



**CONSTRUCTION & DESIGN SERVICES,
UTTAR PRADESH JAL NIGAM (URBAN)**

**DOCUMENT FOR EMPANELMENT
OF
ARCHITECTS & CONSULTANTS
IN
C&DS, U.P. JAL NIGAM (URBAN)
FOR
COMPREHENSIVE ARCHITECTURAL & CONSULTANCY
SERVICES**

YEAR 2025-2026

**Address:- Construction & Design Services, U.P Jal Nigam(U), T.C-38V, Vibhuti Khand, Gomti
Nagar, Lucknow-226010**

Empanelment of Architects & Consultants

1. Construction & Design Services, U.P Jal Nigam (U) invites offer from eligible Architectural and Consultancy services for building projects and related works, such as- Super specialty Hospitals & Medical Colleges, Educational Institutes (University/ Degree College/ Engineering College/ Polytechnic etc.), Multi-Purpose Sports Facility, Multistory Buildings (Residential & Non Residential), Tourism Development works, Façade Lighting/ Laser Show (Wet/Dry) / Musical Fountain, Heritage Infrastructure, Public Art Work, Curation Work, Interior Decoration, Conversation Work, Landscaping Work (including horticulture work), Green Building, Museum (interior decoration), RCC Drain/Storm Water Drainage, Sewerage, STP/ETP etc. (Out of U.P.) to be implemented through project mode, intends to empanel Architects/Consultants for Comprehensive Architectural Services.

SCOPE:- Comprehensive Architectural Services from reputed Architects/Consultants having required qualification, proven expertise, required manpower & necessary Experience of related works for preparing :- **Detailed architectural, structural, services drawings, Estimation and interiors including drawings showing details of all utilities and services incorporating all details of specifications of all items of work.**

2. Intending firms are requested to showcase their completed project performance, Minimum projects as given in Clause no. 31.2 during last 10 years as on dated 31.03.2025 for government/semi government/private organization for each type of category in which they intend to get themselves empaneled.
3. Empanelment of an applicant/firm found to be eligible for a category listed in Clause no. 31.2, enclosed. Empanelment in one or more categories can be applied against each application.
4. The empanelment for an initial period of Three (3) years and empanelment may be renewed further subject to satisfactory performance on fresh application for renewal by firm/applicant.
5. Application forms may be downloaded from our website: <https://www.cdsupjn.org>
6. Applications for empanelment are invited through speed post/courier and postal address to the: –

**Chief General Manager (IV)
Construction & Design Services, U.P Jal Nigam (Urban),
T.C-38 V, Vibhuti Khand, Gomti Nagar, Lucknow-226010.**

Contact Person :

- ☞ Shri S.K Gautam, Chief General Manager (IV), (09473942528) C&DS, U.P. Jal Nigam (U), Gomti Nagar, Lucknow. /e-mail : cdsgm4@gmail.com
- ☞ Shri Shubhendra Chaudhary, General Manager (N-9), (07757021383) C&DS, U.P. Jal Nigam (U), Gomti Nagar, Lucknow. /e-mail : gm9cds@gmail.com

INSTRUCTION TO APPLICANTS

1. All the information must be submitted in English Incomplete and inappropriately filled application form will be summarily rejected.
2. Application should be submitted dully page numbered indexed and strictly following sequence given in the form.
3. Separate sheets may be used where ever required Documentary proof should been closed where ever necessary.
4. Each page to the documents attached should be duly signed as self-attestation by the applicant or his authorized signatory (attach authorization letter on Rs. 100.00 Stamp paper with notary)
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 from authorized person in an affidavit form on a stamp paper of Rs 100.00 that the applicant Firm/ Company/ LLP has not been blacklisted 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 Director, C&DS, will be the authority to empanel Architects /Consultants. Director, C&DS 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. The applicant Firm/ Company LLP should be purely as an architectural firm. The Director / All Directors of Company LLP and Proprietor / All Partners of Firms should be registered with Counsel of Architecture (Please Refer Honorable Supreme Court Order dated 30 the March 2017). **The Firm/Architect must have at least five years of experience in carrying out architectural consultancy works.**
10. Joint Venture-Not allowed.
11. **Processing fee of Rupees five thousand (Rs 5,000.00+18% G.S.T = Rs. 5900.00) (Non refundable) is payable in the form of DD payable to Director, C&DS, U.P Jal Nigam (Urban), Lucknow and it should be enclosed with the application form without which application shall not be processed.**
12. **Security Deposit (Refundable) of Rupees fifty thousand (Rs 50,000.00) is payable in the form of DD to Director, C&DS, U.P Jal Nigam(Urban), Lucknow payable at Lucknow and it should be enclosed with the application form without which application shall not be processed.**
13. Additional information, if any, required by the applicant for submission of the application may be obtained from Director, C&DS, U.P Jal Nigam(Urban), Lucknow.
14. The applicant shall indicate a specific category under which the applicant Firm/Company/LLP seeking empanelment.
15. Separate application for empanelment in each category should be submitted.
16. Applications received will be evaluated by an evaluation committee constituted for this purpose by the Director, C&DS, U.P Jal Nigam (Urban), Lucknow. Out of total applications received only those who possess requisite qualification in the category applied for as per Clause no- 31.2 enclosed, shall be empanelled on the basis of their recommendation of the Evaluation Committee Decision of the Evaluation Committee shall be final and no representation in this regard will be entertained.
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. 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 Government to grave losses. Conditions for suspension or black listing as per Clause no-30 shall also be applicable.

19. No claim of any firm will be valid for allotment of any work.
20. The information of eligible firms will be intimated by speed post/email to concerning firm directly.
21. No work will be allocated without empanelment.
22. Work allocation will not be done on rotation basis.
23. Any Communication with C&DS will be made only by authorized representative of concerning firm.
24. Attested copies of B.Arch./ M.Arch. /Structural Engineering degree must be enclosed.
25. An architectural firm must have an eligible and experienced M.Tech. /M.E. (structure). Structural designer as per government order no. 3751/9-3-1-भूकम्परोधी / 2001 आवास अनुभाग-1 दिनांक 20.07.2021 and work executed by structural firms will be the sole responsibility of architectural firms.
26. Proprietor/All partner/Board of director of any firm must have minimum B. Arch. Degree.
27. In case of proprietor/Partnership firm, Architect must submit an affidavit on Rs. 100.00 stamp paper stating that "The PAN Card issued on his name (Architect) is being used by firm & firm has no other PAN separately.
28. Director, C&DS, U.P. Jal Nigam (U), Lucknow will hold power to terminate empanelment of any / all firm(s) or whole empanelment process without mentioning any reason at any stage.
29. Applicants shall have to clearly mention Name of firm/Category in which he wants to register himself on each envelop clearly.
30. **SUSPENSION/BLACK LISTING OF ARCHITECT**

The Director shall be competent authority to suspend/black list the empanelled Architect as per recommendation of competent committee constituted at head quarter level of C&DS on the basis of proposal given by Project Manager in charge, C&DS.

Project Manager shall send a short notice of 15 days to the Architect for affording an opportunity to hear in writing or in person by him and sent a proposal in this regard to head quarter with a reasoned appropriate Action.

The empanelled Architect can be suspended / black listed in C&DS on the basis of following reason: -

SUSPENSION

- Negligence**: -Negligence of an Architect means failure to take reasonable degree of care in the course of his engagement for rendering professional services.
- Deficient Services**: - "Deficiency" as defined under Section 2(1)(g) of the Consumer Protection Act 1986, means any fault, imperfection Short coming or inadequacy in the quality, nature and manner of performance which is required to be maintained by a person in pursuance of a contract or otherwise in relation to any service.
- Delay**: -If department found that Architect has not provided services on respective time repetitively.

BLACK LISTING:

- ✓ **Substandard Service**: If department found that Architect is not able to provide services up to the mark on repetitively.
- ✓ **Loss to Govt**: If department found that Architect provided services, but it has caused loss of money with reference to quality of service or delay in service.
- ✓ **Public Safety**: If department found that Architect provided services, but it has affected public safety with reference to quality of service or delay in service.

31. FEE

Maximum Fee determined for Comprehensive Architectural Services:- Maximum fee has been determined by C&DS, U.P. Jal Nigam, lucknow as per letter no. 184 / नि.स्वी.आर्कि.सा., दिनांक 20.07.2023 given below:-



कन्स्ट्रक्शन एण्ड डिज़ाइन सर्विसेज

उत्तर प्रदेश जल निगम

(उपग्रो सरकार का उपक्रम)

प्रधान कार्यालय :- टी.सी.-38-वी, विभूति खण्ड, गोमती नगर, लखनऊ-226010

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Visit us: www.cdsupjn.org

e-mail: director@cdsupjn.org



पत्रांक: ...184/नि.स्वी.आकि.शा.।

दिनांक: 20.07.23

कार्यालय-ज्ञाप

शासनादेश संख्या 01/2023/ए-2-60/दस-2023-17(4)/75 दिनांक 19.05.2023 यथासंशोधित शासनादेश संख्या 02/2023/ए-2-66/दस-2023-17(4)/75 दिनांक 19.05.2023 के द्वारा विभिन्न लागत की निर्माण परियोजनाओं में सेन्टेज चार्ज (प्रतिशत प्रभार) कम किये जाने के कारण सी0एण्ड डी0एस0, उ0प्र0जल निगम में उत्तर प्रदेश के विभिन्न विभागों/संस्थाओं के निर्माण कार्यों के आर्किटेक्चरल/स्ट्रक्चरल/सिविल कन्सल्टेसी सेवाओं हेतु वर्तमान में लागू कन्सल्टेसी फीस इत्यादि को पुनरीक्षित/संशोधित किये जाने हेतु गठित समिति की दिनांक 14.07.2023 को सी0एण्ड डी0एस0(मु0), लखनऊ में हुई बैठक में सर्वसम्मति से की गयी संस्तुतियों पर निदेशक महोदय की स्वीकृति से उपरोक्त कन्सल्टेसी कार्यों हेतु निम्नानुसार फीस को संशोधित किया जाता है:-

क्रम सं0	कार्य की प्रकृति	पूर्व में अनुमन्य कन्सल्टेसी फीस का विवरण	संशोधित लागू की जा रही कन्सल्टेसी फीस
1	आर्किटेक्चरल एवं स्ट्रक्चरल कन्सल्टेसी कार्य	1-कार्य की लागत (सेन्टेज, विद्युत संबंधी यन्त्र-संयंत्र एवं समस्त संयोजनों को छोड़कर) का 1.33 प्रतिशत+जी0एस0टी0 जो समय-समय पर लागू होगा। (गैरमानकीकृत कार्यों हेतु) 2-रिपीटिशन अथवा मानकीकृत कार्यों हेतु कार्य की लागत (सेन्टेज, विद्युत संबंधी यन्त्र-संयंत्र एवं समस्त संयोजनों को छोड़कर) का 0.66 प्रतिशत+जी0एस0टी0 जो समय-समय पर लागू होगा।	अ-रु0 25.00 करोड़ तक की लागत के कार्य हेतु 1-गैरमानकीकृत निर्माण कार्य की लागत (सेन्टेज, विद्युत संबंधी यन्त्र-संयंत्र एवं समस्त संयोजनों को छोड़कर) का 1.01 प्रतिशत+ जी0एस0टी0 जो समय-समय पर लागू होगा। 2-रिपीटिशन अथवा मानकीकृत कार्यों हेतु कार्य की लागत (सेन्टेज, विद्युत संबंधी यन्त्र-संयंत्र एवं समस्त संयोजनों को छोड़कर) का 0.51 प्रतिशत+जी0एस0टी0 जो समय-समय पर लागू होगा। ब-रु0 25.00 करोड़ से अधिक एवं रु0 50.00 करोड़ की लागत तक की लागत के कार्य हेतु 1-गैरमानकीकृत निर्माण कार्य की लागत(सेन्टेज, विद्युत संबंधी यन्त्र-संयंत्र एवं समस्त संयोजनों को छोड़कर) का 0.80 प्रतिशत+जी0एस0टी0 जो समय-समय पर लागू होगा। 2-रिपीटिशन अथवा मानकीकृत कार्यों हेतु कार्य की लागत (सेन्टेज, विद्युत संबंधी यन्त्र-संयंत्र एवं समस्त संयोजनों को छोड़कर) का 0.40 प्रतिशत+जी0एस0टी0 जो समय-समय पर लागू होगा। स-रु0 50.00 करोड़ से अधिक एवं रु0 100.00 करोड़ की लागत तक की लागत के कार्य हेतु 1-गैरमानकीकृत निर्माण कार्य की लागत(सेन्टेज, विद्युत संबंधी यन्त्र-संयंत्र एवं समस्त संयोजनों को छोड़कर) का 0.70 प्रतिशत+ जी0एस0टी0 जो समय-समय पर लागू होगा। (गैरमानकीकृत कार्यों हेतु) 2-रिपीटिशन अथवा मानकीकृत कार्यों हेतु कार्य की लागत (सेन्टेज, विद्युत संबंधी यन्त्र-संयंत्र एवं समस्त संयोजनों को छोड़कर) का 0.35 प्रतिशत+जी0एस0टी0 जो समय-समय पर लागू होगा। द-रु0 100.00 करोड़ से अधिक लागत तक की लागत के कार्य हेतु 1- गैरमानकीकृत निर्माण कार्य की लागत(सेन्टेज, विद्युत संबंधी यन्त्र-संयंत्र एवं समस्त संयोजनों को छोड़कर) का 0.50 प्रतिशत+ जी0एस0टी0 जो समय-समय पर लागू होगा। 2-रिपीटिशन अथवा मानकीकृत कार्यों हेतु कार्य की लागत (सेन्टेज, विद्युत संबंधी यन्त्र-संयंत्र एवं समस्त संयोजनों को छोड़कर) का 0.25 प्रतिशत+जी0एस0टी0 जो समय-समय पर लागू होगा।

आई.एस.ओ. 9001: 2008 प्रमाणित संस्था



कन्स्ट्रक्शन एण्ड डिजाइन सर्विसेज

उत्तर प्रदेश जल निगम

(30प्र0 सरकार का उपक्रम)

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पत्रांक: 184/र.स.आर्कि.एडो

दिनांक: 20.07.23

2	स्ट्रक्चरल अथवा सिविल कन्सल्टैसी कार्य हेतु	1-कार्य की लागत (सेन्टेज, विद्युत संबंधी यन्त्र-संयंत्र एवं समस्त संयोजनों को छोड़कर) का 0.45 प्रतिशत+जी0एस0टी0 जो समय-समय पर लागू होगा।	<p>अ-रू0 25.00 करोड तक की लागत के कार्य हेतु</p> <p>1- गैर मानकीकृत निर्माण कार्यो हेतु कार्य की लागत (सेन्टेज, विद्युत संबंधी यन्त्र-संयंत्र एवं समस्त संयोजनों को छोड़कर) का 0.36 प्रतिशत+ जी0एस0टी0 जो समय-समय पर लागू होगा।</p> <p>ब-रू0 25.00 करोड से अधिक एवं रू0 50.00 करोड की लागत तक की लागत के कार्य हेतु</p> <p>1- गैर मानकीकृत निर्माण कार्यो हेतु कार्य की लागत (सेन्टेज, विद्युत संबंधी यन्त्र-संयंत्र एवं समस्त संयोजनों को छोड़कर) का 0.29 प्रतिशत+ जी0एस0टी0 जो समय-समय पर लागू होगा।</p> <p>स-रू0 50.00 करोड से अधिक एवं रू0 100.00 करोड की लागत तक की लागत के कार्य हेतु</p> <p>1- गैर मानकीकृत निर्माण कार्यो हेतु कार्य की लागत (सेन्टेज, विद्युत संबंधी यन्त्र-संयंत्र एवं समस्त संयोजनों को छोड़कर) का 0.25 प्रतिशत+ जी0एस0टी0 जो समय-समय पर लागू होगा।</p> <p>द-रू0 100.00 करोड से अधिक लागत तक की लागत के कार्य हेतु</p> <p>1- गैर मानकीकृत निर्माण कार्यो हेतु कार्य की लागत (सेन्टेज, विद्युत संबंधी यन्त्र-संयंत्र एवं समस्त संयोजनों को छोड़कर) का 0.18 प्रतिशत+ जी0एस0टी0 जो समय-समय पर लागू होगा।</p>
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2- उक्त वर्णित शासनादेश संख्या 01/2023/ए-2-60/दस-2023-17(4)/75 दिनांक 17.05.2023 के द्वितीय पृष्ठ में वित्तीय स्वीकृति के विन्दु 2(1) के अनुसार परियोजना के सापेक्ष कार्यदायी संस्थाओं को निविदा में प्राप्त मूल्य (टेण्डर कास्ट) के अनुसार ही कार्यदायी संस्थाओं को धनराशि उपलब्ध कराये जाने का प्राविधान अनुमन्य किया गया है, अतः आर्किटेक्ट/कन्सल्टेंट के फीस के भुगतान की गणना भी नियमानुसार निविदा में प्राप्त न्यूनतम मूल्य के आधार पर ही की जायेगी। यदि किसी योजना विशेष की तकनीकी स्वीकृति उपरान्त निविदा प्रक्रिया विलम्बित होती है तो उस दशा में आर्किटेक्ट/कन्सल्टेंट को, उनके लिखित अनुरोध पर नियमानुसार कार्य की स्वीकृति लागत/तकनीकी स्वीकृति लागत(सेन्टेज, विद्युत संबंधी यन्त्र-संयंत्र एवं समस्त संयोजनों को छोड़कर), जो भी कम हो, के आधार पर आगणित फीस के 70 प्रतिशत अंश का भुगतान किया जा सकता है, जिसका समायोजन निविदा स्वीकृति उपरान्त प्राप्त कार्य की न्यूनतम लागत के सापेक्ष आगणित फीस से कर ली जायेगी।

उपरोक्त आदेश शासन के शासनादेश दिनांक 17.05.2023 एवं यथासंशोधित शासनादेश दि 19.05.2023 के अनुसार वित्तीय स्वीकृति के अर्न्तगत दी गयी व्यवस्थाएं उन परियोजनाओं पर लागू होंगी जिनका मूल्यांकन उक्त शासनादेश को जारी किये जाने की तिथि के उपरान्त किया गया हो।


(शिवराज सिंह)

मुख्य प्रबन्धक(चतुर्थ)

पृसं0 एवं दिनांक -तदैव-

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

1. निजी सचिव, निदेशक, सी0 एण्ड डी0 एस0, उत्तर प्रदेश जल निगम(नगरीय), लखनऊ।
2. समस्त मुख्य महाप्रबन्धक/महाप्रबन्धक, सी0 एण्ड डी0 एस0, उत्तर प्रदेश जल निगम(नगरीय), लखनऊ/नोएडा।
3. समस्त परियोजना प्रबन्धक, सी0 एण्ड डी0 एस0, उत्तर प्रदेश जल निगम(नगरीय)।
4. वित्त अधिकारी, सी0 एण्ड डी0 एस0, उत्तर प्रदेश जल निगम(नगरीय), लखनऊ।
5. परियोजना प्रबन्धक(तक0/ई.डी.पी.सेल), सी0 एण्ड डी0 एस0, उत्तर प्रदेश जल निगम(नगरीय), लखनऊ।
6. गार्ड फाइल।


मुख्य महाप्रबन्धक(चतुर्थ)

आई.एस.ओ. 9001: 2008 प्रमाणित संस्था

31. Request for Proposal for Empanelment (RFP)

31.1. C&DS has decided to empanel agencies for Architectural services of the works undertaken which will help this corporation in streamlining, expediting and strengthening its functions.

Therefore, C&DS invites Expression of Interest for Comprehensive Architectural Services from qualified, experienced, competent and financially sound consultants for empanelment on various construction projects undertaken by C&DS. The empanelment shall be for projects to be undertaken over **next three years.**

31.2. C&DS intends to empanel Architectural/Consultants in following categories for different projects having requisite experience, as given below:

S.N.	Category of Work	Minimum Amount of completed one work
1	Super specialty Hospitals & Medical Colleges.	Rs. 25.00 Crore
2	Educational Institutes (University/Degree College/Engineering College/Polytechnic etc.)	Rs. 15.00 Crore
3	Multi-Purpose Sports Facility	Rs. 15.00 Crore
4	Multistory Buildings (Residential & Non-Residential)	Rs. 15.00 Crore
5	Tourism Development works	Rs. 5.00 Crore
6	Façade Lighting/Laser Show (Wet/Dry)/Musical Fountain	Rs. 2.00 Crore
7	Interior Decoration Work	Rs. 2.00 Crore
8	Landscaping Work (including horticulture work)	Rs. 2.00 Crore
9	Green Building	Rs. 10.00 Crore
10	Heritage Infrastructure including Interior Decoration	Rs. 2.00 Crore
11	Public Art Work	Rs. 2.00 Crore
12	RCC Drain/Storm Water Drainage, Sewerage, STP/ETP etc.	Rs. 10.00 Crore
13	Solid Waste Management	Rs. 2.00 Crore
14	Legacy Waste	Rs. 1.00 Crore
15	Curation Work	Rs. 2.00 Crore
16	Conversation Work	Rs. 1.00 Crore

Note:

1. Supporting work completion certificate must be issued by Government Official not below the rank of Executive Engineer.
2. Certificates issued by private organisations must be supported by Form 26AS/TDS certificate. The certificate should clearly indicate scope of work, date of completion, completed value, name of work, agreement/order no., date of start etc. in above format to verify eligibility wherever required, the Certificate should also be supported by schedule/ final bill (certified).

32. Eligibility Criteria: -

Requirement of Technical Staff: -

SI. No.	Field of Specialization	Minimum No.
1	Architect/ Chief Architect	1
2	Structural Engineer	1
3	Electrical Engineer	1
4	Fire Fighting	1
5	Water Supply and Sanitary Expert	1

Note:-

1. Experience in similar completed works to be submitted on **FORMAT -B.**
 2. Experience of key personnel and employee to be submitted on **FORMAT D & E.**
33. The applicant must sign (with firm seal) all pages of this document and enclosures which are being submitted to department with application.

Information for empanelment of Architects & Consultants

1	Name of Firm			
2	Nature of Firm (Pvt. Ltd., LLP, Partnership, Proprietorship) Please mention			
3	Registered office (Attach Proof)			
4	Phone No.			
5	Mobile No.			
6	Application is for Renewal or New Empanelment			
7	Category of Empanelment: {mention any one category from Clause no-31.2 }			
8	Attach copy of registration in company act for Pvt. Ltd. / LLP firms			
9	Details of Processing Fee Rs. 5900.00 (including 18% GST) (Non refundable) mention DD No. and Date. (Amount Deposited against GST Attach copy of B2B)			
10	Details of Security Deposit Rs. 50,000.00 (Refundable) mention DD No. and Date.			
11	Details of all partners/ directors and self-attested partnership deed/ Memorandum of Articles and also Original Power of attorney			
12	S.N.	Name	Address	Qualification
	1			
	2			
	3			
	4			
13	Name of Architect & registration no. of Council of Architect (COA) with validity			
14	Income Tax department PAN no. of architect / Firm/ Partners (Please attach attested copy of PAN card)			
15	GST registration no. and details (Please attach attested copy of GST registration)			
16	Name, Mobile No. and photographs of authorized executive (Please attach original)			
17	Details of available technical Assistant of firms (Details to be enclosed on Performa-A)			

18	Details of available T&P (Details attach details separately)		
19	Name of structural designer and technical eligibility and experience details. Employment letter/ Agreement letter with structural designer in original (please attach attested copy of Post Graduate Degree)		
20	Other facilities whichever may be made available (including source)		
21	Details of consultancy works on Performa-B during last three years (from F.Y. 2020-21 to 2022-23) (Please attach details & certificate) I- For C&DS II-For another Government/ Semi Government/Private Sector		
23	Details of consultancy work of one largest amount executed during last three years for another Government/ Semi Government/Private Sectors.	F.Y. 2022-23 F.Y. 2023-24 F.Y. 2024-25	
24	Details of firm turn over during last financial year (F.Y. 2022-23 to F.Y. 2024-25) and attested copy of Income Tax Return & Audited Balance Sheet		
25	Details of empanelment in other government/ semi government construction agencies (Attach attested copy empanelment related letter / certificate)		
26	In case of renewal of empanelment, please mention reference and validity date of earlier empanelment.		

Note:-

- 1. Incomplete applications will not be considered for registration and no communication will be made for same.**
- 2. Additional relevant information may be given in separate sheet.**

AGREEMENT FOR COMPREHENSIVE CONSULTANCY SERVICES

NAME OF WORK:-

MEMORANDUM of Agreement made thisday of..... between CONSTRUCTION & DESIGN SERVICES, U.P.JAL NIGAM (C&DS) through General Manager, Lucknow having its registered office at TC-38 V, Vibhuti Khand, Gomti Nagar, Lucknow hereinafter referred to as FIRST PARTY which expression shall include its successors, executors, administrators and assigns and M/s herein after referred to as the SECOND PARTY which expression shall include its successors, executors, administrators and assigns.

Construction & Design Services, U.P. Jal Nigam has assigned the said work to the Second Party for comprehensive and integrated design consultancy for the construction of following works in sanctioned vide G.O. No.-----

S. No.	Name of Project	Sanction Estimate Cost (Rs. In lacs)
1		

Construction & Design Services, U.P. Jal Nigam has undertaken the construction of above works as per said Government order in consultation with Second party for consultancy and design for the aforesaid works, the Second party has agreed to provide consultancy and designs on the terms and conditions of this agreement.

2. APPOINTMENT:

2.1 First party, C & D S, U.P. Jal Nigam hereby appoints the Second Party M/s vide letter no. 08/नि0स्वी0आर्कि0/05 दिनांक 13.02.2023 as consultants and it accepts the appointment on the terms and conditions set forth hereunder.

3. (A) SCOPE OF WORKS & FEES STRUCTURE:

(i) The Scope of works, fees structure and terms & conditions shall be as per office order nos. 184/Ni.Swi.Arch./Sa. Dated 20-07-2023, 2244/G-2/130 Dt. 14.09.2007, 2688/G-2/207 Dt. 01.11.2013 & 110/G-2/8 dated 14-01-2015 which shall form part of this agreement. The Second party will submit the 10% security money in form of F.D.R./N.S.C. of consultancy fees as per order mentioned as above and the same will be released after successful completion of the work and handing over to the client.

FEES FOR ARCHITECTURAL, STRUCTURAL DESIGN, DRAWING & ESTIMATE-

(a) Detailed Architectural, Structural Design, Drawings & Detailed Estimates in 6 copies.	Only against the cost of works (excluding Centage, Labour Cess, bought out items, electrical plants, equipment & service connections)	% + GST as applicable
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a) DETAILS OF SECURITY DEPOSIT.:-

(ii) The Second Party shall, after due consultation with the client, initially submit two copies of architectural drawings/designs for their approval. The First party, through its Project Manager, shall provide all assistance in consultations with the client. After approval of structural design, drawing, the detailed architectural design/drawings should be prepared and submitted in six copies and shall incorporate the following details and for each details six copies of plans shall be submitted to the

General Manager concerned for the construction to be carried out accordingly. All the drawing/design & design calculations shall bear the Second Party's signatures with stamp and construction works will start accordingly. The details submitted as under should bear full signature of the Second Party duly stamped.

(i) Water supply plan

(ii) Sewerage plan

(iii) Drainage plan

(iv) Plumbing plan

(v) Water proofing plan (foundation, basement, plinth level and roof level and wherever necessary)

(vi) Boundary wall and gate plan.

(vii) Electrical plan.

(viii) Telephone and intercom cable plan.(if applicable)

(ix) Fire fighting plan(if applicable),

(x) Beautification and parking facility.

(xi) Chowkidar hut and pavement around the building etc.

(xii) Any other drawing/documents required for execution of project and requirement of site as directed by General Manager/Unit In Charge.

For both internal and external works

All the design/drawings submitted should bear Architect's certificate "**Released for Construction**".

- (iii) The Second Party shall get the approval of the plan from the regulatory authority/development authority, if required. However, the First Party shall give necessary administrative assistance and shall pay the required fees to the authorities concerned.
- (iv) In case submitted architectural/structural design details are found suitable for any other project then fees will be paid to the Second Party on repetition basis.
- (v) The above rates include charges for two inspections of the site of works costing up to Rs. 5.00 crores. The above mentioned fees also include one extra inspection for every increase of Rs. 5.00 crore in the cost of works. For further inspections beyond above, if required, the Second Party will be paid separately as per conditions laid down in the office order no. 2244/G-2/130 Dt. 14-09-2007.
- (vi) The design of all R.C.C. structures (Overhead tank and framed structures) can be got vetted by General Manager concerned from I.I.T./ Govt. engineering institutions . Payments in this regard will made by the department but the objections raised in the designs and drawings will be rectified by the Second party and he will submit corrected design calculation & drawing and in six copies each for which no extra payment shall be made.
- (vii) The reinforcement and bar bending schedule should be submitted in six copies. The consultant shall also provide total weight of reinforcement required in respective structures.

- (viii) Position and type of construction and expansion joints should be indicated clearly in the submitted drawings.

(B) DETAILED ESTIMATE:

- (i) After approval of detailed architectural design and drawings the Second Party, in consultation with First party's Project Manager will, within a total time limit of five weeks, prepare and submit detailed estimate to him. The detailed estimate will include complete specifications of the works, details of measurement, analysis of rates, abstract of cost, consumption statement and details of special items such as aluminum doors, windows, hand rails, water proofing and all other necessary specifications and details required for the work. As soon as the work is allotted concerned Project Manager, in consultation with his General Manager, shall provide analyzed rates to the consultant.
- (ii) The detailed estimate will be got scrutinized by General Manager concerned through the concerned Project Manager. In turn the Second Party will be responsible to remove the objections raised by the Project Manager and submit the detailed estimate, duly typed and comb-bound in 6 copies to the concerned General Manager within two weeks. However it will not absolve the second party on any liabilities incurred by the department due to lapses on the part of second party.
- (iii) The Second Party should ensure that the detailed Architectural Design, Specification and estimation should be as per Govt./Client department's sanctions for the class/ specification of buildings. No unnecessary provision or unwanted features should be included in the Architectural drawings/estimate which may increase the sanctioned cost of the project unreasonably.
- (iv) The rates incorporated in the estimate should be as per schedule rates of UPPWD/CPWD-DSR as required. Market rates/analyzed rates with relevant documents, will be adopted for items for which rates are not available in above schedules and these will form part of detailed estimate.
- (v) Payment of the bills of architect for architectural and structural consultancy will be made by the C&DS(HQ), if the said work has already been approved technically by the competent authority. In case, the administrative and financial approval is there and work is to be started at once, the payment procedure of the bills, produced by the architects, shall be followed as per Para 5.4 (i.e. stage of payments), provided with the certificate issued by concerned Project Manager. The Project Manager will issue the certificate that the drawings/designs have been received by him and those are up to the mark and his satisfaction.
- (vi) The Project Manager will ensure that the Second Party has inspected/visited the site before formulation of the Project.

4. STAGES OF WORK AND TIME FRAME:

4.1 Following time frame has been prepared and by this agreement it is hereby agreed by the parties as given herein. Each stage shall also include the revision of any drawing of the previous stages or any additional drawings if found necessary. The time frame shall start from the date of execution of agreement to the second party from first party.

4.1.1 Detailed Architectural/Structural Design Drawings:

- 4.1.1.1 Taking client's instruction, preparation and submission of two sets One week of detailed architectural drawings, including services drawings and specifications and obtaining client's approval after discussions with the First Party and the client.
- 4.1.1.2 Preparation and submission of 6 sets of detailed architectural & Two weeks after structural designs, drawings & calculations including services and 4.1.1.1 obtaining client's approval.
- 4.1.1.3 Preparation and submission of 6 sets of working drawings of the Two week after structure and services and detailed estimate to the entire

satisfaction of First Party including revising and/or modifying the drawings/estimate. 4.1.1.2.

4.1.1.4. Total time frame, in any case shall not be more than 5 weeks from the date of award letter. If the second party feels that job can not be completed within stipulated period due to reasons beyond his control, he may apply for extension of time justifying reasons for delay to the First Party's Project Manager who will forward the request of Second party to his General Manager, who may grant extension up to a limit of 6 weeks. Any time extension beyond this limit shall be referred to the Director, C&DS or its authorized officer's, whose decision shall be final.

5. PROJECT COST CONSIDERED FOR PAYMENT:

5.1 For working out the amount of fees payable to the Second Party, cost of the project shall not include the following:

5.1.1. The cost of land.

5.1.2. Establishment and other charges of the Construction Agency.

5.1.3. Soil Testing Charges etc.

5.1.4. Contingency

5.1.5 Any items on which no centage charges have been approved for the first party.

5.2 The total fees payable to the Second Party shall be computed on the original cost of the work and not on subsequent revised cost of same drawing & design.

5.3 STAGES OF PAYMENTS

ARCHITECTURAL/STRUCTURAL WORKS:

Sl. No.	STAGES OF WORK	STAGES OF FEES	CUMULATIVE TOTAL
1.	Submission of 6 sets of detailed drawings including architectural, structural drawings including all details	10%	10%
2.	Preparation & submission of 6 sets of electrical drawings and detailed drawing of plumbing, water supply, sewerage, drainage, water proofing, telephone, fire fighting etc.	15%	25%
3.	Preparation and submission of 6 sets drawings of external site development, landscaping, external services and all other facilities/utilities etc.	45%	70 %
4.	After necessary corrections submission of detailed estimate in 6 copies submitted to concern G.M. after signature of concerned Project Manager & obtaining the Technical Sanction from the competent authority and submission of soft copy of final DPR to Resident Engineer(Tech.) of C&DS(HQ), Lucknow.	30%	100 %

6. SUPERVISION SERVICES:

The Second Party shall be responsible for providing partial supervision, scope of which is as follows:-

6.1 Providing clarification of design and drawings whenever so required.

- 6.2 Checking and approval of samples of all important materials as and when desired by the First Party.
- 6.3 Consider alternative proposals for materials and items if such alternatives are required to be considered due to exigencies of work and give recommendations thereof.
- 6.4 Visit the site as and when so required as per conditions laid down in clause-3-A(v) and to generally oversee the progress and quality of work, attend important meetings etc.
- 6.5 Site visit shall be made by the Second Party and the visit allowance shall be Rupees three hundred per day, besides to and for Ind A.C. railway fare and/ or as per actual for the road journey. Normally journey by road shall not be allowed for places connected with rail unless prior permission has been obtained from General Manager of First Party. For local visits at Lucknow or elsewhere at the headquarter of the Second Party, no payment shall be made for site visits. Concerning Project Manager of the First Party will provide local conveyance.

The Second Party shall be allowed hotel charges on production of receipts as follows:-

Class of City	Maximum Rent per day
(a) For Metropolitan cities	Rs. 800/-
(b) For A class cities of U.P./other States.	Rs. 500/-
(c) For other city of U.P./other States.	Rs. 300/-

7. DOCUMENTS:

The Second Party shall provide to the First Party 6 (six) sets of all documents including proposals, drawings and designs, estimates etc. In case, extra copies of drawings are required by the Client, the Second Party shall supply on extra cost basis @ Rs. 5/- per sft. of paper area.

8. COPY RIGHT:

The copy right for designs and drawings proposed for this work by the Second Party shall remain with Second Party.

9. PENALTY CLAUSE:

A penalty @ 1% per day to the maximum of 10% of the total amount payable to the Second Party against this agreement may be deducted for the delayed period from the payment due for designs, drawings, services drawings and estimate provided by the Second Party to the First Party after the stipulated time frame. Once the Second Party becomes liable to pay 10% penalty, the First Party may terminate this agreement. Also, if the First Party does not release any payment of the Second Party within 30 days from the date of bills becoming due for payment, the Second Party shall be entitled to receive interest @ 10% per annum for the period for which such payment is delayed.

10. DISPUTE:

In case, any dispute or difference arises between the parties with regard to the interpretation or working of this agreement or the rights, liabilities or duties arising out of it, then the matter will be referred to the Director, C&DS, whose decision shall be final and binding on both the parties.

11. TERMINATION OF AGREEMENT:

Agreement may be terminated in the following conditions in addition to clause 9.1:-

- 11.1 If Second party fails to do works as time given in clause 4.1.

- 11.2 If Second party fails to submit the revised drawings/estimates as per request of Project Manager within time frame specified by him.
- 11.3 If any other facts are noticed at a later stage which are detrimental to the interest of C&DS.
- 11.4 If the Second Party's structural design is found to be either unsound or over safe.
- 11.5 If second party fails to visit the site on the request of the concerning Officers.

12. OTHER CONDITIONS:

- 12.1 The Second Party shall be responsible for the concept, drawings, estimates & other details etc. provided by him for construction. Even after completion and handing over of the building/structure to the client department/organisation if any failure/ deficiency are noticed due to any lapse on his part in the preparation of drawings/estimates the consultant shall be fully responsible. If due to lapses on his part any damages or loss occurs the same shall be recovered from him against any payment due to the second party. Technical approval of the estimate shall not absolve the second party from his liabilities on this account.
 - 12.2 The Second Party will supply free of cost all reports, documents and drawings in legible form. The drawings shall be submitted in six sets.
 - 12.3 The Second Party shall be fully responsible for the technical soundness of the work and shall prepare all the design and drawing as per relevant rules, regulations, specifications and Indian Standard codes.
 - 12.4 The Second Party shall not make any deviations, additions, alternations or omission from the approved drawing without prior approval of the First Party.
 - 12.5 The Second Party shall not assign, sublet or transfer their interest in this agreement without written consent of the First Party. If required, it shall be done only after written approval of First Party.
 - 12.6 Payment of model, perspectives etc., if demanded by the First Party, shall be made as per actual cost.
 - 12.7 The First Party shall provide requirements of the project to the Second Party. The First Party shall provided plan of the land with levels and contours marked.
 - 12.8 The First Party shall provide the soil test reports to the Second Party.
 - 12.9 It is agreed and understood between parties that the agreement shall supersede all correspondence entered between the parties prior to the signing of this agreement. In witness thereof this agreement has been executed between the parties on the day and the year first above written.
13. This agreement is subject to the receiving of payment and award of letter of intent from client department.

GENERAL MANAGER (N-)
C&DS, U.P.JAL NIGAM
 Lucknow

M/s
(Architect/ consultant)

WITNESS:

1.

2.

SAMPLE OF LETTER OF TRANSMITTAL

To
Chief General Manager(IV),
Construction & Design Services,
T.C-38, Vibhuti Khand, Gomti Nagar,
Lucknow.

Sub:- Empanelment of Consultants / Architectural firms for.....
(See clause no-31.2)

Sir,
I/We have read and examined the complete document including the instructions to firms, terms of reference and general conditions of the contract and services to be provide during pre-construction stage, construction stage for above-mentioned work.

I/We hereby submit our application on prescribed formats for undertaking the work referred to in the aforesaid documents upon the terms and conditions contained/ referred to therein. I/We agree to abide by and fulfill all the terms, conditions and provisions of the aforesaid documents.

I/We undertake to empanel for the comprehensive consultancy on the terms & conditions of empanelment and to work immediately on receipt of the letter of acceptance and to complete the work within the time frame, as decided by the Chief General Manager/ General Manager.

The complete document duly filled in and duly signed by authorized representative.

By virtue of my/our signature below I/We confirm that to the best of my/our knowledge and belief the information contained in the specified formats, sections thereof and any annexure there to and all supporting and explanatory information is truthful and exact.

Signature
(In capacity of)
Duly authorized to sign
The tender on behalf of
.....

(Signature of Applicant(s) with firm seal)

(Name and Address of Applicant)
.....

Witness

Date:

Address:

**DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED IN LAST 10 YEARS ENDING
LAST DAY OF THE MONTH MARCH-2025**

CATEGORY APPLIED (as per clause no-31.2) :-

S. N.	Name of work/ project and location	No. of storeys	Provision of Basement	Owner or sponsoring organisation	Cost of work in lacs	Consultancy Fee (Rs. in Lacs)	Date of commencement as per contract	Stipulated date of completion	Actual date of completion.	Litigation/ arbitration pending/in progress with details Also indicate the gross amount claimed and amount awarded by the Arbitrator.	Name and address/ telephone number of officer to whom reference may be made (for completion certificate)	Remarks
1	2	3	4	5	6		7	8	9	10	11	12

NOTE:-

- 3. Supporting work completion certificate must be issued by Government Official not below the rank of Executive Engineer.**
- 4. Certificates issued by private organisations must be supported by Form 26AS/TDS certificate. The certificate should clearly indicate scope of work, date of completion, completed value, name of work, agreement/order no., date of start etc. in above format to verify eligibility wherever required, the Certificate should also be supported by schedule/ final bill (certified).**

Signature of Applicant(s) with firm seal

FORM 'A'
FINANCIAL INFORMATION

Financial Analysis: Details to be furnished duly supported by figures in Balance sheet / Profit and Loss Account for the last three years (as specified in each category duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

S.N.	Financial Year	Turn Over	Submission of ITR status (Attach photocopies of ITR)	Profit/Loss	Remark
1	2	3	4		5
1	2022-23				
2	2023-24				
3	2024-25				

Signature of Chartered Accountant with Seal And UDIN

Signature of Applicant(s) with firm seal

**COMPOSITION OF THE TEAM PERSONNEL AND THE TASK WHICH
WOULD BE ASSIGNED TO EACH TEAM MEMBER**

(Details of only key Technical & Managerial Staff need to be given)

S.N.	Name	Position	Technical / Academic Qualification	Task Assignment	Total Experience	Date of appointment in firm	Details of membership in COA
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							

Signature of Applicant(s) with firm seal

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY TEAM PERSONAL

1. Proposed Position: _____
2. Name of the personal _____
3. Date of Birth: _____ (Please furnish proof of age)
4. Nationality: _____

5. Educational Qualifications:

(Summarize college/university and other specialized education of staff member, giving names of college, dates attended and degrees obtained.) **(Please furnish proof of qualification.)**

6. Membership of Professional Societies: _____

7. **Employment Record:**

(Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and locations of assignments. Experience period of specific assignment must be clearly mentioned, also give client references, where appropriate).

8. Summary of experience

- i. Total experience in the field proposed to be assigned:
- ii. Responsibilities held during the experience period as per **8.1**

9. Permanent Employment with the firm (Yes/No)If

yes, how many years

If no, what is the employment?

Arrangement with the firm?

10. Details of the current assignment and the time duration for which services are required for the current assignment.

Certification:

1. I, the undersigned, certify that to the best of my knowledge and belief, this bio data correctly described myself my qualifications and my experience.

Signature of the Person _____

Place _____

Date _____

Signature of Applicant(s) with firm seal

Place _____

Date _____

Note: Each page of the CV shall be signed in ink by both the staff member and the Authorized Representative of the firm. Photocopies will not be considered for evaluation.
