



GENERAL INSTRUCTIONS For Submission of Nominations for ACCE Awards - 2014

PLEASE READ THE FOLLOWING CAREFULLY.

- 1) Each Nomination must be for a single project only. Separate nominations must be submitted for each Award category applied for. The same Project may be nominated for more than one Award category, if eligible.
- 2) Please ensure that the Nomination Application Forms Part 1 and Part 2 are fully filled in and attached with your Application, except for the ACCE(I)-Software Award and the ACCE(I)-Nagadi Award for each of which there is only one (separate) Application Form.
- 3) Please ensure that all sections of the Nomination Application Forms Parts 1 and 2 are filled in and full, but succinct and "to-the-point", details are provided. Not providing the requested information or clarifications may result in rejection of the entry from consideration. Any additional pertinent information provided is desirable and would be helpful during evaluation, but please do not give unnecessary and voluminous "boilerplate" material/information/data. Brochures may be attached only as relevant supplementary material.
- 4) The Evaluation Committee may require to inspect the work/project and/or to verify the details provided in the Application and the Applicant shall facilitate such inspection/verification. The Applicant shall also provide any additional information or clarifications which may be requested by the Evaluation Committee. Not doing so may result in rejection of the Application.
- 5) It is extremely important, for the Evaluation, that you explain with sufficient detail why you think your entry deserves the Award. Please give enough details to justify that the work done is outstanding / excellent / innovative and distinctly the best.
- 6) Projects nominated for an Award must have been commissioned and/or occupied or otherwise fully completed in all respects (ie. ready for commissioning or occupation) within three years prior to Closing Date for Receipt of Nominations. Projects not yet completed or are under construction on this date will not be considered for Awards.
- 7) Only Projects designed and built in India will be eligible for nomination. Projects designed and/or built abroad even if designed and executed by Indian engineers/ companies will not be eligible for these Awards
- 8) The nomination with full details, enclosures, and attachments, including books, manuals, software, CDs etc. must be provided as two (2) SOFT copies (CD/DVD) plus one (1) HARD copy. For the ACCE(I)-Nagadi Award please provide TWO copies of the book(s). The Soft Copy must contain all the details, including attachments, brochures etc., submitted with Nomination Application Forms Parts 1 and 2.

- 9) Nominations from sub-contractors will have to be for joint award with Main Contractor /Consultant unless specifically exempted by letter in writing by the Main Contractor/ Consultant otherwise, which shall be submitted with the Application.
- 10) The nominations of the first and second runners-up in the final marking for each Award will be carried over for re-evaluation as fresh entries in the following two successive years. The Applicants in these cases will be requested by ACCE(I) to provide updated information, if any, on the Projects concerned.
- 11) ACCE(I) reserves the right to shift a nomination for an Award to any other suitable Award category as the Awards Committee may feel appropriate.
- 12) Donor cannot nominate a project for an Award instituted by him.
- 13) No nominations are being invited for the ACCE(I) – Gourav Award which will be separately decided by ACCE(I)
- 14) Applications received after the Closing Date for Receipt of Nominations will not be accepted.
- 15) Tentative Schedule* :
Opening Date for Receipt of Nominations
Closing Date for Receipt of Nominations 31st December 2014
Closing Date for Receipt of Clarifications
Completion of Evaluation and Finalisation of Winners
ACCE(I) Awards Convention – Distribution of Awards

* ACCE(I) reserves the right to change the above Schedule if required

Address for Correspondence and Receipt of Applications:
Chairman Awards Committee
Association of Consulting Civil Engineers (India)
2, UVCE Alumni Association Building,
K. R. Circle, BANGALORE – 560 001.
Tel: 91-080 – 2247466 Fax: 91-80-2219012
Email: admin@accehq.net Web site: www.accehq.net