



REGIONAL OFFICE , BARODA  
SURAJ PLAZA –III, 5<sup>TH</sup> FLOOR, SAYAJIGUNJ, VADODRA, 395 005

Pre-qualification of Project Management Consultant (PMC) for professional services for proposed Construction of Administrative Building, at R.S. No. 576, R.C. Dutta Road, Alkapuri, Vadodara – 395 007.

Issued to Mr./Ms \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last date of receipt of Completed application in Bank's office on or before 16.00 hrs 21<sup>st</sup> July 2009.

Completed application form shall be accompanied with an application money of Rs. 1,000/- ( Rs. One Thousand only) non-refundable in the form of Demand Draft favouring Bank of Baroda payable at Baroda, without which the application will be rejected.

Sign. & Seal of the applicant

Applications are invited from reputed Project Management Consultants (PMC) for execution of proposed construction of Administrative building at R.S. No. 576, R.C. Dutta Road, Alkapuri, Baroda – 395 007.

The scope of work shall include builder's work of RCC framed construction (earthquake resistant as per latest IS code) plumbing and sanitary works, electrical, HVAC, fire fighting, lifts and landscaping.

Interested firms / Consultants fulfilling the criteria as follows may apply.

1. They should having sufficient organizational structure comprising of qualified personnel viz. Architects & Engineers, Specialists in the fields of structural, Electrical air Conditioning, fire-fighting etc., alongwith other technical personnel and associates, if any, to carry out execution of such work in terms of nature and magnitude.
2. They should have necessary infrastructure / equipments, application softwares viz. M S project/primavira etc. to handle such kind of job.
3. They should have successfully completed similar project during -7- years ( as of date of advertisement) of satisfactorily having minimum Ground + four floors) as PMC ( in Government Departments / PSU's/ Autonomous bodies/ Banks and financial institutions) and should have executed the jobs as below:
  - a. Minimum -3- similar works each costing not less than 15 crores in last Seven years.
  - b. Minimum -2- similar work each costing not less than 19 crores in last Seven years.
  - c. Minimum -1- similar work costing not less than 30 crore in last Seven years.

Applications can be downloaded from website : [www.bankofbaroda.com/tender](http://www.bankofbaroda.com/tender)

Application, completed in all respect, alongwith relevant documents duly superscribing the name of work on envelope must reach the following address on or before 21<sup>st</sup> July 2009 by 16.00 hrs. to:

The Dy. General Manager  
Bank of Baroda  
Regional office,  
Suraj Plaza – III, 5<sup>th</sup> floor,  
Sayajigung, Vadodara – 395 005

Bank reserves the right to reject any/ all application/s without assigning any reasons thereof.

Instructions to the Applicants for furnishing information as a part application for pre-qualification.

1. Intending Applicants are required to submit their application in Duplicate with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing etc, in the enclosed form which will be kept confidential.
2. While deciding upon the pre-qualification of PMC, great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies.
3. Decision of the Bank in regard to selection of PMC for issue of tender forms for submitting professional fees will be final. The Bank is not bound to assign any reason for acceptance / rejection of any applications.
4. Each page of the application shall be signed. The application shall be signed by person / persons on behalf on of the organization having necessary authorization / Power of Attorney to do so (Certified copies to be enclosed).
5. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part. However, the format shall be as per proforma.
6. Any letter or document accompanying the pre-qualification form shall be submitted in duplicate.
7. Applications containing false incomplete and / or inadequate information are liable to be rejected also mere fulfillment of eligibility criteria does not guarantee selection.
8. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall include those works only which are individually costing not less than Rs. 13 Crores (Rupees Thirteen Crores only.).  
  
Clarification, if any required, may be obtained from the office of Regional office, 5<sup>th</sup> floor, Suraj Plaza – III, Sayajigunj, Vadodara – 395 005 Phone No. 0265 - 2362042 Fax No. 0265 - 2226057.
9. Canvassing in any form in connection with pre-qualifications is strictly prohibited and the application of such persons / organizations who resort to canvassing will be liable to rejection.
10. The applications which is received after due date and time are liable to be rejected.

11. Bank reserves the right to reject any / all the applications without assigning any reason, thereof.

Signature of the applicant  
Address & Seal

**ANNEXURE I**  
**PREQUALIFICATION OF PROJECT MANAGEMENT CONSULTANT**  
**Basic information**

1.	a) Name of the applicant / organization b) Address of the registered offices (With Phone Nos. Fax Nos. & Email ID & Contact Person)	
2	a) Year of establishment	
3	Type of the Organization (whether sole proprietorship, Partnership, private Ltd. Or Ltd. Co. etc.)(Enclose certified Copies of documents as evidence)	
4	Name & qualification of the Proprietor / Partners /Directors of the Organization / Firm a)b)c) Enclose certified copies of document as evidence	
5	Details of registration – Whether partnership firm, Company, etc. name of registering authority, date And registration number. Enclose certified copies of Document as evidence.	
6	Whether registered with government / Semi Government/Municipal Authorities of any other Public Organization and if so, in which class and since when? (Enclose certified copies of document as evidence)	
7	a) No. of years of experience in the field and details of work in any other field. b) Whether ISO certified, furnish the details.	
8	Area of business activities other than construction, if any, And place of business.	
9	Address of business activities other than construction If any, and place of business	

10	Address of office through which the proposed work of The bank will be handled and the name & designation of officer in charge.	
11	<p>a) Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit &amp; Loss A/c (Audited) for the last -3-years.</p> <p>b) Committed turnover in 2006 – 2007 2007- 2008 2008 – 2009</p>	
12	Name & address of Bankers (solveny certificate from a bank to be enclosed for indicating satisfactory financial capacity of the organization)	
13	Enclose copy of latest income tax clearance certificate	
14	PAN No.	
15	Details of registration for sales tax.	
16	Detailed description and value of works done (Performa- 1) And works on hand (Performa-2)	
17	Details of key personnel permanently employed (Performa-3)	
18	Other infrastructural information to be used/ referred for this project (Proforma-4) List of available plants, Machineris equipments etc.	
19	Furnish the names of -3- responsible persons along with their designation, address, Tel. No., etc., for whose Organization, you have completed the above mentioned Jobs, and who will be in a position to certify about the Performance of your organization.	<p>1</p> <p>2</p> <p>3</p>

20	Whether any Civil Suit/ litigation arisen in contracts Executed/ being executed during the last 10 years. If Yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief Details of litigation. Give name of court, place, and Status of pending litigation.	Attach a separate sheet if required
21	Information relating to whether any litigation is pending before any arbitrator for adjudications of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
22	No. of supplementary sheets attached for Part-11	

- Note : Attach extra sheets with Sr. No if the space found less.

**Proforma- 1**

**LIST OF PROJECTS EXECUTED BY THE ORGANISATION DURING THE  
LAST 7 YEARS AND ABOVE.**

**Each work not less than 15 Crores**

SR. No	Name of Work/ Project with Address.	Name & Full postal Address of the owner. Specify.	Contract Amount (Rs.)	Stipulated Time of Completion (Years)	Actual time Of Completion (Years)	Any other relevant Information. Actual amount Of the project. If Increased, give Reasons.	Enclose Clients Certificate For Satisfactory Completion
1	2	3	4	5	6	7	8

Notes:

- Information has to be filled up specifically in this format. Please do not write remark "As indicated in Broacher".
- Date shall be reckoned from 31.03.2009.
- For certificates, the issuing authority shall not be less than an executive in charge.



**Proforma – 2**

**B) LIST OF IMPORTANT WORKS ON HAND  
( Each work not less than Rs. 15 Crores )**

SI No	Name of work/ project with address	Name & full postal address of the owner. Specify whether Govt. undertaking along with name, address and contact nos. of –2- persons (Engineers or top officials of the organization)	Contract Amount (Rs.) with copy of work order	Stipulated time of completion (years)	Present status of the project	Any other relevant information
1	2	3	4	5	6	7

Note : Information has to be filled up specifically in this format. Please do not write remark “As indicated in Brochure.”

**Performa -3**

**DETAILS OF KEY PERSONNEL, GIVING DETAILS ABOUT THEIR  
TECHNICAL QUALIFICATION & EXPERIENCE  
INCLUDING THAT IN YOUR ESTABLISHMENT**

Sr. No.		Name And Design - nation	Age	Qualify - cation	Experi- Ence	Nature of Works handled	Name of the projects handled costing over Rs.9 crores	Date from Which Employed in your organization	Indicate Details Of Experi- ence for similar projects
1		2	3	4	5	6	7	8	9
1.	Details of In-house qualified Architect								
2.	Details of qualified in-house structural Engineers.								
3.	Details of qualified In-house civil engineers, with details of experience in similar works.								
4.	Details of in-house qualified water supply & sanitary engineers								
5.	Details of in-house qualified electrical engineers								
6.	Details of in-house qualified Engineers for fire protection & Detection works.								

7.	Details of other in-house specialists available)for lift works & other electro mechanical works HVAC, Pumps & generators, Sound System etc.								
8.	Details of in-house qualified Air conditioning Engineers.								
9.	Details of in-house specialists available for landscaping work								
10	Details of in-house specialists for any other work								
11	If the applicant is having existing association/collaboration or likely to form a consortium of/ with other consulting Engineers/Contractor for the special work, the details of the intended set up shall be given along with details of technical staff similar lines								

	<p>the activities from items 2 to 9 above the details to be given along with the details of the firm they intend to collaborate.</p>								
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Notes:

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Boucher".
2. Indicate other points, if any, to show your technical and managerial competency to any important point in your favour.

Proforma – 4

**Details of Infrastructure in Office**

Sr No.	ITEMS	NUMBERS	DETAILS
1. 2. 3. 4. 5. 6. 7. 8.	Office Premises, Area etc. Fax M/c Telephones Other instruments Software used for planning Reference books used Subscription to magazines Any other information		

Sign & Seal

Date :