

GREATER HYDERABAD MUNICIPAL CORPORATION

EMPANELMENT OF CONSERVATION ARCHITECTS

1. ELIGIBILITY

The term "CONSERVATION ARCHITECT" shall mean any person, who at the time of his application is registered with the Council of Architecture under the Architects Act-1973. Where the application is made by a firm, it's at least one of its partner/Director but not any employee shall be an "ARCHITECT".

The following procedure will be followed for the selection of the Consultant.

- a) Only Indian Proprietorship/Partnership architectural consultancy firms with the Proprietor/Partner having masters degree in Architectural Conservation and registered with Council of Architecture shall be eligible
- b) The Conservation Architect should be a post Graduate in Conservation Architecture and have minimum experience of (3) years in executing Conservation projects of historical buildings and should have completed atleast (1) Conservation Project and willing to establish office in Hyderabad after awarding the project.
- c) The empanelment in GHMC for minimum period of (3) years or till the completion of assigned project.
- d) The Conservation Architects should be a member of Council of Architecture.
- e) The Conservation Architect should have similar works experience (i.e., Restoration and Conservation)
- f) The Conservation Architect should have rendered Architectural services
- g) The Architects / firms should have rendered Architectural specialization in Conservation and restoration of heritage buildings.
- h) As proof for satisfactory completion of work, certificate issued by the Central/State Government departments, Public Sector undertakings etc is to be enclosed.
- i) If the work is done for private organization, the applicant should submit the details of such completed works and also should submit self attested copies of the completion certificates from the owner / client indicating the name of the work, the description of work done by the applicant, value of contract executed by the applicant, date of start, date of completion (stipulated and actual).
- j) Copies of relevant documents/certificates should be enclosed as a proof for information furnished in the application form. The applicant not fulfilling the above conditions shall summarily be rejected and shall not be considered for evaluation.

2. GENERAL

- 2.1 The detailed application documents can be downloaded from our website www.ghmc.gov.in

3. TENTATIVE SCHEDULE OF EMPANELMENT.

- I. Downloading of Document/ Broucher starts from : 13.01.2022
- II. Last date of submission of application : 31.01.2022

4. PERIOD OF EMPANELMENT & SERVICES TO BE RENDERED BY EMPANELLED CONSERVATION ARCHITECTS

4.1 The selected Architect/firm/Agencies shall be empanelled for a period of 3 years from the date of its notification GHMC however reserve the right to discontinue the panel at any time without assigning any reasons & shall not be liable to pay any compensation on this account.

4.2 AWARD OF WORK:

The empanelled agencies would be required to work on projects assigned to them, for which the empanelled consultant / firms will later be invited to submit a proposal along with the financials on a project to project basis. The consultant / firms to work with GHMC on a specific project will be selected after evaluation of the proposals.

4.3 SERVICES TO BE PROVIDED

The Conservation Architects shall faithfully and honestly perform the services pertaining to the Conservation and restoration of the historical buildings. The Conservation Architect in general would be required to held discussion with CCP/ Director(Planning) GHMC and prepare and submit the completed projects, keeping in the mind the functional requirement.

Initial report: shall include.

- a) brief historical background.
- b) Reconnaissance survey.
- c) Photographic documentation

These shall demonstrate the extent of damage and possible methods of intervention. The Conservation Architect shall submit a report (hard copy and soft copy), along with a power point presentation.

Detailed investigation report:

1. Detailed measured drawings.
2. Architectural character and various architectural influences.
 - a) Detailed historical documentation and archival research.
 - b) Architectural documentation.
 - c) Condition mapping.
 - d) Investigative tests as and whatever required. (should be part of consultancy/clients preview).
 - e) Preparing architectural drawings including plans, elevations, section and also the services like sanitary, water supply, drainage, mechanical and electrical drawings and structural modeling.
 - f) Preparation of any mandatory sanction plans for approval.

Remedial and corrective measures: This shall reflect the methods of Conservation and supported by architectural drawings including plans, elevations, sections as per the guidelines of Govt. of India and also sanitary, water supply, drainage, mechanical and electrical drawings, Structural designs and detailed structural drawings as per the I.S.I. codes as proposed in the scheme.

Complete Building Survey like preparation of Layout plans, preliminary sketches (including carrying our necessary revisions till the sketches are finally approved by the conservative architect.

Preparation and submitting the required drawings to the concerned authorities for obtaining approvals and obtaining the same at free of cost.

Submission of physical documentation duly conducting requisite sampling and identification of areas, submission of structure modeling and analysis if any.

Preparation Architectural / Structural, Electrical working drawings including plans, elevations sections as per the guidelines of the Govt.,

5. DETAILS TO BE SUBMITTED BY THE APPLICANTS

The application is required to be submitted in a sealed envelope, super scribed "Application for Empanelment of Conservation Architects" along with the following details.

- I. Name and address of the firm/Individual along with Registration No.
- II. Detailed profile of the firm/individual.
- IV. Copy of balance Sheet for the last 3 Years (As per Annexure-B)
- V. List of project(s) handled during last 3 Years clearly indication covered area, cost and scope of work in the prescribed Performa (As per Annexure-C)
- VI. List of current project(s) in hand including their cost in the prescribed Performa (As per Annexure-D)
- VII. List of award winning Entries (as per Annexure-E)
- VIII. List of consultants associated on regular basis for specialized job(s) such as Conservation, restoration and landscaping etc. (as per Annexure-F)
- IX. List of Equipments available with the Firm. (as per Annexure-G)
- X. Non refundable application fee Rs. 1000.00 (Thousand only) in the form of demand draft in favour of "Commissioner, GHMC payable at "Hyderabad".
- XI. Copy of Proprietorship / Partnership deed of Architect / Architectural Firm and valid registration certificate of Architect(s) have to be submitted.

Summary Evaluation Sheet		
No.	Criteria	Marks
A	Work experience in terms of value of Conservation projects handled and executed.	20
B	Work experience for consultancy for design, Planning and Supervision of major Conservation Architectural works	20
C	Work experience in terms of value of projects handled and completed	20
D	Design for Restoration	30
E	Award Winning Project	10
	Maximum marks	100

The evaluation carried out by the said Committee shall be final and binding GHMC reserved the right to modify the criteria and take own decision if so required. GHMC reserve the rights to empanel the Conservation Architects in various categories of work by applying any cut off percentage of marks.

ANNEXURE-X

LETTER OF TRANSMITTAL

(ON LETTER HEAD PAD OF THE COMPANY)

To,

The Commissioner

Greater Hyderabad Municipal Corporation

HO.CC Complex, TankBund

Hyderabad. - 500 029

Sir,

Subject: -Application for empanelment of Conservation Architects.

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Having examined the details given in your brochure for the empanelment of Conservation Architects in GHMC, we submit our relevant information, and documents for your kind considerations.

I/We hereby certify that all the statements made and information, supplied in the enclosed forms A to F and accompanying statements are true and correct. I/We have furnished all information and necessary details required for the empanelment of **Conservation Architects** and no further pertinent information to supply. I/We submit the requisite certified solvency certificate and authorize the Officers of GHMC approach the bank issuing the solvency certificate to confirm the same. I/We also authorize Officers of GHMC to approach individuals, employers, firms and corporation to verify competence and general reputation.

We submit the following certificates in support of our suitability, Technical knowhow and capability for having successfully completed the works.

Enclosures: Annexure A to F

Seal of applicant:

Date of submission:

BIO-DATA OF ARCHITECTURAL / CONSULTANT FIRM

Name of the organization		Empanelment in others organizations/departments
1.	Name of the Architect / firm	
	Address	
	Telephone No.	
	Office	
	Residence	
	Mobile	
	Fax	
	E.Mail	
2.	a)Whether proprietary/partnership/Pvt.Ltd./Public Ltd.	
	b)Name of the proprietor, partners. Directors	
	i)	
	ii)	
	iii)	
	c)Year of establishment	
3.	Registration with Registrar of companies (No. & Date)	
4.	Registration with Tax authorities:	
	Income Tax No. (furnish copies of Income Tax clearance)	
5.	Names of Bankers with address:	
	i)	
	ii)	
6.a	Whether registered with council of Architects, if so, please mention the number.	
b	Whether registered with Municipal Corporation and other Govt. authourities. If so, please mention the number and enclose copy of license issued	
7.	Registration with Govt. /Public Sector/Banks.	
8.	Give details if at present involved in litigation in similar type of contract:	
9.	Specify maximum value of single project executed during the last Five years.	

Note:-Copies of work order along with Xerox copies of relevant TDS certificate, satisfactory completion certificate obtained from the client shall be enclosed.

Name & Designation

Annexure-A

Details of Technical & Administrative personnel to be employed for the work.

S.No.	Designation	Total No.	Names	Qualification	Professional Experience and Details of work Carried out.	Field of Expertise	Remarks
1	2	3	4	5	6	7	8

Signature of Applicant(s)

Annexure- B

FINANCIAL INFORMATION

1. Financial Analysis-Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached)

Years

I. Gross Annual turn over
(Consultancy fee)

II. Solvency Certificate from
Bankers of Applicant.

Signature of Chartered Accountant with seal

Signature (s) of Applicants (s)

Annexure-C

LIST OF CONSERVATION PROJECTS HANDLED IN LAST 5 YEARS

S.NO	Type of Project	Name of Project	Covered Area	Cost of Project	Name of client Department	Detail of the Project (Salient Feature of the Project)
(a)						
(b)						
(a)						
(b)						

Signature(s) of applicant(s)

Annexure-D

LIST OF CONSERVATION PROJECTS IN HAND

S.NO	Type of Project	Name of Project	Covered Area	Cost of Project	Name of client Department	Detail of the Project (Salient Feature of the Project)

Signature(s) of applicant(s)

Annexure-E

**LIST OF AWARD WINNINGS ENTRIES IN CONSERVATION PROJECTS
(DURING LAST FIVE YEARS)**

S.NO	Name of Client Department	Name of Project	Covered Area	Cost of work	Detail of the Project (Salient Feature of the Project)	Stage of the Project	Nature and Institution of award

Signature(s) of applicant(s)

Annexure-F

LIST OF EQUIPMENTS AVAILABLE WITH THE FIRM

S.NO	Name of Equipment	Type	Nos.	Remarks
1	Computers			
2	Printers			
3	Softwares			

Signature(s) of applicant(s)