



REQUEST FOR EMPANELMENT (RFE) OF RTP

**DETAIL NOTICE FOR INVITATION FOR EMPANELMENT OF
REGISTERED TECHNICAL PERSON (RTP)
FOR
MUKHYA MANTRIR SOHOJ GRIHA NIRMAN ACHONI**

RFE No. No. GMDA/RTP/MISC./2015/Pt-I/6 Dated: 13/05/2020

**GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY
STATFED BUILDING, BHANGAGARH, GUWAHATI-781005**



OFFICE OF THE GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY
STATFED BUILDING, BHANGAGARH, GUWAHATI-781005

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No. GMDA/RTP/MISC./2015/Pt-I/

Dated: ___/03/2020

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**DETAIL NOTICE FOR INVITATION FOR EMPANELMENT OF REGISTERED
TECHNICAL PERSON (RTP)
FOR
MUKHYA MANTRIR SOHOJ GRIHA NIRMAN ACHONI**

The Chief Executive Officer, GMDA, Guwahati invites RFE (Request for Empanelment) from Architects/ Engineers/ Town Planners/ Group or Agency registered with GMDA/ GMC as RTP whose qualifications are as per Appendix -II of the Guwahati Building Construction (Regulation) Byelaws, 2014 (as amended) and with 10 years experience in providing services to clients for obtaining building permission from GMDA/ GMC.

The empanelled Architects/ Engineers/ Town Planners/ Group or Agency shall be associated with GMDA/ GMC for processing the Planning Permit and Building Permit for speedy disposal of the proposals up to G+2 residential building.


The important dates and other details of the RFE is given below:

i	Non-refundable cost of RFE document and Application Fee	Rs. 10,000/- to be paid online
ii	Downloading of RFE Document	From gmda.assam.gov.in from tender section
iii	Date of online submission of RFE	From 20/05/2020 to 27/05/2020 up to 16:00 Hrs

The above schedule is tentative and GMDA reserves the right to modify the same at any time during the selection process at its sole discretion without assigning any reason or being liable for the same in any manner whatsoever. GMDA also reserves the right to extend the time of submission of offers for empanelment or repeat the procedure time to time considering the demand.

1. RFE documents can be downloaded from GMDA's website <https://gmda.assam.gov.in>. The RFE document fee along with the application fee Rs. 10,000.00 (Rupees Ten Thousand) only to be submitted online which is non-refundable.
2. The RFE documents duly completed along with the proof of payment RFE document fee and application fee shall be received as per schedule as given above.
3. The RFE documents are not transferable.
4. GMDA does not bind itself to accept all or any of these RFEs and reserves the right to reject any or all without assigning any reason thereof.

5. In case the date of submission RFE as mentioned above is declared to be a holiday, the same shall be received and opened on the next working day.
6. Any revisions, clarifications, corrections, addenda, time extensions etc. to this RFE will be posted on the GMDA official websites only.
7. The RFE document duly signed on all pages should form part of the submission. Failure to submit this will invite non consideration of the RFE.
8. RFE submitted with conditions will be liable for rejection.


(Sri. M. Bora, IAS)
Chief Executive Officer
Guwahati Metropolitan Development Authority
Bhangagarh, Guwahati

INSTRUCTIONS TO BIDDERS

GMDA proposes to empanel qualified and experienced Architects/ Engineers/ Town Planners/ Group or Agency registered with GMDA/ GMC as RTP for Mukhya Mantrir Sohoj Griha Nirman Achoni (MMSGNA) to be associated with GMDA/ GMC for processing Planning Permit and Building Permit for speedy disposal of the proposals up to G+2 residential building up to a plot size of 670 sq m.

The qualifications are as per Appendix -II of the Guwahati Building Construction (Regulation) Byelaws, 2014 as amended and with 10 years experience in providing services to clients for obtaining building permission from GMDA/ GMC.

(I) GENERAL

1. Definition: In these rules, unless the context otherwise requires:

- a) **“Act”** – The Guwahati Building Construction and Regulation Act, 2010
- b) **“Registered Technical Person”** – an Architect/ Engineer/ Town Planner/ Group or Agency registered as Technical Person as per Appendix –II of the Guwahati Building Construction and Regulation Byelaw 2014.
- c) **“Person Authorized”** – means a qualified and duly Registered Technical Personnel empaneled for Mukhya Mantrir Sohoj Griha Nirman Achoni.

2. Duties and Responsibilities of Empaneled RTP

- (i) The empanelment of RTP shall be initially for a period of *two years* which may be terminated/extended from time to time subject to periodic review by the Authority.
- (ii) The Empaneled RTP shall ensure at construction stage and also at the time of giving completion certificate through detail inspections that there is no violation of Master Plan and Zoning Regulations, Building Byelaws and other related rules and regulations in force.
- (iii) In case, at any stage if it is found that there is violation of Master Plan and Zoning Regulations, Building Byelaws and other related rules and regulations in force or there are discrepancies in the documents submitted by the applicant, the same shall be immediately brought to the notice of the Authority by the Empaneled RTP failing which necessary action against the RTP shall be taken for removal from the panel and action as per the provision of the Guwahati Metropolitan Development Authority Act 1985, Guwahati Municipal Corporation Act, 1970 and the Building Byelaw 2014 shall be initiated against him.
- (iv) **The Empaneled RTP shall also issue the Completion Certificate/ Occupancy Certificate against the buildings processed by him as per the provision of the Building Byelaw in force** after having satisfied himself that there is no non-compoundable deviations in the building and necessary process for regularizing the compoundable deviations, if any, have been completed and the compounding/regularization fee has been deposited with the concerned Authority.
- (v) The empaneled RTPs shall be provided with Digital Signature/ QR Code on payment of fee as decided by the Authority for processing / issuing Planning Permit and Building Permit on behalf of the Authorities. They are also required to enter into an agreement with the concerned Authorities for compliance of all the conditions laid down for this purpose.

(II) SUBMISSION OF RFE-

RFE along with all documents duly signed with necessary enclosures and documentation fees are to be submitted online to CEO, GMDA, Staffed Building, GMCH road, Bhangagarh, Guwahati-781005.

(III) QUALIFYING CRITERIA

- I. The Applicant should be an Architect/ Engineer/ Town Planner/ Group or Agency registered with GMDA/ GMC as RTP or Architect registered with Council of

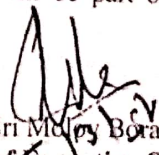
- Architects/Indian Institute of Architects and associated with GMDA/ GMC for the last 10 (Ten) years in processing the NOC, Planning Permit and Building Permit with qualification as per Appendix –II of the Guwahati Building Construction (Regulation) Byelaws, 2014.
- II. The Applicant should have a permanent office in Guwahati Metropolitan Area.
- III. The following information/documents are to be submitted for empanelment with the proposal online without which the applicant will not be considered for selection.
- a) For Architect/ Engineer/ Town Planner / : For Architects up to date and valid registration of Council of Architects/ Indian Institute of Architect. For Engineer/ Town Planner proof of qualification to be attached. Details shall be as follows:
- Name:
 - Father's Name:
 - Age (As on 1st April, 2020) :
 - Present Address:
 - Permanent Address:
 - Email/ Mobile No. :
 - Qualification (Certificate to be enclosed):
- b) For Group or Agency: Details to be provided as follows:
- Name of Group or Agency :
 - Present Address:
 - Permanent Address:
 - Email/ Mobile No. :
- c) A list of projects worked as technical person/consultants for NOC/ Planning Permit/Building Permit from Authorities showing detail of NOC/ Planning Permit/Building Permit no. with status of Occupancy Certificate for last 10(ten) years as per Annexure- I
- d) Documentary proof of starting date of their firm/business
- e) List of manpower as per Annexure –II with qualification and experience
- f) Proof of Office Address.
- g) Copy of IT return certificate for last 3 consecutive years i.e. 2016-17,2017-18 and 2018-19.
- h) Registration certificate of Goods and Service tax (GST).

(IV) SELECTION CRITERIA

- a) The Authority shall scrutinize all the documents submitted by the Applicant and may call for an interview if so decided. Based on the documents submitted by the applicant, their performance and conduct with the Authorities in the past years, the Authority shall empanel the Architects/ Engineers/ Town Planners/ Group or Agency.
- b) The list of all selected Applicants will be published in Authority's website. The selected Applicants are required to complete all the formalities to be notified through website i.e. www.gmda.assam.gov.in for final empanelment.
- c) Incomplete application forms shall be summarily rejected.

(V) AMENDMENT OF RFE:

The Authority reserves the right to modify the RFE document by issuance of Addendum/ Amendment and posting it on the Official Website at any time prior to the deadline for submission of the application, for any reason, whether at its own initiative or in response to clarifications requested by Applicant. The Addendum/ Amendment shall be binding on all Applicants and will be part of RFE document.


(Sri Moolay Bora, IAS)
Chief Executive Officer
Guwahati Metropolitan Development Authority
Bhangagarh, Guwahati

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Annexures

Annexure-I

Details of NOC, Planning Permit, Building Permit Processed for last 10 years

Sl No.	Name of Client	NOC, P/P, B/P no.	Proposal details	Status of Occupancy Certificate	Remarks (if any)

Annexure -II

Details of Manpower

Sl No.	Name	Qualifications	Experience	Whether Permanent/ Part time	Remarks (if any)