

THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LIMITED

(A Government of Odisha Undertaking)

Janpath, Bhoinagar, Bhubaneswar-22

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EMPANELMENT NOTICE FOR ARCHITECTS

The Odisha State Police Housing & Welfare Corporation Limited (OPHWC) , Janpath, Bhubaneswar invites application for empanelment of Architectural Firms for innovative, cost effective and environmental friendly construction works meeting safety requirements. These applications will be received & evaluated by The Odisha State Police Housing & Welfare Corporation Ltd. for additional enlistment. After successful evaluation of pre-qualification documents, the firms will be registered in OPHWC Architects' list from date issue of enlistment letter. Previously empanelled architects those who are empanelled on 19.05.2017 are also eligible to participate in the process of empanelment, failing which their validity of empanelment in OSPH & WC will expire on 18.05.2020. Details are available in our website, www.ophwc.nic.in.

The related documents can be obtained from the Chief Engineer, OPHWC, Janpath, Bhoinagar, Bhubaneswar-22 during office hours on payment of non-refundable application fees for an amount of Rs. 590/- (Five Hundred Ninety) only (Incl. GST) in Demand draft or Pay Order drawn on any nationalized bank payable at Bhubaneswar in favour of 'The Odisha State Police Housing & Welfare Corporation Ltd., Bhubaneswar'. The above documents can also be downloaded through our website www.ophwc.nic.in which may be submitted along with Demand Draft or Pay Order of Rs. 590.00 (Five Hundred Ninety) only (Incl. GST) (Non Refundable) on any Scheduled Bank payable at Bhubaneswar in favour of "The Odisha State Police Housing & Welfare Corporation Ltd"., Bhubaneswar.

Application for empanelment shall be submitted in a sealed cover super-scribing "**Application for pre-qualification of Architects in OPHWC**" to The Chief Engineer, OPHWC, Janpath, Bhoinagar, Bhubaneswar-22.

The pre-qualification document not submitted in prescribed format or other than in the manner prescribed in the document shall be rejected.

Interested Architectural Firm may apply before 14th October 2019.

-sd-

**Chief Engineer
OPHWC, Bhubaneswar**

**THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.,
JANPATH, BHOINAGAR, BHUBANESWAR-22**

APPLICATION FORM FOR EMPANELMENT OF ARCHITECTURAL FIRM

1. Cost of application form :Rs. 590.00 (Rupees Five Hundred Ninety only)
-Non refundable-
3. Receipt No. & Date :

N.B. : The contractors / firms have to sign on each page of the application form.

Sold to Sri / Smt./ M/s

-sd-
Chief Engineer (Civil)
OPHWC, Bhubaneswar

BASIC TERMS & CONDITIONS.

1. The firms should have valid registration form appropriate statutory authority of state or national level for carrying out such professional work i.e. Council of Architecture, etc.
2. PAN and valid ITCC from income tax department.
3. GST registration.
4. EPF registration.
5. Other legal documents pertaining to constitution of the firms.
6. Credential / Past experience of the firms.

After preliminary evaluation of pre-qualification documents, the firms shall deposit the initial registration (non-refundable) fees i.e. Rs. 3540.00 (Incl. GST) otherwise their pre-qualification documents shall not be processed for final evaluation.

The requisite initial registration fees in the shape of Demand draft drawn on any nationalized bank at Bhubaneswar payable to 'The Odisha State Police Housing & Welfare Corporation Ltd. (OPHWC)" , Bhubaneswar must be submitted after successful preliminary evaluation of pre-qualification documents.

VALIDITY OF REGISTRATION:-

The registration is valid for a period of 3 (Three) years from the date of issue of the letter of registration after which the same is required to be renewed on the basis of review of successful performance by a Committee during the validity of registration..

RENEWAL OF REGISTRATION:-

Renewal can be considered only upon application by the firm along with requisite documents like renewal fee, valid GST, work statement during previous three years issued by the authority, affidavit of authenticity of documents etc before one month of expiry of registration and provided that the performance of the firm is satisfactory in the previous three years.

GENERAL:

a) After verification of documents for the purpose applied for, the fees will be deposited in demand draft drawn on any nationalized bank at Bhubaneswar payable in favour of "The Odisha State Police Housing & Welfare Corporation Ltd, Bhubaneswar". This will be communicated to the firms in their e-mail and in the notice board.

b) The empanelment does not guarantee for award of any work as such. The qualified Architects will be eligible for participating in the competition as & when required as per the "Policy Guidelines on Engagement of Architect" of the Corporation.

c) In case of emergency work / supply, empanelled firms from the approved empanelled valid list in the nearby area depending on their availability will be given priority to take up the work without following usual procedure of selection through transparent procurement systems.

e) The Corporation reserves the right to reject or cancel any or all pre-qualification documents without assigning any reason thereof.

f) All the information as called for in the document shall be submitted truly, clearly, legible, transparently, unambiguously and without use of abbreviation.

g) All the disputes shall be subject to jurisdiction of Civil Courts situated at Bhubaneswar.

-sd-

**Chief Engineer (Civil)
OPHWC, Bhubaneswar**

**THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.,
JANPATH, BHOINAGAR, BHUBANESWAR-22**

OFFICE OF THE CHIEF ENGINEER (CIVIL), OPHWC, BHUBANESWAR.

Date of Receipt
(To be filled by OPHWC)

ASSESSMENT QUESTIONNAIRE:- CONSULTANCY SERVICES

Please attach separate sheets wherever space is not found sufficient. Put NA wherever the same is Not Applicable. Strike out those which are not applicable.

1.0 **ORGANISATION & PERSONNEL** :

1.1 **ORGANISATION** :

1.1.1 Name of the Organisation :

1.1.2 a) Postal Address :

b) Telephone No. :

c) Fax No. :

d) Email id :

e) Website address :

1.1.3 Year of incorporation of the organization & date of start of business. :

1.1.4 Nature of Business (please attach brief write-up to clarify the activities. :

(E.G.-Design & Engineering, Civil construction Mechanical equipment erection / Electrical equipment erection or others to specify) :

1.1.5 Nature of Company (E.G. Proprietary / Partnership / Private Limited/ Public Limited / Govt. Undertaking others to specify) :

1.2 **PERSONNEL:-** :

1.2.1 Head of the Organisation

S.L.No	Name	Designation	Email ID	Tel (off)	Tel (Res)	Tel (Mob)

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1.2.2 Functional Directors / Senior Executive of the Organisation :-

S.L.No	Name	Designation	Email ID	Tel (off)	Tel (Res)	Tel (Mob)

1.2.3 Persons holding the power of attorney, if any :

Name:

Designation:-

Address:-

1.2.4 Contact person(s) (if other than 1.2.1&1.2.2 above) :

S.L.No	Name	Designation	Email ID	Tel (off)	Tel (Res)	Tel (Mob)

1.2.5. No. of employees on date

: (Please give break-up)

a) Administrative :

b) Technical :

i) Graduate Engineers :

ii) Diploma Engineers :

iii) Scientist / Chemists :

iv) Lab. Asst./ Supervisors :

c) Skilled Workers :

(Please attach organization chart) :

d) (i) Is the firm having construction planning and scheduling department? If yes give details : Yes / No

ii) What construction planning methods do you adopt: :

2.0 **MARKETING & FINANCE** :

2.1 **MARKETING** :

2.1.1 What is the minimum order value acceptable to the organization? :

2.1.2 What is the Maximum single order value that can be handled? :

2.1.3 Is the firm representing the interest of any foreign company in India? :

If yes. State :

a) Name of the foreign company :

b) Agreement with the foreign company and its validity :

2.1.4 Is the firm having any foreign collaboration? If Yes. State Yes / No.

Products	Name & address of collaborator	Year of Collaboration	Validity of agreement	Nature of Collaboration	
				Tech/ Engg.	Equity Participation

2.1.5 Is the construction process / quality Backed-up by collaborator's guarantee? : Yes / No.

In case required, would the supervision of foreign collaborator be available during installation, commissioning, etc : Yes / No

2.1.6 Is the firm in the approved list of :

a) Any Govt. Department / Public Sector Undertaking? If yes give name and duration of enlistment : Yes / No

b) Duration :

c) Any private organization repute, if yes, give name and duration of enlistment : Yes / No.

- d) Duration :
- 2.1.7 Main Customers / Clients :
Name and Address :
- 2.1.8 a) Future expansion/ diversification plans, : Yes / No.
if any? (kindly attach a brief write-up about
future plans
- b) Any other information :
- 2.2 **FINANCE** :
- 2.2.1 Audited financial reports of last three years :
are to be submitted along with the
application.
- Turnover in the last three years. :
- 2.2.2 Name (s) of Bankers(s) with addresses :
giving their financial capacity to handle
works of required magnitude to be
enclosed
- 2.2.3 PAN & Certified copy of I.T. clearance : Yes / No.
certificate to be enclosed
- 2.2.4 GST Registration No. :
GST valid till
- 2.2.5 Contractors registration No. :
Authority of issue and valid till
- 2.2.6 Partnership deed, if any :
- 2.2.7 Contractors PF Registration No. & Date :
- 3.0 **FACILITIES & PRODUCTS** :
- 3.1 **DFACILITIES &ACTIVITIES** :
- a) Details of construction plant and :
equipments (including material handling
equipment) (Give details in the format
prescribed at **Appendix-A** to this
questionnaire)
- b) Experience in specialized jobs if any :
- c) Details of current orders in hand :
indicating value and expected time of
completion
- d) Any difficulty / problem faced while :
executing the works resulting in stoppage
of or abandonment of the work
- e) Past / present incident of litigation and / :

or arbitration, if any, please give details

3.1.2 Does the firm have a system of reporting progress ? if yes, enclose formats :

3.2 **PRODUCTS / SERVICE** :

3.2.1 Indicate range / type of services offered by the organization (enclose catalogues /separate sheets, if necessary giving areas of specialization) :

4.0 **QUALITY CONTROL SYSTEMS & QUALITY CONTROL MECHANISM** :

4.1 **QUALITY CONTROL** :

i) Is the organization having Quality Control Department? If Yes, State Yes /No.

a) Qualification of head of QC Department :

b) Whom does the head of QC Department report to

e.g. Engineering / Shop Manager / Production Manager / Chief Executive) :

c) Staff Strength :

d) Does the organization have a documented quality control system ? If Yes, attach a copy of quality control manual Yes /No.

If written QC manuals, procedure and check list are used, do they conform to Yes /No.

ISO 9001:2000/ISO 14001:2004 or others to specify

ii) Please indicate training details of last three years for Q.C personnel.

- No of persons trained

- Titles of Programmes / Institute

4.1.2 I. Does the firm have a vendor evaluation system ? If yes, please enclose a copy of the same. : Yes /No.

II. How are your vendors instructed on quality requirements and inspection procedures (please enclose a copy of sample instructions)

(e.g Through standard instruction/ technical specifications/ separately to specify)

III. Please specify the quality control steps taken to ensure the quality of sub-contracted work(if applicable)

- Quality survey/QC System. Audit :
- Records of sub-vendors/ contractors performance :
- planned inspections/ expediting visits to sub-suppliers/ sub-contractors :
- Incoming inspection. :
- Others (Specify) :

4.1.3 Does the firm engage third-party / outside agency for inspections / quality control? If yes, give name (s) address(es) and other details. : Yes/No

4.1.4 Does the firm have laboratory . facilities? If yes, are they part of the organization? If yes, give details :

5.0 **SERVICES** :

5.1 Do you offer after-sales services to . your clients? Please indicate the details of such facilities. :

- 6.0 **EXPERIENCE AND PAST PERFORMANCE** :
- a) Details of projects executed. in last three years as per **Appendix-B** indicating :
- i) Name and address of client :
- ii) Name and location of work :
- iii) Nature of work :
- iv) Value of work :
- v) Total volume of work :
- vi) Scheduled completion time of work :
- vii) Actual completion time of work :
- b) Turnover in the last three years. (documentary. evidence to be enclosed) :
- 6.1 Past record of carrying out. assignment from point of view of quality and time schedule. :
- 6.2 Has the firm ever been blacklisted. by any Govt. organization / PSU / other organization or other contract terminated :
- 6.3 Any other information :

I/We hereby declare that the entries made in the application form are true to the best of my/our knowledge.

	Signature
Place	Name
Date:	Designation.

APPENDIX-A

Details of Plants and Machinery including Material Handling Equipment, Inspection and Test Equipment, CI.3.1(a)

Name of the Firm:

S.L.No	Item	Make	Size/Capacity	Quantity	General Conditions	Remarks
1	2	3	4	5	6	7

Signature with date
Name & Designation

Details of Large Order Executed by the Firm in the Last Three Years, Cl.7.1

Name of the Firm:

Details of work executed	Name and full address of the party for whom work has been done	Work order No. and Date	Delivery schedule as per work order	Date when the order completed	Value (Rs.)	Remarks
1	2	3	4	5	6	7

Signature with date
Name & Designation

FINANCIAL DETAILS (CI.2.2.1)

- I. % of Current Assets of Total Assets
- II. Ratio of Current Assets to Current liabilities.
- III. Ratio of Quick Assets to Current liabilities
- IV. % of working capital to turn over
- V. % of returns on
 - Turnover
 - Capital employed
 - Net worth
- VI. Average. collection period (in days)
- VII. Debt/equity ratio
- VIII. Please enclosed Annual Reports of your Company for last three years

**Signature with date
Name & Designation**