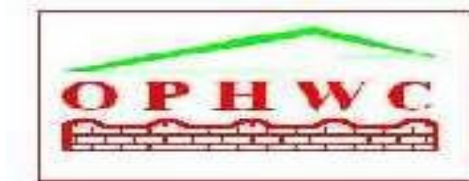


PRE- QUALIFICATION NOTICE NO.

41 /JM/ ELECT /OSPHWC/2018-19

**DOCUMENT
FOR**

**PRE-QUALIFICATION OF ELECTRICAL CONTRACTORS FOR
ENLISTMENT UNDER THE ODISHA STATE POLICE HOUSING &
WELFARE CORPORATION, BHUBANESWAR**



**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:- 41 / JM/ ELECT /OPHWC/2018-19

The Odisha State Police Housing & Welfare Corporation Limited (OSPH&WC), Janpath, Bhubaneswar-22 invites application for enlistment of electrical contractors for execution of External electrification, Internal electrification, Area illumination and Building earthing (Lightning Arrestor) works of various Building Projects throughout the State. 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 d-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 in OSPHWC contractors list for a period of 01 (one) year 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. 19/02/2019**. 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 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 submit 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 super scribing “**Application for pre-qualification of Electrical Contractors 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 the valid

H.T / M.V electrical license issued by ELBO, Income tax return copy, PAN, GST Registration certificate and EPF Registration certificate along with the pre-qualification document 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. 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 contractor or 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

CRITICAL DATES

- ▶ The pre-qualification document is available from: **Dt.05.02.2019**
- ▶ Last date for issue of pre-qualification document is up to: **05.00 PM of Dt.19.02.2019**
- ▶ Last date for receipt of pre-qualification document is up to: **12.30 PM of Dt.22.02.2019**
- ▶ Date of opening of pre-qualification document at: **03.30 PM of Dt.22.02.2019**

**Sd/-
Joint Manager**

BASIC TERMS & CONDITIONS.

PRE-QUALIFICATION NOTICE NO:- 41 / JM/ ELECT /OPHWC/2018-19

The firms should possess valid **H.T / M.V** electrical contractor license from State Electrical Licensing Board, Odisha (**ELBO**). The electrical contractors having previous work experience **minimum 02 (two) years in case of M.V. works and minimum 02 (two) years in case of H.T. works**, will be eligible to apply for enlistment. **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:-
2. Income Tax return Copy :-
3. GST Registration Certificate :-
4. EPF Registration Certificate :-
5. Valid H.T / M.V Electrical License :-
(Issued by ELBO)
6. Other legal documents pertaining to constitution of the firm :-
7. Credential / Past experience of the firms :-

After preliminary evaluation of pre-qualification documents, the firms shall deposit the initial registration fees 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 REGISTRATION FEES :-

Sl.No	Working Range	Initial Registration Fees
1.	Up to Rs. 10 Lakhs	Rs.10,000.00
2.	Up to Rs.20 Lakhs	Rs.20,000.00
3.	Up to Rs.50 Lakhs	Rs.30,000.00
4.	Up to Rs.100 Lakhs	Rs.40,000.00

The requisite initial registration fees 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 must be submitted after successful preliminary evaluation of pre-qualification documents.

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 registration fees between corresponding working range as mentioned under initial registration fees above. But request for up-gradation of working range by the enlisted firm/contractor will not be considered during invitation of tender.

VALIDITY OF REGISTRATION:-

The registration is valid for a period of **01** (one) year from the date of issue of the enlistment letter. The initial registration fees deposited by the firms /contractors will be refunded after expiry of validity period of enlistment. Failure to complete the work awarded to the enlisted electrical contractors both in M.V / H.T as per terms & conditions of the work order, the registration fees deposited by the firm / contractor may be forfeited and the firm / contractor may be black listed.

If due to any reason the license of a enlisted firm/contractor declared invalid by the ELBO during validity period of the enlistment, then the enlistment of the said firm/contractor will be suspended till the license became valid.

GENERAL

- a) After evaluation of documents for the purpose applied for, the registration fees 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 contractors will be eligible for participating the tender of OSPHWC. However, the enlisted contractors 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 contractor in respective category of the firm through either **e-mail or post**.
- c) In case of emergency for executing any work enlisted contractors 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 contractors in the list.
- d) In case, special nature of works are required which are not covered under pre-qualification list of contractors, 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 a 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, Website: www.ophwc.nic.in

PRE-QUALIFICATION NOTICE NO:- 41 / JM/ ELECT /OPHWC/2018-19
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.- Electrical 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 : (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 planning and scheduling department? If yes give details : Yes / No

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 Undertaking? If yes give name and duration of enlistment : Yes / No

b) Duration :

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

d) Duration :

2.1.4 Main Customers / Clients Name and Address :

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

b) Any other information :

2.2 **FINANCE** :

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

Turnover in the last two 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 /
If yes, for how long are they normally :
retained. Duration
- 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 Normal agreement

with regards to pay and other benefits?
If yes, the date of last agreement and the date of renewal of such agreement.

Period _____
Validity of agreement

b) No of recognized unions / unrecognized unions :

6.0 **SERVICES** :

6.1 Do you offer after-sales services to your clients? Please indicate the details of such facilities :

7.0 **EXPERIENCE AND PAST PERFORMANCE** :

a)Details of projects executed. In last two years as per **Appendix-D** 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:- 41/ JM/ ELECT /OPHWC/2018-19

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:- 41/ JM/ ELECT /OPHWC/2018-19

To,

The Joint Manager (Electrical),

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

Reference: (PRE-QUALIFICATION NOTICE NO:- 41 / JM/ ELECT /OPHWC/2018-19)

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:- 41/ JM/ ELECT /OPHWC/2018-19****Details of Plants and Machinery including Material Handling Equipment, Inspection and Test Equipment, Cl.3.1(a)**

Name of the Firm:

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

Place
Date:Signature.
Name.
Designation.

APPENDIX - D**PRE-QUALIFICATION NOTICE NO:- 41/ JM/ ELECT /OPHWC/2018-19****Details of Large Order Executed by the Firm in the Last Two Years, Cl.7.1**

Name of the Firm:

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

Place
Date:Signature.
Name.
Designation.

APPENDIX - E

PRE-QUALIFICATION NOTICE NO:- 41/ JM/ ELECT /OPHWC/2018-19

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 enclosed Annual Reports of your Company for last two years.

Place
Date:

Signature.
Name.
Designation.

Total: - 19(Nineteen) pages only.

APPROVED

**Sd/-
Joint Manager**