

SHCIL SERVICES LIMITED



SHCIL HOUSE, P-51, T.T.C Industrial Area, MIDC, Mahape, Navi Mumbai 400 710

Phone No. 6177 8600 Fax No.61778609

Website:www.shcilservices.com

NOTICE FOR PREQUALIFICATION OF ARCHITECTS/ PMC

Application Date:

Pre-qualification for appointment of Architect's / PMC for Refurbishing which includes (Repair, Restoration including Interior Renovation, Electrical, Networking, HVAC (VRV/VRF), Security, Fire Detection, Waterproofing) and Allied works for our MAHAPE Premises, situated on Plot No. P /51, T.T.C. Industrial area, Mahape, Navi Mumbai – 400 710. Estimated cost: 1 Crore.

Contact no. 022- 61778600 - 8612 / 7718805014

Applications form may be downloaded from our website www.shcilservices.com

Last date of submission: - ON / Before September 23, 2018 up to 03:30 PM

SHCIL Services Ltd. (SSL) reserves the right to accept or reject any or all offers without assigning any reasons.

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Please find enclosed herewith the application for prequalification of ARCHITECTS /PMC for the above subject work. We shall be glad to have your application for the said work.

Your application in sealed envelope addressed to The Manager, Administration Department, SHCIL Services Ltd. Plot No. P / 51, T.T.C. Industrial area, Mahape, Navi Mumbai – 400 710 and should be submitted at the above address on or before dated 23th September, 2018 up to 03:30 PM. SSL reserves the right to accept or to reject any or all the applications without any reason thereof.

Yours faithfully,
Administration Dept.

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PRE - QULIFICATION - FORM

SHCIL Services Limited invites Application from Reputed, Experience Architectural / PMC Firms for Pre-Qualification of Architects / PMC. For Refurbishing (Repair, Restoration including Interior Renovation, Electrical, Net Working, HVAC (VRF / VRV), Security, Fire Detection, waterproofing and Allied Work for our Mahape Premises situated On Plot No. P-51, T.T.C Industrial Area, Mahape, Navi Mumbai - 400 710.

Sr. No.	Nature of Work	Estimated Cost (INR)	Cost of Application Form	Last date of submission of Application
1.	Refurbishing, Repair, Restoration including Waterproofing, Interior Renovation, Electrical, Net Working, HVAC (VRF / VRV), Security, Fire Detection and Allied Work	1 Crore	1,000/-	23/09/2018 up to 03:30 PM

The detailed application form can be downloaded from our website www.shcilservices.com. Or obtained from **SHCIL SERVICES LTD.** office, situated at Plot No. P-51, T.T.C Industrial Area, MIDC, Mahape, Navi Mumbai - 400 710 from **Monday to Friday between 10.00 AM to 5.00 PM** and the duly filled application form to be submitted to The Manager, Administration Department, at the aforesaid address along with application fees of **INR 1,000/-** by Demand Draft in favor of "**SHCIL SERVICES LTD.**" Payable at Navi Mumbai.

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A. Eligibility Criteria for Architect / PMC

The intending Architects should fulfill the following minimum eligibility criteria: -

1. Architects / PMC should have satisfactorily completed at least THREE works of similar nature each costing not less than INR 40 Lakhs i.e. 40% of the estimated cost OR TWO works of 60 Lakhs i.e. 60% of estimated cost OR ONE work of 80 Lakhs i.e. 80% of estimated cost during the last THREE years with any Central Government Authorities*/ Banks / Public Sector Undertakings / State Government. The successful completion certificate issued by client should contain date of start, date of completion, value on completion of work etc.
2. The Architectural / PMC firms shall have Architects / Engineers / Interior Designer with Graduate / Post Graduates / Diploma in Architecture / Diploma in Civil / Mechanical Engineer either from India or Abroad and have carried out considerable extent of work as a practicing Architect / Interior Designer / PMC as the case may be for a minimum period of 10 Years.
3. The said Architect / PMC should be member of their respective professional Institutions / Association like Indian Institute of Architects, Indian Institute of Interior Designers and so have Registration OR Licenses to practice in their respective profession in subject area as applicable. The Architect should be registered with local authority i.e. Municipal Corporation, Council of Architecture for practicing as a for consultancy or any other professional institute.
4. The Architects / PMC should be Mumbai based and should have their registered office in Mumbai / Thane / Navi Mumbai. They shall have minimum experience of 10 Years in the field of executing similar work and should have empaneled with Govt. Dept., Banks, Financial Institution and Public Sector undertaking.
5. The Architects / PMC should have a professional reputation and the quality of works executed by them should be of acceptable standard. The works assigned to them should have been completed within the prescribed time schedule. SHCIL Services Ltd. (committee) may inspect the works of the organization to assess quality and performance of the completed work and also obtain confidential report from respective organization.
6. The Architects / PMC are required to attach the requisite satisfactory documents as proof towards pre-qualification, along with the application. Failure to submit the same may result into rejecting the applications. SSL reserves the right to reject any or all application at any stage without assigning any reason thereof.
7. The empanelment of Architects / PMC will be decided on the base of the last experience / performance including quality of work executed by Architects / PMC.
8. Latest Bank solvency certificate of at least 5 lakhs from bank issued in current financial year.
9. Architects / PMC should have PAN / GST registration No.
10. Architect / PMC should have sufficient Technical and office staff with latest office equipment's and latest software and resources to carry out such works.
11. The application form shall be submitted in sealed envelope duly filled and signed on each page.
12. Tenders (Financial) will be invited only from those Architects / PMC who are prequalified by the SSL in response to the application received for this notice / advertisement.

B. Scope of Work for Architects

1. The Architect shall render the following services in connection with regard to Refurbishing, waterproofing, Repair, Restoration, Electrical, Networking, HVAC (VRV / VRF), Security, Fire Detection and allied works for our Mahape Premises, Navi Mumbai.
2. Taking actual measurements of our premises at ground floor. Preparing as built drawing.
3. Taking the Employees instructions and preparing preliminary sketch, presentation etc. (including carrying out necessary revisions till the drawing is finally approved by the employer.
4. Inspection and identifying sources of Leakages, seepage from Terrace, Terrace Waterproofing Toilet Block, ducts, walls and other sources including inspection of R.C.C. frame work i.e. Slab, Column, Beam, Chajja, pardi (if required) and suggesting remedial measures. To suggest the repairs and renovation required for standing of the building and submit the report to the SSL.
5. Submitting the proposed drawing to the M.I.D.C., Local Municipal Corporation, obtain N.O.C. from Fire department, any other statutory authority and obtaining the approvals. The necessary official fees will be paid by SSL as per requirement.
6. Preparing detailed estimate with rate analysis along with the detail drawing for approval of the SSL.
7. Preparing Presentation along with detail drawing, for approval of various committees / Board of SSL.
8. Preparing Tender Document including BOQ for various categories viz. Repair, Restoration, Interior Renovation, Electrical, Net Working, HVAC (VRF / VRV), Security, Fire Detection and Allied Work, with Articles of Agreement, Special and General condition of contract for the approval of SSL.
9. Preparing documents for empanelment of short listing of Turnkey Contractors and submitting the report of the short listed Contractor and verifying their sites with SSL committee, verifying the documentation of various works i.e. work orders, completion certificates etc.
10. Inviting Tenders from Short listed contractors submitting the assessment reports after opening of Tenders including submitting recommendation report, comparison statement for the approval of SSL.
11. To prepare detail Work Orders, Contract Document, Agreement between SSL and Contractor.
12. Assuming full Responsibility of the site supervisors of the work, issuing instructions to the contractors, issuing required drawings to the contractor's time to time and day to day, arranging site meetings for the co-ordination for complete the job as per schedule.
13. Checking Contractor Bill with detail measurements, issuing periodical certificates for payment, helping SSL's Audit / Accounts department for clear the running as well as final bill.
14. Visit the sites for observing progress, arranging and attending site meetings periodically, weekly and monthly as required by SHCIL Services Ltd / Contractors for completion of project in time schedule.

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C. Scope of work for Project Management Consultant

1. The scope of work shall include supervision of Refurbishing, waterproofing, Repair, Restoration, Interior Renovation, Electrical, Net Working, HVAC (VRF / VRV), Security, Fire Detection and Allied Work, Site development etc. constituting the project, unless otherwise specified.
2. Complete day to day supervision of contractual Interior and Engineering services in and for the same along with land development work, ensuring quality control in accordance with tender specifications, drawings and site conditions. Quality control will be exercised at all stages viz. approval of material, usages thereof in proper proportions as per specifications and workmanship at all stages of execution of individual items of work.
3. Prepare a master CPM / PERT network chart for monitoring and controlling the work progress based on charts of various contractors for their respective works. PMC shall keep constant check on the progress of various activities and co-ordinate with various agencies to get the project completed on time and within approved budgeted cost. In the event of any deviation, these charts to be updated in consultation with the Architect, Respective Contractor and the revised details should be submitted actions to be taken to clear bottlenecks / delays / loss of progress etc. progressively and promptly in consultation with the Architect.
4. Ensure proper establishment of field laboratories on site and off site by contractors to conduct laboratory tests on materials for construction such as cement, steel, bricks, concrete, polymer, micro concrete, ply woods, woods, laminates, steel, aluminum, false ceilings, tiles, granites, wire, cables, firefighting equipment's, networking wires and cables and other related required material, etc. and other test mentioned in the tender for the above work approved by SSL. Ensure that essential gauges, instrument and calibration of measuring devices are in order weather for testing or for measurement during work. The PMC shall maintain necessary site records and obtain data in support of the same. PMC shall ensure field and laboratory tests through the contractor /s on materials of construction as well as Interior on partially or completed, erected structure etc. If and as necessary or otherwise required by client and maintain adequate records thereof.
5. Ensure the compliance by contractor of all labor laws and relevant Statuary acts including labor license, minimum wages act etc.
6. Arrange, periodical / Weekly / Monthly site meetings as required with contractors, Architects, other concerned consultants / agencies involved in the work, with due intimation client for preparing coordinated work programs, review and monitor the progress, attesting the quality of materials and workmanship and removing deficiencies in physical progress of the work; and to plan for activities in forthcoming week / month and record minutes of such meetings. The PMC shall also submit a fortnightly progress report to the client regarding overall progress of the work as per approved format. (as per mutually agreed format)
7. Ensure close coordination with Architect, contractors, structural consultant, service consultant and all other agencies connected with the project including local bodies and statuary authorities. To also ensure various approvals from Municipal Corporation, fire departments,

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8. Record measurement of work jointly with the contractors or their project Engineers and verifying contractors periodic or stage wise bills for the work done and materials / plants. Mobilization advance etc. The certification of all bills after such verification shall be done by the authorized Engineer of the PMC. Certification for measured bills may be scrutinized by Engineers / Architect / Client.
9. Suggest modification, if any item of tender due to the condition and advice reasoned justification of cost variations on account of extra items and excesses, supported by proper analysis to the client through the Architect.
10. Attend the inspection, carried out by the statutory authorities, Electrical Inspectorate in case of electrical, lift, etc. Government Authorities, SSL and agencies like Chief Technical Examiner (CTE) of Central Vigilance Commission (CVC) New Delhi and any other Authorities connected with any of the works involved in the project and ensure removal of deficiencies pointed out by the inspecting agency during inspection and assist the SSL in replying to their observations / remarks from time to time till the matters are finally cleared and settled. Architect / Service Consultants as the case may be also consulted in such cases while forming such reply.
11. Effect verification of work on virtual completion as well as actual completion of the project and recommend issue of completion certificates therefore. For the sake of clarity, it is expressly agreed that verification for the purpose means and includes taking and recording of jointly measurements with contractor subject to check / test check by Architect / Client verification of the final bill to be submitted by the contractors as per terms and conditions of Contract / Agreements and certificate of the same.
12. Advise SSL with regard to extra claims or disputes / arbitration cases between SSL and contractors, if any and assist client in case of any disputes till the cases are resolved either by mutual negotiation or through Arbitration or Court as the case may be.
13. Collect and deliver to SSL any specific written warranty/s OR guarantee/s given by specialist firms / others including all required trade contractors, insurance policies, performances guarantee and warranties are mentioned in the respective contract agreement.
14. Effect complete administration and management of construction / supply and installation, pertaining to the project contract till expiry of the Defects Liability Period (DLP) as indicated in contract agreement and payment of final dues to the contractors.
15. The PMC shall be responsible for any damage OR loss on account of neglect of professional duties OR conduct on the part of such staff or Engineers or other site supervisors, the PMC shall indemnify SSL.

The PMC shall not permit for without written sanction or permission of SSL to make / allow any deviation in plans or estimates or on order any variation, Omission or extra.

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D. Submission of Form

Sealed application in the prescribed format superscripted with the name of work "Prequalification of Architects / Prequalification of Project Management Consultant for Repairs, Restoration, Interior and Allied Work at Mahape Premises" shall be submitted to The Manager, Administration Department, SHCIL SERVICES LTD., Plot No. P-51, T.T.C Industrial Area, Mahape, Navi Mumbai - 400 710.

(Under no circumstances, application should be sent by Courier / Post, must be handed over in person).

SHCIL Services Ltd. does not bind itself to accept any application and has the right to refuse any application without assigning any reason.

SHCIL Services Ltd., also reserves the right to re-issue the notice without the applicants having right to object to such re-issue.

This notice shall form part of the contract.

Yours faithfully,
Administration Dept.

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Annexure – I

Pre-Qualification Application for Architects / Project Management Consultant

(To be submitted in Applicant's Letter Head)

To,
The Manager,
Administration Department,
SHCIL SERVICES LTD.
Plot No. P/51,
T.T.C Industrial Area, Mahape,
Navi Mumbai - 400 710.

Sub: - Application for Pre-Qualification of Architects/ PMC for Refurbishing, waterproofing, Repair, Restoration, Interior Renovation, Electrical, Net Working, HVAC (VRF / VRV), Security, Fire Detection and Allied Work for Our Mahape Premises On PlotNo. P-51, T.T.C Industrial Area, Mahape, Navi Mumbai.

Dear Sir,

1. Having examined the Pre-Qualification document including scope of works, I/we hereby submit all the necessary information and relevant documents for pre-qualifying me/us for bidding for the above stated works.
2. The application is made by me/us on behalf of _____ in the capacity of _____. I/We duly authorized to submit the offer.
3. Necessary evidence, as admissible in law, in respect of authority assigned to me/us on behalf of the firm for applying and for completion of the contract document is attached herewith.
4. I/We understand that only the firms pre-qualified will be invited to tender for the project as a whole or in part at discretion of SHCIL SERVICES LTD..
5. I/we understand that SHCIL SERVICES LTD.. reserves the right to reject any or all applications without assigning any reason.

Yours faithfully,

(Authorized Signatory)
Official Seal

Encl: - As above

1. Complete Application form for Architect / PMC
2. Resolution of Authority to sign
3. Latest Company Profile
4. Attach Annexure I to V (Total _____ sheets)
5. Copies of documents submitted (Total _____ sheets)

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Annexure – II

ASIC Information to Be Submitted by Architects / PMC

Sr. No.	Description	Details
1	Name of the Organization / Applicant	
2	Registered Office (with phone nos. and email id. Name of the Person In charge)	
	Address of Office in Mumbai (with phone nos. and email id. Name of the Person In charge)	
3	Year of Establishment	
4	Type of Organization (Proprietorships/ Partnership/ Ltd. Co. etc.) (Copy of relevant document to be enclosed)	
5	Name of the Directors/Partner/Proprietor/Associate	
6	Whether registered with the Registrar of Companies /Registrar of firms. (If so mention the number & date)	
7	Name & address of the Bankers	
8	Enclose solvency certificate from Banker	
	Particulars of Certificate	
9	GST registration No. (Certificate to be provided)	
10	PAN No. and Enclose copies of Income Tax Clearance certificate to be provide	
11	Enclose Audited Balance sheet & Profit & Loss A/c for Last Three Years	
12	Particulars of Registration if any, with any other organizations/statutory bodies such as PSU/Govt./Semi Govt. organizations .Furnish their names, category and date of registration	
13	What are the fields of activities? Mention the fields on priority basis	
14	Indicate if involved in any arbitration at present involving Civil Work Contractors	
15	Any civil suit(s) arisen in the contract of works executed during last 4 years. If yes please give brief description	
16.a	Detailed description of and value of works Completed during the last 3 years.	
16.b	Detailed description & value of works in hand	
17	Maximum value of work executed in last five years	

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18	List of 5 major clients along with reference	
19	Furnish the names of three responsible persons who will be able to certify about the quality as well part performance of your organization	
	Details of Resource	
1	Staff Strength / Office Equipment's	
2	The details of Registration / Empanelment with Govt. / Semi Government / Public Sector bank / Private Sector Bank / Financial Institution	
	NOTE: Please enclosed separate sheet , documents As required	

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Annexure – III

Particulars in respect of similar works executed in the last THREE years

Sr. No.	Name of the work executed with address	Name and address of the owner / client	Value of work executed in INR	Date of completion	Stipulated time for completion	Actual time taken for completion	Name of Contractor & Contract details	Remarks, any for variation delay
1								
2								
3								

Please enclose copies of appointment letter / agreement for each job.

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Annexure – IV

Particulars in respect of similar works in hand

Sr. No.	Name of the work with address	Name and address of the owner / client	Value of work in INR	Date of award	Stipulated time for completion	Present status	Name of Contractor & Contract details	Remarks, if any for variation / delay
1								
2								
3								

Please enclose copies of appointment letter / agreement for each job.

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Annexure – V

Details of Resources (Manpower, Equipment's & Infrastructure)

1. Details of Manpower

Sr.No.	Category	Qualification	Experience in Years	Remarks
1	Architects			
a				
b				
c				
.				
2	Engineers			
a				
b				
c				
.				
3	Associates for specialized jobs			
a				
b				
c				
.				
4	Supervisor / Draughtsman / Other staff			
a				
b				
c				
.				

2. Details of Equipment's / Infrastructure:

(Please indicate the infrastructure facilities available viz., computers, software, plotter, office details, etc.).

3. Any other information.

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Annexure – VI

Details of Empanelment with other Organization / Department

Sr. No.	Name and address of institution with contact no.	Registered/empaneled for value of work up to ` and other details	Date of empanelment and validity Details of certificate / letter from the Institution / Bank, etc. if any
1			
2			
3			
4			
5			

Please enclose letter from the organization where you are empaneled.