



SEMI-CONDUCTOR LABORATORY
(Department of Space, Govt. of India)
Sector 72, S.A.S. Nagar-160 071 Pb. (India) Ph:91-0172-2237401-409

**APPLICATION FOR EMPANELMENT OF
ARCHITECTS/CONSULTANTS**

APPLICATION ISSUED TO :

M/s. _____

D.D. No. & Date _____

ISSUED BY _____



SEMI-CONDUCTOR LABORATORY
(Department of Space, Govt. of India)
Sector 72, S.A.S. Nagar-160 071 Pb. (India) Ph:91-0172-2237401-409

Sub: Empanelment of Architects/Consultants

Semi-Conductor Laboratory (SCL) invites applications for empanelment of Architects/Consultants under different categories such as i) Civil, ii) Structural, iii) Electrical and iv) HVAC Works.

The application document can be obtained from the Office of Head, CMD, SCL from 24.9.2009 to 8.10.2009 during working days from 10.00 A.M. to 4.00 P.M. on payment of fee of Rs. 560/- (non-refundable) in the form of Demand Draft in favour of '**Semi-Conductor Laboratory**' payable at **Mohali/Chandigarh**. The empanelment document may also be downloaded from the website www.sclindia.com and the Demand Draft of Rs.560/- should be enclosed with the application.

The sealed envelope containing application duly completed in all respects superscribed as "**Application for empanelment**" (category to be mentioned) should be submitted **on or before 12.10.2009 upto 1600 hrs. (4:00 P.M.)** in the **Office of Head, CMD, SCL, S.A.S. Nagar**.

INSTRUCTIONS & GUIDELINES FOR SUBMISSION OF APPLICATION FORM FOR EMPANELMENT.

1. Application form for empanelment shall be submitted in sealed envelope superscribing "**Application for empanelment**" (**Category to be mentioned**).
2. The application shall be submitted as per the enclosed format(s). Documentary proof(s) with respect to the details furnished in the application form to be submitted along with the application. Incomplete applications will be summarily rejected.



3. The application shall be signed by the authorized person(s) of the firm.
4. Separate application to be submitted for each category.
5. The empanelment shall be valid for a period of 3 (three) years.
6. **Architects/Consultants who have successfully provided Architectural/Consultancy Services for Works/Projects of values mentioned below, during the last 5 years, shall be eligible to apply.**

Category	No. of Projects/Works and Value
Civil	Atleast 3 Projects/Works each of value not less than Rs. 200 lakh
Structural	Atleast 3 Projects/Works each having Structural Work valuing not less than Rs. 100 lakh.
Electrical	Atleast 3 Projects/Works each of value not less than Rs. 50 lakh.
HVAC	Atleast 3 Projects/Works each of value not less than Rs. 50 lakh.

7. SCL reserves the right to accept or reject any application without assigning any reason.

Place:

Signature of the applicant

Date:



SEMI-CONDUCTOR LABORATORY
(Department of Space, Govt. of India)
Sector 72, S.A.S. Nagar-160 071 Pb. (India) Ph:91-0172-2237401-409

EMPANELMENT APPLICATION FORM

(INFORMATION TO BE FURNISHED BY THE APPLICANTS)

Category of Work applied for : Civil/Structural/Electrical/HVAC
(Please specify)

S.No.	Particulars	Details
1.	Name of Organisation	
2.	Address	
	Telephone No.	
	Fax No.	
	E-mail ID	
3.	Organizational Details	To be filled in Annexure-I
4.	Details of Directors/Partners/Proprietors	To be filled in Annexure-II
5.	List of Architectural/Consultancy Assignments undertaken	To be filled in Annexure-III
6.	List of major Architectural/Consultancy Assignments in progress	To be filled in Annexure-IV
7.	Financial Status	To be filled in Annexure-V

Signature of the applicant
Name & Designation

Place:
Date:



Annexure-1

ORGANISATIONAL DETAILS

S.No.	Parameter	Details
1.	Organizational Set-up: <ul style="list-style-type: none">- Year of Establishment- Status of Firm (Proprietorship/Partnership/Any other- Name of Directors / Partners / Proprietors- Empanelment with Govt. Organizations (Mention names along with copies of Certificates)	To be filled in Annexure-II
2.	Overall Staff Strength <ul style="list-style-type: none">- Architects (nos.)- Structural Engineers (nos.)- Civil Engineers (nos.)- Electrical Engineers (nos.)- Environmental Engineers (nos.)- AC Engineers (nos.)- Mechanical Engineers (nos.)	
3.	Proof checking arrangement	
4.	Details of Office Automation	
5.	ISO Certification	



S.No.	Parameter	Details
6.	Model Study (whether adopted)	
7.	Awards, if any	
8.	Outsourcing jobs <ul style="list-style-type: none">- Structural Design- Electric Scheme & Design- Environmental- Airconditioning- Mechanical	

Signature of the applicant
Name & Designation

Place:

Date:



SEMI-CONDUCTOR LABORATORY
(Department of Space, Govt. of India)
Sector 72, S.A.S. Nagar-160 071 Pb. (India) Ph:91-0172-2237401-409

Annexure-II

DETAILS OF DIRECTORS/PARTNERS/PROPRIETORS

S.No.	Name of Partners/ Directors /Proprietors	Academic Qualification	Designation	Address/Phone/Fax /e-mail

Signature of the applicant
Name & Designation

Place:
Date



SEMI-CONDUCTOR LABORATORY
(Department of Space, Govt. of India)
Sector 72, S.A.S. Nagar-160 071 Pb. (India) Ph:91-0172-2237401-409

Annexure-III

LIST OF ARCHITECTURAL/CONSULTANCY ASSIGNMENTS UNDERTAKEN

S#	Name of Work/Project with address	Short description of Architectural/Consultancy assignment	Name and address of Owner/Client	Value of Work/Project	Date of Start of Work/Project	Date of Completion of Work/Project	Month & Year of Completion	Any other Relevant Information

Note: (Please see Page 9 of 11)



SEMI-CONDUCTOR LABORATORY
(Department of Space, Govt. of India)
Sector 72, S.A.S. Nagar-160 071 Pb. (India) Ph:91-0172-2237401-409

Annexure-III

Note:

- 1. Work/Projects of value above Rs. 200 lakh for Civil Works, Rs. 100 lakh for Structural Works, Rs. 50 lakh for Electrical and HVAC Works only to be mentioned.**
- 2. The list of Works/Projects mentioned should be substantiated with Documentary evidence such as Work Order and Completion Certificates, in the absence of which the application is liable to be rejected.**

**Signature of the applicant
Name & Designation**

**Place:
Date:**



SEMI-CONDUCTOR LABORATORY
(Department of Space, Govt. of India)
Sector 72, S.A.S. Nagar-160 071 Pb. (India) Ph:91-0172-2237401-409

Annexure-IV

LIST OF MAJOR ARCHITECTURAL/CONSULTANCY PROJECTS/ASSIGNMENTS IN PROGRESS

S#	Name of the Work/ Project executed with Address	Short Description of Architectural /Consultancy	Name and Address of Owner	Value of Work/Projects Executed	Date of Start of Work /Project	Stipulated time of Completion	Status of work	Expected date of completion	Any other relevant information

Signature of the applicant
Name & Designation

Place:
Date:



SEMI-CONDUCTOR LABORATORY
(Department of Space, Govt. of India)
Sector 72, S.A.S. Nagar-160 071 Pb. (India) Ph:91-0172-2237401-409

Annexure-V

FINANCIAL STATUS

S.No.	Financial Year	Turnover (in Rs. Lacs)	Profit/loss (-)
1.	2006-2007		
2.	2007-2008		
3.	2008-2009		

Note:

Certified copies of audited Balance Sheets/Chartered Accountants Certificates to be enclosed.

**Signature of the applicant
Name & Designation**

Place:

Date: