

**MINISTRY OF HEALTH & FAMILY WELFARE,  
GOVT. OF INDIA, NEW DELHI**

**Invitation for Prequalification**

**Supply and installation of Modular Type Laboratory Furniture (Pkg-I),  
Office Furniture (Pkg-II) and Hospital furniture (Pkg-III) and signage work  
( Pkg-IV) for 200 bedded Emergency and Trauma centre for Bir Hospital  
Expansion at Katmandu, Nepal**

**MAY 2008**



**HSCC (INDIA) LTD.  
(CONSULTANTS & ENGINEERS FOR MEGA HOSPITALS & LABORATORIES)  
E-6(A), sector-1, NOIDA(U.P) 201301 (India)**

Phone : 0120-2542436-40

Fax : 0120-2542447

**PQ No. HSCC/128 /Fur/BU-HP-II/2008**

## Ministry of External affairs, Govt. of India

### INVITATION FOR PREQUALIFICATION

Ministry of External affairs, Govt. of India , Through HSCC(India ) Ltd. intends to Pre-qualify the firms for the following works for 200 bedded Emergency and Trauma centre at Katmandu, Nepal

Package No.	Name & description of work	Estimated cost (Rs.)	Completion period of work (months)	Date of issue of Prequalification document	Last date of submission at MEA Office New Delhi
I	<b>Supply &amp; Installation of Laboratory Furniture &amp; Associated civil, electrical &amp; plumbing works etc.</b>	<b><u>80</u> <u>Lakhs</u></b>	<b><u>03</u> <u>(Three)</u></b>	13.05.2008 from 10 : 00 hrs to 16:00 hrs	27.05.2008 upto 17:00 hrs .
II	<b>Supply &amp; Installation of Office Furniture.</b>	<b><u>145</u> <u>Lakhs</u></b>	<b><u>03</u> <u>(Three)</u></b>	13.05.2008 from 10 : 00 hrs to 16:00 hrs	27.05.2008 upto 17:00 hrs .
III	<b>Supply &amp; installation of Hospital Furniture</b>	<b><u>75</u> <u>Lakhs</u></b>	<b><u>03</u> <u>(Three)</u></b>	13.05.2008 from 10 : 00 hrs to 16:00 hrs	27.05.2008 upto 17:00 hrs .
IV	<b>Internal and external signage are required to be supplied and fixed</b>	<b><u>15</u> <u>Lakhs</u></b>	<b><u>1.5</u> <u>(one &amp; half)</u></b>	13.05.2008 from 10 : 00 hrs to 16:00 hrs	27.05.2008 upto 17:00 hrs .

#### Minimum Pre-Qualification (PQ) criteria:

1. As mentioned in the PQ document for all the above four packages.
2. It is expected that invitation of bid will be made in May/June 2008.
3. Pre-qualification is open to all the agencies having sound background and specialization in carrying out similar works and having their own manufacturing unit since three years.
4. PQ document can be obtained in person in writing mentioning the packages from HSCC (I) Ltd. head office at E-6A sector-1 Noida (U.P)/ U/S (NB), MEA, South Block New Delhi on payment of Rs. 2000/- ( for each package) through Cash/demand draft in favour of Pay & Accounts officer, MEA, New Delhi
5. The PQ document may also be downloaded from HSCC website [www.hsccltd.co.in](http://www.hsccltd.co.in) and/or Ministry of External affairs website [www.mea.nic.in](http://www.mea.nic.in) and to be submitted along with a demand draft of Rs. 2000/- ( for each package) in favour of Pay & Accounts officer, MEA, New Delhi. Applicants are also advised to keep on checking the website regularly for any amendments/ clarification.
6. The Sealed PQ document complete in all respect mentioning the package to be submitted on the date mentioned above to **Under Secretary (NB) room no. 265 at Ministry of External affairs, South Block New Delhi.**
7. MEA reserve the right to accept or reject any application without assigning any reason or incurring any liability whatsoever.

**CGM (PG-II)**

**INSTRUCTION TO APPLICANTS**

**PROJECT NAME** : Supply and installation of Modular type Laboratory furniture ( Package-I), office furniture ( Package-II), Hospital furniture ( Package-III) and Signage work ( Package-IV) for 200 bedded Emergency and Trauma centre for Bir Hospital Expansion at Katmandu, Nepal

**Completion period** : **03 (three) calendar months for Package-I to III and 1.5 (one and half) months for Package-IV from the Date of Placement of order.**

**EMPLOYER/PRINCIPAL EMPLOYER** : **Ministry of External affairs , South block  
New Delhi**

1. Scope of Bid :

1.1 For & on behalf of **Ministry of External affairs , South block, New Delhi (The Employer)**, HSCC (I) Ltd (HSCC, the Consultant) intends to pre qualify agencies / firms for above works details as under

1.2 Brief Details :

**Package-1:** **Supply & Installation of Modular Type Laboratory Furniture, & Associated civil, electrical & plumbing works etc.**

**Package-II:** **Supply & Installation of Modular Type Office Furniture, and**

**Package-III:** **Supply & Installation of Hospital furniture.**

**Package-IV:** **Internal and External signage are required to be fixed**

Above furniture and signage works to be executed at 200 bedded Emergency and Trauma centre for Bir Hospital Expansion at Katmandu, Nepal

- 1.3 Pre-Qualification is open to all the firms having sound financial background and experience of successfully executing the project of similar nature and magnitude.

## **2.0 SUBMISSION OF APPLICATION:**

- 2.1 Application for Pre-Qualification must be submitted complete in all respect in sealed envelopes which must be either delivered by hand or by registered mail, to **Under Secretary (NB) room no. 265 at Ministry of External affairs, South Block New Delhi** so as to reach not later than 27.05.2008 on or before 1700 Hrs. and be clearly marked mentioning the packages. Sealed envelopes should be separate for each package **“Application for Pre-Qualification for Supply & Installation of Modular Type Laboratory Furniture (Pkg-I) , Office Furniture (Pkg-II), Hospital furniture ( Package-III) and Signage work ( Package-IV) for 200 bedded Emergency and Trauma centre for Bir Hospital Expansion at Katmandu, Nepal.**
- 2.2 The Package, name and mailing address of the Applicant should be clearly marked on the envelope.
- 2.3 All the information asked for pre-qualification shall be answered in the ENGLISH language by all the agencies/firms.
- 2.4 Failure to provide information in the stipulated format enclosed or to provide timely clarification or substantiation of the information supplied (considered essential to evaluate the Applicant’s qualification) may result in disqualification of the Applicant.

## **3.0 MINIMUM PRE-QUALIFICATION CRITERIA:**

Pre-Qualification will be based on meeting all the minimum criteria for pre-qualification

3.1 The Applicant should meet the following minimum criteria for Pre-Qualification :

- (i) Average Annual Financial Turnover during the last three financial years i.e. 2004-2005, 2005-2006 & 2006-2007 should be at least **30%** of the estimated cost for this project. Audited balance sheet to be submitted (Fill enclosed Annexure III).
- (ii) Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following :

Three similar completed works costing not less than the amount equal to **40%** of the estimated cost.

or

Two similar completed works costing not less than the amount equal to **50%** of the estimated cost.

or

One similar completed work costing not less than the amount equal to **80%** of the estimated cost.

3.1(i) Agency must have their own manufacturing unit since three years with following facilities and registrations for PKG-I to II

- ISO- 9001-2000
- Computerized controlled through feed multistation edge bending machine with gluing & cutting, flush trimming, scrapping & butting in one operation.
- Computer controlled press brake for sheet metal bending
- Converterised powder coating plant with baking oven and powder applicators and with 7 stage pre treatment plant
- Factory act licence
- Excise registration
- PF registration

\_Similar works means Supply and installation of furniture's as specified in Pkg-I to III and signage work in Pkg-IV etc.

A Certificate from client for completion of work(s) must be submitted alongwith application .

3.2 Financial Capabilities : The Applicant should submit Audited Balance Sheets for the last three financial years i.e. 2004-2005, 2005-2006 & 2006-2007. The applicant should not have incurred any loss in more than two years during the last five years ending 31<sup>st</sup> March 2007 (Fill enclosed ANNEXURE-III).

3.3 Minimum Solvency Requirement :

A solvency certificate from applicant's Bank (Nationalized/Scheduled) that applicant is solvent for 30% of the Project Estimated Cost. The certificate should be not more than one year old

3.4 The firm should submit an affidavit duly notarized that they have not abandoned any work of Union Government/ State Governments/ PSU's etc. during the last 5 years. They should also submit an affidavit that they

have not been blacklisted, debarred, declared non performer or expelled by Union Government/ State Governments/ PSU's etc. during the last 5 years

- 3.5 The applicant should provide information regarding litigation/ Arbitration cases for the last five years as per ANNEXTURE- V

#### **4.0 PERSONNEL, EQUIPMENT CAPABILITIES**

- 4.1 Personnel Capabilities: The firm should 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 stating clearly how these would be involved in this work. (Fill enclosed ANNEXURE - I).

- 4.2 Equipment Capabilities: The Applicant should provide an undertaking regarding availability of equipments required for the completion of the project along with list of equipments indicating owned or to be hired. In case equipments are to be hired then source of equipments may also be indicated. (Fill enclosed ANNEXURE -II).

#### **5.0 EXPERIENCE OF PROJECTS OF SIMILAR NATURE & COMPLEXITY**

The applicant shall submit information about their the past experience in above name of work of similar nature and complexity with information about magnitude of the Projects, Type of Projects, Completion Certificate from Client, Time Overrun if any, Cost over run if any , ( Fill enclosed ANNEXURE-IV).

#### **6.0 OTHER INFORMATION TO BE SUBMITTED ALONGWITH APPLICATION**

- 6.1 Registration/ Licence: The firm should have Works Contract Tax/VAT Registration with the appropriate Authorities In case the firm is not registered at the time of submission of bid, they will submit an undertaking that they will get themselves registered with the concerned authorities in case they are awarded the work
- 6.2 The applicant shall submit the supporting documents regarding the information given in the ANNEXURE-I to ANNEXURE-V.

- 7.0** Even though the Applicants meet the minimum PQ criteria, they are subject to be disqualified, if they have:
- made misleading or false representation in the form, statement and attachments submitted; /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. /or
  - The performance of any agency already worked/ working with HSCC /MEA is not found satisfactory./or
  - found to have been black listed
  - debarred or non performer in any of the works as on date of submission of bid.
  - Non response or non submission of clarifications within specified time
- 8.0** The applicants are advised to visit the site to get first hand information as regards its approach, accessibility, working conditions, site conditions, availability of labour and material etc. and other matters affecting cost and work. All costs incurred in connection with submission of the pre-qualification application shall be borne by the applicant irrespective of the outcome.
- 9.0** If any information furnished by the applicant is found incorrect at a later stage, applicant shall be liable to be debarred from tendering in HSCC. The department reserves the right to verify the particulars furnished by the applicant independently.
- 9.1** **MEA/HSCC may ask for any additional information and/ or clarification from the applicant. The applicant shall submit such additional information and/ or clarification as requested by MEA/HSCC within the time specified in the communication.**
- 10.0** The competent authority to pre-qualify shall have the power to relax any condition/criterion for pre-qualification if it considers expedient to do so.
- 11.0** Even though the agency meets all the criteria, the Employer / Consultant reserves the right to accept or reject any applicant/disqualify any agency without assigning any reason whatsoever.
- 12.0 UPDATING QUALIFICATION INFORMATION**
- 12.1** Applicants shall be required to update the financial information used for Pre-Qualification as and when asked for and at the time of submitting their bids, to confirm

their continued compliance with the pre-qualification criteria and verification of information provided.

### **13.0 GENERAL**

- 13.1 Only agencies / firms who have been pre-qualified under this procedure will be invited in writing to bid. A pre-qualified firm may submit only one bid for the contract. If a firm submit more than one bid all bids of the party will be rejected.
- 13.2 The Employer / Consultant reserve the right to:
- (a) Reject or accept any application without assigning any reason or incurring any liability thereof
  - (b) Cancel the pre-qualification process and reject all applications
  - (c) Split the works into different packages if required
  - (d) Amend the scope and value of any contract under this project, in such event the bids will only be called from those pre-qualified applicants who meet the requirements of the contract as amended.
- 13.3 Joint venture companies or experience of any work done in joint venture shall not be considered.
- 13.4 No correspondence either from successful / pre-qualified applicant or unsuccessful applicant will be entertained in this regard.
- 13.5 Check list format attached at Annexure VI must be filled and enclosed alongwith the application.

**Chief General Manager (PG-II)  
For & on behalf of HSCC(I) Ltd.**

**LETTER OF APPLICATION**

[NOTE : On the letterhead paper of the applicant including full postal address, telephone no., fax no., telex no. and cable address]

Date : \_\_\_\_\_

To,  
HSCC(I) Ltd.  
Plot No. 6(A), Block(E), Sector-I  
NOIDA, U.P.-201301

Sirs,

1. Being duly authorised to represent and act on behalf of .....  
(hereinafter referred to as “the Applicant”) and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby apply to be pre-qualified by yourselves as a bidder for the

-----  
----- **its**  
**maintenance during the Defect Liability period**

Pre-Qualification Number	Client Name
HSCC/PQ/-----07	

2. Attached to this letter are copies or original documents defining :
  - (a) the applicants legal status
  - (b) the principal place of business

(c) the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms)

(d) application form no. 1 to 6

3. Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization or any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. Your agency and its authorized representatives may contact the following persons for further information :

General, Personnel, Technical and Financial Enquiries	
Contact 1 :	Telephone 1 :
Contact 2 :	Telephone 2 :

5. This application is made in the full understanding that :
  - (a) Bids by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification at the time of bidding
  - (b) Your agency reserves the right to :
    - amend the scope and value of the contract / bid under this project ; in such event, bids will only be called from pre-qualified bidders who meet the revised requirements ; and
    - reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons or incurring any liability thereof ; and
  - (c) Your agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant

6. The undersigned declare that statements made and the information provided in the duly completed application are , true and correct in every detail.

Sealed & Signed
Name
For and on behalf of

## APPLICATION FORM NO. 1

### GENERAL INFORMATION

All individual firms applying for pre- qualification are requested to complete the information in this form. Information to be provided for all owners or APPLICANTS who are partnerships or individually-owned firms.

1.	Name of firm
2	Head office address
3	Telephone   Contact
4	Fax   E-mail No.
5	Place of incorporation/ Registration   Year of incorporation/ registration   

**Authorized Signatory of bidder**

## **APPLICATION FORM NO. 2**

### **STRUCTURE AND 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 proprietor firm
  - (c) A firm in partnership
  - (d) A Limited Company or Corporation.
4. Particulars of registration with various Government bodies (attach attested photocopy)

Organisation /Place of registration	Registration No.
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5. Name and Titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorised to act for the organisation
7. Was the applicant ever required to suspend construction for a period of more than six months continuously after you commenced the construction? If so, give the name of the project and reasons of suspension of work.
8. Has the applicant ever abandoned the awarded work before its completion ? If so, give name of the project and reasons for abandonment.
9. Has the applicant ever been debarred / black listed for tendering in any organisation at any time ? If so, give details.
10. Has the applicant ever been convicted by a court of law? If so, give details.
11. Any other information considered necessary but not included above.

**Authorized Signatory of bidder**

**PERSONNEL CAPABILITIES**

Sl. No.	Designation	Total Number	Number available for this work	Name	Qualification	Professional experience and details of work carried out	How these would be involved in this work	Remarks

**Authorized Signatory of bidder**

**APPLICATION FORM NO. 4**

**ANNEXURE - II**

**EQUIPMENT CAPABILITIES**

Sl. No.	Name of Equipment	Nos.	Capacity or Type	Age	Condition	Ownership Status			Current Location	Remarks
						Presently owned	Leased	To be purchased		

**Authorized Signatory of bidder**

**APPLICATION FORM NO. 5****ANNEXURE - III****FINANCIAL CAPABILITIES****(Rs. In lacs)**

Financial Year	Annual Turn Over in Indian Rupees ( or equivalent to Indian Rupees ) as per Audited Balance Sheet
2004-2005	Rs.
2005-2006	Rs.
2006-2007	Rs.
Average Annual Turnover over the past three years	Rs.

Financial Information in Rs. Equivalent	For year 2002-2003	For year 2003-2004	For year 2004-2005	For year 2005-2006	For year 2006-2007
1. Total Assets					
2. Current Assets					
3. Total Liabilities					
4. Current Liabilities					
5. Profit before Tax					
6. Profit after Tax					
7. Net Worth					

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

1. Attach copies of audited balance sheets duly certified by the chartered accountant for all three years (2004-2005, 2005-2006 & 2006-2007). Audited Balance sheet should mention the membership number of chartered accountant issued by ICAI along with full address.
2. Attach recent solvency certificate from bankers

**Authorized Signatory of bidder**

**APPLICATION FORM NO. 6**

**ANNEXURE - IV**

**EXPERIENCE OF WORKS OF SIMILAR NATURE & COMPLEXITY**

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

Sl. No.	Name of work / project and location	Owner or sponsoring organization	Cost of work in Lakhs	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Name and address/ telephone number of officer to whom reference may be made	Remarks

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

**Authorized Signatory of bidder**

Litigation Details

Court Cases/arbitration

Name of Bidder

<u>Year</u>	<u>Name of the work</u>	<u>Name of the Client, with Address</u>	<u>Title of the court Case/Arbitration</u>	<u>Detail of the Court/ Arbitrator</u>	<u>Status Pending / Decided</u>	<u>Disputed Amount (Current Value, the equivalent) in case of Court Cases/arbitration</u>	<u>Actual Awarded Amount (Rs) in decided Court Cases/arbitration</u>

Authorized Signatory of bidder

### Check-List

S.No	Criteria	Requirements	Cross Referencing / Page no. at which required information is available (To be mentioned)	Indicate Eligibility Y / N
1	Average Turnover for last three years	30% of the estimated project cost		
2	Experience	During last seven years <ul style="list-style-type: none"> <li>▪ Similar work completed, 3 nos. of value not less than 40% of the estimated cost</li> <li>▪ Similar work completed, 2 Nos. of value not less than 50% of the estimated cost</li> <li>▪ One Similar work completed of value not less than 80% of the estimated cost</li> </ul>		
3	Personnel Capabilities	List of suitable qualified and experienced personnel in relevant field		
4	Equipment Capabilities	List of equipment required and proposed to be deployed & source of such equipments		
5	Financial Capability	<ul style="list-style-type: none"> <li>▪ Net worth positive for two years</li> <li>▪ Profit earning for two years</li> </ul>		
6	Solvency Certificate	Solvency certificate from applicant's bank for 30% of the estimated project cost.		
7.	Abandoning / debarred/Blacklisting	Affidavit regarding not abandoned /Black listing/debarred/declared non performer for any work of Union Govt./State Govt./ PSU's etc. during last 5 years		
9.	PQ document fee, in case down loaded from web site			

**Authorized Signature of Bidder with stamp**