

Empanelment of vendors from reputed ISO:9000 certified Vendors with minimum 3 years of experience in supply and execution of works in government department.

Application for pre- qualification of vendors



VIRENDER SHARMA & ASSOCIATES

(Proprietorship Firm)

New Delhi Office, A3 205A Janak Puri, New Delhi-110058

Tel: 011-25612605

Email id: [procurement@vsarchitects.co.uk](mailto:procurement@vsarchitects.co.uk)

Date: 15/11/2017

NOTICE INVITING e- APPLICATION (NIA)

Notice Inviting e-Application No.	VIRENDER SHARMA AND ASSOCIATES/ND/PQ/VENDORS/2017-18
Name of the Work	Application for pre-qualification of vendors shall be done in the following groups with monetary limits:- Group-G-I : Rs. 5 Crores Group-G-II : Rs. 5 - 10 Cr Group-G-III : 10 - 25 Cr. Group-G-IV : Above 25 Cr.
Brief Scope of Work	Empanelment of vendors for supply and execution of works.
Non-refundable processing fee(VIRENDER SHARMA AND ASSOCIATES)	Rs. 10,000 (Rupees five thousand only) through DD/NEFT/Pay Order only. (In favor of Virender Sharma and Associates. payable at New Delhi) <b>Beneficiary Name-</b> Virender Sharma & Associates <b>A/C No.-</b> 53009786488 <b>Bank Name-</b> State bank of India, C-28 COMMUNITY CENTER, C3 BLOCK JANAKPURI, NEW DELHI. PIN- 110058. <b>IFSC Code-</b> SBIN0030262

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Last date & time of submission of Online application	Up to 11.00 AM on or before 15.01.2018
Period during which hard copy (in original) of processing fee of Rs.10, 000/-, Affidavit & monetary group form and other document as per NIA shall be submitted.	Before and Up to 11.00 AM on <b>15.01.2018</b> Via Email :- <a href="mailto:procurement@vsarchitects.co.uk">procurement@vsarchitects.co.uk</a> Hand In at office address A3/ 205 A Janakpuri, New Delhi- 110058

## 2.0 MINIMUM QUALIFICATION CRITERIA

### (A) Technical Parameters:

(Figures are in Rs-Cr.)

Group	Monetary limits	Past experience in completed similar works during last 7 years ending previous day of last date of submission of applications (To fulfill either of three options)		
		Single project Value	Two projects each at least	Three projects each at least
		80% of the Monetary limit	60% of the Monetary limit	40% of the Monetary limit
1	2	3	4	5
Group-I	Upto 5 crores			
Group-II	5- 10 Crores			
Group-III	10- 25 Crores			
Group-IV	25 Crores above			

2.1 The past experience in similar nature of work should be supported by completion certificate(s) issued by the client's organization.

2.2 The value of executed works shall be brought to the current level by enhancing the actual value of work done at a simple rate of 7% per annum, calculated from the date of completion to previous day of last date of submission of application.

2.3 No Joint venture or Consortium of firms shall be allowed and the vendor should meet the eligibility criteria by themselves.

### 2.4 SIMILAR WORKS DEFINITION:

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The applicant should have supplied or executed Electrical /Plumbing / Firefighting / HVAC/ BMS /MGS material for Civil work(s) broadly which are included in CPWD Schedule of Rates including Compound Wall, External Development work, Roads, Sewerage, Drainage, Water Supply, Plumbing, electrical works, repair/renovation/restoration works etc.

**(B) Financial Parameters:-**

(Figures are in Rs. Cr.)

Group	Monetary limits	Average annual turnover of during last 3 financial years ending 31.03.2016 (minimum 70% of the Monetary limit)
1	2	3
Group-I	Upto 5 crores	
Group-II	5- 10 Crores	
Group-III	10- 25 Crores	
Group-IV	25 Crores above	

The Average annual financial turnover for last 3 years shall be at least 70% of the estimated cost put to purchase order. The requisite Turn Over shall be duly certified by a Chartered Accountant with his Seal/ signatures and registration number.

The bidders are required to submit page of summarized Balance Sheet (Audited) and also page of summarized Profit & Loss Account (Audited) for last three years. There is no need to submit entire voluminous balance sheet. In case, no turnover is shown in any particular year, the average turnover would be worked out considering nil turn over in that particular year.

3. All documents should be signed and stamped on each page of the application. Additional sheets, if any, added by the vendor, should also be page numbered and submitted as a package with signed letter of transmittal **(Form-1)**. Pages of the prequalification documents submitted without writing page numbers will not be considered.

4. For the purpose of pre-qualification, parameters like minimum work experience, financial strength, registration with Income Tax (PAN) & GST etc. are to be fulfilled by the applicant.

5. The intending Vendor should scan and Email the prescribed e-PQ documents like:

- i. Letter of transmittal (Form-1).

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- ii. Executive Summary (Form-2 / Form-3 / Form-4/ Form-5) as per group in which applicant wish to pre-qualify.
- iii. General Information (Form-6)
- iv. Financial details (Form-7)
- v. Detail of works completed. (Form-8)
- vi. Proforma for work experience certificates (Form-9)
- vii. Affidavit for correctness of Documents /Information - Original. (Form-10)
- viii. Summarized page of balance sheet and profit & loss account for the last three years
- ix. Valid GST registration & PAN NO.
- x. All pages of the entire Corrigendum (if any) duly signed by the authorized person.
- xi. Power of Attorney of the person having digital signature for signing/submitting the application.
- xii. Registration with Government organization like as CPWD etc., if any.

6. Applicant must upload as well as submit hard copies of all relevant paper to meet the qualifying criteria for pre-qualification. All documents should be sealed and signed by Power of Attorney holder. In case the applicant is not found suitable for the applied Group, his application may be considered for the prequalification in lower monetary group.

7. The processing fee is required to be submitted through NEFT/DD/PO mentioned in Notice for Prequalification. Under no circumstances the processing fees can be adjusted against the pending dues of Vendor working with Virender Sharma and Associates.

8. All information called for in the enclosed forms should be furnished against the relevant columns. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a 'NIL' or 'NO SUCH CASE' entry should be made in that column. If any particulars / query is not applicable in case of an applicant, it should be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing/furnishing false information may result in the applicant being rejected.

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9. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting.

10. Any information furnished by the applicant found to be incorrect either immediately or at a later date would render him liable to be debarred from pre-qualification / tendering / taking up works in VIRENDER SHARMA AND ASSOCIATES.

11. Pre-qualification letters will be sent to the successful applicants and validity of the same will be up to 31.03.2018.

12. Validity of already pre-qualified Vendors whose validity was up to 31.12.2017 shall remain the same i.e. up to 31.12.2018.

13. In case of any query, please contact Mr. Nishant Sharma (Engg.), Virender Sharma and Associates. Ph. No +91 9205603752 .during office hours.

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### **INDEX**

**Requisite data in following forms is to be filled in and uploaded / submitted with e-PQ documents.**

Sl. No.	Brief description of contents of paragraph	PAGE Nos.
01	Letter of transmittal (Form-1)	
02	Executive Summary for Group-I (Form-2)	
03	Executive Summary for Group-II (Form-3)	
04	Executive Summary for Group-III (Form-4)	
05	Executive Summary for Group-IV (Form-5)	
06	General Information (Form-6)	
07	Financial details (Form-7)	
08	Details of completed works. (Form-8)	
09	Proforma for work experience certificates (Form-9)	
10	Affidavit (Form-10)	

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**Form -1**

**LETTER OF TRANSMITTAL**

[ON THE LETTER HEAD OF APPLICANT]

To,  
The Director  
Virender Sharma and Associates  
A3/205 A Janakpuri New Delhi-110058

**SUB: PRE-QUALIFICATION OF VENDORS (FY - 2017-18)**

Sir,  
Having examined the details given in Notice for Pre-qualification, we hereby submit relevant documents. We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct. We have furnished all information and details necessary for pre-qualification and authorize VIRENDER SHARMA AND ASSOCIATES or their representatives to approach individuals, employers, firms and corporations to verify our submittals, competency and general reputation. We hereby confirm that we have read and understood all the stipulations given in this prequalification documents and the decision of VIRENDER SHARMA AND ASSOCIATES with regard to our pre-qualification shall be final and binding on us. We have submitted the certificates in support of our meeting the minimum eligibility criteria of completed work(s) specified in **Form-8** for having successfully completed works.

The requisite processing fees of Rs. 10,000.00 (Rupees Ten thousand only) is herewith deposited through NEFT/ Demand Draft/ Pay Order payable at New Delhi\_\_\_\_\_ on Dated \_\_\_\_\_.

Thanking You,  
Yours faithfully,

Signature of authorized person with seal of agency/firm

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**Form-2 (Executive Summary for Group-I)**

e-Pre-qualification of applicant/firms for 2017-18						
Monetary Group -I		Monetary Limit up to 5 Crores				
Name, Address, e-mail, Telephone no .of applicant/firm :-						
S. No	Details in brief	Min. qualifying criteria (Rs-Cr)	As per Form-7 (Rs-Cr)	As per document	supporting	Page no of document. From To
1	Turnover of Fy 2013-14 as per Audited balance sheet		C.A. Certified fig. to put here	Fig. as in audited balance sheet to put here		Page no mentioned here should be same as uploaded on web site
2	Turnover of Fy 2014-15 as per Audited balance sheet		do	do		do
3	Turnover of Fy 2015-16 as per Audited balance sheet		do	do		do
4	Average T.O. of latest three financial years (Rs. In Cr.)	<b>3.50 Cr</b>	Av. of 3 above	To put here Av. of 3 above		
5	Work completed during last 7 years up to previous day of last date of submission of application.	Min. eligibility (Rs.-Crs.)	Completed value of project	Add 7% per annum	Updated value of project	Page no. to mention below in following rows
5(a)	Similar single work completed during last 7 years ending previous day of last date of submission of	10.00				Write page nos.



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	application (Form-8)					
5(b)	Similar two works completed during last 7 years ending previous day of last date of submission of application (Form-8)	7.50				do
5(c)	Similar three works completed during last 7 years ending previous day of last date of submission of application (Form-8)	5.00				do
6	Details of Processing fee of Rs.10,000/- paid in favour of Virender Sharma and Associates in kind of NEFT/DD/Pay order	DD/Receipt No. Name of	Name of Bank/Branch	Date		Write page nos.
7	Letter of Transmittal (Form -1)					Write page nos.
8	General Information (Form-6)					Write page nos.
9	Financial Details (Form-7)		Avg. T.O last three financial year	Membership no. of CA		Write page nos.
10	Details of work completed (Form-8)					Write page nos.
11	Pro forma for work experience certificates (Form-9)					Write page nos.
12	undertaking concerning authenticity of documents (Form-10)					Write page nos.
13	Copy of PAN card					Write page nos.
14	Power of attorney on Non	Date	of	Name, Designation to whom		Write

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	judicial e-stamp paper	POA to	POA issued		page nos.
15	GST registration certificate number.	Date of issue to write here	GST Registration No to write here	Designation of officer issuing GST registration	Write page nos.
16	Registration with other Government organization like as CPWD etc, if any				Write page nos.

Signature of authorized person with seal of agency/firm

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**Form-3 (Executive Summary for Group-II)**

e-Pre-qualification of applicant/firms for 2017-18						
Monetary Group -II		Monetary Limit- 5 -10 crore				
Name, Address, e-mail, Telephone no .of applicant/firm :-						
S. No	Details in brief	Min. qualifying criteria (Rs-Cr)	As per Form-7 (Rs-Cr)	As per supporting document		Page no of document. From To
1	Turnover of Fy 2013-14 as per Audited balance sheet					
2	Turnover of Fy 2014-15 as per Audited balance sheet					
3	Turnover of Fy 2015-16 as per Audited balance sheet					
4	Average T.O. of latest three financial years (Rs. In Cr.)	<b>7.0 Cr</b>				
5	Work completed during last 7 years up to previous day of last date of submission of application.	Min. eligibility (Rs.-Crs.)	Completed value of project	Add 7% per annum	Updated value of project	
5(a)	Similar single work completed during last 7 years ending previous day of last date of submission of application (Form-8)	30.00				
5(b)	Similar two works completed during last 7 years ending previous day of last date of submission of	22.50				

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	application (Form-8)					
5(c)	Similar three works completed during last 7 years ending previous day of last date of submission of application (Form-8)	15.00				
6	Details of Processing fee of Rs.10,000/- paid in favour of Virender Sharma and Associates in kind of NEFT/DD/Pay order					
7	Letter of Transmittal (Form -1)					
8	General Information (Form-6)					
9	Financial Details (Form-7)					
10	Details of work completed (Form-8)					
11	Pro forma for work experience certificates (Form-9)					
12	Affidavit concerning authenticity of documents (Form-10)					
13	Copy of PAN card					
14	Power of attorney on Non judicial e-stamp paper					
15	GST registration certificate number.					
16	Registration with other Government organization like as CPWD etc, if any					

Signature of authorized person with seal of agency/firm

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**Form-4 (Executive Summary for Group-III)**

e-Pre-qualification of applicant/firms for 2017-18						
Monetary Group -III			Monetary Limit- 10 - 25 Crore			
Name, Address, e-mail, Telephone no .of applicant/firm :-						
S. No	Details in brief	Min. qualifying criteria (Rs-Cr)	As per Form-7 (Rs-Cr)	As per supporting document		Page no of document. From To
1	Turnover of Fy 2013-14 as per Audited balance sheet					
2	Turnover of Fy 2014-15 as per Audited balance sheet					
3	Turnover of Fy 2015-16 as per Audited balance sheet					
4	Average T.O. of latest three financial years (Rs. In Cr.)	<b>17.5 Cr</b>				
5	Work completed during last 7 years up to previous day of last date of submission of application.	Min. eligibility (Rs.-Crs.)	Completed value of project	Add 7% per annum	Updated value of project	
5(a)	Similar single work completed during last 7 years ending previous day of last date of submission of application (Form-8)	80.00				
5(b)	Similar two works completed during last 7 years ending previous day of last date of submission of	60.00				

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	application (Form-8)					
5(c)	Similar three works completed during last 7 years ending previous day of last date of submission of application (Form-8)	40.00				
6	Details of Processing fee of Rs.10,000/- paid in favour of Virender Sharma and Associates in kind of NEFT/DD/Pay order					
7	Letter of Transmittal (Form -1)					
8	General Information (Form-6)					
9	Financial Details (Form-7)					
10	Details of work completed (Form-8)					
11	Pro forma for work experience certificates (Form-9)					
12	Affidavit concerning authenticity of documents (Form-10)					
13	Copy of PAN card					
14	Power of attorney on Non judicial e-stamp paper					
15	GST registration certificate number.					
16	Registration with other Government organization like as CPWD etc, if any					

Signature of authorized person with seal of agency/firm

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**Form-5 (Executive Summary for Group-IV)**

e-Pre-qualification of applicant/firms for 2017-18						
Monetary Group -IV			Monetary Limit- Above 25 crore			
Name, Address, e-mail, Telephone no .of applicant/firm :-						
S. No	Details in brief	Min. qualifying criteria (Rs-Cr)	As per Form-7 (Rs-Cr)	As per supporting document		Page no of document. From To
1	Turnover of Fy 2013-14 as per Audited balance sheet					
2	Turnover of Fy 2014-15 as per Audited balance sheet					
3	Turnover of Fy 2015-16 as per Audited balance sheet					
4	Average T.O. of latest three financial years (Rs. In Cr.)					
5	Work completed during last 7 years up to previous day of last date of submission of application.	Min. eligibility (Rs.-Crs.)	Completed value of project	Add 7% per annum	Updated value of project	
5(a)	Similar single work completed during last 7 years ending previous day of last date of submission of application (Form-8)	160.00				
5(b)	Similar two works completed during last 7 years ending previous day of last date of	120.00				

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	submission of application (Form-8)					
5(c)	Similar three works completed during last 7 years ending previous day of last date of submission of application (Form-8)	80.00				
6	Details of Processing fee of Rs.10,000/- paid in favour of Virender Sharma and Associates in kind of NEFT/DD/Pay order					
7	Letter of Transmittal (Form -1)					
8	General Information (Form-6)					
9	Financial Details (Form-7)					
10	Details of work completed (Form-8)					
11	Pro forma for work experience certificates (Form-9)					
12	Affidavit concerning authenticity of documents (Form-10)					
13	Copy of PAN card					
14	Power of attorney on Non judicial e-stamp paper					
15	GST registration certificate number.					
16	Registration with other Government organization like as CPWD etc, if any					

Signature of authorized person with seal of agency



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**FORM-6  
GENERAL INFORMATION**

1.	Name of Applicant/Company	
2.	Address for correspondence	
3.	Official e-mail for communication	
4.	Contact Person: Telephone Nos. Fax Nos Mobile	
5.	Type of Organization: a) An individual b) A proprietary firm c) A firm in partnership (Attach copy of Partnership) d) A Limited Company (Attach copy of Article of Association) e) Any other (mention the type)	
6.	Place and Year of Incorporation	
7.	Details of Registration of Proprietor/Partners/Directors with any Institution	
8.	Name of Directors/Partners in the organization and their status along with their qualifications.	
9.	Name(s) of the persons along with their qualification and designation, who is authorized to deal with Virender Sharma and Associates (Attach copy of power of Attorney)	
10.	Bank Details Name of the Bank: Account Number: IFS Code: Name & Address of the Branch: MICR Code:	

**Seal & Signature of the applicant**

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**FORM-7**  
**Financial Details**

I. Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last 3 years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (certified copies to be attached)

		FY 2013-14 Rs. (In Lacs)	FY 2014-15 Rs. (In Lacs)	FY 2015-16 Rs. (In Lacs)	Average annual turnover. Rs. (In Lacs)
		a	b	c	(a+b+c)/3
(i)	Annual Turnover for the Financial Year (FY)				

1. Summarised Page of Audited Profit & Loss Account of previous three Financial Years duly certified by a Chartered Accountant in practice, is to be submitted
2. Summarised Page of Audited Balance Sheet of last financial year (ending 31st March of preceding F.Y) duly certified by Chartered Accountant is to be submitted.

**Signature of Chartered Accountant  
with Seal & Membership No.**

**Seal & Signature of the applicant**

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**FORM-8**

**DETAILS OF EXPERIENCE CERTIFICATES FOR THE WORK EXECUTED DURING LAST 07 YEARS**

(TDS details for private work only)

Sl. No.	Name of Work	Name Of Clients	Project Cost in Crores	No. and Date of Completion Certificate	Cost of the work on completion in Crores	Payments received as per TDS in Crores	TDS Corresponding to the payments	Year wise TDS as per Form 26 AS relating to the work
1.								
2.								
3.								

Signature of applicant with Seal  
Signature of Chartered Accountant  
with Stamp and Membership Number

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**FORM-9**  
**PROFORMA FOR WORK EXPERIENCE CERTIFICATE FROM CLIENTS**

Name of Vendor : -----

1.	Name of work/project & Location				
2.	Name and Address of the Clients				
3.	Cost of the work on completion				
4.	Date of start				
5.	Stipulated date of completion.				
6.	Actual date of completion				
7.	Amount of compensation levied for delayed completion, if any				
8.	Performance report				
(a)	Quality of work.	Very Good	Good	Fair	Poor
(b)	Resourcefulness	Very Good	Good	Fair	Poor
(c)	Financial soundness	Very Good	Good	Fair	Poor
(d)	Technical proficiency	Very Good	Good	Fair	Poor
(e)	General behavior	Very Good	Good	Fair	Poor

**Date**

**Name & Designation  
of the Authority  
Signature with Seal  
Signature with Seal of the applicant**

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**FORM-10  
UNDERTAKING**

**(To be submitted by applicant on non-judicial stamp paper of value Rs. 100/-  
(Rupees Hundred only duly attested by Notary Public)**

Affidavit of Mr.....S/o .....  
R/o.....

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor/Authorized signatory of M/s .....  
Having its Head Office/Regd. Office at .....
2. That the information / documents / Experience certificates submitted by  
M/s..... along with the application for .....(Name of  
work).....To VIRENDER SHARMA AND ASSOCIATES are genuine and true and  
nothing has been concealed.
3. I shall have no objection in case VIRENDER SHARMA AND ASSOCIATES verifies them  
from issuing authority (ies). I shall also have no objection in providing the original copy of  
the document(s), in case VIRENDER SHARMA AND ASSOCIATES demands so for  
verification.
4. I hereby confirm that in case, any document, information & / or certificate submitted by  
me found to be incorrect / false / fabricated, VIRENDER SHARMA AND ASSOCIATES at its  
discretion may disqualify / reject my application.
5. I hereby confirm that our firm /company is not blacklisted/ barred /banned from  
tendering by VIRENDER SHARMA AND ASSOCIATES. If this information is found incorrect,  
VIRENDER SHARMA AND ASSOCIATES at its discretion may disqualify / reject /  
terminate the bid/contract.

I,....., the Proprietor / Authorized signatory of M/s..... do  
hereby confirm that the contents of the above Affidavit are true to my knowledge and  
nothing has been concealed there from..... and that no part of it is false.

DEPONENT

Verified at .....this.....day of.....

DEPONENT