

Expression of Interest (Including  
Pre-Qualification Criteria) for  
Interior Work at NHB Head Office,  
New Delhi



Core 5A, 4th Floor, India Habitat Centre  
Lodhi Road, New Delhi 110003

### **Prequalification Criteria of Contractors**

Applications are invited from reputed turnkey interior contractors who fulfil the pre-qualification criteria (PQC) listed below:

The scope of work includes interior partitions, flooring, false ceiling, electrical, plumbing, HVAC and other allied works of value approximately Rs.3,50,00,000/- (Three Crore Fifty Lakhs approx.), proposed to be carried out at the Head Office of the Bank at above given address.

Applicants fulfilling following criteria may apply:

1. The applicant should have satisfactorily completed any of the following works during the last 5 years. preferably for RBI / Public Sector banks / Public Sector Undertakings / reputed private sector organizations listed with stock exchange. (The period of five years for the purpose of having completed similar works shall be from 1.9.2008 to 31.8.2013)
  - a. At least one similar single interior work costing not less than Rs.350 lacs and having area of not less than 2000 sq.m. in any one year  
or
  - b. At least two similar interior works each costing not less than Rs.250 lacs and having area of not less than 1500 sq.m. in any one year  
or
  - c. At least three similar interior works each costing not less than Rs150 lacs and having area of not less than 1000 sq.m. in any one year
2. The annual average turnover of the contractor should not be less than Rs.150 lacs during the last 5 years.  
  
N.B :- The bidders should submit documentary proof in support of all parameters defined in PQC.
3. Should not have incurred any loss in more than two years during the last five years ending 31<sup>st</sup> March, 2013.
4. Should possess valid DVAT/Service Tax/ESIC/Work Insurance
5. Should possess valid ISO certification.

6. Should have a workshop of minimum of 500 sq.m. area in Delhi/NCR region with necessary equipments.

Definitions:

1. Interior works shall mean works which include interior partitions, flooring, false ceiling, electrical, plumbing, HVAC and other allied works.
2. Similar work means work as described in 1 above for modern office buildings.
3. "Cost of work" shall mean gross value of interior works.

General Terms:

1. The Bank reserves the right to inspect and/or obtain confidential reports for the work carried out by the applicant to satisfy itself regarding quality, finishes, workmanship and competence of the applicant to take up the work before considering the applicant(s) for prequalification.
2. No other tender notice will be published in the press for the job referred to above and issue of tender forms will be restricted to the applicants found suitable for the job.
3. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.
4. Applications not received in the prescribed manner will be summarily rejected.
5. Cost of EOI

The bidders have to submit the bid for pre qualification with Cost of RFP (Non refundable) of Rs.10,000/- (Rupees ten Thousand only) by way of an e-payment in favour of National Housing Bank.

The Accounts details are given below:

- |    |                                 |   |
|----|---------------------------------|---|
| 1. | Beneficiary Name                | National Housing Bank   |
| 2. | Beneficiary Address             | Core 5A, 4th Floor, India Habitat<br>Centre, Lodhi Road,<br>New Delhi 110 003 |
| 3. | Beneficiary Bank Name           | State Bank of Hyderabad   |
| 4. | Beneficiary Bank Branch Address | Pragativihar Delhi Branch, Ground<br>Floor, Core-6, Scope Complex,            |

Lodhi Road, New Delhi - 110 003

5.	Type of Bank Account	Current account
6.	Beneficiary Bank A/C No	52142903844
7.	IFCS code of Bank branch	SBHY0020511
8.	MICR No	1100004005

The proof of the payment should be enclosed and sealed with the Bid document; in the absence of which the bid may not be considered for further evaluation. No further RFP cost is to be paid by shortlisted bidders for collecting detailed RFP.

6. Applicants fulfilling the above criteria can download the application forms from the web site of NHB i.e [www.nhb.org.in](http://www.nhb.org.in). Joint ventures will not be accepted.
7. The last date for submission of duly filled application form is 15 days (30.09.2013) from the date of publication of the advertisement in the new papers. The filled in application forms are to be submitted to The Deputy General Manager, National Housing Bank at the address given above.

Date:

The Deputy General Manager  
Core 5A, IIIrd Floor,  
India Habitat Centre  
Lodhi Road, New Delhi 110003

Dear Sir,

I / We have read and understood the EOI with pre-qualification tender notice and instructions to the applicant. I/We do hereby declare that the information furnished in the proforma of pages i.e. basic information - (3 pages) and statements (I to III) - 3 pages and in the supplementary sheets from pages \_\_\_\_\_ to \_\_\_\_\_ is correct to the best of my/our knowledge and belief.

Yours faithfully,

Signature

Name

Designation

Address.

**Instructions to the Applicants for furnishing information  
as part of pre-qualification**

National Housing Bank (NHB) intends to shortlist Contractors for undertaking the interior works at our head office in India Habitat Centre, New Delhi. Contractors who have satisfactorily taken up interior works for office buildings, preferably for RBI / Public Sector banks / Public Sector Undertakings / reputed private sector organizations listed with stock exchange during the last 5 years and satisfy the criteria as stipulated in the advertisement shall be considered for prequalification. The period of five years for the purpose of having completed similar works shall be from 1.9.2008 to 31.8.2013.

1. Intending applicants are required to submit their full bio-data giving details about their organization, experience, competence and adequate evidence of their financial standing, etc., in the enclosed statements which will be kept confidential.
2. While deciding upon the selection of applicants, emphasis will be given on the ability and competence of applicants to do good quality work in accordance with the specifications and within the time schedule.
3. The applicants who have the capability to deliver the project on time may only apply. The applicants may also note that there would be penalty /liquidated damage clauses in the tender for delay in completion of works beyond the stipulated time period.
4. Decision of the Bank in regard to selection of contractors for issue of tender documents will be final. The Bank is not bound to assign any reason therefore.
5. If the space in the proforma is insufficient for furnishing full details, the information shall be supplemented in separate sheets of paper stating therein the part of the statement and serial number. Separate sheets shall be used for each part.
6. Applications containing false and / or inadequate information are liable for rejection. Applicants shall be disqualified at any stage at their risk and cost if they are found to have "furnished untrue or false representation in the forms, statements and attachments submitted in proof of qualification and requirements".
7. While filling up the application form with regard to the list of important interior works carried out or in hand, the applicants shall include only those interior works for office premises whose value is not less than Rs.150 lacs.

**Signature of the Applicant**

8. The Bank reserves the right to reject any or all of the applications without assigning any reason whatsoever. The Bank also reserves the right to restrict number of applicants for tendering at its sole discretion. The Bank's decision in this regard shall be binding on all concerned.
9. The date of collection of tender papers will be intimated only to those firms whose applications are approved by the Competent Authority in due course.
10. The Applicants are requested to submit pre-qualification application form duly filled in along with all the relevant information, duly signed on all pages on the above address within the specified date.

### **Evaluation criteria**

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

The initial prequalification criteria prescribed in Sr. No 1, 2, 3, 4, 5 & 6 of the detailed advertisement in respect of experience of similar nature of works completed, bidding capacity and financial turn over etc. will first be scrutinized and the applicant's eligibility for the work determined. The applicants qualifying the initial criteria as set out in Sr. No. 1, 2 and 3 of the advertisement will be evaluated for following criteria by scoring method on the basis of details furnished by them /inspection of the works carried out by NHB, etc.

<b>S. No.</b>	<b>Criteria</b>	<b>Max no of Marks</b>
A	Financial strength (value of interior works completed / size of the projects completed, annual turnover, etc)	10
B	Experience in similar nature of interior work during last five years (i.e., carrying out composite tenders including, civil, electrical, air-conditioning, etc)	20
C	Performance on interior works - (Timely completion / completion with extended time period without levy of liquidated damages / penalty, delays and LD / penalty levied, etc) - Certification from clients / inputs from clients, litigation, if any	20
D	Performance on interior works - Quality (Assessment carried out by representatives of NHB during the inspection of the work executed by the agency)	30
E	Experience in carrying out works in the proposed location	10
F	Carried out similar interior works for PSUs, Government authorities, Autonomous bodies, PSU banks.	10
G	Personnel and establishment (key personnel CV)	10
	<b>Total</b>	<b>100</b>

**Signature of the Applicant**

The applicants obtaining 70 (seventy) or higher marks would only be prequalified for the said work. Even though any applicant may satisfy the above requirements, they would be liable to disqualification if they have:

- (a) made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document,
- (b) Record of poor performance such as abandoning work, not properly completing the contract or financial failures / weaknesses etc.

Signature of the Applicant

Address

**Application form for pre-qualification of contractors for Interior works to be carried out in our head office in India Habitat Centre**

**Basic Information**

1	Name of the Applicant / Organization	
2	Address	
2A	Name of the Contact person Contact telephone number Email ID Fax no.	
3	Type of the Organization (Whether sole / Proprietorship / Partnership / Private Ltd/ Ltd. or Co-operative body etc.)  Whether registered with the Registrar of companies / Registrar of firms. If so, mention no. and date and attach a copy of registration.	
4	Name of the Proprietor / Partners / Directors of the Organization / Firm  (a) (b) (c)	
5	Year of Establishment	
6	Experience in the field of interior works for offices	---- Years
7	Interior Works carried out during last 5 years (costing more than Rs.150 lacs each for the interior works by the firm. The full address of the clients for whom the works have been executed including name of contact persons and telephone nos. etc.	Details to be furnished in the prescribed Proforma (Statement I)

Signature of the Applicant

8	Details of interior works (costing more than Rs.150 lacs for the interior works) on which the firm is engaged at present. The full address of the clients, along with the name of the contact person and telephone no. shall be indicated against each project.	Details to be furnished in the prescribed Proforma (Statement II)
9	Whether interior working with any of the Government / Semi-Government. Undertakings/RBI/Public Sector Banks as approved contractors and if so, furnish details like registration certificate, copies of work orders issued, etc.	
10	Organization chart and details of key personnel available in the organization (CV of the key personnel should be attached)	Details to be furnished in the prescribed Proforma (Statement III)
11	Yearly turnover of the firm during last 5 financial years (Year wise). Please attach certified copies in this regard.  (a) 2012-2013 (b) 2011-2012 (c) 2010-2011 (c) 2009-2010 (d) 2008-2009  The average turnover of the tenderer should not be less than Rs 150 lacs for the last five years	
12	Whether any civil suit / litigation has arisen in the contracts executed during the last 5 years / being executed. If yes, please furnish the name of the work, employer, nature of work, work order value and date and brief details of litigation	
13	Whether the agency or proprietor or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If yes, give name of the project and reasons for abandonment	

Signature of the Applicant

14	Whether the agency or proprietor or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time?  If so, give details		
15	Whether the agency or proprietor or any constituent partner in case of partnership firm, has ever been convicted by the court of law? If so, give details		

Signature of the Applicant

## Check List for Enclosures

Please state whether following enclosures has been enclosed or not.

Sr. No.	Description of Items	Enclosed	Not Enclosed
1	Necessary documents in support of having completed works as per the prequalification criteria mentioned in the advertisement		
2	Certificate in support of average annual turnover for the last five years not less than Rs 150 lacs		
3	Copies of Audited Balance Sheet and P & L statement for past 5 years ending 31/3/2013		
4	Certificate for Service Tax registration		
5	Certificate of Registration from any Government / Public Bodies.		
6	Copy of power of attorney to sign the application on behalf of the applicant		
7	Basic information and statements I - III		
8	Any other important information		

I / We hereby agree to abide by the decision of the Bank in all matters related to this pre-qualification.

For.....

Seal

Authorised Signatory

### Previous Experience

**List of works undertaken by the firm during last five years costing Rs 150 lacs and above (1.9.2008 to 31.8.2013)**

Sr. No.	Name of Work and location	Nature of Interior work involved in the contract: (i.e. interior furnishing works and associated civil and related works)	Name of client. Whether Central Govt./ Semi ovt. Public Sector Undertaking/ Autonomous Private Body with name of the concerned official from the client's side, and phone no.	Interior Work order Value (Rs in lacs)	Final Bill Value (Rs in lacs)	Completion Period				Whether the work was left in between or contract was terminated from either side. Give full details.	Any other relevant information regarding details of penalty imposed/ litigations, if any.	
						Stipulated		Actual				
						Date of Commencement	Date of Completion	Date of Commencement	Date of Completion			
1	2	3	4	5	6	7				8	9	

Certified that the above list of works is complete and no work has been left out and that the information given is correct and to the best of my/ our knowledge and belief

Signature of the Applicant

**Statement II**

**List of works IN HAND costing Rs 150 lacs and above**

Sr. No.	Name of Interior Work and location	Nature of interior work involved in the contract: (i.e. interior furnishing works associated with civil and furniture works)	Name of client Whether Central Govt./ Semi govt. Public Sector Undertaking/ Autonomous Private Body with name of the concerned official from the client's side and phone no.)	Contract Amount (Rs In lacs)	Completion Period		Any other relevant information
					Stipulated		
					Date of Commencement of work	Date of Completion of Work	

Signature of the Applicant

**Statement III**

**Key Personnel and Experience**  
**Details of key Personnel, giving details about their qualifications, experience, etc.**

Sr. No.	Name	Age	Qualification	Designation	Experience	Nature of works handled	Name of the Interior Works handled costing more than Rs150 lacs (interior renovation and furnishing works associated with civil and furniture works)	Date on which employed in the present organization	Any other Remarks
1	2	3	4	5	6	7	8	9	10

Signature of the Applicant

Note: Indicate other points, if any, to show the technical and managerial competency to emphasize any important point in firm's favour.