



# CENTRAL PUBLIC WORKS DEPARTMENT

## OFFICE MEMORANDUM

No. DGW/MAN/65

ISSUED BY AUTHORITY OF DIRECTOR GENERAL OF WORKS

NIRMAN BHAWAN, NEW DELHI

4th April, 2001

### CRITERIA FOR SALE OF TENDERS, RESTRICTED CALL OF TENDERS, PRE-QUALIFICATION OF CONTRACTORS AND PRE-QUALIFICATION DOCUMENT FOR CPWD WORKS.

Attention is invited to paras 18.4.1 to 18.4.3 of CPWD Manual Vol.II and this Directorate's following circulars:

- 1) DGW/CON/75 dated 27.10.94
- 2) DGW/CON/98 dated 27.6.96
- 3) DGW/MAN/15 dated 15.4.98
- 4) SE/SS/EEII/PRED/1151 dated 26.4.96
- 5) DGW/MAN/44 dated 8.2.2000

In partial modification of instructions contained in above mentioned paras of the Manual and in super session all the above mentioned OM, the following criteria are, hereby, prescribed for sale of tenders, restricted call of tenders and pre-qualification of contractors:

#### **SALE OF TENDERS**

##### **1. Works estimated to cost upto Rs.2 crores**

Tenders shall be invited only from CPWD Contractors, effective from 1.1.2002. Till 31.12.2001, the existing procedure shall continue to be followed. Chief Engineers/ Superintending Engineers/Executive Engineers may educate and advise the non-CPWD Contractors working with them to get enlisted in appropriate class in CPWD well before 1.1.2002.

##### **2. Works estimated to cost above Rs.2 crores and upto Rs.5 crores**

- (i) Class I contractors of CPWD shall be eligible to tender for such works.

(ii) Non-CPWD contractors shall also be eligible to tender provided they have satisfactorily executed three similar works each of value 40% of estimated cost or two works of 50% cost or one work of 80% estimated cost (rounded off to the next Rs 10 lakhs) in the last 7 years ending last day of the month previous to the one in which the tenders are invited.

(iii) Class II contractors of CPWD shall also be eligible if they satisfy the criteria specified in (ii) above.

### **3. Works estimated to cost above Rs.5 crores**

Tenders shall be invited only from Pre-qualified Contractors.

## **PRE-QUALIFICATION OF CONTRACTORS**

1. Pre-qualification of contractors shall be resorted to in the following cases :

- (i) The estimated cost of the work exceeds Rs.5 crores
- (ii) The estimated cost of the work is upto Rs.5 crores but more than Rs.2 crores and the ADG concerned, in his discretion and for recorded reasons, may decide to pre-qualify contractors on the following grounds
  - (a) The work is required to be executed with great speed, which not all contractors are in a position to generate
  - (b) The work is of special nature requiring specialised equipment, which is not likely to be available with all contractors
  - (c) The work is to be executed in sensitive/VIP areas
  - (d) Client has requested for restricting the tender
  - (e) Other exigencies of the work, to be placed on record.

2. The pre-qualification applications shall be invited through Press notice. The Chief Engineer shall prepare and approve the draft pre-qualification document in accordance with guide-lines laid down hereunder and the standard PQ document. Any deviations from the guide-lines and standard PQ documents, where absolutely necessary, shall be got approved from the Director General (W) except Sl. No. 3 of the guidelines. The Additional Director General shall have full powers for approving the list of eligible contractors for pre-qualification

**(C) Para 2(b) of the Invitation to pre-qualify and 7.2 of Section-II**

Turnover: Average annual financial turn over on civil construction works should be at least 30% of contract value, during last 3 years ending 31<sup>st</sup> March of the previous financial year.

**(D) Para 2(c) of the Invitation to pre-qualify and 7.3 of Section-II**

Profit/loss: The date to be filled in this column should be 31<sup>st</sup> March of the previous financial year.

**(E) Para 2(d) of the Invitation to pre-qualify and 7.5 of Section-II**

Solvency certificate: The contractor should have a solvency of the amount equal to 40% of the estimated cost of the work.

**(F) Para 7.8 of Section-II**

Performance reports: The performance report of the contractor, to be obtained by him from client/EE in sealed cover and enclosed with the pre-qualification document, should be on Form 'D'. Before taking a final decision in the matter, the authority competent for pre-qualification or the evaluation committee constituted by him or any other representative of him, shall inspect the works of those applicants who otherwise pre-qualify or confidentially obtain reports from their client/EE.

**(G) Para 8.1.2 of Section-II**

Scoring method for evaluation: The scoring for evaluation mentioned in this column shall be done as given in Annexure-I to this OM. **This shall not be made a part of the Pre-qualification document.**

3. For all works Pre-qualification criteria shall be based on above guidelines. However, for recorded reasons ADG may insert experience of particular categories of items like Stone Work, Metal False Ceiling, Basements, Form Works etc. as an additional Pre-qualification condition.
4. The above Pre-qualification criteria shall be applicable for normal Civil & Electrical works in CPWD. For specialised works contained in section 19.3 of CPWD Manual Vol. II the Pre-qualification criteria shall continue to be as per circular No. DGW/CON/28 dated 23.8.89.

5. For recorded reasons ADG shall have powers to Pre-qualify the Contractors for any particular work irrespective of its monetary value.
6. The Department reserves the right to restrict the list of approved contractors if too many applications are received satisfying the basic PQ criteria. Approval of DG(W) will be necessary for further restricting the list of pre-qualified contractors, based on request from clients.

Encls: Annexures I & II

*[Signature]*  
28/3/2001  
Superintending Engineer (C&M)

File No. CSQ/SE/CM/30/113001.  
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**ANNEXURE-I**

**CRITERIA FOR EVALUATION OF THE PERFORMANCE OF CONTRACTORS**  
**FOR PRE-QUALIFICATION.**

Attributes		Evaluation
(A) Financial strength - 20 marks		(i) 60% marks for minimum eligibility criteria
(i) Average annual turn over- 12 marks		
(ii) Solvency Certificate - 8 marks		(ii) 100% marks for twice the minimum eligibility criteria or more
		In between (i) & (ii) – on pro-rata basis
(B) Experience in similar class of works (20 marks)		(i) 60% marks for minimum eligibility criteria
		(ii) 100% marks for twice the minimum eligibility criteria or more
		In between (i) & (ii) on pro-rata basis
(C) Performance on works (40 marks)		

Parameter	Calculation For points	Score	Maximum Marks		
1. Time over Run (TOR)			25		
	If TOR =	<u>1.00</u>	<u>2.00</u>	<u>3.00</u>	<u>&gt; 3.50</u>
a) Without levy of compensation	25	20	10	0	
b) With levy of compensation	25	10	5	0	
c) Levy of compensation not decided	25	15	5	0	

$TOR = AT/ST$ , where AT = Actual Time ; ST = Stipulated Time

Note:- Marks for value in between the stages indicated above is to be determined by straight line variation basis.

Parameter	Calculation For points	Score	Maximum Marks
2. Quality			15
	(i) Very Good	15	
	(ii) Good	10	
	(iii) Fair	5	
	(iv) Poor	0	

(D) Personnel and Establishment (Max. 10 marks)

- |       |                         |                                       |
|-------|-------------------------|---------------------------------------|
| (i)   | Graduate Engineer       | 3 marks for each                      |
| (ii)  | Diploma holder Engineer | 2 marks for each upto<br>Max. 4 marks |
| (iii) | Supervisory/Foreman     | 1 mark for each upto<br>Max 5 marks   |

(E) Plant & Equipment (Max. 10 marks)

- |       |                   |  |
|-------|-------------------|--|
| (i)   | Hopper Mixer      | 1 mark for each upto<br>maximum 2 marks          |
| (ii)  | Vibrator          | 1 mark for each upto<br>maximum 2 marks          |
| (iii) | Truck/Tippers     | 2 marks for each upto<br>maximum 4 marks         |
| (iv)  | Steel shuttering  | 2 marks for each 800 sqm<br>upto maximum 4 marks |
| (v)   | Pumps             | Maximum 1 mark                                   |
| (vi)  | Special Equipment | (Marks to be fixed as<br>per requirement).       |



**GUIDELINES FOR PREPARING PRE-QUALIFICATION DOCUMENT AND  
CRITERIA FOR PRE-QUALIFICATION**

1. The pre-qualification applications shall be invited on the approved standard Pre-qualification document as issued vide DGW/MAN/44, duly modified as per Annexure - II.
2. The criteria for pre-qualification to be inserted in Section-II (Information and instructions for Applicants) and Section-III (Pre-qualification Information) of the Pre-qualification document and in the Press Notice shall be decided on the following lines.

**(A) Para 2(a) of the Invitation to pre-qualify, 7.1 of Section-II and Form 'B' of Section-III**

The 'month' shall be the month previous to the one in which the applications are invited.

**(B) Para 2(a) of the Invitation to pre-qualify and 7.1 of Section-II**

Experience of having successfully completed works during the last 7 years ending last day of the month previous to the one in which applications are invited.

Three similar completed works (at least one of them should be in Central Government/Central Autonomous Bodies/Central Public Sector Undertakings) costing not less than the amount equal to 40% of estimated cost put to tender.

Or

Two similar completed works, costing not less than the amount equal to 50% of the estimated cost put to tender

Or

One similar completed work of aggregate cost not less than the amount equal to 80% of estimated cost

'Similar nature of work' as proposed by the Chief Engineer shall be got approved from the ADG

**ANNEXURE II****CORRECTION TO PQ DOCUMENTS ISSUED WITH DGW/MAN/44**

S.No.	Page No.	Line No.	For	Read
1.	2	3 of para 6	... suitable by it.	... suitable by it, if too many applications are received satisfying the basic PQ criteria
2.	4	3 & 4 of 1.5	... rank of Superintending Engineer/Chief Project Manager or equivalent	... rank of Executive Engineer or equivalent.
3.	7	1 of 7.8	.....last 5 years.....	... last 7 years.....
4.	8	Para 9	9.0 Financial Information Applicant should furnish the following financial information: (a) Annual financial statement for the last five years (in Form-"A"). This should..... (b) Name & address.....	9.0 Financial Information Applicant should furnish the following financial information: Annual financial statement for the last five years (in Form-"A")
5.	9	4 of 12.0	..... (not included in Form-"G") and available.....	..... (not included in Form-"F") and available.....
6.	12 Form-"A"	(III)	(III) The following certificates are enclosed: (a) Tax Deducted at Certificates from the clients for the last three years. (b) Current Income Tax Clearance Certificate. © Solvency Certificate from Bankers of Applicant	(III) The following certificates are enclosed: (a) Current Income Tax Clearance Certificate (b) Solvency Certificate from Bankers of Applicant

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