

**CHITTARANJAN NATIONAL CANCER INSTITUTE  
(KOLKATA)  
(DEPARTMENT OF HEALTH, GOVT. OF WEST BENGAL)**

**Tender**

**For**

Supply, installation, testing & commissioning of Office, Hospital, Director block, Doctor Residence, Night Shelter, Nursing Hostel & Senior Hostel furniture and other associated works like minor civil, electrical, PHE works etc. and their maintenance during defect liability period at CNCI, Kolkata (West Bengal)

**Volume-I**

**Prequalification Document**

**February'2019**



**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 Tender No. HSCC/CNCI/Office-Hospt-Hostl./Fur/2019**

**HSCC**

**A Miniratna Co.**

**HSCC (INDIA) LIMITED  
(A subsidiary of NBCC (India) Limited)  
(A GOVERNMENT OF INDIA ENTERPRISE)  
E-6A, Sector-01, Noida-201301**

**NOTICE INVITING e-TENDER**

**NIT No. HSCC/CNCI/Office-Hostel & Hospt/Fur/2019**

**Dated: 31.01.2019**

Online item rate bids are invited by HSCC (India) Limited on behalf of Chittaranjan National Cancer Institute, Kolkata (West Bengal) from eligible applicants who fulfill qualification criteria as stipulated in Vol.-I (NIT/PQ document) for the works "**Supply, installation, testing & commissioning of office, Hostel & Hospital Furniture work for CNCI, Kolkata (West Bengal)**". Estimated project cost is Rs. 8.40 Crore, Completion period is 04 Months & other details available on detailed NIT. Tender available online from 05.02.2019 and Last Date of submission of Bids: 20.02.2019 at 15:00 hrs

The detailed NIT will be available on websites [www.tenderwizard.com/HSCC](http://www.tenderwizard.com/HSCC) and CPP portal. Corrigendum to this publication, if any, would appear only on said websites and not be published

**Sr. Mgr. (C)**

# HSCC (INDIA) LIMITED

## (A GOVERNMENT OF INDIA ENTERPRISE)

### NOTICE INVITING e-TENDER

HSCC/CNCI/Office-Hostel & Hospt/Fur/2019

Dated:31.01.2019

Online item rate bids are invited on behalf of Director, Chittaranjan National Cancer Institute, Kolkata (West Bengal) through e-tendering from eligible contractors/firms/suppliers for the following works:

Name & Description of work	Estimated cost (in Rs.)	Tender available online and Last date to fill/upload the tender through e-Tendering.	Bid Security amount (in Rs.)
Supply, installation, testing & commissioning of Office, Hospital, Director block, Doctor Residence, Night Shelter, Nursing Hostel & Senior Hostel furniture and other associated works like minor civil, electrical, PHE works etc. and their maintenance during defect liability period at CNCI, Kolkata (West Bengal)	8.40 Crore	From 05.02.2019 to 20.02.2019 upto 15:00 hrs and opening on 20.02.2019 at 15:30 hrs.	16.80 Lakh

The bidder would be required to register at HSCC e-tender portal <http://www.tenderwizard.com/HSCC>. For submission of the bids, the bidder is required to have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities. The bidders are required to submit (a) Original non refundable Demand Draft of Rs. 5000/- (Rs. five thousand only) as cost of bid, in favour of "HSCC (India) Ltd." payable at Noida/Delhi (b) Original bid security in approved form to the office of "Sr. CGM-II, HSCC (India) Ltd., Plot no. E-6(A), Sector-1, Noida (U.P.) Pin-201301", before date and time fixed for opening of bid either by registered post or by hand failing which the bid will be declared non-responsive.

Complete set of Tender Documents comprising of Volumes- I, II, III, IV & V has been made available for at e-tender portal <http://www.tenderwizard.com/HSCC>. Interested applicant contractors/firms may like to attend the pre bid meeting which will be held at 15:00 hrs on 12.02.2019 at HSCC corporate office at E-6A, Sector-1, Noida-201301. CNCI/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 e-tender portal <http://www.tenderwizard.com/HSCC> and <http://www.hsccltd.co.in> as corrigendum/amendments etc., if any, will be notified on these websites only and separate advertisement will not be made for this

**Sr. Mgr. (C)**  
**HSCC (India) Limited**

## INSTRUCTION TO APPLICANTS

PROJECT NAME: Supply, installation, testing & commissioning of Office, Hospital, Director block, Doctor Residence, Night Shelter, Nursing Hostel & Senior Hostel furniture and other associated works like minor civil, electrical, PHE works etc. and their maintenance during defect liability period at CNCI, Kolkata (West Bengal)

Completion period: 04 calendar months **from the date of commencement order.**

EMPLOYER/ CLIENT: Director, Chittaranjan National Cancer Institute, Kolkata (West Bengal)

1. Scope of Bid :

1.1 For & on behalf of Chittaranjan National Cancer Institute, Kolkata (West Bengal) **(The Employer /Client)**, HSCC (I) Ltd **(The Consultant)** intends to invite bids from eligible contractors/ firms for above works details as under

1.2 Brief Details :

Supply, installation, testing & commissioning of Office, Hospital, Director block, Doctor Residence, Night Shelter, Nursing Hostel & Senior Hostel furniture and other associated works like minor civil, electrical, PHE works etc. and their maintenance during defect liability period at CNCI, Kolkata (West Bengal)

**Above works to be executed for** Chittaranjan National Cancer Institute, Kolkata (West Bengal)

e-Tender is open to all agencies / firms having sound background and Specialisation in carrying out similar works.

### 2.0 SUBMISSION OF APPLICATION:

- 2.1 Application for tender must be submitted complete in all respect in sealed envelopes which must be either delivered by hand or by registered mail, at Sr. CGM--II,. 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 "Application for tender for "Supply, installation, testing & commissioning of Office, Hospital, Director block, Doctor Residence, Night Shelter, Nursing Hostel & Senior Hostel furniture and other associated works like minor civil, electrical, PHE works etc. and their maintenance during defect liability period at CNCI, Kolkata (West Bengal). And/or
- 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 and bids 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) shall 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. Experience should be in the name of the bidding company and not in subsidiary/ associate company/ Group Company etc.

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. 2015-16, 2016-17 & 2017-18 should be at least 50% 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. The works completed up to previous day of last date of submission of tenders shall also be considered :

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 60% of the estimated cost.

or

One \*similar completed work costing not less than the amount equal to 80% of the estimated cost.

And

One Completed work of any nature (either part of (ii) above 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 works means:

Supply & Installation of office furniture works. Office furniture consists of supply of Office chair, office table and any kind of storage.

Bidder must have executed at least one work of Hospital Furniture of an amount equal to 40% of the estimated cost.

Separate work order & completion certificate for office and Hospital furniture to be submitted

Certificate issued from client for **completion of work(s) against single work order** to be submitted along with application. Own works/ management/own Certification of the agencies shall not be considered for prequalification.

The value of executed works shall be brought to current costing level by enhancing the value of work at a simple rate of 7 % per annum, calculated from the date of completion to last date of receipt of application for Prequalification.

3.3 Agency/bidders must have their own manufacturing unit since 05 years with following facilities, own machineries including ownership proof along with affidavit and installed machinery photograph to be submitted ( lease hold/rented manufacturing unit and machineries shall not be considered):

- ISO- 9001-2008
- ISO- 14001-2004
- OHSAS- 18001
- BIFMA e3 Membership/compliance Certificate.
- GREENGUARD/IGBC Membership Certificate
- Computer controlled Multistation edge bending machine.
- Computer controlled Press brake for sheet metal bending.
- Converised powder coating plant.
- Hot /Cold Hydraulic Press Machine for laminate.
- Factory act license.
- 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. 2015-16, 2016-17 & 2017-18. The applicant should not have incurred any loss in more than two years during the last five years ending 31<sup>st</sup> March 2018 ( profit after tax should be positive) (Fill enclosed ANNEXURE-III).

**3.7 Minimum Solvency Requirement:**

A solvency certificate from applicant's Bank (Nationalized/Scheduled) that applicant is solvent for 40% of the Project Estimated Cost. The certificate should

not be more than one year old from the date of submission of bid.

#### **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 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). Client/Consultant reserves the right to verify all credentials submitted by tenderer. Site visits and/or factory visit will be done if required

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

6.1 Registration/ Licence : The firm should have Works Contract Tax/VAT/GST 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 shall submit the supporting documents regarding the information given in the ANNEXURE-I to ANNEXURE-VII

6.3 The contractor will indemnify HSCC/ Chittaranjan National Cancer Institute, Kolkata (West Bengal) /Principle employer/client, as the case may be, against all penal action that may be levied/effected 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 Poor progress of work, abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.
- 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 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 firms/party/agency/supplier 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.
- 13.6 The bidder whose bids are found in order and substantially responsive as per minimum prequalification criteria, may be called for a presentation and/or set up samples (one each) of any/all of such items of furniture may be supplied and installed for approval, if required.

#### 14.0 **Technical Evaluation**

The bidders qualifying the initial criteria as set out in Clause 3.0 above will be evaluated for following criteria by scoring method on the basis of details furnished by them.

- (a) Financial strength (Annexure-III & Maximum 20 marks  
Annexure-III A attached below)
- (b) Experience in similar nature of work Maximum 20 marks  
during last seven years (Annexure-IV)
- (c) Performance on works (Annexure-VII) – Maximum 20 marks  
Time over run
- (d) Performance on works (Annexure-VII) – Maximum 40 marks  
Quality

**Total 100 marks**

To become eligible for short listing, the bidder must secure at least 50% marks in each attribute and minimum 60% marks in aggregate.

- 14.1 The financial Bid of only those Bidders who are technically qualified shall be opened.
- 14.2 The financial Bids of Bidders whose technical Bids are found unacceptable shall be not be opened
- 14.3 HSCC shall notify all the technically qualified Bidders of their technical qualification indicating the date, time and venue for opening of financial Bids.

Sr. CGM -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

Sir,

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
<b>HSCC/CNCI/Office-Hospt-Hostl./Fur/2019</b>	Director, Chittaranjan National Cancer Institute, Kolkata (West Bengal)

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 furniture works for a period of more than 02 months continuously after you commenced the furniture works? 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 lakhs)

Financial Year	Annual Turn Over in Indian Rupees ( or equivalent to Indian Rupees ) as per Audited Balance Sheet
2015-2016	Rs.
2016-2017	Rs.
2017-2018	Rs.
Average Annual Turnover over the past three years	Rs.

Financial Information in Rs. Equivalent	For year 2013-2014	For year 2014-2015	For year 2015-2016	For year 2016-2017	For year 2017-2018
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 (2015-16, 2016-17 & 2017-18). 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**



**FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information that M/s./Shri ..... having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement upto a limit of Rs. ....(Rupees.....). This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)

For the Bank

- NOTE (1) Bankers certificates should be on letter head of the Bank, sealed in cover addressed to tendering authority.
- (2) Incase of partnership firm, certificate should include names of all partners as recorded with the bank.

**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	Page no. at which information is available (To be mentioned)	Indicate Eligibility Y / N
1	Average Turnover for last three years	Copies of audited balance sheets certified by the chartered accountant along with Membership no for all three years .		
2	Experience	During last seven years +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 60% of the estimated cost +One Similar work completed of value not less than 80% of the estimated cost		
3	Experience	A Certificate from client for completion of work(s) against single work order must be submitted along with application		
4	Personnel Capabilities	List of suitable qualified and experienced personnel in relevant field		
5	Equipment Capabilities	List of equipment required and proposed to be deployed & source of such equipments		
6	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>		
7	Solvency Certificate	Solvency certificate from applicant's bank for 40% of the estimated project cost. The certificate should be not more than one year old.		
8.	Abandoning / Blacklisting	Information regarding not abandoned /Black listing for any work of Union Govt./State Govt./ PSU's etc. during last 5 years and  The applicant should provide information regarding litigation/ Arbitration cases for the last five years as per ANNEXURE-V		
9.	Tender document fee, in case down loaded from web site	Rs. 5,000/-		
10	Bid Security	In terms of BG/DD		
11	Tender Documents	All volumes of tender documents submitted in the respective envelopes as specified in tender		
12	Registration/Licence	The firm should have Works Contract Tax/GST Registration with the appropriate Authorities		
13	Indemnification	As per clause no 6.3		

**Authorized Signature of Bidder with stamp**

**PERFORMANCE REPORT OF WORKS**  
**REFERRED TO ANNEXURE-IV**

01.	Name of work / Project & Location	
02.	Agreement No.	
03.	Bided Cost	
04.	Executed Cost	
05.	Date of Start	
06.	<b>Date of completion :</b>	
	i) Stipulated date of completion	
	ii) Actual date of completion	
07.	Amount of compensation levied for delayed completion, if any	
08.	Amount of reduced rate items, if any	
09.	<b>Performance Report :</b>	
	a) Quality of work	Out Standing / Very Good / Good / Poor
	b) Financial soundness	Out Standing / Very Good / Good / Poor
	c) Technical Proficiency	Out Standing / Very Good / Good / Poor
	d) Resourcefulness	Out Standing / Very Good / Good / Poor
	e) General behavior	Out Standing / Very Good / Good / Poor

Dated : \_\_\_\_\_

Executive Engineer or Equivalent

**INSTRUCTIONS FOR DOWNLOADING OF TENDER DOCUMENTS FROM INTERNET  
AND ITS SUBMISSION**

1. The tender documents for the " Supply, installation, testing & commissioning of Office, Hospital, Director block, Doctor Residence, Night Shelter, Nursing Hostel & Senior Hostel furniture and other associated works like minor civil, electrical, PHE works etc. and their maintenance during defect liability period at CNCI, Kolkata (West Bengal) " can be obtained from the e-tender portal <http://www.tenderwizard.com/HSCC> and the offers can be given on the same subject to the conditions given below which shall be carefully studied by the intending bidders and offers submitted accordingly.
2. The tender documents shall be carefully downloaded from the website and the same shall be printed carefully, The tender documents so downloaded shall be complete in all respects, which shall be the sole responsibility of the bidder(s), and the HSCC/ Chittaranjan National Cancer Institute, Kolkata (West Bengal) shall not be liable for any mistakes/loss or corruption of data in the downloading and/ or printing. The end of each volume of the tender documents should be marked in bold letter as "END OF VOLUME - X" (where "X" is the Volume Number) on a separate page in the uploaded document, which may be checked while downloading the tender documents to ensure that the complete tender documents has been downloaded. The tenderer(s) must also compare the document as printed with the document as uploaded on the website. The tenderer(s) shall sign the undertaking given in ANNEXURE -VIII of Volume - I (PQ) of Bid Document failing which the offer given by them shall be summarily rejected.
3. A master copy of the document downloaded from the website mention above shall be kept at HSCC Head Office, E-6A, Sector -1, Noida -201301, (U.P.). In case of any discrepancy between the tender document printed and submitted by the bidder after downloading form the website and the Master Copy, the later shall prevail and shall be binding on the tenderer(s). The offer received shall be deemed to have been submitted on the document as uploaded and appearing in the website mentioned above whose Master Copy is kept in the office of tender inviting authority.
4. The tenderer(s) shall print the documents on good quality, white A4 size paper on any quality Laser Printer.
5. The cost of tender document of Rs. 5,000/- (including tax) as mentioned in the notice inviting tender shall be enclosed with the technical package Part -I of the offer as a Demand Draft payable in favor of "HSCC (I) Ltd. NOIDA payable at NOIDA as cost of tender. The cost of tender document shall not be clubbed with the earnest money deposit. The tenders submitted without the requisite cost of tender documents and inappropriate form shall not be considered.
6. The tender shall be filled up after careful study of the document and the site and any clarification required may be obtained from the tender inviting authority whose address is given in the tender document.
7. The tenderer(s) downloading the documents from internet must keep themselves updated through the website from which the tender document is downloaded regarding corrigenda, if any, to the same website. The offers received without such corrigenda published are liable to be rejected.
8. Any willful changes/deletion/addition in printing carried out in the tender documents shall be viewed very seriously, whether detected at the time of opening/award of work, and the same may

result in penal action including banning of further business with the defaulting tenderer(s). In addition, the tenderer(s) are liable to be prosecuted for the same as per law.  
9. The Tenderer(s) or his authorized representative shall be original on each page of the downloaded tender document.

**Signature of Tenderer(s)**

## **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) submitted by us along with our bid for \_\_\_\_ (tender no.) \_\_\_\_\_ (name of work) \_\_\_\_\_ are downloaded from HSCC e-tender portal <http://www.tenderwizard.com/HSCC> is same in content and form (verbatim).

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

**Signature & seal of the Tenderer**



**Form of Bid and Appendix**

**FORM OF BID**

Name of the Work: "Supply, installation, testing & commissioning of Office, Hospital, Director block, Doctor Residence, Night Shelter, Nursing Hostel & Senior Hostel furniture and other associated works like minor civil, electrical, PHE works etc. and their maintenance during defect liability period at CNCI, Kolkata (West Bengal)."

**Sr. CGM-II,  
HSCC (India) Ltd.,  
E-6(A), Sector 1,  
Noida - 201301**

**Sub: Submission of Proposal**

Having visited the Site, ascertained the Site conditions and examined the General Conditions of Contract as well as Specific Conditions of Contract, Notice Inviting Bids, Instructions to Bidders etc. and addenda for the above project, we the undersigned, are pleased to submit our technical and financial Bid along with relevant documents.

1. We acknowledge that the Appendix forms an integral part of the Bid.
2. While preparing this Bid, we have gathered our own information and conducted our own inquiry/survey to our satisfaction and we did not rely solely on the information provided in the Bid Documents. We shall not hold Employer/HSCC responsible on any account in this regard.
3. We undertake, if our Bid is accepted, to commence the works within the stipulated time and to complete the whole of the works comprised in the Contract within the stipulated time calculated from the start date
4. If our Bid is accepted, we will furnish a bank guarantee as Performance security for the due performance of the Contract. The amount and form of such guarantee or bond will be in accordance with as given in the General Conditions of the Contract and specific conditions of contract.
5. We are aware that in the event of delay in execution of the Project, beyond the agreed timelines due to reasons attributable to us, liquidated damages shall be recovered from us.
6. Our Bid is valid for your acceptance for a period of 180 days from the last date of submission of the Bid as per the Bid Documents or any extension thereto.
7. We agree to the General Conditions of Contract and Specific Conditions of Contract and the terms and conditions mentioned in the Bid Documents.
8. We declare that the submission of this Bid confirms that no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award of this Contract. We further confirm and declare that no agency commission or any payment, which may be construed as an

agency, commission has been, or will be, paid and that the Bid price does not include any such amount. We acknowledge the right of Employer/HSCC, if it finds anything to the contrary, to declare our Bid to be non-compliant and if the Contract has been awarded to declare the Contract null and void.

9. We understand that you are not bound to accept the lowest or any Bid you may receive.
10. If our Bid is accepted, we understand that we are to be held solely responsible for the due performance of the Contract.
11. We enclose;
  - a. All documents as per the checklist
  - b. Bank guarantee/Demand Draft/Pay order for Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only) issued by \_\_\_\_\_ (name of the bank) BG/DD/PO No \_\_\_\_\_ towards EMD.

- Note :
- i. The Appendix forms part of the Bid
  - ii. Bidders are required to fill up all the blank spaces in this form of Bid and Appendix.

Dated this.....day of.....**2019**

Signature .....

Name..... in the capacity of .....

duly authorized to sign Bids for and on behalf of.....

Address .....

.....

.....

Witness – Signature .....

Name .....

Address .....

.....

.....

## Appendix

APPENDIX TO THE FORM OF BID

i.	(a) Amount of Performance Guarantee to be deposited by financially successful bidder (b) Amount of Security Deposit	Yes, As per respective clause of Conditions of Contract.  Yes, As per respective clause of Conditions of Contract.
ii	Date for commencement of work	As per respective clause of Conditions of Contract.
iii	Time for completion	04 calendar months
iv.	Amount of compensation in case of extension of completion date due to delays by the Contractor	Yes, As per respective clause of Conditions of Contract.
v.	Defects Liability Period from the date of issue of Completion Certificate.	12 months
vi.	(a) Period of validity of Performance Guarantee/security (b) Period of validity of Security Deposit	As per respective clause of Conditions of Contract. As per respective clause of Conditions of Contract.

Signature  
(Authorized Signatory)  
Date .....  
Place .....

Name .....  
Address .....

**Annexure-X****CRITERIA FOR EVALUATION OF THE PERFORMANCE OF SUPPLIERS/CONTRACTORS FOR PRE-ELIGIBILITY**

ATTRIBUTES		EVALUATION					
(a)	<b>Financial Strength (20 Marks)</b>	60% marks for minimum eligibility criteria					
	Average Annual Turnover (16 Marks)	100% marks for twice the minimum eligibility criteria or more					
	Solvency Certificate (4 Marks)	In between (i) & (ii) - on pro rata basis					
(b)	<b>Experience of similar class of works (20 marks)</b>	60% marks for minimum eligibility criteria					
		100% marks for twice the minimum eligibility criteria or more					
		In between (i) & (ii) - on pro rata basis					
(c)	<b>Performance on works (Time over run) (20 Marks)</b>						
	Parameter	Calculation Point	for Score			Maximum Points	
	If TOR=		1.0	2.0	3.0	>3.50	20
	(i) Without Levy of compensation		20	15	10	10	
	(ii) With Levy of compensation		20	5	0	-5	
	(Iii) Levy of compensation not decided		20	10	0	0	
	TOR = AT/ ST, where AT = Actual Time; ST = Stipulated Time						
	Note: - Marks for value in between the stages indicated above is to be determined by straight line variation method.						
(d)	<b>Performance of Works (Quality) (40 Marks)</b>	Performance			Marks		
		Outstanding			40		
		Very Good			30		
		Good			20		
		Poor			0		

Bidders qualifying the initial criteria as set out in para 3.0 will be evaluated for following criteria by scoring method on the basis of details furnished by them.

a	Financial strength ( Annexure-III & IIIA)-	Maximum 20 marks
b	Experience in eligible similar nature of work during last seven years (Annexure-IV)	Maximum 20 marks
c	Performance on works (Annexure-VII) - Time over run	Maximum 20 marks
d	Performance on works (Annexure-VII) - Quality	Maximum 40 marks
	<b>Total -</b>	100 marks
To become eligible for short listing, the bidder must secure at least 50% marks in each attribute and minimum 60% marks in aggregate.		

**END OF VOL-I**