

NOTICE INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF ARCHITECTS/CONSULTANTS IN WEST BENGAL HERITAGE COMMISSION.

West Bengal Heritage Commission intends to prepare a fresh empanelment of registered Architectural firms/Engineering firms having architects/ individuals having in-house architects/Structural Consultants having architects possessing **B. Arch with a master degree in Conservation (desirable) or B.E(Civil)** fulfilling the following criteria.

For Category – ‘A’

Educational Qualification:

1) The Architect/Consultant firms with specialization in conservation should have experience of having successfully completed similar nature of works during the last 5 years. Experience criteria may be either of the following.

i) completed one similar nature of works costing not less than 50 lakhs.

ii) completed two similar nature of works costing not less than 30 lakhs each.

(Similar Nature of works shall mean/include the process involved in the Preservation/restoration/restoration of the heritage building/monuments/sites and its Precincts in order to retain its architectural / heritage /environmental or cultural significance)

and

- a) Minimum 03 years working experience on Heritage/Historic Buildings and precincts.
- b) Experience in preparation of file Management plan for Heritage sites and Buildings.
- c) Conversant with MS Office & allied field.

2) The Architect/Consultant firms shall be registered with Council of Architecture/ Institution of Engineers.

The Architectural/ Engineering firms or individual Architects / Consultants fulfilling the above criteria may apply in prescribed format mentioning the under mentioned details.

A) Name, address and registration details of the Architects/Consultancy firms with details of Technical Personnel.

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- B) Copy of the Audited balance sheets for the last 3 financial years.
- C) Photo copies of Income tax clearance for last 3 years showing the yearly turnover.
- D) Registration with any other Central/State Government/ Public Sector as empanelled architects/consultants.
- E) Details of maximum value of completed project with detailed scope of work during last 5 years. (Attach certificate from employer with photographic evidence)
- F) List of completed works (in separate format Annexure-A). (Desirable: from any Accredited University/ Institution having Field Experience of Conservation practices.)
- G) Proof of registration with council of Architecture/ Institution of Engineers.

For Category – 'B'

1) The Architect/ Consultant / Engineering firms should have experience of successful completion of similar nature of works during last 3 years Experience criteria may be either of the following.

- i) completed one similar nature of works costing not less than 40 Lakhs.
- ii) completed two similar nature of works costing not less than 20 Lakhs each.

(Similar Nature of works shall mean/include as the process involved in the Preservation/restoration/restoration of the heritage building/monuments/sites and its Precincts in order to retain its architectural heritage / environmental or cultural significance)

and

- a) Minimum 03 years working experience on Heritage/Historic Buildings and precincts.
- b) Experience in preparation of file Management plan for Heritage sites and Buildings.
- c) Conversant with MS Office & allied field.

2) The Architect/Consultant firms shall be registered with Council of Architecture/ Institution of Engineers.

The Architectural/ Engineering firms or individual Architects / Consultants fulfilling the above criteria may apply in prescribed format mentioning the under mentioned details.

- A) Name, address and registration details of the Architects/Consultancy firms with details of Technical Personnel.
- B) Copy of the audited Balance Sheets for the last 3 financial years.
- C) Photo copies of Income tax clearance for last 3 years showing the yearly turnover.
- D)Registration with any other Central/State Government/ Public Sector as empanelled architects/consultants.

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E) Details of maximum value of completed project with detailed scope of work during last 5years. (Attach certificate from employer with photographic evidence)

F) List of completed works (in separate format Annexure-A).

G) Proof of registration with council of Architecture/ Institution of Engineers.

Remuneration/fees of the project works will be determined as per the amended rate issued by the Government at different time period.

The prescribed application forms may be obtained in person from the **Office of the West Bengal Heritage Commission** at 1, Satyen Roy Road, Behala, Kolkata-700034 (near Behala tram depot/ Siddeswari Kali Mandir), on all working days between 11 AM to 4 PM or downloaded from the website **www.wbhc.in** and **www.egiyebangla.gov.in**.

Application form duly filled up along with necessary enclosures may reach the Office of the West Bengal Heritage Commission at 1, Satyen Roy Road, Behala, Kolkata-700034 **on or before 23rd May, 2025 (Friday)**.for any clarification, please contact with **Mr. Rana Debdas, Assistant Director Mob. No- 9433145218** or **Mr. Chandan Das, Finance & Accounts Officer Mob. No- 9831264215**.

West Bengal Heritage Commission takes no liability for delay or non-receipt of the application sent by post/courier. West Bengal Heritage commission reserves the right to reject any or all applications without assigning any reason whatsoever.


Finance and Accounts Officer
West Bengal Heritage Commission

No: 12/(1-3)/C-22/WBHC/2019-20

Date: 29.04.2025

Copy Forwarded for kind Information to:

- 1) The Principal Secretary, I&CA Department, Govt. of W.B.
- 2) Additional Secretary and Ex-officio The Director, Directorate of Archaeology & Museums
- 3) The Director of Information & Ex-officio Additional Secretary, Govt. of W.B.

Sd/-
Finance and Accounts Officer
West Bengal Heritage Commission

Scope of Work

2. Scope of Work:

2.1. Following West Bengal Heritage Commission's instruction for visiting the site for surveying, evaluation and to examine the technical, Social, financial feasibility of the proposal for development/conservation /protection of structures.

2.2. To conduct various tests & investigations(non-destructive type) required for preparation of DPR to assess the stability of the heritage structures to consider for incorporation of necessary items in the estimate for development/conservation/protection of structure.

2.3. To submit the complete DPR to WBHC with required numbers of hard copies duly signed by the consultant with seal in all pages of DPR and also on the drawings & estimates including a preface report along with a soft copy of complete DPR.

2.4.a. To prepare the drawing (architectural & structural) and estimate including Sanitary Water Supply and electrical system both internal & external on the basis of current SOR of PWD.

2.4.b. To frame standard specification, drawing, nomenclatures, rates, method of works for other than the Govt. SOR items in practice.

2.5. To prepare bill of quantities (B.O.Q.) with detailed specification for tender purposes.

2.6. To help the implementing authority for vetting of the estimate and clarification of drawings, calculations of detailed measurements, analysis of rates etc. for preparation of tender documents and selection of contractor(s).

2.7. After the written approval of the sketch design and preliminary estimate has been communicated to the Consultant by the WBHC, the Consultant shall prepare detailed working drawings. The Consultant shall also furnish detailed drawings and Construction drawings needed of the said work on the basis of the latest specification during the time of execution of work.

2.8. The Consultant shall prepare working drawings and details, sufficient for the proper execution of the works.

2.9. The Consultant shall also render any other services connected with the said works usually and normally rendered by consultant and not referred to, on any of the sub clauses.

2.10. The Consultant shall submit to the WBHC all the necessary sketch plans, within the period stipulated by the WBHC. If the Consultant fails to adhere to the time schedule or extended time which may be granted by the WBHC in his sole discretion, the WBHC shall be entitled to terminate this agreement and entrust the work to some other Consultant and in that case, the Consultant shall be entitled to fees or compensation only up to the stage of work carried out by him as decided by WBHC alone. In the event of the Consultant being not in a position to fulfill his works on design and drawing in such a way that the construction work cannot be carried out as per the time schedule, the WBHC shall be free to get the design and drawings prepared by other agencies at the risk and cost of the Consultant.

2.11. The Consultant shall exercise all reasonable skill care, diligence and discharge of duties hereby covenanted to be performed by him and shall exercise inspection in regard to the said works, as may be necessary to ensure that the work is being executed in accordance with the working drawings and specifications aforesaid and approved by the WBHC.

2.12. Periodical inspection of sites and evaluation of construction works with the sites visits in each stage, time and frequency to be decided by WBHC and submit the report of the progress of the works to the Commission with photographs.

2.13. To prepare completion drawing and maintenance manual with details procedure for up-keeping the asset both on short time as well as on long term basis.

2.14. The Consultant shall observe all the statutory regulations prevailing in the area, are subject to the approval from local bodies of government, if necessary. They should associate with WBHC and Executing agency in getting approvals for implementation.

2.15. The Consultant shall indicate on his drawings and report, the manner in which it is proposed to deal with the infrastructure service.

2.16. The Consultant shall not make any deviation, alteration, addition or omission from the approved drawings without the knowledge of the WBHC. The WBHC will retain the right to omit or postpone any work or part thereof at its discretion.

2.17. The Consultant shall aid and suggest the WBHC in preparing a maintenance and Operational Manual.

2.18. Verification and certification of contractor's bills before payment. (If required by the implementing authority).

2.19. The Consultant has to attend review meeting being conducted by the WBHC and shall give his opinion regarding the queries, suggestion etc.

2.20. The Consultant shall monitor and review the rectification of defects and deficiencies of the project when requested by the WBHC.

2.21. On completion of the project the Consultant shall inspect the work along with either the employer/or any authorized officer and give a final report and completion certificate in this regard.

2.22. The Consultant shall attend any dispute review meeting as and when requested by the WBHC and give his remarks.

2.23. On completion of the assignment, the Consultant shall duly clarify and list all drawings, documents and other relevant records and hand over to WBHC and obtain a written receipt thereof.

2.24. Final construction should be verified whether it is executed as per design and submit comprehensive report to the WBHC.

2.25. The Consultant will be liable for any defects, mistakes and deficiency, incomplete, unworkable and unsafe/unfit for site conditions. In such failures, WBHC will take appropriate action/imposed penalty as deemed fit against the consultant.

2.26. The DPR/drawings and other documents as will be submitted by the consultant will be sole property of WBHC. In no case, the consultant will reproduce the same anywhere without any written permission of West Bengal Heritage Commission.

3. The prescribed application Form may be collected in person from the **Office of the West Bengal Heritage Commission** at 1, Satyen Roy Road, Behala, Kolkata-700034 near Behala Tram Depot/Siddeswari Kali Mandir, on all working between 11.00 AM to 4.00 PM or can be downloaded from the website of West Bengal Heritage Commission www.wbhc.in and www.egiyebangla.gov.in

4. Application form duly filled up along with necessary enclosures may reach the Office of the West Bengal Heritage Commission at 1, Satyen Roy Road, Behala, Kolkata-700 034 on or before **on or before 23rd May, 2025 (Friday)**. For any clarification, please contact through Phone No. (033) 2445-0037 of West Bengal Heritage Commission from 11.00 AM to 4.00 PM on any working day.

5. WBHC takes no liability for delay or non-receipt of the application sent by post/courier. The commission reserves the right to reject any or all applications without assigning any reason whatsoever.



Finance and Accounts Officer
West Bengal Heritage Commission

No: 13/C-22/WBHC/2019-20

Date: 29.04.2025

Copy Forwarded for kind Information to:

- 1) The Principal Secretary, I&CA Department, Govt. of W.B.
- 2) Additional Secretary and Ex-officio The Director, Directorate of Archaeology & Museums
- 3) The Director of Information & Ex-officio Additional Secretary, Govt. of W.B.

Sd/-

Finance and Accounts Officer
West Bengal Heritage Commission

Application Format for Empanelment of Architects/Consultants
in West Bengal Heritage Commission

1.(a) Name of The Organization :

(b) Office Address :

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(c) Telephone No. :

(d) Mobile No. :

(e) Fax No. :

(f) Email ID :

2.(a) Year of Establishment
(enclose documentary evidence) :

(b) No of years of experience in the
relevant field :

[Please fill up details in the
enclosed format Annexure-A)] :

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(c) Name of the Proprietor /
Partners with Address & Phone No. :

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3.(a) Details of Registration - whether
Partnership Firm, Company etc. :

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(b) Name of Registration Authority,
Date & Registration Number. :

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4.(a) Details of Registration with the
Council of Architecture

(b) Registration Number & Date
(Copy of relevant document to be
attached)

5. Permanent Account Number
(PAN) of Income Tax Department

6. GST Registration Number
(enclose documentary evidence)

7. Details of registration, if any, in
the panel of Architects for
Government Organization / ASI or
Directorate of Archaeology &
Museum, Government of
West Bengal

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Particulars of Technical Staff in the Organization:

Sl No.	Name	Designation	Age	Academic Qualification	Service with The Firm	Nature of works handled

Place:

Date:

.....
Signature, name and designation
of authorized Signatory

For and on behalf of.....
(Name of the Applicant)