

Directorate of Panchayati Raj, Department of Panchayati Raj, UP invites applications from interested/eligible candidates for Empanelment with the Department for various assignment on work basis payment mode.

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Detailed Advertisement Document for District wise Empanelment of 1,875 Individual Architect / Consulting Engineer (Civil) For Gram Panchayats on the work basis payment mode.

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Department of Panchayati Raj,  
Plot No. - 6, Lohia Bhawan, Sector - E, Aliganj,  
Lucknow, U.P -226024

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## 1 Introduction

With the introduction of Finance Commission (FC), a sum of Rs 26608.4 crore have been assured to be devolved to Gram Panchayats (GPs) during the period of 2020-26 which provides them an enormous opportunity for local self-development at the cutting-edge institutional level of Gram Panchayats (GPs) and hence a robust mechanism was required which focuses on integrated plan creation, monitoring of fund flow and improved transparency through use of technology.

Regarding this, State took a paradigm shift from traditional planning approach to introduce an integrated planning system viz. Gram Panchayat Development Plan (GPDP), as per Ministry of Panchayati Raj, Government of India, Guidelines, in all Gram Panchayats for creation of Annual Plans by GPs capturing local needs by visualizing the annual budget of every GP following a decentralized, participatory, bottom-up planning process. Hence a unified plan of a Gram Panchayat comprising funds from the Fifteenth Finance Commission (FC), State Finance Commission (SFC) & other schemes may be formulated.

The annual Plan consists of works to be done across the year in the Gram Panchayats. Department of Panchayati Raj, Uttar Pradesh (DoPR) lacks the technical manpower for civil works in the Gram Panchayats. Hence, **DoPR has decided to do district wise empanelment of the Private individual Architect / Consulting Engineer (Civil) on work basis payment mode. Architect / Consulting Engineer (Civil) would be paid against the work done by them for the Gram Panchayats.**

## 2 Eligibility

Any Individual can apply for empanelment as an "**Architect / Consulting Engineer (Civil)**" in Department of Panchayati Raj, Uttar Pradesh is eligible, if fulfilling the provided eligibility criteria and other conditions are satisfied. The Empaneled "**Architect / Consulting Engineer (Civil)**" should not have full-time employment in any organization/company. Candidate shall have to abide by all the rules made herein and as amended from time to time, during the tenure of their empanelment.



### 3 Scope of Work & Job Description

The scope of work includes but is not limited to site survey, preparation of concept / master plan, preparation of detailed architectural and structural design, preparation of preliminary / working drawings, BOQ and detailed specifications, planning, rehabilitation of structures, and periodic inspection and evaluation of works etc.

The empanelment with DoPR will entitle to be considered for different civil works to be taken by the Gram Panchayats of the empaneled Districts. It shall not confer any right on the architect /Engineer either to be necessarily getting the work by Gram Panchayats.

#### The Broad Scope of work of the Empaneled Consultants are as follows:

1. To prepare estimates of works/Projects taken by the Gram Panchayats.
2. Map / Layout design of the work.
3. Preparation of MB of the works.
4. Other related civil works awarded by the Gram Panchayats.

### 4 No. of candidates to be Empanelled.

- I. DoPR wishes to do District wise empanelment of the Architect / Consulting Engineer (Civil). DoPR reserves the right to limit the number of architects and consultant to be empaneled. **It is envisaged to empanel around 25 Architect / Consulting Engineer (Civil) per District. The total no of candidates to be empaneled is 1875. DoPR will have the right to increase or decrease the count of posts without any prior notice.**
- II. The district-wise empaneled list would be provided to District Magistrate who would be allocating the Blocks to the empanelled individual as per requirement.
- III. The work of the empanelled Architect/ Engineer would be monitored by the State Quality Monitors appointed for the purpose at the State Level.
- IV. State Quality monitors would be doing the monitoring and evaluation of Gram Panchayat civil and other works.
- V. State Quality monitors would be doing the evaluation and monitoring work of drinking and sanitation work of the Gram panchayats.

### 5 Consulting fee

Govt of UP has decided to give 2 % fees of total estimated value of the Project for Design / Preparation of estimates and preparation of MB Books for the works of Gram Panchayats.

- I. 1 % Fee for Design and estimate Preparation
- II. 1 % Fee for Preparation of MB Books.

**Note:** If the Engineer who has done the estimation is not present at the time of MB for any reason, then the Gram panchayats can get the work done by any other Empanelled Engineer by paying 1 % Fee for the same.

### 6 Eligibility Criteria

The following eligibility criteria are defined for the candidates. The candidate must meet below mentioned criteria's to be eligible for the empanelment process.

a. Educational Qualification & Age:

|                           |   |
|---------------------------|---|
| EDUCATIONAL QUALIFICATION | B. Tech or BE (Civil) / 3 Year Diploma (Civil) / B. Arch. |
| Age                       | 18 Year to 65 Year.                                       |

- b. Full time employed candidate in any government / private company will not be eligible.
- c. The candidates would be empaneled in the district of their permanent resident ship.

### 7 Empanelment Period

The empanelment will be valid for a period of three years from the date of empanelment. The empanelment period may be extended by another 02 years as per rules and regulation of the DoPR. However, the empanelment may be revalidated, in accordance with the rules in this regard. Each revalidation shall be for a period of one year from the date of expiry of previous empanelment / revalidation. The empanelment shall be open for review by the DoPR and liable to termination, suspension, or any other such action at any time, if

considered necessary, by the DoPR after issue of due notices to the architect(s) / consulting Engineers.

## 8 Important Dates

Start date of filling form is 1<sup>st</sup> June, 2022 and last date for submission of application is 15<sup>th</sup> June, 2022. Applications received after the last date or incomplete be summarily rejected and no communication in respect of the rejected applications shall be entertained.

## 9 How to Apply

- A. Eligible candidates need to apply online on the website and need to follow below mentioned procedure:
- Go to the website: - <http://prdfinance.up.gov.in> .
  - Click at "Empanelment of 1,875 Architect / Consulting Engineer (Civil)".
  - Click at "Application Link: Empanelment of 1875 architect / Consulting Engineers (Civil)".
  - Now fill all the details asked in the form being displayed on the link.
  - After filling all details click at "Save and Proceed". Now a pop-up menu will appear "Record Saved Successfully". Click at "Ok".
  - Upload all documents in PDF having size not greater than 200KB as asked on the website & click at "Upload Documents".
  - Pop-up will appear for "Documents Uploaded Successfully". Click at "OK".
  - Tick the disclaimer and click at "Final Submit" button.
  - A pop-up will appear for successfully submission of form.
- B. Please ensure the details are filled up correctly. No request for change in any data entered by the candidate will be entertained once the application is submitted successfully.
- C. No offline application would be entertained.



### 10 Selection Criteria for Empanelment

The selection would be made based on the short listing of Profile provided by the candidate in the prescribed format subject to required verification. If there is any doubt regarding credentials claimed by the candidate, the selection committee may require the candidate to appear before it with all required documents.

Shortlisting of the Profile would be based on the merit with respect to qualification and experience according to below mentioned criteria:

| S. No.   | Criteria  | Maximum Marks |
|--|---|---------------|
| <b>Criteria 1. B-Tech (Civil Engg.) / B.E. (Civil Engg.) / B-Arch / Diploma (Civil Engg.):</b> |   |               |
| <b>Marks in percentage (Max. Marks – 40)</b>   |   |               |
| i  | Marks upto 40%  | 0 Marks       |
| ii   | 41% to 80%<br>Note: 1 mark for every 1% mark increment will be awarded.<br>(For Example: - If a candidate secured 41% will get 1 mark and candidate with 42% will get 2 marks.) | 40 Marks      |
| iii  | 81% to 100%, Maximum marks i.e., 40 will be awarded.  |               |
| <b>Criteria 2. Qualification (Max. Marks – 20)</b>   |   |               |
| i  | Degree Holder (B-Tech/B.E. – Civil Engg.) / B-Arch.   | 20 Marks      |
| ii   | Diploma in Civil Engineering  | 10 Marks      |
| <b>Criteria 3. Relevant work experience (Max. Marks – 30)</b>                                  |   |               |
| i  | Experience upto 1 year  | 0 Marks       |
| ii   | Experience more than 1 year & till 2 years  | 10 Marks      |
| iii  | Experience more than 2 Year & till 3 years  | 20 Marks      |
| iv   | Experience more than 3 years  | 30 Marks      |

| Criteria 4. Certifications (Max. Marks – 10) |   |           |
|--|---|-----------|
| i(a)   | NCC -C / State Level and above sports certificate   | 5 Marks   |
| i(b)   | NSS/NCC-B/ Scout Guide/<br>Sports Certificate (District / Division/ University level)                                       | 3 Marks   |
|  |   |           |
| ii   | O-Level from NIELIT or Computer Course /certification from any government institution having duration not less than 1 year. | 5 Marks   |
| Total Marks                                  |   | 100 Marks |

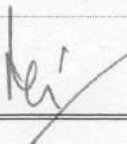
Note: - %age marks shall be rounded off to the nearest lower digit.

**Selection Process:**

- I. Preparation of merit list on the basis of above-mentioned parameters.
- II. Merit list shall be created separately for each district.
- III. DoPR will also prepare a waiting list of candidates which will be equal to 10% of the total number of posts.
- IV. The DoPR reserve the rights to choose the appropriate method for selection of the candidate based on no. of applicant applied for the empanelment which include interviewing the shortlisted candidate as well.

**11 General Condition & Application Fee**

- I. Application fee: There is no fee to be paid to make the application in response to this call.
- II. Mere fulfilling the requirements as laid down in the advertisement does not qualify a candidate for the empanelment. No correspondence or personal enquiry will be entertained with the candidates not selected for further selection process/ Empanelment.
- III. At the time of entering into agreement by the selected candidate, candidates should





bring original and photocopy of all the proof of the educational qualification, work experience etc. written in his application form at the time of submission of application.

- IV. An applicant can only apply in the district where the candidate has a permanent residential ship.
- V. Candidates must be Indian citizens.
- VI. In the event of information furnished by the candidates in the application or part thereof being found false or detected incorrectly at any stage during the empanelment period and/or that the candidate not satisfying the eligibility criteria prescribed above, his/her candidature/assignment is liable to be cancelled / terminated automatically without any notice to him/ her.
- VII. The eligibility of the candidates in terms of educational qualifications, experience, age etc. will be determined with reference to the facts provided as on the closing date for receipt of applications.
- VIII. Empanelled architect/Consulting Engineer shall maintain good conduct while carrying out work and shall not indulge in unethical practices.
- IX. The works awarded should be executed strictly as per the terms and conditions of the contract.
- X. Top priority should be accorded to timely submission of drawings, design calculation, BOQ, etc.
- XI. Empanelment of candidate is totally as per the need of department and it is only a contract.
- XII. For any dispute jurisdiction area will be Lucknow (U.P).
- XIII. The selected candidate has to submit bank guarantee of ₹50,000 as a security deposit. Security Deposit should be valid for 6 months beyond the empanelment period.
- XIV. Candidate must have experience in any organized sector (Government/Private). Experience certificate must have Company Registration No., Email ID, Contact No. etc.

## 12 Removal from Approved List

The name of the "Architect/ Consulting Engineer" may be removed from the approved list of Consulting Engineer by Director, Panchayati Raj, if the architect/ Consulting Engineer.

- I. Has been found executed the work unsatisfactorily and not in time while monitoring of work from State/Division or District level: or
- II. Is proved to be responsible for wrong estimate preparation or wrong MB due to which any loss happens to the Gram Panchayat. The loss would be recovered from the Engineer/ Architect.
- III. Persistently violates any important conditions of contract; or
- IV. Fails to abide by the conditions of empanelment; or
- V. Is found to have given false particulars at the time of empanelment; or
- VI. Has indulged in any type of forgery or falsification of records; would be the removed from empanelment. Blacklisting and FIR action would also be initiated. or
- VII. Changes permanent address/business address without intimation to DOPR; or
- VIII. Is involved in complaints of serious nature received from other departments which prima facie appear to be true; or
- IX. Default in settlement of tax dues like income tax, contract tax, GST, octroi, duties etc.; or
- X. Has already been demoted for other reasons; or
- XI. Is considered not required to be in the approved list for any other reason considered by DOPR.
- XII. The report shall be reviewed every year by DOPR and architects, whose performance is found to be lower than the expected performance, shall be removed from the approved list.
- XIII. The revalidation of empanelment shall be done on the basis of evaluation of the Annual confidential reports of the works.

