

PRE- QUALIFICATION NOTICE NO.

11 /JM/ELECT/OSPHWC/2019-20

DOCUMENT FOR

**PRE-QUALIFICATION OF REPUTED CONSULTANCY FIRMS
FOR EMPANELMENT UNDER THE ODISHA STATE POLICE
HOUSING & WELFARE CORPORATION, BHUBANESWAR
FOR DESIGN & ENGINEERING CONSULTANCY FOR FIRE
SAFETY, DETECTION & SUPPRESSION 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, Website: www.ophwc.nic.in

PRE-QUALIFICATION NOTICE NO:-11/JM/ ELECT/OPHWC/2019-20

The Odisha State Police Housing & Welfare Corporation Limited (OSPH&WC), Janpath, Bhubaneswar-22 invites application for enlistment/empanelment of reputed firms for Design & Engineering Consultancy for implementation of Fire Safety & Fighting measures not limited to Fire Alarm, Detection, Fire Emergency control & management of MEP systems (*eg. Lift Recall, Auto audible – visible annunciation & Voice Evacuation, Emergency Power Off, HVAC smoke control, Access Door override, Stairwell pressurization etc.*) Suppression & Fighting at various buildings and offices for Odisha State Police Housing & Welfare Corporation Ltd.(OSPH&WC), If an empanelled /enlisted firm fails to execute the consultancy assignment as per detailed scope of work within stipulated & mutually agreed timelines as per the contract then the firm will be de-listed 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 enlisted/empanelled 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(Rupees two thousand three hundred sixty) only inclusive of GST [Non refundable] in shape of Demand draft / 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.24.08.2019**.The 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 Demand Draft / Pay Order of Rs.2360.00(Rupees two thousand three hundred sixty) only 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 & time 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 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(Rupees two thousand three hundred sixty) only inclusive of GST [Non refundable] in shape of Demand Draft / Pay Order drawn on any Nationalised Bank payable at Bhubaneswar in favour of “The Odisha State Police Housing & Welfare Corporation Ltd, Bhubaneswar” Should be submitted along with the pre-qualification document, failing which prequalification 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 prequalification document should be submitted in a sealed cover superscribing “**PRE-QUALIFICATION OF REPUTED CONSULTANCY FIRMS FOR EMPANELMENT UNDER THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION, BHUBANESWAR FOR DESIGN & ENGINEERING CONSULTANCY FOR FIRE SAFETY, DETECTION & SUPPRESSION WORK**” and can be sent by post or courier or dropped in the Box at the office of the undersigned as well. 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 prequalification document / D.D in case of down loaded pre-qualification document along with copies of the following valid documents:

- ROC (Registrar of Companies)/Equivalent certificate from competent authority mentioning about related work.
- Registration certificate with FSAI (Fire & Security Association of India) v / Council of Architecture /Equivalent certificate from competent authority.
- Income tax return copy & copy of PAN card.
- GST Registration certificate.
- ESI Registration certificate.
- EPF Registration certificate.
- Professional Tax registration certificate.
- Proof of executing same nature of work in Govt. / Govt. Undertaking. Departments/large corporate/business houses with copy of work order and completion certificates in support of credential should be enclosed with the pre-qualification document 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.

CRITICAL DATES

- ▶ **The pre-qualification document is available from: Dt.09.08.2019**
 - ▶ **Last date for issue of pre-qualification document is up to: 05.00 PM of Dt.24.08.2019**
 - ▶ **Last date for receipt of pre-qualification document is up to: 12.30 PM of Dt.27.08.2019**
 - ▶ **Date of opening of pre-qualification document at: 03.30 PM of Dt.27.08.2019**
- Any addendum/corrigendum/cancellation of tender can also be seen from the website: www.ophwc.nic.in**

**Sd/-
Joint Manager**

BASIC TERMS & CONDITIONS

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ELIGIBILITY CRITERIA:-

1. The firms should have possess valid ROC (Registrar of Companies)/ Equivalent certificate from competent authority mentioning about related work.
2. The firms should registered with FSAI (Fire & Security Association of India)/ Council of Architecture/ Equivalent certificate from competent authority.
3. The firms should have carried out same nature of work for a minimum period of 05 (Five) years in Govt. / Govt. Undertaking Departments/ large corporate/business houses.
4. The firms must be in consultancy business for Design & Engineering of Fire Fighting systems as per latest National Building Code (NBC), National Fire Protection Association (NFPA) & Local Fire AHJ(Authority having Jurisdiction) for at least for the last 5 years and must have executed at least one project of 2 Lakhs Sq Ft. or above during last 5 years in India.
5. A small presentation, for the work done & tentative proposed plan for the work to be presented before the evaluation committee. The date and time of presentation shall be intimated at least 07 days in advance.
6. The bidder must have a registered office in India with a local Branch Office/Representative at Bhubaneswar, Odisha.
7. The bidder should be fully conversant with all the applicable building / construction byelaws, local Govt. and Municipal codes, environmental laws, electrical and other regulations applicable for the building construction and land development process.
8. 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.
 - a. PAN Card :-
 - b. Income Tax return Copy :-
 - c. GST Registration Certificate :-
 - d. EPF Registration Certificate :-
 - e. ESI Registration Certificate :-

f. Registration Certificate with FSAI / Council of Architecture / Equivalent Registration Certificate :-

g. ROC (Registrar of Companies)/Equivalent certificate from competent authority mentioning about related work :-

h. Other legal documents pertaining to constitution of the firm :-

i. Professional Tax Registration Certificate :-

j. Credential / Past experience executing same nature of works of the firms :-

SCOPE OF WORK :-

1. Preparation of detailed layout drawings/ designs & estimate as per OPHWC requirement with revisions thereof, as necessary.
2. Preparation of all drawing pertaining to but not limited to Sprinkler & Hydrant system Piping Layout, Sprinkler location, Fire Pump room, Hydrant systems including all hardware & accessories, Fire Fighter's Tanks, Fire Detection & Alarm including all hardware & accessories, Public Address & Automatic Voice Evacuation, Cabling for FA/PA, Fire Suppression etc.
3. Preparation and submission of preliminary cost estimate for the above mentioned work as per requirements including all hardware & accessories and associated civil works.
4. Preparation of tender documents with required details including technical specifications, preferred list of makes of materials, Good for Construction(GFC) drawings duly approved by the competent AHJ and other related information as per various national/international & state codes and standards etc.
5. Necessary support to client in Techno-Commercial scrutiny & evaluation of tenders and preparation of comparative statement of works.
6. Supervision & Quality control of works as per prevailing standards, Tender specifications & site requirement as and when required during execution of work.
7. Certification for quality of materials and workmanship, certification of final measurement of works etc.
8. Necessary Support to Client in obtaining NOC/statutory approvals/permissions from competent AHJ.
9. Assisting OPHWC in case contractor resorts to arbitration/Litigation.
10. The duties and functions of the consultants mentioned above are only indicative and not exhaustive. The detailed duties and functions will be as per mutual agreement with OPHWC.

The selected Architect/consultant will have to enter into a formal agreement on stamp paper with OPHWC as per the standard practice of the Organization. The profile and expertise of the key persons of the associated consultants who shall be working on the design along with the main consultant shall also be identical as the main consultant.

STAGES OF PAYMENT :-

Sl.No.	Stage	Percentage of Payment	Cumulative Percentage.
1	After submission of GFC Tender drawings duly approved by competent Fire AHJ , drawings of pump foundation works & estimate etc., any other drawings as applicable.	25%	25%
2	After preparation of tender documents for OPHWC, floating of tender and selection of successful bidder.	50%	75%
3	After commissioning and complete handing over of Project.	25%	100%

NOTE :-

1. Please note that in case project is not approved from Local Authority having jurisdiction, No payment will be released to Consultancy firm.
2. Each bill is to be raised after completion of respective stage.
3. A retention amount equal to 5% of each bill amount shall be retained with OSPHWC and same (without interest) shall be released after one year from the project handing over date.
4. Before release of payment at stage 3 (Stage of Payment), the Consultancy firm will be required to submit three copies of all the GFC drawings in HARD COPY and in DVD.(AutoCAD & PDF).
5. GST shall be payable on the prevailing rates on the date of billing.
6. TDS shall be deducted as per the income tax law.
7. Site supervision (Minimum six visits and during review meeting with OPHWC as and when required).

GENERAL

- a) The Corporation reserves the right to reject or cancel any or all pre-qualification documents without assigning any reason thereof.
- b) The Corporation reserves the right to amend this document and any information contained herein at any time by notice in writing to the firms.
- c) **Annexure -1**(Work completed), **Annexure- 2** (Work in hand), **Annexure- 3**(Financial Bid), **Annexure- 4 & Annexure- 5** should filled up with seal & signature of the firm otherwise the application shall be liable for rejection.
- d) All the information as called for in the document shall be submitted truly, clearly, legible, transparently, unambiguously and without use of abbreviation.
- e) 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.
- f) Use separate piece of paper where the space provided in the formats in this pre-qualification document for submission of information is not sufficient.
- g) 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.
- h) 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.
- i) A pre-qualification document submitted cannot 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.
- j) Any query must be addressed to jmelectricalophwc@gmail.com within 7 days of the publishing of this EOI.
- k) 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.
- l) 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 **Annexure- 4 & Annexure- 5** 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.
- m) 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]

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**CONSULTANT ASSESSMENT QUESTIONNAIRE: - Design & Engineering Consultancy
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.- Design, Consultancy, supervision, Fire Safety audit etc. 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 & EPF number. : (Please give break-up & organisation chart)

a) Administrative:

b) Technical :

- i) Graduate Engineers :
- ii) Diploma Engineers :
- iii) Drafts Men :
- iv) Lab. Asst./ Supervisors :
- v) Legal Ethics & Compliance:

2.0 TOOLS & SOFTWARE:

2.1 What Software or tools do you use for designing & engineering:

2.2 What Tools do you use for designing & engineering:

2.3 What Software or tools do you use for Testing & Commissioning:

3.0 MARKETING & FINANCE :

3.1 MARKETING:

3.1.1 What is the minimum order value in Sq Ft acceptable to the organisation? :

3.1.2 What is the Maximum single order value in Sq Ft. that can be handled? :

3.1.3 Is the firm in the approved list of :

a) Any Govt. Department / Public Sector Undertaking? If yes give name and duration of enlistment : Yes / No Duration:

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

Duration:

3.1.4 Main Customers / Clients Name and Address :

3.2 FINANCE:

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

Turnover in the last three years. :

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

3.2.3 PAN & Certified copy of I.T. clearance certificate to be enclosed: Yes / No.

3.2.4 GST Registration certificate. (Copy to be enclosed) :

3.2.5 Valid registration No. Authority of issue and valid till (Copy to be enclosed) :

3.2.6 Partnership deed, if any (Copy to be enclosed) :

3.2.7 Bidder's PF Registration No. & Date (Copy to be enclosed) :

3.2.8 Past / present incident of litigation and / or arbitration, if any, please give details

4.0 PRODUCTS / SERVICE : Indicate range / type of services offered by the organization (enclose catalogues /separate sheets, if necessary giving areas of specialization)

5.0 QUALITY CONTROL SYSTEMS & QUALITY CONTROL MECHANISM:

5.1 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) :

c) Does the organization have a documented quality control system ? If Yes, attach a copy of quality control manual. : Yes /No.

d) 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.

e) Are there adequate facilities for inspection and testing of in process material and final products? If yes give details :

f)Are there adequate calibration facilities available to check the accuracy of testing equipment? : Yes/No

g) Is the firm having facilities for maintaining inspection and test records l If yes, for how long are they normally retained. : Yes/No Duration

h) Does the firm engage third-party / . outside agency for inspections / quality control? If yes, give name (s) address(es) and other details. : Yes/No

5.1.2 Does the firm have laboratory . facilities? If yes, are they part of the organization? If yes, give details :

5.1.3 Indicate the standards(NBC/NFPA/FM Global etc) being' followed during engineering design and estimation: Give details with Ref no. :

6.0 Has the firm ever been blacklisted. By any Govt. organization / PSU / other organization or other contract terminated. YES/NO

If Yes give details.

7.0 Any other information :

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

Signature:

Name:

Designation.

Place:

Date:

Annexure - 1**(Works completed during last 5 years)****PRE-QUALIFICATION NOTICE NO:-11/JM/ELECT/OPHWC/2019-20**

Name of Work	Location	Contract amount	Area of project in Sq. FT.	Date of award	Actual date of Completion	Name and address of client	Name and phone no of client's contact person

NOTE: Please attach evidence like copy of award letter / completion certificate given by client/ architect. Please also attach colored photograph of completed work.

Signature with seal of the Applicant

Date:-

Annexure - 2**(Works in hand)****PRE-QUALIFICATION NOTICE NO:-11/JM/ELECT/OPHWC/2019-20**

Name of Work	Location	Contract amount	Area of project in Sq. FT.	Date of award	Actual date of Completion	Name and address of client	Name and phone no of client's contact person

NOTE: Please attach evidence like copy of award letter issued by client/ architect/ work order/copy of final bill etc.

Signature with seal of the Applicant

Date:-

Annexure - 3**(Fees for Professional services)****PRE-QUALIFICATION NOTICE NO:- 11/JM/ELECT/OPHWC/2019-20**

DESCRIPTION	CONSULTANCY CHARGES	IN FIGURE	IN WORDS	REMARKS OF THE APPLICANT
Design & Engineering Consultancy	Percent (%) of the value of work order.			

Signature with seal of the Applicant

Date:-

Annexure - 4

(CERTIFICATE OF NO RELATIONSHIP)

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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 contract will be rescinded with forfeiture of E.M.D and security deposit and I/We shall be liable to make good the loss or damage resulting from such cancellation.

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

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

Signature with seal of the Applicant

Date:-

Annexure - 5
(RELATIONSHIP DECLARATION)
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To,

The Joint Manager (Electrical)

Subject: (Name of the Work)

Reference: (PRE-QUALIFICATION NOTICE NO:11/JM/ELECT/OPHWC/2019-20)

Sir,

Pursuant to clause (I) at page No- 07 of the Pre-qualification documents, 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 (I) at page No- 07 of the Pre-qualification documents, 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 would render my firm liable for penal action for suppression of facts.

Yours Sincerely

Signature with seal of the Applicant

Date:

Total:17(Seventeen) pages only.

APPROVED

Sd/-
Joint Manager (Elect)