

TAMIL NADU HOUSING BOARD



SUPERINTENDING ENGINEER

**SALEM CIRCLE,
COWLY BROWN ROAD,
R.S.PURAM,
COIMBATORE 641 002.
TAMILNADU.**

Phone No. 0422 - 2456606

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**Name of Work :Engaging Essential Services to 1848 MSB TNGRHS
flats at Kavundampalayam , Coimbatore District
for the year 2022-23 from June 2022 to March 2023.**

TAMIL NADU HOUSING BOARD**EMD & PRE- QUALIFICATION
SCHEDULE****COVER – ‘A’**

NAME OF WORK : Engaging Essential Services to 1848 MSB
TNGRHS flats at Kavundampalayam ,
Coimbatore Distric for the year 2022-23
from June 2022 to March 2023.

VALUE OF WORK: **Rs. 184.37 LAKHS.**

EMD AMOUNT : **Rs. 1,02,200/-**

IMPORTANT INFORMATIONS TO THE TENDERERS FOR FILLING UP OF TENDER IN THE TENDER SCHEDULE

1. The contractors are requested to read the detailed specification in Schedule A and quote the rates clearly in the tender sheet. Quoting the rates in the tender Schedule-A sheet for all the items will only be taken up for comparison and final.
2. The contractor should make sure that the rates both in figures and words filled up in the Schedule-A.
3. The Contractors are requested to fill up the rates neatly without over writing. Otherwise the decision of the TNHB on these rates to be taken up for comparison is the final.
4. The tenderer / Contractor will make their own arrangements to procure and use the cement and steel (as per IS Standards and its latest amendment from time to time) required for the work..
5. The cement brought and used should confirm to IS No. 268 of 1976 and steel should confirm to IS No. 432/64 and 1786/79 (its latest amendment if any). It should be clearly understood that the rate quoted by the tenderer/contractor is inclusive the cost of 43 grade ordinary Portland cement / SRC and steel and other incidental charges such as conveyance, loading, unloading, stacking at site and testing charges etc., complete.
6. The tenderer / contractor will produce test certificate obtained from any one of the Govt. institutions for cement and steel brought to site. As and when required by the Department the cement and steel brought to the site shall be tested by the Department from any one of the approved Govt. institutions and only when the test results confirm to the ISI specification they will be allowed to be used in the works.
7. The contractors registered (the registration certificate should be re-classified and renewed upto date) under Class-1 in PWD, and other

Government/Quasi Government Department with appropriate monetary limit are eligible to participate in the Tender.

8. Tenderer enclose a certificate from the concerned Department not below the rank of Superintending Engineer/Chief Executive Officer that they have executed works within a period of five years.
9. The tenderer should have executed works of similar nature costing more than 50% of the value of the work put to tender in a single or Double contract in Government with the last five years period.
10. Tenderer should be an assesses of Income Tax and attested copy of latest income tax & Sales tax clearance certificate should be enclosed along with their requisition.
11. The tenderer should enclose registration, previous performance, nature and value of the work done etc.
12. Withdrawal of Tender on any circumstance after submission will not be entertained.
13. The Tender schedule is not transferable.
14. Certificate to be furnished for not correlating any corrections in the Downloaded Tender Document Schedule.
15. The Tenderer / Contractor should be follow the above instructions without fail.
16. In case of any discrepancy between the tender documents downloaded from website and the master copy available in the office, the later will prevail and will be binding on the Tenderer. No claim on this account will be entertained.
17. For PQ system, the tender should be accompanied by 2 separate envelopes "A", and "B" duly superscribed on it, the name of work, reference No. and the due date of tender with the name of the tenderer and sealed with the following particulars.

Envelope A - Should contain Earnest Money Deposit in the form Prescribed and filled in pre-qualification schedules.

Envelope B – Should contain filled in price schedule.

The above two envelopes should be enclosed in an overall envelope duly sealed and super scribed with the name of the work, reference No., due date of tender and the name of the tenderer and addressed to the Superintending Engineer, Salem Circle, Cowly Brown Road, R.S.puram, Coimbatore-2 who is tender inviting authority.

At the time and date notified above for opening the overall envelope and cover “A” will be opened.

If any of the bidders indicates the price in envelope “A” the bid will not be read out and be rejected.

The envelope “B” of those who confirm to the pre Qualification requirement will be opened in the presence of those who choose to be present on the later date. The date and time will be informed to them well in advance.

CONTRACTOR

NO. OF CORRECTIONS

SUPERINTENDING ENGINEER.

TAMIL NADU HOUSING BOARD

ANNEXURE

PAYMENT OF EMD AND SECURITY DEPOSIT PRESCRIBED ACCEPTABLE FORM

Circular No. CE / TC / 5/ 98 dated 10-06-98

I

EMD will be accepted in the following form only and any other form for payment of EMD will not be accepted.

- 1) Demand Draft / Banker's Pay orders / Banker's cheque drawn in the name of Exe. Engineer / Tamil Nadu Housing Board of Division concerned (subject to realization of cash)
- 2) A deposit at call receipt duly pledged to the Exe. Engineer / Tamil Nadu Housing Board of concerned Divisions.

(Note item 2 and 3 shall be from Nationalized Bank / Schedule (Indian) Bank)

- 3) Government Securities / Bonds / Certificates duly endorsed / pledged in favour of the Exe. Engineer / Tamil Nadu Housing Board of Division concerned.
- 4) Indra Vikas Patras along with letter (In triplicate) stating that he / they / is / are submitting EMD in the form of IVP & by indicating name of the post office, IVP numbers and value and to mark his / their name in the back side of IVP.
- 5) NSC / KVP pledged in favour of **Exe. Engineer & Adm. Officer / Tamil Nadu Housing Board, Coimbatore Housing Unit, Coimbatore**, along with the letter triplicate confirming the pledging scrips to the Exe. Engineer / Tamil Nadu Housing Board (This is not applicable to companies and Institutions)

(Note : Item 3, 4, & 5 above shall be valid for 150 days from the date of opening of Tender (i.e. maturity date of above shall be on or after 150 days from the date of opening of tenders)

II. The successful tenders / Suppliers should furnish security deposit (Including EMD furnished in other forms) in the form of small saving scrip's / Deposit accounts.

- 1) NSC / KVP pledged in favour of **the Exe. Engineer & Adm. Officer / Tamil Nadu Housing Board, Coimbatore Housing Unit, Coimbatore**, along with the letter in triplicate confirming the pledging the scrip's to the Exe. Engineer / Tamil Nadu Housing Board (This is not applicable for companies / Institutions)
- 2) I.V.P. along with the letter (in Triplicate) indicating the name of the Post office IVP number and value and confirming to have been furnished the same towards Security Deposits.
- 3) Other Small Savings scrips / Deposit accounts with the compliance of the stipulation stated in (1) / (2) (as application in this case)
- 4) The security deposit in the form of irrevocable bank guarantee from nationalized banks / scheduled banks

- III. The above are applicable to the Tenderer / firms situated in Tamil Nadu only. Bankers Demand Drafts, Bankers Pay order, payable to the EE&Ado. / TNHB. Division concerned. Other form of payment of EMD / SD. will not be considered in respect of the tenderers from other states.
- IV. In case of Companies / Institutions, IVP alone will be accepted towards SD, selected Small saving scrip's like KVP, NSC. Time Deposit will not be accepted for EMD / SD. The companies / Institutions along with IVP, if furnished for EMD / Security Deposit shall give letter indicating the name of the post office IVP No's and its value and confirming to have been furnished by them towards EMD / S.D. for the tender / Agreement under reference.
- V. Actual purchase cost of small saving scrip's will alone be taken as the amount paid by the Tenderer / Contractor. The maturity value will not be considered.
- VI. This shall form part of tender schedule / Agreement and shall supersede any other stipulations made stated elsewhere in the tender schedule / Agreement.

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TAMIL NADU HOUSING BOARD
ADDITIONAL PARTICULARS TO BE FURNISHED BY THE TENDERER

1. Attested copy of the Registration Certificate (The Registration Certificate should be reclassified and renewed upto date in PWD / under class I in PWD ,TNPHC,TNSCB and other Government/Quasi Department with appropriate monetary limit are eligible.
2. Attested Copy of Solvency Certificate issued by the Competent Authority (not below the rank of Tahsildar) issued not earlier than one year and along with E.C. in case of more than one year.
3. Command of Labour, Tools and plants, financial soundness.
4. Performance Certificate issued by the Concerned Department.
5. Credential of the Tenderer for the past five years issued by the authority not lower than the rank of Executive Engineer.
6. To produce the proof of having executed / completed **works of similar nature** under a single contract more than 50% of value of work put to tender in Government department, with in the last five years period.
7. The balance works value in Tamil Nadu Housing Board and other Government Departments should be furnished in the affidavit and the third party certificate in each department executing authority should be enclosed for evidence.
8. The list of works in each works has been taken into account from the Board Tender Register and from other departments. The evidence should be obtained from the executing authority.
9. If any work found left from the list of Balance works in the affidavit and Board Tender Register, the tender may be liable for rejection without any correspondence.
10. Tenderer must produce a certificate from the concerned department not below the rank of Superintending Engineer/Chief Executive Officer that they have executed works within a period of five years stating that
 - i) The works awarded were completed.
 - a) within the targeted time
 - b) with E.O.T. initially granted
 - c) Beyond the E.O.T. initially granted
 - d) No. of days taken for completion beyond item "C"
 - ii) Standard materials used on works
 - iii) Whether good and skilled workmanship turned out in the execution of work
 - iv) Deployment of skilled labourer
 - v) Usage of approved materials
 - vi) Response to instructions issued by the Departmental officials.
11. The Income Tax Clearance Certificate valid on the date of opening of tender should be enclosed along with tender.
12. The current Sales Tax Clearance Certificate valid on the date of tender should be enclosed along with tender.
13. The rate tender shall be valid for a period of 90 days after the date of opening of rate tender.

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The Tender should be accompanied by TWO separate envelopes “A, & B” duly superscribed on it, the name of work reference No. and the due date of Tender with the name of the tenderer and address and sealed with the following particulars.

Envelope : “A” should contain EMD in the form prescribed and filled in Pre qualification Schedules.

Envelope : “B” should contain filled in price schedule

The above TWO envelopes properly sealed separately each should be enclosed in an over all envelope duly sealed and superscribed with the name of the work, reference No., due date of tender and name and address of the tenderer and addressed to the Superintending Engineer, Salem Circle, Cowlybrown road R.S puram, Coimbatore - 2

At the time and date notified above for opening, the overall envelope and cover “A” will be opened. And those bidders who satisfy the requirement of EMD only will be opened on the same day. If any of the bidders indicated the price in Envelope “A” the bid will not be read out and be rejected. The Envelope “B” of those who confirm to the pre qualification, requirement will be opened in the presence of those who choose to be present on a later date, time and place will be intimated to them well in advance.

The time of receipt of Tender will be at 11.00 a.m.

The time of opening of Tender will be at 11.15 a.m.

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PRE-QUALIFICATION SCHEDULE
Schedule - I Structure and Organization

1. Name of the Company :
- Address :
- Telephone No. :
- Telex No. :
- II. Description of the Company :
(For e.g. General, Civil Engineering Contractor, Supplier of Equipment etc.,)
- III. Classification of Registration :
- IV. Name and Address of the Bankers :
- V. No. of years of Experience as a General Contractor :
- VI. Number of years of Experience as a Sub Contractor :
- VII. Name and address of Partners or Associated Companies to be involved in Project and whether parent/ Subsidiary/other :
- VIII. Name and address of Companies who will be involved in the electrical work :
- IX. Organization chart showing the structure of the company including names and positions of directors and key personnel to be attached :

Note :Particulars for Item II to VI and IX should be furnished.
separately for each partner of Joint Venture.

Contractor

No. of corrections

Superintending Engineer

SCHEDULE.II**SCHEDULE IN FINANCIAL CAPABILITY**

I.Name of the Firm :

II.Financial Positions

- a) Cash :
- b) Current Assets :
- c) Current Liabilities :
- d) Working Capital :
- e) Net worth :

III. Income Tax Permanent No.GIR No. :

IV.Annual Turnover as per the Income
Tax Act

- a) During 2017-2018 :
- b) During 2018-2019 :
- c) During 2019-2020 :
- d) During 2020-2021 :
- e) During 2021-2022 :

V.Annual Income as per Income Tax
Returns

- f) During 2017-2018 :
- g) During 2018-2019 :
- h) During 2019-2020 :
- i) During 2020-2021 :
- j) During 2021-2022 :

VI. Financial Resources

- a) Own Resources :
- b) Bank Credits :

Note: Income Tax Clearance certificate to cover Item No. IV and V and Certificate of financial soundness from Bankers are to be enclosed.

Contractor

No. of corrections

Superintending Engineer

SCHEDULE.III**SCHEDULE IN TECHNICAL COMPETENCE**

S.No.	Designation	Name	Qualification	Professional Experience and Details of works carried out	Remarks
1	2	3	4	5	6
				Computer Operator (Grade - II)	
				Lift Operator	
				Fire Fighter	
				Watch man - Grade - 1	
				Plumber I Class	
				Electrician-I	
				Electrician helper	
				Sewer cleaner	
				Sweeper	
				Pump Driver	

Contractor

No. of corrections

Superintending Engineer

SCHEDULE - IV MAN POWER

With the Applicant's No. that could be made
Pay Role available for the work

1. No. of Engineering graduates :
2. No. of Administrative graduates :
3. No. of Skilled employees :
4. No. of Unskilled employees :

Contractor

No. of corrections

Superintending Engineer

SCHEDULE - V - MACHINERY

Sl. No	Name of the Equipment	No. of Units	Kind & make	Capacity	Age & conditions	Present location	Present Book value	Remarks
1	2	3	4	5	6	7	8	9

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SCHEDULE – VI – A – EXPERIENCE

Please fill in information about the works completed of the past 6 years

Sl.No.	Name & Location of the works	Name of the customer who awarded the work	Contract value	Scheduled time for completion	Date of commencement of work	Date of completion of work	
	1	2	3	4	5	6	7
8							

Note : Certificate from the customers for the completion of the respective works should be enclosed.

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SCHEDULE – VI – B – EXPERIENCE

Please fill in information about all the works in progress including those where the company has received a letter but a formal contract has not yet been signed.

Sl.No. Remarks	Name & of works & its location	Name of the customer who awarded the work	Contract value	Scheduled date of completion	Date of commencement of work	Value completed & certified	Percentage of physical completion
1	2	3	4	5	6	7	8
9	<hr style="border-top: 1px dashed black;"/>						

Note : Copies of work orders issued in respect of works not commenced and certificate from the customers regarding the stage of completion of works in progress should be enclosed.

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SPECIAL CONDITION FOR PRE QUALIFICATION SCHEDULE

- a. Income Tax Clearance Certificate or the Auditors report duly certified by the Chartered Accountant shall contain the information regarding the average annual turnover for 5 years shall be produced to cover of item No. IV and V of Schedule II and Certificate of financial soundness from Bankers are to be enclosed.
 - b. Proof of the item No. IIa and VIb, Schedule II Bankers Certificates with the latest reconciliation statement and latest Auditor's balance sheet certified by the Chartered Accountant are to be enclosed.
 - c. Latest Auditors report certified by a Chartered Accountant and Balance sheet indicating the present status including the unutilised bank O.D. of the tenderer and bankers certificate for the cash in Bank and O.D. facilities availed to be produced for item VI of Schedule II.
 - d. Proof of having the given tools and plants tenderer shall produced attested xerox copies of R.C. Book of Vehicles or Bills for the purchase of tool and plants or Auditors report certified by the Chartered Accountant shall contain information regarding the machinery for which RC Books are not issued for Schedule V.
 - e. Copies of work orders in respect of works not commenced and certificates from the customers regarding stage of completion of works in progress should be enclosed for Schedule
 - f. In respect of contractor working in Tamil Nadu Housing Board, a certificate from the concerned Executive Engineer detailing the balance works shall be enclosed. Contractor executing other department shall produce attesting xerox copy of the letter with details of balance work and balance amount given by the Chief Executive of the Department or from the authority who executed the agreement for Schedule VI B.
7. The tenderer shall produce on affidavit signature of him / them on stamp paper of Rs. 20/- indicating.
1. The balance works on hand being executing in private / public undertakings and Government Departments as on date is Rs.
 2. No. of staff in the firm (Manager, Engineers and skilled workers)
 3. I / We agree for debarring tendering for one year if any facts are suppressed.
8. The working capital available (Cash at Bank + Unutilized Bank Credit (OD)] + Sundry Debtors - Sundry Creditor) should be atleast 5% of the Balance work on hand of all the works under execution by Contractor plus the value of the work put to tender.
9. The tenderer should enclose the following attested copy of certificates along with pre qualification tender.
- a. Latest I.T.C. :
 - b. Latest solvency certificate :
 - c. Latest performance certificate
from atleast 3 officers not lower
than the Rank of E.E. :
 - d. Experience certificate in the
name of tender firm / individual :
 - e. Latest tools and plants :
 - f. Latest balance sheet for the period of 5 years :
 - g. R.C. book with latest F.C :
 - h. O.D. facilities from Bank
(Long term / short term amount) :
 - i. Firms registration Certificate and
Partnership deed :

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**SPECIMEN COPY OF AFFIDAVIT TO BE TYPED IN NON-JUDICIAL STAMP
PAPER OF Rs. 20/- AND TO BE ATTESTED BY NOTARY PUBLIC**

AFFIDAVIT

I / We aged
years Son ofdo hereby solemnly and sincerely
affirm and declare as follows for and on behalf of the Firm.

- 1) Balance work on hand being
executed in Private/Public
undertakings and Government
Departments as on date is Rs.....
- 2) No. of Staff in our firm are as
detailed below :
 - a) Managers :
 - b) Engineers :
 - c) Diploma Holders :
 - d) Skilled workers :
- 3) No. of Current and incomplete
contract running under pre-
qualification bid :
- 4) Any of our contract was not terminated for the past five years.
- 5) If any information given is found to be concealed at a later date, the contract will be
terminated forthwith without prejudice to the rights thereon consequent on termination and
the bidder will be black listed.
- 6) I / We agree for debarring tendering for one year if any facts are suppressed.

SIGNATURE

SIGNATURE OF NOTARY PUBLIC

SEAL

**FOR THE PURPOSE OF PRE-QUALIFICATION TENDERS SIMILAR WORKS
MEANS**

- a) For multistoreyed (construction of more than 4 floors) that is, four and above, the experience should be similar building work done with height of more than 3 meters vertically from Ground level.
- b) For works upto 4 floors, that is, four and below the experience should be for similar Building works of structure / Buildings / Houses undertaken with a minimum height of 3.5 meters above Ground Level.
- c) For work relating to drains, culverts, retaining walls, bridges, the experience should be for any of the similar civil work construction including building works of houses and flats.
- d) For road work the experience should be for formation of roads and allied development works like filling the low lying area and consolidation.
- e) For the works of water supply mains & distribution system laying of sewer lines and sewage disposal the experience should be for the similar types of work.
- k) For levelling work and filling work, the experience should be for similar levelling and filling work.
- g) For over Head Tank, the experience should be for similar type of over Head Tank work.
- l) For any other items (Tender) the experience should be for the particular similar items executed previously.

In all cases, the decision of the Superintending Engineer is final and he is competent to settle the clarification and disputes wherever necessary.

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CHECK LIST FOR THE DOCUMENTS TO BE ENCLOSED ALONG WITH THE PRE-QUALIFICATION TENDER :

1. All covers are sealed with Arakku Seals (covering all joints and corners)
2. Attested copy of the Registration under appropriate class.
- 3., Attested copy of the Firms Registration
4. Attested copy of Registered Partnership Deed
5. Attested copy of the Experience Certificate for having executed work of similar nature under single contract (the work should have been completed)
6. Affidavit in Rs. 20/- Stamp paper containing the following information.
 - a. List of personnel in the firm
 - b. List of Tools and plants available
 - c. Balance works on hand
 - d. Paragraph stating that
 - i) No work was terminated under Penal clause and
 - ii) “We agree for debarring if any facts are found suppressed by us”
7. Third Party certificate for the correct value of Balance works on hand as stated in item 6(c) and duly attested and there should be no variation. If the work order is shown as balance work in 6(c), it should be clearly indicated in the covering letter that the said work has not been commenced with reasons in which case third party certificate is not necessary.
8. Attested copy of solvency certificate from Revenue Authority for the stipulated value.
9. EMD in prescribed form.
10. Attested copy of the latest Income Tax Clearance Certificate.
11. Attested copy of latest Sales Tax Clearance Certificate. If it is a new case proof of Registration is to be furnished.
12. Attested copy of latest Tools and plants certificate to be duly certified by Chartered Accountant.
13. Attested copy of latest Balance Sheet to be duly signed by Chartered Accountant.
14. Attested copy of latest Bankers Certificate indicating O.D. facility and balance amount on hand.
15. Attested copy of Quality Certificate and performance certificate separately from the S.E. / Chief Executive authority for the works executed.

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ADDITIONAL PARTICULARS TO BE FURNISHED BY THE TENDERER.

1. Attested copy of the Registration Certificate.
2. Attested copy of latest solvency certificate issued by the competent authority (not below the rank of Tahsildar)
3. Details of works completed / progress in the Tamil Nadu Housing Board and other Government Department (Name of work, Value of work, timely completion etc.)
4. Command of Labour, tools and plants, financial soundness.
5. Performance Certificate issued by the concerned Department.
6. Credential of the tenderer for the past five year issued by the authority not lower than the rank of Executive Engineer.
7. To produce the proof of having executed work of similar nature costing not less than 50% of the value of work out to tender in a single contract in Government Department works .
8. The Balance works value in Tamil nadu Housing Board and other Government Department should be furnished in the affidavit and the third party certificate in each department executing authority should be enclosed for evidence.
9. The list of works in each works has been taken into account from the Board Tender Register and from other department. The evidence should be obtained from the executing authority.
10. If any work found left from the list of balance works in the affidavit and Board Tender Register, the tender may be liable for rejection without any correspondence

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