

HSCC (INDIA) LIMITED
(A Government of India Enterprises)
E-6(A), Sector-1, Noida (U.P)-201301

e-TENDER

FOR

Providing housekeeping services including cleaning, maintenance, etc. in HSCC Corporate Office located at Plot No. E-6(A), E-13 & E-14, Sector-I, Noida, U.P.-201301”

Tender No: - HSCC/HO/HOUSE KEEPING/2016

Volume - I

NIT
PREQUALIFICATION
INSTRUCTIONS TO BIDDERS & CONDITIONS OF CONTRACT
SPECIFICATIONS
February 2016



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

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VOLUME-I

PART A

NIT and

PREQUALIFICATION

HSCC (INDIA) LTD.
(A Government of India Enterprises) E-
6 (A), Sector-1, Noida – 201 301 (U.P)

No. HSCC/HO/HOUSE KEEPING/2016

11.03.2016

NOTICE INVITING e-TENDER

HSCC (I) Ltd, (A Government of India Enterprises), invites the bid from agencies /firms for the following works at HSCC Corporate Office located at Plot No. E-6(A), Sector-I, Noida, U.P.-201301”

Tender No.	Name & description of work	Estimated cost (Rs.)	Completion period of work (months)	Date of Issue of Tender Documents	Last date of Submission	Bid Security amount (in Rs.)
HSCC/ HO/ HOUSE KEEPING/ 2016	Providing housekeeping services including cleaning, maintenance, etc. in HSCC Corporate Office located at Plot No. E-6(A), E -13 & 14 tore Sector-I, Noida, U.P.- 201301”	21 Lacs	12-months	From 06.02.2016 till 29.02.2016 upto 1300 hrs	29.02.2016 Upto 1400hrs. Opening of tender at 1530 hrs on 29.02.2016	Rs.5000/-

Notice Inviting e-Tender along with the Complete set of tender document comprising prequalification document , Instructions to Tender conditions of contract & Technical specifications (Volume I) and Bill of Quantities (Volume II) has been made available at HSCC e-Tender portal <http://www.tenderwizard.com/HSCC>.

The bidder would be required to register at HSCC e-Tender portal <http://www.tenderwizard.com/HSCC>. The bid documents are available on line from 06.02.2016. For submission and other tender details, please refer HSCC e-tender portal <http://tenderwizard.com/HSCC> . For submission of 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.1000/- (Rupees one thousand only) as cost of bid, in favour to HSCC (India) Ltd., payable at Noida/Delhi in an envelope.
- b) Original Demand Draft of Rs. 5,000/- (Rupees five thousand only) as Bid security/EMD in favour of HSC (India) Ltd., payable at Noida/Delhi in a separate sealed envelope to be submitted to CGM, HSCC (India) Ltd., **before the date and time fixed for opening of bid either by registered post or by hand failing which the bid will be declared non-responsive.**

Please super-subscribe on the envelopes :

e-Tender Notice for “Providing housekeeping services including cleaning, maintenance, etc. in HSCC Corporate Office”

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Complete set of Tenders documents comprising of Volume – I : Technical Bid & Volume – II : Bill of Quantity - Commercial Bid has been made available at e-tender portal <http://tenderwizard.com/HSCC>.

Employer/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://tenderwizard.com/HSCC> as corrigendum/amendments etc. if any, will be notified on this portal only and separate advertisement will not be made for this.

**Sd/-
CGM**

HSCC (India) Limited

PREQUALIFICATION DOCUMENT

PROJECT NAME: **“Providing the following Services in HSCC Corporate Office located at Plot No. E-6(A), E-13 & 14, Sector-I, Noida, U.P.-201301”**

1. Housekeeping services including cleaning, maintenance, etc. at above mentioned HSCC Office

Estimated Cost of the work is Rs.21,00,000/- (Rupees Twenty-one lakhs) per

annum EMPLOYER : HSCC (India) Ltd., E-6(A), Sector-I, Noida, U.P.-201301

1.0 SCOPE OF BID:

1.1 For and on behalf of “HSCC (I) Ltd. (The Employer), intends to Pre-Qualify agencies/firms for the above said project works.

1.2 BRIEF DETAILS:

Providing House Keeping services : cleaning, maintenance of buildings including horticulture and other miscellaneous works etc in HSCC Corporate Office located at Plot No. E-6(A), E-13 & E – 14, Sector-I, Noida, U.P. - 201301

Period of Contract: This Contract shall be valid for a Period of One Year.

1.3 Pre-Qualification 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:

The bidder would be required to register at HSCC e-Tender portal <http://www.tenderwizard.com/HSCC>. The bid documents are available on line from 06.02.2016. For submission and other tender details, please refer HSCC e-tender portal <http://tenderwizard.com/HSCC> . For submission of bids, the bidder is required to have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities.

“e-Tender for providing housekeeping services including cleaning, maintenance, etc.” in HSCC Corporate Office located at Plot No. 6(A), E – 13 & E – 14, Sector-I, Noida, U.P.-201301”.

2.1 All the information asked for pre-qualification shall be answered in the ENGLISH language by all the agencies/firms.

2.2 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 CRITERIA FOR PRE-QUALIFICATION:

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

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

- (i) Average Annual Financial Turnover during the last three financial years i.e. 2012-2013, 2013-14 & 2014-15 should be at least 30% of the estimated cost for this project. Audited balance sheet/Annual income tax return to be submitted (Fill enclosed Annexure III).
- (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 :

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

Applicant should have competed one similar work either of 3.1.1 (ii) costing not less than the amount equal to 40% of the estimated cost with some central/state Government organisation/PSU/Central Autonomous Body in the last 3 years.

* Similar works means:

“Providing House keeping services including cleaning, maintenance etc. in any public building/institutional building”

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

3.2 Financial Capabilities: The Applicant should submit Audited Balance Sheets/Certified account statement showing turnover & net profit from Chartered Accountant for the last three financial years i.e. 2012-2013, 2013-2014 & 2014-2015 IT return to be submitted The applicant should not have incurred any loss in more than two years during the last five years ending 31st March 2015 (Fill enclosed ANNEXURE-III).

- 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 if any for the last five years as per ANNEXTURE- V.
- 3.5 A solvency certificate from applicant's bank (Nationalised/Scheduled) that applicant is solvent for sum of 40% of the estimated cost. The certificate should not be more than six months old.

4.0 PERSONNEL & EQUIPMENT CAPABILITIES

- 4.1 The firm should have suitable experienced personnel for the successful completion of the work. List of employees shall be submitted. Fill enclosed ANNEXURE-I & II.

5.0 EXPERIENCE OF EXECUTION OF PROJECTS OF SIMILAR NATURE & COMPLEXITY

The applicant shall submit information about their past experience in execution of projects of similar nature and complexity with information about magnitude of the Projects, Type of Projects, Completion Certificate from Client, (Fill enclosed ANNEXURE-IV).

6.0 OTHER INFORMATION TO BE SUBMITTED ALONGWITH APPLICATION

- 6.1 Registration/ Licence: The firm should have Service Tax Registration, PF Registration, ESI Registration & PAN No. with the appropriate Authorities. Copy of valid licence under section 12 of contract labour(registration and abolition) act 1970.
- 6.2 The contractor/ firm/applicant will indemnify HSCC/Principle employer, 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. An undertaking in this regard is required to be submitted by applicant along with prequalification.
- 6.3 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 is not found satisfactory/or
- found to have been black listed, 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 Office location to get first hand information as regards its approach, accessibility, working conditions, site conditions, 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 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 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 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 reserves 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 along with the application.

Chief General Manager
HSCC (India) 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: _____

To,

Chief General Manager
HSCC (I) LTD.
E-6(A), Sector-1, 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 **"Tender for providing housekeeping services including cleaning, maintenance, etc. in HSCC Corporate Office located at Plot No. E-6(A), E – 13 & E – 14, Sector-I, Noida, U.P.-201301"**

Tender Number	Client Name
HSCC/HO/HOUSE KEEPING/2016	HSCC (I) LTD. E-6(A), Sector-1, Noida (U.P.)-201301

2. Attached to this letter are copies or original documents defining:

- (a) the applicants legal status
- (b) the principal place of business
- (c) application form no. 1 to 7

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.
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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. Deleted.
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

PERSONNEL CAPABILITIES

List of Employees.

Authorized Signatory of bidder

APPLICATION FORM NO. 4

EQUIPMENT CAPABILITES

S. No.	Name of Equipment	Nos.	Capacity or Type	Age	Condition	Remarks
1.	Hand Vaccum					
2.	Machine for polishing marble/wood/ceramic flooring					
3.	Professional vaccum cleaners for floors and carpets					
4.	Tall handle duster for cobwebs and ceiling cleaning					
5.	Step stool and ladders					
6.	External glass glazing cleaning in multi-storey buildings					
7.	Man hole cleaning equipment					
8.	Garbage disposal trolleys					
9.	Grass Cutting machine					
10.	Gardening equipments					
11.	Any other equipments					

Authorised Signatory of Bidder

**APPLICATION FORM NO. 5
FINANCIAL CAPABILITIES**

ANNEXURE - III

(Rs. In lacs)

Financial Year	Annual Turn Over in Indian Rupees (or equivalent to Indian Rupees) as per Audited Balance Sheet /Certified Account Statement showing turnover & net profit from Chartered Accountant.
2012-2013	Rs.
2013-2014	Rs.
2014-2015	Rs.
Average Annual Turnover over the past three years	Rs.

Financial Information in Rs. Equivalent	For year 2012-2013	For year 2013-2014	For year 2014-2015
1. Total Assets			
2. Current Assets			
3. Total Liabilities			
4. Current Liabilities			
5. Profit before Tax			
6. Profit after Tax			
7. Net Worth			

Note: Attach copies of audited balance sheets / Certified Account statement showing turnover & net profit duly certified by the chartered accountant for all above years. Chartered Accountant should mention the membership number issued by ICAI along with full address. IT returns for these years.

Authorized Signatory of bidder

APPLICATION FORM NO. 6**ANNEXURE - IV****EXPERIENCE OF EXECUTION OF WORK 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	Value of work in Lakhs	Period	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

<u>Name of Bidder</u>

Brief details/Information of legal cases.

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	<p>During last seven years</p> <ul style="list-style-type: none"> ▪ Similar completed work, 3 nos. of value not less than 40% of the estimated cost. ▪ Similar completed work, 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 <p>In addition to the above, applicant should have competed atleast one similar work not less than the amount equal to 40% of the estimated cost in Government/PSU/Autonomous Body in the last 3 years.</p>		
3	Personnel Capabilities	List of employees		
4	Financial Capability	<ul style="list-style-type: none"> ▪ Profit earning 		
5	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		
6.	Undertaking to Indemnify	In respect of Clause 6.2		
7.	PQ document fee			
8.	Bid Security			

Authorized Signature of Bidder with stamp