



# Dr. Babasaheb Ambedkar Technological University

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## DETAILED NOTICE INVITING APPLICATIONS FOR EMPANELMENT

**Subject: Empanelment of panels of the Mechanical Electrical Plumbing Consultants for University for a period of 3 years.**

Dr. Babasaheb Ambedkar Technological University has its main campus at Lonere, and planning to develop Regional Centers and Sub centers at Mumbai, Pune, Aurangabad, Nagpur, Solapur, Kolhapur, Amaravati, Jalgaon, Nanded. The University would like to prepare the panel of the **Mechanical, Electrical Plumbing Consultants** of Dr. Babasaheb Ambedkar Technological University for new Construction Works and major repair works. The panel will be valid for a period of 3 years.

The details regarding eligibility, experience, requirements etc, and prescribed format for application are available at [www.dbatu.ac.in](http://www.dbatu.ac.in) from **02/08/2022 to 25/08/2022 up to 5.00P.M.** Those who are willing to associate with the University, are requested to submit their resumes in the office of the **Registrar, Dr. Babasaheb Ambedkar Technological University, Lonere- Raigad (402103) on or before 26/08/2022 upto 4.00 P.M.**

The empanelment process consists of submitting sealed envelopes in **two bid system** which consists of technical bid (eligibility conditions) and financial bid. The financial bid will be opened only after being technical qualified. The financial bid includes scale of charges to be duly filled by interested candidates as per **Annexure X** given in empanelment bid document.

**Resume includes the following details with photocopies of relevant documents.**

1. Name of the firm.
2. Details with phone Number, E-mail ID etc.,
3. Registration No. & year and expiry of the registration.
4. The firm is Partnership or Proprietary.
5. If partnership firm, deeds of the partners.
6. Name and qualification of Technical staff in the firm.
7. Details of the works executed during last three years.
8. The details of the work completed in the specific area for which application is being submitted.
9. Copy of the Income Tax return filed during last three years.
10. Chartered Accountant Certified Profit/Loss Certificate.

**1 August 2022**  
Lonere 402103

**Registrar,**  
**Dr. Babasaheb Ambedkar Technological University**

# EMPANELMENT OF MEP CONSULTANTS IN DBATU

## RULES FOR EMPANELMENT

### 1. TITLE:

These rules shall be called Rules of Empanelment for MEP Consultants.

### 2. APPLICABILITY:

Any Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited company or a Private Limited Company may apply for empanelment as a “MEP Consultant” in DBATU under these rules provided the eligibility criteria and other conditions are satisfied. The empanelled “MEP Consultant” has to abide by all the rules made herein and as amended from time to time, during the tenure of their empanelment.

### 3. SCOPE OF WORK:

#### **Annexure– 1: Stages of Work**

#### **Stage – 1: Concept Design**

- 1) To understand the client and Architect requirements in terms of technical and operational requirement for each of the MEP services and briefing session with client, Architect if required.
- 2) After understanding the proposal, analysing the client and Architect requirement and prepare conceptual notes.
- 3) Preliminary analysis of Architectural, Structural and Interior Design proposals.
- 4) Preparation of Design Basis Report (DBR).
- 5) Space planning for the services at ground level:
  - a) Underground water tank.
  - b) Fire pump room.
  - c) Rain water harvesting tank
  - d) Bore well recharge pit.
  - e) STP / Septic tank – soak pit.
  - f) Meter room.
  - g) Transformer space.
  - h) D.G space.
- 6) Space allocation for the services at floor level.
  - a) Electric duct.
  - b) L.V duct
  - c) Fire duct.
  - d) Toilet shafts.
- 7) After approval of the conceptual stage drawings from Architect same shall be presented to the client for sign off.

#### **Stage – 2: Preparation of Drawings and Documentation Required for Government Authority Approval.**

To prepare necessary drawings and documents required to get commencement of constructions from Government authority such as Corporation, High rise committee, Fire department and Environmental clearance.

#### **For MoEF clearance.**

- 1) Preparation of master layout showing following details:
  - a) Location of underground water tanks.
  - b) Rain water collection tank.

- c) STP location.
  - d) Substation location.
  - e) D.G location.
  - f) O.W.C location.
- 2) Drainage layout of the project.
  - 3) Water network of the project.
  - 4) SWD network layout of the project.
  - 5) SWD calculations.
  - 6) Rain water harvesting scheme.
  - 7) STP details: Plan, Sections, Flow diagram, Process
  - 8) Water demand calculations of project.
  - 9) Solid waste calculations of project.
  - 10) Electrical load calculation of the project.
  - 11) Energy saving methods and calculations.
  - 12) Hydrant layout.

**For Municipal submission**

- 1) Layout and calculation of SWD network of the project.
- 2) Drainage layout of the project.
- 3) Water network of the project.

**For Electrical Service Provider.**

- 1) Electrical load calculation of the project.
- 2) Substation layout.
- 3) Meter room layout.

**For Fire Department.**

- 1) Fire fighting system for the project which include:
  - a) Hydrant layout.
  - b) Sprinkler layout.
  - c) Schematic layout.
- 2) Preparing master plan showing:
  - a) Fire UGWT and Pump room.
  - b) D.G location.
  - c) Substation location.

**Stage – 3: Preliminary Drawing Stage**

On approval of conceptual drawing and design basis report from Architect / client and then develop preliminary drawing for all services.

- 1) Preparation of Plumbing drawings of the project.
- 2) Preparation of Electrical drawings of the project.
- 3) Preparation of Fire Fighting drawings of the project.
- 4) Preparation of HVAC drawings of the project.
- 5) Preparation of underground services layout.

**Stage – 4: Tender stage**

**Pretender stage**

On approval of preliminary drawings from Architect / client and to carry out tender procedure.

- 1) Tender drawings.
- 2) Bill of quantities.
- 3) Technical specifications.
- 4) Technical data sheet.
- 5) List of approved makes.

After completing a tender document, it is to be presented to client / Architect for approval. If any clarification required from client / Architect a pre-tender meeting is conducted to clarify technical queries raised by the clients.

### **Post tender stage:**

- 1) To attend the meeting for clarifying if any technical queries raised by the contractors.
- 2) Preparations of technical clarification documents and get it confirmed from contractors.
- 3) Evaluation of tender offers received for the works and preparation of administrative and technical evaluation reports on the offers received.

### **Stage – 5: Good For Construction Drawings.**

On approval of preliminary drawings from Architect / client and after receiving RCC drawing consultant has to develop detailed execution drawing and designs.

- 1) Preparation of drawing deliverables schedule.
- 2) Co-ordination and follow up with the Architect, R.C.C consultant and other design consultants for their inputs.
- 3) Preparation of plumbing execution drawing of the project.
- 4) Preparation of electrical execution drawings of the project.
- 5) Preparation of fire fighting execution drawings of the project.
- 6) Preparation of HVAC execution drawings of the project.
- 7) Preparation of underground services execution drawings.
- 8) Sleeves and cut out drawings for MEP services.
- 9) Preparation of detailed documentation including specifications, schedules and bills of quantities to reflect the proper execution of works.

### **Stage – 6: Construction Stage.**

During this stage, it is understood that the final contractor/ contractors would have been chosen and works on site will start being mobilized. In this stage your inputs will be as follows:

#### **Site execution**

- 1) Presentations of all the MEP designs, drawings and documents will be given to execution team and highlight the challenges while executing the job.
- 2) A suggestion given by execution team will be reviewed and if necessary, it will be incorporated in the drawings.
- 3) To do site visit prior to every floor slab casting for checking MEP works. In case If slab casting programme is not there in a particular month, you will conduct average one visit per month or whenever necessary during construction stage to resolve MEP related queries / issues raised by execution team.
- 4) To check at the site visit time works carried out by assigned contractors during the project period if required technical inputs shall be provided to the execution team for to achieve quality work.
- 5) Attending site meeting.
- 6) To call the site meeting if required and get the clarification if work is not carried out as per drawings.
- 7) To review comment and approve shop drawings, technical data submitted by contractor / vendors.

#### **Revision in plans.**

- 1) To revise drawings / specifications or any other modification due to Architect / client / site requirement.

#### **As built drawing**

- 1) As built MEP drawings will be prepared when work is in progress and it will be submitted after completion of entire work.
- 2) Preparation of co-ordinate drawing.

#### **Reporting system.**

- 1) You will prepare site visit report at the time of site inspection and hard copy with signed by attendees will be submit to execution team immediately.
- 2) The above site visit report will be also mailed to all concerned project team members within 2 days.

- 3) The detail report along with the site photographs of the visit will be mailed to all concerned team members after 7 days of site visit.

### **Stage – 7: Post Construction Stage.**

During this stage, it is understood that work would have been completed. In this stage your inputs will be as follows:

- 1) Preparation of project close-out report.
- 2) Provide assistance in testing and commissioning of the facility.
- 3) Preparation of testing and commissioning report.
- 4) Collection and integration of various operations (O) and maintenance (M) manuals, (O and M) commissioning and test certificates.
- 5) Addressing any queries during defects liability period.
- 6) To guide maintenance contractor for the installed MEP installations in order to ensure that MEP systems are properly maintained in future years.

### **Stage – 8: Project Closure Stage.**

1. To issue drainage completion certificate for OC purpose.
2. To issue rain water harvesting certificate for OC purpose.
3. To issue storm water drain completion report for OC purpose.
4. To issue water network report for OC purpose.

### **Annexure – 2: Drawing Deliverable**

#### **(A) Plumbing (Public Health Engineering)**

1. Design basis report.
2. Hydraulic calculations.
3. Design of underground water tank:
  - a) Capita calculation
  - b) Water demand calculation and sizing for fire fighting, domestic and flushing water tank.
  - c) Preparation of plans, sections and sleeve details.
4. Design of overhead water tank:
  - a) Water demand calculation and sizing for fire fighting, domestic and flushing water tank.
  - b) Preparation of plans, sections and sleeve details.
5. Septic Tank, Soak Pit:
  - a) Design of septic tank and soak pit.
  - b) Preparation of plans and sections.
6. STP:
  - a) Design of STP.
  - b) Preparation of plans and sections.
  - c) Preparation of BOQ.
7. Rain water harvesting collection tank.
  - a) Design of tank capacity.
  - b) Preparation of plans and sections.
8. Preparation of floor wise toilet layout.
9. Preparation of floor wise internal drainage layout.
10. Preparation of floor wise internal water supply layout.
11. Preparation floor wise sunk cut out and sleeve layout.
12. Preparation roof top rain water drainage layout.
13. Layout of diversion of pipes
14. Terrace looping layout.
15. Domestic, flushing and solar water supply design and distribution schematic external down take layout.
16. Tank feeder plan and schematic layout.

17. Soil, waste and vent pipes design and schematic external vertical drainage layout.
18. AC drains schematic layout.
19. Rain water schematic layout.
20. Floor wise shaft details layout.
21. Preparation of individual toilet layout which includes:
  - a) Toilet accessories layout.
  - b) Dimensioning of accessories.
  - c) Internal drainage layout.
  - d) Dimensioning of trap layout.
  - e) Concealing details.
  - f) Plan, elevation and section of toilet layout, internal drainage and concealing details.
22. Sewer layout.
  - a) Designing sewer connectivity with main sewer line.
  - b) Preparing working drawing showing routing of sewer line, pipe diameter, location of gully chambers, inspection chamber and sewer trap with invert levels.
  - c) Preparing sections.
23. Rain water harvesting system.
  - a) Design of rain water harvesting system.
  - b) Preparing working drawing showing routing of rain water sewer line, pipe diameter, and location of inspection chamber with invert levels.
  - c) Issue of completion certificate for O.C purpose.
24. Storm water management:
  - a) Hydraulic design of internal storm water drains and computation of carrying capacity of main drain.
  - b) Preparing working drawings.
  - c) Preparation of design report and drawings for municipal approval.
  - d) Issue of completion certificate for O.C purpose.
25. Water network.
  - a) Integrating feeder network with distribution network.
  - b) Submission of design report and drawing for internal distribution water network.
26. Pumps and control panels.
27. Water distribution for irrigation and landscaping
28. Plumbing drawing for basement
  - a) Storm water drainage layout at basement level.
  - b) Sump location and sump capacity.
29. Plumbing drawing for podiums.
  - a) Podium storm water drainage layout.
  - b) Car park drainage layout.
30. Plumbing drawing for car pit.
  - a) Car pit sump.
  - b) Pumping network of car pit sump
31. Plumbing routing layout.
  - a) Routing of taking municipal water supply for feeding underground water tank.
  - b) Routing of UGWT to overhead water tank feeding.
  - c) Routing to take STP treated water tank to flushing underground water tank.
  - d) Routing to take bore well water to flushing underground water tank.
32. Co-ordination layout with other services.
33. Preparation of B.O.Q, technical specifications.

## **(B) Electrical**

1. Design basis report.
2. Assessment of electrical loads. Optimized selection of transformers and D.G.
3. Preparing basement lighting layout.

4. Preparing podium lighting layout.
5. Preparing external open area lighting layout.
6. Preparing compound wall / Gate lighting.
7. Preparing internal road lighting.
8. Preparing landscape lighting layout.
9. Preparing floor wise electrical layout.
10. Preparing lighting layout
11. Preparing power layout.
12. Cable tray / raceway layout for power and data.
13. Earthing pit's location layout.
14. Lightning protection layout.
15. Preparation of sleeves layout.
16. Meter room layout.
17. Bus bar sizing.
18. Single line schematic – Apartments.
19. Single line schematic – Common areas, basement, podium.
20. Single line schematic – Emergency power distribution.
21. Television distribution schematic.
22. Telephone distribution schematic,
23. Project single line diagram.
24. Earthing schematic layout.
25. Uninterruptible power systems.
26. Communication systems
  - a) Intercom systems.
  - b) Video Door Phone
27. Close circuit television camera system
28. Design of electrical distribution system H.T / L.T panels.
29. Voltage drop calculation and cable selection.
30. Electrical equipment schedule.
31. Electrical panel schedule.
32. Switch board and Distribution board schedule.
33. Cable routing layout
  - a) Routing of electrical mains to transformer.
  - b) Routing of electrical mains from transformer to meter room.
  - c) Routing of flat mains from duct to meter room.
  - d) Routing of cable: electric supply to fire pumps.
  - e) Routing of cable: electrical supply to domestic tank pumps.
  - f) Routing of cable: electrical supply to domestic flushing tank pumps.
  - g) Routing of cable: electrical supply to bore well pumps.
  - h) Routing of cable: electrical supply to STP.
  - i) Routing of cable: stack parking / puzzle parking unit.
  - j) Routing of cable: basement ventilation panel.
  - k) Routing of cable: electric supply for lifts
34. Fire alarm and public addressable system (FAPA).
35. Energy saving computation.
36. Co-ordination layout with other services.
37. Master layout of Electrical.
38. Preparation of B.O.Q, technical specifications.
39. Work related to Capacitor bank(Power factor improvement).
40. Work related to Hostel and Staff quarters back up power system.
41. Work related to main building power backup.
42. Work related to roof top solar power plant.

43. Work related to solar car bike vehicle parking.

### **(C) Fire Fighting**

1. Design basis report.
2. Preparation of internal and external hydrant layout.
3. Preparation of floor wise sprinkler layout.
4. Preparation of schematic layout.
5. Fire pump room layout including of pump selection, distribution design and layout design.
6. Design and schematic detailing of fire fighting UG and OH storage tanks.
7. Portable fire extinguishers as per hazard category
8. Smoke and heat detection systems.
9. Design of fire alarm system with all necessary accessories like smoke detectors, MCP, hooters. (FA)
10. Design of public address system. (PA)
11. Monitoring accessories like flow switch, pressure gauge, control valves design.
12. Fire brigade inlet and draw out connection.
13. Fire fighting sleeve details.
14. Co-ordination layout with other services.
15. Preparation of B.O.Q, technical specifications.

### **(D) HVAC Systems**

1. Design basis report.
2. Heat load analysis.
3. Recommendation of AC system i.e. Centralised AC system (Chillier system). VRV system to meet the requirement of clients.
4. Chilled water condenser water and drain piping, insulation (As required)
5. Indoor unit sizing as per load.
6. Mechanical ventilation for car parking and basement area.
7. Toilet and kitchen exhaust system.
8. Duct sizing and layout.
9. Staircase, lift lobby and lift well pressurization.
10. STP ventilations.
11. HVAC equipment selection.
12. Equipment schedule.
13. Co-ordination layout with other services such as plumbing, electrical fire fighting.
14. Preparation of B.O.Q, technical specifications.

## **4. SCOPE OF EMPANELMENT:**

The empanelment in DBATU will entitle the “MEP Consultant” to be considered for issue of tender documents subject to other conditions that may be stipulated in the Notice Inviting Tenders (NIT). It shall not confer any right on the MEP Consultant either to be necessarily issued with the tender documents or for award of work. Limited tender would be invited for various works among the empanelled consultant defining scope of works and services required.

## **5. EMPANELMENT PROCEDURE:**

- The MEP Consultant has to submit the prescribed application, complete with all documents to DBATU.
- Incomplete applications and application without prescribed documents are liable to be rejected.



- DBATU will have the right to independently verify the details furnished by the MEP Consultant and to get the works completed by the architect, inspected and / or obtain such other reports as may be considered necessary. For this purpose DBATU may constitute necessary inspection team(s).
- DBATU reserves the right to limit the number of MEP Consultant to be empanelled in any class or category.

## **6. VALIDITY OF EMPANELMENT:**

The empanelment will be valid for a period of three years from the date of empanelment. However, the empanelment may be revalidated, in accordance with the rules in this regard. Each revalidation shall be for a period of one year from the date of expiry of previous empanelment / revalidation. The empanelment shall be open for review by the DBATU and liable to termination, suspension, or any other such action at any time, if considered necessary, by the DBATU after issue of due notices to the MEP consultants.

## **7. CHANGE IN CONSTITUTION OF FIRM:**

The empanelled MEP consultant/ firm shall not modify the existing partnership or enter into any fresh partnership without the prior approval of DBATU. Such proposal, if any shall be submitted in advance giving full details of the intended changes and drafts documents like partnership deed, articles of association etc. as applicable. Any change in the status of the MEP consultant without prior approval, will render the MEP consultant to be removed from the approved list of MEP consultant of DBATU.

If a firm is converted into two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his / her / their individual / joint capacity shall have to apply for the empanelment afresh on the basis of work experience gained as a separate entity. The experience of the firm in which he / she / they were partners will not be considered.

If the number of original partners of a firm reduces to less than half due to any reason, the empanelment of the firm shall be withdrawn. Original partners means constituents at the time of empanelment and those who have remained as constituent(s) for more than 5 years.

## **8. CHANGE OF ADDRESS:**

While Applying for empanelment the MEP consultant should mention address of his registered office as well as Head office, if different. All documents viz. Bankers certificate etc should bear one of the addresses; otherwise the same shall not be accepted. The MEP consultant shall intimate the change, if any, in any of the addresses mentioned in the original documents, in advance or within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax authorities, Sales Tax authorities etc. Failure to do so may result in removal from the approved list of MEP consultant.

## **9. SUBMISSION OF TENDERS:**

Empanelled MEP Consultant shall take part in the tendering process of DBATU. MEP Consultants are liable to be removed from approved list if they do not secure works in DBATU / do not take part in tendering process. For this purpose the approved list shall be periodically reviewed with reference to the number of tenders received for the various works.

## **10. MEP CONSULTANTS' OBLIGATIONS:**

The “MEP Consultants” should fulfill all his obligations specified under these rules within the time and in the manner as specified. Some of the obligations are

- a) Prior approval shall be obtained before modifying the constitution of the firm/ company.
- b) Intimation regarding change of address should be given in advance or within one month along with documentary proof of bankers Certificate, Income Tax Department, States Tax Department and service tax etc.
- c) MEP Consultants should be registered in India during the period of empanelment / revalidation.
- d) Empanelled MEP Consultants shall maintain good conduct while carrying out work and shall not indulge in unethical practices.
- e) The works awarded should be executed strictly as per terms and conditions of contract.
- f) Top priority should be accorded for timely submission of drawings, design calculation and BOQ etc.

#### **11. DISCIPLINARY ACTIONS:**

The “MEP Consultants” shall have to abide by all the rules of empanelment and also by the terms and conditions of the contract and Notice Inviting Tenders. He shall have to execute the works as per contract on time and with good quality. DBATU shall have the right to suspend business with him for any period, debar or remove the name from the approved list of MEP Consultants indefinitely or for a period as decided by DBATU after issue of a show cause notice. Decision of DBATU shall be final and binding on the MEP Consultants.

#### **SUSPENSION OF BUSINESS:**

DBATU may suspend business with the MEP Consultants for a period, decided by it, pending full enquiry in to the allegations, if DBATU is, prima facie of the view that the MEP Consultants is guilty of an offence in relation to business dealings, which when established would result in his removal / banning business and it is not considered desirable to entrust new works or continue business with the MEP Consultants. DBATU may also suspend business with an MEP Consultants for a period decided by it, if the MEP Consultants fails to start a work awarded to the agency.

#### **12.REMOVAL FROM APPROVED LIST:**

The name of the “MEP Consultants” may be removed from the approved list of MEP Consultants by DBATU, if the MEP Consultants

- a) Has more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or b) Is proved to be responsible for design calculation mistake in two or more works; or
- c) Persistently violates any important conditions of contract; or d) Fails to abide by the conditions of empanelment; or
- e) Is found to have given false particulars at the time of empanelment; or f) Has indulged in any type of forgery or falsification of records; or

- g) Changes the constitution of the firm or individual without prior approval of DBATU; or h) Changes permanent address / business address without intimation to DBATU; or
- i) Is declared or is in the process of being declared as bankrupt, insolvent, wound up, dissolved or partitioned; or
- j) Is involved in complaints of serious nature received from other departments which prima facie appear to be true; or
- k) Default in settlement of tax dues like income tax, contract tax, sales tax, octroi, duties etc; or l) Has already been demoted for other reasons; or
- m) Is considered not required to be in the approved list for any other reason considered by DBATU.

### 13. CLASSES OF EMPANELLEMENT

Class	Financial limit
I	Project with estimated cost above Rs. 25 Crores to Rs. 50 Crores
II	Project with estimated cost above Rs. 10 Crores to Rs. 25 Crores
III	Project with estimated cost upto 10 Crores

**14. EMPANELLEMENT PROCESS:-** The Empanelment Process shall consist of scrutinizing the eligibility criteria:

**Eligibility:** The applications will be screened based on the eligibility criteria mentioned at Clause No.-15 of this application document. Applicants short listed based on the criteria and marks allotted to each criteria will be considered for the final evaluation.

### 15 ELIGIBILITY CRITERIA FOR SHORT LISTING OF EMPANELLEMENT:-

- i. The “MEP Consultants” shall have to pay a non-refundable processing fee by crossed demand draft drawn in favor of Registrar, DBATU, Lonere payable from any nationalized or schedule bank as prescribed. The processing fee is Rs.5000/- (Rupees Five thousand only). This fee has to be submitted along with the application form (as attached). Scanned copy of the demand draft to be uploaded in the website.(10 marks)
- ii. The consultant should have valid “**Electrical Supervising License**” from the Competent Government Authority issued in the name of Proprietor/ Partner/ Director/one of their Employee of applied firm and should enclose photocopy thereof for verification.(10 marks).
- iii. The firm should be well established for a minimum period of **7 years** as on 30.07.2022.(10 Marks)
- iv. MEP Consultants should have the GST number.(5 marks)
- v. A duly attested photocopy of the PAN number.(5 marks)

- vi. Applicants shall have an office in Maharashtra State or ready to open office in the state of Maharashtra within 2 months from the date of intimation. Empanelment letter will be issued after submitting the valid proof of office establishment in Maharashtra.(10 marks)
- vii. During the last five years the MEP Consultants should not have been failed to perform any assignment expelled from any project nor have any agreement terminated for breach of contract terms.(10 Marks).
- viii. For MEP Consultants should have annual turnover and work experience as given in table below(As supported by CA certificate and necessary work completion certificate)(40 Marks):

Class	Category	Eligibility criteria
I	Project with estimated cost above Rs. 25 Crores to Rs. 50 Crores	<p>1. Average Annual financial turnover during the last 3 years, ending 31st March 2022 should not be less than Rs. 300 lakhs which shall be determined from Annexure - V.</p> <p>2. Should have completed project of similar nature/ value/magnitude during the last 7years <b>shall only be considered</b> as on 31<sup>st</sup> March 2022.</p> <p>At least one similar work for completed project costing Rs. 25 Cr.</p> <p style="text-align: center;">Or</p> <p>Two completed projects costing not less than Rs.12.50Cr each</p> <p style="text-align: center;">Or</p> <p>Three completed projects of not less than Rs. 10.00 Cr</p>
II	Project with estimated cost above Rs. 10 Crores to Rs. 25 Crores	<p>1. Average Annual financial turnover during the last 3 years, ending 31st March 2022 should not be less than Rs. 200 lakhs which shall be determined from Annexure V.</p> <p>2. Should have handled completed project of similar nature/ value/magnitude during the last 7years <b>shall only be considered</b> as on 31<sup>st</sup> March 2022.</p> <p>At least one similar work for completed project costing Rs. 10 Cr.</p> <p style="text-align: center;">Or</p> <p>Two completed projects costing not less than Rs. 5Cr each</p> <p style="text-align: center;">Or</p> <p>Three completed projects of not less than Rs. 4.00 Cr</p>
III	Project with estimated cost upto 10 Crores	<p>1. Average Annual financial turnover during the last 3 years, ending 31st March 2022 should not be less than Rs. 100 lakhs which shall be determined from Annexure- V.</p>

		<p>2. Should have handled completed project of similar nature/ value/magnitude during the last 3 years <b>shall only be considered</b> as on 31<sup>st</sup> March 2022.</p> <p>At least one similar work for completed project costing Rs. 5 Cr.</p> <p style="text-align: center;">Or</p> <p>Two completed projects costing not less than Rs. 2.5Cr each</p> <p style="text-align: center;">Or</p> <p>Three completed projects of not less than Rs. 2.00 Cr</p>
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**Note:-Minimum qualifying marks will be decided by the scutinising Committee.**

**Documents to be submitted for Initial Eligibility**

- i. Copy of the demand draft for entry fee to be submitted along with application form.
- ii. Certified copy of registration “**Electrical Supervising License**” for the proprietor or senior most partners in a partnership firm and Certified copy of registration for practice.
- iii. Attested photocopy of Partnership Deed as per Annexure-II.
- iv. Attested photocopy of registration with relevant tax authority i.e. GST.
- v. Valid copy of PAN card.
- vi. Self-declaration regarding the MEP Consultant should not have been blacklisted by any Public Authority.
- vii. Annual Financial Turnover as per Annexure -V
- viii. Attested photocopy of performance certificate(s) from the client for the completed work clearly mentioning the Area of the campus/building, value of buildings, location and year of completion as per Annexure- III.

**APPLICATION FORM FOR M E P EMPANELMENT**  
**INFORMATION TO BE FURNISHED BY THE APPLICANTS**

Category of work applied for: Empanelment of MEP Consultant		
Sl. No	Particulars	Details
1	Name of Organization	
2	Address CORPORATE & LOCAL	
	Mobile No.	
	Telephone No.	
	Fax No.	
	E-mail ID	
3	Organization Details	To be filled as per Annexure-I
4	Details of Directors / Partners /Proprietors	To be filled as per Annexure-II
5	List of MEP Consultancy Assignments undertaken	To be filled as per Annexure-III
6	List of MEP Consultancy Assignments in progress	To be filled as per Annexure-IV
7	Financial Status	To be filled as per Annexure-V
8	List of permanent professional Employees and Key Personnel mentioning their specialization, qualifications, experience and association with the firm	Self-certified copies to be enclosed
9	List of award winning entries (during last five years)	To be filled as per Annexure-VI
10	List of consultants associated on regular basis	To be filled as per Annexure-VII
11	List of works for which GRIHA / International ratings for Green buildings	To be filled as per Annexure-VIII
12	Affidavit	To be filled as per Annexure-IX

**Annexure-I****ORGANIZATIONAL DETAILS**

Sl.No	Parameter	Details
1	Organizational Set-up: - Year of Establishment - Status of Firm (Proprietorship/Partnership/Any other) - Name of Directors/Partners/Proprietors - Empanelment with Govt. Organizations - (Mention names along with copies of Certificates)	To be filled as per Annexure-II
2	Staff Strength - Electrical Engineer (nos.) - Mechanical Engineer (nos.) - Designers(nos.) - Site Engineers	
3	Details of Office Automation	

Place:  
Date:

Signature of the applicant  
Name and Designation

**DETAILS OF DIRECTORS/PARTNERS / PROPRIETORS**

<b>Sl. No.</b>	<b>Name of Partners/Directors/ Proprietors</b>	<b>Academic Qualifications</b>	<b>Designation</b>	<b>Address / Phone / Fax /e-mail</b>

Place:

Date:

Signature of the applicant

Name and Designation



**Annexure-III**

**LIST OF MEP CONSULTANCY ASSIGNMENTS  
COMPLETED IN LAST 7 YEARS**

Sl. No	Name of Work / Project with address	Short description of Architectural / Consultancy assignment	Name and address of Owner / Client	Value of Work/ Project	Date of Start of Work/Project		Date of Completion of Work/ Project		Bonus/ Liquidated damages if any imposed on consultant	Any other Relevant Information
					Stipulated	Actual	Stipulated	Actual		

**Note:**

The list of Works/Project mentioned should be substantiated with documentary evidence such as work orders and completion certificates in the absence of which the application is liable to be rejected.

Signature of the Applicant

**Annexure-IV**

**LIST OF MAJOR MEP / CONSULTANCY PROJECTS / ASSIGNMENT IN  
PROGRESS**

Sl. No.	Name of Work / Project in Progress with Address	Short description of MEPI /Consultancy assignment	Name and address of Owner	Value of Work/ Project executed	Date of Start of Work / Project	Stipulated time of Completion	Status of work	Expected date of completion	Any other relevant information

**Note:**

The list of Works/Project mentioned should be substantiated with documentary evidence such as work orders etc. in the absence of which the application is liable to be rejected.

**Signature of the Applicant**

**FINANCIAL STATUS**

<b>Sl. No.</b>	<b>Financial year</b>	<b>Turnover (in Rs.Lacs)</b>	<b>Profit / loss (-)</b>
	2018-2019		
	2019-2020		
	2020-2021		

**Note:**

Certified copies of audited Balance Sheets/Chartered Accountants Certificates to be enclosed.

**Place:****Date:****Signature of the applicant****Name and Designation**

**LIST OF AWARD WINNING ENTRIES (DURING LAST FIVE YEARS)**

<b>Sl. No.</b>	<b>Name of Client Department</b>	<b>Name of Project</b>	<b>Covered Area</b>	<b>Cost of Work</b>	<b>Detail of the Project (Salient Feature of the Project)</b>	<b>Stage of the Project</b>	<b>Institution &amp; Nature of Award</b>

**Signature of the Applicant**

**Name & Designation**

**LIST OF CONSULTANTS ASSOCIATED ON REGULAR BASIS**

<b>Sl. No</b>	<b>Nature of Consultancy</b>	<b>Name &amp; Address of Consultants</b>	<b>Name, Qualification &amp; Experience of Staff</b>	<b>Important Projects Handled</b>
1	Structural Consultant			
2	Service Consultant			
	(a) For Civil Services			
	(b) For Electrical Services (External & Internal)			
	(c) Fire Fighting Services, Fire alarm system			
	(d) HVAC Services			
	(e) Interior			
	(f) Rehabilitation of Structure			
	(g) Cranes			
3	Land Scape Consultants			
4	Any other Consultant like Green building Consultant			

**Place:****Date:****Signature of the applicant****Name and Designation**

**LIST OF WORKS FOR WHICH GRIHA /INTERNATIONAL RATINGS FOR  
GREEN BUILDINGS EARNED**

<b>Sl. No.</b>	<b>Name of Client</b>	<b>Name of Project</b>	<b>Covered Area</b>	<b>Cost of Work</b>	<b>Detail of the Project (Salient Feature of the Project)</b>	<b>Rating Earned</b>

**Place:**

**Date:**

**Signature of the applicant**

**Name and Designation**

**AFFIDAVIT**

**(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM  
RS.10/- DULY CERTIFIED BY NOTARY PUBLIC)**

Affidavit of Mr. ....S/o .....  
R/o..... The deponent above named to hereby solemnly  
affirm and declare a under:

1. That I am the Proprietor / Authorized signatory of M/s. ....having its Head  
Office / Regd. Office at .....
2. That the information / documents / Experience certificate submitted by M/s.....along  
with this 'EMPANELMENT OF ARCHITECTS to DBATU are genuine and nothing has been  
concealed.
3. I shall have no objection incase DBATU verifies them from issuing authority. I shall also  
have no objection in providing the original copy of the document(s), in case DBATU demand so  
for verification.
4. I hereby confirm that in case, any document, information & /or certificate submitted by me  
found to be incorrect/false/fabricated, DBATU at its discretion may disqualify / reject my  
application for pre-qualification out rightly and also debar me / M/s.....  
.....from participating in any future tenders / PQ.

**Deponent**

I, ....., the Proprietor / Authorized signatory of M/s. ...., do herby  
confirm that the contents of the above Affidavit are true to my knowledge and nothing has been  
concealed there from and that no part of it is false. Verified at.....this  
.....day of .....

**Deponent**

**Annexure-X**

**SCALE OF CHARGES FOR ARCHITECTURAL SERVICES (To be attached as a separate Envelope as Cover No. II)**

<b>Sl No</b>	<b>Comprehensive architectural services</b>	<b>Scope of work</b>	<b>Rate of Charges (Service tax payable extra)</b>
1			

**Place:**

**Signature of the applicant**

**Date:**

**Name and Designation**