

CENTRE FOR POLICY RESEARCH  
CHANAKYAPURI NEW DELHI



PRE QUALIFICATION DOCUMENT

FOR

REFURBISHMENT OF CPR HEAD QUARTERS AT  
CHANAKYAPURI-NEW DELHI -110 021  
011-26115273-76 (EPBAX) 26873648(D)

# PREQUALIFICATION DOCUMENT

FOR

**Renovation and Refurbishment of Office Interiors including Electrical,  
Plumbing and HVAC Works at the Centre for Policy Research Office  
Premises located Dharma Marg, Chanakyapuri-New Delhi-110 021**

Office Building for CPR-New Delhi



## REFURBISHMENT OF CPR HEAD QUARTERS AT CHANAKYAPURI-NEW DELHI

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**Centre for Policy Research- New Delhi**  
**011-26115273-76 (EPBAX) 26873648(D)**

## NOTICE

### **INVITATION FOR PREQUALIFICATION FOR RENOVATION CUM REFURBISHMENT CONTRACT WORKS OF EXISTING OFFICE SPACES IN CENTRE FOR POLICY RESEARCH BUILDING AT NEW DELHI-110 021**

The Centre for Policy Research invites applications for prequalification from contractors with New Delhi and NCR presence, for providing and carrying out the required renovation and refurbishment works to the existing premises with respect to interior, civil finishing, all allied services and supply and installation of loose furniture through a bid process at their existing office premises in a phased manner at Dharma Marg, Chanakyapuri, New Delhi-110 021. The Contractors who full-fill the requirements as laid down in this prequalification document shall be eligible to apply for availing the Tender Document for the said works.

Estimated Cost	EMD	Period of Completion
135 lacs	2.70 lacs	6 months

Applicants may obtain Prequalification Document from the Office of the Administrative Officer, Centre for Policy Research, located at Dharma Marg, Chanakyapuri, New Delhi-110 021 from 06<sup>th</sup> February 2018, free of cost or download it from the website: [www.cprindia.org](http://www.cprindia.org).

Prequalification form duly supported by prescribed annexes, can be submitted up to 1500 hrs of February 13<sup>th</sup> 2018 at the same office.

Administrative Officer

011-26115273-76 (EPBAX) 26873648(D)

## **INFORMATIONS AND INSTRUCTIONS TO THE TENDERES**

### **1. GENERAL:**

- a. Letter of transmittal and forms for Pre-qualifications are attached (Section – II)
- b. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If the information is furnished in the separate document, reference to the same should be given against respective columns in such case. If any particulars/query is not applicable in the case of applicant, it should be stated as not applicable. However, the applicants 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 or deliberately suppressing the information, may result the applicant being summarily disqualified. Applications made by FAX/ email and those received late or in an open envelop will not be entertained.
- c. The application should be typewritten. The applicant's name and Firms' stamp should appear on each page of the application.
- d. Overwriting should be avoided. Neatly crossing out, initiating, dating and rewriting shall make correction(s), if any. All pages of prequalification documents shall be numbered and submitted as a package with signed and stamped letter of transmittal.
- e. The applicant is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the applicant is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after prequalification document is submitted, unless the institute calls it for.
- f. The prequalification document in prescribed form duly completed and signed shall be submitted in a sealed cover. The sealed cover super-scribed "Pre-Qualification document for providing CONSTRUCTIONAL AND RENOVATION SERVICES THROUGH A COMPETITIVE BID PROCESS FOR Renovation and Refurbishment for the existing office floors at Centre for Policy Research Office Building at Chanakyapuri, New Delhi-110 021", shall be received in the office of the Administrative Officer, CPR, New Delhi up to 1500 hrs on 13<sup>th</sup> February 2018. Document submitted in connection with prequalification will be treated confidential and will not be returned.

- g. Prospective applicants may seek clarification regarding the scope of work and/or the requirements for prequalification, in writing, within a reasonable time. Any clarification given by the Institute will be forwarded to all those who have obtained the prequalification document directly from the office of the Administrative Officer, CPR, Dharma Marg, Chanakyapuri, New Delhi - 110 021, No request for clarification will be considered after receiving the prequalification submittals.

## **2. DEFINITIONS:**

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

- a. EMPLOYER shall mean "Centre for Policy Research", New Delhi, acting through the President/Chief Executive/Director of the organisation.
- b. APPLICANT shall mean, a proprietary firm, a firm in partnership, a limited company (private), or an LLC (Limited Liability Company).

ORGANISATION/INSTITUTE shall mean CENTRE FOR POLICY RESEARCH.

## **3. METHOD OF APPLICATION:**

- a. If an individual makes the application, it shall be signed by the proprietor above his full typewritten name and current address.
- b. If a proprietary firm makes the application, it shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- c. If the application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current address or alternatively by a partner holding power of attorney for the firm. In such a case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed and current address of all the partners of the firm shall also accompany the application.
- d. If a limited company or limited liability company makes the application, a duly authorized person holding power of attorney for signing the application shall sign it. In such a case a certified copy of the power of attorney shall accompany the applications. Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the pre-qualification application is filed.

#### **4. FINAL DECISION MAKING AUTHORITY:**

The employer reserves the right to accept or reject any application and to annul pre-qualification process and/ or reject all applications at any time, without incurring any liability to the affected applicants or specifying the grounds for the Employer's action.

#### **5. VISIT TO PREMISES:**

The applicant is advised to visit and examine the EXISTING OFFICE PREMISES and its location, accessibility and surroundings and obtain for himself on his own responsibility, all information that may be necessary for preparing the pre-qualifications application and subsequently for submitting the BID PROPOSALS for the said works. The cost of visiting the site shall be at individual contractor's/ agencies' own expense.

Bidders are advised to contact Administrative Officer, CPR, Dharma Marg, Chanakyapuri, New Delhi - 110 021, Phone No. 011-26115273-76 (EPBAX) 26873648(D) for appointment, before visiting to the premises.

#### **6. INITIAL CRITERIA FOR ELEGIBILITY FOR PREQUALIFICATION:**

- a. The Firm should be registered under relevant and prevailing law in India.
- b. Average Annual financial turnover during the last 3 years, ending 31<sup>st</sup> March of the previous financial year should be at least 135 lacs.
- c. The Firm should have GST registrations, preferably in the concerned offices located in New Delhi/NCR.
- d. Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following: - Bidders to submit documentary proof in support of the value of work completed.
  - I. Three similar completed works costing not less than the amount equal to 54 lacs. **OR**
  - II. Two similar completed works costing not less than the amount equal to 68 lacs. **OR**
  - III. One similar completed work costing not less than the amount equal to 108 lacs.
- e. Similar nature of works means renovation and refurbishment works with respect to interior, civil finishing, all allied services.

- f. The Firm should submit a copy of PAN card issued in the name of Firm.

## **7. EVALUATION CRITERIA FOR PREQUALIFICATION:**

- a. For the purpose of prequalification, applicant will be evaluated in the following manner:
  - I. The application will first be scrutinized on basis of the initial criteria prescribed in paras 5a to 5f above.
  - II. Those contractors qualifying the initial criteria, as set out in paras 5a to 5f above will then be evaluated for the following criteria: i) Financial Strength (Form A) ii) Details of similar nature of work completed (Form B) iii) Contracts under execution / awarded (Form C) iv) Structure of the company's organization (Form D)
- b. Even though applicants must satisfy the above requirements, they may be disqualified, if they have:
  - I. Made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document;

## **8. FINANCIAL INFORMATION:**

Applicant should furnish the following financial information:

- a) Annual financial statement for the last 3 (three) years (In Form 'A'). These should be supported by audited balance sheet(s) and profit and loss account(s), duly certified by a Chartered Accountant, as submitted by the applicant to the Income Tax department.
- b) Name and address of the Banker familiar with the applicant's financial standing and Banker's certificate for financial soundness.

## **9. EXPERIENCE IN SIMILAR NATURE OF WORK:**

Applicant should furnish the following:

- I. List of all contracts of similar works successfully completed during the last five years (In Form 'B')
- II. List of the contracts under execution or awarded (In Form 'C')



## **10. ORGANISATION:**

- a. Applicant is required to submit the following in respect of his organization (In form 'D'):
  - I. Name and postal address including valid and current Telephone number, Mobile number, Fax number and e-mail address etc.
  - II. Copies of original documents defining the legal status, place of registration & principal places of business.
  - III. Name(s) and title of Director(s) and officer(s), who is proposed to look after work for CPR- New Delhi, with designation of individuals authorized to act for the organization.
  - IV. Information on any litigation in which the applicant was involved during the last 5 (five) years, including any current litigation.

## **11. LETTER OF TRANSMITTAL**

The applicant should submit the letter of transmittal attached with prequalification document.

## **12. TENDER SUBMISSION**

After evaluation of prequalification application, a list of qualified agencies will be prepared. Thereafter, only those agencies that are prequalified for the works will be invited to submit financial bids.

## **13. AWARD CRITERIA**

- a) The Institute reserves the right to amend the scope and value of contract. Reject any or all the bids without assigning any reason.
- b) For any of the above actions, the institute shall neither be liable for any damages, nor be under any obligation to inform the applicants of the grounds for the same.
- c) Effort on the part of the bidder or his agent to exercise influence or to pressurize the Institute for his bid shall result in rejection of such bid. Canvassing of any kind is strictly prohibited.

## LETTER OF TRANSMITTAL

From:  
[Full address of the Applicant]

To:

The President and Chief Executive  
Centre for Policy Research  
Dharma Marg, Chanakyapuri  
New Delhi – 110021  
011-26115273-76 (EPBAX) 26873648(D)

**SUB: Submission of prequalification application for “Renovation/Refurbishment works on a competitive Bid basis for CPR HQ, Office Premises and floors in a phased manner”**

Sir,

Having examined the details given in invitation for prequalification published in your web site and prequalification document for the above work, we hereby submit the application with complete details.

We certify that all the statements made and information supplied in the enclosed forms A to D and accompanying statements are true and correct.

We have furnished all information and details necessary for pre-qualifications and have no further pertinent information to supply.

We submit the requisite Banker’s statement and authorize Centre of Policy Research to approach the Bank issuing the certificate to confirm the correctness thereof. We also authorize the concerned officer of the Institute to approach individual(s), employer(s), Firm(s) and corporation(s) to verify our competence and general reputation.

We submit the following certificates in support of our suitability, knowhow & capability for having successfully completed the following contracts:

Enclosures:

1.....

2.....

3.....

4....

Signature(s) of the applicant

with stamp & date

## FINANCIAL INFORMATION (FORM "A")

1. Financial Analysis details to be furnished duly supported by figures in Balance Sheet / Profit and Loss Account for 3 (Three) years and certified by the Chartered Accountant, as submitted by the applicant to the Income Tax department (copies to be attached) :

Sl. No.	Details	Financial Years		
		(1)	(2)	(3)
i)	Gross annual turnover			
ii)	Profit / Loss			
iii)	Financial Position: a) Cash b) Current assets c) Current liabilities d) Working capital			

2. Up-to date Income Tax Clearance Certificate.

3. Certificate of Financial Soundness from bankers.

Note: Attach additional sheets, if necessary

Signature(s) of the applicant  
with stamp & date





**DETAILS ABOUT THE ORGANISATION OF THE COMPANY  
FORM ("D")**

1.	Name and address of applicant	
2.	Telephone, Mobile No., Fax No. and email address	
3.	Legal status: (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, corporation or Co-operative society	
4.	Particulars of registration: a) Of the Firm under any prevailing law of India. b) ESI, EPF, Service Tax, Income Tax etc. attach attested photocopies detailing: i) Registration Number ii) Organization/Place iii) Other relevant details	
5.	Name and title of Director(s) and officer(s) with designation and contact details who will be directly concerned with this work.	
6.	Have you or your constituent partner(s) been debarred/black Listed from tendering in any organization at any time? If so, give details.	
7.	Any other information considered necessary but not included above.	

Signature(s) of the applicant  
with stamp & date