

Directorate General Married  
Accommodation Project (DG MAP)  
Engineer-in-Chief's Branch,  
Integrated HQ of MoD (Army)  
Kashmir House, Rajaji Marg,  
DHQ PO, New Delhi-110011  
09 Nov 2012

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**(All PMs)**

**SOP FOR SELECTION OF DEPMCs FOR MAP PHASE-III**

1. DEPMCs play a crucial part in the execution of MAP Projects. Hence correct selection of suitable DEPMCs will play a vital role in MAP Phase-III. The following Standard Operating Procedure (SOP) will be adopted for selection of DEPMCs for MAP Phase-III:

(a) A Board of Officers will be detailed to physically visit the office premises of the DEPMCs who have applied for the projects of MAP Phase-III.

(b) The Board of Officers will submit their board proceedings as per the following terms of reference:

(i) The Firm should have been in existence for 10 years and should have experience of 10 years in architectural work, structural design work and project management work. A joint venture(JV)/Consortia is permitted subject to the following conditions:

(aa) Each Firm of the JV/ Consortia should have an experience of 10 years in architectural work, structural design work and project management work.

(ab) One of the Firms of the JV/Consortia will be specifically earmarked as a lead member and HQ DG MAP will deal with the lead member only for all the purposes.

(ii) The Firm of the JV/Consortia specializing in architectural work or if the DEPMC is a single entity having expertise of 10 years in architectural work, structural design work and project management work, should be member of Council of Architecture.

(iii) Should be a profit making company.

(iv) Minimum average yearly financial turnover for last three years as on 31 March 2012 (In Rs Crores) should be 1.33 % (approx) of the fees of the project.

(v) The Firm should have minimum technical staff strength of at least 15 qualified persons. The technical staff strength should comprise minimum of the following persons having the degree qualifications mentioned against each. The attendance register will be checked for last 10 years by the Board of Officers.

(aa) Architect - 2 Nos having B. Arch

(ab) Civil Engineer - 2 Nos having B. Tech (Civil)

- (ac) Electrical Engineer - 1 No having B.Tech (Electrical)
- (ad) Structural Designer - 1 No having M.Tech (Structures)

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(vi) Name & status of the Firm with details of establishment / registration, constitution along with attested copies of Deeds / Articles of Association / Partnership Deed.

(vii) Solvency (In Rs Crores ) should be 1.33% (approx) of the fees received by the DEPMC of a project of similar size in the last financial year ending 31 March 2012. Name of bankers and full address enclosing solvency certificate as an indication of financial capacity to be enclosed in the board proceedings.

(viii) Details of annual turnover / financial strength / carry forwarded losses, if any, enclosing copies of audited balance sheet, profit / loss statement of last three years ending 31 Mar 2012.

(ix) Organisational set up with details of technical staff.

(x) List of projects completed for which project management consultancy service have been rendered in the applicants name during last ten years indicating name of client, name of projects, cost of the projects and year of completion.

(xi) List of projects under execution indicating name of project, name of client, cost of project, year of the completion and percentage progress.

2. The Board of Officers will clearly mention in the board proceedings if they are recommending/ not recommending the Firm for approval as DEPMCs for MAP Phase-III.

3. The Board of Officers will be ordered by Team 'B' who shall put up the board proceedings on a noting sheet through DDG'B' to the Director General. The copies of the convening order for the Board of Officers will be endorsed by Team 'B' to all Teams and Sections of HQ DG MAP. The Board of Officers will be separate for each DEPMC who has applied for MAP Phase-III and the Board of Officers shall comprise of two Officers (one Officer will be from Team 'A' and one from Team 'B' in each of the Board of Officers).The board proceedings will be submitted within seven days of the visit to the office premises of the DEPMC.

4. The following timelines will be followed by Team 'B' for the implementation of the above Standard Operating Procedure (SOP):

- (a) Advertisement in newspapers will be given by 20 Nov 2012.
- (b) Applications from the Firms to be received by 15 Dec 2012.
- (c) Checking of Firms and putting up of board proceedings as per the instructions given above, to the Director General on a noting sheet to be done latest by 15 Feb 2013 or within seven days of the visit to the office premises of the Firm, whichever earlier.

(JS Sodhi)  
Lt Col  
SO1 (P&S)  
for DG MAP

Team 'A'

Team 'B'

Contract Section 'A'

Contract Section 'B'

Arch Section

Coord Section