

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

Safdarjung Hospital, New Delhi

**PREQUALIFICATION DOCUMENT**

**FOR**

**Animal House Facility & other Miscellaneous work at VMMC,  
Safdarjung Hospital, New Delhi.**

**VOLUME-I**

**April, 2009**



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

Phone : 0120-2542436-40

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**Tender No. HSCC/BU-II/AH/2009**

MINISTRY OF HEALTH & FAMILY WELFARE , GOI  
Through  
HSCC (India) Ltd., plot no. – E-6(A), Sector-1, Noida-201301  
(U.P)

TENDER NOTICE

Tender document in sealed envelope are invited from reputed construction agencies also having experience of HVAC/Air conditioning for the works: **Animal House Facility & other Miscellaneous work at VMMC, Safdarjung Hospital, and New Delhi.** Estimated cost of work: 35.00 lakhs, time of completion: 04 months, Minimum Prequalification Criteria and other details: Visit our website [www.hsccltd.co.in](http://www.hsccltd.co.in) . Interested agencies may obtain the Tender documents on written request on any working day upto 27<sup>th</sup> April, 2009 till 15:00 hrs against a non- refundable fee of Rs. 1000/- payable in Cash/DD in favour of HSCC (India) Ltd. from any Nationalized/scheduled bank payable at NOIDA/Delhi or Tender document may also be downloaded from our website [www.hsccltd.Co.in](http://www.hsccltd.Co.in) and submitted along with the demand draft of Rs.1000/- in favour of HSCC (India) Ltd, Noida. **Complete document in sealed envelope is due for submission at above address latest by 27<sup>th</sup> April, 2009 upto 16:30 hrs.**

Dy. Manager (C)

Dated: 15<sup>th</sup> April, 2009

## INSTRUCTION TO APPLICANTS

PROJECT NAME : **Animal House Facility & other Miscellaneous work at VMMC, Safdarjung Hospital, New Delhi**

EMPLOYER / : Ministry of Health & Family Welfare, Government of India/  
Safdarjung Hospital, New Delhi.

### 1.0 SCOPE OF BID:

1.1 For and On behalf of “Ministry of Health & Family Welfare, Government of India/ Safdarjung Hospital, New Delhi (The Employer), HSCC(I) Ltd. (HSCC, the Consultant) intends to Pre-Qualify agencies/firms for the above works detailed as under

### 1.2 BRIEF DETAILS:

**Animal House Facility & other Miscellaneous work at VMMC, Safdarjung Hospital, New Delhi and its maintenance** during the defect liability period including preparation of shop drawings for all services.

**Estimated Cost of Works (Rs.): 35 Lakhs**

**Time of Completion: 04 (Four) 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 designated date & time and be clearly marked “**Application for Animal House Facility & other Miscellaneous work at VMMC, Safdarjung Hospital, New Delhi**”

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 (Vol-I) 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. 2005-2006, 2006-2007 & 2007-2008 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 experience in carryout construction of Civil building construction

In case the bidder do not have experience of major specialized works like plumbing, HVAC and electrical etc., such specialized works shall be carried out by specialized agencies having sound financial background and experience of executing works of similar nature & magnitude. The bidder is required to give an undertaking as per enclosed format at Annexure-VII.

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. 2005-2006, 2006-2007 & 2007-2008. The applicant should not have incurred any loss in more than two years during the last five years ending 31<sup>st</sup> March 2008 (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 CONSTRUCTION OF PROJECTS OF SIMILAR NATURE & COMPLEXITY**

The applicant shall submit information about their the past experience in construction 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.
- 6.3 The contractor will indemnify HSCC/Ministry of Health & Family Welfare/Principle employer/client , as the case may be, against all penal action that may be levied/effectuated by any concerned authority for default in any labour regulation/PF/ESI and other statutory requirements of the relevant Acts/Laws related to the work of the contractor and will bear the legal charges, if any, and will pay the legal charges/dues directly to the concerned authority.
- 7.0 Even though the Applicants 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; /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 is not found satisfactory./or
  - found to have been black listed in any of the works.
- 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.
- 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 shall not be allowed to participate in the bid.

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
<b>HSCC/BU-II/AH/2009</b>	

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**

VMMC animal house /HSCC

**APPLICATION FORM NO. 3**

**ANNEXURE - I**

**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**

VMCC animal house /HSCC

**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
2005-2006	Rs.
2006-2007	Rs.
2007-2008	Rs.
Average Annual Turnover over the past three years	Rs.

Financial Information in Rs. Equivalent	For year 2005-2006	For year 2006-2007	For year 2007-2008
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 for all three years 2005-2006, 2006-2007 & 2007-2008.
2. Attach recent solvency certificate from bankers
3. Indicate financial arrangements for carrying out the proposed work. - DELETED

**Authorized Signatory of bidder**

**APPLICATION FORM NO. 6****ANNEXURE - IV****EXPERIENCE OF CONSTRUCTION/RENOVATION 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**

Litigation Details  
Court Cases/arbitration

Name of Bidder
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<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.	Tender document fee, in case down loaded from web site			

**Authorized Signature of Bidder with stamp**

**UNDERTAKING**

We do hereby undertake to engage a specialised agency after approval of HSCC for undertaking the execution of works of (\_\_\_\_\_ Name of the project\_\_\_\_\_) whose minimum qualification shall be as under:

(i) Average Annual Financial Turnover during the last three financial years i.e. 2005-2006, 2006-2007 & 2007-2008 should be at least 30% of estimated price of \_\_\_\_\_ works.

(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 each costing not less than the amount equal to 40% of estimated price of \_\_\_\_\_ works.

or

Two similar completed works each costing not less than the amount equal to 50% of estimated price of \_\_\_\_\_ works.

or

One similar completed work costing not less than the amount equal to 80% of estimated price of \_\_\_\_\_ works.

(iii) We shall be solely responsible for successful execution of \_\_\_\_\_ work.

**Authorized Signature of Bidder with stamp**