

**"The last date for submission of applications for empanelment of Heritage Conservation Architects under the National Culture Fund has been extended up to 7 January 2026.**

**An orientation meeting of the stakeholders will also be convened in hybrid mode on 30th December 2025 at the Conference Room, 4th Floor, O/o the Director General, Archaeological Survey of India, Dharohar Bhawan, 24 Tilak Marg, New Delhi. The link of orientation meeting - <https://meet.google.com/iej-tmdb-oqq>**

**REQUEST FOR PROPOSAL**  
**FOR EMPANELMENT OF HERITAGE CONSERVATION ARCHITECTS BY**  
**NATIONAL CULTURE FUND (NCF),**  
**MINISTRY OF CULTURE**

**1. ABOUT NCF**

- 1.1** The National Culture Fund (NCF), a trust under Ministry of Culture, Government of India, serves as a financing mechanism for enabling donor/sponsor institutions to support protection, restoration, conservation and development of India's rich tangible and intangible cultural heritage (monuments/cultural traditions) directly as partners with the government. **National Culture Fund (NCF) was set up by the Government of India, Ministry of Culture as a Trust under the Charitable Endowment Act, 1890 through a Gazette Notification published in the Gazette of India 28th November, 1996.**
  
- 1.2** NCF is an innovative pattern of cultural funding which enables institutions and individuals to perform their rightful role in promoting and preserving India's rich cultural heritage and to a larger extent, to provide for, financially the cultural aspirations of the society and the nation. NCF is managed by a Council and an Executive Committee. The Council is chaired by the Hon'ble Minister of Culture and has members representing the corporate and public sector, private foundations and non-profit organizations. The Executive Committee is chaired by the Secretary, Ministry of Culture. NCF partners with Corporates/Public Sector, NGOs, State Governments, Individuals & Financial Institutions in order to achieve its objectives. Donations to the NCF are eligible for 100% tax exemptions under Section 80G(ii) of the Income Tax Act, 1961. NCF encourages corporates to partner with it through their CSR (Jan Bhagidaari) for promoting cultural heritage of India. Each project is undertaken by the NCF after approval by the EC and monitored by a Project Implementation Committee (PIC) that has representation from the NCF, donor and implementing agencies.

Funding projects through NCF recognizes that corporate social responsibility is not merely compliance; it is a commitment to support initiatives that measurably improve the initiatives in nation's interest. Among many focus areas as notified under Section 135 of the Companies Act 2013 and Companies (Corporate Social Responsibility Policy) Rules 2014, (Companies are legally required to spend a minimum of 2% of their average net profits, calculated over the three preceding financial years, on CSR activities) is national heritage, art and culture. CSR funding for preservation of cultural property can be covered in the clause of CSR policy reproduced verbatim "**Protection of national heritage, art & culture including restoration of buildings & sites of historical importance & works of art; setting up public libraries; promotion & development of traditional arts & handicrafts**".

**1.3** NCF partakes inbuilt accountability for the activities commissioned under its aegis.

In a larger sense the NCF is envisaged to work in partnership and coherence with the Corporate and Public Sector, NGOs, and State Governments, to allow them to contribute towards the conservation, preservation and development of the tangible and intangible culture and cultural expressions. Simultaneously NCF is striving further to bolster inter-disciplinary research; the creation of new galleries, museums and imparting/organizing skill enhancing professional training in cultural activities. Through these diverse initiatives, programs and ideas, NCF seeks to stimulate and spearhead the heritage awareness with special reference to preservation, conservation and maintenance of India's rich cultural property, both tangible and intangible and is striving towards propagating knowledge and appreciation of the heritage of India.

## **2. NCF VISION**

NCF's role is to establish relationships between private, public, government (central and state), non-government agencies, private institutions and foundations and mobilize resources for the restoration, conservation, protection and development of India's rich, natural, tangible and intangible heritage.

## **3. NCF PROCESS**



<ul style="list-style-type: none"> <li>• Aim towards preserving our cultural heritage.</li> <li>• Have high socio-cultural impact.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation Criteria (Historical Significance, Socio Cultural Impact, Environmental and economic Impact, Sustainability inclusive of employment, training and revenue generation)</li> <li>• The projects received by NCF are evaluated and recommended by NCF Sub Committee for Project Selection. NCF presents these projects to the Executive Committee of NCF for approval.</li> </ul>	<ul style="list-style-type: none"> <li>• Once a project is approved by Executive Committee, the NCF team enters into detailed negotiations with the implementing agency, such as the scope of work, time-frame, deliverables, schedule of payments and the duration of the project.</li> <li>• A Project Implementation Committee (PIC) is constituted at the commencement of the project to monitor the progress of the project.</li> <li>• There is complete involvement of the Donor during the entire process of execution of the project.</li> </ul>
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#### **4. ABOUT ARCHAEOLOGICAL SURVEY OF INDIA (ASI):**

ASI, an attached office under Ministry of Culture Government of India, is a premier Organization for Archaeological researches and protection of Cultural Heritage in India. ASI protect, conserve, discover and maintain the nation's most cherished tangible heritage for the appreciation of the world. One of the major mandates of ASI is for conservation, restoration and protection of Centrally Protected Monuments.

#### **5. ABOUT OTHER GOVERNMENT AGENCIES:**

Apart from the ASI, there are other Central/State Government Agencies which also carry out conservation, restoration and protection of tangible heritage monuments (which are not protected by ASI). Over the years, these agencies have developed expertise and have also been leading the conservation efforts across the nation. Typical examples of such agencies can be State Archaeology Departments, District Authorities, City Development Authorities, Municipal Corporations and so on.

#### **6. REQUIREMENT AND OBJECTIVE OF EMPANELMENT OF HERITAGE CONSERVATION ARCHITECTS BY NCF**

**Objectives:** Donor agency need to be provided independence to choose heritage conservation architects of their own choice. The funds given by the donors should be utilized properly within the stipulated time and the works should

be completed within the time frame fixed by the donor. This will not only complement the ASI's efforts in conservation but also help to create a national talent pool of human resource.

NCF proposes to empanel Heritage Conservation Architects having expertise in heritage conservation for conservation and restoration / provision of visitor amenities at ASI Centrally Protected Monuments & other locations with following components:

- a)** Preparation of Detailed Project Report (DPR) and Project Management Consultancy of the project in terms of Para 10.3 of RFP document.
- b)** Detailed Project Report, process of execution of work & conservation methodology and material to be used will be approved by ASI or concerned Government Agency.
- c)** Execution of the approved DPR will be done by Executing Agency (selected by donor), under the guidance of Heritage Conservation Architects under the overall supervision of ASI/concerned Government Agency to ensure that the conservation work adheres to approved plan and conservation norms.

## 7. ELIGIBILITY

**7.1** The term "**HERITAGE CONSERVATION ARCHITECTS**" shall mean any legal entity meeting the following requirements:

- a)** A Private Limited/ Public Limited Company registered in India under the Companies Act 2013 or any other previous Companies Act having certificate of Registration / Incorporation under the respective Acts in India. A Limited Liability Partnership (LLP) registered under the LLP Act, 2008 having Certificate of Incorporation of LLP.
- b)** A Registered Partnership under the Indian Partnership Act, 1932 having valid Partnership Deed.
- c)** Any sole proprietorship duly registered with PAN, GST and Shop & Establishment Act of the State as relevant and applicable.
- d)** A society/trust registered under the Societies Registration Act, 1860/Registration Act, 1908.

**7.2** Any such legal entity as aforesaid stated in sub-para 7.1 above having sole proprietor/ at least one Partner/Director/Member should fulfill educational criteria mandated below:

Master of Architecture (M. Arch.) or equivalent with specialization in Building

Conservation or Heritage Conservation duly registered with Council of Architecture (CoA)

### **7.3 PREVIOUS EXPERIENCE**

The Heritage Conservation Architects should have a documentary proof for:

- a)** Experience of executing Conservation projects (i.e. Conservation and/ or Restoration) of centrally protected monuments of Archaeological Survey of India (ASI), State Archaeology Departments, CPWD/ State PWD. Heritage Projects of PSUs/ Municipal Corporations and Private palaces/ buildings etc. which are at least 100-year-old in last 07 (seven) financial years (i.e. F.Y. 2018-19 to F.Y. 2025-26):
  - i) At least one completed project of Rs 2 Cr or more;  
OR
  - ii) Two or more projects of Rs 1 Cr or more;  
OR
  - iii) Three or more projects of 50.00 Lakhs or more.
- b)** As a proof for satisfactory completion of work, self-attested completion certificate issued by ASI/Central/State Government Departments/PSUs/Municipal Corporations/ Private Client etc. indicating the name of the work, the nature of work done by the applicant; value of contract executed by the applicant, date of start, date of completion (stipulated and actual) along with photographs, drawing & any other relevant data is to be enclosed.

### **7.4 FINANCIALS**

The Heritage Conservation Architect should have:

- a)** Minimum average turnover of Rs 1 Cr during last three Financial Years (excluding current F.Y.).
- b)** Registered with IT Department (i.e. valid PAN Card and ITR of last three F.Y. (i.e. F.Y. 2021-22 to 2024-25) & GST (i.e. valid GST Registration and filed GST Returns of last one quarter of current Financial Year).

### **7.5 OTHER MISCELLANEOUS REQUIREMENTS**

The Heritage Conservation Architect should not have been debarred or blacklisted by the Central Government, State Government, Statutory Authority, or Public-Sector Undertaking from participating in any assignment. In addition, the entity should be registered with relevant and appropriate Municipal & Government authorities/ agencies as mandatorily applicable (e.g. EPFO, ESI etc.).

### **7.6 Copies of all relevant documents/certificates (under clause 7) should be enclosed as a proof for information furnished in the application form. The applicant not fulfilling the above conditions shall summarily be rejected and shall not be considered for evaluation.**

### **8. GENERAL. The detailed application documents can be downloaded from**

our website [www.culture.gov.in](http://www.culture.gov.in) & [www.ncf.nic.in](http://www.ncf.nic.in)

**9. TENTATIVE SCHEDULE OF EMPANELMENT**

**9.1** Downloading of Document/ Brochure starts from : 05.12.2025  
**9.2** Last date of submission of application : 26.12.2025

**10. PERIOD OF EMPANELMENT, SERVICES TO BE RENDERED BY EMPANELED HERITAGE CONSERVATION ARCHITECTS & OTHER MISCELLANEOUS ASPECTS**

**10.1 PERIOD OF EMPANELMENT**

**10.1.1** The selected Heritage Conservation Architects shall be empaneled for a period of 03 (three) years from the date of its notification. NCF however reserve the right to discontinue the panel at any time without assigning any reasons & shall not be liable to pay any compensation on this account.

**10.1.2** The Empanelment process will be reviewed every year in March with new applications. Further, subject to the performance, the Conservation Architects will continue to be on the panel or removed from the empaneled list before the validity period.

**10.1.3** The criteria and process of evaluating the responses to this RFP and subsequent selection of the applicant(s) will be as mentioned in this RFP and any modification or changes to the terms and conditions mentioned in this RFP will be entirely at the discretion of NCF.

**10.1.4** The content of this RFP enlists the requirements of the NCF. It includes the Empanelment Terms, which detail all that may be needed by the applicants to understand the terms and the empanelment process and explain the contractual terms that NCF wishes to specify at this stage.

**10.2 AWARD OF WORK**

**10.2.1** The selection/ identification of Heritage Conservation Architects shall be at the sole discretion of the donor and may be selected from the empanelled list suitably.

**10.2.2** The empanelled Heritage Conservation Architect would be required to work on project assigned to them by the donor agencies.

**10.2.3** The Heritage Conservation Architects identified by the donor will be required to prepare DPR and undertake PMC of the project in terms of Para 6 and Para 10 of RFP.

**10.2.4 Consultancy Fees** The consultancy fee will be decided based on mutual

understanding between the Donor and the Consultant Architect.

### **10.3 SERVICES TO BE PROVIDED**

**10.3.1** The Heritage Conservation Architects shall faithfully and honestly perform the services pertaining to the conservation and restoration and/ or provision of visitor amenities at ASI Centrally Protected Monuments & other locations. The Project by Heritage Consultant Architect at ASI monument shall be under overall supervision ASI as per Para 6 of RFP.

**10.3.2** The Initial Report by the Heritage Conservation Architects, if required by the donor shall include **Brief Historical Background, Reconnaissance Survey & Photographic Documentation** demonstrating the scope of work and possible methods of intervention.

**10.3.3** **The Detailed Project Report (DPR)** to include **detailed measured drawings, Architectural Character and various Architectural influences covering the following facets/ aspects and /or any other aspect meriting due consideration and attention:**

- a)** Detailed historical documentation and archival research (in consultation/ coordination with ASI/ concerned Government Agency as required basis).
- b)** Architectural documentation, Condition mapping.
- c)** Investigative tests as and whatever required (should be part of consultancy/client's preview).
- d)** Preparing Architectural drawings including plans, elevations, section and also the services like sanitary, water supply, drainage, mechanical and electrical drawings and structural modeling of new buildings at monument site for adoptive reuse.
- e)** Conservation methodology, Preparation of any mandatory sanction plans for approval.
- f)** Nomenclature and quantity of item(s) required along with approximate costing as per CPWD Delhi schedule of Rates (DSR)/ State Schedule of Rates/ASI Rates as relevant and applicable.

#### **10.3.4 Remedial and corrective measures**

This shall, on as required basis may bring out the methods of Conservation supported by Architectural drawings including plans, elevations, sections as per the guidelines of ASI/ concerned Government Agency and also sanitary, water supply, drainage, mechanical and electrical drawings, Structural designs and detailed structural drawings as per the I.S.I. codes as relevant and applicable.

**10.3.5** Submission of physical documentation duly conducting requisite sampling and identification of areas, submission of structure modeling and analysis if any.

#### **10.3.6 Verification and Certification of Bills**

Verification of bills for payment, based on progress of works at site, measurements of works certified by the Works/ Site Supervisor of the Agency executing work at the Monument Site and in accordance with Conditions of Contract, Drawings and instruction issued, if the executing agency is other than ASI.

**11. DOCUMENTATION:**

After acceptance of any project, documentation process will be ensured as mentioned below:

- 11.1** A tripartite Memorandum of Understanding (MOU) will be signed between the NCF, Donor and ASI/concerned government agency.
- 11.2** Funds will be sanctioned by the donor directly to the Executing Agency in terms of Para 6(c) of RFP document.
- 11.3** The Donor will have to get the entire project audited by a Chartered Accountant and submit Auditor's Report along with completion report of the project to the NCF.
- 11.4** Upon receipt and scrutiny of the documents mentioned at 11.3, NCF will issue a (ii) of the Income Tax Act 1961 or compliance under Section 135 of the Companies Act 2013 and Companies (Corporate Social Responsibility Policy) Rules 2014.

**12. DETAILS TO BE SUBMITTED BY THE APPLICANTS**

The application (as per Annexures A, B & C) is required to be submitted in a sealed envelope, superscribed "**EMPANELMENT OF HERITAGE CONSERVATION ARCHITECTS BY NATIONAL CULTURE FUND (NCF), MINISTRY OF CULTURE**" along with the following details (Para 7 above also refers):

- a)** Name and address of the Heritage Consultant and detailed profile of the Heritage Conservation Architects (as per Annexure A).
- b)** MOA and AOA of the firm.
- c)** Copy of Annual Turnover Certificate duly certified by Chartered Accountant (having UDIN No) for the last three (03) financial years (excluding current F.Y.).
- d)** List of projects handled during last seven (07) clearly indicating covered area, cost and scope of work in the prescribed Performa (as per Annexure B).
- e)** List of current projects in hand including their cost in the prescribed Performa (as per Annexure C).
- f)** Certificate of Registration/ Incorporation of the Company under the Respective Acts and/ or the respective MoA/ Registered Partnership Deed, Certificate of Incorporation of LLP/ Sole Proprietorship Deed/ Registration with Shop & Establishment Act, EPFO and ESI etc. as relevant and applicable, valid PAN Card (along with last three F.Y. ITRs) and valid GST Registration Cert (along with previous one quarter GST Returns of current F.Y.) have to be mandatorily submitted.
- g)** Educational Qualification as per Para 7.2 of RFP.

### **13. EVALUATION METHODOLOGY**

The evaluation of applications received for Empanelment of Heritage Architects will be carried out by a committee suitably constituted by NCF and the selection carried out by the said Committee shall be final and binding. Further, the Heritage Architects fulfilling the "Eligibility Criteria" as mentioned in Para 6 will be empaneled. However, NCF reserve the right to modify the criteria and take own decision if so required.

### **14. GENERAL TERMS AND CONDITIONS**

#### **Rectification period**

**14.1** The empanelment shall not confer any right to engagement. The Heritage Conservation Architect Firm empanelled with NCF, as a result of this empanelment process is not allowed to use the name of NCF or ASI, the logo, service marks or any document for any purpose without the prior written approval of NCF and or ASI.

#### **14.2 Ownership of Intellectual Property Rights**

NCF/ASI/ concerned Government Agency will own all the intellectual property resulting from services performed under this contract. All the rights relating to the Trade Marks and Copy Rights in respect of work generated by the selected Conservation Architect on behalf of NCF and paid for by NCF shall vest with NCF/ASI/ concerned Government Agency. All documents, reports, information, data etc., collected and prepared by the Conservation Architects in connection with the scope of work submitted to NCF / ASI/ concerned Government Agency will be the property of NCF/ASI/ concerned Government Agency. The Heritage Conservation Architects shall not be entitled, either directly or indirectly, to use the documents and reports given by NCF/ ASI/ concerned Government Agency for carrying out any services with any third parties. Without the prior written consent of NCF/ ASI/ concerned Government Agency, the Heritage Conservation Architects shall not be entitled to publish studies or descriptive articles, with or without illustrations or data, in respect of or in connection with the performance of services. The pre-existing intellectual property of the Conservation Architects used in deliverables shall remain vested with the Conservation Architects. NCF/ ASI/ concerned Government Agency shall own anything developed during the course of the project. The Conservation Architects will submit all relevant documentation to NCF/ ASI / concerned Government Agency upon completion of the development or termination of this contract, whichever is earlier.

**14.3 Subcontracting.** There must be no further subcontracting without the prior written consent of NCF/ ASI/ concerned Government Agency; all human resources deployed by the Conservation Architects shall be on-roll employees of the Conservation Architect or must have a direct employment contract with the Conservation Architects.

**14.4 Safety and Insurance**. Ensuring the safety of the professionals shall be the Conservation Architects responsibility. NCF, Donor or ASI/ concerned Government Agency has no obligation or responsibility towards any individual in such cases or situations. The Conservation Architects must have and maintain valid and enforcement insurance policies for public liability, professional indemnity, and worker's compensations required by law.

**14.5 Ethics**. NCF requires that the applicants participating in the selection process adhere to the highest ethical standards, both during and throughout the duration of the empanelment. In pursuance of this policy, NCF defines, for the purpose of this paragraph, the terms set forth as applicable to both parties:

- a)** "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value (whether in cash or kind) to influence the action of a public official in the selection process of Empanelment.
- b)** "Fraudulent practice" means a misrepresentation or omission of facts to influence the selection process of Empanelment.
- c)** "Collusive practices" means a scheme or arrangement between two or more applicants with or without the knowledge of NCF.
- d)** "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their Empanelment. NCF will reject the proposal of
- e)** an applicant if it comes to know that the applicant recommended for the Empanelment has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices for Empanelment in question; and NCF will terminate the Empanelment, if already empanelled and will declare the applicant ineligible, either indefinitely or for a stipulated duration of time.

#### **14.6 Conflict of Interest**

**14.6.1** The applicants shall furnish a self-attested certificate/ statement as to the existence of, absence of, or potential for conflict of interest on the part of the applicant due to prior, current, or proposed contracts, engagements, or affiliations with NCF / ASI /concerned Government Agency.

**14.6.2** NCF requires that the Conservation Architects provides professional, objective, and impartial advice and always holds the NCF's interest paramount, avoids conflicts with other assignments or its interests, and acts without any consideration for future work. The Conservation Architects shall not accept or engage in any assignment that would conflict with its prior or current obligations to other clients or that may place it in a position of not being able to carry out the assignment in the best interests of the NCF.

#### **14.7 TERMINATION FROM THE EMPANELMENT**

#### **14.7.1 Termination for Insolvency**

NCF/ Donor may at any time terminate the contract by giving written notice without compensation to the Conservation Architects if the Conservation Architect becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to NCF/ Donor.

#### **14.7.2 Termination for Convenience**

NCF may, by written notice sent to the Conservation Architect / Firm, terminate from the empanelment list, in whole or part, at any time for its convenience, by giving 15 days' notice. Similarly, the Conservation Architects may terminate from the empanelment list, by giving 15 days' written notice to NCF.

#### **14.7.3 Force Majeure**

Neither party shall be held responsible for non-fulfilment of their respective obligations due to the exigency of one or more of the force majeure events such as but not limited to Acts of God, war, floods, earthquakes, strikes, lockouts, epidemics, pandemics, riots, civil commotion etc., provided on the occurrence and cessation of any such events. The affected party thereby shall give notice in writing to the other party within one week of such occurrence or cessation. If the force majeure conditions continue beyond six months, the parties may then mutually decide about the future course of action. Force Majeure shall not include any event which is caused by the negligence or intentional action of a Party or by or of such party's agents or employees, nor any event which a diligent Party could reasonably have been expected both to take into account at the time of the signing of the contract and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder.

#### **14.7.4 Blacklisting/Debarment**

NCF reserves the right to cancel the empanelment letter issued and debar the Conservation Architect if it is discovered that the Conservation Architects had produced any false information, insolvency of the company or any other ethical ground as deemed fit by giving a seven days' prior written notice.

#### **14.7.5 Governing Law and Jurisdiction**

All disputes which cannot be settled amicably shall be referred to the applicable courts in India, and the parties' consent to the jurisdiction of the courts. The contract is governed by and interpreted in accordance with the laws in India.

#### **14.7.6 Allocation of Work Post Empanelment**

The allocation of work post empanelment among all the empanelled Conservation

Architect shall be done at the sole discretion of the Donor who will select the conservation architects suitably.

#### **14.7.7 Amendment to RFP**

At any time before the last date for receipt of proposals, NCF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFP document by an amendment. To provide prospective applicants with reasonable time to take the amendment into account in preparing their proposals, NCF may, at its discretion, extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFP. The applicant must regularly visit the NCF website for any changes or amendments in the RFP before submitting their applications up to last date of submission of applications.

#### **14.7.8 Confidentiality**

The applicant must not divulge any confidential information and assure that reasonable steps are taken to provide for the safe custody of any confidential information in its possession and to prevent unauthorized access thereto or use thereof. The shortlisted applicant must not, without the prior written consent of NCF, disclose any confidential information of NCF or any government department or relating to any ministry or any other party. In giving written consent to the disclosure of confidential information, NCF may impose such conditions as it thinks fit, and the applicant must comply with these conditions. The confidentiality clause shall survive for a more extended period of one year after the termination of the contract or contract expiry period. The selected applicant(s) may be required to sign a mutually agreed Non-Disclosure Agreement (NDA) with NCF.

#### **14.7.9 Application Validity.**

The proposals submitted by the applicants shall remain valid for three months after the last date (deadline).

**14.7.10** NCF reserves the right to reject any / all proposals without assigning any reasons thereof, relax or waive any of the conditions stipulated in this RFP document as deemed necessary in the best interest of NCF without assigning any reasons thereof.

**14.7.11** NCF may, at its sole discretion and at any time during the evaluation of the proposal, disqualify any respondent if the applicant submitted the proposal after the response deadline, made misleading or false representations in the forms, statements and attachments submitted as proof of the eligibility requirements or submitted a proposal that is not accompanied by required documentation or is nonresponsive, failed to provide clarifications related thereto, when sought or submitted more than one proposal or submitted a proposal which is not adequately

sealed and signed as per requirement or was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.

**ANNEXURE A**

**LETTER OF TRANSMITTAL  
(ON LETTER HEAD PAD OF THE COMPANY)**

To,

The Member Secretary, NCF  
O/o the National Culture Fund  
Puratatva Bhawan, 5<sup>th</sup> Floor,  
D-Block, GPO Complex, INA,  
New Delhi-110023

Sir,

**Subject: APPLICATION FOR EMPANELMENT OF HERITAGE CONSERVATION ARCHITECTS  
BY NATIONAL CULTURE FUND (NCF), MINISTRY OF CULTURE**

Having examined the details given in the subject RFP I/ We submit my/our relevant information and documents for your kind consideration please.

2. I/We hereby certify that all the statements made and information, supplied in the enclosed Annexures A to F and accompanying statements are true and correct. I/We have furnished all information and necessary details required for the **EMPANELMENT OF HERITAGE CONSERVATION ARCHITECTS BY NATIONAL CULTURE FUND (NCF)** and no further pertinent information to supply.
3. I/ We enclose Annexures A to C in support of my/ our suitability, technical knowhow and capability for having successfully completed the heritage works.

Signature of Individual/ Authorized Representative

Enclosures: Annexure A, B & C

Seal (Round Stamp) of applicant:

Date of submission:

**DETAILS OF HERITAGE CONSULTANT ARCHITECTS**

<b>Name of the organization</b>		<b>Empanelment in others organizations/departments</b>
1.	Name of the Heritage Consultant Architect / Firm Address: Telephone No. (Office) Telephone No. (Resi) Mobile Fax E.Mail	
2.	a) Whether Proprietary/Partnership/Pvt.Ltd./Public Ltd/ LLP/ Society/ Trust b) Name of the Sole Proprietor/Partners/Directors / Members i) ii) c) Year of establishment	
3.	Registration with Registrar of Companies (No. & Date) as relevant and applicable (Certificate of Registration/ Incorporation under the Respective Acts and/ or the respective MoA/ Registered Partnership Deed, Certificate of Incorporation of LLP/ Sole Proprietorship Deed/ Registration with Shop & Establishment Act as relevant and applicable to be enclosed)	
4.	Registration with Tax authorities: a) PAN No. (Copy of PAN Card in the Entity's name and ITRs of last three F.Y.s to be enclosed b) GST No (Copy of GSTN and filed GST returns of preceding quarter of current F.Y. to be enclosed)	
5.	MOA and AOA of the firm	
6.	Names of Bankers with address:	
7.a	Whether Sole Proprietor/ Director(s) / Member registered with Council of Architect/Firms and or Engineering Council of India (ECI), if so, please mention the registration number (copy to be enclosed).	
b	Whether registered with Municipal Corporation and other Govt. authorities (e.g. EPFO, ESI etc.). If so, please mention the number and enclose copy of license issued	
8.	Average Turnover of last three F.Y.s (excluding current F.Y.) (Copy of Annual Turnover Certificate duly certified by CA (having UDIN No) for last three F.Y.s (excluding current F.Y.)	
9.	Give details if at present involved in litigation in similar type of contract:	
10.	Specify the number of Projects executed during the last seven (07) years and current/ ongoing projects in hand	

11.	Specify whether the applicant have been debarred or blacklisted by the Central Government, State Government, Statutory Authority, or Public-Sector Undertaking from participating in any assignment and conflict of interest certificate (self-attested certificate to be provided)	
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**Note:** - Copies of work order along with photocopies of relevant TDS certificate, satisfactory completion certificate obtained from the client etc. in respect of completed projects and Work Orders/ LoA/ Agreements in respect of current/ ongoing projects shall be enclosed.

Name, Designation & Signature of the Director/ Authorized Representative (with Round Stamp)

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Annexure A (continued)

**DETAILS OF EDUCATIONAL QUALIFICATION OF THE HERITAGE CONSULTANT/ FIRM AS PER PARA 7.2 of RFP AND CONSERVATION CONSULTANTS (INCLUDING RETIRED FROM ASI/ STATE ARCHAEOLOGY DEPARTMENTS) ASSOCIATED/ EMPLOYED ON REGULAR BASIS**

S.No.	Designation	Total No.	Names	Qualification	Professional Experience and Details of work Carried out.	Field of Expertise	Remarks
1	2	3	4	5	6	7	8

Name, Designation & Signature of the Director/ Authorized Representative (with Round Stamp)

**Annexure B**

**LIST OF HERITAGE CONSERVATION PROJECTS COMPLETED IN LAST 07(SEVEN) YEARS**

SI No	Type of Project	Name of Project	Covered Area	Cost of Project	Name of client Department	Detail of the Project (Salient Feature of the Project)

(Note: - Copies of work order along with photocopies of relevant TDS certificate, satisfactory completion certificate obtained from the concerned government department/ client etc. to be enclosed)

Name, Designation & Signature of the Director/ Authorized Representative (with Round Stamp)

**Annexure C**

**LIST OF HERITAGE CONSERVATION PROJECTS IN HAND**

SI No	Type of Project	Name of Project	Covered Area	Cost of Project	Name of client Department	Details of the Project (Salient Feature of the Project)

Copies of work order/ LoA/ Agreements in respect of ongoing/ current projects to be enclosed.

Name, Designation & Signature of the Director/ Authorized Representative (with Round Stamp)