

**RENOVATION AND REFURBISHMENT OF
STAFF QUARTERS AT ESIC COLONY
SECTOR-56, NOIDA**

DOCUMENT FOR PRE-QUALIFICATION OF CONTRACTORS

MAY – 2009

ISSUED TO:

DATE OF ISSUE:

SIGN. OF ISSUING AUTHORITY.....

INDEX

S.NO	DESCRIPTION	LEAFS
1	Press Notice - Introduction and Invitation to Pre-qualify	3
2	Section I - Brief particulars of the work	5
3	Section II - Pre-qualification Criteria	7
4	Section III - Information and Instruction for Applicant	11
5	Section IV - Pre-qualification information	14
	(i) Letter of Transmittal	15
	(ii) Form "A"	16
	(iii) Form "B"	17
	(iv) Form "C"	18
	(v) Form "D"	19
	(vi) Form "D-1"	21
	(vii) Form "E"	22

PRESS NOTICE

RENOVATION AND REFURBISHMENT OF STAFF QUARTERS AT ESIC

COLONY SECTOR-56, NOIDA

INVITATION FOR PREQUALIFICATION OF CONTRACTORS

M/s Employees' State Insurance Corporation, Panchdeep Bhawan, C.I.G. Road, New Delhi invites pre-qualification application from firms/contractors of repute for the following work.

Name of Work	Estimated cost of work (Rs. In Crore)	Value of satisfactorily completed similar works	Average Yearly financial turnover (Rs. In Crores)	Time of Completion (in months)
External Finishing Of Staff Quarters At ESIC Colony Sector-56, Noida including items given below *	17.00	1) One work of Rs. 13.00 crores OR 2) Two works of Rs. 10.00 crores each OR 3) Three works of Rs. 6.00 crores each	10.00	9

Note : It may be noted that Earnest Money would be required to be submitted along with the tender for the work @ One Percent (1%) of Estimated Cost of Work / Project.

2. Contractors who fulfill the following requirements shall be eligible to apply. Joint ventures or consortiums are not accepted. Foreign firms are not permitted to participate.
 - a. Should have satisfactorily completed similar works of value stated above during the last five years ending 31.03.2009.

Note: The similar works means:

i) **Commercial/Residential Buildings**

ii) ***Preferably, the following services should have formed a part of the above:**

- a) **Plumbing & Sanitation**
- b) **Sewerage & Drainage**
- c) **Roads & Pavement works**
- d) **Face Lifting works**
- e) **Landscaping**

- b. Should have average annual financial turn over of value stated in para-1 above on construction works during last three years ending 31st March 2009.

PQ NO. ESIC/Notice No. /PQ of 2009 – 2010

- c. Should be a profit-making firm and should not have made losses during the last three years ending 31st March 2009.
 - d. Should not have been black listed by the Central Govt., State Govt., Govt. Organisation or PSUs.
3. Desirous contractors may obtain pre-qualification document by requesting in writing from the office of **Employees' State Insurance Corporation, Panchdeep Bhawan, C.I.G. Road, New Delhi on payment of non refundable Demand Draft-of Rs. 500/- drawn in favour of "ESI fund Account No-1" and payable at New Delhi, on any working day from 20th May 2009 to 18th June 2009 between 10.00 A.M. and 4.00 P.M.**
4. Pre-Qualification Document is also available in ESIC website www.esic.nic.in. Cost of downloaded Pre-Qualification document of Rs.500 shall be submitted in the form of Demand Draft in favour of "**ESI fund Account No-1**" at the time of submission of Pre-Qualification document. Application without the requisite cost of PQ document are liable to be rejected.
5. **Sealed pre-qualification document shall be submitted by 19th June 2009 by 4.00 P.M**
6. If any information furnished by the applicant is found incorrect and /or misleading and/or false representation and/or deliberately suppressed information, at a later stage, he shall be liable to be debarred from tendering /taking up of any work for ESIC. The department reserves the right to verify the particulars furnished by the applicant independently.
7. The department reserves the right to physically verify the performance on works. The ESIC also reserves the right to reject any prospective application without assigning any reason and to restrict or increase the list of pre-qualified contractors to any number deemed fit by it.

**P.R. ROY
CHIEF ENGINEER**

SECTION I : BRIEF PARTICULARS OF WORK

SECTION I BRIEF PARTICULARS OF THE WORK(S)

1. Salient details of the work(s) for which pre-qualification application are invited are as under :

Name of Work	Estimated cost of work (Rs. In Crore)	Time of Completion (in months)	Nature of work
External Finishing Of Staff Quarters At ESIC Colony Sector-56, Noida	17.00	9	RCC Framed Structure with superior finishes a) Electrical. b) Plumbing & Sanitation. c) Sewerage & Drainage d) Roads & Pavement works e) Face lifting work

SECTION II: PRE-QUALIFICATION CRITERIA

INITIAL CRITERIA FOR ELIGIBILITY FOR PRE-QUALIFICATION

Name of Work	Estimated cost of work (Rs. In Crore)	Value of satisfactorily completed similar works	Average Yearly financial turnover (Rs. In Crores)	Time of Completion (in months)
External Finishing Of Staff Quarters At ESIC Colony Sector-56, Noida	17.00	1) One work of Rs. 13.00 crores OR 2) Two works of Rs. 10.00 crores each OR 3) Three works of Rs. 6.00 crores each	10.00	9

- 1.1 The applicant should have satisfactorily completed similar works of value stated under para 1 above during the last 5 years ending 31st March 2009. For this purpose, 'cost of work' shall mean gross value of the completed works including the cost of materials supplied by the Govt./Client, but excluding those supplied free of cost & cost of land. This should be certified by an officer not below the rank of Executive Engineer or equivalent.

The similar works means:

- i) **Commercial/Residential Buildings**
- ii) **Preferably, the following services should have formed a part of the above:**
 - a) **Electrical**
 - b) **Plumbing & Sanitation**
 - c) **Sewerage & Drainage**
 - d) **Roads & Pavements**
 - e) **Face Lifting Work**
 - f) **Landscaping**

Note: The work commencement order/work stating value of work & stipulated completion and the completion certificate for works shown as similar work shall be attached.

- 1.2 The applicant should have had average annual financial turn over of value stated in the para-1 above for the work during last three years ending 31st March 2009.
- 1.3 The applicant should be a profit-making firm and should not have made losses during last three years ending 31st March 2009.

- 1.4 The tenderer should have liquidity worth 25% of the estimated cost of the work.
Liquid assets are the sum of Fund Based Credit Facility from the Banks and Current assets minus the cost of inventories and bad debts.
- Certificates from Bankers shall have to be submitted as proof of fund based credit facilities. For Current Assets latest audited balance sheet should be submitted.
- 1.5 The applicant should have own construction equipments as per list required for the proper and timely execution of the work. Else, he should certify that he would be able to procure the equipment by hiring etc.
- 1.6 The applicant should have sufficient number of Core Technical and Administrative employees for the proper execution of the contract. The applicant should submit a list of these employees.
- 1.7 The applicant's performance for each work completed in the last 5 years and in hand should be certified by an authorized person.
- 1.8 Should not have been black listed by the Central Govt., State Govt., Govt. Organisation or PSUs.

2.0 FINANCIAL INFORMATION

Applicant shall furnish the following information:

(a) Annual financial statement for the last five years (in Form "A").

3.0 EXPERIENCE IN WORKS HIGHLIGHTINGS EXPERIENCE IN SIMILAR WORKS

- 3.1 Applicant shall furnish the following:-(a) List of all similar works successfully completed during the last 5 years mentioning configuration (in "Form "B").
- (b) List of the projects as mentioned in Para 1.0 above under execution (in Form "C").
- 3.2 Particulars of completed works and performance of the applicant duly authenticated / certified by an officer not below the rank of the person who entered into agreement of that particular work furnished separately for each work completed or in progress.

4.0 ORGANISATION INFORMATION

Applicant is required to submit the following information in respect of his organization (in Forms "D" & "D-1").

(a) Name & Postal Address, Telephone & Fax number, e-mail ID etc.

(b) Copies of original documents defining the legal status, place of Registration and principal places of business.

(c) Names of Directors.

- (d) Information on any litigation in which the applicant was involved during the last five years, including any current litigation.
- (e) Authorization for Accepting Officer to seek detailed references.
- (f) Number of relevant Core Technical & Administrative Employees in the company, (in Form "D-1 ").

5.0 CONSTRUCTION PLANT AND EQUIPMENTS

Applicant shall furnish the list of construction plant and equipment including steel shuttering, centering and scaffolding likely to be used in carrying out the work (in Form "F"). Details of any other plant & equipment required for the work (not included in Form "F") and available with the applicant may also be indicated.

6.0 LETTER OF TRANSMITTAL

The applicant should submit the letter of transmittal attached with pre-qualification document.

7.0 COST OF TENDER DOCUMENTS

Tenders will be sold only to those contractors who have pre-qualified. The cost of tender documents shall be Rs.5,000/- and required to be paid by the contractor in the form of DD.

8.0 ACCEPTANCE CRITERIA

8.1 The Accepting Officer reserves the right, without being liable for any damages or obligation to inform the applicant to:

- (a) Amend the scope and value of contract.
- (b) Reject any or all of the applications or augment the pre-qualification process without assigning any reason.

Any effort on the part of the applicant or his agent to exercise influence or to pressurize the Accepting Officer would result in rejection of his application. Canvassing of any kind is prohibited.

SECTION III : INFORMATION & INSTRUCTIONS FOR APPLICANTS

INFORMATION & INSTRUCTIONS FOR
APPLICANTS

1.0 GENERAL

- 1.1 Letter of transmittal and forms for pre-qualification are given in Section IV.
- 1.2 All information called for in the enclosed forms shall be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant columns. 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 incomplete 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 summarily disqualified.** Applications made by telegram or telex or Fax and those received late will not be entertained.
- 1.3 The application should be typewritten. The applicant shall sign each page of the application.
- 1.4 Overwriting shall be avoided. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. Pages of the pre-qualification document are numbered. **Additional sheets, if any added by the contractor, shall also be numbered by him. They should be submitted as a package with signed letter of transmittal.**
- 1.5 References, information and certificates from the respective clients certifying suitability, technical know how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer or equivalent.
- 1.6 The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous Information. No information shall be entertained after submission of pre-qualification document unless it is called for by the Accepting Officer.
- 1.7 Any information furnished by the applicant found to be misleading or false representation or deliberately suppressed information either immediately or at a later date, would render him liable to be debarred from tendering / taking up of work of ESIC Works.
- 1.8 The pre-qualification document in prescribed form duly completed and signed shall be submitted in a sealed cover. **The sealed cover superscribed "Pre-qualification document for Renovation And Refurbishment Of Staff Quarters At ESIC Colony Sector-56, Noida " and the "date of opening"** shall be received by the ESIC, or his authorized representative upto 1600 hrs 18th June 2009. Documents submitted in connection with pre-qualification will be treated confidential and will not be returned.
- 1.9 Prospective applicants may request clarification, if required, on the pre-qualification document till 15th June 2009. Any clarification given by the Accepting Officer will be forwarded to all those who have purchased the pre-qualification document.

2.0 DEFINITIONS

- 2.1 In this document the following words and expressions have the meaning hereby assigned to them.
- 2.2 **ACCEPTING OFFICER:** Means the M/s Employees' State Insurance Corporation, Panchdeep Bhawan, C.I.G. Road, New Delhi.
- 2.3 **APPLICANT:** Means the individual, proprietary firm, firm in partnership, limited company private or public or corporation.
- 2.4 **"Year"** means "Financial Year" unless stated otherwise.

3.0 METHOD OF APPLICATION

- 3.1 If the applicant is an individual, the application shall be signed by him above his full typewritten name and current address.
- 3.2 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.
- 3.3 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.
- 3.4 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 Notary Public

4.0 FINAL DECISION MAKING AUTHORITY

- 4.1 The Accepting Officer reserves the right to accept or reject any application and to annul the pre-qualification process and reject all applications at any time, without assigning any reason or incurring any liability to the applicants.
- 4.2 In case of noticing any change in the state of information provided by the applicant after issue of tender, the Accepting Officer will reserve right to withdraw the tender before the date of receipt for same without incurring any liability to the applicant.

SECTION IV: PRE-QUALIFICATION INFORMATION

LETTER OF TRANSMITTAL

From :

To

M/s Employees' State Insurance Corporation, Panchdeep Bhawan, C.I.G. Road, New Delhi.

Name of Work : Renovation And Refurbishment Of Staff Quarters at ESIC Colony

Sector-56, Noida

Sir,

Having examined the details given in **Pre-Qualification Press Notice & Pre-Qualification document** for the above work, I/we hereby submit the pre-qualification document and other relevant information.

1. I/ We hereby certify that all the statements made and information supplied in the enclosed Forms A to D, D1 & E and accompanying statement are true and correct and no pertinent information has been suppressed by us.
2. I/ We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I/ We submit the requisite financial turnover, works executed / under execution certificates etc., and authorise the ESIC, to approach the issuing authority to confirm the correctness thereof. I/We also authorise ESIC & the Consultant appointed by ESIC to approach individuals, Employers, firms, banks and corporation to verify our competence and general reputation.
4. I/ We submit the following certificates in support of our suitability, technical know how and capability for having successfully completed the following works :

Name of the Work

Certificate

from

1.

2.

Enclosures :Nos.

Seal of Applicant

Date of Submission

Signature(s) of Applicant(s)

FINANCIAL INFORMATION

1. Financial Analysis – Details to be furnished duly supported by figures in 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).

	Year		
	06-07	07-08	08-09*
a. Gross Annual Turnover on Construction works			
b. Profit / Loss			

*Provisional Balance Sheet signed by the Auditor to be attached.

Certified that the figures shown above are correct and are based on Balance Sheet/Profit & loss account for the respective years as submitted by the applicant to the Income Tax Deptt.

SIGNATURE OF APPLICANT

Date : _____

Signature of Chartered Accountant with seal

Date :

DETAILS OF SIMILAR WORKS COMPLETED DURING THE LAST 5 YEARS ENDING LAST DAY OF THE MONTH - MARCH, 2009

Sr. No.	Name of Work/ Project & Location	Owner or Sponsoring Organization	Cost of work in Crores	Configuration / No. of Storeys	Date of Commencement as per contract	Stipulated date of completion	Actual date of completion	Name & address/ telephone no. of Executive Engineer/ Project Manager or equivalent to whom reference may be made	Remarks/ reason for delay and compensation charged if any
1	2	3	4	5	6	7	8	9	10

Signature of Applicant(s)

PROJECT (SIMILAR WORKS) UNDER EXECUTION

Sr. No.	Name of Work/ Project & Location	Owner or Sponsoring Organization	Cost of work in Crores	Date of Commencement as Per contract	Stipulated date of completion	Up to date percentage progress of work	Cost of balance work	Slow progress if any and reasons thereof	Name & address/ telephone no. of Executive Engineer/ Project Manager or equivalent to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10	11

Signature of Applicant

STRUCTURE & ORGANIZATION

1. Name & Address of the Applicant
2. Telephone No. / Telex No. / Fax No.
3. Legal status of the applicant (attach copies of original document defining the legal status)
 - a) An individual
 - b) A proprietary firm
 - c) A firm in partnership
 - d) A limited company or Corporation
4. Particulars of registration with various Government bodies (attach attested photo copy)

Organization / Place of Registration registration

- i)
 - ii)
 - iii)
5. Names & Titles of Directors
 6. Designation of individual authorized to act for the organization.
 7. Was the applicant ever required to suspend construction for a period of more than six months continuously after commencement of the construction? If so, give the name of the project and reasons of suspension of work.

8. Has the applicant, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.
9. Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details.
10. Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
11. In which field of Civil Engineering construction the applicant has Specialization and interest?
12. Any other information considered necessary but not included above.

SIGNATURE OF APPLICANTS

FORM – “D-1” DETAILS OF TECHNICAL &

ADMINISTRATIVE PERSONNEL

S. No.	Designation	Anticipated requirement numbers	On the roles of Contractor				Remarks
			Name	Qualifications	Professional experience years	Years with the firm	
1.	2.	3.	4.	5.	6.	7.	8.
	Team Leader	1					
	Civil Engineers	1					
	Safety Engineer	1					
	Site Supervisors	1					

SIGNATURE OF APPLICANT(S)

DETAILS OF CONSTRUCTION PLANT AND EQUIPMENT LIKELY TO BE USED IN CARRYING OUT THE WORK

S. No.	Name of Equipment	Anticipated	Ownership Status					Remarks
			Capacity or Type	Age	Condition	Presently owned	Presently Leased	
1	2	3	4	5	6	7	8	9
	Equipment for hoisting							
	1. Builder's hoist	1						
	Equipment for concrete work							
	1. Concrete pumps	1						
	2. Concrete transit mixer	1						
	Equipment for Building work							
	1. Steel shuttering (Welded plates only)	1						
	2 Steel scaffolding	To suit programe						

Declaration:

I, the undersigned, declare that to the best of my knowledge and belief, the above mentioned description is true. I, understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Encl:

1. Address proof of Correspondence.
2. Lease document Proof.
3. Photocopy of purchase documents /proof.

SIGNATURE OF THE APPLICANT
Address.....
.....

PQ NO. ESIC/Notice No. /PQ of 2009 – 2010

The Addl. Commissioner(PR),
ESIC, Hqrs. Office,
New Delhi-110002..

Sub:- **PRESS NOTIFICATION FOR INVITATION FOR PRE-QUALIFICATION OF CONTRACTORS FOR RENOVATION AND REFURBISHMENT OF STAFF QUARTERS AT ESIC COLONY SECTOR-56, NOIDA**

Sir,

I am enclosing herewith the hard & soft copies for the above mentioned Press Notification. The Notification shall be inserted in two English and two Hindi National Newspapers which are most widely circulated. This Notification, in the Newspapers, shall be given at the earliest possible date.

(P.R. ROY)
CHIEF ENGINEER