

PART B:
REQUEST FOR QUALIFICATION
(RFQ)

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B – 1 ELIGIBILITY CRITERIA

1.1 GENERAL

1.1.1 This invitation is open to all National or International registered firms (which include companies, partnerships, propriety concerns, etc.) who are interested in bidding for the Project either individually or as a consortium of such firms. In case of Consortium, the lead firm (which shall be a single entity) shall be specified and fully empowered to represent the Consortium. The lead firm shall have a minimum equity stake of 26% in the Consortium.

1.1.2 If the bidding company is a subsidiary of any company of Indian/ Foreign origin, then the bidding company can submit the experience of the parent company along with a certificate of undertaking from the parent company certifying such experience. However, financial information acceptable for evaluation shall be that of the bidding company only.

1.1.3 If the bidding company is a parent company of Indian/ Foreign origin, then it can also submit the experience of the subsidiary company. Financial information acceptable for evaluation shall be that of the parent company only.

1.1.4 If the bidding company is a subsidiary of any company of Indian/ Foreign origin, then the bidding company can submit the experience and financial information of the parent company for evaluation along with a certificate of undertaking from the parent company certifying such experience, financials and a legal undertaking of accepting Joint Liability in all cases. The aforementioned legal undertaking should be valid both in the Country of Origin and India.

1.1.5 In case of Joint Venture bidders, financial information acceptable for evaluation shall be that of the identified partner in the JV, which shall be clearly indicated by the JV bidder. Experience information acceptable for evaluation shall be the combined or individual experience of the JV partners. However, a lead partner in the JV shall be specified. No Joint Venture arrangement shall be permitted after submission of bids.

1.2 QUALIFICATION CRITERIA

1.2.1 Financial Information

Evaluation will be based on the basis of following criteria.

a. Annual Turnover

The bidding firm shall have achieved a minimum annual financial turnover of **INR 2.20 Crores** for any two (2) years during the preceding five (5) financial years, i.e. 2007-08 to 2011-12. In the case of International Bidders, financial statements shall be duly converted to Indian Rupees by adopting the Foreign Exchange Conversion Rate published by the Reserve Bank of India (RBI) as on Financial statements shall be duly certified by the Chartered Accountant for all Bidders.

b. Liquidity*

The bidding firm shall have average total liquid assets for a minimum of **INR 1.40 Crores** during the preceding three (3) financial years, i.e. 2009-10 to 2011-12. In the case of International Bidders,

financial particulars shall be duly converted to Indian Rupees by adopting the Foreign Exchange Conversion Rate published by the Reserve Bank of India (RBI) as on Financial statements and/or particulars shall be duly certified by the Chartered Accountant for all Bidders.

*Liquidity shall be computed by deducting Current Liabilities from Current Assets. Current Assets are cash and bank balances, sundry debtors, inventories, marketable securities, and unutilized fund based facilities.

1.2.2 Experience Information

a. The firms/joint ventures/lead partners of consortia shall have minimum experience in construction, operation and maintenance of urban infrastructure such as Street Furniture, Parking Lots, Commercial Area Development. Transportation Project, Real Estate Development Project or in the field of advertising for a single contract value/ gross realization of revenue from a single client of more than **IN Rs. 1 Crore** in any two (2) years over the preceding five (5) financial years, i.e. 2007-08 to 2011-12. The bidders has to furnish experience certificate from their client side.

(i) In the case of firms involved in Advertising, Single Contract Value for this purpose shall also mean gross realization of revenue from a single client in a single financial year. Gross realization shall be submitted in the form of a consolidated statement clearly indicating, at a minimum, the invoice/ bill number, date, client name, gross value and date of realization. The consolidated statement shall be duly certified by the Chartered Accountant and accompanied by all supporting documents.

b. The firms/ joint ventures/ lead partners of consortium shall have completed/under execution at least **30 Numbers** of Bus Shelters in India/ Abroad. The bidder has to furnish experience certificate from their client side.

1.3 To qualify for the Stage II the Bidding Firm/ Consortium would have to meet the qualifying criteria described in 1.2.1, 1.2.2, mentioned above.

1.4 Qualification of a Bidding Firm to participate further in the selection process would depend upon its meeting the general eligibility and qualification criteria mentioned above.

1.5 **Litigation History and Legal Matters:-** The Applicant shall provide accurate information on the "Historical Contract Non-Performance Form" in the prescribed format (as enclosed in Appendix 5) about contract non-performance and pending litigation with respect to contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant or any participant of a joint venture may result in failure of the Application.

B-2 DISQUALIFICATION

2.1 Even though the Bidding Firm meets the pre-qualifying Criteria, they could be disqualified if they have:

a) Made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements;

- b) Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc.
- c) Submitted the RFQ, which is not accompanied by the required documentation or is non-responsive.
- d) Submitted the RFQ, which is not accompanied by the Bid Security of requisite value and in acceptable format
- e) Failed to provide clarifications related thereto
- f) Where such firm or any member of such consortium has already submitted the RFQ or is a member of a Consortium which has already submitted the RFQ.
- g) If any member of the Consortium is replaced or withdraws, except without prior written permission of ITEL .
- h) Been black listed/barred by GOI/Any State Govt./PSU/Government Body as on date of submission of the bids.

2.2 If any such information which would have entitled ITEL to reject or disqualify the Bidding Firm, becomes known after the Bidding Firm has been qualified, ITEL reserves the right to cancel the qualification of the Bidding Firm at any later stage.

B-3 OVERVIEW OF THE QUALIFICATION PROCESS

3.1 Based on the information submitted in RFQ, ITEL will carry out an evaluation of the qualifications of the Bidding Firm and will subsequently notify in writing those Bidding Firms who qualify to participate in the next stage of the process.

B-4 CONTENTS OF RFQ

4.1 The Request for Qualification submitted by the Applicant* shall contain the following sections:

- a. Letter of Application (Appendix 1)
- b. General and Financial Information (Appendix 2)
- c. Structure and Operation (Appendix 3)
- d. General Experience Record (Appendix 4)
- e. Litigation History (Appendix 5)

4.2 The RFQ shall include the above information in the formats given in the appendices and any other statement of information in support of qualification criteria.

4.3 The documentary evidence of the Bidder's qualifications to implement the Project, shall establish to the ITEL 's satisfaction that the Bidder has the financial, managerial, technical, procurement and other capabilities necessary to perform the contract and, in particular, meets the experience and other criteria required. The documentary evidence shall include any other materials required to be completed and submitted by Applicants in accordance with these instructions.

This shall include but not be limited to the following:

- a. Audited financial statements for last five years up to March 31, 2012 (Balance Sheets, Profit and Loss Account and cash flow statements and Annual Reports) as required to conform to the RFQ requirements;
- b. Summary statement of Liquidity for past Three financial years, certified by a Chartered Accountant.
- c. Certified Copies of original documents in support of legal constitution of the firm and place of business;
- d. Experience in Qualifying projects (as given in NIT) with details of projects under way and contractually committed along with clients details and certificates as per Appendix 4;
- e. A Power of Attorney, authorizing the signatory of the RFQ to commit the Bidder.
- f. RFQ submitted by Bidding firm/ Consortium shall comply with the following requirements:
 - (i) The RFQ shall include all the information required above for each bidding firm/Consortium partner.
 - (ii) The RFQ shall be signed so as to be legally binding on all partners.
 - (iii) The Lead partner, shall be designated as leader, this authorization shall be evidenced by submitting with RFQ, a Power of Attorney signed by legally authorized signatories of all partners.
 - (iv) Original MOU signed by all the members of JV/ Consortium partners holding jointly & severally responsible to ITEL for all the works under scope of work.
 - (v) Once RFQ has been submitted by or on behalf of a Consortium, if any member withdraws from the Consortium, the consortium shall be disqualified, unless the remaining members can demonstrate their continued ability to fulfill the qualification criteria set out in RFQ.

B-5 SIGNING AND SUBMISSION OF RFQ

5.1 RFQ shall be prepared in one Original Copy. The original of the RFQ shall be typed and shall be signed by the Bidder or a person or persons duly authorized to bind the Applicant to the contract. The person or persons signing the RFQ shall initial all pages of the RFQ, except for un-amended printed literature.

5.2 Any interlineations, erasures or overwriting shall only be valid if the person or persons signing the RFQ initial them.

5.3 The Applicants shall seal the original RFQ as per the procedure detailed herein RFP document.

5.4 Submission of RFQ by fax, e-mail or other electronic means will not be accepted. It is the responsibility of Bidder alone to ensure that its RFQ is delivered at the prescribed address by the stated deadline.

B-6 OPENING, EVALUATION AND FURTHER PROCESS

6.1 The RFQ will be opened on the date specified in the Letter of Invitation for RFQ, at the place of RFQ submission. Bidding Firm's representatives may attend the opening and shall sign a register as proof of their attendance.

6.2 Based on the RFQ submitted by the Bidding Firms, ITEL will carry out an evaluation of the qualifications of such Bidding Firms. If at any time during the evaluation process, ITEL requires any clarification in order to carry out the evaluation, it reserves the right to request for information from any Bidding Firm, and the Bidding Firm concerned will be obliged to respond to any request for such information and to supply the same to ITEL within such reasonable timeframe as required.

6.3 Any unsolicited information after submission of RFQ shall not be entertained.

6.4 ITEL will ascertain whether Bidders who have submitted responsive RFQ are qualified for further evaluation of Financial Proposal for satisfactorily implementation of the Project.

6.5 The determination will take into account the Bidding Firm's managerial, financial and technical capabilities and experience in similar projects. It will be based upon and examination of the documentary evidence of the qualification submitted by the Bidder Firm.

6.6 This document and the appendices constitute no form of commitment on the part of ITEL , whether in respect of the selection or otherwise. Furthermore, this RFQ document confers neither the right nor expectation on any party to participate in the selection process. ITEL reserves the right to reject any or all RFQ, if it considers necessary to do so, and/or to withdraw/ modify the Selection Process or any part of the selection process or to annual the bidding process at any point of time or to vary any of its terms at any time without giving any reason or incurring any liability thereto.

APPENDICES

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Appendix 1

Letter of Application

(Letterhead paper of the Bidder including full postal address, telephone, fax, e-mail addresses)

Date:.....

To,

The General Manager (Projects)/ITEL,

IT Expressway Ltd,

Sindur Panthion Plaza,

2nd Floor,346-Pantheon Road,

Egmore,

Chennai-600008.

Sir,

1. Being duly authorized to represent and act on behalf of M/s.(hereinafter “the Bidder”), and having reviewed and fully understood all the qualification information provided, the undersigned hereby apply to be qualified by you as a prospective bidder for the project involving “Construction & Maintenance of 54 Nos. of Modern Bus Shelters along Rajiv Gandhi Salai (IT Corridor) from SRP Tools Junction to Siruseri in 17 Km Road under BOT Basis in Chennai, Tamil Nadu”
2. Attached to this letter are copies of original documents defining:
 - a) The applicant’s legal status
 - b) The principal place of business; and
 - c) The place of incorporation (for bidders who are corporations); or the place of registration and the nationality of the owners (For bidders who are partnerships or individually -owned firms)
 - d) MOU (in case of Consortium/Joint Venture)
 - e) All documents as specified in RFQ
3. ITEL and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and client regarding any financial and technical aspects. This letter of any institution, to provide such information deemed necessary to verify statements and information provided in this application, or with regard to the resources, experience and competence of the Bidder.

4. This application is made in the full understanding that:
- a) Bids of all bidders will be subject to verification, by ITEL, of all information submitted for qualification at the time of bidding;
- b) ITEL reserves the right to:
- Amend the scope of work under this project; in such event, bids will only be called from qualified bidders who meet the revised requirements; and
 - Reject or accept any application, cancel the qualification process, and reject all applications; and
- c) ITEL shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.
5. Appended to this application, we give details of the participation of each party, including capital contributions and Profit and Loss arrangements, as per requirements of the RFQ Document.
6. We confirm that in the event we bid, the bid as well as any resulting contract will be:
- a) Signed so as to legally bind all partners jointly and severally; and
- b) Submitted with a joint venture agreement providing the joint and several liability of all partners/Consortium members in the event contract is awarded to us
7. As a Lead firm, we would have a minimum of 26% equity participation in the Joint venture/ Consortium
8. We confirm that Request For Qualification (RFQ) submitted by us shall be valid for the period of Six (6) months from the last date of submission.
9. The EMD/ Bid Security of **Rs. 5,50,000/- (Rupees Five Lakhs Fifty Thousand Only)** in the form of _____ pledged in the favour of "M/s. IT Expressway Ltd," is enclosed vide
10. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed
Name
For and on behalf of (name of Bidder) OR For and on behalf of (name of Consortium Member/ Partner)

Appendix 2

General & Financial Information

All individual firms and all members of a Consortium are requested to complete the information in this form and duly certify the financial information by the Chartered Accountant. The information supplied should be the annual turnover for the Bidder for the past five years, in terms of the amounts billed to clients for each year for work in progress or completed, in Indian Rupees.

1. Firm Particulars

SI No.	Particulars
1.	Name of the Firm
2.	Head office address:
3.	Telephone: Contact:
4.	Fax: E-mail:
5.	Place for incorporation/registration: Year of incorporation/registration:

2. A Power of Attorney authorizing the signatory of the bid to commit the Bidder(s).
3. Annual Turnover (in Indian Rupees): For the last five years ending (31/03/2012)
4. Liquid Assets (in Indian Rupees): For the last three years ending (31/03/2012)
5. Attach Brochure and details of each Firm(s)/ Consortium pertaining to Ownership structure, business areas/activities, business growth revenue details, staff details and capability statement.

6. Details of Contacts for the firm :

Contact Person	Contact Address
Contact Person A	Address, Telephone, Facsimile, E-mail
Contact Person B	Address, Telephone, Facsimile, E-mail
Contact Person C	Address, Telephone, Facsimile, E-mail
Contact Person D	Address, Telephone, Facsimile, E-mail

Appendix 3 **Structure & Operation**

Applicants shall submit the following information:

1. Legal Status
2. Place of registration
3. Principal place for business
4. Total value of eligible project works performed in the last five years ending 31/03/2012

A separate sheet should be used for each member of the consortium and shall be detailed out as indicated in the format.

Year	Name and Type of Project(s)	Value (Turnover) in Indian Rupees
2007-2008		
2008-2009		
2009-2010		
2010-2011		
2011-2012		

5. Financial reports for the last five financial years: balance sheets, profit and loss statements, summary of net cash accruals, gearing level, auditor's reports, etc. List them and attach certified copies.
6. A certified copy of Applicant's Current Memorandum and Articles of Association or other relevant constitutional documents and (where relevant) those of its immediate and all superior holding companies.
7. Name, Address, Telephone and fax numbers of the firm's bankers who may provide reference if contacted by ITEL

