

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

**Invitation for Prequalification**

Supply, installation, testing & commissioning of Modular Type Hostel furniture, signage & associated works etc (Pkg-I), lifts & associated works (Pkg-II) and External development work including Horticulture, Landscaping, services & associated works ( Pkg-III) for Hostel Block for VMMC, Safdarjung Hospital at west Kidwai Nagar , New Delhi

**September 2009**



**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/131 /Fur/BU-HP-II/2009**

Ministry of Health & Family Welfare , Govt. of India  
Through HSCC (India ) Ltd.

Plot no. – E-6(A), Sector-1, Noida-201301 (U.P)

Second call for Invitation of Prequalification (PQ)

**HSCC/BU-II/132/2009**

**dated : 30/09/2009**

**Name of work: Package-I: Supply, Installation testing & Commissioning of Hostel Furniture, signages & associated works for Hostel Block, VMMC, Safdarjung Hospital at Kidwai Nagar New Delhi.**

Reference: Refer PQ notice no. **HSCC/BU-II/132/2009** dated :**18/08/09**

Due to unavoidable circumstances the corrigendum for sale & submission of Prequalification application dates are hereby noted as under :

1. Sale of PQ application: **01.10.2009 to 07. 10.2009 upto 14:00 hrs.**
2. Submission of PQ application : **07. 10.2009 upto 17:00 hrs.**
3. Completion period of work : 04 ( four) months
4. Estimated cost (Rs.) : Rs. 285 Lakhs

Interested applicants/firms may purchase the pre-qualification document in person from the office of HSCC (I) Ltd, Noida on any working day as mentioned above on written request mentioning the name & description of work against a non refundable fee of Rs. 2,000/- through Cash/demand draft in favour of HSCC (I)Ltd. NOIDA payable at NOIDA or download the pre qualification document from website [www.hsccltd.co.in](http://www.hsccltd.co.in) and submit it along with non refundable pre-qualification document fee of Rs. 2000/- through demand draft from nationalized/scheduled bank.

The application for pre-qualification shall be submitted complete in all respect on or before due date and time as mentioned above at HSCC Corporate office at E-6(A), Sector-1, Noida (U.P.),Pin: 201301. VMMC/HSCC reserves the right to accept or reject any application without assigning any reason or incurring any liability whatsoever. Prospective bidders are advised to regularly scan through HSCC web site as corrigendum/amendments etc., if any, will be notified on the HSCC web site and separate advertisement will not be made for this.

**Deputy Manager (C)**

HSCC/131 /Fur/BU-HP-II/2009

**dated: 26/09/2009**

## INSTRUCTION TO APPLICANTS

**PROJECT NAME:** Package-I :- Supply, Installation, testing & commissioning of Modular Type Hostel furniture , signages & associated works for Hostel Block, VMMC, Safdarjung Hospital at Kidwai Nagar New Delhi.

**Completion period:** Package-I: - . **04 (Four) calendar months from the date of Commencement**

**EMPLOYER/PRINCIPAL EMPLOYER:** **Safdarjung Hospital/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 :

Package-1: Supply, Installation, Testing, commissioning and handing over of Modular Type Hostel furniture, signage & associated works etc and its maintenance during the defect liability period including preparation of detailed shop drawings.

**Above works are to be executed for Hostel Block, VMMC, Safdarjung Hospital at West Kidwai Nagar New Delhi.**

1.3 Pre- qualification is open to all agencies / firms having sound background and Specialisation in carrying out similar works.

Similar works means for Package-I : Supply and installation of furnitures & other Associated works.

Similar works means for Package-II : Supply, Installation, Testing and commissioning of Lift & associated works

## 2.0 SUBMISSION OF APPLICATION:

2.1 Application for Pre-Qualification must be submitted complete in all respect in sealed envelopes which must be either delivered by hand or by registered mail, at HSCC (India) Ltd, Plot No. 6(A), Block-E, Sector-1, NOIDA, U.P.-201301, so as to reach not later than designated date & time and be clearly marked mentioning the packages “Application for Pre-Qualification for Supply & Installation of Modular Type Hostel furniture, signage & associated works (Pkg-I)” for Hostel Block, VMMC, Safdarjung Hospital at West Kidwai Nagar 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 MINIMUM 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. 2005-06, 2006-07 & 2007-08 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.

\* Similar works means:

Package-I : Supply, Installation, Testing, commissioning of Modular Type Hostel furniture & associated works etc like Table, chair , sofa . Beds, cabinets, wood works etc.

3.3 Agency must have their own manufacturing unit since 05 years with following facilities and registrations for Package-I

- ISO- 9001-2000
- ISO- 14001-2000

- Computerized controlled through feed multistation edge bending machine with gluing & cutting, flush trimming, scrapping & butting in one operation.
- Computer controlled press brake for sheet metal bending
- Converised powder coating plant with baking oven and powder applicators and with 7 stage pre treatment plant
- Factory act licence
- Excise registration
- PF registration

3.4 The firm should submit an affidavit duly notarized that they have not abandoned any work of Union Government/ State Governments/ PSU's etc. during the last 5 years. They should also submit an affidavit that they have not been blacklisted, debarred, declared non performer or expelled by Union Government/ State Governments/ PSU's etc. during the last 5 years

3.5 The applicant should provide information regarding litigation/ Arbitration cases for the last five years as per ANNEXURE-V

**3.6 Financial Capabilities:** The Applicant should submit Audited Balance Sheets for the last three financial years i.e. 2005-2006, 2006-2007, 2007-2008. The applicant should not have incurred any loss in more than two years during the last five years ending 31<sup>st</sup> March 2008 (Fill enclosed ANNEXURE-III).

**3.7 Minimum Solvency Requirement:**

A solvency certificate from applicant's Bank (Nationalized/Scheduled) that applicant is solvent for 30% of the Project Estimated Cost. The certificate should be not more than one year old.

**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)

**5.0 EXPERIENCE OF EXECUTING OF PROJECTS OF SIMILAR NATURE & COMPLEXITY**

The applicant shall submit information about their past experience in Supply & Installation of Modular Type Hostel furniture, signage & associated works etc /Supply, Installation, Testing and commissioning of Lifts & associated works/ External

development work including Horticulture, Landscaping, services & associated works etc in projects of similar nature and complexity with information about magnitude of the Projects, Type of Projects, Completion Certificate from Client, Time Overrun if any, Cost over run if any , ( Fill enclosed ANNEXURE-IV).

## **6.0 OTHER INFORMATION TO BE SUBMITTED ALONGWITH APPLICATION**

- 6.1 Registration/ Licence : The firm should have Works Contract Tax/VAT Registration with the appropriate Authorities In case the firm is not registered at the time of submission of bid, they will get themselves registered with the concerned authorities in case they are awarded the work
- 6.2 The applicant should provide information regarding litigation/ Arbitration cases for the last five years as per ANNEXURE-V
- 6.3 The applicant shall submit the supporting documents regarding the information given in the ANNEXURE-I to ANNEXURE-V
- 6.4 The contractor will indemnify HSCC/Ministry of Health & Family Welfare/Principle employer/client, as the case may be, against all penal action that may be levied/effectuated by any concerned authority for default in any labour regulation/PF/ESI and other statutory requirements of the relevant Acts/Laws related to the work of the contractor and will bear the legal charges, if any, and will pay the legal charges/dues directly to the concerned authority

## **7.0 Even though the Applicants meet the above criteria, they are subject to be disqualified, if they have:**

- made misleading or false representation in the form, statement and attachments submitted; /or
- Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc. /or
- The performance of any agency already worked/ working with HSCC is not found satisfactory./or
- found to have been black listed in any of the works.

- 8.0 The applicants are advised to visit the site to get first hand information as regards its approach, accessibility, working conditions, site conditions, availability of labour and material etc. and other matters affecting cost and work. All costs incurred in connection with submission of the pre-qualification application shall be borne by the applicant irrespective of the outcome.

**9.0** If any information furnished by the applicant is found incorrect at a later stage, applicant shall be liable to be debarred from tendering in HSCC. The department reserves the right to verify the particulars furnished by the applicant independently.

**10.0** The competent authority to pre-qualify shall have the power to relax any condition/criterion for pre-qualification if it considers expedient to do so.

**11.0** Even though the agency meets all the criteria, the Employer / Consultant reserves the right to accept or reject any applicant/disqualify any agency without assigning any reason whatsoever.

## **12.0 UPDATING QUALIFICATION INFORMATION**

**12.1** Applicants shall be required to update the financial information used for Pre-Qualification as and when asked for and at the time of submitting their bids, to confirm their continued compliance with the pre-qualification criteria and verification of information provided.

## **13.0 GENERAL**

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

**13.2** The Employer / Consultant 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: \_\_\_\_\_

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

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----- **its**  
**maintenance during the Defect Liability period**

Pre-Qualification Number	Client Name
HSCC/131/Fur/BU-HP-II/2009	Safdarjung Hospital under 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.
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5. Name and Titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorised to act for the organisation
7. Was the applicant ever required to suspend construction for a period of more than six months continuously after you commenced the construction? If so, give the name of the project and reasons of suspension of work.
8. Has the applicant ever abandoned the awarded work before its completion ? If so, give name of the project and reasons for abandonment.
9. Has the applicant ever been debarred / black listed for tendering in any organisation at any time ? If so, give details.
10. Has the applicant ever been convicted by a court of law? If so, give details.
11. Any other information considered necessary but not included above.

### **Authorized Signatory of bidder**

**APPLICATION FORM NO. 3**

**ANNEXURE - I**

**PERSONNEL CAPABILITIES**

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

**Authorized Signatory of bidder**

**APPLICATION FORM NO. 4**

**ANNEXURE - II**

**EQUIPMENT CAPABILITIES**

Sl. No.	Name of Equipment	Nos	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	Rs.
Average Annual Turnover over the past three years	Rs.

Financial Information in Rs. Equivalent	For year 2003-2004	For year 2004-2005	For year 2005-2006	For year 2006-2007	For year 2007-2008
1. Total Assets					
2. Current Assets					
3. Total Liabilities					
4. Current Liabilities					
5. Profit before Tax					
6. Profit after Tax					
7. Net Worth					

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

1. Attach copies of audited balance sheets duly certified by the chartered accountant for all three years (2005-2006, 2006-2007 & 2007-2008. Audited Balance sheet should mention the membership number of chartered accountant issued by ICAI along with full address.
2. Attach recent solvency certificate from bankers

**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
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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**

### Check-List

S.No	Criteria	Requirements	Cross Referencing / Page no. at which required information is available (To be mentioned)	Indicate Eligibility Y / N
1	Average Turnover for last three years	30% of the estimated project cost		
2	Experience	During last seven years <ul style="list-style-type: none"> <li>▪ Similar work completed, 3 nos. of value not less than 40% of the estimated cost</li> <li>▪ Similar work completed, 2 Nos. of value not less than 50% of the estimated cost</li> <li>▪ One Similar work completed of value not less than 80% of the estimated cost</li> </ul>		
3	Personnel Capabilities	List of suitable qualified and experienced personnel in relevant field		
4	Equipment Capabilities	List of equipment required and proposed to be deployed & source of such equipments		
5	Financial Capability	<ul style="list-style-type: none"> <li>▪ Net worth positive for all the three years</li> <li>▪ Profit earning for all the three years</li> </ul>		
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**