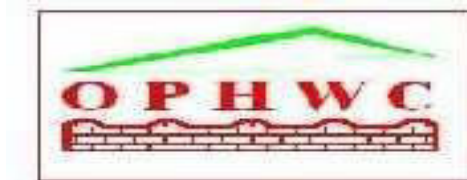


**PRE- QUALIFICATION NOTICE NO.**

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

**DOCUMENT FOR PRE-QUALIFICATION OF AGENCIES FOR ENLISTMENT  
UNDER THE ODISHA STATE POLICE HOUSING & WELFARE  
CORPORATION, BHUBANESWAR FOR INSTALLATION OF SOLAR SYSTEMS**



**JOINT MANAGER**

**[ELECTRICAL DIVISION]**

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

**Disclaimer**

Kindly Note:

1. This document is not transferable.
2. Though adequate care has been taken for preparation of this document, the applicant shall satisfy himself that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any applicant within ten days from the date of issue of this notice, it shall be considered that document is complete in all respects and has been received by the applicant.
3. The Odisha State Police Housing & Welfare Corporation Ltd. (OSPH&WC) reserves the right to modify amend or supplement this application process.
4. While the document has been prepared in good faith, neither OSPH&WC nor their employees or advisors make any representation, warranty, express or implied or accept any responsibility liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability and completeness of this document, even if any loss or damage is caused by any act or omission on their part.

**E-mail: [jmelectricalophwc@gmail.com](mailto:jmelectricalophwc@gmail.com)**

**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:-05/ JM/ ELECT /OPHWC/2019-20

The Odisha State Police Housing & Welfare Corporation Limited (OSPH&WC), Janpath, Bhubaneswar-22 invites application in the prescribed form with detailed pre-qualification notice for enlistment to carry out Solar Photo-Voltaic (PV) Power Plants at different building projects under OPHWC at different places of Odisha State from registered manufactures of Solar PV products/or their authorised agency/system integrator having ample work experience in the Solar energy Domain. 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 in OSPHWC contractors list for a period of 02 (Two) 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.**21/06/2019**. 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 scheduled 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 enlistment to carry out Solar Photo-Voltaic (PV) Power Plants 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, 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.

### **CRITICAL DATES**

- ▶ The pre-qualification document is available from: **Dt. 10/06/2019**
- ▶ Pre-empanelment discussion is up to: **11.30 AM of Dt. 19/06/2019.**
- ▶ Last date for issue of pre-qualification document is up to: **05.00 PM of Dt. 21/06/2019.**
- ▶ Last date for receipt of pre-qualification document is up to: **12.30 PM of Dt. 24/06/2019.**
- ▶ Date of opening of pre-qualification document at: **03.30 PM of Dt. 24/06/2019.**
- ▶ 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:- 05/ JM/ ELECT /OPHWC/2019-20**

The firms having previous work experience in carrying out Solar Photo-Voltaic (PV) Power Plants and should possess valid **H.T / M.V** electrical contractor license from State Electrical Licensing Board, Odisha (**ELBO**) in absence should make JV with firms possessing such license. **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.**

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 of the firms: -

**GROUP-A:-**

Design, supply, installation, commissioning and maintenance for a period of 5 years of Off-Grid/ Hybrid Solar PV Power Plants. (1 KWp to 50 KWp) with different capacities of Battery Bank.

**Criteria related to Incorporation/Enlistment of the agency:-**

1. Prospective agency must be having a support office in Odisha preferably in (Bhubaneswar) before execution of agreement to start the work.
2. The entity should have been operational in India at least for last three Financial Years ending with 31.03.2019.
3. The prospective agency must have established quality assurance system and organization in line with the requirements under ISO 9001:2015/ISO14001:2015 certification.
4. The prospective agency must have adequate capacity to design, manufacture, test, supply, erection, commission & maintenance the Power Plant within the given time schedule and should have a turnover of Rs. 1 Crore during last three Financial Years from Solar service exclusively.

5. The prospective agency should be a single legal entity registered in India and should be a profit making company/Firm for the last 3 years ending on 31.03.2019.
6. The prospective agency must have commissioned minimum 50 KWp capacity Off-Grid/Hybrid roof-top Solar PV Power Plants during last 3 Financial Years ending on 31.03.2019 in Govt. Deptt./PSU's/Govt. Agencies and have to submit proper documents against the execution along with beneficiaries details, detailed work order copy issued, installation photographs and joint commissioning certificate for evaluation.
7. The prospective agency must not have been debarred/blacklisted by any Govt. Deptt./PSU's/Govt. Agencies and should submit a self certification by an authorised person duly notarized to this effect.
8. The prospective agency must have in-house Engineers and Electrical Engineer with verifiable proven experience in installation of Solar PV system.
9. The prospective agency should possess a valid Electrical Contractors License MV/HT issued by ELBO (Govt. of Odisha) or in absence should make JV with firms having the same in order to obtain statutory clearance required for erection and commissioning of the project.
10. The prospective agency should have the capability to liason with Distribution Company Authorities for connectivity permission in case of requirement.

### **GROUP-B:-**

Design, supply, installation, commissioning and maintenance for a period of 5 years of on-grid Solar with net metering arrangement as per condition laid-down by respective PV Power Plants.

### **Criteria related to Incorporation/Enlistment of the agency:-**

1. The prospective agency must have adequate capacity to design, manufacture, test, supply, erection and commission the Power Plant within the given time schedule and should have a turnover of Rs.2 Crore during last three Financial Years from Solar service exclusively.
2. The prospective agency must have commissioned minimum 200 KWp capacity On-Grid roof-top Solar PV Power Plants during last 3 Financial Years ending on 31.03.2019 with at least one individual installation exceeding 50 KWp or more in Govt. Deptt./PSU's/Govt. Agencies and have to submit proper documents against the experience along with beneficiaries details, detailed work order copy issued, installation photographs and joint commission certificate.

All other conditioned mentioned except Sl. No-4&6 vide Group-A shall hold good for enlistment to this Group-B.

After preliminary evaluation of pre-qualification documents and upon intimation, the firms shall deposit the initial registration fees of Rs.50,000.00 (Rupees fifty thousand only) for Group-A and Rs.1,00,000.00 (Rupees one lakh only) for Group-B as per their provisional selection in respective Groups, otherwise their pre-qualification documents shall not be processed for final evaluation.

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 for selected Group after successful preliminary evaluation of pre-qualification documents.

### **VALIDITY OF REGISTRATION:-**

The registration is valid for a period of 02 (Two) 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. On failure to complete the work awarded to the enlisted contractors 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 issued by ELBO/Contractor having valid license from ELBO with whom Joint Venture Agreement was made by respective agencies 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 become valid.

### **GENERAL**

- a) After evaluation of documents for the purpose applied for, the registration fees will be deposited for respective Groups 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 agencies 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 agencies 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't 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 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: -05 / 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 Organization :

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 organization & date of start of business. :

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

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 Organization:-

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&amp;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 :

d) Diploma Engineers having adequate  
experience in Solar Energy Domain :

e) Skilled Workers :

(Please attach organization chart ) :

- 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 :
- 2.2 **FINANCE** :
- 2.2.1 Audited financial reports of last three years are to be submitted along with the application. :
- Turnover in the last three years.
- Turn over from Solar business.
- 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 INDUSTRIAL ENVIRONMENT :
- 3.1 Strikes / lockouts / labor unrest, if. any, in the last two years :
- 3.2 a) Does the firm have any' 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. : Yes/No.  
Normal agreement  
Period\_\_\_\_\_ Validity of agreement
- b) No of recognized unions / unrecognized unions :
- 4.0 **SERVICES** :
- 4.1 Details of maintenance contract :

- 5.0 **EXPERIENCE AND PAST PERFORMANCE** :
- a) Details of projects executed. In last two years 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 :
- 5.2 b) Turnover in the last three years. (documentary. Evidence to be enclosed) :
- 5.3 Past record of carrying out. Assignment from point of view of quality and time schedule. :
- 5.4 Has the firm ever been blacklisted. By any Govt. organization / PSU / other organization or other contract terminated :
- 5.5 Any other information (Organisation structure and skill/experience of key employees) :

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.

**Checklist of Documents to be submitted along with the Application**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Complied</b>	<b>Page No/Flag</b>
1	Bank Draft for Rs.2,300.00 or original money receipt issued by OPHWC as proof of purchase of application form	Bank No Date	
2	Forwarding letter duly signed and stamped by the applicant		
3	Undertaking to unconditionally accept all terms conditions laid in for empanelment		
4	Copy of Board Resolution in the prescribed format comprising of requirements at Sl. No-4,14,18 (Applicable to companies only)		
5	Valid document registering the status of the applicant as manufacture/systems integrator		
6	Organizational Profile containing the original documents defining the constitution or legal status, place of registration/branches, annual off-grid/on-grid wise capacity of Solar Power Plants installed for last three years		
7	Copy of PAN Card of the Applicants Firm		
8	Copy of TIN Card of the Applicants Firm		
9	Copies of Tax Returns, VAT/e-filing and GST registration certificate		
10	Documents stating no loss certificate duly signed and stamped by a registered Chartered Accountant on the letter head of the Chartered Accountant		
11	Declaration/Original Board resolution to undertake the work under the jurisdiction of the local office, if qualified		
12	Undertaking to supply Indigenous items as per relevant guidelines of MNRE, GoI		
13	Willingness to open service centre in the Sate of Odisha and local registered office for execution of the works		
14	Filled in application form along with copy of the document duly signed and stamped at the bottom of each page		
15	Power of attorney to sign the agreement on behalf of applicant & partnership deed articles, if any		
16	Willingness to undertake joint venture with a licensed Contractor registered with ELBO in absence of HT/MV Electrical License issued by ELBO.		
17	Letter of Authorization		

**Sd/-  
Joint Manager**