

**Expression of  
Interest  
for  
Empanelment of Plumbing  
Consultants  
(06<sup>th</sup> October 2020)**



**HLL Infra Tech Services Ltd. (HITES), RO Trivandrum  
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**HITES**  
**INVITATION OF EXPRESSION OF INTEREST**  
**(EOI) FOR EMPANELMENT OF CONSULTANTS**

Infrastructure Development Division of HITES (a fully owned subsidiary of HLL Lifecare Ltd) invites EOI from eligible Plumbing Consultancy firms/ Consultants for providing consultancy in various Healthcare, Institutional and other Infrastructure development projects for Plumbing design.

The proposals duly completed as per prescribed format along with processing Charges must reach on or before 19.10.2020 at 3.00 pm in the office of HITES at Thiruvananthapuram. The opening will be on 20.10.2020 at 3.00 PM at Thiruvananthapuram.

The detailed EOI with Annexure may be obtained from website [www.hllhites.com](http://www.hllhites.com)

**CHIEF ENGINEER (DESIGN)**  
**HITES, RO (Trivandrum)**

## **INTRODUCTION/ BACKGROUND**

### **I. HITES**

1. HITES is a fully owned subsidiary of HLL Lifecare Limited (HLL), a Mini Ratna Central Public Sector Enterprise, under the administrative control of Ministry of Health & Family Welfare, Government of India. HLL is a multi-product, multi-division organization with a wide range of healthcare products and services, with presence in more than 115 countries. HLL's purpose of business is providing quality healthcare products and services at affordable prices. HLL's range of services includes Infrastructure Development, Procurement Consultancy, Diagnostics Service and Facility Management. HLL is positioned as a total healthcare solution provider which caters to a well-being of the society at large.
  
2. HITES is committed to:
  - (a) Provide comprehensive consultancy services in healthcare sector
  - (b) Setting up world class healthcare facilities by providing innovative solutions to infrastructure development.
  - (c) Maintaining high quality standards and performance
  - (d) Providing state-of-the-art healthcare facilities
  
3. HITES is a premier consultancy organization engaged in the development of several Healthcare Infrastructure projects in the Country. Infrastructure Development division (IDD) provides comprehensive consultancy services in the Infrastructure Development sector. IDD has executed Infrastructure Development projects including Design, Engineering and Civil works as Project Management Consultants /EPC Developer and Construction Agency to the Government of India (mainly Ministry of Health & Family Welfare), State Governments, other Govt. agencies such as ESIC (under Ministry of Labour), NHM (under various state Govts.), NACO, IPC, IMPCL. IDD mostly undertakes Institutional & Healthcare Infrastructure Development Projects. HITES's expertise and experience in providing comprehensive solution to all healthcare related infrastructure initiatives make it a leader in this field.

## **II. Empanelment of Plumbing Consultants**

HITES invites Expression of Interest for Empanelment of Plumbing Consultants under different classes for providing Plumbing Engineering and Design services for their various Healthcares, Institutional and other infrastructure development projects.

### **III. CLASSES OF EMPANELMENT**

1. The Consultants will be empanelled in following classes, based on their experience and number and types of projects of the relevant field handled by them:

#### **For Firms**

<b>Class</b>	<b>Financial limit</b>
I.	Project with estimated cost above Rs.20 Crores to Rs.100 Crores
II.	Project with estimated cost upto Rs.20 Crores

#### **For Individual Consultant**

The empanelment will be done for Projects costing below 50 Crores with the qualification provided in the eligibility criteria

2. HITES reserves its right to allow the empanelled Consultants to bid for the works in next lower/higher class in specific cases on need basis.
3. A non refundable processing fee of Rs.1,770/- (Rupees One Thousand Seven Hundred and Seventy only) including GST should be enclosed with all applications by DD, in favour of HLL Infra Tech Services Ltd payable at Thiruvananthapuram. Applications not accompanied with processing fees, shall summarily be rejected.

### **IV. Scope & Eligibility**

#### **1.Scope of work**

The scope of work relates to “Providing consultancy services for plumbing, water supply & sanitary works, storm water collection / disposal system” for various projects that includes but not limited to:

- i. Over all planning for plumbing, sanitation and water supply for proposed building.
- ii. Water supply(cold and hot water) systems.
- iii) Drainage system
- iii..Roof water drainage
- iv. Rain Water harvesting
- v. Hot water supply system
- vi. RO water distribution system
- vii. External plumbing works
- ix. Storm water collection / disposal system

**1. Concept planning &DBR Stage:-**

- i. Analyze Client's requirements; develop and verify Concept Design Data after required site visits and confirm with HITES team.
- ii. Calculation of total daily water requirement including flushing/ domestic/gardening/ filter back wash/ cooling tower makeup etc.
- iii. Preparation of Design Basis Report (DBR) concept planning like finalization of shaft location and sizes, toilet fixture locations, Overhead tank size and locations, UG sump size and locations, etc.
- iv. Study of the possibility of recycling of treated water and discuss with Stakeholders and implement if viable.
- v. Method of discharging of storm water into existing drains or any other means.

**2. DPR Stage:-**

All necessary works to be included in DPR stage are, but not limited to, as follows:

- i. Preparation of detailed water balance diagram/ sheet showing water requirement, waste water input to STP/ ETP, recycled water generated & its usage & further to be supplemented from municipal supply/ bore well.

- ii. Design of Plumbing Systems with underground & overhead water storage tank requirement as per water requirement, WTP shall be proposed as per water test reports.
- iii. Preparation of schedule of quantities & technical specifications in consideration with CPWD Specifications & List of Approved Makes
- iv. Preparation of Tender drawings - internal and external plumbing for water supply and drainage.
- v. Design of Hot and cold water pipe sizes based on pipe friction loss calculation and sizing of pumps and pumping main.
- vi. Preparation of Detailed Estimate based on DSR items & NDSR items (For which rates to be obtained from market). Rate Analysis for major NDSR Items to be prepared with supporting quotation from vendors.
- vii. Selection of sanitary fixtures and fitting for each individual toilet in coordination with HITES/ Client.
- viii. Submission of tender drawings after confirmation with Hites.
- ix. Any modification, changes/ amendments in drawings in line with requirements of statutory authority to be done.
- x. The consultant shall be responsible for technical viability and effectiveness of their design

3. **Execution Stage:-**

- i. Submission of Good for Construction (GFC) Plumbing drawings consisting of internal plumbing layouts for water supply and drainage, Hot and cold water distribution system – Terrace layout and scheme, Roof water drainage, External layout - Sewer and Rain water harvesting system.

- ii. Checking Material submittals and Technical data sheets submitted by Contractor & giving observations if any & final approval of the same.
- iii. Site visits as required
- iv. Any clarification required from site shall be attended to
- v. All as built drawings review shall be part of the Plumbing Consultants's scope.

## **2. Eligibility Criteria**

### **i. For firms**

#### **a. Technical Expertise for projects costing above 20 Crs**

<b>Category No.</b>	<b>Position</b>	<b>No of staffs (Minimum)</b>	<b>No. of years of plumbing design experience (Minimum)</b>	<b>Qualification</b>	<b>Specific Expertise</b>
A.	Sr. Plumbing Consultant	1	15	B.Tech/ BE in Civil Engg.	<ul style="list-style-type: none"> <li>• Experience in planning &amp; designing of water supply system/ sanitary system/ rain water harvesting system using appropriate softwares and preparing plumbing estimate</li> </ul>
	Jr. Engineer	2	5	B. Tech/ BE in Civil /Mechanical Engg or Equivalent	
	Draftsman	1	3	Diploma/ITI	



**b. Technical Expertise for projects costing below 20 Crs**

Category No.	Position	No of staffs (Minimum)	No. of years of experience plumbing design (Minimum)	Qualification	Specific Expertise
C.	Sr. Plumbing Consultant	1	12 years	B. Tech/ BE in Civil Engg.	<ul style="list-style-type: none"> <li>• Experience in planning &amp; designing of water supply system/ sanitary system/ rain water harvesting system using appropriate softwares and preparing plumbing estimate</li> </ul>
	Jr. Engineer	2	3	B. Tech/ BE in Civil /Mechanical Engg or Equivalent	
	Draftsman	1	1	Diploma/ITI	

**c. Commercial Expertise**

Class	Consultancy provided for No.of Projects/ Works and Value during last Seven years	Annual Minimum Average Turnover by way of Professional Fees for Past three years ending March 2019
I.	Atleast one completed Project/work of total value more than Rs.50 Crores. Or Two completed Projects/works each of total value not less than Rs.25 Crores. Or Three completed Projects/works each of total value not less than Rs.20 Crores.	8 Lakhs
II.	Atleast one completed Project/work of total value more than Rs.10 Crores. Or Two completed Projects/works each of total value not less than Rs.5 Crores Or Three completed Projects/works each of total value not less than Rs.4 Crores	2Lakhs

**i. For Individual Consultant (for projects costing below 50 Crs )**

**a. Technical Expertise**

Position	No of staffs (Minimum)	No. of years of experience (Minimum)	Qualification	Specific Expertise
Plumbing Consultant	1	10 years	B. Tech/ BE in Civil Engg.	<ul style="list-style-type: none"> <li>• Experience in planning &amp; designing of water supply system/ sanitary system/ rain water harvesting system using appropriate softwares and preparing plumbing estimate</li> </ul>

**b. Commercial Expertise**

Consultancy provided for No.of Projects/ Works and Value during last Seven years
Atleast one completed Project/work of total value more than Rs.25 Crores. Or Two completed Projects/works each of total value not less than Rs.12.5 Crores. Or Three completed Projects/works each of total value not less than Rs.10 Crores.

1. The value of executed works shall be brought to current costing level (if required) by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to the last date of receipt of applications for empanelment.

**2. Period of empanelment:** -The empanelment shall be valid for a period of **three years**. However, HLL INFRA TECH SERVICES LIMITED (HITES) reserves the right to curtail or extend this period at its sole discretion. The empanelment shall be open to review by the empanelment authority and liable to termination, suspension or any other such action at any time if considered necessary by the empanelment authority, after issue of show cause notice. The

short-list of empanelled Consultants shall be valid for three years from the date of issue.

3. Applicants who have successfully provided Consultancy Services for Works/ Projects of values mentioned above, **during the last 7 years till the last date of the previous month of call of EOI (30.09.2020) and fulfill specified minimum criteria shall be eligible to apply.**
4. The firm should have an office in Kerala. HITES technical personnel may visit the office, if required, during evaluation of this EOI.
5. The Registration details of the firm should be submitted.
6. The firm should have GST Registration wherever applicable as per rules and a copy of the same shall be submitted.
7. Sub-consulting the works awarded by HITES is not permitted.
8. The Application should be on the prescribed form. All Annexure duly completed should be submitted. The Annual turnover of the firm by way of Professional Fees for Architectural/ Engineering 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.
9. Summary of regular/permanent professional employees and key Personnel including the nature of specialization, qualifications and experience should be enclosed along with certificates.
10. Applicants should give an undertaking certifying that the firm has not been blacklisted by any Govt./ Local bodies/ PSUs or a party to any Vigilance case.
11. Joint Venture firms/consortium are not allowed to participate in the tender.
12. Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company who intend to work with HITES may apply for empanelment as a Consultant under these Rules provided the eligibility criteria and other conditions are met. The empanelled Consultants have to abide by all the rules made herein and as amended from time to time during the tenure of their empanelment. The empanelment is being done to have a ready list of suitable Consultants for our works.

- 13.If two or more individuals form a partnership firm and if any of the partners is having required work experience to become eligible for empanelment in any category in which empanelment is sought, their case shall be considered for empanelment of the partnership firm subject to fulfillment of other laid down criteria.
- 14.No individual, or a firm having such individual as one of the partners, who is a dismissed government servant; or removed from the approved list of Consultants; or demoted to lower class; having business banned by any government department in the past; or convicted by a court of law shall be eligible for empanelment. However, cases where disciplinary action was taken against the Consultant for a specified period and such penalty period is already over, his case for empanelment can be considered.
- 15.No Engineer or any other official, employed in Engineering or Administrative duties in any Department of the Government of India is allowed to work in the HITES either as Consultant or as employee of a Consultant for a period of one year after his retirement from Government service unless he has obtained prior permission of Government of India to do so. Even after empanelment, if either the Consultant or any of his employees is found to be a person who has not obtained the prior permission of Government of India as aforesaid, the name of the Consultant shall be removed from the list of empanelled Consultants.
- 16.Consultant is not permitted to have empanelment in more than one name.
- 17.A partner of a firm or a Director of a company empanelled as a Consultant cannot be a partner/director in any other empanelled firm/company in the same category.
- 18.The empanelment of a Consultant with HITES shall only entitle him to be considered for issue of tender documents subject to the condition laid down in respective Notice Inviting Tenders (NIT). HITES however reserves the right not to consider any empanelled Consultant for issue of tender documents for a

particular work without assigning any reasons thereof & the empanelled Consultant shall not have any right either to be necessarily issued the tender documents or for award of work.

19.All eligible Consultants wishing to be empanelled are to complete the application in prescribed format and submit it along with all the documents to the empanelling authority before due date.

20.In complete applications and applications not accompanied with necessary documents are liable to be rejected.

21.The empanelment authority shall have the right to independently verify the details furnished by the Consultant and to get works done by the Consultant inspected and/or to get such other reports as may be considered necessary.

22.If the empanelment authority finds the Consultant suitable for empanelment, it shall issue the empanelment order and, otherwise, send a letter of rejection of the application to the Consultant.

23.The empanelling authority reserves right to limit number of Consultants to be empanelled in any class on All India/Regional/State/Location basis or any other manner decided by the HITES.

24.Empanelment of Consultants in the HLL INFRA TECH SERVICES LIMITED (HITES) may be closed at any point of time. While closing the empanelment, HITES may have a reserved list of eligible Consultants from the pending applications. Out of this; Consultants may be empanelled depending on requirement in a particular area or for the country as a whole.

**25. Consultant's obligations** - The consultant should fulfill all his obligations under these rules in time and manner as specified, failing which he shall be liable for the action as mentioned therein. Some of the obligations are summarized below:-

- a. Prior approval shall be obtained from the empanelling authority before changing the name or constitution of the firm/company.
- b. Intimation of change of address should be given in advance or within one month along with acknowledgement from Banker, Income Tax and Sales Tax authorities.
- c. He should secure works of specified magnitude during the period of empanelment.
- d. He shall abide by the rules in force.
- e. He should not indulge in unethical practices and maintain good conduct.
- f. He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.
- g. Consultant shall submit the performance report of each work executed by him in the approved format duly filled with all the required details and signed by the authority of the owner.

**26. Disciplinary Actions-** The consultant shall have to abide by all the rules of empanelment in force and also by the terms and conditions of the contract and the Notice Inviting Tenders. He shall execute the works as per contract on time and with good quality. The empanelling authority shall have the right to demote a consultant to a lower class, suspend business with him for any period, debar him or remove his name from the approved list of consultants indefinitely or for a period as decided by empanelling authority after issue of show cause notice. Decision of the empanelling authority shall be final and binding on the consultant. The following actions of the consultant shall, in general, make him liable to disciplinary actions:-

**26.1 Demotion to a lower class-** The consultant shall be liable to demotion to a lower class, by the empanelling authority, if he:

1. Fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for constructional defects; or
2. No longer has adequate equipment, technical personnel or financial resources; or
3. Litigious by nature; or
4. Violates any important condition of contract; or
5. His staff misconducts or misbehaves with HITES officials and is responsible for a conduct which may justify his demotion to a lower class; or
6. Any other reason which in view of empanelling authority is adequate for his demotion to a lower class.

**26.2 Removal from the approved list:** The name of the Consultant may be removed from the approved list of Consultants, by the empanelling authority, if he:

- a) Has, on more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or
- b) Have been proved to be responsible for defects in design in any works; or
- c) Persistently violates any important conditions of the contract; or
- d) Fails to abide by the conditions of empanelment; or
- e) Ceases to fulfill the eligibility criteria based on which empanelment was done; or
- f) Is found to have given false particulars at the time of empanelment; or
- g) Has indulged in any type of forgery or falsification of records; or
- h) Changes constitution of the firm or Individual or changes the name of the firm without prior approval of the empanelment authority; or
- i) Changes permanent address/business address without intimation to the empanelment authority; or
- j) Is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- k) Persistently violates the labour regulations and rules; or
- l) Is involved in complaints of serious nature received from other departments which prima facie appear to be true; or
- m) Default in settlement of statutory taxes/ regulations; or
- n) Has quoted for a tender under two or more firms where he/they is/are Partner/ Director/ Owner ; or
- o) Is/ are convicted by Court of law; or
- p) Is/are party to any vigilance case

**26.3. Cancellation of Empanelment:** -The Empanelment of Consultant shall be cancelled by HITES in case of their poor performance or abandoning of the

allotted work and/or abnormal delay in completion of work or bankruptcy and/or for activities detrimental to the interests of HITES. The decision of HITES in this regard shall be final.

**27.** HITES reserves right to restrict the number of contracts to be awarded to the empanelled Consultant at a time/stage. For example; if a firm already has one or two works with HITES in progress then the HITES reserves the right to issue tender documents.

**28.Change of Constitution:** -The empanelled Consultant /firm shall not effect any change in the constitution of the firm without the prior intimation to HITES. Such proposal, if any shall be submitted in advance furnishing full details of the proposed change along with all supporting documents. Any change in the constitution of the firm / company without the prior approval of HITES will render the Consultant / firm liable for removal from the approved list of Consultants. The discretion to allow / disallow the proposed change shall vest solely with HITES. In case, the original partners/ constitution change either due to substitution or due to retirement or death the empanelment of the agency / Consultant by that name shall be cancelled.

**29.Change of Name:** -In case of change of name of the empanelled firm / Consultant without change of constitution / partners the same shall be intimated along with proof of such change to HITES immediately but in no case later than 30 days from the date such change occurs failing which the empanelment of the agency / Consultant by that name shall be cancelled.

**30.Change in Address-** While applying for empanelment, the Consultant should mention address of his registered office as well as Head Office, if different. All documents i.e., Bankers' Certificate, .. etc. Should bear one of the above addresses, otherwise the same shall not be accepted.

The Consultant shall intimate the change, if any, in any of the above addresses, in advance or maximum within one month of such change along with



acknowledgement of noting down of such change in address from the Bank, Income Tax, Sales Tax authorities etc. Failure to do so may result in removal of his name from the approved list of Consultants.

**31.General:-**A Consultant empanelled for higher Group (monetary limit) can also participate for tenders of lower Groups (monetary limits) for the same Discipline and Category.

a. The empanelment of a Consultant with HITES shall only entitle him to be considered for issue of tender documents subject to the condition laid down in respective Notice Inviting Tenders (NIT). HITES however reserves the right not to consider any empanelled Consultant for issue of tender documents for a particular work without assigning any reasons thereof.

**b.HITES reserves the right to call open tenders in which Consultants / agencies not empanelled in this process but meeting the laid down qualification criteria for the tender can participate. For such tenders, the empanelled Consultants under this process meeting the stipulated criteria of tender can also participate.**

c.The empanelled Consultants are advised to check the details from HLL's website regularly and no claim of empanelled Consultants shall be entertained whatsoever, due to non-receipt of information about the tenders of HITES, etc.

d.The empanelled Consultants are advised to remain active by participating in the tenders invited by HITES and perform well. The list shall be reviewed from time to time & the Consultant shall be liable to be weeded out for non-observation of enlistment rules.

**32.** All the applications received, will be evaluated on the basis of information and documents provided by the applicant. In case the applicant is not found suitable for the Group, his application shall be considered for the empanelment in lower monetary group (if available). In case the applicant is found suitable for lower monetary group, he shall be empanelled for lower group.

## **V. Instructions & Guidelines for Submission of Application Form**

### **i) Empanelment of Consultant Firms**

1. Empanelment documents shall be downloaded from our website at **www.hllhites.com**.
2. The consultants already empanelled may also submit their applications afresh.
3. Application form for empanelment shall be submitted in **sealed envelope superscribing "Application for Empanelment of Plumbing Consultants"**), on or before **19.10.2020** at 3.00 pm in the office of CE (Design), Infrastructure Development Division, Golden Jubilee block, HITES, Poojappura, Thiruvananthapuram -695 012.
4. The application shall be submitted only as per the enclosed format (s) along with Annexure I to VIII, Self-attested documentary proof(s) in respect of the details furnished in the application form shall be submitted along with the application. The intending applicants shall also submit the list of such projects where due to any disputes litigation/ arbitration was invoked and/ or the consultancy services were abandoned/ suspended by the consultant(s). Suppression of any information in this regard may lead to cancellation of empanelment of the Firm/ Consultant(s) concerned, if such information comes to the notice of HITES after empanelment. Incomplete applications will be summarily rejected.
5. The application shall be signed by the Director of the firm or official who has Power of Attorney. All pages of the documents shall be signed/ sealed. ALL PAGES OF EOI DOCUMENT SHALL ALSO BE SIGNED AS A TOKEN OF ACCEPTANCE OF THE CONDITIONS.
6. In case an application is found suitable for empanelment in class lower than the one applied for, the empanelment may be done in the eligible class in respect of such candidate(s).

### **ii) Instructions to Individual consultants**

1. Eminent technocrats willing to work as Consultant to HITES on Lump sum basis can apply for empanelment under the Project with estimated cost upto 50 crores.
2. **They have to submit their credentials in the prescribed format except for the financial & staff deployed parameters.** In addition to this, they have to

make a presentation before the designated committee of HITES which will form part of this qualification, the date of which will be informed later.

**3.They have to submit the documents pertaining to their educational qualification and softwares available with them as per the eligibility criteria.**

4. Payment for the individual Consultants will be on lump sum basis. Net of tax as per the measured duration of work or deliverables as applicable to particular cases.

5. The RFP for individual consultants will be issued separately.

6. They will have to enter into agreement with HITES for the successful performance of the assignment given to them.

7. They should be below 65 years of age and in exceptional cases upto 70 years.

8. The role of the consultants will be recommendatory only and the final decision will be taken by HITES.

9. Necessary working space for the consultant will be provided at the discretion of HITES. No local transportation will be provided for the assignment

10. In case of exigency air travel for senior consultants will be reimbursed wherever overnight train journey is not possible at the sole discretion of HITES.

11. The work of the consultant will be subject to scrutiny by HITES as per terms and conditions of RFP/ agreements.

## **VI. Conflict of Interest**

1. HITES requires that consultants should provide professional, objective and impartial advice and at all times hold the client's interest paramount, strictly avoid conflicts with other Assignment/ jobs or their own corporate interests and act without any consideration for future work. The consultant and any of their affiliates shall be considered to have a conflict of interest and shall not be hired under any of the circumstances given below:

- a. Conflicting activities or assignment i.e. providing goods or works or assignment other than consulting assignment.

- b. Conflicting relationship i.e. business/relationship with a member of client's staff involved in the job.
  - c. The consultants shall be required to observe the highest standard of ethics during rendering of professional services.
2. Empanelled Plumbing Consultants would be entitled to tender for Plumbing Consultancy works in HITES and work shall be awarded to successful tenderers on General Terms and Conditions of the bid.
  3. Last date of submission of completed Application form is 19.10.2020 upto 15.00 hours
  4. Incomplete Applications will be summarily rejected. HITES reserves the right to accept or reject any application without assigning any reason.

## **VII.Evaluation Criteria**

1. The applications submitted by the **firms/ individuals** qualifying the initial criteria shall be evaluated by scoring method as detailed below:

### **For Firms**

- |  |   |                         |
|--|---|-------------------------|
| a. Technical Staff Strength (Annexure-I, II, VI & VII)                                     | : | 40 Marks                |
| b. Financial turnover (Annexure- V)  | : | 20 Marks                |
| c. Experience of work during last seven years & current works in hand (Annexure- III & IV) | : | 40 Marks                |
| <b>Total</b>   | : | <b><u>100 Marks</u></b> |

### **For individual Consultants**

- |   |   |                         |
|---|---|-------------------------|
| a. Educational Qualification & softwares available with the Consultant (as mentioned in eligibility criteria) | : | 30 Marks                |
| b. Experience of work during last seven years (Annexure- III)   | : | 40 Marks                |
| c. Current works in hand (Annexure-IV)  | : | 30 Marks                |
| <b>Total</b>  | : | <b><u>100 Marks</u></b> |

2. The marks shall be decided by a duly constituted Committee 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.

3. Submission of satisfactory completion certificate from previous clients (preferably from the latest major work) specifying the compliance to time of completion, the precision of the work and response towards sorting of issues during execution of work is essential. Bidders are requested to submit such certificate in their own interest, if possible.
4. HITES reserves the right to modify the criteria and take own decision if so required.
5. Only those firms who secure a minimum of 50% marks in each criteria of Evaluation Criteria and secure overall score of 70% shall be empanelled. However, the parameters shall carry weightage as per Evaluation Criteria above.

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**APPLICATION FORM FOR EMPANELMENT**  
**INFORMATION TO BE FURNISHED BY THE APPLICANTS**

Empanelment of .....		
Sl.No.	Particulars	Details
1.	Name of Organization	
2.	Address	
	Mobile No.	
	Telephone No.	
	Fax No.	
	E-mail ID	
3.	Organization Details	To be filled as per Annexure-I
4.	Details of Directors/ Partners/ Proprietors	To be filled as per Annexure-II
5.	List of Plumbing Consultancy Completed	To be filled as per Annexure-III
6.	List of Plumbing Consultancy in Progress	To be filled as per Annexure-IV
7.	Financial Status	To be filled as per Annexure-V
8.	List of permanent professional Employees and Key Personnel mentioning their specialization, qualifications, experience and association with the firm	Self-certified copies to be enclosed
9.	List of Staff employed by the firm	To be filled as per Annexure-VI
10.	List of equipments available with the firm	To be filled as per Annexure-VII
11.	Affidavit	To be filled as per Annexure-VIII

**Annexure- I**

**ORGANIZATIONAL DETAILS**

<b>Sl.No.</b>	<b>Parameter</b>	<b>Details</b>
<b>1.</b>	<b>Organizational Set-up:</b> <ul style="list-style-type: none"><li>- Year of Establishment</li><li>- Status of Firm (Proprietorship/ Partnership/ Any other)</li><li>- Name of Directors/Partners/Proprietors</li><li>- Empanelment with Govt. Organizations</li><li>- (Mention names along with copies of Certificates)</li></ul>	<b>To be filled as per Annexure- II</b>
<b>2.</b>	<b>Total Staff Strength</b>	
<b>3.</b>	<b>Details of Office Automation</b>	

**Signature of the applicant  
Name & Designation**

**Place  
:  
Date:**

**Annexure-II**

**DETAILS OF DIRECTORS/ PARTNERS/PROPRIETORS**

<b>Sl.No.</b>	<b>Name of Partners/ Directors/ Proprietors</b>	<b>Academic Qualifications</b>	<b>Designation</b>	<b>Address/ Phone/Fax /e- mail</b>

**Signature of the applicant  
Name & Designation**

**Place  
:  
Date:**



**Annexure-III**

**LIST OF PLUMBING CONSULTANCY ASSIGNMENTS  
COMPLETED IN LAST 7 YEARS**

Sl. No	Name of Work / Project with address	Short Description of Plumbing Consultancy assignment	Name and addresses of Owner / Client	Value of Work/ Project	Value of Consultancy	Date of Start of Work/ Project		Date of Completion of Work/ Project		Bonus/ Liquidated Damages if any imposed on consultant	Agreement details with copy attached.
						Stipulated	Actual	Stipulated	Actual		

**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**

**Annexure-IV**

**LIST OF MAJOR PLUMBING CONSULTANCY PROJECTS/ ASSIGNMENTS IN  
PROGRESS**

Sl. No	Name of Work/ Project in Progress with Address	Short description of Consultancy work done by the firm	Name and addresses of Owner	Value of Work/ Project executed	Value of Consultancy	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**

**Annexure-V**

**FINANCIAL STATUS**

<b>Sl.No.</b>	<b>Financial year</b>	<b>Turnover (in Rs.Lacs) from Consultancy</b>
1.	2016- 2017	
2.	2017-2018	
3.	2018-2019	

**Note:**

**Certified copies of Chartered Accountants Certificates to be enclosed.**

**Place:**

**Date:**

**NOTE**

The class limits for minimum annual average turnover is shown in Eligibility criteria. Minimum average annual turnover for Consultancy should not be less than that mentioned in Eligibility criteria for 50% marks. Twice the value or more will fetch 100% marks and the marks for lower values will be reduced prorata linearly.

**Annexure-VI**

**Details of Technical Staff available with the firm**

<b>Sl No.</b>	<b>Designation</b>	<b>No. of years of experience</b>	<b>Qualification</b>	<b>Specific Expertise</b>
1	Sr. Plumbing Engineer			
2	Jr. Engineer			
3	Draftsman			

**Place: Date:**

**Signature of the applicant  
Name & Designation**

**Minimum number available as per eligibility criteria will fetch 50% marks. The marks will vary prorate.**

**Annexure-VII**

**LIST OF EQUIPMENTS AVAILABLE WITH THE FIRM**

S.No.	Nameof Equipment	Type	Nos.
1	Software's		
2	Office Space (in Sqm)		

**Signature of the applicant  
Name & Designation**

**Place:  
Date:**

**Annexure-VIII**

**AFFIDAVIT**

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE DULY CERTIFIED BY NOTARY PUBLIC)

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

The deponent above named to 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 submitted by M/s..... along with this “EMPANELMENT OF PLUMBING CONSULTANTS” to HITES are genuine and nothing has been concealed.
3. I shall have no objection in case HITES verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case HITES demands for verification.
4. I hereby confirm that in case, any document, information &/or certificate submitted by me found to be incorrect/false/ fabricated, HITES 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.
5. I hereby confirm that the firm has not been blacklisted by any Govt./ Local bodies/ PSUs or a party to any Vigilance case.

**Deponent**

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

Verified at.....this.....day of.....

**Deponent**