

HSCC (I) Ltd (A Govt of India Enterprise)

Tender

For

**Supply & installation of Modular type office furniture & work stations for
HSCC corporate office Noida”**

Volume-I

Prequalification Document

JUNE 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 tender No. HSCC/Fur/2013

HSCC (I) Ltd (A Govt. of India Enterprise)
E-6A, Sector-1, Noida-201301 (UP)

HSCC/FUR/2013 NOTICE INVITING TENDER

Dated: 11.06.2013

HSCC (I) Ltd intends to invite bids from eligible contractors/firms for the works “Supply & installation of Modular type office furniture & work stations for HSCC corporate office Noida” Completion period: 01 Calendar month, Estimated cost: 08 Lakhs and Bid Security: Rs. 16000.00. Sale of tender: 13.06.2013 to 20.06.2013 upto 12:00 hrs and Date of Submission: 20.06.2013 at 15:00 hrs and opening on 20.06.2013 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 will be held on 17.06.2013 at 15.00 hrs at above address. 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

HSCC (I) Ltd (A Govt. of India Enterprise)
E-6A, Sector-1, Noida-201301 (UP)

HSCC/FUR/2013

Dated: 11.06.2013

Detailed Tender Information

HSCC (I) Ltd intends to invite bids from eligible contractors/firms for the following works:

Name & description of work	Completion period of work	Estimated cost (Rs.)	Bid Security (in Rs.)	Sale of Tender	Date of Submission & opening
“Supply & installation of Modular type office furniture & work stations for HSCC corporate office Noida”	01 (One) Month	08.00 Lakhs	16,000.00	13.06.2013 to 20.06.2013 upto 12:00	20.06.2013 at 15:00 hrs and opening on 20.06.2013 at 15:30 hrs.

Complete set of tender documents comprising prequalification document (Volume I), Conditions of contract (Volume-II), Technical specifications (Volume III), Bill Of Quantities (Volume IV) and Tender Drawings (Volume-V) has been made available at HSCC website www.hsccltd.co.in. The interested applicants/firms may also 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 Corporate office, at E-6(A), sector-1, Noida. Contractors/firms may also purchase the complete set of tender documents comprising of Vol. I, II, III, IV and V (tender drawings) 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. 1,000/- through Cash/demand draft in favour of HSCC (I) Ltd. NOIDA payable at Noida/Delhi or download the tender documents from HSCC website and submit complete set of tender documents (Vol-1 to V) along with the tender document fee of Rs. 1000/- through demand draft including bid security. However in case of downloading of tender documents from websites it will be the responsibility of applicants/firms to ensure that complete tender documents has been downloaded to avoid rejection of bid. Interested applicants/firms may like to attend the Pre bid meetings will be held on 17.06.2013 at 15.00 hrs respectively at HSCC corporate office, Noida . The tender document containing volume-I to V shall be submitted complete in all respect along with requisite amount of bid security in favour of HSCC (I) Ltd Noida on or before due date and time as mentioned above. 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 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

INSTRUCTION TO APPLICANTS

PROJECT NAME: Supply & installation of Modular type office furniture & work stations
for HSCC corporate office Noida”

Completion period: within 01 (One) Calendar month

EMPLOYER/CLIENT: HSCC (I) Ltd.

1. Scope of Bid :

1.1 HSCC (I) Ltd (**The Employer/Client**) intends to invite bids from eligible contractors/firms for above works details as under

1.2 Brief Details :

Supply & installation of Modular type office furniture & work stations at 4th floor initially at HSCC corporate office, Noida

Above works to be executed for HSCC (I) Ltd at HSCC corporate office E-6A, Sector-I, Noida-201301.

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

2.0 SUBMISSION OF APPLICATION:

2.1 Application for tender must be submitted complete in all respect in sealed envelopes which must be either delivered by hand or by registered mail, at 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 Supply & installation of Modular type office furniture & work stations for HSCC corporate office Noida”

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

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

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

3.0 MINIMUM PRE-QUALIFICATION CRITERIA:

3.1 Pre-Qualification will be based on meeting all the minimum criteria for pre-qualification and other qualification criteria regarding the Applicant's work experience, personnel and equipment capabilities and financial position as demonstrated by the Applicant's responses in the forms attached to the Letter of Application.

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

- (i) Average Annual Financial Turnover during the last three financial years i.e. 2009-10, 2010-11 & 2011-12 should be at least 30% of the estimated cost.
- (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.

And

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

* Similar works means:

Supply & Installation of office furniture/ work stations.

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

3.3 Agency must have their own manufacturing unit since 05 years along with following :

- Factory act licence
- Excise registration
- PF registration

3.4 The firm should submit an affidavit duly notarized that they have not abandoned any work of Union Government/ State Governments/ PSU's etc. during the last 5 years. They should also submit an affidavit that they have not been blacklisted, debarred, declared non performer or expelled by Union Government/ State Governments/ PSU's etc. during the last 5 years

3.4 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-1).

3.5 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 from the date of submission of bid.

4.0 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 (as per annexure-2) . Client reserves the right to verify all credentials submitted by tenderer. Site and factory visits may be done if required

5.0 OTHER INFORMATION TO BE SUBMITTED ALONGWITH APPLICATION

5.1 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

5.2 The applicant should provide information regarding litigation/ Arbitration cases for the last five years as per ANNEXURE-3

5.3 The contractor will indemnify HSCC/Principle employer/client, as the case may be, against all penal action that may be levied/effected by any concerned authority for default in any labour regulation/PF/ESI and other statutory requirements of the relevant Acts/Laws related to the work of the contractor and will bear the legal charges, if any, and will pay the legal charges/dues directly to the concerned authority

6.0 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.

7.0 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.

8.0 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.

9.0 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.

10.0 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.

11.0 UPDATING QUALIFICATION INFORMATION

11.1 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.

12.0 GENERAL

12.1 Only agencies / firms who have been pre-qualified under this procedure will be considered for further opening of bid. Firm may submit only one bid for any work. If a firm submitting more than one bid all bids of the party will be rejected.

12.2 The Employer reserves the right to :

- (a) Reject or accept any application without assigning any reason or incurring any liability thereof
- (b) Cancel the 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.

12.3 Joint venture companies or experience of any work done in joint venture shall not be considered.

12.4 No correspondence either from successful / pre-qualified applicant or unsuccessful applicant will be entertained in this regard.

12.5 Check list format attached at Annexure-4 must be filled and enclosed along with the application.

GM (P)
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

Pre-Qualification Number	Client/Employer Name
HSCC/Furniture/2013	HSCC (I) Ltd

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

APPLICATION FORM NO. 5**ANNEXURE - I****FINANCIAL CAPABILITIES****(Rs. In lacs)**

Financial Year	Annual Turn Over in Indian Rupees (or equivalent to Indian Rupees) as per Audited Balance Sheet
2009-2010	Rs.
2010-2011	Rs.
2011-2012	Rs.
Average Annual Turnover over the past three years	Rs.

Financial Information in Rs. Equivalent	For year 2007-2008	For year 2008-2009	For year 2009-2010	For year 2010-2011	For year 2011-2012
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 - 2****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	Page no. at which required information is available (To be mentioned)	Indicate Eligibility Y / N
1	Average Turnover for last three years	Copies of audited balance sheets certified by the chartered accountant along with Membership no for all three years (2009-10,2010-11 & 2011-12).		
2	Experience	During last seven years +Similar work completed, 3 nos. of value not less than 40% of the estimated cost +Similar work completed, 2 Nos. of value not less than 50% of the estimated cost +One Similar work completed of value not less than 80% of the estimated cost		
3.	Experience	One Completed work of any nature (either part of (ii) above or a separate one) costing not less than the amount equal to 40% of the estimated cost with some Central/State Government Organisation/Central Autonomous Body/Central Public Sector Undertaking.		
4	Experience	A Certificate from client for completion of work(s) against single work order must be submitted along with application		
5	Personnel Capabilities	List of suitable qualified and experienced personnel in relevant field		
6	Equipment Capabilities	List of equipment required and proposed to be deployed & source of such equipments		
7	Financial Capability	<ul style="list-style-type: none"> ▪ Net worth positive for all the three years ▪ Profit earning for all the three years 		
8	Solvency Certificate	Solvency certificate from applicant's bank for 30% of the estimated project cost. The certificate should be not more than one year old.		
9.	Abandoning / Blacklisting	Information regarding not abandoned /Black listing for any work of Union Govt./State Govt./ PSU's etc. during last 5 years and The applicant should provide information regarding litigation/ Arbitration cases for the last five years as per ANNEXURE-V		
10.	Tender document fee, in case down loaded from web site	Rs. 1000/-		
11	Bid Security	In terms of BG/DD		
12	Tender Documents	All volumes of tender documents submitted in the respective envelopes as specified in tender		
13	Registration/Licence	The firm should have Works Contract Tax/VAT Registration with the appropriate Authorities		

Authorized Signature of Bidder with stamp

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

1. The tender documents for the Supply & installation of Modular type office furniture & work stations for HSCC corporate office Noida can be obtained form the HSCC website <http://www.hsccltd.co.in> and the offers can be given on the same subject to the conditions given below which shall be carefully studied by the intending bidders and offers submitted accordingly.
2. The tender documents shall be carefully downloaded from the website and the same shall be printed carefully, The tender documents so downloaded shall be complete in all respects, which shall be the sole responsibility of the bidder(s), and the HSCC shall not be liable for any mistakes/loss or corruption of data in the downloading and/ or printing. The end of each volume of the tender documents should marked in bold letter as “END OF VOLUME – X” (where “X” is the Volume Number) on a separate page in the uploaded document, which may be checked while downloading the tender documents to ensure that the complete tender documents has been downloaded. The tenderer(s) must also compare the document as printed with the document as uploaded on the website. The tenderer(s) shall sign the undertaking given in ANNEXURE –VIII of Volume – I (PQ) of Bid Document failing which the offer given by them shall be summarily rejected.
3. A master copy of the document downloaded from the website mention above shall be kept at HSCC Head Office, E-6A, Sector -1, Noida -201301, (U.P.). In case of any discrepancy between the tender document printed and submitted by the bidder after downloading form the website and the Master Copy, the later shall prevail and shall be binding on the tenderer(s). The offer received shall be deemed to have been submitted on the document as uploaded and appearing in the website mentioned above whose Master Copy is kept in the office of tender inviting authority.
4. The tenderer(s) shall print the documents on good quality, white A4 size paper on any quality Laser Printer.
5. The cost of tender document of Rs. 1,000/- (including service tax) as mentioned in the notice inviting tender shall be enclosed with the technical package Part –I of the offer as a Demand Draft payable in favor of “HSCC (I) Ltd. NOIDA payable at NOIDA as cost of tender. The cost of tender document shall not be clubbed with the earnest money deposit. The tenders submitted without the requisite cost of tender documents inappropriate form shall not be considered.
6. The tender shall be filled up after careful study of the document and the site and any clarification required may be obtained from the tender inviting authority whose address is given in the tender document.
7. The tenderer(s) downloading the documents from internet must keep themselves updated through the website from which the tender document is downloaded regarding corrigenda, if any, to the same website. The offers received without such corrigenda published are liable to be rejected.
8. Any willful changes/deletion/addition in printing carried out in the tender documents shall be viewed very seriously, whether detected at the time of opening/award of work, and the same may result in penal action including banning of further business with the defaulting tenderer(s). In addition, the tenderer(s) are liable to be prosecuted for the same as per law.
9. The Tenderer(s) or his authorized representative shall be original on each page of the downloaded tender document.

Signature of Tenderer(s)

ANNEXURE - 5

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 of this Volume I of the tender documents failing which the bid shall be rejected.

CERTIFICATE

(Only for bidders using tender documents downloaded from website)

We certify that the tender documents (Volume I, II, III, IV & V) submitted by us along with our bid for _____(tender no.)_____ _____(name of work)_____ are downloaded from HSCC 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 HSCC to reject our bid/tender/offer and take suitable penal action against us. In any such an eventuality, the decision of HSCC shall final and the same would be legally binding on us.

Signature & seal of the Tenderer