

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

Invitation for Prequalification

**Providing manpower, consumables etc. for day to day running
of the systems includes HVAC, Civil and Plumbing, Lift,
Electrical & Horticulture at VMMC, Safdarjung Hospital
New Delhi**

July' 2008



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

Phone : 0120-2542436-40

Fax : 0120-2542447

PQ No. HSCC/PQ-VMMC/Maint./2008

21.07.08

Ministry of Health & Family welfare, Govt of India
Through
HSCC (India) Ltd., plot no. – E-6(A), Sector-1, Noida-201301 (U.P)

Corrigendum

The last date of sale of tender for Invitation for Prequalification for providing manpower, consumables etc. for day to day running of the systems includes HVAC, Civil and Plumbing, Lift, Electrical & Horticulture at Vardhaman Mahavir Medical College, Safdarjung Hospital, New Delhi published vide notice no. HSCC/VMMC/ Maint/2008 dated 12.07.08 has been extended up to 1400 hrs of 28.07.08. Interested firms are advised to regularly check HSCC website for any amendments and incorporate the same in their tenders. The revised date of submission shall be 16.30 hrs on 29.07.08. Other terms and conditions shall remain unchanged.

CGM (PG-II)

HSCC/VMMC/ Maint/2008

Dated: 12.07.2008

Invitation for Prequalification for providing manpower, consumables etc. for day to day running of the systems includes HVAC, Civil and Plumbing, Lift, Electrical & Horticulture at Vardhaman Mahavir Medical College, Safdarjung Hospital, New Delhi.

HSCC(I) LTD, Plot E-6(A), Sector-1, NOIDA (U.P) 201301 On behalf of “Ministry of Health and family Welfare, Nirman Bhawan, New Delhi intends to Pre-qualify agencies for providing manpower, consumables etc. for day to day running of the systems includes HVAC, Civil and Plumbing, Lift, Electrical & Horticulture at Vardhaman Mahavir Medical College, Safdarjung Hospital, New Delhi. **Estimated cost:** 30 Lacs. **Time period:** Six months. **Minimum PQ criteria:** As mentioned in the PQ document.

It is expected that invitation of bid will be made in August' 2008. Pre-qualification is open to all the agencies having experience of maintenance work in a large hospital or medical college. PQ document can be obtained on written request on any working day from 15th July to 21st July, 2008 till 14:00 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 or tender document may also be downloaded from our website www.hsccltd.Co.in and submitted along with the demand draft of Rs.1000/- in favour of HSCC (India) Ltd, Noida. The Last date of Submission of Sealed PQ document complete in all respect mentioning the work is 22nd July' 2008 upto 4:30 pm at HSCC head office NOIDA. HSCC reserve the right to accept or reject any application without assigning any reason whatsoever.

CGM (PG-II)

INSTRUCTION TO APPLICANTS

PROJECT NAME: providing manpower, consumables etc. for day to day running of the systems includes HVAC, Civil and Plumbing, Lift, Electrical & Horticulture at Vardhaman Mahavir Medical College, Safdarjung Hospital, New Delhi.

Completion period: **6 (six) calendar months from the date of Placement of order.**

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

1. Scope of Bid :

1.1 For & on behalf of **Ministry of Health and family Welfare, Nirman Bhawan, New Delhi (The Employer)**, HSCC (I) Ltd (HSCC, the Consultant) intends to pre qualify agencies / firms for above works details as under

1.2 Brief Details :

Providing manpower, consumables, replacement of existing inventories with new one, some new work as per client requirement, repair and making functional all services etc. for day to day running of the systems which includes HVAC, Civil and Plumbing, Lift, Electrical & Horticulture at Vardhaman Mahavir Medical College, Safdarjung Hospital, New Delhi.

1.2.1 Pre-qualification is open to all the agencies having experience of maintenance work in a large hospital or medical college.

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 22nd July' 2008 on or before 16:30 Hrs. and be clearly marked mentioning the work **“Application for Pre-Qualification for Providing manpower, consumables etc. for day to day running of the systems includes HVAC, Civil and Plumbing, Lift, Electrical & Horticulture at Vardhaman Mahavir Medical College, Safdarjung Hospital, New Delhi.**

- 2.2 The Package, name and mailing address of the Applicant should be clearly marked on the envelope.
- 2.3 All the information asked for pre-qualification shall be answered in the ENGLISH language by all the agencies/firms.
- 2.4 Failure to provide information in the stipulated format enclosed or to provide timely clarification or substantiation of the information supplied (considered essential to evaluate the Applicant's qualification) may result in disqualification of the Applicant.

3.0 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. 2005-2006, 2006-2007 & 2007-2008 (For 2007-08 Provisional Balance Sheet may be submitted if not finalized till date of submission) 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) Similar nature of works means successful completion of works related to civil / electrical / HVAC / civil or electrical maintenance or combining all together in an institutional building.

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 – I).
- 4.2 **Equipment Capabilities :** The Applicant should submit the list of equipments for successful completion of project. (Fill enclosed ANNEXURE -II).
- 4.2 **Financial Capabilities :** The Applicant should submit Audited Balance Sheets for the last three financial years i.e. 2005-2006, 2006-2007 & 2007-2008 (For 2007-08 Provisional Balance Sheet may be submitted if not finalized till date of submission). These Balance Sheets should demonstrate the soundness of the applicant's financial position, showing positive Net worth and Net Profit in last three financial years. (Fill enclosed ANNEXURE-III).

4.3 **Deleted**

5.0 EXPERIENCE OF EXECUTING OF PROJECTS OF SIMILAR NATURE & COMPLEXITY

The applicant shall submit information about their past experience in providing manpower, consumables for civil, electrical or any building works etc. The day to day running of the systems includes HVAC, Civil and Plumbing, Lift, Electrical & Horticulture work of similar nature and complexity. Completion Certificate from Client, Time Overrun if any, Cost over run if any , to be submitted. (Fill enclosed ANNEXURE-IV).

6.0 OTHER INFORMATION TO BE SUBMITTED ALONGWITH APPLICATION

- 6.1 Registration/ Licence: The firm should have PF, ESI, 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 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 & blacklisted of any work of Union Government/ State Governments/ PSU's etc. during the last 5 years.
- 6.3. The applicant should provide information regarding litigation/ Arbitration cases for the last five years as per ANNEXTURE- V
- 6.4 The applicant shall submit the supporting documents regarding the information given in the ANNEXURE-I to ANNEXURE-V.
- 7.0** Even though the Applicants meet the 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 reserves 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 along with 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
HSCC/PQ-VMMC/Maint./08	Ministry of Health & Family Welfare

2. Attached to this letter are copies or original documents defining :
 - (a) the applicants legal status
 - (b) the principal place of business
 - (c) the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms)
 - (d) application form no. 1 to 6
3. Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization or any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements

and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. Your agency and its authorized representatives may contact the following persons for further information:

General, Personnel, Technical and Financial Enquiries	
Contact 1 :	Telephone 1 :
Contact 2 :	Telephone 2 :

5. This application is made in the full understanding that :

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

(b) Your agency reserves the right to :

- amend the scope and value of the contract / bid under this project ; in such event, bids will only be called from pre-qualified bidders who meet the revised requirements ; and
- reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons or incurring any liability thereof ; and

(c) Your agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant

6. The undersigned declare that statements made and the information provided in the duly completed application are , true and correct in every detail.

Sealed & Signed
Name
For and on behalf of

APPLICATION FORM NO. 1

GENERAL INFORMATION

All individual firms applying for pre- qualification are requested to complete the information in this form. Information to be provided for all owners or APPLICANTS who are partnerships or individually-owned firms.

1.	Name of firm
2	Head office address
3	Telephone Contact
4	Fax E-mail No.
5	Place of incorporation/ Registration Year of incorporation/ registration

Authorized Signatory of bidder

APPLICATION FORM NO. 2

STRUCTURE AND ORGANIZATION

1. Name & address of the applicant
2. Telephone No. / Telex No. / Fax No.
3. Legal status of the applicant (attach copies of original document defining the legal status)
 - (a) An individual
 - (b) A proprietor firm
 - (c) A firm in partnership
 - (d) A Limited Company or Corporation.
4. Particulars of registration with various Government bodies (attach attested photocopy)

Organisation /Place of registration	Registration No.
-------------------------------------	------------------
5. Name and Titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorised to act for the organisation
7. Was the applicant ever required to suspend construction for a period of more than six months continuously after you commenced the construction? If so, give the name of the project and reasons of suspension of work.
8. Has the applicant ever abandoned the awarded work before its completion ? If so, give name of the project and reasons for abandonment.
9. Has the applicant ever been debarred / black listed for tendering in any organisation at any time ? If so, give details.
10. Has the applicant ever been convicted by a court of law? If so, give details.
11. Any other information considered necessary but not included above.

Authorized Signatory of bidder

PERSONNEL CAPABILITIES

Sl. No.	Designation	Total Number	Number available for this work	Name	Qualification	Professional experience	Remarks

Authorized Signatory of bidder

EQUIPMENT CAPABILITIES

Sl. No	Name of Equipment	No s.	Capacity or Type	Age	Condition	Remarks

Authorized Signatory of bidder

APPLICATION FORM NO. 5**ANNEXURE - III****FINANCIAL CAPABILITIES****(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 (Provisional if not finalized)	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 (Provisional If not finalized)
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 & 2007-2008 (Provisional if not finalized).
2. Attach recent solvency certificate from bankers.
3. Indicate financial arrangements for carrying out the proposed work.

Authorized Signatory of bidder

APPLICATION FORM NO. 6**ANNEXURE - IV****EXPERIENCE OF COMPLETION OF PROJECTS OF SIMILAR NATURE & COMPLEXITY**

(During last seven years ending last day of month previous to the one in which applications are invited)

Sl. No.	Name of work / project and location	Owner or sponsoring organization	Cost of work in Lakhs	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Name and address/ telephone number of officer to whom reference may be made	Remarks

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

Authorized Signatory of bidder

APPLICATION FORM NO. 7

ANNEXURE - V

Litigation Details
Court Cases/arbitration

Name of Bidder

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-VI

Check-List

S.No	Criteria	Requirements	Cross Referencing / Page no. at which required information is available (To be mentioned)	Indicate Eligibility Y / N
1	Average Turnover for last three years	30% of the estimated project cost		
2	Experience	During last seven years <ul style="list-style-type: none"> ▪ Similar work completed, 3 nos. of value not less than 40% of the estimated cost ▪ Similar work completed, 2 Nos. of value not less than 50% of the estimated cost ▪ One Similar work completed of value not less than 80% of the estimated cost 		
3	Personnel Capabilities	List of suitable qualified and experienced personnel in relevant field		
4	Equipment Capabilities	List of equipment required and proposed to be deployed & source of such equipments		
5	Financial Capability	<ul style="list-style-type: none"> ▪ Net worth positive for all the three years ▪ Profit earning for all the three years 		
6	Solvency Certificate	Solvency certificate from applicant's bank for 30% of the estimated project cost.		
7.	Abandoning / Blacklisting	Information regarding not abandoned /Black listing for any work of Union Govt./State Govt./ PSU's etc. during last 5 years		
8.	PQ document fee, in case down loaded from web site			

Authorized Signature of Bidder with stamp