

# EMPANELMENT DOCUMENT

for

Empanelment of drafting agencies for  
Preparation of drawings (On AUTOCAD) on  
sheet basis

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 DRAWING DRAFTING AGENCIES**

No. HSCC/D&E/Drafting/2010

Dated: 14.01.2011

Applications are invited from agencies for empanelment in the following disciplines for preparation of drawings (On AUTOCAD) on sheet basis of various up coming/ongoing projects:

1.(A) Architecture (2D Drawings)

- (i) Concept Presentation 2D Drawings in Photoshop (Per Sheet Basis)
- (ii) Construction Drawings (Plans, Elevations, Sections, Details Submission Drawings) Per Sheet Basis.

1.(B) Architecture (3D view/Walk through)

- (i) 3 D Drawings for presentation per sheet per view basis.
- (ii) Walk Through Per half Minute

- 2. Civil/ Structure (per sheet basis)
- 3. Electrical (-do-)
- 4. HVAC (-do-)
- 5. Plumbing and Fire Fighting (-do-)

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.

CGM (DC)

**HSCC (INDIA) LIMITED**  
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### **INSTRUCTIONS TO APPLICANTS**

1. Applications are invited from drafting agencies hereinafter termed as drawing drafting agency for empanelment in the following disciplines for preparation of drawings (on AUTOCAD) on sheet basis and view and time basis for 3D view and walk through respectively for various up coming /ongoing projects.
  - (i) Architecture
  - (ii) Civil/Structure
  - (iii) Electrical
  - (iv) HVAC
  - (v) Civil/Plumbing/Fire Fighting
2. The application form shall be submitted on the formats as per Annexure I to o IV.
3. The information regarding the relevant experience of drawing drafting agency shall be provided.
4. HSCC may select drawing drafting agency / (agencies) 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.
5. The panel of drawing drafting agencies 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 provided that no downward trend in the rates.
6. Applications containing false and /or incomplete information are liable to be rejected
7. HSCC reserves the right to enter into parallel rate contract(s) with one or more drawing drafting empanelled agencies.
8. Drawing drafting agencies quoting for the above work shall have in-house professionals.
9. All related drawings design & client input shall be provided by HSCC for preparation of Architecture/ Civil Structure/ Electrical/ HVAC/ PLUMBING & Fire Fighting drawings.
10. Drawing drafting agency quoting for the above work shall have offices in Delhi/ NCR.

11. Prospective bidders 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.
12. HSCC may increase /delete the empanelment drawing drafting agencies on the basis of requirement and performance of individual agency with the approval of competent authority of HSCC.
13. HSCC shall not be bound to provide drafting work to any empanelled agency and it has right to carry out such work in-house.
14. The applicants shall apply for each discipline as mentioned under subhead 1 above on same document (see annexure III). The same EMD of amount Rs. 5000/- shall payable by the agency whether applying for one or more discipline.
15. Empanelment documents can be obtained from HSCC(India) Ltd., Noida from 20.01.2011 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.
16. Earnest Money Deposit (EMD) of is Rs. 5000/- (Rs. Five 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.
17. The EMD of empanelled Drawing Drafting Agencies shall be retained with HSCC as security deposit. No interest whatsoever shall be payable to Drawing Drafting Agency on the same. HSCC has a right to forfeit the security deposit if work done by the agency is not up to the satisfaction of HSCC. The EMD of agencies not empanelled shall be refunded within one month of finalization of empanelment.
18. 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 \_\_\_\_\_
19. The drawing drafting agencies shall quote their rates without any condition. The conditional offers are liable to be rejected.
  20. Lowest rate offered in any discipline shall be finalized as the drafting rate for that discipline, and further acceptance will be asked from all agencies for the lowest rate. However, the first preference of award of work shall be given to the agency with lowest quoted rate.
  21. The drafting work not accepted by HSCC shall not be paid.
  22. 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
  23. Agency may apply for one or more disciplines.
  24. Agency has to provide the drawings in soft copy and hard copy as required by HSCC.
  25. The Lump sum / Unit rates quoted shall remain firm throughout the validity of contract. The rate shall include cost of material, labor, tools and equipments, transport charges, all taxes, royalties, octroi etc. payable on all transactions for the due performance of work under this contract.
  26. Income tax shall be deducted from Agency's bill as per rules.
  27. Payment to the agency shall be due only after final submission of:
    - i) all drawings in case the total no. of drawings of the project is less than 10.
    - ii) minimum ten drawings of the project in case the total no. of drawings of the project more than ten.
  28. Maximum time for submission up to ten final drawings shall be one week after receiving all inputs from HSCC. In case of delay in submission, HSCC has a right to terminate the work assigned to the agency and EMD amount which is kept as security deposit will be forfeited. The work shall be awarded to next actual lowest empanelled agency on the same rates and so on.

## **INSTRUCTION FOR SUBMISSION OF APPLICATION**

### **ENVELOPE-I**

Shall contain

- \* 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.5000/-(Rupees Five Thousand Only).
  - List of discipline for which agency applied for empanelment.
    - (i) Architecture
    - (ii) Civil/Structure
    - (iii) Electrical
    - (iv) HVAC
    - (v) Civil/Plumbing/Fire Fighting

### **ENVELOPE-II**

Shall contain

- \* all Annexures except Annexure-III (Price Bid) duly filled in, signed and stamped and credentials of agency/documentary proof in support wherever required.

### **ENVELOPE-III**

Shall contain

- \* Price bid as per format provided in Annexure-III.

This envelopes I to III should be sealed in IVth envelope and should be delivered by hand or by registered post/speed post/courier on or before the last date and time of submission to Chief General Manager (DC), HSCC (India) Ltd. E-6(A), Sector-I, Noida-201301, Uttar Pradesh.

The bids shall be valid for 90 days from the last date of submission.

The last date of submission of applications is –27.01-2011- up to 3.00 PM.

## **QUALIFICATION CRITERIA**

1. The drawing drafting agency should have working experience of minimum two years of similar nature.
2. The drawing and drafting agency should have minimum one graduate/ Diploma/ITI draftsmanship with minimum two years of experience of preparing drawings on AUTOCAD in relevant discipline i.e Architecture / Civil or Plumbing / Electrical/ Mechanical (HVAC).
3. Drawing drafting agency office must be located in Delhi/ NCR.
4. Facilities for computers/Printers /and authorized AUTOCAD soft ware shall be available with the agency.

## **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 two years. In case of company, copy of Balance Sheet of last two years with CA certification with his membership No.
3. No. of projects for which drawing drafted/ design in last one year as per format provide in Annexure IV
4. Copy of certificate/degree of ITI Draftsman/ Diploma/ Degree in Architecture/ Civil/ Electrical/Mechanical and experience certificate of minimum two years after obtaining requisite qualification.

## **SCOPE OF WORK**

The drawing drafting agencies shall be required to carry out drawing drafting work for following sizes of drawings on computer (AUTOCAD) for Architecture, Civil/Structure, Electrical, HVAC, Plumbing & Fire Fighting on per sheet basis.

1. A0
2. A1
3. A2
4. A3

The drawing drafting agency shall take into account HSCC inputs like basic concept/ sketch drawings/information regarding norms/basic design/client requirement/architectural drawings / basic schemes etc.

Drawing drafting agencies would give maximum 3 Nos. of revisions with corrections of drawing. Any change/ modification required in the drafting work up to three times have to be carried out by the drafting agency without any extra cost.

## **DRAFTING ASPECTS**

All drawing shall be made as per CAD standards adopted by HSCC based on the following:

- a. Directory Structure
- b. File naming
- c. Layer naming
- d. Colour
- e. Pen thickness
- f. Text style & size.



## **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 formats at Annexure II-IV is correct 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**

**HARDWARE AND SOFT WARE CAPABILITIES**

S.No.	Particulars of device and Software detail	Hardware authorized	Quantity	Remarks

Authorized Signatory of Agency with Seal

**Annexure-III**

**PRICE BID**

**RATES FOR DRAFTING DRAWING ON SHEET BASIS (In Rs.)**

Name of applied Discipline .....

Size of Drawing.	Rates for soft copy					Rate for one hard copy of drawing (Rs.)	
	Architecture		Civil/Structure (Rs.)	Electrical (Rs.)	HVAC (Rs.)		PLUMBING/ Fire Fighting (Rs.)
	2D Rendered Drawing (Rs.)	2D Drawing in AutoCAD (Rs.)					
A0							
A1							
A2							
A3							

**RATES FOR DRAFTING DRAWING BASED ON VIEW/TIME BASIS**

Sl. No.	Description of work	Unit	Rate in rupees	Rate up to three revisions.
1.	3D study views for presentation	Per sheet per view basis		
2.	3D detail views for presentation	Per sheet per view basis		
3.	Walk through (based on time)	Half minute		

Authorized Signatory of Agency with Seal

**Annexure-IV**

**FORMAT FOR SUBMISSION OF EXPERIENCE**

Name of applied Discipline.....

SN	Project Name	Name of Client	Type of Work	No. of Drawings	Only Drafting work (Yes/No)	Drafting with own design (Yes/No)	Detail of Other works involvement	Duration of drafting work in month

Note: - Use separate sheet for each Discipline

Authorized Signatory of Agency with Seal

