

**MINISTRY OF EXTERNAL AFFAIRS  
(GOVT. OF INDIA)**

**DISTRICT GENERAL HOSPITAL, DIKOYA  
SRI LANKA**

**Tender**

**for**

**Supply Installation Testing & Commissioning of Mortuary Chamber  
at District General Hospital, Sri Lanka**

**VOLUME – I**

**PREQUALIFICATION DOCUMENT**

**June 2014**



( Consultants & Engineers for Mega Hospitals & Laboratories )  
E - 6 (A), Sector - I, NOIDA ( U.P. ) - 201 301 ( INDIA )

PHONE : 91-2542436, 2542437 FAX : 91-11-91-2542447  
E- mail : [www.hsccltd.co.in](http://www.hsccltd.co.in)

**Tender No. HSCC/SES/MEA/Srilanka/Mortuary/2014**

**MINISTRY OF EXTERNAL AFFAIRS  
GOVT. OF INDIA**

**NOTICE INVITING TENDERS (NIT)**

Tender Enquiry No.: HSCC/SES/MEA/SriLanka/2014

Dated: 27.06.2014

Joint Secretary (DPA-III), Ministry of External Affairs, Govt. of India on behalf of the President of India through HSCC (India) Ltd., Noida invites sealed bids in Single Stage Two Bid System for supply, installation, testing & commissioning of **Ancillary Services viz. Laundry, CSSD , Bio-Medical Waste Management System & Mortuary System for District General Hospital at Dickoya/Hatton, Sri Lanka.**

For detailed IFB regarding eligibility, bid security, purchase and submission of tender documents and downloading of bidding documents please long on to <http://www.hsccltd.co.in>, <http://www.mea.gov.in> or <http://www.eprocure.gov.in>. Prospective bidders are advised to regularly scan through HSCC web site. Corrigendum/amendments etc., if any, will be notified on the HSCC web site and separate advertisement will not be made for this.

Jt. Secretary (DPA-III)  
MEA, New Delhi

**DISTRICT GENERAL HOSPITAL, DIKOYA, SRI LANKA**  
**Ministry of External Affairs**  
**GOVERNMENT OF INDIA**

**Tender No : HSCC/SES/MEA/Srilanka/Mortuary/2014**

**Date 27.06.2014**

Bids are invited on behalf of Ministry of External Affairs (MEA), New Delhi, from the eligible Suppliers/contractors for the following works:

Sl. No	Name of Work	Estimated Cost (Rs.)	Bid Security (Rs.)	Cost of document (Rs.)	Period of Completion
1	<b>Supply, Installation, Testing &amp; Commissioning of Mortuary at District General Hospital, Dikoya, Sri Lanka</b>	15.0 Lakh	30,000/-	2500.00	4 months

1. Applicants may obtain the tender documents on any working day between **10.00 hrs** and **16.00 hrs** from **03.07.2014 to 31.07.2014** on written request from **HSCC corporate office situated at Plot no. E-6(A), Sector-1, Noida, UP-201301** against a non refundable fee as specified above for above stated works separately payable in cash or in the form of Demand Draft/ Banker's Cheque in favour of **Pay & Accounts Officer, Ministry of External Affairs, New Delhi** from any nationalized bank/ scheduled bank payable at **DELHI**. The applicant may collect the documents in person with authorization letter or on request, HSCC will promptly dispatch the documents by courier on payment of an extra amount of **Rs. 500/-** over & above the said document fee as indicated above, but under no circumstances HSCC will be held responsible for late delivery or loss of the documents so mailed. Copy of tender document can be downloaded also from web sites [www.hsccltd.co.in](http://www.hsccltd.co.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in) or [www.mea.gov.in](http://www.mea.gov.in).
2. Tender complete in all respect must be submitted in sealed envelopes, which must be either delivered by hand or by registered mailed to **HSCC Corporate Office** so as to reach not later than **15.00 hours** on **01.08.2014**. (Under no circumstances HSCC will be held responsible for late delivery or loss of the documents so mailed). Technical bid shall be opened on the same day at **15.30 hours**.
3. Pre-bid meeting shall be held on **14.07.2014 at 15.00 Hrs** at HSCC (India) Ltd, Sector-I, Noida-201301.
4. MEA/HSCC reserves the right to accept or reject any/all bids without assigning any reason.
5. In case of downloading of tender document from website, the applicants must attach Demand Draft/ Banker's Cheque to be issued in favour of **Pay & Accounts Officer, Ministry of External Affairs, New Delhi** from any nationalized bank/ scheduled bank

payable at **DELHI** along with Bid Security in Envelop-1 towards cost of Bidding document. Prospective bidders are advised to regularly scan through HSCC website as corrigendum/amendments etc. if any will be notified on the company's website and separate advertisement will not be made for this.

Jt. Secretary (DPA III)  
MEA, New Delhi

## INSTRUCTION TO APPLICANTS

PROJECT NAME : a) Supply, Installation, Testing & Commissioning of Mortuary at District General Hospital, Dikoya, Sri Lanka.

EMPLOYER/ : Ministry of External Affairs (MEA), New Delhi

1. Scope of Bid :

1.1 Ministry of External Affairs (MEA) through HSCC (I) Ltd. (the Consultant) invites tenders for the above works detailed as under:

1.2 Brief Details :

ESTIMATED COST : Rs.15.0 Lakhs

COMPLETION PERIOD : 4 months each from the date of Placement of order.

1.3 Tendering is open to all the agencies / firms having sound background and specialization in carrying out similar works.

### 2.0 PRE-QUALIFICATION CRITERIA:

2.1 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.

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

(i) Average annual financial turnover during the last three consecutive financial years [ 2010-2011, 2011-2012, 2012-2013] should be at least 30% of the estimated cost..

(ii) Experience of having successfully completed similar work during last 7 years ending last day of month previous to the one in which tenders 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.

One completed work of such nature (either part of 2.2,(ii) or a separate one costing not less than the amount equal to 40% of the estimated cost with some Central/State Government organization/Central Autonomous body/Central Public Sector Undertaking.

**\*Similar nature of works means successful completion of Supply, Installation, testing and commissioning of Mortuary at hospital.**

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

- (iii) A solvency certificate from Applicant's bank (Nationalized/ Scheduled) that Applicant is solvent for the sum of 40% of the estimated cost. The certificate should not be more than one year old.
- (iv) The Company should have positive Net Worth and should not have incurred loss in more than Two years in last Five years ending 31<sup>st</sup> March 2013 duly certified by the Chartered Account.

### **3.0 PERSONNEL, EQUIPMENT AND FINANCIAL CAPABILITIES**

- 3.1 **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).
- 3.2 **Equipment Capabilities:** The Applicant should submit the list of equipments for successful completion of project. (Fill enclosed ANNEXURE -II).
- 3.3 **Financial Capabilities:** The Audited Balance Sheets for the last five financial years (2008-2009, 2009-2010, 2010-2011, 2011-2012 & 2012-2013) should be submitted and must demonstrate the soundness of the Applicant's financial position showing positive net worth and net profit see ANNEXURE-III). Where necessary, the Consultant (HSCC) on behalf of Employer will make inquiries with the Applicant's bankers (Applicant to fill enclosed ANNEXURE-III).

### **4.0 EXPERIENCE OF EXECUTING OF PROJECTS OF SIMILAR NATURE & COMPLEXITY**

The applicant shall submit information about their past experience in executing 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).

**5.0 OTHER INFORMATION TO BE SUBMITTED ALONGWITH TENDER**

5.1 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, a declaration should be submitted by the firm that they will get themselves registered with the concerned authorities in case they are awarded the work

5.2 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.

5.3. The applicant should provide information regarding litigation/ Arbitration cases for the last five years as per ANNEXTURE- V.

5.4 The applicant shall submit the supporting documents regarding the information given in the ANNEXURE-I to ANNEXURE-V.

5.5 Power of attorney of the signatory of the bid to commit the bidder.

**6.0** 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.

**7.0** 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 tender shall be borne by the applicant irrespective of the outcome.

**8.0** 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.

**9.0** 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.

## **10.0 UPDATING QUALIFICATION INFORMATION**

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

## **11.0 GENERAL**

11.1 Only agencies / firms who meet the pre-qualification criteria shall be considered for further evaluation.

11.2 If a firm submit more than one bid all bids of the party will be rejected.

11.3 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/tenders

(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.

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

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

11.6 Check list format attached at Annexure VII must be filled and enclosed along with the application.

**Jt. Secretary (DPA III),  
MEA, New Delhi**



## 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 :

Supply, Installation, Testing & Commissioning of Mortuary at District General Hospital, Dikoya, Sri Lanka.

Tender Number	Client Name
-----	Ministry of External Affairs (MEA), New Delhi

2. Attached to this letter are copies of 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 7 and Annexure 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 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/   Year of incorporation/ registration 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 the work for a period of more than six months continuously after you commenced the work? 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	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
2010-2011	Rs.
2011-2012	Rs.
2012-2013	Rs.
Average Annual Turnover over the past three years	Rs.

Financial Information in Rs. Equivalent	For year 2008-2009	For year 2009-2010	For year 2010-2011	For year 2011-2012	For year 2012-2013
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 five years (2008-2009, 2009-2010, 2010-2011, 2011-2012 & 2012-2013).
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**

**Technical Compliance** : This information to be filled in as per the following format by all the bidders for each equipment bid by them and duly signed and to be submitted alongwith the techno-commercial bid:

<b>Item Ref.</b> <b>(1)</b>	<b>Tender Specifications</b> <b>(2)</b>	<b>Compliance of parameter/ specification</b> <b>(3)</b>	<b>Non-Compliance of parameter/ specification</b> <b>(4)</b>	<b>Remarks for Sr.No.(4)</b> <b>(5)</b>

The information given above is factual & based on product specification details as per the latest catalogues/ product data sheets and technical literature enclosed.

**Signature of the bidder & seal:**

## ANNEXURE-VII

## 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 estimated 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	Company should have positive Net Worth and should not have incurred loss in more than Two years in last Five years ending 31 <sup>st</sup> March 2013 duly certified by the Chartered Account.		
6	Solvency Certificate	Solvency certificate from applicant's bank for 40% of estimated cost not older than one year		
7.	Litigation History	As per Annexure-V		
8.	Abandoning / Blacklisting	Affidavit as the participant company not abandoned /Black listed for any work of Union Govt./State Govt./ PSU's etc. during last 5 years		
9.	Works Contract Tax/VAT Registration with the appropriate Authorities.	In case the firm is not registered at the time of submission of bid, a declaration by the firm that they will get themselves registered with the concerned authorities in case they are awarded the work is submitted.		
10	Item wise Technical Compliance Statement wrt. Technical Specification as per Vol-IV	As per Annexure - VI		

**Authorized Signature of Bidder with stamp**