

Application form for Empanelment

The Haryana Institute of Public Administration (HIPA) an autonomous body and Premier State Training Institute of Haryana provide training to All India Service Officers, State Civil Service Officers and other Officers/Officials of various Departments, Boards & Corporations of the State Govt. There are 3 Divisional Training centre (DTC) of HIPA at Panchkula , Hissar and Rohtak. Empanelment will be for HIPA Gurugram as well as for Divisional Training centres at Panchkula , Hissar and Rohtak.

1. Instruction to the applicants before filling up of Application form

As the time is the essence of the Contract Agreement , the ability and competence of the applicants to render required services within the specified time frame will be the major factor while deciding the selection of the applicants for preparation of a panel of Consultant.

2. Scope of work

(i) Interior Designing:-

Scope of work Will include:-

- 1) Preparation of concept/presentation drawing, interior detail drawings, Material specification, structural design & drawing (if required), services drawing, cost estimate and other related services.
- 2) other Miscellaneous work.

(ii) Civil contractors:-

Scope of work will include:-

- 1) Building construction work.
- 2) Repair/renovation/maintenance.
- 3) Road work.
- 4) Water purifying.
- 5) Water supply & sewage water.
- 6) Labour supply
- 7) Structural steel work.
- 8) Rain water Harvesting.
- 9) Aluminium Partition.
- 10) Tile, Floor Work.
- 11)Other Miscellaneous work.

(iii) Electrical Works/ Electrical panel works:-

Scope of work Will include:-

- 1) Lighting, Cable laying, Power distribution, Earthing & related L T works & other related works, HT yard related works.

- 2) Power distribution panel, Bus Bar modification, MCB, ACB & other related works, HT yard related works.
- 3) Repair and Maintenance of Electrical equipment like AC, Fans, R.O., Electrical Motors etc.
- 4) Other miscellaneous work.

(iv) Telephone works:-

Scope of work Will include:-

- 1) Cable Laying, Chamber construction, Junction Box, Cable Joining.
- 2) Repair and maintenance of Electronics and Audio Visual items etc.
- 3) Other miscellaneous work.

(v) Furniture & Furnishing:-

Scope of work Will include:-

- 1) Providing officer table, chair, class room chair, file storage cabinet, almirah, sofa sets, dining table, Aluminium Partition, Curtains, Blinds, Upholding as well as repair & maintenance of existing furniture at HIPA.
- 2) Other miscellaneous work.

(vi) Computer Hardware:-

Scope of work Will include:-

- 1) Purchase and repair of computers, Laptop.
- 2) Purchase of USB Hard disk, Pen drive.
- 3) Purchase of Power Cable, Keyboard, Mouse, RAM, VGA, Cable and other computer accessories etc.
- 4) Repair of printers.
- 5) Refilling of toner cartridge.
- 6) Supply of UPS Batteries.
- 7) Repair and purchase of UPS.
- 8) Purchase ,repair and installation of LAN/Wi-fi
- 9) Purchase and repair of projector

3. General Instruction:-

- 1) Intending for empanelment in HIPA is requested to furnish the details as per enclosed format for consideration.
- 2) Each page of the application shall be signed. The application shall be signed by person/persons on behalf of the organization having necessary authorization/power of Attorney to do so.

- 3) If the space provided in the Proforma is insufficient for giving full details, separate sheet of paper may be used.
- 4) Please note whosoever wanted to be Empanelled for more than one category, then they should apply on separate proforma along with required fee.
- 5) Please mark 'not applicable' (NA) in the column which is not relevant to the applicant.
- 6) Information furnished to HIPA will be kept as strictly confidential.
- 7) The firms which have worked for Govt./Public Sector undertakings/HUDA/MCG/ETC will be preferred.
- 8) Clarifications, if any required, may be obtained from Haryana Institute of Public Administration.
- 9) **Decision of the Institute regarding selection/rejection for empanelment will be final and binding and no further correspondence will be entertained.**
- 10) Information and details furnished by empanelled firm/party if found to be false at any time in future or any information withheld comes to the notice of the Institute on a later date, the empanelment will be cancelled immediately.
- 11) An amount of Rs. 500/- (non-refundable) to be paid by way of demand draft/pay order favouring **"Haryana Institute of Public Administration", payable at Gurugram. DEMAND DRAFT/Pay Order should be attached with the application.**
- 12) Empanelment of firms will be valid only for one year. However, in case of any unsatisfactory work at any point to time, empanelment is liable to be cancelled at the discretion of the Institute.
- 13) Where copies are required to be furnished, these should be certified copies. **The request in duly enclosed proforma from should reach to us during office hours, on or before on the above address.**
- 14) The aforesaid information/instruction along with registration form can be obtained from Director General, HIPA office.
- 15) Envelope containing the application form shall be sealed and submitted to "the Director General, Haryana Institute of Public Administration". The envelope containing the application should specifically superscribe **"Application for empanelment as Interior Designing/Contractor for Civil/Electrical work/Electrical Panel work/Telephone work/Furniture, furnishing/computer hardware"**.

16) To be eligible for the registration, Contractors must demonstrate that they possess the necessary qualifications, expertise and management systems, technical, financial capacity to undertake works.

17) HIPA will not be responsible for postal or any other delays outside its jurisdiction

Application for Empanelment

- 1) Please tick appropriate:-
- (i) Interior Designers.
 - (ii) Civil Contractors
 - (iii) Electrical Work/Electrical Panel Work
 - (iv) Telephone works.
 - (v) Furniture & Furnishing
 - (vi) Computer Hardware.
- 2) Complete all sections of the form sign the declaration and send the completed form and attachments in a sealed enveloped marked "application for registration as contractor" along with demand draft /pay order for RS.500/- (non-refundable) to:

Director, HIPA,
Haryana Institute of Public Administration,
Plot No. 76, Sector-18, Gurugram.

3) (a) GENERAL INFORMATION

Name of the Individual/Firm/Company	
Address	
Whether the Agency is Proprietary/Partnership/Private Ltd./Public Ltd.	
Registration Number & date of registration	
Telephone Number	
Fax Number	
E-Mail ID	

Contract Person's Name & Designation and Telephone Number	
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(b) REGISTRATION WITH OTHER ORGANISATIONS SUCH AS Govt. /Public Sector undertakings/HUDA/MCG/ETC will be preferred.

(Attach copy of registration.)

S.No.	Company	Registration Number	Dated	Validity	Value or order for which registered	Class/Type of Registration

(c) FINANCIAL DETAILS

Financial Year	2013-14	2014-15	2015-16
Annual turnover (Rs. In lakhs)			
Profit/Loss (Rs. In Lakhs)			

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(d) STATUARY REGISTRATION

PF Account Number	
ESI Registration Number	

(e) BANK DETAILS

SR. NO.	PARTICULARS	DETAILS
1	Name of the institution	
2	Complete Address	
3	Name of the contact person	
4	Contact Numbers Email ID	
5	Savings/Current account Number	

6	Name of the Bank	
7	Name of the branch with complete address	
8	IFSC code	

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DECLARATION

1. I/We declare and confirm that –
 - a. All information and attachment submitted in this application are true and correct.

- b. I/We are aware that any false information provided herein will result in the rejection of my application and suspension of any registrations granted.
- c. I/We shall not make refund claims of expenditure incurred in processing this application.

2. I/We enclose herewith a Demand Draft/pay order

3. _____ drawn on Bank _____

for Rs. _____ as processing fee.

Signed: _____ Name: _____

Position: _____ Date _____

Official Seal

Please affix latest Passport Size Photo of Proprietor/Partner	Please affix latest Passport size photo of Proprietor/partner	Please affix latest Passport size photo of Proprietor/partner
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ANNEXURE: A

Details of works Completed during the past five years

(Attach copy of Completion certificate for documentary support of the same)

Sl. No.	1	2	3	4	5
Name of the work					

Name & Address of the Client					
Contact Person & Tel No. of Clients					
Value of Work & W.O. No					
Stipulated date of completion					
Actual date of Completion					
Completed Value of the work					
If delay in execution whether LD / penalty levied or not					
Remarks					

Note: Additional sheets may be enclosed if required

ANNEXURE: B
Details of Plant and Machinery, Vehicles.

(a) For Civil works

Sl. No.	Name of the Equipment & Vehicles	Capacity	Owned or Leased or To be Procured	Nos.	Age of the Equipment	Condition of the Equipment	Remarks
1	Shuttering material & props			2500 Sq.ft.			2.5 Marks
2	Vehicles						2.5 Marks
						Total	05 Marks

- Note: 1. Xerox copy of the Invoice should be enclosed.
2. If the contractors have the equipments other than the mentioned above they should enter the details as given in the table or additional sheets may be enclosed if required.

Name & Signature of the Agency with Seal

ANNEXURE-C

I. Interior works:

1	NAME OF THE AGENCY					
2	PEMD DETAILS					
3	ELIGIBILITY CRITERIA			Marks Break up	Firms Scored	
	Financial Strength	Required in Lakhs	Submitted in lakhs			
a	Average annual turnover	5 lac		5 Lac or above 5 Lac =10 marks Below 5 lac = 05 marks		
4	WORK EXPERIENCE					
	Particulars			Marks Break up	Firms Scored	
a	Work experience in HIPA			5		
b	Work Experience in Central-Govt/State Govt./ autonomous body/ PSUs/PWDs/CPWD/MCG/MES/ HUDA/Railways/ Public sector etc.			15		
c	Work experience in Reputed private Organization/ Universities/ Schools/Administrative Training Institute			5		
5	COMPANY EXPERIENCE					
	Particulars			Marks Break up	Firms Scored	
a	Company Work Experience-above 5 years (10Marks)			10		
b	Company Work Experience-below years (5Marks)					
6	STATUARY REGISTRATION [Refer Clause-d of General Information 3(a), Page no:5]			5		
7	Aggregate marks achieved					
8	REMARKS					
9	RECOMMENDATION					

II. CIVIL WORKS:-

1	NAME OF THE AGENCY					
2	PEMD DETAILS					
3	ELIGIBILITY CRITERIA			Marks Break up	Firms Scored	
	Financial Strength	Required in Lakhs	Submitted in Lakhs			
a	Average annual turnover	5 lac		5 Lac or above 5 Lac =10 marks Below 5 lac = 05 marks		
4	WORK EXPERIENCE					
	Particulars			Marks Break up	Firms Scored	
a	Work experience in HIPA			05		
b	Details of Plant and machinery			05		
c	Work Experience in Central-Govt./State Govt./ autonomous body/ PSUs/PWDs/ CPWD/MCG/MES/ HUDA/Railways/ Public sector etc.			10		
d	Work experience in Reputed private organization/Universities/Schools/ Administrative Training Institute			05		
5	COMPANY EXPERIENCE					
	Particulars			Marks Break up	Firms Scored	
a	Company Work Experience-above 5 years (10Marks)			10		
b	Company Work Experience-below 5 years (5Marks)					
6	STATUARY REGISTRATION [Refer Clause- d of General Information 3(a), Page no:5]			05		
7	Aggregate marks achieved					
8	REMARKS					
9	RECOMMENDATION					

III. Electrical works/ Electrical Panel work:-

1	NAME OF THE AGENCY					
2	PEMD DETAILS					
3	ELIGIBILITY CRITERIA			Marks Break up	Firms Scored	
	Financial Strength	Required in Lakhs	Submitted in lakhs			
a	Average annual turnover	5 lac		5 Lac or above 5 Lac =10 marks Below 5 lac = 05 marks		
4	WORK EXPERIENCE					
	Particulars			Marks Break up	Firms Scored	
a	Work experience in HIPA			05		
b	Electrical License/Electrical Panel Manufacture			05		
c	Work Experience in Central-Govt/State Govt./ autonomous body/ PSUs/PWDs/CPWD/MCG/MES/ HUDA/Railways/ Public sector etc.			10		
d	Work experience in Reputed private Organization/ Universities/ Schools/ Administrative Training Institute			5		
5	COMPANY EXPERIENCE					
	Particulars			Marks Break up	Firms Scored	
a	Company Work Experience-above 5 years (10Marks)			10		
b	Company Work Experience-below 5 years (5Marks)					
6	STATUARY REGISTRATION [Refer Clause- d of General Information 3(a), Page no:5]			5		
7	Aggregate marks achieved					
8	REMARKS					
9	RECOMMENDATION					

IV. Telephone Works:-

1	NAME OF THE AGENCY				
2	PEMD DETAILS				
3	ELIGIBILITY CRITERIA			Marks Break up	Firms Scored
	Financial Strength	Required in Lakhs	Submitted in lakhs		
a	Average annual turnover	5 lac		5 Lac or above 5 Lac =10 marks Below 5 lac = 05 marks	
4	WORK EXPERIENCE				
	Particulars			Marks Break up	Firms Scored
a	Work experience in HIPA			05	
b	Work Experience in Central-Govt/State Govt./ autonomous body/ PSUs/PWDs/CPWD/MCG/MES/ HUDA/Railways/ Public sector etc.			15	
c	Work experience in Reputed private Organization/ Universities/ Schools/ Administrative Training Institute			5	
5	COMPANY EXPERIENCE				
	Particulars			Marks Break up	Firms Scored
a	Company Work Experience-above 5 years (10Marks)			10	
b	Company Work Experience-below 5 years (5Marks)				
6	STATUARY REGISTRATION [Refer Clause- d of General Information 3(a), Page no:5]			5	
7	Aggregate marks achieved				
8	REMARKS				
9	RECOMMENDATION				

V. Furniture & Furnishing:-

1	NAME OF THE AGENCY				
2	PEMD DETAILS				
3	ELIGIBILITY CRITERIA			Marks Break up	Firms Scored
	Financial Strength	Required in Lakhs	Submitted in lakhs		
a	Average annual turnover	5 lac		5 Lac or above 5 Lac =10 marks Below 5 lac = 05 marks	
4	WORK EXPERIENCE				
	Particulars			Marks Break up	Firms Scored
a	Work experience in HIPA			05	
b	Work Experience in Central-Govt/State Govt./ autonomous body/ PSUs/PWDs/CPWD/MCG/MES/ HUDA/Railways/ Public sector etc.			15	
c	Work experience in Reputed private Organization/ Universities/ Schools/ Administrative Training Institute			5	
5	COMPANY EXPERIENCE				
	Particulars			Marks Break up	Firms Scored
a	Company Work Experience-above 5 years (10Marks)			10	
b	Company Work Experience-below 5 years (5Marks)				
6	STATUARY REGISTRATION [Refer Clause- d of General Information 3(a), Page no:5]			5	
7	Aggregate marks achieved				
8	REMARKS				
9	RECOMMENDATION				

VI. Computer Hardware:-

1	NAME OF THE AGENCY					
2	PEMD DETAILS					
3	ELIGIBILITY CRITERIA			Marks Break up	Firms Scored	
	Financial Strength	Required in Lakhs	Submitted in lakhs			
a	Average annual turnover	5 lac		5 Lac or above 5 Lac =10 marks Below 5 lac = 05 marks		
4	WORK EXPERIENCE					
	Particulars			Marks Break up	Firms Scored	
a	Work experience in HIPA			05		
b	Work Experience in Central-Govt/State Govt./ autonomous body/ PSUs/PWDs/CPWD/MCG/MES/ HUDA/Railways/ Public sector etc.			15		
c	Work experience in Reputed private Organization/ Universities/ Schools/ Administrative Training Institute			5		
5	COMPANY EXPERIENCE					
	Particulars			Marks Break up	Firms Scored	
a	Company Work Experience-above 5 years (10Marks)			10		
b	Company Work Experience-below 5 years (5Marks)					
6	STATUARY REGISTRATION [Refer Clause- d of General Information 3(a), Page no:5]			5		
7	Aggregate marks achieved					
8	REMARKS					
9	RECOMMENDATION					

Only those applicants who score at least 25 marks will be deemed as qualified.

The Director Haryana Institute of Public Administration, Gurugram reserves the right to accept / reject any or all the application / proposal in full or part thereof without assigning any reason whatsoever & his decision on all matter in this regard shall be final & binding.

EMPANELMENT OF :-Interior Designing/ Civil contractors/ Electrical works/ Electrical Panel work/. Telephone Works/ Furniture & Furnishing/ Computer Hardware

Checklist: (To be filled by Applicants)

1	Have you mentioned the category for which you have applied in the application form?	Yes / No
2	Have you signed in all the sheets?	Yes / No
3	Whether copy of PAN/VAT/Service tax Registration copy is enclosed?	Yes / No
4	Whether requisite application fee by Demand Draft/Pay order is paid?	Yes / No
5	Whether enclosed valid Electrical License in case of electrical contractor? Council of architecture in case of architects etc?	Yes / No
6	Whether enclosed proof for year of establishment?	Yes / No
7	Whether proof for average annual financial turnover enclosed?	Yes / No
8	Whether documentary proof for having undertaken the works is enclosed?	Yes / No
	If yes, No. of certificates enclosed	

PROFORMA – A

(Please submit this acceptance letter in your letter head with empanelment form.)

To,

The Director General,
Haryana Institute of Public Administration
Plot No. 76, Sector 18,
Gurugram-122015

SUBJECT:.....

CONFIRMATION FOR ACCEPTANCE OF THE TERMS & CONDITIONS:

I/We have read and examined the following documents and agreement to be entered with the HIPA and understood all other relevant particulars. Also collected softcopy of the below mentioned documents from The Director General, HIPA, Gurugram.

1. Notice for Empanelment of contractors.
2. Application for Empanelment of Interior Designing/ Civil contractors/ Electrical works/ Electrical Panel work/. Telephone Works/ Furniture & Furnishing/ Computer Hardware.

I/We are fully qualified to provide the professional civil and Interior/ Electrical/ Electrical Panel and telephone works contractor to the said work and have understood the scope of services, terms and conditions and HIPA time schedule.

I/We agree that until a regular agreement is executed, this document with the HIPA written acceptance thereof shall constitute a binding contract between us.

DATE:

Signature of the Applicant

TERMS AND CONDITIONS

1. MINIMUM REGISTRATION REQUIREMENTS:

- The applicant should have had average annual turnover (gross) of Rs. in lakhs as mentioned on the Interior Designing/ Civil contractors/ Electrical works/ Electrical Panel work/. Telephone Works/ Furniture & Furnishing/ Computer Hardware during the last three previous years. This should be duly audited by a Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.
- The Contractors would be approved/ registered with Work Experience in Central-Govt/State Govt./ autonomous body/ PSUs/PWDs/CPWD/MCG/MES/HUDA/Railways/ Public sector etc. Undertakings and provide necessary documents in support of the same.
- The Contractor must comply the Government's Code of Practice for the Building and Construction and various laws applicable to establishments engaged in building and other construction work including compliance of latest norms laid down by the Government/statutory bodies with regard to security and five protect measures.
- The Contractor shall not, without the written approval of HIPA assign or transfer the Contract or any part thereof or any share, or interest there-in to any other person.
- The contractor shall not sublet any portion of the contract without the prior written approval of HIPA to any other person/firm.
- The applicants are cautioned that not giving complete information called for in the application or not giving it in clear terms of making any changes in prescribed forms or deliberately suppressing the information may result in the applicant may result in the application being summarily disqualified.
- The Director General, HIPA reserves the right, without being liable for any damages or obligation to inform the applicant, to :-

 - a. Amend the scope and value of contract to the applicant.
 - b. Reject any or all of the applications without assigning any reason.
- Even though an applicant may satisfy the above requirement, he would be liable to disqualification if he has.

- a. Made misleading or false repression or deliberately suppressed this information in the forms, statement and enclosures required in the registration document.
 - b. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses etc.
9. Inclusion on the panel of Contractors does not assure an invitation to tender or an engagement of services. All the divisions of Haryana Institute of Public Administration, Gurugram may operate Panel of registered Contractors or may choose to advertise for tenders for special requirements/projects not envisaged here in.
10. Following shall be the rules with respect to the eligibility of a contractor:-
- a. No individual, or a firm having such individual as one of the partners, who is a dismissed government servant; or removed from the approved list of contractors; or demoted to lower class; or having business banned/suspended by any government department in the past; or convicted by a court of law shall be entitled for enlistment.
 - b. A Contractor is not permitted to have enlistment in more than one name.
 - c. A partner of a firm or a director of a company enlisted as a contractor cannot be a partner/director in any other enlisted firm/company.

DETAILS TO BE FURNISHED WITH APPLICATION

11. Following details are required to be provided in the application form enclosed at Annexure

for registration as Contractor:

- a. Name, address, details of the organization, Joint-Venturing equipment, financial backing.
- b. Constitution and legal status along with attested copies of Deeds/Articles and Memorandum of Association etc., as applicable.
- c. Name/s of the owner/Partners/Promoters and Directors of the Firm/Company.
- d. Details of Registration enclosing necessary certificates, indicating the class, value and the nature of work for which the firm is registered.
- e. Details of license for Electrical Works and water supply/sanitary works as per State Govt. regulations.
- f. The contractors shall quote their PAN IN THEIR TENDER OR OTHER RELEVANT DOCUMENTS.

- g. Financial standing as certified by Bankers, Details of Annual Turnover/Financial strength enclosing copies of Audited Balance Sheets for the last 3 years.
- h. Name of Bankers & full address.
- i. Key personnel available for management and supervision of the Project, their qualifications & experience.
- j. Experience on works similar to those listed at Annexure A above, during last 5 years with details including year-wise monetary value, Quantity of Work performed, Clients, and proof of satisfactory completion of works.
- k. Information regarding projects in hand and works for which bids already submitted.
- l. Information on litigation history, liquidated damage, disqualification, etc.
- m. Details of construction equipment available with the applicant/proposed to be purchased or leased.
- n. By signing the application form, the Contractor authorizes Haryana Institute of Public Administration (HIPA) to seek verification

REVIEW/UPDATING OF PANEL OF CONTRACTORS

- 12. Unless circumstances warrant an earlier review, a Contractor's registration status will remain valid for a period of 1 year from the date of approval or the date of any review that confirms the status.
- 13. After submission of their application for registration, Contractor must notify HIPA, Gurugram promptly, if there is any:
 - a. Substantial change in their financial or technical capacity.
 - b. Change in their business (such as company name, address)
 - c. Change to ownership or holding, including any transfer of key personnel.
 - d. Any other significant change in information provided in the application for registration.
- 14. A review of the registration status of Contractors may be initiated by HIPA, Gurugram before expiry of the specified period of 1 year.
 - a. If the registered Contractor consistently fails to meet the required.
 - b. At the request of a registered Contractor (for their own review).
- 15. The Contractor must provide all details required for the review upon request. Failure to comply with any request by HIPA, Gurugram for such information may result in suspension of registration.

16. Registered Contractor will be notified in writing of the result of any review of registration.

SUSPENSION AND REMOVAL FROM REGISTRATION LIST

17. Haryana Institute of Public Administration, Gurugram in its absolute discretion suspend or de-register a Contractor who, at any time, for the following:
 - a. Breach of any of the registration conditions
 - b. Habit of pressing unfair claims against Haryana Institute of Public Administration (HIPA) Gurugram.
 - c. The standard of work has been found unsatisfactory.
 - d. Rate of progress in the execution of work has consistently been unduly slow.
 - e. Failed to quote for the work consistently for one year.
 - f. Persistently violates any important conditions of the contract.
 - g. Has indulged in any type of forgery or falsification of records; or
 - h. Changes constitution of the firm or Individual without prior approval of the enlistment authority; or
 - i. Is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
 - j. Persistently violates the labor regulations and rules, or
 - k. Is involved in complaints of serious nature received from other departments which prima facie appear to be true.
 - l. Defaults in settlement of tax dues like income tax, works contract tax, sales tax/VAT, octroi, duties etc.
18. Before such action is taken, the Contractor will be given details of the matters prompting the decision and will have an opportunity to show cause why registration should not be suspended or cancelled and the Contractor de-registered.
19. A determination by HIPA, Gurugram of any application for registration or for reclassification, suspension or de-registration is at its absolute discretion.
20. HIPA, Gurugram will not be liable for any costs or damages incurred in the above exercise of such discretion.

TENDER AND CONTRACT CONDITIONS

21. Registration entitles a Contractor to be considered for invitation to tender within categories of works and services for which they apply and are qualified. It does not obviate the need for the Contractor to fully comply with the terms of notice inviting, conditions of notice inviting tender, conditions of Tendering and other Contract Conditions that may apply to a particular project or tender invitation.

ACCEPTANCE OF CONDITIONS

22. By signing the application from and applying for registration with HIPA, Gurugram Contractors agree to accept these Conditions of Registration.