



OFFICE OF THE PROJECT MANAGER
THE ODISHA STATE POLICE HOUSING AND WELFARE CORPORATION LTD.
BERHAMPUR DIVISION

Address:

PLOT NO. 80/81, MEDICAL BANK COLONY 1ST LANE,

P.O.- BERHAMPUR, DIST.- GANJAM.

Ph: (0680) 2282800, Fax. No. (0680) 2282900

e-mail: jmberhampur@yahoo.com

PRE-QUALIFICATION DOCUMENTS

FOR

PREPARATION OF ESTIMATE & LINE PLAN FOR REPAIR & MAINTENANCE WORK

DIVISION: BERHAMPUR

DIST: GANJAM, GAJAPATI, BOUDH, KANDHAMAL & RAYAGADA

YEAR: 2021-22 TO 2024-25



**OFFICE OF THE PROJECT MANAGER
THE ODISHA STATE POLICE HOUSING AND WELFARE CORPORATION LTD.
BERHAMPUR DIVISION**

APPLICATION FORM FOR PRE-QUALIFICATION



1. Name of the Contractors/Firm :
2. Cost of application Form : ₹ 590/- (Rupees Five Hundred & Ninety only)
(Non refundable)
(Including GST@ 18%)
3. Money Receipt No. & Date :

N.B.: - The Agency / firms have to sign on each page of the application form.

Sold to Sri/Smt./M/s :-

[Project Manager, Engg(Civil)]



**OFFICE OF THE PROJECT MANAGER
THE ODISHA STATE POLICE HOUSING AND WELFARE CORPORATION LTD.
(A Govt. of Odisha Undertaking)
BERHAMPUR DIVISION**

PLOT NO. 80/81, AT- MEDICAL BANK COLONY 1ST LANE, P.O- BERHAMPUR, DIST-GANJAM, PIN-760004
Ph. No. : 0680-2282800, Fax No.: 0680-2282900, E-mail: jmberhampur@yahoo.com

PRE-QUALIFICATION NOTICE

**EMPANELMENT OF AGENCY FOR PREPARATION OF ETIMATE & LINE PLAN FOR
REPAIR & MAINTENANCE WORK UNDER OSPH&WC, BERHAMPUR DIVISION.**

**(Firms empaneled with a state or Central Government agency with track record of
three years of work can apply).**

The Odisha State Police Housing & Welfare Corporation Ltd. (OSPH&WC), Berhampur Division invites application for empanelment of “**Agency for Preparation of Estimate & Line Plan for Repair & maintenance Work**”. These applications will be received & evaluated by The Odisha State Police Housing & Welfare Corporation Ltd, Berhampur Division for enlistment. After successful evaluation of pre-qualification documents, the agency will be registered in OSPH&WC, Berhampur Division from the date of issue of enlistment letter.

The pre-qualification documents & application completed in all respect will be submitted along with non-refundable application fees for an amount of ₹ 590/- (Five Hundred Ninety) only (incl. GST) in demand draft or Pay order drawn on any nationalized bank payable at Berhampur in favour of “**The Odisha State Police Housing & Welfare Corporation Ltd., Berhampur Division**”. The pre-qualification documents will also available from the website www.ophwc.nic.in and the same can be downloaded.

Application for empanelment shall be submitted in a sealed cover super-scribing “**Application for Pre-qualification of Agency for Preparation of Estimate & Line Plan for Repair & Maintenance work in OSPH&WC, Berhampur Division**” addressed to the Project Manager, Berhampur Division, Plot No. 80/81, Medical Bank colony 1st Lane, P.O.- Berhampur, Dist.- Ganjam, Pin- 760004.

The pre-qualification document not submitted in prescribed format or otherwise than in the manner prescribed in the document shall be rejected.

Last date for issue of pre-qualification document up to :05.00 PM, Dt-20.09.2021

Last date for receipt up to :02.00 PM, Dt-21.09.2021

Date of opening at :04.00 PM, Dt-21.09.2021

Sd/-

**Project Manager, Engg.(Civil),
OPHWC, Berhampur Division**



**OFFICE OF THE PROJECT MANAGER
THE ODISHA STATE POLICE HOUSING AND WELFARE CORPORATION LTD.
BERHAMPUR DIVISION**

**EMPANELMENT NOTICE OF AGENCY FOR PREPARATION OF ESTIMATE & LINE PLAN
FOR REPAIR & MAINTENANCE WORK**

The Odisha State Police Housing & Welfare Corporation Limited (OSPH&WC), Berhampur Division invites application for empanelment of “**Agency for preparation of Estimate & Line Plan for Repair & Maintenance Work**”. These applications will be received & evaluated by The Odisha State Police Housing & Welfare Corporation Ltd., Berhampur Division for enlistment. After successful evaluation of pre-qualification documents, the agency will be registered in OSPH&WC, Berhampur Division from the date of issue of enlistment letter. Details are available at Division Office, Berhampur.

The Documents & Application completed in all respect be submitted along with non-refundable application fees for an amount of Rs. 590/- (Five Hundred Ninety) only (Incl. GST) in Demand Draft or Pay Order drawn on any nationalized bank payable at Berhampur in favour of “**The Odisha State Police Housing & Welfare Corporation Ltd-Berhampur Division**”.

Application for empanelment shall be submitted in a sealed cover, super-scribing “**Application for Pre-qualification of Agency for preparation of Estimate & Line Plan for Repair and Maintenance Work in Berhampur Division**” to The Project Manager, OSPH&WC, Berhampur Division.

The pre-qualification document not submitted in prescribed format or other than in the manner prescribed in the document shall be rejected.

Interested Agency may apply on or before dt-16.09.2021.

**Project Manager, Engg.(Civil),
OPHWC, Berhampur Division**

BASIC TERMS & CONDITIONS.

1. The agency should have valid registration in any development authority or from appropriate statutory authority of state or national level for carrying out such professional work.
2. PAN and valid 1TCC from income tax department.
3. GST registration.
4. Other legal documents pertaining to constitution of the agency if any.
5. Credential / Past experience of the agency.
6. An affidavit should be obtained from the agency desirous of empanelment for different works of the Division mentioning therein that “Neither my/our agency/Company/Individuals nor any of its constituent partners have abandoned, any such work on building or other project work in India nor any contract awarded to us for such works have been rescinded during the last five years prior to the date of this bid”.

After preliminary evaluation of pre-qualification documents, the agency shall deposit the initial registration (non-refundable) fees i.e. Rs. 3540.00 (Three Thousand Five Hundred and Forty only) (Incl. GST) otherwise their pre- qualification documents shall not be processed for final evaluation.

The requisite initial registration fees in the shape of Demand draft drawn on anynationalized bank at Berhampur in favour of “**The Odisha State Police Housing & Welfare Corporation Ltd, Berhampur Division**” must be submitted after successful preliminary evaluation of pre-qualification documents.

VALIDITY OF REGISTRATION:

The registration is valid for a period of 3 (Three) years from the date of issue of the letter of registration.

**Project Manager, Engg.(Civil),
OPHWC, Berhampur Division**

GENERAL:

- a) After verification of documents for the purpose applied for, the agency will be communicated in their e-mail and in the notice board for submission of initial registration fee.
- b) The empanelment does not guarantee for award of any work as such.
- c) In case of emergency where in-house engineers are not sufficient to do such work, empanelled agency from the approved empanelled valid list can be engaged.
- d) The Corporation reserves the right to reject or cancel any or all pre-qualification documents without assigning any reason thereof.
- e) All the information as called for in the document shall be submitted truly, clearly, legible, transparently, unambiguously and without use of abbreviation.

**Project Manager, Engg.(Civil),
OPHWC, Berhampur Division**

THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATAION LTD.

OFFICE OF THE PROJECT MANAGER, OSPH&WC, BERHAMPUR DIVISION.

Date of Receipt-

(To be filled by OSPH&WC, Berhampur Divisions)

ASSEMENT QUESTIONNAIRE: CONSULTANCY SERVICE

Please attach separate sheets wherever space is not found sufficient. Put NA wherever the same is Not Applicable. Strike out those which are 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.

*(E.G. – Design & Engineering, Civil :
construction Mechanical equipment
erection / Electrical equipment erection or
other to specify)*

1.2.1 Head of the Organization :

| S.L.No | Name | Designation | Email ID | Tel (Off) | Tel(Res) | Tel(Mob) |
|--------|------|-------------|----------|-----------|----------|----------|
| | | | | | | |

1.2.2 Functional Directors if Partnership / Private Limited:

| S.L.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 No. of employees on date : (Please give break-up)

a) Graduate Engineers :

b) Diploma Engineers :

c) 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 organization? :

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

- 2.1.3 Main Customers / Clients :
Name and Address
- 2.2. ***FINANCE*** :
- 2.2.1 PAN & Certified copy of I.T. clearance : Yes / No.
certificate to be enclosed
- 2.2.2 GST Registration No. :
GST Valid till
- 2.2.3 Agency registration No. :
Authority of issue and valid till
- 2.2.4 Partnership deed, if any :
- 3.0 **FACILITIES & PRODUCTS** :
- 3.1 ***FACILITIES & ACTIVITIES*** :
- a) Experience in specialized jobs if any :
- b) Details of current orders in hand :
indicating value and expected time of
completion
- c) Any difficulty / problem faced while :
executing the works resulting in stoppage of
or abandonment of the work.
- d) 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

- 4.0 **EXPERIENCE AND PAST PERFORMANCE** :
- a) Details of projects executed in last three years as per **Appendix-A** indicating :
- i) Name and address of client :
- ii) Name and location of work :
- iii) Name of work :
- iv) Value of work :
- v) Total volume of work :
- vi) Scheduled completion time of work :
- vii) Actual completion time of work :
- 4.1 Past record of carrying out assignment from point of view of quality and time schedule :
- 4.2 Has the firm ever been blacklisted? By any Govt. organization / PSU / other organization or other contract terminated :
- 4.3 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

Place:

Name :

Date :

Designation:

Details of Large Order Executed by the Firm in the Last Three Years, Cl.4.0

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 |
| | | | | | | |

Signature with Date:

Name & Designation: