

**DIRECTOR GENERAL
MARRIED ACCOMMODATION PROJECT
MINISTRY OF DEFENCE
GOVERNMENT OF INDIA**

**ARBORICULTURE, LANDSCAPING AND MAINTENANCE
WORKS AT DWARKA AND BAIRD PLACE , NEW DELHI.**

(NOTICE NO : DGMAP/DELHI/PQ/ARBORICULTURE / 2009-2010)

***DOCUMENT FOR PREQUALIFICATION
OF CONTRACTORS***

JUNE - 2009

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PRESS NOTICE

**DIRECTOR GENERAL MARRIED ACCOMMODATION PROJECT (MAP)
MINISTRY OF DEFENCE, GOVERNMENT OF INDIA
ENGINEER – IN – CHIEF’S BRANCH
INVITATION FOR PREQUALIFICATION OF CONTRACTORS
(NOTICE NO : DGMAP/DELHI/PQ/ ARBORICULTURE / 2009-2010)**

1. The Director General MAP, Kashmir House, Integrated HQ of MoD (Army), E-in-C’s Branch, Kashmir House, Rajaji Marg, New Delhi – 110 011 on behalf of the President of India invites prequalification applications from firms / contractors of repute for the following works, at various locations as noted below.

Sl. No.	Name of Work	Estimated Cost of Work (Rs. in Lakh)	Value of satisfactorily completed works	Average Yearly Financial Turnover (Rs. In Lakh)	Earnest Money Deposit (Rs.)	Time of completion	
						Phase – 1 (Arboriculture & Landscaping Work)	Phase – 2 (Maintenance work after completion of phase – 1 work)
1.	Provision of Arboriculture and Landscaping work and its maintenance at Dwarka , New Delhi.	33.99	One work of Rs.20.40 Lakh or two works of Rs.13.60 Lakh or three works of Rs. 10.20 Lakh	20.40	51,000.00	06 months	24 months
2.	Provision of Arboriculture and Landscaping work and its maintenance at Baird Place, New Delhi.	60.00	One work of Rs.36.00 Lakh or two works of Rs.24.00 Lakh or three works of Rs. 18.00 Lakh	36.00	90,000.00	06 months	24 months

Note : It may be noted that Earnest Money would be required to be submitted alongwith the tender for the work (Not with the prequalification application).

2. Contractors who fulfill the following requirements shall be eligible to apply. Joint Ventures are not accepted. Foreign firms are not permitted to participate.
- (a) Should have satisfactorily completed **similar works** of value as stated in para 1 of the following nature during the last seven years ending last day of March 2009.

The similar works means :-

- (a) Arboriculture and Landscaping works in Township

OR

Group Housing Society

OR

Residential Complex

- (b) Should have had average annual financial turn over of value stated in para 1 above on Landscaping & Arboriculture works during last three years ending **31st March 2009**.
- (c) Should be a profit making firm and should not have made losses during the last three years ending **31st March 2009**.
3. Preference for pre-qualification may be given to firms who have experience of maintenance of arboriculture and landscaping works.
4. **Desirous contractors may obtain pre-qualification documents in writing from the Director General, Married Accommodation Project, Kashmir House, Rajaji Marg, New Delhi –110 011 on payment of non refundable Demand Draft of Rs. 500/- each for each work / package separately mentioned at Sr.No. 1 & 2 here–in–before , drawn in favour of Director General Married Accommodation Project and payable at New Delhi, on any working day upto 09th July 2009 between 10.00AM to 4.00PM.**
- The pre-qualification document is also available on website www.cesinter.com & www.dgmap.gov.in in Tender links. The firms may download and take prints of the documents if they so desire and submit their completed applications as detailed in para 5 below along with cost of pre-qualification document stated above. Such applications (which have been downloaded from the website) received without Demand Draft for Rs.500/- each for each work / package separately mentioned at **Sr.No. 1 & 2** here–in–before , will be considered non-bonafied and will be summarily rejected and returned back un-opened.
5. Application for pre-qualification supported by prescribed Annexures should be submitted in a sealed envelope duly superscribed with the name of work and due date of opening. **The applications will be received up to 1430 Hrs on 15th July 2009. Change in date of receipt of application, if any, can be seen from above DG MAP website.**
6. If any information furnished by the applicant is found incorrect and / or misleading and / or false representation and / or deliberately suppressed information, at a later stage, he shall be liable to be debarred from tendering / taking up of any work for DGMAP project. The department reserves the right to verify the particulars furnished by the applicant independently.
7. The department reserves the right to physically verify the performance on works. The department also reserves the right to reject any prospective application without assigning any reason and to restrict the list of pre-qualified contractors to any number deemed fit by it.

SECTION - I**BRIEF PARTICULARS OF THE WORK**

1. The work(s) for which pre-qualification applications are invited are given in press notification :

Sl. No.	Name of Work	Estimated Cost of Work (Rs. in Lakh)	Value of satisfactorily completed works	Average Yearly Financial Turnover (Rs. In Lakh)	Earnest Money Deposit (Rs.)	Time of completion	
						Phase – 1 (Arboriculture & Landscaping Work)	Phase – 2 (Maintenance work after completion of phase – 1 work)
1.	Provision of Arboriculture and Landscaping work and its maintenance at Dwarka, New Delhi..	33.99	One work of Rs.20.40 Lakh or two works of Rs.13.60 Lakh or three works of Rs. 10.20 Lakh	20.40	51000.00	06 months	24 months
2.	Provision of Arboriculture and Landscaping work and its maintenance at Baird Place, New Delhi.	60.00	One work of Rs.36.00 Lakh or two works of Rs.24.00 Lakh or three works of Rs. 18.00 Lakh	36.00	90000.00	06 months	24 months

2. The details of the work are as under:

a) The Arboriculture, Landscaping & Maintenance works will be done at Dwarka and Baird place, New Delhi.

3. General features and major components of the work are as under:

- (i) Trenching in ordinary soil and rough dressing the trenched ground.
- (ii) Uprooting of weeds, rank vegetation from trenched areas.
- (iii) Excavating pits and trenching for preparation of beds for hedge, shrubbery & trees.
- (iv) Provisioning of good earth, manual sludge etc.
- (v) Grassing with Doob grass.
- (vi) Plantation work which includes hedge, shrubbery, creepers & trees.

- (vii) Provisioning of earthen pots including plantation.
- (viii) Provisioning of tree guards.
- (ix) Maintenance of the Arboriculture & Landscaping work for 2 years from the date of completion of works.

SECTION-II

1.0 INITIAL CRITERIA FOR ELIGIBILITY FOR PRE-QUALIFICATION

Sl. No.	Name of Work	Estimated Cost of Work (Rs. in Lakh)	Value of satisfactorily completed works	Average Yearly Financial Turnover (Rs. In Lakh)	Earnest Money Deposit (Rs.)	Time of completion	
						Phase – 1 (Arboriculture & Landscaping Work)	Phase – 2 (Maintenance work after completion of phase – 1 work)
1.	Provision of Arboriculture and Landscaping work and its maintenance at Dwarka, New Delhi..	33.99	One work of Rs.20.40 Lakh or two works of Rs.13.60 Lakh or three works of Rs. 10.20 Lakh	20.40	51000.00	06 months	24 months
2.	Provision of Arboriculture and Landscaping work and its maintenance at Baird Place, New Delhi.	60.00	One work of Rs.36.00 Lakh or two works of Rs.24.00 Lakh or three works of Rs. 18.00 Lakh	36.00	90000.00	06 months	24 months

- 1.1 The applicant should have satisfactorily completed similar works during the last seven years ending last day of March 2009. This should be certified by an officer not below the rank of Executive Engineer/ Project Manager or equivalent.

The similar works means :-

Arboriculture and Landscaping works in
Township
OR
Group Housing Society
OR
Residential Complex

- 1.2 The applicant should have had average annual financial turn over of value stated in the table above on Arboriculture, Landscaping & Maintenance works during last three years ending **31st March 2009**. This should be duly audited by a Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.

- 1.3 Should be a profit-making company and shall not have made losses during last three years ending **31st March 2009**, duly certified by a Chartered Account.
- 1.4 The bidding capacity of the contractor shall be equal to or more than the cost of the respective estimated cost of the work. The firm, who meet the Qualifying criteria will be qualified only if their available bidding capacity is more than the total value of the bid value of each work separately. The bidding capacity shall be worked out by the following formula:-

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

Where,

- A = Maximum value of Arboriculture & Landscaping executed in any one year during the last three years ending **31st March 2009** taking into account the completed as well as works in progress.
- N = Number of years stipulated for completion of work for which pre-qualification application has been invited.
- B = Value of existing commitments and on going works to be completed during the period of completion of work for which pre-qualification has been invited.
- 1.5 The bidding capacity of the applicant will be decided on the criteria/parameters given in Para-1.4 here-in-above. The applicant who are eligible and having the bidding capacity for the particular package will be intimated to submit the cost of tender documents in the form of non-refundable demand draft of Rs. 1,000/- drawn in favour of Director General Married Accommodation Project payable at New Delhi for each package separately.
- 1.6 Available Assessed Capacity will be calculated as per formula given in Para-1.4 here-in-above. Based on the available assessed capacity the applicant can quote for any package which falls under their bidding capacity subject to submission of tender cost of Rs. 1,000/- for such package. The firm will have chance to participate in all such tender package (s) which fall under their bidding capacity, however in case the firm is L1 in a particular package or number of packages and when their available assessed capacity is exhausted, such firm will not be allowed to quote for other package (s) issued and tenders for such packages, if issued, will be withdrawn.
- 1.7 The applicant's performance for each work completed in the last 7 years and in hand should be certified by an officer not below the rank of Executive Engineer / Project Manager or equivalent.

2.0 EVALUATION CRITERIA FOR PRE-QUALIFICATION

- 2.1 For the purpose of pre-qualification, applicants will be evaluated in the following manner:-
- 2.1.1 The initial criteria prescribed in para 1.1 to 1.5 above in respect of experience of similar class of works completed and financial turn over etc. will first be scrutinised and the applicant's eligibility for pre-qualification for the work will be determined.
- 2.2 Even though an applicant may satisfy the above requirements, he would be liable to be disqualified if he has:-

- (a) made **misleading or false representation or deliberately suppressed information** in the forms, statements and enclosures required in the pre-qualification document.
- (b) record of negative performance such as abandoning work, not properly completing the contract, financial failures/weaknesses or litigations etc.

3.0 FINANCIAL INFORMATION

Applicant shall furnish the following information:

- (a) Annual financial statement for the last three years.

4.0 EXPERIENCE IN WORKS HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS

4.1 Applicant shall furnish the following:-

- (a) List of all similar works successfully completed in the last 7 years.
- 4.2 Particulars of completed works and performance of the applicant duly authenticated /certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work completed or in progress .

5.0 ORGANISATION INFORMATION

Applicant is required to submit the following information in respect of his organisation .

- (a) Name & Postal Address, Telephone & Fax number, e-mail ID etc.
- (b) Copies of original documents defining the legal status, place of Registration and principal places of business.
- (c) Names of Directors and Officers to be involved with the work, with designation of individuals authorised to act for the organisation.
- (d) Information on any litigation in which the applicant was involved during the last five years, including any current litigation.
- (e) Authorisation for Accepting Officer to seek detailed references.
- (f) Number & experience of Technical & Administrative Employees in parent company, subsidiary company and how these would be involved in this work .

6.0 LETTER OF TRANSMITTAL

The applicant should submit the letter of transmittal attached with pre-qualification document.

7.0 TENDER SUBMISSION

After evaluation of pre-qualification applications, a list of qualified agencies will be prepared. Thereafter, pre-qualified agencies only would be invited to purchase tenders for the work. Tenders will be sold only to those prequalified contractors who shall fulfill the bid capacity requirement as re-assessed while issuing Tender. The cost of Tender document shall be Rs. 1000.00 for each Tender and required to be paid while purchasing the Tender document.

SECTION –III

INFORMATION & INSTRUCTIONS FOR APPLICANTS

1.0 GENERAL

- 1.1 Letter of transmittal and forms for pre-qualification are given in Section IV.
- 1.2 All information called for in the enclosed forms shall 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 columns. 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 applicant, it should be stated as "not applicable". **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 in the applicant being summarily disqualified.** Applications made by telegram or telex or Fax and those received late will not be entertained.
- 1.3 The application should be typewritten. The applicant shall sign each page of the application.
- 1.4 Overwriting shall be avoided. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. Pages of the pre-qualification document are numbered. Additional sheets, if any added by the contractor, shall also be numbered by him. They should be submitted as a package with signed letter of transmittal.
- 1.5 References, information and certificates from the respective clients certifying suitability, technical know how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer or equivalent.
- 1.6 The applicant 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 pre-qualification document unless it is called for by the Accepting Officer.
- 1.7 Any information furnished by the applicant found to be misleading or false representation or a deliberately suppressed information either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work of DG MAP project.
- 1.8 The pre-qualification document in prescribed form duly completed and signed shall be submitted in a sealed cover. The sealed cover superscribed "**Pre-qualification document for "Arboriculture, Landscaping & Maintenance works of MAP works at Dwarka & Baird place of Delhi Cantt.)"**", and the "**date of opening**" shall be received by the Director General Married Accommodation project, or his authorised representative **upto 1430 hours on 15 July 2009**. Documents submitted in connection with pre-qualification will be treated confidential and will not be returned.

- 1.9 Prospective applicants may request clarification, if required, on the prequalification document till 14 July 2009. Any clarification given by the Accepting Officer will be forwarded to all those who have purchased the prequalification document.

2.0 DEFINITIONS

- 2.1 In this document the following words and expressions have the meaning hereby assigned to them:
- 2.2 **ACCEPTING OFFICER** : Means the President of India, acting through the Director General Married Accommodation Project, Kashmir House, Integrated HQ of (MoD) Army, E-in-C's Branch, Rajaji Marg, New Delhi-110011.
- 2.3 **APPLICANT** : 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 applicant is an individual, the application shall be signed by him above his full typewritten name and current address.
- 3.2 If the applicant 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 applicant 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 latter 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 applicant is a limited company or a corporation, the application shall be signed by a duly authorised person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant 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 Accepting Officer reserves the right to accept or reject any application and to annul the pre-qualification process and reject all applications at any time, without assigning any reason or incurring any liability to the applicants.

5.0 PARTICULARS PROVISIONAL

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

SECTION – IV
LETTER OF TRANSMITTAL

From :

To
Director General MAP,
Integrated HQ of (MoD) Army, E-in-C' Branch
Kashmir House, Rajaji Marg,
New Delhi-110011

Subject : **Submission of pre-qualification application for the Arboriculture ,
Landscaping & Maintenance works at Dwarka & Baird place of Delhi
Cantt.**

Sir,

Having examined the details given in **Pre-Qualification Press Notice & Pre-Qualification document** for the above work, I/we hereby submit the pre-qualification document and other relevant information.

1. I / We hereby certify that all the statements made and information supplied in the enclosed Forms A to E and accompanying statement are true and correct and no pertinent information has been suppressed by us.
2. I / We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I/We also authorise DG MAP 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 know how and capability for having successfully completed the following works :

Name of Work

Enclosures :

Seal of Applicant

Date of Submission

Certificate From

SIGNATURE(S) OF APPLICANT(S)

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 (Copies to be attached).

YEARS

2006-2007	2007-2008	2008-2009
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- (i) Gross Annual Turn Over on Landscaping & Arboriculture Works
- (ii) Profit/Loss

SIGNATURE OF APPLICANT(S)

Signature of Chartered Accountant with Seal

FORM 'B-

**DETAILS OF SIMILAR WORKS COMPLETED DURING THE LAST SEVEN YEARS
ENDING LAST DAY OF THE MONTH MARCH 2009**

S. No.	Name of work / project & location	Owner or sponsoring organisation	Cost of work in lakhs	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/ arbitration cases which are over and Litigation/arbitration cases pending/ in progress with details #	Name & address/ telephone number of officer to whom reference may be made	Remark
1	2	3	4	5	6	7	8	9	10

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

SIGNATURE OF APPLICANT(S)

FORM 'C'-

PROJECTS UNDER EXECUTION OR AWARDED

S. No.	Name of work / project & location	Owner or sponsoring organisation	Cost of work	Date of commencement as per contract	Stipulated date of completion	Upto date percentage progress of work	Cost Of Balance Work	Slow progress if any, and reasons thereof #	Name & address/ telephone number of officer to whom reference may be	Remarks
1	2	3	4	5	6	7	8	9	10	11

SIGNATURE OF APPLICANTS

FORM 'D'

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "B & C"

1. Name of Work/
Project & Location
2. Agreement No.
3. Estimated Cost
4. Tendered Cost
5. Date of Start
6. Date of Completion
 - (i) Stipulated date of completion
 - (ii) Actual date of completion
7. Amount of compensation levied for delayed completion, if any
8. Amount of reduced rate items, if any
9. Performance Report
 - 1) Quality of Work Very Good / Good / Fair / Poor
 - 2) Financial Soundness Very Good / Good / Fair / Poor
 - 3) Technical Proficiency Very Good / Good / Fair / Poor
 - 4) Resourcefulness Very Good / Good / Fair / Poor
 - 5) General Behaviour Very Good / Good / Fair / Poor

Dated :

Executive Engineer or Equivalent

FORM 'E'

STRUCTURE & ORGANISATION

1. Name & Address of the Applicant
2. Telephone No. / Telex No. / Fax No.
3. Legal status of the applicant (attach copies of original document defining the legal status)
 - a) An individual
 - b) A proprietary firm
 - c) A firm in partnership
A limited company or Corporation
4. Particulars of registration with various Government bodies (attach attested photo-copy)

Organisation / Place of registration

Registration

- i.
 - ii.
 - iii.
5. Names & Titles of Directors & Officers with designation to be concerned with this work.
 6. Designation of individuals authorized to act for the organization.
 7. Was the applicant ever required to suspend work for a period of more than six months continuously after you commenced the work? If so, give the name of the project and reasons of suspension of work.
 8. Has the applicant, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.
 9. Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organisation at any time ? If so, give details.
 10. Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a court of law ? If so, give details.
 11. Any other information considered necessary but not included above

SIGNATURE OF APPLICANTS