

ANNEXURE-III

(Annexure to Circular No.565)

**CRITERIA FOR EVALUATION OF THE PERFORMANCE OF CONTRACTORS FOR
PRE-QUALIFICATION (Not to be made as part of P.Q. Document)**

| Attributes | | Evaluation |
|--|------------|---|
| (A) Financial strength | - 20 marks | (i) 60% marks for minimum eligibility criteria |
| (i) Average annual turnover | - 12 marks | (ii) 100% marks for twice the minimum eligibility criteria or more. |
| (ii) Solvency Certificate | - 8 marks | In between (i) & (ii) – or pro-rata basis |
| (B) Experience in similar class of works | - 20 marks | (i) 60% marks for minimum eligibility criteria. |
| | | (II) 100% marks for twice the minimum eligibility criteria or more |
| | | In between (i) & (ii) – on pro-rata basis. |
| (C) Performance on works (40 marks) | | |

| Parameter | Calculation For Points | Score | Maximum marks |
|--|---------------------------|----------------------|---------------|
| 1. Time Over Run (TOR) | | | 25 |
| | if TOR | 1.00 2.00 3.00 | >3.50 |
| (a) without levy of compensation | | 25 20 10 | 0 |
| (b) With levy of compensation | | 25 10 5 | 0 |
| (c) Levy of compensation not decided | | 25 15 5 | 0 |
| TOR = AT/ST, where AT = Actual Time; ST = Stipulated Time | | | |
| Note: Marks for value in between the stages indicated above is to be determined by straight line variation basis. | | | |
| 2. Quality | | | 15 |
| | (i) Very Good | 15 | |
| | (ii) Good | 10 | |
| | (iii) Fair | 5 | |
| | (iv) Poor | 0 | |

| | | |
|---|---|--|
| (D) Personnel and Establishment (Max. 10 marks) | | |
| (i) Graduate Engineer | 3 marks for each | |
| (ii) Diploma holder Engineer | 2 marks for each upto max. 4 marks | |
| (iii) Supervisory/Foreman | 1 mark for each upto max. 5 marks | |
| (E) Plant & Equipment (Max. 10 marks) | | |
| (i) Batching Plant | 2 marks | |
| (ii) Transit Mixer & Concrete PUMP. | 2 marks | |
| (iii) Trucks/Trippers | 2 marks for each upto max. 4 marks | |
| (iv) Steel Shuttering | 2 marks for each upto 800 sqm | |
| (v) Special Equipment | 2 Marks (to be fixed as per requirement & the type of equipment to be decided by CE). | |

(Annexure to Circular No.565)

CRITERIA FOR PRE-QUALIFICATION OF CONTRACTORS AND
EVALUATION OF PERFORMANCE

1. The criteria for pre-qualification to be inserted in Section-II (Information and instructions for Applicants) and Section-III (Pre-qualification Information) of the Pre-qualification document and in the Press Notice, as given in Annexure-II, shall be decided on the following lines:
- (A) **Para 2(a) of the Invitation to pre-qualify, 7.1 of Section-II and Form 'B' of Section-III**
The 'month' shall be the month previous to the one in which the applications are invited.
- (B) **Para 2(a) of the Invitation to pre-qualify and Column 7.1 of Section-II**
Experience of having successfully completed works during the last 7 years ending last day of the month previous to the one in which applications are invited:
Three similar completed works (at least one of them should be in Central Government / Central Autonomous Bodies / Central Public Sector Undertakings) costing not less than the amount equal to 40% of estimated cost put to tender,
Or
Two similar completed works, costing not less than the amount equal to 50% of the estimated cost put to tender
Or
One similar completed work of aggregate cost not less than the amount equal to 80% of the estimated cost.
- (C) **Para 2(b) of the Invitation to pre-qualify and 7.2 of Section-II**
Turnover: Average annual financial turn over on construction works should be at least 30% of contract value, during last 3 years ending 31st March of the previous financial year.
- (D) **Para 2(c) of the Invitation to pre-qualify and 7.3 of Section-II**
Profit/loss: The date to be filled in this column should be 31st March of the previous financial year.
- (E) **Para 2(d) of the Invitation to pre-qualify and 7.5 of Section-II**
Solvency Certificate: The contractor should have a solvency of the amount equal to 40% of the estimated cost of the work.
- (F) **Para 7.8 of Section-II**
Performance reports: The performance report of the contractor, to be obtained by him from client/EE in sealed cover and enclosed with the pre-qualification document, should be on Form 'D'.

(G) Para 8.1.2 of Section-II

Scoring method for Evaluation: The scoring for evaluation mentioned in this column shall be done as given in Annexure-III. This shall not be made a part of the Pre-qualification document.

2. The cost of the respective works completed by an Agency shall be suitably enhanced @ 5% for each subsequent year following the financial year in which that particular work had been completed to bring it at par with the present cost. Enhancement on similar lines shall also be effected in respect of Turnover of the Agencies.
3. For all works Pre-qualification criteria shall be based on above guidelines. However, for recorded reasons, CE, with prior approval of EM, may insert experience of particular categories of items like Stone Work, Metal False Ceiling, Basements, Form Works etc. as an additional Pre-qualification condition.
4. The above Pre-qualification criteria shall be applicable for normal Civil & Electrical Works in DDA.

02

ANNEXURE – II
(ANNEXURE to CIRCULAR NO.565)

PRE-QUALIFICATION DOCUMENT FOR DDA WORKS
Press Notice
Delhi Development Authority
Invitation to Pre-Qualify

1. The Executive Engineer on behalf of the Delhi Development Authority invites pre-qualification applications from firms/contractors of repute for the following work:

| S. No. | Name of Work | Approx. Cost | Period of completion |
|--------|--------------|--------------|----------------------|
|--------|--------------|--------------|----------------------|

2. Contractors who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.
- (a) Should have satisfactorily completed three works (at least one of them in Central Government/ Central Autonomous Body/Central PSU) each costing Rs..... or two works each costing Rs..... or one work costing Rsof the following nature during the last seven years ending last day of the month
.....
.....
.....
- (b) Should have had average annual financial turn over of Rs. on construction works during the last three years ending 31st March
- (c) Should not have incurred any loss in more than two years during the last five years ending 31st March
- (d) Should have a solvency of Rs.
3. Desirous contractors may obtain pre-qualification document on request in writing from the Executive Engineer on payment of Rs.250/- in cash, upto 3.30 PM on
4. Application for pre-qualification supported by prescribed annexures should be submitted in sealed envelope duly superscribed with the name of work and due date of opening. The applications will be received upto 3.00 PM on and will be opened by the Executive Engineer or his authorised representative in his office on the same day at 3.30 PM.
5. 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 of work in DDA. The department reserves the right to verify the particulars furnished by the applicant independently.
6. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of pre-qualified contractors to any number deemed suitable by it, if too many applications are received satisfying the basic PQ criteria.
7. The cost of the respective works completed by an Agency shall be suitably enhanced (a) 5% for each subsequent year following the financial year in which that particular work had been completed to bring it at par with the present cost. Enhancement on similar lines shall also be effected in respect of Turnover of the Agencies.

Executive Engineer

.....
Cont....2/-

755/
14/97-4

DELHI DEVELOPMENT AUTHORITY
(E. M's OFFICE)

No. EM1(10)2004/DDA/ 9206

Dated: 9-9-2004

CIRCULAR NO. 565

SUB:- Instructions for pre-qualification of Contractors :

In supersession of the earlier instructions issued on the subject vide Circular No.525 endorsed vide No.EM1 (10)98/DDA/10186 dt.8.11.99 regarding pre-qualification of contractors, the following revised guidelines are issued for implementation in DDA works with immediate effect:-

1. **Pre-qualification of contractors shall be resorted to separately in respect of each work where estimated cost of the work exceeds Rs.5 Cr.**
2. The pre-qualification applications shall be invited on prescribed pre-qualification document for DDA works (To be prepared as per guidelines given in the enclosed Annexure-I &II) through Press Notice. The Chief Engineer in-charge of the work shall draft the pre-qualification criteria in accordance with guidelines laid down in the enclosed Annexure 'I & II', suggest deviations from the guidelines, where absolutely necessary and send the same to the Vice Chairman through EM & FM for approval.
3. For all works pre-qualification criteria shall be based on above guidelines. However, for recorded reasons, CE with prior approval of EM may insert experience of particular categories of items like Stone Work, Metal False Ceiling, Basements, Form Works etc. as an additional Pre-qualification condition.
4. The above Pre-qualification criteria shall be applicable for normal Civil & Electrical works in DDA.
5. To maintain uniformity in evaluation, assignment of marks for various attributes, is indicated in para 8.1.2 of Section-II of Annexure-II of the Pre-qualification document. Scoring method of evaluation is as given in Annexure-III.
6. The Pre-qualification applications shall be processed and evaluated by an Evaluation Committee comprising SE (P) as Chairman, SE-In-Charge, Dy C.A.O. of zone as members and the concerned E.E. as member Secretary. The CE would submit the complete case with his recommendations to Works Advisory Board (W.A.B) for consideration and approval of the list of eligible Pre-qualified contractors.

Exercise of pre-qualifications of contractors shall be started well in time so that the actual tendering process and other activities do not get delayed on this account.

This issues as per the approval of V.C. with the concurrence of F.M. & E.M. as recorded in file no.2 (3)96/DDA/vol.IX

Encl: - As above (Annexure I, II & III)

K.B.LAL
(K.B.LAL) 2/8
CHIEF ENGINEER (HQ)

DA 2
Pur. in circular
file.

[Signature]
16/9/04

1. All CEs,i/c.El, QC, HQ & Design.
2. CVO, DDA.
3. CAO, DDA.
4. All SEs (Civil/Elect.) circulation through CEs.
5. SE(Vig.)-I, SE(Vig.)-II & Dir.(Vig.), DDA.
6. Project Manager Fly-over Projects Gr.I and II, DDA.
7. Dir.(Hort.) North & South, Dir.(MM), DDA.
8. Director(Works), DDA.
9. All EEs circulation through their respective CEs/ Project Manager (Fly-over),Dir.(MM).
10. All Jt.Dir./ Dy.Dir.(Hort.) circulation through respective Dir.(Hort.).
11. All Dy./Jt.CAO's attached to CEs, FO's to Dir.(Hort.) North & South and Dir.(MM).
12. EO-I, II, III to EM, & EE(Mon.), DDA.
13. A.O.(Plan) to EM, DDA.
14. File No. EM 11(11)95/GTS/Vol.I.
15. File No.EM.2(3)96/DDA/Vol.IX.

Copy for information to:-

1. V.C, DDA.
2. F.M., DDA
3. E.M.,DDA.
4. OSD to LG for kind information of latter.

Copy
9/10/04
E.O-III to EM
D.D.A.

(Annexure to Circular No.565)

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EVALUATION OF PERFORMANCE

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- (C) **Para 2(b) of the Invitation to pre-qualify and 7.2 of Section-II**
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- (D) **Para 2(c) of the Invitation to pre-qualify and 7.3 of Section-II**
Profit/loss: The date to be filled in this column should be 31st March of the previous financial year.
- (E) **Para 2(d) of the Invitation to pre-qualify and 7.5 of Section-II**
Solvency Certificate: The contractor should have a solvency of the amount equal to 40% of the estimated cost of the work.
- (F) **Para 7.8 of Section-II**
Performance reports: The performance report of the contractor, to be obtained by him from client/EE in sealed cover and enclosed with the pre-qualification document, should be on Form 'D'.

Contd.....2.

(G) Para 8.1.2 of Section-II

Scoring method for Evaluation: The scoring for evaluation mentioned in this column shall be done as given in Annexure-III. This shall not be made a part of the Pre-qualification document.

2. The cost of the respective works completed by an Agency shall be suitably enhanced @ 5% for each subsequent year following the financial year in which that particular work had been completed to bring it at par with the present cost. Enhancement on similar lines shall also be effected in respect of Turnover of the Agencies.
3. For all works Pre-qualification criteria shall be based on above guidelines. However, for recorded reasons, CE, with prior approval of EM, may insert experience of particular categories of items like Stone Work, Metal False Ceiling, Basements, Form Works etc. as an additional Pre-qualification condition.
4. The above Pre-qualification criteria shall be applicable for normal Civil & Electrical Works in DDA.

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Delhi Development Authority
Invitation to Pre-Qualify**

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| S. No. | Name of Work | Approx. Cost | Period of completion |
|--------|--------------|--------------|----------------------|
|--------|--------------|--------------|----------------------|

2. Contractors who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.
- (a) Should have satisfactorily completed three works (at least one of them in Central Government/ Central Autonomous Body/Central PSU) each costing Rs..... or two works each costing Rs..... or one work costing Rsof the following nature during the last seven years ending last day of the month
 - (b) Should have had average annual financial turn over of Rs. on construction works during the last three years ending 31st March
 - (c) Should not have incurred any loss in more than two years during the last five years ending 31st March
 - (d) Should have a solvency of Rs.
3. Desirous contractors may obtain pre-qualification document on request in writing from the Executive Engineer on payment of Rs.250/- in cash, upto 3.30 PM on
4. Application for pre-qualification supported by prescribed annexures should be submitted in sealed envelope duly superscribed with the name of work and due date of opening. The applications will be received upto 3.00 PM on and will be opened by the Executive Engineer or his authorised representative in his office on the same day at 3.30 PM.
5. 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 of work in DDA. The department reserves the right to verify the particulars furnished by the applicant independently.
6. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of pre-qualified contractors to any number deemed suitable by it, if too many applications are received satisfying the basic PQ criteria.
7. The cost of the respective works completed by an Agency shall be suitably enhanced (a) 5% for each subsequent year following the financial year in which that particular work had been completed to bring it at par with the present cost. Enhancement on similar lines shall also be effected in respect of Turnover of the Agencies.

Executive Engineer

.....
Cont....2/-

SECTION-I

BRIEF PARTICULARS OF THE WORK

1. Salient details of the work for which pre-qualification applications are invited are as under:

| S.No. | Name of Work | Approx. Cost | Period of completion |
|-------|--------------|--------------|----------------------|
| | | | |

- 2. The work is situated at
- 3. General features and major components of the work are as under:
 - (i)
 - (ii)
 - (iii)
 - (iv)
- 4. Work shall be executed according to General/ Special Conditions of Contract for DDA, Works.

SECTION II

INFORMATION & INSTRUCTIONS FOR APPLICANTS

1.0 General:

- 1.1 Letter of transmittal and forms for pre-qualification are given in Section III.
- 1.2 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. 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 summarily disqualified. Applications made by telegram or telex and those received late will not be entertained.
- 1.3 The application should be type-written. The applicant should sign each page of the application.
- 1.4 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialling, 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.
- 1.6 The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of pre-qualification document unless it is called for by the Employer.
- 1.7 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 tendering/taking up of work in DDA. If such applicant happens to be enlisted contractor of any class in DDA, his name shall also be removed from the approved list of contractors.
- 1.8 The pre-qualification document in prescribed form duly completed and signed should be submitted in a sealed cover. The sealed cover superscribed "Pre-qualification document for shall be received by the Executive Engineer, or his authorised representative upto 3.00 PM on Documents submitted in connection with pre-qualification will be treated confidential and will not be returned.
- 1.9 Prospective applicants may request clarification of the project requirements and pre-qualification document. Any clarification given by the Employer will be forwarded to all those who have purchased the pre-qualification document. No request for clarification will be considered after.....
- 2.0 Definitions:
 - 2.1 In this document the following words and expressions have the meaning hereby assigned to them.
 - 2.2 **Employer:** Means the Chairman, Delhi Development Authority acting through the Executive Engineer
 - 2.3 **Applicant:** Means the individual, proprietary firm, firm in partnership, limited company private or public or corporation.
 - 2.4 "Year" means "Financial Year" unless stated otherwise. .-
- 3.0 **Method of Application :**
 - 3.1 If the applicant is an individual, the application shall be signed by him above his full typewritten name and current address.

- 3.2 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.
- 3.3 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.
- 3.4 If the applicant is a limited company or a corporation, the application shall be signed by a duly authorised 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.

4.0 **Final Decision Making Authority.**
The employer 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 or incurring any liability to the applicants.

5.0 **Particulars Provisional**
The particulars of the work given in Section 1 are provisional. They are liable to change and must be considered only as advance information to assist the applicant.

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

7.0 **INITIAL CRITERIA FOR ELIGIBILITY FOR PRE-QUALIFICATION**

7.1 The applicant should have satisfactorily completed three works (at least one of them in Central Government/Central Autonomous Body/Central PSU) each costing Rs. or two works each costing Rs. or one work costing Rs. of the following nature during the last seven years ending last day of the month..... For this purpose, 'cost of work' shall mean gross value of the completed work including the cost of materials supplied by the Govt./Client, but excluding those supplied free of cost. This should be certified by an officer not below the rank of Executive Engineer/Project Manager or equivalent.

.....
.....
.....

7.2 The applicant should have had average annual financial turn over (gross) of Rs..... on Civil/Electrical construction works during the last three years ending 31st March This should be duly audited by a Chartered Accountant Year in which no turnover is shown would also be considered for working out the average.

7.3 The applicant should not have incurred any loss in more than two years during the last five years ending 31st March duly certified by the Chartered Accountant.

7.4 The bidding capacity of the contractor should be equal to or more than the cost of the work. The bidding capacity shall be worked out by the following formula:

$$\text{Bidding Capacity} = A * N * 2 - B$$

Where,

A = maximum value of construction works executed in anyone year during the last seven years taking into account the completed as well as works in progress.

N = Number of years prescribed for completion of work for which pre-qualification application has been invited.

B = Value of existing commitments and on going works to be completed during the period of completion of work for which pre-qualification has been invited.

7.5 The applicant should have a solvency of Rs..... certified by his Bankers.

7.6 The applicant should own construction equipment as per list required for the proper and 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.

7.7 The applicant should have sufficient number of Technical and Administrative employees for the proper execution of the contract: The applicant should submit a list of these employees stating clearly how these would be involved in this work.

7.8 The applicant's performance for each work completed in the last 7 years and in hand should be certified by an officer not below the rank of Executive Engineer or equivalent and should be obtained in sealed cover.

7.9 The cost of the respective works completed by an Agency shall be suitably enhanced @ 5% for each subsequent year following the financial year in which that particular work had been completed to bring it at par with the present cost. Enhancement on similar lines shall also be effected in respect of Turnover of the Agencies.

8.0 EVALUATION CRITERIA FOR PRE-QUALIFICATION

8.1 For the purpose of pre-qualification, applicants will be evaluated in the following manner:

8.1.1 The initial criteria prescribed in para 7.1 to 7.5 above in respect of experience of similar class of works completed, bidding capacity and financial turn over etc. will first be scrutinised and the applicant's eligibility for pre-qualification for the work be determined.

8.1.2 The applicants, qualifying the initial criteria as set out in para 7.1 to 7.5 above, will be evaluated for

following criteria by scoring method on the basis of details furnished by them.

| | |
|--|-------------------|
| (a) Financial strength (Form 'A') | Maximum 20 Marks. |
| (b) Experience in similar nature of Work during last seven years (Form 'B') | Maximum 20 Marks |
| (c) Performance on works (Form 'D') | Maximum 40 Marks |
| (d) Personnel and Establishment (Forms "E" & "E-1") | Maximum 10 Marks |
| (e) Plant & Equipment (Form 'F') | Maximum 10 Marks |

Total 100 Marks

To pre-qualify, the applicant must secure at least sixty percent marks in criteria (a) & (b) above (i.e. Financial Strength & Experience in works of similar nature), fifty percent marks in each of the other criteria and seventy percent marks in aggregate.

The department, however, reserves the right to restrict the list of pre-qualified contractors to any number deemed suitable by it.

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

- (a) made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
- (b) record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses etc.

9.0 FINANCIAL INFORMATION

Applicant should furnish the following financial information:
Annual financial statement for the last five years (in Form "A").

10.0 EXPERIENCE IN WORKS HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS

10.1 Applicant should furnish the following:

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

10.2 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 (In Form "D").

11.0 ORGANISATION INFORMATION

Applicant is required to submit the following information in respect of his organisation (in Forms "E" & "E-1").

- (a) Name:& Postal Address, i/c Telephone & Telex Number etc.
- (b) Copies of original documents defining the legal status, place of Registration and principal places of business:
- (c) Names & Title of Directors and Officers to be concerned with the work, with designation of individuals authorised to act for the organisation.
- (d) Information on any litigation in which the applicant was involved during the last five years, including any current litigation.
- (e) Authorisation for employer to seek detailed references.
- (f) Number of Technical & Administrative Employees in parent company, subsidiary company and how these would be involved in this work (in Form "E-1").

12.0 CONSTRUCTION PLANT & EQUIPMENT

Applicant should furnish the list of construction plant and equipment including steel shuttering, centring and scaffolding likely to be used in carrying out the work. (in Form "F"). Details of any other plant & equipment required for the work (not Included In Form F and available with the applicant may also be indicated.

13.0 LETTER OF TRANSMITTAL

The applicant should submit the letter of transmittal attached with pre-qualification document.

14.0 TENDER SUBMISSION

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

15.0 AWARD CRITERIA

- 15.1 The employer 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.
- 15.2 Any effort on the part of the applicant or his agent to exercise influence or to pressurise the employer would result in rejection of his application. Canvassing of any kind is prohibited.

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SECTION III
PRE-QUALIFICATION INFORMATION
LETTER OF TRANSMITTAL

From:

To
The Executive Engineer
.....

Subject: Submission of pre-qualification application for the work of

Sir,

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

1. I/We hereby certify that all the statements made and Information supplied in the enclosed forms A to F and accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorise the Executive Engineer to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/We also authorise Executive Engineer, to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. We submit the following certificates in support of our suitability, technical know how and capability for having successfully completed the following works:

Name of work :

Certificate from

Enclosures.

Seal of applicant

Date of submission

Signature(s) of Applicant(s)

FORM 'A'
FINANCIAL INFORMATION

- I. Financial Analysis -Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

Years

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

- i) Gross Annual turn over on construction works.
- (ii) Profit/Loss'
- II. Financial arrangements for carrying out the proposed work.
- III. The following certificate is enclosed:
(a) Solvency Certificate from Bankers of Applicant.

Signature of Chartered Accountant with Seal

Signature of Applicant(s)

Contd.....7.

FORM 'B'

DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST SEVEN YEARS ENDING LAST DAY OF THE MONTH

| S.No. | Name of work / project and location | Owner or sponsoring organization | Cost of work in crores | Date of commencement as per contract | Stipulated date of completion | Actual date of completion | Litigation / arbitration pending/in 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 |
| | | | | | | | | | |

*Indicate gross amount claimed and amount awarded by the Arbitrator

Signature of applicant(s)

FORM 'C'

PROJECTS UNDER EXECUTION OR AWARDED

| S.No. | Name of work / project and location | Owner or sponsoring organization | Cost of work | Date of commencement as per contract | Stipulated date of completion | Uptodate percentage progress of work | Slow progress if any, and reasons thereof | 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(s)

FORM 'D'

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM 'B' & 'C'

1. Name of work/Project & Location
2. Agreement No.
3. Estimated Cost
4. Tendered Cost
5. Date of Start
6. Date of completion
 - (i) Stipulated date of completion
 - (ii) Actual date of completion
7. Amount of compensation levied for delayed completion, if any.
8. Amount of reduced rate items, if any.
9. Performance Report.
 - (1) Quality of work Very Good/Good/Fair/Poor
 - (2) Financial soundness Very Good/Good/Fair/Poor
 - (3) Technical Proficiency Very Good/Good/Fair/Poor
 - (4) Resourcefulness Very Good/Good/Fair/Poor
 - (5) General behaviour Very Good/Good/Fair/Poor

Dated:



Executive Engineer or Equivalent

Contd.....8

FORM 'E'
STRUCTURE & ORGANISATION

1. Name & Address of the applicant
2. Telephone No./Telex No./Fax No.
3. Legal status of the applicant (attach copies of original document defining the legal status).
 - (a) An Individual
 - (b) A proprietary firm
 - (c) A firm in partnership
 - (d) A limited company or Corporation
4. Particulars of Registration with various Government bodies (attach attested photocopy).

Organisation/Place of registration

 - 1.
 - 2.
 - 3.
5. Names and Titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorised to act for the organisation
7. Was the applicant ever required to suspend construction for a period of more than six months continuously after you commenced the construction? If so, give the name of the project and 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 organisation 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. In which field of Civil Engineering construction the applicant has specialisation and interest?
12. Any other information considered necessary but not included above.

Registration No.

Signature of Applicant(s)

FORM 'E-1'
DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK

| S.No. | Designation | Total Number | Number available for this work | Name | Qualifications | 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)

DETAILS OF CONSTRUCTION PLANT AND EQUIPMENT LIKELY TO BE USED IN CARRYING OUT THE WORK

| S. No. | Name of Equipment | Nos. | Capacity or type | Age | Condition | Ownership status | | | Current location | Remarks |
|--------|--|------|------------------|-----|-----------|------------------|--------|-----------------|------------------|---------|
| | | | | | | Presently owned | Leased | To be purchased | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | Earth moving equipment 1. Excavators (various sizes) Equipment for hoisting & lifting 1. Tower crane 2. Bulder's hoist Equipment for concrete work 1. Concrete batching plant 2. Concrete pump 3. Concrete transit mixer 4. Concrete mixer (diesel) 5. Concrete mixer (electrical) 6. Needle vibrator (electrical) 7. Needle vibrator (petrol) 8. Table vibrator (elect./petrol) Equipment for building work 1. Block making machine 2. Bar bending machine 3. Bar cutting machine 4. Wood thickness planer 5. Drilling machine 6. Circular saw machine 7. Welding generators 8. Welding transformers 9. Cube testing machines 10. M.S. pipes 11. Steel shuttering 12. Steel scaffolding 13. Grinding/polishing machines Equipment for road work 1. Road rollers 2. Bitumen paver finishers 3. Hot mix plant 4. Spreaders 5. Earth rammers 6. Vibratory road rollers Equipment or transportation 1. Tippers 2. Trucks Pneumatic equipment 1. Air compressors (diesel) Dewatering equipment 1. Pump (diesel) 2. Pump (electric) Power equipment 1. Diesel generators Any other plant/equipment | | | | | | | | | |

Signature of Applicant(s)

CRITERIA FOR EVALUATION OF THE PERFORMANCE OF CONTRACTORS FOR
PRE-QUALIFICATION (Not to be made as part of P.O. Document)

| Attributes | | Evaluation | | | |
|--|-------------------------------------|---|------|------|---------------|
| (A) Financial strength | - 20 marks | (i) 60% marks for minimum eligibility criteria | | | |
| (i) Average annual turnover | - 12 marks | (ii) 100% marks for twice the minimum eligibility criteria or more. | | | |
| (ii) Solvency Certificate | - 8 marks | In between (i) & (ii) – or pro-rata basis | | | |
| (B) Experience in similar class of works | - 20 marks | (i) 60% marks for minimum eligibility criteria. | | | |
| | | (ii) 100% marks for twice the minimum eligibility criteria or more | | | |
| | | In between (i) & (ii) – on pro-rata basis. | | | |
| (C) Performance on works (40 marks) | | | | | |
| Parameter | Calculation For Points | Score | | | Maximum marks |
| 1. Time Over Run (TOR) | | | | | 25 |
| | if TOR | 1.00 | 2.00 | 3.00 | >3.50 |
| (a) without levy of compensation | | 25 | 20 | 10 | 0 |
| (b) With levy of compensation | | 25 | 10 | 5 | 0 |
| (c) Levy of compensation not decided | | 25 | 15 | 5 | 0 |
| TOR = AT/ST, where AT = Actual Time; ST = Stipulated Time | | | | | |
| Note: Marks for value in between the stages indicated above is to be determined by straight line variation basis. | | | | | |
| 2. Quality | | | | | 15 |
| | (i) Very Good | | | | 15 |
| | (ii) Good | | | | 10 |
| | (iii) Fair | | | | 5 |
| | (iv) Poor | | | | 0 |
| (D) Personnel and Establishment (Max. 10 marks) | | | | | |
| | (i) Graduate Engineer | 3 marks for each | | | |
| | (ii) Diploma holder Engineer | 2 marks for each upto max. 4 marks | | | |
| | (iii) Supervisory/Foreman | 1 mark for each upto max. 5 marks | | | |
| (E) Plant & Equipment (Max. 10 marks) | | | | | |
| | (i) Batching Plant | 2 marks | | | |
| | (ii) Transit Mixer & Concrete PUMP. | 2 marks | | | |
| | (iii) Trucks/Trippers | 2 marks for each upto max. 4 marks | | | |
| | (iv) Steel Shuttering | 2 marks for each upto 800 sqm | | | |
| | (v) Special Equipment | 2 Marks (to be fixed as per requirement & the type of equipment to be decided by CE). | | | |