

**STANDARD OPERATING PROCEDURE (SOP) FOR ENLISTMENT OF
ENGINEERING CONSULTANTS FOR MES**

INTRODUCTION

Groups

1. **Minimum Qualification Criteria.** The consultants should meet the following minimum qualifying criteria for different groups of monetary limits for getting enlisted:

S No	Group	Average Annual Turnover in lakhs during last 3 years in case of Pvt Company / Proprietary Firm	Past experience in completed similar works during last 3 years in case of Pvt Company / Proprietary Firm (Project cost in Cr) (To full fill either of three options)			Enlisting Authority	Max Project Cost (Crores)	Remarks
			Single Project	Two Projects each at least	Three Projects each at least			
(a)	Group-I	100.00 / 25.00	40.0/ 20.00	25.00/ 12.50	20.00 / 10.00	E-in-C's Branch	No limit	
(b)	Group-II	50.00 / 15 .00	20.00/ 10.00	12.50 / 6.50	10.00 / 5.00	CE Command within own AOR	upto 25.00	
(c)	Group-III	25.00 / 10 .00	8.00 / 8.00	5.00 / 5.00	4.00 / 4.00	CE Zone within own Zone	Upto 15 .00	***

*** **Note;** Turn over figure for only one year is also acceptable in Gp III.

Categories

2. Different categories of consultants as per their field of engineering and minimum criteria for enlistment by different enlisting authority shall be as under :-

S No	Cat	Description	Enlisting Authority and Enlistment Criteria		
			E-in-C's Approval (Pan India enlistment)	CE's Command Approval (within command AOR)	CE's Zone Approval (within own Zone)
(a)	A	Architectural Consultants	Minimum 02 No M Arch with 2 years experience & 02 No B Arch with 5 years experience and must have all requisite licensed software	Minimum 01 No M Arch with 2 years experience & 02 No B Arch with 04 years experience and must have all requisite licensed software	Minimum 01 No M Arch with 2 years experience & 01 No B Arch with 3 years experience and must have all requisite licensed software
(b)	B	Structural Consultants	Minimum 02 No ME/MTech (Structures) with 2 years experience & 02 No BE/BTech (Civ) with 5 years experience and must have all requisite licensed software	Minimum 01 No ME/ MTech (Structures) with 2 years experience & 02 No BE/BTech (Civ) with 04 years experience and must have all requisite licensed software	Minimum 01 No ME/MTech (Structures) with 2 years experience & 01 No BE/BTech (Civ) with 3 years experience and must have all requisite licensed software
(c)	C	Geotech Consultants	Minimum 01 No ME/MTech (Geotech/Soil/Rock) with 2 years experience & 01 No BE/BTech (Civ) with 5 years experience. Must have all requisite licensed software	Minimum 01 No ME/ MTech (Geotech/Soil/Rock) with 2 years experience & 02 No BE/BTech (Civ) with 04 years experience and must have all requisite licensed software	Minimum 01 No ME/ MTech (Geotech/Soil/Rock) with 2 years experience & 01 No BE/BTech (Civ) with 3 years experience and must have all requisite licensed software
(d)	D	Surface Transport/ Roads/ Pavement	Minimum 02 No ME/MTech (Highway engg) with 2 years experience & 02 No BE/BTech (Civ) with 5 years experience. Must have requisite licensed software, incl design and survey.	Minimum 01 No ME/MTech (Highway engg) with 2 years experience & 02 No BE/BTech (Civ) with 04 years experience. Must have requisite licensed software, incl design and survey.	Minimum 01 No ME/MTech (Highway engg) with 2 years experience & 01 No BE/BTech (Civ) with 03 years experience. Must have requisite licensed software, incl design and survey.
(e)	E	Water, Sewerage & Drainage Works	Must have conceptualised, planned and designed at least two similar projects. Minimum 02 No ME/MTech (PHE) with 2 years experience & 02 No BE/BTech (Civ) with 5 years experience. Must have requisite licensed software, incl design and survey.	Must have planned and designed at least two similar projects. Minimum 01 No ME/MTech (PHE) with 2 years experience & 02 No BE/BTech (Civ) with 04 years experience. Must have requisite licensed software, incl design and survey.	Must have planned and designed at least one similar project. Minimum 01 No ME/MTech (PHE) with 2 years experience & 01 No BE/BTech (Civ) with 03 years experience. Must have requisite licensed software, incl design and survey.
(f)	F	Underground/Blast Proof Structure	Must have conceptualised, planned and designed at least two similar projects. Minimum 02 No ME/MTech (Structures) and 01 No ME/MTech (Geotech) with 4 years experience each & 02 No BE/BTech (Civ) with 5 years experience. Must have requisite licensed software.	Not Applicable	Not Applicable
(g)	G	Marine Structure	Must have conceptualised, planned and designed at least two similar projects. Minimum 02 No ME/MTech (Marine) and 01 No ME/MTech (Structures) with 4 years experience each & 02 No BE/BTech (Civ) with 5 years experience. Must have requisite licensed software.	Not Applicable	Not Applicable

SI No	Cat	Description	Enlisting Authority and Enlistment Criteria		
			E-in-C's Approval (Pan India enlistment)	CE's Command approval (within command AOR)	CE's Zone Approval (within own Zone)
(h)	H	Hospitals	<p>1. Must have conceptualised, planned and designed at least one 200 bedded hospital in India for Govt deptt/ PSUs.</p> <p>2. Must have following professionals :</p> <p>(a) 01 No Arch with a PG in Medical Arch & 01 Arch/ Dr with degree in Hospital Administration with 5 years experience & 01 No B Arch with 5 years experience.</p> <p>(b) 01 No ME/MTech (Structures) with 2 years experience & 02 No BE/BTech (Civ) with 5 years experience.</p> <p>(c) 01 No BE/BTech (Elec) with 5 years experience.</p> <p>(d) It will be preferable to have 01 No ME/MTech (PHE) with 2 years experience</p> <p>3. Must have requisite licensed software.</p>	Not Applicable	Not Applicable
(j)	J	DPR Preparation / Project Management	<p>1. Must have conceptualised, planned and designed at least two projects one of which should be min Rs 150 cr in India for Govt deptt/ PSUs .</p> <p>2. Must have following professionals :</p> <p>(a) 01 No M Arch with 5 years experience & 01 No B Arch with 5 years experience.</p> <p>(b) 01 No ME/MTech (Structures) with 2 years experience & 02 No BE/BTech (Civ) with 5 years experience.</p> <p>(c) 01 No BE/BTech (Elec) & 01 No BE/Btech (Mech) with 5 years experience</p> <p>3. Must have requisite licensed software.</p>	Not Applicable	Not Applicable
(k)	K	Soil / Lab Investigation (Excl NDT and Design Mix)	<p>1. Soil Investigation consultant shall have Minimum 01 No ME/MTech (Geotech) with 2 years experience & 01 No BE/BTech (Civ) with 5 years experience and must have all adequate tech staff diploma / ITI qualified.</p> <p>2. Labs, excl soil investigation lab, shall have Minimum 02 No BE/BTech (Civ) with 5 years experience and must have all adequate tech staff diploma/ ITI qualified.</p> <p>3. Non NABL accredited lab may be approved based on the recommendation of BOO to be ordered and approved by DGW, E-in-C's branch.</p>	<p>1. Soil Investigation consultant shall have Minimum 01 No ME/MTech (Geotech) with 2 years experience & 01 No BE/BTech (Civ) with 5 years experience and must have all adequate tech staff diploma / ITI qualified.</p> <p>2. Labs, excl soil investigation lab, shall have Minimum 02 No BE/BTech (Civ) with 5 years experience and must have all adequate tech staff diploma/ ITI qualified.</p> <p>3. Labs must be NABL accredited with state of the art equipment/apparatus.</p>	<p>1. Soil Investigation consultant shall have Minimum 01 No ME/MTech (Geotech) with 2 years experience & 01 No BE/BTech (Civ) with 5 years experience and must have all adequate tech staff diploma / ITI qualified.</p> <p>2. Labs, excl soil investigation lab, shall have Minimum 02 No BE/BTech (Civ) with 5 years experience and must have all adequate tech staff diploma/ ITI qualified.</p> <p>3. Labs must be NABL accredited with state of the art equipment/apparatus.</p>

SI No	Cat	Description	Enlisting Authority and Enlistment Criteria		
			E-in-C's Approval (Pan India enlistment)	CE's Command approval (within command AOR)	CE's Zone Approval (within own Zone)
(l)	L	Total Station Survey	Total Station Survey consultant shall have minimum 02 No BE/BTech (Civ) with 5 years experience and adequate No of Diploma holders (Civ/Survey, with min one diploma in survey with experience in total station). He shall have all state of the art apparatus and latest computer software.	Total Station Survey consultant shall have minimum 02 No BE/BTech (Civ) with 5 years experience and adequate No of Diploma holders (Civ/Survey, with min one diploma in survey with experience in total station). He shall have all state of the art apparatus and latest computer software.	Total Station Survey consultant shall have minimum 02 No BE/BTech (Civ) with 5 years experience and adequate No of Diploma holders (Civ/Survey, with min one diploma in survey with experience in total station). He shall have all state of the art apparatus and latest computer software.
(m)	M	MES Design (Mechanical, Electrical & Plumbing Design)	Must have 01 No ME/ Mtech (Mechanical/ Electrical) with 02 years experience in integrated services design & 01 No BE/ Btech (Mechanical/ Electrical) with 05 yrs experience in integrated services design with requisite staff & softwares. Among the two designers one may have electrical degree & other may have mechanical degree.	Must have 01 No ME/ Mtech (Mechanical/ Electrical) with 02 years experience in integrated services design & 01 No BE/ Btech (Mechanical/ Electrical) with 04 yrs experience in integrated services design with requisite technical staff & softwares. Among the two designers one may have electrical degree & other may have mechanical degree.	Must have 01 No ME/ Mtech (Mechanical/ Electrical) with 02 years experience in integrated services design & 01 No BE/ Btech (Mechanical/ Electrical) with 03 yrs experience in integrated services design with requisite technical staff & softwares. Among the two designers one may have electrical degree & other may have mechanical degree.
(n)	N	Energy Audits & Analysis	Must have 01 No ME/ Mtech (Mechanical/ Electrical) having BEE certified energy Auditor Certification with experience in bldg services design, operations & energy analysis & 01 No BE/ Btech (Mechanical/ Electrical) having BEE certified energy Auditor Certification with 05 yrs experience in bldg services design, operation & energy analysis. Must have requisite technical staff & softwares.	Must have 01 No ME/ Mtech (Mechanical/ Electrical) having BEE certified energy Auditor Certification with 02 yrs experience in bldg services design, operations & energy analysis & 01 No BE/ Btech (Mechanical/ Electrical) preferable having BEE certified energy Auditor Certification with 04 yrs experience	Must have 01 No ME/ Mtech (Mechanical/ Electrical) having BEE certified energy Auditor Certification with 02 yrs experience in bldg services design, operations & energy analysis & 01 No BE/ Btech (Mechanical/ Electrical) preferable having BEE certified energy Auditor Certification with 03 yrs experience
(o)	O	Special Projects/ Fields not covered above	1. Must have conceptualised, planned and designed at least two similar projects. Must have adequate Architects & Engineers (in relevant branch of engg). Must have Adequate set of licensed software. 2. In case of a new / proprietary technology held by a firm / consultant, certain parameters may be relaxed /waived at the discretion of the E-in-C.	Not Applicable	Not Applicable

3. The following additional conditions will apply :-

(a) For enlistment in Group I / Group II at least one of the projects completed by consultant should be from Central Govt / Central Autonomous Bodies / Central Public Sector Undertakings. The certificates of Private organizations must be supported with TDS certificate.

(b) CE Command and CE Zone may enlist a consultant for a period of upto 03 years and 02 years, respectively, within their own area of responsibility. E-in-C's branch may enlist a consultant for a period upto 05 years on pan India basis initially. Based upon satisfactory performance/ feedback, enlisting authority may renew the enlistment permanently. In case where adequate work by some consultant has not been completed during the approval period, the enlistment may be extended for upto a period of one year by enlisting authority, at their discretion.

(c) One year prior to termination of the period of enlistment, the consultants will render a detailed report to enlisting authority indicating details of works for which the consultant has quoted within the enlistment period, as per format given below :-

SI No	Name of work	CE/ CWE/ GE	Date of acceptance	Amount quoted by		Date of completion of work (consultancy) if applicable
				Firm	L1	

(d) A higher enlisting authority may enlist a consultant who meets the requisite/ higher criteria on behalf of / for the AOR of a lower enlisting authority within its command / technical control.

(e) Up gradation of consultant (group) may be carried by E-in-C's Branch and CEs Command based upon the satisfactory performance of assigned MES works of consultancy in CEs Command AOR and CEs zone AOR, after a period of 03/02 years respectively.

(f) Minimum turn over criteria in r/o firms having at least one consultant with minimum 15 yrs post M Tech / M Arch service in any Central Govt / PSU deptt may be relaxed at the discretion of the DGW / E-in-C and such firms may be approved by E-in-C's Branch, initially for a period of 18 months. Similarly CEs Command and CEs Zone may relax the turn over criteria for firms having consultants with 15 years post M Tech / M Arch service in Central Govt/ PSU deptts and may enlist such firms for a duration of 12 months (by CEs Command) and for a specific project (by CEs Zone), respectively.

(g) The applicant firm should have neither direct affiliation with any foreign firm, nor any foreign national in the board of directors/ management. In addition, no foreign national should be employed by the firm.

(h) Meeting requisite criteria for enlistment / QR of enlistment does not entitle any firm / consultant to claim the right to be enlisted. The decision of the enlisting authority in each case shall be final and binding.

(j) This SOP has been issued for the purpose of stream lining the procedure of enlistment of consultants and provide flexibility to lower MES offices. All other policies / guidelines issued by the department on design related issues will continue to remain in vogue.

(k) With the promulgation of this SOP, consultants who have been enlisted in the last 03 years (ie with effect from 1.1.2010) will be classified into groups and categories as per data held with this office and intimation to this effect will be rendered to all these effected consultants. Effected consultants wishing for change in their new group and /or category may reapply for the desired group and categories with requisite documents mentioned in this SOP. Till any amendment to such enlistment is issued, the current status of these firms will be valid. Even consultants enlisted on or after 01 Jan 2010 who have been re-clarified and do not wish to apply for additional category/ categories, would be required to submit fresh folder containing requisite document as per this SOP so as to maintain a uniform record of all consultants.

(l) All consultants approved by this HQ before 01.01.2010 will have to apply again to seek fresh approval within a period of four months from issue of this SOP/ completion of allocated ongoing works whichever is later.

4. The registration of consultants shall be initially valid for fixed duration as detailed above. However, the enlisting authority would have the right to curtail or extend this period at their sole discretion.

Application for Enlistment

5. Application complete in all respects would be required to reach DDGW (Design), Room No 109, Kashmir House, IHQ of MOD(Army) Engineer-in-Chief Branch, Military Engineer Services, Rajaji Marg, New Delhi – 110011, along with related documents and information. The envelope should clearly mark Group and Category. The consultants desirous of applying for more than one category would be required to send separate applications for each. The contents of this SOP would also be made available on MES web site www.mes.gov.in. It is desired that interested applicants submit their application along with all requisite details, as per the formats given at **Appendices A to E**.

6. The envelope containing the Application should be super scribed / marked as under :

"APPLICATION FOR REGISTRATION OF ENGINEERING CONSULTANTS FOR MES"	
Group for which applied :	
Category for which applied :	
To:	DDGW (Design) Room No 109, IHQ of MOD(Army) Engineer-in-Chief Branch, Military Engineer Services Kashmir House Rajaji Marg, New Delhi - 110011
From :	

7. Documents submitted in connection with enlistment will be the property of this office and will not be returned.

Additional Information and Instructions for Applicants

8. The past experience in similar nature of work should be supported by certificates issued by an Officer not below the rank of Executive Engineer or equivalent. The gross annual turnover should be certified by the Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average. The applicant should employ sufficient Architects/ Engineers for the proper and timely execution of the consultancy work. The applicant should submit details of same with Application. The applicant should have sufficient number of Technical and Administrative employees.

9. All the applications received, will be evaluated on the basis of information and documents provided by the applicant. In case the applicant is not found suitable for the Group, his application shall be considered for the enlistment in lower group (if available). In case the applicant is found suitable for lower monetary group, he shall be enlisted for lower group.

10. The consultants can get themselves enlisted in more than one Category. The consultants desirous of getting themselves registered in more than one Category are required to submit separate applications. Consultants enlisted for higher Group (monetary limit) can also participate for tenders of lower Groups (monetary limits) for the same Category.

11. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialling, dating and rewriting. Pages of the enlistment documents will be numbered. Additional sheets, if any, added by the firm, should also be numbered. They should be submitted as a package with signed letter of transmittal.

12. The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the works. The applicants are however, advised not to furnish any superfluous information. No information shall be entertained after submission of documents unless it is called for by this office.

13. 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 registration.

Method Of Application

14. If the applicant is an individual, the application shall be signed by him above his full typewritten name and current address. If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address. If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.

15. If the applicant is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

16. Enlisting authority reserves the right to modify the eligibility criteria, to decide on cut off date of implementation, to accept or reject any application, to reject any / all applications or accept new applications at any time, without assigning any reason or incurring any liability to the applicants. Such modification will be made available on MES website www.mes.gov.in.

Cancellation of Enlistment

17. The enlistment of consultant shall be cancelled in case of their poor performance, abandoning of the allotted work, abnormal delay in completion of work, bankruptcy and for activities detrimental to the interest of MES department. While attempt will be made to seek views of the concerned firm/ consultant as far as possible with regard to any such shortcomings/ observations, the decision of enlisting authority in this regard shall be final and binding on the consultant.

18. The consultant / firm shall not effect any change in the constitution of the firm or in its name without prior notice to this office. Any such proposal shall be submitted in advance, furnishing full details of the proposed change along with all supporting documents. This will be followed up by a certificate from the Registrar of Companies notifying the changes, in case of non proprietary firms. Any change in the constitution or name of the firm /company without prior information will render the consultant / firm liable for removal from the approved list of consultants. In case the original partners/ constitution change by more than 50% either due to substitution or due to retirement or death, the enlistment of the firm/ consultant by that name shall be cancelled.

CONCLUSION

19. Enlistment of consultants for MES is an important aspect for maintaining a databank of expert consultant and to facilitate timely meticulous planning of works in MES. The complexity of planning and designing in diverse fields necessitates enlistment of consultants with suitable expertise in all relevant fields. This SOP lays down specific guidelines for enlistment of consultants, while giving flexibility to lower MES fmns. It is desirable that the provisions be enforced in letter and spirit to ensure efficiency and transparency.

XXXXXXXXXXXXXX
(Brig Sandeep Rawat)
DDGW (Design)
E-in-C's Branch
Integrated HQ MoD (Army)

File No : 93348/Misc/Consult/ /Des-3
Date : 06 Mar 2013

APPLICATION FOR ENLISTMENT OF CONSULTANTS

NAME OF APPLICANT _____

GROUP & CATEGORY IN WHICH APPLICANT IS INTERESTED FOR PRE- QUALIFICATION	GROUP
	CATEGORY

(SIGNATURE OF APPLICANT)

Note: The applicant interested in getting enlisted in more than one category, are required to submit separate application.

STRUCTURE AND ORGANISATION

1.	Name and address of applicant	
2.	Telephone No. / Fax No. / E-mail	
3.	Legal status of the applicant (attach copies of original documents defining the legal status)	
4	The applicant is: An Individual A proprietary Firm A Firm in partnership A Limited Company (private or public) or Corporation	
5	Particulars of registration with various Government bodies/Organization. (attach attested photocopy)	
6.	Name of Proprietor / Partners / Directors with their addresses, Mobile & Telephone numbers, Fax, E-mail address.	
7.	Designation of individuals authorized to act for the organization.	
8.	Was the applicant ever required to suspend any construction for a period of more than six months continuously after commencement of the construction? If so, give the name of the project & reasons of suspension of work.	
9.	Has the applicant of any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.	
10	Has the applicant, or any constituent partner in case of partnership firm ever been debarred / black listed for tendering in any organization at any time? If so, give details.	
11	Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of Law? If so, give details.	
12	Other details: (a) EPF No. - valid up to: (b) Sales Tax No. - valid up to (c) Clearance of sales Tax - up to (d) PAN No. (e) Service tax registration No. (Copies to be enclosed)	
13	List of Engineers with qualification and experience:	
14	Any other information considered necessary but not included above.	

Seal of Applicant & Signature of Applicant

FINANCIAL INFORMATION

I. Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet / Profit & Loss account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income tax Department (Certified copies to be attached)

		Year I	Year II	Year III	Average annual turnover
		a	b	c	(a+b+c)/3
(i)	Gross Annual turnover.				

II. Financial arrangement for carrying out the works.

III. The certificates of tax deducted at sources, including certificates from the client for the last three years are to be enclosed.

Signature of chartered Accountant Seal
and Signature of With Seal Applicant

DETAILS OF ALL OF SIMILAR WORKS COMPLETED DURING LAST THREE YEARS

1	S.No.	
2	Name of work / project & Location	
3	Owner or Organization	
4	Value of work in lakhs at completion	
5	Date of completion	
6	Whether certificate attached	

Signature of Applicant With seal

LETTER OF REQUEST
(ON THE LETTER HEAD OF APPLICANT)

From:

To

DDGW (Design)

Room No 109, Kashmir House
 Engineer-in-Chief's Branch, IHQ of MOD(Army), Military Engineer Services.
 Rajaji Marg
 New Delhi - 11001

ENLISTMENT OF ENGINEERING CONSULTANT / FIRM IN MES

Sir,

1. Having examined the details given in SOP for enlistment for consultants for the MES, we hereby submit our qualification and relevant documents.
2. We hereby certify that all the statements made and information supplied in the enclosed form 'A' to 'D' and accompanying documents and statements are true and correct.
3. We have furnished all information and details necessary for enlistment and have no further pertinent information to supply.
4. We have submitted the requisite performance reports and authorize the enlisting authority or their representatives to approach individuals, employers, firms and corporations to verify our submittals, competency and general reputation.
5. We hereby confirm that we have read and understood all the stipulations given for enlistment which shall be final and binding on us.
6. We have submitted the following certificates in support of our meeting the minimum qualifying criteria of completed work having successfully completed the following works:

S NO	NAME OF WORK	CERTIFICATE FROM
(a)		
(b)		
(c)		