

PRE-QUALIFICATION DOCUMENTS

**EXECUTIVE ENGINEER
CHHATTISGARH HOUSING BOARD
CAPITAL PROJECT DIVISION- I, NAVA RAIPUR ATAL NAGAR**

INVITATION TO PRE-QUALIFICATION

1. The Executive Engineer, Chhattisgarh Housing Board, Capital Project Division-I, Nava Raipur Atal Nagar invites sealed prequalification applications from Manufacturer/Authorised Dealer & Service Provider who fulfill Qualification criteria as per NIT for the following work :-

S.No.	Name of Work	Approx Cost	Period of Completion
1	Comprehensive Annual Maintenance Of Lift In Various Division Of CGHB Colonies In Raipur District (C.G.).	Rs. 277.19 Lakh	24 Months (including rainy season)

2. **Prequalification Criteria:-**

To qualify for award of the Contract, each Prime contractor in the same name and style (tenderer), in its name must have in the last five years

- (a) Achieved in **"any one financial year"** a financial turnover (in all classes of civil engineering construction works) of construction work of at least **60%** (Sixty percent) of the probable amount of contract for which bid has been invited.
- (b) (i) Satisfactorily completed at least one similar work equal in value **50%** (fifty percent) of the Probable amount of contract as on date of submission of financial offer.

OR

(ii) Satisfactorily completed at least two similar works each costing minimum 40% (forty percent) of the probable amount of contract for which the tender is invited as on date of submission of financial offer.

OR

(iii) Satisfactorily executing at least one similar work having received payment of value not less than 60% (sixty percent) of the value of probable amount of contract as on date of submission of financial offer.

Note:-

- The Turn over shall be indexed at the compounded rate of 10% (Ten percent) for each earlier years.
- The value of completed work shall be updated to the value of current financial year @ compounded rate of 10% (Ten percent) per year from completion year of work. The completion year shall be taken as base year.
- Similar work mean Comprehensive Annual Maintenance of Lift

Note:-Above mention qualifying Criteria a & b is Mandatory and shall be incorporated within a tender. The bidder must submit Certificate of above mention qualifying criteria along with the tender duly signed by an officer not below the rank of Executive Engineer.

3. Application for pre-qualification supported by prescribed annexure shall be submitted in sealed envelope duly super scribed with the name of work and due date of opening along with a Bank draft of Rs. 10000/- (Non Refundable) in favour of **Executive Engineer Chhattisgarh Housing Board Capital Project Division- I, Nava Raipur Atal Nagar**, as processing fee in a separate envelope. The applications will be received by registered A/D, Speed Post or manually in the **Office of the Executive Engineer Chhattisgarh Housing Board Capital Project Division- I, Nava Raipur Atal Nagar** and same will be opened by **the Executive Engineer Chhattisgarh Housing Board Capital Project Division- I, Nava Raipur Atal Nagar** in his office in the presence of applicants / representatives, whosoever intends to present.
4. The department reserves the right to verify the particulars furnished by the applicant independently. The department also reserves the right to physically verify the performance of works. If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from tendering/taking up any works in Chhattisgarh Housing Board.
5. The department also reserves the right to reject any application without assigning any reason.

EXECUTIVE ENGINEER
CHHATTISGARH HOUSING BOARD
CAPITAL PROJECT DIVISION- I
NAVA RAIPUR ATAL NAGAR

SECTION - I
BRIEF PARTICULARS OF THE WORK

1. Salient details of the work for which prequalification applications are invited are as under:-

S.No.	Name of Work	Approx Cost	Period of Completion
1	Comprehensive Annual Maintenance Of Lift In Various Division Of CGHB Colonies In Raipur District (C.G.).	Rs. 277.19 Lakh	24 Months (including rainy season)

2. The work site is situated at Various Division Of CGHB Colonies In Raipur District (C.G.) under the Executive Engineer, Chhattisgarh Housing Board, Capital Project Division- I, Nava Raipur Atal Nagar.
3. All drawings & details of the work can be seen in the Office of The Executive Engineer, Chhattisgarh Housing Board, Capital Project Division- I, Nava Raipur Atal Nagar.

SECTION - II
INFORMATION & INSTRUCTIONS FOR APPLICANTS

1. GENERAL:
 - 1.1 Letter of transmittal and forms to be filled up for pre-qualification.
 - 1.2 All information called for in the enclosed forms shall be furnished against the relevant column in the forms. If for any reason, information is furnished on a separate sheet, this fact shall be mentioned against the relevant column. Even if no information is to be provided in a column, a "nil" or "no such case" entry shall be made in that column. If any particulars/query is not applicable in case of the applicant, it shall be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by telegram or telex and those received late will not be entertained.
 - 1.3 The P.Q. documents shall process in word processor or be typewritten. The authorized signatory of the applicant shall sign each page of the document.
 - 1.4 Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initialling, dating and rewriting. All pages of the pre-qualification document are to be numbered. Additional sheets, if any, added by the applicant, shall also be numbered by him. They shall be submitted as a bound volume with signed letter of transmittal.
 - 1.5 References, information and certificates from the respective clients certifying suitability technical know how or capability of the applicant shall be signed by an officer not below the rank of Executive Engineer or equivalent.
 - 1.6 The applicant may furnish any additional information, which he thinks necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous or irrelevant information. No information shall be accepted after submission of pre-qualification document unless it is called for by the Employer.
 - 1.7 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/awarding work in the Chhattisgarh Housing Board.
 - 1.8 The pre-qualification documents in prescribed form duly completed and signed shall be submitted in a sealed cover. A Bank draft of Rs. 10000/- in a separate envelope in favor of Executive Engineer, Chhattisgarh Housing Board, Capital Project Division- I, Nava Raipur Atal Nagar shall also be submitted as P.Q. processing fee (Not refundable) The sealed cover superscripted "Prequalification documents for **Comprehensive Annual Maintenance Of Lift In Various Division Of CGHB Colonies In Raipur District (C.G.)** as Documents submitted in connection with pre-qualification will be treated confidential and will not be returned.
 - 1.9 Prospective applicants may request for any clarification from the Executive Engineer, Chhattisgarh Housing Board, Capital Project Division- I, Nava Raipur Atal Nagar

which shall be replied by The Executive Engineer, Chhattisgarh Housing Board Capital Project Division- I, Nava Raipur Atal Nagar, **by Fax, E-Mail or Speed –Post.**

2 In this document the following words and expressions have the meaning hereby assigned to them.

2.1 EMPLOYER: Means the Commissioner Chhattisgarh Housing Board.

2.2 APPLICANT: Means the individual, proprietary firm, firm in partnership, limited company private or public or corporation.

2.3 "YEAR" means "Financial Year" unless stated otherwise.

3 METHOD OF APPLICATION:

3.1 If the applicant is an individual, the application shall be signed by him above his full type written name and current address.

3.2 If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.

3.3 If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm. In the later case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.

3.4 If the applicant is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

4 FINAL DECISION MAKING AUTHORITY

The Employer reserves the right to accept or reject any application and to annul the pre-qualification process and reject all applications at any time, without assigning any reason or incurring any liability to the applicants.

5 PARTICULARS PROVISIONAL

The particulars of the work given in Section-I are provisional. They are liable to change and must be considered only as advance information to assist the applicant.

6 SITE VISIT

The applicant is advised to visit the site of work, at his own cost, and examine it and its surroundings to himself collect all information that he considers necessary for proper assessment of the prospective assignment.

SECTION-III

7. To qualify for award of the Contract, each Prime Contractor in the same name and style (tenderer), in its name must have in the last five years.

7.1

(a) Achieved in “any one financial year” a financial turnover (in all classes of civil engineering construction works) of construction work of at least **60%** (Sixty percent) of the probable amount of contract for which bid has been invited.

(b) (i) Satisfactorily completed at least one similar work equal in value **50%** (fifty percent) of the Probable amount of contract as on date of submission of financial offer.

OR

(ii) Satisfactorily completed at least two similar works each costing minimum 40% (forty percent) of the probable amount of contract for which the tender is invited as on date of submission of financial offer.

OR

(iii) Satisfactorily executing at least one similar work having received payment of value not less than 60% (sixty percent) of the value of probable amount of contract as on date of submission of financial offer.

Note:- 1. The Turn over shall be indexed at the compounded rate of 10% (Ten percent) for each earlier years.

2. The value of completed work shall be updated to the value of current financial year @ compounded rate of 10% (Ten percent) per year from completion year of work. The completion year shall be taken as base year.

3. Similar work mean Comprehensive Annual Maintenance Of Lift

(a) Each tenderer must enclose.

(i) Copy of certificate issued by competent authority of the department in respect of Income Tax return, Balance Sheet, Profit & Loss Account including audit report of chartered accountant for the last 3 years.

(ii) Other certificates as required by department

(iii) An affidavit that all the information furnished with the pre qualification document is correct in all respects; and

(b) Each tenderer **MUST** submit detail information regarding –

(i) Availability for construction Plants and machineries, Key equipments required for establishing laboratories to perform mandatory tests at the prescribed frequency owned/lease/on hire, as stated in the **enclosed list**

(ii) Availability of consultancy firm/technical personals for construction supervision and quality control of the work as stated in the **enclosed list**

4. Tenderer who meets the minimum qualification criteria will be qualified only if their available bid capacity for construction work is equal to or more than the probable amount of contract. The available bid capacity will be calculated as under:

Assessed Available Bid capacity = (A*N*M - B)

where,

A = Maximum value of all civil engineering work executed in “ any one financial year” during the last five year (updated to the price level at the current financial year at the compounded rate of 10% (Ten percent))a year taking into account the completed as well as work in progress.

N = Number of years prescribed for completion of the works for which tender is invited (period up to 6 months to be taken as half-year and more than 6 months as one year). Any period beyond 12 months, the period actually mentioned in the N.I.T. shall be considered.

M = 2.5

B = Value, of existing commitments and on-going works be completed during the period of completion of the work for which tender is invited (period up to 6 months to be taken as half-year and more than 6 months as one year). Any period beyond 12 months, the period actually mentioned in the N.I.T. shall be considered.

Note: *The statements showing the value of existing commitments and on-going works, as well as the stipulated period of completion remaining, for **each of the works** so listed should be countersigned by the Engineer-in-charge, not below the rank of an Executive Engineer or equivalent.*

- 7.2 The applicant should own the major construction equipments as required for the proper and timely execution of the work. He shall certify that he will provide such equipments by hiring etc. and submit the list of firms from whom he proposes to hire.
- 7.3 The applicant should have sufficient number of Technical and Administrative employees required for proper execution of the contract. The applicant should submit a list of these employees stating clearly how they would be involved in this work.
- 7.4 The applicant's performance for each work completed in the last 5 years and in hand should be certified by an officer not below the rank of Executive Engineer or equivalent and should be obtained in sealed cover.
- 7.5 Each tenderer must enclose.
- (i) Certified Copies of Income Tax Returns for the last 03 (Three) years together with Balance sheet, Profit and Loss Account statement duly audited by Chartered Accountant including his audit report.
 - (ii) Other certificates as required by department
 - (iii) An affidavit that all the information furnished with the pre qualification document is correct in all respects; and

7.6 Each tenderer **MUST** submit detail information regarding –

- (i) Availability for construction Plants and machineries, Key equipments required for establishing laboratories to perform mandatory tests at the prescribed frequency owned, as stated in the **enclosed list**(Annexure - 8 & 9)

8. **EVALUATION CRITERIA FOR PRE-QUALIFICATION**

8.1 For the purpose of pre-qualification, applicants will be evaluated in the following manner.

8.1.1 The applicants qualifications against the criteria prescribed in Para 7.1 to 7.4 above will first be scrutinized and evaluated and the applicant's eligibility for pre-qualification for the work will be first determined.

8.1.2 The basic criteria as set out 7.1 to 7.4 above will be evaluated by scoring method as given below on the basis of details furnished by them.

ATTRIBUTES	MAXIMUM MARKS
(a) Financial strength (ANNEXURE '1')	20
(b) Experience in similar class of work (ANNEXURE '2')	25
(c) Performance on works	
(i) Performance on work (ANNEXURE '5')	10
(Time over run)	
(ii) Performance on work (ANNEXURE '5')	25
(Quality)	
(d) Personnel and Establishment (ANNEXURE '6-7')	10
(e) Plant and Equipment (ANNEXURE '8-9')	10
TOTAL	100

To pre-qualify, the applicant must secure at least 50% (fifty) percent marks in each criteria & seventy percent marks in aggregate.

8.2 **Even though the tenderer meet the above qualifying criteria, they are subject to be disqualified if they have:**

- (i) Made misleading, incorrect or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements.

And/or

(ii) Record of poor performance such as abandoning the works, not properly completing the contract, unsatisfactory quality of work, inordinate delays in completion, claim and litigation history, or financial failures etc in any department of Govt. of Chhattisgarh or the state Govt. organisation/services/corporations/local body etc. (by whatever names these are called) within State territory of Chhattisgarh.

And/or

(iii) Participated in the previous bidding for the same work and had quoted unreasonably high or low bid prices and could not furnish rational justification for it to the Executive Engineer, Chhattisgarh Housing Board, Capital Project Division- I, Nava Raipur Atal Nagar

9 FINANCIAL INFORMATION:

Applicant should furnish the following financial information:

(a) Annual financial statement for the last Three years (in ANNEXURE '1').

10 EXPERIENCE IN SIMILAR WORKS:

10.1 Applicant should furnish the following:

(a) List of all works successfully completed during the last five years in (ANNEXURE '2')

(b) List of the projects under execution or awarded (in ANNEXURE '4').

10.2 Particulars of completed works and performance of the applicant duly authenticated/ certified by an officer not below the rank of Executive Engineer, Chhattisgarh Housing Board, Capital Project Division- I, Nava Raipur Atal Nagar of the concerned work or equivalent should be furnished separately for each work completed or in progress (in ANNEXURE '4').

11 ORGANISATION INFORMATION:

Applicant is required to submit the following information in respect of his organization (in ANNEXURE '6').

(a) Name & Postal Address, Telephone & Telex Number, E-mail ID, etc.

(b) Certified copies of original documents defining the legal status, place of Registration and principal places of business.

(c) Names & Title of Directors and Officers to be concerned with the work, with designation of individuals authorized to act for the organization.

(d) Information on any litigation in which the applicant was involved during the last five years, including any current litigation.

(e) Authorization for employer to seek detailed references.

(f) Number of Technical & Administrative Employees in parent company, subsidiary company and how these would be involved in this work

(in ANNEXURE '6').

12 CONSTRUCTION PLANT & EQUIPMENT:

Applicant should furnish the list of construction plant and equipment likely to be used in carrying out the work (in ANNEXURE '8'). Details of laboratory equipment (ANNEXURE '9') available with the applicant may also be indicated and duly authenticated/ certified by an officer not below the rank of Executive Engineer of the concerned work or equivalent should be furnished separately for Each work completed or in progress (in ANNEXURE - 4).

13 LETTER OF TRANSMITTAL:

The applicant should submit the letter of transmittal attached with pre-qualification document.

14 AFFIDAVIT:

The applicant should submit an affidavit on stamp paper duly notarized by the Public notary in Annexure-10, In absence of the affidavit the applicant will disqualify for the work.

15 AWARD CRITERIA:

15.1 The employer reserves the right, without being liable for any damages or obligation to inform the applicant, to:

- (a) Amend the scope and value of contract to the applicant.
- (b) Reject any or all of the applications without assigning any reason.

LETTER OF TRANSMITTAL

From

To

Executive Engineer,
Chhattisgarh Housing Board,
Capital Project Division- I, Nava Raipur Atal Nagar

Sub:- Comprehensive Annual Maintenance Of Lift In Various Division Of CGHB Colonies
In Raipur District (C.G.).

Having examined the details given in pre-qualification Press-Notice/ website <http://eproc.cgstate.gov.in> and prequalification document for the above work. I/We hereby submit the pre-qualification document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorize **the** Executive Engineer, Capital Project Division- I, Nava Raipur Atal Nagar to approach the individuals, employers. Firms and corporation to verify our competence and general reputation.

Enclosures :

Date:

SIGNATURE(S) OF APPLICANT(S)
Seal of Applicant(s)

Information regarding minimum one similar work

(i) One Work completed as similar work during last five years

(ii) Or being executing one such similar work

Sno	Project Name	Name of Employer	Value of contract	Contract No.	Date of Issue of Work Order	Stipulated Date of Completion	Actual Date of Completion	Value of work done	Remarks Remarks explaining reason for Delay, if any; and the amount of deductions due to delay. Mention if any claim or compensation is pending in any forum.
1	2	3	4	5	6	7	8	9	10

Note: (i) Attach certificates from the Engineer in charge not below the rank of Executive Engineer or equivalent

Work performed on all classes of Lift Maintenance Works over the last Five years

Sno	Project Name	Name of Employer	Description of work	Value of contract	Contract No.	Date of Issue of Work Order	Stipulated Date of Completion	Actual Date of Completion	Year wise value of work done as per certificate of employer Rs. In Lacs				
									10	11	12	13	14
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Note: (i) Attach certificates from the Engineer in charge not below the rank of Executive Engineer or equivalent

Existing commitments and on going all classes of Lift Maintenance Work

Sno	Project Name	Description of work	Contract No & Year	Name & address of the employer	Value of contract (Rs. Lakhs).	Date of Issue of Work Order	Stipulated Date of Completion	Stipulated period of completion in months	Anticipated date of completion **	Value of work done up to date of issue of N.I.T.(Rs. Lakhs)**	Probable value of works remaining to be completed (Rs. Lakhs) **	Anticipated months required for completion of balance works	Value of claims any, pe
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Note: (i) ** Enclose certificates from Engineer(s) in charge (Not below the rank of Executive Engineer or equivalent) for remaining to be completed, value of work done, anticipated date of completion.

ANNEXURE-5**PERFORMANCE REPORT OF WORKS REFERRED TO IN ANNEXURE "2" & "3"**

1. Name of Work / Project & Location
2. Agreement No.
3. Estimated Cost
4. Tendered Cost
5. Date of Start
6. Date of Completion
 - (i) Stipulated Date of Completion
 - (ii) Actual Date of Completion
7. Amount of Compensation levied for delayed completion, if any.
8. Amount of Reduced Rates items, if any.
9. Performance Report

1) Quality of Work	Very good/Good/Fair/Poor
2) Financial Soundness	Very good/Good/Fair/Poor
3) Technical Proficiency	Very good/Good/Fair/Poor
4) Resourcefulness	Very good/Good/Fair/Poor
5) General Conduct	Very good/Good/Fair/Poor

Date :

**Executive Engineer or Equivalent
(affix seal)**

Annexure-6**STRUCTURE AND ORGANISATION**

1. Name and address of the applicant
 2. Telephone No./Fax No./ E-mail ID
 3. Legal Status (Attached copies of original document defining the legal status)
The applicant is a
 - (a) Individual
 - (b) Proprietary firm
 - (c) Firm in Partnership
 - (d) Limited Company or Corporation
 4. Particulars of registration with various Governments Bodies
(Attached attested Photocopy)
Organisation / Place of Registration
- Number
- (i)
 - (ii)
 - (iii)
5. Names and Title of Directors and Officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.
 6. Were you 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 give reasons thereof.
 7. Have you or your constituent partner in case of partnership firm, even left the work awarded to you incomplete ? (If so, give name of the project and reasons for not completing the work).
 8. Have you or your constituent partner in case of partnership firm, been debarred / black listed for tendering in any Organization at any time? If so, give details.
 9. Have you or any constituent partner in case of partnership firm, even been convicted by a court of law ? If so, give details.
 10. In which field of Civil Engineering construction, you claim specialisation and interest ?
 11. Any other information considered necessary but not Included above.

Registration

SIGNATURE OF APPLICANT(S)

ANNEXURE-7

DETAILS OF TECHNICAL PERSONNEL TO BE DEPLOYED FOR THE WORK

S.No.	Designation	Qualifications	Professional experience and details of work carried out	No. of Persons	Remarks
1	2	3	4	5	6

SIGNATURE OF APPLICANT(S)

Affidavit

I.....S/o.....
Aged.....years.....resident.....of.....
.....(address.....)
(For and on behalf of.....), do here by
and herewith solemnly affirm / state on oath that : -

1. All documents and Informations furnished are correct in all respects to the best of my knowledge and belief
2. I have not suppressed or omitted any information as is required.
3. I hereby authorize the C.G. Housing Board Officials to get all the documents verified from appropriate source(s).

Deponent
(.....)
Authorized signatory /
for and on behalf of
.....
(affix seal)

Verification

I.....S/o..... do here by affirm that
the contents stated in Para 1 to 3 above are true to the best of my knowledge and believe and are
based on my / our record.

Verified that this..... date of200...at (Place).....

Seal of attestation by a Public
Notary with date

Deponent
(.....)
Authorized signature /
for and on behalf of.....
(affix seal)