



INDIAN INSTITUTE OF TECHNOLOGY MADRAS
ENGINEERING UNIT, CHENNAI – 600 036.

INVITATION TO QUALIFY AND NOTICE INVITING TENDERS

TENDER NO. 18/ 2014 – 15 / Civil

ELIGIBILITY DOCUMENT: COVER - 1

Name of the work	: Annual maintenance of Carpentry and Aluminium works at IITM for the year 2014-15.
Approximate Value put to tender (for reference only)	: Rs. 187.33 Lakhs.
Earnest Money Deposit	: Rs. 10,000/-
Cost of Tender Schedule VAT @ 5%	: Rs. 500.00 Rs 25.00 ----- Rs 525.00 -----
Date of publish in IITM website	: From: 19- 05 - 2014
Pre-Bid Meeting	: Date: 04- 06 - 2014 Time: 10:30 AM
Last date of receipt	: Date: 11- 06 - 2014 Time: 3:00 PM
Date and Time of Opening of Tenders of Eligibility Document (Cover – 1)	: Date: 11- 06 - 2014 Time: 3:10 PM
Date and Time of Opening of Tenders of Financial bid (Cover – 2)	: Will be intimated separately for those who have qualified based on eligibility criteria specified in the tender document
Place of Receipt	: Office of the Executive Engineer (Civil) Administrative Building, 3rd Floor, Engineering Unit, IIT Madras, Chennai – 600 036.

Certified that the tender document contains 16 (Sixteen) pages only and that the tender documents downloaded are the exact replica of the document published by the IITM and no alterations and additions have been made by me / us in the tender document.

EXECUTIVE ENGINEER (CIVIL)

INDIAN INSTITUTE OF TECHNOLOGY MADRAS

ENGINEERING UNIT, CHENNAI – 600 036.

Tender No: 18/ 2014 – 15 / Civil

INVITATION TO QUALIFY AND NOTICE INVITING TENDERS

EXECUTIVE ENGINEER (Civil) Indian Institute of Technology Madras, Chennai - 600 036 invites sealed tenders, in two cover system (Eligibility document and financial bid) up to **3:00 PM on 11-06-2014** for the following work.

Name of work	Approximate Cost (Rs in lakhs)	Period of Completion
Annual maintenance of Carpentry and Aluminium works at IITM for the year 2014-15	187.33 Lakhs	12 months

Contractors who full fill the following criteria and eligible to submit the Eligibility document(Technical bid- Cover 1) and Financial bid(Cover 2).

1. Registered Civil- contractors of IITM in any class (I to V)
or
2. (i) Experience in having successfully completed works as follows during the last 5 years ending 31 - 03 – 2014.
 - a. Three similar completed works costing not less than Rs 3.00 Lakhs(per annum).
or
 - b. Two similar completed works costing not less than Rs 4.50 Lakhs(per annum).
or
 - c. One similar completed work costing not less than Rs 6.00 Lakhs(per annum).

And

(ii) One completed work of any nature (either part of (i) a, b, c) costing not less than the amount equal to Rs. 3.00 Lakhs(per annum) should be for Central Government / Central Autonomous Bodies / Central Public Sector Undertakings

“Cost of work” for this clause shall mean completed cost as mentioned in the final bill, if any, carried out per annum including cost of materials, if any, supplied by clients. However the cost of materials issued free of cost shall not be considered for calculating the cost of work. “Similar work” for this clause means Carpentry and Aluminium Maintenance & Repair works in any Residential/Non Residential Buildings. In case of Composite tender, the cost of Carpentry and Aluminium works should be executed for a minimum Value of Rs 3.00 Lakhs. Proof of bill/BOQ should be enclosed)

(iii) Should have an average annual financial turnover of Rs 3.00 Lakhs during the last 3 years ending 31 – 3 – 2014. This should be certified by a chartered accountant.

(iv) Should not have incurred any loss in more than two years during the last 5 Years ending 31 – 3 – 2014.

(v) Should have a solvency of Rs 3.00 Lakhs certified by the bankers of the applicant.

(vi) Desirous contractors may download prescribed applications from the web site of IITM (<http://tenders.iitm.ac.in/>).

(vii) The Tenders should be accompanied by two crossed Demand Drafts - one for an amount of Rs. 10,000 towards Earnest Money Deposit (EMD) and another for Rs. 525/- (non-refundable) towards the cost of Tender Documents - both drawn in favour of IITM Chennai-600 036 and payable at Chennai. Tender Documents received without EMD and Cost of Document shall be summarily rejected.

3. Completed Eligibility documents and Tenders received in time will be opened after 3.10 P.M.11-06-2014¹ on in the presence of tenderers or their authorized representatives.

4 For any clarification contact office of the Executive Engineer (Civil) at 3rd floor of Administrative building IIT Madras, Fax No 22578155, Ph. 22578163.

9.0 **Submission of the tender**

The Tender should be submitted in two envelopes as detailed below

9.1 **Envelope – 1 - marked as – ELIGIBILITY DOCUMENT**

This shall contain the following

- a. Two drafts one for EMD in the form of demand draft and another demand draft from a Scheduled Bank for cost of tender documents.
- b. The various Details regarding experience, financial standing etc as detailed in the enclosed documents.

9.2 **Envelope – 2 – marked as – FINANCIAL BID**

This shall contain the tender for the work. The tender documents and Financial bid with various conditions, specifications, Bill of quantities etc for the work is enclosed.

The bill of quantities shall be filled with rate and amount and total amount.

9.3 **Both envelopes shall be placed in a third envelope and address of company, name of work, date of opening etc shall be written on the cover.**

10. Other details and the method of evaluating the capacity of the prospective contractors are detailed in the enclosed documents.

11. IIT Madras reserves the right to accept or reject any or all the tender offers without assigning any reason thereof.

EXECUTIVE ENGINEER (Civil)



INDIAN INSTITUTE OF TECHNOLOGY MADRAS
ENGINEERING UNIT
CHENNAI – 600 036.

ELIGIBILITY DOCUMENT

(DOCUMENTS TO QUALIFY THE TENDERER)

**(TO BE SUBMITTED IN A SEALED ENVELOPE MARKED AS
“ENVELOPE – 1 ELIGIBILITY DOCUMENT”)**

TENDER NOTICE: 18 / 2014 – 15 / Civil

SECTION – I

BRIEF PARTICULARS OF WORK

1. Salient details of work for which the contractors have to be qualified to take part in the tendering process

Name of work	Approximate Cost (Rs. In lakhs)	Period of completion
Annual Maintenance of the Carpentry and Aluminium works at IITM for the year 2014-15	187.33 Lakhs	12 months

2. The work has to be carried out in the IIT Madras campus, Chennai
3. General features of the work are as under
- (i) In general the work shall be carried out as per CPWD specifications followed as on date.
 - (ii) The quality of workmanship and materials should be of highest standard available in the country.
 - (iii) Strict quality control / quality assurance measures for materials and workmanship should be evolved and implemented
 - (iv) Adequate safety measures should be evolved and implemented
 - (v) The measurements and bill should be prepared by contractor and submitted to the department by the contractor as per the detailed procedure given in the Tender documents (Financial bid)
 - (vi) All the materials including Cement and Steel reinforcement have to be arranged by the contractor.
4. The contract shall be drawn as per General Conditions of Contract for CPWD works 2010 with corrections issued up to date with due modifications to suite to IITM. This document is available as a priced publication in the market.
5. The tenderer should furnish the complete details called for. Inadequate and incomplete details not as per the documents are liable to be rejected. At the same time unwanted and unconnected details need not be furnished.

SECTION –II

INFORMATION AND INSTRUCTIONS TO APPLICANTS

1.0 GENERAL

- 1.1 The “**ELIGIBILITY DOCUMENT**” (Technical bid-Cover 1)-application to qualify) shall contain data and information to enable the Institute to draw up a list of agencies who can take part in the tender process and who’s “**FINANCIAL BIDS (Cover 2 - TENDER)**” can be opened

The following documents should be enclosed

- (i) Letter of transmittal in the enclosed format.
 - (ii) Solvency certificate from the bankers in the enclosed format
 - (iii) Financial information in the form – ‘A’ enclosed
 - (iv) Details of similar works carried out in the past in form – ‘B’ enclosed
 - (v) Performance report of work referred in form ‘B’ and form ‘C’
 - (vi) Details regarding the structure of the organization in form - ‘D’ enclosed
- 1.2 All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is ‘nil’ it should also be mentioned as ‘nil’ or ‘no such case’. If any particulars/query is not applicable in case of the applicant, it should be stated as ‘not applicable’. However, the applicants are cautioned that not giving complete information called for in the application forms required, not giving it in clear terms or making change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by Fax and those received late after the prescribed date and time will not be entertained.
- 1.3. The application should be type-written. The applicant should sign in each page of the application.
- 1.4. Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting.
- 1.5. Use of correction fluid anywhere in the tender document is noticed, such tender shall be liable for rejection.
- 1.6. References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer/ Project Manager or equivalent.
- 1.7 The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. However the applicants are also advised not to attach superfluous/ additional information beyond the requirements of the Bid. No information will be entertained after eligibility document is submitted, unless it is called for by the department.

- 1.8 Clarifications, if any, required and or additional information needed may be requested for in the Pre bid meeting. The clarifications given and additional information furnished by IIT M during pre-bid meeting will form part of the tender documents.
- 1.9 Documents submitted in connection with the tender will be treated as confidential and will not be returned.
- 2.0 **DEFINITIONS:**
- 2.1. In these documents the following words and expressions have their meaning here by assigned to them.
- 2.2. EMPLOYER means IIT Madras, Chennai -36 acting through the Executive Engineer (Civil), Engineering Unit.
- 2.3. APPLICANT means individuals, proprietary firms, firm in partnership, limited company – private and public, Corporation.
- 3.0 **METHOD OF APPLICATION:**
- 3.1 If an individual makes the application, it shall be signed by him above his full typewritten name and current address.
- 3.2. If a proprietary firm makes the application, it shall be signed by the proprietor (with seal) above his full typewritten name & the full name of his firm with its current address.
- 3.3. If the application is made by a firm in partnership, it shall be signed (with seal) by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.
- 3.4. If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum of Articles of association duly attested by a Public notary.
- 4.0 **FINAL DECISION MAKING AUTHORITY**
- 4.1 **Tenders are invited on ceiling rate basis for the year 2014-15 from the eligible contractors. After receiving the tenders, the lowest rate quoted for each item will be compared with the corresponding justified market rate. Based on the above, the lowest quoted rate or the justified market rate, whichever is lower, will be fixed as the ceiling rate for each item. In case there is any typographical error in the quoted rate resulting in a much lower rate than justified market rate, making it impractical to carry out the work at the quoted rate, and the contractor admits that the rate was mistakenly quoted, then the entire bid of the**

contractor will be considered invalid and neglected. Earnest money deposit (EMD):- Since the individual works to be awarded are small and the payment is made only upon completion, only a token EMD of Rs 10,000/- be collected from each contractor receiving the tender.

The employer reserves the right to accept or reject any application and to annual the qualification process / tender process and reject all applications at any time without assigning any reason or incurring any liability to the applicants.

5.0 PARTICULARS - PROVISIONAL

The particulars of work given in section – I are provisional. They are liable to change and must be considered as advance information only to assist the applicant.

6.0 SITE VISIT

The applicant is advised to visit the site of work at his own cost and examine it and its surroundings and collect all information that he considers necessary for proper assessment of prospective assignment.

7.0 CRITERIA FOR QUALIFYING AN APPLICANT TO TAKE PART IN THE TENDERING PROCESS

7.1 The applicants shall be evaluated for qualifying them to take part in the tendering process by a two stage system.

7.2 STAGE - I - INITIAL CRITERIA

The applicant shall be evaluated initially considering the following criteria

7.2.1 (i) Experience in having successfully completed works as follows during the last 5 years ending 31 - 03 – 2014.

a. Three similar works costing not less than Rs. 3.00 Lakhs (per annum).

or

b. Two similar completed works costing not less than Rs. 4.50 Lakhs (per annum).

or

c. One similar completed work costing not less than Rs. 6.00 Lakhs(per annum)

And

(ii) One completed work of (either part of (i) a, b, c) costing not less than the amount equal to Rs. 3.00 Lakhs should be for Central Government / Central Autonomous Bodies / Central Public Sector Undertakings.

7.2.2 ““Cost of work” for this clause shall mean completed cost as mentioned in the final bill including Carpentry and Aluminium works, if any, carried out including cost of materials, if any, supplied by clients. However the cost of materials issued free of cost shall not be considered for calculating the cost of work. Further, the value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications for bids. “Similar work” for this clause means “Carpentry and Aluminium Maintenance & Repair works in any Residential Buildings”. In case of Composite tender, the cost of Carpentry and Aluminium works should be executed for

a minimum Value of Rs 3.00 Lakhs. Proof of bill/BOQ should be enclosed). Necessary documentary proof like completion certificates in case of works carried out for Government department and TDS in case of works carried out for private parties should be enclosed in addition to the completion certificate.

- 7.2.3 The applicant should have an average annual financial turnover of Rs 3.00 lakhs during the last 3 years ending 31 – 3 – 2014. This should be certified by a chartered accountant.
- 7.2.4 The applicant should not have incurred any loss in more than 2 years during the last 5 years ending 31 – 3 – 2014.
- 7.2.5 The applicant should have a solvency of Rs 3.00 Lakhs as certified by the bankers of the applicant.
- 7.2.6 The applicant's performance in respect of completed works and on going works should be certified by an officer not below the rank of Executive Engineer or equivalent and should be obtained and delivered in sealed covers.

7.3. STAGE - II – EVALUATION BY SCORING

7.3.1 The applicants who qualify the initial criteria mentioned in Para 7.2.1 to 7.2.6 above will be further evaluated for the following criteria by scoring method based on the details submitted by them.

7.3.2 Only the applicants who qualify the initial criteria as above shall be evaluated further for the following criteria.

- | | | |
|-----|---|------------------|
| (a) | Financial Strength (Form "A") | Maximum 50 Marks |
| (b) | Experience in similar nature of work during last five years. (Form "B") | Maximum 40 Marks |
| (c) | Performance on works (Form "C") | Maximum 10 Marks |

Total

100 Marks

NOTE:

In case of works carried for private persons / organizations details of TDS certificates along with copy of work order / agreement should be enclosed.

To qualify, the applicant must secure at least 50% (Fifty percent) marks mentioned in each one of the above criteria and 60% (Sixty percent) marks in aggregate. The Indian Institute of Technology Madras reserves the right to restrict the list of pre-qualified contractors to any number deemed suitable by it.

The Indian Institute of Technology Madras reserves the right to restrict the list of pre-qualified contractors to any number deemed suitable by it.

7.3.3 Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.
- (b) Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures/ weaknesses etc.

8.0 **FINANCIAL INFORMATION**

The applicant should furnish the Annual financial statement for the last 3 years in form – A.

9.0. **EXPERIENCE IN SIMILAR WORKS**

- 9.1. The applicant should furnish the List of all works of similar class successfully completed during last 7 years in Form – B
- 9.2. Particulars of completed works and performance of applicant duly authenticated / certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work completed or in progress in Form - C

10.0 **ORGANISATIONAL INFORMATION**

Applicant is required to submit the following information in respect of his organization in form- D

- (a) Name and postal address including telephone and fax nos. etc. Copies of original documents defining the legal status, place of registration and principal places of business.
- (b) Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- (c) Information on any litigation / arbitration in which the applicant was involved during the last five years including any current litigation / arbitration in process.
- (d) Authorization for employer to seek detailed references from clients to whom works were carried out.

11. **LETTER OF TRANSMITTAL**

The applicant should submit the letter of transmittal attached with the documents.

12.0 **TENDER SUBMISSION AND DECISION**

After the details submitted by the applicant regarding his financial capacity, previous experience etc are studied and evaluated, a list of agencies who can take part in the tendering process shall be prepared and all concerned shall be intimated. The financial bids (Tender) of the applicants, who have not been included in the list of applicant who can take part in the tendering process, shall be returned unopened. Other tender shall be opened on the date and time to be intimated, in the presence of the tenders or their authorized representatives who may be present.

**QUALIFICATION INFORMATION
LETTER OF TRANSMITTAL**

To

The Executive Engineer (Civil),
Engineering Unit,
IITM, Chennai – 600 036

Sub: Annual Maintenance of the Carpentry and Aluminium works at IITM for the year 2014-15

Sir,

Having examined the details given in notice inviting Eligibility document and Financial bid and the qualification documents for the above work, I/ We here by submit the Eligibility document (Technical Bid-Eligibility Document) and the tender (Financial bid) for the work duly filled.

1. I / We here by certify that all the statement made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary for deciding for deciding our eligibility to be qualified for taking part in the tendering process for the work. . We have no further information to supply.
3. I / We submit the requisite solvency certificate and authorize the Executive Engineer (Civil), Engineering Unit, IITM, Chennai to approach the bank concerned to confirm the correctness of the certificate. I / We also authorize the Executive Engineer to approach individuals, firms and corporations to verify our competence and general reputation.
4. I / We submit the following certificates in support of our suitability, technical know how and capability for having successfully completed following works.

Name of work

Certificate from

I am / We are aware that the tender documents (Financial bid) will not be opened if I am / We are not qualified to take part in the tendering process.

Seal of the Applicant

Date of submission

Signature(s) of the applicants

FINANCIAL INFORMATION**I Financial Analysis –**

Details to be furnished duly supported by figures in Balance Sheet / Profit and Loss Account for the last Five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income -Tax Department (Copies to be attached).

SI No	Details	Year ending 31 st March of				
		2010	2011	2012	2013	2014
1	Gross annual turnover in construction work	-	-			
2	Profit (+) / Loss (-)					

II. Financial arrangement for carrying out the proposed work.

III. Income Tax PAN details

IV. Solvency certificate from Bankers of Applicant.

SIGNATURE OF APPLICANT (S)

Signature of Chartered Accountant with seal

FORM 'B'

DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST FIVE YEARS ENDING BY 31ST MARCH 2014

SL NO	Name of work/project & location	Owner or sponsoring organizations	Agreement No	Scope of work *	Cost of work in Crores	Date of commencement as per contract	Stipulated Date of completion	Actual date of completion	Litigation/ Arbitration pending / In progress with details **	Name and address/ Tel No of Officer to whom reference may be made	Remarks

* indicate Number of stories in super structure.

** Indicate gross amount claimed and amount awarded by the Arbitrator

Signature of Applicant(s)

In case of works carried out for private persons / Organization's copies of TDS certificate along with copy of performance report and work order / Agreement should be enclosed. Private works without performance report and TDS certificates shall not be considered for valuation.

ADDITIONAL INFORMATION FOR COMPLETED WORKS

1. Name of work
2. Location
3. Client's name and address
4. Consultants name and address.
5. Scope of work.
 - a. Number of floors in Basement.
 - b. Number of floors in Superstructure.
 - c. Height of the building.
 - d. Plinth area / Built up area.
 - i. Basement.
 - ii. Superstructure
6. Type of foundation.
7. Type of Superstructure.
8. Time taken for
 - i. Foundation.
 - ii. Superstructure.
 - iii. Total Project.
9. Specialized service provided, with cost details, if available
(If any, specialized services provided through associate's - Particulars of the Associate's)
 - i. Communication, LAN.
 - ii. UPS.
 - iii. Water proofing Treatment
 - iv. Interior Design.
 - v. Fire Detection and Fire Fighting.
 - vi. Landscaping.
 - vii. Any other.
10. Specialized equipment deployed for the project.
11. Project Management organization structure.
12. Number of shift and its duration adopted in execution.
13. Systems adopted for timely completion of the project.

SIGNATURE OF APPLICANT(S)

PERFORMANCE REPORT FOR WORKS REFERRED TO IN FORM 'B'

1. Name of the work / Project & Location.
2. Scope of work.
 - a. Number of floors in Basement.
 - b. Number of floors in structure.
3. Agreement No.
4. Estimated Cost
5. Tendered Cost
6. Value of work done
7. Date of Start
8. Date of completion
 - a. Stipulated date of completion.
 - b. Actual date of completion.
9. Amount of compensation levied for delayed Completion if any.
10. Performance report based on Quality of Work, Time Management, and Resourcefulness : Very Good / Good / Fair

DATE

**EXECUTIVE ENGINEER /
PROJECT MANAGER OR
EQUIVALENT**

STRUCTURE AND ORGANISATION

1. Name and address of the applicant
2. Telephone No. /Fax No/E-Mail address.
3. Legal Status (attach copies of original Document defining the legal status)
 - (a) An Individual
 - (b) A proprietary Firm
 - (c) A Firm in partnership
 - (d) A Limited Company or Corporation.
4. Particulars of registration with various Government bodies (Attach attested photo-copy)
 - a) Registration Number.
 - b) Organization / Place of registration
5. Names and Titles of Directors and officers with designation to be concerned with this work with Designation of individuals authorized to act for the organization.
6. Was the applicant ever required to suspend construction for a period of more than six months continuously after the construction was commenced?
If so, give the name of the project and give reasons thereof.
7. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?
If so, give the name of the project and give reasons thereof.
8. Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details:
9. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
10. In which field of Civil Engineering Construction, specialization and interest is ?
11. Any other information considered necessary but not included above.

SIGNATURE OF APPLICANT(S)