

No. 6933/I-152/BDA

Dated: 03/12/2021

**Notice Inviting Application for Renewal and New Enlistment of LBS/Structural Engineer/Geo-technical Engineer and Structural Reviewer for February'2022 to January' 2023**

Burdwan Development Authority invites application in sealed envelope for Renewal/up gradation of Licensed Building Surveyors/Structural Engineers/Geo-Technical Engineers and Structural Reviewer empanelled with new enlistment for February'2022 to January' 2023 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 by 31<sup>st</sup> December 2021**. 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 and Structural Reviewer for February'2022 to January'2023**' should be sent by hand/ordinary post/speed post/registered post/courier to:

**The Chief Executive Officer, Burdwan Development Authority & Joint Secretary to the Government of West Bengal, New Administrative Building (5<sup>th</sup> Floor), Purba Bardhaman - 713101.**

While sending the sealed envelope, the applicant should deposit the same to the office of the Burdwan Development Authority (5<sup>th</sup> floor), New Administrative Building, Court Compound, Purba Bardhaman **from 10.30 a.m. to 3.30 p.m. on any working day.**

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.

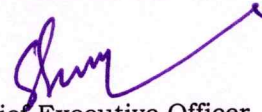
The Licensed Building Surveyor/Structural Engineer/Geo-Technical Engineer/Structural Reviewer presently empanelled with Burdwan Development Authority shall also require to renew the empanelment afresh otherwise the empanelment will cease to exist from a date **31<sup>st</sup> January 2022**.

The selected Licensed Building Surveyors/Structural Engineers/Geo-Technical Engineers and Structural Reviewer will be intimated through email and the list will be published in our official website [www.bdaburdwan.org](http://www.bdaburdwan.org) The empanelment of the selected enlisted Licensed Building Surveyor/Civil Engineer/Structural Engineers/Geo-Technical Engineers and Structural Reviewer shall be valid upto **31<sup>st</sup> January, 2023** 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 empanelled Licensed Building Surveyor/Structural Engineer/Geo-Technical Engineer would not be renewed automatically unless they send application with all documents 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 made with the Assistant Engineer (Mr. Animesh Chatterjee) of this Office **from 11.00 A.M. to 3.00 P.M.** on all working days.



Chief Executive Officer  
Burdwan Development Authority,  
Purba Bardhaman &  
Joint Secretary to the  
Government of West Bengal  
Dated: 03/12/2021

Memo. No. 6933/1(87)/I-152/BDA

Copy forwarded for information and wide publicity to:

1. The Chairman, Burdwan Development Authority.
2. The Principal Secretary to the Government of West Bengal, Urban Development Department & Department of Municipal Affairs, Kolkata.
3. The District Magistrate, Purba Burdwan.
4. The Superintendent of Police, Purba Burdwan.
- 5.-7. The Commissioner, Kolkata Municipal Corporation / Asansol Municipal Corporation / Durgapur Municipal Corporation.
- 8.-13. The Chairman, Burdwan Municipality/Kalna Municipality/Katwa Municipality/Gushkara Municipality/Memari Municipality/Dainhat Municipality.
- 14.-23. The CEO, KMDA/ADDA/ HDA/SJDA/DSDA/SSDA/MKDA/NKDA/JDA/GBDA.
24. The Additional Executive Officer, Burdwan Zilla Parishad, Burdwan.
- 25.-28. The Executive Engineer – PWD / PHE / Irrigation / MED.
- 29.-34. The Sub-Divisional Officer, \_\_\_\_\_(All), Burdwan.
- 35.-68. The Block Development Officer, \_\_\_\_\_(All), Burdwan.
- 69.-70. The Sabhapati, Burdwan-I/Burdwan-II Panchayat Samity.
- 71.-77. The Pradhan, Bhagar-II/Khetia/Rayan-I/Baikunthapur-I/Baikunthapur-II/Belkash/Saraitikar.
78. The District Information Officer, NIC, Burdwan with request to upload the Notice in the District Website.
79. The District Information & Cultural Officer, Burdwan with request to publish the Notice in her office Notice Board.
80. The Addl. Executive Officer, BDA.
81. The Finance Officer, BDA.
82. The Executive Engineer, BDA.
83. The Assistant Town Planner, BDA.
84. The Assistant Engineer, BDA.
85. The Secretary, Unemployed Engineers Cooperative, Burdwan.
86. LDA, BDA with request to upload the Notice in BDA website.
87. Office Notice Board.



Chief Executive Officer  
Burdwan Development Authority,  
Purba Bardhaman &  
Joint Secretary to the  
Government of West Bengal

## Annexure-I

**Eligible Criteria as per Govt. Notification No. 105/MA/O/C-4/3R-14/2015,  
dated 26<sup>th</sup> February, 2016**

**Table - A**

<b>Sl. No.</b>	<b>Building Height</b>	<b>Technical personnel to be engaged</b>
<b>(I)</b>	<b>(II)</b>	<b>(III)</b>
1.	Upto 10 meters (not involving deep foundation or underground structure)	Licensed Building Surveyor Class-II
2.	From above 10 meters upto 15.5 meter (not involving deep foundation or underground structure)	Licensed Building Surveyor Class-I and Geo-Technical Engineer Class-II
3.	Upto 15.5 meters (involving deep foundation or underground structure)	Structural Engineer Class-II Architect and Geo-Technical Engineer Class-II
4.	From above 15.5 meters upto 20 meters	Structural Engineer Class-II Architect and Geo-technical Engineer Class-II
5.	From above 20 meters upto 25.5 meters	Structural Engineer Class-II, Architect and Geo-Technical Engineer Class-I
6.	Above 25.5 meters	Structural Engineer Class-I, Architect, Geo-Technical Engineer Class I and Structural Reviewer

**Table - B**

<b>Sl. No.</b>	<b>Nomenclature of Technical Personnel</b>	<b>Minimum required qualification</b>
<b>(I)</b>	<b>(II)</b>	<b>(III)</b>
1.	Licensed building Surveyor Class II	(a) A bachelors Degree in Civil / Construction, Engineering from a Government recognized University or an equivalent engineering qualification recognized by the Government and shall have not less than two years experience in planning, design and execution of building works including sanitary and plumbing works related to the building in areas other than the Municipalities in hill areas; or (b) A Diploma in Civil engineering or Architecture from a Government recognized University or an equivalent engineering qualification recognized by the Government and shall have at least five years experience in planning, design and execution of building works including sanitary and plumbing works related to building in areas other than the Municipalities in hill areas.
2.	Licensed Building Surveyor Class I	(a) A bachelors Degree in Civil/Construction, Engineering from a Government recognized University or an equivalent engineering qualification recognized by the Government and shall have not less than five years experience in planning, design and execution of building works including sanitary and plumbing works related to the building in areas other than the Municipalities in hill areas; or (b) A Diploma in Civil engineering a Government recognized University or an equivalent engineering qualification recognized by the Government and shall have at least ten years experience in planning, design and execution of building works including sanitary and plumbing works related to building in areas other than the Municipalities in hill areas.
3.	Structural Engineer Class II	(a) A Post-graduate degree in Structural Engineering from a Government recognized University or an equivalent engineering qualification recognized by the Government and shall have at least three years experience in structural design and execution of work of different classes of buildings in areas other than the Municipalities in hill area; or

Sl. No.	Nomenclature of Technical Personnel	Minimum required qualification
(I)	(II)	(III)
		(b) A bachelors Degree in Civil/Construction, Engineering from a Government recognized University or an equivalent engineering qualification recognized by the Government and shall have at least five years' experience in structural design and execution of work or different classes of buildings in area other than the Municipality in hill areas.
4.	Structural Engineering Class I	(a) A Post-graduate degree in Structural Engineering from a Government recognized University or an equivalent engineering qualification recognized by the Government and shall have at least five years' experience in structural design and execution of work of different classes of buildings in areas other than the Municipalities in hill areas; or (b) A graduate degree in Civil / Construction Engineering from a Government recognized University or an equivalent engineering qualification recognized by the Government and shall have at least ten years' experience in structural design and execution of work of different classes of buildings in areas other than the Municipalities in hill areas.
5.	Geo-Technical Engineer Class II	(a) A Post-graduate degree in Geo-Technical Engineering from a Government recognized University or an equivalent engineering qualification recognized by the Government and shall have at least three years' experience in soil exploration, investigation and recommendation of type of foundation and execution of such works in areas other than the Municipalities in hill areas; or (b) A bachelor degree in Civil / Construction Engineering from a Government recognized University or an equivalent engineering qualification recognized by the Government and shall have at least seven years' experience in the field of soil exploration, investigation and recommendation of type of foundation and execution of such works in areas other than the Municipalities in hill areas.
6.	Geo-Technical Engineer Class I	(a) A Post-graduate degree in Geo-Technical Engineering from a Government recognized University or an equivalent engineering qualification recognized by the Government and shall have at least five years' experience in the field of soil exploration, investigation and recommendation of type of foundation and execution of such works in areas other than the Municipalities in hill areas; or (b) A bachelor degree in Civil / Construction Engineering from a Government recognized University or an equivalent engineering qualification recognized by the Government and shall have at least ten years' experience in the field of soil exploration, investigation and recommendation of type of foundation and execution of such works in areas other than the Municipalities in hill areas.
7.	Architect	Registered as an Architect by the Council of Architecture under the Architects Act, 1972 (20 of 1972)
8.	Structural reviewer	A Post-graduate degree in Structural Engineering from a Government recognized University or an equivalent engineering qualification recognized by the Government with at least ten years' experience in structural design and execution of work of different types of buildings, having adequate knowledge in different type of software used to analyze and design the high rise buildings and conversant with all the provisions of the I.S. Codes."

### 1.0 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](http://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, **31<sup>st</sup> December, 2021**.
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 Rs. 1000/- for class -II, Rs.2000/-for class-I and Rs. 3,000/- for reviewer 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 / deempanelment. 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/Structural Reviewer.**

### **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.

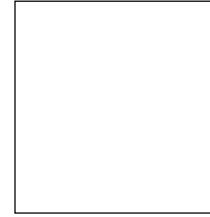
### **6.4 Obligation of Lincensed structural Reviewer:**

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.
2. Above 25.5 meters height building if any Structural Engineer Class-I, Architect, Geo-Technical Engineer Class-I and Structural Reviewer 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 &  
Joint Secretary to the Government of West Bengal,  
New Administrative Building (5<sup>th</sup> Floor),  
Purba Bardhaman- 713101**



Sir/Madam,

I was empanelled in Burdwan Development Authority as \_\_\_\_\_  
since \_\_\_\_\_. 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.

I also declare that:

1. No complaints against me have been registered with Police/Court of Law, nor have I been  
blacklisted by any Authority/Govt. or Semi-Government Organization/Statutory Authority.
2. I have not been convicted of any offence and sentenced to imprisonment / found guilty of  
misconduct under any Act or Law prevalent in India.
3. I am not an undercharged insolvent.

.....

(Signature of the Applicant)

**Place:**

**Date:**

**NOTE:**

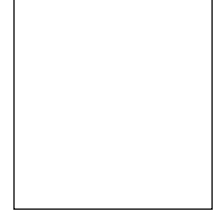
- **Self-attested photocopy of empanelment card to be provided along with the application  
for renewal.**
- **Evidences of Professional/Technical/Educational qualifications and experience of the  
applicant needed for up gradation and also for renewal.**



**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 &  
Joint Secretary to the Government of West Bengal,  
New Administrative Building (5<sup>th</sup> Floor),  
Purba Bardhaman- 713101**



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 01.02.2022 (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

13. Years of 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.

I also declare that:

1. No complaints against me have been registered with Police/Court of Law, nor have I been blacklisted by any Authority/Govt. or Semi-Government Organization/Statutory Authority.
2. I have not been convicted of any offence and sentenced to imprisonment / found guilty of misconduct under any Act or Law prevalent in India.
3. I am not an undercharged insolvent.

**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.*