



Council of Architecture

## **COUNCIL OF ARCHITECTURE**

**Statutory Body of Government of India**

**India Habitat Centre, Core 6A, 1st Floor**

**Lodhi Road, New Delhi-110003**

### **Prequalification of Contractors for Interior Works at COA's office premises at Okhla, New Delhi.**

Applications are invited in prescribed format for Pre-Qualification of Contractors for interior furnishing works along with related civil, interiors, furniture, soft furnishing, electrical, data/ communication networking and HVAC etc., to be carried out at our premises at Okhla, New Delhi. The estimated cost of the work is Rs.167 Lakhs.

2. The Contractors fulfilling following criteria may apply:
  - i. The contractor should have satisfactorily completed any of the following works in the past 5 years
    - a. Three similar completed works costing not less than the amount equal to 40% of estimated cost put to tender, or
    - b. two similar completed works, costing not less than the amount equal to 60% of the estimated cost put to tender or
    - c. one similar completed work costing not less than the amount equal to 80% of the estimated cost.
  - ii. Average annual financial turnover in respect of Interior and Furnishing works should be at least 100.2 Lakhs, (60% of the estimated cost) during the last 5 consecutive financial years ending 31<sup>st</sup> March 2020.
  - iii. The contractor should not have incurred loss in more than one year during the last 5 years ending March 31, 2020.
3. Applicants fulfilling the above criteria can download the prescribed pre-qualification form, from the website: <https://www.coa.gov.in>.

**Last Date for Submission of Pre-qualification Form: 27 /09 / 2021, 3:00PM**

**Prequalification of Contractors for Interior Works at  
COA's office at NBCC Place, Okhla, New Delhi**

**Application Form**

Date:

To,  
The Registrar  
Council of Architecture,  
India Habitat Centre,  
Core 6A, 1st Floor, Lodhi Road  
New Delhi- 110003

Dear Sir,

I / We have read and understood the prequalification notice and instructions to the applicants. I / We do hereby declare that the information furnished in the proforma of pages i.e., basic information, statements (I to IV) and in the supplementary sheets from pages \_\_\_\_\_ to \_\_\_\_\_ is correct to the best of my / our knowledge and belief.

Yours faithfully,

Signature

Name

Designation

Address.

**Office seal**

**Instructions to the Applicants for furnishing information as part of prequalification**

1. Council of Architecture (COA) intends to prequalify Contractors for undertaking interior furnishing works associated with civil, interiors, furniture, electrical and HVAC etc., for its Office premises at Okhla, New Delhi. Contractors who have satisfactorily taken up and completed similar interior furnishing works for Private Body, Non-Government Companies / MNC's / Central Government / State Government / Public Sector Undertaking / Autonomous Body during the last 5 years ending 31<sup>st</sup> March 2021 and satisfying the criteria as stipulated in this document shall be considered for prequalification.
2. Intending applicants are required to submit their full bio-data giving details about their organization, experience, competence and adequate evidence of their financial standing, etc., in the enclosed statements.
3. While deciding upon the selection of contractors, emphasis will be given on the ability and competence of applicants to do good quality work in accordance with the specifications and within the time schedule.
4. Decision of the COA in regard to selection of contractors to issue of tender documents will be final. COA is not bound to assign any reason thereof.
5. If the space in the proforma is insufficient for furnishing full details, the information shall be supplemented in separate sheets of paper stating therein the part of the statement and serial number. Separate sheets shall be used for each part.
6. Applications containing false and / or inadequate information are liable for rejection. Applicants shall be disqualified at any stage at their risk and cost if they are found to have made untrue or false representation in the forms, statements and attachments submitted in proof of qualification and requirements".
7. While filling up the application form with regard to the list of important works carried out or in hand, the applicants shall include only those interior renovation and furnishing works associated with civil, furniture, electrical and air conditioning etc., for office premises whose value is not less than the value as mentioned in the eligibility criteria.
8. COA reserves the right to reject any or all the applications without assigning any reason whatsoever.

COA also reserves the right to restrict number of applicants for tendering at its sole discretion. COA's decision in this regard shall be binding on all concerned.

9. The date of collection of tender papers will be intimated to those applicants only who are shortlisted for prequalification.
10. The Applicants are requested to submit prequalification application form duly filled in along with all the relevant information, duly signed on all pages at the address provided in this document.

The application form needs to be submitted in a sealed envelope on or before **27/09/2021**, 3 PM, at the office of the **Council of Architecture**, India Habitat Centre, Lodhi Road, New Delhi. 110003, along with a non-refundable Demand Draft of Rs 5,000/- (Five Thousand Only), in the name of Council of Architecture. The sealed envelope should be superscribed as **PREQUALIFICATION OF CONTRACTORS FOR INTERIOR WORKS AT COA OFFICE, OKHLA. NEW DELHI.**

11. The applicant should have a working office in Delhi – NCR. In case the selected applicant does not have a working office; he would be required to establish a project office for smooth functioning of the work.
12. To avoid any conflict of interest between all concerned parties, employees and relatives of the Employees/ Members of COA would not be eligible to apply for this project.
13. **Evaluation criteria** - The details submitted by the applicants will be evaluated in the following manner:

Contractors who fulfil the following conditions shall be eligible to apply. Joint ventures are not accepted. Experience of having successfully completed works during the last 5 years ending 31st March 2021:

- i) Three similar completed works costing not less than the amount equal to 40% of estimated cost put to tender, or two similar completed works, costing not less than the amount equal to 60% of the estimated cost put to tender or one similar completed work costing not less than the amount equal to 80% of the estimated cost.
- ii) Turnover: Average annual financial turnover in respect of Interior and Furnishing works should be at least 100.20 Lakhs, (60% of the estimated cost) during the last 5 consecutive financial years ending 31<sup>st</sup> March 2020.
- iii) Profit/loss: The applicant should not have incurred any loss during the last 5 consecutive financial years ending March 31, 2020. The same has to be duly certified by a Chartered Accountant.

- iv) Solvency Certificate: Solvency certificate from bankers for an amount which is more than or equal to 40% of the estimated cost of the work.
  
- v) In addition to the above, the following information/documents should also be submitted along with the bid by the Tenderer for evaluation/determination of their eligibility:
  - 1. Copy of Income Tax Returns for five previous years in original or certified true copies,
  - 2. Copy of Permanent Account Number (PAN) for income tax purpose.
  - 3. Copy of TDS certificate issued by the clients to substantiate the claim for the value of works executed in the private sector.
  - 4. Certificate as a registered Contractor with the, MES/CPWD/any other central/state government agency.
  - 5. Documentary evidence of having independent PF Code number from Regional Provident Fund Commissioner.
  - 6. GST Registration certificate.
  - 7. Certificate of incorporation of the firm (Company Act/ Partnership etc.)
  - 8. Power of attorney in favor of partner submitting the tender, in case of partnership firm
  - 9. Resolution of Board of Directors of the Company, signed by MD/ Director/ Key Managerial Person/ Officer of the company).
  
- vi) Even though the Tenderer meets the specified criteria, he may be disqualified if he has:
  - a. Made untrue or false declaration in the forms, statements and attachments submitted in proof of their qualification and / or
  - b. Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, poor workmanship or financial failure, etc.
  - c. If the applicant is overbooked beyond his capacity to execute the work as per required schedules.
  - d. Black listing in last five years by PWD/CPWD/ any Govt. / Semi Govt. Body.

**Prequalification of Contractors for Interior Works at  
COA's office at NBCC Place, Okhla, New Delhi**

**Basic Information**

1.	Name of the Applicant / Organization	
2.	Address	
2.A	Name of the Contact person Contact telephone number Email ID Fax no.	
3.	Type of the Organization (sole / Proprietorship / Partnership / Private Ltd/ Ltd. or Co-operative body etc.)  Whether registered with the Registrar of companies / Registrar of firms. If so, mention no. and date and attach a copy of registration.	
4.	Name of the Proprietor / Partners / Directors of the Organization / Firm  (a)  (b)  (c)	
5.	Year of Establishment	

5.A	GST Registration No.	
6.	Experience in the field of interior renovation and furnishing works associated with civil, furniture, electrical and HVAC etc., for office buildings	_____ Years
7.	Works carried out during last 5 years ending March 31st, 2021 (costing more than <b>Rs.66.8 Lakhs</b> for the interior renovation and furnishing works associated with civil, furniture, electrical and HVAC etc., by the firm. The full address of the clients for whom the works have been executed including name of contact persons and telephone numbers.	Details to be furnished in the prescribed Proforma (Statement I)
8.	Details of works (costing more than <b>Rs.66.8 Lakhs</b> ) in hand for the interior renovation and furnishing works associated with civil, furniture, electrical and HVAC etc., on which the firm is engaged at present. The full address of the clients, along with the name of the contact person and telephone number shall be indicated against each project.	Details to be furnished in the prescribed Proforma (Statement II)
9.	Organization chart and details of key personnel available in the organization.	Details to be furnished in the prescribed Proforma (Statement III)
10.	Whether carried out similar works in Delhi/NCR. If so, furnish details.	Details to be furnished in the prescribed Proforma (Statement IV)

11.	<p>Yearly turnover of the firm during last 5 financial years (Year wise). Please attach CA certified statements in this regard.</p> <p>a) 2019-2020</p> <p>b) 2018-2019</p> <p>c) 2017-2018</p> <p>d) 2016-2017</p> <p>e) 2015-2016</p>	
12.	<p>Yearly Profit/ Loss of the firm during last 5 (five) financial years (Year wise). Please attach CA certified statements in this regard:</p> <p>a) 2019-2020</p> <p>b) 2018-2019</p> <p>c) 2017-2018</p> <p>d) 2016-2017</p> <p>e) 2015-2016</p>	
13.	<p>Whether any civil suit / litigation arisen in the contracts executed during the last 5 years / being executed. If yes, please furnish the name of the work, employer, nature of work, work order value and date and brief details of litigation.</p>	
14.	<p>Whether the agency or proprietor or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If yes, give name of the project and reasons for abandonment</p>	

15.	Whether the agency or proprietor or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details	
16.	Whether the agency or proprietor or any constituent partner in case of partnership firm, ever been convicted by the court of law? If so, give details	

I / We hereby undertake that the information furnished are true to the best of my/ our knowledge and understanding. Under the event, if any, statement/s is/ are found to be incorrect or misleading, I/we am/are aware that the application forms shall be rejected at any stage of scrutiny and cancellation of future tenders along with blacklisting of my/ our firm from future participation in COA's tender.

**For.....**

**Seal**

**Authorized Signatory**

### **Check List for Enclosures**

Please state whether following enclosures have been enclosed.

<b>Sr. No.</b>	<b>Description of Items</b>	<b>Enclosed</b>	<b>Not Enclosed</b>
1.	Necessary documents in support of having completed works such as work orders, completion certificates, TDS Certificates etc. as per the prequalification criteria mentioned in the advertisement.		
2.	CA certified statements in support of average annual turnover for the last three years not less than Rs.102 Lakh.		
3.	CA certified statements stating the Profit/ Loss for past 5 ending March 31, 2020.		
4.	Certificate for GST registration		
5.	Copy of power of attorney to sign the application form on behalf of the Applicant firm.		
6.	Basic information and statements I – IV,		
7.	Copy of PAN card		
8.	Documentary evidence of having independent PF code Number.		
9.	Certificate of incorporation of the firm.		
10.	Power of Attorney in favor of partner submitting the tender, in case of a partnership firm.		
11.	Resolution of Boards of Company, signed by MD/Director/Key managerial person/ officer of the company.		
12.	Any other relevant information/document.		

I / We hereby agree to abide by the decision of COA in all matters related to this prequalification.

**For.....**

**Seal**

**Authorized Signatory**

## Previous Experience

List of works undertaken by the firm during last five years costing Rs.66.8 Lakhs and above (01.04.2015 to 31.03.2020)

Sr. No	Name of work and location	Nature of work involved in the contract: (i.e., interior furnishing works associated with civil, furniture, electrical and HVAC etc.,)	Name of client. Whether Central Govt./ Semi Govt. / Public Sector Undertaking/Autonomous Body/ Private Body / MNC with address and name of the official from the client's side (with phone no.)	Work in order value (Rs. in Crore)	Final Bill Value (Rs in Crore)	Completion Period				Whether the work was left in between or contract was terminated from either side. Give full details.	Any other relevant information regarding details of penalty imposed/ litigations, if any.
						Stipulated		Actual			
						Date of Commencement	Date of Completion	Date of Commencement	Date of Completion		
1	2	3	4	5	6	7				8	9

Certified that the above list of works is complete and no work has been left out and that the information given is correct to my knowledge and belief

List of works IN HAND

Sr. No.	Name of work and location	Nature of work involved in the contract: (i.e. interior furnishing works associated with civil, furniture, electrical and HVAC etc.)	Name of client. Whether Central Govt./ Semi Govt. / Public Sector Undertaking/ Autonomous Body / Private Body / MNC with address and name of the official from the client's side (with phone no.)	Contract Amount (Rs in Crore)	Completion period		Any other relevant information
					Stipulated		
					Date of Commencement of work	Date of completion of work	

**Key Personnel and Experience**

**Organizational Chart and Details of key Personnel, giving details about their qualifications, experience, etc.**

Sr. No.	Name	Age	Qualification	Designation	Experience	Nature of works handled	Name of the Works handled costing more than Rs.66.8 Lakhs (interior renovation and furnishing works associated with civil, furniture, electrical and HVAC etc.)	Date from which employed in the present organization	Any other remarks
1	2	3	4	5	6	7	8	9	10

Note: Indicate other points, if any, to show the technical and managerial competency to emphasize any important point in firm.

**List of works undertaken by the firm in Delhi NCR/  
List of works undertaken by the firm for Private Body / MNCs/ Non-Government Bodies / Government Bodies, Autonomous Bodies, PSU banks etc.**

Sr. No	Name of work and location	Nature of work involved in the contract: (i.e. interior furnishing works associated with civil, furniture, electrical and HVAC etc.,)	Name of client. Whether Central Govt./ Semi Govt. / Public Sector Undertaking/Autonomous Body/ Private Body with address and name of the official from the client's side (with phone no.)	Work in order value (Rs. in Crore)	Final Bill Value (Rs in Crore)	Completion Period				Whether the work was left in between or contract was terminated from either side. Give full details.	Any other relevant information regarding details of penalty imposed/ litigations, if any.
						Stipulated		Actual			
						Date of Commencement	Date of Completion	Date of Commencement	Date of Completion		
1	2	3	4	5	6	7				8	9