

**GUJARAT INTERNATIONAL FINANCE TEC-CITY COMPANY LIMITED (GIFTCL)**

EPS-Building no. 49A, Block 49, Zone-4, Gyan Marg, GIFT City, Gandhinagar-382355

www.giftgujarat.in

**APPLICATION FORM-R7-DECEMBER-2024**

[For Accreditation of Professionals -GIFT Area]

To

Managing Director, GIFTCL  
EPS-Building no. 49A, Block 49,  
Zone-4, Gyan Marg,  
GIFT City, Gandhinagar-382355

I / We \_\_\_\_\_ hereby apply for the Accreditation in GIFT Area for the below mentioned category

Application Category:

1. New Application
2. Renewal Application

Please tick any ONE

**A. Professional category:**

- |   |                          |
|---|--------------------------|
| 1. Architect:                           | <input type="checkbox"/> |
| 2. Structural Engineer:                 | <input type="checkbox"/> |
| 3. MEPF Engineer                        | <input type="checkbox"/> |
| 4. Project Management Consultancy (PMC) |                          |
| Civil                                   | <input type="checkbox"/> |
| MEPF                                    | <input type="checkbox"/> |
| Civil & MEPF                            | <input type="checkbox"/> |
| 5. Sustainability Consultant            | <input type="checkbox"/> |
| 6. IBMS Consultant                      | <input type="checkbox"/> |

- 8. Fire Officer
- 9. Interior Designer
- 10. Geotech Consultant
- 11. Facade Consultant

**B. Development Area category:**

**B.1. for Architects, Structural Engineers, MEPF Engineer, Facade Consultant and PMC**

**B.1.1 Commercial and Residential Buildings**

- B.1.1.1** High Rise Buildings (below 24)
- B.1.1.2** High Rise Buildings (above 24 - upto 50 M)
- B.1.1.3** High Rise Buildings (above 51- upto 100 M)
- B.1.1.4** High Rise Buildings (above 101 upto 150M)
- B.1.1.5** High Rise Buildings (above 151- upto 300 M)
- B.1.1.6** High Rise Buildings (above 300 M)

**B.2 Special Development:**

- Convention center
- Exhibition center
- MLP
- Schools
- Hospitals
- Hotels

**B.4 Sustainability Consultant**

- Green Building
- ECBC

**B.5 Other Consultant**

IBMS Consultant	<input type="checkbox"/>
Fire Officer	<input type="checkbox"/>
Interior Designer	<input type="checkbox"/>
Geotech Consultant	<input type="checkbox"/>

1. General Details of Business Entity/ Individual:

Name of Business Entity/ Individual	-	
Name of the Company Owner		
Designation of Owner		
Communication Address		
Owner Contact No		
Company/Owner E-mail		
Legal Identity of Business Entity (please select the relevant )	Individual	
	Proprietorship	
	Partnership	
	Limited liability partnership	
	Public Limited Company	
	Private Limited company	
	Any other (Specify)	

2. Details of Nominated Team Leader:

Nominated Team Leader	
Designation of Team Leader	
Contact No	

E-mail	
Team leader's Education qualification details	BE/M.E.
The details of registration with professional bodies ( i.e. COA, LEED-AP, etc)	
Team leader's Total domain experience	

3. Professional Qualification/experience of the individual/applicant/ or their employed professionals who will engaged in GIFT Project:

Sl. No.	Name of the Professional	Educational Qualification/	Total Experience in no of years ( in case of experience with various firms, name along with no of years is to be mentioned)	Details of Award(s) (if any)
1				
2				
3				

4. Experience in particular domain (project wise details).

<b>Professional Experience - Project wise</b>						
Sl No	Project Name	Year of Execution/Status	Height in m	Built-Up Area / Land Area (SQMT) whichever is relevant	Capacity / No of Beds / ECS / No of Floors B+G+.... whichever is relevant	Client's completion certificate (and Green Building certificate in case of Green Building consultant)
1						
2						
3						
4						
5						
6						

For High rise buildings – Height and BUA to be specified  
 For Convention centre and Exhibition centre – BUA and capacity to be specified  
 For MLP-BUA and ECS to be specified  
 For School- BUA , Hotel – BUA , No. of Rooms and , Hospital – BUA ,No. of beds to be specified

*Note: The details for point No. 3 and 4 additional sheets as per format can be used.*

5. Professional Qualification/experience of the Team leader professionals:

Sl. No.	Name of the Professional	Educational Qualification/	Total Experience in no of years (in case of experience with various firms, name along with no of years is to be mentioned)	Details of Award(s) (if any)
1				
2				
3				

6. I/ we have enclosed along with this Application all the requisite details and documents pertaining to my/our qualification and experience to qualify the Criteria for Professional Accreditation as mentioned in Annexure-2 of the Application Form;

7. I/we have paid the requisite fee, as mentioned in Annexure-3 of the Application Form, for the accreditation of the professionals as below and have enclosed the proof of payment with this Application. I understand that the application / registration fee is nonrefundable.

**a. By Demand Draft:**

Amount: Rs.

No:

Date:

Issuing Bank

Branch

Demand Draft should be made in favor of 'GUJARAT INTERNATIONAL FINANCE TEC-CITY COMPANY LIMITED' payable at Ahmedabad.

**b. By e-transfer through net banking:**

**Date:**

**Transaction number:**

# GIFTCL

Beneficiary

Name : Gujarat International Finance Tec-City Company Limited

Name of Bank : Canara Bank

Address : 1st Floor, GIFT One Tower, Road 5C, Zone 5,  
GIFT City, Gandhinagar - 382355

A/c Number : 70831010000017

CNRB0017083

IFSC Code :

8. Declaration:

I/We declare that the information provided by me/us is true to the best of my/our knowledge and belief. I/We agree and accept all the terms and conditions mentioned in the **Annexure 1** of the Application Form and further agree to abide by all the terms and conditions as may be communicated to me/us by GIFTCL or any nominated committee or authorized person appointed by GIFTCL, from time to time.

9. **Note**

***This form in no case shall be considered in hard/ soft copy as application of accreditation. Applicant shall have to apply online only. This document is for reference purpose.***

**Enclosures:**

1. Requisite details and documents for: -

- a. Copy of technical Educational certificates (Diploma/Graduation/Post Graduation/PhD) of professional(s) .
- b. Experience of Business Entity (incorporation certificate).
- c. Work completion/Relevant experience certificates from Client mentioning the key parameters like height, BUA, Project Name, Location, Scope of work etc (Key Experience as per criteria shown in table for different professionals)
- d. Awards Certificate in case of any and Registration certificate of Institute if applicable

2. Proof of payment of Application & Registration fee by RTGS or attach DD

*(Note: A request may be given for the soft copy of the application form to the building permission division of GIFTCL.)*

## **ANNEXURE-1**

### **GENERAL TERMS AND CONDITIONS**

1. The terms used herein shall have the following meaning:-
  - a. “**Accreditation**” shall mean the creditability, competency and authenticity of a professional to work as Accredited Professional in GIFT development area, with respect to any Development Area Category under the terms & conditions of GIFTCL;
  - b. “**Applicant**” shall mean the Entity/Company/Person who has applied for Accreditation on the terms and conditions prescribed in Annexure-1 of the Application Form.
  - c. “**Application**” shall mean the duly filled and signed Application Form for Accreditation submitted by the Applicant.
  - d. “**Application Form**” shall mean the application form issued by GIFTCL including Annexure-I, Annexure-II and Annexure-III mentioned therein.
  - e. “**Development Area Category**” means the development area category B.1, B.2 and B.3 as mentioned in the Application Form.
  - f. “**Professional Accreditation**” means the accreditation of a qualified Applicant, whose application has been accepted with respect to a Professional Category and a Certificate of Accreditation is issued thereof by GIFTCL.
  - g. “**Professional Category**” means the professional category of Architect, Structural Engineer, MEPF Engineer, PMC (Civil, MEPF or Civil & MEPF)
  - h. “**MEPF**” means Mechanical, Electrical, Plumbing and Fire Fighting
2. The applicant shall apply for an accreditation to **Authorized Person, Building permission Division of GIFTCL**. The Applicant shall use separate Application Form to apply for more than one Professional Category and if they apply in same form, project details and fees shall be submitted separately
3. The Applicant qualified for Accreditation for all development area category mentioned in B.1.1.5 shall automatically qualify for the development area of lower categories i.e B.1.1.1 to B.1.1.4. (Applicant who are qualified for Higher category in height shall automatically qualify for Lower height)
4. GIFTCL may consider the national and/or international award received by the Applicant for evaluation, at its sole discretion. In evaluation; higher weightage will be given for the individual award as compared to the award received as a team member.

5. The applicant shall provide the details of the qualification experience and the projects under taken in the prescribed format in the application form and shall provide the details of, documentary evidence in support of his qualification, the experience and the awards received by the Applicant.
6. The certificate for Professional Accreditation shall be issued to the professional - person/firm/company on the basis of the information provided by him/them. The certificate holder shall be an independent professional and shall be solely responsible for the professional work carried out by him/them. GIFTCL shall not be in any way responsible for the same.
7. The Applicant should be duly registered with the professional governing body. The approved lists of such governing bodies mentioned in this Application Form. Registration of the Applicant with any other well established governing body may be placed by the Applicant, which may be considered by GIFTCL after satisfaction.
8. The GIFTCL, at its sole discretion, may reject the Application that has not been properly submitted to GIFTCL;
9. The application is liable to reject under the following conditions:
  - a. If applicant is failed to provide necessary documents in 3 months
  - b. The Accreditation of the Accredited Professionals shall be suspended or terminated by GIFTCL in case of any unethical or non professional or fraudulent/ corrupt practice adopted by the Accredited Professionals. The decision taken by GIFTCL or any nominated committee or authorized person appointed by GIFTCL in this regard, shall be final and binding to the Accredited Professionals.
  - c. Any Applicant/ Accredited Professional who has provided or obtained Accreditation on wrong, false or misleading information about his credentials, GIFTCL shall have the right to revoke, suspend, cancel his or her Professional Accreditation and GIFTCL may take such other legal steps against such Applicant/ Accredited Professional with the appropriate authority;
10. Any rejected Applicant may reapply afresh by submitting a new Application to GIFTCL.
11. The Certificate of Accreditation will be issued by GIFTCL only to the Applicants whose Application is accepted by GIFTCL on evaluation.
12. The name of Accredited Professionals shall be maintained in the register of Accredited Professionals maintained by GIFTCL; it will be published on GIFTCL website.
13. The Professional Accreditation granted under this Application Form shall be applicable for GIFT development area comprising of GIFT SEZ Area and GIFT Non SEZ Area.
14. The Applicant shall be eligible to act as the Accredited Professional after obtaining the Certificate of Accreditation from GIFTCL;



15. The Accredited Professionals shall maintain the utmost confidentiality with regard to GIFT and third party information and/or any matter in relation thereto, disclosure of which may adversely affect, directly or indirectly, the interest of GIFT, the GIFT Project or the third party.
16. Accredited Professional shall furnish evidence of their compliance with their continuing professional development during the previous years, to the satisfaction of GIFTCL;
17. GIFTCL shall have the right to ask for the records, statements and information of, which shall be provided/ submitted by such Accredited Professional to GIFTCL;
18. Multiple professional accreditation in the core Professional Categories as mentioned in the Application Form may be granted where the Applicant:-
  - a. has appropriate academic qualifications in each of the disciplines; and
  - b. Fulfils all the requirements for the Accreditation in respective Development Area Category and has furnished all required information.
19. Holders of multiple Professional Accreditations will be required to pay the prescribed Registration Fee and Renewal Annual Fee for each Development Area Category;
20. The Accredited Professionals shall have to comply with GIFT General Development Control Regulations (“GIFT DCR”) and all the rules and regulations of GIFT Urban Development Authority (“GIFT UDA”) and the instructions given by GIFTCL from time to time;
21. The Accredited Professionals shall abide by all the rules and regulations of GIFTCL including its modification/revisions/additions/new rules from time to time.
22. Certificate of Accreditation is renewable in every three years and Renewal of Accreditation duration will be considered within 30 days from the Expiry date of certificate if the consultant is failed to do so the application is considered as New Application.
23. All the matters related to or concerning the Accreditation of professionals shall be subject to the jurisdiction of Gandhinagar.
24. Certificate shall be issued on quarterly basis subject to compliance of the documents.
25. The Applicant shall be eligible to work in GIFT for high rise building upto specified height category mentioned in the certificate. The height shall be rounded off in the certificate based on project experience. Professional shall be accredited based on their experience in particular field only.

**26. Special Conditions for Architects:**

- a. The Applicant should possess minimum 5 (five) years of experience in architecture;
- b. As per the Architects Act, 1972 (the “Architects Act”), only individual persons having requisite qualifications are entitled for registration with the Council of Architecture, India. The registered Architects and a firm of Architects (where all partners are architects) are entitled to use the title and style of Architect.
- c. The companies are not permitted to use the word Architect under the Architects Act. Therefore the Applicant’s registration with the Council of Architecture, India is mandatory. Copy of the registration with the Council of Architecture, India of the Applicant must be enclosed with the Application.
- d. In case of Application by a “Company”, the company must have an ‘Architecture’ Division and all architects must be registered with Council of Architecture, India. The principal architect can only be the Applicant on behalf of the company.
- e. The Applicant should have to be registered with a professional body like (additional criteria):-
  - Architects Accreditation Council of Australia (AACA);
  - National Council of Architectural Registration Boards (NCARB), USA;
  - Royal Institute of British Architects (RIBA);
  - Council of Architecture, India

**27. Special Conditions for Structural Engineer:**

- a. The Applicant should possess minimum 5 (Five) years of experience in Structural Designing;
- b. The Applicant should have actively involved for minimum for 60% of the duration of the project – Undertaking to be submitted
- c. The Applicant should have to be registered with a professional body like:-
  - Institute of Engineers;
  - Building Construction Authority, Singapore;
  - National Council of structural Engineers
  - American Concrete University
  - Or any other reputed institute
- d. The Awards (National and/or International) awarded to the Applicant. (eg. Structural Awards by Institute of engineers, etc.);

**28. Special Conditions for Team Leader:**

- Team Leader must be Bachelor in Relevant field
- Minimum 15 year of Experience with bachelor's degree or Minimum 10 year of experience with master's degree in Relevant field
- Detailed Project Experience mentioned with Similar projects

**29. Special Conditions for Green Building Consultant**

- a. Applicant shall have inhouse competency including accredited professional with National/International Green Building agency to carry out the Green Building projects.
- b. Applicant shall have successfully completed at least 5 nos of Green Building Projects under widely accepted rating system

**30. Special Conditions for ECBC Consultant**

- a. Applicant shall have BEE certified Energy Management/Auditor/ECBC professional to carry out energy conservation projects.
- b. Applicant shall have completed at least 2 projects in Energy Simulation, Interpretation of results for any Building projects.

**31. Special Conditions for IBMS Consultant:**

- The consultant should have minimum 5 to 8 years of hands-on experience in designing of ELV & IBMS system.
- The consultant should have inhouse expertise working on at least 4 of the below mentioned systems.
  - Fire Alarm System
  - CCTV System
  - BMS System
  - PA System
  - PLC / SCADA System
- The consultant should be a primary consultant and is involved in the project cycle from its incipient stage.
- The consultant should have inhouse competency including experts from the field of IBMS who should have knowledge of MEPF system as well.

**32. Special Conditions for Fire Officer:**

- The applicant should possess at least 5 years of experience in Audit of Firefighting Services in a facility.

- The applicant should be able to inspect all manner of premises to ensure that they comply with the current fire safety regulation.
- The applicant should have knowledge of firefighting clauses as mentioned in NBC & local Gujarat Fire laws. He should also be acquainted with the GIFT DCR.
- The applicant should have knowledge about the MEPF system of the facility.
- The applicant should not have been a member involved in the design & installation of firefighting services for the said facility.

**33. Special Conditions for PMC:**

- The developer PMC team should have following team members.
  1. Project Manager / Team Leader having bachelor's degree with minimum 12-14 years or diploma with 20 years of experience in PMC/construction of building projects.
  2. Construction Civil Manager- having bachelor's degree with minimum 8-10 years or diploma with 12 years of experience in PMC/construction of building projects.
  3. MEPF Manager- having bachelor's degree with minimum 8-10 years or diploma with 12 years of experience in PMC/construction of building projects.
- PMP certification will be an added advantage for any one of the Managers.
- Developer may be accredited as inhouse PMC with above mentioned team members.
- Educational certificate with updated Resume.
- Affidavit of PMC team.

**34. Special Conditions for MEPF Engineer:**

- The Applicant should possess at least 5 years of experience in MEPF Designing
- The Applicant shall have successfully completed at least 4 nos of Project in similar type of work.
- The applicant should have following team members.
  1. One Mechanical Engineer with 8-15 years of relevant experience.
  2. At least one Engineer with 8-15 years of relevant experience in Plumbing design.
  3. At least one Electrical Design Engineer with 8-15 years of relevant experience.
  4. At least one HVAC expert with 8-15 years of relevant experience.
  5. One Building Management system specialized in ELV design with 8-15 years of relevant experience.
  6. One Fire Safety Engineer with 8-15 years of relevant experience with minimum BE Education.

**35. Special Conditions for Façade Consultant:**

- The applicant should possess at least 5 years of experience in design of Façade Structures in High Rise Buildings.
- Applicant shall have successfully completed at least 4 nos of Project as Primary consultant.

**36. Special Conditions for Geotech Consultant:**

- The applicant should possess at least 5 years of experience as Geotech Consultants.
- Applicant shall have successfully completed at least 4 nos of Project as Primary consultant.

**37. Special Conditions for Interior Designer:**

- The applicant must be registered with Council of Architecture, India.

**ANNEXURE-2**

**CRITERIA FOR PROFESSION ACCREDITATION:**

**1) CRITERIA FOR ACCREDITATION OF ARCHITECTS, STRUCTURAL ENGINEER, ENGINEER, GREEN BUILDING CONSULTANTS AND PMC:**

Criteria	Type	Attribute	Maximum Marks
Educational Qualification of Applicant	Relevant master's degree	Copy of Educational Qualification Certificate is must	10
	Relevant bachelor's degree		5
Professional Experience 1 (PART-A)	Total completed Professional Experience (more than 20 Yrs)	Company incorporation certificate/ Team leader's experience certificates to be enclosed	20
	Total completed Professional Experience (5 Yrs and up to 20 Yrs)		15
Professional Experience (PART-B)	Project Details- 1	10 marks for each project and maximum 40 marks.	10
	Project Details- 2		10
	Project Details- 3		10
	Project Details- 4		10
Team Leader	Education	Bachelor's degree	10
		Master's degree	15
	Total completed Professional Experience (more than 15 Yrs)		10
	Total completed Professional Experience (more than 10 year)		5
Reputed International / National Awards	International Awards	Any One of Them	5
	National Awards		
Total			100
<b>Minimum Score required for accreditation</b>			<b>65</b>
<p><b>Note1: *For Each category, minimum 4 projects to be submitted separately. For High Rise building category – above 100 m of height, minimum 2 projects may be considered by GIFTCL</b></p> <p><b>Further, Project Completion certificate on client letter head shall be submitted for each project as mentioned in Table -3 on page No 3.</b></p>			

<p><b>For Green Building Consultant, green building certificates of shall be submitted for each project as mentioned in Table -3 on page No 3.</b></p> <p><b>Note 2: For all enclosures refer page 4</b></p>	
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**ANNEXURE-3**

**FEES FOR PROFESSION ACCREDITATION:**

**1) FEES FOR THE VARIOUS PROFESSIONALS**

**Application Fees**

Application fees for all professional categories shall have to be paid at the time of application as mentioned below:

Professional Category	Application Fee (in INR)
Company/ Entity / proprietary concern/Individual	5000/-

**Registration and Renewal Fees (Every three year)**

Development Area	Registration Fee (in INR)	Renewal Fee (in INR)- per 3 years
Company/ Entity/Proprietary / Individual		
High Rise Buildings (upto300 m) 1) Architect 2) Structural Engineer 3) MEPF Engineer 4) PMC 5) Façade Consultant 6) Geotech Consultant	30000 (35400 with GST)	15000 (17700 with GST)
Sustainability Consultant	20000 (23600 with GST)	10000 (11800 with GST)
Special Development		
IBMS Consultant		

Fire Officer		
Interior Designer	10000 (11800 with GST)	5000 (5900 with GST)

ANNEXURE-4

PERMISSIBLE HEIGHT ELIGILIBTY FOR PROFESSIONS:

Sr No.	Professional Category	Accredited Height Range	Permissible height Eligibility for Consultants working with Developers
1	Architect, MEPF, PMC	24- 50 M	Upto 70 M
		51-100M	Upto 150 M
2	Structural Engg	24-150 M	+ 15 % of their accredited height

Note:

- 1.The above given permissible height eligibility criteria is applicable to developer’s principal consultants.
2. Structural Engineers, who are members of STC tall building regulation or GoG has approved two projects above 100 mts of building height.
3. “Principal Design Consultant” appointed by a developer, shall not be appointed as “Proof Check Consultant” on any other project of the same developer.