

Ref. No. 133017/ 1302


Dated: 15/10/2012

**NOTICE FOR INVITING APPLICATIONS FOR**  
**PREQUALIFICATION OF ENGINEERING CONSULTANTS**

National Projects Construction Corporation Limited, Jharkhand Zone, Ranchi invites prequalification application for reputed experienced and resourceful engineering consultants for our upcoming roads works in State of Jharkhand. The consultants are directed to go through minimum qualifying criteria for prequalification and submit their application along with documents.

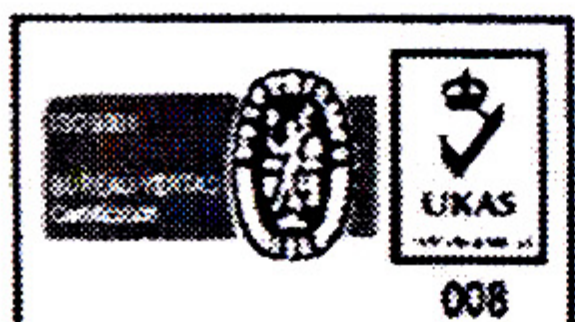
Interested consultants should apply on prescribed format which will be available at NPCC Jharkhand Zonal Office, Ranchi for a payment of Rs. 500/- either in cash or DD in favour of NPCC Ltd. payable at Ranchi. Form will be available from 16.10.2012 to 31.10.2012 and completed application form has to submitted by agency along with DD of Rs. 5000/- payable to NPCC Ltd. at Ranchi latest by 02.11.2012.

No joint venture or constructing firms shall be allowed. Shortlisting of candidates shall be done initially for one year which can be curtailed or extended at sole discretion of management. NPCC Ltd. reserves the right to accept or reject any application without assigning any reason thereof.

  
Zonal Manager  
Jharkhand Zone  
Ranchi

**C.C. to: -**

- 1) The GM, (PMC/IT) NPCC Ltd., Corporate Office, Faridabad, for information please and soft copy of the same sent through E-mail for uploading in corporation website [www.npcc.gov.in](http://www.npcc.gov.in) for wide publication.
- 2) The Manager (F), NPCC Ltd., Jharkhand Zone, Ranchi.
- 3) Notice Board, NPCC Ltd., Jharkhand Zone, Ranchi.



**UNIT/ZONAL OFFICE:-**

220/C, Ashok Path, Ashok Nagar, Ranchi – 834002, Telefax: 0651-2242820, Ph. No. – 0651-2242845.

# APPLICATION FOR PRE-QUALIFICATION OF ENGINEERING CONSULTANTS FOR ROAD WORKS IN JHARKHAND

Last Date of submission: As per “Notice of Pre-qualification”



**NATIONAL PROJECTS CONSTRUCTION CORPORATION LTD.**

*(A Government of India Enterprise)*

Zonal Office:

220/C, Ashok Path, Ashok Nagar,  
Ranchi, Jharkhand – 834002

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**Terms & Conditions of the Prequalification for Engineering Consultants**

1. The consultant should meet the following minimum qualifying criteria: -
  - a. The agency must have satisfactorily prepared DPR of at least 100 Km. roads.
  - b. Past experience in completed work during last 5 years ending on 31.03.2012 for a single project should be at least Rs. 8.00 Crore or two projects each at least Rs. 5.00 Crore or 3 projects each at least Rs. 4.00 Crore.
  - c. Average financial turnover of consultants for last 3 years ending on 31.03.2012 must be Rs. 8.00 lakh.

At least one of projects should be from Central Govt./State Govt./Autonomous Bodies/Govt. Undertakings. The certificates of private organization must be supported with TDS certificate.
2. 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.
3. Desired agencies/ consultants should apply on the prescribed documents along-with documentary evidence meeting the above qualification criteria such as :
  - a. Audited Balance Sheet for the last three Years.
  - b. Engineering Consultant must have Architects on its role having valid registration certificate from council of Architect.
  - c. Completion certificates from Clients / Owners.
  - d. Details of pending litigation etc.
  - e. EPF certificate supported with copy of latest chalan, if applicable as per PF rules.
4. 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.
5. 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.
6. The applicant should own sufficient Architectural/structural Engineers for the proper and timely execution of the work. The applicant should submit details of same with PQ Application.
7. 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.
8. Under no circumstances the processing fees can be adjusted against the pending dues of Consultants working with NPCC and the processing fee is required to be submitted in the form as mentioned in Notice for Pre-qualification.
9. The pre-qualified consultants shall be required to submit EMD for each tender separately details of which shall be stipulated in Tender Documents.
10. NPCC reserves the right to call open tenders in which consultants not pre-qualified in this process but meeting the minimum qualification criteria for the tender can participate. For such tenders, the pre-qualified consultants under this process meeting the stipulated criteria of tender can also participate.
11. Letter of transmittal and Forms for giving details for prequalification are given in bidding documents.

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12. The application should be type-written. The applicant should sign and stamp each page of the application.
13. 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.
14. 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.
15. 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 NPCC.
16. 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 NPCC. If such applicant happens to be pre-qualified/ enlisted contractor in more than one Group/ Category his name shall be removed from all the Groups/ Categories of the pre-qualified list of consultants.
17. Prospective applicants may request clarification on the pre-qualification document with in ten- days prior to the last date submission of Pre-qualification application as mentioned in Notice for Pre-qualification. No request for clarification will be considered after that date.

**DEFINITIONS**

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

(i) "**EMPLOYER**" OR "**NPCC**" Means National Project Construction Corporation Limited.

(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.

**19. 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

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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.

## **20. FINAL DECISION MAKING AUTHORITY**

NPCC 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 PRE-QUALIFICATION process, to reject all applications or accept new applications at any time, without assigning any reason or incurring any liability to the applicants.

## **21. EVALUATION CRITERIA FOR PRE-QUALIFICATION**

- a. 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 prequalification of the firms.
- b. Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:
  - i) Record of poor performance such as abandoning work, not properly completing the contract, delay in completion of works, or financial failures / weaknesses etc.
  - ii) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the PRE-QUALIFICATION documents.

## **22. FINANCIAL INFORMATION**

Applicant should furnish the follow financial information:

- a. **Annual financial statement for the last three years (in Form "B").** 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, name of persons familiar with the applicant's financial standing and a banker's statement on availability of Unutilized Cash credit and bank guarantee limits.

## **23. EXPERIENCE IN WORKS HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS**

- a. Applicant should furnish the following:
  - i) **List of all similar works successfully completed during the last five years (in form "C").**
- b. Particulars of completed works and performance of the applicant duly authenticated I 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 "E" or as per performa of concerned Clients covering the required information as asked for in Form 'E').

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**24. ORGANIZATION INFORMATION**

- a. Applicant is required to submit the following information in respect of his organization.
  - i) Name & Postal Address, including Mobile No., Telephone, Fax numbers, and E-Mail address etc.
  - ii) Copies of original documents defining the legal status, place of Registration and principal places of business.
  - iii) Name of Directors and Officers concerned with the work, with designation of individuals authorized to act for the organization.
  - iv) Information on any litigation in which the applicant was involved during the last five years, including any current litigation.
  - v) Authorization for NPCC to seek detailed references.

**25. LETTER OF TRANSMITTAL**

The applicant should submit the letter of transmittal attached with Pre-Qualification document duly signed by him.

- 26. 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.

**27. CANCELLATION OF PRE-QUALIFICATION**

The pre-qualification of contractor shall be cancelled by NPCC 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 NPCC. The decision of NPCC in this regard shall be final and binding on the contractor.

- 28. The contractor / firm shall not effect any change in the constitution of the firm or in its name without the prior approval of NPCC. 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 or name of the firm /company without the prior approval of NPCC will render the contractor/ firm liable for removal from the approved list of consultants. The discretion to allow/disallow the proposed change shall vest solely with NPCC. 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.

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**FORM 'A'**

**STRUCTURE AND ORGANISATION**

1.	Name and address of applicant	
2.	Telephone No. / Fax No. / E-mail	
3.	Legal status of the applicant (attach copies of original documents defining the legal status)	
	<b>The applicant is:</b>	
(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 Proprietor / Partners / Directors with their addresses, Mobile & Telephone numbers, Fax, E-mail address.	
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 of 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.	

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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 up to: b) Sales Tax No. valid up to c) Clearance of sales Tax up to d) PAN No. e) Service tax registration No. <b>(Copies to be enclosed)</b>	
12.	Any other information considered necessary but not included above.	
	<b>Seal of Applicant</b>	<b>Signature of Applicant</b>

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**FORM 'B'**

**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)

		2009-2010	2010-2011	2011-2012	Average annual turnover
		a	b	c	(a+b+c)/3
(i)	Gross Annual turnover on construction work.				
(ii)	Profit / Loss				
(iii)	Net Worth (as on 31.03.2012)				
(iv)	BG Limit (as on 30.09.2012)				
(v)	Cash credit Limit (as on 30.09.2012)				

- II. Financial arrangement for carrying out the works.
- III. The following certificates are to be enclosed.
- (a) Tax deducted at sources, certificates from the client for the last three years.
- (b) Cash credit and bank guarantee limit certificate from Bankers of Applicant.

**Signature of chartered Accountant  
With Seal**

**Seal and Signature of  
Applicant**

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**FORM 'C'**

**DETAILS OF ALL OF SIMILAR WORKS COMPLETED**  
**DURING LAST FIVE 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 in progress with details.	Name & 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**  
**With seal**

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## FORM 'D'

### PROJECT UNDER EXECUTION OR AWARDED

1	S. No.
2	Name of work / project & Location
3	Owner or Organization
4	Value of work in lakhs as per contract / Work Order
5	Date of commencement as per contract
6	Stipulated date of completion
7	Up to date percentage of progress of work
8	Slow progress if any, & reasons therefore
9	Name & address/telephone number of officer to whom reference may be made
10	Remarks

**Signature of Applicant**  
**With seal**

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**FORM 'E'**

**PERFORMANCE REPORT IN RESPECT OF M/S. \_\_\_\_\_**

1.	Name of work / project & Location				
2.	Agreement amount				
3.	Estimated cost				
4.	Tendered amount				
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	Very Good	Good	Fair	Poor
(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

**Date:**

**Executive Engineer or Equivalent**

- Note: 1) The performance report is to be submitted separately for each work mentioned in Form '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 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.

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**FORM 'F'**

**PAST CONTRACTUAL PERFORMANCE**

(ON THE LETTER HEAD OF APPLICANT)

This is to certify that We, M/s \_\_\_\_\_ *[Name of the Applicant with address]*, in submission of the application for Pre-qualification of Construction Consultants/Firms for Projects in India.

- i) have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- ii) do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.;
- iii) have never been banned by any Central/State Govt. Departments/Public Sector Undertakings or Enterprises of Central/State Govt. ;
- iv) have submitted all the supporting documents and furnished the relevant details as per the prescribed format.; and
- v) have submitted all the information and the requisite documents with the Bid and further certify that we are fully responsible for the correctness of the information and documents submitted by us.

**Signature of Applicant**  
**With seal**

**Note:**

Exceptions of the above, if any, shall be clearly mentioned with details by the applicant for evaluation/consideration if any.

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**FORM 'G'**

**LITIGATION HISTORY**  
(ON THE LETTER HEAD OF APPLICANT)

S. No.	Name of Work	Client	Type of case (Court case/Arbitration Case)	Date of registering of case	Name & Address of Court / Arbitrator	Amount involved	Present Status	Remarks (if any)
1	2	3	4	5	6	7	8	9

**Signature of Applicant**  
**With seal**

**Note:**

Applicant has to submit the details of last 5 years in respect of Court cases / Arbitration cases.

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**FORM 'H'**

**UNDERTAKING**  
(ON THE LETTER HEAD OF APPLICANT)

We, -----(name of agency/firm)-----is here by declare that the following architects are in the role of agency/firm and the details provided here under is true and correct to best of my knowledge.

In case of leaving of any/all of them, the same shall be intimated to NPCC with in 15 days of his/them relieving

S. No.	Name & position in the firm	Year of passing of "B Arch."	Name of Institute	Registration Number with council of Architect	Validity of registration (up to)	Serving with the agency/firm (Since)	Remarks (if any)
1	2	3	4	5	6	7	8

**Signature of Applicant**  
**With seal**

**Note:**

1. Applicant is required to submit the above details supported with the affidavit from the Architect, in case of employee.
2. Valid Registration certificates from Council of Architects are also to be submitted with this undertaking.

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**FORM 'I'**

**LETTER OF TRANSMITTAL**  
**(ON THE LETTER HEAD OF APPLICANT)**

**From:**

**To**

**National Project Construction Corporation LTD.,  
67-68, Sector – 25,  
Faridabad – 121 004**

**SUB: PRE- QUALIFICATION OF ENGINEERING CONSULTANTS/FIRMS.**

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.

1. We hereby certify that all the statements made and information supplied in the enclosed form '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 Project Construction Company LTD. 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 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:

SNO.	NAME OF WORK	CERTIFICATE FROM
1.		
2.		
3.		

Enclosures:

Date of Submission

(Signature of Applicant)  
(Seal of Applicant)