

## **Application for Engagement of Consultant(s)**

**for**

1. Scrutiny/ vetting and validation of:
    - (i) DPRs;
    - (ii) Tender Documents for Completion of Balance Works/ New Works;
    - (iii) Evaluation of Tenders
  2. Project Monitoring including Quality Control & Sampling;
  3. Pre-Auditing/ Auditing of Bills;
  4. 3<sup>RD</sup> Party Inspection of Works; and
  5. Technical and Financial Auditing of Projects
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**Last Date of Submission of Application: 11.08.2020 up to 01.00 PM (Off-Line).**

**Opening Date: 11.08.2020 at 02.00 PM**

Unitech Limited, Signature Tower, Gurugram  
Application for Engagement of Consultant(s)

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## **Section - 1**

## Notice for Inviting Application for Engagement of Consultant(s)

1. UNITECH Ltd. invites application from reputed, experienced Indian Consultants for engagement for various projects.

Sr. No.	Name of Work	Period of Engagement
1.	Engagement of Consultant(s) for: 1. Scrutiny/Vetting/ validation of: (i) Detailed Project Reports; (ii) Tender Documents for Completion of Balance Works/ New Works; and (iii) Evaluation of Tenders. 2. Project Monitoring (including Quality Control & Sampling); 3. Pre-Auditing/ Auditing of Bills; 4. 3 <sup>rd</sup> Party Inspection of Works; and 5. Technical and Financial Auditing of Projects	3 / 4 Years

2. The notice inviting applications for engagement of consultant(s) is available on the website of Unitech Ltd. [[www.unitechgroup.com](http://www.unitechgroup.com)]
3. Application, complete in all respects, is to be submitted off-line in the office of Chief Operating Officer (COO) Unitech Ltd., 8<sup>th</sup> Floor, Tower-B, Signature Tower, Gurugram, along-with non-refundable Registration fees of Rs. 5,900/- (Rupees Five Thousand Nine Hundred only), which is inclusive of GST @ 18%. The fee is payable in the form of Demand Draft in favor of "UNITECH LTD." payable at Gurugram.
4. The applicants should apply in the prescribed format as per this notice of engagement along-with documentary evidence for the following:
  - (i) Audited Balance Sheet, Profit & loss account statement duly certified by Chartered Accountant for the last three financial years i.e. 2016-17, 2017-18 & 2018-19.
  - (ii) Certificates from Clients/ Owners along with LOI/ Work Order & Completion Certificates.
  - (iii) Manpower details.
  - (iv) Details of pending litigation etc. on company letter head.
  - (v) Copies of Registration Certificate
  - (vi) PAN No.

- (vii) GST Regn. No.
  - (viii) Certificate of Incorporation in India and Memorandum & Article of Association.
  - (ix) All duly filled annexure to this Notice.
5. Last date for submission of Application: **11.08.2020 up to 01.00 PM** in the office of COO, Unitech Ltd., 8<sup>th</sup> Floor, Tower-B, Signature Tower, Gurugram. If the below mentioned documents are not received in time, the application shall not be opened and Unitech Ltd. shall not be responsible for any delay in respect of submission of the application.
- (i) Registration fee: Original Demand Draft of Rs. 5,900/- (Rupees Five Thousand Nine Hundred Only) inclusive of GST @ 18%.
  - (ii) Power of Attorney duly attested by notary public.
  - (iii) Affidavit Form I.
6. The engagement of Consultant(s) shall be valid for a period of **Three to Four (3 to 4) years** from the date of engagement as per the rates approved by the employer. No price escalation is allowed during the period. Unitech Limited reserves the right to curtail or extend this period at its sole discretion.
7. The applicant will have to deposit interest-free EMD of **Rs. 1,00,000/- (Rupees One Lakh only)** as refundable security along with the application in the form of Demand Draft in favor of **Unitech Limited** payable at **Gurugram**.

Corrigendum/ addendums, if any, to this notice shall be posted on Unitech Limited's website.

Chief Operating Officer (COO),  
Unitech Limited  
Signature Tower, Gurugram

## Section - 2

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## Information and Instructions for Applicants

### 1. Introduction

Unitech Group has been one of India's leading Real Estate player. The Group faced financial problems and defaulted in timely delivery of homes to the homebuyers. The Hon'ble Supreme Court intervened and approved appointment of a new Board of Directors in supersession of the erstwhile management. The newly appointed Board of Directors is tasked with the completion of about 14,500 home units for the homebuyers in a time bound manner. The actual number of residential and commercial units that may have to be constructed/ completed is more than 17,000. The projects are spread pan-India, primarily located in Gurugram (Haryana), Mohali (Punjab), NOIDA and Greater NOIDA (Uttar Pradesh), Kolkata (West Bengal), Bhubaneswar (Odisha), Bangalore (Karnataka) and Chennai (Tamil Nadu). The newly appointed management intends to complete all the unfinished projects in a time-bound manner. Accordingly, it is proposed to engage Consultants for the proposed assignment. The management reserves the right to club more than one sites for assigning the work to any agency wherever found desirable, and its decision will be final in this behalf.

### 2. Definitions

In this document, the following words and expressions have the meaning hereby assigned to them:

- 2.1 "EMPLOYER": Means the Unitech Group.
- 2.2 "APPLICANT" Means the legal entity i.e. a Company registered under the Companies Act, a partnership firm duly registered, LLP, single proprietorship etc.
- 2.3 "YEAR" means "Financial Year" unless stated otherwise.

### 3. Scope of Work

Unitech Group invites applications from reputed, experienced Indian registered Consultants for engagement for the following scope of Work:

- (i) Scrutiny/ vetting/ validation of DPRs for the balance/ new works prepared in-house/ by project consultants, necessarily entailing site inspections;
- (ii) Scrutiny/ vetting of tender documents for completion of balance works/ new works;
- (iii) Evaluation of tenders;
- (iv) Project monitoring including quality control and sampling;
- (v) Pre-Auditing/Auditing of Bills;
- (vi) 3<sup>RD</sup> Party Inspection of Works;

(vii) Carry out overall Inspection before handing over of possession and intimate the defects/ incompletions to the field staff and the contractor for rectification; and

(viii) Overall technical and financial auditing of projects.

**Note:** The agency selected for Gurugram, NOIDA & Greater NOIDA cluster shall be required to position a senior executive/ representative at their cost at the Corporate Office of Unitech in Gurugram in order to ensure proper coordination. The Unitech Group will make provision, free of cost, for office space for such executive/ staff. As for other locations, the management shall take a decision at the appropriate stage.

#### 4. Method of Application

4.1 The applicant must be a legal entity (e.g. a Company registered under the Companies Act, a partnership firm duly registered, LLP, single proprietorship etc.). The application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a notarized copy of the power of attorney. The applicant should also furnish a copy of the Memorandum and Articles of Association, duly self-attested.

4.2 Applications received will be evaluated on the basis of information and documents provided by the applicant. In case the applicant is not found suitable, his application shall be rejected.

4.3 The financial bids of only pre-qualified applicants shall be opened.

4.4 The consultant will be offered different projects on the basis of rates as finalized by the Unitech Group.

4.5 The Applicant-consultants are advised to check the details from the website of Unitech Limited regularly and no claim of Applicant consultants shall be entertained, whatsoever, due to alleged non-receipt of any information.

4.6 All information called for in the enclosed forms should be furnished against the relevant columns. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, as "NIL" or "No Such Case", entry should be made in that column. If any particulars/ query is not applicable in case of the applicant, it should be stated as "Not Applicable". The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the application being rejected. Applications made by telegram or telex, and those received late or without EMD & Registration fee will not be entertained.

4.7 The application should be type-written. The applicant should sign and stamp each page of the application.

4.8 Overwriting should be avoided. Correction, if any, should be made by neatly crossing



out, initialing, dating and rewriting. Pages of the pre-qualification documents are numbered. Additional sheets, if any, added by the applicant, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.

- 4.9 References, information and certificates from the respective clients, supporting the pre-qualification requirements should be signed and authenticated by an officer not below the rank of Executive Engineer/ Chief Project Manager or equivalent.
- 4.10 The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities or credentials to successfully complete the works. The applicants are, however, advised not to furnish superfluous information. No information shall be entertained after submission of pre-qualification documents unless it is called for by the Employer.
- 4.11 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from pre-qualification.
- 4.12 Prospective applicants may request clarification if any, within seven days prior to the last date of submission of application as mentioned in this Notice. No request for clarification will be considered after that date.
- 4.13 Information will be sent to only those applicants who meet the qualifying criteria.

## 5. Minimum Qualification Criteria

- 5.1 The Applicants should meet the following minimum qualifying criteria for getting pre-qualified:

(i)	Planning, Designing, preparation of DPR & GFC Drawings for building works or infrastructure development works.	01 work costing Rs.100 Crs or above, or 02 Works costing >Rs. 60 Crs. each, or 03 Works costing >Rs. 40 Crs. each
and		
(ii)	Total project management including supervision, billing and quality control for building work or infrastructure development works.	01 work costing Rs.100 Crs. or above, Or 02 Works costing > Rs.60 Crs. each, Or 03 Works costing > Rs.40 Crs. each

- 5.2 The applicant should have minimum 01 architect registered with CoA (Council of Architecture) with minimum experience of 10 years and should be on rolls of the applicant for minimum 5 years;

- 5.3 The applicant should have a minimum turnover of Rs. 02 Crs. per annum during the past 3 years and should be certified by the Chartered Accountant;
- 5.4 Minimum 01 Director having a civil engineering background with minimum 20 years of experience in supervision & monitoring of building or infrastructure projects;
- 5.5 Resumes of key personnel should be enclosed;
- 5.6 The applicant should have positive net-worth;
- 5.7 The applicant should not have suffered any losses during the last 3 years;
- 5.8 Joint venture or Consortium of firms shall not be allowed and the applicant should meet the above criteria by itself.
- 5.9 For evaluation purpose, the cost of works mentioned in the Completion Certificate shall be enhanced by 7% per annum till the end of month prior to date of this Notice.
- 5.10 The certificates issued by Government Organizations/ Semi-Government Organizations/ State Government/ Public Works Department/ Central Government/ Public Sector Undertakings/ Autonomous Bodies/ Municipal Bodies/ Public Limited Companies listed on BSE/ NSE and private party shall be accepted for assessing the eligibility of the applicant. However, certificates issued by Public Limited Company & Private Party must be supported by the work order and TDS certificates. TDS certificates for consultancy fee value as mentioned in the work order/ Certificate must match, failing which the same shall not be considered.
- 5.11 The evaluation shall be done based on completion certificate or substantial completion certificate stating at least 80% of scope of services or corresponding fee as mentioned in work order has been completed.
- 5.12 The applicant should own sufficient office infrastructure such as Computers, Plotters & Software etc. for proper and timely monitoring of the work. The applicant should submit details of the same with empanelment application.
- 5.13 The applicant should have sufficient number of Technical and Administrative employees for proper execution of the contract. The applicant should submit details of the same with this empanelment application.

## **6 Evaluation Criteria for Empanelment**

- 6.1 For the purpose of pre-qualification, applicants will be evaluated on the basis of minimum stipulated financial and past experience criteria.
- 6.2 Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:
  - (i) Record of poor performance such as abandoning work, not properly completing the contract, delay in completion of works, or financial failures / weaknesses etc.
  - (ii) Made misleading or false representation or deliberately suppressed the

information in the forms, statements and enclosures required in the Empanelment documents.

## **7 Financial Information**

Applicant should furnish Audited Balance Sheet, Profit & Loss Account statement, duly certified by Chartered Accountant for the last three financial years i.e. 2016-17, 2017-18 & 2018-19.

## **8 Availability of Design Infrastructure Resource**

Applicant is required to furnish the details of computer, CAD, Design software, printer etc. available with the applicant as on date in form - 'F'.

## **9 Organization Information**

Applicant is required to submit the following information in respect of his organization:

- (i) Name & Postal Address, including Telephone and E-Mail address etc.
- (ii) Copies of original documents defining the legal status, place of Registration and principal places of business.
- (iii) Names of Directors and Officers concerned with the work, with designation of individuals authorized to act for the organization.
- (iv) Information on any litigation in which the applicant was involved during the last five years, including any current litigation.
- (v) Authorization for Unitech Group to seek detailed references.

## **10 Letter of Transmittal**

The applicant should submit the letter of transmittal attached with pre-qualification documents (Section-3) duly signed by him.

## **11. Final Decision Making Authority**

Unitech Group reserve the right to modify the eligibility criteria, to decide on cut-off date of implementation, to accept or reject any application, to assign additional area or reduce the areas originally allotted based on performance, to annul the pre-qualification process, to reject all applications or accept new applications at any time or negotiate rates with the pre-qualified applicants, without assigning any reason or incurring any liability to the applicants.

## **12. Cancellation of Appointment of Consultant(s)**

- (i) The engagement of consultant shall be cancelled by the employer in case of poor performance, abandoning of the allotted work, and abnormal delays in completion of work, bankruptcy/ declared insolvent and for activities detrimental to the interest of employer and debarred/ blacklisted by any

organization during the tenure of empanelment. The decision of employer in this regard shall be final and binding on the Consultant.

- (ii) The pre-qualified Applicant shall not effect any change in the constitution of the firm without the prior approval of employer.

### 13. Submittals

Empanelment Documents should be submitted in prescribed manner in two envelopes. Empanelment Applications are liable to be discarded if the applications are not submitted in the prescribed manner.

#### 13.1 Envelope-A (Technical)

This can also be submitted by email at [aky.coo@unitechgroup.com](mailto:aky.coo@unitechgroup.com)

(i)	Letter of Transmittal as per Section -3, enclosing Copy of Demand Draft for Rs. 1,00,000/- as EMD and Registration fee DD of Rs 5900/- (including GST 18%)	
(ii)	General Information (Form 'A')	Annexure – I
(iii)	Organization setup of the company (Form 'B')	Annexure – II
(iv)	Financial information (Form 'C')	Annexure - III
(v)	Details of Specialist Associate Consultants working on regular Basis with the applicant (Form 'D')	Annexure - IV
(vi)	Details of Office Space and infrastructure with applicant (Form 'E')	Annexure - V
(vii)	Details of Architectural/ Structural work completed during the last 07 years (Form 'F1') Planning & Designing work	Annexure - VI
(viii)	Details of Architectural/ Structural work completed during the last 07 years (Form 'F2') PMC work	Annexure - VII
(ix)	Details of on-going Works (Form 'G1') Planning & design work	Annexure - VIII
(x)	Details of on-going Works (Form 'G2') PMC work	Annexure - IX
(xi)	Affidavit (Form 'H')	Annexure - X
(xii)	Pending Litigation etc. on company letter head.	Annexure - XI
(xiii)	Certified Copy of PAN	Annexure - XII
(xiv)	Copy of GST registration	Annexure - XIII
(xv)	Copy of Certificate of incorporation	Annexure - XIV
(xvi)	Copy of Power of Attorney duly attested by notary	Annexure - XV
(xvii)	Copy of Memorandum & Articles of Association	Annexure - XVI
(xviii)	Document in support of Applicant's legal status	Annexure - XVII
(xix)	Any other documents	Annexure – XVIII
<b>Note: Above Annexures to be appended with documentary evidence.</b>		

#### 13.2 Envelope-B (Financial) -to be submitted in the office in a sealed cover

(i)	Price Bid (Form - I )	-
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## **Section - 3**

**Letter of Transmittal**  
[On the Letter Head of the Applicant]

From

\_\_\_\_\_,  
\_\_\_\_\_.

To

The Chief Operating Officer (COO)  
8<sup>th</sup> Floor, Tower -B, Signature Tower  
Unitech Limited, Gurugram-122007

**Subject: Engagement of Consultant**

Sir,

Having examined the details given in the Notice for Application and documents for the above work, we hereby submit our qualification with relevant documents in Envelope - A and Price Bid - B.

1. We hereby certify that all the statements made and information supplied in the enclosed forms 'A' to 'I' and accompanying statements are true and correct.
2. We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. We have submitted the requisite banker's certificate/ performance reports and authorize the UNITECH Group or their representatives to approach individuals, employers, firms and corporations to verify our submittals, competency and general reputation.
4. We hereby confirm that we have read and understood all the stipulations given in the pre-qualification documents and the decision of EMPLOYER with regard to our pre-qualification shall be final and binding on us.
5. We have submitted the certificates in support of our meeting the minimum qualifying criteria of work(s) specified in Section-2 for having successfully completed the works.

Enclosures:

Date of Submission:

(Seal of Applicant)

(Signature of the Applicant)

**Form 'A'****General Information**

1.	Name of Applicant/ Company	
2.	Address for correspondence	
3.	Contact Person: Telephone Nos. Fax Nos. Mobile	
4.	Type of Organization: (i) A Limited Company (Attach copy of Articles of Association) (ii) Any other (mention the type)	
5.	Place and Year of Incorporation	
6.	Details of Registration/ Membership with the council of Architects (Individual Registered or such other Institute. (Attach copy)	
7.	Names of Director(s) in the Organization and their status along with their qualifications.	
8.	Name(s) of the persons along with their qualification and designation, who is authorized to deal with the employer (Attach copy of power of Attorney)	
9.	Organization Chart of Key Personnel	
10.	Any other Information	

**Form 'B'**

**Organization set-up of the company**

(Details to be furnished in the following format)

Sr. No	Name	Designation	Qualifications	Professional Experience and details of work carried out	Registration No. with validity	Years with firm	Remarks

Note: Certificates of qualification are required to be attached.

[Signature of the Applicant]



**FORM 'C'****Financial Information**

**Financial Analysis:** Details to be furnished duly supported by figures in Audited Balance Sheet, Profit & Loss Account statement duly certified by the Chartered Accountant for the last three financial years i.e. 2016-17, 2017-18 & 2018-19. In case where books of accounts etc. are not required to be maintained as per Income Tax Act 1961, then copies of IT Returns for the last three financial years i.e. 2016-17, 2017-18 & 2018-19, duly certified by the Chartered Accountant be attached.

		FY 2016-17	FY 2017-18	FY 2018-19
		A	B	C
(i)	Turnover from Professional Services			
(ii)	Profit / Loss			

[Seal and Signature of the Applicant]

**Form 'D'**

Details of the Specialist Associate Consultants working on regular basis with the Applicant Agency

<b>Sr. No.</b>	<b>Specialization</b>	<b>Name of the Associate</b>	<b>Works</b>
(i)	Structural Design Services		
(ii)	Electrical services		
(iii)	Plumbing & fire services		

[Signature of the Applicant]

**Form 'E'****Details of Office Space and infrastructure with the Applicant**

<b>Sr. No.</b>	<b>Criteria</b>	<b>Details</b>
(i)	Office Space	
(ii)	Computers, Plotters etc.	
(iii)	Software	

[Signature of the Applicant]

**Form 'F1'**

Details of Architectural/ Infrastructural Works completed/substantially completed during the last 07 years (Planning & designing work)

(Details to be furnished in the following format)

Sr. No.	Name of work	Scope of Services	Value of Construction	Date of Start / completion	Name & Address of the client	Remarks

**Note:** The evaluation shall be done based on completion certificate or substantial completion certificate stating at least 80% of scope of services or corresponding fee as mentioned in work order has been completed.

The following documents are to be enclosed for each of the above work:

- (i) Completion Certificate
- (ii) Copy of Award letter
- (iii) Other relevant documentary evidence, if any.

**[Signature of the Applicant]**

**Form 'F2'**

Details of Architectural/ Infrastructural Works completed/  
substantially completed during the last 07 years (PMC work)

(Details to be furnished in the following format)

Sr. No.	Name of work	Scope of Services	Value of Construction	Date of Start / completion	Name & Address of the client	Remarks

**Note:** The evaluation shall be done based on completion certificate or substantial completion certificate stating at least 80% of scope of services or corresponding fee as mentioned in work order has been completed.

The following documents are to be enclosed for each of the above work:

- (i) Completion Certificate
- (ii) Copy of Award letter
- (iii) Other relevant documentary evidence, if any.

[Signature of the Applicant]

**Form 'G1'****Details of on-going Works**

Planning &amp; Designing work

(Details to be furnished in the following format)

<b>Sr. No.</b>	<b>Name of work</b>	<b>Scope of Services</b>	<b>Value of Construction</b>	<b>Date &amp; Start / % completion</b>	<b>Name &amp; Address of the client</b>	<b>Remarks</b>

**Note:** The following documents are to be enclosed for each of the above works:

- (i) Copy of Award letter
- (ii) Other relevant documentary evidence, if any.

[Signature of the Applicant]

**Form 'G2'****Details of on-going Works  
PMC Work**

(Details to be furnished in the following format)

<b>Sr. No.</b>	<b>Name of work</b>	<b>Scope of Services</b>	<b>Value of Construction</b>	<b>Date &amp; Start / % completion</b>	<b>Name &amp; Address of the client</b>	<b>Remarks</b>

**Note:** The following documents are to be enclosed for each of the above works:

- (i) Copy of Award letter
- (ii) Other relevant documentary evidence, if any.

[Signature of the Applicant]

**Form 'H'**

**Undertaking**

(To be submitted on non-judicial stamp paper of minimum **Rs. 2000/-** duly certified by Public Notary)

Affidavit of Mr. \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_

I, the deponent above named, do hereby solemnly affirm and declare a under:

- (i) That I am the Proprietor/ Authorized signatory of M/s \_\_\_\_\_ having its Head Office/ Regd. Office at \_\_\_\_\_;
- (ii) That the information/ documents/ Experience certificates submitted by M/s \_\_\_\_\_ along with this Application are genuine and true and nothing has been concealed therein.
- (iii) That I shall have no objection in case the EMPLOYER verifies them from issuing Authority (ies). I shall also have no objection in providing the original copy of the document(s), in case the EMPLOYER demands so for verification.
- (iv) I hereby confirm that in case any document, information and/or certificate submitted by me is found to be incorrect/ false/ fabricated, the EMPLOYER at its discretion may disqualify/ reject my application for pre-qualification outrightly and also debar me/ M/s \_\_\_\_\_ from participating in any future tenders/ PQ.

Deponent

I, \_\_\_\_\_, the Proprietor/Authorized signatory of M/s \_\_\_\_\_, do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Deponent

Verified at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_.



**Envelope - B****Form 'I'****Price Bid for the proposed Assignment**

Sr. No.	Description	Rates in %	Remarks
1.	(i) Scrutiny/ vetting of DPR for the balance works/ new works; (ii) Scrutiny/ vetting of Tender Documents for the balance works / new works; and (iii) Evaluation of Tenders	_____ %	Rate to be quoted in percentage of the DPR cost
2.	Project Monitoring & allied works including Quality Control & Sampling	_____ %	Rate to be quoted in percentage of the DPR Cost
3.	3 <sup>rd</sup> Party Inspection	_____ %	Rate to be quoted in percentage of the DPR Cost
4.	Pre-Auditing/ Auditing of Bills of vendors	_____ %	Rate to be quoted in percentage of Bill Amount.
5.	Technical & Financial Auditing of Project(s)	_____ %	Rate to be quoted in percentage of the DPR Cost

Note: The above rates are excluding the GST, which shall be payable as applicable.

[Signature of the Applicant]