



दिल्ली मेट्रो रेल कॉर्पोरेशन लिमिटेड  
Delhi Metro Rail Corporation Limited

## PRE-QUALIFICATION NOTICE FOR EMPANELMENT OF ARCHITECTS/CONSULTANTS

**Delhi Metro Rail Corporation Ltd.** intends to prepare a panel of Architects –cum-Consultants who can render consultancy services on over all basis for architectural, interior, structural and other allied works such as fire fighting & fire alarm system, HVAC, Electrical services, CCTV, substation, DG set and horticulture work etc. including obtaining local authorities approvals and other clearances for its establishments such as buildings in depots, renovation of existing station, Landscape works including MMI, residential buildings etc. in Delhi NCR and any other location of works of DMRC.

Interested Architects/Consultants, who satisfy the following eligibility criteria, shall have to apply for empanelment in the prescribed enrolment form for relevant category of project.

### Category of Works and Eligibility Criteria

1. Architect/Consultant should have valid registration with Council of Architecture (India). ( Copy To be submitted)
2. Architect/Consultant should have in- house MEP and Structural Consultants or have consultants on board.
3. Should have successfully extended complete architectural & all the consultancy services to the projects of similar nature as given below during the last five years as on 31/03/2018.

Category		Cost of Works	Qualifying Criteria	Educational Qualifications/Experience required
A	A-1- Building Works	Up to 5.0 Cr.	At least one project costing not less than 4.0 Cr. OR At least two project costing not less than 2.5 Cr. OR At least three project costing not less than 2 Cr.	Essential- B. Arch Degree with 5 years of post qualification experience Desirable: M. Arch in Urban Design
	A-2- Building Works	Up to To 15.0 Cr.	At least one project costing not less than 12.0 Cr. OR At least two project costing not less than 7.5 Cr. OR At least three project costing not less than 6 Cr.	Essential- B. Arch Degree with 10 years of post qualification experience Desirable: M. Arch in Urban Design
B	B-1- Landscape and MMI Works	Up to 3.0 Cr.	At least one project costing not less than 2.4 Cr. OR At least two project costing not less than 1.5 Cr.	Essential- B. Arch + M. Arch in Landscape Architecture Degree with 5 years of post qualification experience



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			OR At least three project costing not less than 1.2 Cr.	
	B-2- Landscape and MMI Works	Up to 8.0 Cr.	At least one project costing not less than 6.4 Cr. . OR At least two project costing not less than 4.0 Cr OR At least three project costing not less than 3.2 Cr	Essential- B. Arch + M. Arch in Landscape Architecture Degree with 10 years of post qualification experience

4. Preferably successfully executed at least one of the qualifying projects for Government/Government Undertaking /Autonomous Bodies etc.
5. The project sites of DMRC can be located anywhere in Delhi NCR or any other state where DMRC has taken up works to execute.
6. **Financial Health:** - Applicant shall furnish their Annual Financial Statement for last three years duly audited by Chartered Accountant by giving his / her registered number and contact address. The applicant should also possess GST Registration. Should submit copy of the income tax PAN, GST/ Service tax certificate with valid registration number. The architects/consultants, otherwise eligible but not Income tax assesses, will not be considered for empanelment.
7. For Architects/Consultants applying in both the categories, either the proprietor or the partner/Director in the firm should possess M. Arch degree in Landscape architecture with minimum 8 years post qualification experience.
8. List of works in hand with details of projects & specific responsibility on the Architectural firm.
9. Based on the assessment of details furnished like works undertaken, technical & financial capabilities, selection will be made. From such panel, competitive offers/tenders will be called for specific works.

The enrolment forms can be downloaded from DMRC's website: [www.delhimetrorail.com/tender](http://www.delhimetrorail.com/tender). **Architect/Consultant should ensure that filled in enrolment form along with necessary enclosures and enrolment fees of Rs. 3000/- (non refundable)** in the form of Demand Draft/Pay Order drawn in favour of **DMRC LIMITED** payable at New Delhi, must reach the **o/o Chief Architect, Delhi Metro Rail Corporation, 5<sup>th</sup> floor, B-wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi 110001** on or before **01/05/2018, 15:00 hrs.**

For any clarifications, you can mail queries to [dmrcarchemp@gmail.com](mailto:dmrcarchemp@gmail.com) or contact Mr. Dipankar Nath, Dy. Chief Architect (Mob. +91-9910484348).



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Please note that no consideration whatsoever shall be given for postal or any kind of delay.

DMRC reserves the right to reject any or all applications without assigning any reasons thereof.

SD  
(Papiya Sarkar)  
Chief Architect

### **INSTRUCTIONS TO ARCHITECTS/CONSULTANTS APPLYING FOR THE EMPANELEMENT**

The Enrolment Form along with the Annexure A1, A2 and B to G shall be completely filled in all respect and to be submitted to the o/o Chief Architect, Delhi Metro Rail Corporation Ltd., 5<sup>th</sup> floor, B-wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi 110001 on or before 01/05/2018, 15:00 hrs, along with necessary enclosures, **enrolment fee of Rs. 3000/- (non- refundable) in the form** of Demand Draft/Pay Order drawn in favour of **DMRC LIMITED** payable at New Delhi. Please note that no consideration will be given for postal delays.

1. Architects/Consultants to note that all particulars required as per the form and Annexure shall be filled in completely in relevant blanks strictly.
2. The forms not submitted strictly as per the above instructions within stipulated period are liable to be rejected,
3. The eligible agencies, which will be selected for enrolment after scrutiny of enrolment forms, shall be informed by a letter. Please note that no enquiries or correspondence regarding the selection shall be entertained.
4. The Architects are advised to follow the instructions given below :
  - a. Enrolment Form shall be filled-up in clean handwriting in capital letters or typed.
  - b. Full address of the site of work, owner or authority under whom the works have been carried out should be given (Please refer Annexure D & E).
  - c. The agencies should ensure to submit the satisfactory Completion Certificate giving the value of work, year of completion.
  - d. The annual turnover should be based on latest Income Tax Clearance Certificate duly cleared by Income Tax Department or audited balance sheet, copy of which should be enclosed.
5. The similar works for 'Building Works' shall be Institutional, Residential, Socio Economic buildings, Commercial, Assembly, or Recreational facilities. For 'Landscape Works', the similar works shall be Parks, MMI, landscape etc. The



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consultants may have experience on Urban design, transport or traffic planning and well versed with UTIPEC/PWD and other related Bye laws

6. Engineering firms having architectural department with personnel having required qualification and meeting the other eligibility criteria can also apply.
7. The professionals experienced in planning, designing, preparation of tender documents, supervision of works wherever required, assisting DMRC in techno commercial aspect with exposure to Government will be preferred.
8. If other things being Equal, the professionally qualified architects/consultants who have undertaken the works for Government organizations will be preferred.
9. The details of the applicants and their experience shall be furnished in the prescribed "Enrolment Form" only. Wherever required and if the space provided is not sufficient, particulars can be furnished in Annexure but such details shall be clearly mentioned in the respective columns of the form. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the Applicant or their authorized representative.
10. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions will be reimbursed by DMRC.
11. Documentary proof with respect to the prequalification criteria shall be furnished along with the form. In this regard, copies of the work orders and completion certificates and or such other documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.
12. The authorised person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.
13. The evaluation will be based on the experience, reputation, empanelment with other organisations, PSUs, Govt institutions, manpower, their financial capabilities, quality consciousness, merit, awards etc. Based on the details furnished and inspection of works, eligibility criteria, the applicants will be empanelled. Decision of the DMRC regarding selection / rejection for empanelment will be final and binding to all applicants and no further correspondence will be entertained. The empanelled architects/consultants will be informed by post& email only.
14. If the information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of DMRC at a later date, the empanelment of such applicant will be cancelled, immediately and will be barred from working for DMRC with immediate effect for a period of five years.
15. Applications received after the due date and time shall not be accepted.
16. DMRC reserves its right to reject any / or all the applications without assigning any reasons whatsoever.



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17. All applicants are requested to clearly mention the category (in which he/she wishes to get empanelled for) on the envelope in block letters
18. The applicants may fill in both the categories but the forms have to be submitted separately. (One demand draft is required, if filling for both the categories)
19. The empanelment shall be valid for a period of 3 years extendable up to 5 years at the sole discretion of DMRC.

Please note that the submission of this enrolment form does not confer any right on you to claim issue of tenders and the Chief Architect reserves the right not to issue tender to any / all applicants without assigning any reason whatsoever.

**Brief Scope of work for Architects/Consultants:**

The Architect/Consultant, if appointed, is required to provide comprehensive architectural services in respect of the following:

**ARCHITECTURAL:**

1. Taking DMRC's instructions and preparation of design brief.
2. Site evaluation, analysis and impact of existing and/or proposed development on its immediate environs.
3. Design and site development.
4. Structural design.
5. Design of sanitary, plumbing, drainage, water supply and sewerage system.
6. Design of electrical, electronic, communication, acoustic systems.
7. Design of Heating, ventilation and air conditioning design (HVAC) and other mechanical systems.
8. Elevators, escalators, etc.
9. Fire detection, Fire protection and Security systems etc.
10. Periodic inspection and evaluation of Construction works with site visits in each stage, time and frequency to be decided by DMRC.

**ALLIED FIELDS:**

1. Interiors Design
2. Graphic Design and Signage

Services shall include but not limited to planning, designing, Plans, section, elevations, reports, models or 3d views as and when necessary, coordination, supervising & execution of Civil works, interior furnishing works, providing cost estimated, BOQ, Tender documents and specifications for the materials and assisting DMRC in finalizing the contractor, preparation, submission and licensing for local body approval, if sought by the DMRC. The panel of Architects/Consultants will also be availed for planning, designing and execution of redeveloping of DMRC stations buildings and all allied buildings if and when required, involving the approval for the same from the local Authorities.



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**Please note that the above scope is indicative only and the detailed scope of work shall be given at the time of calling of tenders for the projects.**

SD

**Papiya Sarkar  
Chief Architect**

Enclosed: Enrolment Form with Annexure A1, A2 and B to G

Note: These instructions for filling and submission of Enrolment Form shall also be signed and submitted along with Enrolment Form with Annexure A1, A2 and B to G.



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## ENROLMENT FORM

CATEGORY OF WORKS FOR WHICH APPLIED:-----

S.No.	QUERY		ANSWER
1	Name of the firm		:
	Proprietary / Corporate		
2	Address	OFFICE	
		RESIDENTIAL	
3	i) What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.		
	ii) Enclose copy of partnership deed, Articles of Association or Affidavit in case of sole proprietorship as per <b>Annexure A-1</b> .		
	iii) Fill-in enclosed <b>Annexure A-2</b> for particulars of partners		
4	PAN No.		
	TIN No.		
	VAT Registration No.		
	GST/Service Tax Registration No.		
5.	Registration with EPF and Details		
6	Contact Details	Office Phone No.	
		Residence Phone No.	
		Mobile No.	
		Fax No.	
		e-mail	
7	Month and year in which the firm was established in present name		
8	Particulars of old firm (if present firm is new) if main partners of the present firm were working as architects, in some other name in the past (The partnership deed of old firm be enclosed)		
9	Particulars of sister firms, if any:		
10	Fill and enclose <b>Annexure B</b> giving details of enrolment with other organizations		



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11	Has the applicant or his partners or Directors been black listed in the past by any Central or State Govt. Deptt. / Organization.			
12	i) Annual Turn Over for last four years (Enclose the self attested Statement of Accounts of last three consecutive years duly certified by Chartered Accountant with Registration Number.		YEAR	Rs. in Lakh
		i	2013-14	
		ii	2014-15	
		iii	2015-16	
	iii	2016-17		
	ii) What evidence or proof is enclosed to support the amounts of yearly turnover			
	iii) Enclose Income Tax Clearance Certificate for last consecutive three years.			
13	i) Name and complete postal address of bankers. ii) NEFT and Bank Account Details		Name of Bank :	
			Account No.	
			IFSC Code :	
14	Fill in & upload <b>Annexure-C</b> giving full particulars about major works completed during past seven years  NOTE: List of only those works which are similar in nature and carried out by firm requesting for enrolment is to be given. Work completion certificate for qualified projects must be enclosed with address & contact numbers of issuing authority			
15	Work in Progress:			
	i) Whether full details of major work in hand given in <b>Annexure 'D'</b> <b>Note: The details must be self attested.</b>			
	ii) Are copies of work orders for such large works enclosed			
16	Whether full information regarding permanent technical staff employed given in <b>Annexure 'E'</b>			
17	Any <b>other information</b> the applicant might like to give			

Place :  
Date :

SIGNATURE OF THE APPLICANT  
NAME & DESIGNATION  
WITH SEAL OF ORGANISATION





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ANNEXURE – A1

**AFFIDAVIT**

(On Non Judicial Stamp paper of Rs.100/- in case the individual who is the sole proprietor of the firm)

I ..... s/o  
..... age ..... years, occupation business r/o  
..... do hereby state on oath as under:

That I am residing in ..... locality of District  
..... since last ..... years.

That I am the sole proprietor of a proprietary concern name and style as  
"....." having it's office at .....  
District ..... dealing in business of Government, civil contracts and  
ancillary works attached therefore.

Hence this affidavit.

Deponent \_

Note: This Affidavit should be notarized.



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ANNEXURE A2

**CONSTITUTION OF FIRM – SOLE PROPRIETORSHIP/PARTNERSHIP/LTD.CO./OTHER**

**DETAILS OF CONSTITUTENTS**

Sr. No.	Name of sole partner or Director / other High Officials	Age	Share	Technical Experience			Whether power of attorney Holder
				Year to Year to	As Employee	As architect/	
1	2	3	4	5	6	7	8

Place :  
Date :

SIGNATURE OF THE APPLICANT  
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**ANNEXURE – B**

**ENROLMENT WITH OTHER ORGANISATIONS**

Sr. No.	Name & Address of Authority with whom you are enrolled	FIRST TIME ENROLMENT		LAST RENEWAL OR ENROLMENT			
		Year to year	Is copy of letter enclosed	Year to year	Class or Category	Limit (Rs. in Lac)	Is copy of letter enclosed
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Place :  
Date :

SIGNATURE OF THE APPLICANT  
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Annexure- C

LIST OF MAJOR WORKS COMPLETED DURING LAST FIVE YEARS

Sr. No.	Name and Complete Postal Address of			Order			Value of work as per final bill (Rs. in Cr.)	Commencement of work month Year	Completion of work month Year	Penalty levied for delay of completion if any
	Place of Work & Nature of Work	Owner	Authority under whom work was carried	Ref. No. & Date	Cost of Project (Rs. In Cr.)	Is copy enclosed				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Note: Please ensure that the complete postal address including Pin Code and Telephone /Fax number/E-mail address etc are furnished under column No 3 & 4 above.

Place :  
Date :

SIGNATURE OF THE APPLICANT  
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**ANNEXURE – D**

**LIST OF WORK IN HAND**

Sr. No.	Name and Complete Postal Address of			Order			Date of commencement of work	Scheduled date of completion of work	Progress made and expected date of completion and reasons for delay, if any.
	Site of Work & Nature of Work	Owner	Authority under whom work was carried out	Ref. No. & Date	Amount (Rs. in Cr)	Is copy enclosed			
(1)	(2)	(3)	(4)	(5)	*(6)	(7)	(8)	(9)	(10)

Note: Please ensure that the complete postal address including Pin Code and Telephone /Fax number/E-mail address etc are furnished under column No 3 & 4 above.

Place :  
Date :

SIGNATURE OF THE APPLICANT  
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**ANNEXURE – E**

**PARTICULARS OF PERMANENT TECHNICAL STAFF**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Age</b>	<b>Academic Qualification</b>	<b>Service with the Firm</b>	<b>Details of Experience Year to Year</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>

Place :  
Date :

SIGNATURE OF THE APPLICANT  
NAME & DESIGNATION  
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**NOTE:**

If the MEP and structure and other consultants is not available in-house with Architect/Consultants, the details of MEP, Structure and other consultants on board associated with the firm to be attached separately.



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ANNEXURE- 'F'

**ANNUAL TURNOVER FOR LAST FOUR YEARS.**

S.No	Financial Year	Total Contract amount received	IT certificate enclosed. Yes/ No	Audited balance sheet copy enclosed. Yes/ No	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1	2013-14				
2	2014-15				
3	2015-16				
4	2016-17				

Place :  
Date :

SIGNATURE OF THE APPLICANT  
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ANNEXURE – G

**PRE-QUALIFICATION BID CHECKLIST**

Sr. No.	Description of Enclosure	Refer Item of form	Attached YES/NO
1.	Partnership deed/ Articles of Association/ Affidavit ( ) ( ) Annexure A-1		
2.	Annexure (A-2) as supplied	(Particulars of Partners)	
3.	Annexure – B (as supplied)	(Particulars of enrolment in LIC and other Organization)	
4.	Proof of Turnover		
5.	I.T.C.C. for last three years		
6.	( ) Annexure 'C' (as supplied)	(List of major works completed during last 5 years)	
7.	( ) Annexure 'D' (as supplied)	(List of work in hand)	
8.	( ) Copies of work orders		
9.	( ) Annexure 'E' (as supplied)	(Particulars of permanent technical staff)	
10.	( ) Annexure 'F'	Annual turnover for last three years.	

Place :  
Date :

SIGNATURE OF THE APPLICANT  
NAME & DESIGNATION  
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