



THE INSTITUTE OF Company Secretaries of India

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

TERMS AND CONDITIONS FOR PRE-QUALIFICATION FOR SHORTLISTING OF CONTRACTORS FOR THE TIME BOUND CONSTRUCTION OF THE INSTITUTE'S PROPOSED STATE OF THE ART BUILDING OF KOCHI CHAPTER OF SIRC OF THE ICSI AT PLOT NO.65/635, JUDGES AVENUE, RBI QUARTERS ROAD, BEHIND INDIAN EXPRESS BUILDING, KALOOR, ERNAKULAM, KOCHI- 682017 WITH REGARD TO PRESS NOTICE ISSUED IN NEW INDIAN EXPRESS (ENGLISH) AND MATHRUBHUMI (MALAYALAM) BOTH KOCHI EDITIONS DATED 15TH FEBRUARY (MONDAY).

The Institute of Company Secretaries of India (ICSI) invites Pre-Qualification (PQ) applications from reputed firms/contractors for the following work:

1. Name of work : Construction of Institute's Proposed State-of-the-Art Building for Kochi Chapter of ICSI-SIRC Plot No.65/635, Judges Avenue, RBI Quarters Road, behind Indian Express Building, Kaloor, Ernakulam, Kochi- 682017 over a plot of 15.889 Cents (6912 sq. ft.).
2. Total construction area : 6324 Sq.ft.(approx.)- G+2 Floors
3. Tentative Project Cost (in Rs.) : Rs. 240 Lakh
4. Description of the proposed buildings/campus : The Institutional building will be RCC framed structure with AAC Block/Brick walls with Façade/Structural Glazing work, good outside and inside finish, having office rooms, library, reading rooms, Class rooms, meeting room and conference Room, etc., The items to be executed are mainly civil, Pile work, Façade/structural glazing work sanitary, drainage, roads, electrical, fire-detection, alarm & firefighting, interior and with the provision of Lift & Air-Conditioning System etc.
5. Period of Completion : 9 (nine) Months from the date of award of work.

6. Contractors who fulfil the following requirements shall be eligible to apply:
- Should have satisfactorily completed at least One similar work costing not less than **80% of project cost** OR two similar work costing not less than **60% of project cost** OR **three similar works costing not less than 40% of project cost** during the last five years. Similar work means: Non-residential Building with minimum Ground plus 2 Storey and including RCC framed Structure, Pile Foundation, Electrical, Sanitary/ Plumbing, external development work, fire alarm and firefighting system, having provision of Lift & HVAC.
 - Should have Average Annual financial turn-over of **50% of the value of Project** or more on Civil Construction work during last three years ending 31st March, 2020.
 - The Contractor should have valid GST Registration Certificate.
 - Should not have incurred loss in last two years ending 31st March, 2020.
 - Should have a solvency of **30% of the value of work** certified by their bankers.
 - The Age of establishment of the firm should be more than 5 years.
 - The Sole Proprietorship firm is not permitted.

7. Contractors satisfying the above criteria (Serial No. 6) may send their Profile in a sealed envelope super scribing “Pre-Qualification Application Pre-Qualification Application for Construction of Building Project of Kochi Chapter of ICSI-SIRC” to the following address:

**The Chairman,
Kochi Chapter of ICSI
Door No: 66/3117, 1st Floor,
Govardhan Building,
Chittoor Road,
Kochi - 682035**

The last date of receipt of applications in a sealed envelope in the sealed tender box kept at Reception of above Office building is on or before **2nd March, 2021 up to 3:00 PM**. Applications received after cut-off date and time will not be considered. The sealed applications will be opened on **2nd March, 2021 at 4:00 PM** at aforesaid address. The representatives of the applicants, if they wish, may remain present while opening of the same. If any applicant wish to inspect the site, **Mr. Sreekumar T.S.** (Kochi Chapter) may be contacted on working days during office hours. He may be contacted on **Mobile- 9747287198 Ph. No.4050502, 2375950**.

8. Application for pre-qualification should be accompanied by following documents and all attached Proformas:
- Covering letter for submission of PQ Application with **Proforma A: General Information**.
 - Type of firm, i.e. proprietorship, partnership, private limited, limited company, etc. along with list of its directors, with **Proforma B: Organizational Structure**.
 - List of works completed during the last five years giving the cost, location and dates of commencement and completion for each work with Performance certificates and

detailed address of the contact persons along with their telephone numbers and email-IDs with **Proforma C & C1**.

- d) Photographs of three recently executed similar projects,
 - e) Details of works in hand with Work-orders and recent photographs per **Proforma -D**.
 - f) Copies of (a) latest Income tax clearance certificate, (b) Sales Tax registration certificate (c) permanent account number, (d) DVAT/ WCT registration certificate, (e) Service Tax registration Certificate/GST Registration Certificate.
 - g) Copy of Bank Solvency Certificate.
 - h) Financial Capability of the firm as per **Proforma - E**.
 - i) Average Annual Gross Turnover in Last Three Complete Financial Years as per **Proforma -F**.
 - j) List of equipment, machinery and Testing Facilities with **Proforma - G**.
 - k) Names and qualifications of professionals and technical personnel who have been in the employment for more than two years.
 - l) Declaration as per **Proforma - K**: Format for Affidavit.
9. The applications will be evaluated based on the criteria attached (**Annexure – I**). The short listed/qualified applicants only will be issued tender documents (both Technical bid and Financial bid) for participating in tender process. This decision and basis of judgment and arrival of short listing cannot be contested and neither Institute would share this data with any individual/organization/bidder and institute's decision based on these criteria of short listing shall be final and binding.
10. Overall impression based on photographs and data submitted, references, reputation of firm, resource management, work culture, feedback received from the clients and experience of co-coordinating services with architect may also be taken into consideration for short listing. The photographs of the completed projects along with addresses and telephone no. of the clients to be submitted for scrutiny by the Institute if needed. The Institute has right to visit the above said works for quality and other checks and enquire about Performance of the contractor, if necessary.
11. A list of arbitration cases, projects abandoned and legal cases pending in the courts involving the applicant together with the status of the cases may kindly be furnished as per **Proforma J**.
12. If it is found at the later stage that any information furnished by applicant is incorrect or has suppressed any material fact, the applicant shall be liable to be debarred from tendering/taking up of the work in full or in part. The Institute may verify the particulars furnished by the applicant independently including the inspection of completed works.

13. The Institute reserves right to reject any or all applications without assigning any reason whatsoever. Mere submission of application does not entitle for qualifying the short listing process.
14. The short listed /qualified applicants only will be issued tender documents for participating in tender process.

The Chairman, Kochi Chapter

The Institute of Company Secretaries of India

Criteria of evaluation of Pre-Qualification Applications of Contractors for short listing for issue of tender documents:

Sl. No.	Particulars	Distribution of Marks	Maximum Marks
1	Total Turnover in last 3 years		15
1.a.	Up to Rs.10 Crores	0	
1.b.	For every additional Rs.3 crore (rounded up to the nearest integer).	1	
2	Value of high quality building works valued over Rs. 10 crore completed and in progress in last 5 years (excluding industrial works and low rise / low cost building):		15
2.a	Up to Rs.10 Crore	0	
2.b	For every additional Rs.3 Crore (rounded upto the nearest integer)	1	
2	Experience of Work		
2.a.	Completed similar work i.e. Construction of Institutional/ Office building etc. (Above 5200 Sq.ft.) in last 5 years (i) 2 works– 1. (ii) 3 to 5 works – 3. (iii) > 5 works – 5.		5
2.b.	Similar work in hand / under execution i.e. Construction of Institutional/ Office building etc. (Above 5,200 Sq.ft.) (i) Below 2 works – 0. (ii) 2 to 5 works – 3. (iii) > 5 works – 5.		5
3	Working Capital :		5
3.a	Up to Rs.10 Crore	0	
3.b	For every additional Rs. 2 crore (rounded up to the nearest integer)	1	
4	Bank Solvency		
4.a	Less than 1.5 crore	0	10
4.b	Rs. 1.5 – 3.0 crore	6	
4.c	Over Rs. 3.0 Crore	10	
	5		

5	ISO Certification 14000 or 22000		10
5.a	No	0	
5.b	Yes	10	
6.	Self-owned construction equipment		5
7.	Age of Establishment		5
7.a	Less than 5 years	Not permitted	
7.b	5 - 10 years	1	
7.c	10-15 years	3	
7.d	Over15 years	5	
8	Type of Organization		5
8.a	Sole Proprietor	Not permitted	
8.b	Joint Venture / Consortium	1	
8.c	Partnership	3	
8.d	Private Ltd.	5	
8.e	Public Ltd.	5	
9.	Overall impression based on photographs and data submitted, references, reputation of firm, resource management, work culture, feedback received from the clients and experience of co-coordinating services with architecture.	Discretionary	20
	Total		100

PROFORMA: A
General Information

1.	Name of the firm/ company:	
2.	Address of the Head Office/ Registered Office:	
3.	Telephone:	
4.	Fax:	
5.	E-Mail:	
6.	Type of Organization:	
7.	Place of incorporation/registration:	
8.	Year of incorporation/ registration:	
9.	Names of Owner/s, Partners/Director/s:	
10.	Contact Numbers of Owner/s, Partners/Director/s:	

Note: -

1. To be completed by all owners or partnerships or individually owned firms.

Signature of Tenderer:

Date:

PROFORMA – B
Organization and Structure

(In case of company give complete information in respect of each partner)

1.	The legal status of the applicant (individual/ proprietary firm/ firm in partnership/ limited company or Corporation group of firm (attached the organization chart showing the structure of the organization, including the names of the Directors and officers)	
2.	Number of years of experience of firm:	
	a) As a prime contractor firm (contractor/ firm shouldering major responsibility).	
	b) As sub-contractor (specify main contractor).	
3.	a) No. of years the organization has been in the business of similar work under its present name.	
	b) The fields of operation when the organization was established.	
	c) New fields added after the incorporation.	
	d) Date of addition of the above new fields.	
4.	Fields of civil engineering the firm is specialized.	
5.	The details of experience of the firms in the following fields:	
	a) Residential Building	
	b) Institutional Building	
	c) Water supply, sewerage, drainage, electrical, landscaping works and telecommunication.	
6.	The details of testing laboratory, research and development facility and quality control cell if any (full details shall be provided).	
7.	Have you ever left the work awarded to you incomplete? (if so, give name of project and reasons for not completing work).	
8.	Any other information relevant to this project the applicant may like to add.	

Signature of Tenderer:

Date:

PROFORMA – C
List of similar works completed in last 5 years

(Use a separate sheet for each contract)

Self-attested copy of Purchase order/work order and satisfactory Completion Certificate should be enclosed:

1.	Name of Contract:
	Country :
2.	Name of Employer:
3.	Address of Employer:
4.	Nature of works and special feature relevant to the contract for which the Applicant wishes to pre-qualify:
5.	Role of the firm (Tick appropriate): Sole Contractor/ Sub-Contractor Partner
6.	Value of the total contract (in Indian Rupees in Crores):
7.	Date of Award:
8.	Original Contract Duration (in years and months):
9.	Actual contract Duration (in years and months):
10.	Specified requirements related to this work:
11.	Name and professional qualifications of applicant's Engineer in charge of the work:
12.	Were there any penalties/ fines/ stop notice/ compensation/ liquidated damages imposed. (Yes or No) if yes give amount and explanation:
13.	Whether the employer is Govt., Semi Govt., Private or Public Limited Co. or multinational company:

Note: In addition to the above a separate certificate in respect of each work from the client (employer) as detailed in **Proforma C1** must be produced.

Signature of Tenderer:

Date:

PROFORMA – C1
Completion certificate of executed work

This certificate shall be produced in the below format on the letter head of the employer.

Completion Certificate

1	Name of the Agency	:	
2	Name of the Work	:	
3	NIT No. & Date	:	
4	Contract Agreement No. & Date	:	
5	Date of Award/Start of Work.	:	
6	Original Completion date as per Contract Agreement	:	
7	Actual completion Date	:	
8	Agreement Value of work	:	
9	Actual cost of work after completion	:	

This is certified that the above work has been carried out satisfactorily as per drawing specification and instruction of Engineer-in- Charge.

Thanking you.

Authorized Signature:

Designation:

Company:

Seal:

Dated:

PROFORMA – D
List of Similar Works in Hand

Applicants and each partner of a company should provide information on their current commitments on all contracts that have been awarded or for which a letter of intent or acceptance has been received or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Name of Contract	Name of Client	Contract value in Indian Rupees in Crores	Date of contract	Stipulated date of completion	Value of outstanding works in Indian Rupees in Crores	Estimated completion date	Current Status of actual progress w.r.t. Target Programme in %

Note: **Proforma-E** & Work Order of mentioned current projects should be duly signed by chartered accountant or notorized copies.

Signature of Tenderer:

Date:

PROFORMA – E

Financial Capability

Applicant should provide financial information to demonstrate that they meet the requirements for the Tender. Applicant or partner of a company must fill in this form, if necessary use separate sheets to provide complete banker information. A copy of the audited balance sheets should be attached. **Summary of Assets and Liabilities of the audited financial statement for the last five years.**

Summarize actual assets and liabilities for the previous five years based upon known commitments.

Table 1

Information on Bankers

Principal Banker	Name:	
	Address:	
	Telephone:	Contact Person & Designation:
	Fax:	E-Mail:
	Amount of Credit line, if available:	

Other Bankers (add more lines if necessary)	Name:	
	Address:	
	Telephone	
	Fax	Contact Person & Designation
	Amount of Credit line, if available	E-Mail

Table 2

Source of financing to meet the cash flow demands of the Project (net of current commitments)

No.	Source of Financing	Amount in Indian Rupees (in Crores)
1.	Own Resources	
2.	Bank Credits	
3.	Others (Specify)	
4.	Others (Specify)	
5.	Others (Specify)	

Attach audited financial statements for the last five years (for the individual or partner of company)

Note:

1) First owned by individuals and partnership, may submit their sheet certified by a chartered accountant, or supported by copies of tax returns, if audits are not required by the laws of their countries of origin.

Signature of Tenderer:

Date:

PROFORMA – F
Average Annual Gross Turnover in Last Three Complete Financial Years

(Audited Balance Sheet duly signed by CA should be enclosed)

All individual firms and all partners of company are requested to complete the information in this form. The information supplied should be the annual turnover of the applicant/ company, in terms of the amounts billed to clients for each year for work in progress or completed, in Indian rupees, at the rate of exchange, at the end of period reported.

Applications may enclose testimonials, certificates and publicity material with their applications. However, they will not be taken into account in the evaluation of qualification.

No.	Year	Turnover in Indian Rupees (in Crores)	Multiplying factor for Annual turnover	Total Turnover (Rs. in Crores)
1	2019-20		1.00	
2	2018-19		1.10	
3	2017-18		1.21	
Gross Total Turnover				
Average Annual turnover during last 3 years				

Average Annual turnover during last 3 years = Rs.....(Crores.)

Note:-

1. All information/ statements submitted under the above tables shall consist of Audited Statements/ be accompanied with C.A.'s Certificates.

Signature of Tenderer:

Date:

PROFORMA – G
Details of Plant & Machinery (Including Laboratory Equipment) owned by Applicant

Name of the Plant & Machinery	Make	Year of Manufacture	Year of Purchase	Nos.	Remarks

Signature of Tenderer:
Date:

PROFORMA – H
Details of Completed Works during last 5 years (All works)

Tenderer should have at least 5years of Experience Civil Construction Projects. (Incorporation certificate duly signed by CA should be enclosed)

Sr. No.	Name of the Work with location	Name of Client	Contract amount	Date of Start	Stipulated date of completion	Actual date of completion	Brief Scope of Works

Note:-

1. Brief Scope of Works should indicate the total scope of work.
2. Enclose Completion Certificates issued by competent authority, for each of the above works as detailed in Proforma C1

Signature of Tenderer:

Date:

PROFORMA – I

Details of Best Three similar works completed by the Agency in the Last 5 Years

Similar works means comprising of Multi-storied Building works with RCC framed Structure, Electrical works, Sanitary/ Plumbing works, Interior works, External development works, Fire detection & Protection Works etc.

Sr. No.	Name of Work	Name of Client	Contract Amount	Date of Start	Stipulated Date of Completion	Actual Date of Completion	Brief Scope of Works

Note:-

1. Photographs of the works to be enclosed.

Signature of Tenderer:

Date:

PROFORMA – J

Litigation History

Applicants should provide information on any history of litigation or arbitration resulting from contract executed in the last 10 (ten) years or currently under execution.

Year	Project Name	Name of Client	Cause of litigation and matter in dispute	Award for or against the applicant	Disputed amount (in Indian Rs. In Crores)	Actual Awarded Amount (in Indian Rs. In Crores)	Whether the litigation is before or after completion of work	Whether L.D./ Penalty was made and If so Amount of L.D./ Penalty

Signature of Tenderer:

Date:

PROFORMA –K

Format for Affidavit

[Rs.100/- (Rupees Hundred only) Stamp Paper duly notarised]

To,

The Chairman, Kochi Chapter

Sir/ Madam,

With reference to the documents submitted, we hereby undertake that at no point have we entered into any dispute / litigation / legal proceedings against any of our clients, in any of our projects, within the last 5 years, i.e. during financial years 2015-2020.

All documents and information submitted for prequalification (including the above undertaking) are certified to be accurate, correct and final. In the event that any of the documents or information submitted by us is found to be in-accurate / incorrect / mis-leading, we understand that our qualification through the process of Expression of Interest is liable to be cancelled / Contract is liable to be terminated, without prejudice to any of the rights of ICSI, which otherwise may be accruable to The Institute of Company Secretaries of India.

Authorised Signatory
(Power of Attorney enclosed)