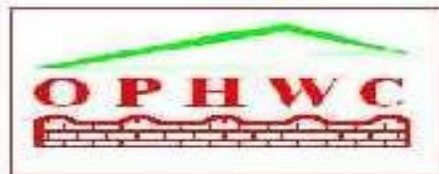


**PRE- QUALIFICATION NOTICE NO.**

**01/JM/ELECT/OSPHWC/2019-20**

**DOCUMENT  
FOR**

**PRE-QUALIFICATION OF REPUTED FIRMS FOR ENLISTMENT UNDER THE ODISHA  
STATE POLICE HOUSING & WELFARE CORPORATION, BHUBANESWAR FOR CCTV  
WORK**



**JOINT MANAGER  
[ELECTRICAL DIVISION]**

**The Odisha State Police Housing & Welfare Corporation Ltd., Janpath,  
Bhoi Nagar, Bhubaneswar - 22.**



THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.  
JANAPATH, BHOINAGAR, BHUBANESWAR – 22.

[Electrical Division]

Ph: 0674-2541545, 2542921, Fax: 0674-2541543

E-mail: [jmelectricalophwc@gmail.com](mailto:jmelectricalophwc@gmail.com), Website: [www.ophwc.nic.in](http://www.ophwc.nic.in)

**PRE-QUALIFICATION NOTICE NO:- 01/JM/ELECT/OPHWC/2019-20**

The Odisha State Police Housing & Welfare Corporation Limited (OSPH&WC), Janpath, Bhubaneswar-22 invites application for enlistment of **reputed firms** for execution of **CCTV and different CCTV related works** of different buildings throughout Odisha. The purpose of the registration is to develop long term arrangement for preferring firms that are able to maintain scheduled time and quality parameters. If a registered firm fails to execute the work on time as per the contract then the firm will be de-registered and not awarded any future work. These applications will be received & evaluated by OSPHWC as per norms for enlistment. After successful evaluation of pre-qualification documents, the successful firms will be registered under OSPHWC for a period of **03 (three) years** from date of issue of enlistment letter.

The pre-qualification document may be obtained on payment of **Rs.2360.00** inclusive of GST [Non refundable] in shape of Demand draft or Pay Order drawn on any Nationalized bank payable at Bhubaneswar in favour of “ **The Odisha State Police Housing & Welfare Corporation Ltd, Bhubaneswar.** ” between **10.00 A.M. to 05.00 P.M** on each working day from the office of the undersigned at the Address given above of O.S.P.H.&WC at Bhubaneswar on or before **Dt. 12/06/2019**. Pre-qualification document can also be obtained through speed post by sending a self addressed envelope of size 35 cm x 25 cm along with a Demand Draft / Pay Order of **Rs.2360.00** inclusive of GST [Non refundable] and **Rs. 200.00** (Rupees two hundred only ) extra for postal charges [Non refundable] drawn on any Nationalized bank payable at Bhubaneswar in favour of “ **The Odisha State Police Housing & Welfare Corporation Ltd, Bhubaneswar.** ” between **10.00 A.M. to 05.00 P.M** on each working day. However, such request must be received by the undersigned on or before the last date of issue of pre-qualification document. The O.S.P.H.&W.C. authorities shall not be responsible for postal or other delays. The pre-qualification document will also be available from the web site [www.ophwc.nic.in](http://www.ophwc.nic.in) and same can be downloaded to be used as pre-qualification document. However in case of downloaded pre-qualification document an amount of **Rs.2360.00** inclusive of GST [Non refundable] in shape of Demand Draft / Pay Order drawn on any Nationalised Bank payable at Bhubaneswar in, favour of the “**The Odisha State Police Housing & Welfare Corporation Ltd.**” Should be submitted along with the pre-qualification document, failing which pre-qualification document shall be liable for rejection. The authority will not be held responsible for any technical snag or network failure during downloading the pre-qualification document. The pre-qualification document should be submitted in a sealed cover superscribing “**Application for pre-qualification of reputed firms for CCTV and CCTV related work under OSPH&WC**” and can be sent by post or courier or dropped in the **Box at the office of the undersigned and for the following ranges separately**. However, authorities shall not be responsible for postal delays in receipt of pre-qualification document.

**The applicants are requested to submit the copy of the purchase receipt of showing cost of pre-qualification document / D.D in case of down loaded pre-qualification document along with copies of**

the valid registration certificate, Income tax return copy, PAN card, GST Registration certificate, ESI Registration certificate, EPF Registration certificate and **proof of executing same nature of work in Govt. / Govt. Undertaking. Departments with** copy of work order and completion certificates in support of credential should be enclosed with the tender otherwise the application shall be rejected. The proof submitted earlier in some other contest shall not be treated as valid and sufficient. The pre-qualification document not submitted in prescribed format or otherwise than in the manner prescribed in the document shall be rejected.

An affidavit is to be furnished by the applicants at the time of submitting pre-qualification document that they are not blacklisted / defaulter Firm etc., otherwise the application shall be liable for rejection. The authority reserves the right to reject any or all the applications without assigning any reason thereof and can impose any conditions as deemed proper before finalisation of enlistment.

#### **WORKING RANGE:-**

1. Up to Rs. 10 lakhs
2. Up to Rs. 20 lakhs
3. Up to Rs. 50 lakhs
4. Up to Rs. 100 lakhs and above

#### **CRITICAL DATES**

- ▶ The pre-qualification document is available from: **Dt.04.06.2019**
- ▶ Last date for issue of pre-qualification document is up to: **05.00 PM of Dt.12.06.2019**
- ▶ Last date for receipt of pre-qualification document is up to: **12.30 PM of Dt.13.06.2019**
- ▶ Date of opening of pre-qualification document at: **03.30 PM of Dt.13.06.2019**
- ▶ Any addendum/corrigendum/cancellation of tender can also be seen from the website: **[www.ophwc.nic.in](http://www.ophwc.nic.in)**

**Sd/  
Joint Manager**

**BASIC TERMS & CONDITIONS.****PRE-QUALIFICATION NOTICE NO:- 01/JM/ELECT/OPHWC/2019-20****ELIGIBILITY CRITERIA :-**

1. The firms should have possess valid **Registration certificate.**
2. The firms should have possess previous same nature of work experience of minimum 03 (three) years **in Govt. / Govt. Undertaking, Departments.**
3. The firms should have local office and service center at Bhubaneswar for prompt action during break down of the system.
4. The firms should have a turnover of Rs.1.50 crore during last three financial years.

The applicants are requested to submit the copy of the following documents along with the application otherwise the application shall be liable for rejection. The latest authenticated documentary proof shall be submitted. The proof submitted earlier in some other contest shall not be treated as valid and sufficient.

1. PAN Card :-
2. Income Tax return Copy :-
3. GST Registration Certificate :-
4. EPF Registration Certificate :-
5. ESI Registration Certificate :-
6. Other legal documents pertaining to constitution of the firm :-
7. Credential / Past experience executing same nature of works of the firms :-
8. Postal Address of local office and service center :-

After preliminary evaluation of pre-qualification documents, the firms shall deposit the initial Security Deposit as mentioned below for the respective working range for which the firms have provisionally qualified, otherwise their pre-qualification documents shall not be processed for final evaluation.

**INITIAL SECURITY DEPOSIT :-**

Sl.No	Working Range	Initial Security Deposit	Please tick the appropriate box
1.	Up to Rs. 10 Lakhs	Rs.25,000.00	
2.	Up to Rs. 20 Lakhs	Rs.50,000.00	
3.	Up to Rs.50 Lakhs	Rs.75,000.00	
4.	Up to Rs.100 Lakhs & above	Rs.1,50,000.00	

The requisite initial Security Deposit may be deposited in the shape of Demand draft or Pay order drawn on any Nationalized Bank Payable at Bhubaneswar in favor of “**The Odisha State Police Housing & Welfare Corporation Ltd**”, Bhubaneswar after successful preliminary evaluation of pre-qualification documents and getting intimation from **OSPH&WC** thereof.

**UPGRADATION OF WORKING RANGE:-**

However, in case of a Firm Seeking Up-gradation from one working range to higher, the Up-gradation fees shall be equal to the differential amount of initial Security Deposit between corresponding working ranges as mentioned under initial Security Deposit above. But request for up-gradation of working range by the enlisted firm will not be considered during invitation of tender.

**VALIDITY OF REGISTRATION:-**

The registration is valid for a period of **03 (three)** years from the date of issue of the enlistment letter. The initial Security Deposit deposited by the firms will be refunded after expiry of validity period of enlistment and will not carry any interest. Failure to complete the work awarded to the enlisted firms as per terms & conditions of the work order, the Security Deposit deposited by the firm may be forfeited and the firm may be black listed.

If due to any reason the registration / certificates of an enlisted firm declared invalid by the concerned authority during validity period of the enlistment, then the enlistment of the said firm will be suspended till the registration certificates became valid.

## **GENERAL**

- a) After evaluation of documents for the purpose applied for, the Security Deposit will be deposited in shape of Demand draft or Pay order drawn on any Nationalized Bank Payable at Bhubaneswar in favor of “**The Odisha State Police Housing & Welfare Corporation Ltd** ” , Bhubaneswar.
- b) The pre-qualification does not guarantee for award of any work as such. The enlisted firms will be eligible for participating the tender of OSPHWC. However, the enlisted firms have to purchase tender documents, quote their rates and compete with others in the usual manner. A notice regarding particular of works will be intimate to the firms in respective category of the firm through either **e-mail or post**.
- c) In case of emergency for executing any work enlisted firms of the nearby area can be contacted and work orders can be given to expedite the work without taking recourse to the usual procedure of contacting all firms in the list.
- d) In case, special nature of works are required which are not covered under pre-qualification list of firms, these works can be done through open tender / e-tender by publishing advertisement in news paper to take up such works or supplies of materials.
- e) The Corporation reserves the right to reject or cancel any or all pre-qualification documents without assigning any reason thereof.
- f) All the information as called for in the document shall be submitted truly, clearly, legible, transparently, unambiguously and without use of abbreviation.
- g) Each page of this pre-qualification document should be signed by the applicant with seal in token of having read, understood and accepted the terms and conditions of this contract.
- h) Use separate piece of paper where the space provided in the formats in this pre-qualification document for submission of information is not sufficient.
- i) All information submitted or supplied in the formats of this pre-qualification document shall be presumed to be true to the best of knowledge of applicant.
- j) If the last date for receipt of the pre-qualification document turns out to be a holiday, it will automatically be extended to next working day.
- k) A pre-qualification document submitted can not be withdrawn. The applicant or his authorized representative (one person only) will be allowed to be present at the time of opening of documents. They will not participate in the discussions. Clarification sought, if any may be provided by them.
- l) All or any of the application submitted can be rejected without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damages suffered by applicant on account of such rejections.

- m)** If the applicant has any relative employed as an Officer in the rank of Deputy Manager & above in OSPHWC, Bhubaneswar, he shall inform the same in the Appendix - A & B attached along with the pre-qualification document , failing which his application will not be considered. Also if the fact of relationship subsequently comes to light, his enlistment will be cancelled and registration fees will be forfeited.
- n)** All the disputes shall be subject to Jurisdiction of Civil Courts situated at Bhubaneswar in exception to High Court Orissa, Cuttack.

**Sd/-  
Joint Manager**

THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.  
JANAPATH, BHOINAGAR, BHUBANESWAR - 22.



[Electrical Division]

Ph: 0674-2541545, 2542921, Fax: 0674-2541543

E-mail: [jmelectricalophwc@gmail.com](mailto:jmelectricalophwc@gmail.com), Website: [www.ophwc.nic.in](http://www.ophwc.nic.in)

**PRE-QUALIFICATION NOTICE NO:- 01/JM/ELECT/OPHWC/2019-20**  
**CONTRACTOR ASSESSMENT QUESTIONNAIRE: - CONSTRUCTION / SERVICES**

Please attach separate sheets wherever space is not found sufficient. Put NA wherever the same is Not Applicable.

1.0 **ORGANISATION & PERSONNEL** :

1.1 **ORGANISATION** :

1.1.1 Name of the Organisation :

1.1.2 a) Postal Address :

b) Telephone No. :

c) Fax No. :

d) Email ID :

e) Website Address :

1.1.3 Year of incorporation of the organisation & date of start of business. :

1.1.4 Nature of Business (please attach brief write-up to clarify the activities) :

(E.G.- Fire safety equipment erection or others to specify) :

1.1.5 Nature of Company :  
 (E.G.- Proprietary / Partnership / Private Limited/ Public Limited / Govt. Undertaking others to specify)

1.2 **PERSONNEL:-** :

1.2.1 Head of the Organisation :-



Sl.No	Name	Designation	Email ID	Tel (off)	Tel (Res)	Tel (Mob)

1.2.2 Functional Directors / Senior Executive of the Organisation :-

Sl.No	Name	Designation	Email ID	Tel (off)	Tel (Res)	Tel (Mob)

1.2.3 Persons holding the power of attorney, if any : Name:

Designation:-

Address:-

1.2.4 Contact person(s) (if other than 1.2.1&1.2.2 above) :

Sl.No	Name	Designation	Email ID	Tel (off)	Tel (Res)	Tel (Mob)

1.2.5. **No. of employees on date with ESI & PF number.** : (Please give break-up)

a) Administrative :

b) Technical :

c) Graduate Engineers :

ii) Diploma Engineers :

iii) Scientist / Chemists :

iv) Lab. Asst./ Supervisors :

c) Skilled Workers :  
(Please attach organisation chart ) :

d) (i) Is the firm having construction : Yes / No  
planning and scheduling department? If yes  
give details

ii) What construction planning methods do :  
you adopt:

e) Other Category if any :

2.0 **MARKETING & FINANCE** :

2.1 **MARKETING** :

2.1.1 What is the minimum order value :  
acceptable to the organisation?

2.1.2 What is the Maximum single order value :  
that can be handled?

2.1.3 Is the firm in the approved list of :  
a) Any Govt. Department / Public Sector : Yes / No  
Undertaking? If yes give name and duration  
of enlistment

b) Duration :

c) Any private organization repute, if yes, : Yes / No.  
give name and duration of enlistment

d) Duration :

2.1.4 Main Customers / Clients :  
Name and Address

2.1.5 a) Future expansion/ diversification plans, : Yes / No.  
if any? (kindly attach a brief write-up about  
future plans

b) Any other information :

2.2 **FINANCE** :

2.2.1 Audited financial reports of last three years :  
are to be submitted along with the  
application as **Appendix-E**

Turnover in the last three years. :

2.2.2 Name (s) of Bankers(s) with addresses :

giving their financial capacity to handle works of required magnitude to be enclosed

- 2.2.3 PAN & Certified copy of I.T. clearance certificate to be enclosed : Yes / No.
- 2.2.4 GST Registration certificate. (Copy to be enclosed) :
- 2.2.5 Contractors registration No. Authority of issue and valid till (Copy to be enclosed) :
- 2.2.6 Partnership deed, if any (Copy to be enclosed) :
- 2.2.7 Contractors PF Registration No. & Date (Copy to be enclosed) :
- 3.0 **FACILITIES & PRODUCTS** :
- 3.1 **FACILITIES & ACTIVITIES** :
- a) Details of construction plant and equipments (including material handling equipment) (Give details in the format prescribed at **Appendix-C** to this questionnaire) :
- b) Experience in specialized jobs if any :
- c) Details of current orders in hand indicating value and expected time of completion :
- d) Any difficulty / problem faced while executing the works resulting in stoppage of or abandonment of the work. If yes please give details :
- e) Past / present incident of litigation and / or arbitration, if any, please give details :
- 3.1.2 Does the firm have a system of reporting progress ? if yes, enclose formats :
- 3.2 **PRODUCTS / SERVICE** :
- 3.2.1 Indicate range / type of services offered by the organization (enclose catalogues / separate sheets, if necessary giving areas of specialization) :

- 4.0 **QUALITY CONTROL SYSTEMS & QUALITY CONTROL MECHANISM** :
- 4.1 **QUALITY CONTROL** :
- i) Is the organization having Quality Control Department? If Yes, please give details :
- Yes /No.
- a)Qualification of head of QC Department :
- b) Whom does the head of QC Department report to (**Attach QC Department's organization chart**) :
- e.g. Engineering / Shop Manager / Production Manager / Chief Executive) :
- c) Staff Strength :
- d) Does the organization have a documented quality control system ? If Yes, attach a copy of quality control manual. :
- Yes /No.
- If written QC manuals, procedure and check list are used, do they conform to ISO 9001:2000/ISO 14001:2004 or others to specify. :
- Yes /No.
- ii) Please indicate training details of last two years for Q.C personnel. :
- No of persons trained
  - Titles of Programmes / Institute
- iii) where there is no head QC or chief Inspector, please specify who carries out QC function. :
- 4.1.2 I. Does the firm have a Contractor evaluation system ? If yes, please enclose a copy of the same. :
- Yes /No.
- II. How are your Contractors instructed on quality requirements and inspection procedures (please enclose a copy of sample instructions) :
- (e.g Through standard instruction/ technical specifications/ separately to specify)
- III. Please specify the quality control steps taken to ensure the quality of sub-contracted work(if applicable) :
- Quality survey System. Audit :

- Records of sub-Contractors/ contractors : performance
  - planned inspections/ expediting visits : to sub-contractors
  - Incoming inspection. :
  - Others (Specify) :
- 4.1.3 Does the firm have a documented : Yes/No  
 procedure for controlling stores, flow of  
 material and conservation of stores? If yes,  
 a brief write-up may please be enclosed
- 4.1.4 I. Are there adequate facilities for :  
 inspection and testing of in process material  
 and final products? If yes give details
- II. Does the firm take suitable corrective :  
 action based on results/observations made  
 at (I) above
- III. Are there adequate Calibration : Yes/No  
 facilities available to check the accuracy of  
 testing equipment ?
- 4.1.5 I. Is the firm having facilities for . : Yes/No  
 maintaining inspection and test records / Duration  
 If yes, for how long are they normally  
 retained.
- II. Are the quality records used' for : Yes/No  
 reporting to management and client? If yes,  
 please give details
- 4.1.6 Does the firm engage third-party / . outside : Yes/No  
 agency for inspections / quality control? If  
 yes, give name (s) address(es) and other  
 details.
- 4.1.7 Does the firm have laboratory . facilities? If :  
 yes, are they part of the organization? If  
 yes, give details
- 4.1.8 Indicate the standards being' followed :
- 5.0 INDUSTRIAL ENVIRONMENT :
- 5.1 Strikes / lockouts / labour unrest, if . any, in :  
 the last two years
- 5.2 a) Does the firm have any' : Yes/No.

	agreement with the Employees Unions with regards to pay and other benefits? If yes, the date of last agreement and the date of renewal of such agreement.	Normal agreement Period_____
	b) No of recognized unions / unrecognized unions	Validity of agreement
6.0	<b>SERVICES</b>	:
6.1	Do you offer after-sales services to your clients? Please indicate the details of such facilities	:
7.0	<b><u>EXPERIENCE AND PAST PERFORMANCE</u></b>	:
	a)Details of projects executed. In last three years as per <b><u>Appendix-D</u></b> indicating	:
	i) Name and address of client	:
	ii) Name and location of work	:
	iii) Nature of work	:
	iv) Value of work	:
	v) Total volume of work	:
	vi) Scheduled completion time of work	:
	vii) Actual completion time of work	:
	b)Turnover in the last two years. (documentary. Evidence to be enclosed)	:
7.2	Past record of carrying out. Assignment from point of view of quality and time schedule.	:
7.3	Has the firm ever been blacklisted. By any Govt. organization / PSU / other organization or other contract terminated	:
7.4	Any other information	:

I/We hereby declare that the entries made in the application form are true to the best of my/our knowledge.

Place  
Date:

Signature.  
Name.  
Designation.

**CERTIFICATE OF NO RELATIONSHIP**  
**APPENDIX - A**

**PRE-QUALIFICATION NOTICE NO:- 01/JM/ELECT/OPHWC/2019-20**

I/We hereby certify that I/We am/are **related/not related** to any officer of OSPH&WC of the rank of Deputy Manager & above . I/We am/are aware that, if the facts subsequently proved to be false, my/our enlistment will be cancelled with forfeiture of registration fees.

I/We also note that, non-submission of this certificate will render my / our application liable for rejection.

**N:B :-** Strike out which is not applicable.

Place  
Date:

Signature.  
Name.  
Designation.



**RELATIONSHIP DECLARATION**  
**APPENDIX - B**

**PRE-QUALIFICATION NOTICE NO:- 01/JM/ELECT/OPHWC/2019-20**

To,

**The Joint Manager (Electrical),**

**Subject: (Application for pre-qualification of Electrical Contractors under OSPH&WC)**

**Reference: (PRE-QUALIFICATION NOTICE NO:- 01 / JM/ ELECT /OPHWC/2019-20)**

Sir,

**Pursuant to clause (m) of the Basic terms & Conditions of the pre-qualification document**, it is to inform that I have relative(s) employed as an officer of OSPH&WC of the rank of Deputy Manager & above .His /Her (Their) details are as follows.

Relationship:  
Name:  
Designation :  
Office :  
Address :

**Pursuant to clause (m) of the Basic terms & Conditions of the pre-qualification document**, I am to submit herewith the names of persons who are working under my firm having near relative (s) employed as an officer of OSPH&WC of the rank of Deputy Manager & above. His/her (Their) details are as follows.

Sl No.	Name of the my employee and his designation in the firm	Presently working at	Details of his relatives working in the Department
1.			Relationship Name: Designation Office Address

I am also duty bound to inform the relationship of any subsequent employee to any officer of OSPH&WC of the rank of Deputy Manager & above. I am aware that any breach of this condition my enlistment will be cancelled with forfeiture of registration fees for suppression of facts.

Yours Sincerely

Place  
Date:

Signature.  
Name.  
Designation.

**APPENDIX - C****PRE-QUALIFICATION NOTICE NO:- 01/JM/ ELECT/OPHWC/2019-20****Details of Plants and Machinery including Material Handling Equipment, Inspection and Test Equipment, Cl.3.1(a)**

Name of the Firm:

<b>S.L. No</b>	<b>Item</b>	<b>Make</b>	<b>Size/Capacity</b>	<b>Quantity</b>	<b>General Conditions</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

Place  
Date:Signature.  
Name.  
Designation.

**APPENDIX - D****PRE-QUALIFICATION NOTICE NO:- 01/JM/ELECT/OPHWC/2019-20****Details of Large Order Executed by the Firm in the Last Three Years, Cl.7.1**

Name of the Firm:

<b>Details of work executed</b>	<b>Name and full address of the party for whom work has been done</b>	<b>Work order No. and Date</b>	<b>Delivery schedule as per work order</b>	<b>Date when the order completed</b>	<b>Value (Rs.)</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

Place  
Date:Signature.  
Name.  
Designation.

**APPENDIX - E**

**PRE-QUALIFICATION NOTICE NO:-01/JM/ELECT/OPHWC/2019-20**

**FINANCIAL DETAILS (Cl.2.2.1)**

- I. % of Current Assets of Total Assets :-
- II. Ratio of Current Assets to Current liabilities :-
- III. Ratio of Quick Assets to Current liabilities :-
- IV. % of working capital to turn over :-
- V. % of returns on
  - Turnover :-
  - Capital employed :-
  - Net worth :-
- VI. Average. collection period (in days) :-
- VII. Debt/equity ratio :-
- VIII. Please enclose Annual Reports of your Company for last three years.

Place  
Date:

Signature.  
Name.  
Designation.

**Total: - 20 (Twenty) pages only.**

**APPROVED**

**Sd/-  
Joint Manager**