

Estimated Cost	:	Rs. 45, 41,516/-
Earnest Money	:	Rs. 90,850/- (To be refunded after receipt of performance Guarantee)
Performance Guarantee	:	5% of Tendered value
Security Deposit	:	2.5% of tendered value
Completion Period	:	455 Days
LAST DATE FOR SUBMISSION OF BID DOCUMENT	:	03/12/2020
Eligibility (Part-A) & Financial (Part-B)		

Name of Work - Automated Mechanised housekeeping for Hall No. 7, 8, 9, 10, 11, 12,12A and Conference Hall of hall No 8 and Lounge of hall No. 7 etc for 15 months at Pragati Maidan.

Sl. No.	Description	Page
1	Index	2
2	Part-I (Eligibility cum Technical Bid)	3
3	Information and instructions for e-bidding forming part of bid documents.	4-8
4	Section-1	9
5	Section-2	10-14
6	Section-3	15
7	Form-A	16
8	Form-B	17
9	Form B-1	18
10	Form-C	19
11	Form C-1	20
12	Form-D	21
13	Form óE	22
14	Form-F	23
15	Form-G	24
16	Proforma-1	25-26

Name of Work: Automated Mechanised housekeeping for Hall No. 7, 8, 9, 10, 11, 12,12A and Conference Hall of hall No 8 and Lounge of hall No. 7 etc for 15 months at Pragati Maidan.

PART-A

Eligibility cum Technical Bid

Name of Bidder :

INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING FORMING
PART OF BID DOCUMENT

The Sr. Manager (Civil), Engineering Division, Upper level at Hall No. 7, India Trade Promotion Organisation, Pragati Maidan, New Delhi on behalf of CMD, ITPO. Invites online percentage rate bids from CPWD, non CPWD and specialized firms/contractors of repute in two bids system i.e. Eligibility cum Technical Bid (Part-A) & Financial Bid (Part-B) for the following work:

S. No.	Name of Work & Location	Estimated Cost put to tender	Earnest Money	Period of completion	Last date & time of submission of Technical and financial bids, copy of receipt of deposition of original EMD, and other documents as specified in the NIT	Time & date of opening of Eligibility cum Technical Bid (Part-A)	Cost of tender i/c GST
1	2	3	4	5	6	7	
1	Automated Mechanised housekeeping for Hall No. 7, 8, 9, 10, 11, 12,12A and Conference Hall of hall No 8 and Lounge of hall No. 7 etc for 15 months at Pragati Maidan	Rs. 45,41,516/-	Rs. 90,850/-	(455 days) 15 Months	Upto 3.00 PM- 03/12/2020	At 3.00 PM on 04/12/2020	Rs. 590/-

1. Bidders who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.
 - a. Should have satisfactorily completed the works as mentioned below during the last Seven years ending last day of month previous to the one in which tenders are invited.

Three similar completed works each costing not less than 40% of the estimated cost

Or

Two similar completed works each costing not less than 60% of the estimated cost

Or

One similar completed work costing not less than 80% of the estimated cost

Similar work shall mean “**Mechanized/Automated Housekeeping work of VIP areas like, Supreme Court of India, Hyderabad House, High Court of Delhi, Vigyan Bhawan, big government office complex or in four star and above category Hotels, or Exhibition Halls, Convention Centers, big malls or Airports, Cinema Halls Premises.**”

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last day of month previous to the one in which tenders are invited. **For works completed in Private Sector TDS in support shall be uploaded for verification of work.**

b. The grading of quality of similar work shall be minimum övery goodö.

2 (a) Should posses valid ISO 9001 Certification for Mechanized Housekeeping Services which is issued prior to **31.03.2020**.

(b) Should produce valid OHSAS 18001: 1999 & ISO 14001 certificate as Mechanized Housekeeping and other operative services.

(c) The bidder should have own Machines/Equipment for Housekeeping Works as per list given in **Form-F**. These machines/equipment should have been purchased from 01.04.2015 to 31.03.2020. Details to be furnished in Form-F. However, **the agency has to purchase/acquire Machines/Equipment for deployment at this work, as per Annexure-C of Financial Bid within 14 Days of acceptance of work (Before the Issue of Letter of commencement).**

(d) Firm should have minimum 100 persons on role in the month of submission of tender who are getting benefit of EPF and ESIC. Details are to be provided in Form-ŞG .

(e) Should have had average annual financial turnover of Rs. **25 Lakhs** during the last three years consecutive financial year ending 31st March 2020 (Scanned copy of Certificate from CA to be uploaded)

(f) Should not have incurred any loss (profit after tax should be positive) in more than two consecutive years during the last five years ending 31st March 2020 duly certified and audited by the certified Chartered Accountants. Scanned copy of certificate from certified Chartered Accountants to be uploaded.

(g) The bidder should have a Solvency of the amount equal to **40%** of the estimate cost put to tender. Certified by his bankers. (Not required if applicant is a **Class-I/I(A)/I(AA)/I(AAA)/I(Super)(Composite)** category registered contractor of CPWD).

Or

The bidder should submit net worth certificate of minimum the amount equal to **10%** of the estimate cost put to tender issued by the certified Chartered Accountant (on the format prescribed in form B-1)

3. The intending bidders must read the terms and conditions of CPWD-6 carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
4. Information and Instructions for bidders posted on website shall form part of bid document.
5. The bid document consisting of specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website www.indiatradefair.com (for reference only) & www.eprocure.gov.in and same can be down loaded.

6. **EMD Payment & Tender cost:**

Earnest Money Deposit & Cost of tender is to be deposited electronically by NEFT/RTGS/IMPS in the account of ITPO at the below mentioned details before the last date of bid submission and upload the mandatory scanned document of EMD payment. Online bid documents submitted by intending bidders shall be opened only of those bidders, whose original EMD deposited in ITPO Account has been verified by tender opening authority and are found in order.

BANK Details for EMD Payment through NEFT/RTGS:

Name of the Beneficiary	:	India Trade Promotion Organization
Name of the Bank	:	Central Bank of India
Branch Address	:	Pragati Maidan, New Delhi
Account No.	:	1167404133
Type of Account	:	Saving
RTGs Code	:	CBIN 0284078
MICR CODE	:	110016150
PAN NO.	:	AAATI2955C

7. Those contractors not registered on the website mentioned above, are required to get registered beforehand. If needed they can be imparted training on online bidding process as per details available on the website.
8. The intending bidder must have valid class-III digital signature to submit the bid.
9. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.

10. Contractor can upload documents in the form of **JPG** format and **PDF** format.
11. **Certificate of Financial Turn over:** At the time of submission of bid contractor may upload Affidavit/Certificate from CA mentioning Financial Turnover of last 3 years or for the period as specified in the bid document and further details if required may be asked from the contractor after opening of technical bids. There is no need to upload entire voluminous balance sheet.
12. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in pink colour and the moment rate is entered, it turns sky blue.

In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).

However, If a tenderer quotes nil rates against each item in item rate tender or does not quote any percentage above/below on the total amount of the tender or any section / sub head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.

13. The Technical Bid shall be opened first on due date and time as mentioned above. The time and date of opening of financial bid of contractors qualifying the technical bid shall be communicated to them at a later date.
14. The Technical Bids shall be opened on as dates mentioned in NIT by the Committee authorized by the competent authority of the office of the **India Trade Promotion Organisation** in the presence of such bidders who may wish to be present or their
15. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.
16. The contractor should furnish the complete details called for in the Eligibility cum Technical Bid documents. The applications with incomplete or inadequate details (or) not as per the proforma prescribed in the pre-qualification document are liable to be rejected. **The applicants shall also refrain from giving unnecessary additional details, and bulky volumes of books which are not essential/ not connected. The details shall be filed in the appropriate forms and annexures only.**
17. If private works are shown in support of eligibility, the Tax deducted at source (TDS) shall have to be submitted and uploaded along with the experience certificate and TDS amount should commensurate with the actual amount work done.

List of Documents to be scanned and uploaded within the period of bid submission:-

- (i) Copy of Receipt, having verifiable bank recognized details, of deposition of EMD & cost of tender document electronically by NEFT/RTGS/IMPS in the Account of ITPO from any scheduled bank.
- (ii) Letter of Transmittal.
- (iii) Certified copy of financial turn over verified by Chartered Accountant. **(Form-A)**
- (iv) Bank Solvency Certificate. **(Form B)** / Net worth certificate **(Form B-1)**
- (v) Details of eligible similar nature of works completed or project under execution during the last seven years ending previous day of last date of submission of tenders. **(Form „C“ & „C-1“)**
- (vi) Performance report of works referred in Form 8C **(Form „D“)**.
- (vii) Structure & Organization and other details as per **Form „E“ „F“ & „G“**.
- (viii) Copy of GST registration Certificate of the State in which the work is to be taken up, if already obtained by the bidder.
- (ix) Copy of registration with EPFO and ESI.
- (x) Copy of Bidder PANCard.
- (xi) Agency will also upload the Affidavit that if the details of work done of similar nature as uploaded is found incorrect then the bid will be treated as invalid and agency will liable to black listed/ debarred for tendering in ITPO and Engineer- in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit / Performance Guarantee.
- (xii) Any other documents as specified in the NIT.

If the bidder has not obtained GST registration in the State in which the work is to be taken up, or as required by GST authorities then in such a case the bidder shall scan and upload following undertaking along with other bid documents.

“If work is awarded to me, I/we shall obtain GST registration Certificate of the State, in which work is to be taken up within one month from the date of receipt of award letter or before release of any payment by ITPO, whichever is earlier, failing which I/We shall be responsible for any delay in payments which will be due towards me/us on a/c of the work executed and/or for any action taken by ITPO or GST department in this regard.

Sr. Manager (SKG) N/F
ITPO, New Delhi

SECTION I

BRIEF PARTICULARS OF THE WORK

1. Salient details of the work for which bids are invited are as under:

Sl. No.	Name of Work	Estimated Cost	Period of Completion
1	Automated Mechanised housekeeping for Hall No. 7, 8, 9, 10, 11, 12,12A and Conference Hall of hall No 8 and Lounge of hall No. 7 etc for 15 months at Pragati Maidan	Rs. 45,41,516/-	15 Months (455 days)

2. The proposed work is of mechanized housekeeping of ITPO Pragati Maidan as per name of work.
- 3 Work shall be executed according to General Conditions of Contract for Central P.W.D. Works available separately at printer's outlets. The bidder may obtain the address of the outlets from the Sr. Manager (Civil) N/F ITPO.

SECTION II**INFORMATION & INSTRUCTIONS FOR BIDDERS****1.0 General :**

1.1 Letter of transmittal and forms for deciding eligibility are given in Part-I (Page 615).

1.2 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a "Nil" or "no such case" entry should be made in that column. If any particulars/query is not applicable in case of the bidder, it should be stated as "Not Applicable". The bidders are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms may result in the bid being summarily disqualified. Bids made by telegram or telex and those received late will not be entertained.

1.3 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by an officer not below the rank of Sr. Manager (Civil) N/F or equivalent.

1.4 The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of eligibility criteria document unless it is called for by the Employer.

2.0 Definitions :

2.1 In this document the following words and expressions have the meaning hereby assigned to them.

2.2 Employer :

Means the CMD, ITPO acting through the Sr. Manager (Civil) N/F ITPO, New Delhi.

2.3 Bidder :

Means the individual, proprietary firm, firm in partnership, limited company private or public or corporation.

2.4 "Year" means "Financial Year" unless stated otherwise.

3.0 Method of application :

3.1 If the bidder is an individual, the application shall be signed by him above his full type written name and current address.

3.2 If the bidder is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.

3.3 If the bidder is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses, or, alternatively, by a partner holding power of attorney for the firm. In the later case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.

3.4 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

4.0 Final decision making authority:

The employer reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders.

5.0 Particulars provision:

The particulars of the work given in Part-I are provisional. They are liable to change and must be considered only as advance information to assist the bidder.

6.0 Site visit

The bidder is advised to visit the site of work, at his own cost, and examine it and its surroundings to himself collect all information that he considers necessary for proper assessment of the prospective assignment.

7.0 Initial criteria for eligibility :

7.1 The Bidder should have satisfactorily completed works during the last Seven years ending last day of month previous to the one in which tenders are invited. For this purpose cost of work shall mean gross value of the completed work. This should be certified by an officer not below the rank of Executive Engineer / Project Manager or equivalent.

(i) **Three similar completed works** each costing not less than 40% of the estimated cost.

Or

Two similar completed works each costing not less 60% of the estimated cost.

Or

One similar completed work costing not less than 80% of the estimated cost.

Similar work shall mean “**Mechanized/Automated Housekeeping work of VIP areas like, Supreme Court of India, Hyderabad House, High Court of Delhi, Vigyan Bhawan, big government office complex or in four star and above category Hotels, or Exhibition Halls, Convention Centers, big malls or Airports, Cinema Halls Premises.**”

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; Calculated from the date of completion to last day of month previous to the one in which tenders are invited.

7.2 The bidder should have an average annual financial turnover (Gross) of **Rs. 25 Lakhs** during the last three consecutive years ending 31st March 2020, balance sheets duly audited by Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.

7.3 The bidder should not have incurred any loss (profit after tax should be positive) in more than two years during available last five consecutive balance sheets, duly certified and audited by the Chartered Accountant. The balance sheet in case of Private / Public Ltd. Company means its standalone finance statement and consolidated financial statement both.

7.4 The bidder should have a Solvency of the amount equal to 40% of the estimate cost put to tender Certified by his bankers. (Not required if applicant is a Class-I/I(A)/I(AA)/I(AAA)/I (Super) (Composite) category registered contractor of CPWD).

Or

The bidder should submit net worth certificate of 10% of the estimate cost put to tender issued by the certified Chartered Accountant (on the format prescribed in form B-1)

7.5 The bidder should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The bidder **shall have to** submit a list of these employees stating clearly how these would be involved in this work **within 15 days of award of work.**

- 7.6 The bidding capacity of the contractor should be equal to or more than the estimated cost of the work put to tender. The bidding capacity shall be worked out by the following formula:

$$\text{Bidding Capacity} = \{[A \times N \times 2] - B\}$$

Where,

A= Maximum turnover in works executed in any one year during the last five years taking into account the completed as well as works in progress. The value of completed works shall be brought to current costing level by enhancing at a simple rate of 7% per annum (as mentioned in para 8.1).

N = Number of years prescribed for completion of work for which bids has been invited.

B = Value of existing commitments and ongoing works to be completed during the period of completion of work for which bids have been invited.

8.0 Evaluation criteria :-

8.1 The details submitted by the bidders will be evaluated in the following manner:

8.1.1 The initial criteria prescribed in para 7.0 above in respect of experience of eligible similar works completed, loss, solvency and financial turn over and **bidding capacity** etc. will first be scrutinized and the bidder's eligibility for the work be determined.

8.1.2 The bidders qualifying the initial criteria as set out in para 7.0 above will be evaluated for following criteria by scoring method on the basis of details furnished by them.

Sl. No.	Description	Marks
1	Financial strength (Form „A“ „B“ & „B-1“)	Maximum 20 marks
2	Experience in eligible similar nature of work during last Seven years (Form „C“ & „C-1“)	Maximum 20 marks
3	No of years in operation	Maximum 10 marks
4	Performance on similar completed work of requisite experience (Form D)	Maximum 5 marks
5	Manpower engaged in Housekeeping.	Maximum 10 marks
6	Tools & equipment	Maximum 10 marks
7	Performance on work (time over run)	Maximum 5 marks
8	Quality related Certificates	Maximum 20 marks
	Total	100 marks

To become eligible for short listing the bidder must secure at least **Fifty percent marks in each (section 1 to 8) and Sixty percent marks in aggregate.**

The department, however, reserves the right to restrict the list of such qualified contractors to any number deemed suitable by it.

Note: The average value of performance of works for time overrun and quality shall be taken on the basis of performance report of the eligible similar works.

9.0 Financial information:

Bidder should furnish the Annual financial statement for the last five year in (Form ðAö) and Networth Certificate in (Form ðB-1ö)

10.0 Experience of similar works

10.1 Bidder should furnish the following:-

Bidder should furnish the List of eligible similar nature of works successfully completed during the last seven years in (Form ðCö) and on-going works as well (Form C-1).

11.0 Organization information

Bidder is required to submit the information in respect of his organization in Forms ðEö.

12.0 Letter of transmittal

The bidder should submit the letter of transmittal attached with the document.

13.0 Opening of Price bid

After evaluation of applications, a list of short listed agencies will be prepared. Thereafter the financial bids of only the qualified bidders shall be opened at the notified time, date and place in the presence of the qualified bidders or their representatives.

14.0 Award Criteria

14.1 The employer reserves the right, without being liable for any damages or obligation to inform the bidder, to:

- (a) Amend the scope of work and value of contract.
- (b) Reject any or all the applications without assigning any reason.

14.2 Any effort on the part of the bidder or his agent to exercise influence or to pressurize the employer would result in rejection of his bid. Canvassing of any kind is prohibited.

SECTION III

From:

INFORMATION REGARDING ELIGIBILITY

To

LETTER OF TRANSMITTAL**Sr. MANAGER (CIVIL) N/F**

ITPO, New Delhi

Subject: Automated Mechanised housekeeping for Hall No. 7, 8, 9, 10, 11, 12, 12A and Conference Hall of hall No 8 and Lounge of hall No. 7 etc for 15 months at Pragati Maidan.

Sir,

Having examined the details given in press notice and bid document for the above work, I/we hereby submit the relevant information.

1. I/we hereby certify that all the statement made and information supplied in the enclosed forms A to F and accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/we submit the requisite certified solvency certificate and authorize the Sr.Manager(Civil)N/F ITPO, New Delhi to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/we also authorize Sr.Manager(Civil) ITPO, New Delhi to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/we submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following eligible similar works.

Sl. No.	Name of work	Certificate from
1		
2		
3		

Certificate:

It is certified that the information given in the enclosed eligibility bid are correct. It is also certified that I/we shall be liable to be debarred, disqualified/cancellation of enlistment in case any information furnished by me/us found to be incorrect.

Enclosures:**Date of submission:****Seal of bidder****Signature(s) of Bidder(s)**

FORM „A“**FINANCIAL INFORMATION**

- I. **Financial Analysis:** – Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department.

Financial Years

2015-16	2016-17	2017-18	2018-19	2019-20

- (i) Gross Annual turnover
- (ii) Profit/Loss (Standalone finance statement and consolidated financial statement both).
2. Financial arrangements for carrying out the proposed work.

Signature of Chartered Accountant with Seal

Signature of Bidder(s).

FORM “B”**FORM OF BANKERS’ CERTIFICATE FROM A SCHEDULED BANK**

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

í í

í í í í í í í í ..í .having marginally noted address,

Customer of our bank are/is respectable and can be treated as good for any

engagement up to a limit of Rs í í í í í í í í í í ..í í í í í í .í í í í .

Rupees).

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)
For the Bank

NOTE :

- (1) Bankers certificates should be on letter head of the Bank, addressed to Sr.Manager(Civil)/NF ITPO.
- (2) In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

FORM B-1**FORM FOR CERTIFICATE OF NET WORTH FROM
CHARTERED ACCOUNTANT**

It is to certify that as per the audited balance sheet and profit and loss account during the financial year, the Net Worth of M/s
 (Name & Registered
 Address of Individual/firm/company), a s on.....(the
 relevant date) is Rs. after considering all
 liabilities. It is further certified that the Net worth of the company has not eroded by
 more than 30% in the last three years ending on (the relevant date).ö

Signature of Chartered Accountant

Name of Chartered Accountant

Membership No. of ICAI

Date and Seal

FORM,,C"

**DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS COMPLETED
DURING THE LAST SEVEN YEARS ENDING LAST DAY OF MONTH
PREVIOUS TO THE ONE IN WHICH TENDERS ARE INVITED**

S. No.	Name of work/project and location	Owner or sponsoring organization	Cost of work in crores of rupees	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/arbitration cases pending/in progress with details*	Name and address/telephone number of officer to whom reference may be made	Whether the work was done on back to back basis Yes/ No
1	2	3	4	5	6	7	8	9	10

* Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Bidder(s)

Note: The agency should give list of only those eligible works which are of „SIMILAR NATURE“.

FORM 'C-1'
PROJECTS UNDER EXECUTION

S. No.	Name of work / project and location	Owner or sponsoring organization	Cost of work in crores of rupees	Date of Commencement as per contract	Stipulated date of completion	Upto date percentage progress of work	Slow progress if any and reasons thereof	Name and address/ telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

Signature of Bidder(s)

21
FORM „D“

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORMS “C”

- | | | |
|------|---|---------------------------------|
| 1. | Name of Work/Project & Location | í í í |
| 2. | Agreement no. | í í í |
| 3. | Estimated cost | í í í |
| 4. | Tendered cost
Completion cost | í í í |
| 5. | Date of start | í í í . |
| 6. | Date of completion | |
| (i) | Stipulated date of completion | í í .. |
| (ii) | Actual date of completion | í í .. |
| 7(a) | Whether case of levy of compensation
for delay has been decided or not | Yes/No |
| (b) | If decided, amount of compensation
levied for delayed completion, if any | í í |
| 8. | Performance Report | |
| | (1) Quality of work | Outstanding/Very Good/Good/Poor |
| | (2) Financial soundness | Outstanding/Very Good/Good/Poor |
| | (3) Technical Proficiency | Outstanding/Very Good/Good/Poor |
| | (4) Resourcefulness | Outstanding/Very Good/Good/Poor |
| | (5) General Behavior | Outstanding/Very Good/Good/Poor |

Dated:

**Sr. Manager(Civil)N/F or
Equivalent**

(Signature with office stamp)

FORM “E”
STRUCTURE & ORGANISATION

1. Name & address of the bidder
2. Telephone no./Telex no./Fax no.
3. Legal status of the bidder (attach copies of original document defining the legal status)
 - (a) An Individual
 - (b) A proprietary firm
 - (c) A firm in partnership
 - (d) A limited company or Corporation
4. Particulars of registration with various Government Bodies (attach attested photocopy) **Organization/Place of registration**
Registration No.
 - 1.
 - 2.
 - 3.
5. Names and titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorized to act for the organization.
7. Has the bidder or any constituent partner in case of partnership firm, Limited Company/Joint Venture, ever been convicted by the court of law? If so, give details.
8. In which field of Civil Engineering construction the bidder has specialization and interest?
9. Any other information considered necessary but not included above.

Signature of Bidder(s)

FORM 'F'**DETAILS OF MACHINE AND EQUIPMENT OWNED AND PURCHASED from
01.04.2015 to 31.03.2020**

Sl. No.	Name of equipment	Make/Model	Nos.		Year of Purchase with proof
			Minimum Requirement	Available	
1	2	3	4	5	6
1.	Auto scrubber/drier		2 nos		
2.	Single Disk Scrubber		1 no		
3.	Wet/Dry vacuum cleaners		2 nos		
4.	HP Jet cleaners		1 no		
5.	Dry vacuum cleaner		1 no		
6.	Compact auto scrubber/Drier		2 nos		
7.	Road sweeper		1 nos		

Signature of Bidder(s)

24
FORM „G“

DETAILS OF HOUSEKEEPING WORKERS ON THE ROLE OF FIRM

S.No.	Name of housekeeping workers	Registration Number of EPF	Registration number of ESIC
1	2	3	4

Signature of Bidder(s)

PROFORMA-1**CRITERIA FOR EVALUATION OF THE PERFORMANCE OF CONTRACTORS FOR
ELIGIBILITY CUM TECHNICAL BID.**

	Attributes	Evaluation
1)	i) Average Annual turnover ó 16 marks ii) Solvency Certificate - 4 marks or Networth Certificate	Max ó20 Marks 12 Marks for minimum eligibility 20 Marks for twice the minimum eligibility (In between ó on pro-rata basis).
2)	Experience in similar class of works i) Min as per basic criteria ii) Double the basic criteria & above	Max ó 20 Marks 12 Marks 20 Marks (In between ó on pro-rata basis).
3)	No. of years in operation i) 1-5 Years ii) 10 Years & above	Max ó 10 Marks 5 Marks 10 Marks (In between ó on pro-rata basis).
4)	Performance on similar completed work of requisite experience i) Office building in VIP area like Supreme Court of India, High Court of Delhi, Vigyan Bhawan, Hyderabad house, big government office complex, Exhibition Hall, Convention Centre. ii) Four Star and above category hotels, Airports iii) Big Malls, Cinema Hall Premises.	Max - 5 Marks 5 Marks 3 Marks 2 Marks

5)	Manpower engaged in Housekeeping. (Documentary Proof in the shape of EPFO/ESIC OR any other document in support of actual employment of Manpower may be attached) i) 100 Persons ii) 500 & above	Max- 10 Marks 6 Marks 10 Marks (In between ó on pro-rata basis).
6)	Tools & equipment i) a) As per provision of bid document. b) Double the provision of bid document. Only T&P Purchased during last five financial years shall be counted (Documentary proof can be asked to produce at any time).	Max- 10 Marks 5 Marks 10 Marks (In between ó on pro-rata basis).
7)	Performance on works (time over run)	Max- 5 marks
	Parameter	Score Maximum Marks
	Calculation For points If TOR =	1.0 2.00 3.00 > 3.50 5
	(i) Without levy of compensation	5 3.75 2.5 2.5
	(ii) With levy of Compensation	5 1.25 0 -5
	(iii) Levy of compensation not decided	5 2.5 0 0
	TOR = AT/ST, where AT = Actual Time; ST = Stipulated Time in the agreement plus (+) justified period of extension of time. Note : Marks for value in between the stages indicated above is to be determined by straight line variation basis	
8)	Quality related Certificates as per condition of agreement A. (i) ISO- 9001 (Less than 6 years) (ii) ISO- 9001 (6 to 10 years) B. (i) OHSAS- 18001 (ii) ISO 14001	Max- 20 Marks 10 Marks 5 Marks 10 Marks (In between ó on pro-rata basis). 10 Marks 5 Marks 5 Marks

Note: - Marks for value in between the stages indicated above is to be determined by straight line variation basis.