

# **FORM OF APPLICATION**

## **EMPANELMENT OF STRUCTURAL/ CIVIL CONSULTANT**

**Name of the Firm.....**

**Contact Person.....**

**Address .....**  
**.....**  
**.....**  
**.....**

**Phone Numbers-**

**Mobile No-**

**Fax No-**

**GENERAL INSTRUCTION FOR GUIDANCE OF APPLICANTS FOR EMPANELLEMENT-**

1. Andrew Yule invites applications from Civil/Structural consultants for consultancy services for the work of **Reconstruction of Compound Wall at M/s ANDREW YULE & CO LTD,5 /346, OLD MAHABALIPURAM ROAD, PERUNGUDI, CHENNAI 600 096.**
2. The Consultants who fulfill the following requirements are eligible to apply. Joint ventures are not permitted.
  - a. Should have a valid structural consultancy license approved by appropriate authority.
  - b. Should have satisfactorily rendered consultancy services for at least two similar works in the past three years and the cost of at least one work should be Rs.30 Lakhs or more.  
"Similar work" means Non - Residential construction.
  - c. Should have had average annual business turnover of not less than Rs 25 Lacs (in terms of consultancy fees received) in the last three years ending March 2008.
  - d. Should be a Graduate Civil Engineers/Structural Engineers with more than 10 yrs. experience in consultancy of Industrial buildings and necessary supporting staff for being always available for consultation at site.
  - e. Preference will be given for any valid certifications from ISO-9001 & 2000 or similar organizations, the details may be specified.
  - f. Should have valid Service Tax No.
3. Desirous Structural/ Civil consultants may down load the pre – qualification application from the web site of [www.andrewyule.com](http://www.andrewyule.com) .
4. SUBMISSION OF OFFER

Tender should be submitted in Two Separate Parts in **two separate sealed envelopes** as given hereunder:

**Part 1.** TECHNICO COMMERCIAL BID along with CASH RECEIPT/ DD for Tender fee in a SEPARATE SEALED COVER Super scribing "QUOTATION FOR **EMPANELMENT OF STRUCTURAL/ CIVIL CONSULTANT** ", DUE ON **20.06.2009** (TECHNO COMMERCIAL BID)". ***Except the price bid all the other documents should be enclosed in the Techno commercial bid.***

**Part 2.** Price Bid should be enclosed in a **SEPARATE SEALED COVER** Super scribing "QUOTATION FOR **EMPANELMENT OF STRUCTURAL/ CIVIL CONSULTANT**", DUE ON **20.06.2009**

Both the Techno Commercial Bid and Price Bid should be put in one sealed cover super scribing "QUOTATION FOR **EMPANELMENT OF STRUCTURAL/ CIVIL CONSULTANT**", DUE ON **20.06.2009** (TECHNO COMMERCIAL BID AND PRICE BIDS)".

- 5 Application for pre qualification supported by prescribed annexures should be submitted in sealed envelope duly super scribed with the name of work and due date of opening. The applications will be received up to 10.00AM on **20.06.2009** and will be opened by the office of Sr. Manager( Materials), on the same day after 11.00 AM.
6. If any information furnished by the applicant is found to be in correct at a later date, he shall be liable to be debarred from undertaking consultancy works for AYCL.
7. AYCL reserves the right to verify the particulars furnished by the applicant independently and also to obtain feed back from clients for whom works were carried out by them.
- 8 AYCL reserves the right to reject any prospective applicant without assigning any reason what so ever and also to restrict the list of consultants to any number deemed to be found suitable for it.
- 9 Validity of the offer: Your offer should be valid for acceptance for a minimum period of 90 days from the date of tender opening.
- 10 Service Charges for Consultancy should be quoted on lump sum basis only. Please confirm compliance.
11. Tender document will be available for sale at a price of Rs.250/- (non-refundable) in the form of Cash/ Demand Draft drawn in favour of Andrew Yule & Co Ltd from **30 May, 2009 to 20 Jun, 2009 between 09.30 a.m. and 4.30 p.m.** at Andrew Yule & Co Ltd, 5/346 Old Mahabalipuram Road, Perungudi, Chennai 600 096.. Alternatively, this document can also be downloaded from our website [www.andrewyule.com](http://www.andrewyule.com). In case of downloading the pre-qualification (PQ) documents, a demand draft of Rs.250/- (non refundable) drawn in favour of Andrew Yule & Co Ltd , Chennai towards the payment is required to be submitted along with the filled in PQ documents. PQ documents submitted without this fee shall be rejected.

The duly filled and sealed tender document including complete set of supporting documents shall be submitted to:

**Senior Manager Materials  
M/s Andrew Yule & Co Ltd.  
5/346, Old Mahabalipuram Road,  
Perundudi,  
Chennai 600 096.**

on or before **20.06.2009** before **10.00 hrs.**

**Signature of the Applicants**

**Address:**

## **INVITATION TO PRE-QUALIFY NOTICE**

**NAME OF WORK:- Reconstruction of Compound Wall with the necessary access gate and ramp at ANDREW YULE & CO LTD, 5/346, OLD MAHABALIPURAM ROAD, PERUNGUDI, CHENNAI 600096.**

### **BRIEF PARTICULARS OF WORK AND SERVICES EXPECTED FROM THE CIVIL/STRUCTURAL CONSULTANT**

The Civil/ Structural consultant is expected to render the following services

1. Inspection of existing compound from stability point of view.
2. Summarization of data and preparing detailed study report
3. Design of new compound wall (Length 140 m (Approx) X height 4 m (Approx) with detailed engineering.
4. Preparation of detailed bill of quantities including technical and commercial bid
5. Scrutinizing of the technical bids submitted and identifying the bidders who are qualified.
6. Approval of materials during course of construction
7. Issue of clarifications, details etc on the tender as and when requested.
8. Site visits / attendance in meetings as and when needed.
9. Preparation of as built drawings based on the data to be furnished by the Engineers.
10. Obtaining completion certificates of local bodies wherever needed.
11. Maintenance of M Book.
12. Supervision and Quality check during construction.
13. Certification of bills submitted by the contractor.

**To**

**Date:**

**Senior Manager Materials**

M/s Andrew Yule & Co Ltd.  
5/346, Old Mahabalipuram Road,  
Perundudi,  
Chennai 600 096

**Dear Sir,**

**Sub: EMPANELMENT OF CIVIL/ STRUCTURAL CONSULTANT**

I / we have read and understood the press notice for prequalification and instructions to the Applicants. I /We hereby declare that the information furnished in the proforma and in the supplementary sheets is correct to the best of my knowledge and belief. I/ We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/ annexures below. I/We agree that the decision of AYCL in selection of civil/structural consultant will be final and binding to me/us. I/We have read the instructions appended to the proforma and I/We understand that if any false information/ particulars is detected at a later date, the empanelment shall be cancelled at the sole discretion of the AYCL.

**Encl: Supplementary sheets Nos:**

**Yours faithfully,**

**Signature of the Applicant**

**Name.....**

**Designation.....**

**Address.....**

## INVITATION TO PRE QUALIFY

**NAME OF WORK Reconstruction of Compound Wall with the necessary access gate and ramp at ANDREW YULE & CO LTD, 5/346, OLD MAHABALIPURAM ROAD, PERUNGUDI, CHENNAI 600 096.**

### INSTRUCTIONS FOR APPLICANTS

1. The various information sought in the enclosed Forms should be furnished.
2. The application should be type written and should be signed by the authorised person
3. If any information furnished by the applicant is found to be incorrect either immediately or at a later date, the applicant is liable to be debarred from taking part in the consultancy works of AYCL in future.
4. Clarification, if any required on the requirement of the project may be sought from the Senior Manager (PPC), M/s Andrew Yule & Co Ltd, 5/346, Old Mahabalipuram Road , perungudi, Chennai 600 096. in person/ writing. No request for clarification shall be entertained after 19 June, 2009.
5. The following words and expressions have the meaning hereby assigned to them
  - a. Employer : Andrew Yule & Co Ltd. (AYCL).
  - b. Applicant : Individuals, proprietary firms, firm in partnership, limited company – private or public, or corporation. ,
  - c. Year : Financial year
6. The employer reserves the right to accept or reject any application and to annul the pre qualification process and reject all applications with out assigning any reasons or incurring any liability.
7. The particulars furnished regarding the work to be executed are provisional and liable to be modified
8. The applicant may visit the site proposed for the compound wall and get himself familiarised with the physical environment.
9. The applications shall be evaluated considering the various details furnished by the applicants. If an applicant is not pre qualified, reason for the same shall not be furnished.
10. Payment: 100 % payment along with service tax will be paid in 30 days from the date of completion of work by contractor and certification thereof.
11. In case any defect is noticed during defect liability period of contract. The civil/ structural consultant shall provide supervision for correction of defects with out any charge.

## FORM - A

### INVITATION TO PRE - QUALIFY

**NAME OF WORK** Reconstruction of Compound Wall with the necessary access gate and ramp at ANDREW YULE & CO LTD, 5/346, OLD MAHABALIPURAM ROAD, PERUNGUDI, CHENNAI 600 096.

### FINANCIAL INFORMATION

1. Gross Annual Business Turnover (In terms of consultancy fees received) for the past three years ending March 2008

Year	Consultancy fess received Rs – Lakhs
2005 - 06	
2006 - 07	
2007 - 08	

- 2 Details of Income tax returns

- a. Permanent Account No (Copy may be enclosed)
- b. Detail of Service Tax No (Copy may be enclosed)
- c. Detail of latest Income tax return (Copy may be enclosed)

Signature of Chartered Accountant

Signature of applicant

With Seal

Name

Seal

**Price Bid**

Should be enclosed in a separate sealed envelope.

Service Charges for Consultancy Rs: \_\_\_\_\_  
( Lumpsum only)

Service Tax : %

**Signature of the Applicant with Seal**

**Name**.....

**Designation**.....

**Address**.....

**Date**.....

**Place** .....

## FORM - B

**NAME OF WORK** Reconstruction of Compound Wall with the necessary access gate and ramp at ANDREW YULE & CO LTD, 5/346, OLD MAHABALIPURAM ROAD, PERUNGUDI,CHENNAI 600 096.

### APPOINTMENT OF CIVIL/STRUCTURAL CONSULTANT INVITATION TO PRE QUALIFY

#### DETAILS OF SIMILAR WOKS COMPLETED DURING THE LAST THREE YEARS ENDING DECEMBER 2008

SI No	Name of Project	Owner or Authority in Charge	Completed Cost of Work Rs - Lakhs	Date of commencement	Date of completion	Name and address of person officer to whom reference can be made	Remarks

\*Attach separate sheets if required

**NAME OF WORK** Reconstruction of Compound Wall with the necessary access gate and ramp at ANDREW YULE & CO LTD, 5/346, OLD MAHABALIPURAM ROAD, PERUNGUDI,CHENNAI 600 096.

### APPOINTMENT OF STRUCTURAL CONSULTANT INVITATION TO PRE QUALIFY

#### DETAILS OF SIMILAR WOKS UNDER PROGRESS

SI No	Name of Project	Owner or Authority in Charge	Estimated Cost of Work Rs - Lakhs	Date of commencement	Stipulated Date of completion	Name and address of person/ officer to whom reference can be made	Remarks

\*Attach separate sheets if required

## FORM – C

### INVITATION TO PRE QUALIFY

**NAME OF WORK** Reconstruction of Compound Wall with the necessary access gate and ramp at **ANDREW YULE & CO LTD, 5/346, OLD MAHABALIPURAM ROAD, PERUNGUDI, CHENNAI 600 096.**

#### ORGANISATIONAL STRUCTURE OF THE APPLICANT

1. Name and Address of the applicant
2. Telephone No / Fax No / e-mail id
3. Legal status of the applicant
  - a. Individual
  - b. Proprietary firm
  - c. A firm in partnership
  - d. A limited Company or Corporation
4. Names of person concerned with this work along with address. Telephone No etc
5. Has the applicant or any constituent partner ever abandoned a consultancy job
6. Has the applicant or any constituent partner ever debarred from taking up work in Govt Departments.
7. In which field of Structural/ Civil engineering the applicant is specialized.

8. Details of Technical personals who will be involved in this work

SI No	Name	Qualification	Designation	Remarks

9. Awards / Citations received, if any

Any other additional information:

(STRUCTURAL/ CIVIL CONSULTANT'S SIGNATURE WITH SEAL)