



**INDIAN INSTITUTE OF TECHNOLOGY MADRAS
CHENNAI – 600 036**

ENGINEERING UNIT

**EMPANELMENT OF ARCHITECT
AT IIT MADRAS**

NOTICE No: 18 / APQ / 2012 - 13

EMPANELMENT RULES & APPLICATION

EMPANELMENT OF ARCHITECT IN IIT Madras, CHENNAI RULES FOR EMPANELMENT

1. TITLE

These rules shall be called 'Rules of Empanelment for Architects in IITM, 2012' and shall come into effect from 01 – 04 - 2012.

2. APPLICABILITY

Any Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited company or a Private Limited Company may apply for empanelment as an architect in IIT Madras (IITM) under these rules provided the eligibility criteria and other conditions are satisfied. The empanelled architects have to abide by all the rules made herein and as amended from time to time, during the currency of their empanelment.

3. SCOPE OF EMPANELMENT

The empanelment in IITM will entitle the architect 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 architect either to be necessarily issued with the tender documents or for award of work.

4. EMPANELMENT PROCEDURE

The architect has to submit the prescribed application, complete with all documents to IITM.

- 4.1 Incomplete applications and application without prescribed documents are liable to be rejected.
- 4.2 IITM 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 IITM may constitute necessary inspection team(s).
- 4.3 IITM may constitute necessary advisory committee(s) to go into the details furnished by the architect, reports of the inspection teams and advise the suitability of architects for registration.
- 4.4 If IITM finds an architect suitable for empanelment, it shall issue the empanelment order or otherwise send a letter of rejection of the application to the architect. The decision of the IITM shall be final and binding on the architect.
- 4.5 IITM reserves the right to limit the number of architects to be empanelled in any class or category.

5. 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 IITM and liable to termination, suspension, or any other such action at any time, if considered necessary, by the IITM after issue of due notices to the architect(s).

6. CATEGORIES AND CLASSES

The empanelment shall be done in the classes mentioned in Table – 1

7. TENDERING LIMITS

The tendering limits upto which the empanelled architects are eligible to tender shall be as given in table – 1. These limits are liable to be changed at any time without notice. The architects are bound by the modified limits, irrespective of those being in variance with what was mentioned at the time of empanelment.

8. ELIGIBILITY CRITERIA

The architects should satisfy the minimum eligibility criteria specified in Table – 1 before they can be considered for empanelment. All architects are expected to keep abreast with empanelment / revalidation rules from time to time.

- 8.1 The criteria for experience shall be the completion of requisite number of works of prescribed nature and magnitude executed on independent contract basis or as an architect during the last 5 years. The works should have been executed in same name and style in which the empanelment is sought.
- 8.2 The financial soundness shall be judged on the basis of the average annual business turnover (in terms of consultancy fees received) in the last 3 years.
- 8.3 The criteria for empanelment shall be as applicable on date of empanelment. After processing / verification of the application, the applicant will be intimated that the application is under consideration. The application will be decided within 90 days of such intimation.

9. PROCESSING FEES

The architects shall have to pay a non – refundable processing fee by crossed demand draft drawn in favour of IITM. The fees are prescribed in Table – 1 of the application. This fee has to be submitted along with the application form.

10. PAN NUMBER OF INCOMETAX DEPARTMENT

A duly attested photocopy of the PAN number allotted by the Income Tax Department should accompany the application.

11. CHANGE IN CONSTITUTION OF FIRM

The empanelled architect / firm shall not modify the existing partnership or enter into any fresh partnership without the prior approval of IITM. 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 architect without prior approval, will render the architect to be removed from the approved list of architects.

- 11.1 If a firm is converted in to 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.
- 11.2 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.

12. 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. Banker's certificate etc should bear one of the addresses; otherwise the same shall not be accepted.

The architect 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 architects.

13. SUBMISSION OF TENDERS

Empanelled architect shall take part in the tendering process of IITM. Architects are liable to be removed from approved list if they do not secure works in IITM / 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.

14. ANNUAL CONFIDENTIAL REPORTS OF ARCHITECTS

An annual confidential report shall be written by the Engineer-in-charge in respect of each and every work carried out by an architect for IITM. The report shall be in the prescribed form. This report shall be written in respect of each and every work immediately after completion.

- 14.1 The report shall be reviewed every year by IITM and architects, whose performance is found to be lower than the expected performance, shall be removed from the approved list.
- 14.2 The revalidation of empanelment shall be done on the basis of evaluation of the Annual confidential reports of the works.

15. ARCHITECT'S OBLIGATIONS

The architect 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, Sales Tax Department etc.
- c). Architect should be registered with Council of Architecture, India during the period of empanelment / revalidation.
- d). Empanelled architect shall take part in the tendering process at least once a year as indicated in para 12.
- e). Empanelled architect shall maintain good conduct while carrying out work and shall not indulge in unethical practices.
- f). The works awarded should be executed strictly as per terms and conditions of contract.
- g). Top priority should be accorded for timely submission of drawings, design calculation and BOQ etc.

16. DISCIPLINARY ACTIONS

The architect 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. IITM shall have the right to suspend business with him for any period, debar or remove the name from the approved list of architects indefinitely or for a period as decided by IITM after issue of a show cause notice. Decision of IITM shall be final and binding on the architect.

16.1 Suspension of business

IITM may suspend business with the architect for a period, decided by it, pending full enquiry in to the allegations, if IITM is, prima facie of the view that the architect 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 contractor.

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

16.2 Removal from approved list

The name of the architect may be removed from the approved list of architects by IITM, if the architect

- a. Has on 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 IITM; or
- h. Changes permanent address / business address without intimation to IITM; 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 IITM.

TABLE – 1: EMPANELMENT RULES 2012 – EMAPANELMENT OF ARCHITECT AT IIT MADRAS

Class	Tendering limit	Past experience of completed works in last 5 years	Financial soundness (Average annual Turnover)	In-House Consultants	Empanelment processing fee
I	Rs. 10 Crores	(a) Should be registered with Council of Architecture, India. (b) Should have successfully completed consultancy for educational buildings services of the following magnitude in the past 5 years ending current March. i) Three works completed each costing not less than Rs. 400 Lakhs or ii) Two works completed each costing not less than Rs. 600 Lakhs or iii) One work completed of not less than Rs. 800 Lakhs.	Should have had average annual business turnover of not less than Rs. 20 (Twenty) Lakhs (in terms of consultancy fees received) in the last 5 years ending current March. Details of financial information should be listed in form „A“ of this document. Balance sheet for the last 3 years ending current March should be enclosed.	If the Principal Architect does not have in-house MEP Consultants; he/she may associate eligible MEP Consultant(s) and intimate the name(s) to IIT Madras. However, this is subject to approval of the IIT Madras.	Rs. 3000/-
II	Rs. 5 Crores	(a) Should be registered with Council of Architecture, India. (b) Should have successfully completed consultancy for educational buildings services of the following magnitude in the past 5 years ending current March. ii) Three works completed each costing not less than Rs. 200 Lakhs or ii) Two works completed each costing not less than Rs. 300 Lakhs or iii) One work completed of not less than Rs. 400 Lakhs.	Should have had average annual business turnover of not less than Rs. 10 (Ten) Lakhs (in terms of consultancy fees received) in the last 3 years ending current March. Details of financial information should be listed in form „A“ of this document. Balance sheet for the last 3 years ending current March should be enclosed.	If the Principal architect does not have in-house MEP Consultants; he/she may associate eligible MEP Consultant(s) and intimate the name(s) to IIT Madras. However, this is subject to approval of the IIT Madras.	Rs. 1500/-

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. Details of completed works and work in-progress should be listed in form „B & C“ of this document respectively.

The details of performance report for completed works should be obtained as per the form „D“ of this document. The details of the organizational structure of the applicant should be listed as per the form „E“ of this document.

FINANCIAL INFORMATION

1. Gross Annual Business Turnover (In terms of consultancy fees received) for the past five years ending current March.

Year	Consultancy fess received Rs – Lakhs
20 –	
20 –	
20 –	
20 –	
20 –	

2. Details of Income tax returns
- a. Permanent Account No
 - b. Detail of latest Income tax return

Signature of Chartered Accountant

Signature of applicant with Seal

Name:

Seal:

DETAILS OF SIMILAR CONSULTANCY WORKS

COMPLETED DURING THE LAST FIVE YEARS ENDING CURRENT MARCH

Sl. No.	Name of Project	Owner or Authority in Charge	Completed Cost of Work Rs - Lakhs	Date of commencement	Date of completion	Name, address and Contact details of person / officer to whom reference can be made	Remarks

Note:

In case of works carried out for private persons / Organization's copies of TDS certificate along with copy of performance report and work order / Agreement should be enclosed. Private works without performance report and TDS certificates shall not be considered for evaluation.

Signature of applicant with Seal:

DETAILS OF SIMILAR CONSULTANCY WORKS

IN-PROGRESS / AWARDED DURING THE LAST FIVE YEARS ENDING CURRENT MARCH

Sl. No.	Name of Project	Owner or Authority in Charge	Estimated Cost of Work Rs - Lakhs	Date of commencement	Stipulated Date of completion	Name, address and Contact details of person / officer to whom reference can be made	Remarks

Signature of applicant with Seal:

PERFORMANCE REPORT FOR WORKS REFERRED TO IN FORM ‘B’

1. Name of the work / Project & Location :
 a. Number of floors in Basement :
 b. Number of floors in Superstructure :
Agreement No. :
Value of work done (In terms of Consultancy Fee) :
Date of Start :
Date of completion :
Stipulated date of completion :
Actual date of completion :

Amount of compensation levied for delayed :
completion if any.

Performance report based on quality of work,
delivery of drawing and E & M services : Very Good / Good / Satisfactory

DATE:

**EXECUTIVE ENGINEER /
PROJECT MANAGER
OR EQUIVALENT**

ORGANISATIONAL STRUCTURE OF THE APPLICANT

1. Name and Address of the applicant :

2. Telephone No / Fax No / e-mail id :

3. Legal status of the applicant

- a. Individual
- b. Proprietary firm
- c. A firm in partnership
- d. A limited Company or Corporation

4. Details of Technical personels who will be involved in this work.

Sl. No.	Name	Qualification	Designation	Years of experience in architectural practice	Remarks

Awards / Citations received, if any.

Signature of applicant with Seal:

INDIAN INSTITUTE OF TECHNOLOGY, MADRAS

EMPANELMENT APPLICATION

EMPANELEMENT OF ARCHITECTS AT IIT MADRAS

Supporting Documents be annexed with the application forms. (Applications found deficient in any respect are liable to be rejected without further correspondence)

CLASS	
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1. Name of applicant

2. Nationality Indian Other

3. Address i) Registered Office

ii) Head Office

(Attach separate paper for addressed of other offices)

4. Telephone No Fax No

E-mail address

5. Constitution: Individual Sole Proprietorship Concern
Partnership Firm Public Ltd. Company Private Ltd. Company

6. If partnership firm. Names of the partners/
If Company. Name of Directors

1..... 2.....

3..... 4.....

5..... 6.....

7. Is the individual/sole proprietor/any partner/director of company:

(a) Having business banned/suspended by any government in the past YesNo

(b) Convicted by a court of law YesNo

(c) Director or partner of any other Company/firm empanelled with IIT Madras
/ applied for Empanelment with IITM or any other department YesNo

If answer to any of the above is „Yes“. furnish details on a separate sheet

8. (a) Name of person holding power of attorney

(b) Nationality Indian Other

(c) Liabilities

9. Name of Bankers with full address

10. Place of business _____

11. Full time technical staff in applicant's employment ----- Nos.

(a) Post Graduate Architects with minimum ---- years experience ----- Nos

(b) Graduate Architects with minimum ---- years experience ----- Nos

(c) Diploma Architects with minimum ----years experience ----- Nos

12. Empanelment Processing fee enclosed:-

Draft No.	Date	Amount	Issuing Bank & Draft	Branch drawn upon	In whose favour drawn

13. Details of Works completed / in-progress and secured during the last 5 years (to be filled in pro-forma as given in Form – B & Form - C). This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required.

14. Certificates from clients in original or attested copy as pro-forma given in Form - D for all eligible works.

15. Certificates: -

(i) I/We (including all partners) certify that I/We have read the Rules of Empanelment of Architects in IIT MADRAS as amended upto-date and shall abide by them.

(ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong. I/We am/are liable to be debarred.

(iii) I/We certify that I/We will not get myself/ourselves empanelled as architect(s) in IITM under more than one name.

Signature(s) of applicant(s):

Name

Signature

Address

1.

2.

3.

4.

5.

6.

Date:

No. of Documents attached

Documents attached for Empanelment

S. No	Document	Yes	No
1.	<p>Proof of constitution (Sl. No.5):</p> <p>(a) In case of sole proprietorship/HUF: an affidavit executed before a notary public that the applicant is the sole proprietor of the firm/Karta of HUF.</p> <p>(b) In case of partnership firm: (Submit attested copies)</p> <p>i) Partnership deed attested by Notary Public</p> <p>ii) Form "A" or equivalent form issued by Registrar of Firms</p> <p>iii) Form "B" or equivalent form issued by Registrar of Firms</p> <p>iv) Form "C" or equivalent form issued by Registrar of Firms</p> <p>c) In case of Private/Public Ltd Co. Article of Association duly attested by Notary Public.</p>		
2.	Power of attorney, if any (Sl. No.8) attested by Notary Public		
3.	<p>Technical Staff: (Sl.No.11 / Form - E)</p> <p>(i) List of full time technical staff with qualification and experience of each (Onus of submitting adequate proof of experience of staff lies with the applicant).</p> <p>(ii) Attested copies of the degrees/diplomas of the technical staff.</p> <p>(iii) Declaration from the technical staff that they are employed with the applicant.</p> <p>(iv) Documents like PF subscription Copy of Income Tax return with, IT form 16, etc. conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant).</p> <p>Affidavit sworn before a notary public both by the employer and employee as proof of availability of technical staff may be acceptable as an alternate to the above mentioned document</p>		
4.	Demand Draft for processing the application (Sl. No.12 / Table - I).		
5.	Attested copies of Financial information included in Form – A.		
6.	Attested copies of award letters for works included in Form – C.		
7.	Original or attested copies of certificates for works done from concerned clients in pro-forma as given in (Form – B / Form – D).		