

**PRE- QUALIFICATION NOTICE NO.**

**02/PM/ELECT/OPHWC/2023-24**

**DOCUMENT  
FOR**

**ENLISTMENT OF REPUTED FIRMS UNDER ODISHA STATE POLICE  
HOUSING & WELFARE CORPORATION, BHUBANESWAR FOR EXECUTION  
OFFIRE DETECTION & SUPPRESSION WORKSAT VARIOUS BUILDING  
PROJECTS THROUGHOUT THE STATE OF ODISHA**



**PROJECT MANAGER**

**[ELECTRICAL DIVISION]**

**The Odisha State Police Housing & Welfare Corporation Ltd., Janpath,**

**BhoiNagar, Bhubaneswar-22.**



**THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.  
JANAPATH, BHOINAGAR, BHUBANESWAR-22.  
[Electrical Division]**

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**PRE-QUALIFICATION NOTICE NO:-02/PM/ELECT/OPHWC/2023-24**

**1.**The Odisha State Police Housing & Welfare Corporation Limited (OPHWC), Janpath, Bhubaneswar-22 invites applications in prescribed format with detailed pre-qualification notice from Reputed Firms having ample work experience in this domain for enlistment under OPHWC to execute Fire Detection and Suppression work (fire alarm system, hydrant system, sprinkler system, installation of standpipe & hose system, installation of wall mounted fire extinguishers, stationary pumps and different fire safety related works etc.) along with providing Fire Safety Recommendation & Fire Safety Certificate from Odisha Fire Service in accordance to “Odisha Fire Prevention Fire Safety Rules, 2017 (Amendment 2019) at various Building Projects throughout the State of 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 further work. These applications will be received & evaluated by OPHWC as per norms for enlistment. After successful evaluation of pre-qualification documents, the successful firms will be registered under OPHWC for a period of 01 (one) year from date of issue of enlistment letter. The existing enlistment will be cancelled after finalisation of this fresh enlistment. The firms who have already been enlisted under OPHWC are needs to be applied for fresh enlistment.

**2.**The pre-qualification document will be available in the web site [www.ophwc.nic.in](http://www.ophwc.nic.in) and the same may be downloaded to be used as pre-qualification document. Towards cost of the 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, Bhubaneswar.” should enclosed along with the documents, failing which application shall be rejected.

**3.**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 enlistment under OPHWC for execution of Fire Detection & Suppression works at various Building Projects throughout the State of Odisha” and can be sent by post or courier or dropped in the tender Box at the office of the undersigned as well. However, authorities shall not be responsible for postal and other delays in receipt of applications.

**4.** The applicants are requested to submit the Demand Draft / Pay Order for cost of pre-qualification document, copies of Income tax return, PAN card, GST Registration certificate, ESI Registration certificate, EPF Registration certificate and proof of executing Fire Fighting Installation work in Govt. / Govt. Undertaking. Departments / Private Buildings with copy of work order, completion certificate and Fire Safety Certificate issued by competent authority of Odisha Fire Service (During last two years) in support of credential along with the application 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.

5. The firm having any type of adverse remarks from Govt./PSUs regarding past work experience shall not be eligible for application of enlistment. This will be the part of the affidavit to be furnished otherwise the application shall be rejected.

6. To apply for enlistment the applicant has to furnish the copy of GSTR-1 of preceding months of the pre-qualification notice date otherwise the bid shall be rejected.

7. An affidavit is to be furnished by the applicant at the time of submitting application that he is not blacklisted / defaulter Firm otherwise the application shall be rejected. 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. 20 lakhs
2. Up to Rs. 50 lakhs
3. Up to Rs. 100 lakhs
4. Up to Rs. 200 lakhs

### **CRITICAL DATES**

- Availability of pre-qualification documents in the Website [www.ophwc.nic.in](http://www.ophwc.nic.in) from :- Dt. 13.04.2023 to Dt.02.05.2023 up to 5:00 P.M
- Last date & time of Receipt of pre-qualification documents :- Dt.03.05.2023 up to 12:30 P.M
- Date & time of opening of pre-qualification document :- Dt.03.05.2023 at 01:00 P.M
- Any addendum/corrigendum/cancellation of pre-qualification can also be seen from the website: [\*\*www.ophwc.nic.in\*\*](http://www.ophwc.nic.in)

Sd/-  
Project Manager

## **BASIC TERMS & CONDITIONS**

**PRE-QUALIFICATION NOTICE NO :- 02/PM/ELECT/OPHWC/2023-24**

### **ELIGIBILITY CRITERIA :-**

1. The firm to take part in the pre-qualification should have same nature of work experience of minimum 02 (two) years in Govt. / Govt. Undertaking. Departments / Private Buildings and valid H.T. / M.V. electrical license issued by ELBO for execution of electrical works. In absence of H.T. / M.V. electrical license, the firm should submit a M.O.U./Joint venture (duly notarized) with eligible registered electrical contractor having valid H.T. / M.V. electrical license issued by ELBO and a copy of such M.O.U. /Joint venture should be attached with the pre-qualification document otherwise the application shall be liable for rejection.
2. The firms should have local office and service center in Odisha preferably in (Bhubaneswar) for prompt action during break down of the system before execution of agreement to start the work.
3. The firms should have a turnover of Rs.3.00 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.

- Demand Draft / Pay Order for cost of pre-qualification document :-
- Copy of Income tax return :-
- PAN Card :-
- GST Registration Certificate :-
- EPF Registration Certificate :-
- ESI Registration Certificate :-
- Valid H.T. / M.V. electrical license issued by ELBO / M.O.U./Joint venture (duly notarized) :-
- Past experience of minimum 02 (two) years executing same nature of work in Govt. / Govt. Undertaking. Departments / Private Buildings with copy of work order, completion Certificate and Fire Safety Certificate issued by competent authority of Odisha Fire Service :-
- Postal Address of local office and service center :-
- Other legal documents pertaining to constitution of the firm :-

### **INITIAL SECURITY DEPOSIT**

After preliminary evaluation of pre-qualification documents, the successful firms shall deposit the initial Security Deposit as mentioned below for the respective working range (As selected by the applicant in below table) for which the firms have provisionally qualified, otherwise their pre-qualification documents shall not be processed for final evaluation.

| Sl.No | Working Range      | Initial Security Deposit | Please tick the appropriate box |
|-------|--------------------|--------------------------|---------------------------------|
| 1     | Up to Rs.20 Lakhs  | Rs.30,000.00             |                                 |
| 2     | Up to Rs.50 Lakhs  | Rs.50,000.00             |                                 |
| 3     | Up to Rs.100 Lakhs | Rs.75,000.00             |                                 |
| 4     | Up to Rs.200 Lakhs | Rs.1,00,000.00           |                                 |

**UPGRADATION OF WORKING RANGE:-**

In case of a firm seeking Up-gradation from one working range to higher, the firm have to deposit the differential amount of initial Security money between corresponding working ranges as mentioned under initial Security Deposit above after approval of the competent authority. But request for up-gradation of working range by the enlisted firm will not be considered during invitation of tender.

**VALIDITY OF ENLISTMENT:-**

The enlistment is valid for a period of 01 (one) year 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 initial Security Deposit deposited by the firm may be forfeited and the firm may be black listed.

If due to any reason any certificate 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 that certificate became valid.

**GENERAL**

- a) 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. The tender call notice regarding details of tender will be intimate to the firms as per their working range through either e-mail or post.
- b) 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.
- c) In case, special nature of work is required which are not covered under the scope of works of the enlistment, these works can be done through open tender / e-tender by publishing advertisement in newspaper to take up such works or supplies of materials.

- d)**The Corporation reserves the right to reject or cancel any or all the applications for enlistment without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damages suffered by applicant on account of such rejections.
- e)** All the information as called for in the document shall be submitted truly, clearly, legible, transparently, unambiguously and without use of abbreviation.
- f)** 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.
- g)** Use separate piece of paper where the space provided in the formats in this pre-qualification document for submission of information is not sufficient.
- h)** 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.
- i)**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.
- j)** 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.
- k)**If the applicant as any relative employed as an Officer in the rank of Deputy Manager & above in OSPHWC, Bhubaneswar, he shall in form 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 initial security deposit will be forfeited.
- l)** All the disputes shall be subject to Jurisdiction of Civil Courts situated at Bhubaneswar in exception to High Court Orissa, Cuttack.

Sd/-  
Project Manager



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**APPLICANT ASSESSMENT QUESTIONNAIRE TO BE FILLED UP BY THE APPLICANT  
FAILING WHICH THE APPLICATION SHALL BE REJECTED**

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 : (Please give break-up)  
number.

a) Administrative :

b) Technical :

c) Graduate Engineers :

d) Diploma Engineers :

e) Scientist / Chemists :

f) Lab. Asst./ Supervisors :

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

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



give details

h) (ii) What construction planning methods do you adopt: :

i) 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 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 procedure for controlling stores, flow of material and conservation of stores? If yes, a brief write-up may please be enclosed : Yes/No

- 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 facilities available to check the accuracy of testing equipment ? : Yes/No
- 4.1.5 I. Is the firm having facilities for maintaining inspection and test records / If yes, for how long are they normally retained. : Yes/No  
 Duration  
 II. Are the quality records used for reporting to management and client? If yes, please give details : Yes/No
- 4.1.6 Does the firm engage third-party / outside agency for inspections / quality control? If yes, give name (s) address(es) and other details. : Yes/No
- 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 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\_\_\_\_\_
- b) No of recognized unions / unrecognized unions : Validity of agreement
- 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 three 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 :- 02/PM/ELECT/OPHWC/2023-24

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 :- 02/PM/ELECT/OPHWC/2023-24**

To,  
The Project Manager,  
Electrical Division,  
OPHWC, BBSR.

Sir,

Pursuant to clause (k) 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 (k) 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 my employee and his designation in the firm | Presently working at | Details of his relatives working in the Department        |
|--------|---|----------------------|---|
| 1.     |   |                      | Relationship<br>Name:<br>Designation<br>Office<br>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 :- 02/PM/ELECT/OPHWC/2023-24****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 :- 02/PM/ELECT/OPHWC/2023-24****Details of Large Order Executed by the Firm in the Last Three 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  |
|--------------------------|--|-------------------------|-------------------------------------|-------------------------------|-------------|----------|
| <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 :- 02/PM/ELECT/OPHWC/2023-24**

**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: - 18(Eighteen) Pages only.

APPROVED

Sd/-  
Project Manager