



GOA STATE INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

7th Floor, EDC House, Dr. Atmaram Borkar Road, Panaji – Goa (INDIA)

Phone No. (0832) 6645769-6645773, Fax : (0832) 2226256

E-mail : email@gsidcltd.com

Website – <http://www.gsidcltd.com>

APPLICATION FORM

for

**EMPANELMENT OF CONSULTANTS FROM
GOA**

for

**REPAIRS, UPGRADATION,
CONSTRUCTION AND RECONSTRUCTION
OF GOVT. SCHOOLS/ BUILDINGS AND
OTHER ALLIED MINOR WORKS COSTING
LESS THAN 1 CRORE IN THE STATE OF
GOA**



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GOVT. SCHOOLS/ BUILDINGS AND OTHER ALLIED MINOR WORKS
COSTING LESS THAN 1 CRORE IN THE STATE OF GOA**

Goa State Infrastructure Development Corporation Ltd.

The application : 10th February 2013 onwards on the website of G.S.I.D.C.
form will be Ltd., which can be downloaded by the Applicant.
available from

Date of submission : The duly completed application forms shall be submitted in
the office of G.S.I.D.C. Ltd., during working hours on or
before **20th February 2013**.

The processing fee : The Processing fee (non refundable) amounting to Rs.5000/-
(Rupees five thousand only) to be paid along with the
completed application form in the form of a crossed Demand
Draft from a Nationalised Bank drawn in favour of G.S.I.D.C.
Ltd. payable at Panaji, Goa.

Name of the Applicant

Details of processing fee : Paid Rs.5000/- (Rupees five thousand only) vide
Demand Draft bearing No. _____ dated _____ drawn on
_____ bank _____ branch in
favour of G.S.I.D.C. Ltd. payable at Panaji, Goa.

for **GOA STATE INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**

Managing Director



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SECTION - I

INVITATION NOTICE FOR EMPANELMENT OF CONSULTANTS FROM GOA FOR REPAIRS, UPGRADATION, CONSTRUCTION AND RECONSTRUCTION OF GOVT. SCHOOLS/ BUILDINGS AND OTHER ALLIED MINOR WORKS COSTING LESS THAN 1 CRORE IN THE STATE OF GOA.

- 1.0 Applications are invited for empanelment of eligible consultants experienced in Architectural services / preparation of DPR / planning, design, estimation, preparation of tender documents, evaluation of tenders, project management etc.
- 2.0 GSIDC Ltd. intends to take up large number of Building works of repairs, upgradation, construction and reconstruction of Govt. schools/buildings and other allied minor works costing less than 1 crore in the state of Goa and thus consultancy services are required for the next 3 years for such works.
- 3.0 The application forms are available on the GSIDC website from **10th February 2013 onwards** and can be downloaded by the Applicants. The first lot of applications for empanelment will be scrutinized **on 20th February 2013**. Thereafter scrutiny of applications will be done on 20th of every month and the process of empanelment will be stopped when sufficient number of consultants is on the empanelled list of GSIDC.
- 4.0 The application should be submitted with all the documents superscribed on the envelope with the words "APPLICATION FOR EMPANELMENT OF CONSULTANTS FROM GOA FOR REPAIRS, UPGRADATION, CONSTRUCTION AND RECONSTRUCTION OF GOVT. SCHOOLS/BUILDINGS AND OTHER ALLIED MINOR WORKS COSTING LESS THAN 1 CRORE IN THE STATE OF GOA".
- 5.0 Any other information and clarification concerning the application can be had from the office of Goa State Infrastructure Development Corporation Ltd., 7th Floor, 'EDC House', Dr. Atmaram Borkar Road, Panaji, Goa either in person or through Telephone Nos. (0832) 6645769-6645773 (Extn. No.738) or (0832)2425572 / Facsimile : (0832) 2226256 / E-mail : email@gsidcltd.com.
- 6.0 The applicant when empanelled as a Consultant should have their own office in Goa within a stipulated reasonable time after the allotment of any work.



- 7.0 The right to reject any or all applications without assigning any reason is reserved by GSIDC Ltd.
- 8.0 ***The local Consultants who were empanelled earlier by the Corporation against advertisement dated 5th July 2012 need not apply again.***
- 9.0 On receipt of applications and after proper evaluation, the qualifying consultants will be empanelled.
- 10.0 The empanelment will be initially for a period of 3 years or till fresh empanelment is done whichever is earlier. However, the empanelment can be renewed after 3 years if the GSIDC Limited so desires.
- 11.0 Empanelment does not necessarily mean that a job will be assigned to the Consultant.
- 12.0 Further communication / clarifications, will be made with the applicants if found essential before empanelment.
- 13.0 All information submitted will be the property of GSIDC Ltd. and will not be returned.



SECTION - II

INFORMATION AND INSTRUCTION TO APPLICANTS:

1.0 GENERAL :

- 1.1 All information requested for in the enclosed forms should be furnished against the respective columns in the format. If information is furnished in separate documents reference to the same shall be given against the respective column. If information is 'Nil' it shall also be mentioned as 'Nil' or 'No such case'. If particular query is not applicable in case of the applicant it shall be stated as 'Not applicable'. No columns should be left blank. However, the applicants are cautioned that non-submission of complete information called for in the required formats, or making any change in the prescribed forms may result in the application being summarily rejected.
- 1.2 All information must be submitted in English.
- 1.3 The application shall be type written. The applicant's name, signature and stamp shall appear on each page of the application form.
- 1.4 Overwriting shall be avoided. Corrections, if any, shall be made by crossing out, initialed with date and rewritten. ***The application form as downloaded from the website of GSIDC Ltd. only shall be submitted.***
- 1.5 Copies of the References, information, ***work orders and completion certificates from the respective clients*** certifying the suitability, technical know-how, ***experience*** or capability of the applicant shall be submitted by the applicant, which could be verified by GSIDC Ltd., when required.
- 1.6 The applicants are advised to attach any additional information which he thinks fit and necessary in regard to proving his capabilities. No further information will be entertained after submission of the application unless it is called for by the GSIDC Ltd.
- 1.7 Application form duly completed and signed shall be submitted in a sealed cover. The sealed cover superscribed as "APPLICATION FOR EMPANELMENT OF CONSULTANTS FROM GOA FOR REPAIRS, UPGRADATION, CONSTRUCTION AND RECONSTRUCTION OF GOVT.



SCHOOLS/BUILDINGS AND OTHER ALLIED MINOR WORKS COSTING LESS THAN 1 CRORE IN THE STATE OF GOA" shall be received by the Goa State Infrastructure Development Corporation Ltd., Panaji, Goa during working hours on all working days.

- 1.8 Consultants who wish to submit the application shall submit the application with a processing fee (non refundable) of Rs.5000/- (Rupees five thousand only).
- 1.9 The processing fee shall be paid along with the application form in the form of crossed Demand Draft payable at Panaji, Goa from a Nationalised Bank drawn in favour of "Goa State Infrastructure Development Corporation Limited". ***Applications received without processing fee shall not be considered.***
- 1.10 The cost incurred by the applicants in preparing and submitting this application, in providing clarification or attending discussions, conferences in connection with process of empanelment shall be borne by the applicant and the Corporation in no case will be responsible or liable for these costs regardless of the conduct or outcome of the process.

2.0 DEFINITIONS :

- 2.1 In this document the following words and expressions have the meaning hereby assigned to them.
- 2.2 **EMPLOYER** means the Goa State Infrastructure Development Corporation Ltd., Panaji Goa.
- 2.3 **APPLICANT** means individual, proprietary firm, firm in partnership, limited company.

3.0 METHOD OF APPLYING :

- 3.1 If the application is made by a proprietary firm, it shall be signed by the Proprietor above his full typewritten name and full name of his firm with the current address.
- 3.2 If the application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding Power of



Attorney for signing the application, in which case a certified copy of Partnership Deed shall accompany the application.

- 3.3 If the application is made by a Limited Company, it shall be signed by a duly authorized person holding the Power of Attorney for signing the application, in which case a certified copy of the Power of Attorney issued by the Board of Directors shall accompany the application.

4.0 FINAL DECISION MAKING AUTHORITY :

- 4.1 The Employer reserves the right to reject or accept any one or all applications and to annul the process and reject all the applications at any time without assigning any reason(s) thereof and without thereby incurring any liability to the affected applicant or without informing the applicants of the grounds for the Employer's action.

5.0 ELIGIBILITY AND MINIMUM CRITERIA FOR EMPANELMENT :

- 5.1 This invitation is open to applicants permitted to carry on business in India.

- 5.2 To be eligible for empanelment the applicant shall provide evidence satisfactorily to the Employer of their eligibility and of their capability and adequacy of resources to carry out the services. To this end, all applications submitted shall include the following information :

5.2.1 Letter of Transmittal.

5.2.2 Copies of original documents defining the construction or legal status, structure of organization, place of business of the Company or Firm or Partnership - **SCHEDULE 'A'**.

5.2.3 The financial status of the applicant shall be furnished - **SCHEDULE 'B'**.

5.2.4 The qualification and experience of key personnel with the applicant - **SCHEDULE 'C'**.

5.2.5 Information in brief - **SCHEDULE 'D'** and any other relevant additional information - **SCHEDULE 'E'**.



5.2.6 All the information furnished in the above schedules should be substantiated with documentary evidence.

5.3 MINIMUM QUALIFICATION CRITERIA.

5.3.1 For the purpose of empanelment applicant shall meet the following criteria as a minimum.

5.3.1.1 The applicant shall have minimum of 5 lacs average annualized financial turnover for the last three consecutive years.

5.3.1.2 The applicant must be a well established consultant in Goa for more than 3 years having experience in conceptualizing/ planning/engineering/design, preparing feasibility reports, design and estimation, preparation of architectural / structural drawings, preparation of tender documents, evaluation of tenders, comprehensive project management with quality and quantity survey, preparation of bills etc. of the work (s) in the respective category.

5.3.1.3 The applicant shall be able to hire the services of some other suitable consulting agencies for specialized jobs such as internal and external electrification, plumbing, lifts / elevators, air conditioners, Operation theatres, acoustics/ sound system fire fighting, audio visual, networking, stage craft, medical / non- medical equipments, hospital / non-hospital furniture, medical gas, etc.

5.3.2 Even though applicants satisfy the necessary requirements they are subject to disqualification if they have :

(i) Made untrue or false representation in the form, statements required in the application document.

(ii) Records of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion.

5.3.3 It may be noted that after empanelment, works shall be allotted to various consultants commensurate to their capabilities and capacities as assessed by GSIDC Ltd. No representation in this respect will be entertained.



5.4 For the purpose of empanelment, applications received will be evaluated based on the details furnished and minimum criteria specified by the GSIDC Limited in para 5.3 above. Further, ***the Consultants who had applied already and were/are in the services of the Corporation will be evaluated based on their past performance.***

6.0 AWARD CRITERIA :

After the empanelment the successful applicants will be intimated about the empanelment with ***Goa State Infrastructure Development Corporation Limited*** and list of selected consultants will be uploaded on GSIDC website.

The allotment of work will be done to the empanelled consultants by inviting financial bids amongst the empanelled consultants or through any other transparent method.



SECTION - III

LETTER OF TRANSMITTAL

APPLICATION

To

THE MANAGING DIRECTOR,
Goa State Infrastructure Development Corporation Limited,
7th Floor, EDC House,
Dr. Atmaram Borkar Road,
Panaji - Goa.

Dear Sir,

Having examined the application form including information, instructions and other details, we hereby submit all the necessary information and relevant documents for empanelment of our firm for minor infrastructure works for Goa with ***Goa State Infrastructure Development Corporation Limited.***

Enclosed herewith please find Demand Draft bearing No._____ dated _____ drawn on _____ bank _____ branch in favour of G.S.I.D.C. Ltd., payable at Panaji, Goa for an amount of Rs.5,000/- (Rupees five thousand only).

We desire to get empanelled for the work of "Repairs, upgradation and reconstruction of Govt. schools/Buildings costing less than 1 crore in the state of Goa"

We understand that Employer reserves the right to reject any application without assigning any reason.

Encl.:

Place :

Date :

Signature of Applicant



SCHEDULE 'A'

STRUCTURE AND ORGANISATION

(Documentary proof to be enclosed wherever required)

1.	Name of applicant with full address	:	
2.	Tel. No.	:	
3.	Fax No.	:	
4.	Email	:	
5.	Whether the firm is an individual proprietary concern, a Registered Partnership firm or a Limited Company.	:	
6.	Name and address of the person holding the Power of Attorney.	:	
7.	(i) Place of Business.	:	
	(ii) Date of Registration.	:	
8.	Name of bankers with full address.	:	
9.	Permanent Account Number (copy of PAN Card to be enclosed)	:	
10.	Copy of audited Balance Sheet of the last 3 consecutive years duly examined and certified by a Chartered Accountant.	:	
11.	Details of Prizes & Awards, if any.	:	
12.	Any other information about the organization.	:	



SCHEDULE 'B'

(Documentary proof to be enclosed wherever required)

1. Give Balance Sheet and turnover of last three consecutive years of the Company.
2. Information in following format.

FINANCIAL STATUS

SR. NO.	YEAR	VALUE OF CONSULTANCY CONTRACTS COMPLETED (RS. IN LAC)				TOTAL
		PROJECT PREPARATION	DESIGN	PROOF CHECKING	PROJECT MANAGEMENT	



SCHEDULE 'C'

(Documentary proof to be enclosed wherever required)

1. Information about Technical Staff

S. NO.	FIELD OF SPECIALISATION	NO. OF PERSONS

CURRICULUM VITAE OF TECHNICAL PERSONS

1. Name :
2. Date of Birth :
3. Qualification :
4. Membership of Professional Institutes :
5. Total experience in the field of Civil Engineering / Architecture :
6. Experience in particular field :
7. From when employed in the Company :
8. Present salary or salary last paid :
9. Specify the period of serving, if there is any bond signed with the company.

GIVE DETAILS OF EMPLOYMENT RECORD FOR LAST 10 YEARS

S. NO.	YEAR		ORGANISATION	POSITION	TYPE OF WORK DONE
	FROM	TO			



SCHEDULE 'D'

(Documentary proof to be enclosed)

INFORMATION IN BRIEF

Sr. No.		
1.	Name of Firm	
2.	Year of Incorporation	
3.	Turnover during last 3 consecutive years	_____ lacs _____ lacs _____ lacs
4.	(a) No. of Engineers with Firm (for more than 3 years).	Nos.
	(b) No. of Architects (more than 3 years experience) with Firm	Nos.
5.	(a) No. of Junior Engineers (more than 3 years experience) with Firm	Nos.
6.	Registration / Empanelment with other organization.	



SCHEDULE 'E'

GIVE ANY OTHER RELEVANT INFORMATION.