

Pre-Qualification document

For

'A' CLASS CONTRACTOR

For

Construction/Extension of Guru Ramdas Langar  
Hall

at Shri Harminder Sahib, Amritsar

For Shiromani Gurudwara Parbandhak Committee  
Amritsar, Punjab

Tender Notice

SGPC/PQ/07/2013 dated 31.07.2013

**CLIENT:**

**Secretary,SGPC**

Teja Singh Samundri Hall,  
Amritsar– 143001

**ARCHITECT :**

**HABITAT ARCHITECTS**

177, Maharaj Nagar, Ludhiana

**PMC :**

**R.T. & ASSOCIATES PVT. LTD.**

A-47, Sector-67, Noida (U.P.)

**PRE-QUALIFICATION OF CONTRACTORS**

OPEN PRE-QUALIFICATION OF CONTRACTORS NOTICE NO SGPC/PQ/07/2013  
Dated 31.07.2013

**SHIROMANI GURUDWARA PARBANDHAK COMMITTEE (SGPC)** invites Application for pre-qualification of contractors from approved & eligible contractors for execution of Civil, Sanitary and Electrical Works for the construction/extension of **“GURU RAMDAS LANGAR HALL at Shri Harminder Sahib ,Amritsar.”**

The time of completion of work is 18 months.

The Application documents can be purchased from the office of **Shiromani Gurudwara Parbandha Committee's Office, Teja Singh Samundri Hall, Amritsar– 143001** on any working day (except Saturday and Sunday and Public Holidays) **01.08.2013 to 13.08.2013** between **10.00 Hrs to 17.00 Hrs** & between **10.00 Hrs to 14.00 Hrs on 14.08.2013**. On Payment of a Non-refundable amount of Rs. 1500/- through Demand draft/pay order/Cash in favour of **Secretary SGPC**.

Application Documents can also be obtained through post on payment of an additional amount of Rs 100/- towards postal charges. However, SGPC shall not be responsible for any delay in delivery of documents through postal services.

SGPC reserves the right to accept or reject any or all Applications in part or full without assigning any reason thereof.

Complete application documents can also be downloaded from the website ***www.sgpc.net***.

PRE-QUALIFICATION BID

**Name of work** : **Construction/Extension of Guru Ramdas  
Langar Hall at Amritsar**

Estimated Cost(Approx) : 20 Crores

Cost of Document : Rs. 1500.00

Earnest Money : Rs. 15000.00

Time of Completion : 18 months

Validity of Tender : 6 months

Date of Receipt of Application : 14.08.2013

Date of opening : 14.08.2013 at 3:00 pm

## Letter Inviting Application

Open Tender Notice No SGPC/PQ/7/2013 dated 31.07.2013

Date:.....

M/S

---

---

---

**SHIROMANI GURUDWARA PARBANDHAK COMMITTEE (SGPC)** invites from approved & eligible 'A' Class contractors for execution of Civil, Sanitary and Electrical Works for the construction/extension of "**LANGAR HALL GOLDEN TEMPLE AMRITSAR.**"

1. The Application documents can be purchased from the office of the **Secretary, Shiromani Gurudwara Parbandhak Committee Teja Singh Samundri Hall Amritsar– 143001** on any working day (except Saturday and Sunday and Public Holidays) 01.08.2013 to 13.08.2013 date between 10.00 Hrs to 17.00 Hrs & on 14.08.2013 between 10.00 Hrs to 14.00 hrs. On Payment of a Non-refundable amount of Rs. 1500/- through Demand draft/pay order/cash in favour of SGPC. Complete application documents can also be downloaded from the website [www.sgpc.net](http://www.sgpc.net).
2. Any Indian individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company may apply for pre-qualification as Contractors in SGPC provided the eligibility criterion and other conditions are satisfied. Joint Ventures are not permitted to apply. The Firms who are already on the approved list for similar works in different units of SGPC are also required to apply again as the old approved list will become redundant after this process on enlistment.
3. No Individual or a firm having such individual as one of the partners, who is dismissed government servant or having business banned/suspended by any state/Central Government department or PSU in the past; or convicted by a court of law shall be entitled for Pre-Qualification.
4. Change in Constitution of Firm: The Pre-Qualified Firm shall not be normally allowed to modify the existing Partnership or enter into any fresh partnership or convert a partnership into a company without the prior approval of the authority. Such disposal if any shall be submitted in advance giving full detail of the intended partnership/sole proprietorship along with the draft partnership deed/affidavit and documents. Any change in status of the firm as an

individual or in constitution of the firm without prior approval of the SGPC authority will render the contractor liable to be removed from the approved list of Qualified Contractors.

5. The Pre-qualification shall be done based on the experience certificates possessed by the construction/contractor's firm. The application shall be required to submit documentary evidence for the same.
6. To be eligible, the contracting firm should have sufficient experience in construction of large community/hall/conventional centre/religious buildings or similar projects.
  - a) The applicant should have achieved an Average Annual financial Turnover of not less than Rs 25 Crores in the last 5 financial years.
  - b) The applicant firm shall be a profit(net) making firm and shall have made profit in each of the Five immediately preceding financial years.
  - c) Contractor's should have constructed for atleast one similar work costing not less than **16** Crores or atleast two similar works not less than **10** Crores each or atleast three similar works costing not less than **8** Crores.

#### **NOTES:**

##### **Turnover Criterion**

1. The financial turnover will be taken as given under the head income in audited Profit and loss account and excluding non-recurring income, income from other sources and stock.
2. The applicant should submit self attested copy of Auditor's Report along with Balance sheet and Profit and loss statement along with schedules for the relevant financial year in which the minimum criterion is met. Provisional audit reports or certified statements shall not be accepted.
3. Closing stocks in whatsoever manner should not form part of turnover.

##### **Work Experience**

The Experience of similar projects shall mean construction of Langar buildings, Religious buildings, Large Banquet Halls, 5 star Hotels.

The Applicant firm/contractor should furnish list of 3 best works and SGPC shall visit their works to ascertain the quality of work before qualifying the contractor.

##### **Profitability**

The Applicant firm should furnish figures of net profit of last 5 years in a tabular form and submit attested copies of Auditor's Reports along with audited Balance Sheets and Profit and loss statements for the last five financial years.

**Application Procedure:**

Contractors should submit the following details along with his application:

1. Forwarding Letter (Format of applicant's choice)
2. Compliance statement in the format of Schedule A
3. Checklist in the format of Appendix 'A' to 'D'
4. Applicant's basic information in the format of Annexure-3
  - a) Proof of legal status of the Company
  - b) Copy of TAN/PAN card. It should be either in the name of relevant firm or in the name of Proprietor only.
  - c) Proof of registration with the Registrar of Companies/Registrar of firms.
  - d) Copy of the VAT/PF/Sales Tax/Service Tax Registration certificate.
  - e) Attested copies (by notary public or gazette officer of state/central Govt) of certificates from the clients.
  - f) Details of T&P, Technical man power available with the firm having experience, qualification, number of years with the firm & their relevant experience etc. **SGPC reserve the right to interview the Technical professionals of company regarding their knowledge of the work and Physically inspect the completed projects to ascertain the capability and quality of work.**

**SGPC reserves the right to modify or change the criteria for selection or relax certain criteria in case the profile of contractor is found exceptionally outstanding or has strong recommendation of Architect.**
  - g) No joint Ventures/Associate will be accepted.
5. Kindly note that in case any documents/certificate is found fake, the application would be rejected summarily and the Contracting firm shall be back listed for banning of business with SGPC.
6. SGPC may extend the dead line for submission of application by issuing an amendment through SGPC website only.
7. The applications documents are not transferable.
8. Depending on the fulfillment of the minimum qualifying criterion credentials, applicant may be Pre-Qualified at the sole discretion of SGPC and firm shall have no claim whatsoever on this decision of SGPC.
9. In case of any query related to Pre-Qualification document the following officials/Associates of SGPC may be contacted:-

**1. Secretary,**

**Shiromani Gurudwara Parbandhak Committee**

**Teja Singh Samundri Hall**

**Amritsar– 143001**

**2. Project Management Consultant**

**M/s R T & Associates Pvt Ltd**

**A 47, Sector 67, Noida**

**3. Architects**

**Habitat Architects**

**177, Maharaj Nagar, Ludhiana**

10. The contractors are requested to Kindly go through “Instruction to the Applicant” of this document before filling up the document.
11. The application should be self explanatory and submitted with complete details and supporting documents. Incomplete applications will be summarily rejected. No deficient documents will be asked from the applicants. Bidders should take note of this and submit applications with complete details.

## **INSTRUCTIONS TO APPLICANT**

### **1) General Instructions**

The offers complete in all respect, in prescribed formats, should be submitted on or before the time and date fixed for the receipt of offers as set forth herewith in the tender documents. Offers received after stipulated time and date shall be summarily rejected.

### **2) Last date for Submission of Tender Document**

Sealed Pre-Qualification Bids placed in envelope complete in all respect, along with the earnest money and tender document fee, should reach the office of Secretary, SGPC office Amritsar.

### **3) Special Instructions**

The tender shall be submitted in accordance with the procedures detailed here in. Specified documents shall be submitted in envelope of appropriate size, which shall be duty sealed.

Conditional tender will not be considered.

The Pre-Qualification bid must be submitted in a spiral bounded report format containing the documents arranged and labeled as per the following index:

- a) Covering letter duly signed by the authorized person
- b) DD/Pay Order towards Earnest money.
- c) DD/Pay Order/Cash Receipt towards tender document fees.
- d) Company Profile as per format.
- e) Documentary evidences in respect of eligibility criteria. Each document should be labeled on the top right so as to indicate the eligibility criteria serial number.
- g) Compliance to all terms and conditions laid down in this Tender Document.
- h) Compliance to the Scope of work laid down in this Tender Document.

### **4) Acceptance of offer**

The tender shall be processed as per standard procedure. SGPC, however, reserves the right to reject any tender without disclosing any reason. SGPC would not be under obligation to give any clarifications to those vendors whose tenders have been rejected.



### 5) Effect and Validity of offer

- a) The submission of any offer connected with these specifications and documents shall constitute an agreement that the tenderer shall have no cause of action or claim, against SGPC for rejection of his offer. SGPC reserves the right to reject or accept any offer or offers at its sole discretion and any such action will not be called into question and the tenderer shall have no claim in that regard against the maintenance service.
- b) The offer shall be kept valid for acceptance for a minimum period of **180** (one eighty) calendar days from the date of opening of Application.
- c) The offer shall be deemed to be under consideration immediately after they are opened and until such time the official intimation of Pre qualification is made by SGPC to the Contractors. While the offer is under consideration, if necessary, SGPC may obtain clarification on the offer by requesting for such information from any or all the applicants either in writing or through personal contacts as may be considered necessary. Contractors shall not be permitted to change the substance of their offer, after the offer has been opened
- d) SGPC shall not be responsible for any delay in submission of the tender bids. The offer submitted by the bidder through *telex/telegram/fax or e-mail would not be considered* as a valid offer. No further correspondence will be entertained in this matter.
- e) In the event, the Contractor/Applicant company or concerned division of the company is taken over by another company, all the obligation under the agreement with SGPC shall be passed on to the new company/division for compliance by the new company on the negotiations. The Registration number of the firm along with CST/WCT/TIN/PAN number allotted by the Sales Tax authorities shall invariably be given in the tender.

### 6) Tender Opening and Selection of Contractor

The Application part will be opened at the notified location in the presence of bidders or their representatives, who wish to be present. Pre-qualification bids will be evaluated and after evaluation of the offer received, the Application of only those Contractors who are found technically suitable shall be issued Tender Documents. Only technically qualified bidder will be informed by post/fax/phone/email for Further issue of Tender documents at the appropriate time.

**SCHEDULE – A**  
**(Application Format)**

SL. NO.	PARTICULARS	
<b>1.</b>	<b>ORGANISATION DETAILS</b>	
i)	Name of the firm	
ii)	Address of the firm with telephone, fax no., email (if any)	
iii)	Year of Establishment/Registration	
iv)	Status of the firm (Individual/ Partnership/Pvt. Ltd/Public Ltd.) (Documentary evidence to be attached)	
v)	Name of Directors/Partners/Proprietor	i) ii) iii)
<b>2.</b>	<b>FINANCIAL DETAILS</b>	
i)	Name and address of Bankers	i) ii) iii)
ii)	Whether Solvency certificate (for minimum Rs._____ lacs) enclosed	
iii)	Annual Turn-over during the last 3 financial years (in Rs. crores)	i) 2009-10 ii) 2010-11 iii) 2011-12
iv)	PAN No. and Income Tax Returns for the last Three years (Please attach as annexure)	PAN NO.
v)	Furnish copies of audited Balance Sheet and profit & loss account (audited) for the last Three years. (Please attach as annexure)	
vi)	Sales Tax/Service Tax/VAT/WCT registration No.  (Attach registration certificates as annexure)	Sale Tax/VAT WCT Service Tax
vii)	EPF/ESI Registration No. (Attach registration certificates as annexure)	EPF ESI
<b>3.</b>	<b>REGISTRATION DETAILS</b>	
i)	(Enclose registration Certificate as annexure)	
<b>4.</b>	<b>WORK EXPERIENCE</b>	
	Please provide the following information/details pertaining to similar projects or projects of similar magnitude completed during last seven years. <b>Attach separate sheets for each</b>	

	<b>project.</b> Enclose copy of the completion certificate/work order from Owner/Architect for each project. Photographs of the projects completed/under construction may also be enclosed.	
i)	Name of the Project with Location	
ii)	Name of the Client	
iii)	Name of the Architect	
iv)	Project Description with scope of the contract	
v)	Original cost put to tender	
vi)	Month & Year of commencement	
vii)	Stipulated period of completion	
viii)	Actual month and year of Completion	
ix)	Up-to-date percentage of completion (Cost wise) or ongoing projects	
x)	Reason for Delay, if any	
xi)	Actual cost of construction, for completed projects	
xii)	Details of disputes/failures/litigations, if any	
xiii)	Completion certificate/work order from the owner/architects (Enclose documentary evidence)	
xiv)	Provide a complete list of ongoing projects with anticipated date of completion	
xv)	Details of minimum two projects of similar nature executed in the past.	
<b>5.</b>	<b>INFRASTRUCTURAL FACILITIES OF THE FIRM</b>	
i)	<b>EQUIPMENT</b>	Appendix 'D'
	Construction/Execution equipment (Provide a list of plants and machineries available with the organisation with numbers)	
ii)	<b>MANPOWER (Qualified Professional)</b>	Appendix 'C'
<b>Note: Where copies are required to be furnished. These are to be certified copies preferably by the concerned issuing agencies or a Government officer.</b>		

**APPENDIX 'A'**

The following works awarded to M/s ..... have been executed satisfactory.

Sl. No.	Name of Work	Total value of work done (Rs. In lacs)	Date of start	Stipulated date of completion	Actual Date of Completion	Whether any compensation levied for delay
1.						
2.						
3.						
4.						
5.						

The performance of the firm has been found to be good and they are considered capable of executing the works of magnitude upto Rs. .... Lacs.

The financial position of the firm appears to be sound and they are capable of executing works in accordance with the specifications and within specified time schedule.

The dealing of the firm have been observed to be cordial reasonable and they are not litigious.

**Dated SIGNATURE OF  
Officer-in-Charge of the work  
Name of Officer  
Official Seal**

**Telephone No. (Off)  
(Res)  
Fax No. (Off.)  
(Res)**

If any tenderer submits the experience certificate of on going work, then amount of work done against the agreement is to be mentioned clearly in the certificate.

**APPENDIX 'B'**

This is to certify that dealings of M/s ..... who have been dealing with us for last ..... Years are satisfactory. On the basis of information available with us we assess their Liquid Assets not less than Rs. .... Lacs.

This certificate is issued without any guarantee or responsibility on the bank and any of its officers.

**SIGNATURE OF MANAGER OF THE BANK**

**Seal of the Bank**

**Date**

**APPENDIX 'C'**

I/we ..... S/o ..... Partners/Authorised person M/s ..... applicant of ..... for pre-qualification hereby declare that following person(s) is in my/our regular employment on the post and from the dates mentioned against them.

<b>Sl. No.</b>	<b>Name and Address</b>	<b>Technical Qualification</b>	<b>Post held Regular</b>	<b>Date of Employment</b>	<b>Details of Experience</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**SEAL**

**SIGNATURE OF APPLICANT**

**(NOTARY PUBLIC)**

