

No. NH-11024/1/86-NHIII/DI

Dated the 25th January 1988

To,

The Secretaries (dealing with National Highways) and Chief Engineers (NHs) Public Works Departments of all States and Union Territories The Director General (Works), Central Public Works Department, The Director General Border Roads

Subject: Guidelines regarding procedure to be adopted for the pre-qualification of tenderers for the execution of major road and bridge works on NHs and under other Centrally Financed Schemes — Revised procedure thereof in supersession of all earlier instructions on the subject

I am directed to refer to the correspondence resting with this Ministry's letters No. RW/NHIII/P/4/82 dated 27.3.87 and 18.12.87 regarding pre-qualification of tenderers in respect of National Highways and under other Centrally Financed Schemes. On account of the raise in limit for pre-qualification of tenderers in respect of NH projects from Rs 50 lakhs to Rs 100 lakhs, it has been decided that fresh self-contained guidelines in supersession of all earlier instructions may be issued for the convenience of the executing agencies. Accordingly, in supersession of all earlier instructions on the subject, the following procedure may kindly be adopted for pre-qualification of tenderers.

2. Pre-qualification of tenderers for execution of major road and bridge works on NHs and under other Centrally Financed Schemes may be resorted to if the Project cost is Rs 100 lakhs and above irrespective of the length of the bridge/stretch of road. Where a road/bridge project of complicated or difficult nature is involved, it would always be open to this Ministry to stipulate the requirement of pre-qualification irrespective of the cost of the project.
3. Annexure 'A' attached to this communication gives the broad pre-qualification of bidders and the draft advertisement for pre-qualification.
4. Standard document recommended to be used and to be issued to bidders is also enclosed. Modification in the document may be made to suit specific requirements of projects. Where major variations are called for, draft pre-qualification bid document may be submitted alongwith the technical proposal/estimate for approval of the Ministry.

1-Superseded vide circular dated 15.06.1994

2-Amended vide circular dated 23.01.1989,07.02.1989,26.02.1991,16.09.1991,18.05.1993,20.07.1993

3- Supersedes all earlier circulars

5. After receipt of the pre-qualification bids, the scrutiny of the same will be carried out in the Office of the Chief Engineer, PWD according to the guidelines contained in Annexure 'A' to this communication. The State Chief Engineer will thereafter forward the papers to the Ministry as mentioned in para 5 of Annexure 'A' alongwith summary particulars of bidders and his recommendations. These recommendations shall be considered by a Screening Committee consisting of the following:—

- | | |
|--|----------|
| (i) ADG(R) in case of Road works and ADG(B) in the case of Bridge works | Chairman |
| (ii) Chief Engineer (dealing with NH projects) of the State for which pre-qualification assessment is being made | Member |
| (iii) Chief Engineer (Roads) in the Roads Wing | Member |
| (iv) Chief Engineer (Bridges) in the Roads Wing | Member |

6. The Screening Committee shall make an assessment and finalise its recommendations indicating the firms which are considered suitable for pre-qualification purposes. The minutes of meeting of Screening Committee, after approval of the competent authority, shall be forwarded to the State Chief Engineer for appropriate action.

7. It is requested that the pre-qualification procedure now enclosed to this letter may kindly be adopted for implementation in future and necessary instructions in this regard issued to all concerned. We shall be glad to have your feedback on the use of the above mentioned revised guidelines.

Note : Enclosures not attached. However copy of the note can be obtain from concerned Deptt. on request.

ANNEXURE 'A'

**PRE-QUALIFICATION
FOR
CENTRAL SECTOR ROAD AND BRIDGE PROJECTS**

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ANNEXURE 'A'

**INSTRUCTIONS TO STATE PWDs
PRE-QUALIFICATION PROCEDURE**

- 1.0 INTRODUCTION
- 1.1 Pre-qualification of contractors is undertaken for large or complex works so as to confine invitations of bid to firms with a demonstrated capability in executing satisfactorily works of a like nature. Accordingly, in this procedure the ability of the interested firms is judged taking into account (i) experience and past performance (ii) capability with respect to personnel, equipment and plant and (iii) financial position.
- 1.2 The procedure to be adopted for the proposed project is the preliminary Pre-qualification procedure, which precedes the tendering action.
- 1.3 The time schedule proposed to be followed for Pre-qualification is attached herewith.
- 1.4 The Project-implementing Agency is required to advertise pre-qualification in leading newspapers of the region and also of national coverage.
- 1.5 The pre-qualification document shall be sold to intending bidders at a cost of Rs 100/- (Rupees One Hundred only) per set of pre-qualification document.

- 1.6 The pre-qualification document will give broad details of the scope and magnitude of the proposed works, approximate cost estimate and questionnaire to be completed. The document will also indicate the break-down of the project into component contracts. Contractors who have been qualified for the works will be entitled to bid for one or more contracts upto their pre-qualified capacity.

2.0 IDENTIFICATION OF PROJECTS FOR PRE-QUALIFICATION

- 2.1 Tenders for execution of projects for which estimated cost of construction is Rs 100 lakhs and above (excluding centages but including cost of materials) shall be invited from contractors pre-qualified according to procedure given herein.
- 2.2 Contractor pre-qualification prior to invitation of tender shall also be made in special cases of projects involving complexity of design/construction and/or were deemed necessary for quality assurance even if the cost of the project is below Rs 100 lakhs.
- 2.3 The projects for which pretender or contractor pre-qualification is required according to 2. and 2.2 above shall be clearly identified so in submittal approval of technical proposal/project report.
- 2.3.1 Projects of which cost estimate has been sanctioned or are under sanction, but tenders for execution of the project are yet to be invited, shall also be covered by the provisions of 2.1 and 2.2 above.
- 2.3.2 Exemptions from the pre-qualification requirement mentioned above shall be subject to specific approval of the Ministry after due scrutiny of reasons.

3.0 CALL FOR PRE-QUALIFICATION BIDS

- 3.1 The pre-qualifications bids shall be invited by the Engineer as early as possible after the approval by the Ministry of the Technical Proposal/Project Report. Submittal of the cost estimate to the Ministry for technical approval shall be accompanied by a copy of the notice inviting pre-qualification bids.
- 3.1.1 In cases where cost estimates have been sanctioned or are under sanction but tenders are yet to be invited, immediate steps for implementation of pre-qualification procedures may be taken under intimation to this Ministry.
- 3.2 Standard document recommended to be used for pre-qualification bid is enclosed. Modifications may be made to suit specific requirements of a project. Where major variations are called for, draft pre-qualification bid document may be submitted with the technical proposal for approval of the Ministry.
- 3.3. A copy of the notice inviting pre-qualification bid to be inserted in all newspapers with wide local and National circulation (draft enclosed at Sheet Nos. 8, 9, 10 & 11 of Annexure 'A') may be forwarded to this Ministry for information.
- 3.4 For all such projects requiring pre-qualifications of tenderers, the State PWD should work out an assesment of equipment, personnel, experience etc. expected from the prospective bidders for execution of the project and have sent them to the Ministry soon after the project is sanctioned in the Ministry. However, in the case of Lumpsum contracts for bridges, the contractor may be asked to furnish the details of plant and equipment required to be deployed for the execution of the projects.

4. EVALUATION OF PRE-QUALIFICATION BIDS AND RECOMMENDATIONS BY STATE PWD

- 4.1 The pre-qualification bids received shall be examined and scrutinised and those fulfilling the laid down stipulations shall be categorised as valid and those not fulfilling the laid down stipulations shall be categorised as invalid.
- 4.2 Bidders capability shall be assessed for individual projects/one time common pre-qualifications on the basis of information included in bid document (Schedules A to F of Standard Document).

Adequate capability in respect of structure and organisation, financial status (Schedules A&B), personnel and plant/equipment (Schedules C&D), experience (Schedule E) and other identified additional project requirements (Schedule F) may in general comprise the criteria of pre-qualification.

- 4.3 For all the valid pre-qualification bids, summary particulars as per the format at Annexure-B shall be prepared by State PWD for each case.
- 4.4 The State Chief Engineer will make his recommendations regarding suitability of the firms for pre-qualification based on the scrutiny of the documents received.

5.0 REFERRAL TO AND APPROVAL BY THE MINISTRY OF SURFACE TRANSPORT (ROADS WING)

- 5.1 The State Chief Engineer shall furnish the following documents to the Ministry of Surface Transport (Roads Wing).
- (i) One copy of the pre-qualification documents
 - (ii) Separate list of firms whose documents are found to be valid as well as invalid. In case of invalid documents, reasons for invalidation may be indicated.
 - (iii) Three copies of summary particulars of bids prepared by the State Chief Engineer as per format at Annexure-B.
 - (iv) Recommendations of the State Chief Engineer as mentioned in para 4.4 above.
- 5.2. Screening Committee : — The pre-qualification documents received from the State Chief Engineer shall be considered by the Screening Committee consisting of the following : —
- | | |
|---|----------|
| (i) ADG(R) in the case of Roads Works and ADG(B) in the case of Bridge Works. | Chairman |
| (ii) Chief Engineer (dealing with NH Projects of the State for which pre-qualification assessment is being made | Member |
| (iii) Chief Engineer (Roads) in the Roads Wing | Member |

(iv) Chief Engineer (Bridges) in the Roads Wing

Member

The Screening Committee shall ascertain whether the bids:

- (a) meet the eligibility requirements
- (b) have been properly prepared and signed
- (c) contain all the details called for and are in proper format
- (d) are accompanied by required authorisation, and
- (e) are otherwise generally in order.

5.2.1 The pre-qualification for the bidders will be done for the specific contracts/packages for which they have applied, keeping in view their annual turnover and work already in hand.

5.2.2 The Committee shall evolve a suitable methodology for making assessment of the suitability of the firms who have applied for pre-qualification which will also include the following items: —

- (i) Initial screening criteria based on the working capital
- (ii) Structure and organisation, whether the firm is a single firm or a joint venture
- (iii) Financial status of the firm including average annual turnover, work in hand, financial arrangements proposed viz. own resources and Bank Credits etc.
- (iv) Resources of the firm including personnel and equipment
- (v) The experience of the firm for road and bridge projects (as applicable) and other works as well as prompt completion of projects.
- (vi) Any other criteria which the Committee may like to consider in any individual case.

Based on the above broad principles, the Committee shall make an assessment and finalise its recommendations indicating the firms which are considered suitable for pre-qualifications purposes. The Screening Committee reserves the right to pre-qualify a firm/joint venture either for all the contract packages for which they have applied or can pre-qualify them for a lesser amount/contracts based on its evaluation.

The Minutes of the meeting of the Screening Committee shall be forwarded to the State Chief Engineer for appropriate action.

Note: The entire proceedings of the Pre-qualification process including that of the Screening Committee shall be kept confidential.

6.0 PLANNING & PRE-QUALIFICATION

6.1 As the time required for the pre-qualification process to be completed may be significant, the importance of planning and early beginning of execution of the process as advised in Clause 3.1 above becomes critical.

6.2 The following time Schedule for Pre-qualification of bidders is suggested: —

1. Finalisation of Advertising Procedures	10 days
2. Advertisement by project execution Agency and Bidder Response (This includes invitation to prospective bidders, request for pre-qualification document, mailing of document to bidders, bidders preparing response and bidders mailing response to Project Executive Agency).	45 days
3. Evaluation of Response by Project Execution Agency and Submission to Ministry of Surface Transport	15 days
4. Clearance of Firms selected for pre-qualification (this includes review by Screening Committee/approving authorities and communications of notice to bidders).	20 days
	90 days

7.0 DRAFT ADVERTISEMENT FOR ROAD PROJECTS NATIONAL HIGHWAY/CENTRALLY SPONSORED PROJECT

STATE OF _____

CONTRACTOR PRE-QUALIFICATION

Bids for contractor pre-qualification are invited for a project which includes within the State of _____ the construction/reconstruction/rehabilitation of about _____ km of road work on _____ in the State of _____. The project contracts include the following principal work items: —

Earth Work: _____ cu.m

Pavement Structure
Subbase

_____ cu.m of _____

Base Course

_____ cu.m of _____

Binder Course _____ tonnes of _____
 Surface _____ tonnes of _____
 Cross Drainage Works :
 R.C. Pipe _____ Lin. m
 R.C. Slab culvert _____ Lin. m
 Structures etc. _____ Lin. m
 Time for completion _____ Months

Contractors registered with the State Public Works Department/Central Government Departments who have experience in the construction of similar works and consider themselves capable of constructing the project works should obtain pre-qualification documents from the address given below on any working day between the hours of _____ and _____ on payment of Rs 100/- (Rupees one hundred only) in cash or Demand Draft. The Demand Draft is to be made in favour of _____. No document will be issued after _____. The completed pre-qualification document and questionnaire should be returned to the employer/engineers at the address given below on or before close of business on _____. The employer/engineer reserves the right to deny pre-qualification to any applicant without assigning any reason. Only firms/joint ventures prequalified under this procedure will be invited to bid for the project contracts.

 Name

 Designation

 Address : _____

8.0 DRAFT ADVERTISEMENT FOR BRIDGE PROJECTS NATIONAL HIGHWAY/CENTRALLY SPONSORED PROJECT

STATE OF _____

CONTRACTOR PRE-QUALIFICATION

Bids for Contractor pre-qualification are invited for a project which includes within the State of _____ the construction/Reconstruction/Rehabilitation of about _____ metres of bridge work on _____ in the State of _____.

The project contracts include the following principal work items : —

Length of Bridges : _____ (Metre)
 Type of superstructure : _____
 Type of substructure : _____
 Type of foundations : _____
 Depth of foundations : _____ (Metre)
 Time for completion : _____ (months)

Contractors registered with the State Public Works Departments/Central Government Departments who have experience in the construction of similar works and consider themselves capable of constructing the project works should obtain pre-qualification documents from the address given below on any working day between the hours of _____ and _____ on payment of Rs 100/- (Rupees One hundred only) in cash or Demand Draft. The Demand Draft is to be made in favour of _____. No document will be issued after _____. The completed pre-qualification document and questionnaire should be returned to the employer/engineers at the address given below on or before close of business on _____.

The employer/engineer reserves the right to deny pre-qualification to any applicant without assigning any reason. Only firms/joint ventures prequalified under this procedure will be invited to bid for the project contracts.

 (Name)

 (Designation)
 Address : _____

**PRE-QUALIFICATION DOCUMENT
TO BE ISSUED
TO
INTENDING BIDDERS
PRE-QUALIFICATION DOCUMENT**

NAME OF WORK :

NH NO./NAME OF ROAD :

STATE :

1.0 INTRODUCTION :

Bids for contract or pre-qualification are invited for a project which includes within the State of _____ the construction/Reconstruction/Rehabilitation of about _____ km of Road work _____ metre of bridge work of National Highway No. _____.

The Highway Development Scheme have been subdivided into contract subsections each one of which will form a single contract. The details of contract subsections together with their estimated costs are given in section 4 hereunder. General contractors backed up by specialist sub-contractors or alternatively, Joint Ventures or Consortia, who wish to bid for one or more of these contracts should apply for pre-qualification in the manner set out in this document. The Tender Documents will be issued subsequently only to those parties selected by the Employer/Engineer as having necessary qualifications/suitability to perform the contract(s) satisfactorily.

2.0 EMPLOYER

Name :

(Head of Department)

(Department)

(State)

on behalf of the

Address :

Telex :

Telephone :

3.0 ENGINEER

Name :

(Engineer entrusted with the execution of the work).

Address :

Telex :

Telephone :

4.0 NAME OF WORK : (here all the contract sub-section with their nomenclature of improvement may be listed.)

Contract No.	Description*	Approx. length (km).	Estd. Cost (Rs million)
Contract I	Widening to 4 lanes in section _____ to _____ (km. _____ to km. _____) of National Highway No. _____		
Contract II	Strengthening existing 2 lane pavement in section _____ to _____ (km. _____ to km. _____) of National Highway No. _____		
Contract III	Construction of major/minor bridge across river _____ with its approaches on National Highway No. _____ etc.		

*The works mentioned here are only examples.

Note : Drawings to be attached are listed at the end of this document.

5.0 LOCATION OF WORK AND SITE INFORMATION :

(Under this para, information relating to exact location of site of work, nearest city/town, nearest Rail Head and general information regarding terrain/soil conditions should be indicated).

6.0 BROAD SCOPE OF WORKS

Contract-I Contract-II etc.

(i) Present condition of Road :

- (a) Roadway width :
- (b) Carriageway width :
- (c) Number of substandard curves :
 - Horizontal :
 - Vertical :
- (d) Existing structures :
 - No. of culverts :
 - No. of minor bridges :
(less than 60 M waterway).
 - No. of major bridges :
- (e) Number of existing road crossings :
 - Unimproved :
 - Improved
- (f) Present traffic on the road
 - Cars
 - Buses
 - Trucks
 - Two wheelers
 - Slow moving vehicles

(ii) Major item of improvement envisaged through this work :

- (a) Roadway width after improvement :
- (b) Carriageway width after improvement :
- (c) Strengthening of existing Pavement :
 - (a) Granular
 - (b) Bitumen-bound layers
- (d) New pavement in the case of new carriageway :
 - (a) Granular
 - (b) Bitumen-bound layers
- (e) No. of curves to be improved :
 - (a) Horizontal
 - (b) Vertical
- (f) No. of structures to be widened :
 - (a) Minor bridges
 - (b) Major bridges
- (g) No. of structures to be rebuilt/newly built :
 - Culverts :
 - Minor bridge :
 - Major Bridge :
 - Railway over bridge :
 - Under/Overpasses :
 - Interchanges

Approx. thickness(mm)

In the case of expressways, the important facilities like Rest Areas and Toll Plaza, signal installations, traffic signs, etc, proposed under the work should be mentioned in detail.

SALIENT FEATURES OF PROPOSED MAJOR BRIDGE

1. Name
2. Location
3. Length
4. Span arrangement proposed
5. Type
 - (i) Superstructure
 - (ii) Substructure
 - (iii) Foundations
6. Protective works if any.
7. High Flood Level
8. Design discharge
9. Width of carriageway
10. Footpaths
11. Design loading

7.0 PROGRAMME OF WORKS

Contractors who have been prequalified for each of the contracts will be informed in writing. The prequalified parties will then have to confirm in writing their intention to submit a valid tender in response to issue of Tender Documents. The programme of work for contracts are as follows :

Contract	Call of Tenders	Award of Contract	Period of completion (months)
Contract I			
Contract II			
Contract III			
Contract IV			
etc.			

8.0 CONDITIONS OF CONTRACT

Conditions of contract will be as per standard document being followed for similar works of the project execution agency and duly modified as needed for local conditions. Mobilisation advance and escalation of prices of labour and materials including POL will be governed as per the document on Conditions of Contract finalised for the work. Rules of Customs Duty for the import of machinery and other equipment required if any (which are ultimately to be reexported) required for the execution of the project as well as for items of equipment which could become permanent assets installed as part of the project, will be governed as per relevant Indian Act in force from time to time.

The tenders will have freedom to offer alternative designs in the case of major bridge structures, where specifically indicated, within the conceptual framework. However, they will also have to submit a complete quotation on the basis of the official design.

All designs and works will conform to the Indian Standards or other equivalent standards mentioned in the contract documents or approved by the Engineer.

All designs and works will conform to the Indian Standards or other equivalent standards mentioned in the contract documents or approved by the Engineer.

The law governing the contract will be the Indian law.

9.0 INSTRUCTIONS TO APPLICANTS :

- 9.1 A contractor may be pre-qualified for any one or more of the project contracts upto the limit of his pre-qualified capacity.
- 9.2 One firm can be prequalified only once either in its own name or as a joint venture.
- 9.3 Pre-qualification Questionnaire complete in all respects should be submitted in triplicate on or before _____ to the Engineer.
- 9.4 No costs incurred by contractors in making this offer in providing clarification or attending discussions, conferences, or site visits will be reimbursed by the Employer or the Engineer.

- 9.5 Application for pre-qualification shall be submitted in proper format and incomplete offers shall be rejected.
- 9.6 The language for submission of bid should be English/Hindi.
- 9.7 In the event of any firm wishing to withdraw from pre-qualifications, the firm must return the document with an explanatory letter to the Engineer.
- 9.8 The enclosed schedules should be filled in completely and all questions should be answered. If any particular query is no relevant, it should be stated as 'not applicable'.
- 9.9 Financial data, projects costs, value of works etc. should be given in equivalent Indian Rupees only.
- 9.10 For any clarifications the Engineer Sh. _____ (Designation) may be contacted by appointment.
- 9.11 A prequalified company or joint venture may strengthen its capability by subsequent incorporation (during the Tender Period) of other companies already prequalified for the particular works in question subject to approval of the Engineer/Employer.
- 9.12 If the tender is made by a proprietary firm, it shall be signed by the proprietor above his full name and the full name of his firm with its current address.
- 9.13 If the application is made by a firm in partnership, it shall be signed by all the partners of the firm, above their full names and current addresses or by a partner holding the power of attorney for the firm by signing the application in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed, current address of the firm and the full names, and current addresses of all the partners of the firm shall also accompany the application.
- 9.14 If the application is made by a limited company or a limited corporation; it shall be signed by a duly authorised person holding the power of attorney for signing the application in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation will be required to furnish satisfactory evidence of its existence before the contract is awarded.
- 9.15 If the application is made by a joint venture of two or more firms, it shall be signed by their authorised representatives and accompanied by a legal document signed by all parties to the joint venture/consortium confirming therein a clear and definite manner the proposed administrative arrangements for the management and execution of the contract, the delineation of duties responsibilities and scope of work to be undertaken by each such party, the authorised representative of the joint venture, and an undertaking that the several parties are jointly and severally liable to the Employer for the performance of the contract together with details of experience and past performance of each of the parties to the joint venture on works of a similar nature within the past five years, current works on hand and other contractual commitments.
- 9.16 The information furnished must be sufficient to show that the applicant (along with the all parties to the consortium/joint venture) is capable in all respects to successfully complete the envisaged contract works strictly on the basis of the applicant (along with all parties to the consortium/joint venture) having already earlier carried out satisfactorily work of similar size, nature and complexity.
- 9.17 The prequalified tenderers while submitting the tenders for the works shall again be required to provide satisfactory evidence in respect of the information furnished by them in their application for pre-qualification regarding their structure and organisation, financial position/arrangements, resources of the firm including personnel and equipment, experience as well as work in hand etc. The applicant's attention is explicitly drawn to the fact that, even after the pre-qualification of potential bidders has already been carried out, all tenders shall include a statement of the changes that may have occurred since pre-qualification with particular reference to the various items listed above and that furthermore, contract work shall be awarded to the successful tenderer, only on the basis of a careful scrutiny of all the above information furnished by the applicant.
- 9.18 The applicant is expected to have visited the project site before submitting pre-qualification bid.
- 9.19 While submitting the schedules duly filled in, the applicant shall enclose the latest copies of brochures and technical documentation giving more information about the firm and all the members of the consortium/joint venture.
- 9.20 The pre-qualification document received from the State CE shall be considered by a Screening Committee consisting of the following:
- | | |
|---|----------|
| (i) ADG(R) in the case of Road works and ADG(B) in the case of Bridge works. | Chairman |
| (ii) Chief Engineer (dealing with NH projects) of the State for which pre-qualification assessment is being made. | Member |
| (iii) Chief Engineer (Roads) in the Roads Wing. | Member |
| (iv) Chief Engineer (Bridges) in the Roads Wing. | Member |
- 9.20.1 The Committee shall ascertain whether the bids:
- meet the eligibility requirements,
 - have been properly prepared and signed,
 - contain all the details called for and are in proper format,
 - are accompanied by required authorisation, and
 - are otherwise generally in order.
- 9.20.2 The Committee shall evolve a suitable methodology for making assessment of the suitability of the firms who have applied for pre-qualification which will also include the following items:

- (i) Initial screening criteria based on the working capital;
 - (ii) structure and organisation whether the firm is a single firm or a joint venture;
 - (iii) financial status of the firm including average annual turnover, work in hand, financial arrangements proposed viz. own resources/bank credits etc.
 - (iv) resources of the firm including personnel and equipment;
 - (v) the experience of the firm for road and bridge projects as applicable and other works as well as prompt completion of work;
 - (vi) any other criterion which the Committee may like to consider in any individual case.
- 9.20.3 Based on the above broad principles, the Committee shall make an assessment and finalise its recommendations indicating the firms which are considered suitable for pre-qualifications purposes. The Screening Committee reserves the right to pre-qualify a firm/joint venture either for all the contract packages for which they have applied or can pre-qualify them for a lesser amount/contracts based on its evaluation.
- 9.20.4 For all projects requiring pre-qualification of tenderers, the recommendations of the Screening Committee shall be approved by the Competent Authority in the Government of India.
- 9.20.5 For individual works costing more than Rupees 30 millions approval of DG(RD) and Addl. Secretary to the GOI, MOST (RW) will be obtained on the recommendations of Screening Committee.
- 9.21 The applicants are also required to furnish the name of works for which their firm/joint venture have already been pre-qualified for National Highway Works in the country from 1.4.1986 onwards. They should also indicate the number of works for which their firm/joint venture submitted tenders.
- 9.22 In case, any firm is prequalified as a Joint Venture with any other firm, it will not be permitted to tender as an individual firm.
- 9.23 The Employer/Engineer reserves the right to reject any or all pre-qualification applications without assigning any reason and the Employer's decision shall be final and binding.

PRE-QUALIFICATION APPLICATION

CONTRACT NO. _____

DESCRIPTION OF WORKS:

To _____

Dear Sir,

Having examined the pre-qualification document including scope of works and time frame of construction, we hereby submit all the necessary information and relevant documents for pre-qualifying us for bidding for the above mentioned work:

The application is made by us on behalf of _____ (group of firms) in the capacity of _____ duly authorised to submit the offer.

The necessary evidence admissible in law in respect of authority assigned to us on behalf of the group of firms for applying and for completion of the contract document is attached herewith.

It is certified that the information furnished in this document is authentic.

We understand that Engineer/Employer reserves the right to reject any application without assigning any reason.

Date: _____

Encl:

1. Schedules duly filled in the prescribed form. _____

2. Evidence of authority to sign.

3. Latest brochures

signature of applicant, name in brackets including title and capacity in which application is made.

SCHEDULE A — STRUCTURE AND ORGANISATION

1. Name of Company who is major partner and is leading the Joint Venture/Consortium _____
 Address: _____
 Telephone No: _____
 Telex No: _____
2. Description of Company: (For e.g. General Civil Engineering contractor, supplier of equipment etc.)
3. Registration and Classification with the PWD in India.

4. Name and address of bankers
5. Number of years of experience as a general contractor:
 - In own country:
 - Internationally:
6. Number of years of experience as a sub contractor:
 - In own country:
 - Internationally:
7. Name and address of partners or associated companies to be involved in the Project and whether parent/subsidiary/other:
8. Name and address of the companies who will be involved in the construction of various items of civil works, namely:
 - a) Preconstruction soil investigations:
 - b) Earth work:
 - c) Flexible pavement involving items such as granular, sub-base, wet mix macadam, water bound macadam, dense bituminous macadam, bituminous macadam, asphaltic concrete, open graded premix carpet, mix seal surfacing etc.
 - d) Minor bridges/culverts with protection works:
 - e) Supply and installation of Road Signs, Pavement markings:
 - f) Miscellaneous works
9. Name and address of companies who will be involved in
 - a) Supply and installation of signal system, if any.
 - b) Electrical Installations, etc.
10. Attach an organisation chart showing the structure of the company including names and position of Directors and key personnel

Note: Particulars for Items 2, 3, 4, 5, 6, 8, 9 & 10 above should be furnished separately for each partner of Joint Venture/Consortium.

SCHEDULE B — FINANCIAL STATEMENT

(To be given separately for each partner of Joint Venture/Consortium)

1. Name of firm (Partner in case of Joint Venture/Consortium):
2. Capital:
 - a) Authorised:
 - b) Issued & paid up:
3. Attach audited balance sheets and profit and loss statement for the past three years.
4. Financial position:

(Exact amount in Rupees to be stated).

 - a) Cash:
 - b) Current Assets:
 - c) Current liabilities:
 - d) Working Capital:
 - e) Net worth:
5. Total liabilities:
 - a) Current ratio: Current assets to current liabilities
 - b) Acid test ratio: Cash, temporary investment held in lieu of cash and current receivable to current liabilities
 - c) Total liability to net worth:

Note: Information asked against each item to be carefully filled in. Mere reference to Balance Sheet in reply to above point is not acceptable.

6. Annual value of construction works, undertaken for each of the last five years and projected for current years:

Year	Current	One year before	Two years before	Three years before	Four years before	Five years before
Home						
Abroad						
7. Net profit before tax:						
a) Current Period:						
b) During the last financial year:						
c) During each of the four previous financial year:						
The profit and loss statements have been certified through _____						
by _____						
8. Applicant's financial arrangements for the proposed works (Exact amount in Rupees to be mentioned):						
a) Own Resources: Rs _____						
b) Bank Credits: Rs _____						
c) Others (specify) Rs _____						
9. Certificate of financial soundness from bankers of applicants together with their full addresses:						
10. Approximate value of works in hand: Rs _____						
11. Value of anticipated orders for next financial year:						
Home:						
Abroad:						

Note: Details of Item 10 & 11 are to be given in Schedule E — Experience.

SCHEDULE C — PERSONNEL
DETAILS OF PERSONNEL WITH THE APPLICANT

		Name of applicant
Sl. No.	Designation	On applicant's pay Roll
1.	2.	3.
1.	Project Manager:	
2.	Works Manager I: (Main Civil Works)	
3.	Number of engineering graduates	
	a) Design	
	b) Construction Supervision	
4.	Number of administrative graduates:	
5.	Number of skilled employees	
6.	Number of unskilled employees	
7.	Please indicate whether design, wherever required as per conditions of Bid, will be carried out in-house or with the help of consultants. If in house, please indicate the details of designs carried out over the past few years. If to be done by back-up consultants, please give the data such as name of company key personnel and professional qualifications, present position, total experience number of engg. staff under each category of specialisation and details of work executed.	
8.	For items at Sl. No. 1 to 6 data are necessary for each partner of Joint Venture/Consortium.	
	In the case of personnel at S. No. 1 and 2 please give name, qualification, present posting, professional experience and linguistic ability relevant to the project.	

SCHEDULE 'D'
PLANT AND EQUIPMENT PROPOSED TO BE DEPLOYED BY THE APPLICANT FOR USE ON THE WORK

S. No.	Name of equipment	requirement			Equipment in hand			Name of owner	Condi- tion of Eqpt	Loca- tion of Eqpt	Equipment to be procured	
		No. of units required for the project	Kind & Make	Capacity	No.	Age & condition	Present location				No.	Capacity
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.

1. Road Works
2. Bridge Works
3. Ancillary Works

Describe the fabrication and workshop facilities (a) to be set up at site (b) to be sub contracted locally (c) to be set up at any other place with relevant details.

SCHEDULE 'E'

Contract

Company

Experience: Geographical (To be given separately for each partner of Joint Venture/Consortium).

Summay of experience of company in the neighbourhood project and/or neighbouring States.

Contract	Experience: Relevant projects completed	Company	(To be given separately for each partner of Joint Venture/Consortium)
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Please fill information about the relevant projects completed over the last six years

Name of employer	Name, location and type of contract	Name of Engineer responsible for supervision	Contract Price & date, (Rs lakhs)	Percentage of participation of company in project	Was contract satisfactorily completed including time provision
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Contract:

Company:

Experience: ALL PROJECTS IN PROGRESS (To be given separately for each partner of Joint Venture/Consortium)

Give information about all projects in progress including these where the Company has received a letter of intent but a formal contract has not yet been awarded.

Employer	Engineer Responsible for supervision	Location & description of the work	Percentage participation of company in the project	Value of contract	Value completed & certified	Percentage of practical completion	Scheduled date completion of work
1.	2.	3.	4.	5.	6.	7.	8.

SCHEDULE 'F' — ADDITIONAL INFORMATION

(The applicant can add here any further information relevant to the evaluation of their pre-qualification bid).

The following drawings are enclosed as Annexure to these documents:

1. Locality map (inset) and site plant showing, inter alia, major roads, unmetalled roads, railway lines, ferry crossings etc.
2. A sample Plan & longitudinal section in the case of road works.
3. General lay out Plan/GAD in the case of:
 - (a) Interchanges and grade separation,
 - (b) bridge works,
 - (c) structures in service area, and
 - (d) culverts

SUMMARY PARTICULARS OF BIDDERS FOR PRE-QUALIFICATION TO BE PREPARED BY STATE PWD AND FURNISHED TO MINISTRY OF SURFACE TRANSPORT (ROADS WING).

SUMMARY PARTICULARS OF BIDDERS FOR PRE-QUALIFICATION

Name of work	State
Sl. No. Name of firm & Address	
1. STRUCTURE	
a) Is the Principal an Indian Company b) If joint venture, name of Associated Companies c) Whether valid joint venture agreement submitted	
2. FINANCIAL STATUS	
a) Average annual value of works executed in the past 5 years i) Home (Rs in millions) ii) Abroad (Rs in millions) b) Work in hand (Rs in millions) c) Proposed to use own resources and Bank credits i) Own resources (Amount in Rs Millions) ii) Bank credits (Amount in Rs Millions) d) Acid Test Ratio	
3. RESOURCES	
a) Work Force (in Numbers) i) How many Managers ii) How many Engineers iii) No. of skilled force iv) No. of unskilled force b) EQUIPMENT IN HAND (in Nos.)	
I. Road Works	
i) Scraper ii) Grader iii) Dozer iv) Hot Mix Plant v) Paver vi) Rollers vii) Tipper viii) Trucks ix) Loaders x) Others	
II. BRIDGE WORKS	
i) Cranes ii) Grabs iii) Pontoon sets iv) Compressors v) Welding sets vi) Generating sets	

- vii) Batching Plants
- viii) Concrete Mixers with capacity
- ix) Weigh Batchers
- x) Concrete vibrators
- xi) Piling equipment
- xii) Gantry
- xiii) Launching truss
- xiv) Prestressing equipment
- xv) Dewatering pump
- xvi) Steel Form work
- xvii) Trucks/Tippers/Hippo/Pumper
- xviii) Road Roller
- xix) Dozer
- xx) Well Point Equipment
- xxi) Equipment for Pneumatic sinking
- xxii) Others

4. **EXPERIENCE**

The Experience of the Company/Principal/Associate to be mentioned under following Sub-heads including names of projects handled and their values.

- (i) Earthwork (with respect to road work)
- ii) Bituminous construction
- (iii) Bridges construction
- (iv) Other Civil Engineering Works
- (v) Is there any known instance of default in prompt completion of projects.

Recommendation of CE State PWD