



REQUEST FOR EMPANELMENT (RFE) OF RTP

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

**To be implemented in all notified Master Plan/Development Authority areas of Assam
including Guwahati Metropolitan Area**

RFE No. GMDA/GEN/21/2021/33 dated 21.11.2023

**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/GEN/21/2021/33

Dated:21.11.2023

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**To be implemented in all notified Master Plan/Development Authority areas of
Assam including Guwahati Metropolitan Area**

The Chief Executive Officer, GMDA, Guwahati invites RFE (Request for Empanelment) from Architects/ Engineers/ Town Planners/ Group or Agency registered with GMDA/ GMC/Any other Development Authority or Urban Local Bodies as RTP whose qualifications are as per Appendix -II of the Assam Unified Building Construction (Regulation) Bye Laws, 2022 and with 5 (five) years experience in providing services to clients for obtaining building permission and other related services from GMDA/ GMC/Any other Development Authority or Urban Local Bodies within the State.

The empanelled Architects/ Engineers/ Town Planners/ Group or Agency shall be associated & accountable to GMDA/GMC/ Directorate of Town and Country Planning/Concern District Offices and other concerned development authorities/Urban Local Bodies for processing the Planning Permit and Building Permit and other allied services as per Assam Unified Building Construction (Regulation) Bye Laws, 2022 for speedy instant disposal of the proposals up to G+2 residential building and other related services.

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: www.gmda.assam.gov.in in tender section 22.11.2023 5.00 PM onwards
iii	Online application link	rfe.mmsgna.in

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 /restrict it/ 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 is to be paid online which is non-refundable.
2. The RFE documents duly completed along with the proof of payment of 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 or asked for additional documents without assigning any reason thereof.
5. In case the date of submission RFE as mentioned above is happened/declared to be a holiday, the same shall be received and opened on the next working day.
6. Any revisions, clarifications, correingdum, 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.
9. MMSGNA shall be implemented in the Development Authorities/Master Plan Areas, as mentioned in Annexure – I immediately. However, the number of Development Authority/Master Plan areas shall go on increasing with notification of New Master Plan of new areas by Town and Country Planning.
10. Other instruction to bidders are given in Annexure – III which shall be binding for all ERTPs.

Sd/-

Chief Executive Officer

Guwahati Metropolitan Development Authority
Bhangagarh, Guwahati

INSTRUCTIONS TO BIDDERS

With the notification of Assam Unified Building Construction (Regulation) Bye Law 2022 by Govt., Govt. vide letter No. 258567 dated 17.12.2022 has directed GMDA to extend the MMSGNA online platform to all Urban Local Bodies of Assam will effect from 1st January 2023.

Accordingly GMDA proposes to empanel qualified and experienced Architects/ Engineers/ Town Planners/ Group or Agency registered with GMDA/ GMC/Other Development Authorities or Urban Local Bodies as RTP for such and other similar works for implementation of Mukhya Mantrir Sohoj Griha Nirman Achoni (MMSGNA) in all development Authorities/Master Plan areas. They shall be empanelled as ERTTP and be associated or accountable to GMDA, GMC, Directorate of Town and Country Planning, Urban Local Bodies and other concerned authorities, for processing of Planning Permit and Building Permit for speedy and instant disposal of the permission proposals up to G+2 residential building up to a plot size of 670 sq m, it's supervision/monitoring, issue of occupancy certificate, renewal of building permission plinth level permission etc as per Assam Unified Building Construction (Regulation) Bye Laws, 2022 .

The qualifications are as per Appendix -II of the Assam Unified Building Construction (Regulation) Bye Laws, 2022 and with 5 (five) years experience in providing services to clients for obtaining building permission and related services from GMDA/ GMC/Other Development Authorities or Urban Local Bodies within the State.

(I) GENERAL

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

- a) “Act” – The Guwahati Building Construction (Regulation) (Amendment) Act, 2022
- b) **Building Bye Laws** – Assam Unified Building Construction (Regulation) Bye Laws, 2022 with amendments if any for time to time.
- c) “**Registered Technical Person**” – an Architect/ Engineer/ Town Planner/ Group or Agency registered as Technical Person as per Appendix –II of the Assam Unified Building Construction (Regulation) Bye Law, 2022 or erstwhile Guwahati Building Construction (Regulation) Bye Laws 2014 .
- d) “**Person Authorized**” – means a qualified and duly Registered Technical Personnel empaneled for Mukhya Mantrir Sohoj Griha Nirman Achoni as ERTTP.

2. Duties and Responsibilities of Empaneled RTP

- (i) *The empanelment of RTP shall be initially for a period of **one year** which may be terminated/extended from time to time subject to periodic review by the Authority.*
- (ii) *The Empanelled RTP shall also ensure compliance of NOC provision at construction stage, commencement, plinth level permission, renewal of building permission and also at the time of giving completion certificate as per provision of Bye Laws of 2022 through detail inspections for which they shall be fully accountable and they are to ensure 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 has come to notice of ERTTP 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 concern Authority by the Empaneled RTP failing which necessary action against the ERTTP shall be taken for his removal from the panel and action as per the provision of the Guwahati Metropolitan Development Authority Act 1985, Guwahati Municipal Corporation Act, 1970, Assam Municipal Act 1956, Assam Town and Country Planning Act 1959,

Assam Panchayat Act, 1994 and the Building Byelaw 2022 shall be initiated against him by concern authorities empowered to take action as per 2 (vi).

- (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 Authorities.
- (v) The empanelled RTPs shall make provision for Digital Signature/ QR Code for processing/issuing Planning Permit and Building Permit and other related services 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 to be duly signed by the ERTP, CEO, GMDA and Director Town and Country Planning. However ERTPs who has earlier entered into an agreement with GMDA and GMC are not required to sign any fresh agreement.
- (vi) Authority empowered to take action against ERTPs for breach of any provision of this RFE and provisions of Assam Unified Building Construction (Regulation) Bye Law 2022 and Guwahati Building Construction (Regulation) (Amendment) Act, 2022 shall be -
1. For Guwahati Metropolitan Area – GMDA/GMC and other Urban Local Bodies and Panchayats falling with Guwahati Metropolitan Area.
 2. For other areas as listed in Annexure – 1 - Directorate of Town and Country Planning based on specific recommendation for taking action for concern Urban Local Bodies, Development Authorities, District Town and Country Planning office and Panchayats falling with respective notified Master Plan Areas.

(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, Statfed 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 with a valid registration with Council of Architects associated with GMDA/ GMC/Other Development Authorities and Urban Local Bodies of the State for the last 5 (five) years in processing the NOC, Planning Permit and Building Permit etc with qualification as per Appendix –II of the Assam Unified Building Construction (Regulation) Bye Laws, 2022.
- II. 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. For Engineer/ Town Planner proof of qualification to be attached. Details shall be as follows :
 - i. Name :
 - ii. Father's Name :
 - iii. Age (As on 1st April, 2023) :
 - iv. Present Address :
 - v. Permanent Address :
 - vi. Email/Mobile No :
 - vii. Qualification (Certificate to be enclosed) :
 - viii. Aadhar No. :
 - b) For Group or Agency : Details to be provided as follows :
 - i. Name of Group or Agency :

- ii. Present Address :
 - iii. Permanent Address :
 - iv. 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 5 (five) years as per Annexure - IV.
 - d) Documentary proof of starting date of their firm/business
 - e) List of manpower as per annexure –V with qualification and experience
 - f) Proof of Office Address.
 - g) Copy of IT return certificate of individual or firm as the case may be for last 3 consecutive years i.e. 2020-21, 2021-22 and 2022-23
 - h) Registration certificate of Goods and Service tax (GST).
- N. B. – Authority reserve the right to ask for additional documents if the documents submitted are not eligible or sufficient.

III The area of other operation

- a) Only Guwahati Metropolitan Area
- b) All areas as listed in Annexure – I
- c) Only selected areas

(IV) SELECTION CRITERIA

- a) The Authority with the help of scrutiny committee 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 GMDA's and Directorate of Town and Country Planning websites. The selected Applicants are required to complete all the formalities to be notified through website i.e. www.gmda.assam.gov.in and 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.

Sd/-
Chief Executive Officer
Guwahati Metropolitan Dev. Authority
Bhangagarh, Guwahati

Annexure IV

Details of NOC, Planning Permit, Building Permit processed for last 5 years

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

Annexure V

Details of Manpower

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

List of Annexure – I

The list will increase with notification of New Master Plan by Town and Country Planning, Assam for time to time.

1. Guwahati Metropolitan Area

Other Areas

1. Sibsagar
2. Tezpur
3. Bongaigaon
4. Nazira
5. Simaluguri
6. Dergaon
7. Naharkatia
8. Namrup
9. Rangia
10. Palasbari
11. Golaghat
12. Mangoldoi
13. Dhemaji
14. Dhubri
15. Gauripur
16. Barpeta
17. Goalpara
18. Biswanath Chariali
19. North Lakhimpur
20. Nagaon
21. Sonari
22. Kokrajhar
23. Nalbari
24. Karimganj
25. Dibrugarh
26. Silchar
27. Tinsukia
28. Jorhat
29. Diphu