

PRE-QUALIFICATION DOCUMENTS FOR
REGISTRATION OF CONTRACTORS



ORISSA BRIDGE AND CONSTRUCTION CORPORATION LIMITED
(A Govt. of Orissa Undertaking)
Bhubaneswar.



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PRE-QUALIFICATION DOCUMENTS

**ORISSA BRIDGE & CONSTRUCTION CORPORATION LIMITED
Setu Bhawan, Nayapalli, P.O.Box-84, Bhubaneswar-751012, Dist-Khurda**

PRE-QUALIFICATION DOCUMENTS FOR REGISTRATION OF CONTRACTORS.

1. Name of work
(i) For execution of Civil/
Electrical/P.H. Works.
(ii) Survey investigation planning &
design of Civil/Electrical/P.H.works.
(iii) Supply of Civil/Electrical/P.H. Construction
Materials.
(v) Supply of construction
Equipments for Civil,
Electrical and P.H. works etc.
2. Cost of Pre-Qualification Documents: Rs.520.00 (Rupees five hundred & twenty)Only
(Non refundable)
3. Money Receipt No. & Date
4. No.of pages in the Pre-Qualification Bid. Pages only.

N.B: The Contractors/ Firms have to sign in each and every page of the Pre-qualification document.

Sold for the work :-----

Sd/-
Sr.Manager(Tender)
O.B.& C.C.Ltd.
Bhubaneswar.



ORISSA BRIDGE & CONSTRUCTION CORPORATION LIMITED
(A Government of Orissa Undertaking)
SETU BHAVAN, NAYAPALLI, POST BOX NO.84, BHUBANESWAR

Ref. No. 6027 /
SMT (V) - 1410

Date: 22.11.08 /

EMPANELMENT OF VENDORS

Orissa Bridge & Construction Corporation Limited a premier govt. Corporation engaged in the field of developing social infrastructure, wants to empanel vendors for their ongoing and future projects.

(1)The empanelment will be in the following categories:-

- i) For execution of Civil/Electrical/P.H. Works.
- ii) Supply of Civil/Electrical/P.H. Construction Materials.
- iii) Supply of construction equipments for Civil, Electrical, and P.H. Works etc.
- iv) Architect/ Architectural design firms.
- v) Surveyor for conducting survey works

(2)The basic requirements for registration of vendors are:-

- i) Registration with State PWD/Other State Govt./CPWD/Railways/MES or any other prestigious Govt. of India Undertakings in the relevant category.
- ii) Valid VAT registration and clearance certificate.
- iii) Income Tax clearance certificate/PAN.
- iv) EPF registration for working range above Rs.25.00 lakhs.

(3)Organization profile of Architect ,Architect design Firm.

- i) Name of the Firm
- ii) Name of lead Architect
- iii) Registration no(council of architecture)
- iv) Registration of VAT/Pan No etc.
- v) No of years of experience
- vi) Nature of work dealt
- vii) Details of technical staff

Registration fees (non-refundable) and renewal fees (non-refundable) will be as follows:-

<u>Sl. No.</u>	<u>Range of Work</u>	<u>Registration Fees</u>	<u>Renewal fees</u>
1.	Above Rs.800.00 lakhs	Rs.20,000.00	Rs.5,000.00
2.	Above Rs.200.00 lakhs upto Rs.800.00 lakhs.	Rs.16,000.00	Rs.4,000.00
3.	Above Rs. 50.00 lakhs upto Rs.200.00 lakhs.	Rs.10,000.00	Rs.2,500.00
4.	Above Rs. 20.00 lakhs upto Rs. 50.00 lakhs.	Rs. 6,000.00	Rs.1,500.00
5.	Above Rs. 10.00 lakhs upto Rs. 20.00 lakhs.	Rs. 4,000.00	Rs.1,000.00
6.	Upto Rs. 10.00 lakhs.	Rs. 2,000.00	Rs. 500.00
7.	Architect/Architectural firm	Rs.10,000.00	Rs.2,000.00
8.	Electrical contractor	Rs. 6,000.00	Rs.1,500.00

The registration will remain valid for a maximum period of three years after which the same is to be renewed on the basis of successful performance during the period of review on payment of a renewal fee as indicated above.

Persons/firms who desire to enlist themselves may apply to the Managing Director, O.B.&C.C.Ltd. alongwith Rs.500.00(non-refundable) in the shape of Bank draft drawn in favour of Orissa Bridge & Construction Limited payable at Bhubaneswar for issue of prequalification documents. The prequalification documents can also be downloaded from the Orissa Govt. Website www.orissa.gov.in. The downloaded document should be submitted alongwith requisite fees of Rs.500.00 (non-refundable) in shape of Bank Draft in favour of Managing Director, O.B & C.C. Limited, Bhubaneswar in a separate envelope without which the offer is liable for rejection. Persons/ Firms, who have already submitted prequalification documents and qualified will be intimated to attend the office for registration/renewal.

Sale & receipt of prequalification documents starts from 24.11.08 to 31.12.08 (upto 5.00 P.M.) on all working days during office hours.

Sd/-
MANAGING DIRECTOR.

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Memo No. 6028(2) /Dt. 22.11.08

Copy submitted to Engineer-in-Chief-cum-Secretary to Govt., Orissa, Works Deptt./Engineer-in-Chief(Civil) for favour of information and necessary action.

Sd/-
MANAGING DIRECTOR.

Memo No. 6029 /Dt. 22.11.08

Copy to all Chief Engineers of Works Deptt./ R.D. Department for wide publication.

Sd/-
MANAGING DIRECTOR.

Memo No. 6030 /Dt. 22.11.08

Copy to all Superintending Engineers/ S.E. (R&B) Electrical / S.E.,(GPH) of Works Department/ Executive Engineers of (R&B),N.H.& R.D. for wide publication.

Sd/-
MANAGING DIRECTOR.

Memo No. 6031(2) /Dt. 22.11.08

Copy in duplication to Director, I&P.R. Deptt., Bhubaneswar with a request to get it published in two leading Oriya dailies preferably "SAMAJ" & "DHARITRI" by 25.11.08 for wide publication.

Sd/-
MANAGING DIRECTOR.

Memo No. 6032/WE /Dt. 22.11.08

Copy alongwith copy of the Notice in C.D. in M.S. format submitted to the Heads of the State Portal Group, Department of Information & Technology, Government of Orissa for placing the advertisement in the Website of the Government from 26.11.08.

Encl.:- As above.

Sd/-
MANAGING DIRECTOR.

Memo No. 6033 /Dt. 22.11.08

Copy to General Manager(Civil)/Dy. Manager(Finance)/All Sr.Manager of O.B.& C.C. Ltd./All Sr. Project Manager, O.B.& C.C. Ltd./Notice Board for information and necessary action.

Encl.:- As above.

Sd/-
MANAGING DIRECTOR.

Memo No. 6034/WE /Dt. 22.11.08

Copy to Cashier for information and necessary action. He is requested to sell the tender paper as per schedule date and time.

Encl.:- As above.

Sd/-
MANAGING DIRECTOR.



PRE-QUALIFICATION DOCUMENTS

ORISSA BRIDGE & CONSTRUCTION CORPORATION LIMITED
Setu Bhswan,Nayapalli,P.O.Box-84,Bhubaneswar-751012,Dist-Khurda.

DATE OF RECEIPT
(To be filled by O.B.& C.C.)

VENDER ASSESSMENT QUESTIONARIE-CONSTRUCTION/SERVICES

(kindly attach separate sheet wherever space is not found sufficient. Also kindly put N.A. wherever the same is not applicable).

1.0 ORGANISATIONL AND PERSONNEL :

1.1 ORGANISATION :

1.1.1 Name of the Organisation :

Registered Office Mfg./
Business
Place.

1.1.2 (a) Postal Address

(b)E. Mail address.

(c)Telephone No..

(d)Fax No.

(e)Tin No.

**1.1.3 Year of incorporation of the
Organization and date of start of
business.**

**1.1.4 Nature of business (Please attach : Design & Engineering/Civil
brief write-up to clarify the activities construction/ Mech. Eqpt.Erection/
as Appendix-c to this questionnaire). Elect Eqpt. Erection/Refractory
work/preparation of drawings/
other (specify)**



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1.1.5 Nature of the company : Proprietary/partnership/private limited/
Public Limited/ Govt. undertaking/ others.

1.1.6 Details of organizational set-up
and facilities available in India in

- (i) Eastern Region
- (ii) Western Region
- (iii) Southern Region
- (iv) Northern Region
- (v) Central Region.

1.2 **PERSONNEL**

1.2.1 Head of the Organisation : Name Official capacity Telephone No.
Office Res.

i)

ii)

1.2.2 Functional Directors/Senior Executives of the organization. : Name Official capacity Telephone No.
Office Res.

i)

ii)

iii)

1.2.3 Persons holding the power of : Name

Designation

Address



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1.2.4 Contact persons(s)(if other than 1.2.1 & 1.2.2 above) : Name Official capacity Telephone Office No. Res.

1.2.5 No. of employees on date : (Please give break-up)

a) Administrative :

b) Technical :

Graduate Engineers :

Diploma Engineers/
Scientist Chemists/
Lab. Asst./Supervisors

c) Skilled workers :

(Please attach Organisation chart as Appendix-D to this questionnaire)

d)(I) Is the firm having construction planning and scheduling department ? If yes, give details. Yes / No

II) what construction planning Methods do you adopt. Yes / No.

2.0 Marketing and Finance

2.1 Marketing : Within the state of Regd. Office Outside the state of Regd. Office.

2.1.1 What is the minimum order value Acceptable to the organization ? :

2.1.2 What is the maximum single order Value that can be handled ?

2.1.3 Is the firm representing the interests of any foreign company in India ?

If yes, state

a) Name of the foreign company (companies).

b) Agreement with the foreign company and its validity.



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2.1.4. Is the firm having any foreign Collaborations ? If yes, state : Yes/No.

Product	Name and address of collaborator.	Year of collaboration	Validity of agreement	Nature of Collaboration	
				Tech/Engg.	Equity Participation

2.1.5 Is the construction process/ quality backed-up by collaborator,s guarantee ? : Yes/ No

In case required, would the supervision of foreign collaborator be available during installation, commissioning etc. : Yes/ No

2.1.6 Is the firm in the approved list of :

a) Any Govt. Deptt. ./Public undertaking? If yes, give name and duration of enlistment. : Yes / No
Names of organizations:
Duration:5 years/10 years/more

b) Any private organization of repute if yes, give name and duration of enlistment. : Yes/No
Name of organizations:
Duration :5years/10 years/more

2.1.7 Main Customers :

: Yes/No. If yes, name of plants

Major steel plants

Mini steel plants : Yes/No. If yes, name of plants



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- Other Industries : Yes/No. If yes, name of plants
- 2.1.8 a) Future expansion/diversification plants, if any ?(kindly attach a brief write-up about future plans as Appendix – E to this questionnaire.
- b) Any other information :
- 2.2 FINANCE**
- 2.2.1 Audited financial reports of last three years are to be submitted along with the application as Appendix-F.
- Turnover in the last three years.
- 2.2.2 Name(s) of Banker(s)with addresses giving their financial capacity to handle works of required magnitude to be enclosed. : Yes / No
- 2.2.3 Certified copy of I.T. clearance certificate to be enclosed. : Enclosed / not enclosed.
- 2.2.4 Sales Tax Registration No. : Central :
- 2.2.5 Contractors Registration No. :
- 2.2.6 Partnership deed :
- 3.0 FACILITIES AND PRODUCTS**
- 3.1 FACILITIES/ACTIVITIES** :
- a) Details of construction plant and equipment (including material handling equipment) : Give details in the format prescribed at Appendix-A to this questionnaire.
- b) Experience in specialized jobs if any. :
- c) Details of current orders in hand indicating value and expected time of completion. : Yes/ No



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- d) Any difficulty/problem faced while executing the works resulting in stoppage of or abandonment of the work. :
- e) Past/present incident of litigation and/or arbitration, if any. Please give details. :
- 3.1.2 Does the firm have a system of reporting progress. If yes, enclose formats. : Yes/ No
- 3.2 PRODUCTS/SERVICE**
- 3.2.1 Indicate range/type of services offered by the organization.(Enclose catalogues/separate sheets if necessary giving areas of specialization). :
- 4.0 QUALITY CONTROL SYSTEM AND QUALITY CONTROL.**
- 4.1 QUALITY CONTROL.**
- 4.1.1 i) Is the organisation having Quality control department ? If yes, state. : Yes/No.
- (a) Qualification of head of QA/QC department. :
- (b) Whom does the head of QA/QC Department report to (Attach QA/QC department,s organization chart). : Shop manager/prod. Manager/Chief Executive.
- (c) Staff strength :
- (d) Does the organization have a documented QA system ? If yes, attach a copy of Quality control Manual as Appendix-G to this questionnaire. : Yes/ No
- (e) If written QC manuals, Procedures and checklists are used, do they conform to : Yes/No
ISO:9001/ISO:9002 /
ISO:9003(state)



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- ii) Please indicate training details of last three years fro Q.C. personnel. :
- No. of persons trained :
 - Titles of programmes / institutes :
- iii) Where there is no head QA/QC or Chief Inspector, please specify who carries out QA/QC function ? :
- 4.1.2 i) Does the firm have a vendor evaluation system ? If yes, please enclose a copy of the same. : Yes/No
- ii) How are your vendors instructed on quality requirements and inspection procedures ? Please enclose a copy of sample instructions) : Through standard instruction/technical specifications/separately.
- iii) Please specify the quality control steps taken to ensure the quality of sub-contracted work (if applicable).
- Quality survey/QA system audit
 - Records of sub-vendors / contractors performance.
 - Planned inspections / expediting visit to sub-suppliers/sub-contractors.
 - Incoming inspection.
- 4.1.3 - Others(specify) Does the firm have a documented procedure for controlling stores, flow of materials and conservation of stores ? If yes, a brief write-up may please be enclosed as Appendix-H to this questionnaire. : Yes/ No



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- 4.1.4 i) Are there adequate facilities for inspection and testing of in process material and final products? If yes give details. : Yes/ No
- ii) Does the firm take suitable corrective actions based on results/ observations made at (I) above ? : Yes/No
- iii) Are there adequate calibration facilities available to check the accuracy of testing eqpt. ? : Yes / No
- 4.1.5 i) Is the firm having facilities for maintaining inspection and test records ? If yes, for how long are they normally retained ? : Yes / No
Duration :

ii) Are the quality records used for reporting to management and client ? If yes, please give details. : Yes / No

4.1.6 Does the firm engage third-party/ outside agency for inspections/ Quality Assurance ? If yes, give name(s),address (es) and other details. : Yes / No

4.1.7 Does the firm have laboratory facilities ? If yes,are they part of the organization ? If yes,give details at Appendix-J. : Yes/ No
Lab. Facilities part of the organization.
Yes/ No

4.1.8 Indicate the standards being followed. :

5.0 INDUSTRIAL ENVIRONMENT

:

5.1 a) Does the firm have nay agreement with the Employees Union/s with regard to pay and other benefits. If yes, the date of last agreement and the date of renewal of such agreement. : Yes / No
Normal agreement period-----
Validity of agreement-----



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b) No of recognized unions / :
unrecognized unions.

6.0 SERVICES

Do you offer after-sales service to your clients ? Please indicate the details of such facilities as Appendix-K to this questionnaire.

7.0 EXPERIENCE AND PAST PERFORMANCE.

7.1 (a) Details of projects executed in last :
three years as per Appendix-B
indicating.

i) Name and address of client :

ii) Name and location of work :

iii) Nature of work :

iv) Value of work :

v) Total volume of work :

vi) Scheduled completion time of
work. :

vii) Actual completion time of work :

(b) Turnover in the last three years
(Documentary evidence to be
enclosed)

7.2 Past record of carrying out :
assignment from point of view of
quality and time schedule.

7.3 Has the firm ever been blacklisted :
by any Govt.
organisation/PSU/other organisation
or the contract terminated.

7.4 Any other information. :



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I/ W e hereby declare that the entries made in the application from are true to the best of my/our knowledge.

Place :

Signature :

Date :

Name :

Designation :

Seal of the company

Encl.

1. Appendix-A : Details of plant & Machinery
2. Appendix-B : Details of large orders executed in the last three years (To be attached by the applicant)
3. Appendix-C : Write-up clarifying activities-CI.1.1.4
4. Appendix-D : Organisation chart,CI.1.2.5
5. Appendix-E : Future plans,CI.2.1.8
6. Appendix-F : Financial details-CI.2.2.1
7. Appendix-G : QC manual, CI.4.1.3
8. Appendix-H : Stores procedures,CI,4.1.3
9. Appendix-J : Lab. Facilities,CI.4.1.7
10. Appendix-K : Details of after sales service,CI.6.0



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APPENDIX-A

Details of plant and Machinery Including Material Handling Equipment, Inspection and Test Equipment.

Name of the Firm:

Sl No.	Item	Make	Size/Capacity	Quantity	General Condition.	Remarks.
1	2	3	4	5	6	7

Signature :

Designation:

Name :

Date :



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APPENDIX-B

Details of Large Order Executed by the firm in the last Three Years

Details of work executed.	Name and full address of the party for whom work has been done.	Work order No. and date	Delivery schedule as per work order	Date when the order completed	Value (Rs.)	Remarks.
1	2	3	4	5	6	7

Signature :

Designation :

Name :

Date :



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APPENDIX-F

FINANCIAL DETAILS (CI.2.2)

1. % of Current Assets to Total :
- II. Ratio of current Assets to Current liabilities :
- III. Ratio of Quick Assets to Current liabilities :

- IV. % of working capacity to turn over :

- V % of returns on
Turnover

Capital employed

Net worth
- VI. Average collection period (in days) :
- VII. Debt/equity ratio :

(please enclosed Annual Reports of your company for Last three years.)



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CONSTRUCTION WORKS

- i) Survey & Investigation for Civil, Electrical & P.H. Works.

- ii) Planning & Design for Civil. Electrical & P.H. works.
 - A. CIVIL ENGINEERING STRUCTURES

- iii) (i) Roads, Buildings, Culverts, Bridges, Irrigation, Structures, Factory structures. Stadiums, Multi - Storeyed Structures, Swimming pools etc.
 - (ii) Steel structures for factory and other buildings, sheds etc.

- B. P.H. AND WATER SUPPLY WORKS;
 - (i) P.H. works in buildings.

 - (ii) Water supply intake works and pipe lines.

 - (iii) Sewage Treatment works.

 - (iv) Effluent Treatment works.

- C. ELECTRICAL WORKS;
 - (i) External electrification works such as sub-stations/L.T. lines/ H.T. lines (11 KV & 33KV) Street light and cable laying works.

 - (ii) Internal electrification works in buildings.

Total -21 (**Twentyone**) pages only

APPROVED
Sd/-
Managing director
OB&CC LTD

FOR

ARCHITECTS / ARCHITECTURAL FIRMS



ORGANIZATION PROFILE

- 1 Name of the Firm :

- 2 Name of lead architect

- 3 Registration No.(Council of architecture) :

- 4 Registration of VAT

- 5 TIN No. :

- 6 No of years of experience :

- 7 Nature of work dealt :

- 8 Details of technical staff :



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PERFORMANCE STATEMENT

- 1 Total no of projects handled :
year wise (for last 4 financial years).
- 2 Name of Major Projects handled :
 - i) Name and address of client
 - ii) Name and location of work
 - iii) Nature of work
 - iv) Value of work
 - v) Total volume of work
 - vi) Scheduled completion time of work.
 - vii)Actual completion time of work
- 3 Value of the Projects handled :
- 4 Consultancy fees/Financial turn over. :
- 5 Experience in health related projects if any :
- 6 Area of operation :
- 7 Remarks :

Sd/-
MANAGING DIRECTOR,

