

**Ministry of Health and Family Welfare Government
of India**

Food and Drug Administrative Bhawan, Delhi

**Tender
For
Prequalification
For various services for
Food and Drug Administrative Bhawan, Delhi**

Prequalification Document

December 2007

Consultant



HSCC (India) Limited

(A Government of India Enterprise)

(Consultants & Engineers for Mega Hospitals & Laboratories)

Plot No.6(A), Block-E, Sector-1,NOIDA - 201301 (U.P.)

Tender No. HSCC/PMD/FDA Delhi-AMC/PG-I/2007



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(A Government of India Enterprise)
(Consultants & Engineers for Mega Hospitals & Laboratories)
Plot No.6(A), Block-E, Sector-1,NOIDA - 201301 (U.P.)

No. HSCC/PMD/FDA Delhi-AMC/PG-I/2007

Dated: 26.11.2007

NOTICE INVITING TENDER

1. On behalf of Ministry of health and family welfare Govt of India, HSCC (India) Ltd, invites sealed documents for prequalification in the prescribed format from the contractors/firms for the following works:

Sl.No	Package	Name of work	Estimated Amount per annum
1	Package 1	Providing operation & maintenance of all Electrical related services i.e. DG set, Lift etc.	16.50 lacs
2	Package 2	Providing operation & maintenance of all Civil & Public Health related works & services	9 lacs
3	Package 3	Providing operation & maintenance of all HVAC related services works	16 lacs
4	Package 4	Providing Maintenance of Horticulture works.	6 lacs
5	Package 5	Providing Security services (watch and ward) related works	12 lacs
6	Package 6	Providing House Keeping related works	16 lacs
7	Package 7	Providing Conveyance (vehicle with Driver) 5 no	18 lacs

3. Eligibility Criteria:

- (a) Average annual turnover during the last three years [2004-2005, 2005-2006, 2006-2007] shall be at least 30% of the estimated cost.
- (b) The agency should possess 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 40% of the estimate.
 - Two similar completed works each costing not less than the amount equal to 50% of the estimate.
 - One similar completed work costing not less than the amount equal to 80% of the estimate.
- (c) A solvency certificate from bank that minimum 40% of the estimated cost of funds can be managed in case funds delayed by employer.
The firm should have positive net worth in last three financial years.
- 4 Applicants may obtain the PQ documents on any working day between **10.00 AM** and **15.00HRS** from 20.12.2007 to 28.12.2007 on written request from HSCC at the above address against a non refundable fee of **Rs.2000/-** payable in cash or in the form of Demand Draft/ Banker's Cheque in a favor of **HSCC (INDIA) Limited** from any nationalized bank/ scheduled bank payable at **NOIDA / DELHI**. The applicant may collect the documents in person with authorization letter or on request, HSCC will promptly dispatch the documents by courier on payment of an extra amount of **Rs. 500/-** over & above the said document fee of **Rs.2000/-**, but under no circumstances HSCC will be held responsible for late delivery or loss of the documents so mailed. The applicants may see the tender documents during the sale period as referred above at HSCC Corporate office, Noida prior to purchasing. The tender paper may be down loaded from our web site www.hsccltd.co.in and might be submitted along with the tender cost of Rs.2000.00.
5. PQ documents complete in all respect must be submitted in sealed envelopes, which must be either delivered by hand or by registered mail to **HSCC** at the above address so as to reach not later Than **14.00 hours** on **31.12.2007**. Pre qualified agencies shall be intimated separately at a later date.
6. Applicants may submit PQ document for one or all packages separately.
6. HSCC reserves the right to accept or reject any/all bids without assigning any reason.

INSTRUCTIONS TO APPLICANTS

NAME OF PROJECT : **Package No and name of work**

EMPLOYER / PRINCIPAL EMPLOYER : **Ministry of health and family welfare Govt. Of India.**

1.0 Scope of Bid :

For & on behalf of "Ministry of health and family welfare Govt. Of India" (The Employer/Principal Employer), **HSCC (India) Ltd.** (the Consultant) intends to pre-qualify contractors/firms for the following works.

Sl. No.	Package No	Name of Work
1		

Applicant must write the Package no and Name of work applied for in above column

1.1 The Scope of work relates to

Sl.No	Package	Name of work
1	Package 1	Providing operation & maintenance of all Electrical related services i.e. DG set, Lift etc.
2	Package 2	Providing operation & maintenance of all Civil & Public Health related works & services
3	Package 3	Providing operation & maintenance of all HVAC related services works
4	Package 4	Providing Maintenance of Horticulture works.
5	Package 5	Providing Security services (watch and ward) related works
5	Package 6	Providing House Keeping related works
6	Package 7	Providing Conveyance (vehicle with Driver) 5 no

1.2 Prequalification is open to all firms having sound background and specialization in carrying out similar works.

1.3 Agency interested for more than one package must submit individual offer for each package.

2.0 Submission of Applications:

2.1 Application for prequalification complete in all respect must be submitted in sealed envelopes, for one or more package in separate envelope which must be either delivered by hand or by registered mail to **HSCC (India) Ltd**, Plot 6A, Block-E, Sector-1, Noida-201301, so as to reach not later than 12.00 hours on 31.12.2007.

2.2 The name and mailing address of the Applicant should be clearly marked on the envelope.

2.3 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 qualifications) may result in disqualification of the Applicant.

3. Pre-qualification Criteria:

HSCC, Noida

FDA-PQ-App-Page No. 2

- 3.1 Pre-qualification will be based on meeting the following criteria regarding the Applicant's work experience, personnel and equipment capabilities, and financial position, as demonstrated by the Applicant's responses in the forms attached to the Letter of Application.
- 3.2 The Applicant should meet the following minimum criteria for pre-qualification:
- (a) Average annual turnover during the last three years [2004-2005, 2005-2006, 2006-2007] 30% of the Estimate.
 - (b) The 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: -
 - i) Three similar completed works each costing not less than the amount equal to 40% of the estimated cost.
 - ii) Two similar completed works each costing not less than the amount equal to 50% of the estimated cost. .
 - iii) One similar completed work costing not less than the amount equal to 80% of the estimated cost
 - (c) A certificate from bank that minimum 40 % of the estimated cost of funds can be managed in case funds delayed by employer.
 - (e) The firm should have positive net worth in last three financial years.
- 3.3 Personnel Capabilities: The Applicant must have suitably qualified personnel to execute the contract. (Applicant to fill enclosed ANNEXURE - III).
- 3.4 Equipment Capabilities: The Applicant should own, or have assured access to (through hire, lease, purchase agreement or other means) equipment to successfully execute the contract. (Applicant to fill enclosed ANNEXURE -IV).
- 3.5 Financial Capabilities: The Audited Balance Sheets for the last three years (2004-05, 2005- 06, 2006-07) should be submitted and must demonstrate the soundness of the Applicant's financial position. Where necessary, the Consultant (HSCC) on behalf of Employer will make inquiries with the Applicant's bankers (Applicant to fill enclosed ANNEXURE-V).
- 3.6 The bidder shall submit the supporting documents regarding the information given in the ANNEXURE - I to ANNEXURE - V.
- 3.7 Even though the applicants meet the above criteria, they are subject to be disqualified if they have:
- (a) Made misleading or false representation in the form, statements and attachments submitted; in proof of the qualification requirements, and for
 - (b) Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc. and/or
- The applicants are also subject to be disqualified, if they are found black listed.
- 3.8 The applicants are advised to visit the site to get first hand information as regards its approach, accessibility, working conditions, site conditions, availability of labor and material etc. and other matters affecting cost and work. All costs incurred in connection with submission of the pre qualification bid shall be borne by the applicant irrespective of the outcome.

4.0 General:

- 4.1 Only contractor/firms whose documents found to be generally in order, meets the prequalification criteria and substantially responsive shall be opened either at the Bid opening or at a subsequent date to be intimated in advance to such eligible Bidders.
- 4.2 The Consultant reserves the right to:
 - (a) accept or reject any Bid including the lowest and to annul the Bidding process and reject all Bids, at any time prior to Award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for the Employer's/Engineer's action.

The Employer/ Consultant shall neither be liable for any such actions nor be under any obligation to inform the Applicants.

LETTER OF APPLICATION

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

Date:

To

The General Manager (PG-I)
HSCC (India) Ltd
Plot No 6(A), Block E, Sector - 1
NOIDA (U.P.)

Sirs,

1. Being duly authorized 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 **“WRITE PACKAGE No and NAME OF WORK”**

Tender Number	Client name
No. HSCC/PMD/FDA Delhi-AMC/PG-I/2007	“Ministry of Health and family welfare Govt. of India”.

2. Attached to this letter are copies or original documents defining:
 - (a) The Applicant's legal status;
 - (b) The principle place of business; and
 - (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 8.
 - (e) Copies of orders & Clients certificates for successful & timely completion in respect of minimum prequalification criteria clauses 3.2(b) & 3.2(c).
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 to any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by you 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) PQ documents submitted by applicants will be subject to verification of all information submitted for pre-qualification;
 - (b) HSCC reserves the right to:
 - (i) 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
 - (ii) Reject or accept any application, cancel the pre-qualification / tender process, and reject all applications without assigning any reason thereof; and
 - (c) HSCC shall not be liable for any such actions and shall be under no obligation to inform the Applicant.
6. Appended to this application, details of participation of each party, including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for execution of the contract.
7. The undersigned declare that statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed :
Name :
For and on behalf of :

Application Form No. 1

GENERAL INFORMATION

All individual firms applying for tender are requested to complete the information required for prequalification 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 person :
4.	Fax : Telex :
5.	Place of incorporation/ Registration : Year of incorporation/ registration :

Signed :
Name :
For and on behalf of :

Application Form no. 2

STRUCTURE AND ORGANIZATION

- 1. The applicant 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 any work Awarded to you incomplete? (If so, give name of project And reasons for not completing The work.) _____

Signed :
Name :
For and on behalf of :

Application Form No. 3

ANNUAL TURN OVER

Year	Annual Turn Over in Indian Rs. as per Audited Balance Sheet or CA certificate
2004-05	Rs.
2005-06	Rs.
2006-07	Rs.
Average Annual Turn Over during the above last three years	Rs.

NOTE : The above data is to be supported by Audited Balance Sheets. In case, the Audited Balance Sheet is not available, the provisional Balance Sheet duly certified by Chartered Accountant is to be submitted.

Application Form No. 4

DETAILS OF COMPLETED WORKS OF SIMILAR NATURE AND COMPLEXITY

(During last Seven years i.e. 2000-2001, 2001-2002, 2002-2003, 2003-2004, 2004-2005, 2005-2006, and 2006-2007)

Sl. No.	Project Name	Name of Employer	Brief description of the work. Contract No. & Value of the project	Date of issue of work order	Date of Completion as per contract	Date of actual Completion	Reasons for delay
1.							
2.							
3.							
4.							
5.							

NOTE :

- 1 Please attach supporting documents for the above information and satisfactory completion certificates from clients.**
- 2 If the completion time/Project value is more than requirement, pro-rata value shall be considered for evaluation.**

Application Form No. 5

PERSONNEL CAPABILITIES

Sl. No.	Name	Qualifications	Date of Employment	Position	Years of experience in the proposed position

Application Form No. 6

EQUIPMENT CAPABILITIES

Sl. No.	Particulars of Machineries, Tools & Plants etc. owned by applicant	Quantity	Approximate Value
1	2	3	4
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Application Form No. 7**FINANCIAL CAPABILITIES**

Financial Information in Rs. equivalent	For year 2004-05	For year 2005-06	For year 2006-07
1. Total Assets			
2. Current Assets			
3. Total Liabilities			
4. Current Liabilities			
5. Profit before Tax			
6. Profit after Tax			
7. Net Worth			
8. Liquid Assets			
9. Solvency Certificate from Banker			

- 1. Attach audited balance sheets for all last three years (2004-05, 2005-06, and 2006-07).**
- 2. Attach recent Solvency Certificate from Banker not older than 12 months.**

Application Form No. 8

Information on Litigation history in which the bidder is involved:

Sl. No.	Other parties	Employer	Course of dispute	Amount involved
1	2	3	4	5
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				