



# Nagar Nigam Heritage Jaipur

(Old Police Head quarter, behind Haw mahal, Jaipur (Raj.))

No. F 13( ) ACTP/NNJH/2021/ 93-

Date: 13-02-22

## NOTICE FOR INVITING 'EXPRESSION OF INTEREST' (EOI) FOR EMPANELMENT OF CONSERVATION ARCHITECTS/ FIRMS

Nagar Nigam Jaipur Heritage is inviting "Expression of Interest" from leading reputed experienced conservation architects/firms (Consultants) in their capacities as individuals, firms or companies for heritage-related works within the boundary of UNESCO World Heritage Site of Jaipur City with an aim to provide expert guidance for public and private projects impacting the heritage assets of the property, planning of urban heritage areas, and guidance to property owners for heritage-sensitive adaptive re-use and repairs.

Interested conservation architects/firms are requested to send the details to empanel with Nagar Nigam Jaipur Heritage. Applications duly completed in all respects and attested by authorized person must reach ACTP, Nagar Nigam Jaipur Heritage, Near Hawa Mahal, Tripolia Bazar, Jaipur, 302002, India on or before **February 28, 2022**. A soft copy of the application may also be sent to [heritagecellnnj@gmail.com](mailto:heritagecellnnj@gmail.com). For any details and clarification, the undersigned can be contacted during office hours on working days. The final discretion to empanel any conservation architect/firm lies with the Nagar Nigam Jaipur Heritage. Nagar Nigam Jaipur Heritage reserves the right to accept or reject any or all the offers without assigning any reasons thereof.

The duly filled in application downloaded from the website should be submitted at the following address after enclosing the application fee (non-refundable) by way of Demand Draft/Banker's Cheque amounting ₹2000/- (Rupees Two Thousand Only) favouring Nagar Nigam Jaipur Heritage payable at Jaipur.

Further details are on website: [www.jaipurncheritage.org](http://www.jaipurncheritage.org)

  
(Avdesh Meena) I.A.S.  
Commissioner

**NOTICE FOR INVITING ‘EXPRESSION OF INTEREST’ (EOI)  
FOR EMPANELMENT OF CONSERVATION ARCHITECTS/ FIRMS**

Nagar Nigam Jaipur Heritage intends to empanel reputed conservation architects/firms, who have specialised and have experience in heritage related projects in the following categories:

**Category A: Listing and Documentation**

*(The nature of the projects here would involve listing, including preparing detailed inventories, of heritage precincts, places and buildings of historic values. Documentation works which involve Measured Drawings and Analysis of heritage buildings, listing of crafts-persons, preparation of audio-visuals, using technological logistics/equipment etc.)*

**Category B: Heritage Impact Assessments**

*(The nature of the projects here would involve a report which also contains mitigation measures, which may be applied to ensure that the proposal under consideration does not have an adverse impact on the heritage resources of the site, contains an analysis of the short-term and long-term consequences of the proposals, either positive or negative, with an aim to preserve the heritage resources and a structured process to make sure that when a project is proposed, responsible parties take the significance of the historic attributes into account while developing and designing the proposals.)*

**Category C: Restoration**

*(The nature of projects in this category would involve documenting, condition assessment of heritage structures, preparation of conservation strategies and preparation of Detailed Project Reports which would include estimates, scope of work, detailed specifications, methodology, tender documents and project management)*

**Category D: Adaptive Reuse**

*(The nature of projects in this category would involve, besides restoration works, renovation of interiors in keeping with conservation principles, conceptual plans, preparation of Detailed Project Reports which would include estimates, scope of work, detailed specifications, methodology, tender documents and project management)*

"Expression of Interest" is thus invited from leading reputed experienced conservation architects/firms (Consultants) in their capacities as individuals, firms or companies who are already working in any or all of these areas for at least ten years previous to date of notice.

Interested conservation architects/firms are asked to send the following details to empanel with Nagar Nigam Jaipur Heritage.

A Consultant can submit Expression of interest for any one or more than one category of the consultancy services, subject to fulfilment of pre-qualification and eligibility criteria.

- i. Complete profile about the Individuals/Firms including (in the prescribed format)
- ii. Curriculum Vitae (CV) of the firm (Annexure I)
- iii. Curriculum Vitae (CV) of in-house key people with qualifications (Annexure II)
- iv. Curriculum Vitae (CV) of associated professionals with qualifications (Annexure III)

- v. Key heritage projects undertaken.
- vi. Value of the project, its duration, agency and the year of completion.
- vii. List of works undertaken of Heritage Buildings along with before & after pictures (Annexure IV)
- viii. Testimonials from clients worked with, regarding satisfactory completion of assignments.
- ix. Details about annual revenue for last five years certified by Chartered Accountant CA (Annexure V)

### **Eligibility Conditions**

- i. A minimum of eight years of experience is required, as well as the completion of at least five heritage projects in the category applied. Services rendered, with names of the clients for whom the work has been done should be enclosed.
- ii. In respect of Category B & Category C, the value of the completed Heritage Project should be a minimum of Rs 50 lakhs.
- iii. Firms mainly engaged in conservation projects/works headed by qualified conservation architect, having two years Master's Degree in Conservation or equivalent from any recognized University.
- iv. Should be registered with Council of Architecture or member of equivalent institution of other country.

Applications duly completed in all respects and attested by authorized person must reach ACTP, Nagar Nigam Jaipur Heritage, Near Hawa Mahal, Tripolia Bazar, Jaipur, 302002, India on or before December 30, 2021. A soft copy of the application may also be sent to heritagecellnj@gmail.com. For any details and clarification, the undersigned can be contacted during office hours on working days.

The final discretion to empanel any conservation architect/firm lies with the Nagar Nigam Jaipur Heritage.

Firms will be selected for empanelment on the basis of information submitted. The eligible applicants will be requested to make presentation on their capability, if required.

An agreement/MOU shall be signed between the empanelled conservation architect/firm and Nagar Nigam Jaipur Heritage.

The duly filled in application downloaded from the website should be submitted at the following address after enclosing the application fee (non-refundable) by way of Demand Draft/Banker's Cheque amounting ₹2000/- (Rupees Two Thousand Only) favouring \_\_\_\_\_ payable at \_\_\_\_\_.

Nagar Nigam Jaipur Heritage reserves the right to accept or reject any or all the offers without assigning any reasons thereof.

## **Annexure I**

### **FIRM / COMPANY PROFILE**

- i. Name of applicant with full address
- ii. Mobile No.
- iii. Telephone No.
- iv. Email
- v. Whether the firm is an individual, proprietary concern, a Registered Partnership firm or a Limited Company.
- vi. Name and address of the Key Person
- vii. Place of Business
- viii. Council of Architecture Registration Number
- ix. Date & Year of Establishment of firm
- x. Number of years of experience in Consultancy Services in the relevant area/category
- xi. PAN Number
- xii. Membership of professional organizations:
- xiii. Any other important information about the organization

Signature of Authorized  
Signatory of Applicant (s)

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## **Annexure II**

### **Details Of Key Personnel / In-House Full-Time Experts Presently Working in The Organization/ Firm of The Applicant**

- i. Name of the Key person / Expert
- ii. Qualifications
- iii. Professional Experience and Details of work carried out (including key heritage projects undertaken and value of such projects)
- iv. Number of years of experience
- v. Number of years working with the firm / applicant
- vi. Enclose CV

Signature of Authorized  
Signatory of Applicant (s)

### **Annexure III**

#### **DETAILS OF ASSOCIATED KEY PERSONNEL / EXPERTS**

- i. Designation
- ii. Name
- iii. Qualification
- iv. Professional Experience and Details of work carried out (including key heritage projects undertaken and value of such projects)
- v. No. of experience years
- vi. Date since Associated with the firm
- vii. Enclose CV

Signature of Authorized  
Signatory of Applicant (s)

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### **Annexure IV**

#### **WORK EXPERIENCE**

- i. Client organization for which work was carried out
- ii. Brief details of Projects (if part of another organization, give details of Role)
- iii. Project Value & Year of completion
- iv. Work Order/Testimonials/Attached (YES/NO & Pg. No.)

Please enclose before and after pictures as a part of Testimonial

Signature of Authorized  
Signatory of Applicant (s)

**Annexure V**

**FINANCIAL INFORMATION**

The Gross Annual Turnover (as submitted by the applicant to the Income Tax Department) to be duly certified by the Chartered Accountant:

<b>Financial Year</b>	<b>Gross Annual turnover</b>	<b>Income from Heritage projects (related to any of the 4 categories)</b>
<b>2016-17</b>		
<b>2017-18</b>		
<b>2018-19</b>		
<b>2019-20</b>		
<b>2020-21</b>		

Signature of Chartered Accountant with Seal

Signature of Authorized  
Signatory of Applicant (s)

## Declaration by the Applicant

I/We \_\_\_\_\_ having our office at \_\_\_\_\_  
\_\_\_\_\_ offer to provide the consultancy services for the  
categories of \_\_\_\_\_ in accordance to your Expression of Interest dated 22<sup>nd</sup> November 2021  
(EoI). \_\_\_\_\_.

I/We have read all the Terms & Conditions of the EoI floated by Nagar Nigam Jaipur Heritage and agree to abide by all the Terms & Conditions set forth therein.

We hereby submit our proposal with all required documents and confirm that all the information provided are true.

We understand Nagar Nigam Jaipur Heritage is not bound to accept any proposal it receives.

Yours sincerely,

Date:

Signature:

Name of Firm:

Address: