



Dr. Babasabeb Ambedkar Technological University

(Established by Government of Maharashtra and Governed by Dr. Babasaheb Ambedkar Technological University, Maharashtra Act No. XXIX of 2014)

www.dbatu.ac.in

DETAILED NOTICE INVITING APPLICATIONS FOR EMPANELMENT

Subject: Empanelment of panels of the Project Management 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 **Project Management 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 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 IX** 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.

**1Aug 2022
Lonere 402103**

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

**EMPANELMENT OF PROJECT
MANAGEMENT CONSULTANTS IN
DBATULONERE**

RULES FOR EMPANELMENT

1. TITLE:

These rules shall be called Rules of Empanelment for Project management consultant.

2. APPLICABILITY:

Any Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited company or a Private Limited Company may apply for empanelment as an “Project Management Consultant” in DBATU under these rules provided the eligibility criteria and other conditions are satisfied. The empanelled “Project Management Consultant” have 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:

Engineering and Design Stage

1. Ensuring that the project’s objectives in terms of quality, time, specifications, positioning, cost, differentiation are tabulated in a clear manner and correctly understood by all agencies.
2. Developing a project programme with clear deliveries to be achieved by respective agencies including the Client.
3. To select, pre-qualify, help appoint, bring aboard and specify scope of all consultants and agencies.
4. A detailed deliverable plan by various agencies in conjunction with the overall schedule to achieve the scheduled milestones.
5. Ensuring the development of stage-wise detailed estimate formats (by a project QS team) with periodic updates in sync with design, engineering & procurement stages.
6. Cash flow statement of the project (as required by the Client) in close conjunction with Client’s financial, marketing & project control objectives.
7. Propose options for optimization and value engineering of the design & coordinate with specialized consultants, vendors & technologies for critical components of design.
8. Organize and manage the key consultants’ workshops and review meetings.
9. Prepare periodic project review report on the current status of gaps and Non-conformities highlighting any design-detail conflicts; design specifications and details with the construction programme or estimates drawn and agreed upon.

Pre-Construction Stage

1. Propose options for optimization and value engineering of the design.
2. Work with consultants and Client to prepare comparative cost analysis, and in concurrence with the consultants, suggest alternative products, methods, and approaches to enhance the cost effectiveness of various project components.
3. Review preliminary budget estimates prepared by the QS team, based on architect and engineers’ drawings and specifications. Continue to review and refine the budget as the development of the drawings and specifications proceeds, and advise Client and the QS team if it appears that the budgeted targets for the project and/or completion date will not be met.

4. Advise and make recommendations appropriate with regards to construction feasibility, availability of materials and labour, procurement and construction schedule requirements, completeness of documents, coordination of engineering disciplines.
5. Work with consultants to develop and recommend a procurement strategy. Review and assist in the preparation of the general and special conditions to be incorporated in the construction contracts.
6. Preparation of Tender packages in line with client's procurement strategy. Invitation and instruction to bidders, management of bid process, pre-bid meetings and site visits
7. Coordinate the solicitation and receipt of competitive bids on the work. After analyzing the bids received, recommend to client the selected bidder to be awarded the respective contracts.
8. Monitor the schedule during the planning, programming, design, construction, and commissioning phases of the project and provide all parties with periodic reports as to the status of the work with respect to the project schedule as prepared and finalized.

Construction Stage

1. Consult with Client, architect and consultants on all aspects of planning for construction of this project
2. Manage the process of obtaining all information from consultant, vendors required by contracting agencies
3. Schedule and conduct regular progress meetings at which Client, contractors, consultants, and project manager can review procedures, progress, problems and scheduling.
4. Develop, recommend and assist Client to implement on-site organization and lines of authority in order to carry out the overall plans of Client and Site-Specific PMC
5. Develop and recommend procedures for co-ordination among Client, consultants, contractors, and Site-Specific PMC with respect to all aspects of the project and assist Client in the implementation of such procedures
6. To assist the client's team and to provide regular monitoring of the Master Project Schedule as construction progresses. Identify potential variances between scheduled and probable completion dates.

Post Construction Stage

1. Preparation of project close-out report.
2. To issue necessary completion certificate and occupancy certificate.
3. Taking all necessary work related to security deposit and timely completion of work.
4. Taking necessary action within defect liability period regarding checking of quality of work.

SCOPE OF SERVICES

▪ Management of Construction:

- Responsible for managing and monitoring the work of the construction contractors and suppliers to be executed in accordance with the contract agreements.

▪ Logistics Support:

- Responsible for reviewing and approving the site logistics plan developed by the Contractors, coordinating the stores maintained on the site including site operations such as access, materials handling, storage, etc.

▪ **Quality Assurance/Control:**

- Responsible for establishing and implementing a system of quality assurance/control to ensure that construction works are carried out in accordance with the specification and quality assurance/control procedures.
- Responsible for advising on the need for independent testing services.

▪ **Contract Administration:**

- Responsible for monitoring the progress of the contractors work, measure performance against the Project Schedule, administer monthly payments, handle change orders, provide advice on site organizational and execution problems and provide regular updates to the Client regarding the construction progress.

▪ **Progress Management:**

- Responsible for establishing procedures and guidelines for regular project progress reporting by all parties with respect to the status of cost, schedule, information and decisions.

4. SCOPE OF EMPANELMENT:

The empanelment in DBATU will entitle the “Project Management 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 Project Management 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 architect 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 architect 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 architects and 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 Project Management Consultant.

7. CHANGE IN CONSTITUTION OF FIRM:

The empanelled Project Management Consultant 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 Project Management Consultant without prior approval, will render the PMC to be removed from the approved list of PMCs.

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 architect 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 Project Management 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 Project Management Consultant.

9. SUBMISSION OF TENDERS:

Empanelled Project Management Consultant shall take part in the tendering process of DBATU. Project Management Consultant 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. PROJECT MANAGEMENT CONSULTANT OBLIGATIONS:

The "Project Management Consultant" 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 bankers, Income Tax Department, States Tax Department and service tax etc.
- c) Project Management Consultant should be registered in India during the period of empanelment / revalidation.
- d) Empanelled Project Management Consultant 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 “Project Management Consultant” 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 Project Management Consultant 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 Project Management Consultant.

12.SUSPENSION OF BUSINESS:

DBATU may suspend business with the Project Management Consultant for a period, decided by it, pending full enquiry in to the allegations, if DBATU is, prima facie of the view that the Project Management Consultant 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 Project Management Consultant. DBATU may also suspend business with an empanelled Project Management Consultant for a period decided by it, if the Project Management Consultant fails to start a work awarded to the agency.

13.REMOVAL FROM APPROVED LIST:

The name of the “Project Management Consultant” may be removed from the approved list of Project Management Consultant by DBATU, if the Project Management Consultant

- 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. EMPANELLEMENT PROCESS:- The Empanelment Process shall consist of two stages:

i. Initial Eligibility: The applications will be screened based on the initial eligibility criteria mentioned at Clause No.-14 of this application document. Applicants short listed based on the criteria will be considered for the next stage of evaluation.

ii. Detailed Evaluation: The applications short-listed as per the Initial Eligibility Criteria shall be further evaluated based on the Work Experience in University/Educational Campus Planning, Buildings, Architectural Competition won, Experience in Green Building & Average Annual Financial Turnover by allocation of marks for various criteria as detailed in Clause No - 15.

14 INITIAL ELIGIBILITY CRITERIA FOR SHORT LISTING OF EMPANELLEMENT:-

- i. The “Project Management Consultant” 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.
- ii. Project Management Consultant should have the GST number.
- iii. A duly attested photocopy of the PAN number.
- iv. During the last five years the Project Management Consultant should not have been failed to perform any assignment expelled from any project nor have any agreement terminated for breach of contract terms.
- v. For Project Management Consultant should have annual turnover as given in table below(As supported by CA certificate):

Category	Monetary limit of empanellement	Eligibility Criteria	Annual Average Turnover by professional fees for past three years ending March 2022.
A	Projects above Rs. 50 Cr and upto Rs. 100 Cr.	At least one similar work for project costing Rs. 60 Cr. or two projects costing Rs. 37.5 Cr each or three projects of Rs. 30 Cr each during the last 7 years ending last day of preceding month.	Rs.300 lakhs
B	Project Cost above Rs. 25 Cr and upto Rs 50 Cr.	At least one similar work for project costing Rs. 30 Cr. or two projects costing Rs. 18.5 Cr each or three projects of Rs. 15 Cr each during the last 7 years ending last day of preceding month.	Rs 200 lakhs
C	Project cost upto Rs. 25 Cr.	At least one similar work for project costing Rs. 14 Cr. or	Rs. 100 Lakhs

		two projects costing Rs. 8.75 Cr each or three projects of Rs. 7 Cr each during the last 7 years ending last day of preceding month.	
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NOTE:- Project means building construction works and Infrastructure projects, viz. townships projects, water supply, sewerage, solid waste management, Urban/City Roads, environmental projects, social infrastructure, smart cities, commercial infrastructure projects, offices, malls, schools, hospitals etc., in India.

Documents to be submitted for Initial Eligibility

- i. Scanned copy of the demand draft for entry fee to be uploaded in the website including hard copy submission of the same along with application form.
- ii. Attested photocopy of Partnership Deed as per Annexure-II.
- iii. Attested photocopy of registration with relevant tax authority i.e. GST.
- iv. Valid copy of PAN card.
- v. Self-declaration regarding the Project Management Consultant should not have been blacklisted by any Public Authority.
- vi. Annual Financial Turnover as per Annexure -V
- vii. 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.

15 DETAILED EVALUATION:-

The Project Management Consultant Firm meeting the initial eligibility criteria will be further evaluated and shortlisted based on the following parameters based on marks as indicated:

Sr.No	Head	Marks
1	Work Experience	30Marks
2	Comprehensive Project Management Consultancy for University / Institutional buildings/ Educational buildings/ buildings in Educational campus	20Marks
3	Empanelled by any govt.organisation	05Marks
4	Experience in Green Buildings	15Marks
5	Average Annual Financial Turnover	30 Marks
Total(Note:- Minimum qualifying marks will be decided by scrutinizing committee		100 marks

For Detailed Evaluation

1. Work Experience:

- Certified copy of registration for practice.
- Attested photocopy of Certificate of registration/Partnership Deed
- An undertaking duly attested by Notary in a non-judicial stamp paper of value Rs. 100/- regarding their non-black listing/debarring in any of the Govt. Department, Universities and Public Sector Undertaking/Enterprise in India and Central Vigilance Commission during last 3 years.

- Attested photocopy of registration with relevant tax authority i.e. GST.
 - 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, year of completion, name of client for verification eligibility as per Annexure III.
 - In case of works carried out for private Organization's / persons copies of TDS certificate along with copy of performance report with work order / agreement should be enclosed. Private works without performance report and TDS certificates shall not be considered for evaluation.
 - Certificate of being empanelled in any government organization.
2. **Comprehensive Project Management consultancy for University buildings/Educational Buildings/ Institutional building in Educational campus:**
- Description and details of works completed including with certificate from the clients confirming that the participant had provided Project Management Consultancy including their photographs.
3. **Experience in Green Building**
- Copy of Certificate received in respect of building or project designed and/or verifiable publication of the project in any Architectural or Scientific journal or any other Institution authorized for certification of Green building (LEED, GRIHA, ECBC or any other equivalent body / authority).(As per Annexure VIII).
4. **Average Annual Financial Turnover:**
- Audited Balance Sheet highlighting the consultancy fees received during last 3 Financial Year 2018-19, 2019-20 & 2020-21, supported by IT returns.

APPLICATION FORM FOR PMC EMPANELMENT
INFORMATION TO BE FURNISHED BY THE APPLICANTS

Category of work applied for: Empanelment of Architects		
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 Project management Consultancy Assignments undertaken	To be filled as per Annexure-III
6	List of Project management 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 works for which GRIHA / International ratings for Green buildings	To be filled as per Annexure-VII
11	Affidavit	To be filled as per Annexure-VIII

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 - Architects (nos.) - Civil Engineers (nos.) - Plumbing / sanitary engineers - Electrical Engineers (nos.) - Environmental Engineers (nos.) - Mechanical Engineers (nos.)	
3	Details of Office Automation	

Place:

Date:

Signature of the applicant
Name and Designation

DETAILS OF DIRECTORS/PARTNERS / PROPRIETORS

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

Place:

Date:

Signature of the applicant

Name and Designation

Annexure-IV

LIST OF MAJOR PROJECT MANAGMENT CONSULTANCY PROJECTS / ASSIGNMENT IN PROGRESS

Sl. No.	Name of Work / Project in Progress with Address	Short description of Architectural /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

Sl. No.	Financial year	Turnover (in Rs.Lacs)	Profit / loss (-)
	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**

Annexure-VI

LIST OF AWARD WINNING ENTRIES (DURING LAST FIVE YEARS)

Sl. No.	Name of Client Department	Name of Project	Covered Area	Cost of Work	Detail of the Project (Salient Feature of the Project)	Stage of the Project	Institution & Nature of Award

Signature of the Applicant

Name & Designation

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

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

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 PROJECT MANAGEMENT CONSULTANT 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-IX

SCALE OF CHARGES FOR PROJECT MANAGEMENT CONSULTANCY SERVICES (To be attached as a separate Envelope as Cover No. II)

Sl No	Comprehensive PMC services	Scope of work	Rate of Charges (Service tax payable extra)
1			

Place:

Signature of the applicant

Date:

Name and Designation