



V.V. Giri National Labour Institute

Web Notice

For expression of Interest (EOI) for Project Management Consultants (PMC)

Applications are invited by Director General, V.V. Giri National Labour Institute (VVGNI), Noida Uttar Pradesh 201301 from Govt. Depts. /Govt. PSUs/Govt. Bodies for rendering Project Management Consultant (PMC) Services for Repair /Renovation/ Upgradation/ Construction in VVGNI entire Campus i.e. Administrative block, Seminar block, Library block, Hostel, Sub-station, and Residential Complex.

Selected firm shall be empanelled for a period of three years. VVGNI, however, reserves the right to discontinue the panel at any time without assigning any reasons and shall not be liable to pay any compensation on this or on any other account.

The empanelled agencies would be required to work on projects assigned to them as and when any projects are to be taken up by VVGNI on terms and conditions and fee as decided by VVGNI based on lowest financial bid.

Application form for details required to be submitted for empanelment can be downloaded from VVGNI website <https://vvgni.gov.in> Any corrigendum / addendum to this publication, if any, would appear only on the said website and not be published in newspapers separately. EOI application along with relevant documents shall be submitted to the Office of the Director General, VVGNI Noida, Uttar Pradesh-201301.

VVGNI reserves the right to accept or reject any or all applications without assigning any reason.

The last date and time for submission of applications is 08.04.2025

Notice Inviting Expression of Interest for 'Empanelment of Project Management Consultants for VVGNLI works'

Expression of Interests (EOI) is invited by Director General, VVGNLI for 'empanelment of **Project Management Consultants** for VVGNLI Works. **Only those PSUs / PSES / Government Agencies / Govt. Dept., which have mandate to carry out civil and electrical works under compliance of revised Rule 126 (2) or Rule 126 (3) of GFR** are eligible to apply.

1. V.V. Giri National Labour Institute (VVGNLI)

1.1 Introduction/Background

V.V. Giri National Labour Institute (VVGNLI), an autonomous body of the Ministry of Labour and Employment, Government of India, set up in July 1974, is a premier Institute of Labour Research, Training and Education. Since its inception, the Institute has endeavoured through research, training and publications to reach all those who are concerned with various aspects of labour, both in the organised and unorganised sectors. The focus of such endeavours has been the transfer of academic insight and understanding related to all the aspects of labour for application to policy formulation, legislation and action to ensure a just and proper place for labour in an egalitarian and democratic society.

2. EMPANELMENT OF PROJECT MANAGEMENT CONSULTANTS

2.1 Objective

To improve the coverage Administrative block, Seminar block, Library block, Hostel, Sub-station, and Residential Complex intends to take up the service support from Project Management Consultants (PMC).

Role of Project Management Consultants:

- i. Project Formulation and Appraisal including the preparation of Conceptual and Schematic level designs for the project including Architectural, structural, façade engineering, mechanical, electrical, plumbing, fire-fighting services and Medical Related Service etc.
- ii. Bid process management, project management including Contract/Construction management services including review and approval of the detailed

architectural/engineering and structural drawings and would also manage the construction of the Project till completion.

3. **BROAD SCOPE OF WORK**

The PMC shall be responsible for complete project management and construction supervision of all the activities of the projects. PMC would be required to perform broadly the following activities at different stages of the project:

- i. PMC will design, plan, coordinate and execute the activities leading to the construction of all buildings on VVG NLI entire campus i.e. administrative block, seminar block, library block, hostel, sub-station and residential complex. All the activities from conceptualization till the completion of buildings & their handing over to VVG NLI will be taken care of by PMC. All functions required for developing the total infrastructure till handing over of the completed buildings and other infrastructure will have to be performed by the PMC.
- ii. PMC will engage an experienced and competent Architect. The selected Architect will be required to submit the Design Proposals. The PMC will shortlist at least three concept design proposals most suited to the requirements of VVG NLI & take the approval of VVG NLI. PMC will take approval from VVG NLI on spatial layouts, landscaping, interior and exterior design of all buildings and on any other issue which VVG NLI may direct.
- iii. PMC will review, study and analyze the concepts, preliminary & detailed designs, estimates, BOQ for tender documents etc. Thereafter, PMC will issue NIT, process & award the works and get them executed as per specifications & requirements by following applicable Govt. procedures.
- iv. The Project Management Consultant will award the work to the Contractor for timely execution/completion of the projects based on functional requirement of VVG NLI. In addition to this PMC shall also administer the Works Contract and ensure that the contract clauses whether related to quality or quantities of work are strictly followed and the works are executed in accordance with its provisions and due diligence.
- v. PMC will be required to superintend and perform duties as Engineer-in- Charge on behalf of VVG NLI as stipulated in the contract with VVG NLI. The PMC will supervise the construction work to ensure adherence to the drawings, prescribed high standards of quality and timely completion of the project and verify and certify the contractor's bills and monitor the progress of the work.
- vi. PMC will make all engineering decisions including necessary correspondence

with architects, contractors etc required for the successful and timely implementation of the Project.

- vii. PMC will ensure adherence to relevant local body norms, CPWD specifications, BIS codes, CVC guidelines, environment and other regulatory requirements of observance all formalities/documents/day to day activities as defined in CPWD Works Manual for execution of 'Works Contract' and as directed by VVG NLI from time to time.
- viii. PMC will perform the function as 'Engineer-in-Charge' as enumerated in the Works Contract with the exception of the following for which PMC will seek prior approval of the VVG NLI. However, the decision of VVG NLI will be final and binding.
 - a) Issuing/approving variation orders which have additional financial implications, as reasonably determined by the Project Management Consultant;
 - b) Based on detailed report and justification by PMC, approving rates for new items of work or for existing items of work which deviate in quantities beyond the limits defined in the contract based on detailed report and justification by PMC
 - c) Time extension will not be considered except in very exceptional cases without prejudice to levy of penalties. However any approval for extension of time of completion of the works stipulated in the construction contracts will be without any additional financial implication on VVG NLI.
- ix. PMC will hire the services of an independent agency for quality audit for checking and ensuring the quality of construction to which the PMC will render due assistance in discharge of their duties.
- x. The construction work is open to technical/quality audit/financial audit by any authorized Government agency to which the PMC will render assistance in discharge of their duties.
- xi. PMC shall be fully responsible for quality control and shall put in place such measures as are essential for ensuring regular on site quality checks. The PMC shall make a mandatory provision in the tender documents for third party test of materials and any equipment(s) (preferably from a Government Institute like IIT/NIT etc). The cost of such third party tests shall be reimbursed to the contractor as per actual, only, if the test results are within the acceptable parameters.
- xii. The project shall be headed by a sufficiently senior and competent person of the PMC having relevant experience and of impeccable integrity. The PMC shall submit the tentative organization chart for managing the project so that appropriate decisions are taken quickly. However, the actual number of technical

and financial personnel to be deployed and the deployment schedule shall be prepared by the PMC and mutually agreed upon after award of work. This schedule shall be prepared in a manner that all the functions required to be performed by the PMC as per the scope of their work are performed completely and efficiently. The deployment schedule shall be reviewed from time to time and necessary revisions/adjustments shall be made in the schedule as may be found necessary on the basis of joint assessment of the site requirements by the VVG NLI and the PMC. The Project Head of the PMC and other officials assisting the Project Head shall not be changed during the implementation of the project except with concurrence of VVG NLI. The decision of the VVG NLI, however, shall be final in this regard.

- xiii. Project Management Consultant will not be entitled for any other charges/fees/benefit other than PMC fees decided after financial bid.

4. CLASSIFICATION OF WORK SCOPE:

The scope of work can be classified in following three (3) major categories:-

- i. All the works viz. Architectural & Engineering, Construction and Supervision to be done by PMC on deposit work basis.
- ii. Architectural & Engineering work is done by VVG NLI or its Agent and rest of the work is handled by PMC on deposit work basis.
- iii. Architectural & Engineering and pre-construction activities are handled by PMC.

VVG NLI reserves the right to adopt any one of the above three (3) methodologies or any other methodology deemed fit and proper by VVG NLI for execution of these works. Scope of work detailed hereunder shall be suitably reflected in MoU to be signed, as per methodology adopted by VVG NLI.

5. Description of PMC role at various stages of the project.

5.1 Preliminary Proposal and Project Conceptualization Stage:

5.1.1 Get the 2-dimensional (plan, elevation and cross-sections) and 3- dimensional - isometric, perspective (overall outside view and view of 45° cut of all buildings showing seating and other arrangements), landscaping, exterior and interior designs made by the Architect.

5.1.2 Review, study and analyze the design and drawings & estimates provided by

Architect, etc. to ensure that these are in conformity with the requirements & needs of VVG NLI. PMC will issue NIT, process and award the works (Internal & External) and get them executed as per specifications & requirements approved by VVG NLI generally on provisions of CPWD Manual by following applicable government procedures.

5.2 Pre-Construction Stage- role of PMC

- i. Discussions with VVG NLI and finalization of project brief including illustrating the VVG NLI requirements.
- ii. Appointment of Architect who will make designs, drawings, estimates, etc.
- iii. Analysis for the various project related activities with reference to time frame, resource allocation & scheduling using latest techniques and software.
- iv. PMC will be responsible for checking the structural designs.
- v. The designs can be checked by the PMC either in house or through a third party like IIT/NIT or other reputed engineering colleges. In any case, the fee shall be borne by PMC.
- vi. Checking of the Architectural, technical specifications, services and all other drawings to ensure their completeness/correctness.
- vii. Checking of bill of the quantities including cost estimates.
- viii. Process the pre-qualification of vendors generally as per CPWD guidelines by following applicable government procedures.
- ix. Finalize the drawings/designs received from the Architect based on the results/reports of soil investigations and hydrological studies.
- x. Hold vendor interaction meetings, pre-bid meetings and ensure clarity on queries generated.
- xi. Analyze the received bids for award of work for various packages of Project after approval of its competent authority & inform VVG NLI about award of work. i.e.
 - a) Furnish Financial & Physical progress reports as required by VVG NLI based on predetermined formats & time schedules.
 - b) Receive and open the bids and process further for award of work.

5.3 Construction Stage

- i. PMC shall execute the project in a time bound manner and hand over the building/other works complete in all respect certified by VVG NLI within the prescribed time limit.
- ii. PMC shall provide Construction Management Services from the start of construction upto commissioning and handing over of the project to the VVG NLI for use. It shall also be the responsibility of the PMC to liaise and coordinate with various agencies for smooth execution of the project. Responsibilities of Project Management Consultant for construction stage shall, inter-alia, be as under:
 - a) Assemble multi-disciplinary construction management team and have detailed interaction with the Architect and the contractor's Project Team on behalf of the

VVG NLI to initiate all preliminary actions and mobilization.

- b) Prepare detailed coordinated construction schedule.
- c) To ensure that the construction drawings are finalized after coordination with other disciplines and all agencies to have clear demarcated responsibility.
- d) Check and finalise contractor's detailed programme of activities commensurate with the Tender provisions.
- e) Check and approve all contractors, sub-contractors and agencies for carrying out the works.
- f) Signing of Contract with Contractors.
- g) Day-to-day supervision of work to ensure proper quality, workmanship and timely completion of the work by employing adequate number & level of engineers & supervisory staffs as per sound engineering practice. PMC will also depute its financial officers as a part of the project team for vetting/ checking of the bills.
- h) Checking fabrication drawings, bar-bending schedules and all other architectural/Structural details during construction.
- i) Conduct site meetings & coordination meetings with all agencies for timely completion of the project.
- j) Carryout quality assurances checks & adhere to maintain quality reports.
- k) Provide effective coordination between various agencies working at the site and the Architect to ensure timely availability of the inputs required for un- interrupted construction at site all in accordance with agreed programme of the activities.
- l) Fully responsible for getting the project work executed as per drawings & specifications and should also ensure completion of job, quality expectations, within sanctioned cost outlay of the project.
- m) Rendering timely advice for implementing special measures for effecting cost/quality/time benefit for the project.
- n) Interact & Liaise with VVG NLI to understand, integrate and link the services to the building services.
- o) Provide quick clarifications to designs or details that have been provided vide drawings or immediate solutions to the clarifications sought by the Vendors/Contractors. Check and inspect testing of materials and work as required. If so required, testing and checking of manufactured items have to be carried out at the manufacturer's Factory as per provision in the Contract.
- p) Drawing up and putting in place a Quality Assurance Plan as well as a Safety Assurance Plan along with an appropriate and efficient mechanism to ensure their effective implementation at site. Checking and Certification of contractors running and final bills of the works executed for the purpose of payment to be released to the construction agencies.
- q) Provide contract administration services of all Contract Agreements and devising a suitable dispute-resolution mechanism to facilitate a quick and amicable settlement of disputes, if any.
- r) To reply and settle the observations/objections/paras (if any) of the Chief Technical Examiner, Auditor any other checking/ investigating agency of the Govt.
- s) Final inspection, supervision of testing and commissioning of various systems and

assisting the VVGnLI in taking over of various parts of works and of various systems.

- t) Generate and submit to the VVGnLI time-to-time progress reports in the agreed formats and at the agreed frequency. For this all the necessary data relevant to the execution of work including materials brought and consumed at VVGnLI site, hindrances if any, VVGnLI records of daily labour deployed etc. shall be maintained.
 - u) To guide the Architect wherever found necessary in consultation with VVGnLI. Decision of VVGnLI would be final & binding.
- iii. The PMC shall have the overall responsibility of getting the approvals/NOC's/connections etc for all services including power, water, sewer, drainage, firefighting, lifts, DG set etc from government authorities, local bodies etc. PMC may include this work in the scope of respective contractors but will ensure that all such connections or clearances are all obtained well in time before handing over the buildings & services to VVGnLI.
 - iv. Regular review and monitoring on PMC activities shall be done by VVGnLI.
 - v. PMC shall also apprise the VVGnLI of the progress and/or activities of the project on weekly/fortnightly/monthly basis as deemed fit by VVGnLI by preparing and submitting monitoring reports. The report shall inter-alia include the following:
 - a) Name of Project, Project Management Consultant
 - b) Name and details of the Contractor
 - c) Scope of Works of Contractor
 - d) Date of Commencement/Date of expected Completion: Scheduled & Actual
 - e) Major Issues and Decisions Pending
 - f) Status of Progress of Work: (i) Cash Flow Chart - Actual and Scheduled & (ii) Bar Chart- Actual and Scheduled
 - g) Areas of Concern
 - h) List of Registers Maintained by PMC
 - i) Labour Deployment Chart
 - j) List of Equipment Mobilized at Site
 - k) Materials/Personnel at Site
 - l) Status of Payment to Contractor
 - m) Test results of materials
 - n) Photographs of the Site
 - o) Site Order Book
 - p) Visitors' Site Inspection
 - vi. For all contracts awarded by PMC, the payment will be released by PMC, and the VVGnLI shall not be responsible and liable for any liabilities and defaults of PMC with any other third party.

- vii. Ensure all statutory inspections and checks.
- viii. PMC shall be fully responsible for dealing with the Arbitration cases between PMC and Contractor, if any, for contracts entered with various contractors. PMC will prepare claims/counter claims, attend hearings and provide all necessary assistance to the Arbitrator till final settlement of disputes which shall be as per PMC's own procedures by following Arbitration & Conciliation Act, 1996. It shall be the sole responsibility of PMC to defend the case including on behalf of VVG NLI. PMC shall take all necessary steps to safeguard VVG NLI interest while awarding the works to the contractor.

5.4 Post Construction Stage

During this phase, the activities are likely to be as under:

- i. Settlement of all accounts of the contractors
- ii. Witness testing & commissioning of all utilities and certify the same.
- iii. Provide project completion report which shall contain all technical and financial information of the project.
- iv. Co-ordinate with vendors/contractors and arrange for user operation & maintenance manuals and training to VVG NLI. All warranties and guarantees on equipments/fixtures etc procured by the contractors shall be in the name of VVG NLI and appropriate clauses will be inserted in the tender documents by PMC in this regard. For specialized works like lifts, air-conditioning, DG sets, power substations, firefighting etc a 3 year operation and maintenance provision may be included in the tender documents by PMC with the stipulation that after handing over of these works VVG NLI shall enter into a supplementary agreement for operation and maintenance.
- v. Provide adequate engineering and supervisory staff for day to day inspection/monitoring of works and during Defect Liability Period and issue of timely notice to vendors/agencies for rectification of defects, if observed.
- vi. Settling the Audit/CTE's Observations and Arbitration cases etc, if any.
- vii. Provide all statements of facts for settling Audit/CTE's observations and arbitrate on cases etc. including attending the hearings as and when required by the VVG NLI and providing necessary support as may be required by the VVG NLI from time to time.
- viii. Any other activity that is deemed necessary for the project execution & completion, but not included in the above-mentioned list shall form the part of scope of work of the PMC and the decision of VVG NLI shall be final in this regard.

5.5 Payments to Contractors/Vendors

- i. The PMC will open a separate project account. If any interest or income accrues on the deposit/advance given by VVG NLI, then the same shall be credited to the project account by PMC. The surplus funds will always be kept by PMC in the project account. Penalties levied if any, on the contractor/architect/any other

- agency shall also be credited into this project account.
- ii. At the end of each financial year and after the execution of the work an expenditure and utilization certificate will be forwarded by PMC, duly audited by its finance, in an approved CPWD format. Copies of the final bills after release of payment to the contractor for each contract between PMC and contractor will be supplied to VVG NLI for reference and record along with all test certificates, guaranty and warranty cards of equipments, systems, tools etc.
 - iii. For all contracts awarded by PMC, the payment will be released by PMC, and VVG NLI shall not be responsible and liable for any liabilities and defaults of PMC with any other third party.

5.6 Working procedure during Implementation of the Project

- i. To ensure proper performance of all activities regarding construction of the projects, the PMC shall have his office at or near the Projects site at its own cost. The PMC shall have the required dedicated personnel stationed there after the approval of VVG NLI so that they are available for interaction all the time. No site personnel shall be transferred/ withdrawn without the consent of the VVG NLI. Similarly prior to induction new personnel on the Project site, the approval of VVG NLI shall be obtained.
- ii. PMC shall check all architectural, structural and services designs & drawings along with preliminary & detailed estimates. PMC shall ensure self sufficiency of tender documents to eliminate any discrepancy between the intent of the specifications those of the various items of BOQ and Estimates etc. based on architectural drawings.
- iii. PMC shall call the tenders, and award the work to contractors/Vendors as per its approved procedure.
- iv. Maintain records as per PMC's "Quality plans" finalized during execution of works. On the completion of the project, records shall be handed over to VVG NLI.
- v. Checking and inspection of quality of materials and workmanship, deployment of labour force of the contractor and giving suitable instructions for proper execution of works.
- vi. Certification of Quality, measurements and bills of all contractors/agencies/vendors as per the terms of the order placed by PMC.
- vii. Administration of all contracts and resolve differences and disputes, if any.
- viii. Final inspection, checking/supervision of testing, commissioning of various systems and assist VVG NLI in taking over of various parts of works and of various systems.
- ix. PMC shall appraise the progress and/or activities of the Vendors & project on weekly/fortnightly/monthly basis in review meeting and prepare and submit Progress Reports as per approved format.
- x. PMC would be responsible to have all mandatory tests on materials carried out at various stages as per applicable codes of Bureau of Indian Standards &

maintain such records.

- xi. Exception reports for failure of tests (if any) along with remedial/corrective action.

5.7 Other Responsibilities of PMC

- i. Settlement of all accounts of the contractors including reconciliation of materials supplied to the contractors if any.
- ii. Ensuring of defect liability activities by the contractors during the respective liability periods.
- iii. Organizing/providing all operation and maintenance manuals through contractors and training to the VVG NLI staff.
- iv. Preparation of Final Report, which shall contain technical & financial information of the project.
- v. Records related to the PROJECT & maintained by PMC during PROJECT execution shall be handed over to the VVG NLI on completion of the PROJECT.
- vi. PMC will ensure all possible mandatory tests at site.
- vii. Checking & finalization of final estimates, assisting in the audit/technical observation, etc. (if any)
- viii. Conduct Arbitration matters between various agencies till final settlements of disputes PMC shall prepare draft replies and get it vetted from VVG NLI in replying to the observations made by CTES branch/ CAG Audit/Vigilance etc., if required.
- ix. PMC shall hand over the buildings complete in all respect, free from all encumbrances including the vacation of temporary workers' hutments etc. at site, if any to the VVG NLI.
- x. PMC shall maintain all registers/records during execution of works as stipulated in CPWD Works Manual
- xi. At the end of every financial year and at the end of the project, PMC shall submit an expenditure and utilization of funds statement in the format of CPWD Manual as per the prescribed procedure.
- xii. PMC shall not make any material deviation, alteration, addition to or omission from the work shown and described in the contract document except without first obtaining the prior approval of VVG NLI.
- xiii. The Project management consultant (PMC) agency has to quote the rates in percentage based on estimated cost along with taxes if any mentioned in Financial Bid failing which the agency will be disqualified.

6. ELIGIBILITY

The applicant must be Central/State/ PSU / PSE / Government Agency / Govt. Deptt., which has mandate to carry out civil and electrical works & allied activities and has multiple specializations, experience and expertise in Project Management Consultancy Services in Hospital Buildings / Medical Institute / Dispensary and related Staff Quarters/ Office buildings etc. projects in India or abroad. These Govt. organizations should conform to Rule 126 (2) and 126 (3) of GFR.

7. Eligibility documents required:

The eligible Govt. Organisations has to submit self-attested copies of following documents compulsorily to get themselves empanelled in VVG NLI for taking up new projects in the role of PMC:

- i. Work Experience information in the format as given in **Annexure-I** for projects completed by them in last Seven Years ending 2024
 - ii. Work experience information in the format as given in **Annexure-II** for projects in hand by them.
 - iii. Financial Information regarding turnover, Profit/Loss in the format as given in **Annexure-III**.
 - iv. Organisational details as given in **Annexure IV**.
 - v. Certificate on Company's letter head as given in Annexure-V.
 - vi. Solvency Certificate from a Scheduled Bank as given in **Annexure-VI**.
 - vii. Authorisation letter by CMD/MD of organisation in favour of authorised signatory.
8. The Govt. Organisation who are found meeting the eligibility conditions shall be duly graded/ categorised into 2 or 3 categories for taking up VVG NLI projects of different values and types across the country. The outcome of such categories /Grading would be intimated to the eligible organisations in due course of time.

Appendix-I

INSTRUCTIONS & GUIDELINES FOR SUBMISSION OF APPLICATION FORM FOR EMPANELMENT

1. All the applications received will be evaluated only on the basis of information and authenticated documents provided by the respective applicants.
2. The Empanelled PMC *may be called upon* to participate in the Bidding Process on invitation from VVG NLI from time to time for a specific Project for which separate notice invitation shall be sent.
3. VVG NLI reserves the right to call open Bid in which PMC not empanelled in this process but meeting the minimum qualification criteria for the Bid can also participate. For such Bids, the PMC who have been empanelled *and fulfilling* the stipulated eligibility criteria of Bid can also participate.
4. 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 / queries are 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/ formats or deliberately suppressing or misrepresenting the information may result into summary rejection of their applications. Applications made by Telex or mail and those received late will not be entertained.
5. The application should be neatly type-written. The applicant should sign and stamp each page of the application. The EOI documents need to be submitted in sealed/closed envelope only.
6. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the application documents must be numbered. Additional sheets, if any, added by the applicant should also be numbered by him. The documents should be submitted as a package duly signed & stamped along with Letter of Transmittal. Envelope containing application should be super-scribed 'Application for Empanelment of Project Management Consultant. References, information and certificates from the respective clients certifying suitability, technical knowhow or capability of the applicant should be signed.
7. The applicant may furnish any additional information along with supporting documents which they think is necessary to establish its Techno-Financial capabilities to successfully complete the works. The applicants are however, advised not to furnish superfluous information. No information shall be entertained after submission of application unless it is called for by the VVG NLI specifically.
8. Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render them liable to be debarred from empanelment / Bidding Process & further taking up of work in VVG NLI.
9. Prospective applicants may request clarification on the application documents within seven

days prior to the last date of submission of Pre-qualification application as mentioned in Notice for Empanelment. No request for clarification will be considered after that date.

10. The applications shall be signed by the person(s) on behalf of the organization having necessary Authorization to do so. Each page of application shall be signed & stamped. Copies of Memorandum of Association & Articles of Association shall be furnished along with the application. Originals may be required subsequently for verification, if necessary.
11. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the name of the Pro-formal and serial number.
12. While filling up the application with regard to the list of important projects completed or in hand, the applicants shall include separate sheets in the prescribed format, if necessary. Only information about similar projects should be given.
13. Decision of VVGnLI with regard to preparation of list for pre-qualified Project Management Consultants shall be final & binding on all applicants. VVGnLI is not bound to assign any reasons and/or explanations thereof.
14. Application form for 'Empanelment' can be downloaded from the VVGnLI website <https://vvgnli.gov.in>
15. The applicant shall submit duly filled application with Annexures in the prescribed format and all other relevant documents, latest by 1700 Hours on 08.04.2025 at the following address:

Director General

VVGnLI

Sector-24, Noida- 201301

16. The application shall be signed by the authorized person (s) of the PSU/Govt. Dept. All pages of the documents shall be stamped & signed by the authorised person. Authorization letter in favour of the authorized person by CMD/MD/Head of Organization shall be attached.
17. The application shall be submitted only as per the enclosed formats (Refer Annexure I to VI), documentary proof(s) as asked in various annexures, in respect of the details furnished in the application form shall be submitted along-with the application. Suppression of any information in this regard may lead to cancellation of empanelment, if such information comes to the notice of VVGnLI even after empanelment.
18. The empanelment shall be valid for a period of 03 (three) years from the date of issue of letter of empanelment. The panel may be extended further for another 2 years at the discretion of DG, VVGnLI, if their performance is found satisfactory.
19. All future communication / changes / additional information with respect to this website advertisement shall be notified through the website of VVGnLI.
20. VVGnLI reserves the rights to accept or reject any or all applications without assigning any reason. VVGnLI reserves the right to call off process of Empanelment of PM Consultant at any stage without assigning any reason.
21. VVGnLI shall not be responsible for any delay / loss of document or incorrect filling of Application form & Annexure-I to VI of the Application form. Also, VVGnLI shall not be responsible for delay / loss / non-receipt of filled-in Application form along-with documentary proofs sent by post.
22. VVGnLI reserves the right to modify the criteria and take its own decision if so required.

CONFLICT OF INTEREST

1. An 'Applicant' (PSU/Govt. Dept.) shall not have a conflict of interest, as defined here under that may affect the Selection Process.
2. The Applicant shall provide professional, objective and impartial advice and at all times hold VVGNNLI interests paramount, avoid conflicts with next level of assignments for carrying out Consultancy. The Applicant shall not accept or engage in any assignment with VVGNNLI, that would be in conflict with its prior or current obligations to other employers, or that may place it in a position of not being able to carry out the assignment in the best interests of VVGNNLI.
3. Without limiting the generality of the above, an Applicant shall be considered to have a Conflict of Interest, if;

Such applicant (or any constituent thereof) and any other Applicant (or any constituent thereof) have common controlling shareholders or other ownership interest, provided that this qualification shall not apply in cases. where the direct or indirect shareholding in an Applicant or a constituent thereof and in other Applicant(s) (or any of its constituents) is less than 5% of its paid up and subscribed capital; or

A constituent of such Applicant is also a constituent of another Applicant; or

Such Applicant has the same authorized representative for purposes of this Application as any other Applicant; or

Such applicant has a relationship with the prospective developer (to be engaged by VVGNNLI.) either directly or through third parties who may bid as developer based on the proposal prepared by VVGNNLI empanelled consultant for that particular assignment. The applicant or its subsidiaries shall not take up any assignment which results in conflict with the present assignment.

4. If at any time during evaluation of proposals or during execution of consultancy contract, any Applicant is found to have a Conflict of Interest, he shall be disqualified. In the event of disqualification, VVGNNLI shall forfeit and appropriate the Bid Security compensation and damages payable to VVGNNLI for, inter alia, the time, cost and effort of VVGNNLI including consideration of such Applicant's Proposal, without prejudice to any other right or remedy that may be available to VVGNNLI hereunder or otherwise.

Annexure-I

LIST OF PROJECT MANAGEMENT CONSULTANCY ASSIGNMENTS COMPLETED IN LAST 7 YEARS ENDING 31.03.2024

S.No.	Name of Work/Project with location	Short description of Consultancy assignment	Name and address of Owner/Client	Cost of Work/Project	Date of Start of Work/Project		Date of Completion of Work/Project		Bonus /Liquidated damages if any imposed on PMC	Any other Relevant Information
					Stipulated	Actual	Stipulated	Actual		

NOTE:

- Work/Project means Project Management Consultancy Work. The list of works/project mentioned should be substantiated with documentary evidence such as work orders or contract agreement or completion certificates from the owner/client.
- Completion certificate from client (not below the rank of Executive Engineer/Project Manager) shall be submitted in support of claim of completion.

Place:

Signature of the Authorized Signatory

Date:

Name & Designation with Stamp

Annexure-II

LIST OF MAJOR PROJECT MANAGEMENT CONSULTANCY PROJECTS IN PROGRESS

S.No.	Name of Work/Project with location	Short description of Consultancy assignment	Name and address of Owner/Client	Cost of Work/Project	Date of Start of Work/Project	Date of Completion of Work/Project	Status/Progress of work	Expected date of completion	Any other Relevant Information

NOTE:

- Work/Project means Project Management Consultancy Work. The list of works/project mentioned should be substantiated with documentary evidence such as work orders or contract agreement or certificates.

Place:

Signature of the Authorized Signatory

Date:

Name & Designation with Stamp

Annexure-III

FINANCIAL INFORMATION

S.No.	Financial Year	Turnover (Rs. in crore)	Profit/loss(-) (Rs. In crores)
1	2021-2022		
2	2022-2023		
3	2023-2024		

NOTE:

Certified copies of audited Balance Sheets/Chartered Accountants’ Certificates to be enclosed for each financial year.

Date:

Signature of the Authorized Signatory

Place:

Name & Designation with Stamp

Annexure-IV**ORGANIZATIONAL DETAILS**

S.No.	Particulars	Details to be filled in
1	Name of Organization	
2	Address Telephone No. Fax No. E-mail ID	
3	Year of Establishment/Incorporation	
4	Status of Firm (PSU/ Govt. Dept.)	
5	Empanelment with other Govt. Organizations (Mention names of organizations along with copies of empanlement letters)	
6	<u>Contact Details:</u> Name of Contact Official: Designation: Mobile No. Tel. No. Fax No. E-mail id:	

Place:

Signature of the Authorized Signatory

Date:

Name & Designation with Stamp

Annexure-V

TO WHOM SO EVER IT MAY CONCERN

1. It is certified that our organization_____ is having in-house capability of carrying out Project Management consultancy services as laid down in Clause 3.0 of the Notice Inviting Expression of Interest (EOI) for **‘Empanelment of Project Management Consultants for VVG NLI Works’.**
2. It is certified that our PSU/Govt. Dept. _____ is not black-listed by any other Govt department.
3. It is certified that our organization is financially sound and technically competent to take up the original works in terms of GFR-2017 from other Govt. Departments/Organisations.
4. It is further certified that all information/data furnished in the ‘Application form and Annexures’ for Empanelment are true to the best of our knowledge and belief.

Place:

Signature of the Authorized Signatory

Date:

Name & Designation with Stamp

Annexure-VI**FORM OF SOLVENCY CERTIFICATE FROM A SCHEDULED
BANK**

This is to certify that to the best of our knowledge and information M/s/Sri..... having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to 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: In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

Date: Signature of the authorized signatory

Place: Name & Designation with Stamp

FINANCIAL BID

Sl. No.	Description	Estimated Cost	Project Management Consultants (PMC) Charges in Percentage	Taxes if any	Remarks
1.	Renovation of Library Façade, Renovation of Residential flats, Construction of Boundary Wall, Road Carpeting, Demolition of Underground/OHT, Repair of Underground tank, Construction of Underground tank.	Rs. 12,66,91,532/-			

NOTE: The project management consultant (PMC) agency has to quote the rates in Percentage based on estimated cost along with Taxes if any mentioned above failing which the agency will be disqualified.

(Signature of the authorized person of the Agency with seal)

Place:

Date: