

**A.P.HOUSING BOARD**  
**GRUHAKALPA, M.J.ROAD, HYDERABAD**

**EMPANELMENT OF ARCHITECTS**

**1. ELIGIBILITY**

- 1.1 The term "ARCHITECT" shall mean any person, who at the time of his application is registered with the Council of Architecture under the Architects Act-1973. Where the application is made by a firm, its at least one of its partner/Director but not any employee shall be an "ARCHITECT".
- 1.2 The Architects having the head quarters in Hyderabad or those stationed outside Hyderabad are eligible to apply provided they have an experience of at least five years of planning, designing of building projects. Architects practicing out side Hyderabad have to establish an office at Hyderabad after the award of work.
- i. The Architect should be a Graduate in Architecture and have minimum experience of 5 years in planning & designing of building projects.
  - ii. The Architect should be a member of Council of Architecture.
  - iii. The Architect should have similar works experience.(i.e. architectural design and construction documentation of the building work at least Basement plus, Ground plus five stories with structural and MEP details)
  - iv. The Architect should have rendered Architectural services for construction of at least one housing project.
  - v. The Architects / firms should have satisfactorily completed at least one housing project, (comprising of Civil & Sanitary, Interior furnishing, Electrical, Air-conditioning, Fire safety works etc.) having minimum value of Rs.10.00 crores.
  - vi. As proof for satisfactory completion of work, certificate issued by the Central/State Government departments, Public Sector undertakings etc is to be enclosed.
  - vii. If the work is done for private organization, the applicant should submit the details of such completed works and also should submit self attested copies of the completion certificates from the owner / client indicating the name of the work, the description of work done by the applicant, value of contract executed by the applicant, date of start, date of completion (stipulated and actual).
  - viii. Copies of relevant documents/certificates should be enclosed as a proof for information furnished in the application form.

- 1.3 The applicant not fulfilling the above conditions shall summarily be rejected and shall not be considered for evaluation.

## **2. GENERAL**

- 2.1 The detailed application documents can be downloaded from our website [www.aphb.gov.in](http://www.aphb.gov.in)

## **3. TENTATIVE SCHEDULE OF EMPANELMENT.**

- I. Downloading of Document/ Boucher starts from : 13.02.2012  
II. Last date of submission of application : 12.03.2012

## **4. PERIOD OF EMPANELMENT & SERVICES TO BE RENDERED BY EMPANELLED ARCHITECTS.**

- 4.1 The selected Architect/firm/Agencies shall be empanelled for a period of 2 years from the date of its notification APHB however reserve the right to discontinue the panel at any time without assigning any reasons & shall not be liable to pay any compensation on this account.

- 4.2 The empanelled agencies would be required to work on projects assigned to them, for which separate offer in single bid or two bid systems shall be obtained from the empanelled Architects as and when any project is to be taken up by APHB and shall be expected to render following services.

### **4.3 SERVICES TO BE PROVIDED**

The Architect shall faithfully and honestly perform the services pertaining to the design of the assigned housing projects. The Architect in general would be required to held discussion with officers of Planning section, Executive Engineer Design units of APHB and prepare and submit complete Architectural drawing for the projects, keeping in the mind the functional requirement and space requirement as per rules in force in Andhra Pradesh and local bye - laws. Broadly the services to be rendered are:-

- (i) Physical survey of site by Total Station Survey.
- (ii) Preparation & submission of complete Architectural drawings of the project (Digital drawings hard & soft copy on CD's) including layout plan and associated services such as fire fighting, electrification, water supply, sanitary installation, drainage, roads, landscaping, horticultural operation and optional services like Telephone/IT Cable/ T.V. Cables ducts, security system etc., both internal and external within the boundary of the project to make the building functional.

Architectural design and drawing of the services submitted by the Architect/Consultant shall be got vetted by the department / Local body and if any corrections are required, these will be incorporated by the Architect /Consultant in the design at no extra cost.

- (iii) Obtaining approval of building plans as well as services drawings from and local bodies such as GHMC, GVMC, VMC, UDA's & other Local Authorities, CIVIL AVIATION, Fire service, Power Distribution Companies as applicable and wherever required.
  - (iv) Provide complete specification of the building and services.
  - (v) Preparation of bill of quantity (BOQ) for the purpose of preparation of detailed estimated and NIT, in consultation with the engineering department of APHB. Schedule of rates shall have to be generally adopted for this purpose. The BOQ shall be submitted along with the detailed measurement and rate analysis of non SSR items as per standard practice.
  - (vi) Preparation of Structural design of buildings and other structural elements such as Underground/Overhead tanks based on relevant BIS codes and other hand books and shall have to be got vetted by the proof consultant appointed by the department. All designs to be submitted with the detailed design calculations.
  - (vii) Preparation and submission of as Built/Completion drawings after the completion of the project.
  - (viii) Obtaining completion certificate from local bodies wherever applicable.
  - (ix) Visit site as per requirement of work and whenever desired by the department.
- 4.4 The A.P. Housing Board reserve right to entrust any one of above services to Architect, whenever required by A.P. Housing Board.
- 4.5 The Architect will also be required to supply to the department two sets of complete drawing and service drawing including RTF (Reproducible Transparent Film) for future record along with a soft copy.

## **5. TIME SCHEDULE**

The Architect is expected to work under following time Schedule :  
( See Para 4.3(ii) also )

- (i) Preparation and submission of preliminary sketches - Two weeks.
- (ii) Preparation and submission of preliminary drawings - One week.
- (iii) Preparation of detailed drawing and structural drawing - Three weeks.
- (iv) Preparation of detailed drawing for services - Two weeks.
- (v) Preparation and submission of BOQ - Two weeks.

- 5.1 The Services to be rendered and the time schedule mentioned above is for guidance only and specific details may be decided for each project separately by the concerned Chief Engineer / Chief Planner or their authorized representatives, which shall be binding and final upon the agencies.
- 5.2 The A.P. Housing Board reserve right to impose penalty on delay in time schedule.

## **6. DETAILS TO BE SUBMITTED BY THE APPLICANTS**

- 6.1 The application is required to be submitted in a sealed envelop, super scribed "Application for Empanelment of Architects" along with the following details.
  - I. Name and address of the firm/Individual along with Registration No.
  - II. Detailed profile of the firm/individual.
  - III. The List of in house technical staff with details of their qualification, experience and field of expertise (As per Annexure-A)
  - IV. Copy of balance Sheet for the last 5 Years (As per Annexure-B)
  - V. List of project(s) handled during last 5 Years clearly indication covered area, cost and scope of work in the prescribed Performa (As per Annexure-C)
  - VI. List of current project(s) in hand including their cost in the prescribed Performa (As per Annexure-D)
  - VII. List of award winning Entries (as per Annexure-E)
  - VIII. List of consultants associated on regular basis for specialized job(s) such as structural design, electrical & mechanical, plumbing, drainage services and landscaping etc. (as per Annexure-F)
  - IX. List of Equipments available with the Firm. (as per Annexure-G)
  - X. Non refundable application fee Rs. 500.00 (Five Hundred only) in the form of demand draft in favour of "Director, EDS (E- Seva), payable at "Hyderabad".
  - XI. Copy of Proprietorship / Partnership deed of Architect / Architectural Firm and valid registration certificate of Architect(s) have to be submitted.

**7. THE APPLICATIONS QUALIFYING THE INITIAL CRITERIA,  
EVALUATED BY SCORING METHOD AS DETAILED BELOW.**

- |       |   |            |
|-------|---|------------|
| (i)   | Technical Staff Strength (Annexure-A)                           | : 15 Marks |
| (ii)  | Financial turnover (Annexure-B)                                 | : 10 Marks |
| (iii) | Experience of work during last five years (Annexure-C)          | : 35 Marks |
| (iv)  | Current works in hand (Annexure-D)                              | : 25 Marks |
| (v)   | Award winning project (Annexure-E)                              | : 05 Marks |
| (vi)  | Profile and experience of associated consultant<br>(Annexure-F) | : 10 Marks |

7.1 The marks shall be decided by the Committee generally on the basis of predetermined criteria and where it is not possible to do so, based on their own judgment. The evaluation carried out by the said Committee shall be final and binding.

7.2 A.P. Housing Board reserved the right to modify the criteria and take own decision if so required.

7.3 A.P. Housing Board reserve the rights to empanel the Architects in various categories of work by applying any cut off percentage of marks.

LETTER OF TRANSMITTAL

ANNEXURE-X

(ON LETTER HEAD PAD OF THE COMPANY)

To,  
**Vice Chairman & Housing Commissioner,**  
A.P. Housing Board,  
Gruhakalpa, M.J. Road  
Nampally,  
Hyderabad. - 500 004

Subject: -**Application for empanelment of architects**

Sir,

Having examined the details given in your brochure for the empanelment of Architects in A.P. Housing Board, we submit our relevant information, and documents for your kind considerations.

1. I/We hereby certify that all the statements made and information, supplied in the enclosed forms A to G and accompanying statements are true and correct.
2. I/We have furnished all information and necessary details required for the empanelment of Architects and no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorize the Officers of A.P. Housing Board to approach the bank issuing the solvency certificate to confirm the same. I/We also authorize Officers of A.P. Housing Board to approach individuals, employers, firms and corporation to verify competence and general reputation.
4. We submit the following certificates in support of our suitability, Technical know how and capability for having successfully completed the works.

Enclosures: Annexure's A to G

Signature of Applicant

Seal of applicant:

Date of submission:

**BIO-DATA OF ARCHITECTURAL / CONSULTANT FIRM**

Name of the organization	Empanelments in others organizations/departments

1.	Name of the Architect / firm	
	Address	
	Telephone No.	
	Office	
	Residence	
	Mobile	
	Fax	
	E.Mail	
2.	a)Whether proprietary/partnership/Pvt.Ltd./Public Ltd.	
	b)Name of the proprietor, partners. Directors	
	i)	
	ii)	
	iii)	
	c)Year of establishment	
3.	Registration with Registrar of companies (No. & Date)	
4.	Registration with Tax authorities:	
	Income Tax No. (furnish copies of Income Tax clearance)	
5.	Names of Bankers with address:	
	i)	
	ii)	
6.a	Whether registered with council of Architects, if so, please mention the number.	
b	Whether registered with Municipal Corporation and other Govt. authourities. If so, please mention the number and enclose copy of license issued	
7.	Registration with Govt. /Public Sector/Banks.	
8.	Give details if at present involved in litigation in similar type of contract:	
9.	Details of Civil suit, if any that arose during execution of contract in the past 5 years	
10.	Specify maximum value of single project executed during the last Five years.	
11.	Name relation, if any, with the staff members of A.P. Housing Board.	

**Note:-**Copies of work order along with Xerox copies of relevant TDS certificate, satisfactory completion certificate obtained from the client shall be enclosed.

Signature Name & Designation.