

PREAMBLE, QUALIFICATION CRITERIA FOR EMPANELMENT OF TECHNICAL CONSULTANT (TC)

1.0 PREAMBLE

- HSCC (INDIA) LIMITED a Government of India undertaking provides comprehensive services from concept to commissioning in the health care sector ranging from feasibility studies, planning, design and detailed engineering, project management, procurement and commissioning of medical equipments and procurement of drugs.
- It is proposed to empanel “Technical Consultant (TC)” to provide expert consultancy services and assist HSCC (I) Ltd. in planning, conceptual design and detailed engineering design in the field of hospitals, laboratories, Animal houses and other healthcare sectors in the following disciplines:
 - a) Architecture
 - b) Civil/ Structure
 - c) HVAC
 - d) Electrical
 - e) Public Health Engineering (PHE)

Agencies/Consultants having expertise in one, more or all the above disciplines may participate in the process of empanelment.

Applicants should clearly state the discipline for which the Agencies/Consultants wishes to get empanelment.

The last date of submission of application is 15th Feb 2007.

2.1 QUALIFICATION CRITERIA

- 2.1.1 Firms based in India having their principals abroad can also apply on behalf of their principals with documentary evidence of their being authorized agent.
- 2.1.2 Qualification of the agencies/consultants for empanelment will be based on meeting the following criteria regarding the agencies/consultants work experience, personnel and equipment capabilities, and financial position, as demonstrated by the agencies/consultants responses in the forms attached and other information furnished by the bidders in support of their Qualification as given below:

2.2 MINIMUM ESSENTIAL QUALIFICATION CRITERIA

2.2.1 The Agencies/Consultants should meet the following essential minimum criteria for Qualification :

- 2.2.1.1 Successful and timely completion of at least one work of similar nature i.e. expert consultancy services in planning, conceptual design and detailed engineering design, during last three years Date of completion to fall in last financial years i.e., 2003-2004, 2004-2005 & 2005-2006. (Fill enclosed ANNEXURE-I).

2.2.1.2 Similar works means planning, concept designing & detailed designing in the field of hospitals, laboratories, Animal houses and other healthcare sectors in all or any of the following disciplines:

- a) Architecture
- b) Structure
- c) HVAC
- d) Electrical
- e) Public Health Engineering (PHE)

2.3 Only those agencies/consultants shall be considered for further evaluation, who meet the above Minimum Essential Mandatory Qualification Criteria

2.4 OTHER EVALUATION INFORMATION

- i. Personnel Capabilities : The agencies/consultants must have suitable qualified and experienced personnel for the successful completion of the works. List of employees and bio-data of key officials shall be submitted. (Fill enclosed ANNEXURE – II).
- ii. Equipment Capabilities : The agencies/consultants should own, or have assured access to (through hire, lease, purchase agreement or other means) equipment, licensed hardware and softwares to successfully execute the contract. List of facilities available with the agencies/consultants should be submitted (Fill enclosed ANNEXURE -III). The agencies/consultants shall also provide details of designing setups, if any, owned by them.
- iii. Financial Capabilities : Audited balance sheets for the last three financial years i.e. 2003-2004, 2004-2005 & 2005-2006 should be submitted and must demonstrate the soundness of the agencies/consultants financial position, showing positive net worth and profitability in last three financial years. (Fill enclosed ANNEXURE-IV).
- iv. Registration/Licence :The agencies/consultants must have registration with service tax or/and sales tax from the appropriate authorities, whichever applicable (Photocopies of registration certificates to be submitted.)
- v. The agencies/consultants should not have abandoned any work of Govt. of India / Govt. department during the last 03 years.
- vi Information regarding litigation, expulsions and blacklisting , if any, should be submitted with details.
- vii The Agencies/Consultants Should submit the asked information in both hard copy (A-4 size paper) and soft copy (CD). All hard copies should be duly signed and stamped by Agencies.
- viii The agencies/consultants shall submit the supporting documents regarding the information given in the ANNEXURE - I to ANNEXURE - IV.

3.0 EXPERIENCE OF PLANNING & DESIGNING OF PROJECTS OF SIMILAR NATURE & COMPLEXITY

The agencies/consultants shall submit information about their the past experience in planning & designing of projects of similar nature with information about magnitude of the Projects, Type of Projects ,Client Satisfaction, Time Over-run if any, Cost over run if any , (Fill enclosed ANNEXURE - I).

4.0 Even though the agencies/consultants meet the above criteria, they are subject to be disqualified if they have:

- made misleading or false representation in the form, statement and attachments submitted; and/or
- record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc.
- ever been black listed.

5.0 Updating Qualification Information :

i Agencies/Consultants shall be required to update the financial information used for Qualification, as and when asked for, to confirm their continued compliance with the qualification criteria and verification of the information provided. An application shall be rejected if the agencies/consultants qualification thresholds are no longer valid at the time of application.

6.0 GENERAL INFORMATION

All individual agencies/consultants applying for Qualification are requested to complete the information in this form. Information to be provided for all owners or agencies/consultants who are partnerships or individually-owned firms.

1.	Name of agency/consultants
2	Head office address
3	Telephone Contact
4	Fax Telex
5	Place of incorporation/ Registration Year of incorporation/ registration

STRUCTURE AND ORGANIZATION

1. The Agency/Consultants is _____
 - (a) an individual
 - (b) a proprietor firm
 - (c) a firm in partnership
 - (d) a Limited Company or Corporation.

2. Attach the Organization Chart Showing the structure of the organization, including the names of the Directors and position of officers. _____

3. Have you ever left the work awarded to you incomplete? (If so, give name of project and reasons for not completing the work.) _____

ANNEXURE - I

**EXPERIENCE OF PLANNING, CONCEPTUAL DESIGN AND DETAILED
ENGINEERING DESIGN OF PROJECTS OF SIMILAR NATURE & COMPLEXITY**

(During last three years ending last day of month previous to the one in which applications are invited)

Sl. No	Name of the Work	Name of the client	Brief Description of the Work	Date of Start	Date of Completion as per contract	Actual date of actual completion	Value
1							
2							
3							
4							

NOTE : Please attach supporting documents (completion certificates / order copies) for the above information

ANNEXURE - II

PERSONNEL CAPABILITIES

Sl. No.	Name & Address of the Employee	Technical Qualification	Post held	Date of Employment

Bio-data of key officials shall be submitted.

ANNEXURE - III

EQUIPMENT CAPABILITIES

Sl. No.	Particulars of Hardware Devices and licensed software details	Quantity	Approximate Value
1.			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

ANNEXURE - IV

FINANCIAL CAPABILITIES

ANNUAL TURN OVER

Year	Annual Turn Over in Indian Rupees (or equivalent to Indian Rupees) as per Audited Balance Sheet
2003-2004	Rs.
2004-2005	Rs.
2005-2006 (Prov.)	Rs.
Average Annual Turnover over the past three years	Rs.

Financial Information in Rs. Equivalent	For year 2003-2004	For year 2004-2005	For year 2005-2006
1. Total Assets			
2. Current Assets			
3. Total Liabilities			
4. Current Liabilities			
5. Profit before Tax			
6. Profit after Tax			

NOTE : The above data is to be supported by audited balance sheets

1. Attach copies of audited balance sheets for all three years (2003-2004, 2004-2005 & 2005-2006 (Prov.).
2. Attach recent solvency certificate from bankers as per clause 2.4 (iii) above, not older than 12 months.