



**Punyashlok Ahilyadevi Holkar Solapur University,
Solapur**

Kegaon, Solapur-Pune Highway Solapur 413255

**Empanelment of Architects, Structural Consultants and
Project Management Consultant**

Applications are invited from reputed and experienced Architects, Structural Consultants and Project Management Consultant for forming panel for the University for the Proposed Works at University Campuses. Details and prescribed format of application form is available on University website: <http://su.digitaluniversity.ac> The filled in applications form completed in all respect along with Demand Draft of Rs.1000/- (non refundable) drawn in favour of Finance & Accounts Officer, Punyashlok Ahilyadevi Holkar Solapur University, Solapur being application form fee should reach the undersigned at the above mentioned address on or before **23/07/2019** before 4.00pm. The University Reserves the right to accept or reject any or all the applications either in whole or in part without assigning any reasons thereof.

Ref : PAHSUS/Engineering/2019/228

Dtd: 06/07/2019

(Prof. Dr. V. B. Ghute)
Registrar

Application for Empanelment of the Architect

Name of the applicant:

To,
The Registrar
PUNYASHLOK AHILYADEV I HOLKAR SOLAPUR UNIVERSITY, SOLAPUR
Solapur Pune National Highway ,Kegaon,
Solapur – 413 255

Sir,

I/We have read and understood the instructions and the terms and conditions contained in the application form. I/We do hereby declare that the information furnished in the application and in the supplementary sheets from pages__ to __ is correct to the best of my/our knowledge and belief.

I/ We are enclosing herewith Demand Draft for Rs.1, 000/-drawn in favour of Finance & Accounts Officer, Punyashlok Ahilyadevi Holkar Solapur University, Solapur being cost of the application form

The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represents. We authorize PUNYASHLOK AHILYADEV I HOLKAR SOLAPUR UNIVERSITY to approach individuals, employers, firms and corporations to verify our competence and general reputation.

Signature_____

Name _____

Designation_____

Address_____

List of the documents enclosed.

Place _____

Date _____

Seal of the Organization

**Part II – Information to be furnished by the applicant
For Empanelment of the Architect**

I	Name and Registered Office Address	
II	Year of establishment of the firms	
III	Whether individual / partnership / Pvt. Ltd. or Ltd. firm with full particulars of the other partners including their names, professional qualifications, age experience, etc.	Attach a separate sheet, if required.
IV	Names, qualification and experience of all technical personnel in the firm	Details to be furnished in the prescribed proforma (Statement I)
V	Whether registered with Council of Architecture	YES/NO. if Yes, Please attach a copy of the membership
VI	Years of experience as practicing Architects	
VII	Projects executed during last 5 years (01.04.2014 to 31.03.2019) by the firm together with relevant details such as cost of the work etc. The full address of the clients for whom the works have been executed including name of contact persons and telephone nos.	Details to be furnished in the prescribed proforma (Statement II) . Please attach completion certificate or any other relevant document/s in support of the work/s completed clearly showing the value , nature of the work executed, duration of the work etc.
VIII	Important projects on which the firm is engaged at present along with relevant details such as cost of the work etc. The full address of the clients, along with the name of the contact person and telephone no. shall be indicated against each project.	Details to be furnished in the prescribed proforma (Statement III)
IX	Name and address of the Banker/s of Architects	
X	Turnover of the firm from architectural consultancy works fee during last 3 years (year wise). Please attach necessary documents in support of the same for the last 3 years	2015-16 2016-17 2017-18
XI	Audited Balance sheet for the last three years with copies of the Income Tax returns.(F.Y.2015-16,2016-17,2017-18)	
XII	Details of Infrastructure facilities available with the firm	Please attach details in a separate sheet (Statement IV)
XIII	Details of any other professional activities other than the Architectural Consultancy, the applicant is involved with	Please provide details in a separate sheet, if applicable
XIV	Details of empanelment in any other Government Bodies, Universities, Statutory Bodies etc. Please attach the photo copy of the letter of empanelment issued by the organizations	

Signature of the applicant with
Full address & Office Seal

Statement I

**List of technical personnel, giving their technical qualifications,
Experience, including that in the present organization**

Sr. No	Name	Age	Present Designation	Qualification	Architectural Consultancy Experience	Name of the major projects handled in respect of Architectural consultancy	Date From Which Employed In the present organization	Indicate special experience, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Signature of the Applicant

Mention other points, if any, to show technical and managerial competency to indicate any important point in your favour.

Statement II

**List of important projects handled by the firm
During last five years
(01.04.2014 to 31.03.2019)**

Sr. No.	Name of the project and location	Nature of work involved in the contract	Name of the client with full Address,	Name and telephone No. of Tender contact person	Project cost in lakh <u>Tender Cost</u>	Project cost in lakh <u>Actual Cost</u>	<u>Date of Commencement</u>	<u>Date of Completion</u>	<u>Period</u> Stipulated	<u>Period</u> Actual	Any other relevant Information
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Signature of the applicant

Statement III

**List of important projects IN HAND being handled
by the firm**

Sr. No.	Name of the project and location	Nature of work involved in the contract	Name of the client and address project with full cost in lakh	Name and telephone no. of contact person	Tender cost	Expected cost	<u>Date of commencement</u>	<u>Expected date of completion</u>	<u>Period Stipulated</u>	<u>Period Expected</u>	Present stage of work with reasons if the work is getting delayed	Any other relevant information
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

Signature of the applicant

Statement IV

**Details of infrastructure facilities available with the
Firm for architectural consultancy**

(The information should include details of office space, in house computer aided design facilities etc. available with the firm)

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS:

1. The details of the applicants and their experience shall be furnished in the prescribed "Application format" only. Wherever required and if the space provided is not sufficient, particulars can be furnished in annexure but such details shall be clearly mentioned in the respective columns of the Application Format. Each page of the Document shall be duly signed by the Applicant or their authorized representative.
2. The applicant who intend to apply for more than one category, have to apply for each category using separate application forms along with separate application fee and submit in independent covers super subscribing in the envelop the category.
3. Copies of the work order and Completion Certificates or such other documents shall be enclosed.
4. Demand Draft for Rs.1000/- in favour of Finance & Accounts Officer, Punyashlok Ahilyadevi Holkar Solapur University, Solapur being cost of the application form be enclosed along with Application Form
5. PUNYASHLOK AHILYADEVI HOLKAR SOLAPUR UNIVERSITY reserves the rights to verify the credentials of the applicants independently including visits to the works carried out by them they will authorize PUNYASHLOK AHILYADEVI HOLKAR SOLAPUR UNIVERSITY in this regard.
6. PUNYASHLOK AHILYADEVI HOLKAR SOLAPUR UNIVERSITY,SOLAPUR reserves the right to accept or reject any or all the applications without assigning any reason thereof. The decision of PUNYASHLOK AHILYADEVI HOLKAR SOLAPUR UNIVERSITY,SOLAPUR shall be final and binding in this regard on all concerned.
7. The applicants are request to download the application forms from University website: <http://su.digitaluniversity.ac> The duly filled in forms along with necessary supporting in a sealed cover shall be submitted to the Registrar, PUNYASHLOK AHILYADEVI HOLKAR SOLAPUR UNIVERSITY,SOLAPUR , Solapur Pune National Highway ,Kegaon, Solapur - 413 255 on or before-23.07.2019 before 4.00 pm

Scope of the Work for Architect:

Scope of the Architect:

1. Taking instructions from University on requirements of project and visiting site.
2. Preparation of preliminary conceptual drawings/ design of buildings / structures.
3. Carrying out necessary revisions / modifications as per suggestions of the University up to preliminary stage.
4. Preparations of preliminary estimates.
5. Preparations of detailed Architectural drawings.
6. Preparations of structural designs / drawings.
7. Preparations of detailed estimates based on latest available PWD DSR applicable to Solapur
8. Preparations of drawings of Services planning as Electrical services, Sanitary Services etc.
9. Drafting of Conditions of contract including special condition of contract, Preparation of tender documents based on drawings.
10. The Architect shall assist the University in pre-qualifications of tender if invited and preparation of report on Pre-qualification.
11. Invitation of tenders, their evaluation and recommendation. (Expenses on press advertisements to be paid by the University).
12. To assist the University in signing of the agreements with the contractor.
13. Carrying out checking of the bills submitted by the contractor duly forwarded by the University Engineers and issue of payment certificate.
14. Preparation of site plans / development plan of buildings.
15. The Architect shall be responsible for the day to day supervision of the work.
16. The Architect shall obtain from Contractor and submit a workable program of work activities for the completion of project well in time.
17. Taking instructions from University and their compliance regarding progress of the work, modification and deviation to be carried out and quality of the work etc.