

Memo. No. 1253/BDA

Dated: 25/02/2019

Notice Inviting Application for Renewal And New Enlistment Of LBS/Structural Engineer/Geo-technical Engineer for April'2019 to March'2020

Burdwan Development Authority invites application in sealed envelope for Renewal/up gradation of Licensed Building Surveyors/Structural Engineers/Geo-Technical Engineers empaneled with New enlistment for the year 2019-2020 and enlistment for new planners from eligible individuals and proprietorship/partnership firms fulfilling the criteria appended to this notice in the format annexed along with the supportive documents.

The application in prescribed format for renewal / upgradation (**Annexure – I-A**) and format for new enlistment (**Annexure-I-B**) complete in all respect, along with all supportive documents as stated in the application format, must reach the **Chief Executive Officer till 20th March 2019**. The application in sealed envelope with inscription '**Application for Renewal/Upgradation/New Enlistment of Licensed Building Surveyors/Civil Engineers/Structural Engineers/Geo-Technical Engineers for Class I, II, III Buildings for The Year 2019-20**' should be sent by hand/ordinary post/speed post/registered post/courier to:

The Chief Executive Officer, Burdwan Development Authority, New Administrative Building (5th Floor, Burdwan- 713101.

All complete applications received shall be acknowledged through e-mail to the e-mail id provided in the application. However, applications, which are not duly filled up and/or lacking required supportive documents, shall not be acknowledged and shall be treated as '**NOT RECEIVED**'. **Any complete application received after the above mentioned cut-off date shall not be considered for current process of empanelment** but may be acknowledged for consideration in future process.

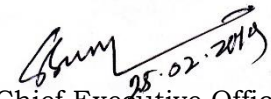
The Licensed Building Surveyor/Structural Engineer/Geo-Technical Engineer presently empanelled with Burdwan Development Authority shall also require to renew the empanelment afresh otherwise the empanelment will cease to exist from a date **31st March 2019**. The presently empanelled personal does not require sending photocopies of documents if no up gradation of class is sought.

The selected Licensed Building Surveyors/Structural Engineers/Geo-Technical Engineers will be intimated through email and the list will be published in our official website www.bdaburdwan.org The empanelment of the selected enlisted Licensed Building Surveyor/Civil Engineer/Structural Engineers/Geo-Technical Engineers shall be valid for one year subject to subsequent renewals against a payment of annual fee, unless delisted by the Burdwan Development Authority in the interim period for valid reasons.

The Authority's decision on selection shall be final and no further communication in that respect shall be entertained.

Presently empaneled Licensed Building Surveyor/Structural Engineer/Geo-Technical Engineer would not be renewed automatically unless they send application for renewal in prescribed format.

All persons/firms intending to apply are requested to go through the ANNEXURE-I for eligibility criteria and other norms before application. Any query in this regard may be done with the Assistant Town Planner of this Office from 11 A.M. to 2 P.M. on all working days.

Handwritten signature and date: 25.02.2019

Chief Executive Officer
Burdwan Development Authority,
Purba Bardhaman

ANNEXURE - I

Eligibility criteria and other norms for empanelment of Licensed Building Surveyors/Civil Engineers/Architects/Structural Engineers/Geo-Technical Engineers

1.0 Eligibility criteria for empanelment:

(a) For planning, design and construction of the building structure and the foundation for all buildings below 11.5 meter in height hereto defined as **Class III Buildings**. Buildings of this category can be planned by a **Licensed Building Surveyors**.

(b) For erection involving pile works, deep foundation works or construction of basement or any other underground structure thereto along with planning, design and construction of the building structure along with foundation for all buildings from 11.5 meter to 14.5 meter in height hereto defined as **Class II Buildings**. Buildings of this category can be planned by a **Licensed Building Surveyors along with a Structural Engineer and a Geo-Technical Engineer**

(c) For erection involving pile works, deep foundation works or construction of basement or any other underground structure thereto along with planning, design and construction of the building structure along with foundation for all buildings above 14.5 meter in height hereto defined as **Class I Buildings**. Buildings of this category can be planned by a **Licensed Building Surveyors along with a Structural Engineer and a Geo-Technical Engineer**.

1.1 Registration/membership required:

The Architects must have a Valid Registration Number from the Council of Architecture

The Structural Engineers must have a Valid Registration Number from the Institution of Structural Engineers. In Addition affiliation to various technical institutions like IIA, IEI etc. will bear special credit.

1.2 Minimum age requirement and maximum ceiling

Minimum age of the individual should be 18 years at the time of application. In case of firms proprietor / any of the partners should not be of age below 18 years.

1.3 Minimum Educational qualification and work experience

1.3.1 Licensed Building Surveyors

A **Class I** Licensed Building Surveyor shall have at least a **Bachelors Degree in Civil/Construction Engineering/Architecture** from a recognized University or an equivalent engineering qualification of a professional institution recognized by the Government and shall not have **not less than 3 (three) years** experience in planning, design and execution of building works including sanitary and plumbing works related to buildings,

Or

A **Diploma in Civil Engineering or Architecture** from a recognized University or an equivalent engineering qualification of a professional institution recognized by the Government and shall have not less than **10 (Ten) years' experience** in planning, design and execution of building works including sanitary and plumbing works related to buildings.

A **Class II** Licensed Building Surveyor shall have at least a **Bachelors Degree in Civil/Construction Engineering/Architecture** from a recognized University or an equivalent engineering qualification of a professional institution recognized by the Government and shall not have **not less than 2 (two) years** experience in planning, design and execution of building works including sanitary and plumbing works related to buildings,

Or

A **Class II** Licensed Building Surveyor shall have at least a **Diploma in Civil Engineering or Architecture** from a recognized University or an equivalent engineering qualification of a professional institution recognized by the Government and shall have not less than **5 (five) years experience** in planning, design and execution of building works including sanitary and plumbing works related to buildings.

A **Class III** Licensed Building Surveyor shall have at least a **Bachelors Degree in Civil/Construction Engineering/Architecture** from a recognized University or an equivalent engineering qualification of a professional institution recognized by the Government

Or

A **Class III** Licensed Building Surveyor shall have at least a **Diploma in Civil engineering or Architecture** from a recognized University or an equivalent engineering qualification of a professional institution recognized by the Government and it is **desirable to have at least 1(one) year experience** in planning, design and execution of building -works including sanitary and plumbing works related to buildings.

Note : A Class I Licensed Building Surveyor has the permission to plan Class II and Class III buildings. A Class II Licensed Building Surveyor has the permission to plan Class III buildings as well.

1.3.2 Structural Engineer:

A **Class I** Structural Engineer should have a **Post Graduate degree in Structural Engineering** from a recognized University or an equivalent engineering qualification recognized by the Government, with at least **5 (five) years experience** in structural design and execution of different classes of buildings, or having a **Bachelors Degree in Civil Engineering or Structural Engineering** from a recognized University or an equivalent engineering qualification recognized by the Government with at least **10 (ten) years experience** in structural design and execution of different classes of buildings;

A **Class II** Structural Engineer should have a **Post Graduate degree in Structural Engineering** from a recognized University or an equivalent engineering qualification / membership recognized by the Government, with at least **3 (three) years experience** in structural design and execution of different classes of buildings, or having a **Bachelors Degree in Civil Engineering or Structural Engineering** from a recognized University or an equivalent engineering qualification recognized by the Government, with at least **5 (five) years experience** in structural design and execution of different classes of buildings;

Note : A Class I Structural Engineer has the permission to design Class II structures.

1.3.3 Geo Technical Engineer:

A **Class I** Geo-Technical Engineer should have a **Post Graduate degree in Geo Technical Engineering** from a recognized University or equivalent engineering qualification / membership recognized by the Government, with at least **5 (five) years relevant experience** in soil exploration, investigation and recommendation of types of foundation and execution of such work.

A **Class II** Geo-Technical Engineer should have a **Post Graduate degree in Geo Technical Engineering** from a recognized University or an equivalent engineering qualification recognized by the Government, with at least **3 (three) years relevant experience** in soil exploration, investigation and recommendation of types of foundation and execution of such work.

Note : A Class I Geo Technical Engineer has the permission to design Class II structures.

1.4 Negative lists

1. The applicant against whom complaints have been registered with Police/Court of Law and/or blacklisted by any Authority/Govt. or Semi-Government Organization/Statutory Authority shall not be eligible.
2. The applicant convicted of any offence and sentenced to imprisonment / found guilty of misconduct under any Act or Law prevalent in India, shall not be eligible.
3. An undercharged insolvent shall not be eligible for empanelment.

2.0 Empanelment Procedure

1. Fresh applications (as per format given in Annexure-I) will be invited from the applicants for empanelment. The format will be available in the Burdwan Development Authority Office and in the official website of the Authority www.bdaburdwan.org Existing empaneled applicants will require to apply de novo. The intending applicants shall apply directly to the Chief Executive Officer, Burdwan Development Authority.
2. The empanelment shall be done by an Empanelment Committee as will be constituted by the Authority.

3. The empanelment will be done on the basis of applications received by the Authority upto a cutoff date, **20th March 2019**.
4. The Empanelment will be a two tier evaluation - a first level ratification of the technical/educational/professional qualification of the applicant along with the work experience from the documents submitted. The selected candidates will have a second level personal interview where the technical soundness of the applicants will be checked. The applicants must bring a portfolio of their work for showcasing the Committee.
5. The list of empanelled Licensed Building Surveyor/Civil Engineer/Structural Engineers/Geo-Technical Engineers, as approved by the Empanelment Committee, shall be available in the Authority's Notice Board and Official Website. An applicant once empanelled under this guideline shall continue to remain enlisted for a stretch of 1 (one) year unless removed by the Authority during the interim period, death of applicant or the applicant gives a written petition for withdrawal of empanelment.
6. On being empanelled the applicants will be given a valid registration No. from BDA which should be mentioned henceforth.

3.0 Fee Structure

1. On being Selected for empanelment by the Empanelment Committee the applicants need to submit a requisite registration fee of Rs.500/- for class-III ,Rs. 1000/- for class -II and Rs.1500/-for class-I within 30 (thirty) days of publication of the panel. Failure on the part of the applicant for payment of the registration fee within of publication of the panel his name will be forfeited from the empanelled list and his Empanelment will stand cancelled. The Registration No. will only be provided to the applicant after the receipt of the registration fees.
2. For subsequent renewals, the Applicants need to pay a renewal fee **same as new registration fees**.

4.0 Duration of Empanelment

1. The duration of Empanelment shall be for one year from the day of publication of the panel subject to subsequent renewals against an annual renewal fee as will be decided by the Authority from time to time. However the Quality of work/performance of the applicant will be reviewed continuously.
2. The Authority may during the period of One year at its discretion de-empanel/remove any applicant after serving due Show-Cause Notices. Such Applicants will remain debarred from empanelment for the next three years or such further period as decided by the Authority.

5.0 Removal/de-empanelment

1. Removal / de-empanelment of applicants will be done by the Chief Executive Officer.
2. There will be periodical review of the performance of the empanelled applicant and in case any fraudulent activity by the applicant is observed or there are technical deficiencies in the report, the matter shall immediately be reported to the Chief Executive Officer.
3. If any adverse feature is observed in the performance review report &/or on receipt of a report involving fraudulent activity, a show cause notice is to be issued to the applicant giving 30 days time for clarifying its action. On receipt of clarification a report is to be placed before the Chief Executive Officer immediately for decision including removal / de-empanelment. If no clarification is received within stipulated period, the report is to be placed without allowing further time.
4. All reports prepared after issuing show cause notices to the applicants and/or the names of the empanelled applicants against whom complaints have been registered with CBI/SFIO/Police/Court of Law and/or blacklisted by any Authority/Govt. or Semi-Government Organization/Statutory Authority during the interim period and/or the names of the empanelled applicants convicted of any offence and sentenced to imprisonment / found guilty of misconduct in any Act or Law of India during the interim period shall be placed before the Chief Executive Officer for taking decision.
5. The Chief Executive Officer shall take decisions on the reported cases and in extreme cases where the applicant has been found to be indulging in unfair practices, guilty of professional misconduct, technically unsound and/or where the applicant has been convicted by any legal authority, the Chief Executive Officer may decide for removal of the errant applicant.
6. Any applicant thus removed / de-empanelled shall be barred for next 3 (three) years for re-listing or such period as decided by the Authority and the name shall be reported to related professional bodies immediately.

6.0 Obligations of Licensed Building Surveyor/Civil Engineer/Architects/Structural Engineers/Geo-Technical Engineers

6.1.1 Obligations of Licensed Building Surveyor/Civil Engineer/Architects

1. They shall be conversant with the provisions of the Land Use Development Control Plan (**LUDCP**) of **Burdwan Development Authority (BDA)** and all relevant rules and regulations made under the **LUDCP** of **BDA** and shall prepare plans, sections, elevations and other structural details as per the provisions of these rules,
2. They shall prepare and submit all plans as may be necessary together with all documents and other details which are required to be submitted for the proper execution of work,
3. They shall comply with all requisitions received from the Burdwan Development Authority in connection with the work under their charge promptly, expeditiously and fully. When they do not agree with such requisition, they shall state their objections in writing within 30 days, in default of which the plans and the notice shall be rejected,
4. They shall immediately intimate to the owners of the corrections or other changes they make on the plans, documents and details as per requisition from the Authority,
5. They shall not prepare and submit plans, if the same is intended to be executed in contravention of the provisions of the **LUDCP** of **BDA**,
6. They shall be held responsible for any work executed on site in contravention of the provisions of the **LUDCP** of **BDA** or other relevant rules and regulations,
7. They shall not deviate or allow any deviation from the sanctioned plan in the execution of work at site,
8. They shall be deemed to have continued their supervision and control of construction of the building unless they have given notice in writing to the Burdwan Development Authority that they have ceased to serve as the Licensed Building Surveyor/Civil Engineer/Architect for the building and shall be held responsible for the work executed up to the date of intimation,
9. The Authority shall exercise control over the action of any Licensed Building Surveyor, and may in the case of violation of any of the provisions of the LUDCP take necessary action as per the relevant Rules and Acts.

6.2 Obligations of Licensed Structural Engineers:

1. He shall be conversant with the provisions of the Land Use Development Control Plan (**LUDCP**) of **Burdwan Development Authority (BDA)** and all relevant rules and regulations made under the **LUDCP** of **BDA** and shall prepare structural designs and structural details as per the provisions of these rules,
2. He shall prepare and submit all such structural plans together with all documents, calculations in proper forms and other details including structural design of foundations, prepared in consultation with the Geo- technical Engineer, as are required to be submitted for sound execution of work,
3. He shall comply with all requisitions received from the Authority in connection with the work under his charge promptly, expeditiously and fully. When he does not agree with such requisition, he shall state his objections in writing within stipulated time, in default of which the plans and the notice shall be rejected,
4. He shall immediately intimate the person, who has engaged him of the corrections or other changes, he makes on the structural plans, documents and details as per requisitions from the Authority.
5. He shall not prepare and submit the structural plans, if the same are found to be in contravention of the provisions of the **LUDCP** of **BDA** .
6. He shall be responsible for full quality control of materials and workmanship at site and carry out necessary tests on materials used at site, conducted by recognized institutions or recognized organization. No Objection Certificate will not be issued unless copies of such test reports are submitted by the structural engineer for departmental record along with the structural stability certificate of the building/s,
7. He shall give all facilities to the Authority to inspect the work in progress,
8. He shall be held responsible for the structural design and execution of the same on site and for contravention of the provisions of the **LUDCP** of **BDA**, these rules and other relevant rules and regulations relating to structural safety,
9. He shall not deviate or allow any deviation from the submitted structural plan in the execution of work at site,
10. The Licensed Building Surveyor, the Civil Engineer, the Architect, the Structural Engineer and the Geo-technical Engineer shall work in association with one another and they shall be individually or collectively responsible for ensuring the safety of the building structure and its foundation,
11. He shall be deemed to have continued his supervision unless he has given notice in writing to the Authority that he has ceased to serve as the Structural Engineer for the work and submits a

status report of the work completed under his supervision. He shall be held responsible for the work executed up to the date of intimation.

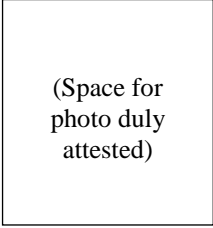
6.3 Obligations of Licensed Geo-Technical Engineers:

1. He shall be conversant with the provisions of the Land Use Development Control Plan (**LUDCP**) of **Burdwan Development Authority (BDA)** and all relevant rules and regulations made under the **LUDCP** of **BDA** and shall conduct soil investigation and submit report accordingly.
2. He shall prepare and submit all such reports, calculation in proper forms recommending the size, shape and type of foundation confirming all relevant B.I.S. Codes and National Building Code of India,
3. He shall be responsible for the execution of the type of foundation as recommended by him and other relevant rules and regulations relating to the safety of the foundation of the structure,
4. He shall submit a certificate that the type of foundation of the structure has been constructed as per the recommendations made by him in the report and the building is safe in respect to its foundation along with the notice of completion of work upto plinth level,
5. The Licensed Building Surveyor, The Civil Engineer, the Architect, the Structural Engineer and the Geo-Technical Engineer shall work in association with one another and they shall be individually or collectively responsible for ensuring the safety of the building structure and its foundation,
6. He shall be deemed to have continued his supervision unless he has given notice in writing to the Authority that he has ceased to serve as the geo-technical engineer for the work and submits a status report of the work completed under his supervision. He shall be held responsible for the work executed upto the date of intimation,
7. He shall comply with all requisitions received from the Authority in connection with the work under his charge promptly, expeditiously and fully. When he does not agree with such requisition, he shall state his objections in writing within stipulated time given to him, in default of which the plans and the notice shall be rejected.
8. However for class I type of Building if any LBS/Structural Engineer/Geo-technical Engineer gives supportive evidence that he /she is empanelled in any other work after along his empanelment in BDA.

Annexure- I-A

**Application for the Renewal/Up gradation as a _____ in
the Burdwan Development Authority for Class _____ Building.**

**To
The Chief Executive Officer,
Burdwan Development Authority,
New Administrative Building (5th Floor),
Burdwan- 713101.**



Sir/Madam,
I was empanelled in Burdwan Development Authority as _____
since 1st April, 2018. I/we hereby apply for renewal of my enlistment as _____/up
gradation of it as _____ in Burdwan Development Authority and my present registration
no is: _____

DECLARATION

I do hereby declare that I have carefully read the Norms for Empanelment of _____ and
will abide by it. Also the statements furnished above are true to the best of my knowledge and belief
and my candidature is likely to be cancelled if any of the particulars is found to be incorrect.

.....

(Signature of the Applicant)

Place:

Date:

NOTE:

- **Self-attested photocopy of empanelment card to be provided along with the application for renewal.**
- **Evidences of Professional/Technical/Educational qualifications and experience of the applicant needed for up gradation.**

Annexure – I-B

**Application for the empanelment as a _____ in the
Burdwan Development Authority for Class _____ Building.**

**To
The Chief Executive Officer,
Burdwan Development Authority,
New Administrative Building (5th Floor),
Burdwan- 713101.**

(Space for
photo duly
attested)

Sir/Madam,

I/we hereby apply for empanelment as _____ in Burdwan Development Authority and furnish hereunder the requisite bio data / information / documentation for your consideration:

1. Full Name (in capital letter) :
2. Father's Name :
3. Present Occupation :
4. Date of Birth :
5. Age as on 01.03.2019 (DD/MM/YY) :
6. Sex :
7. Present Postal Address :
8. Permanent Address :
9. E-Mail Address :
10. Phone No. (Mobile and Residence/Office) :
11. Nationality :
12. Educational Qualification :

SL. No.	Name of the Examination	Name of the Institute from which Exam. Passed	Year of Passing	(%) of Marks obtained	Grade/Division
1.					
2.					
3.					

13. Experience :
14. Enrolment/Registration with professional bodies :
15. Empanelment in other Authorities/Departments :
16. Other qualification, if any :

DECLARATION

I do hereby declare that I have carefully read the Norms for Empanelment of _____ and will abide by it. Also the statements furnished above are true to the best of my knowledge and belief and my candidature is likely to be cancelled if any of the particulars is found to be incorrect.

Place :

Date :

.....
(Signature of the Applicant)

Self-attested photocopies of documents to be provided along with the application.

- Photographs of the applicant Individual/proprietor/partners.
- Identity and address proofs of the applicant Individual/proprietor/partners.
- Evidences of Professional/Technical/Educational qualifications and experience of the applicant individual/proprietor/partners.
- Evidences of enrolment/registration with professional bodies.
- Evidences of existing empanelment, if any, with Govt. Authorities/Departments, etc.