

## INVITATION FOR PREQUALIFICATION

No. HSCC/131/MaintBUII/2007

28/05/2007

HSCC(I) LTD, On behalf of “ Ministry of Health and Family Welfare, Govt. Of India, New Delhi ” , intends to Pre-qualify the agencies/firms for the following works.

**Package 1 : Providing operation & maintenance of all Electrical related services works for the VMMC complex at safdarjung hospital , New Delhi. Estimated maintenance & operation cost : 100 lacs per annum. Period of operation & maintenance : 12 ( twelve ) months.**

**Package 2 : Providing operation & maintenance of all Civil & Public Health related works & services. Estimated maintenance & operation cost : 50 lacs per annum. Period of operation & maintenance : 12 ( twelve ) months.**

**Package 3 : Providing operation & maintenance of all HVAC related services works. Estimated maintenance & operation cost : 60 lacs per annum Period of operation & maintenance : 12 ( twelve ) months.**

**Package 4 : Providing Maintenance of Horticulture works. Estimated maintenance cost : 8 lacs per annum Period of maintenance : 12 ( twelve ) months.**

PQ criteria: 1. Average annual financial turnover (As per audited balance sheets) during last 3 years 2003-04, 2004-05, 2005-06 should have at least 30% of the estimated maintenance & operation cost .  
2. Successful completion of at least one similar nature of work on a single contract value not less than 80% of the estimated maintenance & operation cost or two similar nature of works of value not less than 50% of the estimated maintenance & operation cost or three similar nature of works of value not less than 40% of the estimated maintenance & operation cost during last 7 years ending last day of the month previous to the one in which applications are invited for each packages. OR Pre-qualification is also open to the agencies having sound background and specialization in carrying out Execution of similar type of works as per criteria 2 ( For executed works value of works shall be considered 400 lacs for package-I, 1000 lacs for package-II , 300 lacs for package –III in place of estimated maintenance & operation cost). PQ document can be obtained in person from HSCC (I) Ltd at above address on any working day from 29/05/2007 to 15/06/2007 upto 14:00 hrs on written request mentioning the package against a non refundable fee of Rs. 1000/- through Cash/demand draft in favour of HSCC(I)Ltd. NOIDA payable at NOIDA ( for each package) or may be downloaded from HSCC website [www.hsccltd.com](http://www.hsccltd.com) and submitted along with a demand draft of Rs 1000/- in favour of HSCC (I) Ltd Noida ( for each package) before due date and time. The Last date of Submission of Sealed PQ document complete in all respect mentioning the package is 20<sup>th</sup> June, 2007 upto 16:00 hrs at HSCC head office NOIDA. HSCC reserve the right to accept or reject any application without assigning any reason whatsoever.

Sr. Mgr (c)

## INSTRUCTION TO APPLICANTS

- PROJECT NAME :**
- Package 1 : Providing operation & maintenance of all Electrical related services works for the VMMC complex at safdarjung hospital complex, New Delhi. Estimated maintenance & operation cost : 100 lacs per annum. Period of operation & maintenance : 12 ( twelve ) months.**
- Package 2 : Providing operation & maintenance of all Civil & Public Health related works & services. Estimated maintenance & operation cost : 50 lacs per annum. Period of operation & maintenance : 12 ( twelve ) months.**
- Package 3 : Providing operation & maintenance of all HVAC related services works. Estimated maintenance & operation cost : 60 lacs per annum Period of operation & maintenance : 12 ( twelve) months for Vardhman Mahavir Medical College at safdarjung hospital complex, New Delhi.**
- Package 4 : Providing Maintenance of Horticulture works. Estimated maintenance cost : 8 lacs per annum Period of maintenance : 12 ( twelve) months.**

**EMPLOYER/PRINCIPAL EMPLOYER :Ministry of Health and family Welfare, Nirman Bhawan, New Delhi**

1. Scope of Bid :  
For & on behalf of “ Ministry of Health and Family Welfare, Govt. Of India, New Delhi (The Employer), HSCC (I) Ltd (HSCC, the Consultant) intends to pre qualify agencies / firms for above works details as under
- 1.1 Brief Details :
  - Package 1 : Providing operation & maintenance of all Electrical related services works for the VMMC complex at safdarjung hospital complex, New Delhi. Estimated maintenance & operation cost : 100 lacs per annum. Period of operation & maintenance : 12 ( twelve ) months.**
  - Package 2 : Providing operation & maintenance of all Civil & Public Health related works & services. Estimated maintenance & operation cost : 50 lacs per annum. Period of operation & maintenance : 12 ( twelve ) months.**
  - Package 3 : Providing operation & maintenance of all HVAC related services works. Estimated maintenance & operation cost : 60 lacs per annum Period of operation & maintenance : 12 ( twelve) months for Vardhman Mahavir Medical College at safdarjung hospital complex, New Delhi.**
  - Package 4 : Providing Maintenance of Horticulture works. Estimated maintenance cost : 8 lacs per annum Period of maintenance : 12 ( twelve) months.**
- 1.1.1 Pre- qualification is open to all agencies / firms having sound background and specialisation in carrying out similar works.

2.0 Submission Of Applications :

- 2.1 Applications for Pre- qualification must be submitted in sealed envelopes mentioning the name of the package applied for and which must be either delivered by hand or by registered mail, at HSCC (I) Ltd., Plot No. 6(A), Block E, Sector-1, NOIDA 201301, not later than 20<sup>th</sup> June, 2007 upto 16:00 hrs and be clearly marked "Application for Pre- qualification for

**Package 1 : Providing operation & maintenance of all Electrical related services works for the VMMC complex at safdarjung hospital complex, New Delhi. Estimated maintenance & operation cost : 100 lacs per annum. Period of operation & maintenance : 12 ( twelve ) months.**

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**Package 3 : Providing operation & maintenance of all HVAC related services works. Estimated maintenance & operation cost : 60 lacs per annum Period of operation & maintenance : 12 ( twelve) months for Vardhman Mahavir Medical College at safdarjung hospital complex, New Delhi.**

**Package 4 : Providing Maintenance of Horticulture works. Estimated maintenance cost : 8 lacs per annum Period of maintenance : 12 ( twelve) months.**

- 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 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 qualifications) may result in disqualification of the Applicant.

**3. Pre-qualification Criteria :**

- 3.1 Pre-qualification will be based on meeting all the following minimum 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 prequalification :

a Average annual financial turnover (As per audited balance sheets) during last 3 years 2003-04, 2004-05, 2005-06 should have at least 30% of the estimated maintenance & operation cost .

b **Successful completion of at least one similar nature of work related to maintenance & operation on a single contract value not less than 80% of the estimated maintenance & operation cost or two similar nature of works of value not less than 50% of the estimated maintenance & operation cost or three similar nature of works of value not less than 40% of the estimated maintenance & operation cost during last 7 years ending last day of the month previous to the one in which applications are invited for each packages. OR Pre-qualification is also open to the agencies having sound background and specialization in carrying out Execution of similar type of works as per of at least one similar nature of work on a single contract value not less than 80% of the executed works or two similar nature of works of value not less than 50% of the executed works or three similar nature of works of value not less than 40% of the executed works cost during last 7 years ending last day of the month previous to the one in which applications are invited for each packages. ( For executed works value of works shall be considered 400 lacs for package-I, 1000 lacs for package-II , 300 lacs for package –III in place of estimated maintenance & operation cost).**

c **A certificate from bank for the sum of Rs. 32 lacs for package I . 20 lacs for package II. 20 lacs for package III. 3 lacs for package IV can be managed in case funds delayed by the employer .**

3.3 Personnel Capabilities : **The agency must have suitable experienced personnel for the maintenance works.** List of employees and bio-data of key officials shall be submitted.(Fill enclosed ANNEXURE - III).

3.4 Equipment Capabilities : **The Agency should have own tools & tackles to produce better services.** (Fill enclosed ANNEXURE -IV).

3.5 Financial Capabilities : **Audited annual report consisting of balance sheets, profit & loss account, auditors report, schedules and notes to accounts for the last three financial years i.e. 2003-2004 ,2004-2005, 2005-2006 should be submitted and must demonstrate the soundness of the Applicant's financial position. The firms should have positive net worth and profitability in last three financial years.** Where necessary, the Consultant (HSCC) on behalf of Employer will make inquiries with the Applicant's bankers.(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 Information regarding litigation, expulsions and blacklisting , if any, should be submitted with details.

3.8 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 in and 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.
- found to have been black listed in any other works.
- For any agency already working with HSCC, the performance will be assessed based on the achievement of physical and financial targets and complying the instructions of engineer at site to achieve the required targets. The agency may be disqualified if not meeting the targets in project completed or running with HSCC.

3.9 The applicants are advised to visit the site to get first hand information as regards to quantum of works, 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 bid shall be borne by the applicant irrespective of the outcome.

3.9.1 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.

3.9.2 The competent authority to pre qualify shall have the powers to relax any condition/criterion for prequalification if it considers expedient to do so.

3.9.2 Even though agency meets all the criteria, HSCC reserves right to accept or reject any application/disqualify any agency without assigning any reason whatsoever

#### **4. Updating Pre-qualification Information :**

4.1 Applicants shall be required to update the financial information used for Pre-qualification at the time of submitting their bids, to confirm their continued compliance with the prequalification criteria and verification of the information provided. An application shall be rejected if the Applicant's qualification thresholds are no longer valid at the time of application.

**5. General :**

5.1 Only agencies/ firms who have been pre-qualified under this procedure will be invited to bid. A prequalified firms may participate in only one bid for the contract. If a firm submit more than one bid all bids of the party will be rejected.

5.2 The Employer/Consultant reserves the right to :

- (a) 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;
- (b) reject or accept any application with out assigning any reasons thereof and
- (c) - cancel the Pre-qualification process and reject all applications.  
- to split the works into different packages if required

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

5.3 Joint venture companies shall not be allowed to participate in the bid.

5.4.1 Only the successful/Pre- qualified applicants will be informed in writing or by fax.

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

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

Sirs,

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

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**Package 4 : Providing Maintenance of Horticulture works. Estimated maintenance cost : 8 lacs per annum Period of maintenance : 12 ( twelve) months.**

Pre-qualification Number	Client Name
HSCC/131/MaintBUII/2007	<b>Ministry of Health and family Welfare, Nirman Bhawan, New Delhi</b>

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 7.

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 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 any reasons there of ; 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 complete, true, and correct in every detail.
7. The applicant have to mention clearly the name of the works and have to submit the individual works separately.

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   Telex
5	Place of incorporation/ Registration   Year of incorporation/ registration   

## 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 the work awarded to you incomplete? (If so, give name of project and reasons for not completing the work.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ANNEXURE - I**

**APPLICATION FORM NO. 3**

**ANNUAL TURN OVER**

Year	Annual Turn Over in Indian Rupees ( or equivalent to Indian Rupees ) as per Audited Balance Sheet
2003-2004	Rs.
2004-2005	Rs.
2005-2006	Rs.
Average Annual Turnover over the last three years	Rs.

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

**ANNEXURE - II**

**APPLICATION FORM NO. 4**

DETAILS OF COMPLETED WORKS OF SIMILAR NATURE AND COMPLEXITY  
(During last five years ending last day of month previous to the one in which applications are invited)

Sl. No	Name of the Contract	Name of the client	Brief Description of the work, Contract no. & value of the project	Date of Start	Date of Completion as per contract	Actual date of actual completion	Value
1							
2							
3							
4							

**NOTE :** **Please attach supporting documents for the above information and satisfactory completion certificate from clients duly stamped**



**ANNEXURE - IV**

**APPLICATION FORM NO. 6**

**EQUIPMENT CAPABILITIES**

Sl. No.	Particulars of Machineries, Tools, Plant, shuttering, testing equipments/facilities etc. owned by applicant	Quantity	Approximate Value
1.			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

**APPLICATION FORM NO. 7****FINANCIAL CAPABILITIES**

Financial Information in Rs. Equivalent	For year 2003-2004	For year 2004-2005	For year 2005-2006
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			

1. Attach annual report consist of balance sheet, profit & loss accounts, auditors report, schedule and notes to account for all three years (2003-2004, 2004-2005, 2005-2006) .
2. Attach recent solvency certificate from bankers as per clause 3.2 (c) not older than 12 months.