



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](http://www.shcilservices.com)

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**NOTICE FOR PREQUALIFICATION OF CONTRACTOR**

**Application Date: / /**

**Pre-qualification for appointment of Contractor** on Turnkey basis for refurbishing which includes (Repair, Restoration including Interior Renovation, Electrical, Networking, HVAC (VRV/VRF), Security, Fire Detection) and Allied works for our **MAHAPE Premises**, situated on Plot No. P /51, T.T.C. Industrial area, MIDC, 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](http://www.shcilservices.com)

Last date of submission: - ON / before October 25<sup>th</sup>, 2018 up to 3:30 PM

Pre-Bid Meeting: - October 22<sup>nd</sup>, 2018 at 3:30 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 here with the application for prequalification of Contractor on turnkey basis 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 October 25<sup>th</sup>, 2018 up to 03:30 PM. SHCIL Services Ltd. 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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SHCIL SERVICES LIMITED

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

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Website:[www.shcilservices.com](http://www.shcilservices.com)

**PRE - QUALIFICATION - FORM**

SHCIL Services Ltd. invites Application from Reputed; Experience Contractor for Pre-Qualification of Contractors on turnkey basis for Refurbishing (Repair, Restoration including Interior Renovation, Electrical, Net Working, HVAC (VRF / VRV), Security, Fire Detection) 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, Interior Renovation, Electrical, Net Working, HVAC (VRF / VRV), Security, Fire Detection and Allied Work	1Crore	2,000/-	25/10/2018 up to 03:30 PM

The detailed application form can be downloaded from our website [www.shcilservices.com](http://www.shcilservices.com) Or obtained from **SHCIL Services Ltd.** office, situated at Plot No. P/51, T.T.C Industrial Area, 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 2,000/-** by Demand Draft in favor of "**SHCIL SERVICES LTD**" Payable at Navi Mumbai.

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## A. Eligibility Criteria for Contractors

The eligibility criteria for pre-qualification of contractors for the proposed works are as under: -

1. Contractor should have satisfactorily completed at least THREE works of similar nature each costing not less than INR 40 Lakhs cost **OR** TWO works of INR 60 Lakhs **OR** ONE work of INR 80 Lakhs during the last THREE years with any Central Government Authorities / Public Sector Undertakings / State Government or Local Bodies OR Private Sectors). The successful completion certificate issued by client should contain date of start, date of completion, value on completion of work etc.

The applicant should provide proper documentary proof in support of satisfactory completion of works in terms of Letter of award, Work Orders, Completion certificate from the clients, indicating the date of commencement, date of completion & estimated & actual cost of execution of the works, failing which it may be treated that they have not completed such works.

2. The contractor shall have Average Annual Financial Turnover equal to INR 80 Lakhs during the last three financial years.

Financial Year	Turn over (INR)
2014-15	
2015-16	
2016-17	

3. The firm should have their Registered Office / Head Office / branch Office in Mumbai / Navi Mumbai / Thane.
4. Reports on financial standing of the Company / Firm, annual turnover of the Company / Firm, Profit and Loss statement and Auditor's Report for past three consecutive years. (Balance sheets duly audited & certified by Chartered Accountant) to be submitted.
5. Latest Bank solvency certificate for amount of at least INR 20 Lakhs from bank issued in current financial year.
6. Experience certificate shall be in the name of the applicant company only, and not in the name of their subsidiary / associate company / Group Company / Joint Venture / Consortium etc.
7. The applicant company should have registration with GST, PF, ESIC, Professional Tax etc.
8. The applicant shall produce IT returns of the past three consecutive years.

## B. Scope of Work for Contractor

We propose consolidated interior works including Refurbishing, Repair, Restoration, Electrical, Networking, HVAC (VRV / VRF), Security, Fire Detection and allied work at Mahape Premises at P-51, TTC Industrial Area, MIDC, Mahape, Navi Mumbai 400710.

Application forms should be addressed to “The Manager – Administration Department, SHCIL Services Ltd. P-51, TTC Industrial Area, MIDC, Mahape, Navi Mumbai 400710”. An application fee of INR 2,000/-, in the form of Demand Draft in favor of ‘SHCIL Services Ltd.’, payable at Navi Mumbai, must be enclosed along with the pre-qualification application, which may please be dropped in the Tender Box placed at the above address. Applications sent by courier / post shall not be accepted.

The contractor shall be responsible for all the necessary permissions regarding for Refurbishing, Repairing and Renovation from the local sanctioning authority like MIDC, MPCB, Fire Department etc. The Contractor has to obtain fire NOC after completion of Job.

1. The pre – qualification application without the requisite Demand Draft (INR 2,000/-) will be rejected and will not processed further.
2. The last date for submission of pre-qualification application form in a prescribed format, duly filled in, is on/before 25/10/2018 latest by 3.30 p.m.
3. The applications received will be sent to our Architects for scrutinizing the same.
4. The applications will be considered of those bidders who have attended Pre-Bid Meeting.

### C. Instructions to Applicants:

1. Intending Applicants are required to submit their applications in the prescribed format with full particulars giving details about their organization, experience, technical personnel employed in their organization.
2. While deciding upon the prequalification of contractors, emphasis will be given on the ability and competence of the applicants to do good quality works within the specified time schedule, in close co-ordination with other agencies.
3. Each page of the application shall be signed and stamped by the Applicant. The application shall be signed by person / persons on behalf of the organization having necessary authorization / Power of Attorney to do so.
4. If the space in this application form is insufficient for furnishing full details, such information may be provided on extra sheets of paper.
5. Applications containing false and / or inadequate information are liable for rejection.
6. Pre-qualification will be done after taking into account various parameters including receipt of satisfactory reports from their clients & inspection of the works.
7. Applicants shall furnish documentary evidence / certificates in support of their claims of the works completed and works in hand, failing which the application will be liable for rejection.
8. The firm should have technical set up with adequate organizational structures comprising of skilled staff having knowledge and an experience to execute such type of works and also adequate number of STAFF etc.
9. The firm should enclose documentary evidence in support of the details furnished by them stating the value of work and area of construction and other salient features of works, etc.
10. This Notice Inviting pre-qualification application shall also form a part of the contract document.
11. Decision taken in regard to pre-qualification of Contractors shall be final. SHCIL Services Ltd.reserves its right to reject any or all applications without assigning any reason thereof.

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Annexure – I

**Pre-Qualification Application for Contractor**

(To be submitted in Applicant's Letter Head)

To,  
The Manager,  
Admin. & Estate Department,  
**SHCIL Services Ltd.**

**Plot No. P/51,**  
T.T.C Industrial Area, Mahape,  
Navi Mumbai - 400 710.

**Sub:** - Application for Pre-Qualification of Contractor for Refurbishing, 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 Contractor
2. Resolution of Authority to sign
3. Latest Company Profile
4. Attach Annexure I to VI (Total \_\_\_\_\_ sheets)
5. Copies of documents submitted (Total \_\_\_\_\_ sheets)



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Annexure -II

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	
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	

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	quality as well part performance of your organization	
	<b>Details of Resource</b>	
1	Staff Strength / Office Equipment's	
2	The details of Registration / Empanelment with Govt. / Semi Government / Public Sector bank / Private Sector Bank / Financial Institution	
	<b>NOTE:</b> Please enclosed separate sheet , documents As required	

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Annexure – III

**Particulars in respect of works executed in the last Three years**

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

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

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Annexure – IV

Particulars in respect of 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 Architect & Contract details	Remarks, if any for variation / delay
1								
2								
3								

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

Annexure – V

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

**1. Details of Manpower**

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