

CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION  
JANPATH BHAWAN, 'A' WING, 6<sup>TH</sup> FLOOR, NEW DELHI – 110 001.

**Pre-Qualification Documents**

**Subject :** Proforma for submission of details for selection of Civil work agencies for CGEWHO's housing project at Sector 79, SAS Nagar, Mohali, Punjab.

CGEWHO invites eligible civil work agencies to indicate their Expression of Interest and submission of Financial Bid for construction of a housing complex at Sector 79, SAS Nagar, Mohali. The details of tender are as under :

- i) The agency should meet the minimum Pre-qualifying (PQ) Criteria as mentioned in the advertisement. The detailed PQ document can be downloaded from website i.e. [www.cgewho.in](http://www.cgewho.in).
- ii) Applicants should give details in the order specified. If required additional details may be annexed with reference to the question, proper referencing should be done.
- iii) A non-refundable amount of Rs.10,000/- by way of Demand Draft in favour of CEO, CGEWHO, towards the cost of tender document.
- iv) No joint venture or consortium of agencies shall be allowed and the agency should meet the minimum pre-qualification criteria by themselves.
- v) The desired agency should apply on the prescribed format as per the PQ document along with documentary evidence for the following :
  - a) Certificate of Incorporation in India.
  - b) Articles/ Memorandum of Association/ Partnership Deed etc.
  - c) Certificate of Registration from Registrar of Co.
  - d) EPF/ESI/ Registration No. along with copy of challan for the month of March 2018.
  - e) PAN No.
  - f) Manpower details
  - g) Plant & Machinery holding
  - h) Details of pending litigation etc., if any.
  - i) Name and address of Bankers etc.
  - j) Audited Balance Sheet for the last five years.
  - k) GST No.
  - l) Certificate of Investments
  - m) Bank Solvency Certificate for 57% issued not before March 2019.
- vi) Corrigendum/ addendums, if any, to this tender shall only be posted on CGEWHO website i.e. [www.cgewho.in](http://www.cgewho.in).

Structure of Agency

- a. Name of the Agency :
- b. Year it was formed :
- c. Address
  - i) Head Office :
  - ii) Branch Office/s :
- d. Telephone (s) (Office)
  - i) Head Office :
  - ii) Branch Office :
- e. Contact person(s)
  - i) Head Office :
  - ii) Branch Office :
- f. Status of agency
  - i) Limited/ Private Limited :
  - ii) Partnership :
  - iii) Proprietary :
- g. Class, year and details of enlistment with CPWD, MES or any other Central/ State body
- h. Professional membership like Membership of Builders Association etc.
- i. Area of Specialization (Development, housing, commercial, industrial etc.)
- j. Experience of agency in
  - i) Civil Works
  - ii) Sanitary (Internal & External)
  - iii) Internal electrical works
  - iv)
- k. Method of execution of works (Departmental/ sub- contracting)

**Documents to be enclosed**

- i) EPF/ESI/Registration no. along with copy of Challan of previous month
- ii) PAN No.
- iii) GST Registration No.
- iv) Articles/ Memorandum of Association/ Partnership Deed etc.
- v) Certificate of Registration from Registrar of Co.
- vi) Certificate of Enlistment
- vii) Bio-data of sub-agency regularly employed





**ADMINISTRATIVE INFORMATION**

1. Information about your full-time permanent staff in regular appointment for the last three years (Do not include any part-time or contract staff).

No.	Description	Total No.
1.	Graduate/ Post Graduate/ Other Professionals a) Designation	
2.	Civil Engineers (Graduate/ Post Graduate) a) Designation	
3.	Diploma Civil Engineers	
4.	Electrical/ Mechanical Engineers	
5.	Administrative Office Staff	
6.	Others (Please specify) a. b. c.	
Total Manpower		

(Please include the resume of your key staff)

2. Any arbitration/ Litigation in any of the projects till date if yes provide complete details.

**DETAILS OF PLANTS & MACHINERIES AVAILABLE WITH THE AGENCY**

- i) List of tools, plants and other construction machinery available with the agency.
- ii) Details of workshop/ fabrication/ manufacturing facility available.

**PERFORMANCE REPORT**

1.	Name of Work/ Project & Location				
2.	Agreement Amount				
3.	Estimated Cost				
4.	Tendered amount				
4(a)	Completed cost of work				
5.	Date of start				
6.	Date of Completion				
(i)	Stipulated date of completion				
(ii)	Actual date of completion/ likely date of completion				
7.	Amount of compensation levied for delayed completion, if any				
8.	Performance Report				
a)	Quality of Work	Very Good	Good	Fair	Poor
b)	Resourcefulness	Very Good	Good	Fair	Poor
c)	Financial Soundness	Very Good	Good	Fair	Poor
d)	Technical Proficiency	Very Good	Good	Fair	Poor
e)	General Behavior	Very Good	Good	Fair	Poor

- 1) The performance report preferably be submitted in the above Performa. In case, different Performa is used, the applicant shall ensure that the report/ certificate shall contain the above information.
- 2) This report should be signed by the authority of owner not less than the rank of Executive Engineer or equivalent.



**FINANCIAL INFORMATION**

1. 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 (certified copies to be attached).

		2014-15	2015-16	2016-17	2017-18	2018-19	Average Annual Turnover
		A	B	C	D	E	(A+B+C+D+E)/5
(i)	Gross Annual turnover						
(ii)	Profit/ Loss						
(iii)	Net Worth (Paid up capital + reserves) (As on 31.03.2019)	-	-	-	-	-	-
(iv)	Latest Bank Solvency	-	-	-	-	-	-

2. Financial arrangements for carrying out the works (Own arrangements & Fund based & Non-Fund based sanctioned limits).
3. The following certificates are to be enclosed :
- Name and address of bankers, auditors etc.
  - Latest solvency from Bankers of applicant
  - Audited Balance Sheet and Profit & Loss Account alongwith Audit Report with annexures for the last 5 years

**Signature of Chartered Accountant  
With Seal**

**Seal & Signature of Applicant**

LETTER OF TRANSMITTAL  
(ON THE LETTER HEAD OF COMPANY)

From :

To :

CGEWHO  
6<sup>th</sup> Floor, 'A' Wing  
Janpath Bhawan, Janpath  
New Delhi – 110 001.

Sub : Pre-qualification of Agencies

Sir,

Having examined the details given in Notice for pre-qualification and pre-qualification Application documents for the above work, we hereby submit our qualification and relevant documents.

- i) We hereby certify that all the statements made and information supplied in the enclosed Forms 'A' to 'F' and accompanying statements are true and correct.
- ii) We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
- iii) We have submitted the requisite bankers certificate/ performance reports and authorize the CGEWHO or their representatives to approach individuals, employers, agency and corporations to verify our submittals, competency and general reputation.
- iv) We hereby confirm that we have read and understood all the stipulations given in this pre-qualification shall be final and binding on us.
- v) We have submitted the following certificates in support of our meeting the minimum qualifying criteria of completed work(s) as specified for having successfully completed the following works :

	NAME OF WORK	CERTIFICATE FROM
1.		
2.		
3.		

Enclosures :

Date of Submission

(Seal of Company)

(Signature of Applicant)

## DECLARATION

(To be submitted on non-judicial stamp paper of Rs.10/- duly certified by Notary Public)

Affidavit of Sh \_\_\_\_\_ s/o \_\_\_\_\_ r/o \_\_\_\_\_  
\_\_\_\_\_. I, the Deponent with above name do hereby solemnly affirm  
and declare as under :

1. That I am the Proprietor/ Authorized Signatory of M/s \_\_\_\_\_ having its head office/  
Regd Office at \_\_\_\_\_.
2. I/we have no objection if enquiries are made about the work listed by me/ us in the  
accompanying sheets/ annexure.
3. I/ we agree that the decision of committee in selection will be final and binding to me/ us.
4. I/ we have read the instructions appended to the proforma and I/ we understand that if any  
false information is detected at a later date the committee is at liberty to act in a manner it  
feels deemed fit.
5. I \_\_\_\_\_ the Proprietor/ Authorized Signatory of M/s \_\_\_\_\_ do  
hereby confirm that the contents of the above affidavit along with the information furnished  
with respect to the tender document are true to my knowledge and nothing has been concealed  
there from and that no part of it is false.

Verified at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

DEPONENT