



**ENGINEERING PROJECTS (INDIA) LTD, CO, NEW DELHI
(CONTRACTS DIVISION)**

Notice for 2nd Round Empanelment No. EPI/CO/CON/EMA/839

Dt. 08.08.2024

Sub.: 2nd Round for Empanelment of Architects & Engineering Consultants.

EPI intends to **2nd Round for** empanel **Architects & Engineering Consultants** in various categories as detailed out below:

1. A1: RESIDENTIAL BUILDINGS.
2. A2: PUBLIC/INSTITUTIONAL BUILDINGS.
3. A3: HIGHWAYS & BRIDGES.
4. A4: INDUSTRIAL PROJECTS.

The detailed notice for Empanelment is available for download on following websites:

1. EPI Website: www.engineeringprojects.com
2. For online submission of application on CPP e-procurement Portal: www.etenders.gov.in

Last date of submission of online application: 08.10.2024 up to 2.00 PM.

Scheduled Date of opening of application: 09.10.2024 at 2.00 PM.

**Executive Director
(Contracts Division)
Engineering Projects (India) Limited**

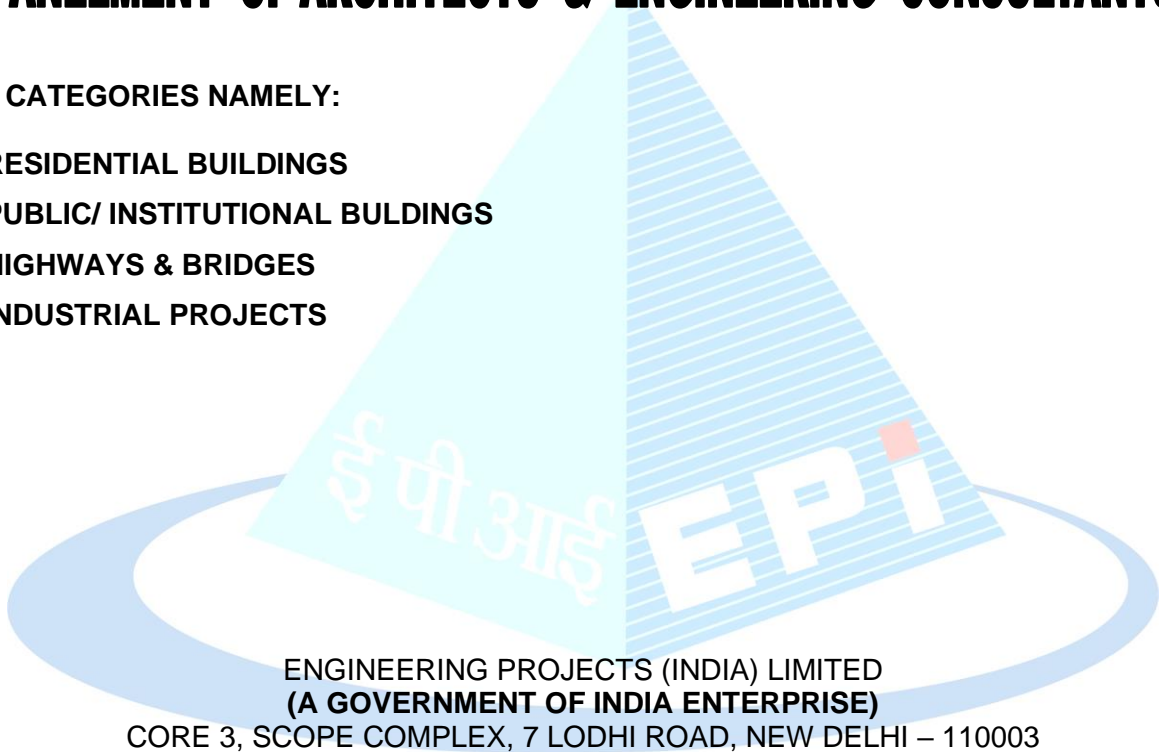
2nd Round

APPLICATION FOR

EMPANELMENT OF ARCHITECTS & ENGINEERING CONSULTANTS

FOR CATEGORIES NAMELY:

- RESIDENTIAL BUILDINGS
- PUBLIC/ INSTITUTIONAL BUILDINGS
- HIGHWAYS & BRIDGES
- INDUSTRIAL PROJECTS



ENGINEERING PROJECTS (INDIA) LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
CORE 3, SCOPE COMPLEX, 7 LODHI ROAD, NEW DELHI – 110003

EMPANELMENT OF ARCHITECTS & ENGINEERING CONSULTANTS

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SECTION-1

ENGINEERING PROJECTS (INDIA) LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
CORE 3, SCOPE COMPLEX, 7 LODHI ROAD, NEW DELHI – 110003

Notice for Empanelment No.: EPI/CO/CON/EMA/839

Dt. 08.08.2024

NOTICE FOR INVITING APPLICATIONS FOR EMPANELMENT OF ARCHITECTS & ENGINEERING CONSULTANTS

ENGINEERING PROJECTS (INDIA) Ltd. invites online application from reputed, experienced and Indian registered Architects & Engineering Consultants for 'Empanelment of Architects & Engineering Consultants' on "All India Basis" for the following categories.

CATEGORY		MONETARY LIMITS		REGISTRATION FEE
A1:	RESIDENTIAL BUILDINGS.	Group-I	Up to Rs. 25 Crs.	₹ 3,540.00
A2:	PUBLIC/ INSTITUTIONAL BUILDINGS	Group-II	Above Rs. 25 Crs. Upto Rs. 100 Crs.	₹ 3,540.00
A3:	HIGHWAYS & BRIDGES	Group-III	Above Rs. 100 Crs. Upto Rs. 250 Crs.	₹ 5,900.00
A4:	INDUSTRIAL PROJECTS			

The Architects & Engineering Consultants should meet the qualifying criteria as mentioned in the notice for Empanelment for the categories under different Monetary Limits as given above for getting empaneled.

CONTRACTORS WHO HAVE ALREADY APPLIED IN PREVIOUS ROUND(S) NEED NOT APPLY.

- The detailed notice is available for download on EPI Website: www.engineeringprojects.com and CPP Portal: www.etenders.gov.in. The Consultants should apply as per their eligibility for the category of works. Consultant who wants **to apply for more than one Category & Monetary Limit should do so through separate application and Registration fee.**

Each category (A1 to A4) have three monetary limits Group I, II & III, corresponding registration fee will be three numbers. In this way if any bidder want to empanel in all category (A1,A2,A3 & A4) including all groups I,II & III, then number of payment will be twelve (12) with the amount as defined in registration fee column.

3. Application complete in all respects to be submitted **online on CPP e-procurement portal: www.etenders.gov.in** in respect of respective category and monetary limit along with proof of depositing Registration fees through RTGS/NEFT.

The Registration fee is inclusive of GST @ 18%. The applicants have to submit, the scanned copy of Registration fee receipt after depositing the registration fee online through RTGS/NEFT in EPI's Bank Account (as mentioned Below) along with the application.

Name of Beneficiary : Engineering Projects (India) Ltd.
Account No. : 200001601125
Name of Bank : IndusInd Bank, M-56, Greater Kailash – II,
(Main Market), New Delhi – 110048
IFSC Code : INDB0000012

Application submitted without or insufficient registration fees shall be summarily rejected without any intimation to the applicant.

Note: Architects & Engineering consultants, who have submitted their application & registration fee earlier for EPI empanelment notice, need not to pay the registration fee. However, proof of the registration fee deposited earlier to be submitted along with their new application.

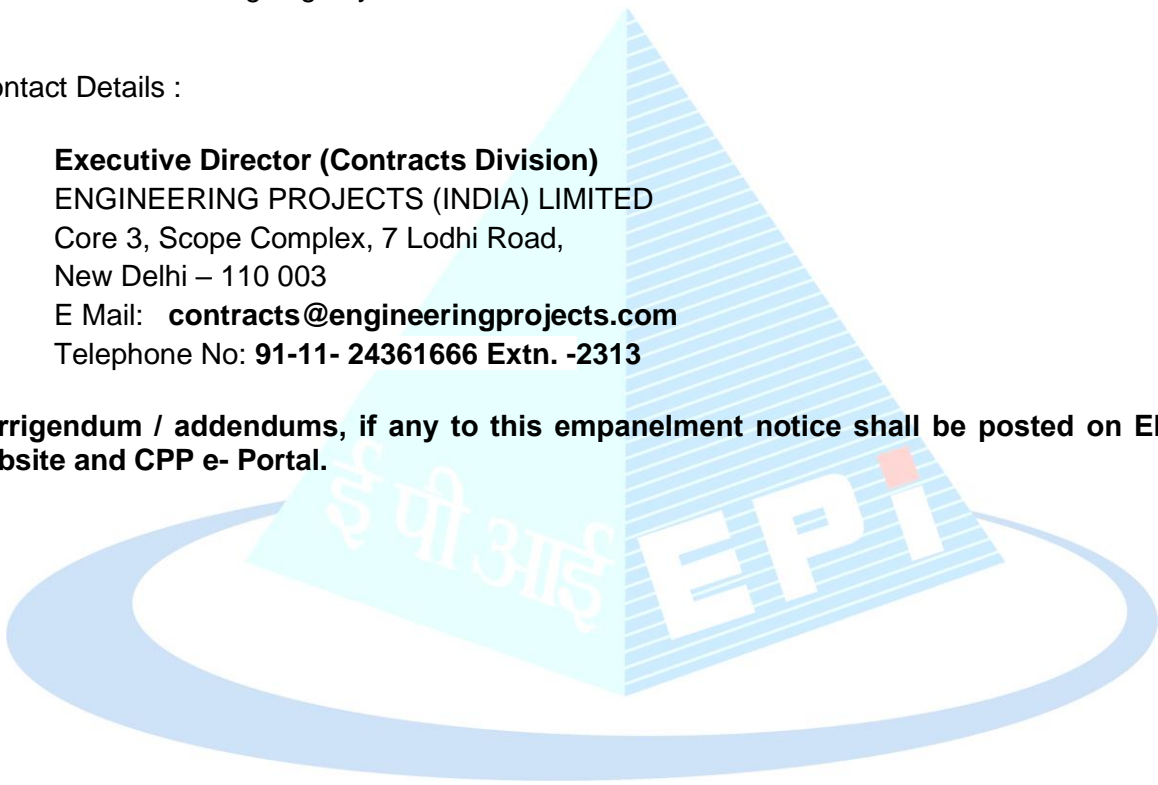
4. Architects & Engineering consultants who are registered under MSEs category also have to pay Registration fees.
5. For submission of the application, it shall be the sole responsibility of the applicant to apprise themselves regarding all the relevant procedures and provisions as detailed in the Notice as well as by contacting EPI directly. EPI in no case shall be responsible for any issues related to incomplete submission of application in accordance with the relevant provisions of Section-2 INFORMATION & INSTRUCTIONS FOR APPLICANT.
Joint Venture or Consortium of firms shall not be allowed and the applicants should meet the criteria by themselves.
6. The desired applicants should apply as per this notice of empanelment document along-with documentary evidence for the following:
- Authorization Letter / Power of attorney with constitution documents of the firm.
 - Letter of Transmittal.
 - Copy of Receipt of Registration Fee deposit.
 - Audited Balance Sheet along with schedules and statement of profit & loss & CA certificate including net worth for the last five financial years i.e. 2018-19, 2019-20, 2020-21, 2021-22 & 2022-23.
 - Work Completion Certificates from Clients / Owners along with LOI/Work order copy.
 - Manpower details with qualification and work experience
 - Details of pending litigation etc. on company letter head.
 - Evidence of being profit making organization (Should not have incurred loss in more than two years during the immediate last five financial years, ending 31.03.2023, Copy of Annual report/balance sheet along with schedules and a profit/loss Certificate duly certified by Chartered Accountant along with UDIN issued by ICAI)

- i) Council of Architecture (COA) registration details with certificate.
 - j) EPF Regn. No
 - k) PAN No.
 - l) GST Reg. No.
 - m) Banker's Certificate issued by Nationalized / Scheduled Bank of specified amount as per eligibility criteria given in Section 2. The certificate should not be issued earlier than 3 months from last date of submission of application.
 - n) Certificate of Incorporation in India and Memorandum & Article of Association/Partnership deed.
 - o) All duly filled formats of the Empanelment Notice.
7. This empanelment shall be valid for **THREE YEAR** from the date of issue of letter of empanelment. However, EPI reserves the right to curtail or extend the period at its sole discretion without assigning any reason.

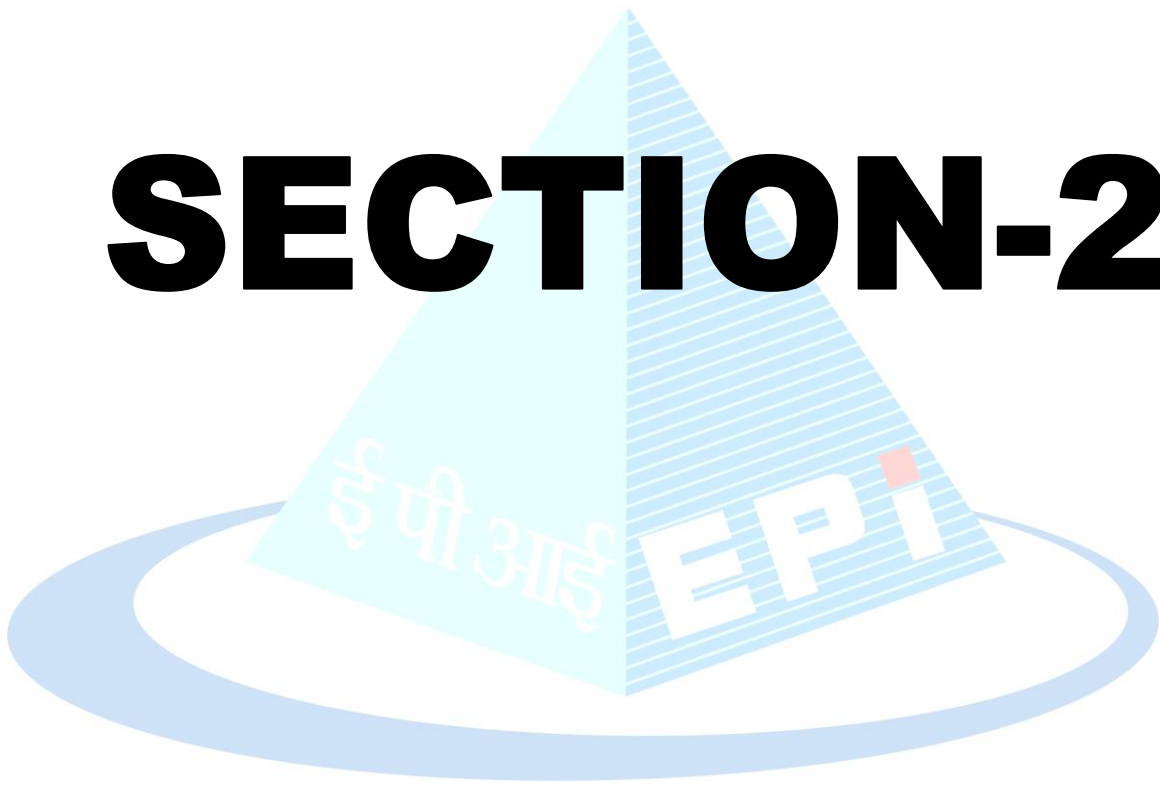
8. Contact Details :

Executive Director (Contracts Division)
ENGINEERING PROJECTS (INDIA) LIMITED
Core 3, Scope Complex, 7 Lodhi Road,
New Delhi – 110 003
E Mail: contracts@engineeringprojects.com
Telephone No: 91-11- 24361666 Extn. -2313

Corrigendum / addendums, if any to this empanelment notice shall be posted on EPI's website and CPP e- Portal.



SECTION-2



ENGINEERING PROJECTS (INDIA) LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
CORE 3, SCOPE COMPLEX, 7 LODHI ROAD, NEW DELHI – 110003

INFORMATION & INSTRUCTIONS FOR APPLICANTS

1. INTRODUCTION

ENGINEERING PROJECTS (INDIA) Ltd. invites online application from reputed, experienced and Indian registered Architects & Engineering Consultants for 'Empanelment of Architects & Engineering Consultants' on "All India Basis" for the following categories.

CATEGORY		MONETARY LIMITS		REGISTRATION FEE
A1:	RESIDENTIAL BUILDINGS.	Group-I	Up to Rs. 25 Crs.	₹ 3,540.00
A2:	PUBLIC/ INSTITUTIONAL BUILDINGS	Group-II	Above Rs. 25 Crs. Upto Rs. 100 Crs.	₹ 3,540.00
A3:	HIGHWAYS & BRIDGES	Group-III	Above Rs. 100 Crs. Upto Rs. 250 Crs.	₹ 5,900.00
A4:	INDUSTRIAL PROJECTS			

- 1.1 EPI seeks to empanel Architects & Engineering consultants in different Categories as mentioned above. EPI intends to have a ready list of suitable and competent Architects & Engineering consultants for works so as to minimize requirement of verification of credentials of consultants at the time of individual tenders. Any Sole Proprietorship Firm, Partnership Firm, Limited Liability Partnership, Public Limited Company or a Private Limited Company may apply for empanelment as a consultant in EPI. The empaneled Architect & Engineering consultant has to abide by all the terms and conditions made herein and shall be amended time to time.
- 1.2 The empanelment of a Architect & Engineering consultant in EPI shall entitle them to be considered for participation in tenders subject to the conditions laid down in each individual Notice Inviting Tender. The empaneled Architect & Engineering consultant shall be required to submit all documents as per respective NIT norms online as specified therein (Including EMD, Bankers Certificate /Experience certificate/Work completion/Financials etc.). It shall not confer any right on the empanelled Architect & Engineering consultant either to be necessarily qualify in the tender process or qualify for award of work in respect individual tender.
- 1.3 EPI intends to call open tenders from empanelled Architect & Engineering consultant in eligible category and monetary limit as well as to other eligible un-empanelled Architect & Engineering consultant meeting the laid down criteria of NIT.
- The empanelled Consultants in particular category and monetary limit shall have right to bid for all open tenders issued by EPI subject to fulfilling qualification criteria thereof.
- 1.4 The short-list of Empanelled Architect & Engineering consultant shall be valid for **THREE YEAR** from the date of empanelment. However, EPI reserves the right to

curtail or extend this period at its sole discretion. Empanelled Architect & Engineering consultant need to update their current status with respect to credentials pertaining to work experience & financial capability during currency of empanelment, periodically or as & when required by EPI.

2. DEFINITIONS

In this document the following works and expressions have the meaning hereby assigned to them:

- 2.1 **“EPI”**: Engineering Projects (India) Limited.
- 2.2 **“APPLICANT”**: Proprietary firm, firm in partnership, public limited company, private limited company or corporation.
- 2.3 **“YEAR”** “Financial Year” unless stated otherwise.

3. METHOD OF APPLICATION

- 3.1 If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address. The proprietor shall submit an affidavit that the applicant is the sole proprietor of the firm duly attested by notary public.
- 3.2 If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
- 3.3 If the applicant is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.
- 3.4 The application received duly signed, stamped and complete in all aspect, will be evaluated on the basis of information and documents submitted by the applicant. In case the applicant is not found suitable for the Monetary Limit, his application shall be considered for the empanelment in lower monetary limit (if available). In case the applicant is not found suitable for any group, his application shall be rejected and EPI will be under no obligation to intimate the applicant.
- 3.5 Under no circumstances the Registration fees can be adjusted against the pending dues of Consultants working with EPI and the Registration fee is required to be submitted in the form as mentioned in Notice for Empanelment.
- 3.6 The Architect & Engineering consultant empanelled in higher Group (monetary limit) can also participate for tenders of lower Groups (monetary limits) for the same Discipline and Category.
- 3.7 The Empanelled Architects & Engineering consultants shall be required to submit EMD & Tender Fees and documents as specified in specific tender, separate details of which shall be stipulated in Tender Documents.

- 3.8 EPI reserves the right to call open tenders in which Architects & Engineering Consultants are empanelled.
- 3.9 The Open tender to be invited by EPI from the empanelled and / or eligible consultant and shall be available on www.engineeringprojects.com and www.etenders.gov.in**
- 3.10 The Empanelled Architects & Engineering Consultants are advised to check the details from EPI's Website, CPP e-procurement Portal regularly and no claim of Empanelled Architects & Engineering Consultants shall be entertained whatsoever, due to non receipt of information about the tender.
- 3.11 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 the 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 the information may result in the applicant being rejected. Applications made by fax, E-mail, and those received late or without Registration fees will not be entertained.
- 3.12 The application should be type-written. The applicant should sign and stamp each page of the application.
- 3.13 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the empanelment application should be numbered. Additional sheets, if any, added by the applicant, should also be numbered by him. They should be submitted as a package with signed letter of transmittal. All corrections, erasers or overwriting, therein, have to be signed by the applicants' authorized personnel only.
- 3.14 References, information and certificates from the respective clients certifying suitability, technical knowhow or capability of the applicant should be signed by an officer not below the rank of Executive Engineer or equivalent.
- 3.15 The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the works. The applicants are however, advised not to furnish superfluous information. No information shall be entertained after submission of pre-qualification documents unless it is called for by the EPI.
- 3.16 Any information furnished by the applicant found to be incorrect/ false/ forged, either during verification or at a later date, would render him liable to be debarred from pre-qualification / tendering / taking up of work in EPI. If such applicant happens to be pre-qualified/ enlisted Architect Consultant in more than one Group/ Category his name shall be removed from all the Groups/ Categories of the pre-qualified list of Architects & Engineering Consultants.
- 3.17 Prospective applicants may request clarification on the empanelment notice as and when required at the address mentioned in notice.
- 3.18 Empanelment letters will be sent to only those successful applicants who meet the

qualifying criteria.

3.19 For Selection of Architects and Engineering Consultants, Design concept presentation may be conducted depending upon Project requirement as an additional criterion for project specific tenders.

4. MINIMUM QUALIFICATION CRITERIA:

The Architects & Engineering Consultants should meet the following minimum qualifying criteria for different monetary groups limits for getting pre-qualified for Empanelment:

4.1 CATEGORIES:

- a) A1: RESIDENTIAL BUILDINGS
- b) A2: PUBLIC/INSTITUTIONAL BUILDINGS
- c) A3: HIGHWAYS & BRIDGES
- d) A4: INDUSTRIAL PROJECTS

Group	Pre-qualification limit (Project Cost for which Consultancy services are to be provided) (Figures in Crs.)	Average Annual Turnover during last 3 years ending 31.03.23 (in Lakh)	Completed similar works in last 7 years (To fulfill either of three options) (Figures in Cr.)			Latest Banker Certificate (Not issued earlier than 3 months from last date of submission of applications) OR Net worth Certificate from CA of last financial year ending on 31.03.2023	
			Single project value of at least	Two projects each of at least	Three projects each of at least	Bankers Certificate From Nationalized/ Scheduled Bank (Figures in Lakh)	Net worth Certificate (Figures in Lakh)
Group-I	Up to Rs. 25 Crs.	12.50 Lakh	20.00	12.50	10.00	10.00	2.50
Group-II	Above Rs. 25 Crs. Upto Rs. 100 Crs.	50.00 Lakh	80.00	50.00	40.00	40.00	10.00
Group-III	Above Rs. 100 Crs. Upto Rs. 250 Crs.	125.00 Lakh	200.00	125.00	100.00	100.00	25.00

Architect & Engineering Consultant should not have incurred loss in more than two years during the immediate last five financial years, ending 31.03.2023.

4.2 The similar works for different categories:

CATEGORY		SIMILAR WORKS
A1	Residential Buildings	Architecture & Consultancy of Residential Buildings.
A2	Public / Institutional Buildings	Architecture & Consultancy of Public/ Institutional Buildings such as office buildings, Commercial Buildings, Hospitals, Airports, Educational Institutions etc.
A3	Highways & Bridges	Preparation of DPR (Detailed Project Report) / Design of Roads / Highways / Expressways / Airport Runways / Bridges etc.
A4	Industrial Projects	Complete Design and Engineering work of Power plant / Steel Plant / Industrial Plants etc. including Non-plant Buildings.

- 4.2.1 No Joint venture or Consortium of firms shall be allowed and the Architects & Engineering Consultants should meet the above criteria by themselves.
- 4.2.2 For evaluation purpose, the cost of works mentioned in the Completion Certificate shall be enhanced by 7% per annum till the end of month prior to date of this Notice.
- 4.2.3 The completion certificates issued by Government Organizations / Semi Government Organizations / State Government / Public Works Department / Central Government / Public Sector Undertakings / Autonomous Bodies / Municipal Bodies / Public Limited Companies listed on BSE / NSE and private party shall be accepted for assessing the eligibility of the Architect & Engineering Consultant. However, the certificates issued by Public Limited Company & Private Party must also be supported by work order & TDS certificates. TDS certificates for consultancy fee value as mentioned in the work order / Completion Certificate must match failing which the same shall not be considered.
- 4.2.4 The value of free issue materials (if any) shall be taken while evaluating completion cost of project. **The value of such materials incorporated in the project should be certified by the chartered accountant / owner.**
- 4.2.5 The gross annual turnover for the Architectural/Design professional services/ Project Management Consultancy Services should be certified by the Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.
- 4.2.6 The applicant should own sufficient infrastructure such as Computers, Plotters & Software's etc for the proper and timely execution of the work. The applicant should submit details of same with empanelment Application.
- 4.2.7 The applicant should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The applicant should submit details of same with this empanelment application.
- 4.2.8 The applicant should not be currently declared ineligible / suspended / blacklisted / banned / debarred by EPI or any Central / State Government

Department / any Central or State Govt. Bodies/ Public Undertaking or Enterprise of Central / State Government and such ban should not be in force at the time of submission of the empanelment application.

4.3 EVALUATION CRITERIA FOR EMPANELMENT:

- 4.3.1 For the purpose of pre-qualification, applicant will be evaluated on the basis of minimum stipulated financial and past experience criteria. The details of manpower employed along with sufficient infrastructure such as Computers, Plotters & Software's etc, pending litigations shall also be evaluated for pre-qualification of the firms
- 4.3.2 Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:
- 4.3.3 Past record of poor performance at EPI / other Clients such as abandoning work, not properly completing the contract, inordinate delay in completion of works, litigation history or financial failures / weaknesses, statutory non-compliance, etc.
- a) Made misleading or false representation or deliberately suppressed the information in the forms, statements, proof of qualification requirement and enclosures required in the Empanelment documents.
 - b) Indulged in inducement of EPI official and /or their consulting Engineer and other advisors in any manner, whatsoever.

In above scenarios, no intimation will be sent to applicant upon disqualification and applicant shall not be eligible for empanelment in EPI for at least three years from the date of submission of their application.

4.4 FINANCIAL INFORMATION

Applicant should furnish the following financial information:

- 4.4.1 **Annual financial statement for the last three years** This should be supported by audited balance sheets along with schedules and profit and loss accounts along-with details required for assessing the net worth duly certified by a Chartered Accountant with Unique Document Identification number (UDIN), as submitted by the applicant to the Income Tax Department.
- 4.4.2 Banker Certificate issued by Bank of specified amount as per table or Net worth certificate issued by Chartered Accountant with Unique Document Identification number (UDIN) issued not before three months from the date of empanelment application.
- 4.4.3 Name & Address of the bankers.

4.5 EXPERIENCE IN WORKS HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS

- 4.5.1 List of all similar works successfully completed during the last seven years.
- 4.5.2 List of the projects under execution or awarded.
- 4.5.3 Particulars of works and performance of the applicant duly authenticated /

certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work completed or in progress (preferably in Form "H" or as per Performa of concerned Clients covering the required information as asked for in Form 'H'). The certificates issued by other than Govt. Deptt. / PSU shall be supported by the copies of the TDS certificates issued by the owner of the project of consultancy fee value.

- 4.5.4 Design / Consultancy of 'Own Real Estate' by developers shall not be accepted as eligible project to meet the qualifying requirement of past experience as consultancy work.

4.6 AVAILABILITY OF DESIGN INFRASTRUCTURE RESOURCE:

Applicant is required to furnish the details of computer, AUTO CAD, Design software, plotters etc. available with the applicant as on date in form-"G".

4.7 MANPOWER:

Applicant should have sufficient technically & professionally qualified manpower to complete the Consultancy works of stipulated category and monitoring group for which the applicant has applied. Details with qualification along with Council of Architecture (COA) and other details to be submitted.

4.8 ORGANIZATION INFORMATION

Applicant is required to submit the following information in respect of his organization.

- 4.8.1 Name & Postal Address, including Telephone, Fax numbers, E-Mail address etc.
- 4.8.2 Copies of original documents defining the legal status, place of Registration and principal places of business.
- 4.8.3 Name of Directors and Officers concerned with the work, with designation of individuals authorized to act for the organization.
- 4.8.4 Information on any litigation in which the applicant was involved during the last five years, including any current litigation.
- 4.8.5 Authorization for EPI to seek detailed references.
- 4.8.6 COA (Council of Architecture) registration details.

4.9 LETTER OF TRANSMITTAL

- 4.9.1 The applicant should submit the letter of transmittal attached with pre-qualification documents (SECTION-4) duly signed by him.
- 4.9.2 Any effort on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in rejection of his application. Canvassing of any kind is prohibited.

5. FINAL DECISION MAKING AUTHORITY

EPI reserve the right to modify the eligibility criteria, to decide on cutoff date of implementation, to accept or reject any application, to annul the Empanelment, to reject all applications or accept new applications at any time, without assigning any reason or incurring any liability to the applicants.

EPI reserve the right to disqualify / reject any applicant at any stage, if the applicant is discovered to have resorted to misinterpretation or provided fraudulent information statement.

6. Empanelment Letters will be issued to qualified Architects & Engineering Consultants in respective category and limits with a validity of **three years** from date of empanelment.

7. CANCELLATION OF EMPANELMENT

7.1 The Empanelment of Architects / Engineering Consultants shall be cancelled by EPI in case of their poor performance, abandoning of the allotted work, and abnormal delay in completion of work, bankruptcy / declared insolvent and for activities detrimental to the interest of EPI and debarred / blacklisted by any organization during the tenure of empanelment. The decision of EPI in this regard shall be final and binding on the Architects / Engineering Consultant.

7.2 The pre-qualified Architects / Engineering Consultants / firm shall not affect any change in the constitution of the firm without the prior approval of EPI. Such proposal, if any shall be submitted in advance furnishing full details of the proposed change along with all supporting documents. Any change in the constitution of the firm / company without the prior approval of EPI will render the Architects / Engineering Consultant / firm liable for removal from the approved list of Architects & Engineering Consultants. The discretion to allow / disallow the proposed change shall vest solely with EPI. In case, the original partners / constitution changes by more than 50% either due to substitution or due to retirement or death the enlistment of the firm / Architect / Engineering Consultant by that name shall be cancelled.

7.3 In case of change of name of the pre-qualified firm / Architect / Engineering Consultant without change of constitution / partners the same shall be intimated along with proof of such change to EPI immediately but in no case later than 30 days from the date of such change occurs failing which the empanelment of the firm/ Architect Consultant by that name shall be cancelled.

7.4 The empanelled Architect & Engineering becomes bankrupt or moves to NCLT.

8. RE-VALIDATION

The empanelled Architect and Engineering Consultant may apply for re-validation before the expiry of the current empanelment. Empanelled Architect & Engineering Consultant are advised to apply for re-validation with works executed by them, six months prior to expiry of their empanelment order. Re-validation shall be effective from the date of expiry of existing empanelment or date of re-validation whichever is later.

9. SUBMITTALS:

Empanelment Documents should be submitted online in prescribed manner. Empanelment Applications are liable to be discarded if the applications are not submitted in the prescribed manner.

9.1 **Order in which the online documents to be uploaded is as under:**

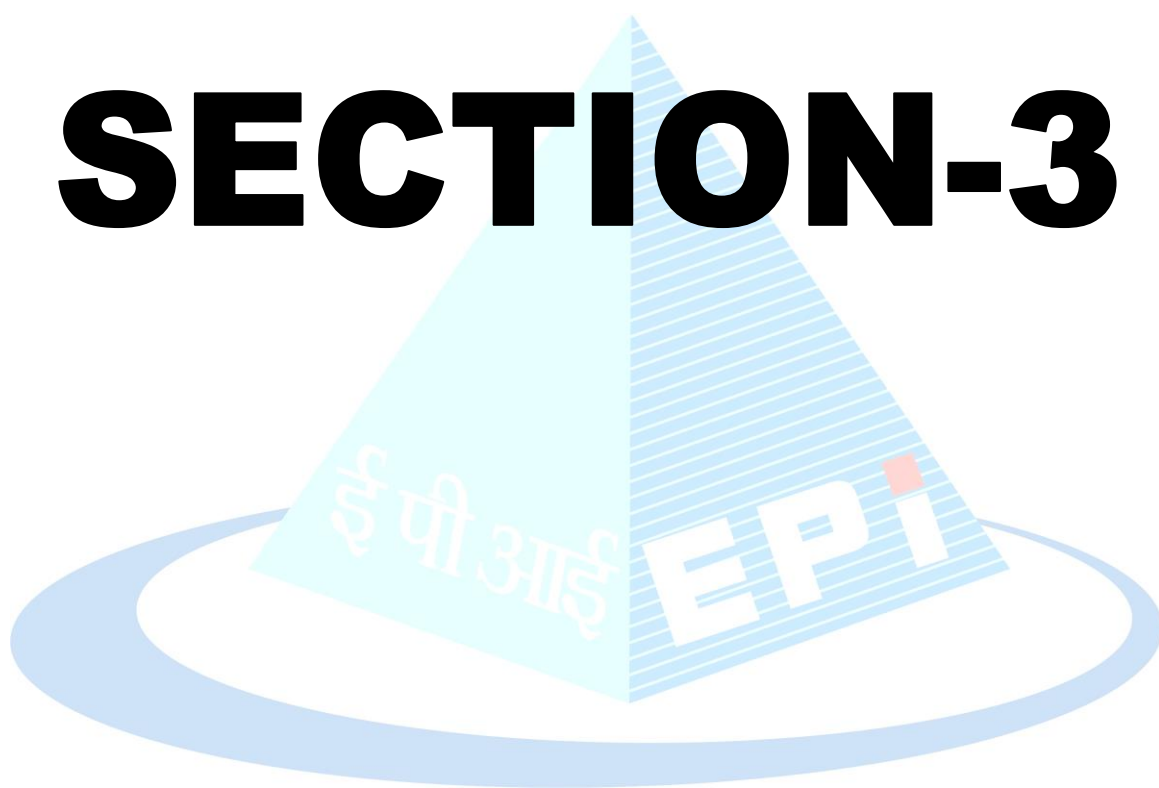
1	Application for Empanelment of Architects & Engineering Consultants (Form 'A')	Annexure –I
2	General Information (Form 'B')	Annexure –II
3	Organization setup of the company (Form 'C')	Annexure –III
4	Financial information (Form 'D')	Annexure -IV
5	Bankers Certificate and Net Worth Certificate by CA (Form 'E')	Annexure-V
6	Details of Specialist Associate Consultants working on regular Basis with firm:(Form 'F')	Annexure -VI
7	Details of Office Space and infrastructure with firm (Form 'G')	Annexure -VII
8	Details of Architectural/ Structural work / Engineering Consultancy Works completed during the last 7 years (Form 'H')	Annexure -VIII
9	Details of on-going Works (Form 'I')	Annexure -IX
10	Affidavit (Form-'J')	Annexure-X
11	Letter of Transmittal as per Section - 4, enclosing Copy of enclosing Copy of Receipt of Registration fees.	Annexure-XI
12	Pending Litigation etc on company letter head.	Annexure -XII
13	Council of Architecture registration details with validity.	Annexure -XIII
14	PAN copy	Annexure -XIV
15	GST registration copy	Annexure -XV
16	Certificate of incorporation copy	Annexure-XVI
17	Power of attorney duly attested notary copy	Annexure -XVII
18	Memorandum & Articles of Association copy	Annexure -XVIII
19	Document in support of Applicant legal status	Annexure -XIX
20	Any other documents	Annexure -XX

Note: Annexure I to Annexure X are to be submitted as per enclosed format. Self-attested documents of Annexure XI to Annexure XX are to be submitted.

9.2 Contact Details for any queries:

Executive Director (Contracts Division)
ENGINEERING PROJECTS (INDIA) LIMITED
Core 3, Scope Complex, 7Lodhi Road,
New Delhi – 110 003
E Mail: contracts@engineeringprojects.com
Telephone No: **91-11- 24361666 Extn. -2313**

SECTION-3



ANNEXURE-I
FORM 'A'

APPLICATION FOR EMPANELMENT OF ARCHITECTS & ENGINEERING CONSULTANTS

NAME OF APPLICANT / COMPANY	
------------------------------------	--

MONETARY GROUP & CATEGORY IN WHICH APPLICANT IS INTERESTED FOR EMPANELMENT

MONETARY GROUP	
CATEGORY	

(To be selected from table given in Section 1)

e.g. If an applicant is interested for Empanelment in Category A1, Monetary Group-I: Up to Rs. 25 Crs.it is to be written as :

GROUP Monetary Limit	/	Group -I : Up to Rs. 25 Crs.
CATEGORY		➤ A1 Residential Buildings.

The requisite Registration fees of Rs...../-(Rupeesonly) (The Registration fee is inclusive of GST @ 18%) are herewith submitted through RTGS/NEFT No. _____ dated _____.

[SIGNATURE OF APPLICANT]

ANNEXURE-II

FORM 'B'

GENERAL INFORMATION

1.	Name of Applicant/Company	
2.	Address for correspondence	
3.	Contact Person: Telephone Nos. Fax Nos. Mobile	
4.	Type of Organization: a.) A proprietary firm b.) A firm in partnership (Attach copy of Partnership) c.) A Limited Company (Attach copy of Article of Association) d.) Any other (mention the type)	
5.	Place and Year of Incorporation	
6.	Details of Registration / Membership with the council of Architects or Institute of Engineers or such other Institute.(Attach copy)	
7.	Name of Director / Partners in the Organization and their status along with their qualifications.	
8.	Name(s) of the persons along with their qualification and designation, who is authorized to deal with EPI (Attach copy of power of Attorney)	
9.	Organization Chart of Key Personnel	
10.	Details of Awards/Appreciations supported with document to be submitted.	
11.	Other details: a) EPF No. b) PAN No. c) GST Regn No (Copies to be enclosed)	
12.	Any other Information	

ANNEXURE-III

FORM 'C'

Organization setup of the company

(Details to be furnished in the following format)

Sl. No	Name	Designation	Qualification	Professional Experience and details of work carried out	COA Registration No. with validity	Years with firm	Remarks

Note:

Certificates of qualification are required to be attached.

[SIGNATURE OF APPLICANT]

ANNEXURE-IV

FORM 'D'

FINANCIAL INFORMATION

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

		2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	Average Annual turnover.
		a	b	c	d	e	(c + d + e)/3
(i)	Turnover from Professional services						
(ii)	Profit / Loss						
(iii)	Net Worth (Paid up capital + Free reserves but excluding surplus on revaluation of assets, etc as defined under Company's Act,2013)						
(iv)	Latest Banker Certificate/Networth Certificate						

- II. The Banker certificate from Banker not issued not issued earlier than 3 months from last date of submission of applications

Unique Document Identification Number (UDIN)

SIGNATURE OF CHARTERED ACCOUNTANT WITH SEAL	SEAL AND SIGNATURE OF APPLICANT
--	--

ANNEXURE-V

FORM 'E'

BANKERS' CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information that M/s./ Sh..... having marginally noted address,as a Customer of our bank are/ is respectable and can be treated as good for any engagement upto a limit of Rs..... (Rupees.....)

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature) For the Bank

NOTE

1. Bankers Certificates should be on letter head of the Bank, addressed to tendering authority.
2. In case of Partnership firm, certificate should include names of all partners as recorded with the Bank.

FORM FOR CERTIFICATE OF NET WORTH FROM CHARTERED ACCOUNTANT

"It is to certify that as per the audited balance sheet and profit & loss account during the financial year, the Net Worth of M/s (Name & Registered Address of individual/firm/ company), as on (the relevant date) is Rs. after considering all liabilities. It is further certified that the Net Worth of the company has not eroded by more than 30 % in the last three years ending on (the relevant date)."

Unique Document Identification Number (UDIN)

Signature of Chartered Accountant
Name of Chartered Accountant
Membership No. of ICAI

ANNEXURE-VI

FORM 'F'

Details of Specialist Associate Consultants working on regular Basis with firm:

Sl. No	Specialization	Name Associate	Works
1.	HVAC Services		
2.	Fire Fighting & Fire Alarm		
3.	Landscaping & Horticulture		
4.	Green Building Consultant		
5.	Electrical design Services		
6.	Structural design Services		
7.	Plumbing Services design		
8.	Water Supply/Network/Treatment Plant Design		
9.	Instrumentation & Communication design services.		
10.	CCTV, Data Centre & IT Services.		
11.	Another Relevant Information.		

[SIGNATURE OF APPLICANT]

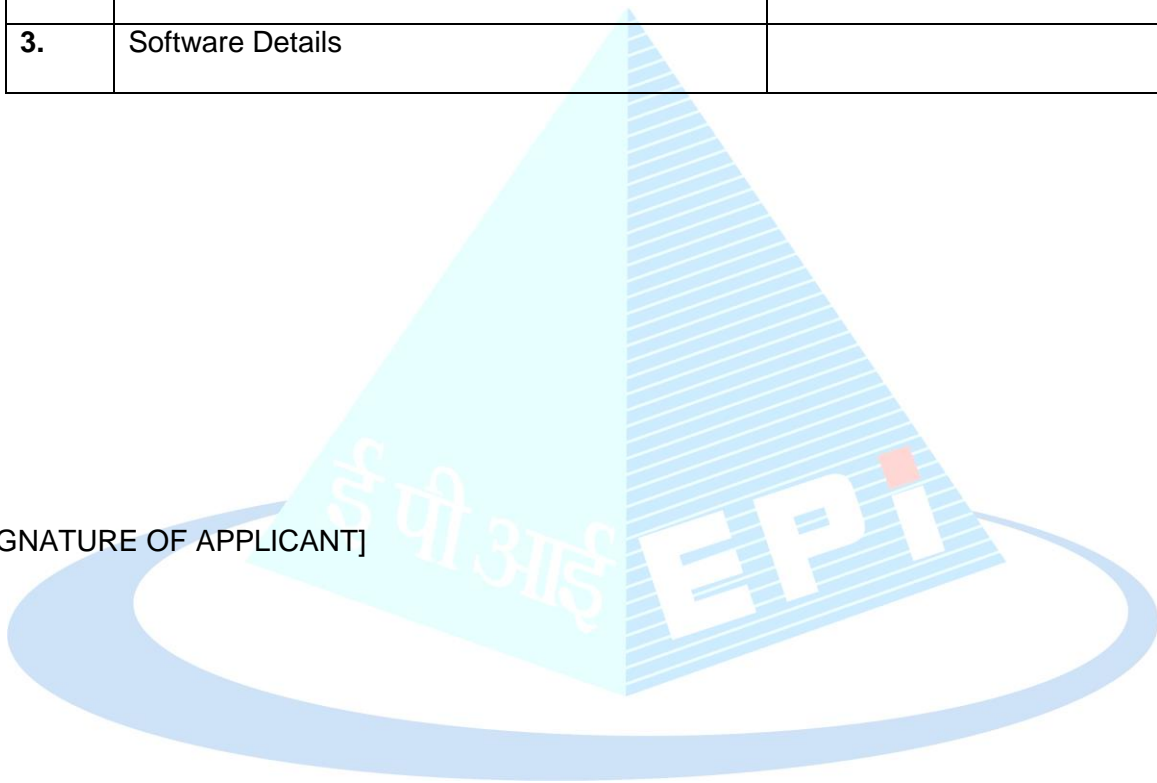
ANNEXURE-VII

FORM 'G'

Details of Office Space and infrastructure with firm:

Sl. No	Criteria	Details
1.	Office Space (Sqm)	
2.	Computers, Plotters etc.	
3.	Software Details	

[SIGNATURE OF APPLICANT]



ANNEXURE-VIII

FORM 'H'

Details of Architectural/ Structural/Engineering Services works completed during the last 7 years
(Details to be furnished in the following format)

Sl. No	Name of work	Scope of Services	Value of Work	Date of Start / completion	Name & Address of the client	Remarks

Note:

The following documents are to be enclosed for each of the above work:

- i) Completion Certificate
- ii) Copy of Award letter
- iii) Other relevant documentary evidence, if any.

[SIGNATURE OF APPLICANT]

ANNEXURE-IX

FORM 'I'

Details of on-going Works
(Details to be furnished in the following format)

Sl. No	Name of work	Scope of Services	Value of Work	Date & Start / % completion	Name & Address of the client	Remarks

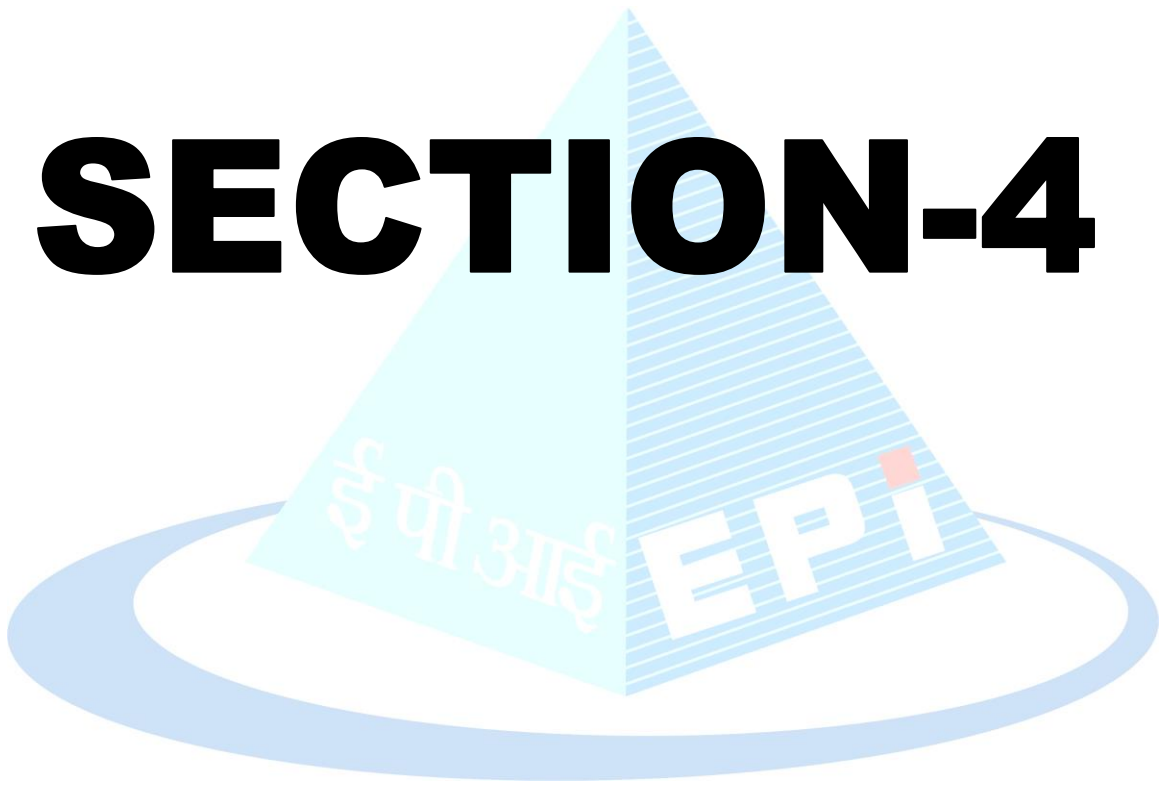
Note:

The following documents are to be enclosed for each of the above work:

- i) Copy of Award letter
- ii) Other relevant documentary evidence, if any.

[SIGNATURE OF APPLICANT]

SECTION-4



ANNEXURE-X

FORM 'J'

AFFIDAVIT

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM RS.10/-
DULY CERTIFIED BY NOTARY PUBLIC)

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

I, the deponent above named do hereby solemnly affirm and declare a 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 this "EMPANELMENT OF ARCHITECTS &
ENGINEERING CONSULTANTS to ENGINEERING PROJECTS (INDIA) LTD." are genuine
and true and nothing has
been concealed.
2. I shall have no objection in case EPI verifies them from issuing Authority (ies). I shall also
have no objection in providing the original copy of the document(s), in case EPI demand so
for verification.
3. I hereby confirm that in case, any document, information &/Or certificate submitted by me
found to be incorrect/false/fabricated, EPI at its discretion may disqualify / reject my
application for pre qualification out rightly and also debar me / M/s.....from
participating in any future tenders/ PQ.

DEPONENT

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

Verified at this..... day of

ANNEXURE-XI

**LETTER OF TRANSMITTAL
[ON THE LETTER HEAD OF APPLICANT]**

From:

To
Executive Director (Contracts)
ENGINEERING PROJECTS (INDIA) LIMITED
Core 3, Scope Complex, 7 Lodhi Road,
NEW DELHI – 110 003
E Mail:contracts@engineeringprojects.com

SUB: EMPANELMENT OF ARCHITECTS & ENGINEERING CONSULTANTS.

Sir,

Having examined the details given in Notice for Empanelment and Application documents for the above work, we hereby submit our qualification and relevant documents.

- 1 We hereby certify that all the statements made and information supplied in the enclosed forms 'A' to 'J' and accompanying statements are true and correct.
- 2 We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
- 3 We have submitted the requisite banker's certificate/ performance reports and authorize the ENGINEERING PROJECTS (INDIA) LIMITED or their representatives to approach individuals, employers, firms and corporations to verify our submittals, competency and general reputation.
- 4 We hereby confirm that we have read and understood all the stipulations given in this prequalification documents and the decision of EPI with regard to our prequalification shall be final and binding on us.
- 5 We have submitted the following certificates in support of our meeting the minimum qualifying criteria of completed work(s) specified in Section 2 for having successfully completed the following works:

	NAME OF WORK	CERTIFICATE FROM
1.		
2.		
3.		

Enclosures:

Date of Submission:

(Seal of Applicant)

(Signature of Applicant)