



## PRESCRIBED FORMAT OF DOCUMENTS

FOR

***Engineering services for Preparation of DPR of 4 lane cargo phase II Road of 1.5 km connectivity from rotary at cargo phase I to VVIP Roads at Rajiv Gandhi International Airport, Hyderabad.***

## **INTRODUCTION**

The Notified Area Committee for Hyderabad Rajiv Gandhi International Airport Area was constituted vide GOMs no 976MA dated 14.12.2005.

Government of Andhra Pradesh vide its G.O.Ms.No.183 Dt. 22.04.2006 have delegated the powers to Notified Area Committee (NAC) u/s 146 to 155 of APM Act 1965 for Provisions relating to Lighting of Public roads within the RGIA.

## **DISCLAIMER**

This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party. Each applicant / bidder/contractor should conduct its own investigation and analysis & should check the accuracy, reliability and completeness of the information in this Expression of Interest. Applicants should make their own independent investigation in relation to any additional information that may be required.

## **BIDDERS PROFILE & EXPERIENCE**

### **Applicant's organization & experience:**

The Applicant must have the following qualification criteria:

#### **1. Technical Credentials:**

The bidder must have at least 5 years of relevant experience in Preparation of DPR of Highway Projects with flyovers & underpasses and Industrial road projects.

#### **Commercial:**

Applicant must have an average annual turnover of Rs 200.00 Lakhs during last 03 (three) years. The bidder must submit the following documents along with the filled up Prescribed Format:

- a) Photo copies of VAT/ST Registration Certificate, Provident Fund Registration Certificate, IT PAN and Service Tax Registration Certificate.
- b) Annual turnover and balance sheet of last three years.

## **CRITERIA FOR EVALUATION & SELECTION PROCESS**

Based on the credentials furnished as per the Prescribed Format, the agencies shall be shortlisted. **Request for Proposal (RFP) shall be invited only from the short-listed Applicants.**

#### **Note:**

- EOI must contain the name of the company/Firm, credentials, name of the contact person with address, contact number (cell No., Fax no., e-mail ID etc.) in the format as per **Annexure 1** attached.
- NAC reserves the right to accept / reject any Expression of Interest (EOI) from parties without assigning any reasons whatsoever. No further correspondence will be entertained.

## **Letter for Expression of Interest**

To

The Full Time Officer& Officer on Special Duty  
Office of Notified Area Committee  
Room No. 14&15, D Block, First Floor,  
Cargo Satellite Building,  
Rajiv Gandhi International Airport  
Shamshabad, 501218  
Telangana State  
India

**Subject:** *Engineering services for Preparation of DPR of Cargo Phase II Road connecting to VVIP Road at Rajiv Gandhi International Airport, Hyderabad including detailed survey, soil investigations, geometric design, pavement design, preparation of plan & profile drawings, CD structure drawings, detailed cost estimates as per SSR etc.*

Dear Sir,

In response to the Invitation for Expressions of Interest (EOI) published on \_\_\_\_\_ for the above purpose, we would like to express our interest to carry out the above proposed work. As instructed, we are submitting the following documents in sealed envelopes:

1. General information (**Annexure - 1**)
2. Details of works & services and Ongoing projects (**Annexure-2**)
3. Details of Office Set up (**Annexure - 3**)
4. Annual Turnover statement (**Annexure - 4**)

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Date:

**Note: This letter shall be furnished on the letter head of the organization duly stamped with company seal.**

**Annexure-1**

**GENERAL INFORMATION OF THE APPLICANT**

***Note: Separate sheets may be used wherever necessary.***

1. Name & Address of the Applicant:
2. Name & Designation of the concerned officer to whom all references shall be made:
3. VAT/ST Registration Certificate, Provident Fund Registration Certificate, IT PAN and Service Tax Registration Certificate:
4. Phone nos. / Mobile Nos./Fax No's:
5. E-Mail ID:
6. Authorized Signatory  
Name:  
E Mail Id:  
Telephone:
7. Total No. of Employees/Manpower Strength:
8. Type of the Organization (Public Sector /Limited/Private limited/Partnership/Proprietary /Society/Any other.)
9. No. of Engineers / Technical employees who will be associated with this project:
10. Any other information that Applicant may like to give in order to highlight his bid:
11. Name & address of local representative, if any:

Place : Signature of Party:

Date : Name in Full:  
Designation/Status:

Company Seal:

**Annexure-2**

**Name of the Applicant:**

**DETAILS OF WORKS AND SERVICES OF IDENTICAL NATURE DONE/ONGOING BY THE PARTY DURING THE LAST THREE YEARS (which best illustrate Qualification):**

Sl. No.	Name of Company	Description of work	Value of work	Period		Whether the Services are done directly or Outsourced to you	Remarks
				From	To		

Note: Photocopy of Performance Certificate / Completion Certificate issued by the Owner in Support of the work mentioned above is required to be enclosed.

*Note: Separate sheets may be used wherever necessary.*

**SIGNATURE OF THE APPLICANT**

**SEAL OF THE COMPANY**

**Annexure-3**

**Name of the APPLICANT:**

**OFFICE SET UP DETAILS:**

Office Set Up (Yes/No)	
Complete Address (Registered address and principal place of business).	
Particulars of the Key personnel with technical qualifications, assignments held etc.	

*Note: Separate sheet/ credentials may be used/ enclosed wherever necessary.*

***SIGNATURE OF THE APPLICANT***

**SEAL OF THE COMPANY**

**Annexure-4**

**Name of the APPLICANT:**

**ANNUAL TURNOVER STATEMENT**

The bidder shall indicate herein his annual turnover during preceding 3 years based on the audited balance sheet / profit & loss account statement.

<b>FINANCIAL YEAR</b>	<b>ANNUAL TURNOVER (Rs.)</b>	<b>REMARKS</b>

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**NOTE:**

1. Copies of audited balance sheets with profit and loss account of 3 years shall be submitted in support of above entries.

*Note: Separate sheet/ credentials may be used/ enclosed wherever necessary.*

***SIGNATURE OF THE APPLICANT***

**SEAL OF THE COMPANY**

## **PRE-QUALIFICATION CRITERIA**

Following will be the minimum pre-qualification criteria. Each eligible Applicant should possess all the following pre-qualification criteria. Bidders not meeting the minimum pre-qualification criteria will be rejected and will not be issued the RFP.

<b>S. No.</b>	<b>Pre-qualification Criteria</b>	<b>Supporting Compliance document</b>	<b>Reference</b>
1	The entity shall be a firm/ company / partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India.	Copy of Certificate of Incorporation/ Partnership Deed	
2	The firm should be in the business of Consultancy of DPR in Highway Projects with flyovers & underpasses and Industrial road projects for at least 5 years as of 01.04.2023	Shall submit necessary proofs as per the format – <b>Annexure 3</b>	
3	The firm should have an experience in preparation of DPR of Highway Projects with flyovers & underpasses and Industrial road projects and minimum of two identical projects of not less than Rs. 50.00 Lakhs each order value in the last 5 Financial Years.	Proof of having done / ongoing works of identical nature shall be furnished as per format – <b>Annexure 2</b>	
4	The firm should have an average annual turnover of not less than Rs 200.00 Lakhs per annum in 3 consecutive Financial Years from such Services rendered in India	As detailed in <b>Annexure 4</b>	