

UTTARAKHAND PUBLIC WORKS DEPARTMENT



APPLICATION PROFORMA

**EMPANELMENT OF CONSULTANCY SERVICES FOR
“PREPARATION OF DESIGN AND DETAILED PROJECT
REPORT FOR BRIDGES”**

AND

“PROOF CHECKING OF DESIGNS OF BRIDGES”

‘CATEGORY B-1’

**Engineer in Chief
P.W.D. Uttarakhand**

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**PUBLIC WORKS DEPARTMENT,
UTTARAKHAND, INDIA**

APPLICATION FOR EMPANELMENT OF CONSULTANTS FOR BRIDGES

GENERAL INSTRUCTIONS

PWD Uttarakhand invites applications from interested consultants for empanelment under the categories mentioned below.

Category	Description
B-1	Conducting Feasibility Study, Analysis and Design and Preparation of Detailed Project Report and Proof Checking/Vetting of Design for all types of bridges/grade separators including approaches of bridges but excluding bridges with innovative design such as cable stayed, suspension bridge, etc.

3. The applicants should submit the empanelment request in the prescribed format along with all the enclosures with requisite information to:-

**Chief Engineer Level -1 (HQ),
Uttarakhand Public Works Department
Yamuna Colony, Dehradun
email- cehq.pwduk@gov.in**

INSTRUCTIONS TO APPLICANTS

1. The empanelment will be valid for a period of three years, subject to satisfactory and professional performance of the consultant and the year will be reckoned from 1st July to 30th June.

2. Empanelment of experienced and competent consultants shall be considered for Feasibility study, Detailed Project Preparation and Proof Checking of designs for types of projects mentioned under Category B-1.

3. Technical expertise and experience desired from the consultants are as under.

3.1 Category B-1

Consultants should have necessary expertise and experience in carrying out feasibility studies, detailed project preparation & design of all types of bridge projects/grade separators, experience in conceptualizing schemes and in traffic studies and geotechnical investigation. Experience in proof checking of design of bridges is preferable.

4. Eligibility Requirement

- 4.1 The Consultant should have done at least three works of design of bridges with overall length greater than 60m with at least one span length greater than 40m in **each of** (i) Feasibility Study (FS) and (ii) preparation of DPR, in last three years. Experience in proof checking of bridges is preferable. [(i) Feasibility Study/Preparation of DPR of bridges as part of Road Projects will also be considered for evaluation), (ii) Projects done in association or as a JV with other firms shall not be considered for evaluation]

- 4.2 The consultant should have average annual turnover over above Indian Rs. **15 lakh** in the last three financial years (for currencies other than Indian Rupees, the applicable conversion rate of Reserve Bank of India on the last date of application document submission shall apply).

- 4.3 The consultant should have a minimum no. of full-time technical personnel who are in the payroll of the firm for at least one year as on the date of submission of application with following qualifications and experience
 - (i) Bridge Design Engineer: Post graduate in Structural Engineering with at least 10 years of experience or Graduate in Civil Engineering with at least 15 years' experience- 1 person
 - (ii) Structural Engineer: Post graduate in Structural Engineering with at least 2 years of experience or Graduate in Civil Engineering with at least 5 years' experience- 1 person
 - (iii) CAD Specialist: Graduate in Civil Engineering with at least 3 years of experience- 1 person
 - (iv) Geotechnical Engineer: Post graduate in Geotechnical Engineering with at least 2 years of experience or Graduate in Civil Engineering with at least 5 years' experience- 1 person
 - (v) Survey Engineer: Graduate in Civil Engineering with at least 5 years' experience or Diploma in Civil Engineering with 10 years' experience- 1 person

- 4.4 The consultant must provide a list of essential field/laboratory equipment required for empanelment in Category B-1 as mentioned in Appendix-A.

5 Submission Requirement: -

- a) The applicant shall furnish contact particulars of the relevant Officers of the clients for the works mentioned against para 4.1 above, to enable PWD Uttarakhand to verify the claim of the applicant. **The applicant should also furnish Successful completion certificate mentioning start and end date of the work duly signed by the client organization’s project in-charge / any equivalent officer / the authorized signatory, otherwise the project claimed to be executed by the applicant will not be considered for evaluation.** 90% completion of the work will be considered as substantial completion subject to submission of certificate/document from client mentioning the present status of the work. The firm shall furnish its relevant experience strictly as per format given at Annexure III. The firm must supplement the experience claimed by furnishing the copies of certificates from client, clearly indicating the actual service provided by the firm for that project. **Experience certificate issued by State/Central government agencies only be considered for evaluation.**
- b) Documentary proof in the form of a Certificate from the statutory auditor/charted accountant of the applicant’s company duly signed and stamped by the statutory auditor/charted accountant needs to be submitted as proof for annual turnover for the requirement mentioned in para 4.2 above. Base year for determination of escalation shall be last financial year (FY 3) and the following enhancement/escalation factor will be used as under.

Financial Year (last 3 years)	Enhancement /Escalation Factor
FY 3	1.00
FY 2	1.05
FY 1	1.10

Note: - The applicant should indicate annual turnover without accounting for the above factors.

- c) For the para 4.3 above, the firm shall furnish the Curriculum Vitae of the Technical personnel as per format given at Annexure II. The CVs must be signed by Technical personnel and counter-signed by authorized representative in ink on each and every page and should not be older than three months from the date of submission of application. Photograph of the Technical personnel shall be affixed on their respective CVs. The contact address with telephone / mobile number, e-mail ID of the Technical personnel should also be furnished. The CV must include the self-attested copies of the educational qualification for graduation and post-graduation in civil engineering. Distance/Correspondence Education for post-graduation shall not be acceptable. The CVs must indicate the actual service provided by the Technical personnel in detail.
- d) Consultant should submit undertaking at Annexure-VI that “all necessary field/laboratory equipment are available with the firm/the equipment will be made available as per requirement for the project”.
- e) It is suggested that the firm should fill up Annexure –I, vis-à-vis the supporting details vide Annexure II, III, IV, V, VI and VII any other information with due care so as to avoid any ambiguity. In case spaces available in the Annexure- I, II, III, IV, V, VI and VII are limited to accommodate all the information, separate sheets may be used for the purpose so that relevant information submitted are sufficient, neat and legible.
- f) The applications not complying with the above-mentioned stipulations and found to be deficient in any respect shall be summarily rejected. No clarification shall be sought from any applicant after the submission of the proposal.

- g) Consulting firms should note that only authenticated information should be provided in the prescribed format. Information provided by the consulting firms may be verified and if any of the information provided by the consultant is found incorrect / false, then it may lead to rejection of a firm's proposal summarily at any stage even after empanelment. Firms submitting false/incorrect information or suppressing the information shall be debarred from empanelment for two years and shall not be eligible to participate in bidding in any project of PWD Uttarakhand- ANNEXURE VII
- h) All the applications should be submitted **ONLY in HARD BOUND** (Hard bound implies such binding between two covers through stitching or otherwise whereby it may not be possible to replace any paper without disturbing the document) form with all pages sequentially numbered either at the top or at the bottom right hand corner of each page e.g. by writing page 1 of 10 on page 1, if total pages are 10. All pages of the application document shall be initialed by authorized signatory of the applicant. It should also have an index giving page wise information of above documents and strictly in sequence given in the format at Annexure I. **Incomplete application or those received without hard bound will summarily be rejected.** Intending consultants, should submit their application for empanelment to the Chief Engineer (HQ), PWD Uttarakhand, Yamuna Colony, Dehradun.
- i) The Department reserves the right to reject any or all applications without assigning any reason. After evaluation, a panel of consultants under the categories mentioned above will be formed depending on the capacity and experience of the consultants and the same will be communicated to all Chief Engineers of State PWD/Other Associated Departments dealing with State Roads & Bridges and other Centrally sponsored schemes to draw upon, as and when necessary, for purpose of obtaining offers for particular projects.
- j) The applicant shall not be considered for empanelment if the applicant is debarred /blacklisted in any department/ministry of any state government or GoI at the time of submission of the application in the Department. The applicant shall submit litigation history/undertaking on non-judicial stamp paper duly notarized to the effect that the applicant has not been debarred or blacklisted by any department/ministry of any state government or GoI at Annexure -V.
- k) If the applicant after empanelment changes its name, they may seek for incorporation of the change of name in the empaneled list with full documentary proof.

Appendix-A

	LIST OF ESSENTIAL FIELD/LABORATORY EQUIPMENT REQUIRED (Owned/Hired as per requirement)
(a)	In-house Computer Software facility (applicable for all categories).
	Category B-1: STAAD Pro, SAP, MIDAS, RM or equivalent software for Bridge Designs
(b)	Survey Equipment
	i) Total Station or Auto Level
	ii) GPS (accurate to within 10 cm)
	iii) Other Survey Equipment
(c)	Soil/Material Testing Equipment
	Expertise/facilities/infrastructure for carrying out:
	(i) Auger/shell/percussion/wash/rotary boring
	(ii) Drilling through rocks for a depth up to 3 meters for establishing the continuity of rock strata
	(iii) Field/Lab. C.B.R. Test assembly
	(iv) Static cone penetration, dynamic cone penetration
	(v) Vane shear test, standard penetration test
	(vi) Classification test and density test of soil sample
	(vii) Tri-axial (UU, CU) test, box shear test
	(viii) Consolidation test
	(ix) Standard and modified proctor test as per IS: 2720
	(x) Permeability Test
	(xi) Geo-textile testing facilities
	(xii) Any other equipment required for bridges.

Enclosures: Annexure I, II, III, IV, V, VI & VII.

Annexure I

APPLICATION PROFORMA FOR EMPANELMENT OF CONSULTANTS			
	<u>General Information</u>		Ref. page No. of documentary proof in the
	(i) Name and address of the consultant/consulting firm		
	(ii) Whether Pvt. Ltd. Company/Public Co./Others		
	(iii) Name of the authorized contact person /representative duly certified by the head of the consulting firm. (applicant should submit certificate from head of the consulting firm as proof)		
	(iv) Profile of the firm (Please elaborate field of activities)		
	(v) In case of Foreign firm, address of representative office in India with documentary proof from the head office abroad)		
	(vi) In case of foreign firm, certificate for accepting payment in Indian currency for domestic funded projects.		
1	<u>STRUCTURE & ORGANISATION OF FIRM</u>		
	Date, month and year of incorporation of Firm		
A	Standing of the firm (As on the date of submission of application)	__Years	
	NOTE: (i) (The consultant shall submit, a copy of original document defining constitution or legal status, place of registration, principal place of business and power of attorney. In case of a proprietary firm and partnership firm, the document related to registration of the firm with concerned government department shall be submitted. In case of a company, Memorandum of Association and Article of Association, Name of directors and shareholders shall also be furnished.) (ii) firms which have been incorporated/registered within last 3 years shall not be considered.		
B	No. of full-time technical personnel who are in the payroll of the firm for at least one year as on the date of submission of application with following qualifications and experience:		
	(i) Bridge Design Engineer: Post graduate in Structural Engineering with at least 10 years of experience or Graduate in Civil Engineering with at least 15 years' experience	__Persons	
	(ii) Structural Engineer: Post graduate in Structural Engineering with at least 2 years of experience or Graduate in Civil Engineering with at least 5 years' experience	__Persons	
	(iii) CAD Specialist: Graduate in Civil Engineering with at least 3 years of experience	__Persons	
	(iv) Geotechnical Engineer: Post graduate in Geotechnical Engineering with at least 2 years of experience or Graduate in Civil Engineering with at least 5 years' experience	__Persons	
	(v) Survey Engineer: Graduate in Civil Engineering with at least 5 years' experience or Diploma in Civil Engineering with 10 years' experience	__Persons	
	NOTE: The detailed information regarding technical personnel mentioned above must be furnished as per Annexure-IV.		

2	FINANCIAL STATUS:		
	Annual Turnover of last three years (Rs. in lakhs)		
	Financial Year 3(Rs. in lakhs)		
	Financial Year 2(Rs. In lakhs)		
	Financial Year 1(Rs. In lakhs)		
	Note : Enclose audited accounts for the last three years in support. The applicant should indicate annual turnover without accounting for enhancement/escalation factors.		
3	FIRM'S RELEVANT EXPERIENCE:		
	Note: Please mention number of projects completed by the firm in last 3 financial years against each of sub-item with documentary proof from client. For each project one sheet of Annexure-III should be filled up properly giving as much as details as possible. Note: The applicant shall furnish contact particulars of the relevant Officers of the clients for which the works have been executed, to enable Department to verify the claim of the applicant. The applicant should also furnish successful completion certificate mentioning start and end date of the work duly signed by the client organization's project in-charge / any equivalent officer / the authorized signatory, otherwise the project claimed to be executed by the applicant will not be considered for evaluation.		
Category-B			
	(i) Experience in feasibility study of		
	(a) bridges with overall length greater than 60m with at least one span length greater than 40m	__Projects	
	(b) bridges with overall length greater than 60m with any span length (other than bridges mentioned under sub item (a) above).	__Projects	
	(ii) Experience in preparation of DPR of		
	(a) bridges with overall length greater than 60m and with at least one span greater than 40m	__Projects	
	(b) bridges with overall length greater than 60m with any span length (other than bridges mentioned under sub item (a) above).	__Projects	
	(iii) Experience in Proof checking of		
	(a) bridges with overall length greater than 60m and with at least one span greater than 40m	__Projects	
	(b) bridges with overall length greater than 60m with any span length (other than bridges mentioned under sub item (a) above).	__Projects	
	Note: In Annexure-III, narrative description of project must include total length of bridge, individual span length, no. of lane (2 lane, 4 lane etc.), whether widening or new alignment, rehabilitation of existing bridge etc. Under the head service provided by the firm, the firm must clearly mention whether the firm has done only feasibility study, design review/proof checking or complete project preparation.		

ANNEXURE-II

BIODATA FORMAT TO BE SUBMITTED WITH PROPOSAL

Affix recent
photograph

1. Proposed position :
2. Name :
3. Contact address with
Tel. No. & e-mail ID :
4. Date of birth :
5. Nationality :
6. Educational qualification:
7. Other training :
8. Language & degree or proficiency:
9. Membership of professional societies:
10. Countries of work experience :
11. Name of the firm where working:
(indicate whether full time/ part time employee or retainer)
12. Years with the firm :
13. Employment record : from to
Name of the employer :
Position held :
Description of duties :
14. Overall Professional Experience in Bridge Engineering/ Geotechnical Engineering/ Surveying/
CAD or in related fields (in years) :
15. Related Work Experience (in years) :
16. Details of the Related Work Experience

Item	Sl. No.	Brief Description of the Project/ Study	Name of the Client	Cost of Consultancy Work (Rs. in lakhs)	Period of completion		Description of the actual services provided by the key person
					Date of Start	Date of completion	
Projects/ studies completed	1 2 -						
Projects/ studies in hand	1 2 --						

NOTE: The CVs must be signed by Technical personnel and counter-signed by authorized representative in ink on each and every page and should not be older than three months from the date of submission of application. Photograph of the Technical personnel shall be affixed on their respective CVs. The contact address with telephone / mobile number, e-mail ID of the Technical personnel should also be furnished. The CV must include the self-attested copies of the educational qualification for graduation and post-graduation in civil engineering. Distance/Correspondence Education for post-graduation shall not be acceptable. Unsigned CVs or CVs with incomplete information shall not be evaluated.

RELEVANT SERVICES CARRIED OUT BY THE FIRM**
WHICH ILLUSTRATES THEIR BEST QUALIFICATIONS DURING LAST 3 YEARS

Project Name		Country	Project location within country:
Date of Agreement:		Professional staff provided: (a) No. of staff (b) No. of man-months	
Name and address of client:			
Start date (month/year)	Completion date (month/year)	Approx. value of consultancy services:(cost as per Agreement in INR(Lakhs)[In case of foreign currency, conversion factor as on date of Agreement with proof shall be submitted]	
Whether project was done alone or as a JV or in association with other firm/ firms:			
No. of man-months of professional staff provided by associated firm (s)			
Name of Senior staff involved and functions performed : (Functions performed by the associated firm (s) to be given separately)			
Narrative Description of Project:			
Total length of the Project Highway (in Km):		Carriageway Width (in m)	
Length of Bridge (in m) (if applicable):		Span configuration of bridge (in m):	
Detail description of Actual Services Provided by the firm under different categories: (Please select from the following)			
<u>(i) For category B-1</u> <u>Feasibility study:</u> <ul style="list-style-type: none">• Bridge Inventory• Surveys: Traffic survey, topographic survey, soil survey, hydrological survey etc.• Condition assessment of existing bridges, flyover and grade separator• Preliminary design of bridges, flyovers and grade separators.• Preparation of rough cost estimate• Economic evaluation• Feasibility report. Add any other relevant item, if any		<u>Detailed Project preparation:</u> <ul style="list-style-type: none">• Material survey• Environmental impact studies• Geo-technical investigation for bridge and high embankment• Detailed structural design of bridges (old and new)• Preparation of project report and drawing• Preparation of tender documents, construction specification etc. Add any other relevant item, if any <u>Design review / proof checking</u> of bridges	

** For each project done by the firm, separate sheet of Annexure – III shall be filled up and accompanied by documentary proof from client.

**UNDERTAKING REGARDING NON-DEBARREMENT/BLACKLISTING/DETAILS OF
LITIGATION HISTORY**

**UNDERTAKING REGARDING AVAILABILITY OF EQUIPMENTS MENTIONED IN
APPENDIX-A**

ANNEXURE -VII
DECLARATION/UNDERTAKING BY APPLICANT

I/We hereby solemnly undertake/declare that the particulars stated in this application for empanelment in Uttarakhand PWD for “Category B-1” are true and correct to the best of my/our knowledge and belief. Any information, if found to be incorrect, wrong or misleading, will render me/us liable to rejection of my/our application and cancellation of empanelment at any stage even after empanelment and suitable action as per Public Works Department Uttarakhand will be taken against me/us.

Date: _____

signature of authorized signatory
with stamp