



PRE-QUALIFICATION DOCUMENT

**FOR EMPANELMENT OF CONTRACTORS FOR SUPPLY,
INSTALLATION, TESTING AND COMMISSIONING OF HVAC
SYSTEM (VRF/VRV SYSTEM OF BLUE
STAR/VOLTAS/DAIKIN/CARRIER/MITSHUBISHI
ELECTRIC/LG/TOSHIBA) FOR K.D. MALAVIYA NATIONAL OIL
MUSEUM, KHANAPARA, GUWAHATI, ASSAM**

CREATIVE MUSEUM DESIGNERS

NCSM Campus, 33, Block-GN,
Bidhannagar, Kolkata – 700091
Website: www.cmdncsm.in

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SECTION-1

LETTER OF TRANSMITTAL

FROM: -

.....
.....

To,
The Managing Director
Creative Museum Designers
NCSM Campus, 33, Block-GN, Bidhannagar
Kolkata-700091

Subject: Submission of Pre-Qualification application for Supply, Installation, Testing and Commissioning of HVAC System (VRF /VRV System of BLUE STAR /VOLTAS /DAIKIN /CARRIER /MITSHUBISHI ELECTRIC /LG /TOSHIBA) for K.D. Malaviya National Oil Museum at Khanapara, Guwahati, Assam.

Sir,

Having examined the details given in Pre-Qualification Notice and Pre-qualification document for the above work, I/we hereby submit the pre-qualification documents and other relevant information.

1. I/we hereby certify that all the statements made and information supplied in the enclosed Forms/Tables and accompanying statements/documents are true and correct.
2. I/we have furnished all information & details necessary for pre-qualification eligibility and have no further pertinent information to provide.
3. I/we submit the requisite certified solvency certificate and authorize CMD to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/we also authorize CMD to approach individuals, employer's firms and corporation to verify our competence and general reputation.
4. I/we submit the enclosed certificates in support of our suitability, technical know-how and capability for having successfully completed the relevant works:

Name of Work

Certificate from

Enclosures:

Seal of applicant
Date of Submission
applicant(s)

Signature(s)

SECTION-2

PART I - GENERAL INSTRUCTIONS AND CONDITIONS

1. PROJECT INTRODUCTION

CMD is entrusted for developing the K.D. Malaviya National Oil Museum at Khanapara, Guwahati, Assam by KDMNOM trust. The proposed construction site of the Museum is at Khanapara, Guwahati, Assam, 2 Kms from the City Centre and 0.5 Kms away from NH-37. It is being built on a plot of 3.4 acres (Approx.), a state-of-the-art, Multistoried National Oil Museum, with Exhibition Galleries, Auditorium, Cafeteria etc. Total covered area is 6,500 square metres (approx.). CMD is intending to Install a VRF/VRV air conditioning system of approximately 510 HP capacity.

Time of completion – 9 months.

2. SCOPE OF WORK

Supply, Installation, Testing & Commissioning of HVAC System (VRF/VRV system) for K.D. Malaviya National Oil Museum at Khanapara, Guwahati, Assam.

The estimated cost of the work is Rs. 337 Lacs (approx.). The work shall be carried out simultaneously with other construction related works which are under execution/ yet to be executed/awarded. The agency has to co-ordinate with other agencies amicably to carry out the work.

3. MINIMUM PRE- QUALIFICATION REQUIREMENTS

Intending firms/contractors/manufacturers applying for pre-qualification should comply with the following minimum requirements.

Joint ventures are not accepted.

- a) Specialized and experienced vendors in Supply, Installation, Testing & Commissioning of HVAC System (VRF/VRV) and having similar experience and successfully completed projects within last 7 (seven) years from the last date of submission of Pre-Qualification Documents as per notice:

Satisfactorily completed 3 (three) similar works each costing not less than Rs. 1.35 Crores during last 7 years

OR

Satisfactorily completed 2(two) similar works each costing not less than Rs. 1.69 Crores during last 7 years

OR

Satisfactorily completed 1(one) similar work each costing not less than Rs. 2.70 Crores during last 7 years

Similar works means supply, installation, testing and successful commissioning of HVAC System (VRF/VRV) at site both high side and low side works for major educational institutional complex / software-IT parks / office campuses, multi storied buildings successfully with high quality of workmanship and finish complete. Similar works means the agency should also have experience in supplying and installing the AHUs with ducted systems. They should also have capacity to execute comprehensive AMC for 5 years as required and provide a replacement /spares as and when required.

- b) Shall have an average annual financial turnover of Rs. 1.01 Crores on air conditioning works during the last three consecutive financial years ending 31st March 2022.
- c) Photographic evidence of works/supplies executed may also be attached.
- d) Shall not have incurred any loss in more than two years during the last five years ending 31st March 2022.
- e) Shall have a solvency of Rs. 1.01 crores. The applicant shall submit in original/attested copy ,the solvency certificate, not older than three months prior to 31st March 2022, issued by any nationalized/scheduled bank, in original.

- f) The firms/contractors who don't have their registered office/service centre at Guwahati/Dispur(Assam) must have their functional/operational office /workshop/service centre in nearby of Guwahati/Dispur(Assam) in operation.
- g) The applicant shall be the OEM or its authorized dealer. OEM can submit its application through only one of its authorized dealers and submission of applications through more than one dealer is not admissible. Their Authorized dealer's applications shall be submitted with supporting letter from the OEM.
- h) Must not have ever been barred by any organization/ body from tendering for public/ private projects in India.

4. PROGRAMME OF WORK

Applications for pre-qualification supported by prescribed annexures should be submitted in sealed envelope duly superscribed with the name of work and the date of opening. The application will be received up to 6.00 PM (office closing time) on 20th May, 2022 and will be opened by the Competent Authority of CMD or his authorized representative(s) in the next working day.

5. LAST DATE FOR SUBMISSION OF COMPLETED APPLICATIONS

The last date for the submission of applications is 6.00 PM on 20th May, 2022 and applications received after that time (i.e. **6.00 PM on 20th May, 2022 (Friday)**) will not be considered/accepted under any circumstances.

Applications received by the prescribed hour will be opened by the Competent Authority or his authorized representative(s) on the next working day.

6. COMPLETED APPLICATION

All completed application forms are to be submitted in a sealed envelope, clearly marked - **“Pre-Qualification application for Supply, Installation, Testing and Commissioning of HVAC System (VRF/VRV System) at K.D. Malaviya National Oil Museum at Khanapara, Guwahati, Assam”** stated on the top left hand corner of the envelope to be submitted to:

CREATIVE MUSEUM DESIGNRES

NCSM Campus, 33, Block-GN, Bidhannagar, Kolkata-700091

Phones: +91 33 2357 6041

Website: www.cmdncsm.in

Documents submitted for pre-qualification are not returnable.

7. VERIFICATION

The Company reserves the right to enquire, interview, verify, search the particulars furnished by the applicant besides obtaining reports in writing which are considered necessary for pre-qualification.

8. DECISION OF THE EMPLOYER

The Company reserves the right to accept/ reject any or all application without assigning any reason whatsoever and to restrict the list of pre-qualified contractors to any number deemed suitable by the Company. The decision of the Company is final and binding. No interim inquiries/correspondence in this regard shall be entertained.

9. PRE-QUALIFICATION EXPENSES

All pre-qualification applications are received on the understanding that the Employer shall not entertain nor be held liable for any claims for expenses incurred by applicants in connection with preparation and submission of the pre-qualification documents.

10. If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from tendering/taking up work in and for the Company.

11. SUPPORTING DOCUMENTS

The supporting documents must include, but not necessarily limited to the following:

- Copy of registration certificate for GST, PF, ESI, Labour License and others related to construction works by Central/State Govt.
- Copy of Annual Report/Statement of Profit and Loss Account certified by chartered accountants together with a certified copy of audited Balance Sheet.
- Copy of completion certificate of similar nature and magnitude of the project.
- Solvency certificate from a nationalized/scheduled bank & balance sheet
- Copy of ISO certificates,
- Copy of sole ownership / partnership deed.
- Any other document as required for fulfilling the pre-qualification

SECTION-3: (To be submitted on the Letter Head of the Agency)

PART II - PRE QUALIFICATION APPLICATION FORM

Sl. No.	Description	To be filled by agency
1.	Name of the Agency	
2.	Year of Establishment	
3.	Registered office with full address	
4.	Full Postal Address of communication	
5.	Telephone Number(s) of office	
6.	Contact person Name with Mobile No.	
7.	Fax number	
8.	E-Mail ID	
9.	Website if any	
10.	i. Nature of Entity - Limited Company, Partnership etc. (attach copy of partnership Deed/ Certification of incorporation as applicable) ii. Date of Incorporation	
11.	Whether the agency is direct OEM / authorized dealer / having tie with OEM to supply and install the materials on behalf of OEM. Please specify and attach a scanned copy of authorization of OEM.	
12.	Name (s) of Director / Proprietor / Partners with address and telephone nos.	
13.	Technical Staff employed (Attach a separate sheet of the employees with qualifications)	
14.	Qualification Criteria: <u>A. Techno Commercial Criteria:</u> The bidders should have experience of executing similar work i.e. HVAC System(VRF/VRV) (which includes both lowside & highside) of having minimum contract value as indicated below in last 7(seven) years reckoned from the due date for submission of Prequalification document i. One contract having minimum value of Rs. 2.70 Crs. (Rupees Two Crore Seventy Lakh Only)	

	ii. Two contracts each having minimum value of Rs. 1.69 Crs. (Rupees One Crore Sixty Nine Lakh Only) iii. Three contracts each having minimum value of Rs. 1.35 Crs. (Rupees One Crore Thirty Five Lakh Only)	
	<u>B. Financial Criteria:</u> i. Average Annual Turnover for last 5 (five) years ii. Net worth iii. Bank Solvency Certificate from Nationalized Bank/ Scheduled Bank	
15.	PAN of Bidder	
16.	GSTIN of Bidder	
17.	Bank Solvency certificate (Attach a letter from the banker)	
18.	Whether any Civil Suit / Litigation arisen in the contracts executed during the last 5 years / being executed. If yes, please furnish the name of the contract, employer, nature of work, contract value, work order and date & details of litigation briefly	

19. Description of similar type of jobs carried out during the last 5 years in Govt., Semi Govt., Corporate Offices with supporting documents. Please submit the information in the following format.

Sl. No.	Client with address	VRF/VRV Make	Tonnage / HP	Cost of the work		Period of work	Testimonials submitted (Completion Certificate)
				High side	Low side		

20. Details of the Operation of the plant and AMC services provided. In the last 5 years

Sl. No.	Client with address	VRF / VRV make	Tonnage / HP	Period of contract	Type of contract	Testimonials submitted (Completion Certificate)
					AMC / Operation	

Sl. No.	Description	To be filled by agency
21.	List of Plant & Machineries & other Construction equipment's owned by the Firm	
22.	List of Clients (Details with Location)	
23.	Post Installation Service Details: i. Details Organogram of Service Managements ii. Details of nearest service centre/ office for Guwahati Project iii. Current number of ongoing AMC's in India	

I/We hereby solemnly declare that all the information / statements are true to the best of my/ our knowledge. I/we also declare that my/our firm is not involved in any Litigation or Arbitration with any company for last 5 years. I/We further declare that the decision of Creative Museum Designers regarding finalization of Empanelment of contractors shall be final and binding on me/us.

Place:

Date:

(Signature with date & seal)

N.B.: All the documents shall be submitted in sealed envelope (Hard copy)

SECTION-4

TABLES FOR INFORMATION /ANNEXURES

- 3.0 PARTICULARS OF PROJECTS COMPLETED DURING THE LAST SEVEN YEARS AS ON 31/03/2022**
 - 3.1** Submit details as per Table A.
- 4.0 PARTICULARS OF CURRENT PROJECTS IN PROGRESS/AWARDED**
 - 4.1** Submit tabulation in the format as per Table B
- 5.0 PARTICULARS OF SIMILAR PROJECTS COMPLETED IN THE LAST SEVEN YEARS AS ON 31/03/2022.**
 - 5.1** Submit tabulation in the format as per Table C, C1/, C2/,C3
- 6.0 PARTICULARS OF PERSONNEL PLANT & MACHINERY IN THE WORKSHOP & PROPOSED TO BE DEPLOYED**
 - 6.1** Submit tabulation in the format as per Table D, E
- 7.0 SUBMIT NAMES OF QUALIFIED PERSONNEL RESPONSIBLE FOR COORDINATION PROPOSED FOR THE PROJECT**

TABLES FOR INFORMATION /ANNEXURE

**TABLE A - DETAILS OF ALL WORKS OF CLASS/ NATURE COMPLETED DURING THE LAST SEVEN YEARS
ENDING LAST DAY OF THE MONTH 30/9/2017**

S. No.	Name of work/ project and location (Give brief of nature of work)	Name of the Owner/organization and designation Name of officer signing agreement	Cost of works in crores of rupees Estimated cost put to tender Tendered Cost	Stipulated date of start as per agreement Actual date of start	Stipulated date of completion Actual date of completion	Litigation/ Arbitration Pending / in progress with details*	Name and Address and Phone no. of officer to whom reference maybe made	Give brief reason for delay in execution , if any	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

* Indicates gross amount claimed and amount awarded by arbitrator

Signature of applicant(s)

TABLE-B: PARTICULARS OF CURRENT PROJECTS IN PROGRESS/AWARDED

- PARTICULARS OF PROJECTS UNDER EXECUTION OR AWARDED

S.No.	Name of work/ project and location (Give brief of nature of work) Role in project (as main contractor or Sub Contractor, State name of main contractor)	Name of client Owner or organization	Cost of works in crores of rupees Estimated cost <u>put to tender</u> Tendered Cost	Stipulated date of start as per <u>agreement</u> Actual date of start	Stipulated date of completion	Up to date percentage progress of work	Slow progress if any and reasons thereof	Name and Address/ Phone no. of officer to whom reference maybe made	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Certified that the above list of works is complete and no work has been left over and that the information given is correct.

Signature of applicant

TABLE-C: PARTICULARS OF SIMILAR PROJECTS COMPLETED IN THE LAST SEVEN YEARS

**– DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST SEVEN YEARS ENDING
LAST DAY OF THE MONTH AS ON 31/03/2022**

S. N o.	Name of work/ project and location (Give brief of nature of work)	Owner or organization name and designation of officer signing agreement	Cost of works in crores of rupees Estimated cost put to <u>tender</u> Tendered Cost	Stipulated date of start as per <u>agreement</u> Actual date of start	Stipulated date of <u>completion</u> Actual date of completion	Litigation/ Arbitration Pending in progress with details*	Name and Address and Phone no. of officer to whom reference maybe made	Give brief reason for delay in execution	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Signature of applicant(s)

FORM OF PERFORMANCE REPORT / COMPLETION CERTIFICATE OF WORKS (REFERED TO IN TABLE 'A' & 'B')

1. Name of work/Project and location
2. Agreement Number
3. Estimated cost put to tender
4. Tendered Cost
5. Stipulated date of start
6. Date of completion
 - a) Stipulated date of completion
 - b) Actual date of completion
7. Amount of compensation levied for delayed completion, if any
8. Amount of reduced rate items, if any
9. Performance of work
 - a) Quality of work - very good/ good/ fair/ poor
 - b) Financial soundness - --do--
 - c) Technical proficiency - --do—
 - d) Resourcefulness - --do—
 - e) General Behaviour - --do—

Dated:

- To be signed by Executive Engineer in case of Government
Department
- General Manager in case of Public Sector Undertaking
- Owner in case of Private

**Table C1 – Detailed information of at least one similar completed work for
Minimum value of 2.70 Crores each during the last 7 years ending 31/03/2022**

Project name:

Client: (Name and Address, contact Number of
officer to whom reference can be made)

ROLE IN PROJECT

(As Main Contractor, if not, state name of Main Contractor with address)

Architect:

Name:

Address:

Contact No.:

Consultants:

Name:

Address :

Contact No.:

Project description:

1. HVAC System (VRF/VRV)

Others-

Estimated Cost put to tender cost:

Tender Cost:

Actual Cost:

1. **Project duration (as per contract):** (in months)
2. **Stipulated date of start(dd/mm/yy):**
3. **Stipulated date of Completion (dd/mm/yy):**
4. **Actual date of Completion**
5. **Actual duration (Months):**
6. **Reasons for delay (if any):**

Certificates to be attached:

Original or attested copies of letter of award of work and completion certificate mentioning name of work, Estimated cost put to Tender, Tendered Cost, Stipulated period of Completion, Actual period of Completion. Client name & Address, Location of work, Stipulated start and completion date, Actual Start and Completion date, Reasons for Delay (if any), Nature of Work etc.

Table C2 – Detailed information of at least two similar completed work for Minimum value of 1.69 Crores each during the last 7 years ending 31/03/2022.

Project name:

Client: (Name and Address, contact Number of officer to whom reference can be made)

ROLE IN PROJECT

(As Main Contractor, if not, state name of Main Contractor with address)

Architect:

Name:

Address :

Contact No.:

Consultants:

Name:

Address:

Contact No.:

Project description:

1. HVAC System (VRF/VRV)

Estimated Cost put to tender cost:

Tender Cost:

Actual Cost:

1. **Project duration (as per contract):** (in months)

2. **Stipulated date of start(dd/mm/yy):**

- 3. Stipulated date of Completion (dd/mm/yy):**
- 4. Actual date of Completion**
- 5. Actual duration (Months):**
- 6. Reasons for delay (if any):**

Certificates to be attached:

Original or attested copies of letter of award of work and completion certificate mentioning name of work, Estimated cost put to Tender, Tendered Cost, Stipulated period of Completion, Actual period of Completion. Client name & Address, Location of work, Stipulated start and completion date, Actual Start and Completion date, Reasons for Delay (if any), Nature of Work etc.

**Table C3 – Detailed information of at least three similar completed for
Minimum value of 1.35 Crores each during the last 7 years ending 31/03/2022.**

Project name:

Client : (Name and Address, contact Number of
officer to whom reference can be made)

ROLE IN PROJECT

(As Main Contractor, if not, state name of Main Contractor with address)

Architect:

Name :

Address :

Contact No. :

Consultants:

Name :

Address :

Contact No. :

Project description:

1. HVAC System (VRF/VRV)

Estimated Cost put to tender cost:

Tender Cost:

Actual Cost:

1. **Project duration (as per contract):** (in months)
2. **Stipulated date of start(dd/mm/yy):**

- 3. Stipulated date of Completion (dd/mm/yy):**
- 4. Actual date of Completion**
- 5. Actual duration (Months):**
- 6. Reasons for delay (if any):**

Certificates to be attached:

Original or attested copies of letter of award of work and completion certificate mentioning name of work, Estimated cost put to Tender, Tendered Cost, Stipulated period of Completion, Actual period of Completion. Client name & Address, Location of work, Stipulated start and completion date, Actual Start and Completion date, Reasons for Delay (if any), Nature of Work etc.

**TABLE D – LIST/DETAILS OF PLANT & EQUIPMENT LIKELY TO BE DEPLOYED/USED ON THE PROJECT
/Workshop**

S.no	Name of equipment	Capacity / specification	Age	Condition	Quantity	Ownership Status			Current Location	Remarks
						Personally owned	Leased	To be purchased		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Signature of applicant(s)

**TABLE-E: PROPOSED PERSONNEL FOR THIS PROJECT
DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK**

S. No.	Designation	Total number	Numbers available for this work	Names	Qualification	Professional experience and details of work carried out	How these would be involved in this work	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Signature of applicant(s)

SECTION-5

INFORMATION AND INSTRUCTIONS FOR APPLICANTS

1. General:

- 1.1 Letter of Transmittal Section-1 and Forms/Tables for deciding eligibility for Prequalification are given in Section-3.
- 1.2 All Information called for in the enclosed forms should be furnished against the relevant columns in the Forms / tables. 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 the column. If any particular/query is not applicable in case of the applicants. 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 forms or making any change in the furnished forms / tables or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by telegrams or telex and those received late will not be entertained.
- 1.3 The application should be type written and each page signed and stamped.
- 1.4 Overwriting should be avoided. Correction if any should be made by neatly crossing out, initialing, dating, and rewriting. Pages of the Pre-qualification document 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.
- 1.5 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 in case of Govt. Dept. / G.M. for Public Sector undertaking and owner in case of Private Company.
- 1.6 The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. No information shall be entertained after submission of Pre-qualification document unless it is called for by Company.
- 1.7 Any information furnished by the applicant found to be incorrect immediately or at a later date would render him liable to be debarred from tendering / taking up of work in Company.

- 1.8 The pre-qualification document in prescribed form duly completed and signed should be submitted in a sealed cover. The sealed cover superscribed for **“Pre-Qualification application for ” Supply, Installation, Testing & Commissioning of HVAC System (VRF/VRV System) at K.D. Malaviya National Oil Museum at Khanapara, Guwahati, Assam”** shall be received by Competent Authority of CMD or his authorized representative(s) up to **6.00 PM on 20.05.2022**. Documents submitted in connection with pre-qualification will not be returned.
- 1.9 Applicants may request clarifications of the Project requirements and Pre-qualification document, if any, in writing and email to **cmd.ncsm.civil@gmail.com**. Any clarification given will be forwarded to all those who have applied/submitted for Pre-qualification. No request for clarification will be considered after **13.05.2022**.

2. Definitions

- 2.1 In this document the following words and expressions have the meaning hereby assigned to them
- 2.2 Company means the Creative Museum Designers acting through Managing Director (MD) or his authorized representative(s). Applicant means the individual, proprietary firm, partnership firm, limited company, private public corporation.
- 2.3 “Year” mean “Financial Year” unless stated otherwise.

3. Method of Application

- 3.1 If the applicant is an individual the application shall be signed by him above his full type written name and current address
- 3.2 If the applicant is a proprietary firm the application shall be signed by the proprietor above his full type-written name and the full name of his firm with its current address.
- 3.3 If the applicant is a Partnership firm , the application shall be signed by all the partners of the firm above their full type written names and current addresses or alternatively by a partner holding Power of Attorney for the firm. In this latter case a certified copy of the Power of Attorney should accompany the application. In both cases a certified copy of partnership deed and current address of all the partners of the firm should accompany the application.

- 3.4 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 Association and Articles of Incorporation duly attested by a Public Notary.

4. Final Decision-Making Authority

The Company reserves the right to accept or reject any application and to annul the Pre-qualification process and reject all applications at any time, without assigning any reason whatsoever without incurring any liability to the applicants.

5. Particulars Provisional

The particulars of the work given are Provisional. They are liable to change and must be considered only as advance information to assist the applicant in preparation of pre-qualification documents only.

6. Site Visit

The applicant is advised to visit the site of work at his own cost and examine it and its surroundings to satisfy himself, collect all information that he considers necessary for proper assessment of the prospective assignment.

7. Initial Criteria for eligibility:

- 7.1 The applicant must meet the minimum prequalification requirements in the General Instructions and Conditions.
- 7.2 The applicant should own required Equipment for timely execution of the work. Else he should certify that he would be able to manage the equipment by hiring etc and submit the list of firms from whom he proposes to hire.
- 7.3 The applicant should have sufficient number of Tech and Admin employees for the Proper execution of the contract. The applicant should submit a list of those employees stating clearly how these would be involved in the work.

8. Evaluation criteria for Pre-qualification

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

- (a) Made misleading or false information or deliberately suppressed the information in his tables. Statements and enclosures required in the Pre-qualification documents.
- (b) Record of poor performance such as abandoning work not properly completing the contract or financial failures / weaknesses etc.

9. Organization Information

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

- (a) Name and postal address, Telephone, Telex Numbers, Fax, E-mail etc.
- (b) Copies of original documents defining the legal status, place of Registration and Principal places of business.
- (c) Names and titles of Director and officers to be 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 current litigation
- (e) Authorization for employer to seek detailed references
- (f) Number of Technical and Admn. Personnel / Employees in Parent Company, Subsidiary Company and how these would be involved in this work.

10. Plants and Equipment

Details of any other Plants and Equipment required for the work (not included) in the list and available with the applicant may also be indicated.

11. Letter of Transmittal

The applicant should submit the letter of transmittal attached with Pre-qualification documents

12. Submission of Pre-Qualification Application

After evaluation of Pre-qualification applications, a list of qualified agencies will be prepared. Thereafter pre-qualified agencies only would be invited to participate in tenders for the work.

13.1 Award Criteria

The Company reserves the right, without being liable for any damages or obligation to inform the applicant to:

- (a) Amend the scope and value of contract to the applicant
- (b) Reject any or all of the applications without assigning any reason
- (c) Award works of part or whole of the Contract or different items of works/supplies to different vendors from amongst the shortlisted vendors depending on the samples selected/approved by Company.

13.2 Any effort on the part of the applicant or his agent to exercise influence or to pressurize the company would result in rejection of his application. Canvassing of any kind is prohibited.

End of Document