



# Dr. Babasaheb Ambedkar Technological University

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[www.dbatu.ac.in](http://www.dbatu.ac.in)

## DETAILED NOTICE INVITING APPLICATIONS FOR EMPANELMENT

**Subject: Empanelment of panels of the Structural 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 **Structural 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 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.

**1 August 2022  
Lonere 402103**

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

# EMPANELMENT OF STRUCTURAL CONSULTANT IN DBATU LONERE

## RULES FOR EMPANELMENT

### 1. TITLE:

These rules shall be called Rules of Empanelment for Structural Consultant.

### 2. APPLICABILITY:

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

- Structural design of multistoried buildings including geotechnical investigations and design of foundation.
- Structural analysis, modeling including load calculation etc using appropriate software.
- Providing structural drawings meeting the seismic requirements, wind conditions, flood & topographical conditions for different sites.
- The design shall conform to the specifications of proof checking agency.
- Issues of structural stability certificate wherever required.
- Required nos. of A1 size GFC Structural drawing shall be submitted in hard copy as mentioned in RFP. The soft/editable copy of the same shall also be submitted to DBATU.
- The Consultant will have to visit the site, attend the meetings with the client and also to work in relation with DBATU regarding Architectural and MEP sections.
- All deliverables shall be as per the RFP for each project. Drawings, geotechnical investigation reports including geo technical interpretive reports, analysis model etc all in digital & hard copies(as required).

In addition to above the detail scope of work is as follows:-

#### STRUCTURAL SERVICES

##### GENERAL STRUCTURAL SCOPE

- I. Visiting the site understanding site conditions and advising you on soil investigation, if required to be carried out at site interpreting soil investigation report.
- II. Studying Architectural and process proposal drawing and preparing G.A. Drawing for approval.
- III. Preparing structural scheme and review of the same for the clients.
- IV. Structural analysis after considering loading pattern.
- V. Issuing Typical Structural drawings of the building.
- VI. Issuing progressively, structural execution drawings like Foundation drawings, Column schedule, Framing plans, and beam schedule.
- VII. Visit site periodically for inspecting soil strata, typical footing reinforcement, slab checking, etc. Advising on various tests to be carried out at site for ensuring quality of work.
- VIII. Certifying completion of structural work at site and issuing stability certificate.
- IX. Getting the geotechnical investigation done.

##### SCHEDULE OF SERVICES CONCEPT DESIGN

- a) Prepare drawings and documents to enable the Client to get done the detailed survey and soil investigation at the site of the project. The client shall procure existing plot layouts.
- b) Prepare

conceptual designs with reference to requirements given and prepare rough estimate of cost on area basis.

- i) Confirm with the clients to establish the requirements of the project.
- ii) Prepare conceptual plans for preliminary review with the clients.
- iii) Prepare a final conceptual design expressing the fundamental design approach and the total requirements of the project.
- iv) This stage shall be deemed complete on receiving formal acceptance of the conceptual design for the client.

## **PRELIMINARY DESIGN AND DRAWINGS**

Modify the conceptual designs incorporating required changes and prepare the preliminary design drawings, sketches, etc., for the Client's approval along with rough preliminary estimate of cost on area basis.

## **CONSTRUCTION**

- I. Prepare and issue working drawings and details for proper execution of works during construction.
- II. Prepare detailed working drawings and specifications as per the schematic layouts for the purpose of acquiring the desired results during execution and for preparing Bills of Quantities.
- III. Preparation of all elevations, sections, etc., for the project, including co-ordination during planning and execution and periodical supervision during construction.
- IV. Check and approve shop drawings submitted by the contractor / vendors.
- V. Visit the site of work, at intervals mutually agreed upon, to inspect and evaluate the construction works and where necessary clarify any decision, offer interpretation of the drawings / specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the client informed and render advice on actions, if required. Periodically supervise and inspect as may be necessary to ensure that the works are being executed in general accordance with the drawings and specifications.
- VI. Prepare balance working drawings and details and furnish them to the respective contractors during construction.

## **COMPLETION**

- I. Prepare and submit completion reports and drawings for the project as required.
- II. Issue two sets of as - built structural drawings

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

The empanelment in DBATU will entitle the "Structural 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 Structural 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 Structural 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 Structural Consultant and to get the works completed by the Structural Consultant, 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 Structural 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 Structural Consultant.

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

The empanelled Structural 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 Structural Consultant without prior approval, will render the Structural Consultant to be removed from the approved list of Structural Consultant.

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 Structural 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 Structural 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 Structural Consultant.

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

Empanelled Structural Consultant shall take part in the tendering process of DBATU. Structural 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. STRUCTURAL CONSULTANTNT OBLIGATIONS:**

The “Structural 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 like bankers certificate, Income Tax Department, States Tax Department and service tax etc.
- c) Structural Consultant should be registered with appropriate authority in India during the period of empanelment / revalidation.
- d) Empanelled Structural Consultant shall maintain good conduct while carrying out work and shall not indulge in any 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 “Structural 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 Structural 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 Structural Consultant.

## **12.SUSPENSION OF BUSINESS:**

DBATU may suspend business with the Structural Consultant for a period, decided by it, pending full enquiry in to the allegations, if DBATU is, prima facie of the view that the Structural 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

Structural Consultant. DBATU may also suspend business with an empanelled Structural Consultant for a period decided by it, if the Structural Consultant fails to start a work awarded to the agency.

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

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

### **14. CLASSES OF EMPANELLEMENT**

<b>Class</b>	<b>Financial Limit</b>
<b>I</b>	Project with estimated cost above Rs25 Crores to Rs.50 Crores
<b>II</b>	Project with estimated cost above Rs10 Crores to Rs.25 Crores
<b>III</b>	Project with estimated cost upto to Rs.10 Crores

**15. 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.-16 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, Experience in Green Building & Average Annual Financial Turnover by allocation of marks for various criteria as detailed in Clause No - 17.

**16 INITIAL ELIGIBILITY CRITERIA FOR SHORT LISTING OF EMPANELLEMENT:-**

- i. The “Structural 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. Structural Consultant should have the GST number.
- iii. A duly attested photocopy of the PAN number.
- iv. During the last five years the Structural Consultant should not have been failed to perform any assignment or expelled from any project nor have any agreement terminated for breach of contract terms.
- v. a) Technical expertise for Structural Consultancy Firms (please find verifiable documents as demanded)

Sr. No	Position	No.of Staffs	No.of years of experiance(Min)	Qualification	Specific Expertise
A.	Structural design	Sr.Structural Engineer-1 no Jr. Structural Engineer-2 No Draftsman-1 No.	15 03 01	ME/M.tech(Structural) ME/M.tech(Structural) Diploma/ITI	Experience in the field of designing of Building structure, RCC foundation, pile foundation, combined footings and raft foundation and structural works as per latest BIS codes and using appropriate structural design softwares like STAAD, Pro, ETABS, or equivalent.

b) Technical Expertise as applicable for Individuals(Please submit verifiable documents as demanded)

S r. N o	Positio n	Individual	No.of years of experience(Mi n)	Qualification	Specific Expertise
B	Structu ral design	Sr. Structural Engineer	15	ME/M.tech(Structur al)	Experience in the field of designing of Building structure, RCC foundation, pile foundation, combined footings and raft foundation and structural works as per latest BIS codes and using appropriate structural design softwares like STAAD, Pro, ETABS, or equivalent.

vi. For Structural Consultant should have annual turnover as given in table below(As supported by CA certificate):

Class	Consultancy provided No. of Projects/Works and value during last five years	Annual Average Turnover by professional fees for past three years ending March 2022.
I	At least one similar work for completed project costing Rs. 25 Cr. Or Two completed projects costing not less than Rs.12.50Cr each Or Three completed projects of not less than Rs.	Rs. 300Lakhs



	10.00 Cr	
II	At least one similar work for completed project costing Rs. 10 Cr. Or Two completed projects costing not less than Rs. 5Cr each Or Three completed projects of not less than Rs. 4.00 Cr	Rs. 200 lakhs
III	At least one similar work for completed project costing Rs. 5 Cr. Or Two completed projects costing not less than Rs. 2.5Cr each Or Three completed projects of not less than Rs. 2.00 Cr	Rs 100 lakhs

**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.
- The value of executed works shall be brought to current costing level by enhancing the actual value of work at compound rate of 10% per annum; calculated from the date of completion to the last date of receipt of application for empanelment.

**Documents to be submitted for Initial Eligibility**

- 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.
- Attested photocopy of Partnership Deed as per Annexure-II.
- Attested photocopy of registration with relevant tax authority i.e. GST.
- Valid copy of PAN card.
- Self-declaration regarding the Structural Consultant should not have been blacklisted by any Public Authority.
- Annual Financial Turnover as per Annexure -V
- 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.

## 17. DETAILED EVALUATION:-

The Structural consultant/Structural Consultancy 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	Technical Staff Strength	20Marks
3	Award winning entries at national and international level	10 Marks
4	Average Annual Financial Turnover	40 Marks
<b>Total</b>		<b>100 marks</b>
<b>(NOTE:- Minimum qualifying marks will be decided by scrutinizing committee)</b>		

For Detailed Evaluation

**a. Work Experience:**

- i. Should be member of Indian Associations/Societies of Structural Engineers or should be registered with municipal corporations/CPWD/State PWD or other similar government organisations.
- ii. Attested photocopy of Certificate of registration/Partnership Deed
- iii. 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.
- iv. Attested photocopy of registration with relevant tax authority i.e. GST.
- v. 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.
- vi. 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.

**b. Details of Technical Staff:**

**c. Award winning entries at national and international level**

- i. Certificate received in respect of competition won.(As per Annexure VI).

**d. Average Annual Financial Turnover:**

- i. 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 EMPANELMENT

### INFORMATION TO BE FURNISHED BY THE APPLICANTS

Category of work applied for: Empanelment of Structural 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 Structural Consultancy Assignments undertaken	To be filled as per Annexure-III
6	List of Structural 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 Key personnel and staff	To be filled as per Annexure-VII
11	Affidavit	To be filled as per Annexure-VII

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

Sr.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 - Structural Engineers (nos.) - Draftsman	
3	Proof Checking arrangement	Details of tie-up if any to be given
4	Details of Office Automation(Both software and hardware )	

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-IV**

**LIST OF MAJOR STRUCTURAL / 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**

<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)**  
**(IF APPLICABLE)**

<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**

**DETAILS OF TECHNICAL STAFF/KEY PERSONNEL AVAILABLE WITH THE FIRM**

<b>Sl. No</b>	<b>Designation</b>	<b>No.of years of experience</b>	<b>Qualification</b>	<b>Specific Expertise</b>
1	Structural Engineers			
2	Site Engineers			

**Note:- Bio data of the individuals to be submitted**

**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 STRUCTURAL CONSULTANTNT 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 CONSULTANCY 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**