 <p>nayaraipur नया रायपुर</p>	<p>NAYA RAIPUR DEVELOPMENT AUTHORITY BESIDE MAHANADI DWAR OF MANTRALAYA RAIPUR (CHHATTISGARH) 492001 PH.NO.0771-4066011, FAX 0771-4066188, e-mail. ceo@nayarapur.com</p>
<p>PROPOSAL FOR PREQUALIFICATION</p>	
<p>Modular office Furniture for Section Block of State Secretariat Building at Naya Raipur (Chhattisgarh) NIT No.: 4261/Engg. Section/NRDA/2009-2010, Raipur, dated:17/9/2010</p>	
<ol style="list-style-type: none">1. Naya Raipur Development Authority (NRDA) invites Sealed Proposal for Prequalification from original manufacturer of modular office furniture for Designing, manufacturing, supplying, assembling, testing and commissioning of modular workstation (Modular office Furniture) for Section Block of State Secretariat Building at Capitol Complex, Naya Raipur (Chhattisgarh). Modular office Furniture would means Manufacturing, Supplying, Assembling, Testing, Commissioning of workstation consisting of work table, storage units, Loose Almirah/cabinet and partition.2. Estimated cost of the work is approximately Rs. 4.97 Crores (inclusive all taxes), and the completion period will be 06 (Six) months (including monsoon) from date of issue of workorder.3. The Sealed Proposal for Prequalification duly filled in all respects will have to be submitted to NRDA's office in the name of "The Chief Executive Officer, NRDA, Near Mantralaya Mahanadi Dwar, Raipur 492001, Chhattisgarh" on or before 18.10.2010 upto 16:00 hrs only. The proposal shall be opened the same day, thereafter.4. MANDATORY ELIGIBILITY CRITERIA and Mode of selection is shown in the Detailed Notice of Proposal for Prequalification, which can be down-loaded from NRDA's website www.nayarapur.com / www.chhattisgarh.nic.in . Amendment/Addendum/Corrigendum, if any, shall not be advertised in the newspapers, but shall be posted in the above website only.5. Chief Executive Officer, NRDA, Raipur reserves the right to accept or reject any or all tenders without assigning any reason thereof.	
<p>Sd/- Chief Executive Officer</p>	



NAYA RAIPUR DEVELOPMENT AUTHORITY
BESIDE MAHANADI DWAR OF MANTRALAYA
RAIPUR (CHHATTISGARH) 492001
PH.NO.0771-4066011, FAX 0771-4066188, e-mail. ceo@nayaraiipur.com

DETAIL-NOTICE

PROPOSAL FOR PREQUALIFICATION

NIT No.: 4261/Engg. Section/NRDA/2009-2010, Raipur, dated: 17/9/2010

**Name of work: Designing, manufacturing, supplying, assembling, testing and commissioning of modular workstation
(Modular office Furniture) for Section Block of State Secretariat Building at Naya Raipur (Chhattisgarh)**

Estimated cost of the work : Rs. 4.97 Crores (inclusive all taxes)

Completion period: 06 (Six) months (including monsoon) from date of issue of workorder.

Amount of EMD: Rs. 10.00 lakhs

Cost of Bid document: Rs. 10000.00

6. **Naya Raipur Development Authority (NRDA)** invites **Sealed Proposal for Prequalification** from original manufacturer of modular office furniture for Designing, manufacturing, supplying, assembling, testing and commissioning of modular workstation (Modular office Furniture) for Section Block of State Secretariat Building at Capitol Complex, Naya Raipur (Chhattisgarh).
7. Estimated cost of the work is approximately **Rs. 4.97 Crores (inclusive all taxes)**, and the completion period will be 06 (Six) months (including monsoon) from date of issue of workorder.

8. MANDATORY ELIGIBILITY CRITERIA-

- a) Tenderer should submit dully attested/certified by CA or Notarized copies of following documents-
- at least 5years of Experience in Manufacturing of Modular office Furniture. (Incorporation certificate duly signed by CA should be enclosed)
 - Average Annual Gross Turnover of Rs.15 Crore in Last Three Complete Financial Years (Audited Balance Sheet duly signed by CA Should be Enclosed).
 - certificate of Profit Making Firm and should not have made loss in the last Two Financial Year. (Audited Balance Sheet duly signed by CA Should be Enclosed).
 - certificate of manufacturer of modular furniture & certified with ISO 9001:2000, ISO 14001:2004,OHSAS 18001:2007,BIFMA and FIRA.
 - certified copy of Valid Factory Act registration, EPF/ESIC registration, Excise registration.
 - Income Tax Return for the Year 2008-2009.
- b) Tenderer should have carried out **One Similar Work of Value Not Less Than 4.94 Crore** or **Two Similar work each Of Value Not Less Than 3.95 Crore** in the Last five Years with effect from 1st April 2005. [Similar works means Manufacturing, Supplying, Assembling, Testing, Commissioning Of Modular office Furniture (workstation) consisting of work table, storage units, Loose Almirah/cabinet and partition].
- c) in any central/state government/PSU and reputed multinational companies like Reliance/Tata/Cognizant

Technology Solutions/Wipro/Infosys/companies of similar status). (Purchase order/work order and satisfactory Completion Certificate should be Enclosed duly signed by an authorized person not below the level of Executive Engineer for Government orders or and not below the rank of GM/Employee/Client in case of public/private Ltd. companies). In case the work is executed through PMC the same shall be issued by the PMC duly counter signed by the client/employer not below the rank of executive engineer in case of Government and not below the rank of GM in case of public/private limited).

- d) Tenderer should produce supported documents (Enclose dully attested/certified by CA or Notarized copies along with the Photographs) to confirm following Plants and Machinery to execute the work-
- i. Computer Controlled Multi Stationed through fit edge binding machine capable of gluing, flush trimming, scrapping and trimming in 1 end trimming in 1 feed option.
 - ii. Hot Press for Laminated Pressing with post form facility
 - iii. CNC controlled press from break for Steel metal Bending.
 - iv. Conveyorised Powder coating Plant with pre-treatment Mechanism.
9. The **Detailed Notice** of Proposal for Prequalification can be **down-loaded** from NRDA's website www.nayaraipur.com / www.chhattisgarh.nic.in . The tenderer shall download all complete documents & proformas (Enclosed) from Web site. The tenderer shall fill up all enclosed proformas and submit all documents for mandatory eligibility criteria. All documents shall be attested by authorized person (as mentioned) wherever instructed. The tenderer shall use English language for all communications & documents for prequalification.
10. **Mode of submission of queries-** All queries shall be filled in properly as per **Proforma-1(Enclosed)** and shall be submitted by SPEAD POST/REGISTERED POST in a sealed envelope to NRDA's office in the name of "The Chief Executive Officer, NRDA, Near Mantralaya Mahanadi Dwar, Raipur 492001, Chhattisgarh" on or before **30.9.2010 only**.. A copy of the queries shall be additionally forwarded to the Architect by e-mail. Following information shall be written on top of the sealed envelope-
- i. **Name of work: Designing, manufacturing, supplying, assembling, testing and commissioning of modular workstation (Modular office Furniture) for Section Block of State Secretariat Building at Naya Raipur (Chhattisgarh)**
 - ii. **The address of submission-The Chief Executive Officer, NRDA, Near Mantralaya Mahanadi Dwar, Raipur 492001, Chhattisgarh**
 - iii. **Sender Name, Address ,Phone no., Email ID**
 - iv. **Proforma-1**
11. The **Sealed Proposal for Prequalification** duly filled in all respects will have to be submitted to NRDA's office in the name of "The Chief Executive Officer, NRDA, Near Mantralaya Mahanadi Dwar, Raipur 492001, Chhattisgarh" on or before **18.10.2010 upto 16:00 hrs only**. The proposal shall be opened the same day, thereafter. ***The Proposal for Prequalification with complete documents to be submitted in Hardcopy & Softcopy (Microsoft Word or Excel) in a sealed envelope. However, in case of any discrepancies between the hard & soft copies, the hard copies shall prevail.*** Following information shall be written on top of the sealed envelope-
- i. **Name of work: Designing, manufacturing, supplying, assembling, testing and commissioning of modular workstation (Modular office Furniture) for Section Block of State Secretariat Building at Naya Raipur**

(Chhattisgarh)

- ii. The address of submission-The Chief Executive Officer, NRDA, Near Mantralaya Mahanadi Dwar, Raipur 492001, Chhattisgarh
- iii. Sender Name, Address ,Phone no., Email ID

12. Amendment/Addendum/Corrigendum, if any, shall not be advertised in the newspapers, but shall be posted in the above website and all bidders shall be informed by their E-mail only.

13. MODE OF SELECTION

The Selection of tenderer shall be based on grading system of all the following stages with maximum weightage.-

Stage: I (Proposal for Prequalification)

- i. Technical Bid - 60%,
- ii. Presentation on methodology of execution - 15%,
- iii. Infrastructure - 25%.

Out of the eligible bidders only **first 8 nos** of bidders shall be selected for stage II.

These selected 8 bidders shall be intimated with prior notice to collect the tender document.

The cost of tender document shall be charged during the submission.

Stage: II (Mock-Up & Technical bid)

Mock-Up and it's technical workshop, drawings & detailed specifications - 100%

Date of mock up shall be intimated with prior notice.

Evaluation Committee (EC) of NRDA will evaluate this stage as per the design parameters, specification and overall presentation.

On the basis of the mock up, it's evaluation and review, if the committee feels a need for revision in some of the specification or design parameter, the same shall be notified to all those adjudged qualified and they will be given an option to revise their financial bid.

The decision of the EC in this regard shall be final and binding.

Stage: III (Price-bid)

Price Bid: 100%

The tenderer with the lowest financial offer shall be selected.

14. Chief Executive Officer, NRDA, Raipur reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Chief Executive Officer

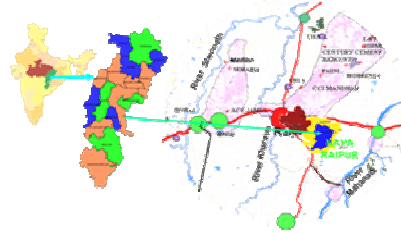
BACKGROUND INFORMATION

Background

The State of Chhattisgarh (CG) was created in the year 2000 while the city of Raipur was declared its capital. Raipur with its growing importance as the major node in trade network and a host of industries, has immense potential, however, the present city is constrained by availability of land, space and basic infrastructure.

Considering the growth potential of the city and with a view to decongest the city, a new city is being developed as 'Naya Raipur', the green field capital city, at a distance of about 17 kms from the existing Raipur City. Its core area admeasures 8,013 ha. The planning area of Naya Raipur has been notified as a 'Special Area' under the 'CG Nagar Tatha Gram Nivesh Adhiniyam, 1973'.

A Special Area Development Authority namely '**Naya Raipur Development Authority (NRDA)**' constituted under the said Act has been entrusted with the development, operation and maintenance of infrastructures of the new city.



THE PROPOSED PROJECT

Naya Raipur Development Authority is proposing to construct a Capitol Complex at Naya Raipur in the state of Chhattisgarh, India. The Capitol complex is located at Naya Raipur in Chhattisgarh, India. Raipur lies on latitude 21014' N and longitude 81038'E.

Capitol complex comprises State Secretariat Building, Heads of the Department Building and Ancillary units.

The **State Secretariat Building** consists of 5 blocks, namely Ministers block, Secretaries block, Sections block, Ancillary-A & B blocks.



Block wise salient features of State Secretariat Building are given below-

1.) MINISTERS BLOCK:-

This is a Ground+5 floor office building The structure shape is rectangular, having length of 100m and width of 24m. The column grids vary from 6m to 9m in both directions.

2.) SECRETARIES BLOCK:-

This is a Ground+4 floor office building. The structure shape is square, having sides of 56m. The central square core of 19m is the O.T.S. COURT and it is void at all upper levels. The column grids vary from 6m to 9m in both directions.

3.) SECTIONS BLOCK:-

Sections Block is also a square shaped office building having Ground+3 floors. The side dimension is 76m and it is also having the central core as void at all levels having dimension of 33m. The column grids vary from 6m to 9m in both directions.

4.) ANCILLARY BLOCK A:-

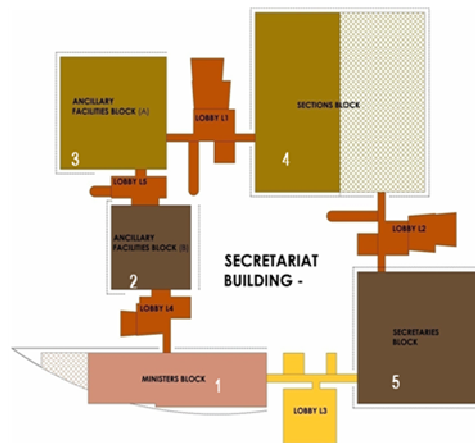
This is a square building of Ground+2 Floors having side dimension of 48m. This general purpose building is having A/C plants at the ground and first floor level. Column grids vary from 6m to 9m in both directions. Beam and slab method is adopted as the framing system.

5.) ANCILLARY BLOCK B:-

This square building of Ground+2 Floors having side dimension of 36m is also acting as a general purpose building. Column grids vary from 6m to 9m in both directions. Beam and slab method is adopted as the framing system.

For all the blocks the floor to floor height is taken as 4.2m at all levels.

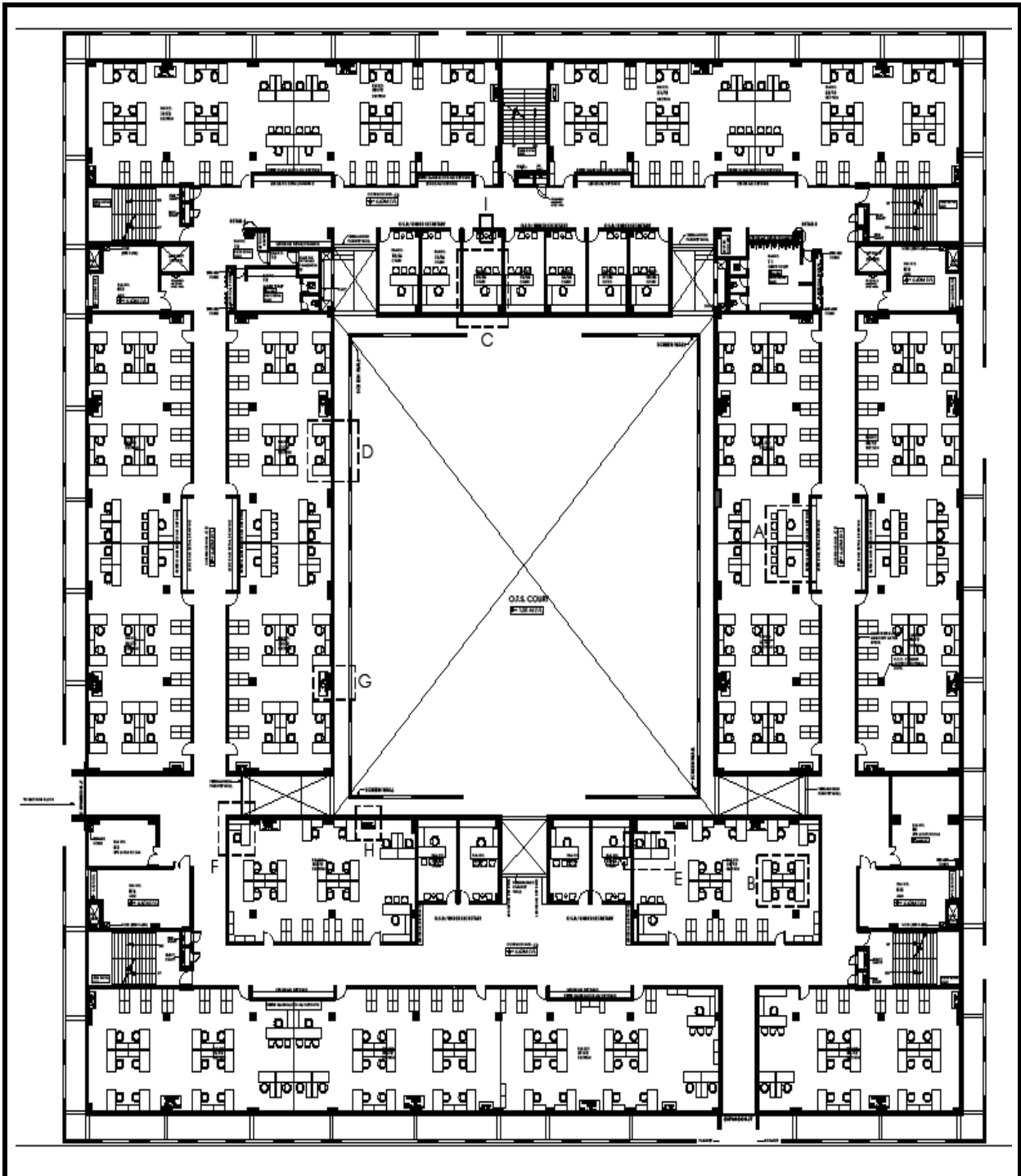
These blocks are connected together functionally by minor structures which mainly consist of passages, stairs and ramps. But all the blocks are isolated structurally from one another by providing expansion/separation joint along the periphery.



Modular office furniture is required from original manufacturer of modular office furniture for Designing, manufacturing, supplying, assembling, testing and commissioning of modular workstation (Modular office Furniture) for Section Block of State Secretariat Building.

MODULAR OFFICE FURNITURE would means Manufacturing, Supplying, Assembling, Testing, Commissioning of workstation consisting of work table, storage units, Loose Almira/cabinet and partition.

Typical furniture layout Plan of Section Block-



TECHNICAL SPECIFICATIONS of MODULAR OFFICE FURNITURE

General specification of all specified modular furniture.

1. All Prelaminate particle board should be of exterior grade as per IS 12823 : 1990 (IS 3087:2005).
2. All exposed & balancing laminates should be 0.6-0.8mm thk.
3. All metals used should be CRCA or Aluminium unless otherwise specified.
4. All CRCA or Aluminium should have powder coating of 40-60 micron thk. unless otherwise specified.
5. All lipping should be of PVC edging of 2 mm thickness on working edge and rest with 0.8mm thickness unless otherwise specified.

A. Modular workstation

1. Modular Workstation size

i) **Modular Workstation Type 1:**

Work table = 1500mm(L) x 800mm(D) x 730-750mm(H)

Side Storage Cabinet = 1050mm(L) x 450mm(D) x 730-750mm(H)

Partition = 900-1050mm(H), 50– 60mm Thk.

ii) **Modular Workstation Type 2:**

Work table = 2400mm(L) x 800mm(D) x 730-750mm(H)

Side Storage Cabinet = 1350mm(L) x 450mm(D) x 730-750mm(H)

Back Storage unit = 1950mm(L) x 450mm(D) x 730-750mm(H)

Extended Filler Top = 450mm(L) x 450mm(D) x 730-750mm(H)

Partition = 1200-1350mm(H), 50– 60mm Thk.

iii) **Modular Workstation Type 3:**

Work table = 2400mm(L) x 800mm(D) x 730-750mm(H)

Side Storage Cabinet = 1350mm(L) x 450mm(H) x 730-750mm(H)

Back Storage unit = 2900mm(L) x 450mm(D) x 730-750mm(H)

Extended Filler Top = 450mm(L) x 450mm(D) x 730-750mm(H)

Fabric Soft Board (fixed on wall)= 1350mm(L) x 450-470mm(H)

Laminate tile panel (fixed on wall) = 150mm(H)

2. General specification of all specified modular workstation

- a. **Work table:** Work top & gable end Should be made of Pre laminated particle board of 25 mm thickness with Straight edge. Modesty panel Should be made of Pre laminated particle board of 18 mm thickness with Straight edge. CRCA powder coated cantilever bracket to be used for table top support. The worktop shall be fitted with suitable metal / nylon inserts to take the M6 machine screws that fit the cantilever brackets to the worktop. Each worktop shall be provided with a wire manager hole of 72 mm diameter, which in turn shall be fitted with a plastic wire manager of approved shade and colour.

Note: Modular Workstation Type 3 Should have Postform lamination for all exposed edges of work table.

- b. **Side & back Storage cabinet:** Made up of prelaminated particle board with sliding or openable shutter. The doors shall be fitted with special hinges for openable shutter which shall open up to 110 degrees. Fitted with necessary hardware like hinge/sliding rail, shutter handle, magnetic catcher, etc. All shutter should have locking mechanism. There should be one adjustable rack inside the cabinet made up of prelaminated particle board.
- c. **Partition system(tile based):**
- Partition framework: Frame should be in CRCA/Aluminum & consist of – Vertical channel, Top rail, bottom rail, center transom rail, horizontal pipe assembly, leveler bolt, cable carrier, tile supporter. There should be separate raceway for data & electrical cable laying (horizontal & vertical direction) inside the partition.
 - Edge /trim/cap/cover - Made up of powder coated Aluminium.
 - Skirting –Made up of powder coated CRCA/Aluminium.
 - Laminate tile – made up of 8-9mm prelaminated particle board
 - Fabric pin up soft board – 8-9mm thk., Basic cost of fabric should be Rs 250/meter. Basic cost is inclusive of all taxes, duties & delivery
 - Necessary cutting of laminate tile as per the approved switch socket sizes should be done to fix electrical and data sockets on laminate tile.

Note:

- There is no partition system for Modular Workstation Type 3.
 - Modular Workstation Type 3 should have fabric soft board with 25mm thk CRCA powder coated wall frame fixed to wall & 25mmthk laminate tile panel fixed to wall by using SS mirror screw.
 - Basic cost of fabric for soft board should be Rs 250/meter. Basic cost is inclusive of all taxes, duties & delivery at manufacturer factory.
 - Necessary cutting of laminate tile panel as per the approved switch socket sizes should be done to fix electrical and data sockets.
- d. **Keyboard tray** : All keyboard trays shall be of 0.8 mm thick steel of approved size and colour. The trays shall be mounted on telescopic channels of ball bearing type mounted on the underside of the worktop.
- e. **CPU trolley** : All CPU trolleys shall be of 1.5 mm thick Steel of approved size and colour. The sheet should be powder coated on all surfaces . The trolley should move on 4 castors.

B. Loose Almirah/cabinet: Size = 850mm(L) x 450mm(D) x 2000-2100mm(ht.) Completely made up of CRCA powder quoted. The CRCA thickness of shutter - 18

gauge, sides – 20 gauge, back – 22 gauge, inside racks – 22 gauge. Fitted with necessary hardware like hinges, magnetic catcher, shutter handle & locking mechanism. The internal racks should accommodate standard file height with maximum use of volume.

- C. **Loose table** : Size = 450mm dia x 450mm(H). The top of the table should be of prelaminated particle board (25mm thk.) with 2mm thk. PVC edge binding. The leg & base support should be made up of anodized CRCA.

TENTATIVE MAKE LIST OF MODULAR OFFICE FURNITURE

1. Prelaminated Particle Boards-Exterior grade

M/s Novapan Industries Ltd.

M/s Spacewood Industries Ltd.

M/s Shirdi Industries Ltd.

2. Aluminium:

M/s Hindalco

M/s Nalco

3. CRCA / Steel

M/s Tata Steel

M/s Bhushan Steel

M/s Uttam Galva .

4. Hardware

M/s Ebco

M/s Hettich

M/s Haffele

5. Fabric

M/s Response

M/s Ashadeep

M/s Noble

LIST OF PROFORMAS		
(To be submitted in sealed Envelope on or before last date of submission, except Proforma 1 which shall be submitted within 30.9.2010 for queries)		
CONTENTS		
SR.NO.	PARTICULARS	
1	PROFORMA – I	Format for Pre-bid Queries
2	PROFORMA – A	Plants and Equipments
3	PROFORMA – C	Technical Staff Proposed
4	PROFORMA – D	Managerial Staff Proposed at H.O.
5	PROFORMA – E	Format for C.V.
6	PROFORMA – F	General Information
7	PROFORMA – G	Organisation and Structure
8	PROFORMA – H	General Experience Record
9	PROFORMA – J	Contracts of Similar Nature
10	PROFORMA – J1	completion certificate
11	PROFORMA – K	Current Contract Commitments/ Works in Progress
12	PROFORMA – L	Financial Capability
13	PROFORMA – M	Litigation History
14	PROFORMA – N	Plant & Machinery owned by Applicant
15	PROFORMA – O	Details of Completed Works during last 5 years
16	PROFORMA – P	Average Annual Turnover during last 5 (five) years
17	PROFORMA – R	Best Three Works during last 5 years
18	PROFORMA – W	Affidavit
19	PROFORMA - X	Detail of office modular furniture
20	PROFORMA - Y	Execution methodology
(All proformas should be submitted on the Company's letterhead and dully attested/certified by CA or Notarized unless otherwise specified)		

PROFORMA – 1

Format for Pre-bid Queries

Note: Proforma -1 to be submitted separately on or before 30.9.2010.

Name of contractor		
Date of Query		
Query No.		
Nature of Query		Technical
Sr. No.	Details of Query	Clarification
1	Heading Description	
2	Heading Description	
3	Heading Description	
4		
5		

Name of contractor		
Date of Query		
Query No.		
Nature of Query		Commercial
Sr. No.	Details of Query	Clarification
1	Heading Description	
2	Heading Description	
3	Heading Description	
4		
5		

Signature of Tenderer:

Date:

PROFORMA – A

Proformas for Information to be furnished by the Tenderer.

Plants and Equipments to be provided by the Contractor at their factory.

Note:

1. Proforma-A to be attested by CA or CA certificate to be Enclosed for every plant & equipment.
2. Any variation in the below list should be justified by the tenderer-

S.No.	Type of Machine	Specification	Make	Age of Machine	Quantity (Nos)
A	Production Equipments/Plants				
1	CNC routers				
2	Beam saw				
3	Edge banding machine				
4	Panel saw				
5	Hot press				
6	Post forming m/c				
7	Paint booth				
8	DG set				
9	Transformer				
10	Mechanical Press				
11	Hydraulic Press				
12	Pneumatic press				
13	Spot welding m/c				
14	Seam welding				
15	Stud welding				
16	Projection welding machine				
17	Mig welding				
18	Drilling, Tapping, Countering m/c				
	Any other, please specify....				
B	Material handling Equipments				
1	Diesel Forklift				
2	Battery forklift				
3	Hand palette trucks				
4	Manual trolleys				
5	Hoist				
6	Gantry Crane				
	Any other, please specify....				
C	Testing Equipments and facilities				
1	Distributed load test – worktops				
2	Concentrated load test – worktops				
3	Work surface durability testing				
4	Sliding shutter test				
5	Humidity chamber				
6	Pedestal slide fatigue testing				
7	Overhead storage reliability testing				
8	Lateral File – Extendible element cycle test				
9	Wear & fatigue test for hinged door				
10	Castor wheel fatigue testing				
11	Height adjustable – worktop				
12	Element door hinges test				

13	Keyboard tray slide fatigue testing				
14	Screen stability testing				
	<i>Any other, please specify....</i>				

Signature of Tenderer:

Date:

PROFORMA – C

Proforma of Technical Staff proposed by Contractor at Site

S. No.	Designation of Office	No. of Persons Proposed	Name of Person [Only for Engineers/Managers]
1.	Project Manager		
2.	Site Engineers		
3.	Electrical Engineers		
4.	QA/ QC Engineers		
5.	Site Supervisors		
6.	Stores		

Note :-

- 1) The Contractor should submit the list of Technical and Administrative personnel's at site and provide the above detail. The contractor should add if any other personnel is required by them in the above statement. Any variation in the above list should be justified by the contractor.

- a) Bio-Data of Project Manager, Site Engineer, Electrical Engineer, QA/QC Engineer will be submitted along with the above list as per enclosed proformas.

- b) Details of Head Office Participation.

Signature of Tenderer:

Date:

PROFORMA – D

Proforma of Managerial Staff Proposed at Head Office for this Contract

Sr. No.	Designation of Officer	No. of Persons	Name of Person	Contact Details
1.				Address: Tel.No./ Mobile no: Fax/ E-mail:
2.				Address: Tel.No./ Mobile no: Fax/ E-mail:
3.				Address: Tel.No./ Mobile no: Fax/ E-mail:
4.				Address: Tel.No./ Mobile no: Fax/ E-mail:

Note :-

- 1) The Contractor should submit the list of managerial staff personnel's at Head Office for the work coordination and provide the above details. The Contractor should add if any other Personnel's is required by them in the above statement. Any variation in the above list should be justified by the Contractor.

Signature of Tenderer:

Date :

PROFORMA – E

Format of Curriculum Vitae for Proposed Professional Staff

(For Key Personals of Head Office and Project Manager, Site Engineer, Electrical Engineer, QA/QC Engineer)

Proposed Position : _____

Name of Firm : _____

Name of Staff : _____

Profession : _____

Date of Birth : _____

Year with Firm/ Entity : _____ Nationality : _____

Membership in Professional Societies : _____

Detailed Task Assigned : _____

Key Qualifications : (Give an outline of staff member's experience and training most pertinent to tasks on assignment. describe degree of responsibility held by staff member on relevant previous assignments and give date and locations. Use about half a page)

Education : (Summarize college/university and other specialized education of staff member, giving names of institutions, dates attended, and degrees obtained. Use about one quarter of a page)

Employment Record : (Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give type of activities performed and client references, where appropriate. Use about two pages.)

Languages : (For each language indicate proficient: excellent, good, fair, or poor in speaking, reading, and writing.)

Certification

I, the undersigned, certify that to the best of my knowledge and belief, these date correctly describe my qualifications, my experience, and me.

_____ Date _____

(Signature of staff member and authorized representative of the firm)

Day/Month/Year

Full name of staff member : _____

Full name of authorized representative: _____

PROFORMA – F
General Information

1.	Name of the firm	
2.	Address of the Head Office/ Registered Office	
3.	Telephone :	Contact :
4.	Fax :	E-Mail :
5.	Place of incorporation/registration	Year of incorporation :

DETAILS OF THE OFFICE CLOSEST TO RAIPUR (if applicable)

1.	Address of Office	
2.	Telephone :	Contact :
3.	Fax :	E-Mail :

Note :-

- 1) To be completed by all owners or partnerships or individually owned firms.

Signature of Tenderer:

Date:

PROFORMA – G
Organisation and Structure

(In case of company give complete information in respect of each partner)

1. The legal status of the applicant (individual/ proprietary firm/ firm in partnership/ limited company or Corporation group of firm (attached the organization chart showing the structure of the organization, including the names of the Directors and officers)
2. Number of years of experience of firm:
As a prime contractor firm (contractor/ firm shouldering major responsibility). As sub-contractor (specify main contractor).
3.
 - a) No. of years the organization has been in the business of similar work under its present name.
 - b) The fields of operation when the organization was established.
 - c) New fields added after the incorporation.
 - d) Date of addition of the above new fields.
4. Fields of manufacturing of modular office furniture the firm is specialized.
5. The details of experience of the firms in the following fields:
Designing, manufacturing, supplying, assembling, testing & commissioning of modular office furniture
6. The details of experience in financing of similar projects.
7. The details of project monitoring experience in large projects: Raising of finance
Cash-flow management, Physical and financial progress monitoring, Economic viability assessment
8. The details of testing laboratory, research and development facility and quality control cell if any (full details shall be provided).
9. Details of experience in execution and maintenance of manufacturing of modular office furniture.
10. Were you ever required to suspend the work for a period of more than three months continuously after you started? If so, give the name of project and give reasons therefore.
11. Have you ever left the work awarded to you incomplete? (if so, give name of project and reasons for not completing work).
12. Any other information relevant to this project the applicant may like to add.

Signature of Tenderer:

Date:

PROFORMA – H

General Experience Record

All individual firms and all partners of company are requested to complete the information in this form. The information supplied should be the annual turnover of the applicant/ company, in terms of the amounts billed to clients for each year for work in progress or completed, in Indian rupees, at the rate of exchange, at the end of period reported.

Applications may enclose testimonials, certificates and publicity material with their applications. However, they will not be taken into account in the evaluation of qualification.

Table 1

Annual Turnover (All works)		
No.	Year	Turnover in Indian Rupees (in Crores)
1	2009-10	
2	2005-06	
3	2004-05	
4	2003-04	
5	2005-06	

Note :-

- 1) All information/ statements submitted under the above tables shall consist of audited statements/ be accompanied with C.A.'s Certificates.

Signature of Tenderer:

Date:

PROFORMA – J

Details of Contracts of Similar Nature

(Use a separate sheet for each contract)

Similar works means Manufacturing, Supplying, Assembling, Testing, Commissioning of Modular office Furniture (workstation) consisting of work table, storage units, Loose Almirah/cabinet and partition.

1.	Serial Number : Name of Contract : Country :
2.	Name of Employer
3.	Address of Employer
4.	Nature of works and special feature relevant to the contract for which the Applicant wishes to pre-qualify.
5.	Role of the firm (Tick appropriate)
	Sole Contractor Sub-Contractor Partner
6.	Value of the total contract (in Indian Rupees in Crores)
7.	Date of Award
8.	Original Contract Duration (in years and months)
9.	Actual contract Duration (in years and months)
10.	Specified requirements Give details of Designing, manufacturing, supplying, assembling, testing & commissioning of modular office furniture for this work
11.	Name and professional qualifications of applicant's Engineer in charge of the work.
12.	Were there any penalties/ fines/ stop notice/ compensation/ liquidated damages imposed. (Yes or No) if yes give amount and explanation.
13.	Whether the employer is Govt., Semi Govt., Private or Public Limited Co. or multinational company.

Note: In addition to the above a separate certificate in respect of each work from the client(employer) as detailed in **proforma J1** must be produced

Signature of Tenderer:

Date:

Proforma J1

Completion certificate of executed work

This certificate shall be produced in the below format on the letter head of the employer.

Note: In case the work is executed through PMC the same shall be issued by the PMC duly counter signed by the client/employer not below the rank of executive engineer in case of Government and not below the rank of GM in case of public/private limited.

Completion Certificate

1	Name of the Agency	:	
2	Name of the Work	:	
3	NIT No. & Date	:	
4	Contract Agreement No. & Date	:	
5	Date of Award/Start of Work.	:	
6	Original Completion date as per Contract Agreement	:	
7	Actual completion Date	:	
8	Agreement Value of work	:	
9	Actual cost of work after completion	:	

This is certified that the above work has been carried out satisfactorily as per drawing specification and instruction of Engineer-in- Charge.
Thanking you.

Authorized Signature:

Designation:

Company:

Seal:

Dated:

PROFORMA – K

Summary Sheet : Current Contract Commitments/ Works in Progress

Applicants and each partner of a company should provide information on their current commitments on all contracts that have been awarded or for which a letter of intent or acceptance has been received or for contracts approaching completion, but for which

an unqualified, full completion certificate has yet to be issued.

Name of Contract	Name of Client	Contract value in Indian Rupees in Crores	Date of contract	Stipulated date of completion	Value of outstanding works in Indian Rupees in Crores	Estimated completion date	Current Status of actual progress w.r.t. Target Programme in %

Note: In case the work is executed through PMC the same shall be issued by the PMC duly counter signed by the client/employer not below the rank of executive engineer in case of Government and not below the rank of GM in case of public/private limited.

Signature of Tenderer:

Date:

**PROFORMA – L
Financial Capability**

Applicant should provide financial information to demonstrate that they meet the requirements for the Tender. Applicant or partner of a company must fill in this form. If necessary use separate sheets to provide complete banker information. A copy of the audited balance sheets should be attached.

Summary of Assets and Liabilities of the audited financial statement for the last five years.

Summarize actual assets and liabilities for the previous five years based upon known commitments.

**Table 1
Information on Bankers**

Principal	Name	
Banker	Address	
	Telephone	Contact Person & Designation
	Fax	E-Mail
	Amount of Credit line, if available	

Other Bankers (add more lines if necessary)	Name	
	Address	
	Telephone	Contact Person & Designation
	Fax	E-Mail
	Amount of Credit line, if available	

Table 2

Source of financing to meet the cash flow demands of the Project (net of current commitments)

No.	Source of Financing	Amount in Indian Rupees (in Crores)
1.	Own Resources	
2.	Bank Credits	
3.	Others (Specify)	
4.	Others (Specify)	
5.	Others (Specify)	

Attach audited financial statements for the last five years (for the individual or partner of Company)

Note :-

1) First owned by individuals and partnership, may submit their sheet certified by a chartered accountant, or supported by copies of tax returns, if audits are not required by the laws of their countries of origin.

Signature of Tenderer:

Date:

PROFORMA – M

Litigation History

Applicants should provide information on any history of litigation or arbitration resulting from contract executed in the last 10 (ten) years or currently under execution.

Year	Project Name	Name of Client	Cause of litigation and matter in dispute	Award for or against the applicant	Disputed amount (in Indian Rs. In Crores)	Actual Awarded Amount (in Indian Rs. In Crores)	Whether the litigation is before or after completion of work	Whether L.D./ Penalty was made and if so Amount of L.D./ Penalty

Signature of Tenderer:

Date:

PROFORMA – N

Details of Plant & Machinery (Including Laboratory Equipments) owned by Applicant

Note: Proforma- N to be attested by CA or CA certificate of all plant and machinery to be enclosed

Name of the Plant & Machinery	Make	Year of Manufacture	Year of Purchase	Nos.	Remarks

Signature of Tenderer:
Date:

PROFORMA – P

Average Annual Turnover during last 5 (five) years (Rs. in Crores)

Sr. No.	Name of Work	Contract Amount	Work done during the years				
			2002-03	2003-04	2004-05	2005-06	2008-09
TOTAL			1.46	1.33	1.21	1.10	1.00
Multiplying factor for Annual turnover							
Total Turnover							

Average Annual turnover during last 5 years = Rs.....(Crores.)

Note :-

- 1) All information/ statements submitted under the above tables shall consist of Audited statements/ be accompanied with C.A.'s Certificates.

Signature of Tenderer:

Date:

PROFORMA – R

Details of Best Three similar works completed by the Agency in the Last 5 Years

Similar works means Manufacturing, Supplying, Assembling, Testing, Commissioning of Modular office Furniture (workstation) consisting of work table, storage units, Loose Almirah/cabinet and partition.

Sr. No.	Name of Work	Name of Client	Contract Amount	Date of Start	Stipulated Date of Completion	Actual Date of Completion	Brief Scope of Works

Note :-

- 1) Photographs of the works to be enclosed.

Signature of Tenderer:

Date:

PROFORMA – W

Format for Affidavit

[Rs.100/- (Rupees Hundred only) Stamp Paper duly notarised]

To,

Naya Raipur Development Authority
Near Mantralaya Mahanadi Dwar,
Raipur 492 001, CHHATTISGARH

With reference to the documents submitted, we hereby undertake that at no point have we entered into any dispute / litigation / legal proceedings against any of our clients, in any of our projects, within the last 10 years, i.e. during financial years 2000-2010

All documents and information submitted for EOI for prequalification (including the above undertaking) are certified to be accurate, correct and final. In the event that any of the documents or information submitted by us is found to be in-accurate / incorrect / misleading, we understand that our qualification through the process of Expression of Interest is liable to be cancelled / Contract is liable to be terminated, without prejudice to any of the rights of NRDA, which otherwise may be accruable to Naya Raipur Development Authority.

S/d

Authorised Signatory
(Power of Attorney enclosed)

Proforma X

Details of modular office furniture

Fill the Deviation & additional feature of the product of the manufacturer in reference to the specification mentioned below-

Description	Deviation	additional feature
<u>MODULAR OFFICE FURNITURE:</u>		
General specification of all specified modular furniture.		
1. All Prelaminated particle board should be of exterior grade as per IS 12823 : 1990 (IS 3087:2005).		
2. All exposed & balancing laminates should be 0.6-0.8mm thk.		
3. All metals used should be CRCA or Aluminium unless otherwise specified.		
4. All CRCA or Aluminium should have powder coating of 40-60 micron thk. unless otherwise specified.		
5. All lipping should be of PVC edging of 2 mm thickness on working edge and rest with 0.8mm thickness unless otherwise specified.		
<u>A. Modular workstation</u>		
1. Modular Workstation size		
i) Modular Workstation Type 1:		
Work table = 1500mm(L) x 800mm(D) x 730-750mm(H)		
Side Storage Cabinet = 1050mm(L) x 450mm(D) x 730-750mm(H)		
Partition = 900-1050mm(H), 50– 60mm Thk.		
Cluster Type: One, two & four person		
ii) Modular Workstation Type 2:		
Work table = 2400mm(L) x 800mm(D) x 730-750mm(H)		
Side Storage Cabinet = 1350mm(L) x 450mm(D) x 730-750mm(H)		
Back Storage unit = 1950mm(L) x 450mm(D) x 730-750mm(H)		
Extended Filler Top = 450mm(L) x 450mm(D) x 730-750mm(H)		
Partition = 1200-1350mm(H), 50– 60mm Thk.		
Cluster Type: One & two person		
iii) Modular Workstation Type 3:		
Work table = 2400mm(L) x 800mm(D) x 730-750mm(H)		
Side Storage Cabinet = 1350mm(L) x 450mm(H) x 730-750mm(H)		
Back Storage unit = 2900mm(L) x 450mm(D) x 730-750mm(H)		
Extended Filler Top = 450mm(L) x 450mm(D) x 730-750mm(H)		

Fabric Soft Board (fixed on wall)= 1350mm(L) x 450-470mm(H)		
Laminate tile panel (fixed on wall) = 150mm(H)		
Cluster Type: One person		
2. General specification of all specified modular workstation		
a. Work table: Work top & gable end Should be made of Pre laminated particle board of 25 mm thickness with Straight edge. Modesty panel Should be made of Pre laminated particle board of 18 mm thickness with Straight edge. CRCA powder coated cantilever bracket to be used for table top support. The worktop shall be fitted with suitable metal / nylon inserts to take the M6 machine screws that fit the cantilever brackets to the worktop. Each worktop shall be provided with a wire manager hole of 72 mm diameter, which in turn shall be fitted with a plastic wire manager of approved shade and colour.		
Note: Modular Workstation Type 3 Should have Postform lamination for all exposed edges of work table		
b. Side & back Storage cabinet: Made up of prelamine particle board with sliding or open able shutter. The doors shall be fitted with special hinges for openable shutter which shall open up to 110 degrees. Fitted with necessary hardware like hinge/sliding rail, shutter handle, magnetic catcher, etc. All shutter should have locking mechanism. There should be one adjustable rack inside the cabinet made up of prelamine particle board.		
c. Partition system(tile based):		
<input type="checkbox"/> Partition framework: Frame should be in CRCA/Aluminum & consist of – Vertical channel, Top rail, bottom rail, center transom rail, horizontal pipe assembly, leveler bolt, cable carrier, tile supporter. There should be separate raceway for data & electrical cable laying (horizontal & vertical direction) inside the partition.		
<input type="checkbox"/> Edge /trim/cap/cover - Made up of powder coated Aluminium.		
<input type="checkbox"/> Skirting –Made up of powder coated CRCA/Aluminium.		
<input type="checkbox"/> Laminate tile – made up of 8-9mm prelamine particle board		
<input type="checkbox"/> Fabric pin up soft board – 8-9mm thk., Basic cost of fabric should be Rs 250/meter. Basic cost is inclusive of all taxes, duties & delivery		
<input type="checkbox"/> Necessary cutting of laminate tile as per the approved switch socket sizes should be done to fix electrical and data sockets on laminate tile.		
Note:		
<input type="checkbox"/> There is no partition system for Modular Workstation Type 3.		
<input type="checkbox"/> Modular Workstation Type 3 should have fabric soft board with 25mm thk CRCA powder coated wall frame fixed to wall & 25mmthk laminate tile panel fixed to wall by using		

SS mirror screw.		
<input type="checkbox"/> Basic cost of fabric for soft board should be Rs 250/meter. Basic cost is inclusive of all taxes, duties & delivery at manufacturer factory.		
<input type="checkbox"/> Necessary cutting of laminate tile panel as per the approved switch socket sizes should be done to fix electrical and data sockets.		
d. Keyboard tray: All keyboard trays shall be of 0.8 mm thick steel of approved size and colour. The trays shall be mounted on telescopic channels of ball bearing type mounted on the underside of the worktop.	:	
e. CPU trolley: All CPU trolleys shall be of 1.5 mm thick Steel of approved size and colour. The sheet should be powder coated on all surfaces . The trolley should move on 4 castors.		
B. Loose Almirah/cabinet: Size = 850mm(L) x 450mm(D) x 2000-2100mm(ht.) Completely made up of CRCA powder quoted. The CRCA thickness of shutter - 18 gauge, sides – 20 gauge, back – 22 gauge, inside racks – 22 gauge. Fitted with necessary hardware like hinges, magnetic catcher, shutter handle & locking mechanism. The internal racks should accommodate standard file height with maximum use of volume.		
C. Loose table : Size = 450mm dia x 450mm(H). The top of the table should be of prelaminated particle board (25mm thk.) with 2mm thk. PVC edge binding. The leg & base support should be made up of anodized CRCA.		

Signature of tenderer:

date:

Proforma - Y	
Execution methodology	
Provide detail analysis of methodology of following stages of execution-	
1	Overall Project schedule for 6 months completion time
Detail	
2	Technical manpower at factory
Detail	
3	Production/manufacturing schedule at Factory
Detail	
4	Quality assurance of product at Factory
Detail	
5	Transportation of product at site
Detail	
6	Storing management at site
Detail	
7	Safety at site
Detail	
8	Security at site
Detail	
9	Manpower deputation for installation at site
Detail	
10	Installation management at site
Detail	
11	Quality assurance of installed product at site
Detail	
12	Process of handing over
Detail	
14	Communication management for the overall project
Detail	
15	Documentation system for overall project
Detail	
13	Action during the Retention period of two years
Detail	

Note: The details as required above shall be submitted in not more than 4 to 5 pages on A4 sheet.

Signature of tenderer:

date: