

Irrigation & Water Resources Department,
Sinchai Bhawan, Sector-5, Panchkula, Haryana

Expression of Interest

No. _____ Dated. _____

To

Executive Engineer/CDO-I,
Irrigation and Water Resources Department,
Haryana, Panchkula.

Subject: Expression of Interest for Empanelment of Consultants.

Guidelines:

I&WRD, Haryana, Panchkula intends to invite EoI from the interested firms for empanelment of Consultants for Haryana Irrigation and Water Resources Department for the period till 31.03.2018 for the categories mentioned below. The design consultants interested in empanelment can have the application form from the office of Superintending Engineer, Central Design Office (CDO), I&WRD, Sinchai Bhawan, Sector-5, Panchkula on payment of Rs.5,000/- (non-refundable) in the form of DD/Banker Cheque of scheduled Bank in favour of Registrar, I&WRD, Panchkula payable at Panchkula/Chandigarh. The Consultants, who wish to get empanelled for the categories mentioned below, may apply latest by 31.05.2018.

CATEGORY-IA	Consultants for Hydraulic Structures for discharge less than or equal to 10cumecs.
CATEGORY-IB	Consultants for Hydraulic Structures for discharge more than 10cumecs.
CATEGORY-IC	Consultants for Pipe Networks.
CATEGORY-ID	Consultants for Micro-Irrigation Projects.
CATEGORY-IE	Consultants for Drainage Works, Waterlogging, Ground Water Management, Conjunctive use of Water, Ground Water Recharge Structures.
CATEGORY-IF	Consultants for Hydrological Studies.
CATEGORY-IG	Consultants for Safety Audit of Hydraulic Structures.
CATEGORY-IIA	Consultants for small Bridges and Culverts (for single span of upto 10 m)
CATEGORY-IIB	Consultants for High Level Bridges with Deep Foundations. (for single span of above 10 m)

CATEGORY-III	Consultants for Structural Design of Buildings including Pump House Structures.
CATEGORY-IV	Consultants for Design of Mechanical Component i.e. Gates, Gearings, Gantry etc.
CATEGORY-V	Consultants for Architectural Design and Horticulture.

2. Technical expertise and experience desired from the consultants for various categories mentioned above are as follows:-

2.1 Category-IA & IB

The empanelled consultant is expected to possess necessary expertise and experience in carrying out feasibility studies, detailed project preparation for new Hydraulic Structures as well as rehabilitation of existing Hydraulic Structures.

- (i) Should have completed design of relevant structures during the last two years.
- (ii) Should have knowledge of Schedule of Rates, Analysis of Rates and National Building Code / PWD / CPWD Specifications.
- (iii) The applicant himself or one of his technical staff must have Post Graduate degree in Irrigation/Water Resources/Structural Engineering from a recognized university / institute, with minimum experience of 5 years in designing. A person with Bachelor degree in Civil Engineering from a recognized university / institute, with 8 years' experience would also be eligible.
- (iv) The consultant should supply a list of consultancy works executed during last five years.
- (v) The consultants are expected to possess expertise for carrying out studies related to planning and design including detailed survey, X-Sections, Geotechnical Investigations etc.

2.2 Category-IC, ID, IE, IF & IG

The empanelled consultant is expected to possess necessary expertise and experience in carrying out feasibility studies and Hydrological Studies, detailed project preparation for pipe networks, micro irrigation projects and drainage works, Safety Audit of Hydrological Structures.

- (i) Should have completed design of relevant structures during the last two years.
- (ii) Should have knowledge of Schedule of Rates, Analysis of Rates and National Building Code / PWD / CPWD Specifications.
- (iii) The applicant himself or one of his technical staff must have Post Graduate degree in Irrigation/Water Resources/Structural Engineering or equivalent degree in relevant field from a recognized university / institute, with minimum experience of 5 years in designing. A person with 04 years Bachelor degree in Civil Engineering/Town Planning or equivalent degree in relevant field from a recognized university / institute, with 8 years' experience would also be eligible.
- (iv) The consultant should supply a list of consultancy works executed during last five years.
- (v) The consultants are expected to possess expertise for carrying out studies related to planning and design including detailed survey, X-Sections, Geotechnical Investigations etc.

Note: In case of Consultants willing to get empanelled for Categories IF and IG, they are expected to possess Post-Graduate degree in Irrigation/Water Resources or any relevant field from a recognised University/ Institute having experience in carrying out Hydrological Studies and Safety Audit of Hydraulic Structures in past 2 years.

2.3 Category-IIA & IIB

The empanelled consultant is expected to possess necessary expertise and experience in carrying out feasibility studies, detailed project preparation for new Bridges and Culverts as well as rehabilitation of existing Bridges and Culverts.

- (i) Should have completed design of at least five relevant structures during the last two years.
- (ii) Should have knowledge of Schedule of Rates, Analysis of Rates and National Building Code / PWD / CPWD/ NBCC/ MORTH/ MOST Specifications.
- (iii) The applicant himself or one of his technical staff must have Post Graduate degree in Bridge/Highway/Structural Engineering from a recognized university / institute, with minimum experience of 5 years in designing. A person with Bachelor degree in Civil Engineering from a recognized university / institute, with 8 years' experience would also be eligible.
- (iv) The consultant should supply a list of consultancy works executed during last five years.
- (v) The consultants are expected to possess expertise for carrying out studies related to planning and design including detailed survey, X-Sections, Geotechnical Investigations etc.

2.4 Category-III

- (i) Should have completed Structural design of at least five buildings of three storey including basement during the last one year. However, in case of Design of Pump Houses, at least five Pump Houses must have been designed by the empanelled consultant in the last five years.
- (ii) Should have knowledge of Schedule of Rates, Analysis of Rates and National Building Code / PWD / CPWD Specifications.
- (iii) The applicant himself or one of his technical staff must have Post Graduate degree in Structural Engineering from a recognized university / institute, with minimum experience of 5 years in Structural designing of buildings. A person with Bachelor degree in Civil Engineering from a recognized university / institute, with 8 years' experience would also be eligible.
- (iv) The consultant should supply a list of consultancy works executed during last five years.

2.5 Category-IV

- (i) Should have completed Mechanical design of at least five Mechanical Structures i.e. Gates, Gearings, Gantry etc. in the past one year.
- (ii) Should have knowledge of Schedule of Rates, Analysis of Rates and National Building Code / PWD / CPWD Specifications.
- (iii) The applicant himself or one of his technical staff must have Post Graduate degree in Mechanical Engineering from a recognized University / Institute, with minimum experience of 5 years in designing. A person with Bachelor degree in Mechanical Engineering from a recognized University / Institute, with 8 years design experience would also be eligible.
- (iv) The consultant should supply a list of consultancy works executed during last five years.

2.6 Category-V

- (i) Should have completed Architectural design and Planning of at least five buildings of three storey including basement during the last one year. In case of Horticulturists, the empanelled consultant should hold an experience of designing and maintaining parks, nurseries, landscapes etc. in past one year.

- (ii) Should have knowledge of Schedule of Rates, Analysis of Rates and National Building Code / PWD / CPWD Specifications.
- (iii) The applicant himself or one of his technical staff must have Post Graduate degree in Architecture from a recognized University / Institute, with minimum experience of 5 years in designing. A person with Bachelor degree in Architecture/Town Planning or equivalent degree in relevant field from a recognized University / Institute, with 8 years' experience would also be eligible. However, in case of Horticulture, the applicant should hold Post Graduate Degree in Horticulture/ Agriculture with 3 years experience.
- (iv) The consultant should supply a list of consultancy works executed during last five years.

Note: *Unless and otherwise mentioned to the contrary, the Applicants, who are empanelled under Category – IB, would be deemed to have been empanelled under Category –IA also and the Applicants, who are empanelled under Category – IIB, would be deemed to have been empanelled under Category –IIA also*

3 Foreign firms & Joint Venture/Association of Firms:

- 3.1 Foreign firms shall be considered for empanelment only when the firm has a representative office in India.
- 3.2 In case there is a joint venture of two consultant firms (domestic/ foreign), the required information shall be furnished by each party separately along with joint venture agreement.
- 3.3 In case of **JV**, the proposal of consultants would be evaluated jointly and the empanelment will be in the joint name. However, in case there is only a proposal of association (domestic/ foreign consultant); **the particulars of the lead firm shall only be evaluated.**
- 3.4 In case of a joint venture/association, the highest shareholding firm, would be the **lead partner** and the lead partner would be responsible for the project and would provide the team leader. However, In case of equal shareholding, the firm with maximum relevant experience would be treated as the **lead partner**.
- 3.5 In case of a joint venture the minor partner must have done at least one project conforming to the relevant category for which the empanelment is intended else the **JV would be disqualified.**

4. The applications will be evaluated on the basis of the following broad criteria:

4.1 Category- IA, IB, IC, ID, IE, IIA, IIB & III

The Firm shall be empanelled only if they score minimum of 60 points, however, in case of categories IC, ID and IE, the minimum score required for eligibility would be 50 points.

The firm shall be weighted on the basis of 100 points assigned for credentials (Technical & Financial Capabilities) will be as follows:

- (i) Average Turn Over more than 50 Lakh - 20 Points, 40 Lakh - 18 Points, 30 Lakh - 15 Points, 25 Lakh - 12 Points.
- (ii) Project development Experience of at least 5 relevant projects including survey and geotechnical investigations- more than 8 projects-30 points, 5 to 8 projects-25 points, 5 projects- 20 points.
- (iii) Design experience of Technical Persons- (Expert having Ph.D. Degree-25 points, M.Tech with minimum 5 years' experience-20 points, B.Tech with minimum 8 years' experience-15 points).
- (iv) Retired senior officer of the rank of Chief Engineer/ Superintending Engineer, or experienced faculty members of independent laboratories or reputed academic institutions/ Experience in design of Govt./Semi Govt. projects-15 points.
- (v) Office/Field/Lab equipment facility-10 points.

Note:- (a) The applicant must have a minimum of 12, 20 and 15 points in above criteria (i), (ii) and (iii) respectively to be eligible for all categories except IC, ID and IE. (b) The applicant must have a minimum of 12 and 15 points in above criteria (i) and (iii) respectively to be eligible for categories IC, ID and IE.

4.2 Category- IF & IG

The Firm shall be empanelled only if they score minimum of 50 points.

The firm shall be weighted on the basis of 100 points assigned for credentials (Technical & Financial Capabilities) will be as follows:

- (i) Average Turn Over more than 50 Lakh - 20 Points, 40 Lakh - 18 Points, 30 Lakh - 15 Points, 25 Lakh - 12 Points.
- (ii) Research in Hydrological field or experience in safety audit of structures for at least 5 relevant projects including survey and geotechnical investigations- more

- than 8 projects-30 points, 5 to 8 projects-25 points, 5 projects- 20 points.
- (iii) Work experience of Technical Persons- (Expert having Ph.D. Degree-25 points, M.Tech with minimum 5 years' experience-20 points, B.Tech with minimum 8 years' experience-15 points).
 - (iv) Retired senior officer of the rank of Chief Engineer/ Superintending Engineer, or experienced faculty members of independent laboratories or reputed academic institutions/Experience of work with Govt./Semi Govt. projects-15 points.
 - (v) Office/Field/Lab equipment facility-10 points.

Note:- The applicant must have a minimum of 12, 20 and 15 points in above criteria (i), (ii) and (iii) respectively to be eligible

4.3 **Category- IV**

The Firm shall be empanelled only if they score minimum of 50 points.

The firm shall be weighted on the basis of 100 points assigned for credentials (Technical & Financial Capabilities) will be as follows:

- (i) Average Turn Over more than 50 Lakh - 20 Points, 40 Lakh - 18 Points, 30 Lakh - 15 Points, 25 Lakh - 12 Points.
- (ii) Work experience in the field of Irrigation and Water Resources for at least 5 relevant projects- more than 8 projects-30 points, 5 to 8 projects-25 points, 5 projects- 20 points.
- (iii) Design experience of Technical Persons- (Expert having Ph.D. Degree-25 points, M.Tech with minimum 5 years' experience-20 points, B.Tech with minimum 8 years' experience-15 points).
- (iv) Retired senior officer of the rank of Chief Engineer/ Superintending Engineer, or experienced faculty members of independent laboratories or reputed academic institutions/Experience of work with Govt./Semi Govt. projects-15 points.
- (v) Office/Field/Lab equipment facility-10 points.

Note:- The applicant must have a minimum of 12, 20 and 15 points in above criteria (i), (ii) and (iii) respectively to be eligible

4.4 **Category- V**

The Firm shall be empanelled only if they score minimum of 50 points.

The firm shall be weighted on the basis of 100 points assigned for credentials (Technical & Financial Capabilities) will be as follows:

- (i) Average Turn Over more than 50 Lakh - 20 Points, 40 Lakh - 18 Points, 30 Lakh - 15 Points, 25 Lakh - 12 Points.
- (ii) Project development Experience of at least 5 relevant projects (preferably with Green Building Concept) including survey and geotechnical investigations- more than 8 projects-30 points, 5 to 8 projects-25 points, 5 projects- 20 points.
- (iii) Work experience of Technical Persons- (Expert having Ph.D. Degree-25 points, Post Graduate degree with minimum 5 years' relevant experience-20 points, Graduate degree with minimum 8 years' relevant experience-15 points). The person with experience in Green Building Concept shall be given preference.
- (iv) Retired senior officer of the rank of Chief Engineer/ Superintending Engineer, or experienced faculty members of independent laboratories or reputed academic institutions/Experience of work with Govt./Semi Govt. projects-15 points.
- (v) Office/Field/Lab equipment facility-10 points.

Note:- The applicant must have a minimum of 12, 20 and 15 points in above criteria (i), (ii) and (iii) respectively to be eligible.

5. The firm shall furnish its relevant experience strictly as per format. 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.

6. The firm shall furnish the Curriculum Vitae of the Technical personnel. 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 CV. The contact address with telephone / mobile number, e-mail ID of the Technical personnel should also be furnished. The CVs must indicate the actual service provided by the Technical personnel in detail. The retainer Technical personnel if any shall specifically mention the names of other firms also in which he is associated as a retainer. It may be noted that such Technical personnel may be associated as a retainer for a maximum number of 3 firms including the instant firm. A retainer will get only 60 % credit of that of a full time expert.
7. It is suggested that the firm should fill up the form, vis-à-vis the supporting details and any other information with due care so as to avoid any ambiguity.
8. Separate sheets may be used for the purpose so that relevant information submitted are sufficient, neat and legible.
9. The applications not complying with the above mentioned stipulations and found to be deficient in any respect shall be summarily rejected.
10. Consulting firms should note that only authenticated information should be provided in the prescribed format. Information provided by the consulting firms would 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.
11. The applicants can apply for more than one category without paying any extra fee. It may be mentioned that the firm shall be empanelled under a specific category/ categories and for each category separate application shall be submitted along with a soft copy of the same. The application should be properly bound, indexed and page numbered and strictly in sequence. Intending consultants, should submit their application for empanelment to the Engineer-In-Chief I&WRD, Sinchai Bhawan, Sector-5, Panchkula, Haryana latest by 31.05.2018.
12. The firm / applicant debarred / black listed by any organization / Institution / Board / Corporation / PSU of Central Govt. or any State Govt. would not be eligible for participation in the bidding process.
13. In case the firm / applicant is already working in Haryana Public Works Department, a performance certificate from concerned SE / EE should be produced. Intimation of poor performance if received from any SE/ EE against any firm / applicant would make him liable for rejection in empanelment.
14. The Standing Technical Committee, I&WRD, Sinchai Bhawan, Sector-5, Panchkula, Haryana reserves the right to reject any or all applications without assigning any reason at any stage. 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 I&WRD, Haryana to draw upon, as and when necessary, for purpose of obtaining offers for particular projects.
15. Notwithstanding the formation of these panels, the I&WRD, Sector-5, Panchkula, Haryana may go in for separate empanelment for specific assignments, if it so decides.

16. Whenever any shortcomings come to light, such as (i) errors in bid data (misrepresentation, false bio-data, frequent change of personnel, etc); (ii) unreliable DPRs containing errors in project data and design (wrong levels, inadequate surveys, false bearing capacity, etc.); (iii) unprofessional supervision (delays, collusions, not justifying decisions, improper records, poor track of quality control, infrequent or cursory site inspections and checks by the team leader, etc), deterrent action shall be taken against the erring consultant. The action may be in the shape of warning, suspension of registration, reduction of fee, removal from the panel on permanent basis or for a specified period, and blacklisting, etc.
17. The empanelled consultants shall get the proof checking for their respective designs/drawings done from reputed proof consultants.
18. **Conflict of Interest:-**
 - (i) The consultant shall not receive any remuneration in connection with the assignment, except as provided in the contract. The consultant and its affiliates shall not engage directly or indirectly in activities that conflict with the interest of Irrigation and Water Resources Department under the contract.
 - (ii) The consultants and its affiliates shall be excluded from downstream supply of goods or construction of works or purchase of any asset or provision of any other services related to the assignment other than continuation of the services under the ongoing contract not connected with the job concerned.

Declaration:

I/We hereby acknowledge that I have read and understood the terms and conditions as provided above and I/We agree to all of the above guidelines.

Date:_____

Signature of the Applicant

**Government of Haryana
Irrigation & Water Resources Department, Haryana
APPLICATION FORM FOR EMPANELMENT AS CONSULTANT.**

Supporting Documents be annexed with the application form (Applications found deficient in any respect are liable to be rejected without further correspondence)

	CATEGORY APPLIED FOR		PHOTOGRAPH
1. Name of applicant:	<hr/>		
2. Nationality	Indian <input type="checkbox"/>	Other <input type="checkbox"/>	
3. Address	<hr/> <hr/> <hr/>		
4. Regd HeadOffice	<hr/> <hr/> <hr/>		
(Attach separate paper for addresses of other offices)			
5. Tel. No.	<hr/>	Fax No.	<hr/>
6. E-mail Address	<hr/>		
7. Web Site	<hr/>		
8. Constitution	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship Concern <input type="checkbox"/> Partnership Firm <input type="checkbox"/> Public Ltd. Company <input type="checkbox"/> Private Ltd. Comapany		

9. If partnership firm, names of the partners/ if Company, name of directors

1.	_____	2.	_____
3.	_____	4.	_____
5.	_____	6.	_____

10. Is the individual/sole proprietor/any partner/director of company:

(a) Dismissed Government Servant.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(b) Having business banned/suspended by any Government in the past	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(c) Convicted by a court of law	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(d) Retired engineer/official from Engineering Department of Govt. of India within last two Year	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(e) Director or partner of any other company/firm Enlisted with I&WRD or any other department	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(h) Member of Parliament or any State Legislative Assembly.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If answer to any of the above is 'Yes' furnish details on a separate sheet

11. (a) Name of person holding power of attorney _____

(b) Nationality Indian Other

(c) Liabilities _____

12. Name of Bankers with full address

13. Place of Business _____

14. Full time technical staff in applicant's employment _____ Nos.

- (a) PhD holders
- (b) M. Tech with minimum 5 years experience
- (c) Graduate engineers with minimum 8 years' experience.
15. Does the applicant has sufficient Machinery, Lab Equipment and Workshop as per requirements. [Attach details on separate sheet]

16. (a) Whether already empanelled with PWD Haryana or any other department/organization.

Yes No

(i) If yes, give details:

(ii) Category

(iii) Empanelment Authority and address.

(iv) Empanelment no and date.

(v) Date of validity

17. Is any person working with the applicant a near relative of the officer/official of I&WRD, Haryana, if yes, give details.

Yes No.

18. Empanelment Processing fee enclosed/Application fee enclosed (if downloaded from internet): -

Draft No.	Date	Amount	Issuing Bank & Branch	Branch drawn	In whose favour drawn

19. Details of Works completed, in progress and secured during the last 5 years dully filled in Proforma as given in Annexure C. This list should include all works with gross amount.

20. Certificates:

(i) I/We (including all partners) certify that I/We have read the rules Empanelment of consultants in Irrigation & Water Resources Department, Haryana as amended upto-date and shall abide by them.

(ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I am/we are liable to be debarred.

(iii) I/We certify that I/We will not get myself /ourselves registered as consultant (s) in the department under more than one name.

Signature (s) of applicant (s):

Sr. No.	Name	Signature	Address
1			
2			
3			
4			
5			

Date:

No of documents attached.

- | | | |
|--|-----|-----|
| (ii) Attested copies of the degrees/diplomas of the Technical Staff/Designers. | [] | [] |
| iii) Declaration from the technical staff that they are employed with the applicant. | [] | [] |
| (iv) Documents like PF subscription. Copy of Income Tax return with. IT form 16 etc conclusively proving Employment of technical staff with applicant. | [] | [] |
| 09. (i) List of Machinery, Lab equipments etc., possessed by the Applicant. | | |
| (ii) Copy of purchase document etc. | | |
| 10. List of all near relatives working in I&WRD, including their addresses. | [] | [] |
| 11. Demand Draft for application fee (If downloaded from internet). | [] | [] |
| 12. (i) Annexure C. | | |
| (ii) Attested copies of award letters for works included in Annexure C. | [] | [] |
| 13. Character and antecedents Certificate from the Magistrate Or Gazetted officer not less than the rank of the Executive Engineer. | [] | [] |

Note:- * Onus of Submitting adequate proof lies with the applicant.

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ANNEXURE-C

Proforma for list of Works completed, in progress and secured during last five years.

[Add additional sheets, if necessary]

Sr. No.	Name of work and Agreement No.	Date of start	Date of completion		Reasons for delay and compensation levied, if any	Tendered Amount	Net amount received	Name designation and complete address of the authority for whom the work was done.
			Stipulated	Actual				

Consultant's Signature