

NEW DELHI YMCA

1 Jai Singh Road, New Delhi - 110001

Prequalification Document for Architect(s) / Architectural Firm

1. INTRODUCTION

1.1 Purpose of Prequalification:

The purpose of this prequalification document is to shortlist qualified and experienced Architect(s) / Architectural Firm for the design and execution of a school building project in Hodal, Haryana. Only prequalified firms will be invited to participate in the detailed bidding process.

1.2 Project Background and Scope:

The project involves the design and construction of a medium-sized school building with classrooms, administrative areas, laboratories, libraries, and other essential infrastructure as per regulatory requirements.

1.3 Scope of Work:

The selected architect will be responsible for:

- Concept Design & Master Planning
- Detailed Architectural & Engineering Design
- Statutory Approvals from Local Authorities
- Tendering Assistance
- Construction Supervision & Project Coordination

1.4 Duration of Engagement/Contract:

One year from the date of awarding of contract or till completion of the project whichever is longer.

2. PROFILE OF THE ARCHITECT(S) / ARCHITECTURAL FIRM:

Name	
Registered Address:	
Phone / Mobile numbers	
Email ID:	
Brief Profile	

3. ELIGIBILITY CRITERIA

Architects and architectural firms must meet the eligibility criteria outlined in this document to be considered for prequalification.

3.1 Experience Requirements:

- Give details of successful completion of at least three (3) similar school or institutional building projects in the last 5 years. Give details here below:

Year	Project Details with location	Date of Commencement	Date of Completion	Project Value

Note: Submit Photographs, completion certificates, and client references along with this document.

- Give details of successful completion of other building projects. Please briefly outline your experience here below:

Year	Project Details with location	Date of Commencement	Date of Completion	Project Value

Note: Submit Photographs, completion certificates, and client references along with this document.

3.2 Financial Stability

- Annual turnover** in the last three financial years.

Financial Year	Annual Turnover	Audited Statement of Account Attached. State Yes / No

Note: Please attach Audited Statement of Accounts for the past three years.

- Please attach ITR filed for the past three years.

3.3 Availability of Key Personnel

- Lead Architect(s) must have **10+ years of experience**.

Name of the Architect	Professional Qualification(s)	Number of years of relevant experience

Note: Attach Profile/CV of the Architect

- Dedicated structural, electrical, and MEP consultants.

Name of the Personnel / Consultant	Professional Qualification(s)	Number of years of relevant experience

Note: Attach Profile/CV of the above-mentioned Personnel / Consultants

LEGAL STATUS:

3.2 Registrations & Certifications:

- Legal status and registration documents (CoA, Company/ Firm Registration, PAN, GSTIN, Etc.)

S. No.	Certification/Registration	Issuing Authority	Validity

4. GENERAL TERMS & CONDITIONS

- The New Delhi YMCA reserves the right to accept or reject any application without assigning any reason.
- Prequalification will remain valid for **one year**.
- Submission of an application does not guarantee selection.

5. Submission Requirements

Firms must submit the following documents:

- **Annexure A - Cover Letter (format given below)**
- **Annexure B - Affidavit on Non-Blacklisting (format given below)**

Annexure A: Format for Cover Letter on Letterhead

Date:

To,
The General Secretary & CEO
New Delhi YMCA
Jai Singh Road
New Delhi - 110001

Subject: Prequalification of Architect(s) / Architectural Firm for School Building Project in Hodal, Haryana

Dear Sir,

We express our interest in participating in the prequalification process for the proposed school building project. We confirm that we meet all eligibility criteria and have attached the required documents for your consideration.

With regards
Sincerely yours,

Signature of Authorised Signatory

Name:

Designation:

Phone No:

Email ID:

Annexure B: Affidavit on Non-Blacklisting on Stamp Paper of Rs 100/-

I, [Name], authorized representative of [Firm Name], do hereby declare that our firm has **never been blacklisted** by any government, semi-government, or private entity.
Signed,

Signature of Authorised Signatory

Name:

Designation:

[Seal of the Firm]

[Date]
