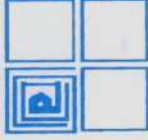


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**STATE INSTITUTE FOR TOWN PLANNING
BHOPAL**



राज्य नगर नियोजन संस्थान STATE INSTITUTE FOR TOWN PLANNING

संदर्भ / Ref : 2398 /SITOP/20

दिनांक / Date : 19/11/19

प्रति,

सूचीबद्ध सलाहकार,
.....
.....


राज्य नगर नियोजन संस्थान,
भोपाल।

विषय:- राज्य नगर नियोजन संस्थान में विभिन्न कार्यो हेतु सलाहकार (विभिन्न विधायो के) को सूचीबद्ध करने हेतु विभागीय प्रक्रिया।

विषयान्तर्गत लेख है कि राज्य नगर नियोजन संस्थान में पूर्व से सूचीबद्ध सलाहकारों को निर्धारित प्रपत्र में पुनः आवेदन प्रेषित करने पर इस पत्र प्राप्ति के 5 वर्षों तक के लिये सूचीबद्ध किया जाता है। प्रत्येक पांच वर्ष पश्चात् पुनः नवीन आवेदन एवं सूचीबद्ध शुल्क राशि रु. 5000/- (Non refundable) का भुगतान करने पर नवीनीकरण किया जावेगा। आवेदन पत्र हेतु सिटोप की वेबसाईट Web:<http://www.sitop.org.in> से प्राप्त करें।

नवीन सलाहकारों को प्रथम बार सूचीबद्ध होने के लिए रु. 10,000/- (Non refundable) का भुगतान करना होगा एवं प्रत्येक 5 वर्ष में नवीन आवेदन एवं रु. 5000/- (Non refundable) भुगतान करने पर नवीनीकरण किया जावेगा।

राज्य नगर नियोजन संस्थान यह घोषणा करता है कि सूचीबद्ध होने पर कार्य का आवंटन राज्य नगर नियोजन संस्थान में प्रचलित प्रक्रिया के अनुसार ही किया जावेगा।


संचालक (समन्वय)

राज्य नगर नियोजन संस्थान, भोपाल.

राज्य नगर नियोजन संस्थान में विभिन्न कार्यों हेतु सलाहकार (विभिन्न विधाओं के) को पंजीबद्ध करने हेतु विभागीय प्रक्रिया निम्नानुसार निर्धारित की जाती है:-

- 1 सलाहकारों(विभिन्न विधाओं) को सूचीबद्ध करना:-
 - 1.1 सलाहकारों को पांच वर्षों के लिये (प्रथम बार शुल्क रु. 10,000/-) सूचीबद्ध करने के लिये संचालक समन्वय राज्य नगर नियोजन संस्थान भोपाल, सक्षम प्राधिकारी होगा तत्पश्चात् पुनः पांच वर्ष हेतु नये आवेदन एवं शुल्क रु. 5000/- का भुगतान करना होगा। यह प्रक्रिया पाँच वर्ष हेतु मान्य होगी।
 - 1.2 सूचीबद्ध करने की प्रक्रिया निरंतर जारी रहेगी।
 - 1.3 सलाहकारों को सूचीबद्ध करने हेतु प्रक्रिया एवं निर्धारित आवेदन प्रपत्र Annexure -1 अनुसार होगा।
 - 1.4 राज्य नगर नियोजन संस्थान भोपाल के अंतर्गत सेवाएँ प्रदान करने/सलाहकार का कार्य करने/स्ट्रक्चरल का कार्य करने/नियोजन के कार्य करने हेतु संबंधित संस्था जैसे:-कॉसिल ऑफ आर्किटेक्चर से मान्यता प्राप्त वास्तुकला शिक्षण संस्थान, आई.टी. पी. आई., फर्म/कम्पनी/एल.एल.पी./व्यक्ति को आवेदन के आधार पर सूचीबद्ध किये जाने हेतु निर्धारित प्रपत्र के साथ संलग्न Annexure-1 में दर्शाएँ अनुसार उपयुक्त योग्यता रखने पर उपयुक्त श्रेणी में सूचीबद्ध किया जावेगा।
- 2 किसी कार्य के लिये सलाहकार की सेवाएँ लेने का निर्णय कार्यपालन संचालक राज्य नगर नियोजन संस्थान द्वारा लिया जावेगा।
- 3 **सलाहकार/वास्तुविद/योजनाकार/स्ट्रक्चरल इंजीनियर/स्ट्रक्चरल इंजीनियर(प्रुफ चेकिंग)/नियोजक का चयन:-**
 - 3.1 सलाहकार का चयन निम्नानुसार किया जावेगा:-
 - (अ) सलाहकार की सेवाएँ प्राप्त करने के लिये निर्धारित प्रक्रिया ANNEXTURE -2 अनुसार होगा एवं प्रतियोगिता प्रपत्र तत्समय सिटॉप की वेबसाईट पर लोड किया जायेगा एवं सलाहकारों को ई-मेल द्वारा प्रेषित किया जायेगा।
 - (ब) किसी प्रोजेक्ट के लिये सलाहकार के चयन हेतु सलाहकार श्रेणी में सूचीबद्ध सलाहकारों के मध्य प्रतियोगिता आयोजित की जावेगी।
 - (स) अत्यंत महत्वपूर्ण भवनों अथवा विशिष्ट प्रकृति के प्रोजेक्ट के लिये कार्यपालन संचालक राज्य नगर नियोजन संस्थान से अनुमति लेकर राष्ट्रीय स्तर परी खुली प्रतियोगिता आयोजित की जावेगी, जिसमें सूचीबद्ध सलाहकार के अतिरिक्त अन्य सलाहकार भी भाग ले सकेंगे।
 - (द) सलाहकार की सेवाओं हेतु आयोजित की जाने वाली प्रतियोगिता की सूचना सूचीबद्ध सलाहकारों के बीच प्रतियोगिता हेतु ई-मेल से एवं राष्ट्रीय स्तर पर खुली प्रतियोगिता हेतु समाचार पत्र एवं वेब साईट पर दी जावेगी।

(ई) इच्छुक आवेदक द्वारा स्थल निरीक्षण कर सूचना के साथ संलग्न स्थल मानचित्र एवं प्रोजेक्ट की आवश्यकताओं (Requirement) के अनुसार भवन/परियोजना की कान्सेप्ट डिजाइन एवं ड्राइंग तैयार की जावेगी एवं सूचना में नियम दिनांक, समय, एवं स्थान पर प्रोजेक्ट की प्रथम स्तरीय अनुमानित लागत एवं प्रोजेक्ट से संबंधित सभी मुद्दों पर पावर पाइंट (पी.पी.पी) प्रस्तुतीकरण चयन समिति (जूरी) के समक्ष किया जावेगा।

(फ) सलाहकारों के चयन हेतु समिति(जूरी):-

(i) सूचीबद्ध सलाहकारों के बीच प्रतियोगिता हेतु:-

- 1 कार्यपालन संचालक, राज्य नगर नियोजन संस्थान अथवा उनके द्वारा नामांकित सदस्य – अध्यक्ष
- 2 संयुक्त संचालक, नगर तथा ग्राम निवेश जिला कार्यालय (संचालक नगर तथा ग्राम निवेश द्वारा नामांकित अधिकारी)-सदस्य
- 3 संबंधित संस्था(जिसके लिये प्रतियोगिता) अथवा उनके द्वारा नामांकित सदस्य।
- 4 राज्य नगर नियोजन संस्थान अधिकारी/कर्मचारी (कार्यपालन संचालक द्वारा नामांकित)-सदस्य
- 5 संचालक समन्वय, राज्य नगर नियोजन संस्थान भोपाल – सदस्य सचिव

टीप:- उपरोक्त सदस्यों के अतिरिक्त प्रोजेक्ट की आवश्यकता के अनुरूप चयन समिति (जूरी) के सदस्य के रूप में विषय से संबंधित विशेषज्ञों को भी कार्यपालन संचालक राज्य नगर नियोजन संस्थान की अनुमति लेकर आमंत्रित किया जा सकेगा।

(ii) खुली प्रतियोगिता हेतु :-

- 1 कार्यपालन संचालक राज्य नगर नियोजन संस्थान अथवा उनके द्वारा नामांकित सदस्य। – अध्यक्ष
- 2 संयुक्त संचालक, नगर तथा ग्राम निवेश जिला कार्यालय (संचालक नगर तथा ग्राम निवेश द्वारा नामांकित अधिकारी)- सदस्य
- 3 संबंधित संस्था (जिसके लिये प्रतियोगिता) अथवा उनके द्वारा नामांकित सदस्य।
- 4 संचालक समन्वय राज्य नियोजन संस्थान भोपाल – सदस्य सचिव
- 5 विभागध्याक्ष (वास्तुकला) स्कूल आफ प्लानिंग एण्ड आर्किटेक्चर भोपाल अथवा राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल अथवा उनके द्वारा नामांकित सदस्य।

टीप:- उपरोक्त सदस्यों के अतिरिक्त प्रोजेक्ट की आवश्यकता के अनुरूप चयन समिति (जूरी) के सदस्य के रूप में विषय से संबंधित विशेषज्ञों को भी कार्यपालन संचालक राज्य नगर नियोजन संस्थान की अनुमति लेकर आमंत्रित किया जा सकेगा।

- (ट) सलाहकार का चयन एवं नियुक्ति:—चयन समिति(जूरी) प्रथम, द्वितीय एवं तृतीय स्थान हेतु कांसेप्ट प्लान का चयन करेगी। प्रथम स्थान प्राप्त सलाहकार को कार्य आवंटित किया जावेगा। प्रथम स्थान प्राप्त सलाहकार कार्य न करने हेतु इच्छुक न होने की स्थिति में द्वितीय स्थान प्राप्त सलाहकार को कार्य आवंटित किया जा सकेगा। यदि द्वितीय स्थान प्राप्त सलाहकार कार्य न करने हेतु इच्छुक न हो तो तृतीय स्थान प्राप्त सलाहकार को कार्य आवंटित किया जा सकेगा। नियुक्त सलाहकार द्वारा किये गये कार्य के लिये निश्चित फीस का भुगतान विभिन्न चरणों में किया जावेगा। उक्तानुसार चयनित सलाहकार से चाही गई सेवा के लिये अनुबंध किया जावेगा। समिति को अधिकार होगा कि वे प्रतियोगिता के किसी भी प्रतिभागी को उपयुक्त नहीं पाये जाने की स्थिति में प्रथम, द्वितीय अथवा तृतीय स्थान के लिये चयन न करे।
- (ठ) चयनित सलाहकार को प्रोजेक्ट का स्ट्रक्चर डिजाइन, भारतीय/राष्ट्रीय प्रौद्योगिकी संस्थान(आई.आई.टी./एन.आई.टी.)/शासकीय अभियांत्रिकी संस्थान अथवा विभाग में सूचीबद्ध स्ट्रक्चरल इंजीनियर से ही स्वयं चयन कर अपने व्यय पर करना होगा। सलाहकार को प्रदाय की जाने वाली फीस की निर्धारित दरें सिटॉप में प्रचलित दरों के **Schedule-2** के अनुसार होगी।

3.2 **स्ट्रक्चरल इंजीनियर/स्ट्रक्चरल इंजीनियर(प्रुफ चेकिंग) का चयन:**—इन हाउस अथवा अन्य आर्किटेक्ट द्वारा बनाये गये आर्किटेक्चरल डिजाइन कार्यों की सिर्फ स्ट्रक्चरल डिजाइन एवं स्ट्रक्चरल डिजाइन (प्रुफ चेकिंग) के कार्य हेतु सूचीबद्ध स्ट्रक्चरल डिजाइन एवं स्ट्रक्चरल डिजाइन (प्रुफ चेकिंग) की सेवाएं प्राप्त की जा सकेगी। स्ट्रक्चरल डिजाइन एवं स्ट्रक्चरल डिजाइन (प्रुफ चेकिंग) कार्य हेतु देय निर्धारित दरें राज्य नगर नियोजन संस्थान में अनुमोदित दरों अनुसार दी जायेगी। स्ट्रक्चरल इंजीनियर/स्ट्रक्चरल इंजीनियर(प्रुफ चेकिंग) का चयन इम्पेनलमेंट की सूची में से चक्रानुक्रम में होगा। चयन समिति निम्न अनुसार होगी जो संचालक समन्वय द्वारा इम्पेनल स्ट्रक्चरल इंजीनियर/स्ट्रक्चरल इंजीनियर(प्रुफ चेकिंग) की सूची में से उनके कार्य क्षेत्र में कार्य करने के लिये इच्छुक की एक उपसूची बनाकर उपसूची में से चक्रानुक्रम में चयन करेगी।

- 1 कार्यपालन संचालक राज्य नगर नियोजन संस्थान—अध्यक्ष
- 2 संचालक समन्वय, राज्य नगर नियोजन संस्थान—सदस्य
- 3 सहायक यंत्री, राज्य नगर नियोजन संस्थान—सदस्य
- 4 सहायक वास्तुविद, राज्य नगर नियोजन संस्थान—सदस्य

3.3 सलाहकार का चयन:-

- विभिन्न सलाहकारी सेवाएँ जैसे (1) Land Survey (2) Quantity Survey (3) Heating Ventilation And Air Conditioning (HVAC) and other mechanical system design (4) Acoustics design (5) Sanitary Plumbing, Drainage, Water supply and sewerage design (6) Electrical, electronic, communication system and design (7) Graphic design and signage (8) Green Building and GRIHA (9) Fire detection, fire protection and security system etc. design (10) preparation of arboriculture reports (11) Supervision Quality control की सेवाएँ प्राप्त किये जाने हेतु विषय से संबंधित सूचीबद्ध सलाहकारों से दरें प्राप्त कर न्यूनतम दर के आधार पर सलाहकार का चयन किया जावेगा।
- 4 वास्तुविद/सलाहकार/स्ट्रक्चरल डिजाइन (प्रुफ चेकिंग) की सेवा शुल्क का भुगतान:- वास्तुविद/सलाहकार/स्ट्रक्चरल डिजाइन (प्रुफ चेकिंग) के कार्य पर होने वाला व्यय का भुगतान संबंधित परियोजन प्रभारी द्वारा सुपर विजन क्वालिटी कंट्रोल आकस्मिकता पर होने वाले मद के लिये नियत राशि से लिया जावेगा।
- 5 निलम्बन/काली सूची में डालना:-सेवा की गुणवत्ता में गंभीर कमी/त्रुटि/लापरवाही पाये जाने पर सेवा प्रदाता फर्म/कंपनी/एल.एल.पी. एवं उसके अधिकृत मुख्य व्यक्ति (Authorized Lead Person) को भी एम्पेनलमेंट के लिये निर्धारित प्रपत्र के साथ संलग्न **Schedule-3** में दर्शाएँ कारणों से निलंबित/काली सूची में डाला जायेगा एवं फर्म/कंपनी/एल.एल.पी. एवं उसके अधिकृत मुख्य व्यक्ति (Authorized Lead Person) को सेवा प्रदाय करने हेतु अधिकृत करने वाले प्राधिकारी को भी 15 दिवस के अंदर सूचित किया जावेगा। उक्त कार्यवाही संचालक समन्वय राज्य नगर नियोजन संस्थान द्वारा की जावेगी। निलंबन/काली सूची में डालने की कार्यवाही की अपील कार्यपालन संचालक राज्य नगर नियोजन संस्थान भोपाल से 45 दिवस के अंदर की जावेगी। जिसका निर्णय अंतिम एवं बंधनकारी होगा।

कार्यपालन संचालक
राज्य नगर नियोजन संस्थान
भोपाल मध्यप्रदेश

पृष्ठा. क्रमांक
प्रतिलिपि:-

/सिटॉप/2019

भोपाल दिनांक

- 1 कार्यपालन संचालक राज्य नगर नियोजन संस्थान भोपाल।
- 2 श्री सुरेंद्र मिश्रा/श्री एस.पी. द्विवेदी/श्री रवि चतुर्वेदी, सहायक यंत्री, राज्य नियोजन संस्थान भोपाल।

- 3 श्रीमती वर्षा जैन, सहायक वास्तुविद, राज्य नियोजन संस्थान भोपाल ।
- 4 स्थापना शाखा, राज्य नियोजन संस्थान भोपाल ।
- 5 लेखा शाखा, राज्य नियोजन संस्थान भोपाल ।

कार्यपालन संचालक
राज्य नगर नियोजन संस्थान
भोपाल मध्यप्रदेश

STATE INSTITUTE FOR TOWN PLANNING

**DOCUMENT FOR EMPANELMENT
of Architects/ Consultants/ Structural Engineers/ Structural
Engineers(Proof checking) in SITOP**

For different works in SITOP

SECTION-1
STATE INSTITUTE FOR TOWN PLANNING
PARYAVARAN PARISAR, E-5, ARERA COLONY, BHOPAL

NOTICE FOR EMPANELMENT OF consultant/Planner/ Architects / Structural Engineers

1. The Director co ordination of State Institute for Town Planning Bhopal mandate to procure Architectural/planning and consultancy services for building projects and other planning project and related works to be implemented through SITOP in project mode, intends to empanel Architect/Planner/Consultation/Structure Engineers for preparation of detail project reports (DPRs).
2. Applications for empanelment are invited through only speed-posts from reputed Architects/Planner/Consultants/Structural Engineers having required qualification, proven expertise, required manpower, and necessary experience of preparing Detail Project reports of building works and related works.
3. Consultant/Planner/ Architects shall be awarded the work through SITOP as per approved norms and policy on consultancy FEES.
4. Empanelment of consultant found to be suitable as per qualification of a category listed in schedule-1, enclosed with the application form, will be done for five years. Empanelment in only one category shall be done against one application.
5. The empanelment consultant shall be eligible to participate in the competition. Empanelment consultant will be invited to submit their offers as per competition offer.
6. The empanelment for an initial period of five years shall be subject to satisfactory professional performance and shall be renewed after five years of application for renewal.
7. The scope of work/ service, “Terms and Conditions”, “scale of fixed fees payable” or “fee payable on basis of offer accepted” etc. will be intimated at the time of invitation for competition or offer.
8. Process of empanelment is open for future also.
9. Application forms will be received only through speed-post addressed to the Executive Director, State Institute For Town Planning, E-5, Arera Coloney, Bhopal, 462016.
10. Application forms may be downloaded from our web site : <http://www.sitop.org.in>

Executive Director

SECTION-2

INSTRUCTIONS TO APPLICANTS

1. All the information must be submitted in english. Incomplete and inappropriately filled application form will be rejected.
2. Application should be submitted duly page numbered, indexed and strictly following sequence given in the form.
3. Separate sheets may be used wherever required. Documentary proof should be enclosed where ever necessary.
4. Each page of the document attached should be duly signed as self attestation by the applicant or his authorized signatory (attach authorization letter).
5. All information requested in the application form shall be furnished against the respective para and column given their 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 application should finish an undertaking in a affidavit form on a stamp paper of rupees one hundred that the applicant FIRM/COMPANY/LLP or its Authorized Lead Person has not been black listed 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 o 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 Executive Director, SITOP will be the authority to empanel consultant in SITOP. The Executive Director 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. Joint Venture – Not Allowed.
10. Processing fee of rupees five thousand is payable to State Institute for Town Planning, Bhopal and it should be enclosed with the application form without application shall not be processed.

11. Additional information, if any, required by the applicant for submission of the application may be obtained from Director Coordination /Assistant Architect/Assistant Engineer, SITOP, Bhopal.
12. The applicant shall indicate a specific category under which the applicant Firm/Company/LLP seeking empanelment.
13. Separate application for empanelment in each category should be submitted.
14. Applications received will be evaluated by an evaluation committee constituted for this purpose by the Executive Director/ Director coordination . Out of total applications received only those who possess requisite qualification in the category applied for as per '**Schedule 1**' enclosed, shall be empanelled on the basis of the recommendation of the evaluation committee. { Director coordination,assistant architect,Assistant Engg(nominated By DC), Assistant manager(establishment sec.) }
15. Decision of the evaluation committee shall be final and no representation in this regard will be entertained.
16. Selection of the consultant will be done on the basis of competition from amongst the consultants empanelled. First three plans shall be selected by the selection committee/jury. Committee/jury reserve right to reject any or all plans without assigning any reason.
17. Payment to the consultant for relevant project shall be intimated at the time of invitation for competition.
18. For architectural work done in-house selection of Structural Engineers/structural Engineers (Proof Checking) shall be from amongst the empanelled Structural Engineers/structural Engineers (Proof Checking) again those who are ready to work as per SITOP rates.
19. Selection of consultant listed in '**Schedule 1**' shall be on the basis of lowest bid offer received from amongst empanelled consultants.
20. Payment to the consultant for services rendered by them will be in Indian Rs. only and will be done in stages as per agreement.
21. Notwithstanding proposed empanelment of consultants, Executive Director/Director coordination SITOP, Bhopal may invite competition/offers from any other consultants/ Structural Engineers/structural Engineers (Proof Checking) through open offer on the basis of the conditions laid down there in.
22. Empanelled 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 of blacklisting as per ‘**Schedule 3**’ shall also be applicable.

23. The Executive Director/Director coordination SITOP, Bhopal shall be the competent authority to suspend / blacklist an empanelled consultants in SITOP by giving a short notice of 15 days and affording an opportunity here in writing or in person the consultant and take a reason appropriate decision in this regard. Executive Director, SITOP, Bhopal will be appellate authority to hear appeal against order of the /Director coordination SITOP, Bhopal for suspension or black listing. Executive Director SITOP, Bhopal will pronounce his decision within a month. Decision of Executive Director/ SITOP, Bhopal will be final and binding on both parties.
24. An empanelment number shall be provided to the consultant shall be displayed in the name plate of drawings, design and reports etc. prepared by them.

Schedule – 1

Categories of Empanelment of consultant Architects/Urban Planner/Consultants/Structural Engineers/Structural Engineers (Proof Checking) in SITOP,Bhopal

S.No.	Category	Sub Category, if any	Field of Authorization of work	Minimum Qualification	
				Educational	Experience
1	ARCHITECT		Comprehensive Architectural Services	1.Registered Architect under Architect Act 1972 with upto date renewal registration certificate. 2.Firm of Architect/Company/LLP approved by council of architecture New Delhi, India	As above, applicable to the authorized lead person
2	Heritage/ CONSERVATION ARCHITECT		Design of Conservation and Retrofitting works of buildings	1. post graduate in Conservation Architecture. 2.Registered Architect under Architect Act 1972 with upto date renewal registration certificate. 3. Firm of Architect/Company/LLP approved by council of architecture New Delhi, India	7 years in Conservation Retrofitting works in Existing Buildings. As above, applicable to the authorized lead person
3.	LANDSCAPE ARCHITECT		Landscape designs	1.Registered Architect under Architect Act 1972 with upto date renewal registration certificate and post graduate degree in Landscape Architecture. 2. Firm of Architect/Company/LLP approved by council of architecture New Delhi, India	5 years in landscape Architecture
4.	INTERIOR ARCHITECT		Interior Designs	1.Registered Architect under Architect Act 1972 with upto date renewal registration certificate and	5 years in Interior Architecture. As above,

				post graduate degree in Landscape Architecture. 2. Firm of Architect/Company/LLP approved by council of architecture New Delhi, India	applicable to the authorized lead person
5	CONSULTANT	LAND SURVEY	Preparation of Land Acquisition proposals. Utility location and Field Surveys, Survey sheets & Detailed Site Plan with Contours etc.	Graduate/Post Graduate in related discipline.	1)5 years for graduate and 3 years for post graduate. 2)As above, applicable to the authorized lead person
5.1		QUANTITY SURVEY	Estimating and Costing Rate Analysis	1.Graduate/Post Graduate in engineering/technology. 2.Firm/Company/LLP discipline.	1)5 years for graduate and 3 years for post graduate. 2)As above, applicable to the authorized lead person
5.2		HVAC AND OTHER MECHANICAL SYSTEM	Heating, Ventilation and Air Conditioning & other Mechanical System of building design.	Graduate/Post Graduate in engineering/technology. 2.Firm/Company/LLP discipline.	1)5 years for graduate and 3 years for post graduate. 2)As above, applicable to the authorized lead person
5.3		ACOUSTICS	Acoustical Design	Graduate/Post Graduate in engineering/technology. 2.Firm/Company/LLP discipline.	1)5 years for graduate and 3 years for post graduate. 2)As above, applicable to the authorized lead person
5.4		SANITARY, PLUMBING,	Water Supply and Plumbing work,	1.Graduate/Post Graduate in engineering/technology.	1)5 years for graduate and 3

		DRAINAGE, WATER SUPPLY AND SEWERAGE	Drainage, Sanitation, Sewerage Design	2.Firm/Company/LLP discipline.	years for post graduate. 2)As above, applicable to the authorized lead person
5.5		ELECTRICAL, ELECTRONICS, COMMUNI- CATION AND SECURITY SYSTEM	Electrical, Electronics, Communication System Design	1.Graduate/Post Graduate in engineering/technology. 2.Firm/Company/LLP discipline.	1)5 years for graduate and 3 years for post graduate. 2)As above, applicable to the authorized lead person
5.6		GREEN BUILDING AND GRIHA	Green Building Concept, Energy Efficient Building design & GRIHA Certification	1.Graduate/Post Graduate in engineering/technology. 2.Firm/Company/LLP discipline.	1)5 years for graduate and 3 years for post graduate. 2)As above, applicable to the authorized lead person
5.7		GRAPHIC DESIGN AND SIGNAGE	Graphic and Signage Design	1.Graduate/Post Graduate in engineering/technology. 2.Firm/Company/LLP discipline.	NA
5.8		FIRE DETECTION AND FIRE PROTECTION	Fire Detection Fire Protection and Fire Safety Design	1.Graduate in Engineering/Technology in Fire Detection and Protection or Equivalent from a recognized University. 2.Firm/Company/LLP	1) 5 years 2)As above, applicable to the authorized lead person
5.9		ARBORI- CULTURE	Preparation of Arboriculture Reports	1.Graduate/Post Graduate in engineering/technology. 2.Firm/Company/LLP discipline.	1)5 years for graduate and 3 years for post graduate. 2)As above, applicable to the authorized lead person
5.10		SUPERVISION AND QUALITY	Supervision and Quality Control of	1.Graduate/Post Graduate in engineering/technology.	1)5 years for graduate and 3

		CONTROL	Building Works	2.Firm/Company/LLP discipline.	years for post graduate. 2)As above, applicable to the authorized lead person
6	STRUCTURAL ENGINEER		Structural Design and Drawing Work of Buildings	M.Tech(Structure) and registered as structural engineer with a statutory body. 2)Firm/Company/LLP	1)5 years in the field of structural design. 2)As above, applicable to the authorized lead person
7	STRUCTURAL ENGINEER (PROOF CHECKING)		Proof Checking of Structure Design and Drawing Work of Buildings done by others.	M.Tech (Structure) and registered as structural engineer with a statutory body. 2.Firm/Company/LLP	10 years in the field of structural design. 2)As above, applicable to the authorized lead person
8	Urban Planner		Development plan Master Plan	Graduate/post graduate in urban planning	1. with 3 years work experience in involvement of different projects . Experience of handling or executing at least one or two projects is essential. 2. planner should preferably be a member of ITPI
9	Regional Planner		Regional plan	post graduate in regional planning	1. with 3 years work experience in involvement of different

					<p>projects . Experience of handling or executing at least one or two projects is essential. 2. planner should preferably be a member of ITPI</p>
10	Transport planner		Transport planning for different projects	post graduate in transport planning	<p>1. with 3 years work experience in involvement of different projects . Experience of handling or executing at least one or two projects is essential. 2. planner should preferably be a member of ITPI</p>
11	environmental planner		Environmental planning for different projects	post graduate in environmental planning	<p>1. with 3 years work experience in involvement of different projects . Experience of handling or executing at least one or two projects is essential. 2. planner should preferably be a member of</p>

					ITPI
12	infrastructure planner		Infrastructure planning for different projects	Post graduate in infrastructure planning	1. with 3 years work experience in involvement of different projects . Experience of handling or executing at least one or two projects is essential. 2. planner should preferably be a member of ITPI
13	economic planning		Economic planning for different projects Development plan master plan	Post graduate in economics	1. with 3 years work experience in involvement of different projects . Experience of handling or executing at least one or two projects is essential. 2. planner should preferably be a member of ITPI
14	Gis and, remote sensing expert		GIS and remote sensing works for different projects/ development plan/ master Plan/ Regional Plan	Post graduate in GIS/Remote Sensing	1. with 3 years work experience in involvement of different projects . Experience of handling or executing at least one or two projects is

					essential. 2. planner should preferably be a member of ITPI
15	Expert in housing and good governance		Projects for housing and good governance	Post Graduate in Housing	1. with 3 years work experience in involvement of different projects . Experience of handling or executing at least one or two projects is essential. 2. planner should preferably be a member of ITPI
16	urban investment planning expert		Expert in TPS Scheme	Graduate in Architecture and post graduate in Urban planning/MBA	1. with 3 years work experience in involvement of different projects . Experience of handling or executing at least one or two projects is essential. 2. planner should preferably be a member of ITPI
17	socio economic expert/ financial expert		Projects for TPS scheme / development plan/ regional plan	Graduate in Architecture and post graduate in Urban planning/MBA	1. with 3 years work experience in involvement of different projects .

					Experience of handling or executing at least one or two projects is essential. 2. planner should preferably be a member of ITPI
18	disaster management expert		Projects for disaster managemnet	Post Graduate in disaster manangement	1. with 3 years work experience in involvement of different projects . Experience of handling or executing at least one or two projects is essential. 2. planner should preferably be a member of ITPI
19	industrial planner		Projects for industrial planning	Post graduate in Industrial planninmg	1. with 3 years work experience in involvement of different projects . Experience of handling or executing at least one or two projects is essential. 2. planner should preferably be a member of ITPI
20	legal adviser for		Experience as a	Graduate in	3 years work

	planning/		legal advisor with different projects	Architecture and LLB	experience in involvement of different projects . Experience of handling or executing at least one or two projects is essential.
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SECTION 3

STATE INSTITUTE FOR TOWN PLANNING

FORM FOR EMPANELMENT

(As Architect/Planner/Consultant/Structural Engineer/ Structural Engineer(Proof Checking))

1. Category of Empanelment : (mention any one category from Schedule “1” (Enclosed))
2. Application is for Renewal or New Empanelment:
3. **Details of the Applicant Firm/Company/LLP:**

Photo of
proprietor/Author
ized lead person

Name	
Address	
Phone No	
Fax No	
Email:	
Website	
Purpose of establishment or Area of service to be provided	
Authorization/Accreditation/Affiliation Registration with legally constituted council/Institute/Board/Body for providing services in the field for which Firm/Company/LLB established (Attach proof)	
Registration/Affiliation with legally constituted Council/Institutions/Board/Statutory Body (Attach Proof)	
Year of Establishment (Attach Proof)	
PAN/TIN No	
Number of years of providing services (Experience)	

4. **Details of Legally Authorized Lead Person of the Applicant Firm/Company/LLP**

Name	
Address	
Phone No	
Mobile No	
Email:	
Educational Qualification	

Years of Experience	
Area of Experience	
Registration/Affiliation with legally constituted Council/Institutions/Board/Statutory Body (Attach Proof)	
PAN NO	

5. Number of Regular Employees of the Applicant Firm/Company/LLP

S.No.	Category	Numbers

6. Details of Key Persons working with the Applicant Firm/Company/LLP

S.No.	Name of Key Position	Educational Qualification	Work Experience	
			Field/Area of Work/Services provided	Years

7. Major Projects Completed in Last Five Years :

Year	Name of Assignment/Project	Cost/Quantity/Area	Type of Assignment/Project Or Type of service provided	Proof

8. Major Projects in Hand

Date of Assignment	Name of Assignment/Project	Cost/Quantity/Area	Type of Assignment/Project or Type of service provided	Proof

Please attach copies of the work order issued by the client

9. Software used by the Applicant Firm/Company/LLP

S.No.	Brief Description of the Software used/in use

10. Awards won by the Applicant Firm/Company/LLP

S.No.	Brief Description of the Award received	Attach Proof

11. Major Equipment/Instruments Available with the Applicant Firm/Company/LLP

S.No.	Brief Description of the Equipment/Instrument	Purpose

12. Firm/Company/LLPs or Consultants Working in Association with the Applicant Firm/Company/LLP

S.No	Services	Name of Firm/Company/LLP (Attach Legal Proof)
1.	Architectural Consultancy	
2.	Structural Consultancy	
3.	Electrical, Electronics, Communication System	

4.	HVAC and other Mechanical System	
5.	Land Survey	
6.	Town Planning	
7.	Landscape Architecture	
8.	Quantity Surveying	
9.	Sanitary, Plumbing, Drainage, Water Supply and Sewerage	
10.	Urban Planning/Urban Design	
11.	Interior Architecture	
12.	Fire detection and Fire protection	
13.	Acoustics	
14.	Security System	
15.	Green Building and Griha	
16.	Architectural Conservation	
17.	Retrofitting of Buildings	
18.	Graphic Design and Signage	
19.	Others, if any	

13. Reference Persons (at Least two) who Recognize work of the Applicant Firm/Company/LLP

S.No	Name and Contact details of Reference Persons

14. Field/Fields in which the Applicant Firm/Company/LLP have Mostly Worked :

S.No	Field of the work	Yes or No
1.	Hospital & Medical Buildings	
2.	Institutional Buildings	
3.	Housing	
4.	Urban Planning	
5.	Urban Designing	
6.	Industrial Buildings	
7.	Govt/Semi Govt/Private Office Buildings	
8.	Hotels/Motels/Tourist Resort	
9.	Landscapping/Parks etc	
10.	Commercial Complex/Trade Centers	
11.	Recreational Centers	
12.	Stadium	
13.	Boat Club/Jetty	
14.	River/Lake Front Development	
15.	Conservation/Environment	
16.	Interiors	
17.	Others	
18.	Any other relevant information	

15. Processing Fee

Processing fee (non refundable) of Rs. 10000 (Rupees ten Thousand) only is to be deposited in favour of Executive Director, State Institute for Town Planning, Bhopal. Details to be given here below :

D.D.No	Date	Amount in Rs	Name of Branch and Bank	Ref.of speed post dispatch

Note: 1. Application form shall be submitted on through speed post only to the Executive Director, State Institute for Town Planning, Bhopal. E-5 Paryavaran parisar, Arera Coloney, Bhopal.

2. Empanelment shall be done only when application form is enclosed with

- a) Original Demand Draft payable as per para 15
- b) An affidavit duly notarised on non-judicial stamp paper of Rupees One Hundred as per "section-2, Instructions to Applicants Para 6".

Place

Date

Signature & Seal
of Legally Authorised Lead
Person of the Applicant Firm/Company/LLP

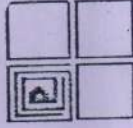
Declaration

I confirm that the information given above is true to the best of my knowledge and I can produce relevant original documents in support of the above information as and when required. Further I understand that all the above information have been furnished for empanelment only. Further I undertake that the applicant Firm/Company/LLP has not been blacklisted by any Government department/agency/statutory body.

Place

Date

Signature & Seal
of Legally Authorised Lead
Person of the Applicant Firm/Company/LLP



राज्य नगर नियोजन संस्थान STATE INSTITUTE FOR TOWN PLANNING

संदर्भ / Ref :/SITOP/20

दिनांक / Date :

कार्यालयीन आदेश

कार्यकारिणी समिति की 73वीं बैठक दिनांक 25.6.2019 में विषय क्रमांक 6 (जी.आई.एस. स्टूडियो को रेवेन्यू मॉडल पर चलाने हेतु दरों का निर्धारण) के माध्यम से प्रस्तुत प्रस्ताव पर कार्यकारिणी समिति द्वारा जी.आई.एस. स्टूडियो में प्रशिक्षण कार्यक्रम एवं जी.आई.एस. टर्मिनल किराये पर दिये जाने हेतु निम्नानुसार दरें स्वीकृत की जाती हैं :-

01	प्रशिक्षण कार्य	
(i)	जी.आई.एस. प्रशिक्षण - 7 दिवस हेतु (शासकीय कर्मचारियों हेतु)	रु. 10,000/- प्रति व्यक्ति
(ii)	जी.आई.एस. प्रशिक्षण - 5 दिवस हेतु (कैम्पस कोर्स)	रु. 5,000/- प्रति व्यक्ति
(iii)	जी.आई.एस. प्रशिक्षण - 3 दिवस हेतु (सर्टिफिकेट कोर्स)	रु. 3,000/- प्रति व्यक्ति
02	जी.आई.एस. टर्मिनल (Computer) किराये पर देने हेतु	
(i)	वर्क स्टेशन (आर्क जी.आई.एस. साफ्टवेयर सहित)	रु. 3000/- प्रति घंटा
(ii)	अन्य कम्प्यूटर बिना आर्क जी.आई.एस. साफ्टवेयर	रु. 2000/- प्रति घंटा

(राहुल जैन)

कार्यपालन संचालक

राज्य नगर नियोजन संस्थान, भोपाल

भोपाल, दिनांक 14/8/19

पृष्ठांकन क्रमांक 1396/सिटॉप/2019

प्रतिलिपि

1. सहायक यंत्री/सहायक वास्तुविद, राज्य नगर नियोजन संस्थान की ओर सूचनार्थ ।
2. लेखा शाखा, राज्य नगर नियोजन संस्थान, भोपाल ।
3. स्थापना शाखा, राज्य नगर नियोजन संस्थान, भोपाल ।

L.D.C(V)
14/8

(राहुल जैन)

कार्यपालन संचालक

राज्य नगर नियोजन संस्थान, भोपाल

राज्य नगर नियोजन संस्थान

STATE INSTITUTE FOR TOWN PLANNING

संदर्भ / Ref : 2061 / SITOP/20-

दिनांक / Date : 3/8/18

कार्यालयीन आदेश

राज्य नगर नियोजन संस्थान द्वारा विभिन्न संस्थाओं को नियोजन कार्यों के साथ-साथ वास्तुविदीय व अन्य तकनीकी परामर्श व सेवायें उपलब्ध कराई जा रही हैं। परामर्श एवं सलाहकार सेवाओं हेतु कार्यालय में पंजीकृत निजी सलाहकारों की भी सेवायें ली जाती हैं। संचालक मण्डल द्वारा पूर्व में समय-समय पर इस हेतु शर्तें/शुल्क की दरें निर्धारित की गई हैं।

राज्य नगर नियोजन संस्थान द्वारा योजना तैयार करने के संबंध में पूर्व में निर्धारित शर्तों व शुल्क की दरों में कार्यकारिणी समिति की कार्योत्तर स्वीकृति की प्रत्याशा में प्रमुख सचिव/महानिदेशक महोदय, राज्य नगर नियोजन संस्थान के अनुमोदन से परिशिष्ट-‘अ’ में दर्शाये अनुसार संशोधन किया जाता है।

यह आदेश तत्काल प्रभाव से लागू होंगे।

(एस.एस. राठौर)
संचालक (समन्वय)
राज्य नगर नियोजन संस्थान
भोपाल, दिनांक 3/8/18

पृष्ठांकन क्र. 2062/सिटाप/2018
प्रतिलिपि :-

1. निज सचिव, महानिदेशक, राज्य नगर नियोजन संस्थान, भोपाल
2. संचालक, नगर तथा ग्राम निवेश, भोपाल।
3. संचालक (समन्वय), राज्य नगर नियोजन संस्थान, भोपाल।
4. लेखा शाखा, राज्य नगर नियोजन संस्थान की ओर आवश्यक कार्यवाही हेतु।
5. नियोजन शाखा/योजना शाखा/आई.टी. एवं पर्यावरण शाखा, राज्य नगर नियोजन संस्थान की ओर आवश्यक कार्यवाही हेतु।
6. स्थापना शाखा/सम्पदा शाखा, राज्य नगर नियोजन संस्थान की ओर आवश्यक कार्यवाही हेतु।

(एस.एस. राठौर)
संचालक (समन्वय)
राज्य नगर नियोजन संस्थान

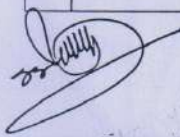
"KACHNAR" PARYAVARAN PARISAR, E-5, ARERA COLONY, BHOPAL-462016

DL : 0755 2465544, 2400659 Fax : 0755 2465544 Web : http://www.sitop.in E-mail : sitnbhopal@gmail.com

राज्य नगरीययोजन संस्थान भोपाल द्वारा योजना तैयार करने के संबंध में निर्धारित शर्तें व शुल्क दर:-

- 1 संबंधित संस्था से कार्यादेश।
- 2 अनुबंध निष्पादित करना(रु.के स्टाम्प पेपर में दो प्रतियों में)।
- 3 रुपये 50,0000/-अग्रिम रिटेंनर शिप शुल्क का भुगतान जिसका कि समायोजन देय वास्तुविदीय शुल्क में किया जायेगा।
- 4 संस्था द्वारा योजना स्वयं तैयार करने तथा योजना का तकनीकी परीक्षण राज्य नगर नियोजन संस्थान से कराने का शुल्क कुल अनुमानित लागत का 0.5 प्रतिशत।

वास्तुविदीय एवं नियोजन हेतु दर का निर्धारण			
क.	वास्तुविदीय एवं नियोजन सेवायें अनुमानित योजना लागत	संस्था से प्राप्त की जाने वाली राशि/ (योजना की अनुमानित लागत का प्रतिशत) सभी कर सहित	सलाहकार को देय राशि/(योजना की अनुमानित लागत का प्रतिशत) सभी कर सहित
1	10 करोड़ तक	4.0 प्रतिशत	3.5 प्रतिशत
2	10 करोड़ से 25 करोड़	3.0 प्रतिशत	2.5 प्रतिशत
3	25 करोड़ से अधिक	2.5 प्रतिशत	2.0 प्रतिशत
4	आंतरिक एवं बाह्य सज्जा	5.5 प्रतिशत	5.0 प्रतिशत
5	विकास योजनायें/जोनल प्लान		
	अ) पचास हजार से कम जनसंख्या वाले नगर	12.00 लाख	10.00 लाख
	ब) पचास हजार से एक लाख तक जनसंख्या वाले नगर	17.00 लाख	14.00 लाख
	स) एक लाख से तीन लाख तक जनसंख्या वाले नगर	20.00 लाख	15.00 लाख
	द) तीन लाख से पाँच लाख तक जनसंख्या वाले नगर	25.00 लाख	20.00 लाख
	इ) पाँच लाख से 10 लाख तक जनसंख्या वाले नगर	30.00 लाख	25.00 लाख
	ई) दस लाख से अधिक जनसंख्या वाले नगर	50.00 लाख	40.00 लाख
			उपरोक्त सेवा शुल्क में डिजिटार्इ जेशन, नक्शों की जियोरिफ्रेसिंग शामिल नहीं होगी। वास्तविक मूल्य एवं डिजिटार्इजेशन हेतु रुपये 10/- प्रति हेक्टे. शुल्क लिया जावेगा (सलाहकार को इस शुल्क का 90 प्रतिशत देय होगा)।



CO-ORDINATION)
For Town Planning

DIRECTOR (CO-ORDINATION)
State Institute for Town Planning
Bhopal

राज्य नगर नियोजन संस्थान STATE INSTITUTE FOR TOWN PLANNING

संदर्भ / Ref : 1094 / SITOP/20

दिनांक / Date : 9/7/19

कार्यालयीन आदेश

कार्यकारिणी समिति की 73वीं बैठक दिनांक 25.6.2019 में विषय क्रमांक 8 के माध्यम से प्रस्तुत प्रस्ताव पर कार्यकारिणी समिति द्वारा Perspective Plan की दरें एवं जोनल प्लान की संशोधित दरें निम्नानुसार स्वीकृत की गई :-

Perspective Plan

क्र	विकास योजना की अनुसार जनसंख्या (census)	संस्था से प्राप्त की जाने वाली राशि रूपये	सलाहकार को देय राशि समी कर सहित
1	0 से 5.00 लाख तक	5.00 लाख	4.00 लाख
2	5.00 से अधिक 10.00 लाख तक	10.00 लाख	8.00 लाख
3	10.00 अधिक से 15.00 लाख तक	15.00 लाख	12.00 लाख
4	15.00 से अधिक	20.00 लाख	16.00 लाख

जोनल प्लान (ZONAL PLAN) की संशोधित दरें

क्र.	जनसंख्या	संस्था से प्राप्त की जाने वाली राशि रूपये	सलाहकार को देय राशि समी कर सहित रूपये	उपरोक्त शुल्क में डिजिटिजेशन नवशोकी जियो रिफरेंसिंग शामिल नहीं है। जियो रिफरेंसिंग का वास्तविक मूल्य एवं डिजिटिजेशन हेतु 10 रुपये प्रति हेक्टेयर शुल्क संस्था से प्राप्त किया जावेगा (सलाहकार को इस शुल्क का 90 प्रतिशत देय होगा)
1.	0 से पचास हजार तक	18.00 लाख	14.50 लाख	
2.	पचास हजार से उपर एक लाख तक	25.5 लाख	20.50 लाख	
3.	एक लाख से उपर तीन लाख तक	30.00 लाख	24.00 लाख	
4.	तीन लाख से उपर पाँच लाख तक	37.50 लाख	30.00 लाख	
5.	पाँच लाख से उपर 10 लाख तक	45.00 लाख	36.00 लाख	
6.	दस लाख से अधिक	75.00 लाख	60.00 लाख	

पृष्ठांकन क्रमांक 1095 / सिटॉप / 2019
प्रतिलिपि

1. सहायक यंत्री / सहायक वास्तुविद, राज्य नगर नियोजन संस्थान की ओर सूचनाई।
2. लेखा शाखा, राज्य नगर नियोजन संस्थान, भोपाल।
3. स्थापना शाखा, राज्य नगर नियोजन संस्थान, भोपाल।

(राहुल जैन)
कार्यपालन संचालक
राज्य नगर नियोजन संस्थान, भोपाल
दिनांक 9/7/2019

(राहुल जैन)
कार्यपालन संचालक
राज्य नगर नियोजन संस्थान, भोपाल

"KACHNAR" PARYAVARAN PARISAR, E-5, ARERA COLONY, BHOPAL-462016

Phone : 0755-2466514, 2420658 Fax : 0755-2427097 Web: http://www.sitop.org.in E-mail : sitpbhopal@gmail.com

कार्यालय में किये जाने वाले कार्यों की फीस का विवरण:-

1. नगरीय रूपांकन एवं वास्तुविदिय योजनाओं के विस्तृत वास्तुविदिय कार्य हेतु शुल्क कुल अनुमानित राशि का 3.00 प्रतिशत।
2. ले-आउट अभिन्यास तैयार किये जाने का शुल्क
 - अ. 5 एकड़ तक राशि रु.50,000/- (10,000/- प्रति एकड़)
 - ब. 5 एकड़ से 50 एकड़ तक 5,000/- प्रति एकड़
 - स. 50 एकड़ से अधिक 2,500/- प्रति एकड़

सर्वेक्षण शुल्क की दरें:-

क्र.	सर्वे का प्रकार	1 से 2 एकड़	2 से 10 एकड़	10 से 50 एकड़	50 एकड़ से अधिक
1	समतल भूमि (बिना कंटूर)	न्यूनतम शुल्क रु.10,000/-	रु. 10,000+1000 प्रति एकड़	रु.18,000+750 प्रति एकड़	रु. 48,000+500 प्रति एकड़
2	कंटूर सहित	न्यूनतम शुल्क रु.15,000/-	रु. 15,000+2500 प्रति एकड़	रु.35,000+1500 प्रति एकड़	रु. 95,000+1000 प्रति एकड़

**SUSPENSION/BLACK LISTING OF
ARCHITECT/PLANNER/CONSULTANTS/STRUCTURAL
ENGINEER/STRUCTURAL ENGINEER (PROOF CHECKING)**

The empanelled Architect/Consultant/Structural Engineer/Structural Engineer (Proof Checking) can be suspended/black listed in SITOP,Bhopal on the basis of following reason :

SUSPENSION

1. **Negligence** : Negligence of an Architect/Consultant/Structural Engineer/Structural Engineer (Proof Checking) means failure to take reasonable degree of care in the course of his engagement for rendering professional services.
2. **Deficient Services** : “Deficiency” as defined under section 2(1)(g) of the Consumer Protection Act 1986, means any fault, imperfection, shortcoming 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.
3. **Delay**: If department found that Architect/Consultant/Structural Engineer/Structural Engineer (Proof Checking) has not provided services on respective time repetitively.

BLACKLISTING

4. **Substandard Service** : If department found that Architect/Consultant/Structural Engineer/Structural Engineer (Proof Checking) is not able to provide services up to the mark on repetitively.
5. **Loss to Govt**: If department found that Architect/Consultant/Structural Engineer/Structural Engineer (Proof Checking) provided services, but it has caused loss of money with reference to quality of service or delay in service.
6. **Public Safety** : If department found that Architect/Consultant/Structural Engineer/Structural Engineer (Proof Checking) provided services, but it has effected public safety with reference to quality of service or delay in service.

NOTE: The Executive Director, State Institute for Town Planning shall be competent authority to suspend/black list the empanelled Architect/Planner/Consultant/Structural Engineer/Structural Engineer (Proof Checking) in State Institute for Town Planning.

STATE INSTITUTE FOR TOWN PLANNING

DOCUMENT FOR PROCUREMENT OF CONSULTANCY SERVICES

For different works in SITOP

SECTION 1

**STATE INSTITUTE FOR TOWN PLANNING
PARYAVARAN PARISAR, E-5, ARERA COLONY, BHOPAL**

INVITATION NOTICE

(COMPETITION FOR ARCHITECTURAL/-----/-----)

Notice No.....

Letter No.....

Bhopal, dated.....

To,

M/s.....

Subject : Request for participating in Architectural/-----/----- Competition for execution of
(Give name of work/project).....

R/Sir

State Institute for Town Planning(SITOP) procure Architectural/----- services for aforesaid work based on an Architectural competition from amongst the Consultant empanelled with SITOP.

This invitation addressed to the Consultant empanelled with SITOP and is not transferable.

Location and land available for the work/project is given in Khasara Plan/Location Plan and Site Plan and are attached as Annexure "A" and Annexure "B" respectively with the Document for Procurement of Architectural/----- Services.

Tentative requirement for the work/project is as per Annexure "C" attached with the Document for Procurement of Architectural/----- Services.

If you intend to participate in the competition, you should present your concept plan before selection committee (Jury) in accordance with the "Requirement and Sequence of Presentation for Architectural/----- Competition as given in Annexure "D" attached with the Document for Procurement of Architectural/----- Services. If the Office of Executive Director, State Institute for Town Planning, Paryavaran Parisar, E-5, Arera Colony, Bhopal (M.P.) – 462019 Ph: 0755-2466514 at the time and date mentioned below.

The Consultant of winning concept plan may be offered a format on LAO as per Annexure "E" to provide Architectural/----- services. An agreement will be signed by the selected Consultant in format given in section 5 with the "Document for Procurement of Architectural/----- Services".

The Architectural/----- services shall be provided by the appointed Consultant as per “Terms and Conditions” contained in the “Document for Procurement of Architectural/----- Services” enclosed. Payment to the Consultant for providing Architectural/----- services shall be as per Schedule 2 and Schedule 3 (copy enclosed) respectively. Before participating in the competition, the participant must visit the site at his/her own expenses for which he/she may contact project incharge of concerned with the work, whose contact details are as follow :

Concerned project incharge

1. Office.....
2. Phone.....
3. Mobile.....
4. E-mail

Date and Time of Presentation of Concept Plan is

(Time.....Date.....)

Encl: Document for Procurement of Architectural/----- Services

Executive Director
State Institute for Town Planning

SECTION 2
Instructions to Consultants

1. **Location** : Location and land available for the project described in the invitation Notice is as below:
 - a. **Khasra Plan/Location Plan** – indicating Khasra numbers of the land with the name of village, block, tahsil, district is as per Annexure”A”.
 - b. **Site Plan** – including contours, all main features with dimensions is as per Annexure “B”.

The Consultant is expected to make a visual assessment of site during his site visit before participating in the competition. Consultants will not be entitled for any allowances for their visit to the site.

2. **‘Tentative Project Requirements’ as per Annexure “C”** which shall strictly form basis for preparation of concept plan.
3. Consultants shall make presentation (preferably Power Point Presentation) of his design concept in the competition at scheduled time and date indicated in the invitation notice before the selection committee on all points given in “Requirement and Sequence of Presentation of Concept Plan” as per Annexure “D”.
4. Consultant’s presentation done in the competition shall be judged by the selection committee (Jury) on following parameters.
 - a. Understanding of the site
 - b. Understanding requirements
 - c. Understanding of bylaws and project requirement for the project
 - d. Layout planning
 - e. Building/project planning
 - f. Design innovations
 - g. Consideration for future horizontal and vertical expansion within the campus, if feasible (to be indicated by dotted lines)
 - h. Ability and competence of the Consultant to render required service within the specified time frame (enclose all completion certificates issued in last three years.
 - i. Major deficiency found in the assignment completed by the Consultant in last three years. Concealment of any completion certificate issued in last three years shall lead to termination of work at later stages.
5. No allowance shall be payable to the Consultant for his visit to the place of presentation for the competition. The Consultant of 1st winning position may be offered assignment to provide Architectural/----- Services. If the Consultant holding 1st winning position refuses to take up work of preparation of DPR, the work of preparation of DPR may be allotted to 2nd winning position holder, in this case the Consultant holding 2nd winning position refuses to take up work the work may be allotted to 3rd winning position holder. The Consultant who refuses to take up the work will be debarred from participating in the competition in the department for next one year. Stage wise fee payable to him for services rendered by him in accordance with ‘Scale of Charges for Project Services’ given in Schedule 2’ appended with ‘Empanelment Form’.

6. Letter of Acceptance to be issued to a selected Consultant is as per Annexure “E”.
7. Terms and Conditions for the assignment are as per Section 3.
8. Special Conditions, if any, are as per Section 4.
9. Upon getting Letter of Acceptance an Agreement form is to be signed by the Consultant is as per Section 5. If the Consultant fails to sign the Agreement within 10 days as stipulated in the Letter of Acceptance, the Consultant shall be debarred from participating in the next competitions for one year.
10. Upon signing the Agreement, a Letter of Appointment shall be issued to the Consultant as per Annexure “F”.
11. Geotechnical details, if given, with the Site Plans are tentative. The appointed Consultant shall be responsible for getting geotechnical investigation done and obtaining geotechnical report by engaging from a consultant empanelled with SITOP or any of the Govt. Engineering College of the State of M.P. for which the Consultant shall not be paid separately, The Consultant shall be jointly and severally responsible for accuracy of geotechnical report.
12. The Consultant shall get the structural design of his work done by engaging an empanelled structural engineer only or any of the Govt. Engineering College of the State at his own cost. The Consultant will be responsible for accuracy and adequacy of structural design done by such structural design engineer or institutions.
13. The Consultant may engage other consultants empanelled with SITOP to assist him to complete the assignment but will have to take all the responsibility of the assignment.
14. The Consultant shall submit all Architectural drawings of all stages to the Executive Director, State Institute for Town Planning For acceptance and approval.
15. The Consultant shall prepare cost estimate/BOQ/DPR only on the basis of accepted and approved Architectural drawings.
16. The Consultant shall do structural design and prepare structural drawings only based on Architectural drawings accepted and approved by the to the Director co-ordination, State Institute for Town Planning.
17. The structural design and drawings prepared by the Consultant shall be submitted to the Executive Director, State Institute for Town Planning for acceptance and approval of in o/o Director co-ordination, State Institute for Town Planning.

Khasra Plan/Location Plan

Khasara Plan/Location Plan is attached as below :

Site Plans

Site Plan/plans are attached as below :

Tentative Project Requirements

Requirement and Sequence for Presentation of Concept Plan

Concept Plan shall be presented before the selection committee for the competition as below :

1. Date of site visit by the Consultant.....
2. Plans :
 - a. Index Plan : On State, District and City/Village map showing major roads leading to the location. This plan will be prepared by the Consultant for understanding location of the site.
 - b. Khasra Plan/Location Plan – with name of village, Block, Tahsil, District (as provided by the department)
 - c. Contour Plan including locations of all main features with dimensions (as provided by the department)
 - d. Campus Plan/Layout Plan – Roads present and proposed (to be prepared by the Consultant)
 - e. Photographs and Google maps of site taken by the Consultant (optional)
3. Comparative statement of Standard Building by laws and Architectural standards applicable for the project and provisions made.
4. Analysis of requirement of the Project.
5. Concept design on suitable scale (1:100 or 1:200). Design concept shall necessarily include statement of areas of each floor of each block/unit/wing. Design concept shall always indicate scope for horizontal or vertical expansion or else indicate reasons for no scope for future expansion. 3D-view from all sides is must and walk through its optional.
6. Innovation : Design innovation, use of green building concept, use of local materials, plan that does not pre-empt future expansion, comparative study with best known buildings of similar type etc shall be given credit for innovation.
7. Challenges : Environmental, public opinion, accessibility, suitability of site, impact on surrounding natural and built up area etc. shall be covered in this aspect.
8. Cost Analysis : Stage – 1 cost, basis for unit rates adopted, floor wise break-up of area and cost of each blocks/units/wing shall be mandatory.
9. All completion certificate issued by the Executive Director, SITOP in last three years.
10. Drawings to be submitted in four hard copies and two soft copies (CD) are :
 - a. Location Plan/Khasara Plan
 - b. Site Plan
 - c. Layout Plan/Campus Plan
 - d. Floor plans of each floor
 - e. Minimum four elevations
 - f. Minimum two sectional elevations
 - g. 3-D view from all sides
 - h. Any special features
 - i. Walk through

**STATE INSTITUTE FOR TOWN PLANNING
PARYAVARAN PARISAR, E-5, ARERA COLONY, BHOPAL-16**

LETTER OF ACCEPTANCE

To,

(Name & Address of the Consultant/Architectural Firm/Company/LLP)

Name of Work/Project :.....

We are pleased to inform you that you have been selected for providing Consultancy services for the above mentioned work/project @..... percent of actual project cost to be executed as per agreement.

You are requested to attend office of the Executive Director, State Institute for Town Planning and sign “ the Agreement” within 10 days failing which you will be debarred from competition in the state for next one year.

Executive Director
State Institute for Town Planning
Bhopal

Entd. No.

1. Project Director concerning project
2. Director Coordination, SITOP
- 3.
- 4.

Executive Director
State Institute for Town Planning
Bhopal

**STATE INSTITUTE FOR TOWN PLANNING
PARYAVARAN PARISAR, E-5, ARERA COLONY, BHOPAL-16**

LETTER OF APPOINTMENT

NO.....

DATE.....

To,

(Name & Address of the Consultant/Architectural Firm/Company/LLP)

Dear Sir,

We have great pleasure in appointing your firm as our Consultant for Comprehensive Architectural/..... Services for Work/Project detailed as below :

Work/Project :

.....

Work Project Number.....

Scope of work.....

Fees :.....

Project Completion (Construction) Period :.....

You are hereby requested to start the work as per the Agreement signed by you for aforesaid assignment.

Thanking you,

(Sign and Seal)
Executive Director
State Institute for Town Planning
Bhopal

Entd. No.

1. Project Director concerning project
2. Director Coordination, SITOP
- 3.
- 4.