



APPLICATION FOR PRE- QUALIFICATION OF CONTRACTORS FOR CONSTRUCTION OF 350 D.U. FOR E.W.S & L.I.G IN TELANGANA

FOR DISCIPLINES NAMELY

- a) Civil Works
 - Building Works
 - Roads, Fencing
 - Pre-Fab / Pre-Engineered structures
 - Site Development works
- b) External Electrification works
- c) Specialized Projects

Last date of submission: 31.05.2017 up to 3.00PM



**NATIONAL HOUSING DEVELOPMENT ORGANISATION
NHDO, KAUSHAL HOUSE, UPPER GROUND FLOOR,
39-NEHRU PLACE, NEW DELHI-110019**

Phones: 011-41033648/49, 9643403648, Email: info@nhdoindia.org

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APPLICATION FOR PRE-QUALIFICATION OF CONTRACTORS

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SECTION - 1



National Housing Development Organisation

NHDO, KAUSHAL HOUSE, UPPER GROUND FLOOR,

39-NEHRU PLACE, NEW DELHI-110019

Ph: 011-41033648/49, 9643403648,

Email: info@nhdoindia.org Website: www.nhdoindia.org



NIT NO. : NHDO/WCD/ PQ_CONTRACTORS / 2017-18

20.05.2017

NOTICE FOR INVITING APPLICATIONS FOR PRE-QUALIFICATION

National Housing Development Organisation (NHDO), invites application from reputed, experienced and Indian registered contractors / firms for prequalification on "All India Basis" for proposed construction of 350 dwelling units in the state of Telangana with special focus on EWS & LIG segment only in the following disciplines & categories. The specific details of the projects (which is under process of formulation and nearing completion) shall be shared only with the pre-qualified contractors after the completion of their empanelment process. The pre-qualified contractors are required for submitting bids against deposit/tendered works and for forming pre-tender tie ups/ association.

| DISCIPLINES | CATEGORIES | MONETARY LIMITS |
|-------------|---|---|
| Civil works | C-1 : Building Works C-3 : Pre-Fab / Pre-Engineered structures / Porta cabin | Group-G-I : Rs.01.00 Crores up to Rs.05.00 Crores Group-G-II : above Rs.05.00 Crores up to Rs.10.00 Crores Group-G-III : above Rs.10.00 Crores up to Rs.25.00 Crores Group-G-IV : above Rs.25.00 Crores up to Rs.50.00 Crores Group-G-V : above Rs.50.00 Crores up to Rs.100.00 Crores Group-G-VI : above Rs.100.00 Crores up to Rs.200.00 Crores Group-G-VII : above Rs.200.00 Crores up to Rs.300.00 Crores Group-G-VIII : above Rs.300.00 Crores up to Rs.400.00 Crores |

| | | |
|--|------------------------------|--|
| | C-4 : Site Development works | Group-G-I : Rs.01.00 Crores upto Rs.05.00 Crores Group-G-II : above Rs.05.00 Crores upto Rs.10.00 Crores Group-G-III : above Rs.10.00 Crores upto Rs.25.00 Crores Group-G-IV : above Rs.25.00 Crores upto Rs.50.00 Crores |
|--|------------------------------|--|

| | | |
|--------------------------------|-------------------------------|---|
| | C-2 : Roads | Group-G-I : up to Rs.5.00 Crores Group-G-II : above Rs.5.00 Crores up to Rs.25.00 Crores |
| External Electrification works | EE : External Electrification | Group-G-I : Rs.1.00 Crores upto Rs.3.00 Crores Group-G-II : above Rs.3.00 Crores upto Rs. 5.00 Crores Group-G-III : above Rs. 5.00 Crores upto Rs.10.00 Crores Group-G-IV : above Rs. 10.00 Crores upto Rs.20.00 Crores Group-G-V : above Rs. 20.00 Crores upto Rs. 30.00 Crores |
| Specialized Projects | SP : Specialized Projects | Group-G-I : Rs.05.00 Crores upto Rs.10.00 Crores Group-G-II : above Rs.10.00 Crores upto Rs.25.00 Crores Group-G-III : above Rs.25.00 Crores upto Rs.50.00 Crores Group-G-IV : above Rs.50.00 Crores upto Rs.100.00 Crores Group-G-V : above Rs.100.00 Crores upto Rs.200.00 Crores Group-G-VI : above Rs.200.00 Crores up to Rs.300.00 Crores Group-G-VII : above Rs.300.00 Crores up to Rs.400.00 Crores |

The contractors should meet the minimum qualifying criteria as mentioned in PQ Document for the respective disciplines & category under different monetary groups for getting pre-qualified.

The detailed NIT and PQ document can be downloaded from websites www.nhdoindia.org. The contractors should according to their eligibility apply for the specific discipline & category of works only. Contractors who want to apply for more than one discipline & category should do so through separate application including processing fee.

Application complete in all respects should reach General Manager, NHDO, Kaushal House, UGF, 39-Nehru Place, New Delhi along-with nonrefundable processing fees of Rs.25,000/- (Rupees Twenty Five Thousand only) payable in the form of Demand Draft/ Pay Order in favour of "National Housing Development Organisation" payable at New Delhi.

No Joint venture or Consortium of firms shall be allowed and the contractors should meet the above criteria by themselves.

The value of free issue materials shall be taken while evaluating completion cost of project. The value of such materials incorporated in the project should be certified by the chartered accountant/owner.

The desired contractors should apply on the prescribed documents as per the PQ document along-with documentary evidence for the following:

- (1) Audited Balance Sheet for the last three years i.e. 2014-15, 2015-16 & 2016-17.
- (2) Completion Certificates from Clients / Owners,
- (3) Plant & Machinery holding,
- (4) Manpower details,
- (5) Details of pending litigation etc.
- (6) Valid Electrical License, if applicable
- (7) EPF Regn. No. along with copy of challan for the month of March 2017.
- (8) PAN
- (9) VAT Regn. No. along with Valid Clearance Certificate.
- (10) Bank Solvency Certificate for 40% value of Pre-qualification Limit issued not Before March 2017.
- (11) Certificate of Incorporation in India.

Last date of receipt of pre-qualification application is 31.05.2017 upto 3.00 PM. The delayed application shall not be considered.

The short-list of pre-qualified contractors shall be valid till 31st March 2018. However, NHDO reserves the right to curtail or extend this period at its sole discretion.

Corrigendum / addendums, if any to this NIT shall only be posted on NHDO's website.

General Manager
NHDO, Kaushal House
UGF, 39-Nehru Place New Delhi-19

SECTION – 2

**NATIONAL HOUSING DEVELOPMENT ORGANISATION
KAUSHAL HOUSE, UGF, 39-NEHRU PLACE, NEW DELHI-110019**

PRE-QUALIFICATION OF CONTRACTORS

1.0 INTRODUCTION

1.1 National Housing Development Organisation. (NHDO), invites application from reputed, experienced and Indian registered contractors / firms for prequalification on "All India Basis" for the following disciplines & categories. The pre-qualified contractors are required for submitting bids against deposit/tendered works of various Department(s) and for forming pre-tender tie-ups/ association.

1.2 The different disciplines, categories and monetary limits for Pre-qualification shall be as under:

| DISCIPLINES | CATEGORIES | MONETARY LIMITS |
|-------------|--|---|
| Civil works | C-1 : Building Works | Group-G-I : Rs.01.00 Crores upto Rs.05.00 Crores Group-G-II : above Rs.05.00 Crores upto Rs.10.00 Crores Group-G-III : above Rs.10.00 Crores upto Rs.25.00 Crores |
| | C-3 : Pre-Fab / Pre-Engineered structures / Porta cabin | Group-G-IV : above Rs.25.00 Crores upto Rs.50.00 Crores Group-G-V : above Rs.50.00 Crores upto Rs.100.00 Crores Group-G-VI : above Rs.100.00 Crores upto Rs.200.00 Crores Group-G-VII : above Rs.200.00 Crores upto Rs.300.00 Crores Group-G-VIII : above Rs.300.00 Crores upto Rs.400.00 Crores |
| | C-4 : Site Development works | Group-G-I : Rs.01.00 Crores upto Rs.05.00 Crores Group-G-II : above Rs.05.00 Crores upto Rs.10.00 Crores Group-G-III : above Rs.10.00 Crores upto Rs.25.00 Crores Group-G-IV : above Rs.25.00 Crores upto Rs.50.00 Crores |
| | C-2 : Roads | Group-G-I : upto Rs.5.00 Crores Group-G-II : above Rs.5.00 Crores upto Rs.25.00 Crores |

| | | |
|--------------------------------|-------------------------------|---|
| External Electrification works | EE : External Electrification | Group-G-I : Rs.1.00 Crores upto Rs.3.00 Crores Group-G-II : above Rs.3.00 Crores upto Rs. 5.00 Crores Group-G-III : above Rs. 5.00 Crores upto Rs.10.00 Crores Group-G-IV : above Rs. 10.00 Crores upto Rs.20.00 Crores Group-G-V : above Rs. 20.00 Crores upto Rs. 30.00 Crores |
| Specialized Projects | SP : Specialized Projects | Group-G-I : Rs.05.00 Crores upto Rs.10.00 Crores Group-G-II : above Rs.10.00 Crores upto Rs.25.00 Crores Group-G-III : above Rs.25.00 Crores upto Rs.50.00 Crores Group-G-IV : above Rs.50.00 Crores upto Rs.100.00 Crores Group-G-V : above Rs.100.00 Crores upto Rs.200.00 Crores Group-G-VI : above Rs.200.00 Crores upto Rs.300.00 Crores Group-G-VII : above Rs.300.00 Crores upto Rs.400.00 Crores |

1.3 The short-list of pre-qualified contractors shall be valid till 31st March 2018. However, NHDO reserves the right to curtail or extend this period at its sole discretion.

2.0 INFORMATION AND INSTRUCTIONS FOR APPLICANTS

2.1 MINIMUM QUALIFICATION CRITERIA

The contractors should meet the following minimum qualifying criteria for different monetary groups limits for getting pre-qualified:

Civil works (CATEGORY C-1: Building), C-3: Pre-Fab / Pre-Engineered structures / Porta cabin) and C-4: Site development works

(Figures are in Rs. in Crores)

| Group | Pre-Qualification limit (Project Cost Between) | Average Annual Turnover During last 3 Year Ending 31.03.16 | Past experience in completed similar works during last 7 years ending on 31.03.2016 (To fulfill either of three options) | | | Net Worth as on 31.03.2016 | Latest Bank Solvency |
|--------|--|--|--|---------------------------------|---------------------------------------|-------------------------------|-------------------------|
| | | | Single Project | Two project each at least | Three Projects each at least | | |
| Gp-I | 01-05 | 0.90 | 2.40 | 1.50 | 1.20 | 0.45 | 1.20 |
| Gp-II | 05-10 | 2.25 | 6.00 | 3.75 | 3.00 | 1.13 | 3.00 |
| Gp-III | 10-25 | 5.25 | 14.00 | 8.75 | 7.00 | 2.63 | 7.00 |

| | | | | | | | |
|---------|---------|--------|--------|--------|--------|-------|--------|
| Gp-IV | 25-50 | 11.25 | 30.00 | 18.75 | 15.00 | 5.63 | 15.00 |
| Gp-V | 50-100 | 22.50 | 60.00 | 37.50 | 30.00 | 11.25 | 30.00 |
| Gp-VI | 100-200 | 45.00 | 120.00 | 75.00 | 60.00 | 22.50 | 60.00 |
| Gp-VII | 200-300 | 75.00 | 200.00 | 125.00 | 100.00 | 37.50 | 100.00 |
| Gp-VIII | 300-400 | 105.00 | 280.00 | 175.00 | 140.00 | 52.50 | 140.00 |

Civil works (CATEGORY C-2: Roads & Highways) and Specialized Projects
(Figures are in Rs. in Crores)

| Group | Pre-qualification limit (Project Cost between) | Average Annual Turnover during last 3 years ending 31.03.16 | Past experience in completed similar works during last 7 years ending on 31.03.2016 (To fulfill either of three options) | | | Net Worth as on 31.03.2016 | Latest Bank Solvency |
|--------|--|---|--|---------------------------------|---------------------------------------|-------------------------------|-------------------------|
| | | | Single Project | Two Project each at least | Three Projects each at least | | |
| Gp-I | 05-10 | 2.25 | 6.00 | 3.75 | 3.00 | 1.13 | 3.00 |
| Gp-II | 10-25 | 5.25 | 14.00 | 8.75 | 7.00 | 2.63 | 7.00 |
| Gp-III | 25-50 | 11.25 | 30.00 | 18.75 | 15.00 | 5.63 | 15.00 |
| Gp-IV | 50-100 | 22.50 | 60.00 | 37.50 | 30.00 | 11.25 | 30.00 |
| Gp-V | 100-200 | 45.00 | 120.00 | 75.00 | 60.00 | 22.50 | 60.00 |
| Gp-VI | 200-300 | 75.00 | 200.00 | 125.00 | 100.00 | 37.50 | 100.00 |
| Gp-VII | 300-400 | 105.00 | 280.00 | 175.00 | 140.00 | 52.50 | 140.00 |

For External Electrification works

(Figures are in Rs. in Crores)

| Group | Pre-qualification limit (Project Cost between) | Average Annual Turnover during last 3years ending 31.03.16 | Past experience in completed similar works during last 7 years ending on 31.03.2016 (To fulfill either of three options) | | | Net Worth as on 31.03.2016 | Latest Bank Solvency |
|--------|---|---|--|-------------------------------------|---------------------------------------|-------------------------------|-------------------------|
| | | | Single Project | Two Projects each at least | Three Projects each at least | | |
| Gp-I | 01-03 | 0.60 | 1.60 | 1.00 | 0.80 | 0.30 | 0.80 |
| Gp-II | 03-05 | 1.20 | 3.20 | 2.00 | 1.60 | 0.60 | 1.60 |
| Gp-III | 05-10 | 2.25 | 6.00 | 3.75 | 3.00 | 1.13 | 3.00 |
| Gp-IV | 10-20 | 4.50 | 12.00 | 7.50 | 6.00 | 2.25 | 6.00 |
| Gp-V | 20-30 | 7.50 | 20.00 | 12.50 | 10.00 | 3.75 | 10.00 |

Additional criteria for Civil & External Electrical work.

“ One Completed similar work costing not less than the amount equal 40% of the project cost with some Central Government Department/State Government Department/Central Autonomous Body/Central Public Sector undertaking or any other public/private institutions of similar repute.”

Additional criteria for Specialized work

Contractor should have completed one similar works of minimum value of Rs. 3.00 Crs Rs. 7.00 Crs, Rs. 15.00 Crs. Rs.30.00 Crs., Rs.60.00 Crs., Rs.100.00Crs. & Rs.140.00 Crs. for Gp-I, Gp-II, Gp-III, Gp-IV, Gp-V, Gp-VI and Gp-VII respectively with HVAC, firefighting, lifts, internal & External services etc. having superior specifications.

2.2 The definition of similar works for different categories of works is as under:

| DISCIPLINES | CATEGORY | DEFINITION OF SIMILAR WORKS |
|-------------|---|--|
| CIVIL WORKS | C-1 : Building Works | Buildings Work (Residential & nonresidential), office buildings, Industrial structure. |
| | C-2 : Roads | Roads, Fencing. |
| | C-3 : Pre-Fab / Pre-Engineered structures / Porta cabin | Pre-fabricated / Pre – Engineered Structures (Residential & non-residential, Commercial / office buildings, Industrial buildings, ware house, hangars.) |
| | C-4 : Site Development works | In a single contract : Site development works which should include the works like Earth-filling, cutting, leveling, External Water & Sewerage system, storm water Drainage and roads for campus / industrial plant / townships excluding external electrification. |

| | | |
|--------------------------------|-------------------------------|---|
| EXTERNAL ELECTRIFICATION WORKS | EE : External Electrification | <p>In single contract :</p> <ul style="list-style-type: none"> • Providing, Erection, Testing and commissioning of HT & LT substation equipments. • HT&LT cabling and/or Overhead lines. • High-Mast lighting and/or street lighting. |
| SPECIALIZED PROJECTS | SP : Specialized Projects | <p>Construction of high rise of 15 meter or above RCC framed structured Residential & Non-Residential Buildings, Hospitals, Hotels / Clubs, Institutional buildings, Stadiums except Industrial Buildings (such as Power Plant, factories, Godowns, Cement/Steel Plants, Seaports).</p> |

2.3 No Joint venture or Consortium of firms shall be allowed and the contractors should meet the above criteria by themselves.

2.3.1 The value of free issue materials (if any) shall be taken while evaluating completion cost of project. **The value of such materials incorporated in the project should be certified by the chartered accountant/owner.**

2.3.2 Desired agencies/ contractors should apply on the prescribed documents as per the PQ document along-with documentary evidence for the following:

- (1) Audited Balance Sheet for the last three years i.e. 2014-15 2015-16 and 2016-17.
- (2) Completion Certificates from Clients / Owners,
- (3) Plant & Machinery holding,
- (4) Manpower details,
- (5) Details of pending litigation etc.
- (6) Valid Electrical License, if applicable
- (7) EPF Regn. No. along with copy of challan for the month of March 2017.
- (8) PAN
- (9) VAT Regn. No. along with Valid Clearance Certificate.
- (10) Bank Solvency Certificate for 40% value of Pre-qualification Limit issued not before March 2017.
- (11) Certificate of Incorporation in India.

2.3.3 The past experience in similar nature of work should be supported by certificates issued by an Officer not below the rank of Executive Engineer or

equivalent. In case the work experience of other than Govt./Semi Govt./ PSUs, the completion certificate shall be supported with copies of -

a) Work order and full payment TDS certificates issued by owner for the work executed.

2.3.4 The gross annual turnover should be certified by the Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.

2.3.5 The applicant should own sufficient construction equipment for the proper and timely execution of the work. The applicant should submit details of same with PQ Application.

2.3.6 The applicant should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The applicant should submit details of same with PQ Application.

2.3.7 All the applications received, will be evaluated on the basis of information and documents provided by the applicant. In case the applicant is not found suitable for the Group, his application shall be considered for the prequalification in lower monetary group (if available). In case the applicant is found suitable for lower monetary group, he shall be pre-qualified for lower group.

2.4 Under no circumstances the fees can be adjusted against the pending dues of Contractors working with NHDO and fee is required to be submitted in the form as mentioned in Notice for Pre-qualification.

2.5 A contractor pre-qualified for higher Group (monetary limit) can also participate for tenders of lower Groups (monetary limits) for the **same Discipline and Category. Also the Pre-qualified contractors under Specialized projects Discipline shall be eligible to participate in the Category C-1 (Building Works) in equivalent monetary groups.**

2.6 The pre-qualified contractors shall be required to submit bids against deposit works, tendered works and for forming pre-tender tie-ups/ association on the Terms & Conditions of Tender Documents to be issued by NHDO on project to project basis.

2.7 The pre-qualified contractors shall be required to submit EMD for each tender separately details of which shall be stipulated in Tender Documents.

2.8 It is intended to call bids for different disciplines, categories of works and groups from the contractors who are pre-qualified.

2.9 NHDO reserves the right to call open tenders in which contractors/ agencies not pre-qualified in this process but meeting the minimum qualification criteria for the tender can participate. For such tenders, the pre-qualified contractors under this process meeting the stipulated criteria of tender can also participate.

- 2.10 The tender to be invited by NHDO from the pre-qualified contractors and shall be available on website www.nhdoindia.org.
- 2.11 The pre-qualified contractors are advised to check the details from NHDO's Website regularly and no claim of pre-qualified contractors shall be entertained whatsoever, due to non-receipt of information about the tender of NHDO.
- 2.12 Forms for giving details for pre-qualification and Letter of transmittal are given in Section 3 and 4 respectively.
- 2.13 NITs will be sent to the eligible pre-qualified contractors through E mail only.
Responsibility of correctness of your E-mail address shall devolve on you only.
- 2.14 All information called for in the enclosed forms should be furnished against the relevant columns. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a „NIL“ or „NO SUCH CASE“ entry should be made in that column. If any particulars / query is not applicable in case of the applicant, it should be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being rejected. Applications made by telegram or telex, E-mail, and those received late or without processing fees will not be entertained.
- 2.15 The application should be type-written. The applicant should sign and stamp each page of the application.
- 2.16 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the pre-qualification documents are numbered. Additional sheets, if any, added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.
- 2.17 References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer or equivalent.
- 2.18 The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the works. The applicants are however, advised not to furnish superfluous information. No information shall be entertained after submission of pre-qualification documents unless it is called for by the NHDO.
- 2.19 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from pre-qualification / tendering / taking up of work in NHDO. If such applicant happens to be prequalified/ enlisted contractor in more than one Group/ Category his name shall be removed from all the Groups/ Categories of the pre-qualified list of contractors.

- 2.20 Prospective applicants may request clarification on the pre-qualification document with in seven days prior to the last date submission of Prequalification application as mentioned in Notice for Pre-qualification. No request for clarification will be considered after that date.
- 2.21 Pre-qualification letters will sent to only those successful applicants who meet the qualifying criteria.

DEFINITIONS

2.22 In this document the following works and expressions have the meaning hereby assigned to them:

- (i) **"EMPLOYER" OR "NHDO"**: Means National Housing Development Organisation.
- (ii) **"APPLICANT"** Means the individual, proprietary firm, firm in partnership, limited company, private or public or corporation.
- (iii) **"YEAR"** means "Financial Year" unless stated otherwise.

2.23 METHOD OF APPLICATION:

- (i) If the applicant is an individual, the application shall be signed by him above his full typewritten name and current address.
- (ii) If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- (iii) If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
- (iv) If the applicant is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

2.24 **FINAL DECISION MAKING AUTHORITY**

NHDO reserve the right to modify the eligibility criteria, to decide on cut-off date of implementation, to accept or reject any application, to annul the PREQUALIFICATION process, to reject all applications or accept new applications at any time, without assigning any reason or incurring any liability to the applicants.

2.25 **EVALUATION CRITERIA FOR PRE-QUALIFICATION**

2.25.1 For the purpose of pre-qualification, applicants will be evaluated on the basis of minimum stipulated financial and past experience criteria. The details of plant & machinery holding, manpower employed, pending litigations shall also be evaluated for pre-qualification of the firms.

2.25.2 Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

- (a) Record of poor performance such as abandoning work, not properly completing the contract, delay in completion of works, or financial failures / weaknesses etc.
- (b) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the PRE-QUALIFICATION documents.

2.26 **FINANCIAL INFORMATION**

Applicant should furnish the following financial information:

- (a) **Annual financial statement for the last three years (in Form "C").** This should be supported by audited balance sheets and profit and loss accounts (with all schedules attached) along-with details required for assessing the net worth duly certified by a Chartered Accountant, as submitted by the applicant to the Income Tax Department.
- (b) Name & Address of the bankers.

2.27 **EXPERIENCE IN WORKS HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS**

2.27.1 Applicant should furnish the following:

- (a) List of all similar works successfully completed during the last seven years (in form "D").
- (b) List of the projects under execution or awarded (in Form "E").

2.27.2 Particulars of completed works and performance of the applicant duly authenticated / certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work completed or in progress (preferably in Form "F" or as per Performa of concerned Clients covering the required information as asked for in Form 'F'). The work completion/ experience certificates issued by other than Govt. Deptt./PSU shall be supported by the copies of the TDS certificates issued by the owner of the project.

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

2.27.4 Construction/Development of 'Own Real Estate' by developers shall not be accepted as eligible project to meet the qualifying requirement of past experience as construction contractor.

2.28 **AVAILABILITY OF EQUIPMENT RESOURCE**

Applicant is required to furnish the details of Plants & Machineries available with the applicant as on date in form-"G".

2.29 **ORGANIZATION INFORMATION**

2.29.1 Applicant is required to submit the following information in respect of his organization.

- (a) Name & Postal Address, including Telephone and Telex, Fax numbers, E-Mail address etc.
- (b) Copies of original documents defining the legal status, place of Registration and principal places of business.
- (c) Name of Directors and Officers concerned with the work, with designation of individuals authorized to act for the organization.
- (d) Information on any litigation in which the applicant was involved during the last five years, including any current litigation.
- (e) Authorization for NHDO to seek detailed references.

2.30 **LETTER OF TRANSMITTAL**

The applicant should submit the letter of transmittal attached with PreQualification document (Section – 4) duly signed by him.

2.31 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 prohibited.

2.32 CANCELLATION OF PRE-QUALIFICATION

The pre-qualification of contractor shall be cancelled by NHDO in case of their poor performance, abandoning of the allotted work, and abnormal delay in completion of work, bankruptcy and for activities detrimental to the interest of NHDO. The decision of NHDO in this regard shall be final and binding on the contractor.

2.32.1 The pre-qualified contractor / firm shall not effect any change in the constitution of the firm without the prior approval of NHDO. Such proposal, if any shall be submitted in advance furnishing full details of the proposed change along with all supporting documents. Any change in the constitution of the firm /company without the prior approval of NHDO will render the contractor/ firm liable for removal from the approved list of contractors. The discretion to allow/disallow the proposed change shall vest solely with NHDO. In case, the original partners/ constitution change by more than 50% either due to substitution or due to retirement or death the enlistment of the firm/ contractor by that name shall be cancelled.

2.32.2 In case of change of name of the pre-qualified firm/contractor without change of constitution/partners the same shall be intimated along with proof of such change to NHDO immediately but in no case later than 30 days from the date of such change occurs failing which the enlistment of the firm/ contractor by that name shall be cancelled.

2.32.3 **PQ Documents should be submitted in Bound manner. Order in which the documents to be submitted is as under. PQ applications are liable to discarded if the applications are not submitted in the desired manner.**

| | |
|---|----------------|
| Letter of Transmittal as per Section - 4 | |
| Application for prequalification of contractor (Form "A") | Annexure –I |
| Structure and Organization (Form "B") | Annexure –II |
| Financial information (Form-'C') | Annexure –III |
| Completion Certificates | Annexure –IV |
| Details of similar works completed during the last 7 years (Form-'D') | Annexure -V |
| Project under execution or awarded (Form -'E') | Annexure -VI |
| Performance report (Form 'F') | Annexure -VII |
| Undertaking (Form 'G') | Annexure -VIII |
| Plant & Machineries (Form 'H') | Annexure - IX |
| Affidavit (Form-'I') | Annexure-X |

| | |
|--|------------------|
| Man Power details | Annexure -XI |
| Pending Litigation | Annexure -XII |
| Electrical license, as applicable | Annexure - XIII |
| EPF registration no. alongwith copies of challan upto March 2017 | Annexure - XIV |
| PAN | Annexure - XV |
| Vat registration alongwith valid clearance certificate | Annexure- XVI |
| Certificate of incorporation | Annexure - XVII |
| Power of attorney | Annexure - XVIII |
| Memorandum of Articles of Association | Annexure - XIX |
| Service Tax registration | Annexure - XX |
| Document is support of Applicant legal status | Annexure - XXI |
| Any other documents | Annexure - XXII |

2.32.4 The applicant should furnish the list of works executed/under execution by him for NHDO along with performance report (as per Form-F) duly signed by Zonal Head/SBG/RBG. In case, applicant has not executed any project/work of NHDO should submit an undertaking as per Form-G mentioning that he has never worked with NHDO.

SECTION - 3

FORM „A“

APPLICATION FOR PRE-QUALIFICATION OF CONTRACTORS

NAME OF APPLICANT : _____

DISCIPLINE : _____

MONETARY GROUP & CATEGORY IN WHICH APPLICANT IS INTERESTED FOR PRE-QUALIFICATION :

MONETARY GROUP – _____

CATEGORY - _____

(To be selected from table given in Section 1 Detailed NIT)

e.g. If an applicant is interested for PRE-QUALIFICATION in Discipline Civil Works, Category C-1, Monetary **Group -G-I** : Rs.01.00 Crores upto Rs.05.00 Crores it is to be written as :

| | |
|------------------------|--|
| DISCIPLINE | Civil Works |
| GROUP / Monetary Limit | Group -G-I : Rs.01.00 Crores upto Rs.05.00 Crores |
| CATEGORY | C-1- Building Works |

The requisite Empanelment fees of Rs. 25, 000/- (Rupees Twenty Five Thousand only) is herewith submitted in Demand Draft / Pay Order No. _____ dated _____.

[SIGNATURE OF APPLICANT]

FORM "B"

STRUCTURE AND ORGANIZATION

| | | |
|-----|--|--|
| 1. | Name and address of applicant. | |
| 2a. | Telephone No. / Fax No. / Telex No. | |
| 2b. | Working E – Mail ID | |
| 3. | Legal status of the applicant (attach copies of original documents defining the legal status) | |
| | The applicant is: | |
| (a) | An individual. | |
| (b) | A Proprietary Firm. | |
| (c) | A firm in Partnership. | |
| (d) | A Limited Company (Private or Public) or Corporation. | |
| 4 | Particulars of Registration with various Government bodies/ Organization. (attach attested photocopy) | |
| 5. | Name of Directors/ Partners with their addresses, Telephone numbers, Fax, Email. | |
| 6. | Designation of individuals authorized to act for the Organization. | |
| 7. | Was the applicant ever required to suspend any construction for a period of more than six months continuously after commencement of the construction? If so, give the name of the project & 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 ever 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. | Other details: a) EPF No. valid upto b) Sales Tax No. valid upto c) Clearance of Sales Tax upto d) PAN No. e) Service tax Registration No. (Copies to be enclosed) | |
| 12. | Any other information considered necessary but not included above. | |
| Seal of the Applicant | | Signature of Applicant |

Note: a) In "other details" if any of the registration/clearance is not applicable /exempted/not available with applicant the applicant shall submit an affidavit/undertaking stating that the same will be obtained before participating in tender/award of work.

b) E-Mail Address is mandatory. NITs will be sent to the the prequalified contractors through E mail only. Responsibility of correctness of their E-mail address shall devolve on them only.

FORM "C"

FINANCIAL INFORMATION

- I. Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet / Profit & Loss Account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (certified copies to be attached)

| | | 2014-2015 | 2015-2016 | 2016-2017 | Average annual turnover. |
|-------|---|-----------|-----------|-----------|--------------------------|
| | | A | b | C | (a + b + c)/3 |
| (i) | Gross Annual turnover on construction works. | | | | |
| | | | | | |
| (ii) | Profit / Loss | | | | |
| | | | | | |
| (iii) | Net Worth (Paid up capital + reserves) (as on 31.03.16) | -- | -- | | -- |
| (iv) | Latest Bank Solvency | -- | -- | | --- |

- II. Financial arrangements for carrying out the works (Own arrangements & Fund based & Non Fund based sanctioned limits).

- III. The following certificates are to be enclosed.

(a) Tax deducted at source, certificates in respect of completion certificate issued other than Govt./PSUs

(b) Solvency from Bankers of Applicant.

Signature of Chartered Accountant with Seal

Seal and Signature of Applicant

FORM "D"**DETAILS OF ALL OF SIMILAR WORKS COMPLETED DURING THE
LAST SEVEN YEARS**

| S. No. | Name of Work / Project & Location | Owner or Organization | Value of work in lakhs at completion. | Date of commencement as per contract | Stipulated date of completion | Actual date of completion | Litigation/ Arbitration pending / progress with details. | Name and address / telephone number of officer to whom reference may be made. | Remarks |
|--------|-----------------------------------|-----------------------|---------------------------------------|--------------------------------------|-------------------------------|---------------------------|---|---|---------|
| 1. | 2 | 3. | 4. | 5. | 6. | 7 | 8. | 9. | 10 |
| | | | | | | | | | |

Signature of Applicant

FORM –“E” PROJECT UNDER EXECUTION OR AWARDED

| | | |
|--|---|--|
| | S. No. | |
| | Name of work / Project & Location | |
| | Owner or organization | |
| | Value of work in lakhs | |
| | Date of commencement as per contract | |
| | Stipulated date of completion | |
| | Upto date percentage of progress of work | |
| | Slow progress if any, & reasons thereof | |
| | Name & Address/ Telephone No. of officer to whom reference may be made. | |
| | Remarks | |

Signature of Applicant

FORM „F“

PERFORMANCE REPORT IN RESPECT OF M/S. _____

| | | | | | |
|------|---|-----------|------|------|------|
| 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 |

Executive Engineer or Equivalent of NHDO

Dated:

Note:

1. The performance report is to be submitted separately for each work mentioned in Form "D" & "E". This report should be signed by the authority of owner not less than the rank of Executive Engineer or equivalent.
2. The performance report is to be submitted separately for each work executed/under execution for NHDO duly signed by Zonal Head
3. 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.

FORM 'G'

UNDERTAKING

(TO BE SUBMITTED ON FIRM/COMPANY'S LETTER HEAD)

I....., the proprietor/ Authorized signatory of M/s.....
having its Regd./ Head office at do hereby confirm/ declare
that M/s..... or its directors / partner has never executed* /
executing* construction work with NHDO.

Signature of Applicant

With seal

* tick which ever is applicable

FORM-H

DETAILS OF PLANT & MACHINERIES AVAILABLE WITH APPLICANT

| S. NO | Name of Equipment | Make/model/ Capacity | Quantity | Condition |
|-------|-------------------|-------------------------|----------|-----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Signature of Applicant

FORM "I"
AFFIDAVIT

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM RS.10/-DULY
CERTIFIED BY NOTARY PUBLIC)

Affidavit of Mr.....S/o..... R/o

I, the deponent above named do hereby solemnly affirm and declare a under:

1. That I am the Proprietor/ Authorised signatory of M/s..... having its Head Office/ Regd. Office at.....
2. That the information/ documents/ Experience certificates submitted by M/s..... along with this "Application for Pre qualification of contractors (2017-2018) " to NHDO. are genuine and true and nothing has been concealed.
3. I shall have no objection in case NHDO verifies them from issuing authority(ies).I shall also have no objection in providing the original copy of the document(s), in case NHDO demand so for verification.
4. I hereby confirm that in case, any document, information &/Or certificate submitted by me found to be incorrect/false/fabricated, NHDO at its discretion may disqualify/ reject my application for pre-qualification out rightly and also debar me/M/s..... from participating in any future tenders/ PQ.

DEPONENT

I,....., the Proprietor/ Authorised signatory of M/s....., do hereby confirm that the contents of the above Affidavit 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

DEPONENT

SECTION - 4

LETTER OF TRANSMITTAL
[ON THE LETTER HEAD OF APPLICANT]

From:

To

National Housing Development Organisation,
Kaushal House, UGF, 39-Nehru Place,
NEW DELHI – 110 019

SUB: PRE-QUALIFICATION OF CONTRACTORS (2017-2018)

Sir,

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

1. We hereby certify that all the statements made and information supplied in the enclosed forms "A" to "I" and accompanying statements are true and correct.
2. We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. We have submitted the requisite banker's certificate/ performance reports and authorize the National Housing Development Organisation or their representatives to approach individuals, employers, firms and corporations to verify our submittals, competency and general reputation.
4. We hereby confirm that we have read and understood all the stipulations given in this prequalification documents and the decision of NHDO with regard to our prequalification shall be final and binding on us.
5. We have submitted the following certificates in support of our meeting the minimum qualifying criteria of completed work(s) specified in para 2.1 of Section 2 for having successfully completed the following works:

| | NAME OF WORK | CERTIFICATE FROM |
|----|--------------|------------------|
| 1. | | |
| 2. | | |
| 3. | | |

Enclosures:

Date of Submission

(Seal of Applicant)

(Signature of Applicant)