



**GOVERNMENT OF TAMIL NADU
RURAL DEVELOPMENT AND PANCHAYAT RAJ DEPARTMENT
TENDER DOCUMENT**

**INVITATION FOR PREQUALIFICATION APPLICATION
AND PRICE TENDER
Two Cover System**

(Part –A)

**TECHNICAL BID
(Envelope - A)**

**NAME OF WORK : Construction of Panchayat union office
Building at**

_____ Block,

_____ District.

EST .AMOUNT : Rs.

DATE OF TENDER :

ISSUED TO : Thiru. M/s.

**Project Officer,
DRDA, District.**



GOVERNMENT OF TAMIL NADU
RURAL DEVELOPMENT AND PANCHAYAT RAJ DEPARTMENT

DISTRICT RURAL DEVELOPMENT AGENCY,
..... District.

INVITATION FOR PREQUALIFICATION APPLICATION AND PRICE TENDER
Two Cover System

NAME OF WORK	:	Construction of Panchayat Union office Building at _____Block, _____District. Under Scheme Component of Pooled Assigned Revenue
TENDER NOTICE REFERENCE	:	dated :
COST OF TENDER SCHEDULE	:	Rs. 1000/- + 4% VAT+ 5% surcharge on VAT (Rs. 1000/- + Rs. 42/- as VAT and surcharge on it)
LAST DATE AND TIME FOR SUBMISSION OF TENDER	:	
DATE AND TIME FOR OPENING OF TENDER	:	
SOLD TO	:	
ISSUED BY	:	Project Officer, DRDA, District.
DATE AND SIGNATURE OF ISSUING AUTHORITY	:	

1. PREAMBLE OF TENDER

The Project Officer, DRDA,..... District invites Bids from eligible Bidders by two cover system for Construction of Panchayat union Office building at _____Block as defined in these Bidding Documents, here in after referred to as the works.

2. CHECK LIST:

1. BIDDER TO FILL IN THE CHECK LIST GIVEN BELOW.

(State YES / NO for each item)

1	Whether the Technical Bid and Price bid are submitted in separate sealed covers and both the covers enclosed in a common overall envelope	Yes /No
2	Whether Technical Bid in Envelope A contains:	
(a)	Earnest Money Deposit of Rs...../-	Yes /No
(b)	Certificate of registration	Yes /No
(c)	Audited financial statements showing the profit and loss statements, balance sheets and details about turnover for Civil Engineering works for preceding five years attested by a Chartered Accountant.	Yes /No
(d)	Latest Income tax assessment order or return and latest VAT return.	Yes /No
(e)	Certificates from the competent authority for the works completed as prime contractor on construction of building works costing atleast 50% of the estimate value under a single contract within the last three years period.	Yes /No
(f)	Details of current works in progress by the tenderer including value of current outstanding payables, etc.	Yes / No
(g)	Details of works for which bids already submitted with value	Yes / No
(h)	Availability of Contractor's Major Equipments proposed for carrying out the works.	Yes / No
(i)	Details and Qualification of technical personnel proposed for the Contract.	Yes / No
(j)	Extent of access to bank loans or credit facilities with ceiling limits, if any, prescribed in this regard and certified by the bankers themselves.	Yes / No
(k)	Power of attorney / Authorization for <ul style="list-style-type: none">• Persons signing the Tender• For Partner – in- charge if any	Yes / No
(l)	Provisional action plan for completion of various activities	Yes / No
3	Whether the price bid in Envelope – B contains: Filled up and signed Price bid documents in the prescribed format in full with price details, both in figures and words.	Yes / No

Note: Please ensure that all the relevant boxes are marked YES/NO against each column.

Important Note: Bidders must ensure that all the required documents indicated in the tender document are submitted without fail. Bids received without supporting documents for the various requirements mentioned in the tender document are liable to be rejected at the initial stage itself.

3. SALIENT FEATURES OF THE TENDER

i)	Tender inviting Authority, Designation and Address	Project Officer, DRDA ,..... District.
a)	Name of the Work	Construction of Panchayat Union office Building at _____ Block, _____ District
b)	Tender notice reference	
c)	Period of completion	18 months from the date of work order.
ii)	Tender documents availability place and due date for obtaining tender	On all working days from _____ to _____ between 10.00 hours to 17.45 hours (as per his/her office clock) from the address mentioned in (i).
iii)	Cost of Tender Document	Alternatively, Tender documents can be downloaded from the designated website at free of cost. (www.tenders.tn.gov.in) Rs. 1,000/- per Tender Document + 4% of VAT + 5% surcharge on VAT (Rs. 1000/- + Rs. 42/- as VAT and surcharge on it.)
iv)	Earnest Money Deposit (EMD) at 1% of the value put to tender.	Rs..... Demand Draft or National Savings Certificate in favour of / duly pledged to Project Officer, DRDA,..... District.
v)	Pre-Bid meeting	On _____ at 11.00 hours at the address mentioned in (i)
vi)	Date, Time and Place of Submission of Tender	Upto 15.00 hours on _____ (as per his/her office Clock) at the address mentioned in (i)
vii)	Date, Time and Place of opening of Technical Bid	At 16.00 hours on _____ (as per his/her office Clock) at the address mentioned in (i)

FOR THE SPECIAL ATTENTION OF THE APPLICANTS

1. Issuance of documents under two cover system i.e. Technical Bid (Pre-qualification) and Price Bid (Commercial Bid) to the applicant will be purely based on the basic documents and information furnished along with the requisition and cost of Bid Documents. Application will not confer any right on the Applicant for automatic qualification for consideration of Price Bid for the work.
2. Approval or otherwise of the Technical Bid (Pre-Qualification) will be strictly based on the
3. Detailed evaluation done on the basis of the Documents/Records/Evidences / Certificates produced by the Applicant in the Technical Bid.
4. Technical Bid (Envelope A) will be opened as per Notice Inviting Tender and after detailed evaluation, the date and time of opening of Price Bid will be intimated to the qualified applicants.
5. The Cement and steel required for the construction of the Panchayat union office building with a total plinth area of _____ Sq. ft, will be departmentally supplied in stages.
6. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government.
7. Information regarding any litigation or arbitration resulting from contracts executed by the Bidder in the last five years or currently under execution shall include the names of the parties concerned, the disputed amount, cause of litigation, and matter in dispute and the nature and details of award, if any.
8. Proposals for subcontracting components of the Works, if any, which in aggregate add to more than 20 percent of the Bid Price (for each, the qualifications and experience of the identified sub-contractor in the relevant field should be annexed; no vertical splitting of work for sub-contracting is acceptable) shall be enclosed in the bid.
9. Joint Ventures are not allowed under this contract.
10. Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:
 - a) made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or
 - b) record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.; and/or
 - c) participated in the previous bidding for the same work and had quoted unreasonably high bid prices and could not furnish rational justification to the employer.

11. Any addendum thus issued shall be intimated on the Website www.tenders.tn.gov.in
12. The contract shall be for the whole works based on the priced Bill of Quantities submitted by the Bidder.
13. The bidder shall fill in rates and prices and line item total (both in figures and words) for all the items of the works described in the Bill of Quantities along with total bid price (both in figures and words). Items for which no rate or price is entered by the bidder will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
14. All duties, taxes, and other levies payable by the contractor under the contract, or for any other cause shall be included in the rates, prices and total Bid Price submitted by the Bidder.
15. The Bid Security may be forfeited
 - (a) if the Bidder withdraws the Bid after Bid opening during the period of Bid validity.
 - (b) if the Bidder does not accept the correction, if any of the Bid Price, pointed out by the tender calling authority
 - (c) in the case of a successful Bidder, if the Bidder fails within the specified time limit to
 - (i) sign the Agreement; or
 - (ii) furnish the required Performance Security.

**Project Officer,
DRDA, District.**

TWO COVER SYSTEM

TECHNICAL (PRE-QUALIFICATION) BID & PRICE BID APPLICATION

REF. No:

DATED:

From

To

Project Officer, DRDA,
..... District.

Sir,

Sub: Two cover tender system for the work of Construction of Panchayat
Union office Building, _____Block
_____ District - submission.

Ref :

1. Having examined the two cover system documents in respect of Technical Bid (Pre-Qualification) & Price Bid including scope of work, time frame for construction and the criteria stipulated for Qualification, I/We hereby submit all necessary information and relevant documents for qualifying me/us, to offer my/our tender for the above-mentioned work.
2. The Application is made by me/us on behalf of (Partnership firm/Private limited company/Public Limited Company) in the capacity of duly authorized to submit the tender.
3. Necessary evidence admissible in law in respect of authority assigned to me/us on behalf of the Partnership Firm/Private Limited Company/ Public Limited Company, for applying for tender is attached herewith.
4. I/We present my/our documents herewith taking into consideration all the instructions in the Technical Bid (Pre-Qualification) supplied to me/us including special instructions to Applications/Criteria for Qualification/Information and Instructions in the detailed two cover tender notice etc.

5. The EMD amount is enclosed in the shape as notified in the Technical Bid, as the following details

- I.
- II.
- III.

6. I/We understand that the District Collector / Chairman, District, reserves the right to reject any or all the tenders without assigning any reason therefore or to drop the proposal altogether.

Date:

Signature of the Applicant including
Title Capacity in which Application is made

Name:

(IN BLOCK LETTERS)

Encl: 1. Two covers one cover containing Technical Bid (Pre-Qualification) and other the Price Bid, Both covers suitably super scribed on them.

- 2.
- 3.
- 4.
- 5.

(Part – A)
Technical Bid (Envelope – A)

FORM OF CONTRACT: LUMPSUM (TWO COVER SYSTEM)

1. INVITATION:

Tender under sealed two cover tender system i.e. Technical Bid (Pre-qualification) & Price Bid (item rate tenders) are invited for and on behalf of the Governor of Tamil- Nadu by the Project Officer, DRDA ,..... District. One cover containing EMD and Qualification conditions and other details and the second over containing price tender schedule.

2. FOR SPECIAL ATTENTION:

- (I) Bidder should be a Class-I contractors currently registered with any of Tamil Nadu State Government Departments/Undertakings like DRDAs / PWD / TNHBTNSCB/TNPHC etc.**
- (II) The Applicants should have been in the Civil Engineering Construction field at-least for the past Five years.**
- (III) The Applicants should have completed satisfactorily Building work with value not less than 50% of the estimate value under a single agreement in any one of the preceding three years in Government or Quasi Government Organizations only. For this purpose, the buildings like Industrial sheds, workshops will not be considered.**
- (IV) Annual financial turnover of the Applicant in each of the preceding Three years should be more than Rs. 50 Lakhs.**
- (V) The minimum Cumulative Financial Turnover in the past 3 Financial years should be 150% of the estimated value of works.**

3. PURCHASE OF DOCUMENTS:

a. The documents under two cover system, Technical Bid (Pre- Qualification) & Price Bid will be available for sale at a cost of Rs.1000 /- plus Rs.42/- (VAT – and surcharge on VAT) in the office of the Project Officer, DRDA,..... District during office hours from _____ to _____ (inclusive of both days) in all working days by remitting Rs.1042/- (Rupees 1000/- towards the cost of tender schedule and Rs. 42/- towards VAT) by means of DD (two separate DDs) payable at _____ in favour of the Project Officer, DRDA, District.

b. The Technical Bid (Pre- qualification) and Price Bid will also be sent by post to any prospective Bidder who makes a request for the documents on payment of cost as specified in Para 3(a) along with postal charges of Rs.500/- (Rupees Five Hundred only) separately in the shape of Demand Draft drawn in favour of the Project Officer, DRDA, obtained from any Nationalized Bank / Scheduled Bank and documentary evidences. This office is not responsible for any postal delay or loss in transit.

c. Price Bid Schedule will also be issued along with Technical Bid (Pre-qualification) documents.

4. DISCRIPTION OF PROJECT:

Construction of Panchayat Union Office building, _____
Block, _____ District.

5. PERIOD OF COMPLETION:

The period of completion shall be **18 (Eighteen) Calendar months**, from the date of Work Order issued to the successful contractor.

6. EARNEST MONEY DEPOSIT:

6.1. The amount of EMD is fixed at 1% of the contract value of work put to tender.

6.2. The earnest money deposit may be produced in any one of the following forms.

a. Demand Draft issued by Nationalized or Scheduled Bank drawn in favour of the Project Officer, DRDA, District.

b. Small Savings Scripts/ Post office savings Accounts and Kisan Vikas Patras duly pledged in favour of the Project Officer, DRDA, District.

6.3. Technical Bid (Pre-Qualification) not accompanied with acceptable Earnest Money Deposit will be rejected as Non –responsive Bid.

6.4. If the Bidder withdraws his tender after the opening of bid (or) after acceptance of the Bid or fails to pay the requisite security deposit amount within the specified period of time, the Earnest Money Deposit paid with the tender will be forfeited.

6.5. Communication to the unsuccessful Bidders will be sent in 7 (Seven) days time from the date of communication sent to the successful Bidder. Within 90 (Ninety) days from the date of the receipt of refund vouchers duly stamped and signed from the unsuccessful Bidder, refund of Earnest Money Deposit will be made.

Alternative Proposals by Bidders

Bidders shall submit offers that comply with the requirements of the bidding documents, including the basic technical design as indicated in the drawing and specifications. Alternatives will not be considered.

7. SECURITY DEPOSIT:

- 7.1. The successful Bidder shall furnish a Security Deposit in the shape of Demand draft, Small Savings Scripts, Post Office savings A/c or NSC duly pledged in favour of the Collector / Chairman, DRDA , District. for an amount equivalent to 3% of the contract value (which includes Earnest Money Deposit already paid) within 15 days from the receipt of letter of acceptance. If the successful Bidder fails to execute the contract (i.e. sign the agreement) within the aforesaid 15 days time, the Earnest Money Deposit amount remitted with the Technical Bid (Pre-Qualification) will be forfeited.

RETENTION AMOUNT

- 7.2. In addition to the aforesaid security deposit, the Block Development officer (BP), _____ Block of _____ District shall deduct from the running account bills, a sum equivalent to 5% (Five Percent) of the total value of each bill as retention money.
- 7.3. Out of the 5% retention amount, 2 1/2% (Two and half Percent) of the total value of the work so far executed will be released to the contractor on payment of final Bill, without interest and the balance 2 1/2% retained for a period of one year, reckoned from the date of completion of the work, as all defects shall have been made good according to the true intent and meaning hereof, whichever shall happen last.
- 7.4. The retention money of 2 1/2 % (Two and half Percent) of the total value of contract after deducting any amount due to the Department, shall be refunded to the Bidder without interest after the defects liabilities attached to the contract is over (As per Para 7.3 above) subject to the following conditions:
- I) The Project Officer, DRDA, concerned should certify that no liability is due from the Bidder.
 - II) The Bidder should execute and produce an indemnity bond for a further period of Four years indemnifying the Government against any loss or expenditure, incurred to rectify any defects noticed due to faulty workmanship by the bidder or sub standard materials used by the bidder, within the period of Four years.
- 7.5. Concessions granted to standing contractors on payment of deposits are not applicable to this contract.

8. LANGUAGE OF TWO COVER TENDER SYSTEM:

Bids shall be offered only in the prescribed forms in ENGLISH only.

9. VALIDITY OF PRICE TENDER:

The Price Bid shall be valid for a period of at least **90 days (Ninety Days)** from the date, notified for opening of Price Bid.

10. SUBMISSION OF PRICE BID BY TWO COVER SYSTEM

10.1. Bidders should quote their rates both in figures and in words for each item per unit and amount for each item of work for full quantity. Grand total of the whole contract should be furnished without fail in the last page of schedule- A of Price Bid.

10.2. The two cover (i.e.) Technical Bid (Pre - Qualification) and Price Bid (Commercial Bid) must be submitted in a wax sealed envelope. The Cover No.1 containing the Technical Bid (Pre-Qualification) documents & Earnest Money Deposit and Cover No.2 containing the Price Bid must be super-scribed as mentioned below and addressed to the tender inviting authority.

ENVELOPE – 1

TECHNICAL BID (PRE-QUALIFICATION)

a. NAME OF WORK : Construction of Panchayat union Office Building at _____Block,
_____ District.

b. TENDER NOTICE NO. :

c. DUE DATE FOR OPENING OF TENDER :

d. E.M.D Rs...../- (Rupees) only
(To be furnished with the Technical Bid)

e. NAME OF CONTRACTOR AND ADDRESS:

ENVELOPE – 2

PRICE BID

a. NAME OF WORK : Construction of Panchayat union Office Building at _____Block,
_____ District.

b. TENDER NOTICE NO. :

c. NAME OF CONTRACTOR AND ADDRESS:

1. If the envelope is not sealed and super-scribed as instructed, no responsibility will be assumed for any misplacement of tender or premature opening of the envelope or parcel.
2. Telegraphic Tenders will not be accepted.
3. E- Tendering facility is not available for this contract.

10.3 Both the envelopes (Envelope A and B) should be placed in another (third) envelope, super scribed as BID FOR Construction of Panchayat Union office Building, _____ Block, _____ District .

11. OPENING OF TENDERS:

The Technical Bid (Pre- qualification) will be opened by the Project Officer, DRDA, District or his authorized representatives at 16.00 Hours, on the notified date in the presence of the Bidders or their authorized representatives who choose to be present. After detailed evaluation of qualification schedule, Price Bids of the Pre qualified Bidders who satisfy the minimum qualification criteria alone shall be opened. The date and time of opening of Price Bids will be informed in writing to the qualified Bidders by the Project Officer, DRDA, District.

12. LATE BIDS

Any Bid received by the tender opening authority, after deadline for submission of Bids for any reasons what so ever will be returned un opened to the bidder.

13. NEGOTIATIONS:

Negotiation of rates will be made only with the lowest Bidder for reducing the quoted rates.

14. MODIFICATION AND WITHDRAWAL OF BIDS

Bidders may modify (or) withdraw their bids by giving notice in writing before the deadline for submission of bids.

Each bidder's modification or withdrawal notice shall be prepared, sealed, marked and delivered with the outer and inner envelopes additionally marked MODIFICATION or WITHDRAWAL as appropriate.

No bid may be modified after the deadline for submission of Bids.

15. RATES AND PRICES:

This is a fixed price contract. Price adjustment clause (to account for rise or fall in the money value during the contract period) is not operable for this contract and the tendered amount should remain FIRM during the entire period of contract.

16. The entire process of calling for tenders, opening of tenders, processing of tenders and award of contract will be done in accordance with the provisions contained in the Tamil Nadu Transparency in Tender Act, 1998 and the Rules framed thereon.

17. WHOM TO CONTACT:

The Project Officer, DRDA,..... District may be contacted for further information in the matter.

**Project Officer,
DRDA, District**

INFORMATION AND INSTRUCTION FOR BIDDERS UNDER TWO COVER SYSTEM

I. FOR SPECIAL ATTENTION:

Technical Bid (Qualification schedule) hereunder is invited in accordance with the Tamil Nadu Transparency in Tender Act, 1998 and the Rules thereon.

II. MINIMUM CRITERIA FOR QUALIFICATION:

- 1 (a). The Applicant should be a Class-I contractor currently registered with any of Tamil Nadu State Government departments/undertakings like DRDAs/ PWD/Highways Department/TWAD Board/TNHB/TNSCB/TNPHC etc., whose registration should be in force.

EVIDENCE TO BE PRODUCED:

Attested copy of the communication issued by the Registering Authority, registering the name of the Applicant as Class- I Contractor in Tamil Nadu State Government Departments/undertakings like DRDAs / PWD / Highways Department / TWAD Board / Tamil Nadu Housing Board / T.N. Slum Clearance Board / TNPHC etc., as per Revised Classification and Live Certificate.

- 1 (b) The Applicant should produce Income Tax Clearance Certificate valid for the current period, VAT Verification Certificate valid for the current period. (i.e., previous assessment year) and TIN number having validity.

EVIDENCE TO BE PRODUCED:

- i. Income Tax Clearance Certificate issued by Competent Income Tax Department officials valid for the current period, duly self attested.
 - ii. The Income Tax claimed and paid during the past FIVE years and the total contract amount received in the past FIVE years should have been indicated in the Income Tax Clearance Certificate.
 - iii. Self attested Copy of Registration Certificate showing the latest TIN Number assigned by the Commercial Tax Department issued by the Competent State / Central Commercial Tax Department officials.
 - iv. Self attested Photocopy of the latest VAT verification certificate issued by competent State / Central Commercial Tax Department officials.
- 1 (c) The Applicant should furnish the details of major building works and other civil x works completed during the past FIVE years.

EVIDENCE TO BE PRODUCED:

List of major building works and other Civil Engineering Construction Works completed in the past Five years with full complete details such as.

- (i). Name of work.
- (ii). Value of work.
- (iii) Name of Employer.
- (iv) Agreement Number.
- (v) Period of Completion as stipulated in the agreement.
- (vi) Time taken for completing the work.
- (vii) Reasons for delay if any.
- (viii) Type & Nature of work.
- (ix) Certificate issued by the competent authority not below the rank of Executive Engineer.

Details furnished without supporting certificates will not be considered

- 2. The Applicants should have completed satisfactorily Building work with value not less than 50% of the estimate value under a single agreement in any one of the preceding three years in Government or Quasi Government Organizations only. For this purpose, the buildings like Industrial sheds, workshops will not be considered.

EVIDENCE TO BE PRODUCED:

- i. Certificate issued by the Engineer – in – Charge – (Not below the rank of Executive Engineer / Project Engineer) – of the work clearly showing the following details.
 - a. Name of work.
 - b. Location of the work – (Town / Taluk / State).
 - c. Name / Designation of the Employer / Owner.
 - d. Value of work – (As per Agreement).
 - e. Agreement Number.
 - f. Stipulated period of contract as per agreement.
 - g. Date of commencement of work.
 - h. Date of actual completion of work.
 - i. Reasons for delay in completing the work, if any.
 - j. Actual value of work as per final payment made.
 - k. Quality of work executed.

3. a. The Annual Financial Turnover of the applicant in each of the preceding Three years should be more than Rs. 50 Lakhs (Rupees Fifty Lakhs) only.
- b. The minimum Cumulative Financial Turnover in the past 3 Financial year should not be less than Rs.....Lakhs (Rupees..... lakhs) only.

EVIDENCE TO BE PRODUCED:

- a. Audited Balance sheet, Profit and loss Account etc., duly certified by the Chartered Accountant for the preceding FIVE years.
- b. The Total contract amount received as shown in the Balance Sheets should have been reflected in the Income Tax Clearance Certificate also. In case if there is difference in the contract amount received as depicted in the Balance sheets and as furnished in the Income Tax Clearance Certificate, lesser among the two figures alone will be taken for consideration.
4. The applicant shall have working capital available at least sufficient to finance one month current activity on the assumption that this work is awarded to the applicant, on being qualified.

Definition:

- a. Working capital means the amount available in the Bank Accounts of the applicant on the date of submission of application plus the unutilized amount of overdraft / credit facility extended to the applicant by the Nationalized / Scheduled Banks.
- b. One month current activity means, sum total of the value of unfinished portion of works already committed by the applicant and being executed by the applicant – (out standing value) – divided by the balance period available for completion of each of the committed works under execution plus the value of the work for which the qualification Tender & Price tender is called for divided by the number of months stipulated for its completion.
- c. Outstanding value of committed works means the total value of each project under execution minus the value of work completed as on the date of submission of qualification schedule.

EVIDENCE TO BE PRODUCED:

- a). List of works already committed by the applicant and are in progress.
- b). Certificate – (for each of the committed works) – issued by the Engineers-in charge (not below the rank of Executive Engineer / Project Engineer) – of the work, being executed by the applicant with the following details.
1. Name of work
 2. Name / designation of the Owner / Employer

3. Agreement Number
4. Total value of the work
5. Period of completion stipulated in the agreement
6. Date of commencement of the work
7. Balance period available for completing the work
8. Value of work so far completed
9. Value of Balance items of work to be completed.
10. Physical Progress or stage of work
11. Remarks

c). Certificate issued by Bank / Banks / showing the amount available (on the date of submission of application) in the current Account / Savings Bank Account of the applicant.

d). Certificate issued by the Bank/Banks showing the limit up to which overdraft/credit facilities is extended to applicant and the overdraft/Credit facility availed by the applicant up to date and the unutilized overdraft/credit facility available.

NOTE:

Fixed Deposit in the name of the Applicant will also be considered for the purpose of working capital, on production of Certificate issued by the Respective Banks, clearly stating that the Fixed Deposits are available in the Name of the Applicant and the same are Encumbrance Free and can be readily En-cashable.

5. The applicant should not have any of his contracts terminated / rescinded due to breach of contract on the part of the applicant during the past FIVE years by any agency.

EVIDENCE TO BE PRODUCED:

i). Sworn in affidavit duly certified by Notary Public, is to be produced (Specimen appended) - in twenty rupee Non-Judicial Stamp Paper.

6. The applicant shall have a Site Engineer with B.E., (Civil) Degree in Civil Engineering or Diploma holders in Civil Engineering with minimum field experience, noted as given below, exclusively for this work.

Graduate Engineers:

Two B.E. (Civil) or equivalent degree holders with five years experience in similar works

OR

At-least two retired sub-divisional officers (ie; Assistant Executive Engineers or Assistant Divisional Engineer).

Diploma Holders:

At-least four Diploma holders in Civil Engineering at-least with two years of experience in similar works or four retired Junior Engineers.

EVIDENCE TO BE PRODUCED:

- i. List of Technically Qualified personnel under permanent / Regular employment available with the Applicant with details such as (a). Name (b) Qualification (c). Total Experience (d). Under regular Employment with the applicant since ---- (e). Emoluments paid etc.,
 - ii. List of Technical Personnel to be deployed for this work along with their willingness & attested Xerox Copy of the testimonials in support of the qualification of the personnel to be deployed.
 - iii. If required numbers of Technical Personnel are not under Regular Employment of the applicant, Names, Qualification, Experience etc., of the Technical Personnel to be employed for this work along with their willingness and Xerox copy of the testimonials in support of the qualification of the Technical Personnel proposed to be employed exclusively for this work should be furnished.
7. The applicant shall have the following minimum construction equipments Tools and Plants exclusively available for this work – (Either own or under lease with the applicant).

1.	Concrete Mixer Machine with Hopper	:	5 Nos.
2.	Vibrators	:	7 Nos.
3.	Dewatering pumps	:	4 Nos.
4.	Lorry / Tipper	:	6 Nos.
5.	Steel centering materials to cover an area of	:	1500 Sq. m
6.	Mechanical spray set for curing	:	3 Nos.
7.	Mechanical Hoist	:	3 Nos.

EVIDENCE TO BE PRODUCED:

- i. Xerox copy of the R.C. Books for the Machineries / Vehicles owned by the applicant.
- ii. Sworn in Affidavit and Chartered Accountant's Certificate stating the details of equipments, tools and plants available with the applicant with

make year of purchase, capacity, present working condition of the equipment etc.,

- iii. If the Tools and plants are proposed to be taken on lease or already on lease with the applicant, the source, from which the Tools and plants have been taken on lease or proposed to be taken on lease with proof, should be furnished in addition to the particulars in item – ii.

NOTE:

1. If any of the information furnished by the applicant is found to be concealed or false at a later date, the contract will be terminated forthwith without prejudice to the rights thereon, consequent on termination and the contractor will be banned from business dealings.
2. All the documentary evidences should be stitched neatly (Spiral Binding should be avoided) and the pages should be serially numbered. Index of the Documents produced should be prepared and reference to page number of the documents produced should be furnished in the index.
3. The Qualification Tender evaluation shall be done on a PASS or FAIL basis against each of the above 7 (Seven) Criteria.
4. The evaluation will be done only based on the information, evidence, documents, Records, particulars furnished by the applicant and hence the applicants are advised to furnish adequate and relevant information along with requisite documentary evidences without any omission.
5. As far as possible, details shall be furnished in the schedules appended to this Application. If the space left is found insufficient, additional sheets may be attached to the schedules.
6. Photograph of the building works completed by the applicants may be pasted in thick white paper and produced along with the documents.
7. Brochures, Pamphlets etc, shall also be stitched along with the documents volume.
8. All applicants are cautioned that the Qualification Tender application containing any deviation from the contractual terms and conditions, specifications or other requirements will be rejected as Non-Responsive and low performance reliability.

III. METHODS OF TENDERING:

- i. If the Qualification application is made by an individual, it should be signed by the individual, with his full name and his current address.
- ii. If the Qualification application is made by a sole Proprietary firm, it shall be signed by the proprietor along with his full name and full name of the firm with it's current address. Documents with regard to registration as firm by the Registrar of Firms should be produced.

- iii. If the Qualification application is made by a FIRM in partnership, it shall be signed by all the partners of the firm with their full names and current address or by a partner authorized by the firm (either as per Articles of the Deed of Partnership / by power of attorney)- for signing in Tenders, Agreements etc. In which case, certified copy of the Registered deed of Partnership along with the current address of all the partners and a certified photocopy of the Registered Power of Attorney issued in favour of the Signatory, should be produced.
- iv. If the Qualification Application is made by a Limited Company or a Limited Corporation, it shall be signed by a duly authorized person holding the Power of attorney for signing the application, in which case, the certified copy of the power of attorney shall accompany the qualification application. Such limited company or corporation shall also furnish satisfactory evidence of its' existence along with the Qualification schedule.

IV. CAPABILITY OF APPLICANT:

The Applicant shall include with the Qualification schedule, details in the prescribed proforma vide Annexure A to H.

- I. Annexure A - Structure and Organization
- II. Annexure B - Financial Capability Statement
- III. Annexure C - Plant and Equipments
- IV. Annexure D1& D2 - Work experience (works completed and works in Progress)
- V. Annexure E - Details of Abandonment of work Litigation / debarring done
- VI. Annexure F - Affidavit on Non-judicial stamp paper
- VII. Annexure G - Undertaking to abide by modified terms and Conditions, if any
- VIII. Annexure H - Details of Technical Personnel under Regular Employment with the Applicant.

V. OPENING OF TECHNICAL BID (QUALIFICATION SCHEDULE) & PRICE BID SCHEDULE:

- I. Technical Bid (Qualification schedule)& Price Bid placed in separate sealed super scribed covers and both placed in a common sealed super scribed cover will be received in up to 15.00 Hours on _____ Technical Bid (Qualification schedule) will be opened on the same day at 16.00 hours by the Project officer, DRDA/or authorized person District in the presence of the applicant or their authorized representatives (who should produce the authorization issued by the firm/ Company) who choose to be present.

- II. The Qualification schedule cover received will only be opened and evaluated on a PASS or FAIL basis against the Criteria in Para II above.
- III. The Qualification schedule and price Tender Schedule received belatedly on account of any reasons whatsoever will not be opened or considered and will be returned unopened to the applicant.
- IV. Telegraphic applications will not be entertained.
- V. The date of opening of price tender will be notified to the qualified applicants after evaluation of qualification schedule well in advance.

VI. EXECUTION OF AGREEMENT:

The successful Bidder is required to execute an agreement between District Collector / Chairman, DRDA, District fulfillment of the contract in Rs. 20/- judicial stamp paper within a period of 15 days from the letter of Acceptance. It will be signed by the District Collector / Chairman, DRDA, District after the security deposit is furnished by successful Bidder. For failure to sign within 15 days, the District Collector / Chairman, DRDA, District shall have an option either to extend this period for signing the contract or taken any other action as deemed necessary, including calling for re-tenders.

b). The Successful Bidder shall not assign or make over the contract, the benefit or burden thereof to any other person or persons or body corporate for the execution of the contract or any part thereof.

VII. WORK ORDER:

After successful execution of the Agreement and payment of Security Deposit, Work Order for the Construction of Panchayat Union Office building, _____Block, _____District will be issued to the successful Bidders by the District Collector / Chairman, DRDA, District.

VIII. SUPPLY OF MATERIALS:

Cement and Steel will be supplied departmentally and the cost towards the same will be deducted from the payment due to the Successful Bidder at the rates mentioned in the estimate.

IX. PAYMENT:

Part or complete Payment will be made by Panchayat Union Commissioner _____Block, _____District only on satisfactory completion of work in full / part thereof and value of work executed shall be determined, based on the measurements and check measurements by the Engineer in the M. Book.

X. PENALTY AND TERMINATION CLAUSE:

In case of delay of 30 days beyond the stipulated 18 months period or further extended period, as mutually agreed for reasons recorded, **Rs. 500/-** per day will be levied and collected as penalty. In case of delay between 31-60 days, **Rs. 1,000/-** per day will be levied and collected as penalty. In case of delay beyond 60 days, **Rs. 2,000/-** per day will be levied and collected as penalty with option to cancel the work order, Security Deposit forfeited and contractor black listed in addition to the penalty.

The employer reserves the right to levy and collect penalty upto **Rs.2,000/-** per day for delays in achieving the milestones in the intermediate period as stipulated in the contract. The Employer also reserves the right to terminate the contract if the work is not executed as per condition of contract during the intermediate period.

Annexure A
STRUCTURE AND ORGANISATION

1	Name of the Applicant	:	
2	Status	:	
	Individual contractor	:	
	Sole Proprietary Firm	:	
	Firm in Partnership	:	
	Private Limited Company	:	
	Public Limited Company	:	
3	Head Office/Registered office address with phone/ Telex / Fax Number	:	
4	Regional Office address with Phone /Telex/ Fax Number	:	
5	Local office (if any) address with Phone/ Telex / Fax Number	:	
6	Field of activity of the Applicant as per deed of Partnership / Memorandum of Association/ Articles of associates (Civil) Engineering Contractor / General Engineering Contractor / Electrical Engineering Contractor etc, should be specified.)	:	
7	Country and year of incorporation	:	
8	Main line of Business	:	
9	Name, position, status, capacity etc, of the Key personnel/ directors of the company (Attach organization chart showing the structure of the company/firm)	:	
10	Name, capacity and address of the signatory who has Signed the Qualification Application. Attested copy of authorization issued (either by power of attorney or as per articles of Partnership Deed/ Memorandum of Association) in favour of the signatory to sign the qualification Application price Tender/ Agreement should be appended.	:	

Annexure B
FINANCIAL CAPABILITY
(Please Annex self attested copies)

1	Name and address of the Applicant	:			
2	Income Tax Permanent Account No. C.I. H. No.	:			
3	TNGST/C.S.T. Registration No. / VAT No.	:			
4	Annual turn over as per Income Tax returns filed for the past five years	:	TAX YEAR	Figures	Words
		:			
		:			
		:			
		:			
		:			
5	Annual turn over as per audited statement of account duly certified by the Chartered Accountant during the preceding Five years (Attach attested copy of balance sheets)	:	TAX YEAR	Figures	Words
		:			
		:			
		:			
		:			
		:			
6	Financial Position				
	I. Cash in hand	:			
	II. Cash in Bank	:			
	III. Current Assets	:			
	IV. Current Liabilities	:			
	V. Working Capital	:			
	VI. Net worth	:			
7	Outstanding value of works already committed and in progress and time left for completion. (Details for each work to be furnished separately)	:			
8	Amount available in capital Account				
	I. Paid up share capital of (Partners or Share holders)	:			
	II. Called up and subscribed share capital	:			
	III. Reserves under capital account	:			
	IV. Surplus under capital account	:			
9	Net profit before tax during the proceeding five years	:	TAX YEAR	Figures	Words
10	Applicant's financial arrangements.				
	(a) Own resources				
	(b) Bank credits/ Over Draft				
	© Other source (Specify the source)				

Annexure C

DETAILS OF CONSTRUCTION EQUIPMENTS, TOOLS & PLANTS, VEHICLES THAT COULD BE DEPLOYED EXCLUSIVELY FOR THIS WORK

NAME OF APPLICANT :

Sl.No	Name of equipment/ Tools and plants/vehicles	Total requirement for this work	Equipments owned by the Applicant		Equipments currently under lease, available with the Applicant				Equipments proposed to be taken on lease		
			Number	Year of purchase make and capacity	Present working condition	Number	Year of Manufactur e, Make & Capacity	Present working conditio n	Number	Year of Manufac ture, Make & Capacity	Present working condition
1	Concrete mixer with hopper	5 Nos..									
2	Vibrator	7 Nos..									
3	Dewatering pumps	4 Nos..									
4	Lorry/Tipper	6 Nos..									
5	Steel centering materials to cover an area of	1500 Sq.m.									
6	Mechanical spray set for curing	3 Nos..									
7	Mechanical Hoist	3 Nos..									
8	Other tools & Plants available with the Applicant (Details to be furnished)										

Note: For the equipments currently under lease with the Applicant, date of expiry of lease period shall be furnished

Dated Signature of applicant with Seal

Annexure D-1

DETAILS OF SIMILAR BUILDING WORKS COSTING MORE THAN RS..... LAKHS UNDER SINGLE AGREEMENT COMPLETED IN THE PRECEDING THREE YEARS.

NAME OF APPLICANT

Sl. No.	Type and Nature of work	Location Village/ Town/ Taluk/ District/ State	Name and designation of the employer/ owner	Value of work as per Agreement Rs.	Agreement Number	Stipulated period of contract as per agreement	Date of commencement of the work	Date of actual completion of work	Reasons for delay in completion (If any)	Actual value of work executed as per final payment	Quality of work done
1											
2											
3											
4											
5											
6											
7											

a) Certificate issued by the Engineer - in - charge (not below the rank of Executive Engineer/ Project Engineer) of each of the work is to be appended.

Note:

Dated Signature of the applicant with seal

Annexure D-2

DETAILS OF WORKS ALREADY COMMITTED BY THE APPLICANT AND ARE IN PROGRESS

NAME OF APPLICANT

Sl. No.	Nature of work with location	Name and designation of the employer/ owner	Agreement number	Total Value of work as per Agreement Rs.	Period of completion stipulated in the agreement	Date of commencement of the work	Balance period available for completing the remaining portion of the work	Value of work so far completed	Value of balance items of work to be completed Rs.	Physical progress or stage of work	Remarks
1											
2											
3											
4											
5											
6											
7											

Note : Certificate for each of the committed works in progress issued by the Engineer - in - charge (not below the rank of Executive Engineer/ Project Engineer) with all the above details should be appended.

Dated Signature of the applicant
with seal

Annexure E
INFORMATION REGARDING CURRENT LITIGATION / DEBARRING /
EXPELLING OF APPLICANT OR ABANDONMENT OF WORK BY THE
APPLICANT

1. (a) Is the Applicant currently involved in any Arbitration/
litigation relating to any contract works Yes/No
- (b) If Yes, Details thereon
2. (a) Has the Applicant or any of it's constituent partners
been Debarred/Expelled by any agency during the
last Five years Yes/No
- (b) If yes, Details thereon
3. (a) Has the Applicant or any of it's constituent Partners
failed to complete, any contract work during the past
Five years. Yes/No
- (b) If yes, give details thereon

Dated Signature of Applicant with seal

Note: If any information in this Annexure is found to be incorrect or concealed, the Qualification Application will be summarily rejected & price tender will not be opened.

**Annexure F
AFFIDAVIT**

**(To be furnished in a Twenty Rupees Non-Judicial Stamp Paper duly
Certified by Notary Public)**

1. I/We the undersigned solemnly declare that all the statements made in the documents, records etc., attached with this application are true and correct to the best of my/our knowledge.
2. I/We the undersigned do hereby certify that neither my/our firm/company nor any of it's constituent partners have abandoned any work/works of similar nature and magnitude in India, during the Last Five years.
3. I/We the undersigned do hereby certify that any of the contracts awarded to me/us has not been terminated rescinded, due to breach of contract on my/our part, during the last Five Years.
4. I/We the undersigned authorize (s) and request any bank/person/firm/corporation/Government Departments to furnish pertinent information deemed necessary and requested by the Project Officer, DRDA ,..... District to verify the statement made by me/us or to assess my/our competence and general reputation.
5. I/We the undersigned, understand(s) that further qualifying information/clarifications on the statement made by me/us may be requested by Project Officer, DRDA,..... District and agree(s) to furnish such information/clarification within SEVEN Days from the date of receipt of such request from the Project Officer, DRDA, District.

Dated Signature of Applicant with Seal:

To be signed by the officer authorized by the Firm/Company to sign on behalf, the Firm/Company with company's seal)

Note: - In case of sole proprietary concern, affidavit should be signed only by the sole proprietor.

(Title of the Officer)

(Title of the firm/Company)

(Date)

The above named deponent has understood the contents well and solemnly and sincerely declared and affirmed by the deponent in my presence at.....and signed before me on this day of

(Seal)

(Signature of the Notary Public)

**Annexure G
UNDER TAKING**

Under taking should be furnished in a Twenty Rupees Non-Judicial Stamp paper with the Qualification application and certified by the Notary Public.

I/We

the applicant do hereby undertake that I/we will abide by the terms and conditions if any modified by the Government in the contract conditions subsequent to submission of Qualification schedule/price tender or subsequent to execution of the agreement.

Place:

Date :

Signature of the applicant with Seal

The above named deponent has understood the contents well and solemnly and sincerely declared and affirmed by the deponent in my presence at.....and signed before me.....on this day of

Place:

Date:

Signature of the Notary Public with Seal

I/We

the applicant do hereby undertake that I/we will abide by the terms and conditions set forth in the tender document and am willing to undertake the construction of Panchayat union Building at _____ Block, _____ District. the rate of Rs./- (in words Rupees. only).

Place:

Date :

Signature of the applicant with Seal

Annexure H

Details of Technical Personnel Under regular employment of the applicant who can be made available exclusively for this work

Name of Bidder:

Sl.No.	Designation	Name	Educational Qualification	Under regular employment with Applicant since	Total Span of Experience	Salary being paid	Remarks
1	2 B.E Civil (or) equivalent Degree holder with 5 years experience (or) not less than 2 retired Sub Divisional Officer (Assistant Executive Engineer or Assistant Divisional Engineer)	1					
		2					
2	4 Diploma holders in Civil Engineering with 2 years of the experience (Or) 4 Retired Junior Engineers.	1					
		2					
		3					
		4					

**SAMPLE FORMAT FOR EVIDENCE OF ACCESS TO OR AVAILABILITY OF
CREDIT FACILITIES**

BANK CERTIFICATE

This is to certify that M/s is a reputed company with a good financial standing.

If the contract for the work, namely, _____ is awarded to the above firm, we shall be able to provide overdraft/credit facilities to the extent of Rs..... to meet their working capital requirements for executing the above contract.

Signature of Senior Bank Manager

Name of the senior Bank Manager

Address of the Bank

Stamp of the Bank

Note: Certificate should be on the letter head of the bank.