

UTTARAKHAND PUBLIC WORKS DEPARTMENT



APPLICATION PROFORMA

**EMPANELMENT OF CONSULTANCY SERVICES FOR
PREPARATION OF DETAILED PROJECT REPORTS FOR
ROAD WORKS
R1/R2**

**Engineer in Chief
P.W.D. Uttarakhand
Lok Nirman Bhawan, Yamuna Colony, Dehradun -248001
e-mail- eicpwduk@nic.in telephone-01352531154**

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SECTION I

GENERAL INSTRUCTIONS

- 1.1. Uttarakhand Public Works Department (UK PWD) is vested with the responsibility of construction, maintenance and improvement of the vast road network of the state to provide better connectivity and support to all areas of the state. In view of its strategic location of national importance and steep to mountainous terrain, it becomes of utmost importance to provide for high quality road infrastructure which are sustainable and thus provide for overall economic and social growth of the state and nation.
- 1.2 In view of the above, applications on prescribed form for empanelment are invited from reputed consultants /experts having proven expertise, required manpower & necessary experience of preparation of detail project reports for Road works. The empanelled consultants shall be eligible to participate in the tenders to be invited by the UK PWD for preparation of DPRs for Road works under various schemes and sectors of the government. The empanelment will be under two categories as given below;
- **Category-R1 --Survey, Geometric Design and Detailed Project preparation for road projects up to 5 km length.**
 - **Category-R2 --Survey, Geometric and pavement design ,Feasibility, Traffic and Transportation Studies, Road Safety Audit and Detailed Project preparation for road projects.**
- 1.3 The package size, terms of reference etc. will be intimated to consultants at the time of invitation of offers.
- 1.4 The empanelment will be valid for a period of two years, subject to satisfactory and professional performance of the consultant and the year will be reckoned from 1st July to 30th June.
- 1.5 The empanelled consulting firms will be required to renew their empanelment at least two months before the completion of two years by applying to H.O.D office P.W.D Dehradun.
- 1.6 Consulting firms interested in empanelment can download the application form from www.pwd.uk.gov.in or can collect the application form from EIC PWD Office, Lok Nirman Bhawan Yamuna Colony, Dehradun.
- 1.7 The consultants must indicate the specific category under which their firm wants to be considered for empanelment.

1.8 Additional information, if any, required for submission of application may be obtained from the contact authorities given below.

➤ Contact Authorities

1. Engineer in Chief

(Office Phone Number: 0135-2531154)

e-mail-eicpwduk@nic.in

2. Chief Engineer (Head Quarter)

(Office Phone Number: 0135-2531424)

e-mail-cehq.pwduk@gov.in

1.9 Separate application should be submitted for empanelment in separate categories.

1.10 The consultants who are already empanelled by the Department before August 2018 are also required to apply for empanelment as per this proforma within two months i.e. 31st October 2018.

1.11 Applications received will be evaluated by a committee constituted for this purpose. Decision of the committee shall be final and no representation in this regard will be entertained.

1.12 Application should be submitted duly page numbered and indexed. Applications submitted otherwise will not be considered.

1.13 The authority competent to empanel a consulting firm/individual may order cancellation of their empanelment for the reasons to be mentioned in the order and communicated to the firm/individual. Before such an order is passed the consulting firm/individual shall be served with a show cause notice giving reasons for proposed removal and given a reasonable opportunity to explain.

1.14 The applicants should submit the empanelment request in the prescribed format with requisite information to:-

**Chief Engineer (HQ),
PWD, Uttarakhand
Lok Nirman Bhawan
Yamuna Colony, Dehradun
Uttarakhand**

SECTION II

INSTRUCTIONS TO APPLICANTS

- 2.1 All information requested for in the enclosed forms should be furnished against the respective columns of the form. If information is furnished in separate documents reference to the same should be given in the respective column. If information is 'NIL' it should also be mentioned as 'NIL'.
- 2.2 All the information must be submitted in English. Incomplete and inappropriately filled in application forms will be rejected.
- 2.3 The application should be properly bound, indexed and page numbered and strictly following sequence given in the format. Proposals submitted otherwise will not be considered.
- 2.4 In case of any change in solvency technical staff, tools and plants or change in partners or constitution of a firm it should be intimated to the authority competent for empanelment.
- 2.5 The UK PWD reserves the right to reject any or all applications without assigning any reason. List of empanelled consultants will be placed on website in the public domain.
- 2.6 Joint Venture are not allowed.
- 2.7 Consulting firms who wish to be considered for empanelment are required to provide the following information:
- (i) Organizational Structure of consultancy firm - ANNEXURE-1
 - (ii) Experience of the consultants and type of consultancy services undertaken by them during the *last Three years*. This should accompany certificate from the clients of the consultants indicating the type of consultancy services provided and the consultant's overall performance- ANNEXURE-2
 - (iii) Brief details of best five DPRs for roads prepared by the consultants.
 - (iv)(a) Staff strength of consultancy organization indicating nature of employment of experts (permanent/ temporary/ on contract) together with break-up according to nature of expertise/specialization available with the organization. – ANNEXURE-3.
 - (b) Details of personnel out of above to be assigned the tasks of field visits and preparation of DPRs
 - (v) Type of topographic surveys, soil and material investigation equipment and

instruments available within the firm. Arrangements/tie up with firms having such equipment and instruments may also be indicated in ANNEXURE-4.

(vi) Financial turnover for last Three Years–ANNEXURE-5

2.8 Each page of the document should be duly signed by the applicant or his authorized signatory (Attach authorization letter).

2.9 The applicant shall not be considered for empanelment if the applicant is debarred/blacklisted by any government department/agency at the time of submission of application to PWD, Uttarakhand. The applicant shall submit litigation history/undertaking on non judicial stamp paper of Rs 100/- duly notarized to the effect that the applicant has not been debarred/ blacklisted by any government department/ agency- ANNEXURE 6

2.10 It may be noted that submission of incorrect/false information about experience and other details etc. may lead to summary rejection of the application and cancellation of empanelment at any stage even after empanelment and action will be taken as found suitable by PWD Uttarakhand- Annexure 7

SECTION III

ELIGIBILITY CRITERIA

The applicants are required to go through the Eligibility Criteria and then furnish the details in prescribed formats as given in Section IV – Forms.

A. CATEGORY DESCRIPTION	
R1	Survey, Geometric Design and Detailed Project preparation for road projects up to 5 km length.
R2	Feasibility, Traffic and Transportation Study and Detailed Project preparation for Geometric and Pavement Design for road projects.

B. REQUIRED TECHNICAL EXPERTISE/KEY PERSONNEL	
R1	<p>Consultant or Key personnel must have necessary expertise in carrying out detailed survey, geometric design and preparation of project reports of new road projects.</p> <p><u>Key personnel required:</u></p> <p>1 No. Civil Engineering Graduate or above with 2 years of relevant experience. OR 1 No. Civil Engineering Diploma holder with 5 years relevant experience.</p>
R2	<p>Consultants should have necessary expertise and experience in carrying out feasibility studies, detailed project preparation and proof checking for road projects and desirably highway structures.</p> <p>In addition the consultants are expected to possess expertise and infrastructure for carrying out studies related to traffic and transportation engineering, highway planning and design.</p> <p><u>Key personnel required:</u></p> <p>(Full time technical person who are in payroll of the firm for atleast 1 year from date of submission of request for empanelment)</p>

	<p>A 1No. Civil Engineering Graduate or above with a minimum 5 years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>1 No. Civil Engineering Diploma holder with a minimum of 8 years relevant experience.</p> <p>B 2 No. Civil Engineering Graduate or above with a minimum 2 years of relevant experience each.</p> <p style="text-align: center;">OR</p> <p>2 No. Civil Engineering Diploma holder with a minimum 5 years of relevant experience each.</p>
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C. LIST OF ESSENTIAL FIELD/LABORATORY EQUIPMENT REQUIRED(Owned/Hired)	
R1	<p>Survey Equipments</p> <p>i) Total Station or Auto Level ii)GPS (accurate to within 10 cm) iii) Other Survey Equipments</p>
R2	<p>a. In-house Computer Software facility</p> <p>i) CAD/MX Road, INROADS, STAAD Pro. or equivalent software for highways.</p> <p>b. Survey Equipments</p> <p>i) Total Station or Auto Level ii)GPS (accurate to within 10 cm) iii) Other Survey Equipments</p> <p>c. Soil/Material Testing Equipments</p> <p>Expertise/facilities/infrastructure for carrying out</p> <p>(i) Auger/shell/percussion/wash/rotary boring (ii) Drilling through rocks for a depth upto 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) Triaxial (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 tunnel (mention the name and application)</p>

D. REQUIRED EXPERIENCE	
R1	<p>Should have completed Survey, Geometric Design and Detailed Project preparation of total of minimum 3 Km road project in last 3 years.</p> <p>** However for new firms, the experience requirements may be relaxed and a provisional empanelment may be granted for a period of 2 years on application.</p>
R2	<p>Should have completed Feasibility Studies, Survey, Geometric Design, Pavement Design and Detailed Project preparation of total of minimum 10 Km road project in last 3 years.</p> <p>Should have done at least 1 work of widening to two lanes / four lanes in a length more than 10 Km road project in last 5 years.</p>

E. REQUIRED KEY PERSONNEL (Full time technical person who are in payroll of the firm for atleast 1 year from date of submission of request for empanelment)	
R1	<p>1 No. Civil Engineering Graduate or above with 2 years of relevant experience.</p> <p>OR</p> <p>1 No. Civil Engineering Diploma holder with 5 years relevant experience.</p>
	<p>1 No. Civil Engineering Graduate or above with a minimum 5 years of relevant experience.</p> <p>OR</p> <p>1 No. Civil Engineering Diploma holder with a minimum of 8 years relevant experience.</p>

R2	<p>2 No. Civil Engineering Graduate or above with a minimum 2 years of relevant experience each.</p> <p>OR</p> <p>2 No. Civil Engineering Diploma holder with a minimum 5 years of relevant experience each.</p>
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F. MINIMUM ANNUAL TURNOVER (In any 1 of Last 3 Years)	
R1	2.00 Lacs
R2	15.00 Lacs

SECTION IV

FORMS

ANNEXURE-1

Structure of Organization

Details		Enclosure no.
Category	R1 / R2	
Name of Applicant		
Address		
Mobile No.		
Email ID		
Whether the firm is an Individual, Proprietary concern, a Registered Partnership firm or a Limited Company		
Name of Chief Executive person holding Power of Attorney, if any		
Date of Registration		
PAN No. of the firm		
GSTIN No. of the firm		
Details of empanelment with any other Central / State Government agency (if any)		
Total No. of professionals in the organization		

Note: Documentary proof must be enclosed wherever required.

ANNEXURE-2

Experience Details

Details of work done during last 3 years

SL. No.	Name of work	Length of road (km)	Scope of services provided	Name of client	Cost of services provided (in Lacs)	Date of work order	Date of Completion	Remarks (if any)

Note: Attach completion certificate issued by the engineer not below the rank of Executive Engineer, of the client in support of the work done.

ANNEXURE-3

Key Personnel

List of Key Personnel of the Organization

Sl. No.	Name of personnel	Field of Specialization	Qualification	Experience	Permanent / Temporary / On contract

A brief profile of every personnel must be submitted in the format as below:

Sl. No.	Details	
1	Name	
2	Date of Birth	
3	Educational Qualification	
4	Membership of Professional Institutes	
5	Experience in the field of Road Engineering	
6	Experience in preparation of DPR's for roads	
7	Period of employment with the firm (Years)	

ANNEXURE-4

Testing facilities and Equipments

Sl. No.	Name of Equipment	Specification	Make & Year	Whether Owned or Leased

Note: Copy of Proof of Ownership or Lease Agreement must be submitted by the applicant for empanelment.

ANNEXURE-5

Financial Turnover of the Firm

Sl. No.	Year	Amount (in Lacs)
1		
2		
3		
	Total	

Note: Copy of Audited Balance Sheets for the last 3 years must be submitted by the applicant for empanelment in R2 category.

ANNEXURE-6

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

ANNEXURE-7
DECLARATION/UNDERTAKING BY APPLICANT

I/We hereby solemnly undertake/declare that the particulars stated in this application for empanelment in Uttarakhand PWD for category _____(R1/R2) 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