

வ.உ.சிதம்பரனார் துறைமுகஆணையம்  
वी. ओ. चिदम्बरनारपत्तनप्राधिकरण  
V.O.Chidambaranar Port Authority  
(Ministry of Ports, Shipping & Waterways, Government of India)  
Administrative Office, Harbour Estate, Tuticorin-628 004

Certified under  
IMS - ISO 9001:2015; ISO  
14001:2015 & ISO 45001:2018  
and ISPS Compliant Port

Tamilnadu  
CIVIL ENGINEERING DEPARTMENT

Telephone : 0461 - 2352313  
Email Id : ce@vocport.gov.in  
Website : www.vocport.gov.in

No: CIV-OFCTD-MNT-ENLIS-A1-23/D. 1477

Date: 15.05.2023

**CORRIGENDUM-I**

**Name of work:- Empanelment of Architect in various categories for building works.**

**Tender Ref. No:05CE/RCM&BMR/2023-24/D.1334 dated:02.05.2023.**

Sl No	Description	Existing	Read as
1	The last date and time for submission of application	<b>15.05.2023</b> upto 15.00Hrs	<b>22.05.2023</b> upto 15.00Hrs

The above changes are applicable to all the corresponding clauses of the document. Other terms and conditions of the tender remain unchanged.

  
15/05/2023.  
**EXECUTIVE ENGINEER**  
**Technical Division**

**V.O.CHIDAMBARANAR PORT AUTHORITY  
(CIVIL ENGINEERING DEPARTMENT)  
VOCPA Website: <https://www.vocport.gov.in/>**

**NOTICE INVITING APPLICATIONS**

Tender Notice No: **05 CE/RCM&BMR/2023-24/D.1334**

**Dated: 02.05.2023**

Chief Engineer for and on behalf of VOPCA invites sealed application for empanelment from Architects/ Architectural Agencies/ Firms who fulfill the stipulated qualifying criterion for carrying out the Comprehensive Consultancy services for Architectural, Structural, Electrical, HVAC systems, Interior Design and other services under **categories vide A/ B/ C /D/ E** as described in Application Documents. **The last date and time for submission of application is 15.05.2023 up to 15:00 hrs.**

Application document can be downloaded from **V.O.Chidambaranar Port Authority website :**  
**[www.vocport.gov.in](http://www.vocport.gov.in) 02.05.2023 to 15.05.2023 upto 15.00 Hrs.**



**CHIEF ENGINEER  
V.O.CHIDAMBARANAR PORT AUTHORITY**



**PREQUALIFICATION DOCUMENT  
FOR  
EMPANELMENT OF ARCHITECT  
IN VARIOUS CATEGORIES FOR BUILDING WORKS**

**TENDER NOTICE**

**NO. 05 CE/RCM & BMR/2023-24**

**CHIEF ENGINEER  
V.O.CHIDAMBARANAR PORT AUTHORITY  
TUTICORIN – 628004**

**Email. : [ce@vocport.gov.in](mailto:ce@vocport.gov.in)  
Website: [www.vocport.gov.in](http://www.vocport.gov.in)**



# Letter Inviting Application

Tender Notice No:05 CE/RCM&BMR/2023-24/D.1334 dated: 02.05.2023

- 1.0 Chief Engineer for and on behalf of VOCPA invites sealed application for empanelment from Architects/ Architectural Agencies/ Firms who fulfil the stipulated qualifying criterion for carrying out the Comprehensive Consultancy services for Architectural, Structural, Electrical, HVAC systems, Interior Design and other services under **categories A/B/C/D/E** as described in Application Documents. **The last date and time for submission of application is 15.05.2023 up to 15:00 hrs.**
- 2.0 Application document can be downloaded from VOC Port Website [www.vocport.gov.in](http://www.vocport.gov.in) from **02.05.2023 to 15.05.2023.**
- 3.0 **Applicants need to deposit application document accompanied with non-refundable application fee of Rs. 5000/- (For each category and type of project separately) through RTGS / NEFT to the following Port Account. No Applications received without the application fee shall be summarily rejected.**
- 4.0 Any Indian individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company may apply for empanelment as Architects in VOCPA provided the eligibility criterion and other conditions are satisfied. Joint Ventures are not permitted to apply for enlistment. The empanelled firms will have to abide by all the rules made by VOCPA and as amended from time to time during the currency of their empanelment.

During the scrutiny of the downloaded application document, if any modification/correction etc. is noticed, the application submitted by the applicant firm is liable to be rejected.

- 5.0 No Individual, or a firm having such individual as one of the partners, who is a dismissed government servant or having business banned/suspended by any State/ Central Government department or PSU in the past; or convicted by a court of law shall be entitled for empanelment. A declaration on this is to be submitted by the firm as per the prescribed format (Annexure- 6).

## 6.0 Change in Constitution of Firm

The empanelled firm shall not be normally allowed to modify the existing partnership or enter into any fresh partnership or convert a partnership into a company without the prior approval of the empanelment authority. Such proposal, if any, shall be submitted in advance giving full details of the intended partnership/sole proprietorship along with the draft partnership deed/affidavit and documents. Any change in status of the firm as an individual or in constitution of the firm without prior approval of the empanelment authority will render the firm liable to be removed from the approved list of firms.

**If a firm is converted into two or more firms by any action of its partner, the new firm(s) or any separated partner(s) in his (their) individual/joint capacity shall have to apply for the empanelment afresh on the basis of work experience gained as a separate entity.**

- 7.0 Empanelment will be done in the following Types of categories under the respective type of projects, based on the similar works experience:

## 7.1 Category:

### Category Type-II: All Kinds of Buildings and allied Projects

1. Category A: projects costing above ` 100 Lakhs
2. Category B: projects costing between ` 75 Lakhs and ` 100 Lakhs.
3. Category C: projects costing between ` 50 Lakhs and ` 75 Lakhs
4. Category D: projects costing between ` 10 Lakhs and ` 50 Lakhs.
5. Category E: projects costing between ` 1 Lakhs to ` 10 Lakhs.

The documents furnished by the applicant to fulfil the qualification criteria should be self explanatory in order to evaluate the application in the corresponding categories.

8.1 Principal Architect should be a degree holder in Architecture and registered with Council of Architecture with minimum experience of 10 years for category A, B & C and 5 years for category D & E.

8.2 No, Joint Ventures/Associate will be accepted.

9.0 Architectural Consultant/ firms should submit the following details along with his application:

- i. Forwarding letter (Format of applicant's choice)
- ii. Compliance statement in the format of Annexure -1
- iii. Checklist in the format of Annexure -2
- iv. Applicant's basic Information in the format of Annexure-3

- ☐ Proof of legal status of the Company (whether Partnership firm/ Proprietary). In case of partnership concern, the copy of the Registered Partnership Deed enclosed should state specifically that a particular partner or partners are authorized to deal with any matter of company.
- ☐ Copy of PAN card. The PAN card should be either in the name of relevant firm or in the name of Proprietor only.
- ☐ Proof of registration with the Registrar of companies/Registrar of Firms.
- ☐ Copy of the Goods & Service Tax Registration certificate

\* The applicants should submit the attested copy of Auditor's report along with balance sheet and profit and loss statement for the relevant financial years in which the minimum criterion is met. Provisional audit reports or certified statements may not be accepted. If the audited balance sheet for the immediately preceding year is not available in case of application opened before 30th September, audited balance sheets and other financials of the three financial years immediately preceding the previous year may be adopted for evaluating the credentials of the applicants.

v. Details of **similar works** carried out by architect/ firm in the last **5 years to be submitted** only in the format of Annexure -4.

\* Attested copies (by notary public or gazetted officer of state/central Govt.) of certificates from the client's.

**Credential certificates issued by Govt. organization/Semi Govt. organizations/Public Sector Undertakings/Autonomous bodies of Central State Govts. /Municipal bodies/ Public Ltd. Cos. listed in Stock Exchange in India or abroad, shall only be accepted for assessing the eligibility of a firm. Certificates issued by such Public Ltd. Co. must be supported by TDS certificates evidencing the consultancy fees of work. VOCPA reserve the right to ask for the original of any certificate submitted by any firm.**

vi. Details of Technical man power available with the firm having experience, qualification, number of years with the firm & their relevant experience etc. In the proforma enclosed as Annexure-5. VOCPA reserve the right to interview the Technical professionals of company regarding their knowledge of the work.

vii. A declaration as per proforma enclosed as Annexure-6 on letter head of the firm.

viii. Applicant would also need to attach copy of this Letter Inviting Application duly signed and stamped on each page as a token of unconditional acceptance of terms and conditions of empanelment.

- 10.0 **Kindly note that in case, any documents/ certificate is found fake, the application would be rejected summarily and the Architectural Consultant/ firm shall be black listed for banning of business with VOCPA. A copy of such orders shall also be sent to Indian Council of Architect for needful action in such cases.**
- 11.0 Applications duly completed should be submitted to the Office of the Chief Engineer, V.O.Chidambaranar Port Authority, Tuticorin- 628004 by **15.00 hrs** of **15.05.2023**. No application will be entertained after stipulated time and date. Applications sent by post should reach by above stipulated date & time. VOCPA will not be responsible for any postal delay.
- 12.0 VOCPA may extend the dead line for submission of application by issuing an amendment through VOC Port website only.
- 13.0 The applications documents are not transferable.
- 14.0 Depending on the fulfilment of the minimum qualifying criterion credentials, applicant may be empanelled in lower category than they applied for at the sole discretion of VOCPA and Firm shall have no claim whatsoever on this decision of VOCPA. The firms who are empanelled in a certain category will be notified about the same.
- 15.0 Firms enlisted in higher Category will be entitled to participate in all the works of lower category also.
- 16.0 **Panel may be reviewed periodically by VOCPA for inclusion, up gradation and weeding out such firms who have not remained active in VOCPA tenders or not performed well as per internal policy of VOCPA.**
- 17.0 Kindly go through **"Instructions to the Applicant"** of this document before filling up the document.
- 18.0 The application should be self explanatory and submitted with complete details and supporting documents. Incomplete applications will be summarily rejected. No deficient documents will be asked from the applicants. Bidders should take note of this and submit applications with complete details.

Sd-/02.05.2023/-  
CHIEF ENGINEER  
V.O.CHIDAMBARANAR PORT AUTHORITY

## INSTRUCTIONS TO APPLICANT

1. Application form for empanelment shall be submitted in sealed envelope super scribing '**Application for Empanelment of Architects**'

Category: \_\_\_\_\_

2. The Bidder should submit separately application(s) for different category and type of work(s). It should be clearly mentioned and super subscribed on the bidding envelope.
3. The application document should be properly bound and should be in one set/volume only.
4. The application document should be serially numbered including top page as Page No.1 increasing towards last page.
5. The document should start with forwarding letter as first page and should be in the sequence as detailed in Annexure-I.
6. Formats of annexure should not be altered and information required therein should be filled carefully using computer printing or typing. Filling up of annexure in handwriting should be avoided to the extent possible. In any case of hand written information, it should be legible.
7. As far as possible, language of completion certificates should be English.
8. Even if no information is to be provided in a column, a '**Nil/NA**', as the case may be, should be entered in that column.
9. While filling the information, if the space in proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of proforma and serial number. Separate sheets may be used for each part of application.
10. While furnishing Annexure-3, kindly ensure the following:
  - a) It is mandatory to mention full address with contact no. of the VOCPA.
  - b) Supporting documents for this annexure should be Completion certificates only. In case LOA needs to be attached, it should be just next to the respective Completion certificate.
11. Supporting document for Annexure-4 –is pertaining to CV's of the staff to be deployed for the proposed works.
12. The order of supporting documents for Annexure 3 should be same as serially mentioned in respective annexure by applicant. For example, in Annexure 3, completion certificates should be arranged in the sequence as written in annexure and reference of supporting documents should reflect in the last column of the annexure as well.
13. If information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of VOCPA at later date, the empanelment of such applicant will be cancelled immediately.
14. Last date and time to accept the application is **15.05.2023 up to 15.00 hrs.**
15. The applicant should ensure that the application is delivered with requisite fee as detailed in item 2 and 3 of letter inviting application(s) at the given address within prescribed date and time as mentioned in the advertisement. It is clarified that applicants should not submit on their own additional information or material subsequent to the date of submission and such material if submitted shall not be taken into consideration and no claim whatsoever shall be entertained.
16. At any time prior to the deadline of submission of application, VOCPA may for any reason, whether at its own initiative or in response to a clarification or query raised by prospective applicants, modify application documents by an amendment. The said amendment if required, will be made available on VOCPA website in the form of addendum/ corrigendum. Therefore, the applicants are strongly advised to regularly visit VOCPA website. The addendum (s) issued will form a part of application document and shall be signed and stamped by the applicant and submitted with their application.

## COMPLIANCE STATEMENT

<b>Name of the Firm</b>				
<b>Old Applicant / New Applicant</b>				
<b>Applied For Category (A/B/C/D/E)</b>				
<b>Documents submitted</b>				<b>Sl. No</b>
1. Annexure -2 (Check List)			Yes/No	
2. Annexure-3 (Applicant's Basic Information)			Yes/No	
3. Annexure-4 (Details of works)			Yes/No	
4. Annexure-5 (Details of Manpower)			Yes/No	
5. Annexure-6 (Declaration) Yes/No			Yes/No	
6. Copy of Letter Including Application duly signed and stamped Document fee details with date Application fee details with date			Yes/No	
Application fee .Applicants need to enter UTR No. and date			Application fee details with date	
Note: Strike out which is not applicable and enter the reference of the document in Sl. No. column clearly.				
<b>Experience of company required as per the eligibility criteria</b>				
Experience of company required as per eligibility criteria		Experience of Company (Mention only relevant works, which the applicant wants to be considered as similar)		
<b>For Category A</b> : 03 similar works of value of Rs. 40.00 lakhs each or 02 similar works of value of Rs. 50.00 Lakhs or 01 similar works of value of Rs. 80.00 lakhs executed by the company within 5 years		Client : Name of Work : Period: Value :		
<b>For Category B</b> : 03 similar works of value of Rs.30.00 lakhs each or 02 similar works of value of Rs. 40.00 lakhs or 01 similar works of value of Rs. 60.00 lakhs executed by the company within 5 years		Client : Name of Work : Period: Value :		
<b>For Category C</b> : 03 similar works of value of Rs. 18.00 lakhs each or 02 similar works of value of Rs. 25.00 lakhs or 01 similar works of value of Rs. 35.00 lakhs executed by the company within 5 years		Client : Name of Work : Period: Value :		
<b>For Category D</b> : 03 similar works of value of Rs.12.00 Lakhs each or 02 similar works of value of Rs. 15.00 lakhs or 01 similar works of value of Rs.20.00 lakhs executed by the company within 5 years		Client : Name of Work : Period: Value :		
<b>For Category E</b> : 03 similar works of value of Rs. 4.00 lakhs each or 02 similar works of value of Rs. 5.00 lakhs or 01 similar works of value of Rs. 8.00 lakhs executed by the company within 5 years		Client : Name of Work : Period: Value :		

SEAL AND SIGNATURE OF THE APPLICANT

## ANNEXURE-2

## CHECKLIST

Particulars of the documents submitted	Yes/No	S.No
<b>Section – 1</b>		
1. Forwarding letter from Applicant		
<b>2. Compliance Statement (Annexure-1)</b>		
<b>3. Check List (Annexure-2)</b>		
<b>4. Applicant's Basic Information (Annexure-3)</b>		
a) Proof of legal status of the Company (whether Partnership firm/ Proprietary). In case of partnership concern, the copy of the Registered Partnership Deed enclosed should state specifically that a particular partner or partners are authorized to deal with any matter of company		
b) Copy of TAN/PAN card. The TAN/PAN card should be either in the name of relevant firm or in the name of Proprietor only		
c) Proof of registration with the Registrar of companies/Registrar of Firms.		
d) Latest copy of Income tax clearance certificate.		
e) Goods & Service Tax Registration number and attested copy of the certificate		
f) Copy of audited Balance sheet and profit – loss account (audited) for the last three years only. There is no need to attach complete annual report, only copy of balance sheet and profit and loss account would suffice the purpose.		
<b>5. Details of Similar Works (Annexure-4)</b>		
a) Copy of Completion certificates of similar work executed		
<b>6. Details of Manpower (Annexure-5)</b>		
<b>7. Declaration by the Applicant (Annexure-6)</b>		
8. Copy of Letter Inviting Application duly signed & stamped		
9. Application fee (Rs.5000/-)		
<b>Section -2</b>		
10. Additional document (Brochures, CV's etc.)		

SEAL AND SIGNATURE OF THE APPLICANT

## APPLICANT'S BASIC INFORMATION

S.No.	Description	Details
1	Name of the firm/company	
1a	Legal Status of Company viz. partnership firm etc	
1b	Year of establishment	
1c	Country of registration	
1d	Head office Address	
1e	Telephone & Fax No.	
1f	E-mail	
1g	Web site	
1h	Name of authorized signatory	
2a	Designation	
2b	Telephone no.	
2c	Cell No.	
2d	Fax No.	
2e	E-mail	
3	Type of works in which firm/company has provided similar services	
4	Name of Govt./PSU/Private companies to which similar services have been provided	
5	No. of years of proven experience for providing similar services	
6	No. of full time technical personnel currently under employment	
7	Audited Annual turnover (INR in Lakhs) & Net Profit for the last three years ending March 2022 (Average Annual turnover shall at least 30% of Project Cost of Category applied are as follows For Category A – shall be atleast 30,00,000/- For Category B – shall be atleast 22,50,000/- For Category C – shall be atleast 15,00,000/- For Category D – shall be atleast 3,00,000/- For Category E – shall be atleast 30,000/-	Year Annual Net Turnover Profit
8	Paid up capital as on 01.04.2023 (INR in Lakhs)	
9	Certifications	
10	Name of Govt./PSU/Private companies with whom empanelled for providing similar services	
11	Category for empanelment as per para 8.0 of Letter Inviting Application:	

SEAL AND SIGNATURE OF THE APPLICANT

**DETAILS OF SIMILAR WORKS SATISFYING QUALIFICATION CRITERION  
COMPLETED DURING THE LAST 5 YEARS**

S. No.	Name of the Work & Location	Scope of work carried out by the Applicant	Agreement / Letter of Award No. and date	Contract Value (Rs. in Lakhs)		Date of Start	Date of Completion		Reasons for delay in completion if any	Ref. Of Certificates
				Awarded	Actual on completion		As per LOA/ Agreement	Actual		

SEAL AND SIGNATURE OF THE APPLICANT

**Note:**

1. In support of having completed above works, please attach attested copies of the completion certificates from the owner indicating the name of work, the description of work done by the applicant, date of start, date of completion (contractual & actual), value of contract as awarded and as executed by the applicant.
2. Credential certificates issued by Govt. organization/Semi Govt. organizations/Public Sector Undertakings/Autonomous bodies of Central State Govts. /Municipal bodies/ Public Ltd. Cos. listed in Stock Exchange in India or abroad, shall only be accepted for assessing the eligibility of a firm. Certificates issued by such Public Ltd. Co. must be supported by TDS Certificates evidencing the consultancy fees of work.
3. Only similar works completed during the last 5 years which meet the Qualification Criterion need be included in this list. Period of 5 years should be counted from the last date of submission of application.
4. Only works qualifying the criterion for which completion certificate has been obtained should be mentioned here. Proper reference of certificate in the last column should be mentioned.

**ANNEXURE-5**

**DETAILS OF MANPOWER (HAVING RELEVANT EXPERIENCE) AVAILABLE WITH FIRM**

S. No.	Name of Personnel		Qualification	No. Of Years with the firm	Relevant Experience
I	Post Graduate/ Graduate Architects or Equivalent				
	1				
II	Diploma Architects				
	1				
	2				
	3				
	Post Graduate/ Graduate Civil Engineers				
	1				
	2				
	3				
III	Diploma Engineers				
	1				
	2				
	3				
IV		CADD Operators			
	1				
	2				
	3				
	4				
V	Others				
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				

SEAL AND SIGNATURE OF THE APPLICANT

**DECLARATION BY THE APPLICANT**

This is to certify that We, M/s. \_\_\_\_\_, in submission of this offer confirm that:-

- i) We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- ii) We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Business has never been banned with us by any Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / State Government.
- iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.

SEAL, SIGNATURE & NAME OF THE APPLICANT