



**GOVT.OF ASSAM
OFFICE OF THE DIRECTOR::TOWN AND COUNTRY PLANNING :: ASSAM
DISPUR :: GUWAHATI-6**

**REQUEST FOR EMPANELMENT (RFE)
OF
TECHNICAL PERSON**

RFE No. TP/ MISC/TECH/3/2021/13

Dated:21/06/2021

**OFFICE OF THE DIRECTOR
TOWN AND COUNTRY PLANNING, ASSAM
DISPUR, GUWAHATI-781006**

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TOWN AND COUNTRY PLANNING, ASSAM
DISPUR, GUWAHATI-781006**

Website: tcp.assam.gov.in

E-mail: directortcpassam@gmail.com

No.TP/MISC/TECH/3/2021/13

Dated:-21/06/2021

DETAILED NOTICE FOR INVITATION FOR EMPANELMENT OF TECHNICAL PERSON

The Director, Town and Country Planning (T&CP), Assam, invites RFE (Request for Empanelment) from Architect/Engineer/Structural Engineer/Interior Designer/Town Planner/Group or Agency (Architect, Engineer and Others) for empanelment of Technical Person, whose qualifications are as per Chapter VII of Assam Notified Urban Areas (Other than Guwahati) Building Rules, 2014 and having 10 years of experience and above as on 01/06/2021. Applicant must have experience in providing consultancy services in designing and construction of building /urban development projects/Land development schemes.

i	Non-refundable cost of RFE document and Application Fee	Rs. 1,000 to be deposited through Treasury Challan to the Head of Accounts "0217-Urban Dev-03-IDSMT-800-other receipts"
ii	Downloading of RFE Document	From: 23/06/2021 to 12/07/2021
iii	Last date of submission of RFE	12/07/2021 upto 1:00 pm
iv	Date of opening of RFE	14/07/2021 at 2.0 pm

The above schedule is tentative and T&CP reserves the right to modify the said Schedule at any time during the selection process at its sole discretion without assigning any reason or being liable for the same in any manner whatsoever. T&CP also reserves the right to extend the time of submission of offers for empanelment or repeat the procedure from time to time considering the demand.

RFE documents can be downloaded from T&CP's website tcp.assam.gov.in

1. The non-refundable RFE document fee of Rs. 1000.00 (Rupees one Thousand) only is to be deposited to the Head of Accounts "0217-Urban Dev-03-IDSMT-800-other receipts" and original copy of Treasury challan is to be enclosed.
2. The RFE documents duly completed along with original copy of Treasury challan for RFE document fee shall be received as per schedule as given above.
3. The RFE documents are not transferable.
4. T&CP does not bind itself to accept all RFEs or any other RFE and reserves the right to reject any or all without assigning any reason thereof.
5. In case the date of submission RFE as mentioned above is declared to be a holiday, the applicants shall be received and opened on the next working day at the same time.
6. Any revisions, clarifications, corrigendum, addenda, time extensions etc. to this RFE will be posted on the T&CP official websites only.
7. The RFE document duly signed on all pages should form part of the submission. Failure to submit this will invite non consideration of the RFE.
8. RFE submitted with conditions will be liable for rejection.

**Sd/-
Director
Town & Country Planning, Assam
Dispur, Guwahati-781006**

1. The Joint Secretary to the Government of Assam, Urban Development Department, Dispur, Guwahati -6.
2. The P.S. to the Hon'ble Minister, Assam, Urban Development, Dispur, Guwahati -6 for kind appraisal of the Hon'ble Minister.
3. The P.S. to the Additional Chief Secretary to the Government of Assam, Urban Development Department, Dispur, Guwahati -6 for kind appraisal of the Additional Chief Secretary.
4. **The Director, Information and Public Relations, Assam, Last Gate, Dispur, Guwahati -6. He is requested to publish this RFE in 2(two) widely circulated English news papers and 1(one) widely circulated Assamese news paper.**

Sd/-

Director

**Town & Country Planning, Assam
Dispur, Guwahati-781006**

INSTRUCTIONS TO BIDDERS

The Authorities are in consideration to empanel qualified and experienced TP for providing consultancy services to various projects for planning, designing and supervision of urban development projects. The consultants must have qualifications as per Chapter VII of Assam Notified Urban Areas (Other than Guwahati) Building Rules, 2014 and having 10 years experience and above as on **01/06/2021** in providing consultancy services in planning, designing and supervision of urban development projects and Land development schemes.

(I) GENERAL

1. Definition:

- a) **“Act” means** The Assam Town and Country Planning Act, 1959
- b) **“Rule” means** Assam Notified Urban Areas (Other than Guwahati) Building Rules, 2014
- c) **“Empanelled Technical Person”** – A person empanelled as Architect/Engineer/Structural Engineer/ Town Planner/ group or agency (Architect, Engineer and Others) as per Chapter-VII of Assam Notified Urban Areas (Other than Guwahati) Building Rules, 2014 and having 10 years experience and above as on **01/06/2021** in providing consultancy services in planning, designing and supervision of urban development projects and Land development schemes.
- d) **“Person Authorized”** – means a qualified and duly Registered Technical Personnel as per this empanelment of RTP.

2. The empanelment of ETP shall be for a period of *two years* and can be terminated / extended from time to time subject to periodic review by the Authority.

3. The ETP shall ensure and satisfy himself that various permissions as required by law from different Authorities for the projects, if any, have been obtained.

4. The Empanelled Technical Person shall also ensure during the inspections at construction stages and also at the time of giving completion certificate that there is no violation of Master Plan and Zoning regulation in force, Building Byelaws/Rules and other related Acts, Rules and regulations in force.

5. In case it is found that there is violation of Acts, Rules, Master Plan and Zoning regulation and other regulations in force at any stage either during the sanction of plans & estimates/DPRs, different stages of construction or issue of completion certificate, the same shall be immediately brought to the notice of the Authority failing which necessary action for penalising the ETP's shall be taken including removal from the panel and action as per the provisions of relevant Acts, Rules, Regulations etc.

7. The empanelled TP are also required to enter into an agreement with the concerned Authorities.

(II) SUBMISSION OF RFE-

RFE shall be submitted in the following manners: -

All documents duly signed on all pages with necessary enclosures and documentation fees to be submitted on or before the last date in sealed envelope addressed to Director, T&CP, Dispur, Guwahati-6. It shall be superscripted on the sealed envelope as “REQUEST FOR EMPANELLEMENT OF TECHNICAL PERSON”.

(III) QUALIFYING CRITERIA

- I. The Applicant should be an Architect/Engineer/Town Planner/Group or Agency (Architect, Engineer and Others) with qualification as per Chapter-VII of Assam Notified

Urban Areas (Other than Guwahati) Building Rules, 2014 or Architect registered with Council of Architects/Indian Institute of Architects.

II. The following information/documents are required to be submitted as per Annexures appended herewith, for empanelment with the proposal in sealed cover without which the applicant will not be considered for selection.

- a) For architect, upto date and valid registration of Council of Architects/ Indian Institute of Architect along with CV.
- b) For engineer/ town planner / group or agency the qualification shall be as per Chapter-VII of Assam Notified Urban Areas (Other than Guwahati) Building Rules, 2014 along with CV. In case of group or agency CVs of Architect, engineer or town planner are required.
- c) Documentary proof of experiences for at **least 10 years** in providing consultancy services in planning, designing and supervision of urban development projects and Land development schemes as per **Annexure-II**
- d) Documentary proof of starting date of their firm/business.
- e) List of manpower as per **Annexure –III** with qualification and experience
- f) Detail self-certified statement on office equipment and internet service in office as per **Annexure –IV.**
- g) Registration certificate of Goods and service tax (GST)
- h) Consultant, the firm shall have an office anywhere in the State of Assam preferably in Guwahati.
- i) Financial Capability of the Consultant as per **Annexure-V.**

(IV) SELECTION CRITERIA

- a) Applicants who satisfy all the requirements and submit valid documents will be empanelled with the Authority.
- b) The list of names of selected applicants will be published in the official website i.e. tcp.assam.gov.in

(V) AMENDMENT OF RFE:

At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFE document by the issuance of Addendum/ Amendment and posting it on the Official Website. The amendments and will be binding on all Applicants and will be part of RFE document.

Sd/-

Director

Town and Country Planning, Assam

Dispur, Guwahati-781006

RFE DOCUMENT:
(Form of Submission)

1. ANNEXURE-I (A):-LETTER OF PROPOSAL SUBMISSION

To:

The Director
Town and Country Planning, Assam
Dispur, Guwahati-781006

Dear Sir

In response to the Notification No.TP/ MISC/TECH/3/2021/13, Dated: 21/06/2021, I/We, would like to offer for empanelment for consulting assignment/job. I/We am/are hereby submitting my/our Proposal, which includes certificates, forms and documents as required under the RFE.

I/We, hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

I/We, understand you are not bound to accept any Proposal you receive.

I/We, remain,

Yours sincerely,

Signature of Authorized person
[In full and initials]:
Name and Title of Signatory:
Name of Firm:
Address:

ANNEXURE-I (B): CONSULTANT'S ORGANIZATION

Details of Consultant

a.	Name of consultant with full address	:	
b.	Tel. No.	:	
c.	Fax No.	:	
d.	Email	:	
e.	Year of Incorporation.	:	
f.	Name and address of the person holding the Power of Attorney.	:	
g.	(i) Place of Business.	:	
	(ii) Date of Registration.	:	
h.	Name of Bankers with full address.	:	
i.	GST Registration Number (copy to be enclosed).	:	
j.	Permanente Account Number (copy to be enclosed).	:	
k.	Are you presently debarred / Black listed by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnished details)	:	
l.	Name and details (Tel / Mobile / E mail) of contact persons	:	

(a) Attach valid registration certificate

(b) Attach CV.

(c) Attach documentary proof of starting date of firm/business/consultancy.(trade license, constitution of firm etc.)

Signature of Authorized person

[In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

ANNEXURE-II: PROJECT DETAIL: COMPLETED OR ONGOING (AT LEAST 10 YEARS) (of Non-residential project only)(Individual residential projects not to be mentioned)

SL. NO.	PROJECT NAME	PROJECT VALUE	CITY NAME	PROJECT DURATION	COMPLETED/ ON GOING	IF COMPLETED DATE OF COMPLETION (ENCLOSE COMPLETION CERTIFICATE)	NAME OF CLIENT AND ADDRESS & CONTACT NO.	NARRATIVE DESCRIPTION OF THE PROJECT	REMARKS

Signature of Authorized person
 [In full and initials]:
 Name and Title of Signatory:
 Name of Firm:
 Address:

ANNEXURE-III: TEAM COMPOSITION AND EXPERIENCE OF TECHNICAL PERSONS

SL. No.	Name of Staff	Designation	Area of Expertise	Professional Qualification	Experience in Project preparation (Indicate name and nature of project)

Signature of Authorized person

[In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

ANNEXURE –IV: List of office equipments and facilities

[Pl submit a list of office equipments and facilities here]

Signature of Authorized person

[In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

ANNEXURE-V: Format for Financial Capability of the Consultant

(Equivalent in Rs. Lakh)

FY	2018-19	2019-20	2020-21	Total	Average
Annual Turnover					

Certificate from the Statutory Auditor

This is to certify that(name of the Consultant) has the turnover as stated above.

Name of the audit firm:

Seal of the audit firm

Date:

(Signature, name and designation of the authorised signatory)

Signature of Authorized person

[In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

DECLARATION-A

I/we hereby declare that I/we have not been Blacklisted/debarred by any Central/State Govt Depts/Central/State Govt PSUs, Autonomous and statutory bodies under State/Central Governments.

Signature of Authorized person
[In full and initials]:
Name and Title of Signatory:
Name of Firm:
Address:

(Note: Declarations to be submitted on the letter head of the consultants)

DECLARATION-B

I/We hereby declare that the details furnished are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for the same.

Signature of Authorized person
[In full and initials]:
Name and Title of Signatory:
Name of Firm:
Address:

(Note: Declarations to be submitted on the letter head of the consultants)

END