

Quality Assurance Authority

Government of Haryana

Request For Proposal

For

Empanelment of

Architectural Consulting Agencies

for

Engineering Works (Buildings)

in State of Haryana

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1. Introduction

1.1 Background

The Government of Haryana has constituted an Authority, namely the 'Quality Assurance Authority' (QAA) for the purposes of quality assurance in engineering works implemented by the State Government and by organizations owned and controlled by the State Government vide notification no. 18/07/2022-3FICW/24265 dated 4th April 2023 published in Haryana government gazette vide no. 16-2023, Chandigarh, Tuesday, April 18th, 2023.

Hence the QAA Haryana is seeking to empanel the agencies for providing Architectural consultancy services for building projects. The empaneled agencies will work for Public Works Department and other organizations owned and controlled by state government implementing similar projects to ensure the highest quality standard in planning & design for sustainable development of the state infrastructure.

1.2 Objectives

The objective of this RFP is to empanel eligible and experienced Architectural Consultancy Agencies for providing architectural planning services for building projects in the state of Haryana. The empanelment is intended to ensure preparation of architectural drawings based on detailed site surveys and user department requirements; compliance with applicable national and international standards, codes, and statutory provisions; adoption of best practices; promotion of innovative and sustainable design and construction practices; timely delivery of services; and provision of necessary technical support during construction for effective quality assurance and project implementation.

1.3 Scope of Services

The broad scope of services to be provided by the empaneled Architectural Consultancy Agencies is outlined below. The scope is indicative of the expertise and capacity expected from the empaneled agencies. However, the Client Department reserves the right to modify, add, or delete any part of the scope depending upon project-specific requirements at the time of inviting financial bids or issuing work orders.

1.3.1 Preliminary Stage Services

- Study of available documents, site information, and detailed interaction with the user department to understand functional, operational, and space requirements.
- Preliminary site survey and feasibility study, including assessment of site constraints, access, utilities, and statutory considerations.
- Carrying out detailed topographical / field survey of the site for preparation of contour site plan, as required.
- Preparation of conceptual and preliminary architectural drawings in line with user requirements, applicable norms, and budgetary considerations.
- Preparation of 3D views / massing models / perspectives, wherever required by the department.
- Presentation of proposals before the Client Department and incorporation of observations / modifications suggested during review meetings.

1.3.2 Final Architectural and Working Drawings

Submission of complete set of Good-for-Construction architectural drawings, including but not limited to:

- Site layout / master plan
- Floor plans, elevations, sections, and detailed layouts
- Door, window, and finishing schedules

- Detailed drawings for toilets, kitchens, staircases, flooring, ramps, and other common facilities
- Water Supply and Sanitary Installation drawings
- Electrical layout drawings in coordination with services consultants
- Fire services drawings and their details, air-conditioning, lifts, escalators and other building services layouts, wherever applicable
- External development works including internal roads, pathways, parking, drainage, and utility shifting proposals, as applicable
- Coordination drawings to ensure integration of architectural, structural, and MEP services

1.3.3 Design Considerations

- Architectural design shall incorporate safety norms, rainwater harvesting provisions, green building concepts including solar panel, natural lighting and ventilation, and climatic responsiveness considering sun path, wind direction, rainfall, and local environmental conditions.
- Designs shall comply with seismic zone requirements, fire safety norms, National Building Code, HBC 2017, BIS standards, and applicable Government of India and State Government building bye-laws and quality standards.
- Buildings shall be designed to be barrier-free, disabled-friendly, elderly-friendly, gender-inclusive, and accessible for visually challenged persons in line with applicable guidelines.

1.3.4 Site Development and Landscape

- Preparation of drawings for site development including boundary wall, gates, driveways, internal circulation, parking, landscaping, and external amenities.

1.3.5 Statutory Approvals

- Assistance to the Client Department in obtaining statutory approvals and NOCs from Town and Country Planning, Municipal Authorities, Fire Department, Environmental Clearance (EIA) and Energy Conservation Building Code (ECBC) and other agencies, as required.
- Modification of drawings, if required, to comply with statutory observations.

1.3.6 Construction Stage Services

- Issue of Good-for-Construction complete in all aspect drawings and revisions, as required.
- Periodic site visits as directed by the Engineer-in-Charge to review architectural compliance.
- Providing architectural clarifications, instructions, and revisions during execution and /or change in scope of works.
- Coordination with other consultants and contractors to resolve site-related issues.
- Assistance in preparation and vetting of as-built drawings.

1.3.7 Deliverables

- Preliminary, working, and final architectural drawings in hard copy and soft copy formats (AutoCAD and PDF).
- Approved drawings along with all revisions.
- Final as-built architectural drawings upon completion of the project.

2. Instruction to Bidders

2.1 General Instructions

2.1.1 The Quality Assurance Authority (QAA), Government of Haryana, issues this RFP for centralized empanelment of Architectural Consulting Agencies on regular basis for engineering works being implemented by organizations and departments owned and controlled by the State Government of Haryana.

2.1.2 These instructions shall be read in conjunction with information specific by the client department to the services contained in the Notice inviting tender, Data Sheet, and accompanying documents.

2.1.3 The Bidder shall bear all costs associated with the preparation and submission of its proposal.

2.1.4 QAA is not bound to accept any proposal and reserves the right to annul the selection process at any time before the empanelment without thereby incurring any liability to the bidder.

2.1.5 The QAA reserves the right to accept the whole, or part of or reject any or all bids without assigning any reasons and to select the Bidder(s) which, in the sole opinion, best meets the interest of the QAA.

2.1.6 The QAA reserves the right to accept the whole, or part of or reject any or all bids without assigning any reasons and to select the Bidder(s) which, in the sole opinion, best meets the interest of the QAA.

2.1.7 The QAA reserves the right not to accept the bid(s) from the agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by the Government investigating Agencies/Vigilance Cell.

2.1.8 All information contained in the RFP, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared by the bidder with any other organizations/agencies.

2.1.9 The details regarding eligibility criteria, scope of services, application procedures, selection methodology and other terms and conditions have been clearly stated in the RFP document that can be downloaded from QAA Website as well as Haryana Engineering Works Portal.

2.1.10 For Hassle Free Submission of Bids, please read instruction on the above portal.

2.2 Disclosure

2.2.1 Bidders and its promoters, have an obligation to disclose any actual or potential conflict of interest, failure to do so may lead to disqualification of the Bidder or termination of its empanelment.

2.2.2 Bidders and its promoters must disclose, if they are or have been the subject of any criminal/disciplinary proceedings or blacklisting, or other proceedings relating to bankruptcy/insolvency, or of any other similar proceedings.

2.2.3 Bidders and its promoters must disclose if they have been convicted of, or are the subject of any proceedings relating to:

- A criminal offence or other serious offence involving the activities of a criminal organization, or where they have been found by any regulator or professional body to have committed professional misconduct.
- Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract, with QAA, any other donor of development funding, or any contracting authority; Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes, etc.

2.3 Anti-Corruption

A recommendation for empanelment shall be rejected if it is determined that the recommended Bidder has directly, or through an agent, engaged in corrupt, fraudulent,

collusive, or coercive practices in competing for the contract in question; in such cases QAA will declare the Bidder and/or members of the consortium ineligible, either indefinitely or for a stated period of time, from participation in QAA -financed activities, and Bidders shall be blacklisted by the QAA.

2.4 Consortium/Joint Venture

The Consortium/Joint Venture is not allowed.

2.5 Preparation of Proposals Language of Proposals

The Proposal and all related correspondence exchanged between the Bidder and the QAA shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

2.6 Cost of bidding

The Bidder shall bear all costs associated with the preparation and submission of the Proposal. QAA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.7 Special Provisions for Start-Ups/New Entrants

2.7.1 Start-**up agencies, for the purposes of eligibility under this category** may be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm, **not prior to 31st March 2020**.

2.7.2 **New Entrant agencies, for the purposes of eligibility under this category, shall be agencies** which are registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm, which are engaged in Engineering related works, but do not have experience in DPR and design consultancy of the relevant field to this RFP and seek to expand their service portfolio

2.7.3 These agencies shall be eligible to apply for works upto INR 5.0 Cr. Only, in category v)

2.7.4 The proprietor or partner or promoter of the agency must hold a degree in architecture with a minimum of 5 years of experience in the relevant field.

2.7.5 The proprietor or partner or promoter of the agency must demonstrate financial soundness having a value of ₹7.5 lakhs.

2.7.6 However, the agency shall maintain the required key personnels as per clause 7

3. Instructions for submission of Proposal

3.1 Submission

These instructions shall be read in conjunction with information specific to the consulting services contained in the Covering Letter and accompanying documents. Proposals must be submitted online as well as hardbound copy on or before the time specified in the bid document.

3.1.1 Bidders shall submit the technical proposal along with EMD and tender document fee

3.1.2 The Bidder shall submit a proposal and use the appropriate submission sheets provided at the end of this RFP. These forms must be completed without any

alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested.

3.1.3 Proposals shall remain valid upto next quarter commencing from date of submission of technical proposal by the agency. A Proposal valid for a shorter period shall be considered non-responsive and will be rejected by QAA. In exceptional circumstances, prior to the expiration of the proposal validity period, the QAA may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Bidder may refuse the request. A Bidder granting the request shall not be required or permitted to modify its Proposal during the proposed as well as extended validity period.

3.1.4 Bidders shall maintain the availability of required key/other professional personnel at the time of awarding the work by the client department. Replacement in accordance with the applicable clauses shall be permissible

3.1.5 These instructions shall be read in conjunction with information specific by the client department to the assignment contained in the Letter of Invitation, Data Sheet, and other accompanying documents. The Technical Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation and shall be attached with the Proposal. The name and position of the person signing the authorization must be typed or printed below the signature. All pages of the Proposals, except for unnamed printed literature, shall be signed or initialized by the person signing the Proposals. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Proposal.

3.1.6 Proposals must be submitted to the address specified which shall be evaluated within the subsequent quarter. The Bidders will not contact the QAA on any matter related to its Technical Proposal.

3.1.7 Any attempt by a Bidder to influence QAA in the examination, evaluation, comparison, and post- qualification of the Proposals or Contract award decisions may result in the rejection of its proposal.

3.1.8 In case of showcasing experience of relevant projects (in Tech From 2A), if the completed work has been executed in a JV, then the applying agency/bidder shall furnish the then executed JV agreement showing the respective shares of the participating agencies. The evaluation shall be done on pro rata basis of the applying agency.

3.1.9 The bid document submitted must have a detailed index and page numbering.

3.2 Submission of bid: The bids can be submitted at any time throughout the year. For processing, all bids received during the quarter shall be reviewed and processed on quarterly basis i.e. 1st April, 1st July, 1st October, and 1st January each year. All proposals received during a particular quarter shall be examined and processed within the subsequent quarter.

3.3 Opening of Bid Proposal

QAA will open Technical Proposals on regular basis from time to time.

3.4 Evaluation of Bid Proposals

Information relating to the examination, evaluation, comparison, and post-qualification of Proposals, and recommendation for empanelment, shall not be disclosed to Bidders or any other persons not officially concerned with such processes until information on empanelment is communicated to all Bidders.

3.5 Clarification of Bid Proposals

a) To assist in the examination, evaluation, comparison and post-qualification of Proposals, QAA may, at its discretion, ask any Bidder for a clarification of its Proposal. Any clarification submitted by a Bidder that is not in response to a request by the QAA shall not be considered. The QAA's request for clarification, and the response,

shall be in writing.

b) During the examination and evaluation the QAA may permit bidders to submit additional documents and/or may propose alternate key resource personnel, if the originally proposed personnel or documentation are found to be non-compliant with the requirements set forth in the RFP.

c) The client department, at the time of awarding the work, shall reserve the right to call the proposed key resource personnels, to appear for an eligibility assessment. In case, after assessment, the client department deems the proposed personnel to not align with the requirements of the scope of work, the agency shall have to provide a suitable replacement for the same.

3.6 Right to accept any Proposal, and to reject any or all Proposals

QAA reserves the right to accept or reject any Proposal, and to annul the bidding process and reject all Proposals prior to empanelment, without thereby incurring any liability to the Bidders or onus on QAA.

3.7 Notification of Empanelment

Prior to the expiration of the Proposal validity period, QAA shall notify the successful Bidder(s), in writing, that its Proposal has been accepted. At the same time, QAA shall notify all other Bidders of the results of the bidding.

3.8 Earnest Money Deposit (EMD)

The Bidders shall submit along with the Proposal an EMD of INR 1,00,000/- (Indian Rupees One Lakh only). The EMD of unsuccessful Bidders will be returned without any interest as promptly as possible on acceptance of the bid of the selected Bidder or when the bidding process is cancelled by QAA.

The Agency shall deposit an Earnest Money amounting to Rs. 1,00,000/- in the account no. 45541019579, IFSC Code: SBIN0016386, Bank Name: State Bank of India, HNI Panchkula, Haryana through RTGS mode. The same shall be retained for the eligible bidders till the validity of the empanelment process.

The cost of bid document of Rs. 11,800/- (Rs 10,000 + Rs 1,800 GST) is also required to be paid in the same account through RTGS.

The EMD shall be forfeited:

3.8.1 If a Bidder withdraws its bid during the period of bid validity.

3.8.2 In case of a successful Bidder, if the Bidder fails to sign the contract in accordance with this RFP document.

4. Termination of Empanelment

The failure on the part of the successful bidder to perform any of its obligations or comply with any of the terms of this RFP shall constitute an Event of Default on the part of the successful bidder. The events of default as mentioned above may include, inter-alia, the following:

4.1 The successful bidder has failed to perform any instructions or directives issued by QAA or client department which it deems proper and necessary to execute the scope of work under the RFP and assigned by client department.

4.2 The successful bidder has failed to remedy a failure to perform its obligations in accordance with the specifications issued by QAA/client department, despite being served with a default notice which laid down the specific deviance on the part of the successful bidder to comply with any stipulations or standards as laid down by QAA/client department

4.3 The successful bidder has failed to conform with any of the specifications as set out in the RFP/assigned by the client department or has failed to adhere to any amended direction, modification or clarification as issued by QAA and which QAA deems proper

and necessary for the execution of the scope of work under this RFP, or any future RFPs from the concerned departments.

4.4 There is a proceeding for bankruptcy, insolvency, winding up or there is an appointment of receiver, liquidator, assignee, or similar official/legal action against the successful bidder

4.5 The successful bidder or its team has failed to comply with or is in breach or contravention of any applicable laws.

4.6 The successful bidder has failed to comply with any terms and conditions of this RFP/assigned by the client department.

4.7 Policy for Review conducted by QAA from time to time for performance of Arch. Agencies

4.7.1 The Quality Assurance Authority (QAA) shall conduct periodic review of the agencies that have been deployed by the client department on any projects on regular basis.

4.7.2 The performance review criteria shall include reports and feedback from the concerned department, and shall be conducted by a review committee comprising QAA members and independent experts as deemed fit by QAA. The committee shall analyze reports, scores, and overall performance, providing necessary feedback and recommendations

4.7.3 All performance review and feedback shall be documented to ensure transparency and accountability.

4.7.4 The QAA reserves the right to terminate and/or blacklist any empaneled agency based on unsatisfactory performance on the recommendation on the client department.

4.7.5 In the event of any default by the empaneled agency as stated above client department will issue a Notice to the empaneled agency in writing setting out specific defaults / deviances /omissions. The empaneled agency will need to remedy the default/ deviances / omissions committed within thirty (30) days of the receipt of the notice to the satisfaction of client department. In case, the successful empaneled agency fails to remedy the default to the satisfaction of client department. QAA will be entitled to terminate the empanelment in full or in part in the periodical review.

5. Patents, Copyright & Intellectual Property Rights

Intellectual Property Rights for any software developed for these services shall lie with QAA. If any stakeholder claims that a product/service delivered by the selected consultant to QAA infringes that party's patent or copyright, the selected consultant shall defend QAA against that claim at his expense and pay all costs, damages, and attorney's fees that a court finally awards or that are included in a settlement provided that QAA promptly notifies the empaneled agency in writing of the claim and allows the empaneled agency to control and cooperates with him in the defense and any related settlement negotiations.

6. Bid Submission, Opening of Bids and Empanelment

6.1 The agency shall submit the signed and completed proposal as hardbound copy, **as well as** on QAA's official email address – qaapklhry@gmail.com

6.2 A Bid Evaluation Committees will be constituted by QAA for scrutinizing the bids received to determine whether they are complete and as per the bid notice.

6.3 During evaluation the QAA may seek clarification on the proposal if required.

6.4 The QAA shall be under no obligation to accept the succesful bidder or any other response to the RFP received and reserves its right to reject all or any of the offers without assigning any reason whatsoever.

6.5 If any information and details furnished by the bidders are found to be false or any information withheld that comes to the notice later, the proposal/offer of such bidder will be cancelled immediately, and appropriate action would be initiated against the bidder.

6.6 Bidder is required to furnish documentary evidence, to prove its credentials claimed, such

as certification/ work order/ contract document/ information available in public domain/ from the client/ completion certificate where applicable)

7. Requirement of Key Personnel

S. No	Key Personnel (Architectural consultancy Agency)
1	Team Leader cum senior architect
2	Junior Architect
3	Survey Engineer
4	Electrical Engineer cum Safety Expert/MEP Expert
5	Draftsman

Note:

1) **The individual projects shall be assigned by the client department at the later stage as per their requirement and these full-time resources (Key Personnel) shall vary depending upon the project cost and nature/scope of work.**
2) **The agency shall have the flexibility to assign the same key resource person(s) to multiple projects simultaneously.**

3) **The maximum time period for Key Professionals as well as the remuneration shall be decided by the concerned/client Department, based on the actual scope and nature of the work.**
4) **Each firm shall have all key personnels of the minimum qualification and experience, as per clause 7.1 below, to be eligible for the empanelment. In case key personnels are not on roles of the agency, the agency shall have an access to these experts with the requisite qualification and experience.**

7.1 Qualification and Experience Requirement of Key Personnel

Team Leader cum Senior architect			
a.	**Educational Qualification**		**MARKS**
	Essential	Graduate in Architecture from a recognized Institution with valid COA registration	**4**
	Desirable	Postgraduate in Architecture	**1**
b.	**Essential Experience**		
	• Total Professional Experience	Min. 20 years	**5**
	• Experience in Relevant projects	Min. 15 years in Planning and preparation of architectural Drawings of Buildings projects	**5**
c.	**Max age limit**	70 years on the date of submission of proposal	

Junior Architect			
a.	**Educational Qualification**		**MARKS**
	Essential	Graduate in Architecture from a recognized Institution with valid COA registration	**4**
	Desirable	Post Graduation in architecture	**1**
b.	**Essential Experience**		
	• Total Experience	Min. 10 years	**3**
	• Relevant Experience	Min. 5 years in the preparation of architectural drawings of buildings such as schools/Hospitals/Big Housing projects/ other building projects with good knowledge of latest software in the relevant field.	**2**
c.	**Max age limit**	65 years on the date of submission of Proposal	

	Survey Engineer		
a.	**Educational Qualification**		**MARKS**
	Essential	Diploma in Civil Engineering from a recognized Institution	**2**
	Desirable	Graduate in Civil Engineering from a recognized Institution	**1**
b.	**Essential Experience**		
	• Total Professional Experience	5 years for Graduates/10 years Diploma Holder	**1**
	• Experience in relevant projects	Min. 3 years for graduates/5 years for Diploma holder on similar projects in project preparation and construction & thorough understanding of modern computer-based methods of surveying	**1**
c.	**Max age limit**	65 years on the date of submission of Proposal	

	Electrical Engineer cum Safety Expert/MEP Expert		
a.	**Educational Qualification**		**MARKS**
	Essential	Graduate in Electrical Engineering from a recognized Institution	**2**
	Desirable	Masters in Electrical Engineering	**1**
b.	**Essential Experience**		
	• Total Professional Experience	Min. 10 years	**1**
	• Experience in relevant Projects	Min. 5 years in electrical installations and safety requirements of building projects	**1**
c.	**Max age limit**	65 years on the date of submission of proposal	

	Draftsman		
a.	**Educational Qualification**		**MARKS**
	Essential	Diploma in Architecture from a recognized Institution	**2**
	Desirable	Degree in Architecture from a recognized Institution	**1**
b.	**Essential Experience**		
	• Total Professional Experience	Min. 10 years	**1**
	• Experience in relevant Projects	having min 5 years' experience in auto cad and latest software for preparation of drawings	**1**
c.	**Max age limit**	65 years on the date of submission of proposal	

8. Evaluation Criteria

8.1 Pre-Qualification Eligibility

The Agencies shall be required to qualify each criterion as specified in the table below to be evaluated for technical evaluation:

Category- I (Projects Costing above Rs. 20 Cr.)	• The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. • The agency shall have a minimum of 7 years' experience in the field of Consultancy. • The agency shall have an Average Annual Turnover of Rs. 3 crores in the last 3 Financial Years as per the Audited financial statement for last three years. • The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the previous quarter in which the applications are submitted. • The consulting agency shall have the following, either in-house or outsourced: 1) Architectural design software proposed to be used 2) Survey and investigation equipment

	• The agency must furnish an undertaking in this regard. • The Agency must possess a valid professional indemnity insurance policy
Category-II (Projects Costing above Rs. 10 Cr. and up to Rs. 20 Cr)	• The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. • The agency shall have a minimum of 5 years' experience in the field of Consultancy. • The agency shall have an Average Annual Turnover of Rs. 1.5 crores in the last 3 Financial Years as per the Audited financial statement for last three years. • The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the previous quarter in which the applications are submitted. • The consulting agency shall have the following, either in-house or outsourced: 1) Architectural design software proposed to be used 2) Survey and investigation equipment • The agency must furnish an undertaking in this regard. • The Agency must possess a valid professional indemnity insurance policy
Category-III (Projects Costing Above Rs. 5 Cr and up to Rs. 10	• The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act,

Cr)	2017. • The agency shall have a minimum of 3 years' experience in the field of Consultancy. • The agency shall have an Average Annual Turnover of Rs. 0.75 crores in the last 3 Financial Years as per the Audited financial statement for last three years. • The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the previous quarter in which the applications are submitted. • The consulting agency shall have the following, either in-house or outsourced: 1) Architectural design software proposed to be used 2) Survey and investigation equipment

	• The agency must furnish an undertaking in this regard. • The Agency must possess a valid professional indemnity insurance policy
Category-IV (Projects Costing upto Rs. 5 Cr)	• The consulting agency must be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm. The Agency should have a Valid GST number, under Central Goods and Service Tax (CGST) Act, 2017. • The agency shall have a minimum of 2 years' experience in the field of Consultancy. • The agency shall have an Average Annual Turnover of Rs. 0.35 Crore in the last 3 Financial Years as per the Audited financial statement for last three years. • The agency shall have completed at least 3 assignments of similar nature and of the category value or above (after considering 5% inflation per annum), during last 7 years ending last day of the previous quarter in which the applications are submitted. • The consulting agency shall have the following, either in-house or outsourced: 1) Architectural design software proposed to be used 2) Survey and investigation equipment • The agency must furnish an undertaking in this regard.
Category-V (Applicable only For Start-Ups/New Entrants in the field) (Projects Costing upto Rs. 5 Cr)	• Start-up agencies, for the purpose of eligibility under category V may be registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm, **not prior to 31st March 2020.** • New Entrants agencies, for the purpose of eligibility under category V are agencies registered either under Companies Act, 1956 or registered under Limited Liability Partnership (LLP) Act, 2008 or under Partnership Act, 1932, or Proprietorship firm, which are engaged in Engineering related works, but do not have experience in Architectural Consulting of the relevant field to this RFP and seek to expand their service portfolio. • The proprietor or partner or promoter of the agency must demonstrate financial soundness having a value of ₹7.5 lakhs. • The consulting agency shall have the following, either in-house or outsourced:

	1) Architectural design software proposed to be used 2) Survey and investigation equipment • The agency must furnish an undertaking in this regard. • The Agency must possess a valid professional indemnity insurance policy

8.2 Technical proposal evaluation

Evaluation Matrix for Category-I Projects:

	Matrix	Total Marks	
1.	**Experience of the Firm**	**40**	
a	No. of years of Experience in Consulting Business • 7 Years (8 Marks) • 0.5 marks for every additional Years (Maximum 2 marks)	**10**	
b	Similar nature of work • 3 Projects (25 Marks) • 1 mark for every additional Project (Maximum 5 marks)	**30**	
2.	**Key Resource Personnel**	**40**	
	Team Leader cum Senior architect	**15**	
	Junior Architect	**10**	
	Survey Engineer	**5**	
	Electrical Engineer cum Safety/ MEP Expert	**5**	
	Draftsman	**5**	

3.	**Financial strength of the Consultant**	**10**	
	Average Turnover in the last 3 years (in Rs. Crores) • Rs. 3 Crores (6 Marks)	**6**	
	• 1 mark for every additional 1 crore (Maximum 4 Marks)	**4**	
4.	**Survey and investigation equipment and Architectural design software proposed to be used**	**10**	
	Agency having in-house Architectural design software (5 marks) Agency having access to outsourced Architectural design software (2 marks)	**5**	
	Agency having in-house survey and Investigation Equipment (5 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	**5**	
	Grand Total		**100**

Evaluation Matrix for Category-II Projects:

	Matrix	**Total Marks**	
1.	**Experience of the Firm**	**40**	
a	No. of years of Experience in Consulting Business • 5 Years (8 Marks) • 0.5 marks for every additional Years (Maximum 2 marks)	**10**	
b	Similar nature of work • 3 Projects (25 Marks) • 1 mark for every additional Project (Maximum 5 marks)	**30**	
2.	**Key Resource Personnel**	**40**	

	Team Leader cum senior architect	**15**	
	Junior Architect	**10**	
	Survey Engineer	**5**	
	Electrical Engineer cum Safety/ MEP Expert	**5**	
	Draftsman	**5**	
3.	**Financial strength of the Consultant**	**10**	
	Average Turnover in the last 3 years (in Rs. Crores) • Rs. 1.5 Crores (6 Marks)	**6**	
	• 1 mark for every additional 50 Lakhs (Maximum 4 Marks)	**4**	
4.	**Survey and investigation equipment and Architectural design software proposed to be used**	**10**	
	Agency having in-house Architectural design software (5 marks) Agency having access to outsourced Architectural design software (2 marks)	**5**	
	Agency having in-house survey and Investigation Equipment (5 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	**5**	
	Grand Total		**100**

Evaluation Matrix for Category-III Projects:

	Matrix	Total Marks	
1.	**Experience of the Firm**	**40**	
a	No. of years of Experience in Consulting Business • 3 Years (8 Marks) • 0.5 marks for every additional Years (Maximum 2 marks)	**10**	
b	Similar nature of work • 3 Projects (25 Marks) • 1 mark for every additional Project (Maximum 5 marks)	**30**	
2.	**Key Resource Personnel**	**40**	
	Team Leader cum Senior architect	**15**	
	Junior Architect	**10**	
	Survey Engineer	**5**	
	Electrical Engineer cum Safety/ MEP Expert	**5**	
	Draftsman	**5**	
3.	**Financial strength of the Consultant**	**10**	
	Average Turnover in the last 3 years (in Rs. Crores) • Rs. 0.75 Crores (6 Marks)	**6**	
	• 1 marks for every additional 25 Lakhs (Maximum 4 Marks)	**4**	
4.	**Survey and investigation equipment and Architectural design software proposed to be used**	**10**	
	Agency having in-house Architectural design software (5 marks) Agency having access to outsourced Architectural design software (2 marks)	**5**	

	Agency having in-house survey and Investigation Equipment (5 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	**5**	
	Grand Total		**100**

Evaluation Matrix for Category-IV Projects:

	Matrix	**Total Marks**	
1.	**Experience of the Firm**	**40**	
a	No. of years of Experience in Consulting Business • 2 Years (8 Marks) • 0.5 marks for every additional Years (Maximum 2 marks)	**10**	
b	Similar nature of work • 3 Projects (25 Marks) • 1 mark for every additional Project (Maximum 5 marks)	**30**	
2.	**Key Resource Personnel**	**40**	
	Team Leader cum Senior architect	**15**	
	Junior Architect	**10**	
	Survey Engineer	**5**	
	Electrical Engineer cum Safety/ MEP Expert	**5**	
	Draftsman	**5**	

3.	**Financial strength of the Consultant**	**10**	
	Average Turnover in the last 3 years (in Rs. Crores) • Rs. 0.35 Crore (6 Marks)	**6**	
	• 1 mark for every additional 10 Lakhs (Maximum 4 Marks)	**4**	
4.	**Survey and investigation equipment and Architectural design software proposed to be used**	**10**	
	Agency having in-house Architectural design software (5 marks) Agency having access to outsourced Architectural design software (2 marks)	**5**	
	Agency having in-house survey and Investigation Equipment (5 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	**5**	
	Grand Total		**100**

Evaluation Matrix for Category-V Projects: (Applicable only for Start-ups and New Entrants)

	Matrix	**Total Marks**	
1.	**Experience of the Proprietor or Partner or Promoter**	**40**	
a	No. of years of Relevant Experience • 5 Years (30 Marks) • 2 marks for every additional Years (Maximum 10)	**40**	
2.	**Key Resource Personnel**	**40**	
	Team Leader cum Senior Architect	**15**	

	Junior Architect	**10**	
	Survey Engineer	**5**	
	Electrical Engineer cum Safety / MEP Expert	**5**	
	Draftsman	**5**	
3.	**Financial Soundness**	**10**	
	Financial Soundness Certificate of Rs. 7.5 Lakh (8 Marks) 0.5 marks of each additional 1 lakh (maximum 2 marks)	**10**	
4.	**Survey and investigation equipment and Architectural design software proposed to be used**	**10**	
	Agency having in-house Architectural design software (5 marks) Agency having access to outsourced Architectural design software (2 marks)	**5**	
	Agency having in-house survey and Investigation Equipment (5 marks) Agency having access to outsourced Survey and Investigation Equipment (2 marks)	**5**	
	Grand Total		**100**

9. Duration of Empanelment

The empanelment duration shall be 36 months, which may be reduced, subject to provisions of applicable clauses in Section 4. A performance review of the agencies will also be held every year, or as approved by the QAA Chairman depending upon the request received from the client department. The same will be communicated in writing to the selected agencies.

10. Fee for the Empanelment

The one-time non-refundable empanelment fee for all categories shall be Rs 50,000 + GST as applicable

11. Process of Empanelment

Process of empanelment for any Indian registered company/firm or association of individuals.

11.1 All the criteria mentioned above in the document shall be fulfilled for the empanelment. Agencies achieving at least 75 marks will be qualified for the empanelment.

11.2 All the agencies selected for empanelment shall later be invited to submit their financial bids on a project-to-project basis with the client department.

11.3 Empanelment of the agencies is a recurring process. QAA shall evaluate the

performance of all the agencies from time to time and update the panel

11.4 The empanelment does not confirm the assignment of work by QAA to the agencies empaneled.

Annexure – I: Technical Proposal Forms

Tech Form-1: Letter of Proposal Submission

{Location, Date}

To:

The Chairperson,
Quality Assurance Authority, Haryana
<Address>

We, the undersigned, provide our technical proposal for empanelment with QAA

<Address> in accordance with your Terms of Reference (TOR) dated *[Insert Date]* and our

Proposal.

We hereby declare that:

(a) All the information and statements made in this Proposal are true, and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.

(b) We meet the eligibility requirements as stated in the TOR document, and we confirm our understanding of our obligation to abide by the Department's conditions regarding Fraud and Corruption.

(c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We understand that the Client is not bound to accept any Proposal that the Client receives.

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Agency (company's name):

Address:

Contact information (phone and e-mail):

Tech Form-2A: Format for showcasing experience of relevant projects/assignments.

The following information should be provided in the format below for each project for which your agency was legally contracted by the client stated below. This information shall cover the qualification requirements capable of being evaluated for pre-qualification and evaluation. Add additional sheets if necessary.

1.	Assignment Name	
2.	Type of Project	
3.	Name, Contact No. & email of the Purchaser Representative:	
4.	The year in which the Project took place	
5.	Location of Project	
6.	Project Value	
7.	Narrative Description of the Scope of work of the assignment	
8.	Status of the assignment with completion date	

Signature of Authorized Signatory of the Agency

Tech Form-2B

(*Documentary Evidence to be attached as follows:*
Completion certificate of the authority not below the rank of Executive Engineer or equivalent of the concerned government department/PSU mentioning the name of work, date of award and completion, project completion cost, and nature of work.

Tech Form-3: Format for showcasing Key Resource Personnel's experience

The following information should be provided in the format below for each of the key personnel as specified in the document. This information shall cover the qualification requirements capable of being evaluated for evaluation. Add additional sheets if necessary.

1. **Personal Details:**

Name of Key Resource Personnel:	
Position:	
Date of Birth:	
Contact Details (Address, phone number, E-mail address):	

2. Educational Qualifications:

S. No.	Name of Institution	Degree Obtained	Year of Obtainment
1			
2			

3. Employment Record:

S.No.	Name of Organization/Agency	Position Held	Duration (From – To)
1			
2			

4. Total Professional Work Experience: (in years)

5. Total Relevant Work Experience (relevant to the RFP requirements): (in years)

6. Write-up of the work experience with the applying Agency/bidder:

Detailed Tasks Assigned	Reference to Prior Work/Assignments that Best Illustrate Work Experience
	Name of Assignment: **Year:** **Duration:** **Client:** **Project Cost**: **Main project features:** **Position Held:** **Activities performed:**

7. Write-up of the work experience other than the applying Agency/bidder:

Detailed Tasks Assigned	Reference to Prior Work/Assignments that Best Illustrate Work Experience
	Name of Assignment: **Year:** **Duration:** **Client:** **Project Cost**: **Main project features:** **Position Held:** **Activities performed:**

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the QAA

(Signature of the Key Resource Personnel)

(Signature of the Authorized signatory of the applying Agency/bidder)

Form-4: Format for showcasing investigation equipment and Architectural Design software

Description	In-house	Outsourced
Architectural Design software proposed to be used		
Survey and investigation equipment		

Note: The agency must furnish an undertaking in this regard.

Form-5: Index

Sr. No.	Description	Page No. (From – To)
1.	Proof of depositing EMD	
2.	Proof of depositing e-tender fees	
3.	Certificate of designating an authorized signatory (Clause 3.1.6)	
4.	Tech Form-1: Letter of Proposal Submission	
5.	Copy of registration certificate of the agency	
6.	Copy of GST Registration	
7.	Undertaking for disclosure regarding any criminal/disciplinary proceedings/ blacklisting/conflict of interest, or other proceedings relating to bankruptcy, insolvency etc. (Clause 2.2)	
8.	Turnover as per the certified audited financial statement for last 3 Financial Years	
9.	Tech Form – 2A: Format for showcasing experience of relevant projects	
10.	Tech From – 2B: Certificates from the concerned department	
11.	Tech Form 3: Format for showcasing all Key Personnel's experience	

12.	Tech Form 4: Format for showing Survey equipments and architectural design software	
13.	Proof for Financial Soundness – Certificate (In case of Category V – Start Ups and New Entrants)	
14.	Any other information	

Form-6: Authorization Letter

To
The Chairperson,
Quality Assurance Authority (QAA),
Bay No. 35-38, Sector-4, 2nd Floor,
Panchkula-134109
Haryana

Subject: Undertaking for Authorized Signatory for submission of Proposal in response to the RFP floated by QAA

Dear Sir/Madam,

I/We, _____ having registered office at _____, hereby confirm that I/we have duly authorized Mr./Ms. _____, holding the designation of _____in the organization, to act as authorized signatory for all matters related to the submission of the proposal in response to the Request for Proposal (RFP) floated by the Quality Assurance Authority (QAA), Government of Haryana, and its associated processes.

This authorization includes, but is not limited to, signing and submission of all documents, correspondences, clarifications, undertakings, and any other materials related to the said RFP and its subsequent processes, including contract signing, if selected.

I/We undertake that all acts, deeds, and things lawfully done or caused to be done by the said authorized signatory shall be binding on us, and I/we hereby ratify and confirm all actions undertaken by him/her in connection with the RFP and associated processes.

This undertaking is executed in accordance with the internal governance rules and applicable laws governing our organization.

Thanking you,
Yours sincerely,
For and on behalf of

(Agency Name) _____

(Signature)

(Name) _____
(Designation) _____
Contact Information _____