

CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION
JANPATH BHAWAN, 'A' WING, 6TH FLOOR, NEW DELHI – 110 001.

Pre-Qualification Documents

Subject : Proforma for submission of details for selection of Civil work agencies for CGEWHO's Ancillary Building at Plot No.7 in Sector P-4, Builders Area, Greater NOIDA, U.P.

CGEWHO invites eligible civil work agencies to indicate their Expression of Interest and submission of Financial Bid for building works contract, external development works, high class interior works etc, for construction of Ancillary Building at Greater NOIDA. The details of tender are as under :

- i) The contractors should meet the minimum Pre-qualifying (PQ) Criteria as mentioned in the advertisement. The detailed PQ document can be downloaded from website i.e. www.cgewho.in.
- ii) Applicants should give details in the order specified. If required additional details may be annexed with reference to the question, proper referencing should be done.
- iii) A non-refundable amount of Rs.5000/= by way of Demand Draft in favour of CEO, CGEWHO, towards the cost of tender document along with EMD in the form of bank guarantee amounting to Rs.50,00,000/= should reach the CEO, CGEWHO, 6th Floor, A Wing, Janpath Bhawan, New Delhi – 110 001.
- iv) No joint venture or consortium of firms shall be allowed and the contractors should meet the minimum pre-qualification criteria by themselves.
- v) The desired contractors should apply on the prescribed format as per the PQ document along with documentary evidence for the following :
 - a) Certificate of Incorporation in India.
 - b) Articles/ Memorandum of Association/ Partnership Deed etc.
 - c) Certificate of Registration from Registrar of Co.
 - d) EPF/ESI/ Registration No. along with copy of challan for the month of March 2018.
 - e) PAN No.
 - f) Manpower details
 - g) Plant & Machinery holding
 - h) Details of pending litigation etc., if any.
 - i) Name and address of Bankers etc.
 - j) Audited Balance Sheet for the last five years.
 - k) GST No.
 - l) Certificate of Investments
 - m) Bank Solvency Certificate for 40% value of pre-qualification limit issued not before March 2018.
- vi) Corrigendum/ addendums, if any, to this tender shall only be posted on CGEWHO website i.e. www.cgewho.in.

Structure of Organisation

- a. Name of the Firm :
- b. Year it was formed :
- c. Address
 - i) Head Office :
 - ii) Branch Office/s :
- d. Telephone (s) (Office)
 - i) Head Office :
 - ii) Branch Office :
- e. Contact person(s)
 - i) Head Office :
 - ii) Branch Office :
- f. Status of firm
 - i) Limited/ Private Limited :
 - ii) Partnership :
 - iii) Proprietary :
- g. Class, year and details of enlistment with CPWD, MES or any other Central/ State body
- h. Professional membership like Membership of Builders Association etc.
- i. Area of Specialization (Development, housing, commercial, industrial etc.)
- j. Experience of firm in
 - i) Civil Works
 - ii) Sanitary (Internal & External)
 - iii) Internal electrical works
- k. Method of execution of works (Departmental/ sub- contracting)

Documents to be enclosed

- i) EPF/ESI/Registration no. along with copy of Challan of previous month
- ii) PAN No.
- iii) GST Registration No.
- iv) Articles/ Memorandum of Association/ Partnership Deed etc.
- v) Certificate of Registration from Registrar of Co.
- vi) Certificate of Enlistment
- vii) Bio-data of sub-contractors regularly employed

FORM 'B'

In the following questions please include projects undertaken by the firm only – (not by the individual partner/ employees/ Group Construction). Articles of agreement/ work orders for atleast 3 in-hand and 3 recently completed housing projects to be attached.

Details of similar works completed

S. No	Project Title	Configur-ation (No of Stories)	Total Plinth Area (Sq Mt)	Details of Accommodation			Project Value (Cr Rs)	Date		Clients address, Tel No. & e-mail address
				Type	Area	No. of Units		Started	Completed	

Details of Similar works in hand

S.No	Project Title	Configur-ation (No of Stories)	Total Plinth Area (Sq Mt)	Details of Accommodation			Project Value (Cr Rs)	Date		Clients address, Tel /Mobile No. & e-mail address
				Type	Area	No. of Units		Started	Stage of construction	

ADMINISTRATIVE INFORMATION

1. Information about your full-time permanent staff in regular appointment for the last three years (Do not include any part-time or contract staff).

No.	Description	Total No.
1.	Graduate/ Post Graduate/ Other Professionals a) Designation	
2.	Civil Engineers (Graduate/ Post Graduate) a) Designation	
3.	Diploma Civil Engineers	
4.	Electrical/ Mechanical Engineers	
5.	Administrative Office Staff	
6.	Others (Please specify) a. b. c.	
Total Manpower		

(Please include the resume of your key staff)

2. Any arbitration/ Litigation in any of the projects till date if yes provide complete details.

DETAILS OF PLANTS & MACHINERIES AVAILABLE WITH THE FIRM

- i) List of tools, plants and other construction machinery available with the firm.
- ii) Details of workshop/ fabrication/ manufacturing facility available.

PERFORMANCE REPORT

1.	Name of Work/ Project & Location				
2.	Agreement Amount				
3.	Estimated Cost				
4.	Tendered amount				
4(a)	Completed cost of work				
5.	Date of start				
6.	Date of Completion				
(i)	Stipulated date of completion				
(ii)	Actual date of completion/ likely date of completion				
7.	Amount of compensation levied for delayed completion, if any				
8.	Performance Report				
a)	Quality of Work	Very Good	Good	Fair	Poor
b)	Resourcefulness	Very Good	Good	Fair	Poor
c)	Financial Soundness	Very Good	Good	Fair	Poor
d)	Technical Proficiency	Very Good	Good	Fair	Poor
e)	General Behavior	Very Good	Good	Fair	Poor

- 1) The performance report preferably be submitted in the above performa. In case, different performa is used, the applicant shall ensure that the report/ certificate shall contain the above information.
- 2) This report should be signed by the authority of owner not less than the rank of Executive Engineer or equivalent.

FINANCIAL INFORMATION

1. Financial Analysis : Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last five years duly certified by the Chartered Accountant (certified copies to be attached).

		2013-14	2014-15	2015-16	2016-17	2017-18	Average Annual Turnover
		A	B	C	D	E	(A+B+C+D+E)/5
(i)	Gross Annual turnover						
(ii)	Profit/ Loss						
(iii)	Net Worth (Paid up capital + reserves) (As on 31.03.2018)	-	-	-	-	-	-
(iv)	Latest Bank Solvency	-	-	-	-	-	-

2. Financial arrangements for carrying out the works (Own arrangements & Fund based & Non-Fund based sanctioned limits).
3. The following certificates are to be enclosed :
- Name and address of bankers, auditors etc.
 - Latest solvency from Bankers of applicant
 - Audited Balance Sheet and Profit & Loss Account alongwith Audit Report with annexures for the last 5 years

**Signature of Chartered Accountant
With Seal**

Seal & Signature of Applicant

LETTER OF TRANSMITTAL
(ON THE LETTER HEAD OF COMPANY)

From :

To :

CGEWHO
6th Floor, 'A' Wing
Janpath Bhawan, Janpath
New Delhi – 110 001.

Sub : Pre-qualification of Contractors

Sir,

Having examined the details given in Notice for pre-qualification and pre-qualification Application documents for the above work, we hereby submit our qualification and relevant documents.

- i) We hereby certify that all the statements made and information supplied in the enclosed Forms 'A' to 'F' and accompanying statements are true and correct.
- ii) We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
- iii) We have submitted the requisite bankers certificate/ performance reports and authorize the CGEWHO or their representatives to approach individuals, employers, firms and corporations to verify our submittals, competency and general reputation.
- iv) We hereby confirm that we have read and understood all the stipulations given in this pre-qualification shall be final and binding on us.
- v) We have submitted the following certificates in support of our meeting the minimum qualifying criteria of completed work(s) as specified for having successfully completed the following works :

	NAME OF WORK	CERTIFICATE FROM
1.		
2.		
3.		

Enclosures :

Date of Submission

(Seal of Company)

(Signature of Applicant)

DECLARATION

(To be submitted on non-judicial stamp paper of Rs.10/- duly certified by Notary Public)

Affidavit of Sh _____ s/o _____ r/o _____ . I, the Deponent with above name do hereby solemnly affirm and declare as under :

1. That I am the Proprietor/ Authorized Signatory of M/s _____ having its head office/ Regd Office at _____.
2. I/we have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexure.
3. I/ we agree that the decision of committee in selection will be final and binding to me/ us.
4. I/ we have read the instructions appended to the proforma and I/ we understand that if any false information is detected at a later date the committee is at liberty to act in a manner it feels deemed fit.
5. I _____ the Proprietor/ Authorized Signatory of M/s _____ do hereby confirm that the contents of the above affidavit along with the information furnished with respect to the tender document are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified at _____ this _____ day of _____ 2019.

DEPONENT