



VPG
Stores (P) Ltd

**“APPLICATION FOR EMPANELMENT OF CONTRACTORS
For walk in retail store”**

1. Name of the Organisation : _____

2. Address : _____

3. Year of Establishment : _____

4. Status of the firm : _____

(Whether Company / Firm / Proprietor)

5. Name of the Directors / Partners

Proprietor

i)

ii)

iii)

6. Whether registered with the Registrar of Companies / Registrar of Firms.

If so, mention number and date; Number: _____ Date: _____

7. a) Name and Address of Bankers

i)

ii)

iii)

iv)

8. Whether registered for Sale Tax purposes.

If so, mention number and date; Number: _____ Date: _____

Furnish also copies of sales tax clearance certificate (GST Certificate).



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9. Whether an assess of Income Tax.

If so, mentions Permanent Account Number; PAN No.: _____

Furnish copies of Income Tax clearance certificate.

10. Furnish copies of audited Balance Sheet and Profit & Loss Account (audited) for the last 3 years.

11. If you are registered in the panel of other organizations/statutory bodies, such as CPWD, PWD, MES, Banks etc. furnish their names, category and date of registration. (You can Add extra Excel if needed).

i)

ii)

iii)

12. What are your fields of activities? Mention the fields on preference basis.(You can Add extra Excel if needed)

i)

ii)

iii)

13. Whether willing to work

Anywhere in North Region or mention the places where you are willing to work.

14. i) Detailed description and value of works done for others in the past.

(Please use additional sheets if required)

Descriptio	Value of work done in the past (Others)



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ii) Detailed description and value of works done for the Retail Stores.

(Please use additional sheets if required)

Descriptio	Value of work done in the past (Retail Stores)

15. Specify the maximum value of work executed in a year: _____

(Please use additional sheets if required)

16. Furnish the names of three responsible persons who will be in a position to certify about the quality as well as past performance of your organization.

i

17. Particulars of Demand Draft no. paid as Empanelment Fees (AMD):

- (i) An Application Money Deposit of INR 250000 (Rupees Two Lakh Fifty Thousand) per store will be charged at the time of submission of the Empanelment Form by the way of Demand Draft. AMD in the form of Bank Guarantee will not be accepted.
- (ii) The AMD is refundable after successful completion of the Scope of Work and final verification by the Technical Team.
- (iii) A single contractor should apply for minimum of 4 stores.

Signature & seal of applicant



Important:

1. Application form along with AMD is to be submitted to the respective Head Office, VPG Stores (P) Ltd having control of concerned branch.
2. Applicant must apply for empanelment of 2500-4000 sq ft area.
3. Please type or handwrite in capital letters.
4. Attach copies of the supporting documents.
5. Please use additional sheets if required.
6. Firms/organizations who are not furnishing above information will be summarily rejected.
7. Firms/organizations who are already empanelled with our Zone need not apply.
8. Final decision of Project Manager will be considered to allot the site location.
9. Architects may be called for an Interview for empanelment.
10. Contractors may be removed from approved list by VPG Stores(P)Ltd if they fail to complete the work satisfactorily on more than one occasion.
11. The contractor has to submit the scope of work after possession of site.
 - i) Bills will be raised after completing the scope of work of 30 days as per the BOQ.
 - ii) The payment will be released within 15 days of submission of the bills.
 - iii) Water and electricity will be provided free of cost from the landlord.
12. W.C.T. & other Taxes are exclusive.
13. Installation & Transportation are inclusive.
14. Time of Completion: The total duration of contract / Empanelment should be 30 days from the date of release of Work Order, Drawings & BOQ duly accepted by contractor.
15. Specification: All works shall be carried out as per BOQ specification, IS Codes and general engineering Practices. All Works shall be completed in all respect to the satisfaction of Project Manager / PMC.
16. This order includes any modification and /or alteration to be effected mutually hereinafter.



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17. The above Qty is approximate, and the payments will be made on measurements of actual work done at site.
18. No compensation shall be payable to you in the event of any cancellation/ suspension / postponement of this Empanelment.
19. It will be your sole responsibility to arrange for the proper storage & safe custody of the stores tool & equipments etc., used by you at our site during the pendency of the work order and adhere to our instruction in this regard.
20. You shall be solely responsible for the strict enforcement of all acts, Rules and others made by the central and state Governments or local Authorities and we shall in no way responsible for any violation of any act on your part.
21. Your men working at our premises must strictly follow all our rules regarding entry, exit and safety precautions and maintain strict discipline.



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Declaration
(To be submitted on letterhead of the firm)

To: The Director,

VPG STORES (P) LTD. NEW DELHI
608, DLF TOWER-A, JASOLA DISTRICT, JASOLA VIHAR, NEW DELHI

Sub: Submission of Empanelment form for Turnkey Project on outsourcing basis.

I declare that the above mentioned documents are furnished up to the best of my knowledge and signed by me. I agree over the terms and conditions mentioned in the Empanelment Form.

Thanking you,
Yours faithfully,

**Name and
Signature of authorized signatory
Date:-**

(Seal of the firm)