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## **I - PRE QUALIFICATION NOTICE**

High Commission of India invites sealed applications from eligible/reputed construction companies for prequalification for following work at High Commission's Building at Chankyapuri, New Delhi.

**Name of Work** : **Proposed Construction of the New Chancery and Residence for the Zambia High Commission at New Delhi**

**Estimated Cost** : **Approx. Rs. 2500 Lacs**

**Construction Period** : **18 months from date of award of work**

**Architects/PMC** : **M/s. Aadharshila Designs Pvt. Ltd.**

### **Eligibility:**

Bidders who have successfully completed comprehensive building either RCC framed or composite (excluding Industrial) with minimum **Four** storeys each of minimum height **3.60 m** (machine room and mummy shall not be counted as a storey) including all civil works, interior works, internal water supply, sanitary installations, internal electrical installations, firefighting works, Centralized HVAC, Landscape with external Development works all executed under one composite agreement" with high-end finishes for the Embassy, Chancery, or similar offices for national or international governments/ organizations/ reputed corporates during last five years ending 31<sup>st</sup> March 2022 as detailed below considered.

1. Three similar completed works costing not less than the amount equal to 40% of the estimated cost or
2. Two similar completed works costing not less than the amount equal to 60% of the estimated cost or
3. One similar completed works costing not less than the amount equal to 80% of the estimated cost

### **Note:**

Experience as sub Bidder / Nodal agency / Project Management Consultant shall not be considered. The bidder should have procured & executed the project on his own.

Own works / work under the same management / own certification of the bidder shall not be considered.

**Turnover:**

Average annual financial turnover on construction works should be at least 25 Crores during the immediate last three consecutive financial years ending **31st March, 2021**. The balance sheets, Statement of Profit & Loss Account and Notes to Accounts should be duly audited and certified by a Chartered Accountant with his seal / signatures and firm registration number. The year in which no turnover is shown, would also be considered for working out the average. The turnover should be of the Bidding Company and not for Group Company or subsidiary company etc. Turnover shall be duly certified by a Chartered Accountant with his seal / signatures and registration number

**Profit/loss :** The bidder should not have incurred any loss (profit after tax should be positive) in more than two years during available last five consecutive balance sheet, duly audited and certified by the Chartered Accountant.

**Solvency Certificate:** The Bidder should be solvent with minimum solvency of the amount equal to Rs 1250 Lacs.

Bidder should **not** have been **blacklisted** by any public agency, Central / State Government Department/Autonomous Body/PSU in last five years from the original last date of submission of the bid. The bidder shall submit duly notarized affidavit to this effect.

The Bidder should have valid registration under EPF, ESI, GST Department and other statutory licenses.

## **II – GENERAL INFORMATION**

### **About OWNER**

The Republic of Zambia has maintained diplomatic presence in India since 1975 when the Zambian High Commission opened in New Delhi. In order to effectively carry out the Government's policy of Economic and Diplomacy to a wider part of Asia, the Mission is also accredited to six (6) other countries on a non-resident basis.

Objectives of the Chancery and Residence

- The Republic of Zambia has a plot of land measuring 1880 sq. mts. on the Panchsheel marg at Chanakyapuri, New Delhi.

### **Tentative information regarding the project**

Location of Site	Panchsheel Marg, Chankyapuri
Site Area	1880 sq. mts.
Total Built up Area	2950 sq. mts.

### **Scope of work**

The Biding company shall execute the work of Chancery and Residence building with best available modern techniques and shall provide best quality work as per international standards. Broadly the job of the selected Companies shall be to provide and execute.

- a) Civil
- b) Interior
- c) Plumbing & Fire Fighting
- d) Electrical
- e) Air-Conditioning
- f) External Development

## **Architect/PMC**

The Architect and Project Management Consultant for the Project is M/s. Aadharshila Designs Pvt. Ltd. (ADPL). For any information regarding the **project**, they may be contacted at

**M/s. Aadharshila Designs Pvt. Ltd.  
B-4/124, Lower Ground Floor,  
Safdarjung Enclave, New Delhi – 110 029.**

**Tel: 011- 26100433-6. Fax : 011-26177678  
E-mail : adpl@adpl.in**

### **III - EVALUATION PROCESS**

The bidder shall submit the calculation sheet of tendering capacity as per above formula.

a	Financial strength	Maximum 20 marks
b	Experience in similar nature of work during last five years	Maximum 20 marks
c	Experience in Chancery/ Embassy building	Maximum 10 marks
d	Timely completion of work	Maximum 10 marks
e	Performance and Work Quality assessment during completed project visit, Completion Certificate	Maximum 40 marks
	<b>TOTAL</b>	<b>100 marks</b>

To become eligible for short listing, the bidder must secure at least 70% marks in aggregate.

Architect/ PMC will carry out technical assessment of submitted technical proposals and site visit of the eligible work to ascertain the quality of work done and determine that the Bidder has a full comprehension of the work of the Bid. In case the Bidder's technical submittal is found non-complaint with the requirements of the project the same is liable to be rejected. This process is to assure that only technically acceptable proposals are considered for the work. The Zambia High Commission, however, reserve the rights to restrict the list of such qualified Bidder to any number deemed suitable by it.

**The tender will be invited from only those Bidders who are technically qualified and have scored minimum of 70 marks in the technical bid assessment as above and are found suitable for the job by the Zambia High Commission.**

The eligible contractors may submit their application along with firm's details and documents as listed under Section IV in support of their eligibility as per the criteria mentioned above in a sealed envelop latest by **10<sup>th</sup> May, 2022** to

**The High Commissioner  
High Commission of the Republic of Zambia  
7, Poorvi Marg, Vasant Vihar  
New Delhi – 110057**

The High Commission of Zambia reserves the right to reject any or all applications and to call off process of short listing of contractors at any stage without assigning any reasons.

**EVALUATION PROFORMA**

**CRITERIA FOR EVALUATION OF THE PERFORMANCE OF BIDDERS FOR PRE-ELIGIBILITY**

<b>(a)</b>	<b>Attributes</b>	<b>Evaluation</b>			
	Financial strength <b>(20 marks)</b>				
	Average annual turnover 16 marks Solvency Certificate 4 marks	60% marks for minimum eligibility criteria 100% marks for twice the minimum eligibility criteria or more In between (i) & (ii) - on pro-rata basis			
<b>(b)</b>	Experience in similar class of works <b>(20 marks)</b>	60% marks for minimum eligibility criteria 100% marks for twice the minimum eligibility criteria or more In between (i) & (ii) - on pro-rata basis			
<b>(b)</b>	Experience in Chancery or Embassy works <b>(10 marks)</b>	100% marks for any such work done			
<b>(c)</b>	Performance on works (time over run) <b>( 10 marks)</b>				
	Parameter Calculation For points	Score	Maximum Marks		
	If TOR = (i) Without levy of compensation (ii) With levy of compensation (iii) Levy of compensation not decided	1.00 2.00 3.00 >3.50 20 15 10 10 20 5 0 -5 20 10 0 0	20		
	TOR = AT/ST, where AT=Actual Time; ST=Stipulated Time in the Agreement plus (+) justified period of Extension of Tim <b>Note:</b> Marks for value in between the stages indicated above is to be determined by straight line variation basis.				
<b>(d)</b>	<b>Performance of works (Quality)</b>	<b>(40 marks)</b>			
	<b>Outstanding</b>	<b>40</b>			
	<b>Very Good</b>	<b>25</b>			
	<b>Good</b>	<b>10</b>			
	<b>Poor</b>	<b>0</b>			

#### **IV - DOCUMENTS TO BE SUBMITTED**

- a) All supporting documents substantiating claim for qualification to participate in the bidding.
- b) Copies of original documents defining the constitution or legal status, place of registration and principal place of business, written power of attorney of the signatory.
- c) Registration with National or International Govt./Semi Government Organisations, if any.
- d) Qualifications and experience of key site management, technical personnel proposed for the Bid and tools & plants.
- e) Audited Balance sheet for the last three years.
- f) Solvency certificate from the bankers. Copy of PAN, Registration Certificate of GST, EPF, ESI authorities etc.
- g) Details of similar works as mentioned above completed during last five years.
- h) Completion/Performance certificate from the Client for similar nature of works clearly mentioning the completed cost of project, year of completion, duration of project and scope of work
- i) Information regarding any litigation or arbitration resulting from Bids executed by the Bidder in the last five years or currently under execution. The information shall include the names of the parties concerned, the disputed amount, cause of litigation, and matter in dispute.

**Important Note** : Each page of pre-qualification Bid (duly filled and completed) shall be signed by the authorised person of the construction agency/company. In case, any information given in the Pre-qualification Bid was found false at any stage of time, the bidder shall be disqualified without any obligation.



**FORM - A**

**LETTER OF TRANSMITTAL**

From:  
To

The Project Management Consultant  
M/s Aadharshila Designs Pvt. Ltd.  
.....

Subject: Submission of bids for the work of .....

Sir,

Having examined the details given in the bid document for the above work, I/we hereby submit the relevant information.

1. I/we hereby certify that all the statement made and information supplied in the enclosed forms A to Hand accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/we submit the requisite certified solvency certificate and authorize the Executive Engineer.....to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/we also authorize Project Management Consultant..... 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 knowledge and capability for having successfully completed the following eligible similar works:

Name of work	Certificate from
--------------	------------------

**Certificate : It is certified that the information given in the enclosed eligibility bid are correct. It is also certified that I / We shall be liable to be debarred , disqualified / cancellation of enlistment incase any information furnished by me / us is found to be incorrect.**

Seal of bidder  
Date of submission:  
Signature(s) of Bidder(s).

Enclosures:

**FORM B - FINANCIAL INFORMATION**

- I. Financial Analysis – Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five financial years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

Financial years				
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(i) Gross Annual Turn Over on construction works.

(ii) Profit/Loss.

- II. Financial arrangements for carrying out the proposed work.

Signature of Chartered Accountant with Seal  
Signature of Bidder(s)

**FORM C - BANKERS' CERTIFICATE FROM A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information that M/s./ Sh..... having marginally noted address, as a Customer of our bank are/is respectable and can be treated as good for any engagement upto a limit of Rs.....  
(Rupees.....)

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature) For the Bank

NOTE

1. Bankers Certificates should be on letter head of the Bank, addressed to tendering authority.
2. In case of Partnership firm, certificate should include names of all partners as recorded with the Bank.

**FORM D - DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS COMPLETED DURING THE LAST SEVEN YEARS ENDING PREVIOUS DAY OF LAST DAY OF SUBMISSION OF BIDS**

S. No.	Name of work/project and location	Owner or sponsoring organization	Cost of work in crores of rupees	Date of commencement as per Bid	Stipulated date of completion	Actual date of completion	Litigation/arbitration cases pending/in progress with details*	Name and address/ telephone number of officer to whom reference may be made	<i>Whether the work was done on back to back basis Yes/No</i>
1	2	3	4	5	6	7	8	9	10

\* Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Bidder(s)

**FORM E - PERFORMANCE REPORT OF WORKS REFERRED TO IN FORMS  
"D"**

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
  - (a) Whether case of levy of compensation for delay has been decided or not  
Yes/No
  - (b) If decided, amount of compensation levied for delayed completion, if any
8. Amount of reduced rate items, if any
9. Performance Report
  - (1) Quality of work Outstanding/Very Good/Good/Poor
  - (2) Financial soundness Outstanding/Very Good/Good/Poor
  - (3) Technical Proficiency Outstanding/Very Good/Good/Poor
  - (4) Resourcefulness Outstanding/Very Good/Good/Poor
  - (5) General Behaviour Outstanding/Very Good/Good/Poor

Dated:

Executive Engineer or Equivalent

### FORM F - STRUCTURE & ORGANISATION

1.	Name & Address of the Consultant:		
2.	Telephone No. Email:		
3.	Legal status of the applicant (attach copies of original document defining the legal status) I. A proprietary firm iii. A firm in partnership / LLP iv. A limited company or Corporation		
4.	Particulars of registration with various Government bodies (attach attested photocopy)	Organisation/Place of registration	Registration No.
5.	Designation of individuals authorised to act for the organisation		
6.	Was the applicant ever required to suspend an assignment for a period of more than six months continuously after commencement of the assignment? If so, give the name of the project and reasons of suspension of work		
7.	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give the name of the project and reasons for abandonment.		
8.	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred/blacklisted for tendering in any organisation at any time? If so, give details.		
9.	Has the applicant, or any consultant partner in the case of a partnership firm, ever been convicted by a court of law? If so, give details		
10.	Any other information considered necessary but not included above.		

SIGNATURE OF BIDDER(S)  
WITH STAMP

**FORM G - DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS COMPLETED IN LAST FIVE YEARS ENDING PREVIOUS DAY OF LAST DATE OF SUBMISSION OF BID**

Name of the Bidder.....

S. No.	Details	
1.	Name of work / project and location	
2.	Owner/Client or sponsoring organization	
3.	Type of work (with respect to the eligibility criteria of this bid)	
4.	Work Components[Please tick (√) in relevant box]	
A	RCC Framed Structure/Composite Structure	
B	Finishing Works	
C	Water Supply and sanitary installation works	
D	External development and Drainage	
E	Electrical installations	
F	Firefighting Works	
G	LV Works	
H	Lifts	
I	HVAC Works	
5.	Internal Finishes	
6.	Fixed and Loose Furniture	
7.	Soft and Hard Landscape	
8.	Cost of work on completion in Rs. Crores	
9.	Date of commencement as per Bid	
10.	Stipulated date of completion	
11.	Actual date of completion	
12.	Date and No. of completion certificate	
13.	Ref. & Page No. of documentary proof of the detail missing in completion certificate	
14.	*Litigation/ arbitration cases pending / in progress with details	
15.	Name and Address (Postal & E-mail) / telephone number of officer to whom reference may be made	
16.	Whether the work was done on back to back basis	

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

SIGNATURE OF BIDDER(S)  
WITH STAMP

\*indicate gross amount claimed and amount awarded by the Arbitrator.

Note: -Copy of work Orders and Completion Certificates of the above works should also be submitted.