

## NOTICE FOR EMPANELMENT OF ARCHITECT CONSULTANTS

Applications are invited for Empanelment of Architectural Firms for carrying out various works

For the RHFL's branches/offices in Tami Nadu for a period of three (-3-) years. The applicant must have a permanent office in the state of Tamil Nadu. Interested firms/Consultants fulfilling the criteria as follows may only need to apply:

- 1) They should be having sufficient organizational structure comprising of qualified personnel viz. Architects, Interior designers, Engineers etc. along with other technical personnel and associates, if any, to carry out such work of varying nature and magnitude.
- 2) They should have necessary infrastructure/ equipment, etc., to handle small, varied and challenging work involving repair/renovation/refurbishment etc. in working/occupied premises and should have reasonable set up and presence in Tamil Nadu
- 3) They should have experience of having successfully completed similar works as follows:

During last 7 years (as on 31.03.2017):

S.No	Type of Work	Category for empanelment (Amount of Work executed)
1	Interior, repair, renovation, Refurbishment work	Up to 30 lacs

- a) One similar\* completed work costing not less than Rs. 24 Lakhs  
OR
- b) Two similar\* completed works each costing not less than Rs. 15 Lakhs  
OR
- c) Three similar\* completed works each costing not less than Rs 12 Lakhs  
-The Architect should be member of the Council of Architecture.  
-The Architect should possess B. Arch degree from a reputed college / institution.

**Similar Work\* - The broad scope of work shall include conceptualizing, Planning, designing and monitoring interior / repair work / renovation works of the Offices / Branches including furnishing using latest materials to provide modern look in close co-ordination with various other agencies involved therein.**

**All architects in the existing panel shall also apply afresh for this empanelment.**

Applications must be accompanied by duly filled and signed Proforma enclosed herewith.

Applicant should give a self-declaration that the firm has not been black listed by any client so far and attached along with the application.

Applications by those firms who do not submit Performance Certificates from their previous Employers are liable to be summarily rejected

The remuneration of their services rendered shall be as per the norms laid down by the RHFL Work shall be allotted to empanelled firms as and when the need arises and as per RHFL's extant norms.

Duly completed Application in the prescribed format with all supporting documents shall be sealed in an envelope and super scribed as ‘Application for Empanelment of Architects ’ and **shall be submitted by post / courier to the below mentioned office of REPCO HOME FINANCE LTD on or before 22.09.2017 by 5 p.m.**

**No Application shall be received by hand / through E-mail.**

General Manager,  
ADMIN  
Repc Home Finance Ltd,  
Alexander Square, No: 2,  
Sardar Patel Road, Guindy,  
Chennai – 600 032.

The RHFL reserves the right to accept or reject any or all the applications without assigning any Reasons thereof.

GRIEVANCE MECHANISM: Any Applicant participating in this process but aggrieved by the decision of the Company may submit his/her representation in writing (within 10 days of completion of the process) to: The Executive Director, REPCO HOME FINANCE LTD, Third Floor, Alexander Square, New No: 2, Sardar Patel Road, Guindy, Chennai 600032.

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**Sign. & Seal of the applicant**

### **Instructions to the Applicants for furnishing information for Empanelment.**

1. Intending Applicants are required to submit their applications with full bio- data giving details about their organization, experience, technical personnel in their Organization, competence and adequate evidence of their financial standing, etc. in the enclosed format which will be kept confidential.
2. While deciding upon the empanelment, great emphasis will be given on the ability and Competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies.
3. Each page of the application shall be signed. The application shall be signed by persons / persons on behalf of the organization having necessary authorization / Power of Attorney to do so (Certified copies to be enclosed) .
4. If the space in the Proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the Proforma and serial number. Separate sheets shall be used for each part. However the format shall be as per Proforma.
5. Applications containing false incomplete and / or inadequate information are liable to be rejected. Also mere fulfillment of eligibility criteria does not guarantee selection.
6. Canvassing in any form in connection is strictly prohibited and the application of such persons / organizations that resort to canvassing will be liable for rejection.
7. The application/s which is/are received after due date and time are liable to be rejected.
8. RHFL reserves the right to reject any/ all the applications without assigning any reason, thereof.

Signature of the Applicant

Seal of the firm: