

**National Institute of Health & Family Welfare
(NIHFW), Munirka, New Delhi.**

Tender

For

**Construction of International Hostel for National Institute
of Health & Family Welfare (NIHFW) at Munirka, New
Delhi.**

**NIT
&
Prequalification Document**

Volume-I

October' 2012



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

Phone : 0120-2542436-40

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Tender No. HSCC/NIHFW/HOSTEL/2012

**National Institute of Health & Family Welfare (NIHFW),
Munirka, New Delhi**

HSCC/NIHFW/HOSTEL/2012

29.10.2012

NOTICE INVITING TENDER

Bids are invited on behalf of Director, National Institute of Health & Family Welfare (NIHFW) at Munirka, New Delh from eligible contractors/firms for the following works:

Name & description of work	Completion period of work (months)	Estimated cost (Rs.)	Bid Security (in Rs.)	Sale of Tender	Date of Submission & opening
Construction of International Hostel for National Institute of Health & Family Welfare (NIHFW) at Munirka, New Delhi	12 (Twelve) Months	10.65 Crore	11.65 Lakhs	05.11.12 to 20.11.12 upto 14:00 hrs	20.11.12 at 15:00 hrs and opening on 20.11.12 at 15:30 hrs.

For details in regards of eligibility, bid security, purchase and submission of tender document, please refer detail advertisement and tender documents made available at HSCC website www.hsccltd.co.in. Pre bid meeting for will be held on 09.11.12 at 15.00 hrs.

Prospective bidders are advised to regularly scan through HSCC web site as corrigendum/amendments etc., if any, will be notified on the HSCC web site and separate advertisement will not be made for this.

GM (Projects), HSCC (I) Ltd

National Institute of Health & Family Welfare (NIHFW), Munirka, New Delhi

HSCC/NIHFW/HOSTEL/2012

29.10.2012

NOTICE INVITING TENDER - Detailed

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Complete set of Tender Documents comprising Volume- I, II, III, IV & V (except Volume VI tender drawings) has been made available at HSCC (India) Ltd. website www.hsccltd.co.in. The interested applicant contractors/firms may download and check their eligibility for the tender. Interested applicants/firms may also see the complete set of tender documents which have been kept at dispatch counter of HSCC (India) Ltd., Corporate office at E-6(A), Sector-1, Noida (U.P.), Pin: 201301.

Interested applicant contractors/firms should purchase the complete set of tender documents comprising of Vol I, II, III, IV, V and VI in person from the office of HSCC (I) Ltd, Noida on any working day as mentioned above on written request mentioning the name & description of work against a non refundable fee of Rs.5,000/- (Rs.Five Thousand only) through Cash/demand draft in favour of "HSCC (India) Ltd." payable at Noida / New Delhi. Interested applicant contractors/firms may like to attend the Pre bid meeting which is scheduled to be held on 09.11.2012 at 15:00 hrs at HSCC (India) Ltd., Corporate office, Noida.

The tender documents purchased from the office of HSCC (India) Ltd. only, should be submitted complete in all respects alongwith requisite amount of bid security in the form of Bank Guarantee of a Scheduled Bank as per format given in the Tender Documents or Demand Draft from a Scheduled Bank payable at Noida / New Delhi in favour of "HSCC (India) Ltd." on or before due date and time as mentioned above at HSCC (India) Ltd., Corporate office at E-6(A), Sector-1, Noida (U.P.), Pin: 201301

NIHFW/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 websites as corrigendum/amendments etc., if any, will be notified on the HSCC websites and separate advertisement will not be made for this.

**GM (Projects)
HSCC (India) Ltd.**

INSTRUCTION TO APPLICANTS

PROJECT NAME: **Construction of International Hostel for National Institute of Health & Family Welfare (NIHFW) at Munirka, New Delhi.**

Completion period: within 12 (Twelve) Calendar months

EMPLOYER/PRINCIPAL EMPLOYER: **National Institute of Health & Family Welfare (NIHFW), Munirka, New Delhi.**

1. Scope of Bid :

1.1 For & on behalf of **Director, National Institute of Health & Family Welfare (NIHFW), Munirka, 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 :

Construction of International Hostel for National Institute of Health & Family Welfare (NIHFW) at Munirka, New Delhi including civil, electrical, air conditioning, PHE, fire fighting, signage etc.

Above works to be executed for **National Institute of Health & family Welfare (NIHFW) at Munirka, New Delh**

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 Pre-Qualification must be submitted complete in all respect in sealed envelopes which must be either delivered by hand or by registered mail, at GM (Projects) 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 **“Construction of International Hostel for National Institute of Health & Family Welfare (NIHFW) at Munirka, New Delhi”**”

2.2 The name and mailing address of the Applicant should be clearly marked on the envelope.

2.3 All the information asked for tender shall be answered in the ENGLISH language by all the agencies/firms.

- 2.4 Failure to provide information in the stipulated format enclosed or to provide timely clarification or substantiation of the information supplied (considered essential to evaluate the Applicant's qualification) may result in disqualification of the Applicant.

3.0 MINIMUM PRE-QUALIFICATION CRITERIA:

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

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

a) Experience should be in the name of the bidding company and not in subsidiary/ associate company/ Group Company etc

b) Average Annual Financial Turnover during the last three financial years i.e. 2008-09, 2009-10 & 2010-11 should be at least 30% of the estimated cost.

c) (i) 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.

and

(ii) One Completed work of any nature (either part of c (i) above or a separate one) costing not less than the amount equal to 40% of the estimated cost with some Central/State Government Organisation/Central Autonomous Body/Central Public Sector Undertaking.

* Similar works means construction of building works including civil, internal plumbing and electrical work.

d) Any one work of similar nature i.e. one work of either 40% or 50% or 80% of estimated cost under para c (i) above should be completed in 12 months period.

A Certificate from client for completion of work(s) must be submitted along with

application. Own works / Certification of the agencies shall not be considered for prequalification.

- 3.3 The firm should submit an affidavit duly notarized that they have not abandoned any work of Union Government/ State Governments/ PSU's etc. during the last 5 years. They should also submit an affidavit that they have not been blacklisted, debarred, declared non performer or expelled by Union Government/ State Governments/ PSU's etc. during the last 5 years
- 3.4 The applicant should provide information regarding litigation/ Arbitration cases for the last five years as per ANNEXURE-V
- 3.5 **Financial Capabilities:** The Applicant should submit Audited Balance Sheets for the last three financial years i.e. 2008-09, 2009-10 & 2010-11. The applicant should not have incurred any loss in more than two years during the last five years ending 31st March 2011 (Fill enclosed ANNEXURE-III).

3.6 Minimum Solvency Requirement:

A solvency certificate from applicant's Bank (Nationalized/Scheduled) that applicant is solvent for 30% of the Project Estimated Cost. The certificate should be not more than one year old.

- 3.7 **Bidding Capacity:** The bidding capacity of the contractor/firms should be equal to or more than the estimated cost of the work. The bidding capacity shall be worked out by the formula as below:

$$\text{Bidding Capacity} = (A * N * 2) - B$$

Where

A= Maximum Value of construction works executed in any one year during the last 7 years taking in to account the completed as well as work in progress.

N= Number of years prescribed for completion of work for which bids has been invited.

B= Value of existing commitments and on going works to be completed during the period of completion of work for which bids have been invited.

NOTE: Bidders are requested to submit details of calculation along with all supporting documents in respect of arriving value of bid capacity (Fill enclosed Annexure-VIII also)

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).

6.0 OTHER INFORMATION TO BE SUBMITTED ALONGWITH APPLICATION

- 6.1 Registration/ Licence : The firm should have Works Contract Tax/VAT Registration with the appropriate Authorities In case the firm is not registered at the time of submission of bid, they will get themselves registered with the concerned authorities in case they are awarded the work
- 6.2 The applicant should provide information regarding litigation/ Arbitration cases for the last five years as per ANNEXURE-V
- 6.3 The applicant shall submit the supporting documents regarding the information given in the ANNEXURE-I to ANNEXURE-V
- 6.4 The contractor will indemnify HSCC/Ministry of Health & Family Welfare/Principle employer/client, as the case may be, against all penal action that may be levied/effectuated by any concerned authority for default in any labour regulation/PF/ESI and other statutory requirements of the relevant Acts/Laws related to the work of the contractor and will bear the legal charges, if any, and will pay the legal charges/dues directly to the concerned authority

7.0 Even though the Applicants meet the above criteria, they are subject to be disqualified, if they have:

- made misleading or false representation in the form, statement and attachments submitted; /or
- Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc. /or
- The performance of any agency already worked/ working with HSCC 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 has to submit may submit only one bid for any work. If a firm submitting more than one bid all bids of the party will be rejected.
- 13.2 The Employer / Consultant reserves the right to :
- (a) Reject or accept any application without assigning any reason or incurring any liability thereof
 - (b) Cancel the tendering process and reject all applications
 - (c) Split the works into different packages if required
 - (d) Amend the scope and value of any contract under this project.
- 13.3 Joint venture companies or experience of any work done in joint venture shall not be considered.
- 13.4 No correspondence either from successful / pre-qualified applicant or unsuccessful applicant will be entertained in this regard.
- 13.5 Check list format attached at Annexure VI must be filled and enclosed along with the application.

GM (Projects)
For & on behalf of HSCC (I) Ltd.

LETTER OF APPLICATION

[NOTE : On the letterhead paper of the applicant including full postal address, telephone no., fax no., telex no. and cable address]

Date: _____

HSCC(I) Ltd.
Plot No. 6(A), Block(E), Sector-I
NOIDA, U.P.-201301

Sirs,

1. Being duly authorised to represent and act on behalf of
(hereinafter referred to as “the Applicant”) and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby apply to be pre-qualified by yourselves as a bidder for the

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

Tender Number	Client Name
HSCC/NIHFW/HOSTEL/2012	National Institute of Health & family Welfare (NIHFW), Munirka, New Delhi.

2. Attached to this letter are copies or original documents defining :
 - (a) the applicants legal status
 - (b) the principal place of business
 - (c) the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms)
 - (d) application form no. 1 to 6
3. Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization or any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. Your agency and its authorized representatives may contact the following persons for further information:

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

5. This application is made in the full understanding that :
- (a) Bids submitted by applicants will be subject to verification of all information submitted at the time of bidding
 - (b) Your agency reserves the right to :
 - amend the scope and value of the contract / bid under this project ; in such event, bids will only be called from pre-qualified bidders who meet the revised requirements ; and
 - reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons or incurring any liability thereof ; and
 - (c) Your agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant
6. The undersigned declare that statements made and the information provided in the duly completed application are , true and correct in every detail.

Sealed & Signed
Name
For and on behalf of

APPLICATION FORM NO. 1

GENERAL INFORMATION

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

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

Authorized Signatory of bidder

APPLICATION FORM NO. 2

STRUCTURE AND ORGANIZATION

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

Organisation /Place of registration	Registration No.
-------------------------------------	------------------
5. Name and Titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorised to act for the organisation
7. Was the applicant ever required to suspend construction for a period of more than six months continuously after you commenced the construction? If so, give the name of the project and reasons of suspension of work.
8. Has the applicant ever abandoned the awarded work before its completion ? If so, give name of the project and reasons for abandonment.
9. Has the applicant ever been debarred / black listed for tendering in any organisation at any time If so, give details.
10. Has the applicant ever been convicted by a court of law? If so, give details.
11. Any other information considered necessary but not included above.

Authorized Signatory of bidder

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

FINANCIAL CAPABILITIES**(Rs. In lacs)**

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

Financial Information in Rs. Equivalent	For year 2006-2007	For year 2007-2008	For year 2008-2009	For year 2009-2010	For year 2010-2011
1. Total Assets					
2. Current Assets					
3. Total Liabilities					
4. Current Liabilities					
5. Profit before Tax					
6. Profit after Tax					
7. Net Worth					

NOTE : The above data is to be supported by audited balance sheets

1. Attach copies of audited balance sheets duly certified by the chartered accountant for all three years (2008-2009, 2009-2010 & 2010-2011). Audited Balance sheet should mention the membership number of chartered accountant issued by ICAI along with full address.
2. Attach recent solvency certificate from bankers

Authorized Signatory of bidder

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

Litigation Details
Court Cases/arbitration

Name of Bidder

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

Authorized Signatory of bidder

Check-List

S.No	Criteria	Requirements	Cross Referencing / Page no. at which required information is available (To be mentioned)	Indicate Eligibility Y / N
1	Average Turnover for last three years	100% of the estimated project cost		
2	Experience	During last seven years <ul style="list-style-type: none"> ▪ Similar work completed, 3 nos. of value not less than 40% of the estimated cost ▪ Similar work completed, 2 Nos. of value not less than 50% of the estimated cost ▪ One Similar work completed of value not less than 80% of the estimated cost 		
3	Personnel Capabilities	List of suitable qualified and experienced personnel in relevant field		
4	Equipment Capabilities	List of equipment required and proposed to be deployed & source of such equipments		
5	Financial Capability	<ul style="list-style-type: none"> ▪ Net worth positive for all the three years ▪ Profit earning for all the three years 		
6	Solvency Certificate	Solvency certificate from applicant's bank for 30% of the estimated project cost.		
7.	Abandoning / Blacklisting	Information regarding not abandoned /Black listing for any work of Union Govt./State Govt./PSU's etc. during last 5 years		
8.	PQ document fee, in case down loaded from web site			

Authorized Signature of Bidder with stamp

ANNEXURE - VII

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

CERTIFICATE

(Only for bidders using tender documents downloaded from website)

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

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

Signature & seal of the Tenderer

PROJECT UNDER EXECUTION OR AWARDED

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

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

Signature of Applicant