

Notice for publication in the Newspapers


ABRIDGE NOTICE INVITING EXPRESSION OF INTEREST FOR ENPANELMENT OF ARCHITECTS/CONSULTANTS IN WEST BENGAL HERITAGE COMMISSION

Secretary, West Bengal Heritage Commission, invites applications from experienced and registered Architects/Architectural or Engineering Firms having in-house Architects and Structural Consultants having degree in B.Arch with a master degree in conservation (desirable) and B.E. (Civil) for empanelment in West Bengal Heritage Commission.

Application forms and other details including eligibility criteria may be had from the office of the West Bengal Heritage Commission at 1, Satyen Roy Road, Kolkata-700034 on all working days between 11 AM to 4 PM or downloaded from the website www.wbhc.in & www.egiyebangla.gov.in

Duly filled up applications with all necessary enclosures should reach to the Secretary, West Bengal Heritage Commission at the above mentioned address on or before 30.09.2021

(Existing empanelled Consultants / Architects of West Bengal Heritage Commission will remain valid in the empanelled list).



Secretary

West Bengal Heritage Commission



WEST BENGAL HERITAGE COMMISSION, Government of West Bengal, Constituted u/s 3 (1) of West Bengal Act IX of 2001
1 Satyen Roy Road, Behala, Kolkata 700 034, Phone: 2445-0083/2445-0037 Fax No: 33 - 2445-0083 e.mail:
pbheritage@gmail.com

EXPRESSION OF INTEREST (EOI)

Notice Inviting Expression of Interest (EOI) for **Empanelment of Architects / Consultants in West Bengal Heritage Commission.**

West Bengal Heritage Commission (WBHC) intends to prepare a fresh empanelment of Architects/ Architectural or Engineering Firms having in-house Architects and Structural Consultants having degree in B. Arch with a master degree in conservation (desirable) and B.E. (Civil) fulfilling the following criteria.

1. Eligibility Criterion:

1.1. The Architects / Consultant Firms should have experience of having successfully completed of similar nature of works during last 5 years.

1.1.1. Completed one similar nature of work costing not less than Rs. 30.00 Lakhs.

1.1.2. Completed two similar nature of works costing not less than Rs. 20.00 Lakhs each.

[Similar nature of work(s) shall mean as the process involved in the Preservation / Restoration / Restoration of the Heritage Building(s) / Monument(s) / Site(s) and its Precincts in order to retain its Architectural, Environmental or Cultural Significance.]

1.2. The Architects / Consultant Firms shall be registered with Council of Architecture.

1.3. The Architectural / Engineering Firms / individual Architects fulfilling the above criteria may apply in prescribed format mentioning the under mentioned details.

1.3.1. Name, address and registration details of the Architects / Consultancy Firms with details of Technical Personnel.

1.3.2. Copy of Audited Balance Sheets for the last 3 years.

1.3.3. Copy of Income Tax Clearance for last 3 years showing the yearly turnover.

1.3.4. Registration with any other Central / State Government / Public Sector as empaneled Architects / Consultants.

1.3.5. Details of maximum value of completed project with scope of work during last 5 years. (Attach certificate from employer with photographic evidence)

1.3.6. List of completed works (in separate format Annexure-A).

1.3.7. Proof of registration with Council of Architecture.

2. **Scope of Work:**

- 2.1. Taking West Bengal Heritage Commission's instruction for visiting the site for surveying, evaluation and to examine the technical, Social, financial feasibility of the proposal for development / conservation / protection of structures.
- 2.2. To conduct various tests & investigations(non destructive type) required for preparation of DPR to assess the stability of the heritage structures to consider for incorporation of necessary items in the estimate for development / conservation / protection of structure.
- 2.3. To submit the complete DPR to WBHC with required numbers of hard copies duly signed by the consultant with seal in all pages of DPR and also on the drawings & estimates including a preface report along with a soft copy of complete DPR.
- 2.4.a To prepare the drawing (architectural & structural) and estimate including Sanitary Water Supply and electrical system both internal & external on the basis of current SOR of PWD.
- 2.4.b. To frame standard specification, drawing, nomenclatures, rates, method of works for other than the Govt. SOR items in practice.
- 2.5. To prepare bill of quantities (B.O.Q.) with detailed specification for tender purposes.
- 2.6. To help the implementing authority for vetting of the estimate and clarification of drawings, calculations of detailed measurements, analysis of rates etc. for preparation of tender documents and selection of contractor(s).
- 2.7. After the written approval of the sketch design and preliminary estimate has been communicated to the Consultant by the WBHC, the Consultant shall prepare detailed working drawings. The Consultant shall also furnish detailed drawings and Construction drawings needed at the time of execution of the said work on the basis of the latest specification.
- 2.8. The Consultant shall prepare working drawings and details, sufficient for the proper execution of the works.
- 2.9. The Consultant shall also render any other services connected with the said works usually and normally rendered by Consultant and not referred to, on any of the sub clauses.
- 2.10. The Consultant shall submit to the WBHC all the necessary sketch plans, within the period stipulated by the WBHC. If the Consultant fails to adhere to the time schedule or extended time which may be granted by the WBHC in his sole discretion, the WBHC shall be entitled to terminate this agreement and entrust the work to some other Consultant and in that case, the Consultant shall be entitled to fees or compensation only up to the stage of work carried out by him as decided by WBHC alone. In the

event of the Consultant being not in a position to fulfill his works on design and drawing in such a way that the construction work cannot be carried out as per the time schedule, the WBHC shall be free to get the design and drawings prepared by other agencies at the risk and cost of the Consultant.

- 2.11. The Consultant shall exercise all reasonable skill care, diligence and discharge of duties hereby covenanted to be performed by him and shall exercise inspection in regard to the said works, as may be necessary to ensure that the work is being executed in accordance with the working drawings and specifications aforesaid and approved by the WBHC.
- 2.12. Periodical inspection of sites and evaluation of construction works with the sites visits in each stage, time and frequency to be decided by WBHC and submit the report of the progress of the works to the Commission with photographs.
- 2.13. To prepare completion drawing and maintenance manual with details procedure for up-keeping the asset both on short time as well as on long term basis.
- 2.14. The Consultant shall observe all the statutory regulations prevailing in the area, are subject to the approval from local bodies of government, if necessary. They should associate with WBHC and Executing agency in getting approvals for implementation.
- 2.15. The Consultant shall indicate on his drawings and report, the manner in which it is proposed to deal with the infrastructure service.
- 2.16. The Consultant shall not make any deviation, alteration, addition or omission from the approved drawings without the knowledge of the WBHC. The WBHC will retain the right to omit or postpone any work or part thereof at his discretion.
- 2.17. The Consultant shall aid and advice the WBHC in preparing a maintenance and Operational Manual.
- 2.18. Verification and certification of contractors bills before payment. (If required by the implementing authority).
- 2.19. The Consultant has to attend review meeting being conducted by the WBHC and shall give his opinion regarding the queries, suggestion etc.
- 2.20. The Consultant shall monitor and review the rectification of defects and deficiencies of the project when requested by the WBHC.
- 2.21. On completion of the project the Consultant shall inspect the work along with either the employer/or any authorized officer and give a final report and completion certificate in this regard.
- 2.22. The Consultant shall attend any dispute review meeting as and when requested by the WBHC and give his remarks.
- 2.23. On completion of the assignment, the Consultant shall duly clarify and list all drawings, documents and other relevant records and hand over to WBHC and obtain a written receipt thereof.

- 2.24. Final construction should be verified whether it is executed as per design and submit comprehensive report to the WBHC.
- 2.25. The Consultant will be liable for any defects, mistakes and deficiency, incomplete, unworkable and unsafe/unfit for site conditions. In such failures, WBHC will take appropriate action/imposed penalty as deemed fit against the consultant.
- 2.26. The DPR/drawings and other documents as will be submitted by the consultant will be sole property of WBHC. In no case, the consultant will reproduce the same anywhere without any written permission of West Bengal Heritage Commission.
3. The prescribed application Form may be had in person from the Office of the West Bengal Heritage Commission at 1, Satyen Roy Road, Indrajit Pally, Behala, Kolkata-700034 near Behala Tram Depot/Siddeswari Kali Mandir, on all working between 11.30 AM to 04.30 PM or can be downloaded from the website of West Bengal Heritage Commission www.wbhc.in.
4. Application form duly filled up along with necessary enclosures may reach to the Office of the West Bengal Heritage Commission at 1, Satyen Roy Road, Indrajit Pally, Behala, Kolkata- 700 034 on or before 30/09/2021. For any clarification, please contact through Phone No. (033) 2445-0037 of West Bengal Heritage Commission from 11.30 AM to 4.30 on any working day.
5. WBHC takes no liability for delay or non-receipt of the application sent by post/courier. The commission reserves the right to reject any or all applications without assigning any reason whatsoever.
6. The existing empanelled consultants of WBHC need not require to apply in response to the above mentioned notification. They will automatically be considered in the list of fresh empanelment of consultants of WBHC.



Secretary

West Bengal Heritage Commission

Memo No:104(3)/C-22/WBHC/2019-20(P-II)

Dated: 01/09/2021

Copy forwarded for kind information and necessary action to:-

1. The Secretary, I&CA Department, Govt. of West Bengal, Nabanna, Howrah.
2. The Director of Archaeology & Museum, 33, C.R. Avenue, Kolkata 700012.
3. The Director of Information & Ex Officio Additional Secretary, I&CA Department.



Secretary

West Bengal Heritage Commission

Application Format for Empanelment of Architects / Consultants
in West Bengal Heritage Commission

1.(a) Name of The Organization :

(b) Office Address :

(c) Telephone No. :

(d) Mobile No. :

(e) Fax No. :

(f) Email ID :

2.(a) Year of Establishment (enclose documentary evidence) :

(b) No of years of experience in the relevant field :
[Please filled up details in the enclosed format Annexure-A]

(c) Name of the Proprietor / Partners with Address & Phone No. :

3.(a) Details of Registration – whether Partnership Firm, Company etc. :

(b) Name of Registration Authority, Date & Registration Number. :

4.(a) Details of Registration with the Council of Architecture.

:

(b) Registration Number & Date
(Copy of relevant document to be attached)

:

5. Permanent Account Number (PAN) of Income Tax Department

:

6. GST Registration Number (enclose documentary evidence)

:

7. Details of registration, if any, in the panel of Architects for Government Organization / ASI or Directorate of Archaeology & Museum, Government of West Bengal.

:

8. Particulars of Technical Staff in the Organization:

Sl. No.	Name	Designation	Age	Academic Qualification	Service with the Firm	Nature of works handled

Place:

Date:

.....
Signature, name and designation
of authorised Signatory.

For and on behalf of
(Name of the Applicant)

**List of Major Works completed during last five years
&
List of Major in Hand**

Sl. No.	Name of Work with complete Postal Address	Authority under whom the work was carried on	Ref. Order No. & Date	Cost of Project (As per DPR)	Value of Work as per Final Bill	Date of Commencement & Date of Completion

Place:

Date:

.....
Signature, name and designation
of authorized Signatory.

For and on behalf of
(Name of the Applicant)