

1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **[Insert name of Client]** as Consultant for **{Insert brief description of Work/Services}**.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. **[Insert name of Client]** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **[Insert name of Client]** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,

[Person]

¹ Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

[Company]

[Address]

[Phone, Fax, Email]

6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.
7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):



2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)



3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

General Experience of the firm during last TEN years

General experiences of the firm, List of Architectural/ Engineering Design and Supervision Project of School buildings, Governments building, hospital buildings, Hotels, Recreation centre, Shopping Mall and Other Building Project Completed Successfully.

(Completion of work of each job: Project Cost more than Rs.50 Crores and Consulting Fee of 50.0 Lakhs with in last 7 years

S.No.	Project Name/Client /Funding agency	Location	Contract Value	Consulting Value	Start Date	Complete Date	Involvement (Single or JV)
1							
2							
3							
4							

(Attach letter/ certificate issued by client, such letter must mention the contract with attested copy)

3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Specific Experience of the firm in dedicated 350 or above 350 bedded hospital projects (350 or above 350 bedded Hospital Building) of the firm during last Seven years

S.No.	Project Name/Client /Funding agency	Location	Contract Value	Consulting Value	Start Date	Complete Date	Involve Ment (Single/JV)
1							
2							
3							
4							
5							
6							

(Attach letter/ certificate issued by client, such letter must mention the contract amount, and completion year, Attested Experience Certificate)

Firm's Name: _____

3(C). Geographic Experience

Experience of working in similar geographic region or country
(In case of joint venture of two or more firms to be filled separately for each constituent member)

Experience in Similar Geographic Region of the firm in similar nature projects (**Multi storied building with Double Basement project**) of **the firm during last 7 years**

S.No.	Project Name/Client /Funding agency	Location	Contract Value	Consulting Value	Start Date	Complete Date	Involve ment(Single/JV)
1							
2							
3							
4							
5							
6							

(Attach letter/ certificate issued by client, such letter must mention the contract amount, and completion year, Attested Experience Certificate)

4. Capacity

4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency
2075-76	
2074-75	
2073-74	
2072-73	
2071-72	
2070-71	
2069-70	

- Average Annual Turnover of Best of 5 Fiscal Year
Of Last 7 Fiscal Years

Attested Tax Clearance certificate and audited reports must be attached

(Note: Supporting documents for Average Turnover should be submitted for the above.)



4(B). Infrastructure/equipment related to the proposed assignment²

S.No.	Description	Quantity	Working condition	Ownership(Own/hire)
1	Laptop computers i5-i7	10		
2	A1 Plotters	1		
3	Leveling instruments	1		
4	Total Station	1		
5	Vehicle	1		
6	Office set up	1000 sft * 1		
7	Multimedia projector	1		

Attested copy of Bill must be attached.

5. Qualification of Key Experts

(In case of joint venture of two or more firms to be filled separately for each constituent member)

staffs with suitable Qualifications (CV and Availability of certificates must be attached)

S. No.	Title	No.	Minimum Qualification/ Experience/ Expertise	Name of the person	Date of appointment
Design Phase.					
1	Project Director	1	PhD degree or Master degree in Management/Engineering with Minimum 15 years experiences in Project Management or relevant field etc.		
2	Team Leader	1	PhD degree or Master's degree in Architecture or Civil Engineering with Minimum 15 years experiences in Detailed A/E design of Private /Government hospital building projects etc.		
3	Senior Hospital Architect	1	Master's degree in Architecture with minimum 10 years experiences or Bachelor degree in Architecture with more than 15 years experiences in Detailed A/E design of Private /Government hospital building projects etc.		

4	Architect	3	Bachelor degree in Architecture with minimum 5 years experiences in Detailed A/E design of Private /Government building projects etc.		
5	Senior Structural Engineer	1	PhD degree or Master's degree in Structural Engineering with minimum 15 years experiences in Structural design of Private /Government hospital building projects etc.		
6	Structure Engineer	2	Master's degree in Structural Engineering with minimum 5 years experiences or Bachelor degree in Civil Engineering with minimum 10 years experiences in structural design of Private /Government building projects etc.		
7	Geo-Tech Engineer	1	Masters in Geotechnical Engineering with minimum 5 years experience in geotechnical design & analysis of Private /Government hospital building projects etc.		
8	Environmental Engineer	1	PhD degree or Masters degree in Environmental Engineering with minimum 10 years experience in Environmental analysis of Private /Government building projects etc.		
9	Sociologist	1	Masters degree in Environmental Engineering with minimum 10 years experience in social analysis of Private /Government building projects etc.		
10	Economist	1	PhD degree or Masters degree in economics with minimum 10 years experience in economical analysis of Private /Government building projects etc.		
11	Water supply/ Sanitary Engineer	1	Master's degree in Water supply/ Sanitary Engineering with minimum 5 year experiences or Bachelor degree in Civil Engineering with minimum 10 year experiences in Detailed A/E design of hospital building projects with Detail Cost Estimates, BOQ and Specifications of Sanitary Works.		
12	Electrical Engineer	1	Master's degree in Electrical Engineering with minimum 5 year experiences or Bachelor degree in Electrical Engineering with more than 10 year experiences in preparation of Electrical Design of hospital Buildings with preparation of Detail Cost Estimates, BOQ and Specifications of Electrical Works.		

13	Civil Engineer	3	Master's degree in Civil Engineering with minimum 2 years experiences or Bachelor degree in Civil Engineering with minimum 10 years experiences in Detailed A/E design of hospital building projects with Detail Cost Estimates, BOQ and Specifications etc.		
14	HVAC Engineer	1	Master's degree in Mechanical Engineering with minimum 5 -10 years of experience or Bachelor degree in Mechanical Engineering with more than 10 year experiences in relevant projects.		
15	Computer Networking & Communication Specialist	1	Master's degree in Computer Engineering with minimum 3 years of experience or Bachelor degree in Computer Engineering with more than 5 year experiences in Detailed design of hospital building projects.		
16	Surveyor	1	Bachelor degree in survey Engineering with more than 5 years experiences or senior survey training by survey department in Detailed surveying of hospital building projects.		
17	Draft Person	4	Minimum Certificate/ Diploma in related Subject and have 3 years relevant work experience after Diploma.		
18	Civil Sub-Engineer	3	Minimum Certificate/ Diploma in related Subject and have 3 year relevant work experience after Diploma.		
19	Supporting staff	2	SLC passed		
Procurement Phase					
1	Project Director	1	PhD degree or Master degree in Management/Engineering with Minimum 15 years experiences in Project Management or relevant field etc.		
2	Team Leader	1	PhD degree or Master's degree in Architecture or Civil Engineering with Minimum 10 years experiences in Detailed A/E design of Private /Government hospital building projects etc.		
3	Procurement Specialist Engineer	1	Masters degree in Construction Engineering Management or Construction Management with minimum 10 years experience in related field.		
4	Supporting Procurement	1	Masters degree in Construction Engineering Management or		

	Engineer		Construction Management with minimum 5 years experience in related field or or Bachelor degree in civil Engineering with more than 5 years experiences in relevant projects.		
Construction supervision Phase					
1	Project Director	1	PhD degree or Master degree in Management/Engineering with Minimum 15 years experiences in Project Management or relevant field etc.		
2	Team Leader	1	PhD degree or Master's degree in Architecture or Civil Engineering with Minimum 10 years experiences in Detailed A/E design and supervision of Private /Government hospital building projects etc.		
3	Senior Hospital Architect	1	Master's degree in Architecture with minimum 10 years experiences or Bachelor degree in Architecture with more than 15 years experiences in Detailed A/E design and supervision of Private /Government hospital building projects etc.		
4	Architect	1	Bachelor degree in Architecture with minimum 5 years experiences in Detailed A/E design and supervision of Private /Government building projects etc.		
5	Structure Engineer	1	Master's degree in Structural Engineering with minimum 5 years experiences or Bachelor degree in Civil Engineering with minimum 10 years experiences in structural design of Private /Government building projects etc.		
6	Geo-Tech Engineer	1	Masters in Geotechnical Engineering with minimum 5 years experience in geotechnical design & analysis of Private /Government hospital building projects etc.		
7	Water supply/ Sanitary Engineer	1	Master's degree in Water supply/ Sanitary Engineering with minimum 5 years experiences or Bachelor degree in Civil Engineering with minimum 10 years experiences in Detailed A/E design of hospital building projects with Detail Cost Estimates, BOQ and Specifications of Sanitary Works.		
8	Electrical Engineer	1	Master's degree in Electrical Engineering with minimum 5 years		

			experiences or Bachelor degree in Electrical Engineering with more than 10 years experiences in preparation of Electrical Design of hospital Buildings with preparation of Detail Cost Estimates, BOQ and Specifications of Electrical Works.		
9	Chief Resident Engineer	1	Master's degree in Construction Engineering Management and Bachelor degree in Civil Engineering. Which minimum 5 years experiences in Supervision works after B.E. in civil engineer of government building or hospital building projects with project management in relevant field etc.		
10	Resident / civil Engineer	2	Bachelor degree in Civil Engineering with minimum 5 years experiences in Supervision of government building or hospital building projects with project management etc.		
11	HVAC Engineer	1	Master's degree in Mechanical Engineering with minimum 5 -10 years of experience or Bachelor degree in Mechanical Engineering with more than 10 years experiences in relevant projects.		
12	Computer Networking & Communication Specialist	1	Master's degree in Computer Engineering with minimum 3 years of experience or Bachelor degree in Computer Engineering with more than 5 years experiences in Detailed design of hospital building projects.		
13	Surveyor	1	Bachelor degree in survey Engineering with more than 5 years experiences or senior survey training by survey department in Detailed surveying of hospital building projects.		
14	Civil Sub-Engineer	3	Minimum Certificate/ Diploma in related Subject and have 3 year relevant work experience after Diploma.		
15	Computer operator	2	Minimum Certificate/ Diploma or 6 months training in related Subject and have 3 year relevant work experience.		
16	Supporting staff	2	SLC passed		

6. Other information

Location, office space, organization chart, total technical staffs and

other supporting staffs and other matters related to the job shall be provided in EOI.

a. Adherence to code of Ethics and Anti Corruption Policy

It is mandatory to provide the firms' commitment on Codes of Ethics and Anti Corruption Policy. Upon failing to do so, the firm will be disqualified for the evaluation. Mechanism to monitor the adherence to these policies also should be stated.

