

**TENDER FOR EMPANELMENT OF PREQUALIFIED BIDDERS FOR
ICT CUM ELV CABLING OF NSMIMS**

1. **Introduction.** The N.S Memorial Institute of Medical Sciences (NSMIMS) is a prestigious multispecialty hospital located in N.H bypass, Palathara, Kollam. NSMIMS was founded in the year 2000 in memory of the late. N. Sreedharan, a renowned humanitarian and politician. The first Co-operative Multi Super Specialty Hospital in South Kerala, N.S. Memorial Institute aims at providing the best of medical facilities and services at affordable costs. The hospital which started as a small venture has undergone remarkable growth in infrastructure facilities and general amenities over the years. To know more, please do visit our website <http://www.nshospital.org/Default.aspx> and <https://goo.gl/khfEvz>. The hospital is presently undergoing further expansion with the construction of a nine-storied block, which is nearing its completion. In order to commence the interior works, there is an urgent requirement of closing of ceiling and completion of all project related cabling works.
2. **Objective.** NSMIMS will form a panel of cabling vendors for the period of empanelment, which will be initially for two (02) years only. The main objective of this empanelment is to create a panel of Pre-Qualified bidders, with requisite expertise, experience and manpower to undertake our structured and other Electronically Low Volt (ELV) system cabling on a fast-track and professional basis.
3. **Period.** The panel will be valid for 2 years subject to review of the performance of the Bidders / inclusion of new Bidders after one-year subject to the terms and conditions reviewed and specified by our management from time to time.
4. **Empanelment Terms.** The broad terms and conditions of this empanelment are as follows:-
 - a) The panel will comprise of maximum ten (10) cabling vendors, who will be selected based on their final ranking.
 - b) These panelled bidders will cater to all ELV, ICT and associated Information Transport Systems (ITS) for all low volt project cabling requirements of NSMIMS for the period mentioned above.
 - c) Further, our project cabling contractor will be selected competitively from these Pre-Qualified empanelled bidders, based on the successful bidder, who wins our two-cover (Technical and Commercial) bidding and evaluation process.
 - d) This empanelment will hold good only for all ELV cabling projects, with budgetary estimate upto One (01) crore Indian rupees. For projects valued over one crore (INR), separate tendering as per CVC guidelines and government norms will be issued.
 - e) Empanelled bidders not participating in two consecutive tenders or showing poor response to our communications will be dropped from our empanelled list.
 - f) This empanelment is not transferable; Hence, any change in their registration, or name or partnership etc, makes them non-eligible to quote/participate from further cabling tenders.
 - g) It is important that our bidders must be familiar with the workmanship, language, and culture prevailing in Quilon. Also, they have to respond swiftly to our aftersales, service

calls. Hence, preference shall be given to bidders with their registered head office in south Kerala (districts Eranakulam and Below).

- h) It is mandatory that all our empanelled bidders will abide by our Terms and Conditions for all the forthcoming ELV cabling works and projects. Bids with their own version of terms and conditions may not be permitted for further participation in our tenders.
- i) On empanelment, the selected bidders are to deposit Rs 25,000.00 (Rupees twenty five thousand) as EMD/SD within seven working days.
- j) The empanelment under this tender is assigned to a selected agency or a consortium. Hence, it cannot be sub-contracted to any other third party. If found doing so, shall result in termination of empanelment and forfeiture of Security Deposit.
- k) In case the empanelled vendor is found in breach of any condition(s) of this tender or the work order, at any stage during the project or works, or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and EMD/Security Deposits shall be forfeited, besides being liable to be debarred and blacklisted for at least three years, for further dealings with NSMIMS.

5. **Eligibility for Empanelment.** During our bidder evaluation, the bids will be evaluated for the merits based on following factors such as :-

- a) Experience in Low Voltage Cabling
- b) Financial strength,
- c) Numbers of actual workers and their supervisors
- d) Certifications from credible agencies like BISCI and ISO
- e) Their tie-up with various Networking equipment suppliers, etc.
- f) Quality and quantum of their past projects and work references etc
- g) Overall company profile
- h) Negative marks shall be awarded for major deviations and non-compliances.

6. **Criteria for Evaluation of Bids.** All proposals will be reviewed and evaluated by the Committee constituted by the Client (NSMIMS)). Please be noted that conditional bids if any, will not be accepted at any stage of the tendering process and shall be rejected without further consideration. Pursuant to the pre-qualification criterion bidders will be short-listed based on their ranking for empanelment. Only top 10 bidders from our rank list will be empanelled, while the rest will be waitlisted. Bids that are not substantially responsive are liable to be disqualified. NSMIMS will assign points (quality of services score) to each criteria listed on the Format placed at Appendix "A". Other critical bidder conditions for evaluations are as follows:-

- a) The Bidder should have minimum turnover of 2 Crores INR respectively in the last 3 financial years (Supporting documents required)
- b) The Bidder is a profit-making organization for the last five years
- c) The Bidder should be an established ICT / ITES /ELV Solution Provider and should have been in the business for at least last 5 years (5-year-old PO copies or work references required)
- d) It is preferred that the Bidder should be ISO 9001:2000 certified System Integrator (Supporting documents required)
- e) The bidder should have executed at least one major ELV cabling project of not less than 30 lakhs INR in govt/quasi-govt institutions within 2 years (copy of work order required)

- f) The Bidder shall not be under a Declaration of Ineligibility (Blacklisted) with any of the Government/ Public sector unit for any projects. (Self-declaration required)
- g) The bidder must also have a person to spare for the role of a Project Manager at site, with at least 3 (three) years' experience in similar field of work. (Resume with certificates required).

7. **Examination of Bids & Determination of Responsiveness.** Each Bid shall be examined to determine whether they are complete, whether the documents have been properly signed and whether the bids are generally in order and all documents as per tender document have been submitted. Prior commencement of evaluation, each bid would be verified for its acceptable quality, completeness and responsiveness to the tender documents. For purpose of this determination, a substantially responsive bid is one that confirms to all the documents as specified in the tender document without material deviations, objections, conditionality or reservation.

8. **Criteria for Evaluation of Pre-qualification Bids.**The Checklist on which the Pre-Qualification proposals will be evaluated is as follows:-

- a) For the evaluation of Pre - qualification Bid the documentation furnished by the Bidder will be examined to check if all the eligibility requirements, furnished, complete in all respect and have met the minimum stated criteria. NSMIMS may or may not ask the Bidder (or the Prime Bidder, in case of a Consortium bid) for additional information whenever an additional clarification or such information would be required. This may also include reference checks to verify credentials supplied by the Bidder.
- b) Bids scoring highest aggregate in the pre-qualification criteria will be considered for empanelment listing.
- c) Proposals scoring 50% of less marks in our pre-qualification evaluation criteria will not be considered or processed any further related tenders of NSMIMS for next one-year.

9. **Last date of Submission of Bids:** xxxxxxxxxxxx Nov 2017

CRITERIA FOR PRE-QUALIFICATION (PQ) EVALUATION – APPENDIX “A”

1. The format alongwith the minimum Documentary requirements for ranking the basic eligibility criteria in respect of the Vendors/bidders participating in the tender are as follows:-

#	Bidder Criteria	Details & Proofs
1	Name of Bidder	
2	Postal Address of the registered Head Office	
A	Name and address of the Person Signing the document	Power of Attorney attested by Notary or Copy of the board Resolution certified by the Company secretary for appointing the Power of Attorney, or in case of proprietorship, credential and clear identity of the person signing the document
A	The selected bidder (prime) shall have an office in Kerala and must have the provisions and approvals for local billing.	Relevant Documents or Undertaking signed by the Authorized Signatory.
C	Land Phone (with STD Code)	
D	Fax (with STD Code)	
E	Official Email IDs	
F	Cell Phone of Authorised Signatory	
G	Website Links	
H	Details of other regional/district offices in Kerala.	Postal address with landline numbers and registration details.
3	Nature of bidder (Private Limited/Public Limited/ Cooperative Society)	<u>In case of Company or Society</u> a) Certificate of Incorporation c) Memorandum and Article of Association d) Details of Directors <u>In case of Proprietorship or others</u>
A	Registration Details with Year of Formation. (The bidder shall be in existence for minimum of 10 years)	a) Details on primary area of business b) Details of Proprietorship/others with proof of registration or applicable documents. c) Self-Certification of being in the business for the last 5 years shall be attached.
B	Whether the bidder or the entity is a direct owner or a consortium under direct teaming agreement or tie up and technical arrangement on case-to-case basis.	Copy of SLA and MoU of the teaming agreement alongwith the details and number of projects jointly undertaken as consortium.

4	Type of works performed / Projects / Works (The bidder shall have adequate experience in ICT/ITES/ ELV / cabling having adequate project experience of our project magnitude, if not more.)	Submit a self-attested copy each with the details of each of the recent major projects (in last three years only)
5	Details of ISO and BISCI or any other credible certifications	Self-certified copies of such certificates are to be attached.
6	No. of clients' bidder has empanelled with for similar type of works	Details and copies of such empanelment.
7	Years in Business	
8	Associated Companies, if any	
9	Staff Strength (Only on own Pay roll)	
A	Organizational Structure	
B	Admin + Finance	
C	Sales + Presales	
D	Technical. Details of skilled persons working to meet our project's requirement:- i) R&D ii) ICT and Networking iii) Indoor/Outdoor OFC cabling iv) Audio-Video cabling v) IPTV/MATV cabling vi) Electronic Security Works vii) Automation viii) Service Support & Maintenance	Give details with their skill education and experience
E	Service Support/AMC	Commendation from the existing clients, Copies of PO exclusively for AMC
10	Legal	
A	Has your firm ever failed to complete any contract or works?	Details and Declaration in this regard by the authorized signatory of the prime bidder shall be attached.
B	Are there any judgements, claims, arbitration proceedings or suits pending or outstanding against the company, associate firms or its Officers?	
C	Are you now, or have you ever been involved in any bankruptcy or reorganization proceedings?	
D	Is your firm blacklisted by any Govt or PSUs in last five years?	
11	Registration Details	
A	GST registration	Copy of GST Registration
B	Details of TIN	Copy of TIN

C	Income Tax Registration	Details of PAN
D	Details of EPF/PF	Certificate from bidder for number of staff enlisted in EPF/ PF with their Names and benefit subscription details.
E	Details of ESI/Health Insurance	
12	Financials. The prime bidder and constituent bidders of the consortium shall have a minimum turnover of Ten (10) crores INR in last financial year	In case the project was executed as a consortium, Roles & Responsibilities of each partner must be mentioned clearly along with the project and the work split-up.
A	Company size (NCA) (in Lakhs)	
B	Turnover (Rs.Lakhs)	
I	2017-16	
II	2016-15	
III	2015-14	
IV	2014-13	
V	2013-12	
C	The bidder shall be profitable at least for the past 3 years. Net Profit (Rs.Lakhs)	Attach certified Profit & Loss Statements
I	2017-16	
II	2016-15	
III	2015-14	
IV	2014-13	
V	2013-12	
13	Major Projects or After Sales Support:- 1) ICT 2) ITES 3) Electronic Security 4) Audio-Video 5) IPTV/MATV 6) Automation	Submit proof of PO/WOs. Or; Self-certified recent Work Orders Copies / Customer testimonial letters (project of same magnitude or bigger) confirming year and area of activity.
A	Details of service support centres in south Kerala	Provide address and contact details
B	Details of project experience in Co Operatives/Govts/PSUs	Submit proof of PO/WOs (Other than the one submitted in response to Sr 13)
I	Name	Self-certification with three (last three years) recent Work Orders Copies / Customer testimonial letters (project of same magnitude or bigger) confirming year and area of activity. Please note that order copies of lesser values shall not be factored and may be disregarded
	Location	
	Contract sum (Rs.in lakhs)	
	Contract period	
	Year of Completion	
	Reference	
II	Name	
	Location	

	Contract sum (Rs.in lakhs)	
	Contract period	
	Year of Completion	
	Reference	
III	Name	
	Location	
	Contract sum (Rs.in lakhs)	
	Contract period	
	Year of Completion	
	Reference	
IV	Name	
	Location	
	Contract sum (Rs.in lakhs)	
	Contract period	
	Year of Completion	
	Reference	
V	Name	
	Location	
	Contract sum (Rs.in lakhs)	
	Contract period	
	Year of Completion	
	Reference	

2. **Rejection Criteria.** Besides other conditions and terms highlighted in this tender document, the PQ bids may be rejected under following circumstances:-

- a) Bids submitted with unique terms & conditions unacceptable to NSMIMS.
- b) Bids with false claims and documentary proofs observed during our evaluation is liable to be rejected outright without any further clarifications or queries.
- c) Bids submitted with insufficient documentary proofs or documents in languages other than Malayalam or English.
- d) If the information provided by the Bidder is found to be incorrect / misleading at any stage or time during the Tendering Process.
- e) Failure to furnish all information required by the tender Document or submission of a bid not substantially responsive to the Tender Document in every respect.
- f) Any effort on the part of a Bidder to influence our bid evaluators award decisions.
- g) Bids received after the last date and time prescribed for receipt of bids.
- h) Bids without signature of person (s) duly authorized on required pages of the bid
- i) Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder.