

## **I. Pre Qualification Tenders (PQ) for work costing more than Rs.5 Crores.**

1. Tender document is available on the website <https://tntenders.gov.in> to enable the tenderers to view and download the e-tender document through online. The tenderers must possess **Digital Signature Certificate** for submission of tenders through online in the above website. Tenderers shall submit their tender in electronic format on above mentioned website after digitally signed the same. Tenders which are not digitally signed will not be accepted.
2. Tenders must be submitted through online upto 6.00 PM (As per Server Clock) on the end date for uploading of tender mentioned in tender notice. Tenders received through online shall be opened at 3.15 PM (As per server clock) on the opening date as per the Tender Notice in the office of the respective Superintending Engineers of Tamil Nadu Police Housing Corporation Limited. If the date of opening happens to be a holiday, the tenders will be opened on the next working day at the same time and venue.
3. The online payment Gateway has been enabled for TNPHC in TN Tenders Portal (<http://tntenders.gov.in>). The payments for the tenders like EMD etc., will be carried out by the Bidders only through online payment gateway mode.
4. The EMD amount should be the exact amount and no excess or less amount should be transferred through online payment gateway. If excess or short, the tender status will be shown as invalid.

**The tenderers are requested to upload the following documents with duly attested by Notary Public / Gazatted Officer of State or Central Government) in all the Pages.**

- a. **EMD (Through online payment Gateway mode).**
- b. **Tender processing fee of Rs.10,000/- + GST @ 18% for Pre-Qualification works to be remitted by the tenderers in the form of Demand Draft in favour of the respective Executive Engineer and the scanned copy of the same will be uploaded along with tender documents which will not be refunded. Original Demand Draft should be handed over to the tender opening authority during opening of tender. Failure in submission of original Demand Draft, during opening of tender, the tender will be summarily rejected.**
- c. Scanned copy of the following credentials.
  - i). Demand Draft (Tender processing fee)

- ii). Copy of Registration as a contractor in the Revised Monetary limit under eligible category of classes vide G.O. (Ms) No.37 / Public works (G2) Dept, Dt:17.06.2022 in PWD or TNPHC with upto date renewal. (i.e., registration should be valid on the date of tender).
- iii). Current Income tax certificate.
- iv). GST Registration Certificate.
- v). Proof of incorporation certificate issued by Registrar of companies.
  - a) In case the tender is made by an individual, the tender documents shall be digitally signed by the individual with his name and address and submit along with a copy of (duly attested by Notary public / Gazatted officer) proper contractor registration certificate..
  - b) In case the tender is made by registered firm, it shall be digitally signed by the Managing Partner (or) the person authorized by the firm, with full name of the firm and address. The proof shall be submitted along with the copy of **Registered Partnership Deed** and current renewal for firm registration i.e., Form 'C' obtained from the registrar of firms with proof of renewal. (Copies should be duly attested by Notary Public/ Gazatted officer). **Renewal receipt for Form 'C' certificate of previous year renewal will be considered upto June of current year.**
  - c) In case the tender is made by a limited company or a limited corporation, it shall be digitally signed by a duly authorized person holding the power of attorney for signing the tender in which case a certified copy of the power of attorney shall accompany the tender. The Articles of Memorandum of the Company and profile of the company with company incorporation certificate copies with seal (duly attested by Notary Public or a Gazatted Officer) shall be submitted along with his / their tender.
  - d) In case a tenderer, tendered in the Name and Style of Proprietorship concern the tenderer should have registered his firm name in the respective registrar office and enclose the copy of Proprietorship Deed (duly attested by the Notary Public / Gazatted Officer) along with the tender. The sole proprietor alone should digitally sign in the tender document.
  - i) Revenue Solvency certificate issued by Tahsildar with up to date Encumbrance certificate should be uploaded. The details of Survey number, area etc., of the property mentioned in the Solvency certificate and Encumbrance certificate should be tallied. Encumbrance certificate should be obtained from the date of solvency certificate issued by the Tahsildar, on or after the date of tender notice of the respective works. EC should be free from Encumbrance. EC obtained from the **Government website** shall be considered.

- ii) **The performance Certificate in having Very Good / Good / satisfactorily executed and completed building works / related work. (The completed value including taxes / GST shall be more than 50% of the proposed contract value in a single contract or in two contracts) directly issued by the concerned organization during past five years. (i.e the works executed under sub-contract will not be considered for this purpose). The evidence for the same should be produced from an officer not less than the rank of the Executive Engineer or equivalent rank / agreement executing authority of the Government or Government undertakings, responsible person of the Private organization. In case, the contractors who have executed works in TNPHC Ltd., the satisfactory performance certificate in the prescribed format from the authority not lower than rank of Executive Engineer concerned of TNPHC Ltd., should be furnished. Otherwise the tender will be summarily rejected as per the TT act rule 28 of 2000.**

**Credentials of the tenderer(s) for the works executed by him / them in the past 5 years supported by certificate issued by the authority not lower than the rank of Executive Engineer / Agreement Executing Authority. The date of completion of the works stated in the experience certificate should be within the past 5 years prior to the date of tender.**

- iii) Scanned copy of the department Pre-qualification tender Schedule containing terms and conditions of Pre-Qualification tender in full shape (i.e) all pages should be uploaded with tenderers credentials.
- iv) The working capital available should be at least 5% of the balance work on hand of all the works under execution including taxes / GST by the contractor plus put to tender value of this work including taxes and GST.
- v) The performance certificate in respect of private works should be supported with the annexure - 'P' (available in PQ document) and the performance certificate should cover the works completed during the last five consecutive financial years.
- vi) The tenderer should furnish the audited Balance sheet and Profit and Loss Account for past five years along with the tender to cover Item No. IV & V of schedule II and certificate of financial soundness from Bankers are to be enclosed.
- vii) Affidavit should be furnished in Rs.200 Stamp Paper as per the format (Annexure 'M') (available in PQ document).
- viii) "The Provisional balance sheet should be certified by the auditors stating that "The Provisional balance sheet is prepared based on the books of the accounts maintained by the tenderer and the same is **verified by me**". Otherwise the Provisional Balance sheet will not be considered for PQ evaluation. Further, the Chartered Accountant's membership Number and **Unique Document Identification Number (UDIN)** should be clearly mentioned in their seal. If a tenderer produces unaudited / subject to audit / Project balance sheet the same will not be considered for processing of their PQ tender.

- ix) The balance sheet and Banker's Certificate for cash at Bank and un-utilized OD should be on the same date. The value given in the balance sheet for tools & plants and the certificate issued for tools and plants by the Chartered Accountant should be tallied.
- x) The amount received by the tenderer from the end users, incase of experience certificate for Private works has been enclosed by the tenderer, should cover in the certificate issued by IT department indicating the head wise income and tax payable in addition to the Annexure 'P' enclosed in the departmental pre-qualification tender schedule.
- xi) Tools & plants and Machineries certificate duly authorized by the Chartered Accountant (The depreciation value of Tools, plants reflected should be tallied with balance sheet).
- xii) Annual turnover certificate for the past 5 years duly certified by the Chartered Accountant.
- xiii) Certificate received from the concerned authorities (i.e. proof) for balance works on hand as specified in the tender schedule Affidavit.
- xiv) Proof for work force as specified in the tender document / Affidavit.
- xv) **All the credentials enclosed in the tender document should be duly attested by Notary Public / Gazetted officer.**

**Cover-B:**

- a. Digitally signed and filled tender coding sheet (i.e. BoQ – in excel format - Booklet –4) in addition to the digitally signed remaining three booklets in pdf format uploaded. (totally 4 Booklets).

**Note:**

1. If any tenderer participates in more than one tender, he/they should substantiate his/their financial status and capability regarding management of labour and materials for all the works that he/they participates (s) in, supported with sufficient financial documents and experience certificates. The tender will be processed taking these aspects into account while preparing PQ Evaluation Statement.
2. No tenderer is permitted to withdraw his/her/their tender at any stage. If any tenderer withdraws his/her/their offer within the tender validity period his / her / their EMD/SD shall be forfeited and his / her / their names (s) will be recommended for blacklisting in future.
3. The performance quality of work, character and integrity of the aspiring tenderers should be satisfactory. Also the contractor should have executed building / related works within the agreement period or extension of time granted.
4. **“Contractors succeeded in the tenders should get their names registered in TNPHC Ltd in an appropriate class prior to execution of the agreement even though the contractors are registered in PWD”.**

5. **The tenderer should be registered with GST.**
6. **Repetition of the tender document uploaded by the tenderer should be avoided. The lowest tenderer should produce the original document before finalizing the tender for verification of the copy of the documents already uploaded by him / her / their in the on line tender.**
7. **Price Adjustment Clause as per G.O.Ms.No.101 Public Works (G2) Dept, Dt:10.06.2009 is applicable for the works.**
8. The tenderers shall furnish the performance certificate of works should contain the details such as Agreement value, period fixed for completion, actual date of completion, Extension of time granted if any along with fine imposed if any, value of work completed, performance of the contractor.
9. The performance certificate in respect of private works should be supported along with TDS Statement (i.e. Form 16A & Form 26AS).  
Credentials of the tender(s) for the work executed by him/them in the past 5 years supported by certificate. The date of completion of the works stated in the experience certificate should be within the past 5 years prior to the date of tender.
10. EMD exemption is not entertained vide G.O Ms.No.270 Finance (Salaries) department dated .19.09.2017.