

**REGIONAL MEDICAL RESEARCH CENTRE  
DIBRUGARH  
ASSAM**

**Package-I**

**PRE - QUALIFICATION OF CONTRACTORS  
FOR  
CONSTRUCTION OF STATE OF ART  
LABORATORY**

**NOVEMBER - 2007**

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**HSCC (INDIA) LTD.**

**(Consultants & Engineers for Mega Hospitals & Laboratories)  
Plot No.6(A), Block-E, Sector- I, Noida-201301**

Phone No: 91-120 -2542436-38  
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E-mail : [hsccltd@nda.vsnl.net.in](mailto:hsccltd@nda.vsnl.net.in)  
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**PQ NO. HSCC/RMRC/PG-III/2007**

# HSCC (INDIA) LTD.

(Consultants & Engineers for Mega Hospitals & Laboratories)  
Plot No.6(A), Block-E, Sector-1,NOIDA - 201301 (U.P.)  
Phone Nos. : 91-2542436-38, 2542440, 2542443 Fax : 91-11-91-2542447

NO. : HSCC/RMRC/PG-III/2007

Dated : 08.11.2007

## NOTICE INVITING APPLICATIONS FOR PRE-QUALIFICATION

HSCC(I) Ltd., On behalf of “Regional Medical Research Centre (RMRC), Dibrugarh-Assam”, intends to Pre-Qualify agencies/firms for the following works :

Sr. No.	Name of Work	Estimated Cost	Time of Completion	Last date for Submission
<b>Package-I</b>	Construction of State of Art Laboratory at Regional Medical Research Centre (RMRC), Dibrugarh and its maintenance during the Defect Liability period	<b>1350.00 Lakhs</b>	<b>16 Months</b>	<b>07.12.2007 Upto 4.00 pm</b>
<b>Package-II</b>	Construction of Animal BSL-3 Laboratory Facility at Regional Medical Research Centre (RMRC), Dibrugarh on ‘Turnkey Basis’ and its maintenance during the Defect Liability period	<b>570.00 Lakhs</b>	<b>16 Months</b>	<b>07.12.2007 upto 4.00 pm</b>

Interested firms/parties may see the pre-qualification documents in HSCC office at E-6(A), Sector-I, Noida or at HSCC website [www.hsccltd.co.in/tender.html](http://www.hsccltd.co.in/tender.html). It is expected that invitation of bid will be made in December 2007. Pre-Qualification documents can be obtained in person on any working day from **13.11.2007** to **06.12.2007** between 10.30 am and 14.00 pm from HSCC (I) Ltd., E-6(A), Sector-I, Noida, U. P.-201301, on payment of **Rs. 2500/-** in cash or in the form of Demand Draft/ Banker's cheque in favour of **HSCC (I) Limited** payable at **NOIDA/DELHI** or may be downloaded from website [www.hsccltd.co.in/tender.html](http://www.hsccltd.co.in/tender.html) and submitted along with a demand draft of **Rs. 2500/-** in favour of HSCC(I) Ltd. payable at Noida. The firms must submit separate applications for each of the above Package along with the prescribed tender document fees. The sealed Pre-Qualification Applications complete in all respect must be submitted within the stipulated deadline at **HSCC (I) Ltd., Plot 6(A), Block-E, Sector-I, Noida-201301**. HSCC reserves the right to Accept or Reject any/all applications without assigning any reason thereof.

**GENERAL MANAGER(C) - PG III**

## **INSTRUCTION TO APPLICANTS**

**PROJECT NAME :**           **Construction of State of Art Laboratory at BSL-3 Lab at Regional Medical Research Centre (RMRC), Dibrugarh, Assam** and its maintenance during the defect liability period.

**EMPLOYER :**               Regional Medical Research Centre, Dibrugarh, Assam under Indian Council of Medical Research,

### **1.0   SCOPE OF BID :**

1.1   For and on behalf of Regional Medical Research (RMRC), Dibrugarh, Assam (The Employer), HSCC (India) Ltd. (The Consultant) intends to Pre-Qualify agencies/firms for the above works detailed as under :

#### **1.2   BRIEF DETAILS :**

Construction of State of Art Laboratory at Regional Medical Research Centre (RMRC) Dibrugarh – Assam including civil, electrical, plumbing and HVAC works and other associated systems and services and its maintenance during the defect liability period.

**Estimated Cost of Works (Rs.) : 1350 Lakhs**

**Time of Completion : 16 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 the office of HSCC (India) Ltd., Plot No.6(A), Block-E, Sector-I, Noida, Distt. GB. Nagar (UP) so as to reach on 07.12.2007 on or before 4.00 PM and be clearly marked “**Application for Pre-Qualification for Construction of State of Art Laboratory at RMRC, Dibrugarh, Assam.**”

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

2.3   The pre-qualification applications shall be opened half an hour after its scheduled submission, in at the office of HSCC (India) Ltd., Plot No.6(A), Block-E, Sector-I, Noida, Distt. GB. Nagar (UP) in the presence of representatives of applicants who wish to be present.

- 2.4 All the information asked for pre-qualification shall be answered in the ENGLISH language by all the agencies/firms.
- 2.5 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 PRE-QUALIFICATION CRITERIA :**

3.1 Pre-Qualification will be based on meeting all the minimum criteria for pre-qualification and other qualification 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 :

(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.

(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 the estimated cost.

or

Two similar completed works each 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.

(iii) Similar works means construction of multi-storeyed Institutional Buildings like Hospitals, Medical Colleges, Labs in RCC framed structure (Minimum G+2) including Civil, Electrical, Plumbing, HVAC and associated services.

In case the bidder do not have the experience of major specialized works like Plumbing, HVAC and electrical, piling works 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- I.

#### **4.0 PERSONNEL, EQUIPMENT AND FINANCIAL 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 – II).
- 4.2 **Equipment Capabilities** : The bidder should provide an undertaking regarding availability of equipments required for the completion of the project alongwith 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 -III).
- 4.3 **Financial Capabilities** : The bidder should submit Audited Balance Sheets for the last three financial years i.e. 2004-2005, 2005-2006 & 2006-2007. These Balance Sheets should demonstrate the soundness of the bidder's financial position, showing positive Net worth and Net Profit in last three financial years. (Fill enclosed ANNEXURE-IV).
- 4.4 **Minimum Solvency Requirement** :
- 4.4.1 A solvency certificate from bidder's Bank (Nationalized/Scheduled) that bidder is solvent for 40% of the Project Estimated Cost. The certificate should be not more than one year old
- 4.4.2 The bidder should also submit an undertaking that minimum funds equivalent to about requirement of four months (average) can be managed by the bidder in case funds are delayed by the Employer.

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

- 5.1 The bidder shall submit information about their the past experience in construction of projects of similar nature and magnitude 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-V).
- 5.2 Information regarding current works in hand should be submitted indicating details like nature of work, client, value of work, start date, scheduled completion date and status of works.

#### **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 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 or expelled by Union Government/ State Governments/ PSU's etc. during the last 5 years.
- 6.3. The bidder should provide information regarding litigation/ Arbitration cases for the last five years as per ANNEXTURE- VI
- 6.4 The bidder shall submit the supporting documents regarding the information given in the ANNEXURE-I to ANNEXURE-VI.
- 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** Even though the agency meets all the criteria, the Employer reserves the right to accept or reject any applicant/disqualify any agency without assigning any reason whatsoever.

**11.0** 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.

## **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 reserves the right to :

(a) Reject or accept any application without assigning any reason 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 List of successful firms shall be published on HSCC website [www.hsccltd.co.in](http://www.hsccltd.co.in)  
The successful / pre-qualified applicants will also be informed in writing.

13.5 No correspondence either from successful / pre-qualified applicant or unsuccessful applicant will be entertained in this regard.

13.6 Check list format attached at Annexure VII must be filled and enclosed alongwith the application.

**General Manager (C) PG-III**

**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 (INDIA) LTD.**  
Plot No. 6(A), Block-E, Sector-I  
Noida,  
GB Nagar (UP)-201301

Sir,

1. Being duly authorised to represent and act on behalf of -----  
-----  
----- (herein-after 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 :

**Package-I : Construction of State of Art Laboratory at Regional Medical Research Centre, Dibrugarh, Assam and its maintenance during the Defect Liability period**

Pre-Qualification Number	Client Name
HSCC/RMRC/PG-III/2007	Regional Medical Research Centre, Dibrugarh under Council of Medical Research

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 & 2 and Annexure I to VII
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 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**

**UNDERTAKING**  
( ON BIDDERS LETTER HEAD )

We ----- do hereby undertake to engage a specialized agency after approval of Employer/HSCC for undertaking the execution of -----works of Construction of State of Art Laboratory at RMRC, Dibrugarh , Assam, whose pre-qualification shall be as under :

(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.

(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.

(iii) We shall be solely responsible for successful execution of ----- Work.

**Authorized Signature of Bidder with Stamp**

**ANNEXURE - II**

**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**

**ANNEXURE - III**

**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**

**ANNEXURE – IV****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 2004-2005	For year 2005-2006	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			

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

1. Attach copies of audited balance sheets for all three years (2004-2005, 2005-2006 & 2006-2007).
2. Attach recent solvency certificate from bankers
3. Indicate Financial arrangements for carrying out the proposed work.

**Authorized Signatory of bidder**

**ANNEXURE - V**

**EXPERIENCE OF CONSTRUCTION OF PROJECTS OF SIMILAR NATURE & MAGNITUDE**

(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	Details of time and cost overrun, if any	Remarks

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

**Authorized Signatory of bidder**

**ANNEXURE - VI**

**LITIGATION / COURT CASES / ARBITRATION DETAILS**

Name of Bidder
----------------

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

**Authorized Signatory of bidder**

**ANNEXURE-VII**

**CHECK- LIST  
(ON BIDDER LETTER HEAD)**

S.No.	Criteria	Requirements	Cross referencing/ page No. at which required information is available (To be mentioned)	Indicate Eligibility
1	Average Turnover for last three years	30% of the estimated Project Cost		
2.	Experience	<p>During Last Seven Years</p> <p>Similar work completed, 3 Nos. of value each not less than 40 % of the estimated cost.</p> <p>Similar work completed, 2 Nos. of value each not less than 50 % of the estimated cost.</p> <p>One similar work completed, of value not less than 80 % of the estimated cost.</p>		
3.	Personnel Capability	List of qualified and experienced personnel in relevant field		
4.	Equipment Capability	List of equipment required and proposed to be deployed and source of such equipment		
5.	Financial Capability	<p>Net Worth positive for all the three years</p> <p>Profit Earning for all the three years</p>		
6.	Solvency Certificate	Solvency certificate from applicant's bankers for 40% of the Estimated Project cost.		

7.	Undertaking to continue work for a period of 4 months in case funds are delayed by the Client.			
8.	Abandoning/ Blacklisting	Affidavit regarding not abandoned /Blacklisted for any work of Union Govt./state Govt./PSU's etc. during last 5 years.		
9.	PQ Document Fee, in case down loaded from website			
10.	Undertaking for Specialized Works.	Annexure-I		

**Authorized Signatory of bidder**

**REGIONAL MEDICAL RESEARCH CENTRE  
DIBRUGARH  
ASSAM**

**Package-II**

**PRE - QUALIFICATION OF CONTRACTORS  
FOR  
CONSTRUCTION OF BSL-3 LAB**

**NOVEMBER - 2007**

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**HSCC (INDIA) LTD.**

**(Consultants & Engineers for Mega Hospitals & Laboratories)**

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Fax No :91-120-2542447

**PQ NO. HSCC/RMRC/PG-III/2007**

## **INSTRUCTION TO APPLICANTS**

**PROJECT NAME :**                    **Construction of BSL-3 Lab at Regional Medical research Centre , Dibrugarh, Assam** and its maintenance during the defect liability period.

**EMPLOYER :**                        Regional Medical Research Centre, Dibrugarh, Assam (Indian Council of Medical Research)

### **1.0 SCOPE OF BID :**

1.1 For and on behalf of Regional Medical Research (RMRC), Dibrugarh, Assam (The Employer), HSCC (India) Ltd. (The Consultant) intends to Pre-Qualify agencies/firms for the above works detailed as under :

#### **1.2 BRIEF DETAILS :**

Construction of BSL-3 Laboratory at Regional Medical Research Centre (RMRC) Dibrugarh – Assam including civil, electrical, plumbing and HVAC works and other associated systems and services and its maintenance during the defect liability period.

**Estimated Cost of Works (Rs.) : 570 Lakhs**

**Time of Completion : 16 Months**

1.3 Pre-qualification is open to firms and association / consortium having sound financial background and experience / specialization in carrying out similar works. The applicant can be a firm or association / consortium. In case of association/consortium the names of the lead partner and the associate partner should be clearly indicated.

### **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 the office of HSCC (India) Ltd., Plot No.6(A), Block-E, Sector-I, Noida, Distt. GB. Nagar (UP) so as to reach not later than 07.12.2007 on or before 4.00 PM and be clearly marked **“Application for Pre-Qualification for Construction of Animal BSL-3 Lab at RMRC, Dibrugarh, Assam.**

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

2.3 The pre-qualification applications shall be opened half an hour after its scheduled submission, in at the office of HSCC (India) Ltd., Plot No.6(A), Block-E, Sector-I, Noida, Distt. GB. Nagar (UP) in the presence of representatives of applicants who wish to be present.

- 2.4 All the information asked for pre-qualification shall be answered in the ENGLISH language by all the agencies/firms.
- 2.5 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 PRE-QUALIFICATION CRITERIA :**

3.1 Pre-Qualification will be based on meeting all the minimum criteria for pre-qualification and other qualification 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.

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

(iv) 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.

(v) 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 :

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or

Two similar completed works each 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.

(iii) Similar works means construction, testing, commissioning and validation of BSL-3 laboratory facility including civil, electrical, plumbing, HVAC work and other associated systems and services

(iv) In case of association / consortium, the partner(s) shall collectively and/or individually meet the above minimum criteria at Clause No. 3.2 (i), 3.2 (ii) & 3.3 (iii) and also the other pre-qualification criteria under Clause No. 4.0, 5.0 and 6.0

The association/consortium shall submit a joint undertaking, duly notarized, that all the partners of the association / consortium shall be jointly and severally responsible for the successful completion of the project.

#### **4.0 PERSONNEL, EQUIPMENT AND FINANCIAL 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 – II).

4.2 **Equipment Capabilities** : The bidder should provide an undertaking regarding availability of equipments required for the completion of the project alongwith 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 -III).

4.3 **Financial Capabilities** : The bidder should submit Audited Balance Sheets for the last three financial years i.e. 2004-2005, 2005-2006 & 2006-2007. These Balance Sheets should demonstrate the soundness of the bidder's financial position, showing positive Net worth and Net Profit in last three financial years. (Fill enclosed ANNEXURE-IV).

#### **4.5 Minimum Solvency Requirement :**

4.5.1 A solvency certificate from bidder's Bank (Nationalized/Scheduled) that bidder is solvent for 40% of the Project Estimated Cost. The certificate should be not more than one year old

4.5.2 The bidder should also submit an undertaking that minimum funds equivalent to about requirement of four months (average) can be managed by the bidder in case funds are delayed by the Employer.

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

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- 6.2 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 or expelled by Union Government/ State Governments/ PSU's etc. during the last 5 years.
- 6.3. The bidder should provide information regarding litigation/ Arbitration cases for the last five years as per ANNEXTURE- VI
- 6.4 The bidder shall submit the supporting documents regarding the information given in the ANNEXURE-II to ANNEXURE-VI.
- 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
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  - 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** Even though the agency meets all the criteria, the Employer reserves the right to accept or reject any applicant/disqualify any agency without assigning any reason whatsoever.
- 11.0** 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.

## **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 reserves the right to :

(e) Reject or accept any application without assigning any reason thereof

(f) Cancel the pre-qualification process and reject all applications

(g) Split the works into different packages if required

(h) 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 List of successful firms shall be published on HSCC website [www.hsccltd.co.in](http://www.hsccltd.co.in)  
The successful / pre-qualified applicants will also be informed in writing.

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 VII must be filled and enclosed alongwith the application.

**General Manager (C) PG-III**

**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 (INDIA) LTD.**  
Plot No. 6(A), Block-E, Sector-I  
Noida,  
GB Nagar (UP)-201301

Sir,

1. Being duly authorised to represent and act on behalf of -----  
-----  
----- (herein-after 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

**Package-II : Construction of Animal BSL-3Lab at Regional Medical Research Centre, Dibrugarh, Assam and its maintenance during the Defect Liability period**

Pre-Qualification Number	Client Name
HSCC/RMRC/Package-II /PG-III/2007	Regional Medical Research Centre, Dibrugarh under Council of Medical Research

2. Attached to this letter are copies or original documents defining :
- (e) the applicants legal status
  - (f) the principal place of business
  - (g) 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)
  - (h) application form no. 1 & 2 and Annexure II to VII
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 :

(d) Bids by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification at the time of bidding

(e) 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 thereof ; and

(f) 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**

**ANNEXURE - II**

**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**

**ANNEXURE - III**

**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**

**ANNEXURE – IV****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 2004-2005	For year 2005-2006	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			

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

1. Attach copies of audited balance sheets for all three years (2004-2005, 2005-2006 & 2006-2007).
2. Attach recent solvency certificate from bankers
3. Indicate Financial arrangements for carrying out the proposed work.

**Authorized Signatory of bidder**

**ANNEXURE - V**

**EXPERIENCE OF CONSTRUCTION OF PROJECTS OF SIMILAR NATURE & MAGNITUDE**

(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	Details of time and cost overrun, if any	Remarks

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

**Authorized Signatory of bidder**

**ANNEXURE - VI**

**LITIGATION / COURT CASES / ARBITRATION DETAILS**

Name of Bidder
----------------

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

**Authorized Signatory of bidder**

**ANNEXURE-VII**

**CHECK- LIST  
(ON BIDDER LETTER HEAD)**

S.No.	Criteria	Requirements	Cross referencing/ page No. at which required information is available (To be mentioned)	Indicate Eligibility
1	Average Turnover for last three years	30% of the estimated Project Cost		
2.	Experience	<p>During Last Seven Years</p> <p>Similar work completed, 3 Nos. of value each not less than 40 % of the estimated cost.</p> <p>Similar work completed, 2 Nos. of value each not less than 50 % of the estimated cost.</p> <p>One similar work completed, of value not less than 80 % of the estimated cost.</p>		
3.	Personnel Capability	List of qualified and experienced personnel in relevant field		
4.	Equipment Capability	List of equipment required and proposed to be deployed and source of such equipment		
5.	Financial Capability	<p>Net Worth positive for all the three years</p> <p>Profit Earning for all the three years</p>		
6.	Solvency Certificate	Solvency certificate from applicant's bankers for 40% of the Estimated Project cost.		

7.	Undertaking to continue work for a period of 4 months in case funds are delayed by the Client.			
8.	Abandoning/ Blacklisting	Affidavit regarding not abandoned /Blacklisted for any work of Union Govt./state Govt./PSU's etc. during last 5 years.		
9.	PQ Document Fee, in case down loaded from website			

**Authorized Signatory of bidder**