5.00 pm in the above-mentioned address.

(Vikas Rasal)
DIRECTORATE OF MARKETING

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Expression of Interest

Sealed proposals along in hard copy for the following work are invited by Directorate of Marketing, Third Floor, New Central Building Annex, Pune 411001. for the following work from the Architectural Consultants for various consultancy services in Agriculture Produce Market Committee in Maharashtra for Maximum three years.

Sr. No.	Name of work	Submission Date
1	Empanelment of Architectural Consultant for works in Agriculture Produce Market Committee in Maharashtra	From date of publishing to 10.10.2024 till 5.00 pm

Tendering procedure

1. Blank Forms can be downloaded from the portal of Government of Maharashtra i.e. <https://www.mahapanansmart.in> or <https://www.msamb.com>
2. The tender submitted by the applicant shall be based on the clarification, additional facility offered (if any) by the Department, and this tender shall be unconditional. Conditional tenders will be summarily REJECTED.
3. For any assistance users may call the Mr. Abhijit Thombre Mobile No. 9209621579
4. After downloading / getting the form, the Applicant should go through it carefully and then submit the documents as asked.
5. If there are any clarifications, applicant should take into consideration of the corrigendum published before submitting the application.
6. Applicants, in advance, should get ready the documents to be submitted as indicated in the form.
7. The applicant reads the terms & conditions and agrees the same to proceed further to submit the application.
8. The applicant must submit the document in hard copies well in advance before the prescribed time to avoid any delay or problem during the submission process.

9. The Application Form and Annexure duly filled in / typed along with forwarding letter of the firm and copies of all required documents in bound form shall be submitted in One Set (Hard copies) in sealed envelope before the last date of submission in the office of Directorate of Marketing, Third Floor, New Central Building Annex, Pune 411001.
10. The applicant can send the application by post, but it should be reached before the due date and time. The applications received after the due date and time will not be entertained and will not be opened. It will be applicants' responsibility to apply before the due date and time.

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DIRECTORATE OF MARKETING
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Expression of Interest

Empanelment of Architectural Consultant for works in Agriculture Produce Market Committee in Maharashtra

To assist the Directorate of Marketing it is proposed to appoint Architectural Consultant to execute the works in Agriculture Produce Market Committee in Maharashtra. The firms / person potential of Empanelment shall submit application of Empanelment for the respective category as per eligibility.

Category	Cost Limit
Category I	Project above ₹ 3.0 Crore
Category II	Project above ₹ 1.0 Crore & below 3.00 Crore
Category III	Project below ₹ 1.0 Crore

Criteria of Selection	Category-I	Category-II	Category-III
	Project above ₹ 3.0 Crore	Project above ₹ 1.0 Crore & below 3.00 Crore	Project below ₹ 1.0 Crore
Experience of Firm / Consultant	15 Years	10 Years	5 Years
Average Annual Turnover (For Last 3 Years)	50 Lakhs	25 Lakhs	15 Lakhs
Work Done / Project Done in the Past	Agriculture Market Design, Residential, Commercial, Institutional, Administrative Building		

The Architectural Consultant meeting the above criteria shall submit their applications in the prescribed format with following details in support of their claim for qualification

1. Firm profile along with the audited financial statements of last 3 years for verification of annual turnover, certified by Chartered Accountant.
2. Project profile shall prove experience in similar assignments as mentioned in "Project done in past"
3. Detailed description for projects or Development Plan as above shall include details such as Project name, client name, location, brief description, area of services, role, cost of project, project duration, period of services etc. shall be given.
4. Certificate from client shall be attached.
5. Availability of appropriate skilled manpower.
6. Detailed C.V. of the Technical Staff
7. Attach experience certificates showing cost of project, date of project completion, work order reference issued competent authority of the concerned Institute / Agency / Organization. The certificate shall be on relevant agency's letterhead and shall clearly state the name and designation of person issuing the certificate including postal address, phone number and email address.
8. Client may cross verify the authenticity of certificate independently or may visit site at bidder's expense to verify bidder's work experience. Also, the experience certificate shall clearly mention detailed project site address.
9. Attach copy of work order as well as Client's Certificate to substantiate the claims.
10. The project cost shall exclude the cost of land.
11. TDS Certificates (26AS) for the last three years.
12. The empanelment of the Consultants shall be done for the project to be taken up.
13. The Architectural Consultant shall agree to the standard agreement for the Architectural Consultancy Services at the time of award of work from Directorate of Marketing or respective Agriculture Produce Market Committee.
14. The interested firms shall submit their application in prescribed format (attached along with) clearly indicating the appointment of Architectural Consultancy on the envelope containing the application and the application itself.
15. The Directorate of Marketing reserves the right to reject any or all applications without assigning any reason there for.

INSTRUCTIONS TO APPLICANTS:

GENERAL

All information requested in the enclosed forms should be furnished against the respective columns in the format. Applicants are cautioned that non-submission of complete information as per the required formats or making any change in the prescribed forms may result in the application being summarily rejected.

Copies of the work orders and completion certificates from the respective clients certifying the suitability, technical knowhow, experience or capability of the applicant shall be submitted by the applicant, which will be verified by Directorate of Marketing, Pune when required.

The cost incurred by the applicants in preparation & submission of this application, providing clarifications or attending discussions in connection with the process of empanelment shall be borne by the applicant. In no case Directorate of Marketing, Pune will be responsible or liable for these costs regardless of the outcome of the process.

GUIDELINES FOR PREPARATION OF REQUEST FOR EMPANELMET

1. Statement of Consultant, interested to be considered for the services contemplated shall fill up the enclosed form in single copy.
2. The Short listing of consultant shall be done based on the marks obtained by the firm after evaluation of firm's turnover, experience, credential etc. A Consulting firm may submit the proposal either as a sole applicant or firm, company and Joint venture will not be allowed.
3. However, if a firm submits for the same or other category in different combinations, all such involving the firm shall be treated as non-responsive.
4. Complete name of firm, date of establishment and type of organization whether Individual, proprietorship, partnership, private limited company, limited company etc. along with partnership deed, Company details.
5. Exact and complete office address, business address, mobile number, E- mail address.
6. Present a brief narrative description of the firms, information is to be furnished by the sole applicant or members.
7. Listed principals must be empowered to speak for the firm on policy and contractual matters. Information is to be furnished by the sole applicant or members.
8. Indicate the number of employees by discipline. While some personnel may be qualified in several disciplines, each person should be counted only once in accordance with his/her primary functions.
9. The firm should furnish the project wise supporting statement which best illustrates the experience of the firm relevant to the project.

10. List of minimum essential equipment which the firm must possess for eligibility.
11. If the application is made by a proprietary firm, it shall be signed by the Proprietor above his full typewritten name and full name of his firm with the current address.
12. If the application is made by a firm in partnership, it shall be signed by any partners of the firm above their full typewritten names and current addresses along with certified copy of Partnership Deed shall accompany the application.
13. 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 this case a certified copy of the Power of Attorney issued by the Board of Directors shall accompany the application.

EMPANELMENT IN GENERAL

PREAMBLE

In Maharashtra there are 350 Agriculture Produce Market Committee's, and they take up various nature of works viz., Construction of Godown, Auction Shed, Toilets, Weigh Bridge, Farmers Rest House, Administrative Buildings etc. & Infrastructure developments like Roads, Drains, Culvert, Compound Wall, Gate through various schemes of Central & State Government.

In this context, the Directorate of Marketing proposes to appoint the panel of Architects, who can assist various Directorate of Marketing and Agriculture Produce Market Committee in execution of the works to the desired at satisfactory level.

INFORMATION TO APPLICANTS

1. Application form for empanelment shall be submitted in Hard copies in sealed envelope super scribing "Application for Empanelment of Consultancy Firm" in the office of Directorate of Marketing, Pune within specified time and date.
2. Application for appropriate category shall be submitted based on financial turnover, experience of applicant.
3. The application shall be submitted only as per the enclosed format (s) along with Annexure 1 to 9 . Self-attested documentary proof(s) in respect of the details furnished in the application form shall be submitted along with the application. Suppression of any information in this regard may lead to cancellation of empanelment of the Firm / Architect(s) concerned, if such information comes to the notice of Directorate of Marketing after empanelment.
4. Incomplete & ineligible applications will be summarily rejected, and no further correspondence will be entertained. No further information will be entertained after submission of the application.

5. The application shall be signed by the authorized person (s) of the firm wherever required.
6. The Firm / applicant, who desires to enlist themselves in the empanelment shall submit application for empanelment in the respective category. The firm / applicant shall be allowed to make an application for any one category. In case, any firm / applicant submits the application for more than one category, all the applications will be rejected.
7. Directorate Of Marketing, Pune Reserves the right to reject any or all applications without assigning any reason thereof.
8. The empanelment of "Consultancy Firm" will be for a period of 3 years or till fresh empanelment is done whichever is earlier.
9. Empanelment does not necessarily mean that a job will be assigned to the Consultant.
10. The consultancy fee payment will be as per the Council of Architecture's guidelines. The project cost will be as per approved under 12-1 section by the Directorate of Marketing. The project cost shall exclude the cost of land.
11. The empaneled firm / Architect shall be eligible to provide consultancy for the work proposed by Directorate of Marketing or proposed through Various Central or State Government Schemes to be executed in Agriculture Produce Market Committee, also any Agriculture Produce Market Committee can appoint any consultancy firm / Architect from panel to execute the work in their authority and power.
12. All information submitted by the applicants during the process of empanelment will be the property of Directorate of Marketing, Pune and will not be returned.

BRIEF SCOPE OF ARCHITECTURE / CONSULTANCY SERVICES

1. Perform Survey / Layout, Contour, Geological, Geo technical survey.
2. Taking & finalizing the requirements through the discussion
3. Preparation of Layout plan, Detailed architectural & working drawings, 3d Views, Estimation, Assist and direct in preparing tender documents for inviting the tenders, Comparing the bids for the selection of contractor for the project, finalizing the bid.
4. Providing periodical supervision, and directing & guiding contractor to carry out the actual work
5. Providing Structural design / drawings of all structures.
6. Providing Sanitation & drainage design / drawings
7. Providing Storm Water Collection / drain System designs
8. Obtaining approvals from Directorate of Marketing, Municipal Corporation, Municipal Council, Town Planning and necessary approvals required at Government levels.
9. Providing MEP (Mechanical, Electrical and Plumbing) services.
10. Providing Acoustics designs, HVAC designs if needed.
11. Providing Detailed Project Report, Project Feasibility Study if needed.

DEFINITIONS

In this Agreement, the following words and expressions shall, unless repugnant to the context or meaning thereof, have the meaning hereinafter respectively assigned to them:

1. **"Accounting Year"** means the financial year commencing from the first day of April.
2. **"Assignment / job"** means the work to be performed by the Consultant pursuant to the Contract.
3. **"Agreement"** means this Agreement, hereto and any amendments thereto made in accordance with the provisions contained in this Agreement.
4. **"Applicable Laws"** means all laws, brought into force and effect by GOI or the State Government of Maharashtra, including rules, regulations and notifications made there under, and judgments, decrees, injunctions, writs and orders of any court of record, applicable to this Agreement and the exercise, performance and discharge of the respective rights and obligations of the Parties hereunder, as may be in force and effect during the subsistence of this Agreement;
5. **"Applicable Permits"** means all clearances, licenses, permits, authorizations, no objection certificates, consents, approvals and exemptions required to be obtained or maintained under Applicable Laws in connection with the Project during the subsistence of this Agreement.
6. **"Arbitration Act"** means the Arbitration and Conciliation Act, 1996 and shall include modifications to or

any re-enactment thereof, as in force from time to time;

7. **“Associate” or “Affiliate”** means, in relation to either Party (and/or Consortium Members), a person who controls, is controlled by, or is under the common control with such Party (or Consortium Member) (as used in this definition, the expression “control” means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting shares of such person, and with respect to a person which is not a company or corporation, the power to direct the management and policies of such person, whether by operation of law or by contract or otherwise).
8. **“Bid”** means the documents in their entirety comprised in the bid submitted by the (Selected bidder/Consortium) in response to the in accordance with the provisions thereof.
9. **“Change in Law”** means the occurrence of any of the following after the date of Bid. the enactment of any new Indian law as applicable to the State. The repeal, modification or re-enactment of any existing Indian law as applicable to the State. the commencement of any Indian law, as applicable to the State, which has not entered effect until the date of Bid. A change in the interpretation or application of any Indian law, as applicable to the State, by a judgment of a court of record which has become final, conclusive and binding, as compared to such interpretation or application by a court of record prior to the date of Bid, or (e) any change in the rates of any of the Taxes that have a direct effect on the Project;
10. **“Company”** means the company acting as the Consultant under this Agreement.
11. **“Consortium”** shall mean an association or combination of partnering entities, being consortium members and includes one or more identified and named sub-Consultant(s), coming together with Lead Member for submission of a Proposal.
12. **“Contract”** means the contract signed by and between Employer and the Consultant and all its attached documents.
13. **“Dispute”** shall have the meaning set forth in Any dispute, difference or controversy of whatever nature howsoever arising under or out of or in relation to this Agreement (including its interpretation) between the Parties, and so notified in writing by either Party to the other Party (the “Dispute”) shall, in the first instance, be attempted to be resolved amicably, if not, the decision Directorate of Marketing will be final. The Parties agree to use their best efforts for resolving all Disputes arising under or in respect of this Agreement promptly, equitably and in good faith, and further agree to provide each other with reasonable access during normal business hours to all non-privileged records, information and data pertaining to any Dispute.
14. **“Dispute Resolution Procedure”** means the procedure for resolution of Disputes.
15. **“Document” or “Documentation”** means documentation in printed or written form, or in tapes, discs, drawings, computer programmed, writings, reports, photographs, videos, or expressed in any other

written, electronic, audio or visual form.

16. **"Drawings"** means all of the drawings, calculations and documents pertaining to the Project.
17. **"DPR"** Detail Project Report of the Consultancy Project.
18. **"Day"** means calendar day.
19. **"Employer"** means the Directorate of Marketing, Third Floor, New Central Building Annex, Pune 411001 or Chairman / Secretary / Administrator of Agriculture Produce Market Committee.
20. **"GOI"** means the Government of India;
21. **"Good Industry Practice"** means the practices, methods, techniques, designs, standards, skills, diligence, efficiency, reliability and prudence which are generally and reasonably expected from a reasonably skilled and experienced operator engaged in the same type of undertaking as envisaged under this Agreement and which would be expected to result in the performance of its obligations by the Consultant in accordance with this Agreement, Applicable Laws and Applicable Permits in reliable, safe, economical and efficient manner;
22. **"Government"** means the Government of the State of Maharashtra.
23. **"Government Representative"** means such person or persons as may be authorized in writing by the Government to act on its behalf under this Agreement and shall include any person or persons having authority to exercise any rights or perform and fulfill any obligations of the Government under this Agreement.
24. **"Period Of Service"** The Period of empanelment of Consultant will be MAXIMUM Three YEARS (3 years) from issue of Empanelment Order or earlier, whichever decided by Directorate of Marketing.
25. **"Architect / Firm"** means any eligible entity as per EOI which submits a Proposal, either individually or as Firm and which upon selection, would provide Services to the Employer under the Contract.
26. **"Personnel"** means professionals and support staff provided by the consultant assigned to perform the Services or any part thereof.
27. **"Specifications and Standards"** means the specifications and standards relating to the quality, quantity, capacity and other requirements for the Project, and any modifications thereof, or additions thereto, as included in the design and engineering for the Project submitted by the Consultant to, and expressly approved by, the Government.
28. **"State"** means the State of Maharashtra and **"State Government"** means the government of that State.
29. **"Suspension"** shall have the meaning temporary halt of the consultancy services by the employer.
30. **"Estimate Project Cost"** means cost estimated, anticipated for construction inclusive of all taxes (i.e. GST, Labour Cess, Royalty, Quality & Control Charges, Contingency) i.e. sanctioned cost as per 12-1 section of APMC Act which is inclusive of GST, Labour Cess, Royalty, Quality & Control Charges, Contingency pertaining to the Project excluding the cost of land.

31. **“Project Cost”** means cost incurred, endured, the expenditure on construction inclusive of all taxes paid (i.e. GST, Royalty, Quality & Control Charges,) pertaining to the Project excluding the cost of land.
32. **“Taxes”** means any Indian taxes including GST, excise duties, customs duties, local taxes, cess and any impost or surcharge of like nature (whether Central, State or local) on the goods, materials, equipment and services incorporated in and forming part of the Project charged, levied or imposed by any Government Instrumentality, but excluding any interest, penalties and other sums in relation thereto imposed on any account whatsoever. For the avoidance of doubt, Taxes shall not include taxes on corporate income.
33. **“Termination”** means the expiry or termination of this Agreement and the Consultant Firm by Directorate of Marketing.
34. **“Termination Notice”** means the communication issued in accordance with this Agreement by one Party to the other Party terminating this Agreement.
35. **“TOR”** means the Term of References.

FINAL DECISION-MAKING AUTHORITY

The Employer reserves the right to reject or accept any one or all applications and to annul the process and reject all the applications at any time without assigning any reason(s) thereof and without thereby incurring any liability to the affected applicant or without informing the applicants of the grounds for the Employer’s action.

PRE-BID CONFERENCE:

Since this EOI being Empanelment procedure, no separate PRE-BID conference will be held.

CATEGORY OF EMPANELMENT:

Category I	Project above ₹ 3.0 Crore
Category II	Project from ₹ 1.0 Crore to 3 Crore
Category III	Project up to ₹ 1.0 Crore

ELIGIBILITY CRITERIA:

1. The Firm meeting the above criteria shall submit their applications in the prescribed format with following details in support of their claim for qualification-Firm profile along with the audited financial statements of last 3 years for verification of annual turnover, certified by Chartered Accountant.
2. Project profile for shall prove experience in similar assignments projects done in past.
3. Detailed description for projects as above shall include details such as Project name, client name, location, brief description, area of services, role, cost of project, project duration, period of services etc. shall be given.
4. Availability of appropriate skilled manpower.

EVALUATION OF APPLICATIONS:

The applications will be examined by a designated Evaluation Team of the Directorate of Marketing. The applicants shall be evaluated based on the following parameters on a scale of 100. Bidders should satisfy the qualifying criteria on their own merits and not as a sum of their sub agencies. Joint Ventures / Consortium / MOU shall not be entertained.

Sr. No.	Parameters	Maximum Marks (Category I, II, III)
1	Capability Statement of the Firm (years of existence, presence and knowledge of local terrain)	25
2	Firm's Experience (Similar Consultancy Services / works completed)	35
3	Firm's Financial Capacity (Annual Financial Turnover)	10
4	Strength of Technical Team (In-house)	20
5	Adequate Technical Staff with the firm	10
Maximum Total Marks		100

The applicants will be awarded marks for each of the above parameter on the following basis

Category-I

Sr. No.	Parameters	Maximum Marks.
1	CAPABILITY STATEMENT	25
1.1	1.1 Years of Experience	
	a) Experience of 15 years	10
	b) Experience more than 15 years will be allotted 1 point for every year or part thereof of additional experience (Max 5 Points)	5
1.2	Presence and Knowledge of Local Terrain	
	a) Local office presence	2
	b) Topographical extent of works undertaken in the state of Maharashtra	8
2	FIRM'S EXPERIENCE	35
2.1	Similar Consultancy Services / works completed (Completed atleast one work amounting to ₹15 Cr. or two works of ₹ 7.50.0 Cr.each) in last 3 years	20
	a) Additional marks for more than above mentioned projects 2 mark for each project of same quantum.	10
	b) In Agriculture Produce Market Committee	5
3	FIRM'S FINANCIAL CAPACITY	10
3.1	Average Annual Financial Turnover.	
	a) Average annual turnover ₹ 50 lakh	7
	b) 1 mark for additional financial turnover in multiples of every ₹ 5 lakh (maximum 3 marks)	3
4	STRENGTH OF TECHNICAL TEAM	20
	a) Principal Architect in respective field with atleast 15 years' experience – 1 No	7
	b) For additional experience 1 mark for every two years' experience.	5
	c) Postgraduate	3
	d) Experience in APMC / Co-operative Sector	5
5	STAFF	10
	Adequate Technical Staff with the firm	10
	Maximum Total Marks	100

Category-II

Sr. No.	Parameters	Maximum Marks.
1	CAPABILITY STATEMENT	25
1.1	1.1 Years of Experience	
	a) Experience of 10 years	10
	b) Experience more than 10 years will be allotted 1 point for every year or part thereof of additional experience (Max 5 Points)	5
1.2	Presence and Knowledge of Local Terrain	
	a) Local office presence	2
	b) Topographical extent of works undertaken in the state of Maharashtra	8
2	FIRM'S EXPERIENCE	35
2.1	Similar Consultancy Services / works completed (Completed atleast one work amounting to ₹ 5.0 Cr. or two works of ₹ 2.50 Cr.each) in last 3 years	20
	a) Additional marks for more than above mentioned projects 2 mark for each project of same quantum.	10
	b) In Agriculture Produce Market Committee	5
3	FIRM'S FINANCIAL CAPACITY	10
3.1	Average Annual Financial Turnover.	
	a) Average annual turnover ₹ 25 lakh	7
	b) 1 mark for additional financial turnover in multiples of every ₹ 3 lakh (maximum 3 marks)	3
4	STRENGTH OF TECHNICAL TEAM	20
	a) Principal Architect in respective field with atleast 10 years' experience – 1 No	7
	b) For additional experience 1 mark for every two years' experience.	5
	c) Postgraduate	3
	d) Experience in APMC / Co-operative Sector	5
5	STAFF	10
	Adequate Technical Staff with the firm	10
	Maximum Total Marks	100

Category-III

Sr. No.	Parameters	Maximum Marks.
1	CAPABILITY STATEMENT	25
1.1	1.1 Years of Experience	
	a) Experience of 5 years	10
	b) Experience more than 5 years will be allotted 1 point for every year or part thereof of additional experience (Max 5 Points)	5
1.2	Presence and Knowledge of Local Terrain	
	a) Local office presence	2
	b) Topographical extent of works undertaken in the state of Maharashtra	8
2	FIRM'S EXPERIENCE	35
2.1	Similar Consultancy Services / works completed (Completed atleast one work amounting to ₹ 3.0 Cr. or two works of ₹ 1.50 Cr. each) in last 3 years	20
	a) Additional marks for more than above mentioned projects 2 mark for each project of same quantum.	10
	b) In Agriculture Produce Market Committee	5
3	FIRM'S FINANCIAL CAPACITY	10
3.1	Average Annual Financial Turnover.	
	a) Average annual turnover ₹ 10 lakh	7
	b) 1 mark for additional financial turnover in multiples of every ₹ 1 lakh (maximum 3 marks)	3
4	STRENGTH OF TECHNICAL TEAM	20
	a) Principal Architect in respective field with atleast 5 years' experience – 1 No	7
	b) For additional experience 1 mark for every two years' experience.	5
	c) Postgraduate	3
	d) Experience in APMC / Co-operative Sector	5
5	STAFF	10
	Adequate Technical Staff with the firm	10
	Maximum Total Marks	100

EMPANELMENT

1. Based on the maximum marks obtained/scored in each individual category, the firm / applicant / Consultant having scored equal to total 60 marks & above, shall ONLY be considered for empanelment in respective category. Other firm / applicant / Consultant, those who score less than a total 60 marks shall not be considered for empanelment. No correspondence shall be made with the firm / applicant / Consultant who are not empaneled. Also, no claims of any kind or queries in any form shall be entertained.
2. The empanelment of "Consultant" will be for a period of 03 (Three) Years from the date of award of Contract. However, Directorate of Marketing, Pune. Reserves the rights to abolish, Cancel or extend (maximum for 1 year) the empanelment of any or all the consultant and request afresh proposals for empanelment at any time.
3. Directorate Of Marketing, Pune reserves the right to extend the period of empanelment of consultants for a further period of one year depending on the requirement and performance of the consultant. The decision of Directorate of Marketing, Pune, in this regard would be final.
4. The empanelment of "Consultant" will remain in force for the purpose of completion of all works ordered during the period of the empanelment until they have been completed.
5. Directorate Of Marketing, Pune reserves the right to withdraw / cancel empanelment observing the performance of the services before the period of empanelment is over.

ALLOTMENT OF WORK

1. Directorate Of Marketing, Pune Also reserves the right to allot the work to any of the empaneled "Consultant" after giving due consideration to the suitability and competence of the "Consultant" to handle jobs, with due regard to their proven track record, which shall be reviewed by Directorate of Marketing, Pune (Employer), as found necessary, from time to time.
2. The "Consultant" who has been awarded the work shall have to enter into the agreement in the standard format of Directorate of Marketing, Pune.
3. Directorate Of Marketing doesn't guarantee for getting the work/assignment to the empaneled firm/ agency during empanelment period. No claims of any nature (including financial claims) shall be tenable in any case.

LITIGATION HISTORY

The Applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last Seven (7) years ending 2023-24. A consistent history of litigations against the Applicant may result in Disqualification of the application for empanelment, at the discretion of Directorate of Marketing, Pune

DISPUTES RESOLUTION

Directorate Of Marketing is the final authority for any kind of dispute arises. The decision of the Directorate of Marketing will be final and binding on consultant.

TERMINATION

Directorate Of Marketing, Pune will have all rights to terminate the consultant from the work at any stage and from empanelment.

SUBLETTING THE WORK

No subletting of work is allowed. If found, the applicant may face disqualification from empanelment.

PART-II
PRE-QUALIFICATION FORMS

Annexure-1
Organization Information

Sr. No.	Particulars	Details
1.	Name of Organization	
2.	Status of Firm (Proprietorship / Partnership / Limited / Any other)	
3.	Name of Directors / Partners / Proprietors	
4.	Year of Establishment	
5.	Address	
6.	Main Contact Person	
7.	Mobile No.	
8.	Email ID	

Place :

Date :

Signature of
Applicant with Name, Designation & Stamp

Annexure-2
Organizational Details

No.	Name	Age	Nature of works handle	Qualification	Planning & designing Experience in Firm	Date from which employed in the present organization
1.						
2.						
3.						
4.						
5.						

Note :

1. Necessary documents to prove the above facts shall be attached (duly attested).
2. Details of the CVs of Technical Staff with the firm and qualifications should be submitted.
3. If required, the Directorate of Marketing may verify the submitted documents independently.

Place :

Date :

Signature of
Applicant with Name, Designation & Stamp

Annexure-3
Outsourcing jobs

1.	Structural Design	
2.	Plumbing, Sanitary & Water Supply	
3.	MEP services	
4.	Fire Fighting / Detection System	
5.	Surveying	

Annexure 4

Details Of Directors / Partners / Proprietors

Sr. No.	Name of Partners / Directors / Proprietors	Academic Qualifications	Designation	Address / Phone / Email
1.				
2.				
3.				
4.				
5.				

Annexure- 5

List Of Consultancy Assignments Completed in Last 5 Years

Sr. No.	Name of Work / Project with add.	Short description of Architectural / Consultancy assignment	Name and add. of Owner / Client	Value of Work / Project in LAKHS	Date of Start of Work/Project		Date of Completion of Work/Project		Liquidated Damages, if any, imposed on consultant	Any other relevant information
					Stipulated	Actual	Stipulated	Actual		

Note:

1. The list of Works/Projects mentioned above should be substantiated with documentary evidence such as Work Orders/Contract Agreements and Completion Certificates duly attested.
2. Applications received without necessary documentary evidence are liable to be rejected.

Annexure 6

List Of Major Consultancy Assignments in Progress

Sr. No.	Name of Work/ Project with add.	Short description of Architectural / Consultancy assignment	Name and add. of Owner/ Client	Value of Work / Project in LAKHS	Date of Start of Work / Project	Stipulated time of Completion of Work/Project	Status of work	Expected date of completion	Any other relevant information
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Note:

1. The list of Works /Projects mentioned above should be substantiated with documentary evidence such as Work Orders / Contract Agreements.
2. Applications received without necessary documentary evidence are liable to be rejected.

Annexure 7
FINANCIAL STATUS

Sr. No.	Financial Year	Turnover (Consultancy Fee)
1.	2021-22	
2.	2022-23	
3.	2023-24	

Note:

1. Certified copies of audited Balance Sheets/Chartered Accountants Certificates
2. The Audited balance sheets for the last 3 years should be submitted with CA "UADI" Number.

Place :

Date :

Signature
of Applicant with Name, Designation & Stamp

Annexure 8

List of equipment's available with the firm

Sr. No.	Name of Equipment	Type	Nos.
1.	Computers	1.	
		2.	
		3.	
2.	Printers	1.	
		2.	
		3.	
3.	Plotters	1.	
		2.	
		3.	
4.	Software	1.	
		2.	
		3.	

Note:

1. Attach software license certificates.

Annexure 9
AFFIDAVIT

(To be submitted on non-judicial stamp paper of Rs. 500 /- duly certified by notary public)

Affidavit of M/s (Entity Name) -

Full Name -

I, the deponent above named do 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(s) submitted by M/s.along with this 'Expression of Interest for Empanelment of Architects, / Consultants' to Directorate of Marketing, Pune (Government of Maharashtra) are genuine and true, and nothing has been concealed.
3. I shall have no objection in case Directorate of Marketing, Pune verifies them from issuing authority(s). I shall also have no objection to producing the original copy of the document(s), in case the Directorate of Marketing, Pune demands verification.
4. I hereby confirm that in case, any document, information & / or certificate submitted by me is found to be incorrect / false / fabricated, Directorate of Marketing, Pune at its discretion may disqualify / reject my application for prequalification out rightly and debar me / M/s. from participating in any future tenders / EOIs.
5. The Empanelment forms and conditions will be the part and parcel of the agreement.

Deponent

I,, the Proprietor / Authorized signatory of M/s, do hereby 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