

# EMPANELMENT DOCUMENT

for

## Empanelment of Agencies for Preparation of Models

**DECEMBER -2011**

**HSCC (INDIA) LIMITED**  
**Plot No. 6(A), Block-E, Sector-I, Noida**  
**Phone: - 0120 2542436-440; Fax: - 0120 2542447**  
**Website: [www.hsccltd.co.in](http://www.hsccltd.co.in)**

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**NOTICE FOR EMPANELMENT OF AGENCIES FOR PREPARATION OF  
MODEL**

No. HSCC/ARCH/Model/2011

Dated: 26.12.2011

Applications are invited for empanelment from agencies who are involved in preparation of Site/Block and Detailed Models.

For purchase of Empanelment documents and other details, applicants may refer to HSCC Website [www.hsccltd.co.in](http://www.hsccltd.co.in). Prospective applicants are advised to regularly scan through HSCC website to corrigendum /amendments etc. if any will be notified on the company website and separate advertisement will not be made for it.

(Dr. Neerja L. Sethi)  
GM (Arch)

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**INSTRUCTIONS TO APPLICANTS**

1. Applications are invited from individuals/firms hereinafter termed as Modelers for empanelment for preparation of models of Site/ Block Models/ Detailed Models for inauguration, submission to statutory authorities for getting approval for various up coming /ongoing projects.
2. Empanelment documents can be obtained from HSCC (India) Ltd., Noida from 27.12.2011 by depositing Rs. 500/- (Rs. Five hundred only) non-refundable in the form of Demand Draft/ Pay Order issued from any Nationalized bank/ Scheduled Bank in favour of HSCC (India) Ltd. payable at Noida or document is down loaded from HSCC website [www.hsccltd.co.in](http://www.hsccltd.co.in). If the document is down loaded from website then the application shall be accompanied by requisite value of Demand Draft/Pay order as described above.
3. Individuals /firms applying for empanelment are advised to regularly scan through HSCC website as corrigendum/amendments etc. if any, will be notified on the company's website and separate advertisement will not be made for it.
4. Earnest Money Deposit (EMD) of is Rs. 2000/- (Rs. Two Thousand only) in the form of Demand Draft / Pay Order issued from a Nationalized/ Scheduled Bank in favour of HSCC (India) Ltd. payable at Noida may be enclosed with the offer.
5. The EMD of empanelled Modelers shall be retained with HSCC as security deposit. No interest whatsoever shall be payable to Modeler on the same. The EMD of agencies not empanelled shall be refunded within one month of finalization of empanelment.
6. All related drawings Architectural drawings shall be provided by HSCC.
7. The information regarding the relevant experience of Modeler shall be provided as per Annexure-II.
8. HSCC may select modeler/modelers from applications and may form a panel. Decision of the HSCC, in this regard shall be final. HSCC is not bound to assign any reason thereof.

9. The panel of modelers once prepared shall be valid for a period of 24 months from the date of empanelment. HSCC may extend this period with the mutual consent.
10. Applications containing false and /or incomplete information are liable to be rejected
11. HSCC may increase /delete the empanelment of Modelers on the basis of requirement and performance of individual agency with the approval of competent authority of HSCC.
12. A contact person shall be made available /assigned to respond for any query. Detail of contact person to be given as under.
  - i. Name of Contact Person : \_\_\_\_\_
  - ii. Designation : \_\_\_\_\_
  - iii. Address : \_\_\_\_\_
  - iv. Contact Tel. No. \_\_\_\_\_
  - v. Fax No. \_\_\_\_\_
  - vi. Email address \_\_\_\_\_
13. In general basic drawing and information will be provided by email/telephonically. But in some case if required agency shall come to HSCC office without any extra cost
14. Income tax shall be deducted from Modeler's bill as per rule. Service Tax as applicable will be reimbursed on proof of Service Tax deposited.

## **SCOPE OF WORK**

The Modeler shall be required to prepare models of following type and scale:

1. Site/ Block Models (Scale 1:500, 1:1000 & 1: 400)
2. Detailed / Study Models (Scale 1:100, 1:200, 1:150 & 1:300)

The Modeler shall take into account HSCC inputs like architectural drawings / details, basic schemes etc.

## **INSTRUCTIONS FOR SUBMISSION OF APPLICATION**

### **ENVELOPE-I**

The applicants may submit their applications on or before last date of submission and time with following enclosures:

- \* Proof of Purchase of document i.e. copy of receipt of Rs. 500/- (Rupees Five Hundred Only) or if down loaded from HSCC website a "Demand Draft" of Rs.500/- only.
- \* Empanelment Document duly signed and stamped.
- \* Earnest Money Deposit of Rs.2000/-(Rupees Two Thousand Only).

### **ENVELOPE-II**

#### **QUALIFICATION CRITERIA**

1. Modelers must be located in Delhi/ NCR.
2. The Modeler should have working experience of minimum three years in making Site/ Block/ Study/Detailed Model. List of models prepared by Modeler in last three years along with work orders and photographs of the model (at least 03 Nos. per year) shall be submitted.

#### **SUBMITTALS:**

1. Photo copy of Service Tax No. and PAN No. (As and when applicable).
2. In case of individual / partnership firms, Income Tax return for the last three years (2008-09, 2009 -10 & 2010-11), In case of company, copy of Balance Sheet of last three years with CA certification and his membership No.
3. Undertaking and experience as per Annexure I & II respectively.
4. **The last date of submission of completed applications is 15 hrs of 10.01.2012** in HSCC office at Plot No. 6(A), Block-E, Sector-I, Noida. The applications shall be opened in the presence of applicants / their authorized representatives who wish to participate in the tender opening at 1530 hrs on same day.

## **Annexure-I**

### **UNDERTAKING**

I/ We have read and understood the instructions and the terms and conditions contained in the empanelment document. I/We do hereby declare that the information furnished in application and in the supplementary format at Annexure-II is correct to the best of my /our knowledge and belief.

Signature of Applicant

Name (Block letter)

Complete Postal Address:  
& Contact No.

Place:

Date:

Seal of Office

I/We have read the various items and conditions and the same are acceptable to me/us.

Signature of Applicant

Name (Block letter)

Complete Postal Address:  
& Contact No.

Place:

Date:

Seal of Office

**ANNEXURE-II**

**FORMAT FOR SUBMISSION OF EXPERIENCE**

<b>SN</b>	<b>Name of Client</b>	<b>Type of Model</b>	<b>Time Taken</b>	<b>Remarks if Any</b>

Note: The applicant may enclose the documentary evidence in support of their claim like copy of work order and Photograph of Model/ completion certificate from Client.

Authorized Signatory of Modeler with Seal

