

No. NH. III/P/4/82

*Dated the 11th July, 1984*

To

1. The Secretary, Public Works Departments and Chief Engineers of State Public Works Departments & Union Territories dealing with National Highways & other Centrally Financed Roads.
2. Director General (Works), C.P.W.D., New Delhi.
3. Director General (Border Roads), Kashmir House, New Delhi.

Subject : Pre-qualifications of tenderers for the execution of major road and bridge works on National Highways and under other Centrally Financed Schemes

As is well-known, for major road and bridge works it is of paramount importance to pre-qualify the tenderers so as to select a suitable contracting agency for smooth and successful completion of such works. Keeping in view the present-day sophistication in the methods of design and construction and the need for special and adequate technical know-how and expertise in the execution of major highway projects, the need for pre-qualification of tenderers has been felt all-round. The matter relating to pre-qualification of tenderers for the execution of major bridge works was discussed in the Chief Engineers' meeting held at Bhubaneswar on the 29th December, 1982.

2. In order to ensure that a uniform policy is adopted in the procedure relating to pre-qualification of tenderers for major highway projects, detailed guidelines have been drawn up by the Ministry and a

copy of the same is enclosed herewith. It is requested that the above mentioned guidelines may kindly be followed for the pre-qualification of tenderers for the execution of major road and bridge works on National Highways and under other Centrally Financed Schemes.

3. This supersedes Ministry's Circular letter No. NH. VI-50(3)/83 dated the 10th March, 1983.

*Enclosure to letter No. NH.III/P/4/82 dated 11.7.84*

**DETAILED GUIDELINES FOR PRE-QUALIFICATION OF TENDERERS FOR THE EXECUTION OF MAJOR ROAD AND BRIDGE WORKS ON NATIONAL HIGHWAYS AND UNDER OTHER CENTRALLY FINANCED SCHEMES**

**1. Conditions for Pre-qualification**

Pre-qualification of tenderers shall be resorted to under any one or more of the following circumstances :—

- 1.1 When the continuous stretch of road length (where the development work is to be carried out) is more than 5 kms or when the cost of the project (work portion only excluding centages) is more than Rs. 100 lakhs.
- 1.2 When the overall length of the bridge (between the faces of the abutments) is more than 200 metres or when the total cost of the bridge work (excluding centages) is more than Rs 100 lakhs.
- 1.3 When a highly specialised technique (such as mechanised construction of asphaltic concrete pavement or construction of soil stabilized road) is going to be adopted for the construction of a new road or improvement of an existing road.
- 1.4 When the bridge structure is of special type requiring high degree of precision, specialised technique and equipment which are not likely to be available with all the contractors.
- 1.5 Major highway projects such as Expressway requiring high degree of precision in execution.
- 1.6 When the Project is of extreme urgency and requires to be executed within a tight time schedule.

**2. Procedure for Pre-qualification .**

- 2.1 Application for pre-qualification of tenderers shall be invited from intending tenderers by publishing notices in the newspapers/Trade Journals (at least four such publications) being published from the State Capitals or the metropolitan cities of Delhi/New Delhi, Bombay, Calcutta, and Madras. Selection may then be made from the applications so received for issue of tender papers to suitable agencies. The number of tenderers so selected for issue of tender papers shall not be less than six whenever the number of applications received exceeds six. Selection shall not be limited to local contractors only but reputed specialised firms located in other parts of the country shall also have to be considered. However, when the number of applications received is less than four and also reputed firms have not come forward, the procedure outlined in para 2.3 below shall be followed or consultations shall be made with the Ministry of Shipping & Transport (Roads Wing).
- 2.2 Since the final selection of the contractors will be made on the basis of their past record of proven technical competence and experience of handling similar works in the past, their expertise and technical know-how for the job in question, their physical capacity to handle new works keeping in view their existing commitments, their financial resources, construction equipments available with them etc., the details regarding the following shall be called for from them while inviting applications :—
  - (i) Their technical competence and experience of handling highway works in the past.
  - (ii) Works in hand with the present stage of progress including the names and addresses of the organisations or authorities for whom the works are being executed.
  - (iii) The list of major projects executed/under execution indicating the organisations/authorities for whom the work had been/is being executed, brief details of the projects completed/in hand and also giving date of commencement, original date of completion, date of final completion, original tender cost, final completion cost.
  - (iv) Construction equipments and qualified technical personnel available with the contractors and the consultants proposed to be employed on the works.
  - (v) Financial resources including bank credits and other facilities available with the contractors.
  - (vi) Particulars of registration with Central or State Government organisations.
  - (vii) Whether the contractor has been black-listed at any time by any Central or State agency.

A sample Questionnaire for the purpose of prequalification is attached as Annexure I.

- 2.3 Sometimes when it is not possible to issue a press notification for pre-qualification (for example in case of strategic works) selection may be made from the contractors already registered with the Central or State Government Departments and tender papers issued to the selected few. However, in order to generate a fair competition the number of contractors so selected shall not be less than four. Further more, the selection shall not be limited to local contractors only but the reputed specialized firms located in other parts of the country shall also be considered.
- 2.4 The final decision regarding the tenderers to be prequalified shall be taken by the State Government keeping in view the guidelines mentioned above. In case of any doubt, the State Government can consult the Ministry of Shipping & Transport (Roads Wing) before issuing tender papers for works on National Highways and under other Centrally Financed Schemes.

**QUESTIONNAIRE TO BE SUBMITTED ALONGWITH APPLICATION FOR PRE-QUALIFICATION****PART-I Experience/Past Performance Record :**

<b>Sl. No</b>	<b>Question</b>	<b>Reply</b>
1.	How many years has your organisation been in business as a Contractor under your present business name?	
2.	How many years experience, in Construction works has your Organisation had?	
	(a) As a General Contractor :	
	(b) As a Sub-Contractor :	
3.	What is the Construction experience of the Principal individuals of your Organisation?	

<b>Individual's name</b>	<b>Present position of Office</b>	<b>Years of construction experience</b>	<b>Years with firm</b>	<b>Magnitude &amp; type of work</b>	<b>In what capacity</b>
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4. Have you ever failed to complete any work awarded to you?  
If so, where and why?

5. Performance record for the past 5 years (list all contracts Completed by your Organisation during the past 5 years) uncompleted contracts are to be shown against S. No. 7

<b>Name of owner i.e. individual and of each partner of project of the contracting firm.</b>	<b>Name &amp; location kind of work</b>	<b>Name of Engineer-in-Chief with educational qualifications</b>	<b>Contract price</b>	<b>Was contract completed within time? ("Yes" or "No"?). If "No" explain why, under Question No. 7</b>	<b>Were there any penalties/compensation/liquidated damages imposed? ("Yes" or "No"?). (If "Yes" give amount and explain under Question No. 7).</b>	<b>Were there any fines, claims, of stop notices filed against the employer? ("Yes" or "No"?). (If "Yes" explain under Question No. 7).</b>
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**Note :** Certificates from the head of the Organisation/Department/Project in support of the satisfactory completion of the projects within the stipulated time should be attached.

6. Give full information about all of your contracts whether primary or Sub-contracts, whether in progress or awarded but not yet begun : or where you are low bidder pending formal award of contract.

<b>Owner/Client</b>	<b>Location</b>	<b>Description</b>	<b>Contract Amount</b>	<b>Cost of work completed &amp; billed.</b>	<b>Percentage of physical completion</b>	<b>Scheduled date of completion</b>	<b>Expected date of completion</b>
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7. Explanation of details in connection with non-completion of Contracts, penalties imposed, labour trouble experienced, claims and stop notices filed against contracts listed under SL No. 5 :

**PART II- Plant and Equipment :**

- Do you have the experience of undertaking works similar to the proposed one? Explain in details.
- Name and Nationality of the Principal Supervisor of the work, when awarded to you;  
List the names and nationalities of key personnel who will be assigned to this work :

3. Do you intend to Sub-Contract any portion of the work?

If so, state the nature of work (s) to be done by Sub-Contractor (s), and if known, give the name (s) and address (es) of the Sub-Contractor (s), amount and the type of the equipment, and his (their) financial responsibility.

4. What equipments do you own that is considered suitable and available for the proposed work?

Quantity	Item	Description, Size, Capacity etc.	Condition	Age (Giving year of purchase and number of hours utilised)	Present location
5. What equipment do you intend to purchase for use on the proposed work, should the contract be awarded to you?					
Quantity	Item	Description, size, capacity etc.	Condition*	Age* (Giving year of manufacture and no. of hours used.)	Present Location.

\*For Second hand equipment.

6. Do you propose to hire any equipment for this work?

If so, state type, quantity and reason for hiring :

**PART III-General**

- Whether the firm is a Private or Public Ltd. concern or undivided Hindu family individual or a Registered Partnership firm? (attested copies of Deeds or Articles of Association to be enclosed).
- Name of the person holding the Power of Attorney, and his present Nationality with their liabilities? (attested copy of the Partnership deed to be enclosed).
- Name of the Partners, their present nationality with their liabilities. (attested copy of Partnership deed to be enclosed).
- Whether the applicant or any of his partners or Shareholders is/are dismissed Government servant (s)?
- Whether the applicant has under his employment a dismissed Government Servant (s)?
- Has the applicant or any of his partners been blacklisted or removed from the Approved list of Contractors or demoted to lower class etc.?