

APPLICATION FOR EMPANELMENT OF ARCHITECTS

Last date of submission 5th January 2024.

NALSAR University is in process of empaneling Architects in the field of Civil and Electrical projects.

Application forms are invited for empanelment's of experienced, reputed and competent architect/consulting firms.

Architect shall apply for empanelment in prescribed format, which can be downloaded from the web site.

The eligibility criteria

1. The firm should have minimum five years' experience in the respective field and should have designed Major projects of 50,000 Sq.ft and preferably academic buildings, hostels, laboratories in University's/Educational Institute's etc. and shall be able to take up the works Comprehensive Consultancy Services including project management services.
2. The Consultant architects shall have executed minimum 80% of the work they have claimed.
3. The Consultant architects should be member of
 - (i) Council of Architecture or
 - (ii) Indian Institute of Architecture or
 - (iii) Institute of Engineers
 - (iv) Office shall be situated in twin cities and Hyderabad & Secunderabad of Telangana State

For civil and furnishing works the architect should be registered with Council of Architecture. If the firm is a partnership firm or limited company then at least one partner/director shall be registered with Council of Architecture.

4. The applicants should have PAN & Service Tax Number in the name of the Firm.
5. The applicant should enclose draft (non-refundable) for Rs.1,000/- in favour of Registrar, NALSAR University of Law, payable at Hyderabad.
6. The applicant shall also authorize the University to approach his Employers, Clients, Corporations, Organization, etc. to verify architects general reputation / competence.
7. The University reserves the rights to accept or reject any application.
8. Completed empanelment document shall be submitted up to the last date given in advertisement, during office hours to the office of: -

Registrar, NALSAR University of Law, Shameerpet – 500101 (Hyderabad)

Guidelines for submission of application form for empanelment of architects

1. Application form for empanelment shall be submitted in sealed envelope super scribing „Application for Empanelment as Architect“.
2. The application shall be submitted strictly in the format as mentioned along with the supporting documents.
3. The application shall be signed by the person/s on behalf of the organization having necessary Authority/ Power of Attorney to do so. Each page of the application shall be signed and copy of Power of Attorney / Memorandum of association (Wherever applicable) shall be furnished along with application.
4. If the space in Proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of Proforma and serial number.
5. The ability and competence of the applicant to render required services within the specified time frame will be a major factor while deciding the empanelment of Architect /consultant.
6. The various categories of Consultant architects proposed to be empanelled shall be as per enclosed chart. The firm must have an experience of 5 years in the field and shall have executed minimum 3 projects of similar nature and value 80% of the upper limit of the category applied for during last 3 years.
7. The applicant should ensure that the application is hand delivered at the given address within prescribed date and time as mentioned in the advertisement. The application shall not be accepted by post / courier.
8. Application containing false and / or incomplete information is liable for rejection.
10. The University reserves right to accept or reject any or all the application.
11. Last date and time to accept the application is the last date given in advertisement, during office hours.

To,
The Registrar,
NALSAR University of Law,
Justice City,
Shameerpet,
Hyderabad-500101.

Ref: Application for empanelment as consultant architect.

Dear Sir,

I / we have read and understood the instructions and the Terms & Conditions mentioned in the application form. I / we do hereby declare that the information furnished in the application and the supplementary sheets are correct to the best of my knowledge and belief.

I / we authorize NALSAR University to approach our employers, clients, organization etc. to verify the facts submitted by us.

Signature of applicant with seal

Name:

Designation:

Address:

Place

Date:

Information to be furnished by the applicants

Sr No	Name of the organization	
	Postal address Telephone nos E-mail	
	Year of establishment	
	Status of the firm (Enclose copy)	
	Name of Directors/ Partners/ Proprietor i) ii) iii)	
	Whether registered as a member of the Indian Institute of Architects / Institute of Engineers /Council of Architects. If so, mention number and date. (Enclose copy)	
	Name of 3 projects of value not less than 80% of the upper value of the applied category executed during last three years by the firm. (Details to be furnished in proforma 1)	
	Important major projects on which the firm is engaged at present and their estimated cost, stage of work viz. planning and construction, the full address of clients shall be indicated against each project. (Details to be furnished in proforma 3)	
	PAN (in the name of the firm)	
	Income Tax Clearance Certificate	
	Furnish copies of audited Balance Sheet and Profit & loss account for the last three years.	
	If you are registered in panel of other organization / Statutory bodies such CPWD, PWD, MES, University, etc., furnish their name, Category and date of registration	

PROFORMA –1

PARTICULARS IN RESPECT OF WORK EXECUTED

Sr. No	Name of the work executed with address	Short description of work executed	Name and addresses of owner	Value of work executed	Stipulated time of completion	Date of commencement	Date of completion	Any other relevant information
1								
2								
3								
4								
5								

Signature of the Applicant

Seal

PROFORMA- 2

LIST OF KEY PERSONNEL PERMANANTLY EMPLOYED

Sr. No.	Name	Designation	Qualification	Experience	Years with the Firm	Any other information
1						
2						
3						
4						

Signature of the Applicant

Seal

PROFORMA –3

PARTICULARS IN RESPECT OF WORK IN HAND

Sr. No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner	Value of work executed	Stipulated time of completion	Status of Work	Any other relevant information
1							
2							
3							
4							
5							

Signature of the Applicant

Seal

List of Documents to be enclosed with application form.

1. Status of the Firm / Registration certificate / Memorandum of association
2. Certificate of registration of the owner / partner / director with Council of Architecture, Indian Institute of Consultant architects, Institute of Engineers or other similar organization.
3. I. Tax. Clearance certificate.
4. Profarma-I
5. Profarma-II
6. Proforma-III
7. Photograph of major works executed.
8. Letters / certificates from the clients of the projects mentioned in the Application form.
9. Three years' balance sheet.
10. Copy of power of attorney (wherever applicable)
11. Demand draft of Rs.1,000/- in favour of "Registrar, NALSAR University" payable at Hyderabad.