

PRE- QUALIFICATION NOTICE NO.
58/PM/ELECT/OPHWC/2025-26

DOCUMENT
FOR
ENLISTMENT OF ELECTRICAL CONTRACTORS (M.V & H.T) UNDER ODISHA
STATE POLICE HOUSING & WELFARE CORPORATION, BHUBANESWAR
FOR EXECUTION OF ELECTRICAL & ELECTRICAL RELATED WORKS AT
VARIOUS BUILDING PROJECTS IN THE STATE OF ODISHA



PROJECT MANAGER
[ELECTRICAL DIVISION]

The Odisha State Police Housing & Welfare Corporation Ltd., Janpath,
Bhoi Nagar, Bhubaneswar-22.



**THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.
JANAPATH, BHOINAGAR, BHUBANESWAR – 22.**

[Electrical Division]

Ph: 0674-2541545, 2542921, Fax: 0674-2541543

E-mail: pmelectricalophwc2025@gmail.com, Website: www.ophwc.com

PRE-QUALIFICATION NOTICE NO: - 58/PM/ELECT/OPHWC/2025-26

1. The P.M, Electrical Division, The Odisha State Police Housing & Welfare Corporation Limited (OPHWC), Janpath, Bhubaneswar-22 invites applications in prescribed format with detailed pre-qualification notice in sealed cover from electrical contractors having valid (M.V / H.T) electrical license issued by ELBO with ample work experience in this domain in Govt. / Govt. Undertaking Departments for enlistment under OPHWC to execute different electrical & electrical related works (External & Internal electrification work, Area illumination work and Installation of Lightning Protection System etc.) at various Building Projects in the State of Odisha.

The purpose of the registration is to develop long term arrangement for preferring firms that can maintain scheduled time and quality parameters. If a registered firm fails to execute the work on time as per the contract, then the firm will be de-registered and not awarded any further work. These applications will be received & evaluated by OPHWC as per norms for enlistment. After successful evaluation of pre-qualification documents, the successful firms will be enlisted under OPHWC for a period of 01 (one) year from date of issue of confirmation letter of enlistment. The existing enlistment will be nullified after finalisation of this fresh enlistment. The firms under the existing enlistment need to apply for fresh enlistment.

2. The pre-qualification document will be available in the web site www.ophwc.com and the same may be downloaded to be used as pre-qualification document. Towards cost of the pre-qualification document an amount of Rs.2360.00 inclusive of GST [Non-refundable] shall be deposited directly through NEFT/RTGS only in the designated account as mentioned below and submit the proof of deposit along with the pre-

qualification document, failing which the application shall be rejected. The details of designated bank account for tender paper cost are follows: -

Name of the Bank A/C – OSPH&WC LTD-K2 TENDER

Bank A/C No – 0042104000537612

Name of Bank & Branch – IDBI Bank Ltd., Janpath, BBSR

IFS Code – IBKL0000042

3.The authority will not be held responsible for any technical snag or network failure during downloading the pre-qualification document. The pre-qualification document should be submitted in a sealed cover super scribing **“Application for enlistment under OPHWC for execution of different electrical & electrical related works (External & Internal electrification work, Area illumination work and Installation of Lightning Protection System etc.) at various Building Projects in the State of Odisha”** and can be sent by post or courier or dropped in the tender box at the office of the undersigned as well. However, authorities shall not be responsible for postal and other delays in receipt of applications.

4.The applicants are requested to submit the proof of deposit of pre-qualification document cost, copies of valid (M.V / H.T) electrical license issued by ELBO, Income Tax Return, Turnover certificate duly certified by the CA/CMA firm, PAN card, GST Registration certificate, ESI Registration certificate, EPF Registration certificate and proof of executing same nature of work in Govt. / Govt. Undertaking Departments with copy of work order and completion certificate in support of credential along with the application otherwise the application shall be rejected. The proof submitted earlier in some other contest shall not be treated as valid and sufficient. The pre-qualification document not submitted in prescribed format or otherwise than in the manner prescribed in the document shall be rejected.

5. The firm having any type of adverse remarks from Govt./PSUs/Authority of Institutions regarding past work experience shall not eligible for apply of enlistment.

This will be the part of the affidavit to be furnished otherwise the application shall be rejected.

6. To apply for enlistment the applicant has to furnish the copy of GSTR-1 of preceding months of the pre-qualification notice date otherwise the bid shall be rejected.

7. An affidavit is to be furnished by the applicant at the time of submitting application that he is not blacklisted / defaulter Firm otherwise the application shall be rejected.

8. The authority reserves the right to reject any or all the applications without assigning any reason thereof and can impose any conditions as deemed proper before finalisation of enlistment.

WORKING RANGE

1. Up to Rs. 20 lakhs
2. Up to Rs. 50 lakhs
3. Up to Rs. 100 lakhs
4. Up to Rs. 200 lakhs

CRITICAL DATES

- Availability of pre-qualification documents in the Website www.ophwc.com from :- Dt.17.11.2025 to Dt.01.12.2025 up to 5:00 P.M
- Last date & time of Receipt of pre-qualification documents: - Dt.02.12.2025 up to 12:30 P.M
- Date & time of opening of pre-qualification document: - Dt.02.12.2025 at 1.00 P.M
- Any addendum/corrigendum/cancellation of pre-qualification can also be seen from the website: **www.ophwc.com**

Sd/-
Project Manager.

BASIC TERMS & CONDITIONS

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ELIGIBILITY CRITERIA

1. The firm to take part in the pre-qualification should have same nature of work experience of minimum 02 (two) years in Govt. / Govt. Undertaking Departments and valid H.T. / M.V. electrical license issued by ELBO for execution of electrical works.

2. The firms should have a turnover of Rs.2.00 crore during last two financial years.

The applicants are requested to submit the copy of the following documents along with the application otherwise the application shall be liable for rejection. The latest authenticated documentary proof shall be submitted. The proof submitted earlier in some other contest shall not be treated as valid and sufficient.

- Proof of deposit of pre-qualification document cost through NEFT/RTGS only in the designated account:-
- Copy of Income Tax Return: -
- Turnover certificate duly certified by the CA/CMA firm :-
- PAN Card :-
- GST Registration Certificate :-
- EPF Registration Certificate :-
- ESI Registration Certificate :-
- Valid H.T. / M.V. electrical license issued by ELBO :-
- Past experience of minimum 02 (two) years executing same nature of work in Govt./ Govt. Undertaking Departments with copy of work order and completion certificate :-
- Postal Address of local office and service center :-
- Other legal documents pertaining to constitution of the firm :-

INITIAL SECURITY DEPOSIT

After preliminary evaluation of pre-qualification documents, the successful firms shall deposit the initial Security Deposit as mentioned below for the respective working range (As selected by the applicant in below table) for which the firms have provisionally qualified, otherwise their pre-qualification documents shall not be processed for final evaluation.

Sl. No	Working Range	Initial Security Deposit	Please tick the box as per requirement	Category of enlistment (M.V/H.T)
1	Up to Rs.20 Lakhs	Rs.50,000.00		
2	Up to Rs.50 Lakhs	Rs.75,000.00		
3	Up to Rs.100 Lakhs	Rs.1,00,000.00		
4	Up to Rs.200 Lakhs	Rs.1,50,000.00		

UPGRADATION OF WORKING RANGE:-

In case of a firm seeking Up-gradation from one working range to higher, the firm have to deposit the differential amount of initial Security money between corresponding working ranges as mentioned under initial Security Deposit above after approval of the competent authority. But request for up-gradation of working range by the enlisted firm will not be considered during invitation of tender.

VALIDITY OF ENLISTMENT:-

The enlistment is valid for a period of 01 (one) year from the date of issue of confirmation letter of enlistment. The initial Security Deposit deposited by the firms will be refunded after expiry of validity period of enlistment and will not carry any interest. Failure to complete the work awarded to the enlisted firms as per terms & conditions of the work order, the initial Security Deposit deposited by the firm may be forfeited and the firm may be black listed.

If due to any reason any Documents/Certificates/License of an enlisted contractor declared invalid by the issuing authority during validity period of the enlistment, then the enlistment of the contractor will be suspended till the same became valid.

GENERAL

- a) The pre-qualification does not guarantee for award of any work as such. The enlisted firms will be eligible for participating in the divisional tender invited by the Electrical Division, OPHWC. However, the enlisted firms have to purchase tender documents, quote their rates and compete with others in the usual manner. The tender call notice regarding details of tender will be intimate to the firms as per their working range through e-mail.
- b) In case of emergency for executing any work enlisted firms of the nearby area can be contacted and work orders can be given to expedite the work without taking recourse to the usual procedure of contacting all firms in the list.
- c) In case, special nature of work is required which are not covered under the scope of works of the enlistment, these works can be done through open tender / e-tender/ Gem Portal by publishing advertisement in newspaper to take up such works or supplies of materials.
- d) The Corporation reserves the right to reject or cancel any or all the applications for enlistment without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damages suffered by applicant on account of such rejections.
- e) All the information as called for in the document shall be submitted truly, clearly, legible, transparently, unambiguously and without use of abbreviation.
- f) Each page of this pre-qualification document should be signed by the applicant with seal in token of having read, understood and accepted the terms and conditions of this contract.
- g) Use separate piece of paper where the space provided in the formats in this pre-qualification document for submission of information is not sufficient.

- h)** All information submitted or supplied in the formats of this pre-qualification document shall be presumed to be true to the best of knowledge of applicant.
- i)** If the last date for receipt of the pre-qualification document turns out to be a holiday, it will automatically be extended to next working day.
- j)** A pre-qualification document submitted cannot be withdrawn. The applicant or his authorized representative (one person only) will be allowed to be present at the time of opening of documents. They will not participate in the discussions. Clarification sought, if any may be provided by them.
- k)** If the applicant has any relative employed as an Officer in the rank of Deputy Manager & above in OPHWC, Bhubaneswar, he shall inform the same in the Appendix - A & B attached along with the pre-qualification document, failing which his application will not be considered. Also, if the fact of relationship subsequently comes to light, his enlistment will be cancelled and initial security deposit will be forfeited.
- l)** All the disputes shall be subject to Jurisdiction of Civil Courts situated at Bhubaneswar in exception to High Court Orissa, Cuttack.

Sd/-
Project Manager.



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APPLICANT ASSESSMENT QUESTIONNAIRE TO BE FILLED UP BY THE
APPLICANT FAILING WHICH THE APPLICATION SHALL BE REJECTED

Please attach separate sheets wherever space is not found sufficient. Put NA wherever the same is Not Applicable.

1.0 ORGANISATION & PERSONNEL :

1.1 ORGANISATION :

1.1.1 Name of the Organisation :

1.1.2 a) Postal Address :

b) Telephone No. :

c) Fax No. :

d) Email ID :

e) Website Address :

1.1.3 Year of incorporation of the Organisation & date of start of business. :

1.1.4 Nature of Business (please attach brief write-up to clarify the activities) :

(E.G.- Fire safety equipment erection or others to specify) :

1.1.5 Nature of Company :
(E.G.- Proprietary / Partnership / Private Limited/ Public Limited / Govt. Undertaking others to specify)

1.2 **PERSONNEL:-** :

1.2.1 Head of the Organisation :-

Sl. No	Name	Designation	Email ID	Tel (off)	Tel (Res)	Tel (Mob)

1.2.2 Functional Directors / Senior Executive of the Organisation:-

Sl. No	Name	Designation	Email ID	Tel (off)	Tel (Res)	Tel (Mob)

1.2.3 Persons holding the power of attorney, if any : Name:

Designation:-

Address:-

1.2.4 Contact person(s) (if other than 1.2.1&1.2.2 above) :

Sl.No	Name	Designation	Email ID	Tel (off)	Tel (Res)	Tel (Mob)

1.2.5. No. of employees on date with ESI & PF : (Please give break-up) number.

a) Administrative :

b) Technical :

c) Graduate Engineers :

- d) Diploma Engineers :
- e) Scientist / Chemists :
- f) Lab. Asst./ Supervisors :
- g) Skilled Workers :
(Please attach Organisation chart) :
- h) (i) Is the firm having construction planning and scheduling department? If yes give details : Yes / No
- h) (ii) What construction planning methods do you adopt: :
- i) Other Category if any :
- 2.0 **MARKETING & FINANCE** :
- 2.1 **MARKETING** :
- 2.1.1 What is the minimum order value acceptable to the Organisation? :
- 2.1.2 What is the Maximum single order value that can be handled? :
- 2.1.3 Is the firm in the approved list of :
a) Any Govt. Department / Public Sector Undertaking? If yes give name and duration of enlistment : Yes / No
b) Duration :
c) Any private organization repute, if yes, give name and duration of enlistment : Yes / No.
d) Duration :
- 2.1.4 Main Customers / Clients :
Name and Address :
- 2.1.5 a) Future expansion/ diversification plans, if any? (kindly attach a brief write-up about future plans) : Yes / No.
b) Any other information :

- 2.2 **FINANCE** :
- 2.2.1 Audited financial reports of last two years :
are to be submitted along with the
application as **Appendix-E**
- Turnover in the last two years. :
- 2.2.2 Name (s) of Bankers(s) with addresses :
giving their financial capacity to handle
works of required magnitude to be enclosed
- 2.2.3 PAN & Certified copy of I.T. clearance : Yes / No.
certificate to be enclosed
- 2.2.4 GST Registration certificate. :
(Copy to be enclosed)
- 2.2.5 Contractors' registration No. :
Authority of issue and valid till
(Copy to be enclosed)
- 2.2.6 Partnership deed, if any :
(Copy to be enclosed)
- 2.2.7 Contractors PF Registration No. & Date :
(Copy to be enclosed)
- 3.0 **FACILITIES & PRODUCTS** :
- 3.1 **FACILITIES & ACTIVITIES** :
- a) Details of construction plant and :
equipment (including material handling
equipment) (Give details in the format
prescribed at **Appendix-C** to this
questionnaire)
- b) Experience in specialized jobs if any :
- c) Details of current orders in hand :
indicating value and expected time of
completion
- d) Any difficulty / problem faced while :
executing the works resulting in stoppage
of or abandonment of the work. If yes
please give details
- e) Past / present incident of litigation and / :
or arbitration, if any, please give details
- 3.1.2 Does the firm have a system of reporting :

progress ? if yes, enclose formats

- 3.2 **PRODUCTS / SERVICE** :
- 3.2.1 Indicate range / type of services offered by the organization (enclose catalogues /separate sheets, if necessary, giving areas of specialization) :
- 4.0 **QUALITY CONTROL SYSTEMS & QUALITY CONTROL MECHANISM** :
- 4.1 **QUALITY CONTROL** :
- i) Is the organization having Quality Control Department? If yes, please give details : Yes /No.
- a)Qualification of head of QC Department :
- b) Whom does the head of QC Department report to (**Attach QC Department's organization chart**) :
- e.g. Engineering / Shop Manager / Production Manager / Chief Executive) :
- c) Staff Strength :
- d) Does the organization have a documented quality control system ? If yes, attach a copy of quality control manual. : Yes /No.
- If written QC manuals, procedure and check list are used, do they conform to ISO 9001:2000/ISO 14001:2004 or others to specify. : Yes /No.
- ii) Please indicate training details of last two years for Q.C personnel. :
- No of persons trained
 - Titles of Programs / Institute
- iii) where there is no head QC or chief Inspector, please specify who carries out QC function. :
- 4.1.2 I. Does the firm have a contractor evaluation system ? If yes, please enclose a copy of the same. : Yes /No.
- II. How are your Contractors instructed on :

quality requirements and inspection procedures (please enclose a copy of sample instructions)
(e.g. Through standard instruction/ technical specifications/ separately to specify)

III. Please specify the quality control steps :
taken to ensure the quality of sub-contracted work(if applicable)

- Quality survey System. Audit :
- Records of sub-Contractors/ contractors :
- performance
- planned inspections/ expediting visits :
- to sub-contractors
- Incoming inspection. :
- Others (Specify) :

4.1.3 Does the firm have a documented : Yes/No
procedure for controlling stores, flow of
material and conservation of stores? If yes,
a brief write-up may please be enclosed

4.1.4 I. Are there adequate facilities for :
inspection and testing of in process material
and final products? If yes give details

II. Does the firm take suitable corrective :
action based on results/observations made
at (I) above

III. Are there adequate Calibration : Yes/No
facilities available to check the accuracy of
testing equipment ?

4.1.5 I. Is the firm having facilities for . : Yes/No
maintaining inspection and test records /
If yes, for how long are they normally
retained. Duration

II. Are the quality records used' for : Yes/No
reporting to management and client? If yes,
please give details

4.1.6 Does the firm engage third-party / . outside : Yes/No
agency for inspections / quality control? If
yes, give name (s) address(es) and other
details.

4.1.7 Does the firm have laboratory . facilities? If :
yes, are they part of the organization? If
yes, give details

4.1.8 Indicate the standards being' followed :

5.0 INDUSTRIAL ENVIRONMENT :

5.1 Strikes /lockouts /Labour unrest, if . any, in :
the last two years

5.2 a) Does the firm have any' : Yes/No.
agreement with the Employees Unions Normal agreement
with regards to pay and other benefits? Period_____
If yes, the date of last agreement and the Validity of agreement
date of renewal of such agreement.

b) No of recognized unions / unrecognized :
unions

6.0 **SERVICES** :

6.1 Do you offer after-sales services to your :
clients? Please indicate the details of such
facilities

7.0 **EXPERIENCE AND PAST** :
PERFORMANCE

a)Details of projects executed. In last two :
years as per **Appendix-D** indicating

i) Name and address of client :

ii) Name and location of work :

iii) Nature of work :

iv) Value of work :

v) Total volume of work :

vi) Scheduled completion time of work :

vii) Actual completion time of work :

b)Turnover in the last two years. :
(Documentary Evidence to be enclosed)

7.2 Past record of carrying out. Assignment :
from point of view of quality and time
schedule.

7.3 Has the firm ever been blacklisted. By any :
Govt. organization / PSU / other
organization or other contract terminated

7.4 Any other information :

I/We hereby declare that the entries made in the application form are true to the best of my/our knowledge.

Date:

Signature with seal.

Place:

Name.

Designation.

CERTIFICATE OF NO RELATIONSHIP
APPENDIX - A

PRE-QUALIFICATION NOTICE NO :- 58/PM/ELECT/OPHWC/2025-26

I/We hereby certify that I/We am/are **related/not related** to any officer of OPHWC of the rank of Deputy Manager & above. I/We am/are aware that, if the facts subsequently proved to be false, my/our enlistment will be cancelled with forfeiture of registration fees.

I//We also note that, non-submission of this certificate will render my / our application liable for rejection.

N:B :- Strike out which is not applicable.

Date:

Signature with seal.

Place:

Name.

Designation.

RELATIONSHIP DECLARATION
APPENDIX - B

PRE-QUALIFICATION NOTICE NO :- 58/PM/ELECT/OPHWC/2025-26

To,

The Project Manager,
Electrical Division,
OPHWC, BBSR.

Sir,

Pursuant to clause (k) of the Basic terms & Conditions of the pre-qualification document, it is to inform that I have relative(s) employed as an officer of OPHWC of the rank of Deputy Manager & above. His /Her (Their) details are as follows.

Relationship:

Name:

Designation :

Office :

Address :

Pursuant to clause (k) of the Basic terms & conditions of the pre-qualification document, I am to submit herewith the names of persons who are working under my firm having near relative (s) employed as an officer of OSPH&WC of the rank of Deputy Manager & above. His/her (Their) details are as follows.

Sl. No.	Name of my employee and his designation in the firm	Presently working at	Details of his relatives working in the Department
1.			Relationship Name: Designation Office Address

I am also duty bound to inform the relationship of any subsequent employee to any officer of OPHWC of the rank of Deputy Manager & above. I am aware that any breach of this condition my enlistment will be cancelled with forfeiture of registration fees for suppression of facts.

Yours Sincerely.

Date:

Signature with seal.

Place:

Name.

Designation.

APPENDIX - C**PRE-QUALIFICATION NOTICE NO :- 58/PM/ELECT/OPHWC/2025-26****Details of Plants and Machinery including Material Handling Equipment, Inspection and Test Equipment, Cl.3.1(a)**

Name of the Firm:

S.L. No	Item	Make	Size/Capacity	Quantity	General Conditions	Remarks
1	2	3	4	5	6	7

Place:

Signature with seal.

Date:

Name.

Designation.

APPENDIX - D**PRE-QUALIFICATION NOTICE NO :- 58/PM/ELECT/OPHWC/2025-26****Details of large order executed by the firm in the last two years, Cl.7.1****Name of the Firm:**

Details of work executed	Name and full address of the party for whom work has been done	Work order No. and Date	Delivery schedule as per work order	Date when the order completed	Value (Rs.)	Remarks
1	2	3	4	5	6	7

Date:

Signature with seal.

Place:

Name.

Designation.

APPENDIX - E**PRE-QUALIFICATION NOTICE NO :- 58/PM/ELECT/OPHWC/2025-26****FINANCIAL DETAILS (Cl.2.2.1)**

- I. % of Current Assets of Total Assets :-
- II. Ratio of Current Assets to Current liabilities :-
- III. Ratio of Quick Assets to Current liabilities :-
- IV. % of working capital to turn over :-
- V. % of returns on
 - Turnover :-
 - Capital employed :-
 - Net worth :-
- VI. Average. collection period (in days) :-
- VII. Debt/equity ratio :-
- VIII. Please enclose Annual Reports of your Company for last two years.

Date:

Signature with seal.

Place:

Name.

Designation.

Total: - 21 (Twenty-one) Pages only.

APPROVED

Sd/-
Project Manager