

**PRE QUALIFICATION OF CONTRACTORS  
FOR  
CONSTRUCTION OF MULTISTORIED BUILDINGS &  
ALLIED WORKS  
AT THIRUVANANTHAPURAM DISTRICT**

**DECEMBER 2013**



**INFRASTRUCTURE DEVELOPMENT DIVISION  
ADARSH, TC 6/1718, VETTAMUKKU, THIRUMALA P.O.  
THIRUVANANTHAPURAM – 695006  
PHONE: 0471-2365873/ 72  
FAX: 0471-2368144**

## **DISCLAIMER**

HLL Lifecare Limited (HLL) has prepared this document for inviting reputed contractors for a Construction of multistoried buildings & Allied works at Thiruvananthapuram to give Bidders, background information on the Project. The information is provided to bidders on the terms and conditions set out in this document and any other terms and conditions subject to which such information is provided.

This document is not an agreement, is not an offer or invitation to any other party. The Purpose of this document is to provide interested parties with information to assist the formulation of their bid. The information is not intended to be exhaustive. Bidders are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely solely on the information in this document.

The information is provided on the basis that it is non – binding on HLL, any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

HLL reserves the right not to proceed with the project or to change the configuration of the Project, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting the bid.

While HLL have taken due care in the preparation of the information contained herein and believe it to be accurate neither HLL nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors gives any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

No reimbursement of cost of any type will be paid to persons or entities submitting their bid.

**SCHEDULE FOR SUBMISSION OF PRE QUALIFICATION DOCUMENT**

EVENT	DATE
Date of downloading document	06.12.2013 – 11.12.2013
Last date and time for submission of completed pre qualification document	12.12.2013 at 14.00 hrs
Date and time for Opening of pre qualification document	12.12.2013 at 15.00 hrs

The pre qualification document can be downloaded from the HLL website [www.lifecarehll.com](http://www.lifecarehll.com) or Central Public Procurement Portal.

The completed pre qualification document should be submitted before the due date and time of submission at the following address.

**Deputy Vice President (Technical)**  
**HLL Lifecare Limited,**  
**Infrastructure Development Division,**  
**“Adarsh”, T.C 6/1718(1),**  
**Vettamukku, Thirumala P.O,**  
**Thiruvananthapuram - 695 006**  
**Phone - 0471 2365873/72**  
**Fax - 04712368144**

**HLL LIFECARE LIMITED**  
**(A GOVT. OF INDIA ENTERPRISE)**

**NOTICE INVITING BID**

HLL/ID/2013-14

06.12.2013

**HLL Lifecare Limited** invites bid for prequalification of contractors for the following work:

<b>Name of work</b>	<b>Estimated Cost</b>	<b>Last date of receipt of pre qualification document</b>
Construction of Multistoried Buildings & Allied works at Thiruvananthapuram District	Rs. 70.00 Crores	12.12.2013 at 14.00 hrs

Pre qualification document can be downloaded from website of HLL @ [www.lifecarehll.com](http://www.lifecarehll.com) or Central Public Procurement Portal.

Deputy Vice President (Technical)

## **DEFINITIONS**

**“APPLICANT”** means a reputed Indian firm having the required experience that has downloaded the prequalification document and applied for the same.

**“APPLICATION”** means the pre qualification document submitted by an Applicant interested in the work in the prescribed format

**“HLL”** means HLL Lifecare Limited who has invited the Prequalification.

**“EMPLOYER”** means the HLL Lifecare Limited (HLL)

**“YEAR”** means “Financial Year” unless stated otherwise

**HLL LIFECARE LIMITED**  
**(A Government of India Enterprise)**

**NOTICE INVITING BID**

1. Prequalification application is invited from reputed contractors/firms for Construction of multistoried buildings and Allied works at Thiruvananthapuram District.
2. Intending applicants should inspect the buildings and make judicious assessment.
3. Prequalification document can be downloaded from HLL website at [www.lifecarehll.com](http://www.lifecarehll.com) or Central Public Procurement Portal from 06.12.2013 to 11.12.2013.

**The bidders have to submit the duly signed pre qualification document with the filled forms A - I. The bidders will be provisionally qualified based on the verification of details furnished in the filled forms with the eligibility criteria. Documentary evidence shall be submitted by the provisionally qualified bidders on written information from HLL. The document cost and requisite EMD shall be submitted by the prequalified parties along with the tender documents.**

4. The prequalification document, **which should be placed in sealed envelopes**, will be **received by the Deputy Vice President (Technical), HLL Lifecare Limited, Thiruvananthapuram** upto 2.00 PM on 11.12.2013. The pre qualification will be opened by the authorized representative in ID office on the same day at 3.00 PM.
5. The scope of the work is for Construction of multistoried buildings & Allied works at Thiruvananthapuram District.
6. Canvassing whether directly or indirectly, in connection with this application is strictly prohibited and the application submitted by the contractors who resort to canvassing will be liable for rejection.
7. No Engineer of Gazetted rank or other Gazetted Officer employed in engineering or administrative duties in an Engineering Department of the Government of India/State Government or PSU's is allowed to work as a contractor for a period of two years after his retirement from Govt. service, without previous permission of the Govt. of India or HLL in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Govt. of India/State Government or PSU's as aforesaid before submission of the tender or engagement in the contractor's service.
8. The application for the work shall remain open for acceptance for a period of **180 days** from the date of opening of the application.

**Deputy Vice President (Tech)**  
**For HLL Lifecare Limited**

## 1. ELIGIBILITY CRITERIA

The bidders who meet the following criteria will be considered for submitting the price bid.

- a. The applicant shall have experience of having successfully completed works during the last 7 years ending last day of the month previous to the one in which applications are invited:

(i) Three similar works each costing not less than 40% of the estimated cost of the work or

Two similar works each costing not less than 60% of the estimated cost of the work or

One similar work each costing not less than 80% of the estimated cost of the work

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

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to last date of receipt of application for pre-qualification.

The applicant should submit successful completion certificates for the above works. The certificate issued by Client should contain date of start, date of completion, value on completion etc.

Cost of work shall mean gross value of the completed work including the cost of materials supplied by the employer/ client, but excluding those supplied free of cost. This should be certified by an officer not below the rank of Executive Engineer/ Project Manager or equivalent.

- b. The applicant should have had an average annual financial turn over (gross) of 30% of the estimated cost of the work on Civil construction works during the last three consecutive financial years ending 31<sup>st</sup> March 2013.
- c. The bidder should have a solvency of 40% of the estimated cost of the work certified by his Bankers. Latest Bank Solvency Certificate from Bank issued in the current

financial year shall be submitted by the party. **(Only provisionally qualified bidders have to submit the solvency certificate)**

- d. The applicant should not have incurred any loss in more than two years during the immediate last five consecutive financial years ending 31<sup>st</sup> March 2013, duly certified by the Chartered Accountant.
- e. The bidding capacity of the contractor should be equal to or more than the estimated cost of the work put to tender. The bidding capacity shall be worked out by the following formula.

$$\text{Bidding Capacity} = [A \times N \times 2] - B$$

Where,

A = Maximum value of construction works executed in any one year during the last five years taking into account the completed as well as works 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.

- f. The bidder should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The bidder should submit a list of these employees stating clearly how these would be involved in this work.
- g. The applicant should own construction equipment as per list required for the proper and timely execution of the work. Else, he should certify that he would be able to manage the equipment by hiring etc., and submit the list of firms from whom he proposes to hire.
- h. The applicant's performance for each work completed during the last 3 years and works in hand should be duly certified by the authorized signatory of the client.

## **2. EVALUATION OF PREQUALIFICATION DOCUMENT**

- a. **The bidders have to fulfill the eligibility criteria prescribed from 1.a to h above. The bidders have to submit the prequalification document with duly filled formats in A - H below. The bidders who qualify based on the details furnished in the filled proforma will be provisionally qualified. The**



**provisionally qualified bidders will be asked to submit the documentary evidence for the details furnished which will be verified. Also they will have to submit the fee for prequalification. Only those pre qualified applicants whose details are verified as eligible, will be declared as prequalified finally.**

- b. HLL, however, reserves the right to restrict the list of such qualified Agencies to any number deemed suitable by it.
- c. Even though a bidder may satisfy the above requirements, it would be liable to disqualification if it has:
  - i. made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.
  - ii. record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses etc.
  - iii. If the applicant, or any constituent partner in case of partnership firm, has been debarred/black listed or terminated for poor performance by any organization at any time or ever been convicted by a court of law, their application will be summarily rejected.

### **3.0 SEALING AND MARKING OF APPLICATIONS**

- 3.1 The prequalification document shall be sealed in an envelope, superscribed as Pre qualification application and shall be submitted on or before the last date and time for submission of the application. The envelopes shall be titled "PREQUALIFICATION OF CONTRACTORS FOR CONSTRUCTION OF MULTISTORIED BUILDINGS & ALLIED WORKS AT THIRUVANANTHAPURAM" and clearly marked in English with name of the Applicant.
- 3.2 No responsibility will be accepted by the HLL for the misplacement or premature opening of a tender, not sealed or marked as per aforesaid instructions.

### **4 DEADLINE AND ADDRESS FOR SUBMISSION OF APPLICATIONS**

- 4.1 Applications shall be submitted to HLL Lifecare Ltd., by hand or through registered post or courier service at the address given below and not later than 14.00 Hrs on 12.12.2013. In respect of Applications received by post or courier, HLL shall not

assume any responsibility for any delayed delivery. Documents submitted in connection with this tender will be treated confidential.

4.2 The Application should be addressed to

**Deputy Vice President (Tech)  
Infrastructure Development Division,  
HLL Lifecare Limited,  
“Adarsh”, T.C 6/1718(1),  
Vettamukku, Thirumala PO,  
Thiruvananthapuram- 695 006  
Phone - 0471 2365873  
Fax - 0471 2368144**

4.3 HLL may, at its discretion, extend the deadline for the submission of application, in which case all rights and obligations of HLL and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

#### **5.0 LATE APPLICATIONS**

Application received after the dead line of submission of Application shall not be considered or opened under any circumstances.

#### **6.0 VALIDITY OF APPLICATIONS**

Application shall be valid for a period of 180 days from the last date of submission of Applications. HLL retain the right that in exceptional circumstances at its own discretion, it may ask the applicants to extend the validity of their application for a specified period. The Applicant not submitting the letter of extension of the validity period at that time shall not be further considered.

#### **7.0 EMPLOYER'S RIGHT TO ACCEPT AND TO REJECT ANY OR ALL APPLICATIONS.**

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

- A. Amend the scope and value of contract to the applicant.
- B. Reject any or all of the applications without assigning any reason.

7.2 Any effort on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in rejection of his application. Canvassing of any kind is strictly prohibited.

## **8.0 JURISDICTION**

All disputes arising shall be subject to the jurisdiction of the appropriate court at Thiruvananthapuram, India and will be governed by the laws of India.

## LETTER OF TRANSMITTAL

FROM:

To

**Deputy Vice President (Technical)**  
**HLL Lifecare Limited,**  
**Infrastructure Development Division,**  
**“Adarsh”, T.C 6/1718(1),**  
**Vettamukku, Thirumala P.O,**  
**Thiruvananthapuram- 695 006**

*Subject: Submission of Prequalification document for the work of Construction of multistoried buildings at Thiruvananthapuram.*

Sir,

Having examined the details given in the Tender press notice and Qualification documents for the above work, I/we hereby submit the qualification document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms A to H and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for provisional pre-qualification and have no further pertinent information to supply.
3. I/We will submit the requisite certified solvency certificate after provisional qualification and authorize HLL Lifecare Limited /MoHFW to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/We also authorize HLL Lifecare Limited /MoHFW to approach individuals, employers, firms and corporation to verify out competence and general reputation
4. I/We submit the documentary evidence in support of our suitability, technical know-how and capability for having successfully completed the following works and for the details furnished by us in the proforma attached below:

Name of work

Seal of applicant

Date of submission

Signature(s) of Applicant

**FORM 'A'**

**FINANCIAL INFORMATION**

- I. Financial Analysis – Details to be furnished duly supported by figures in balance sheet/. The balance sheet and profit & loss account for the last five years duly certified by the Chartered Accountant shall be submitted on provisional prequalification by HLL.

A. Gross Annual turnover on construction works.

Years

2010-11	2011-12	2012-13

B. Profit/Loss

Years

2008-09	2009-10	2010-11	2011-12	2012-13

- II. Financial arrangements for carrying out the proposed work.
- III. The following certificates will be enclosed on provisional prequalification by HLL :
1. PAN & Service tax registration
  2. Solvency certificate

Signature of Chartered Accountant with Seal

Signature of Applicant

**FORM "B"**  
**FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information that Ms./Shri ..... having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement upto a limit of Rs..... (Rupees.....). This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)  
For the Bank

NOTE:-

- (1) Bankers certificates should be on letter head of the Bank, sealed in cover addressed to tendering authority.
  
- (2) Incase of partnership firm, certificate should include names of all partners as recorded with the bank.

**FORM 'C'**

**DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST SEVEN YEARS ENDING LAST DAY OF THE MONTH OF OCTOBER 2013**

Sl. No	Name of work/ project and location	Owner or sponsor	Cost in crores with breakup for components as in para 3, section I	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation /arbitration pending /inprogress with details*	Name and address /telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	8	10

\* Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Applicant

**FORM 'D'**

**PROJECTS UNDER EXECUTION OR AWARDED**

Remarks	Name and address /telephone number of officer to whom reference may be made	Litigation /arbitration pending /in progress with details*	Actual date of completion	Stipulated date of completion	Date of commencement as per contract	Cost of work in crores	Owner or sponsoring organization	Name of work/ project and location	Sl.No
10	8	8	7	6	5	4	3	2	1

Signature of Applicant



**FORM 'E'**

**PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "C" & "D"**

1. Name of work /Project & Location.
2. Agreement No.
3. Estimated Cost.
4. Tendered Cost
5. Final Cost on completion of the project :
6. Date of start
7. Date of completion
  - (i) Stipulated date of completion
  - (ii) Actual date of completion
8. Amount of compensation levied for delayed completion, if any
9. Amount of reduced rate items, if any.
10. Performance Report

1) Quality of work	Very Good/Good/Fair/Poor
2) Financial soundness	Very Good/Good/Fair/Poor
3) Technical Proficiency	Very Good/Good/Fair/Poor
4) Resourcefulness	Very Good/Good/Fair/Poor
5) General behavior	Very Good/Good/Fair/Poor

Dated:

Executive Engineer or Equivalent

## FORM 'F'

### STRUCTURE & ORGANIZATION

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

Organization/Place of registration	Registration No.
1.	
2.	
3.	
5. Names and Titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorized to act for the organization.
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, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.
9. Has the applicant, or any constituent partner in case of partnership firm, even been debarred/black listed for tendering in any organization at any time? If so, give details.
10. Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
11. In which field of Civil Engineering construction the applicant has specialization and interest?
12. Any other information considered necessary by not included above.

Signature of Applicant

**FORM 'G**

**DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK**

S. No.	Designation	Number available for this work	Name	Qualification	Professional experience and details of work carried out	Responsibility	Remarks
1	2	3	4	5	6	7	8

Signature of Applicant



<p>10. M.S. pipes  11. Steel shuttering  12. Steel scaffolding  13. Grinding/polishing machines</p> <p><b>Equipment for road work</b></p> <p>1. Road rollers *  2. Bitumen paver finishers *  3. Hot mix plant  4. Spreaders *  5. Earth rammers  6. Vibratory road rollers</p> <p><b>Equipment for transportation *</b></p> <p>1. Tippers  2. Trucks</p> <p><b>Pneumatic equipment</b></p> <p>1. Air compressors (diesel)</p> <p><b>Dewatering equipment</b></p> <p>1. Pump (diesel)  2. Pump (electric)</p> <p><b>Power equipment</b></p> <p>1. Diesel generators</p>									
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\* The bidders have to submit the registration no. of those equipments marked in ‘\*’

## Form I

### SAP VENDOR CREATION TEMPLATE

Name of Vendor / Supplier		
Address for Communication		
Phone Number		
Type of Organisation		Company / Partnership / Proprietor
PAN Number [attach copies]		
TIN Number [attach copies]		
CST Number [attach copies]		
Service Tax Registration No [attach copies]		
<b>Bank Details</b>		
Name of Bank		
Account Number		
RTGS / NEFT [IFS] Code		
Branch Name & Address		

**Name & Signature**