



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

TERMS AND CONDITIONS FOR PRE-QUALIFICATION FOR SHORTLISTING OF CONTRACTORS FOR REPAIRING, STRUCTURAL STRENGTHENING AND RENOVATION OF BUILDING ICSI-CCGRT, PLOT NO.101, INSTITUTIONAL AREA SECTOR- 15, CBD BELAPUR, NAVI MUMBAI- 400614 WITH REGARD TO PRESS NOTICE ISSUED IN FREE PRESS JOURNAL (ENGLISH) AND LOKMAT BOTH IN MUMBAI EDITIONS DATED 17TH MARCH 2021 (WEDNESDAY).

The Institute of Company Secretaries of India (ICSI) invites Pre-Qualification (PQ) applications from reputed firms/contractors for the following work:

1. Name of work : REPAIRING, STRUCTURAL STRENGTHENING AND RENOVATION OF BUILDING OF ICSI-CCGRT, PLOT NO.101, INSTITUTIONAL AREA, SECTOR- 15, CBD BELAPUR, NAVI MUMBAI- 400614.
2. Total construction area : 21000.Sq.ft.(approx.)(Office building G+1& Hostel block G+2)
3. Tentative Project Cost (in Rs.) : Rs. 90 Lakh
4. Description of the proposed buildings/ campus : Repairing, Structural strengthening of structural members like beams and columns, general repairs, false ceiling work ,removing existing plaster work , internal and external plastering work ,waterproofing works on roof and toilets ,internal and external painting works, Renovation of toilets, interior work, renovation work, flooring ,plumbing work , sanitary fitting etc.
5. Period of Completion : 04 (Four) Months from the date of award of work.

6. Contractors who fulfil the following requirements shall be eligible to apply:
- Should have satisfactorily completed at least one similar work costing not less than **80% of project cost** OR two similar work costing not less than **60% of project cost** OR **three similar works costing not less than 40% of project cost** during the last five years. Similar work means: Structural strengthening and repairing of building, civil works, interior work, renovation work, toilet renovation Electrical, Sanitary/ Plumbing, waterproofing works.

The contractor must have completed similar work in single contract in Central Govt./Autonomous bodies/PSUs/Corporate Sectors (80% of project cost OR two similar work costing not less than 60% of project cost OR three similar works costing not less than 40% of project cost)
 - Should have Average Annual financial turn-over of **80% of the value of Project** or more on Structural strengthening and repairing/renovation of building, civil works during last three years ending 31st March, 2020.
 - The Contractor should have valid GST Registration Certificate.
 - Should not have incurred loss in last two years ending 31st March, 2020.
 - Should have a solvency of **50% of the value of work** certified by their bankers.
 - The Age of establishment of the firm should be more than 5 years.
7. Contractors satisfying the above criteria (Serial No. 6) may send their Profile in a sealed envelope super scribing "Pre-Qualification Application for Repairing, Structural strengthening and renovation of building of ICSI-CCGRT" to the following address:

**ICSI-CCGRT
Plot No. 101, Institutional Area,
Sector-15, CBD Belapur
Navi Mumbai- 400 614**

The last date of receipt of applications in a sealed envelope in the sealed tender box kept at Reception of above Office building is on or before **31.03.2021 up To 03:00 P.M.** Applications received after cut-off date and time will not be considered. The sealed applications will be opened on **01.04.2021 at 02:00 P.M.** at aforesaid address. The representatives of the applicants, if they wish, may remain present while opening of the same. If any applicant wish to inspect the site, **Mr. K C Kaushik, Joint Director (CCGRT)** may be contacted on working days during office hours. He may be contacted on **Mobile – 88797 50509 Ph. No. 022-41021504.**

8. Application for pre-qualification should be accompanied by following documents and all attached Proformas:
- Covering letter for submission of PQ Application with **Proforma A: General Information.**
 - Type of firm, i.e. proprietorship, partnership, private limited, limited company, etc. along with list of its directors, with **Proforma B: Organizational Structure.**
 - List of works completed during the last five years giving the cost, location and dates of

- d) commencement and completion for each work with Performance certificates and detailed address of the contact persons along with their telephone numbers and email-IDs with **Proforma C & C1**.
 - e) Photographs of three recently executed similar projects,
 - f) Details of works in hand with Work-orders and recent photographs per **Proforma -D**.
 - g) Copies of (a) latest Income tax clearance certificate, (b) GST Registration Certificate.
 - h) Copy of Bank Solvency Certificate.
 - i) Financial Capability of the firm as per **Proforma - E**.
 - j) Average Annual Gross Turnover in Last Three Complete Financial Years as per **Proforma -F**.
 - k) List of equipment, machinery and Testing Facilities with **Proforma - G**.
 - l) Names and qualifications of professionals and technical personnel who have been in the employment for more than two years.
 - m) Declaration as per **Proforma - K**: Format for Affidavit.
9. The applications will be evaluated based on the criteria attached (**Annexure – I**). The short listed/qualified applicants only will be issued tender documents (both Technical bid and financial bid) for participating in tender process. This decision and basis of judgment and arrival of short listing cannot be contested and neither Institute would share this data with any individual/organization/bidder and institute's decision based on these criteria of short listing shall be final and binding.
10. Overall impression based on photographs and data submitted, references, reputation of firm, resource management, work culture, feedback received from the clients and experience of co-coordinating services with architect may also be taken into consideration for short listing. The photographs of the completed projects along with addresses and telephone no. of the clients to be submitted for scrutiny by the Institute if needed. The Institute has right to visit the above said works for quality and other checks and enquire about Performance of the contractor, if necessary .

11. A list of arbitration cases, projects abandoned and legal cases pending in the courts involving the applicant together with the status of the cases may kindly be furnished as per **Proforma J**.
12. If it is found at the later stage that any information furnished by applicant is incorrect or has suppressed any material fact, the applicant shall be liable to be debarred from tendering/taking up of the work in full or in part. The Institute may verify the particulars furnished by the applicant independently including the inspection of completed works.
13. The Institute reserves right to reject any or all applications without assigning any reason whatsoever. Mere submission of application does not entitle for qualifying the short listing process.
14. The short listed /qualified applicants only will be issued tender documents for participating in tender process.

The Chairman, ICSI-CCGRT Management Committee
The Institute of Company Secretaries of India

Annexure- I

Criteria of evaluation of Pre-Qualification Applications of contractors for short listing for issue of tender documents for execution of Repairing, Structural Strengthening and Renovation work:

| Sl. No. | Particulars | Distribution of Marks | Maximum Marks |
|----------------|--|------------------------------|----------------------|
| 1 | Total Turnover in last 3 years | | 15 |
| 1.a. | Up to Rs.10 Crores | 0 | |
| 1.b. | For every additional Rs.3 crore (rounded up to the nearest integer). | 1 | |
| 2 | Value of high quality similar building works valued over Rs. 10 crore completed and in progress in last 5 years (excluding industrial works and low rise / low cost building): | | 25 |
| 2.a | Up to Rs.10 Crore | 0 | |
| 2.b | For every additional Rs.3 Crore (rounded upto the nearest integer) | 1 | |
| 3 | Working Capital : | | 5 |
| 3.a | Up to Rs.10 Crore | 0 | |
| 3.b | For every additional Rs. 2 crore (rounded up to the nearest integer) | 1 | |
| 4 | Bank Solvency | | |
| 4.a | Less than 1.5 crore | 0 | 10 |
| 4.b | Rs. 1.5 – 3.0 crore | 6 | |
| 4.c | Over Rs. 3.0 Crore | 10 | |
| 5 | ISO Certification 14000 or 22000 | | 10 |
| 5.a | No | 0 | |
| 5.b | Yes | 10 | |
| 6. | Self-owned construction equipment | | 5 |
| 7. | Age of Establishment | | 5 |
| 7.a | Less than 5 years | Not permitted | |
| 7.b | 5 - 10 years | 1 | |

| | | | |
|-----|---|---------------|------------|
| 7.c | 10-15 years | 3 | |
| 7.d | Over15 years | 5 | |
| 8 | Type of Organization | | 5 |
| 8.a | Sole Proprietor | Not permitted | |
| 8.b | Joint Venture / Consortium | 1 | |
| 8.c | Partnership | 3 | |
| 8.d | Private Ltd. | 5 | |
| 8.e | Public Ltd. | 5 | |
| 9. | Overall impression based on photographs and data submitted, references, reputation of firm, resource management, work culture, feedback received from the clients and experience of co-ordinating services with architecture. | Discretionary | 20 |
| | Total | | 100 |

Note: Institute will decide the cut off marks for short listing of Contractors to be issued tender documents.

PROFORMA: A
General Information

| | | |
|-----|---|--|
| 1. | Name of the firm/ company: | |
| 2. | Address of the Head Office/ Registered Office: | |
| 3. | Telephone: | |
| 4. | Fax: | |
| 5. | E-Mail: | |
| 6. | Type of Organization: | |
| 7. | Place of incorporation/registration: | |
| 8. | Year of incorporation/ registration: | |
| 9. | Names of Owner/s, Partners/Director/s: | |
| 10. | Contact Numbers of Owner/s, Partners/Director/s: | |

Note: -

1. To be completed by all owners or partnerships or individually owned firms.

Signature of Tenderer:

Date:

PROFORMA – B
Organization and Structure

(In case of company give complete information in respect of each partner)

| | | |
|----|---|--|
| 1. | The legal status of the applicant (individual/ proprietary firm/ firm in partnership/ limited company or Corporation group of firm (attached the organization chart showing the structure of the organization, including the names of the Directors and officers) | |
| 2. | Number of years of experience of firm: | |
| | a) As a prime contractor firm (contractor/ firm shouldering major responsibility). | |
| | b) As sub-contractor (specify main contractor). | |
| 3. | a) No. of years the organization has been in the business of similar work under its present name. | |
| | b) The fields of operation when the organization was established. | |
| | c) New fields added after the incorporation. | |
| | d) Date of addition of the above new fields. | |
| 4. | Fields of civil engineering the firm is specialized. | |
| 5. | The details of experience of the firms in the following fields: | |
| | a) Residential Building | |
| | b) Institutional Building | |
| | c) Water supply, sewerage, drainage, electrical, landscaping works and telecommunication. | |
| 6. | The details of testing laboratory, research and development facility and quality control cell if any (full details shall be provided). | |
| 7. | Have you ever left the work awarded to you incomplete? (if so, give name of project and reasons for not completing work). | |
| 8. | Any other information relevant to this project the applicant may like to add. | |

Signature of Tenderer:

Date:

PROFORMA – C
List of similar works completed in last 5 years

(Use a separate sheet for each contract)

Self-attested copy of Purchase order/work order and satisfactory Completion Certificate should be enclosed:

| | |
|-----|---|
| 1. | Name of Contract: |
| | Country : |
| 2. | Name of Employer: |
| 3. | Address of Employer: |
| 4. | Nature of works and special feature relevant to the contract for which the Applicant wishes to pre-qualify: |
| 5. | Role of the firm (Tick appropriate): Sole Contractor/ Sub-Contractor Partner |
| 6. | Value of the total contract (in Indian Rupees in Crores): |
| 7. | Date of Award: |
| 8. | Original Contract Duration (in years and months): |
| 9. | Actual contract Duration (in years and months): |
| 10. | Specified requirements related to this work: |
| 11. | Name and professional qualifications of applicant's Engineer in charge of the work: |
| 12. | Were there any penalties/ fines/ stop notice/ compensation/ liquidated damages imposed. (Yes or No) if yes give amount and explanation: |
| 13. | Whether the employer is Govt., Semi Govt., Private or Public Limited Co. or multinational company: |

Note: In addition to the above a separate certificate in respect of each work from the client (employer) as detailed in **Proforma C1** must be produced.

Signature of Tenderer:

Date:

PROFORMA – C1
Completion certificate of executed work

This certificate shall be produced in the below format on the letter head of the employer.

Completion Certificate

| | | | |
|---|--|---|--|
| 1 | Name of the Agency | : | |
| 2 | Name of the Work | : | |
| 3 | NIT No. & Date | : | |
| 4 | Contract Agreement No. & Date | : | |
| 5 | Date of Award/Start of Work. | : | |
| 6 | Original Completion date as per Contract Agreement | : | |
| 7 | Actual completion Date | : | |
| 8 | Agreement Value of work | : | |
| 9 | Actual cost of work after completion | : | |

This is certified that the above work has been carried out satisfactorily as per drawing specification and instruction of Engineer-in- Charge.

Thanking you.

Authorized Signature:

Designation:

Company:

Seal:

Dated:

PROFORMA – D
List of Similar Works in Hand

Applicants and each partner of a company should provide information on their current commitments on all contracts that have been awarded or for which a letter of intent or acceptance has been received or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

| Name of Contract | Name of Client | Contract value in Indian Rupees in Crores | Date of contract | Stipulated date of completion | Value of outstanding works in Indian Rupees in Crores | Estimated completion date | Current Status of actual progress w.r.t. Target Programme in % |
|-------------------------|-----------------------|--|-------------------------|--------------------------------------|--|----------------------------------|---|
| | | | | | | | |

Note: **Proforma-E** & Work Order of mentioned current projects should be duly signed by chartered accountant or notarized copies.

Signature of Tenderer:

Date:

PROFORMA – E

Financial Capability

Applicant should provide financial information to demonstrate that they meet the requirements for the Tender. Applicant or partner of a company must fill in this form, if necessary use separate sheets to provide complete banker information. A copy of the audited balance sheets should be attached. **Summary of Assets and Liabilities of the audited financial statement for the last five years.**

Summarize actual assets and liabilities for the previous five years based upon known commitments.

Table 1

Information on Bankers

| | | |
|------------------|--------------------------------------|-------------------------------|
| Principal Banker | Name: | |
| | Address: | |
| | Telephone: | Contact Person & Designation: |
| | Fax: | E-Mail: |
| | Amount of Credit line, if available: | |

| | | |
|--|-------------------------------------|------------------------------|
| Other Bankers (add more lines if necessary) | Name: | |
| | Address: | |
| | Telephone | |
| | Fax | Contact Person & Designation |
| | Amount of Credit line, if available | E-Mail |

Table 2

Source of financing to meet the cash flow demands of the Project (net of current commitments)

| No. | Source of Financing | Amount in Indian Rupees (in Crores) |
|-----|---------------------|--|
| 1. | Own Resources | |
| 2. | Bank Credits | |
| 3. | Others (Specify) | |
| 4. | Others (Specify) | |
| 5. | Others (Specify) | |

Attach audited financial statements for the last five years (for the individual or partner of company)

Note:

1) First owned by individuals and partnership, may submit their sheet certified by a chartered accountant, or supported by copies of tax returns, if audits are not required by the laws of their countries of origin.

Signature of Tenderer:

Date:

PROFORMA – F
Average Annual Gross Turnover in Last Three Complete Financial Years

(Audited Balance Sheet duly signed by CA should be enclosed)

All individual firms and all partners of company are requested to complete the information in this form. The information supplied should be the annual turnover of the applicant/ company, in terms of the amounts billed to clients for each year for work in progress or completed, in Indian rupees, at the rate of exchange, at the end of period reported.

Applications may enclose testimonials, certificates and publicity material with their applications. However, they will not be taken into account in the evaluation of qualification.

| No. | Year | Turnover in Indian Rupees (in Crores) | Multiplying factor for Annual turnover | Total Turnover (Rs. in Crores) |
|---|---------|---------------------------------------|--|--------------------------------|
| 1 | 2019-20 | | 1.00 | |
| 2 | 2018-19 | | 1.10 | |
| 3 | 2017-18 | | 1.21 | |
| Gross Total Turnover | | | | |
| Average Annual turnover during last 3 years | | | | |

Average Annual turnover during last 3 years = Rs.....(Crores.)

Note:-

1. All information/ statements submitted under the above tables shall consist of Audited Statements/ be accompanied with C.A.'s Certificates.

Signature of Tenderer:

Date:

PROFORMA – G
Details of Machinery (Including Laboratory Equipment) owned by Applicant

| Name of the Machinery | Make | Year of Manufacture | Year of Purchase | Nos. | Remarks |
|------------------------------|-------------|----------------------------|-------------------------|-------------|----------------|
| | | | | | |

Signature of Tenderer:
Date:

PROFORMA – I

Details of Best Three similar works completed by the Agency in the Last 5 Years

Similar work means: Structural strengthening and repairing of building, civil works, toilet renovation Electrical, Sanitary/ Plumbing, waterproofing works, Renovation Works, Interior work etc.

| Sr. No. | Name of Work | Name of Client | Contract Amount | Date of Start | Stipulated Date of Completion | Actual Date of Completion | Brief Scope of Works |
|----------------|---------------------|-----------------------|------------------------|----------------------|--------------------------------------|----------------------------------|-----------------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Note:-

1. Photographs of the works to be enclosed.

Signature of Tenderer:

Date:

PROFORMA – J

Litigation History

Applicants should provide information on any history of litigation or arbitration resulting from contract executed in the last 10 (ten) years or currently under execution.

| Year | Project Name | Name of Client | Cause of litigation and matter in dispute | Award for or against the applicant | Disputed amount (in Indian Rs. In Crores) | Actual Awarded Amount (in Indian Rs. In Crores) | Whether the litigation is before or after completion of work | Whether L.D./ Penalty was made and If so Amount of L.D./ Penalty |
|-------------|---------------------|-----------------------|--|---|--|--|---|---|
| | | | | | | | | |

Signature of Tenderer:

Date:

PROFORMA –K

Format for Affidavit

[Rs.100/- (Rupees Hundred only) Stamp Paper duly notarized]

To,

The Chairman, CCGRT

Sir/ Madam,

With reference to the documents submitted, we hereby undertake that at no point have we entered into any dispute / litigation / legal proceedings against any of our clients, in any of our projects, within the last 5 years, i.e. during financial years 2015-2020.

All documents and information submitted for prequalification (including the above undertaking) are certified to be accurate, correct and final. In the event that any of the documents or information submitted by us is found to be in-accurate / incorrect / mis-leading, we understand that our qualification through the process of Expression of Interest is liable to be cancelled / Contract is liable to be terminated, without prejudice to any of the rights of ICSI, which otherwise may be accruable to The Institute of Company Secretaries of India.

Authorised Signatory
(Power of Attorney enclosed)