

THE ORIENTAL INSURANCE CO. LTD.

**Regional Office,
4th Floor, Alok Bharati Tower,
Saheed Nagar, Bhubaneswar - 07**

Tender Document

TECHNICAL BID

**For Repair & Renovation Work of Flat No.
232 & 233 of Sarthak Tower at
Cuttack, Odisha**

Architects / Consultants

**Architects Creation
B-9, 2nd Floor, Saheed Nagar
Bhubaneswar – 751007
Ph. No. – (0674) 2547838**

PART – A (Technical Bid)
The Oriental Insurance Co. Ltd.
Regional Office,
4th Floor, Alok Bharati Tower, Saheed Nagar,
Bhubaneswar – 751007

Tender Document

FOR REPAIR AND RENOVATION WORK OF FLAT NO. 232 &
233 OF SARTHAK TOWER, CUTTACK,
ODISHA

Name of the Tenderer: _____

Address: _____

Date of Submission: On or before 29/05/2015 at 05.30 Hrs.

Architects / Consultants

Architects Creation
B-9, 2nd Floor, Saheed Nagar
Near Deepak Nursing Home,
Bhubaneswar – 751007

CONTENTS

SECTION

- I. PRESS NOTE
- II. INSTRUCTION TO APPLICANTS
- III. BASIS FOR PRE QUALIFICATION
 - FORM – 1 : FINANCIAL STATEMENT
 - FORM – 1A : BANKER'S REPORT
 - FORM – 2 : EXPERIENCE
 - FORM – 2A : STATUS OF PRESENT WORK
 - FORM – 3 : PLANT AND MACHINERY
 - FORM – 4 : KEY PERSONNEL
 - FORM – 5 : BIO-DATA OF TECHNICAL PERSONNEL
 - FORM – 6 : OTHER RELEVANT INFORMATION
- IV. CERTIFICATE OF DECLARATION.

SECTION - II

INSTRUCTION TO APPLICANTS

- 2.1 The completed 'Tender Documents' in duplicate and in sealed covers should be returned so as to reach by 17.30 Hrs. on or before 29/05/2015 at the following address :

Chief Regional Manager
The Oriental Insurance Co. Ltd,
4th Floor, Alok Bharati Tower,
Saheed Nagar,
Bhubaneswar - 07

Tender documents received after the due date and time will not be considered and summarily rejected.

If the receipt date is declared as a holiday the applications will be received on the next working day at the same time and place.

- 2.2 The envelope or packet submitted must show on the outside the name and complete address of the Applicant. In addition, the upper left hand corner of the packet should bear the title "**TENDER FOR REPAIR AND RENOVATION WORK OF FLAT NO. 232 & 233 OF SARTHAK TOWER AT CUTTACK, ODISHA.**"
- 2.3 All financial data/monetary values entered in the form(s) for the work executed / work in hand should be stated in Indian Rupees. For details of Contract submitted in support of past experience, the contract amounts in original currency should also be stated in Indian Rupees exchange rate, as application for Tender and as determined by the Reserve Bank of India.
- 2.4 It is mandatory that each application shall contain all the information called for in the "FORMS" included in the document.
- 2.5 All details furnished should be complete and as applicable on the date 30 days prior to the last date for submission of application.
- 2.6 Applicants are particularly advised to fill in the details asked for strictly as per the enclosed forms. Applications may be rejected if relevant details are not furnished in prescribed formats and also which do not meet the qualification requirements given in the paragraphs that follow. The applicant may furnish any additional information, which in his opinion will highlight his capacities to perform, along with his application.
- 2.7 **ELIGIBILITY FOR TENDER**

The application for Tender will be entertained only from Contractors with technical know how, financial standing, experience and proven reputation in

execution of similar work and who can show satisfactory evidence of successful completion and satisfactory performance of work as stated. For execution of specialized items of work like water proofing, Anchoring etc. the bidders will be required to associate specialist firms then the credentials of such associates, duly authenticated, shall also be submitted with this application along with their consent letter clearly indicating their willingness to undertake works on your behalf.

- 2.8 The site of the work may be inspected by applicant or his representative at his own cost.
- 2.9 Information regarding applicant's experience shall cover the work carried out only before 31st March 2015.
- 2.11 The decision of the Company to accept or reject any application for Tender shall be final and binding.
- 2.12 While applications are under consideration, Applicants and their representatives, or other interested parties, are advised to refrain from contacting, by any means, any of the Company's or Consultant's personnel on matters related to the applications under study. Such activities, if noticed, will lead to rejection of the application. The Company/ Consultant, if necessary will obtain clarification of applications by requesting such information from any or all Applicants in writing.

SECTION – III : BASIS FOR PERQUALIFICATION OF APPLICANTS

3.1 Applications will be evaluated under the following three heads :

A : Financial standing and capability

B : Past experience

C : Organisational Capability

Applicants are required to furnish necessary data, documents drawings and other particulars along with their application in support of their competence under the above heads. Data/documents furnished should be true in all respects. On verification if it is found that such data/documents are not true or concerned Applicant has attempted to conceal any un-favourable data, his application for Tender will be rejected.

The minimum qualification expected in respect of the above heads are given hereafter. Applicants meeting these requirements will be considered for Tender.

3.2 CRITERIA FOR QUALIFYING

To be eligible to bid for the work, for which this Tender is invited, applicants must meet the following criteria.

3.3 FINANCIAL STANDING :

- i. The financial standing will be judged from the Financial statement (form 1) and by the overdraft facilities / credit worthiness (in the form of Solvency Certificate as indicated in form 1A) from a bank available to the Applicant.

The Applicant is expected to furnish credit rating from a Schedule Bank equivalent to a minimum of Rupees 5 lakhs.

- ii Annual Turnover.

The minimum annual turnover of prospective applicants is expected to be above Indian Rupees 100 lakhs.

3.4 PAST EXPERIENCE

- i). Quantum and experience of work executed

It is necessary that the Applicant has executed similar type of work in the past Three years. It is expected that the present worth of work executed by the bidder should meet any of the following requirements:-

- 1) At least one work of Rs. 20.00 lakhs.
- 2) At least Two work of Rs. 15.00 lakhs.
- 3) At least Three works of Rs. 10.00 lakhs.

ii). **PAST FORMANCE**

The past performance of an Applicant is established in respect of having successfully executed similar type of work in time and in workman like manner. For this purpose, testimonials etc. from Clients for whom the Applicant has executed similar type of work during the past will have to be submitted by the applicant and where necessary reference will be made to previous clients. Applicant must furnish performance data vide Form-2 & form-2A.

3.5 ORGANISATIONAL CAPABILITY

Organizational capability of an Applicant will be judged based on data furnished by him in respect of personnel, equipment for the jobs referred in Form 3 for past experience. The Applicant is required to confirm that he shall have the required strength of personnel in his employment as per Form 4 and also possesses the required number, capacity of plant, equipment and machineries as per Form 3 in working condition and he would deploy the same in case the job is entrusted to him. The Applicant is expected to furnish bio data of key personnel proposed for the work. The applicant is also expected to deploy adequate supporting staff (i.e. Sr./Jr. Engineers/Foremen/ Technical Supervisors and below) and any additional plant and equipment (other than those mentioned in Form 3) the successful completion of the proposed work in scheduled time.

3.6 QUALIFIED APPLICANTS

The Company will decide which of the Applicants are qualified and will advise them through the Consultant / Architect in due course of time with the date, time and place of opening of "Part-B" i.e. the price bid of this Tender. The 'Part-B' i.e. the price bid of non-qualified contractors will remain un-opened and No reason, whatsoever will be furnished.

FORM - 1 : FINANCIAL STATEMENT

1. Attach audited balance sheets and profit and loss statement for the last 3 years.
2. Annual value of building construction work, undertaken for each of the last three years and projected for current year.

Current year	One year before	Two year before	Three Year before
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-
3. Applicant's financial arrangement :
 - a. Own resources :
 - b. Bank Credits :
 - c. Others (Specify) :

Seal
Date :

Signature of the Applicant

FORM - 1A : BANKER'S REPORT

SOLVENCY CERTIFICATE FROM THE SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s. -----

(Name and Address of the applicant / Contractor) a customer of our bank is respectable and can be treated as good for any engagement upto a limit of Rs.-

----- (In figure) Rupees -----

----- (in words)only. Overdraft facility available to M/s -----

----- (Name of Applicant) are upto a limit of Rs.-----

(In figures) Rupees,-----only.

The certificate is issued without any guarantee of responsibility on the Bank or any of its officers.

Signature and Seal of the Bank

Name of the Bank -----

Address -----

Date -----

FORM - 2 : EXPERIENCE

(1) LIST OF WORKS EXECUTED DURING PRECEEDING 3 YEARS AS MENTIONED UNDER CLAUSE 5.4 ABOVE.

Sl. No.	Name of work with brief description of the work	Date of Completion	Date of Start	Scheduled time of completion.	Contract Amount (Rs.)	Name of Employer for whom work was carried out with address
1	2	3	4	5	6	7

Note :- Original or attested copies of work-order and also performance certificates from Employers for whom work was carried out must be attached.

(2) Specify the Maximum value of work executed in a year

Rs.----- Year -----

(3) Furnish the names with address / Telephone Nos. of Three responsible Persons who will be in a position to certify about the quality and performance.

(i) -----

(ii) -----

(ii) -----

Seal

Signature of the Applicant

Date : -----

FORM - 2A : STATUS OF PRESENT WORK.

Sl. No.	Name of work with brief description of the work	Date of Commencement	Date of Completion	Contract Amount (Rs.)	Name of Employer with address
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(2). Furnish copies of the Work-Order of the above work.

(3). Name, Address with designation of the contact person with telephone No. of the above cited work.

(i) -----

Seal :-

Signature of the Applicant

Date

FORM - 3 : CONSTRUCTION PLANT AND EQUIPMENT

DETAILS OF EQUIPMENT IN POSSESSION.

Description (Type, Model, including hoist	Manufacturer with year of manufacture	Capacity ----- T / m3	Nos. proposed to be used for the work
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The Applicant hereby confirms that the quantity and type of equipment will deploy for construction will not be less than listed above, and agrees to bring more equipment, if so warranted, in the opinion of the Consultant / Company.

Seal

Signature of the Applicant

Date

FORM - 4 : KEY PERSONNEL

DETAILS OF KEY PERSONNEL EMPLOYED OR TO BE EMPLOYED
FOR THE PROPOSED WORK.

Designation	Name of Nominee	Summary of Qualification Experience (in years) and present occupation.
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Office:-
Partner/ Director

Other Key Staff
(Give Designation)

Site Office

Project Manager

Deputy Project Manager /
Senior Engineer

Supervising Site Engineer

Construction Supervision
(Technical)/ Forman /
Asst. Foreman

Seal

Signature of the Applicant

Date

FORM - 5 : BIO DATA OF TECHNICAL PERSONNEL

FORMAT OF BIO DATA FOR TECHNICAL PERSONNEL

1. Name :
2. Address :
3. Age :
4. Nationality :
5. Professional Qualification :
6. Membership of Professional Bodies:
7. Work Experience :
 - i. a. Name of Post held :
 - b. Name of Immediate Supervisor :
 - c. Name & Address of the Employer :
 - d. Brief details of work experience :
8. Number of years served and :
Date of Joining
Date of Leaving
9. (Repeat information under sub-clause :
 - (i). above starting with the most recent post held).

Seal

Signature of the Applicant

Date

FORM-6 : OTHER RELEVANT INFORMATION.

A. WORK PLACE

Sl No.	Particulars	Permantly Employed (In Nos.)	Hired as and when required (In Nos.)	Year with the firm
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- 1. Massons :
- 2. Carpenters :
 - a) Highly Skilled :
 - b) Semiskilled :
- 3. Plumbers :
- 4. Mate / Helpers :
- 5. Painter / Polishers :
- 6. Electricians :
- 7. Others
 - a).
 - b).
 - c).
 - d).
 - e).

Seal

Signature of the Applicant

Date

IV : CERTIFICATE OF DECLARATION

I / We hereby undertake that the above information furnished are true. You are at liberty to reject this application of pre-qualification in case any of the information furnished found false and also incomplete. We assure you that the facilities wherever mentioned in this pre-qualification bid shall be extended to you and at your work site. We also understand that you are not bound to accept and assign reasons whatsoever for not considering this application of prequalification.

Seal

Signature of the Applicant

Date