



NAYA RAIPUR DEVELOPMENT AUTHORITY



NIT No.: 369/Engg. Section/NRDA/2009-10, Raipur, Dated: 16.3.2011


PROPOSAL FOR PREQUALIFICATION

FOR

INTERIOR DECORATION WORK FOR STATE SECRETARIAT
BUILDING AT NAYA RAIPUR (CHHATTISGARH)

SECTION-I NOTICES

Short-notice:

 <p style="font-size: small;">nayarapur नया रायपुर</p>	<p>NAYA RAIPUR DEVELOPMENT AUTHORITY BESIDE MAHANADI DWAR OF MANTRALAYA RAIPUR (CHHATTISGARH) 492001 PH.NO.0771-4066011, FAX 0771-4066188, e-mail. ceo@nayarapur.com</p>
<p>PROPOSAL FOR PREQUALIFICATION OF INTERIOR WORK CONTRACTOR NIT No.: 369/Engg. Section/NRDA/2009-2010, Raipur, dated:16/3/2011</p>	
<ol style="list-style-type: none"> 1. NRDA invites Sealed Proposal for Prequalification from reputed interior work contractors for Interior Decoration work of State Secretariat Building at Capitol Complex, Naya Raipur (Chhattisgarh). 2. The Proposal will have to be submitted on the above address on or before 04.4.2011 upto 16:00 hrs only. 3. MANDATORY ELIGIBILITY CRITERIA and MODE OF SELECTION can be seen in the Detailed Notice of Proposal for Prequalification, which can be down-loaded from website www.nayarapur.com / www.chhattisgarh.nic.in . 4. Amendment/Addendum/Corrigendum, if any, shall not be advertised in the newspapers, but shall be posted in the above website only. <p style="text-align: right; margin-right: 50px;">Sd/- Chief Executive Officer</p>	



NAYA RAIPUR DEVELOPMENT AUTHORITY
 BESIDE MAHANADI DWAR OF MANTRALAYA
 RAIPUR (CHHATTISGARH) 492001
 PH.NO.0771-4066011, FAX 0771-4066188, e-mail. ceo@nayaripur.com

DETAIL-NOTICE

PROPOSAL FOR PREQUALIFICATION OF INTERIOR WORK CONTRACTOR

NIT No.: 369/Engg. Section/NRDA/2009-2010, Raipur, dated:16/3/2011

Name of work: Interior decoration work for State Secretariat Building at Naya Raipur (Chhattisgarh).

Building area : 63000 Sqm (Approx), For interior decoration work Carpet area: 8000 Sqm (Approx)

Location of work: State Secretariat Building, Capitol Complex, Naya Raipur, Chhattisgarh.

Completion period: 05 (Five) months (including monsoon) from date of issue of workorder.

1. Naya Raipur Development Authority (NRDA) invites Sealed Proposal for Prequalification from reputed interior work contractors for Interior decoration work of State Secretariat Building at Capitol Complex, Naya Raipur (Chhattisgarh).

2. MANDATORY ELIGIBILITY CRITERIA-

Intending tenderer should have:-

- i. Experience certificate- Tenderer should have at least 10 years of Experience in executing interior decoration including civil works (Incorporation certificate or a proof of the same duly signed by CA should be enclosed)
- ii. The tenderer should have executed satisfactorily at least 3 works of **similar nature** during last 5 years amounting to not less than 5 crore each. They must submit the attested/certified or Notarized copies of Work order, Completion & TDS certificate and Details of these 3 executed works for Govt./Semi-Govt./ corporate offices/ Hotels etc.
- iii. Average Annual Gross Turnover- Tenderer should have Average Annual Gross Turnover of Rs. 10 Crore in last 3 Complete Financial years. (Audited Balance Sheet duly signed by CA should be enclosed).
- iv. Certificate of being a Profit Making Firm in the last 2 Financial Year. (Audited Balance Sheet duly signed by CA should be enclosed).
- v. Joint Ventures/consortium is not allowed to participate.

Tenderer should submit dully attested/certified by CA or Notarized copies of above documents.

The selected tenderer shall require to submit certified copy of EPF/ESIC registration certificates and Excise Registration Certificate with Technical proposal in Stage-II.

3. Detail of Works of Similar Nature: Contractor shall have experience of execution and supply of majority of following types of works-

- a) **Table, Cabinet, Wall panelling & Wood/ply work:** Conference/Cabin Working/Loose/fixed/cafe table, Audio Visual/File Storage/Display closed/open/Counter cabinet, Ply Boxing, Window Pelmet, Planter Box, Wall Panelling - Veneer, Laminate and Fabric Finish, Wooden rafters for ceiling, Wood finish ceiling, etc.
- b) **CC/Tile/Stone/Wooden Flooring, Plastering, POP, Decorative/special/acoustical False ceiling, Gypsum Partition, Painting/Texture Painting, General Plumbing and general civil work etc.**
- c) **Storage & Furnishing:** Wall Paper finish, Window roller Mechanical/ manual blinds, Library open/ closed metal Racks, Storage Metal Lockers/Racks, Creche Bed, Metal Decorative

Partition, Aluminium Partition/door, Aluminium Ceiling Rafters, Glass Panel with studs, Sofa Set/ Chair with wood/leather/leatherite/fabric finish, White Board for writing, etc.

4. MODE OF SELECTION

The Selection of tenderer shall be based on marking system in following stages -

Stage: I – Prequalification stage (100 marks)

Part-A : Proposal for Prequalification (80 marks)

- i. Infrastructure – 20 marks.
- ii. Technical - 50 marks.
- iii. Execution methodology - 10 marks.

Only **top 6 nos** of bidders/tenderers shall be selected for Part-B of stage-I.

Part-B : Inspection of executed work (20 marks)

Inspection and evaluation of one best executed project – 20 marks.

After the tenderer qualify in the Part-A of stage-I, a committee appointed by NRDA to evaluate the works executed by the tenderer, who are short listed for the part-B of Stage-I, will visit any one out of the 3 projects (work executed in last 5 years of similar nature as provide to fulfil the mandatory eligibility criteria as para 2 above).

The committee shall evaluate the executed work. The date & time of visit by the committee shall be intimated in advance. The tenderer shall have to coordinate the visit on pre-decided date & time.

On the basis of evaluation in Part-A & B above, NRDA will further evaluate above selected 6 tenderers. Minimum qualifying marks in stage-I is 70 marks.

Only those tenderer who will get more than 70 marks will eligible for Stage-II.

The eligible tenderer will be intimated/informed to buy the tender document after submitting the necessary tender document cost. The tenderer shall be required to submit EMD during the tender submission.

Stage: II – Tender stage

The eligible tenderer in Stage-I will be required to submit their Technical & Financial Proposals in separate envelopes to NRDA on stipulated date & time. The tenderer shall also submit EMD along with the tender submission.

Part-A : Technical Proposal

Vol-I : Contract conditions.

Vol-II : Technical Specifications.

Vol-IV : Tender drawings.

Document submitted earlier in stage-I will not be required to be resubmitted in this stage.

Those will be treated as part of the Technical proposal.

The Financial proposal of the tenderer found eligible in the technical evaluation of part-A of stage-II, will only be opened at the pre-decided date & time. The date & time shall be intimated in advance.

Part-B : Financial Proposal – Vol-III

The tenderer with the lowest financial offer shall be selected.

5. The **Detailed Notice** of Proposal for Prequalification can be **down-loaded** from website www.nayaraipur.com / www.chhattisgarh.nic.in .
- The tenderer shall download all complete documents & proformas (Enclosed) from Web site.
- The tenderer shall fill up all enclosed proformas and submit all documents for mandatory eligibility criteria.
- All documents shall be signed by authorized signatory of the Firm/company.
- The tenderer shall use English language for all communications & documents for prequalification.
6. **Mode of submission of queries-** All queries shall be filled in properly as per **Proforma-1 (Enclosed)** and shall be submitted in a sealed envelope to NRDA's office in the name of "The Chief Executive Officer, NRDA, Near Mantralaya Mahanadi Dwar, Raipur 492001, Chhattisgarh" on or before **25.3.2011 only**. A copy of the queries shall be additionally forwarded to the Architect (aakriti.nrda@gmail.com) as well as Mr. V. K. Ratrey, EE NRDA (vratre@gmail.com) by e-mail. Following information shall be written on top of the sealed envelope-
- i. **Name of work:** Interior decoration work for State Secretariat Building at Naya Raipur (Chhattisgarh).
 - ii. **The address of submission-**The Chief Executive Officer, NRDA, Near Mantralaya Mahanadi Dwar, Raipur 492001, Chhattisgarh
 - iii. **Sender Name, Address ,Phone no., Email ID**
 - iv. **Proforma-1**
7. The **Sealed Proposal for Prequalification** duly filled in all respects will have to be submitted to NRDA's office in the name of "The Chief Executive Officer, NRDA, Near Mantralaya Mahanadi Dwar, Raipur 492001, Chhattisgarh" on or before **04.4.2011 upto 16:00 hrs only**. The proposal shall be opened the same day, thereafter. ***The Proposal for Prequalification with complete documents to be submitted in Hardcopy & Softcopy (Microsoft Word or Excel) in a sealed envelope. However, in case of any discrepancies between the hard & soft copies, the hard copies shall prevail.*** Following information shall be written on top of the sealed envelope-
- i. **Name of work:** Interior decoration work for State Secretariat Building at Naya Raipur (Chhattisgarh).
 - ii. **The address of submission-**The Chief Executive Officer, NRDA, Near Mantralaya Mahanadi Dwar, Raipur 492001, Chhattisgarh
 - iii. **Sender Name, Address ,Phone no., Email ID**
8. Amendment/Addendum/Corrigendum, if any, shall not be advertised in the newspapers, but shall be posted in the above website only and all bidders shall be informed by E-mail only.
9. Chief Executive Officer, NRDA, Raipur reserves the right to accept or reject any or all proposals without assigning any reason thereof.

Sd/-
Chief Executive Officer, NRDA
Near Mantralaya Mahanadi Dwar
Raipur 492 001, Chhattisgarh

SECTION –II

LIST OF PROFORMAS		
CONTENTS		
SR.NO.	PARTICULARS	
1	PROFORMA – 1	Format for Pre-bid Queries (To be submitted in sealed Envelope on or before last date of submission, except Proforma 1 which shall be submitted within 25.03.2011 for queries)
A	Infrastructure (20 marks)	
2	PROFORMA – A	General Information
3	PROFORMA – B	Organization and structure
4	PROFORMA – K	Details of Workshop, Godown, T&P (equipment) and labourer force
B	Technical & Financial (50 marks)	
5	PROFORMA – C	Average Annual Gross Turnover in Last 3 Complete Financial Years
6	PROFORMA – D	Financial capability
7	PROFORMA – E	Litigation History
8	PROFORMA – F	Details of completed works during last 5 years (All works)
9	PROFORMA – G	Summary of Current contract commitments/works in progress
10	PROFORMA – H	Details of best 3 similar works (minimum 5 crore each). They must submit the attested/certified or Notarized copies of Work order, Completion & TDS certificate and Details of these 3 executed works in big projects such as Govt./Semi-Govt./ corporate offices/ Hotels etc. completed by the agency in the last 5 years
11	PROFORMA – I	Details of contracts of similar nature
12	PROFORMA – J	Work order, Completion & TDS certificate of best 3 executed works of similar nature (minimum 5 crore each) in big projects such as Govt./Semi-Govt./ corporate offices/ Hotels etc., by the agency in the last 5 years
13	CERTIFICATES	I. Incorporation certificate or a proof of the same - showing at least 10 years of Experience in executing interior and civil works (duly signed by CA should be enclosed) II. Certificate of being a Profit Making Firm in the last 2 Financial Year. (Audited Balance Sheet duly signed by CA should be enclosed).
C	Execution Methodology (10 marks)	
14	PROFORMA – L	List of subcontractors
15	PROFORMA – M	Execution Methodology
16	PROFORMA – N	Format for Affidavit

NOTE: All proformas should be submitted on the Company's letterhead and dully attested/certified by CA or Notarized unless otherwise specified)

PROFORMA – 1
Format for Pre-bid Queries

Note: Proforma -1 to be submitted separately on or before 25.03.2011

A copy of the queries shall be additionally forwarded to the Architect (aakriti.nrda@gmail.com, bksq.arp.iitkgp@gmail.com, shantanuab@yahoo.com) by e-mail. Following information shall be written on top of the sealed envelope-

- i. **Name of work:** Supply, Execution and Installation of interior and civil works of State Secretariat Building at Naya Raipur (Chhattisgarh)
- ii. **The address of submission-**The Chief Executive Officer, NRDA, Near Mantralaya Mahanadi Dwar, Raipur 492001, Chhattisgarh
- iii. **Sender Name, Address ,Phone no., Email ID**
- iv. **Proforma-1(As below)**

Name of contractor		
Date of Query		
Query No.		
Nature of Query		Technical
Sr. No.	Details of Query	Clarification
1	Heading Description	
2	Heading Description	
3	Heading Description	
4		
5		

Name of contractor		
Date of Query		
Query No.		
Nature of Query		Commercial
Sr. No.	Details of Query	Clarification
1	Heading Description	
2	Heading Description	
3	Heading Description	
4		
5		

Signature of Tenderer:

Date:

PROFORMA – A

General Information

1.	Name of the firm	
2.	Address of the Head Office/ Registered Office	
3.	Telephone :	Contact :
4.	Fax :	E-Mail :
5.	Place of incorporation/registration	Year of incorporation :

DETAILS OF THE OFFICE CLOSEST TO RAIPUR (if applicable)

1.	Address of Office	
2.	Telephone :	Contact :
3.	Fax :	E-Mail :

Note :-

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

Signature of Tenderer:

Date:

PROFORMA – B
Organisation 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:
As a prime contractor firm (contractor/ firm shouldering major responsibility). 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 interior and civil works the firm is specialized.
5. The details of experience of the firms in the fields of interior and civil works.
6. The details of experience in financing of similar projects.
7. The details of project monitoring experience in large projects: Raising of finance
Cash-flow management, Physical and financial progress monitoring, Economic viability assessment
8. The details of testing laboratory, research and development facility and quality control cell if any (full details shall be provided).
9. Details of experience in execution and maintenance of interior and civil works.
10. Were you ever required to suspend the work for a period of more than three months continuously after you started? If so, give the name of project and give reasons therefore.
11. Have you ever left the work awarded to you incomplete? (if so, give name of project and reasons for not completing work).
12. Any other information relevant to this project the applicant may like to add.

Signature of Tenderer:

Date:

PROFORMA – C**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.

Tenderer should have Average Annual Gross Turnover of Rs. 10 Crore in Last Three Complete Financial years in the field of interior and civil execution in big hotels or corporate offices. (Audited Balance Sheet duly signed by CA Should be Enclosed).

No.	Year	Turnover in Indian Rupees (in Crores)	Multiplying factor for Annual turnover	Total Turnover (Rs. in Crores)
1	2009-10		1.00	
2	2008-09		1.10	
3	2007-08		1.21	
Gross Total Turnover (GTO)				
Average Annual turnover during last 3 years = GTO/3				

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

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

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 – E**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 – G**Summary of Current Contract Commitments/ Works in Progress**

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 contact	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-G** & purchase order of mentioned current projects should be duly signed by chartered accountant or notarized copies.

Signature of Tenderer:

Date:

PROFORMA – H

Details of best 3 similar works (minimum 5 crore each).

They must submit the attested/certified or Notarized copies of Work order, Completion & TDS certificate and Details of these 3 executed works in big projects such as Govt./Semi-Govt./ corporate offices/ Hotels etc. completed by the agency in the last 5 years

Refer meaning of similar works in NIT.

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

Note :-

- 1) Minimum 10 Nos. Photographs having size 10" X 8 " for each work is require to be enclosed.
- 2) Brief Scope of Works should indicate the total scope of work
- 3) Enclose Completion Certificates issued by competent authority, for each of the above works as detailed in **proforma I and J**
- 4) Proforma-H & satisfactory Completion Certificate should be duly signed by chartered accountant or notorized copies.

Signature of Tenderer:

Date:

Note-Detail of Works of Similar Nature:

Contractor shall have experience of execution and supply of majority of following types of works-

- a) **Table, Cabinet, Wall panelling & Wood/ply work:** Conference/Cabin Working/Loose/fixed/cafe table, Audio Visual/File Storage/Display closed/open/Counter cabinet, Ply Boxing, Window Pelmet, Planter Box, Wall Panelling - Veneer, Laminate and Fabric Finish, Wooden rafters for ceiling, Wood finish ceiling, etc.
- b) **CC/Tile/Stone/Wooden Flooring, Plastering, POP, Decorative/special/acoustical False ceiling, Gypsum Partition, Painting/Texture Painting, General Plumbing and general civil work etc.**
- c) **Storage & Furnishing:** Wall Paper finish, Window roller Mechanical/ manual blinds, Library open/ closed metal Racks, Storage Metal Lockers/Racks, Creche Bed, Metal Decorative Partition, Aluminium Partition/door, Aluminium Ceiling Rafters, Glass Panel with studs, Sofa Set/ Chair with wood/leather/leatherite/fabric finish, White Board for writing, etc.

PROFORMA – I
Details of Contracts of Similar Nature
 (Use a separate sheet for each contract)

Work order and satisfactory Completion Certificate should be Enclosed duly signed by chartered accountant or notarized copies.

1.	Serial Number : 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 Give details of Designing, manufacturing, supplying, assembling, testing & commissioning of modular office furniture for 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 J** must be produced

Signature of Tenderer:

Date:

Note-Detail of Works of Similar Nature:

Contractor shall have experience of execution and supply of majority of following types of works-

- a) **Table, Cabinet, Wall panelling & Wood/ply work:** Conference/Cabin Working/Loose/fixd/cape table, Audio Visual/File Storage/Display closed/open/Counter cabinet, Ply Boxing, Window Pelmet, Planter Box, Wall Panelling - Veneer, Laminate and Fabric Finish, Wooden rafters for ceiling, Wood finish ceiling, etc.
- b) **CC/Tile/Stone/Wooden Flooring, Plastering, POP, Decorative/special/acoustical False ceiling, Gypsum Partition, Painting/Texture Painting, General Plumbing and general civil work etc.**
- c) **Storage & Furnishing:** Wall Paper finish, Window roller Mechanical/ manual blinds, Library open/ closed metal Racks, Storage Metal Lockers/Racks, Creche Bed, Metal Decorative Partition, Aluminium Partition/door, Aluminium Ceiling Rafters, Glass Panel with studs, Sofa Set/ Chair with wood/leather/leatherite/fabric finish, White Board for writing, etc.

Proforma J

**Work order, Completion & TDS certificate of best 3 executed works of similar nature
(minimum 5 crore each) in big projects such as Govt./Semi-Govt./ corporate offices/
Hotels etc., by the agency in the last 5 years**

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

Note: Proforma-J & all the Certificates should be duly signed by chartered accountant or
notorized copies.

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 our satisfactorily as per drawing specification and instruction of Engineer-in- Charge.

Thanking you.

Authorized Signature:

Designation:

Company:

Seal:

Dated:

Note-Detail of Works of Similar Nature:

Contractor shall have experience of execution and supply of majority of following types of works-

- a) **Table, Cabinet, Wall panelling & Wood/ply work:** Conference/Cabin Working/Loose/fixe/caf e table, Audio Visual/File Storage/Display closed/open/Counter cabinet, Ply Boxing, Window Pelmet, Planter Box, Wall Panelling - Veneer, Laminate and Fabric Finish, Wooden rafters for ceiling, Wood finish ceiling, etc.
- b) **CC/Tile/Stone/Wooden Flooring, Plastering, POP, Decorative/special/acoustical False ceiling, Gypsum Partition, Painting/Texture Painting, General Plumbing and general civil work etc.**
- c) **Storage & Furnishing:** Wall Paper finish, Window roller Mechanical/ manual blinds, Library open/ closed metal Racks, Storage Metal Lockers/Racks, Creche Bed, Metal Decorative Partition, Aluminium Partition/door, Aluminium Ceiling Rafters, Glass Panel with studs, Sofa Set/ Chair with wood/leather/leatherite/fabric finish, White Board for writing, etc.

Proforma K
Details of Workshop, Godown, T&P (equipment) and labourer force

Tenderer shall have registered workshop (minimum area 7500 Sqft.) and Godown (minimum area 15000 Sqft.) to execute and store loose items.

A| Workshop

Address:

Workshop Manager Name and contact:

Total area:

Total effective usable area for execution:

Labour strength at workshop(nos.).

Plants, equipment and tools present at workshops (give details):

B| Godown

Address:

Godown Manager Name and contact:

Total area:

Total effective usable area for storing

Labour strength at Godown(nos.):

C] LIST OF EQUIPMENT OWNED BY THE APPLICANT

Sr.No	Description of Equipment	Total Nos. available in working Condition	No. of units readily available for the work
a	TOOLS FOR SITE WORKS		
1	Timber Cutting Machine.		
2	Timber Planing Machine.		
3	Drill Machine.		
4	Sanding Machine.		
5	Spray Guns.		
6	Compressors		
7	Hand Tools Kits (Boxes)		
8	Pressing Clamps.		
9	Welding Machine.		
10	Pipe Bending Machine.		
	Others :		
11			
12			
13			
14			
15			

Sr.No	Description of Equipment	Total Nos. available in working Condition	No. of units readily available for the work
b	FACTORY EQUIPMENT		
	Specialised Plants and Equipments Owned at Factory		
1			
2			
3			
4			
5			
Sr.No.	Description Labour Force.	Total No. of Labour Force Employed	Total No. of Labour Force available for work
Dj	LABOUR FORCE		
1	Carpenter (Supervisors)		
2	Carpenters Skilled		
3	Carpenter Helpers		
4	Polishing (Supervisors)		
5	Polishing Skilled Workers		
6	Polishing Helpers		
7	Electricians. (Supervisors)		
8	Electricians Workers.		
9	Plumbers Skilled Workers.		
10	Plumbers Helpers		
11	Flooring / Labour Skilled Workers		
12	Flooring / Labour Helper		
13	Aluminium Door and Windows		
14	Aluminium Skilled Workers		
15	Aluminium Skilled Helpers		
	Other :		
16			
17			
18			

Note : Use extra pages,if required.

Note:

1. **Proforma K** shall be duly signed by chartered accountant or notorized copies.
2. Attach 4 nos. photograph of 10" x 8" size of workshop and Godown duly signed by chartered accountant or notorized copies.

Signature of tenderer:

date:

Proforma L
List of Subcontractors

Please refer details of similar nature of works and submit list of sub-contractors for following category:-

- a) Internal lighting work.
- b) Aluminum/Metal work.
- c) Upholstery work.
- d) Acoustical Flooring, wall paneling & ceiling work.
- e) Audio Visual work.
- f) Civil work like Flooring, False ceiling, Partition, Painting, Plumbing work etc.

(Use a separate sheet for each type or set of works)

Subcontractor - Type of work:

Name:

Address:

Phone no:

Email ID:

Years of experience :

Note:

1. NRDA will assume that the work for which the tenderer has no subcontractor shall be executed directly by the tenderer.
2. Subcontractor shall also submit **proforma H, I and J**.
3. Incorporation certificate duly signed by CA should be enclosed.

Signature of tenderer:

date:

Note-Detail of Works of Similar Nature:

Contractor shall have experience of execution and supply of majority of following types of works-

- a) **Table, Cabinet, Wall panelling & Wood/ply work:** *Conference/Cabin Working/Loose/fixed/cafe table, Audio Visual/File Storage/Display closed/open/Counter cabinet, Ply Boxing, Window Pelmet, Planter Box, Wall Panelling - Veneer, Laminate and Fabric Finish, Wooden rafters for ceiling, Wood finish ceiling, etc.*
- b) **CC/Tile/Stone/Wooden Flooring, Plastering, POP, Decorative/special/acoustical False ceiling, Gypsum Partition, Painting/Texture** *Painting, General Plumbing and general civil work etc.*
- c) **Storage & Furnishing:** *Wall Paper finish, Window roller Mechanical/ manual blinds, Library open/ closed metal Racks, Storage Metal Lockers/Racks, Creche Bed, Metal Decorative Partition, Aluminium Partition/door, Aluminium Ceiling Rafters, Glass Panel with studs, Sofa Set/ Chair with wood/leather/leatherite/fabric finish, White Board for writing, etc.*

Proforma - M	
Execution methodology	
Provide detail analysis of methodology of following stages of execution-	
1	Material resourcing management at site and workshop
Detail	
2	Labor resourcing management at site and workshop
Detail	
3	Overall Communication management of the project
Detail	
4	Transportation of material from workshop to site
Detail	
5	Deputation of technical support staff like supervisor, quantity surveyor, electrical supervisor, project manager, safety and security incharge at site and workshop
Detail	
6	Quality control system including testing parameters
Detail	
7	Safety and security system at site, workshop and godown
Detail	
8	Handing Over process at site
Detail	
9	Action during retention period
Detail	
10	Documentation system of project
Detail	
11	Control system on sub-contractor
Detail	

Note: The details as required above shall be submitted in not more than 4 to 5 pages on A4 sheet.

Signature of tenderer:

date:

PROFORMA –N

Format for Affidavit

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

To,

The Chief Executive Officer

Naya Raipur Development Authority

Near Mantralaya Mahanadi Dwar,

Raipur 492 001, CHHATTISGARH

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 10 years, i.e. during financial years 2000-2010

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 / misleading, we understand that our qualification through the process of Prequalification is liable to be cancelled / Contract is liable to be terminated, without prejudice to any of the rights of NRDA, which otherwise may be accruable to Naya Raipur Development Authority.

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Authorised Signatory

(Power of Attorney enclosed)
