

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

PRADHAN MANTRI SWASTHYA SURASHA YOJANA (PMSSY)

PREQUALIFICATION

FOR

**Supply & Installation of Modular Type Office &
Guest House Furniture
At Kolkata Medical College, Kolkata**

OCTOBER' 2009



**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

Prequalification No. HSCC/BU-II/KMC-FUR/2009

**GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY WELFARE**

HSCC/BU-II/KMC-FUR/2009

Invitation for Prequalification

05/10/2009

HSCC (India) Ltd on behalf of Ministry of Health and family Welfare, Govt. of India, Nirman Bhawan, New Delhi intends to Pre-qualify agencies/suppliers for the following works at Kolkata Medical College, Kolkata (W.B.)

| Prequalification no. | Name & description of work | Estimated cost (Rs.) | Completion period of work (months) | Date of issue of Prequalification document | Last date of submission at HSCC corporate office, Noida |
|--------------------------------|---|--|--|---|---|
| HSCC/BU-II/KMC-FUR/2009 | Supply & Installation of Modular type office & guest house furniture | <u>115</u> <u>Lakhs</u> | <u>02</u> <u>(Two)</u> | 07.10.2009 from 10 : 00 hrs to 16:00 hrs | 26.10.2009 upto 17:00 hrs . |
| HSCC/BU-II/KMC-AUDITORIUM/2009 | Furnishing of auditorium Comprising of Audio Visual system, acoustic work, auditorium chair etc. & miscellaneous work | <u>145</u> <u>Lakhs</u> | <u>04</u> <u>(Four)</u> | 07.10.2009 from 10 : 00 hrs to 16:00 hrs | 26.10.2009 upto 17:00 hrs . |

Pre-qualification document has been made available at HSCC website www.hsccltd.co.in & MOH&FW website www.mohfw.nic.in. Interested applicants/firms may purchase the pre-qualification document in person from the office of HSCC (I) Ltd, Noida on any working day as mentioned above on written request mentioning the name & description of work prequalification no. wise against a non refundable fee of Rs. 2,000/- through Cash/demand draft in favour of HSCC (I)Ltd. NOIDA payable at NOIDA or download the pre qualification document from above mentioned website and submit it along with non refundable pre-qualification document fee of Rs. 2000/- through demand draft from any nationalized/scheduled bank.

The application for pre-qualification shall be submitted complete in all respect on or before due date and time as mentioned above at HSCC Corporate office at E-6(A), Sector-1, Noida (U.P.), Pin: 201301. MOHFW/HSCC reserves the right to accept or reject any application without assigning any reason or incurring any liability whatsoever. Prospective bidders are advised to regularly scan through HSCC web site as corrigendum/amendments etc., if any, will be notified on the HSCC web site and separate advertisement will not be made for this.

Chief General Manager (Civil)

INSTRUCTION TO APPLICANTS

PROJECT NAME : Supply & Installation of Modular Type office & guest house Furniture at Kolkata Medical College, Kolkata (W.B.) ,

EMPLOYER / : Ministry of Health & Family Welfare,
Government of India, Nirman Bhavan, New Delhi

1.0 SCOPE OF BID:

1.1 For and On behalf of “Ministry of Health & Family Welfare, Government of India (The Employer), HSCC(I) Ltd. (HSCC, the Consultant) intends to Pre-Qualify agencies/firms for the above works for Supply & Installation of Modular Type office & guest house Furniture at Kolkata Medical College, Kolkata (W.B.) ,

1.2 BRIEF DETAILS:

Supply & Installation of Modular Type office & guest house Furniture at Kolkata Medical College, Kolkata (W.B.) ,

Time of Completion: 02 (Two) Calendar Months

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, at HSCC (India) Ltd, Plot No. 6(A), Block-E, Sector-1, NOIDA, U.P.-201301, so as to reach not later than 26.10.2009 on or before 1700 Hrs. and be clearly marked “**Supply & Installation of Modular Type office & guest house Furniture at Kolkata Medical College, Kolkata (W.B.)**”

2.2 The 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 CRITERIA FOR PRE-QUALIFICATION:

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. 2006-2007, 2007-2008 & 2008-2009 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.

* Similar works means:

Supply, Installation, Testing, commissioning of Modular Type Office & Guest house furniture & associated works etc like Table, chair , sofa . Beds,Cabinets, wood works etc.

3.2 Agency must have their own manufacturing unit since 05 years with following facilities and registrations.

- i. ISO- 9001-2000
- ii. ISO- 14001-2000
- iii. Computerized controlled through feed multistation edge bending machine with gluing & cutting, flush trimming, scrapping & butting in one operation.
- iv. Computer controlled press brake for sheet metal bending
- v. Converised powder coating plant with baking oven and powder applicators and with 7 stage pre treatment plant
- vi. Factory act licence
- vii. Excise registration
- viii. PF registration

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

- 3.2 Financial Capabilities: The Applicant should submit Audited Balance Sheets for the last three financial years i.e. 2006-2007, 2007-2008 & 2008-2009. The applicant should not have incurred any loss in more than two years during the last five years ending 31st March 2009 (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 EXECUTION OF PROJECTS OF SIMILAR NATURE & COMPLEXITY

The applicant shall submit information about their the past experience in execution of projects 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 /MOHFW 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 **MOHFW/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 MOHFW/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 (CIVIL)
HSCC
For & on behalf of MOH&FW

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,
Chief General Manager (Civil)
HSCC (I) LTD.
E-6(A), Sector-1, 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/BU-II/KMC-FUR/2009 (Package I) | Ministry of Health and Family Welfare, Govt. of India |

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. |
|-------------------------------------|------------------|
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

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
FINANCIAL CAPABILITIES**

ANNEXURE - III

(Rs. In lacs)

| | |
|---|---|
| Financial Year | Annual Turn Over in Indian Rupees (or equivalent to Indian Rupees) as per Audited Balance Sheet |
| 2006-2007 | Rs. |
| 2007-2008 | Rs. |
| 2008-2009 | Rs. |
| Average Annual Turnover over the past three years | Rs. |

| Financial Information in Rs. Equivalent | For year 2004-2005 | For year 2005-2006 | For year 2006-2007 | For year 2007-2008 | For year 2008-2009 |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|
| 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 (2006-2007, 2007-2008& 2008-2009). 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

EXPERIENCE OF CONSTRUCTION OF PROJECTS 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

APPLICATION FORM NO. 7

ANNEXURE - V

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> |
|-------------|-------------------------|---|--|--|---------------------------------|---|--|
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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"> ▪ Similar work completed, 3 nos. of value not less than 40% of the estimated cost ▪ Similar work completed, 2 Nos. of value not less than 50% of the estimated cost ▪ One Similar work completed of value not less than 80% of the estimated cost | | |
| 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"> ▪ Net worth positive for two years ▪ Profit earning for two years | | |
| 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