



H.P. HOUSING AND URBAN DEVELOPMENT AUTHORITY
Niagm Vihar Shimla-171002
Expression of Interest (Eoi)

HIMUDA invites bids for the following work from eligible consultants:

Name of Work: Expression of Interest (EOI) for Empanelment of Architect Consultants / Structural Engineers / Quantity Surveyors / Field Surveyors/Geotechnical and Quality Control Laboratories/ Firms for providing comprehensive/individual consultancy services to HIMUDA for building projects.

Particulars	Details
Application Fee (Non-refundable)	₹5,000/- + 18% GST
Start of Bid Document Download	03/09/2025
Last Date & Time for Submission	15/09/2025 up to 04:00 PM
Date & Time of Opening Technical Bids	17/09/2025 at 11:00 AM
Validity of Empanelment	5 Years

Instructions to Bidders:

- EOI documents can be downloaded from the departmental website (<https://himuda.hp.gov.in/>).
- The application fee must be submitted along with the bid in favour of the C.E.O.-cum-Secretary HIMUDA, Nigam Vihar Shimla-171002 (HP).
- Alteration of the EOI/tender format will lead to rejection of the bid.
- EOI/tender documents are non-transferable; only firms to whom they are issued may submit bids.
- The Technical Bids shall be submitted either in hardbound form or electronically at the e-mail addresses specified below, with page numbers and an index. Any bid submitted in spiral-bound form, loose sheets, or in any other unacceptable format shall be summarily rejected.
- Additional information, if any, should also be in hardbound format with proper indexing.

Submission Address:

Executive Engineer (Design)
Office of C.E.O.-cum-Secretary
HIMUDA, Nigam Vihar Shimla-171002 (HP)

For Any Query Contact Details:

Tel: +91-177- 2626130.
Ph No: +91 70186-03910, +91 88943-10336
E-mail: ceo@himuda.com, info@himuda.com

(Dr. Surinder Kumar Vashisth)
C.E.O.-cum-Secretary
HIMUDA Shimla

"Building on Customer's Satisfaction and Delight"

Expression of Interest (EOI) for Empanelment of Architect Consultants/ Structural Engineers/ Quantity Surveyors/ Field Surveyors/Geotechnical and Quality Control Laboratories/ Firms for providing Comprehensive/ Individual Consultancy services to HIMUDA for Building projects.

Expression of Interest (EOI) is invited from qualified Architect Consultants/ Structural Engineers/ Quantity Surveyors/ Field Surveyors/ Geotechnical and Quality Control Laboratories/ Firms for providing comprehensive/ individual consultancy services to HIMUDA for carrying out the detailed survey and soil investigation of the building project site, preparation of the contour site plans, preparation of the architectural drawings, detailed structural designs & drawings based on latest IS Codes including seismic criteria using latest software, DPRs of the Building projects based on HPSR -2020 with latest market rates and CPWD latest specifications and preparation of the detailed estimate incorporating latest related guidelines as per ECBC & Solar Passive buildings as per scope of specific work.

Empanelment Categories:-

The empanelment categories shall be as under:-

- **Category-A:** For projects costing more than Rs 10 crore
- **Category-B:** For projects costing more than Rs 2 crore upto Rs 10 crore.
- **Category-C:** For projects costing upto Rs 2 crore.

Note:-

A. Empanelment for Individual Services or Combinations of Services

1. **Individual Services** – An applicant may seek empanelment for any one of the following services, subject to fulfilling the respective work experience and eligibility criteria and submitting documentary proof at the time of application:
 - a. Architectural Consultancy
 - b. Structural Engineering
 - c. Quantity Surveying
 - d. Field Surveying
 - e. Geotechnical and Quality Control Laboratories

2. **Combination of Services** – An applicant may also seek empanelment for any two or more of the above services, provided that:

- (i) The applicant is qualified and meets the eligibility criteria for each service applied for; or
- (ii) The applicant is associated with other qualified professionals for the remaining service(s), each meeting the prescribed work experience and eligibility criteria.
- (iii) Documentary proof of qualifications and associations must be submitted along with the application.

B. Empanelment as a Firm for Comprehensive Services

- (i) A registered firm applying for empanelment to provide **comprehensive consultancy services** shall be required to have, either in permanent employment or on formal association, all three categories of qualified professionals:
 - a. Architect Consultant
 - b. Structural Engineer
 - c. Quantity Surveyor
 - d. Field Surveying
 - e. Geotechnical and Quality Control Laboratory(ies)
- (ii) Each professional must meet the work experience and eligibility criteria specified herein.
- (iii) Documentary proof of qualification, eligibility, and employment/association of each professional shall be submitted with the application.

Validity of Empanelment: - The empanelment shall be valid for the period of 5 years from the date of empanelment and can be updated time to time as per requirement.

Scope of Work:-

A. Scope of Work for Field Surveyors

- 1. Conduct site surveys using Total Station/GPS, after obtaining authentic revenue records for the project site from the client department, duly issued by the competent authority.
- 2. Prepare contour/site plans clearly depicting all existing site features, including underground/overground utilities, trees, and existing structures, to facilitate accurate

architectural and engineering planning.

3. Submit authenticated survey drawings to HIMUDA/Architectural Wing for further design and planning stages.

B. Scope of Work for Geotechnical & Quality Control Laboratories

1. Carry out detailed soil investigations for proposed building sites, including determination of Safe Bearing Capacity (SBC) and other geotechnical parameters, as required for foundation design.
2. Conduct tests in accordance with IS codes and as per methodology instructed by HIMUDA/Engineer-in-Charge.
3. Provide soil investigation reports in prescribed formats, with recommendations for type and depth of foundation.
4. Provide quality control/laboratory testing services during execution, as and when required, for materials like cement, steel, aggregates, concrete, and other construction inputs.

C. Scope of Work for Architect Consultants

1. Planning Stage

- Prepare conceptual/sketch designs incorporating all project components (approach roads, retaining walls, building blocks, landscaped areas, waste management, rainwater harvesting, relocation of utilities, etc.).
- Modify and finalize conceptual drawings in consultation with HIMUDA/Client Department, until approval from the competent authority/Architectural Wing.
- Prepare and submit architectural drawings to Urban Local Bodies/TCP (as applicable) with assistance from HIMUDA/Client Department.
- Prepare detailed architectural working drawings (master plan, floor plans, elevations, sectional drawings, 3D views/walkthroughs) covering civil, electrical, mechanical, and horticulture works.
- Incorporate designs for fire safety, HVAC/ventilation, MEP works, lifts, escalators, solar passive architecture, electronic systems, etc.
- Prepare detailed specifications for all works (civil, electrical, horticulture, etc.) for approval by the Architectural Wing.

2. Construction Stage

- Undertake minimum five mandatory site visits at mutually agreed intervals to ensure works are in line with approved drawings and specifications. Submit site visit reports with photographs within seven days.
- Provide revised architectural drawings if changes are necessitated due to site constraints or client requests.
- Coordinate with specialized consultants (Landscape Architect, MEP Consultant, Acoustical Consultant) as required.

3. Completion Stage

- Ensure Green Building/ECBC compliance or obtain Green Rating (if applicable).
- Submit three sets of as-built drawings to HIMUDA.

D. Scope of Work for Structural Engineers

1. Prepare detailed structural analysis, designs, and structural drawings for the approved architectural drawings.
2. Get structural designs vetted by recognized institutes (NITs, IITs, PEC Chandigarh, or equivalent).
3. Provide revised structural designs and drawings if necessitated due to site conditions or rare changes in architectural requirements.
4. Coordinate with the Architect and Quantity Surveyor for seamless integration of structural, architectural, and costing aspects.

E. Scope of Work for Quantity Surveyors

1. Prepare detailed estimates of civil, electrical, horticulture, and other project components based on approved architectural and structural drawings.
2. Assist in preparing the Detailed Project Report (DPR), including cost estimates, rate analysis, and BOQs, in both hard copy (5 sets) and soft copy.
3. Vet and certify cost estimates as per CPWD norms/prevaling SOR, for approval by HIMUDA.
4. Assist during tendering and provide clarifications on quantity/estimate-related issues as required.

Qualification and Experience Criteria

The Architect Consultants/ Structural Engineer/ Quantity Surveyor/ Field Surveyors/ Geotechnical and Quality Control Laboratories/ Firms applying for empanelment should have extensive experience of work in hill area /hill states in the works of appropriate magnitude w.r.t. respective category as mentioned above for empanelment. Minimum qualification and work experience criteria shall be as under:-

Category	Architect Consultants	Structural Engineers	Quantity Surveyors (Civil)	Field Surveyors	Geotechnical & QC Labs	Firms
A	B.Arch. 15 yrs OR M.Arch. 12 yrs	B.Tech. 15 yrs OR M.Tech. 10 yrs	B.Tech. 15 yrs OR Diploma 20 yrs	Diploma (Civil/Surveying) 12 yrs OR ITI (Survey /Surveying & Leveling) 15 yrs; Proficiency in Total Station/ AutoCAD	NABL/ CPWD/ State PWD/ CPRI accredited; 10+ yrs soil investigation & testing	Must have in-house/ associated Architect, Structural Engg., QS, Field Surveyor & Geotech Lab as per Cat. A
B	B.Arch. 12 yrs OR M.Arch. 10 yrs	B.Tech. 12 yrs OR M.Tech. 7 yrs	B.Tech. 12 yrs OR Diploma 15 yrs	Diploma (Civil/Surveying) 8 yrs OR ITI (Survey /Surveying & Leveling) 12 yrs; Adequate survey & mapping exp. with Total Station/GPS	Accredited lab; 7+ yrs soil & material testing	Same as Cat. B
C	B.Arch. 10 yrs OR M.Arch. 7 yrs	B.Tech. 7 yrs OR M.Tech. 5 yrs	B.Tech. 7 yrs OR Diploma 10 yrs	Diploma (Civil/Surveying) 5 yrs OR ITI (Survey /Surveying & Leveling) 8 yrs; Exp. in contour/site surveys for building projects	Accredited lab; 5+ yrs geotech & material testing	Same as Cat. C

Notes

1. Equivalent degrees in Engg./Architecture/Surveying are acceptable.
2. Field Surveyors may qualify with Diploma in Civil Engg./Surveying OR ITI (Survey/Surveying & Levelling), with experience as per category.
3. Must demonstrate proficiency in modern instruments (Total Station, Auto Level, GPS) & AutoCAD.
4. Preference for candidates with hill area project experience.
5. For Geotechnical & QC Labs, accreditation from NABL/CPWD/State PWD/CPRI (or similar approved bodies) is mandatory.
6. Firms applying for Comprehensive Consultancy must demonstrate association/availability of professionals from all categories.

Technical Eligibility Criteria

Category	Technical Eligibility (for all Consultancy Types)
Category A	Architect Consultants - Should have successfully provided architectural consultancy services for completed building projects of Govt. Departments / PSUs / reputed organizations within the last 5 years. Cost criteria (based on total project cost): One project $\geq$ ₹10.00 crore OR two projects $\geq$ ₹6.00 crore each OR three projects $\geq$ ₹5.00 crore each. - At least one project should be in a hilly state (preferably Himachal Pradesh).
	Structural Engineers - Should have successfully provided structural design consultancy services for completed building projects of Govt. Departments / PSUs / reputed organizations within the last 5 years. - Must have used latest IS codes and structural analysis software (ETABS, STAAD Pro, SAP2000, RAPT, RAM Concept, etc.). Cost criteria (based on total project cost): One project $\geq$ ₹10.00 crore OR two projects $\geq$ ₹6.00 crore each OR three projects $\geq$ ₹5.00 crore each. - At least one project should be in a hilly state.
	Quantity Surveyors - Should have provided consultancy services as Quantity Surveyor for building projects of Govt. Departments / PSUs / reputed organizations within the last 5 years. - Must have thorough knowledge of cost-planning, valuation, estimation, BOQ & tender documents and use of latest software. Cost criteria (based on total project cost): One project $\geq$ ₹10.00 crore OR two projects $\geq$ ₹6.00 crore each OR three projects $\geq$ ₹5.00 crore each. - At least one project should be in a hilly state.
	Field Surveyors - Should have executed survey works (using Total Station / GPS / AutoCAD) for building projects of Govt. Departments / PSUs / reputed organizations within the last 5 years. Cost criteria (based on total project cost): One project $\geq$ ₹10.00 crore OR two projects $\geq$ ₹6.00 crore each OR three projects $\geq$ ₹5.00 crore each. - At least one survey should be in a hilly state.
	Geotechnical & QC Labs - Should have undertaken soil investigations and QC testing for building projects of Govt. Departments / PSUs / reputed organizations within the last 5 years. - Must be accredited by NABL / CPWD / State PWD. Cost criteria (based on total project cost): One project $\geq$ ₹10.00 crore

	OR two projects $\geq$ ₹6.00 crore each OR three projects $\geq$ ₹5.00 crore each. - At least one investigation should be in a hilly state. Firms (Comprehensive Consultancy) - Must have in-house / associated experts in the following disciplines: Architect, Structural Engineer, Quantity Surveyor, Field Surveyor & Accredited Lab. - Each must meet the Category A technical criteria defined above.
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Category	Technical Eligibility (for all Consultancy Types)
Category B	Architect Consultants - Should have successfully provided architectural consultancy services for completed building projects of Govt. Departments / PSUs / reputed organizations within the last 5 years. Cost criteria (based on total project cost): One project $\geq$ ₹8.00 crore OR two projects $\geq$ ₹5.00 crore each OR three projects $\geq$ ₹3.00 crore each. - At least one project should be in a hilly state. Structural Engineers - Should have successfully provided structural design consultancy services for completed building projects of Govt. Departments / PSUs / reputed organizations within the last 5 years. - Must have used latest IS codes and structural analysis software such as ETABS, STAAD Pro, SAP2000, RAPT, etc. Cost criteria (based on total project cost): One project $\geq$ ₹8.00 crore OR two projects $\geq$ ₹5.00 crore each OR three projects $\geq$ ₹3.00 crore each. - At least one project should be in a hilly state. Quantity Surveyors - Should have provided consultancy services as Quantity Surveyor for building projects of Govt. Departments / PSUs / reputed organizations within the last 5 years. - Must be skilled in cost control, estimation, BOQs, tenders, and use of latest software tools. Cost criteria (based on total project cost): One project $\geq$ ₹8.00 crore OR two projects $\geq$ ₹5.00 crore each OR three projects $\geq$ ₹3.00 crore each. - At least one project should be in a hilly state. Field Surveyors - Should have executed survey works using Total Station / GPS / AutoCAD for building projects of Govt. Departments / PSUs / reputed organizations within the last 5 years. Cost criteria (based on total project cost): One project $\geq$ ₹8.00 crore OR two projects $\geq$ ₹5.00 crore each OR three projects $\geq$ ₹3.00 crore each.

	- At least one survey should be in a hilly state. Geotechnical & QC Labs - Should have provided soil investigations and QC testing services for building projects of Govt. Departments / PSUs / reputed organizations within the last 5 years. - Must be accredited by NABL / CPWD / State PWD. Cost criteria (based on total project cost): One project $\geq$ ₹8.00 crore OR two projects $\geq$ ₹5.00 crore each OR three projects $\geq$ ₹3.00 crore each. - At least one investigation should be in a hilly state. Firms (Comprehensive Consultancy) - Must have all required professionals and labs associated, namely: Architect, Structural Engineer, Quantity Surveyor, Field Surveyor, and Accredited Geotechnical/QC Lab. - Each discipline must meet the Category B technical criteria specified above.
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Category	Technical Eligibility (for all Consultancy Types)
Category C	Architect Consultants - Should have successfully provided architectural consultancy services for completed building projects of Govt. Departments / PSUs / reputed organizations within the last 5 years. Cost criteria (based on total project cost): One project $\geq$ ₹1.50 crore OR two projects $\geq$ ₹1.00 crore each OR three projects $\geq$ ₹0.50 crore each. - At least one project should be in a hilly state. Structural Engineers - Should have successfully provided structural design consultancy services for completed building projects of Govt. Departments / PSUs / reputed organizations within the last 5 years. - Must have used latest IS codes and structural analysis software (ETABS, STAAD Pro, SAP2000, etc.). Cost criteria (based on total project cost): One project $\geq$ ₹1.50 crore OR two projects $\geq$ ₹1.00 crore each OR three projects $\geq$ ₹0.50 crore each. - At least one project should be in a hilly state. Quantity Surveyors - Should have provided consultancy services as Quantity Surveyor for building projects of Govt. Departments / PSUs / reputed organizations within the last 5 years. - Must be skilled in estimation, cost control, BOQs, tenders, and use of latest software. Cost criteria (based on total project cost): One project $\geq$ ₹1.50 crore OR two projects $\geq$ ₹1.00 crore each OR three projects $\geq$ ₹0.50 crore each.

	- At least one project should be in a hilly state. Field Surveyors - Should have executed survey works using Total Station / GPS / AutoCAD for building projects of Govt. Departments / PSUs / reputed organizations within the last 5 years. Cost criteria (based on total project cost): One project $\geq$ ₹1.50 crore OR two projects $\geq$ ₹1.00 crore each OR three projects $\geq$ ₹0.50 crore each. - At least one survey should be in a hilly state. Geotechnical & QC Labs - Should have provided soil investigations and QC testing services for building projects of Govt. Departments / PSUs / reputed organizations within the last 5 years. - Must be accredited by NABL / CPWD / State PWD. Cost criteria (based on total project cost): One project $\geq$ ₹1.50 crore OR two projects $\geq$ ₹1.00 crore each OR three projects $\geq$ ₹0.50 crore each. - At least one investigation should be in a hilly state. Firms (Comprehensive Consultancy) - Must have all required professionals and accredited labs associated, namely: Architect Structural Engineer Quantity Surveyor Field Surveyor Geotechnical & QC Lab - Each discipline must meet the Category C technical criteria specified above.
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Financial Eligibility Criteria:-

(Applicable to all – Architect Consultant / Structural Engineer / Quantity Surveyor / Field Surveyors, Geotechnical & Quality Control Laboratories/ Firm)

Category-A	Works costing above ₹10 crore.	The intending applicant should have an average annual turnover of ₹15 lakhs during the last three financial years, ending on 31st March 2025.
Category-B	Works costing more than ₹2 crore and up to ₹10 crore.	The intending applicant should have an average annual turnover of ₹12 lakhs during the last three financial years, ending on 31st March 2025.
Category-C	Works costing up to ₹2 crore.	The intending applicant should have an average annual turnover of ₹6 lakhs during the last three financial years, ending on 31st March 2025.

The Architect Consultants, Structural Engineers, Quantity Surveyors, Field Surveyors, Geotechnical & Quality Control Laboratories, or Firms applying for empanelment must meet the following conditions:

General Requirements (applicable to all applicants):

- Must have a **registered office with adequate staff** within the State of Himachal Pradesh and provide documentary proof of the same.
- If the applicant does not have such an office and staff at the time of application, they shall submit an **undertaking** to establish a fully equipped office with the required staff, tools, and equipment in the event of award of work.
- Must possess the **latest licensed software / instruments / equipment relevant to their discipline**, and arrange any additional manpower, machinery, or resources required during execution.

Specific Requirements:

- **Architect Consultants / Structural Engineers / Quantity Surveyors**
 - Must have licensed design, drafting, estimation, and project management software (e.g., AutoCAD, Revit, ETABS, STAAD Pro, Primavera/MS Project, Estimation software, etc.).
 - Responsible for preparation of designs, drawings, estimates, BOQs, and reports within stipulated timeframes.
- **Field Surveyors**
 - Must have modern **survey instruments** (Total Station, GPS, Auto Level, Drone-based survey tools, etc.) along with licensed AutoCAD or equivalent drafting software.
 - Responsible for preparation of **topographical and contour plans**, mapping of existing site features/utilities, and submission of authenticated survey drawings.

- **Geotechnical & Quality Control Laboratories**

- Must be **recognized and accredited** (NABL/CPWD/State PWD/CPRI etc.) and equipped with drilling rigs, SPT/PLT apparatus, and modern laboratory testing facilities.
- Responsible for conducting **soil investigations** including determination of safe bearing capacity (SBC) and providing **material quality testing** during construction, strictly as per methodology approved by the Engineer-in-Charge.

Terms and Conditions:-

1. Time is the essence of the contract. The ability and competence of the applicant to deliver services within the specified timeframe will be a key factor in the selection of Architect Consultants, Structural Engineers, Quantity Surveyors, Field Surveyors, Geotechnical and Quality Control Laboratories, and Firms for empanelment.
2. Applicants must ensure they meet all qualifying criteria before applying. Applications not meeting these criteria will not be considered.
3. Shortlisting for empanelment will be based on fulfillment of eligibility, technical qualification, and work experience requirements.
4. Interested applicants/firms with relevant experience, in-house expertise, capacity, and resources should submit their Expression of Interest (EOI) for the appropriate category, supported by documentary proof, details of key staff (including associated consultants, surveyors, and laboratories), and evidence of relevant work experience, duly filled in prescribed annexures (except payment schedule annexures).
5. Applications must be signed by the applicant personally in the case of individual consultants/surveyors/laboratories, or by an authorized partner/director in the case of firms.
6. Architect Consultants must submit attested copies of valid Council of Architecture (COA) registration certificates.
7. Structural Engineers, Quantity Surveyors, Field Surveyors, and Firms must submit details of the associated Architect Consultant along with an attested COA registration certificate for the concerned architect.
8. Geotechnical and Quality Control Laboratories must submit attested copies of valid accreditation certificates from NABL/CPWD/State PWD/CPRI or equivalent authority, along with proof of laboratory equipment and technical staff.
9. Firms applying for comprehensive consultancy must submit an attested copy of their valid partnership/incorporation certificate from the appropriate authority, along with an undertaking naming the associated Architect Consultant, Structural Engineer, Quantity Surveyor, Field

Surveyor, and Geotechnical and QC Laboratory, confirming their willingness and compliance with the required criteria.

10. Applicants must submit attested copies of annual turnover certificates from a Chartered Accountant for the last three financial years, except for individual Field Surveyors and retired professionals where applicable.
11. HIMUDA reserves the right to amend EOI conditions, alter the selection process, and reject any or all applications without assigning reasons.
12. Any amendments or modifications to the EOI will be posted on the HIMUDA website.
13. Interested agencies/firms must submit their EOI with a non-refundable application fee of ₹5,000/- plus 18% GST through Demand Draft in favour of the C.E.O.-cum-Secretary HIMUDA (payable at Shimla), by registered/speed post or through online mode (NEFT/RTGS). In case of online payment, proof of the transaction must be enclosed with the application form. **The complete application with all documents and annexures must reach the Executive Engineer (Design), Office of C.E.O.-cum-Secretary HIMUDA, Nigam Vihar, Shimla-171002 (H.P.), on or before 20/09/2025 up to 04:00 PM. Applications will be opened on 23/09/2025 at 11:00 AM.** Late submissions will not be considered.

Detail of Account for online submission of application fees:

- Account No: 09810200000049
- IFSC Code: UCBA0000981
- Bank Name: UCO Bank
- Branch Address: Nigam Vihar, Shimla
- Beneficiary Name: C.E.O.-cum-Secretary, HIMUDA

14. The panel will be finalized after scrutiny of applications and documents. The scrutiny committee may verify documents, and applicants must respond promptly to avoid delays.
15. Selected applicants will be informed separately, and the list of shortlisted consultants, surveyors, laboratories, and firms will be uploaded on the department's website.
16. Once submitted, applications cannot be withdrawn for any reason, and the application fee will not be refunded.
17. Applicants must have a valid PAN from the Income Tax Department and GST Registration Number, except in the case of retired individuals exempted under these conditions.
18. Joint ventures or consortiums of firms are not eligible to apply.
19. Retired Architects, Structural Engineers, Quantity Surveyors, Field Surveyors, and Engineers (Executive Engineers/Assistant Engineers) from HPPWD/HIMUDA may apply for

empanelment in the appropriate class and category after six months from the date of retirement, provided they meet the qualification and work experience criteria. Experience will be counted up to the date of retirement, including preceding service years. They must obtain permission from the Engineer-in-Chief, HPPWD or the C.E.O.-cum-Secretary HIMUDA, by submitting an application with their Curriculum Vitae (CV) and details of experience. The scrutiny committee will decide empanelment based on qualifications and experience. Retired applicants are exempt from GST registration at the time of application submission.

Other Conditions for Award of Consultancy, Survey, Testing and Execution of Work at Site:-

1. For awarding a specific work to the consultant, the Engineer-in-Charge shall invite a Request for Proposal (RFP) containing complete details of the work. The RFP shall also be emailed to all eligible and empanelled consultants of the respective category.
2. Empanelled consultants shall submit their lump-sum bid amount, duly supported with complete justification, to the Engineer-in-Charge/Employer for consideration and award.
3. The Earnest Money Deposit (EMD) shall be as follows and shall be deposited only through online mode in accordance with GoHP instructions:

Category	Description	Amount of EMD (in ₹)
Category-A	Works above ₹10 crore	1,50,000/-
Category-B	Works costing ₹2.00 crore to ₹10.00 crore	50,000/-
Category-C	Works costing up to ₹2.00 crore	25,000/-

4. The time period for submission of deliverables shall be as follows:

Category	Architect Consultants / Structural Engineers/ Firms	Quantity Surveyors	Field Surveyors	Geotechnical & QC Laboratories
Category A (Works above ₹10 crore)	60 days (for preparation & approval of DPR)	45 days (Estimates, BOQs, tender docs)	30 days (for survey, utility mapping & submission of drawings)	45 days (for soil investigation, testing & report submission)
Category B (Works ₹2 crore – ₹10 crore)	40 days	30 days	20 days	30 days
Category C (Works up to ₹2 crore)	30 days	20 days	15 days	20 days

5. For Architects, Structural Engineers, Quantity Surveyors, and Firms, the above time limits apply only up to DPR approval. However, they shall remain associated with HIMUDA until completion of the building project, obtaining Green Building Rating (where applicable), and submission of As-Built drawings.
6. For Field Surveyors and Geotechnical & QC Labs, the time limits apply until submission of final authenticated survey drawings or geotechnical/QC reports, after which their liability will be limited to providing clarifications and revised inputs if required during execution.
7. If the work is not commenced within 7 days of award without valid reasons, the work shall be rescinded without any notice.
8. Delay in completion beyond the stipulated period shall attract a penalty of 0.25% of the total awarded amount per day, subject to a maximum of 10% of the awarded amount.
9. If the consultant/surveyor/lab fails to complete the work even after the maximum penalty, the awarded work and empanelment shall be cancelled, and the applicant shall be debarred from applying for empanelment for a minimum period of five years.
10. If the consultant/surveyor/lab quoting the lowest rate is found to be a non-performer/defaulters as per the above terms, the work may be offered to the second-lowest bidder to avoid delays, if deemed necessary in exigencies.
11. For Architects/Structural Engineers, detailed soil investigations shall be carried out by an empanelled Geotechnical & QC Laboratory, considering prevailing site conditions, to avoid later alterations in architectural/structural designs. The methodology shall be approved by the Engineer-in-Charge before execution.
12. The consultant shall submit revised architectural/structural drawings during execution if required due to site constraints or rare changes requested by the client department.
13. Payments shall be regulated as per the payment schedules annexed to the agreement for each category (Architects, Structural Engineers, Quantity Surveyors, Field Surveyors, and Geotechnical & QC Labs).
14. Variations beyond +10% of the built-up area of the DPR (for Architects/Structural Engineers/Quantity Surveyors) shall be paid to the consultant on a prorata basis as per the awarded amount. For Field Surveyors and Geotechnical & QC Labs, additional work/scope beyond the awarded terms shall be paid on prorata basis as approved by the Engineer-in-Charge.
15. No arbitration is permitted. However, in case of disputes, the matter shall be dealt with as per GoHP Notification No. PBW(B)F(10)12/2019 dated 09.07.2020.

16. The applicant shall exercise reasonable skill, care, and diligence in discharge of duties, ensuring work progress without delays and in accordance with specified terms.
17. No expenses towards travel, boarding, lodging, or local transport for site visits by the consultant, surveyor, laboratory staff, or their representatives shall be borne by HIMUDA.
18. The cost of presentation models, computer simulations, or presentation drawings prepared at the request of the client department/HIMUDA for purposes other than design and execution shall be reimbursed at actuals, subject to submission of valid supporting documents/bills.



Dr. Surinder Kumar Vashisth
C.E.O.-cum-Secretary
HIMUDA, Shimla-171002

**On the Letterhead of the Applicant
Annexure-I**

To

The C.E.O.-Cum-Secretary
HIMUDA, Nigam Vihar,
Shimla-171002 (H.P.)

Subject: Application for Empanelment of Architect Consultants / Structural Engineers / Quantity Surveyors / Field Surveyors / Geotechnical & Quality Control Laboratories / Firms for Providing Comprehensive / Individual Services to HIMUDA for Building Projects (Category: ____)

Sir,

1. I/We, (hereinafter referred to as "the Applicant"), having reviewed and fully understood all the information provided in the Empanelment Document issued by HIMUDA in respect of the above-mentioned Empanelment, hereby submit my/our application in response to the EOI for Empanelment.
2. I/We have studied the EOI for Empanelment document carefully and understand that I/we shall have no claim, right, or title arising out of any documents or information provided to us by HIMUDA, or in respect of any matter concerning or relating to the Empanelment Process, including the Empanelment itself.
3. This statement is made for the express purpose of qualifying as an applicant for the aforesaid Empanelment in the category of (please specify: **Architect Consultant / Structural Engineer / Quantity Surveyor / Field Surveyor / Geotechnical & QC Laboratory / Firm for Comprehensive Consultancy**).
4. I/We shall make available to HIMUDA any additional information it may require to supplement or authenticate the qualification statement.
5. My/Our application is consistent with all requirements for submission as stated in the Empanelment Document or in any subsequent communication issued by the Authority. I/We shall be solely responsible for any errors or omissions in the application.
6. I/We understand that any omission, commission, or misstatement of facts provided by me/us will render the application invalid at any stage during or after the Empanelment Process, and that HIMUDA reserves the right to take appropriate action in such cases.
7. I/We further understand that HIMUDA reserves the right to accept or reject any or all applications, and to withhold and/or cancel the Empanelment Process without assigning any reason.
8. I/We agree and undertake to abide by all the terms and conditions of the Empanelment Document.

Signature: _____

Name & Designation of Applicant (Architect Consultant / Structural Engineer / Quantity Surveyor / Field Surveyor / Geotechnical & QC Laboratory / Firm): _____

Date: _____

ANNEXURE – II
FORMAT FOR APPLICANT PROFILE

1. **Name of Applicant** (Architect Consultant / Structural Engineer / Quantity Surveyor / Field Surveyor / Geotechnical & Quality Control Laboratory / Firm):

2. **Legal Status** (In case of firm/partnership/company/lab):

3. **Address with PIN Code:** _____
4. **Contact Person:** _____
5. **Contact Number:** _____
6. **Fax Number:** _____
7. **Mobile Number:** _____
8. **E-mail ID:** _____
9. **Website (if any):** _____
10. **Year of Incorporation/Establishment** (In case of firm/laboratory) – Attach Certificate of Registration: _____
11. **Registration Details (Category specific):**
 - **For Architect Consultants** – Council of Architecture Registration No. (attach self-attested copy of COA Registration Certificate)
 - **For Structural Engineers / Quantity Surveyors / Field Surveyors** – Professional Qualification & Registration/License No. (attach self-attested copies)
 - **For Geotechnical & QC Labs** – Accreditation details (NABL/CPWD/State PWD/CPRI etc., attach valid certificate)
12. **PAN** – Attach copy of PAN Card: _____
13. **GST Registration No.** – Attach copy of GST Registration Certificate: _____
14. **Total Years of Experience in Consultancy/Survey/Testing Services:**

15. **Experience Details:**
 - Mention Category applied for (A / B / C)
 - Provide details of completed projects within last 5 years (attach work completion certificates / client references).
16. **Empanelment with other Government Organizations (if any):**

17. **Office Location & Complete Address:** _____
18. **Any Other Relevant Information:** _____

Note:

- Copies of all relevant documents must be enclosed.
- Applicants must clearly indicate the **empanelment category (A/B/C)** they are applying for.
- Firms applying for **Comprehensive Consultancy** must attach details of all associated professionals/labs (Architect, Structural Engineer, Quantity Surveyor, Field Surveyor, Geotechnical/QC Lab).

Signature: _____

Name & Designation of Applicant: _____

Date: _____

ANNEXURE – III

Details of Key Staff (Including Other Consultants to be Associated by the Applicant)
(Applicable for Architect Consultants / Structural Engineers / Quantity Surveyors/ Field Surveyor /
Geotechnical & Quality Control Laboratory / Firms)

Sr. No.	Name & Designation	Educational Qualification	Work Experience (in Years)	Details of Projects Handled (Brief details of each project should also be mentioned, including project type, scope of work, and location.)	Cost of Project (in ₹ Crore)
1					
2					
3					

Note:-In case of individual consultancy, details of the consultant's key staff may be furnished in the same format.

Signature: _____

Name (Architect Consultant / Structural Engineer / Quantity Surveyor / Field Surveyor / Geotechnical & Quality Control Laboratory / Firm): _____

Date: _____

ANNEXURE – IV
SUMMARY OF TECHNICAL EXPERIENCE

Consultancy/ Survey/ Testing Services projects completed during the last 5 (Five) years as on the last date of application submission.

(Use a separate table for each project)

1. **Name of Work / Project:** _____
2. **Address** **where** **Project** **was** **Executed:**

3. **Name & Address of Project Client:** _____
4. **Total Cost of Project (₹ in Crore):** _____
5. **Type of Project / Work:**
 - (e.g., Multistoried / Institutional / Commercial / Residential / Survey Work / Geotechnical Investigation / QC Testing / Others) _____
6. **Scope of Services Provided:**
 - (Architectural Design / Structural Design / Quantity Surveying / Survey & Mapping / Geotechnical Investigation / Material Testing / Comprehensive Consultancy) _____
7. **Key Details of Work:**
 - For Building Works → No. of Floors / Built-up Area (sqm): _____
 - For Survey Works → Type of Survey (Topographical / Contour / Layout / Others), Instruments Used (Total Station, GPS, Auto Level, Drone, etc.): _____
 - For Geotechnical/QC Labs → Type of Tests (SBC, Soil Classification, Concrete Cube Tests, Steel Testing, etc.), Accreditation Details: _____
8. **Period of Services Provided:**
 - Start Date: _____
 - End Date: _____
9. **Date of Completion of Work:** _____
10. **Brief Description of Services Provided:**

11. **Any Other Relevant Information:**

Note:

- The works/projects mentioned above should be supported with Award Letters / Work Orders and Completion Certificates issued **not below the rank of Executive Engineer in Government sector or General Manager in Private sector.**
- Separate sheets may be attached if required.

Signature: _____

Name (Architect Consultant / Structural Engineer / Quantity Surveyor / Field Surveyor / Geotechnical & QC Laboratory / Firm): _____

Date: _____

ANNEXURE – V
FORMAT FOR CONSULTANCY / SURVEY / TESTING PROJECTS IN HAND / ONGOING
(Use a separate table for each project)

1. **Name of Work / Project:** _____
2. **Address where Project is Executed:** _____
3. **Name & Address of Project Client:** _____
4. **Total Cost of Project (₹ in Crore):** _____
5. **Type of Project / Work:**
 - (e.g., Multistoried / Institutional / Commercial / Residential / Survey Work / Geotechnical Investigation / QC Testing / Others) _____
6. **Scope of Services Provided:**
 - (Architectural Design / Structural Design / Quantity Surveying / Survey & Mapping / Geotechnical Investigation / Material Testing / Comprehensive Consultancy) _____
7. **Key Details of Work:**
 - For Building Works → No. of Floors / Built-up Area (sqm): _____
 - For Survey Works → Type of Survey (Topographical / Contour / Layout / Others), Instruments Used (Total Station, GPS, Auto Level, Drone, etc.): _____
 - For Geotechnical/QC Labs → Type of Tests (SBC, Soil Classification, Concrete Cube Tests, Steel Testing, etc.), Accreditation Details: _____
8. **Period of Services Provided:**
 - Start Date: _____
 - End Date (if ongoing, mention "Present"): _____
9. **Expected / Actual Date of Completion of Work:** _____
10. **Brief Description of Services Provided:** _____
11. **Any Other Relevant Information:** _____

Note:

- The works/projects mentioned above should be supported with Award Letters / Work Orders issued **not below the rank of Executive Engineer in the Government sector or General Manager in the Private sector.**
- Separate sheets may be attached if required.

Signature: _____

Name (Architect Consultant / Structural Engineer / Quantity Surveyor / Field Surveyor / Geotechnical & QC Laboratory / Firm): _____

Date: _____

ANNEXURE – VI
UNDERTAKING BY THE APPLICANT

1. It is certified that I/We _____ am/are having in-house capability / professional expertise to provide **Comprehensive / Individual Consultancy / Survey / Testing Services** for building works, as laid down in the Notice Inviting Expression of Interest (EOI) for "Empanelment of Architect Consultants / Structural Engineers / Quantity Surveyors / Field Surveyors / Geotechnical & Quality Control Laboratories / Firms for Providing Comprehensive / Individual Consultancy Services to HIMUDA".
2. It is further certified that all information and data furnished in the "Empanelment Document" for providing **Comprehensive / Individual Consultancy / Survey / Testing Services** to HIMUDA are true to the best of my/our knowledge and belief. I/We understand and acknowledge that if any of the information/data is found to be false, incorrect, or concealed, it will lead to cancellation of empanelment with HIMUDA.
3. I/We agree that our EOI application shall remain valid for **180 days** after the due date of submission of application.

Note: If any information provided in this undertaking is found to be false, incorrect, or concealed, the qualification application shall be summarily rejected.

Signature: _____

Name (Architect Consultant / Structural Engineer / Quantity Surveyor / Field Surveyor / Geotechnical & QC Laboratory / Firm): _____

Date: _____

ANNEXURE – VII
Payment Schedule – (Lump Sum Basis) – Comprehensive Services

Sr. No.	Description	Percentage of Awarded Amount to be Paid	Total Cumulative Percentage
1	On approval of the conceptual drawings	20% of the awarded amount	20%
2	At the time of approval of DPR	40% of the awarded amount	60%
3	On completion of 25% of the actual work at site	10% of the awarded amount	70%
4	On completion of 50% of the actual work at site	10% of the awarded amount	80%
5	On completion of the work at site, including obtaining Green/ECBC compliant rating of the building, if so required	15% of the awarded amount	95%
6	On submission of As-built drawings	5%	100%
Note: - Variation beyond $\pm 10\%$ of the built-up area of the project with respect to the DPR shall be paid to the consultant on a pro-rata basis of the awarded amount. - Security @ 5% of the awarded amount shall be deducted at the time of making payment on approval of the conceptual drawings. This amount will be released at the time of making payment on completion of 50% of the actual work at site. The earnest money deposited shall be retained towards the security deposit at the time of making the 5% security deduction. - The Engineer-in-Charge, at the time of release of payment, shall ensure completion of the above parameters by the consultant.			

ANNEXURE – VIII

Payment Schedule – (Lump Sum Basis) – Individual Architectural Consultancy Services

Sr. No.	Description	Percentage of Awarded Amount to be Paid	Total Cumulative Percentage
1	On approval of the conceptual drawings	20% of the awarded amount	20%
2	At the time of approval of DPR	40% of the awarded amount	60%
3	On completion of 25% of the actual work at site	10% of the awarded amount	70%
4	On completion of 50% of the actual work at site	10% of the awarded amount	80%
5	On completion of the work at site, including obtaining Green/ECBC compliant rating of the building, if so required	15% of the awarded amount	95%
6	On submission of As-built drawings	5%	100%
Note: - Variation beyond $\pm 10\%$ of the built-up area of the project with respect to the DPR shall be paid to the consultant on a pro-rata basis of the awarded amount. - Security @ 5% of the awarded amount shall be deducted at the time of making payment on approval of the conceptual drawings. This amount will be released at the time of making payment on completion of 50% of the actual work at site. The earnest money deposited shall be retained towards the security deposit at the time of making the 5% security deduction. - The Engineer-in-Charge, at the time of release of payment, shall ensure completion of the above parameters by the consultant.			

ANNEXURE – IX

Payment Schedule – (Lump Sum Basis) – Individual Structural Consultancy Services

Sr. No.	Description	Percentage of Awarded Amount to be Paid	Total Cumulative Percentage
1	At the time of submission of structural design and drawings	30% of the awarded amount	30%
2	At the time of submission of structural design and drawings duly vetted from any of the IITs, NITs, PEC, or similar institutes	50% of the awarded amount	80%
3	On completion of 50% of the actual work at site	10% of the awarded amount	90%
4	On completion of the work at site	10% of the awarded amount	100%
Note: - Variation beyond $\pm 10\%$ of the built-up area of the project with respect to the DPR shall be paid to the consultant on a pro-rata basis of the awarded amount. - Security @ 5% of the awarded amount shall be deducted at the time of making payment on submission of structural design and drawings. This amount will be released at the time of making payment on submission of structural design and drawings duly vetted from any of the IITs, NITs, PEC, or similar institutes. The earnest money deposited shall be retained towards the security deposit at the time of making the 5% security deduction. - The Engineer-in-Charge, at the time of release of payment, shall ensure completion of the above parameters by the consultant.			

ANNEXURE – X
Payment Schedule – (Lump Sum Basis) – Individual Quantity Surveyor Consultancy Services

Sr. No.	Description	Percentage of Awarded Amount to be Paid	Total Cumulative Percentage
1	At the time of submission of DPR	30% of the awarded amount	30%
2	At the time of approval of DPR	50% of the awarded amount	80%
3	On completion of 50% of work at site	10% of the awarded amount	90%
4	On completion of the work at site	10% of the awarded amount	100%

Note:

1. Variation beyond $\pm 10\%$ of the built-up area of the project with respect to the DPR shall be paid to the consultant on a pro-rata basis of the awarded amount.
2. Security @ 5% of the awarded amount shall be deducted at the time of submission of DPR, which will be released at the time of approval of DPR. The earnest money deposited shall be retained towards the security deposit at the time of making the 5% security deduction.
3. The Engineer-in-Charge, at the time of release of payment, shall ensure completion of the above parameters by the consultant.

ANNEXURE – XI

Payment Schedule – (Lump Sum Basis) – Individual Field Surveyor Consultancy Services

Sr. No.	Description	Percentage of Awarded Amount to be Paid	Total Cumulative Percentage
1	On mobilization, collection of revenue records, and commencement of field survey (deployment of team & instruments)	20% of the awarded amount	20%
2	On completion of topographical / contour survey and utility mapping at site	40% of the awarded amount	60%
3	On submission of draft survey drawings / contour plans (soft + hard copy)	20% of the awarded amount	80%
4	On submission of final authenticated survey drawings / contour plans after incorporating corrections	20% of the awarded amount	100%
Note: - Security @ 5% of the awarded amount shall be deducted at the time of making payment at Stage 1 and released at Stage 3. - The Engineer-in-Charge, at the time of release of payment, shall ensure completion of deliverables.			

ANNEXURE – XI

Payment Schedule – (Lump Sum Basis) – Individual Geotechnical & Quality Control Laboratory Services

Sr. No.	Description	Percentage of Awarded Amount to be Paid	Total Cumulative Percentage
1	On mobilization of drilling/testing equipment and commencement of field work (boreholes, trial pits, sampling, etc.)	20% of the awarded amount	20%
2	On completion of field investigations (SPT/PLT/other in-situ tests)	40% of the awarded amount	60%
3	On completion of laboratory testing of soil and construction materials (cement, steel, aggregates, concrete, etc.)	20% of the awarded amount	80%
4	On submission of final Geotechnical Investigation Report / QC Testing Report with recommendations	20% of the awarded amount	100%
Note: 1. Security @ 5% of the awarded amount shall be deducted at Stage 1 and released at Stage 3. 2. Accredited labs must submit valid accreditation proof (NABL/CPWD/State PWD). 3. The Engineer-in-Charge, at the time of release of payment, shall ensure completion of deliverables.			