



Document Reference:
DHA GwaBC-002

DOCUMENTS REQUIRED FOR ENLISTMENT OF CONSULTANCY FIRM
(STRUCTURE ENGINEER)

1. Following documents are required to be submitted under a covering letter duly signed by the **Structure Engineer** and attested by a **Class-I Gazetted Officer**. Structure Engineer must have **5 x years** of working experience after MSc Structures. Enlistment Fee (**Non-Refundable**) will be **Rs. 1,00,000/- (Rupees one hundred thousand only)** to be deposited after approval of enlistment with DHA Authorities: -

a. **Data/ Certificates**

- (1) Copy of Registration with Pakistan Engineering Council (PEC).
- (2) Copy of BSc Engineering and MSc Structure Degree verified by HEC.
- (3) Copy of Card issued by PEC.
- (4) CNIC of Structure Engineer.
- (5) Copy of NTN Certificate.
- (6) Three specimen signatures of Structure Engineer on letter head with stamp.

b. **Firm Profile**

- (1) Profile with portfolio.
- (2) List of employees with CV of each individual.
- (3) Enlistment with other departments/ authorities.
- (4) List of software being used for designing.
- (5) List of office equipment.

c. **Experience**

- (1) List of completed projects by the firm in Marlas/ kanals.
- (2) List of projects in hand/ ongoing.
- (3) Work orders and completion certificate of executed/ designed projects.