

**M. P. BOARD OF SECONDARY EDUCATION,
BHOPAL**



TENDER DOCUMENT

Name of Work:- *Invitation Notice for empanelment
of Architects/Consultants*

Location of Site:- Board of Secondary
Education MP Bhopal.

REGISTERED OFFICE

BOARD OFFICE, M.P. NAGAR SQUARE, SHIVAJI NAGAR,

BHOPAL-462011(M.P.)

Phone-0755-2556792

Website:-<http://mpbse.nic.in>

M.P. BOARD OF SECONDARY EDUCATION

BHOPAL

Terms and conditions for Engagement of an Architect

General:

MPBSE means Board of Secondary Education Madhya Pradesh.

Eligibility Criteria:

- Architect should be well-established and professionally organized Consultancy Firm/individuals with at least 10 years of experience from the date of registration with Council of Architecture.
- Architect should have valid Council of Architecture registration certificate.
- Design and Executed minimum 3 Building Project of at least 2500 Sq.m Built up Area each in the Last 10 years.
- Architect must have valid PAN number and Valid GST number.
- Architect should be well-established and professionally organized Consultancy Firm/individuals with at least 10 or 15 years of experience from the date of registration with Council of Architecture.
- Design and Executed minimum 3 Building Project of at least 20 Crore each in the Last 10 years.
- Architect must have valid PAN number and Valid GST number.

Allotment of Work:

- 1.1 Depending upon the requirement, the Client will invite any consultant on the type of work and specialization in the particular field of project from the empanelled Consultants/Architects.
- 1.2 MPBSE also reserves the right to allot the work to any of the empanelled Consultants/Architects after giving due consideration to the suitability and competence of the Consultants/ Architects to handle jobs, with due regard to their proven track record, which shall be reviewed by MPBSE (Employer), as found necessary, from time to time.

1.00 SCOPE OF WORK

The Architects shall provide services in respect of the following works:

1. Architectural work and site development
2. Structural Engineering work.
3. Sanitary, Plumbing drainage, water supply and sewerage work
4. Electrical works
5. Heating, Ventilation and air conditioning work (HVAC)
6. Acoustical works
7. Landscape work
8. Interior designing and graphic signage
9. Any other services as desired by the department

2.00 SCHEDULE OF SERVICES:

For each of the items included in the scope of work the Architect shall render the following services:

- 2.01 Take departments instructions and prepare sketch designs with reference to requirements given and prepare approximate Stage – I estimate of cost cubic measurements or an area basis on the rates at the place of construction.
- 2.02 Modify the sketch designs in cooperating required changes and prepare final concept designs and model for the Clients approval along with revised estimates of cost (Stage-I)
- 2.03 Prepare complete working drawings, specifications and schedule of quantities to prepare detailed estimate of cost (State-II) and its submission.
- 2.04 Prepare complete working drawings, detailed specifications and schedule of quantities to enable the department to invite tenders, (the department shall compile and issue the final tender document) to commence work at site and for the proper execution during construction.
- 2.05 Visit the site of work (on intimation by the department) to clarify any decision or interpretation of the drawings and specifications that may be necessary and attend conference and meetings, as and when required.)
- 2.06 Prepare guidelines for the phased construction of project based on the time for completion envisaged in the contract agreement of the building agency (Contractor)

3.00 PROFESSIONAL FEES AND TIME ALLOWED FOR SUBMISSION OF COMPLETE ARCHITECTURAL SERVICES

- 3.01 Fees for all the services defined as per clauses of this agreement shall For Projects up to Cost Rs 5.00 cr. @ 3.0% (in figures) {Three point Zero Percent (in words)}+GST, For Projects more than Rs. Cost

5.00Cr.@2.0%(in figures)Twopoint Zero Percent (in words)+GST of the cost of the items described in the scope of work as per the **total cost of building works executed.**

3.02 The entire architectural services (scope of work) shall be rendered by the Architect within.....from the date after draw lot agreement plus 7 (Seven) days Preparation time. The total time for providing concept plan, DPR, BOQ, working drawings will not be more than 2.5 months, In case of delay in obtaining statutory approval, the time period will accordingly be relaxed. The payment of fees will however be fully realized on completion of the work of the particular stage as stated in Clause 4.00

4.00 MODE OF PAYMENT

For each of the services in the scope of work the Architect shall be paid in the following stages consistent with the work done plus reimbursable expenses as agreed upon. Payments made to the Architect on Account shall be paid in the following stages consistent with the work done plus reimbursable expenses. Payments made to the architect are on account and shall be adjusted against the final amount payable.

Stage-1	On submitting conceptual design and preliminary estimates of cost including site survey along with maps of as built structures of facility.	15% of the total fees Payable.
Stage-2	On submitting the final preliminary drawings/ designs along with the modified estimates of cost.	25% of the total fees less payments already made.
Stage-3	On submitting preliminary drawings for obtaining approval from statutory bodies. Working drawing stage.	35% of the total fees less payment already made.
Stage-4	During preparation of basic working drawings and details sufficient for preparing item wise estimates of cost.	45% of the total fees payable less payment already made.

Stage-5	On submitting detailed specifications, bill of quantities detailed architectural working drawings, structural and services design together with estimates of costs sufficient to invite tenders.	55% of the total fees less payments already made.
Stage-6	On submission of complete set of drawings and details sufficient for the work to commence at site.	65% of the total fees payable less payments already made.
Construction State:		
Stage-7	On submission of replies to various queries during construction.	70% of the total fees less payment already made
Stage-8	During the course of construction of work at site the work shall be	80% of the total fees less payment already made.
	evaluated from time to time. the architect shall be paid the entire 20% of the fees in the event of the work not being completion within twelve months of the date of stipulated period of completion or work.	(The period will be in similarity with period of construction as in the agreement of the contractor)
State-9	On completion of the work (to be paid within six months of completion of the work)	Balance payment making the total equivalent to 90% of the fees payable.
Stage-10	Verification of the built drawing with the actual construction and obtaining completion certificate from concerned Administrative Department.	100%

NOTES:

1. The payment to the Architect during various stages is subject to its prior scrutiny and approval by the department and are on account payments and will get adjusted in the final payment.
2. For computing the fees at stages III to IV, the detailed Stage II estimate of cost sanctioned by the Competent Authority at par with SOR of the M P P W D circle applicable at place of work including non-scheduled rates so incorporated in the said estimate shall be

construed to the total cost of the work to be executed and shall exclude lumps-sum provision, contingencies etc. that may appear in the said estimate for computing the final fees the cost of the project calculated on the final accepted rates and quantities shall be construed as the total cost of the work executed the fees is to be calculated on the tendered cost of the project or cost of execution whichever ever is less and not on escalations occurring thereafter.

3. The cost of the project shall be the cost of the building work as calculated on the prevailing SOR PWDB & R issued by E-in-C PWD including the cost of structural, sanitary, plumbing and electrical works,

sanitary and electrical fittings and factualcivil works for lifts, escalators, mechanical and equipment's, landscaping, interiors and graphic signage namely all items of which Architect renders professional services and shall include cost of lifts and other mechanical equipment's but exclude the cost of the departments site office read with note 2 above.

4. In case only a part of the project is continued beyond any stage, the deductions for payments made against earlier stages shall only be in respect of proportionate cost of the said part of the project. Thus, where a concept (Stage-II) master plan has been prepared, 25% (twenty five percent) will be payable on the entire master plan and deduction at subsequent stage shall be in respect of portions actually constructed from time to time.
5. The activity sheet for the architectural services under various stages definedaboveshallbebindingandforms partoftheagreementabove.

5.00 ADHERENCETOTIMESCHEDULE

- 5.01 Time allowed for carrying out the submission of various concepts of the project shall be strictly observed by the Architect and shall be deemed to be the essence of the contract and shall be reckoned from the 8th day after the date on which the work order to engage the Architect is issued.

6.00 EXTENSIONOFTIME

- 6.01 If the Architect shall desire extension of time for completion of the work on any sound grounds, he shall apply in writing to the department within 39 days of the date of such cause on account of which he desired such extension and the department with whom hehas signed the agreement shall, if in his opinion (which shall be final) sound reasonable grounds are shown thereof, may authorize such extension for a period that is deemed reasonable, after assessing the

reasonable delay for which architect is not at fault and the reasons beyond the control of the Architect. Provided, further that any delay beyond the stipulated date will attract penalty of 0.05% of the total fees per day, subjected to maximum 5% of the payable fees. However the department shall give an opportunity to architect to be heard before taking final decision.

7.00 FINAL CERTIFICATE

7.01 On completion of work to be notified in writing by the department, the Architect shall prepare completion drawings and estimates as per actual work done and submit it in 8 (eight copies) to the department and one reproducible set free of cost.

8.00 DEPARTMENT'S RESPONSIBILITIES

The following shall be the responsibilities of the department:

- 8.01 Provide detailed requirements of the project.
- 8.02 Facilitate to prepare correct site plan to a suitable scale showing boundaries, contours if site is undulating, North, Existing physical features including any existing structures, existing services and utility lines and such lines to which the proposed services can be connected, preferably in 1:500 scale.
- 8.03 Furnish Applicable Schedule of rates, codes of practice and other documents pertaining to the State of Madhya Pradesh required to be followed by the Architect.
- 8.04 Pay the fees of the Architect within one month of submission of bills. No drawing details will be provided for the next stage unless payment for the earlier stage is received.
- 8.05 Compile and invite tenders, award works, supervise the work under construction and discharge all the liabilities of various contractors engaged in the work.
- 8.06 Provide monthly progress report to the Architect on demand so that they are informed about the progress of work at site as far as possible.

8.07 Inform the Architect every three months of, the total payments made to the various contract or stone able them to submit heir bill (Architect to remind the department from time to time if not received in time)

9.00 PROJECT CO-ORDINATION COMMITTEE- ITS STATUS AND OTHER CONDITIONS

A project Co-ordination Committee shall be constituted as follows:

1. Secretary, MPBSE or his representative
2. Executive Engineer, MPBSE or his nominee.
3. Architect or his nominee

The Project Coordination committee shall discuss the drawings and documents submitted by the architect and give the decisions promptly to avoid unreasonable delay in the progress of the Architect's work. The Secretary, MPBSE shall if need be over to see that both the department and Architect follow the sound principles involved and for this purpose, may himself. need be over to see that both the department and Architect follow the sound principles at any time.

9.01 The Architect shall prepare drawings, designs outline specifications and estimates of costs (Stage I) by cubic measurements or on areas basis on schedule of rates of the executing agency including preparation of detailed Stage-II estimate based on the SOR. followed by the executing agency. In the absence of rate in the aforesaid schedule of rates the same shall be arrived at by actual unit analysis based on the rates at place of construction to be approved by the department.

9.02 The Architect will advise the department on the time and progress chart prepared by the Contractors for the completion of the work, if required.

9.03 The Architect shall assume full responsibility for the designs including foundation and specifications for items described in the scope of work in accordance with the relevant Indian standards and

other established codes. The structural design shall be vetted by Secretary competent authority or by any Govt. Engineering/Polytechnic college on direction of MPBSE prior to supplying these for execution of works. The department's engineers will have full access to the details of the calculations and the structural designs civil, electrical and mechanical for the purpose of scrutiny of satisfying themselves as to their correctness if necessary. The design engineer of the Architects shall be available to render all possible help for the above scrutiny at department's engineer's office. The cost of vetting through outside agency shall be borne by the architect.

- 9.04 The Architect shall supply to the Department free of cost up to ten sets of final drawings at Stage-II of the Agreement and maximum eight sets of all drawings, Specifications and other particulars in stage III-IV of the agreement. In addition, then Architect shall supply to the department free of cost 2 (two) sets of all detailed design calculations and 4 (four) sets of complete detailed estimate with abstract. Any additional sets required by the Department shall be paid for on actual cost basis.
- 9.05 On completion of the work, the Architect will prepare and submit, latest drawings of the buildings and services and submit to the Department maximum eight sets of prints and one reproducible set free of cost.
- 9.06 The Architect shall advise the Department regarding the work under execution during their visits to the site and submit reports on their observation. The responsibility for implementation of this advice shall be of the Department.
- 9.07 Any deviations from the approved drawings or specifications that may be observed by the Architect shall be given in write by him to the department who shall issue necessary instructions to the executing agencies. Any financial implications that would result in such

deviation shall be worked out by the architect so as to enable the user to communicate his decision.

- 9.08 The Architect shall make necessary revisions as may be required by the Department in the drawings and other drawings/ documents submitted by them at the draft stage. Any subsequent drawings and documents, once approved required to be made by the Client may be compensated as additional services rendered by the Architect.
- 9.09 No change shall be made by the Architect in the approved drawings and specifications at site without the prior written consent of the department/ owner.
- 9.10 The drawings, specifications and documents as instruments of service are the property of the Architect whether the project for which they are made is executed or not. They are not to be used for any other project except with the written consent of the Architect.
- 10.11 The Architect, within fees mentioned in this agreement shall, for the scope of work and services to be rendered thereon, engage qualified consultants, The remuneration for any such Consultants appointed by the Architect for the services under this Agreement shall be borne by the Architect at his cost.
- 10.12 The Department shall have the liberty to postpone or not execute any work and the Architect, shall not be entitled by any compensation or damages for such postponement or non-execution of the work except the fees which is payable to the Architect upto stage of scope of work on the date of such decision communicated to the Architect by the Department. In the event of work started and rates not fixed with the executing agency the cost of the project shall be the cost as worked out on sanctioned estimate State-II basis at par with the MPBSE. For the portion of the work not executed on account of its postponement or abandonment of the work by the department/ owner, the computation of the professional fees shall be on the detailed estimate

of cost based on rates at par with the schedule of rates of the MPBSE applicable at place of work on the date of issue of work order to the Architect (Clause 3.02 of the agreement) including non-scheduled times of work rates of which are sanctioned by the Competent Authority (which shall be final and binding) and without any of accepted tenderrate up to the stage of work submitted by the Architect as per clause 4.00 of the agreement regard with notes there in.

- 10.13 The executive control of the work as far as this Agreement is concernment of behalf of the Client is subject to the overall control of the Executive Engineer, MPBSE Bhopal Bhopal and shall be with the Executive Engineer, MPBSE Bhopal to whom the Architect shall address all communications or in an emergency on oral communication to be confirmed thereafter in writing.
- 10.14 Except as above, neither the department nor the Architect shall assign, sublet or transfer their interest in the Agreement without the written consent of the other party and the Department and Architect hereby agree to the full performance of the covenants contained herein.
- 10.15 No deductions shall be made from the remuneration of the Architect on account of penalty, liquidated damages provisional rates or other sums withheld from payment or recovered from the Contractor except final reduced rates paid for the items of work within the framework of agreement.
- 10.16 When the work is executed wholly or in part with old materials or labour or carriage is provided by the department, the percentage fee shall be calculated on the cost of the work so executed.
- 10.17 It shall be the responsibility of the architect to see that the variation in each item of work in the detailed estimate and as actually executed shall not differ by up to 10% (ten) percent, except where alterations are made in the approved drawings, specifications etc. under the

written instructions of the department/ owner. The detailed estimate submitted at any state shall be in line with the standards and mythology in its preparation as in vogue in the MPBSE. All designs shall be most economical.

11.00 ARBITRATION

- 11.01 All differences and disputes arising between the department and Architect on any matter connected with their agreement or in regard to the interpretation of the content thereof shall be referred to MPBSE for reconciliation between the parties and at the option of either party (Department or Architect), to any arbitrator who shall be a fellow of the India Institute of Architects as may be mutually agreed upon or on default of such mutual agreement to the arbitration of two arbitrators, one to be nominated by the Department and the other by the Architect who may in turn, appoint an umpire, if necessary. Such submission, to an arbitration will be in the meaning of the Arbitration Act, 1996 and/or any statutory modification thereof and incidental to the references and the award shall be at the discretion of the arbitration or arbitrators or umpire appointed for the purpose who may determine the amount thereof and shall direct by whom and to whom and in what manner the same shall be borne and paid.
- 11.02 The department and Architect each bind themselves their partners, successors, executors, administrators, and assigns to the other party in respect of all covenants to the agreement.
- 11.03 The jurisdiction of the court of law shall be within the state of Madhya Pradesh irrespective of the place of signing the agreement by the department and Architect.

ACTIVITY SHEET FOR THE ARCHITECTURAL SERVICES

STAGE-1(I) (15%)

1. Conceptual Designs
2. Preliminary Cost Estimate

STAGE-2(II) (25%)

Submitting final preliminary designs

1. Site Plan
2. Layout Plan
3. Plans
4. Plans
5. Section/Elevations/Isometric
6. Modified estimates of Cost

STAGE-3 (III) (35%)

Submitting preliminary drawings for obtaining approval from statutory Bodies.

1. Layout Plan
2. Floor Plans
3. Sections
4. Elevations
5. Schedule of Area Statement

STAGE-4(IV) (45%)

Basic Working Drawings

1. Plans
2. Structural layout Plan
3. Quantity of Steel
4. Electrical, Sanitary, Water Supply layouts
5. Details specification of entire items of works to be executed.

STAGE-5(V) (55%)

Schedule of Quantities and Analysis of Rates (Where needed)

1. Detailed stage to estimates
2. Tender Documents
3. Floor plan Elevation, Sections,
4. Door & Window details.

STAGE-6(VI) (65%)

Complete Drawings (Including Services)

Activity:

1. Complete structural drawings and details of design calculations Bar bending schedules etc.
2. Kitchen details
3. Toilet details
4. Water supply and sanitary fitting lay outs including electrical
5. Colour Schemes
6. Detailed landscape
7. Complete Micro details of all works who ever needed
8. Details of External Services and connections

STAGE-7 (VII) (70%)

1. After submitting replies to the queries of the department.

STAGE-8(VIII)(80%)

Construction Stage

1. Necessary drawings required for construction at site

STAGE-9(IX) (90%)

1. On completion of the work, balance payment making the total equivalent to 90%

STAGE-10(X) (100%)

1. After obtaining completion certificate and as-built drawings along with project summary from the Architect.

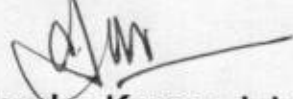
M.P. Board of Secondary Education Bhopal

No./738 /building/ e tender/ 2024 BHPAL, Dated 07/10/2024

INVITATION NOTICE

(For Empanelment of Architects/ Consultants)

- 1- The Executive Engineer, Madhya Pradesh Board of Secondary Education Bhopal (hereinafter referred as MP BSE) mandated to procure Architectural and Consultancy services for building projects and related works, for preparation of detailed project reports (DPRs).
- 2- Applications for empanelment are invited through only speed post from reputed Architects/Consultants having required qualification, proven expertise, required manpower & necessary experience of preparing Detail Project Reports of building works and related works.
- 3- Empanelment of an applicant found to be suitable as per qualification for a category listed in Schedule-1, enclosed with the application form, will be done for Ten years. Empanelment in only one category shall be done against one application.
- 4- The empanelment for an initial period of five years shall be subject to satisfactory professional performance and shall be renewed after five years on fresh application for renewal.
- 5- The Scope of Work/Services, Terms & Conditions'. 'Scale of Fixed Fee Payable' or 'Fee Payable on basis of Offer accepted etc will be intimated at the time of Invitation for competition or offer.
- 6- Process of empanelment is open for future also.
- 7- Application forms will be received up to ~~10/10/24 to 28/10/24~~ 5.30 pm only through speed- post addressed to the Executive Engineer MP Board of Secondary Education Shivaji Nagar, Bhopal - 462011 Phone No:0755-2551166-71 Fax:0755-2552061
- 8- Application forms may be downloaded from our website <http://www.mpbse.nic.in> Contact Person: Executive Engineer, M.P Board of Secondary Education, Bhopal Mob No . 9425601832



**(Mahendra Kumar Jain)
Executive Engineer**

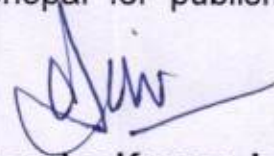
**M.P. Board of Secondary Education
Bhopal**

No./799/building/ e tender/ 2024

BHOPAL, Dated 07/09/2024

Copy forwarded to:-

- 1- PA to Chairman MP Board of Secondary Education Bhopal.
- 2- Secretary MP Board of Secondary Education Bhopal.
- 3- CSO MP Board of Secondary Education Bhopal for uploading the tender in the website of the Board.
- 4- PRO MP Board of Secondary Education Bhopal for publishing the tender in the two State Level newspapers.



(Mahendra Kumar Jain)
Executive Engineer
M. P. Board of Secondary

Education

Bhopal

SECTION 2
INSTRUCTIONS TO APPLICANTS

- 1- All the information must be submitted in English. Incomplete and inappropriately filled application form will be rejected.
- 2- Application should be submitted duly page numbered, indexed and strictly following sequence given in the form.
- 3- Separate sheets may be used wherever required. Documentary proof should be enclosed where ever necessary.
- 4- Each page of the documents attached should be duly signed as self attestation by the applicant or his authorized signatory (attach authorization letter).
- 5- All information requested in the application form shall be furnished against the respective para and column given there in. If information is furnished in separate document reference of the same should be given in the respective para and column of the application form. If information is 'NIL,' it should also be mentioned as 'NIL.
- 6- The applicant should furnish an undertaking in a affidavit form on a stamp paper of Rs One Hundred that the applicant Firm/Company/LLP or its Authorized Lead Person has not been black listed by any Government department/agency/statutory body and all the information furnished with the application form are true & correct to their knowledge.
- 7- It may be noted that furnishing of incorrect/false information about qualification and experience and other details shall lead to rejection of the application and cancellation of empanelment, if revealed later and shall also lead to cancellation of the work already allotted on the basis of empanelment.
- 8- The Executive Engineer, MP BSE will be the authority to empanel Architects/Consultants in MP BSE. The Executive Engineer, MP BSE reserves the right to reject any or all applications without assigning any reason. List of empanelled consultants will be placed on website in the public domain.
- 9- Joint Venture - Not allowed.

- 10-Processing fee of Rupees 10,000/- (Ten Thousand) is payable in the form of DD payable to Secretary Madhya Pradesh Board of Secondary Education Bhopal and it should be enclosed with the application form without which application shall not be processed.
- 11-Additional information, if any, required by the applicant for submission of the application may be obtained from Executive Engineer, MP BSE Bhopal during office hours.
- 12-The applicant shall indicate a specific category under which the applicant Firm/Company/LLP seeking empanelment.
- 13-Separate application for empanelment in each category should be submitted.
- 14-Applications received will be evaluated by an evaluation committee constituted for this purpose by the MP BSE. Out of total applications received only those who possess requisite qualification in the category applied for as per 'Schedule 1' enclosed, shall be empanelled on the basis of the recommendation of the Evaluation Committee. Decision of the Evaluation Committee shall be final and no representation in this regard will be entertained.
- 15-Selection of the Architect will be done on the basis of architectural competition from amongst the Architects empanelled. First three plans shall be selected by the selection Committee/Jury. Committee/Jury reserve right to reject any or all plans without assigning any reason.
- 16-Payment to the Architect for architectural services will be on fixed fee basis as per 'Schedule 2' and shall be intimated at the time of Invitation for competition.
- 17-Payment to the consultant for services rendered by them will be in Indian Rs. only and will be done in stages as per agreement.
- 18-Not with standing proposed empanelment of Architects/Consultants Executive Engineer, MP BSE may invite competition/offers from any other Architects/Consultants through open offer on the basis of the conditions laid down there in.

- 19-Empanelled Architect/Consultant/ may be suspended if services rendered by him is found to be grossly deficient & delayed or may be black listed if services are found to be grossly endangering/likely endangering public safety, putting/likely putting MP BSE to grave losses Conditions for suspension or black listing as per Schedule 5' shall also be applicable.
- 20-The Executive Engineer, MP BSE shall be the competent authority to suspend/black list an empanelled Architects/Consultants/ in MP BSE by giving a short notice of fifteen days and affording an opportunity to hear in writing or in person the Architect/Consultant and take a reasoned appropriate decision in this regard. Secretary MP BSE will be the appellate authority to hear appeal against order of the Executive Engineer, for suspension or black listing. Secretary, MP BSE, Bhopal will pronounce his decision within a month. Decision of Secretary, MP BSE, Bhopal will be final and binding on both parties.
- 21-An empanelment number shall be provided to the Architects/Consultants/ which shall be displayed in the name plate of drawings, design & report etc. prepared by them.



(Mahendra Kumar Jain)
Executive Engineer
M. P. Board of Secondary Education
Bhopal

FORM FOR EMPANELMENT

OFFICE OF THE EXECUTIVE ENGINEER
MP BSE, BHOPAL

MP Board of Secondary Education
Shivaji Nagar, Bhopal - 462011
Phone No:0755- 2551166-71
Fax:0755-2552061
website <http://www.mpbse.nic.in>

FORM FOR EMPANELMENT

[As Architect/Landscape Architect/ Interior Designer]

Photo of
Proprietor /
Authorised
Lead
Person

1. Category of Empanelment {mention any one category from Schedule "1" (Enclosed)}
2. Application is for Renewal or New Empanelment:
3. Details of the Applicant Firm/Company/LLP:

Name	
Address	
Phone no	
Fax No	
Email:	
Website	
Purpose of establishment or Area of service to be provided	
Authorisation/ Accreditation /Affiliation Registration with legally constituted council / Institute / Board / Body for providing services in the field for which Firm / Company/LLP established (Attach proof).	
Registration/Affiliation with legally constituted Council/Institutions/Board/ Statutory Body (Attach Proof):	
Year of Establishment (Attach proof).	
PAN/TIN No.	
Number of years of providing services (Experience)	

4. **Details of Legally Authorised Lead Person of the Applicant Firm/Company/LLP:**

Name	
Address	
Phone no	
Mobile no	
Email:	
Education Qualification	
Years of Experience	
Area of Experience	
Registration/Affiliation with Legally Constituted Council / Institutions /Board / Statutory Body (Attach Proof):	
PAN No.	

5. **Number of Regular Employees of the Applicant Firm/Company/LLP:**

S.No.	Category	Numbers

6. **Details of Key Persons Working with the Applicant Firm/Company/LLP:**

S. No.	name of Key Position	Educational Qualification	Work Experience	
			Field / Area of Work / Services Provided	Years

7. **Major Projects Completed in Last Five Years:**

Year	Name of Assignment / Project	Cost / Quantity / Area	Type of Assignment / Project or Type of service Provided	Proof*

* Please attach copies of the work order and completion certificate issued by the client.

8. **Major Projects in Hand:**

Date of Assignment	Name of Assignment /Project	Cost/Quantity /Area	Type of Assignment/Project Or Type of service provided	Proof *

* Please attach copies of the work order issued by the client.

9. **Software Used by the Applicant Firm/Company/LLP:**

S.No	Brief Description of the Software used/in use

10. **Awards Won by the Applicant Firm/Company/LLP:**

S.No	Brief Description of the Award received	Attach Proof

11. Major Equipment/Instruments Available with the Applicant Firm / Company /LLP:

S.No	Brief Description of the Equipment/Instrument	Purpose

12 Firm/Company/LLPs or Consultants Working in Association with the Applicant Firm/Company/LLP:

S. No.	Services	Name Firm/Company/LLP (Attach Legal Proof)
1	Architectural Consultancy	
2	Structural Consultancy	
3	Electrical, Electronics, Communications System	
4	HVAC and other Mechanical System	
5	Land Survey	
6	Town Planning	
7	Landscape Architecture	
8	Quantity Surveying	
9	Sanitary, Plumbing, Drainage, Water Supply and Sewerage	
10	Urban planning/ Urban design	
11	interior Architecture	
12	Fire detection and Fire protection	
13	Acoustics	
14	Security System	
15	Geo Technical	
16	Green Building and Griha	
17	Architectural Conservation	
18	Retrofitting of Buildings	
19	Graphic Design and Signage	
20	Others, if any	

13 Reference Persons (at Least two) who Recognize Work of the Applicant Firm/Company/LLP:

S. No	Name and Contact Details of Reference Persons

14. Field/Fields in which the Applicant Firm/Company/LLP have Mostly Worked:.

S.No	Field of the Work	Yes or No
1	Hospital & Medical Buildings	
2	Institutional Buildings	
3	Housing	
4	Urban Planning	
5	Urban Designing	
6	Industrial Buildings	
7	Govt/Semi Govt/Private office buildings	
8	Hotels/Motels/Tourist Resort	
9	Landscaping/Parks etc	
10	Commercial Complex/Trade Centers	
11	Recreational Centers	
12	Stadium	
13	Boat Club/Jetty	
14	River/Lake Front Development	
15	Conservation/Environment	
16	Interiors	
17	Others	
18	Any other relevant information	

15 Processing Fee:

Processing fee (non refundable) of Rs 10000 (Rs. Ten thousands) only is to be deposited in favour of Secretary Madhya Pradesh Board of Secondary Education, Bhopal. Details to be given here below:

D.D. No	Date	Amount in Rs	Name of Branch and Bank	Ref. of speed post dispatch

Note :

1. Application form shall be submitted on through speed post only to the Executive Engineer M.P. Board of Secondary Education Madhya Pradesh Bhopal – 462011
Phone No:0755- 2551166-71 Fax:0755-2552061
2. Empanelment shall be done only when application form is enclosed with:
 - a) Original Demand Draft payable as per para 15.
 - b) An affidavit duly notarised on non-judicial stamp paper of Rupees One Hundred as per "section - 2, Instructions to Applicants Para 6."

Place:

Date:

Signature & Seal
of Legally Authorised Lead
Person of the Applicant
Firm/Company/LLP

Declaration

I confirm that the information given above is true to the best of my knowledge and I can produce relevant original documents in support of the above information as and when required. Further I understand that all the above information have been furnished for empanelment only. Further I undertake that the applicant Firm/Company/LLP has not been blacklisted by any Government department/agency/statuary body.

Place:

Date:

Signature & Seal
of Legally Authorised Lead
Person of the Applicant
Firm/Company/LLP