



SATYENDRA NATH BOSE NATIONAL CENTRE FOR BASIC SCIENCES

[An Autonomous Institute Under Department of Science & Technology, Government of India]

**NOTICE
INVITING EOI FOR “PREQUALIFICATION OF CONTRACTORS
FOR
CONSTRUCTION OF TWO FLOORS OF BASUNDHARA BUILDING FOR
SETTING UP OF TRANSLATIONAL RESEARCH FACILITY
AT
S N BOSE NATIONAL CENTRE FOR BASIC SCIENCES, KOLKATA”.**

(Applications to be submitted on any working day on or before the
Last date at the following address)

**SATYENDRA NATH BOSE NATIONAL CENTRE FOR BASIC SCIENCES
BLOCK-JD, SECTOR-III
SALT LAKE
KOLKATA 700 106**

EOI Ref : SNB/ENGG/EOI/PQ-BASUNDHARA/2018-19/01.



SATYENDRA NATH BOSE NATIONAL CENTRE FOR BASIC SCIENCES

**[An Autonomous Institute Under Department of Science & Technology,
Government of India]**

BLOCK JD, SECTOR III, SALT LAKE, KOLKATA- 700 106

PHONE: +91-(0) 33-2335 5706-08, 2335 3057/61, 2335 0312/1313

FAX: +91-(0) 33-2335 3477/1364

EMAIL: sujit@bose.res.in



EOI Ref : SNB/ENGG/EOI/PQ-BASUNDHARA/2018-19/01

Date: 08.06.2018

Invitation of EOI for Pre-qualification of Construction Agencies is hereby issued for the following work :-

**PREQUALIFICATION OF CONTRACTORS FOR CONSTRUCTION OF TWO FLOORS OF
BASUNDHARA BUILDING FOR SETTING UP TRANSLATIONAL RESEARCH FACILITY AT S
N BOSE NATIONAL CENTRE FOR BASIC SCIENCES, KOLKATA.**

Interested agencies are requested to visit www.bose.res.in to participate in the EOI process.

For participation in the selection process, applications with relevant documents and information as detailed in the forthcoming pages may be submitted within due date.

Schedule of Dates for are as under :

Sl.No..	Activity	Date & Time
01	Publication Date	08-06-2018 at 10-00 Hrs
02	Document Download Start Date	08-06-2018 at 10:00 Hrs
03	Pre-bid Discussion	14-06-2018 at 11:00 Hrs.
04	Last date of EOI offer Submission (In hard copy)	29-06-2018 by 14:30 Hrs

**Sd/-
Shohini Majumder
Registrar**

NOTICE INVITING EXPRESSION OF INTEREST

FOR

PREQUALIFICATION OF CONTRACTORS FOR CONSTRUCTION OF TWO FLOORS OF BASUNDHARA BUILDING FOR SETTING UP TRANSLATIONAL RESEARCH FACILITY AT S N BOSE NATIONAL CENTRE FOR BASIC SCIENCES, KOLKATA.

Expressions of Interest are invited from bona-fide, resourceful and experienced Construction agencies with sound financial health, in prescribed format, by the Registrar on behalf of SNBNCBS, Salt Lake, Kolkata -700106 for construction of about 17300 sft floor area. Firms satisfying the following criteria may apply as per the format given in Annexures along with relevant documents and testimonials.

1. **Name of Work** : PREQUALIFICATION OF CONTRACTORS FOR CONSTRUCTION OF TWO FLOORS OF BASUNDHARA BUILDING FOR SETTING UP TRANSLATIONAL RESEARCH FACILITY AT S N BOSE NATIONAL CENTRE FOR BASIC SCIENCES, KOLKATA.
2. **Estimated Cost in Rs.** : 7.5 crores (Provisional, for all the packages combined)
3. **Earnest Money Deposit** : NIL
4. **Cost of tender documents** : NIL
5. **Address of correspondence** : Registrar, S. N. Bose National Centre for Basic Sciences, Block-JD, Sector-III, Salt Lake, Kolkata- 700 106.
6. **Date and time of opening of Technical Bid** : Not Applicable
7. **Date & Time of Price Bid opening** : Not applicable
8. **Place of submission** : At the Reception Desk of S N Bose National Centre for Basic Sciences, Block-JD, Sector-III, Salt Lake, Kolkata 700 106 (Not in the Tender Box) or by courier/speed post service. In case of documents sent by post, the Centre shall not take any responsibility of delayed receipt.

9.0 **Qualifying Criteria:**

The applicant organization(s), including PSUs shall be considered as eligible for pre-qualification based on the following criteria and documentary evidence furnished:

- a) The agency shall have adequate technical, Managerial and administrative resources and proven track records of efficiency executing large Institutional/Commercial multistoried buildings preferably in Government Sector but also in highly reputed and prestigious building projects in Private sectors.

- b) The agency should have executed at least one multistoried building of value not less than Rs 7 crores for a single work or for an amount of Rs 5.00 crores each for two separate works during any of the last five years till 31-03-2018.
- c) The average annual turn-over of the agency should not be less than Rs 6.0 crores during last three financial years till 31-03-2018 or upto previous financial year.
- d) The agency should preferably be Kolkata based or should have adequate and sufficient technical and administrative set-up in this city.
- 9.1 The applicant may not be considered to be eligible if it has incurred substantial losses in last three years consecutively till 31.03.2018 or upto previous financial year, as per the submitted documents duly certified by a Chartered Accountant. The firm should not be under liquidation, court receivership or similar proceedings.
- 9.2 This may be noted that mere fulfillment of the above criteria shall not automatically qualify an agency as the final selection will be based on past performance with other clients, feedback from them about time management, technical capability and integrity. The Centre reserves its rights to select a limited number or all the applicants having fulfilled the eligibility criteria.
- 9.3 The Centre, if desires, can make site visits for the works completed by the contractor during last 5 financial years to assess the quality of the work and also to gather feedback from the client about the satisfactory performance and dealings of the agency. Adverse report from the client may disqualify the agency from pre-qualification proceedings.
10. All updates/corrigendum/Amendment etc will be uploaded at Centre's Website only. The bidders are advised to keep a watch over any notification that might be issued till the date of submission.
- The Centre reserves the right not to open the Bids if sufficient number of valid offers are not received. The Centre also reserves the right to accept or reject any or all tenders without assigning any reason thereof.
11. The selected agencies found to be eligible with respect to the eligibility criteria as per the documents, will be issued complete tender document with detailed terms and conditions and bill of quantities for quoting their rates. At present, no agency should deposit any EMD and the same will be sought at the time of submission of final tender document seeking price bids. However, PSU organizations and agencies having valid MSME/NICS registration will be exempted from submission of EMD.
12. **Completion Period:** Completion period of the above work is 15-18 months (the exact period, as per the relevant package, will be indicated in the tender document accompanying Schedule of quantity) from the date of issuing letter of award.
13. Interested agencies may download quotation documents from the Centre's Official website <http://newweb.bose.res.in/InfoAnnouncements/Tender.jsp?type=EOI> or SNBNCBS@CPPP within www.bose.res.in and submit the same within the stipulated date.

Sd/-
Shohini Majumder
Registrar

**SATYENDRA NATH BOSE NATIONAL CENTRE FOR BASIC SCIENCES
BLOCK-JD, SECTOR-III, SALT LAKE, KOLKATA 700 106**

(An Autonomous Institute Under Department of Science & Technology, Government of India)

**PREQUALIFICATION OF CONTRACTORS FOR CONSTRUCTION OF TWO FLOORS OF
IHB & TQC BUILDING FOR SETTING UP TRANSLATIONAL RESEARCH FACILITY
AT S N BOSE NATIONAL CENTRE FOR BASIC SCIENCES, KOLKATA.**

BRIEF PARTICULARS OF THE WORK

- Satyendra Nath Bose National Centre for Basic Sciences (SNBNCBS) invites application for prequalification of Contractors for Construction of additional two Floors of existing Basundhara (erstwhile IHB & TQC) building for setting up a Translational Research Facility in its Campus at Block-JD, Sector-III, Salt Lake, Kolkata 700 106, West Bengal.
- The approximate cost of above work is Rs. 750.00 Lacs (Provisional).
- The work comprising General Building work, Sanitary & Plumbing, Internal Electrical Work etc. Besides, scope of Lift Installation, Fire Fighting Detection and Alarm System, Landscaping and other allied work may also be included in the work if desired by the Centre. The jobs are to be completed in all respects on a FAST TRACK module. The time allowed for completion of the total project is 15-18 months (as per the specific package completion period) including Monsoon period, unless granted time extension.
- SNBNCBS intends to prequalify the Contractors who have requisite qualifying experience specified in the prequalification documents for selection of competent contractor for Similar Work through Tender process.
- The terms and conditions of the actual construction work and the BOQ will be issued to the Pre-qualified agencies only. The decision on the selection process and number of pre-qualified contractors shall be final and binding and no communication from any agency in this regard will be entertained.

**SATYENDRA NATH BOSE NATIONAL CENTRE FOR BASIC SCIENCES
BLOCK-JD, SECTOR-III, SALT LAKE, KOLKATA 700 106**

(An autonomous Institution aided by Department of Science and Technology, Govt. of India)

**PREQUALIFICATION OF CONTRACTORS FOR CONSTRUCTION OF TWO FLOORS
OF IHB & TQC BUILDING FOR SETTING UP TRANSLATIONAL RESEARCH FACILITY
AT S N BOSE NATIONAL CENTRE FOR BASIC SCIENCES, KOLKATA.**

1. Invitation for Pre-qualification.

- 1.1** Satyendra Nath Bose National Centre for Basic Sciences (SNBNCBS), hereafter called as “Centre” invites application for prequalification of Contractors for additional two Floors of existing Integrated Hostel and Transit Quarter Complex in its Campus at Block-JD, Sector–III, Salt Lake, Kolkata 700 106, West Bengal.
- 1.2** For the purpose stated above, Prequalification applications are is invited from reputed, experienced Construction agencies both from Public/Private Sector Units, having adequate financial and technical capability and having proven and satisfactory experience for such services for a composite project preferably in a Government /Semi-Govt/ PSU/Autonomous Body or also for a highly reputed and prestigious Private sector project.
- 1.3** At the time of Pre-qualification, no EMD should be deposited and no BOQ will be issued. Once some agencies are pre-qualified, tender document for the particular package for which the applicants have been found eligible under this pre-qualification, will be issued complete sets of Tender document, specification and Bill of quantities, drawings etc for submission of Price bid.
- 1.4** The details of eligibility criteria, Instruction to the Applicant Organization, Brief description of the Project, Terms of reference etc are given in the following sections.
- 1.5** The sealed application in prescribed format given in Appendix –A and B along with all the testimonials and addressed to the undersigned should be submitted at the Centre as per date and time stipulated.
- 1.6** If the applications are not received according to the instructions detailed herein, they shall be liable for rejection. The comments and remarks if any, shall be legibly written and signed by the authorized signatory.

2. Qualifying Criteria : As detailed in Page -3

3. Format of submission of documents:

3.1 ORGANISATIONAL INFORMATION – BIODATA

Applicant is required to submit the information in respect of his organization (**in Application form**) and Bio data of the Directors / Partners / Key associates.

3.2 FINANCIAL INFORMATION

Applicant should furnish the following financial information as per the format as mentioned **in Form 'A'**

Banker's Details, Annual financial statement for the last three years (**in Form 'A'**) should be supported by balance sheet and profit and loss account duly certified by a Chartered Accountant, as submitted by the applicant to the Income Tax Department.

3.3 EXPERIENCE IN SIMILAR WORKS HIGHLIGHTING MAJOR PROJECTS

Applicant should furnish the following:

List of all "Similar" works successfully completed not before last Five years (**in Form "B"**).

This list is to be substantiated with the documents such as satisfactory completion certificate or copies of work orders with certified final bill copy, issued by client etc without which, the projects mentioned in the format may not be considered for scrutiny. List of works completed before five years may be mentioned in separate sheet if the applicant intends to do so. **Form B-1** may be submitted project wise as supplementary information for the major projects only executed during the last seven years ending 31.12.2017.

3.4 List of the 'similar' projects under execution or awarded (in Form "C"**)**

Particulars of 'Similar' Major completed works (mentioned in **Form 'B'**) indicating the performance of the applicant duly authenticated/certified by an officer not below the rank of Superintending Engineer/Chief Project Manager or equivalent should be furnished separately for each major work completed. (**in Form "D"**)

3.5 ORGANISATIONAL INFORMATION – OTHERS

3.5.1. Number of Technical and Administrative Employees in the organization and how they would be involved in this work (**in Form F**)

3.5.2. Details of ISO certification or others, if any (**in Form "H"**)

4. Instruction to the Applicant Organisation

4.1 Return of Forms

Applicants must return the complete documents including application form duly signed. Alterations shall not be entertained. Unsigned documents will be liable for rejection.

4.2 Completion period

The time required for completion of the work from the date of signing agreement is between 15-18 months or as specified in the tender document of the particular package whichever is earlier.

4.3 Acceptance of the application for Pre-qualification

The Centre reserves the right to accept or reject any or all applications without assigning any reason.

4.4 Mode of submission of Application : In a sealed and super-scribed with the reference no and due date and time and endorsed “PREQUALIFICATION OF CONTRACTORS FOR CONSTRUCTION OF TWO FLOORS OF BASUNDHARA BUILDING FOR SETTING UP TRANSLATIONAL RESEARCH FACILITY AT S N BOSE NATIONAL CENTRE FOR BASIC SCIENCES, KOLKATA. ” and addressed to the Registrar, S N Bose National Centre for Basic Sciences.

4.5 On selection of the qualified applicants, price bids along with detailed terms and conditions and specifications shall be invited from them for which separate intimation with proforma will be issued. No price or percentage should be submitted /quoted along with this application.

5. **Brief description of the proposed building project:**

5.1 Approximate cost of the project is in the range of Rs 7.0 - 7.5 crores.

5.2 The architectural and structural drawings of the proposed extension are prepared by the Consulting Architect.

5.3 Following requirements of the Centre for the above construction shall be :-

- a) Total Built-up area of the proposed construction as per architectural drawings – 1600 SqM in 2 floors approximately
- b) Minimum average floor to floor height -3.3 m
- c) The two floors shall be constructed up to G+5 floors with a provision to future extension.
- d) Appropriate Roof treatment work on the roof surface has to be carried out as per specification including obtaining appropriate guarantee from the agency.
- e) The building should be constructed as per sound Engineering practices by following Indian Standard Code of practice.
- f) The building should be complete with all internal and external finishes, water supply & sanitary works, electrical works, fire-fighting system, Elevator etc. Agencies having experience in Air-conditioning, Interior partition and decoration work, solar water heating system, rainwater harvesting, internal road, pathways, landscaping etc required for making the building complete and usable, will be considered for future assignments.

6. **Terms of reference**

6.1 With a view to carry out the proposed work by the agency and/or by the associate/sub-vendor, the agency upon award of work, shall enter into an agreement containing the terms and conditions in a more detailed manner therein.

- 6.2 The work shall be implemented by the Contractor on the basis of detailed architectural, structural, electrical and other works as per the design/schemes, specification and the drawing issued.
- 6.3 The Contractor shall engage experienced and competent engineers (one of whom shall be Resident Engineer) of relevant discipline who will carry out all the engineering jobs required for smooth and timely completion of the Project by rendering day to day supervision including all pre-check and post-check of quantity and quality of materials, workmanship, safety and statutory requirements in a working site, measurements, bills etc. His job will also include giving clarification of drawings, work execution planning by preparation of PERT/Bar-chart and updating of the same from time to time, coordinating with the departmental engineers, multiple vendors/contractors, keep the EIC of the Centre informed about any deviation of quantity for any item with justification, maintain relevant code of practices, hindrance register and carry out other jobs not specifically mentioned here but essential for successful execution of the Project.
- 6.4 The Contractor should ensure timely completion of the work as per CPWD norms maintaining approved specification, quality, sound engineering practice, good progress and efficient Project management.
- 6.5 The Contractor shall be solely responsible to answer any Vigilance and/or Audit query regarding implementation, supervision and quality control of the proposed work that may arise at any time during or after the completion of work.
- 6.6 Defect liability period shall be 12 months from the date of actual completion of the work as a whole. The Contractor shall take the entire responsibility of repairing/replacement of the damage to the construction by the working contractor in case of poor workmanship or material defect without any extra cost.

7. **INSTRUCTIONS TO APPLICANTS**

7.1 **GENERAL INSTRUCTIONS**

- (i) These instructions are to be carefully read before filling up the application form.
- (ii) The application must be submitted in the proforma to be downloaded from the website without editing the text whatsoever. Any violation of this condition shall render the application invalid.

The Application form is to be submitted in the prescribed format with Letter of Transmittal along with all other prescribed form of annexures and necessary documents / details, as sought for, in a separate sealed cover. The sealed cover super scribed with the legend “PREQUALIFICATION OF CONTRACTORS FOR CONSTRUCTION OF TWO FLOORS OF BASUNDHARA BUILDING FOR SETTING UP TRANSLATIONAL RESEARCH FACILITY AT S N BOSE NATIONAL CENTRE FOR BASIC SCIENCES, KOLKATA.”

- (iii) The applicants should put their seal and sign on each page of the application and its annexures / documents before uploading.

The applications are to be submitted within the time and date mentioned in the Pre-qualification notice at the Reception of the Centre. Offers received beyond the stipulated period will be liable for cancellation.

- (vi) The applicant is advised to visit the site of work, at his own cost, and examine it and its surroundings by himself, collect all information that he considers necessary for proper assessment of the prospective assignment. He may contact the Superintending Engineer, SNBNCBS, for fixing appointment prior to visit of the site.
- (vii) All information sought for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on 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" or "Not Available" entry should be made in that column. If any particulars/queries are not applicable in case of the applicant, it should be stated as "Not Applicable". The applicants may please note that furnishing incomplete/unclear information sought for in application forms, or making any changes in the prescribed forms, or deliberately suppressing any information, may result in disqualification of the applicant summarily. Applications thus received may not be entertained. Application sent by e-mail will not be entertained.
- (viii) Overwriting and using correcting fluid should be avoided. Corrections, if any, should be made by neatly crossing out and shall be rewritten with initials and date. Pages of the document have to be numbered. Additional sheets, if any added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.
- (ix) The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities for successful completion of the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of Expression of Interest document unless it is called for by the Employer.
- (x) Documents submitted in connection with prequalification once opened, will be treated as confidential and will not be returned.

7.2 LETTER OF TRANSMITTAL

The applicant should submit the letter of transmittal, on the letter head of the applicant, with completed application form along with annexures of prequalification document as mentioned / required.

7.3 TENDER SUBMISSION BY PREQUALIFIED CONTRACTORS

7.3.1 After evaluation of applications for pre-qualification, based on the evaluation criteria, list of qualified / shortlisted contractors will be prepared. Thereafter, pre-qualified contractors would be issued complete set of tender documents with terms and conditions and BOQ for submission of Bids.

7.3.2 The employer reserves the right to :

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

7.4 SNBNCBS reserves the right to verify the particulars furnished by the applicant. If any information furnished by the applicant is found incorrect at a later date, he shall be liable to be debarred from submitting tender/taking up of work in SNBNCBS. Whenever any information furnished by the applicant is found incorrect at a later stage, the tender submitted or work taken up by the applicant, if any, will be cancelled

and in such case SNBNCBS will not pay any damage to the Company or Firm or the concerned person. The Company or Firm or the person will be also debarred for further participation in any tender in the SNBNCBS. Further, any breach of this condition by the applicant would also render him liable to be removed from the approved list of contractors of SNBNCBS.

(a) SNBNCBS reserves the right to reject any application without assigning any reason and to restrict the list of prequalified contractors to any number as may be deemed by it suitable, if too many applications are received satisfying the basic Prequalification criteria.

(b) Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has :

- (i) Made misleading or false representation or deliberately suppressed the information in the forms, statements prescribed in the prequalification document.
- (ii) Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures/ weaknesses etc.

7.5 Corrigendum / addendums (if any) to this notice shall only be available / posted in SNBNCBS's website ONLY.

7.6 The applicants who have down-loaded the PQ document from the website, should read the following important instructions carefully before submitting the PQ documents :

- a) The applicants should go through carefully & ensure that the **complete PQ document** contains all pages of the document.
- b) **The printout of PQ document should be taken on 'A 4' size paper only with printer settings, such that document is printed as appearing in the web & there is no change in formatting, number of pages etc.**
- c) The applicant should ensure that **no page** in the down-loaded PQ document is **missing**.
- d) The applicant should ensure that all pages in the down-loaded PQ document are **legible & clear** and are printed on a good quality paper.
- e) The applicant should ensure that **every page** of the down-loaded PQ document is **signed by applicant with stamp (seal) of the applicant company and all the blanks are filled by the them, suitably**.
- f) The applicant should ensure that the down-loaded PQ document is properly **bound and sealed** before submitting the same and any correction / addition / alteration / omission, made in the PQ document by the applicant, shall be treated as non-responsive and the application shall be summarily rejected.
- g) The applicant shall furnish a declaration as per the format to the effect that no addition / deletion / corrections have been made in the PQ document submitted and it is identical to the PQ document appearing on Website.
- h) The applicant who has downloaded the PQ document from website should read carefully & **sign the declaration** given on the Form E before submitting the same.

i) In case of any doubt in the down-loaded PQ document, the same should be got clarified from the SNBNCBS before submitting the PQ document.

7.8 The Company or firm or any other person shall not be permitted to seek prequalification for the work in case his near relative(s) (directly recruited or on deputation in SNBNCBS or any of its subsidiary is/are posted in any capacity either non-executive or executive employee. Near relative(s) for this purpose is/are defined as –

- i) Member of Hindu Undivided family (HUF)
- ii) They are Husband and wife
- iii) One is related to other in the manner as father, mother, son(s) & son's wife (daughter-in-law), Daughters(s), Daughter's husband (son-in-law), brother(s), brother's wife, sister(s), sister's husband (brother-in-law)

The applicant (principal contractor) shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him or who are near relative to any executive employee in the SNBNCBS.

7.9 Efforts on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in rejection of application. Canvassing of any kind is prohibited.

List of Annexure

- i) Annexure -i : Letter of Transmittal
- ii) Annexure –ii : Application Form
- iii) Annexure –iii : Bio-data of the Directors / Partners / Key Associates
- iv) Form ‘A’ - Financial Information
- v) Form ‘B’ - Details of All ‘Similar’ works completed
- vi) Form ‘B-1’- Supplementary Information on completed major works
- vii) Form ‘C’- ‘ Similar’ projects on hand – Under execution or awarded
- vii) Form ‘D’ - Declaration (to be given by the applicant who have downloaded the PQ document from the Website)
- viii) Form ‘E’ - Details of Key Personnel
- ix) Form ‘F’ - Details of Plant & Machinery
- x) Form ‘G’ - Proforma on ISO Certification or others
- xi) Check List- Details of Annexures

LETTER OF TRANSMITTAL

(Performa to be typed on the letter head of the Applicant)

To
The Registrar,
Satyendra nath Bose National Centre for basic science,
Block-JD, Sector-III,
Salt Lake,
Kolkata 700 106.

Sub: Submission of offer for Prequalification of Contractors for Construction of Additional Two Floors of Existing Integrated Hostel and Transit Quarter Complex in its Campus at Block-JD, Sector–III, Salt Lake, Kolkata 700 106, West Bengal

Dear Sir,

Having examined the details given in pre-qualification web-notice and pre-qualification document for the above work, I/we hereby submit the prequalification documents (downloaded from Website) and other relevant information.

- a. I/We hereby certify that all the statements made and information supplied in the Application Form, enclosed forms - A to H, Checklist and accompanying statements are true and correct.
- b. I/We have furnished all information and details necessary for pre-qualification and have no other pertinent information to provide.
- c. I/We also authorize The Registrar, SNBNCBS, Kolkata to approach individuals, employers, firms and corporation to verify our competence and general reputation.
- d. I/We submit the following certificates in support of our suitability, technical know-how & capability for having successfully completed the following works

SL.NO	Name of Work	Certificate from

- e. In case at a later stage, any information/details submitted by me / us is / are found to be incorrect / false / fabricated, SNBNCBS shall have the absolute right to disqualify / reject the application outright and also debar me / us in participating in any future tenders without any prior intimation to me / us

Enclosures:

Seal of applicant
Date of submission

Signature of Applicant

APPLICATION FORM

1. Name of the organization :
2. Address :
3. Name, Telephone Nos. including Mobile and e-mail id of contact person :
4. Fax No. :
5. Status of the Firm
(whether Public or Private Ltd Company / Firm / Proprietary) :
6. Year of Establishment
(Supporting document to be submitted) :
7. Whether registered with the Registrar of Companies / Registrar of firms.
(if so, mention number and date and supporting documents to be submitted) :
8. Registration with Government/Statutory Authorities (Photocopies to be furnished) :
 - Income Tax (PAN) No. :
 - GST Registration No :
 - EPF Registration. No. :
 - ESI Registration. No. :
 - TIN / VAT No. :
 - Trade Licence Particulars :
9. Names of Directors / Proprietor / Partners / Associates :
10. Bio-data of Directors / Partners / Associates as per format given in Page 18 :

11. Details of 'Similar' Nature of works :
completed during the last 5 years.
(Details may be given in the enclosed
format - Form 'B')

12. Details of 'Similar' nature of works on hand :
Under execution / awarded, if any
(Details may be given in the enclosed
format - Form 'C')

13. List of Professionals / Technical / :
Non-technical Personnel employed
permanently
(Details may be given in
the enclosed format - Form 'F')

14. Details of Plant & Machinery /Manufacturing :
unit/ tools / equipments owned by the
company
(Details may be given in the enclosed
format - Form 'G')

15. Banker's Name & address :

16. Latest Income Tax Clearance Certificate/ :
Copy of Latest I T Return submitted to be
enclosed

17. Annual turnover for the last 3 financial years (year-wise) ending 31.03.2018 as per Audited Balance Sheet :

Financial Year	Annual Turn Over
FY 2015 – 2016	
FY 2016 – 2017	
FY 2017 – 2018	

19. If the firm is not having its office in Kolkata, please indicate the time by which it is likely to open an office at Kolkata with documentary evidence. :

Note: Please enclose separate sheets for additional information, photographs, and documents.

Signature of the applicant with Seal:

Date:

Place:

Signature of Applicant

DETAILS OF THE DIRECTORS/PARTNERS/ KEY ASSOCIATES

1. Name :
2. Date of Birth :
3. Associated with the organization since:
4. Professional Qualification :
5. Professional Experience :
6. Professional Affiliation if any :
7. Details of cost effective methods/
innovative techniques adopted
in projects, if any :
8. Exposure to new Technology if any. :

FINANCIAL INFORMATION

I. Banker Details

Name of the Bank :
 Branch with Address :
 City :
 Contact person in the Bank :
 Contact Details :

II. Details of Chartered Accountant

Name :
 Address :
 Registration details of accountant :
 Contact Number :
 E-mail address :

III. **Financial Analysis** – Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last 3 (Three) years duly certified by the Chartered Accountant and as submitted by the applicant to the Income Tax Department (Copies to be attached).

	YEARS		
	2015-16	2016-17	2017-18
Gross Annual turnover in works			
Profit/Loss			
(iii) Financial position :			
a) Cash			
b) Current Assets			
c) Current Liabilities			

IV. Copy of Latest I T Return submitted

***If column spaces are not sufficient, attach separate pages.**

Signature of Applicant(s)
with Seal

FORM 'B'**DETAILS OF ALL 'SIMILAR' WORKS COMPLETED DURING THE LAST FIVE YEARS WITH RESPECT TO 31.12.2018.**

1	2	3	4	5	6	7	8	9	10	11
Sl. No.	Name of work/ project & location	Owner or sponsoring organizations (Mention : Govt/ Central/ PSU/State PSU/ Auto-nomous/ Private)	Date of Agreement with the owner	Nature & Scope of work executed	Cost of project/ work in Crores	Date of commencement as per contract & actual date of commencement	Stipulated Date of completion & Actual date of completion	Litigation/ Arbitration pending/ In progress with details (if any)	Name and address with contact No. of Officer of client to whom reference can be made	Remarks

***If column spaces are not sufficient, attach separate sheets.**

Signature of Applicant

Note : Actual date of completion of the project should be within 5 years with respect to 31.12.2017 for taking eligibility in to consideration.
The projects mentioned in the above format shall be entered in order of cost of projects (Descending order)

SUPPLEMENTARY INFORMATION ON COMPLETED MAJOR WORKS

1. Name of work :

2. Location :

3. Client's name and address :

4. Consultants name and address :

5. Scope of work :

6. Type of system :

7. Time taken for completion of the work :

8. Specialized service, if any, provided, with cost details :

9. Specialized Tools & Plant like :
Temporary lift for construction, hoist,
crane etc deployed for the project

Signature of Applicant

Note : Separate Sheets may be attached for each work/project.

FORM 'C'**'SIMILAR' PROJECTS ON HAND – UNDER EXECUTION OR AWARDED (Information only. If Centre desires, may ask for the Work order/BOQ for verification)**

1	2	3	4	5	6	7	8	9	10	11	12
Sl. No.	Name of work/ project & location	Client / Owner or sponsoring organizations	Type of Client / Owner (Mention Govt/ Central PSU / State PSU / Autonomous / Private)	Date of Agreement with the owner	Cost of project/ work in Crores	Date of commencement as per contract & actual date of commencement	Stipulated Date of completion	Upto date percentage of progress of work completed	Delay in progress (if any) and reasons thereof	Name and address with contact No. of Officer of client to whom reference can be made	Remarks (Indicate whether any show cause notice issued or Arbitration initiated during the progress of work)

***If column spaces are not sufficient, attach separate sheets.**

Signature of Applicant

Note : The projects mentioned in the above format shall be entered in order of cost of project (Descending order)

DECLARATION

(TO BE GIVEN BY THE APPLICANT WHO HAVE DOWNLOADED THE PQ DOCUMENT FROM THE WEBSITE)

This is to certify that

- 1) I / We have submitted the PQ document in the proforma as **down-loaded directly from the web site & there is no change in formatting, number of pages etc.**
- 2) I / We have submitted PQ document which **are same / identical** as available in the website.
- 3) I / We have checked that **no page is missing** and all pages as per the index and checklist are available & that all pages of PQ document submitted by us are **clear & legible.**
- 4) I / We have gone through all the pages and enclosure of the PQ document before submitting the same.
- 5) I / We have **sealed** the PQ documents properly before submitting the same.
- 6) I / We have read carefully & understood the instructions to the applicants.
- 7) I / We have **not made any modification / corrections / additions / deletions etc** in the PQ documents downloaded from website by me / us. In case at any stage later, it is found there is difference in our downloaded PQ documents from the original and / or any documentation, SNBNCBS shall have the absolute right to disqualify / reject the application outright and also debar me / us in participating in any future tenders without any prior intimation to me / us.

Signature of Applicant

DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED IN THE ORGANIZATION

Sr. No.	Designation	Total Number	Names	Educational Qualification	Professional Experience	Length of continuous service with the organization in years
1	2	3	4	5	6	7

***If column spaces are not sufficient, attach separate sheets.**

Signature of Applicant

Note:

1. Details of Technical personnel shall be provided qualification-wise
2. Organization chart of the company, additional information about Technical and administrative personnel, if any, may be submitted on separate sheet
3. Professional experience in terms of High rise building structures shall be mentioned separately.

**DETAILS OF PLANT & MACHINERY, MANUFACTURING UNITS, TOOLS AND EQUIPMENTS
LIKELY TO BE USED IN CARRYING OUT THE WORK**

Sr. No	Name of Tools / Machinery / Equipment	Unit	Make / Model / Capacity or Type	Age in years	Condition of the unit	Ownership Status (mention the quantity)			Remarks
						Presently owned	To be purchased	To be taken on hire	
1	2	3	4	5	6	7	8	9	10

***If column spaces are not sufficient, attach separate sheets.**

Signature of Applicant

PROFORMA ON ISO CERTIFICATION OR OTHERS (IF ANY)

1. Year of Certification

2. Name and Address of Certifying Agency

3. Name of Management Representative

4. Validity of Certificate

Signature of Applicant

[B] CHECK LIST: Details of Enclosures

Sl. No.	Information	Confirmation of Submission	Page no.
1	Prequalification Document including Letter of Transmittal, Application Form and Forms A to G.		
2	Proof of constitution	Yes/No	
	(a) In case of sole proprietorship/HUF: an affidavit executed before a 1 st Class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF		
	(b) In case of partnership firm: Submit copies of Partnership deed		
	c) In case of private/Public Ltd. Co. Submit copy of Article of Association and Power of attorney, if any, attested by Notary Public		
3	Certificate of Registration as Contractor in other Government departments, if any		
4	Certificate of Registration with GST and Professional Tax		
5	Registration with EPF, if any		
6	Proof of eligibility of essential criteria	Yes/No	
7	Financial Information as per Form A	Yes/No	
	A) Balance Sheets of last 3 years	Yes/No	
	B) Profit & Loss account for last three financial years	Yes/No	
8	Details of completed work from concerned clients with certificate as given in Form B	Yes/No	
9	Copies of Award Letters/Work Orders/LOI for completed work.	Yes/No	
10	Copies of Award Letters/Work Orders/LOI for on going projects / Works on Hand as given in Form C (optional)	Yes/No	
11	Declaration as given in form D	Yes/No	
12	Details of key personnel as given in Form E	Yes/No	
13	Details of plant and machinery etc as given in Form F	Yes/No	

Signature of Applicant