NAME OF EMPLOYER

Address line 1

Address line 2

TENDER DOCUMENT

PART – A

( PRE QUALIFICATION DOCUMENT )

Name of bidder : …………………………………………………………………………………………………………………

E-Mail id : ………………………………………………………………………………………………………………..

Cell No. : +91 ……………………………………………………….

WORK : ( For e.g. Electrical )

PROJECT : NAME OF PROJECT at

Area

City

INDEX

SL CHAPTER PAGE NO.

01 Notice inviting tender 03

02 Information to Tenderer 04

03 Required qualifications of Tenderer 05

04 Expression of interest 06

NOTICE INVITING TENDER

( PART – A , PRE QUALIFICATION )

To

M/s

Address

Sub : Pre Qualification for ( For e.g. Electrical ) work of proposed project.

Dear Sir ,

I Sealed ‘Expression of interest’ are invited by the Director, Name of Employer, from competent and resourceful Contractors for the above mentioned job.

II Sealed ‘Expression of interest’ along with defined data and testimonials of qualification are to be submitted to Mr…………………. , Project Manager ( +91 XXXXXXXXXX ) , as Part A of tender document.

III ‘Pre qualified’ and ‘Short listed’ Tenderers only will be issued Part B of the tender document for price bidding.

IV The Director is neither bound to accept any tender nor bound to assign reasons for non acceptance and his decision in the matter will be considered to be final and binding.

V The entire cost or expenses of whatsoever nature incurred in connection with the submission of the tender document shall be borne by the tenderer. The Tenderer shall not be entitiled to claim for any cost, charges and expenses, incidental to or incurred by him through or in connection with his submission of the tender.

VI The Tenderer should submit his tender after careful examination of this document.

Yours sincerely

For Name of Employer

INFORMATION TO TENDERERS

( PART – A , PRE QUALIFICATION )

I The project is a type of project (For e.g. 2B + G + 12 storied Parking plaza cum Commercial cum Hotel).

II The project location is at Area, City.

III The work value is around Rs. \_\_\_\_\_\_ Crores.

IV The work is to be completed in completion date.

V The Part – A , Pre Qualification document is only meant to pre qualify and short list Tenderers for issue of Part – B, Price bid.

VI The last date and time for submission of this document is \_\_DD\_\_/\_\_MM\_\_/ YY and 4PM.

VII All the pages of this document need to be signed only by the authorized person with seal of the Tenderer.

VIII This original document only need to be filled up and submitted along with defined supporting documents.

IX All the supporting documents need to be signed only by the authorized person with seal of the Tenderer.

REQUIRED QUALIFICATION OF TENDERERS

( PART – A , PRE QUILIFICATION )

I The Tenderer should be an organization in business of ( For e.g. Electrical ) work of buildings in the same title for at least last 10 years.

II The average annual turnover of the Tenderer, from business of ( For e.g. Electrical ) work only, for the last three financial years ( year ending 31/03/20XX ) should be at least Rs. \_\_\_\_\_crores.

III The bid capacity of the Tenderer should be at least Rs. \_\_\_\_ crore on the date of submission of this document. The bid capacity to be calculated as = 1.5 X Average annual turnover minus (-) value of job in hand to be executed till March 20XX.

IV The Tenderer should not be an organization ‘Black listed’ by any Government, Semi Government or Government Undertakings. Self declaration on letter head to be given on the same.

V The Tenderer should have completed one single project involving job of ( For e.g. Electrical ) work of value at least Rs. \_\_\_\_\_ crores within last three years.

VI The Tenderer should have completed one single project of ( For e.g. Electrical ) work of a star rated Hotel within last three years.

EXPRESSION OF INTEREST

( PART – A , PRE QUILIFICATION )

To

Director

Name of Employer

Address line 1

Address line 2

Sub : Tendering of EOI for ( For e.g. Electrical ) job of the Project Name at Area, City.

Dear Sir,

This has reference to your ‘Notice Inviting Tender’ for the captioned job.

I tender my EOI for the same.

Following table gives data on our qualification.

Your sincerely

Name :

Designation :

Organization :

Date :

Place :

Sign with seal

Enclosures : Annexure – 1

Annexure – 2

Annexure – 3

Annexure – 4

Annexure – 5

Annexure – 6

QUALIFICATION DATA

( PART – A, PRE QUALIFICATION )

|  |  |  |  |
| --- | --- | --- | --- |
| SL | Required qualification | Details with data matching the qualification | Supporting documents |
| I | In similar business for last 10 years. |  | Annexure – 1  (Trade License, Work order etc. ) |
| II | Average annual turnover for 2012 – 2013, 2011 – 2012 and 2010 – 2011 should be at least Rs.\_\_\_\_\_\_\_\_ crores. |  | Annexure – 2  (Audited PL & Balance Sheet of the 3 years) |
| III | The bid capacity should be at least Rs. \_\_\_\_\_\_ crores. |  | Annexure – 3  (Calculation Details and list of job in hand) |
| IV | Not ‘Black Listed’ |  | Annexure – 4  (Self declaration on letter head) |
| V | One single project of Electrical work value atleast Rs. \_\_\_\_\_\_ crores. |  | Annexure – 5  (Work order & completion certificate) |
| VI | One single project of Electrical work of a star rated Hotel. |  | Annexure – 6  (Work order & completion certificate) |