

NATIONAL INSTITUTE OF MALARIA RESEARCH.

Indian Council of Medical Research (ICMR)
NIMR Campus, Sector 8 ,Dwarka, New Delhi -110077

NO. : HSCC/PG-III/263 /NIMR/2012

Dated : 10/10/2012

NOTICE INVITING TENDER

Sealed bids are invited from agencies/firms for the “**HVAC works in existing Test Research Laboratory Building including Construction of plant room for the HVAC works & associated works and rectification of defects if any during the defect liability period**” .
Estimated Cost of Works : Rs.380 Lakhs. Completion Period : 5 (five) months including commissioning and Handing over. Tender documents can be obtained in person on any working day from 11/10/2012 to 29/10/2012 upto 15:00 Hrs. from HSCC (I) Ltd., E-6(A), Sector-I, Noida, U. P. on payment of **Rs. 5000/-** in cash or in the form of Demand Draft/ Banker's cheque in favour of **HSCC (I) Limited** payable at **NOIDA/DELHI**. Tender documents are made available at NIMR/HSCC website www.mrcindia.org/www.hsccltd.co.in/tender.html. Pre-bid meeting shall be held on 19/10/2012 at HSCC office Noida The last date of submission of sealed tender document complete in all respect is 31/10/2012. upto 15 : 00 hrs at **HSCC (I) Ltd., Plot 6(A), Block-E, Sector-I, Noida-201301**.

Prospective bidders are advised to regularly scan through NIMR/HSCC website for any corrigendum/amendments etc as separate advertisement will not be made for this. NIMR/HSCC reserves the right to accept/reject any or all application(s) without assigning any reasons and to restrict the list of pre-qualified agencies to any number deemed suitable by it.

Administrative officer (NIMR)

INSTRUCTION TO APPLICANTS

PROJECT NAME : **“HVAC works of Test Research Laboratory Building, Construction of plant room & associated works and rectification of defects if any during the defect liability period”**

EMPLOYER / : NATIONAL INSTITUTE OF MALARIA RESEARCH
PRINCIPAL EMPLOYER under ICMR.

1.0 SCOPE OF BID :

1.1 For and On behalf of “NATIONAL INSTITUTE OF MALARIA RESEARCH, New Delhi” (The Employer), HSCC(I) Ltd. (HSCC, the Consultant) intends to Pre-Qualify agencies/firms for the above works detailed as under

1.2 BRIEF DETAILS :

“HVAC works of Test Research Laboratory Building, Construction of plant room & associated works and rectification of defects if any during the defect liability period”

Estimated Cost of Works (Rs.) : Rs. 380 Lakhs

Time of Completion : 5 Months including commissioning and Handing over

1.3 Tender is open to all the agencies having sound background and specialization in carrying out similar works

2.0 SUBMISSION OF APPLICATION :

2.1 Tender document must be submitted complete in all respect in sealed envelopes which must be either delivered by hand or by registered mail, at HSCC(I) Ltd, Plot No. 6(A), Block-E, Sector-I, NOIDA, U.P.-201301, so as to reach not later than 15.00 hrs on 02/07/2012. and be clearly marked

HVAC works of Test Research Laboratory Building, Construction of plant room & associated works and rectification of defects if any during the defect liability period”.

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 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 regarding the Applicant's work experience 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. 2008-2009, 2009-2010 & 2010 -2011 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) One completed work of any nature (either part of (ii) or a separate one costing not less than the amount equal to 40% of the estimated cost some central/state government organisation/ central autonomous body/Central Public sector Under taking

Similar works means **Supply, Installation, Testing & Commissioning of Centralized HVAC works** In case the bidders do not have the experience of major specialized works like Civil, Electrical, Fire Fighting, plumbing 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 bidders is required to give an undertaking as per enclosed format at Annexure -VII . The bidders will submit credential of all specialized works for approval of engineers before start of any work

A certificate from client for completion of work(s) must be submitted along with application. Own works/certification of the agencies shall not be considered for prequalification.

3.3 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

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

3.5 **Financial Capabilities:** The Applicant should submit Audited Balance Sheets for the last three financial years i.e. 2008-09, 2009-10 & 2010-11. The applicant should not have incurred any loss in more than two years during the last five years ending 31st March 2011 (Fill enclosed ANNEXURE-III).

3.6 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 OTHER IMPORTANT REQUIREMENTS 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 of **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/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/CSIR 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. Free issued cement & steel shall be considered to arrive final completed project cost.

13.0 GENERAL

13.1 Only agencies / firms who have been pre-qualified under this procedure will be considered for further opening of bid. Firm may submit only one bid for any work. If a firm submitting 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 tendering 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.

13.3 Joint venture companies or experience of any work done in joint venture shall not be considered.

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.

CGM (P &BD)

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

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

Pre-Qualification Number	Client Name
HSCC/PG-III/263 /NIMR/2012	NATIONAL INSTITUTE OF MALARIA 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 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 submitted by applicants will be subject to verification of all information submitted 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

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

FINANCIAL CAPABILITIES

(Rs. In lacs)

Financial Year	Annual Turn Over in Indian Rupees (or equivalent to Indian Rupees) as per Audited Balance Sheet
2008-2009	Rs.
2009-2010	Rs.
2010-2011	Rs.
Average Annual Turnover over the past three years	Rs.

Financial Information in Rs. Equivalent	For year 2006-2007	For year 2007-2008	For year 2008-2009	For year 2009-2010	For year 2010-2011
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 (2008-2009,2009-2010 & 2010-2011). 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

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"> ▪ 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

UNDERTAKING

We _____ do hereby undertake to engage a specialised _____ agency after approval of HSCC for undertaking the execution of _____ works of (_____ Name of the project _____) whose minimum qualification shall be as under:

(i) Average Annual Financial Turnover during the last three financial years i.e. 2008-2009, 2009-2010 & 2010-2011 should be at least 30% of estimated price of _____ works.

(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 estimated price of _____ works.

or

Two similar completed works each costing not less than the amount equal to 50% of estimated price of _____ works.

or

One similar completed work costing not less than the amount equal to 80% of estimated price of _____ works.

(iii) We shall be solely responsible for successful execution of _____ work.

ANNEXURE - VIII

Bidders submitting their bids using tender documents downloaded from the websites mentioned above should enclose the tender document fee in the form prescribe above in Envelope no.1 of their bids along with Certificate as per format given at ANNEXURE-VIII of this Volume I of the tender documents failing which the bid shall be rejected.

CERTIFICATE

(Only for bidders using tender documents downloaded from website)

We certify that the tender documents (Volume I, II, III, IV, V & VI) submitted by us along with our bid for _____(tender no.)_____ _____(name of work)_____ are downloaded from HSCC website (www.hsccltd.com) is same in content and form (verbatim).

We also undertake that any deviation, if detected at any stage, would entitle HSCC/IIM to reject our bid/tender/offer and take suitable penal action against us. In any such an eventuality, the decision of HSCC/IIM shall final and the same would be legally binding on us.

Signature & seal of the Tenderer

ANNEXURE - IX

PROJECT UNDER EXECUTION OR AWARDED

Sl.No	Name of Work/ Project & location	Owner of sponsoring Organization	Cost of Work	Date of Commencement As per contract	Stipulated Date of completion	Uptodate Percentage Progress of work	Slow Progress, If any, & reasons thereof	Name & address/ Telephone No. of officer to whom reference may be made	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Certified that above lists of works is complete and no work has been left out and that the information given is correct to my knowledge and belief.

Signature of Applicant