

**MINISTRY OF EXTERNAL AFFAIRS,
GOVT. OF INDIA, NEW DELHI**

Invitation for Prequalification

PACKAGE-I

**Supply and installation of Modular Type Office Furniture for Setting up 150 bed
General hospital at Dickoya, near Hatton in Central Sri Lanka**

MARCH 2013



**HSCC (INDIA) LTD.
(CONSULTANTS & ENGINEERS FOR MEGA HOSPITALS & LABORATORIES)
E-6(A), sector-1, NOIDA(U.P) 201301 (India)**

Phone : 0120-2542436-40

Fax : 0120-2542447

PQ No. HSCC/PUR/MEA/Sri Lanka /2013 dated 03.03.2013

Ministry of External affairs (MEA), Govt. of India

Detailed tender information

Ministry of External affairs, Govt. of India , Through HSCC(India) Ltd. intends to invite the bids from eligible contractors/firms for the following works for Setting up 150 bed General Hospital at Dickoya, near Hatton in Central Sri Lanka:

Package No.	Name & description of work	Estimated cost (Rs.)	Completion period of work (months)	Date of sale of bid document	Last date of submission and opening of bid
I	Supply & Installation of Office Furniture.	<u>62 Lakhs</u>	<u>03 (Three)</u>	04.03.2013 to 03.04.2013 from 10 : 00 hrs to 16:30 hrs	05.04.2013 upto 14:00 hrs and opening on the same day i.e 05.04.2013 at 14:30 hrs.
II	Supply & installation of Hospital Furniture	<u>41 Lakhs</u>	<u>03 (Three)</u>	04.03.2013 to 03.04.2013 from 10 : 00 hrs to 16:30 hrs	06.04.2013 upto 14:00 hrs and opening on the same day i.e 06.04.2013 at 14:30 hrs.

Minimum Pre-Qualification (PQ) criteria:

1. As mentioned in this PQ document for all the above two packages. Pre bid meeting will be held on 21.03.2013 at 11:00 hrs and 15:00 hrs for package-I & Package-II respectively.
2. The tender is open to all the agencies having sound background and specialization in carrying out similar works and having their own manufacturing unit since three years.
3. Tender document can be obtained in person in writing mentioning the packages from HSCC (I) Ltd. head office at E-6A sector-1 Noida (U.P) on payment of Rs. 2500/- (for each package) through Cash/demand draft/pay order/Cashiers Cheque/Banker's Cheque in favour of Pay & Accounts officer, MEA, New Delhi
4. The tender document may also be downloaded these websites i.e www.hsccltd.co.in , www.mea.gov.in and www.eprocure.gov.in and to be submitted along with a demand draft/pay order/Cashiers Cheque/Banker's Cheque of Rs. 2500/- (for each package) in favour of Pay & Accounts officer, MEA, New Delhi. Applicants are advised to keep on checking the websites regularly for any amendments/ clarification and separate advertisement shall not be made for this.
5. The Sealed tender document complete in all respect for each package to be submitted on the date mentioned above to HSCC (I) Ltd at E-6A Sector-1, Noida.
6. MEA reserve the right to accept or reject any application without assigning any reason or incurring any liability whatsoever.
7. MEA/HSCC takes no responsibility for delay, loss or non-receipt of tender documents sent by post either way.

**Joint Secretary (DPA-III)
MEA, New Delhi**

INSTRUCTION TO APPLICANTS

PROJECT NAME : Supply and installation of Modular type office furniture (Package-I) and Hospital furniture (Package-II) for Setting up 150 bed General Hospital at Dickoya, near Hatton in Central Sri Lanka:

Completion period : **03 (Three) calendar months each for Package-I and II from the date of commencement order.**

EMPLOYER/PRINCIPAL EMPLOYER : **Ministry of External affairs (DPA-III), Jawahar Lal Nehru Bhawan, New Delhi**

1. Scope of Bid :

1.1 For & on behalf of **Ministry of External affairs (DPA-III), Jawahar Lal Nehru Bhawan, New Delhi (The Employer)**, HSCC (I) Ltd (HSCC, the Consultant) intends to pre qualify agencies / firms for above works details as under

1.2 Brief Details :

Package-I: Supply, Installation, testing, commissioning and handing over of Modular Type Office Furniture

Package-II: Supply, Installation, testing, commissioning and handing over of Hospital furniture

Above furniture works to be executed at **150 bed General Hospital at Dickoya, near Hatton in Central Sri Lanka**

1.3 Tender is open to all the firms having sound financial background and experience of successfully executing the project of similar nature and magnitude.

2.0 SUBMISSION OF APPLICATION:

2.1 Application for Pre-Qualification must be submitted complete in all respect in sealed envelopes which must be either delivered by hand or by registered mail at HSCC (I) Ltd at E-6A Sector-1, Noida so as to reach not later than designated date & time and be clearly marked mentioning the packages. Sealed envelopes should be separate for each package **“i.e Application for Pre-Qualification for Supply & Installation of Modular Type Office Furniture (Pkg-I) and/or**

Hospital furniture (Package-II) for 150 bed General Hospital at Dickoya, near Hatton in Central Sri Lanka.

- 2.2 The Package, name and mailing address of the Applicant should be clearly marked on the envelope.
- 2.3 All the information asked for pre-qualification shall be answered in the ENGLISH language by all the agencies/firms.
- 2.4 Failure to provide information in the stipulated format enclosed or to provide timely clarification or substantiation of the information supplied (considered essential to evaluate the Applicant's qualification) may result in disqualification of the Applicant.

3.0 MINIMUM PRE-QUALIFICATION CRITERIA:

Pre-Qualification will be based on meeting all the minimum criteria for pre-qualification

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

- (i) Average Annual Financial Turnover during the last three financial years i.e. 2009-10, 2010-11 & 2011-12 should be at least 30% of the estimated cost for this project. Audited balance sheet to be submitted (Fill enclosed Annexure III).
- (ii) Experience should be in the name of bidding company and not in name of subsidiary/ associate company/ group company
- (iii) 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.

- 3.1(iv) Agency must have their own manufacturing unit since three years with following facilities and registrations for PKG-I to II
- Computerized controlled through feed multistation edge bending machine with gluing & cutting, flush trimming, scrapping & butting in one operation.
 - Computer controlled press brake for sheet metal bending
 - Converised powder coating plant with baking oven and powder

- applicators and with 7 stage pre treatment plant
- Factory act licence
- Excise registration
- PF registration

Similar works means Supply and installation of furniture's as specified in Pkg-I & II.

A Certificate from client for completion of work(s) must be submitted alongwith work order with application.

- 3.2 Financial Capabilities: The Applicant should submit Audited Balance Sheets for the last three financial years i.e. **2009-10, 2010-11 & 2011-12**. The applicant should not have incurred any loss in more than two years during the last five years ending 31st March 2012 (Fill enclosed ANNEXURE-III).

3.3 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 be not more than one year old

- 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 ANNEXTURE- V

4.0 PERSONNEL, EQUIPMENT 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 provide an undertaking regarding availability of equipments required for the completion of the project along with list of equipments indicating owned or to be hired. In case equipments are to be hired then source of equipments may also be indicated. (Fill enclosed ANNEXURE -II).

5.0 EXPERIENCE OF PROJECTS OF SIMILAR NATURE & COMPLEXITY

The applicant shall submit information about their the past experience in above name of work 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 submit an undertaking that 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-V.

7.0 Even though the Applicants meet the minimum PQ 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 /MEA is not found satisfactory./or
- found to have been black listed in any of the works
- debarred or non performer in any of the works as on date of submission of bid.
- Non response or non submission of clarifications within specified time

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.

9.1 **MEA/HSCC may ask for any additional information and/ or clarification from the applicant. The applicant shall submit such additional information and/ or clarification as requested by MEA/HSCC within the time specified in the communication.**

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

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

12.0 UPDATING QUALIFICATION INFORMATION

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

13.0 GENERAL

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

13.2 The Employer / Consultant reserve the right to:

(a) Reject or accept any application without assigning any reason or incurring any liability thereof

(b) Cancel the pre-qualification process and reject all applications

(c) Split the works into different packages if required

(d) Amend the scope and value of any contract under this project, in such event the bids will only be called from those pre-qualified applicants who meet the requirements of the contract as amended.

13.3 Joint venture companies 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 alongwith the application.

Joint 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,
Joint Secretary (DPA-III)
MEA, Jawahar Lal Nehru Bhawan
New Delhi

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/PUR/MEA/Sri Lanka 2013	

2. Attached to this letter are copies or original documents defining:
- (a) the applicants legal status
 - (b) the principal place of business
 - (c) the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms)
 - (d) application form no. 1 to 6
3. Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of

application will also serve as authorization or any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. Your agency and its authorized representatives may contact the following persons for further information :

General, Personnel, Technical and Financial Enquiries	
Contact 1 :	Telephone 1 :
Contact 2 :	Telephone 2 :

5. This application is made in the full understanding that :

(a) Bids by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification at the time of bidding

(b) Your agency reserves the right to :

- amend the scope and value of the contract / bid under this project ; in such event, bids will only be called from pre-qualified bidders who meet the revised requirements ; and
- reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons or incurring any liability thereof ; and

(c) Your agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant

6. The undersigned declare that statements made and the information provided in the duly completed application are , true and correct in every detail.

Sealed & Signed
Name
For and on behalf of

APPLICATION FORM NO. 1

GENERAL INFORMATION

All individual firms applying for pre- qualification are requested to complete the information in this form. Information to be provided for all owners or APPLICANTS who are partnerships or individually-owned firms.

1.	Name of firm
2	Head office address
3	Telephone Contact
4	Fax E-mail No.
5	Place of incorporation/ Registration Year of incorporation/ registration

Authorized Signatory of bidder

APPLICATION FORM NO. 2

STRUCTURE AND ORGANIZATION

1. Name & address of the applicant
2. Telephone No. / Telex No. / Fax No.
3. Legal status of the applicant (attach copies of original document defining the legal status)
 - (a) An individual
 - (b) A proprietor firm
 - (c) A firm in partnership
 - (d) A Limited Company or Corporation.
4. Particulars of registration with various Government bodies (attach attested photocopy)

Organisation /Place of registration	Registration No.
-------------------------------------	------------------
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

PERSONNEL CAPABILITIES

Sl. No.	Designation	Total Number	Number available for this work	Name	Qualification	Professional experience and details of work carried out	How these would be involved in this work	Remarks

Authorized Signatory of bidder

APPLICATION FORM NO. 4

ANNEXURE - II

EQUIPMENT CAPABILITIES

Sl. No.	Name of Equipment	Nos.	Capacity or Type	Age	Condition	Ownership Status			Current Location	Remarks
						Presently owned	Leased	To be purchased		

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
2009-10	Rs.
2010-11	Rs.
2011-12	Rs.
Average Annual Turnover over the past three years	Rs.

Financial Information in Rs. Equivalent	For year 2007-08	For year 2008-09	For year 2009-10	For year 2010-11	For year 2011-12
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 (**2009-10, 2010-11 & 2011-12**). 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 WORKS 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

Litigation DetailsCourt Cases/arbitration

<u>Name of Bidder</u>

<u>Year</u>	<u>Name of the work</u>	<u>Name of the Client, with Address</u>	<u>Title of the court Case/Arbitration</u>	<u>Detail of the Court/ Arbitrator</u>	<u>Status Pending/ Decided</u>	<u>Disputed Amount (Current Value, the equivalent) in case of Court Cases/arbitration</u>	<u>Actual Awarded Amount (Rs) in decided Court Cases/arbitration</u>

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 two years ▪ Profit earning for two years 		
6	Solvency Certificate	Solvency certificate from applicant's bank for 40% of the estimated project cost.		
7.	Abandoning / debarred/Blacklisting	Affidavit regarding not abandoned /Black listing/debarred/declared non performer for any work of Union Govt./State Govt./ PSU's etc. during last 5 years		
9.	Tender document fee, in case down loaded from web site			

Authorized Signature of Bidder with stamp