



कार्यालय प्रमुख अभियन्ता एवं विभागाध्यक्ष  
उत्तराखण्ड लोक निर्माण विभाग  
"प्रकीर्ण वर्ग", देहरादून।



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पत्रांक- 404/138 सा0प्र0/24

दिनांक 30/05/2024

"कार्यालय ज्ञाप"

प्रमुख अभियन्ता एवं विभागाध्यक्ष कार्यालय लोक निर्माण विभाग, उत्तराखण्ड, द्वारा Empanelment Of Consultancy Services For "Preparation of Detailed Project Report For Roads" 'Category R-1' के Empanelment हेतु पूर्व में प्रचलित criteria में आंशिक संशोधन सक्षम अधिकारी के अनुमोदन उपरान्त तत्काल प्रभाव से लागू किया जाता है।

आज्ञा से  
प्रमुख अभियन्ता एवं विभागाध्यक्ष

प्रतिलिपि-निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

1. प्रमुख अभियन्ता एवं विभागाध्यक्ष, लोक निर्माण विभाग, देहरादून के संज्ञानार्थ।
2. वरिष्ठ स्टाफ ऑफिसर (प्रकीर्ण), विभागाध्यक्ष कार्यालय, लो0नि0वि0, देहरादून।
3. अधिशासी अभियन्ता (प्रकीर्ण वर्ग), विभागाध्यक्ष कार्यालय, लो0नि0वि0, देहरादून।
- ✓ 4. अधिशासी अभियन्ता (आई0टी0), को वेबसाइट पर अपलोड करने हेतु।

संलग्न:-Empanelment Criteria

5. गार्ड पत्रावली।

  
(इं0 ओम प्रकाश)

मुख्य अभियन्ता (नियोजन)



**UTTARAKHAND PUBLIC WORKS DEPARTMENT**



**APPLICATION PROFORMA**

**EMPANELMENT OF CONSULTANCY SERVICES FOR  
“PREPARATION OF DETAILED PROJECT REPORT  
FOR ROADS”**

**‘CATEGORY R-1’**

[for consultancy services costing up to Rs. 20.00 lakhs including GST]

**Engineer in Chief  
P.W.D. Uttarakhand**

**LokNirmanBhawan, Yamuna Colony, Dehradun -248001  
E-mail- eicpwduk@nic.in telephone-01352531154**

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**PUBLIC WORKS DEPARTMENT,  
UTTARAKHAND, INDIA  
APPLICATION FOR EMPANELMENT OF CONSULTANTS FOR ROADS  
GENERAL INSTRUCTIONS**

PWD Uttarakhand invites applications from interested consultants for empanelment for consultancy services costing up to Rs. 20.00 lakhs including GST in accordance with the Uttarakhand Procurement Rules 2017 clause 55(1) amended vide GO No. 02/XXVII(7)/32/2007 T.C./2020 Dated 06 January 2021, under the category mentioned below. Any future amendment to the aforementioned clause in the procurement rules shall apply to consultants empaneled under this category.

<b>Category</b>	<b>Description</b>
<b>R-1</b>	Conducting Feasibility Study, Survey, Geometric Design, Pavement Design, and Preparation of Detailed Project Reports for all categories of roads upto a length of 5 kms but excluding bridges if part of the road project.

3. The applicants should submit the empanelment request in the prescribed format along with all the enclosures with requisite information to: -

**Chief Engineer Level -1 (HQ),  
Uttarakhand Public Works Department  
Yamuna Colony, Dehradun  
Email- [cehq.pwduk@gov.in](mailto:cehq.pwduk@gov.in)**



## INSTRUCTIONS TO APPLICANTS

1. The empanelment will be valid for a period of two years, subject to satisfactory and professional performance of the consultant and the year will be reckoned from 1st July to 30th June.
2. Empanelment of experienced and competent consultants shall be considered for Feasibility Study, Survey, Geometric Design and Pavement Design, and Detailed Project Preparation for types of projects mentioned under Category R-1.

### **3. Technical expertise and experience desired from the consultants are as under.**

#### **3.1 Category R-1**

Consultants should have the necessary expertise and experience in carrying out feasibility studies, survey, geometric design, pavement design and preparation of detailed project reports for road projects.

#### **4. Eligibility Requirement**

- 4.1 The Consultant should have carried out the design and prepared the detailed project report of minimum **three km** road project in the last three financial years
    - (i) Projects that have been completed within the last three financial years shall only be considered for evaluation.
    - (ii) Projects done in association or as a JV with other firms shall not be considered for evaluation.
  - 4.2 The consultant should have had an average annual turnover above **Indian Rs. 2.00lakh** in the last three financial years (for currencies other than Indian Rupees, the applicable conversion rate of Reserve Bank of India on the last date of application document submission shall apply).
  - 4.3 The consultant should have a minimum no. of full-time technical personnel who are on the payroll of the firm for at least one year as of the date of submission of the application with the following qualifications and experience:
    - (i) Graduate in Civil Engineering with at least 2 years of relevant experience - 1 person
    - (ii) Diploma in Civil Engineering/surveying with at least 3 years of relevant experience - 1 person and
    - (iii) CAD Expert: Diploma in Civil Engineering with at least 3 years of experience or Vocational Training Certificate from ITI with 6 years of experience- 1 person
  - 4.4 The consultant must provide a list of essential field/laboratory equipment required for empanelment in Category R-1 as mentioned in Appendix-A.
- 5 Submission Requirement: -**
- a) The applicant shall furnish contact particulars of the relevant Officers of the clients for the works mentioned against para 4.1 above, to enable PWD Uttarakhand to verify the claim of the applicant. **The applicant should also furnish successful completion certificate mentioning the start and end date of the work duly signed by the client organization's project in-charge / any equivalent officer / the authorized signatory, otherwise, the project claimed to be executed by the applicant will not be considered for evaluation.** 90% completion of the work will be considered as substantial completion subject to the submission of a certificate/document from the client mentioning the present status of the work. The firm shall furnish its relevant experience strictly as per the format given in **Annexure III**. The firm must supplement the experience claimed by furnishing copies of certificates from the client, clearly



indicating the actual service provided by the firm for that project. **Experience certificates issued by State/Central Government agencies shall only be considered for evaluation.**

- b) Documentary proof in the form of a Certificate from the statutory auditor/charted accountant of the applicant's company duly signed and stamped by the statutory auditor/charted accountant needs to be submitted as proof of annual turnover for the requirement mentioned in para 4.2 above. The base year for determination of escalation shall be the latest financial year (FY 3) and the following enhancement/escalation factor will be used as under.

Financial Year (last 3 years)	Enhancement /Escalation Factor
FY 3	1.00
FY 2	1.05
FY 1	1.10

**Note:** - The applicant should indicate annual turnover without accounting for the above factors.

- c) For para 4.3 above, the firm shall furnish the Curriculum Vitae of the Technical personnel as per the format given in **Annexure II**. The CVs must be signed by Technical personnel and counter-signed by an authorized representative in ink on every page and should not be older than three months from the date of application submission. Photographs of the Technical personnel shall be affixed on their respective CVs. The contact address with telephone / mobile number, and e-mail ID of the Technical personnel should also be furnished. The CV must include self-attested copies of the educational qualification for graduation and post-graduation in civil engineering. Distance/Correspondence Education for post-graduation shall not be acceptable. The CVs must indicate the actual service provided by the Technical personnel in detail.
- d) Consultant should submit an undertaking at **Annexure-VI** that "all necessary field/laboratory equipment are available with the firm/the equipment will be made available as per requirement for the project".
- e) It is suggested that the firm should fill up **Annexure -I**, vis-à-vis the supporting details vide Annexure II, III, IV, V, VI, and VII any other information with due care so as to avoid any ambiguity. In case spaces available in Annexure- I, II, III, IV, V, VI, and VII are limited to accommodate all the information, separate sheets may be used for the purpose so that relevant information submitted is sufficient, neat, and legible.
- f) The applications not complying with the above-mentioned stipulations and found to be deficient in any respect shall be summarily rejected. No clarification shall be sought from any applicant after the submission of the proposal.
- g) Consulting firms should note that only authenticated information should be provided in the prescribed format. Information provided by the consulting firms may be verified and if any of the information provided by the consultant is found incorrect/false, then it may lead to rejection of a firm's proposal summarily at any stage even after empanelment. Firms submitting false/incorrect information or suppressing the information shall be debarred from empanelment for two years and shall not be eligible to participate in bidding in any project of PWD Uttarakhand- **ANNEXURE VII**
- h) All the applications should be submitted **ONLY in HARD BOUND** (Hardbound implies such binding between two covers through stitching or otherwise whereby it may not be possible to replace any paper without disturbing the document) form with all pages sequentially numbered either at the top or at the bottom right-hand corner of each page e.g. by writing page 1 of 10 on

page 1, if total pages are 10. All pages of the application document shall be initialed by an authorized signatory of the applicant. It should also have an index giving page-wise information on the above documents and strictly in the sequence given in the format in Annexure I. **Incomplete applications or those received without hardbound will summarily be rejected.** Intending consultants should submit their application for empanelment to the Chief Engineer (HQ), PWD Uttarakhand, Yamuna Colony, Dehradun.

- i) The Department reserves the right to reject any or all applications without assigning any reason. After evaluation, a panel of consultants under the categories mentioned above will be formed depending on the capacity and experience of the consultants and the same will be communicated to all Chief Engineers of State PWD/Other Associated Departments dealing with State Roads & Bridges and other Centrally sponsored schemes to draw upon, as and when necessary, for purpose of obtaining offers for particular projects.
- j) The applicant shall not be considered for empanelment if the applicant is debarred /blacklisted in any department/ministry of any state government or GoI at the time of submission of the application in the Department. The applicant shall submit litigation history/undertaking on non-judicial stamp paper duly notarized to the effect that the applicant has not been debarred or blacklisted by any department/ministry of any state government or GoI at Annexure -V.
- k) If the applicant after the empanelment changes their name, they may seek for incorporation of the change of name in the empanelled list with full documentary proof.



Appendix-A

	<b>LIST OF ESSENTIAL FIELD/LABORATORY EQUIPMENT REQUIRED(Owned/Hired as per requirement)</b>
<b>(a)</b>	<b>In-house Computer Software facility</b>
	AutoCAD
<b>(b)</b>	<b>Survey Equipment</b>
	i) Total Station
	ii)GPS (accurate to within 10 cm)
	iii) Any other Survey Equipment

**Enclosures: Annexure I, II, III , IV,V,VI&VII.**



**Annexure I**

<b>APPLICATION PROFORMA FOR EMPANELMENT OF CONSULTANTS</b>			
	<b><u>General Information</u></b>		Ref. page No. of documentary proof in the application
	(i) Name and address of the consultant/consulting firm		
	(ii) Whether Pvt. Ltd. Company/Public Co./Partnership Firm/Others		
	(iii) Name of the authorized contact person /representative duly certified by the head of the consulting firm. (applicant should submit a certificate from the head of the consulting firm as proof)		
	(iv) Profile of the firm (Please elaborate field of activities)		
<b>1</b>	<b><u>STRUCTURE &amp; ORGANISATION OF FIRM</u></b>		
	Date, month, and year of incorporation of Firm		
A	Standing of the firm (As of the date of submission of application)	__ Years	
	NOTE: (i) (The consultant shall submit, a copy of the original document defining constitution or legal status, place of registration, principal place of business, and power of attorney. In the case of a proprietary firm and partnership firm, the document related to the registration of the firm with the concerned government department shall be submitted. In the case of a company, Memorandum of Association and Article of Association, Name of Directors and shareholders shall also be furnished.) (ii) Firms that have been incorporated/registered within the last 3 years shall not be considered.		
B	No. of full-time technical personnel who are on the payroll of the firm for at least one year as on the date of submission of application with the following qualifications and experience:		
	(i) Graduate in Civil Engineering with at least 2 years of relevant experience	1 Person	
	(ii) Diploma in surveying with at least 3 years of relevant experience	1 Person	
	(iii) CAD Expert: Diploma in Civil Engineering with at least 3 years of experience or Vocational Training Certificate from ITI with 6 years of experience	1 Persons	
	NOTE: The detailed information regarding technical personnel mentioned above must be furnished as per Annexure-IV.		
<b>2</b>	<b><u>FINANCIAL STATUS:</u></b>		
	Annual Turnover of last three years (Rs. in lakhs)		
	Financial Year 3(Rs. in lakhs)		
	Financial Year 2(Rs. In lakhs)		
	Financial Year 1(Rs. In lakhs)		
	Note: Enclose audited accounts for the last three years in support. The applicant should indicate annual turnover without accounting for enhancement/escalation factors.		

<b>3</b>	<b>FIRM'S RELEVANT EXPERIENCE:</b>		
	<p><b>Note: Please mention the number of projects completed by the firm in the last 3 financial years against each sub-item with documentary proof from the client. For each project, one sheet of Annexure-III should be filled up properly, giving as many details as possible.</b></p> <p><b>Note: The applicant shall furnish contact particulars of the relevant Officers of the clients for which the works have been executed, to enable Department to verify the claim of the applicant. The applicant should also furnish a successful completion certificate mentioning the start and end date of the work duly signed by the client organization's project in-charge / any equivalent officer / the authorized signatory, otherwise, the project claimed to be executed by the applicant will not be considered for evaluation.</b></p>	___ Projects	

<p><b>Note: In Annexure-III, the narrative description of the project must include the total length of the road, weather new construction, geometric improvement, or upgradation/widening etc. Under the head service provided by the firm, the firm must clearly mention whether the firm has done only a feasibility study, or complete project preparation.</b></p>	
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**BIODATA FORMAT TO BE SUBMITTED WITH PROPOSAL**

Affix recent  
photograph

1. Proposed position :
2. Name :
3. Contact address with  
Tel. No. & e-mail ID :
4. Date of birth :
5. Nationality :
6. Educational qualification:
7. Other training :
8. Language & degree or proficiency:
9. Membership in professional societies:
10. Countries of work experience :
11. Name of the firm where working:  
**(Indicate whether full-time/part-time employee or retainer)**
12. Years with the firm :
13. Employment record : from to  
Name of the employer :  
Position held :  
Description of duties :
14. Overall Professional Experience Preparation of DPR/ Surveying/ CAD or in related fields (in years) :
15. Related Work Experience (in years) :
16. Details of the Related Work Experience

Item	Sl. No.	Brief Description of the Project/ Study	Name of the Client	Cost of Consultancy Work (Rs. in lakhs)	Period of completion		Description of the actual services provided by the key person
					Date of Start	Date of completion	
Projects/ studies completed	1						
	2						
	-						
Projects/ studies in hand	1						
	2						
	--						

**NOTE:** The CVs must be signed by Technical personnel and counter-signed by an authorized representative in ink on every page and should not be older than three months from the date of application submission. Photographs of the Technical personnel shall be affixed on their respective CVs. The contact address with telephone / mobile number, and e-mail ID of the Technical personnel should also be furnished. The CV must include self-attested copies of the educational qualification in civil engineering. Distance/Correspondence Education for graduation shall not be acceptable. Unsigned CVs or CVs with incomplete information shall not be evaluated.



**RELEVANT SERVICES CARRIED OUT BY THE FIRM\*\***  
**WHICH ILLUSTRATES THEIR BEST QUALIFICATIONS DURING LAST 3 YEARS**

<b>Project Name</b>		<b>Country</b>	<b>Project location within country:</b>
<b>Date of Agreement:</b>		<b>Professional staff provided:</b> (a) No. of staff (b) No. of man-months	
<b>Name and address of client:</b>			
<b>Start date (month/year)</b>	<b>Completion date (month/year)</b>	<b>Approx. value of consultancy services:(cost as per Agreement in INR(Lakhs)</b>	
<b>Whether the project was done alone or as a JV or in association with other firm/ firms:</b>			
<b>Name of Senior staff involved and functions performed:</b> (Functions performed by the associated firm (s) to be given separately)			
<b>Narrative Description of Project:</b>			
<b>Length of Road Project (in km):</b>			
<b>Detailed description of Actual Services Provided by the firm under different categories: (Please select from the following)</b>			
<ul style="list-style-type: none"><li>• Feasibility Study</li><li>• Survey</li><li>• Geometric design for construction of a new road</li><li>• Pavement design</li><li>• Geometric improvement/upgradation of existing road</li><li>• Preparation of detailed project report and drawing</li></ul> <b>Add any other relevant item, if any.</b>			

\*\* For each project done by the firm, a separate sheet of Annexure – III shall be filled up and accompanied by documentary proof from the client.

**DETAILED INFORMATION IN RESPECT OF TECHNICAL PERSONNEL AVAILABLE  
WITH THE FIRM**

S.No.	Name	Academic Qualification Degree(Civil) / Masters*/Diploma	Name of Academic Institute	Year of passing	No. of years of experience in the field of Highway	Signature of respective technical personnel

Signature of the authorized signatory of the firm

- **In the case of Masters, please mention the discipline like Masters (Structure), Masters (Traffic & Transport) etc.**

**UNDERTAKING REGARDING NON-DEBARREMENT/BLACKLISTING/DETAILS OF  
LITIGATION HISTORY**

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**UNDERTAKING REGARDING AVAILABILITY OF EQUIPMENT MENTIONED IN  
APPENDIX-A**

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**ANNEXURE -VII**

**DECLARATION/UNDERTAKING BY APPLICANT**

I/We hereby solemnly undertake/declare that the particulars stated in this application for empanelment in Uttarakhand PWD for "CategoryR-1" are true and correct to the best of my/our knowledge and belief. Any information, if found to be incorrect, wrong or misleading, will render me/us liable to rejection of my/our application and cancellation of empanelment at any stage even after empanelment and suitable action as per Public Works Department Uttarakhand will be taken against me/us.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of authorized signatory  
with stamp