



## INDIAN INSTITUTE OF TECHNOLOGY MADRAS

Department of Civil Engineering

CHENNAI – 600 036

**Enquiry No: CIE/ 2018/LIGY/Extension of Existing Compost yard at Vichoor Village**

### ELIGIBILITY DOCUMENT

**Name of Work:** Extension of existing compost yard building and construction of Septic tank for composting yard at Vichoor village.

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**INVITATION FOR TENDER**

**Enquiry No: CIE/ 2018/LIGY/Extension of Existing Compost yard at Vichoor Village**

The Principal Coordinator, Department of Civil Engineering, Indian Institute of Technology Madras, Chennai - 600 036 invites item rate Tenders, in two bid system (Application for eligibility and financial bid) for the following work from the contractors who satisfy the Eligibility Criteria given below.

**1. PARTICULARS OF WORK**

1. Name of work: Extension of existing compost yard building and construction of Septic tank for composting yard at Vichoor village.
2. Approximate Estimate Cost put to Tender : Rs.8.73 Lakhs.
3. Earnest Money Deposit (EMD) :Rs.17460/- (Earnest Money in the form as prescribed in this tender document shall be submitted within the period of tender submission).
4. Time period for completion : 2 months
5. Validity of the tender : 90days from the date of opening of the tender
6. Date of Prebid Meeting & Venue : 7-01-2019 at 11.00 AM  
The Stores and Purchase  
Department of Civil Engineering  
IIT Madras,  
Chennai – 600036.
7. Last Date for Submission of Tender : 14 -01-2019 @ 3.00 PM
8. Date of Opening of the Eligibility Document : 14 –01-2019 @ 4.00 PM
9. Date of Opening of the Financial Document will be intimated later to eligible contractors.
10. Address of the Engineer-in-Charge : The Principal Co-Ordinator  
EWRE Division  
Department of Civil Engineering  
IIT Madras.

## **2. ELIGIBILITY CRITERIA**

2.1. Tenderers who fulfill the following criteria are eligible to submit the Eligibility document Technical bid- Cover 1) and Financial bid (Cover 2). Tenderers who have

(i). Experience of having successfully completed works as detailed below during the last 7 (seven) years ending last day of the month previous to the one in which applications are invited. The works completed up to previous day of the last day of submission of tenders shall also be considered.

a. Three similar works each costing not less than Rs.3.49 lakhs

or

b. Two similar completed works each costing not less than Rs.5.24 lakhs

or

c. One similar completed work costing not less than Rs.6.98 lakhs

and

One completed work of any nature (either part of a, b, c or a separate one) costing not less than the amount equal to Rs.3.49 lakhs should be for Central Government / Central Autonomous Bodies / Central Public Sector Undertakings

“**Cost of work**” for this clause shall mean completed cost of work as mentioned in the final bill including internal electrical works, if any, carried out under single contract 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. 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 civil construction/Maintenance. The following documentary proof shall be scanned and submitted.

1. Completion certificates in case of works carried out for Government department

The certificate should have been issued by an officer not below the rank of Principal Coordinator,

2. Completion certificate and TDS in case of works carried out for private parties.

The completion certificate should have been issued by the Project Manager or equivalent officer for other works and should be submitted.

2.2. Should have an average annual financial turnover of Rs. 8.73 lakhs during the last 3 years ending 31- 3- 2018. This should be certified by a chartered accountant.

2.3. Should not have incurred any loss in more than two years during the last five years ending 31-3-18.

2.4 Should have a solvency of Rs.3.49 lakhs certified by the bankers of the applicant. The certificate should have been obtained not earlier than 01.01.2018.

2.5. The applicant should own construction equipment as per list enclosed for proper and timely execution of the work. Else, he should certify that he would be able to bring the equipment by hiring /leasing and submit the list of firms from whom he proposes to hire/lease the equipment.

2.6. The applicant should have sufficient number of Technical and Administrative staff for the proper

execution of the work. The applicant should submit a list of these employees stating clearly how they would be involved in this work.

2.7. Interested tenderers can view and download the tender in the following order through the following tender website <http://www.iitm.ac.in/tendernotices> and Central Public Procurement Portal (CPPP)

**Eligibility application** shall be submitted with

- 1) EMD as prescribed in this document Para 3.2.2
- 2) Necessary supporting documents as prescribed in the Para 3.2.3

**Financial bid** shall be submitted with

- 1) The tender for the work with various conditions, specifications, Bill of quantity, drawings etc

### **3. PROCEDURE FOR VIEWING AND SUBMISSION OF TENDER**

3.1. The Tender documents (application for eligibility and the tender) can be seen in the Tender web site <http://www.iitm.ac.in/tendernotices> and CPPP.

3.2. The tender shall be submitted through the above Tender as a two envelope tender.

#### **Envelope 1 (application for eligibility) shall be submitted with:**

1. Letter of transmittal in the enclosed format.
2. Original Demand Draft obtained from the scheduled bank for an amount of Rs 17,460/- (Rupees seventeen thousand four hundred and sixty only) towards Earnest Money Deposit (EMD) drawn in favour of **"The Registrar, IIT Madras"** and payable at Chennai.
3. Details regarding experience, and financial standing.

The following documents in support of experience and financial standing shall be submitted with the application for eligibility.

1. Financial information in the form – 'A' enclosed
2. Details of similar works carried out in the past in form – 'B' enclosed
3. Details of works in progress in form – 'C' enclosed
4. Performance report of works referred to in form 'B' and form 'C' in Form – 'D' enclosed
5. Details regarding the structure of the organization in form - 'E' enclosed
6. Details of technical and Administrative personnel in form – 'E1' enclosed
7. Details of construction plant and equipment in form – 'F' enclosed.
8. GST Registration Certificate

#### **3.3. Envelope 2 shall contain**

1. The tender for the work with various conditions, specifications and drawings etc
2. The spread sheet containing the Bill of Quantity can be downloaded from the above web site and the same shall be submitted to the Stores & Purchase, Department of Civil Engineering after filling the rates.

### **4. OPENING OF TENDERS**

4.1 Tenders can be submitted to the Stores & Purchase, Department of Civil Engineering till the stipulated date and time of submission.

4.2. Only the eligibility application (Cover I) & EMD will be opened on the date of opening of tender.

4.3. Tender Documents submitted without valid EMD shall be summarily rejected.

4.4. The Envelope 2 of only those tenderers who qualify as per the eligibility criteria will be opened on a date which will be intimated later but not later than 30 days from the date of opening of tender.

## **5. EVALUATION OF APPLICATIONS FOR ELIGIBILITY.**

5.1 The applications received along with the required EMD shall be evaluated for eligibility to take part in the tendering process by a two stage system

5.2 Stage I – The applications will be evaluated for conformity to the eligibility criteria prescribed in 2.1 to 2.6.

5.3 Stage II -All those applications found eligible in stage I will be further evaluated for selection by the following scoring method based on the details submitted by the applicants.

1. Financial Strength (Form “A”)	Maximum 20 Marks
2. Experience in similar nature of work during the last Five Years. (Form “B”)	Maximum 20 Marks
3. Performance on works (Form “D”)	Maximum 35 Marks
4. Personnel and Establishment (Form “E”and“E-1” )	Maximum 10 Marks
5. Plant and Equipment (Form “F”)	Maximum 15 Marks
Total	100 Marks

5.4. To qualify, the applicant must secure at least 50% (Fifty percent) marks in each one of the above criteria and 60% (Sixty percent) marks in aggregate.

5.5. The Indian Institute of Technology Madras reserves the right to restrict the list of eligible contractors to any number deemed suitable.

5.6. Even though an applicant may satisfy the specified criteria, he would be liable to disqualification if he has:

1. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the application for eligibility.
2. Record of poor performance such as, slow progress of work, abandoning of work, not properly completing the contract, or financial failures/ weaknesses etc.

5.7 A list of eligible applicants whose financial bids will be opened shall be prepared and all concerned shall be intimated.

5.8. Earnest Money Deposit (EMD)

1. The Earnest Money of the successful Tenderer will be taken as part of the Security Deposit as stipulated in Clause 1A of “General conditions of Contract”.

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

## 6. INFORMATION AND INSTRUCTIONS TO APPLICANTS

### 6.1. Definitions:

The following words and expressions have their meaning here by assigned to them.

1. EMPLOYER means IIT Madras, Chennai -36 acting through the **Principal Coordinator. IIT Madras**
2. APPLICANT means individuals, proprietary firms, firm in partnership, limited company – private and Public Corporation
3. Engineer-in-charge means **PRINCIPAL COORDINATOR, IITM**
4. Tender means “**Tender**” which will be submitted to the Stores & Purchase, Department of Civil Engineering.

### 6.2 Information and Instructions

1. 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.
2. All information called for in the enclosed forms should be duly filled, signed, scanned and submitted along with the Tender. If additional information needs to be submitted in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically submitted. 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’.
4. 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.
5. 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 submit superfluous/ additional information beyond the requirements of the Bid. No information will be entertained after the application is submitted, unless it is called for by the Institute
6. Applications made by email and fax will not be considered
7. Clarifications, if any, or any 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 contract. The minutes of prebid meeting, corrigendum and Addendums will be submitted in the Tender website.
8. Documents submitted in connection with the tender will be treated as confidential and will not be returned.
9. Originals of all the documents as specified shall have to be submitted in the Stores & Purchase, Department of Civil Engineering, IIT Madras.
10. Contractor must ensure to quote rate of each item.
11. The rate (s) must be quoted in decimal coinage. Contractors must ensure to quote rate of each item. The column meant for quoting rate in figures appears in pink colour and the moment rate is entered, it turns sky blue. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as “0”. Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as “0” (ZERO).

### **6.3 Authority to sign the application:**

- 1 If an individual makes the application, it shall be signed by him above his full type-written name and current address.
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. 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.
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.

### **6.4. Clarification on tender document.**

1. A prospective Tenderer requiring any clarification on the Tender Document may notify PRINCIPLE CO-ORDINATOR, IITM at Chennai upto the date of prebid meeting. All clarifications will be provided along with the minutes of prebid meeting. No further communication regarding clarification/queries will be entertained after the prebid meeting.

### **6.5. Pre-bid meeting.**

The Tenderer or his authorized official representative is invited to attend a Pre-bid Meeting & which will take place at Stores & Purchase of Department of Civil Engineering on the date specified in the tender document. The purpose of the Meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage. The Tenderers are required to submit questions if any in writing so as to reach the PRINCIPLE CO-ORDINATOR, before the pre bid meeting. Non-attendance at the Pre-bid Meeting will not be a cause for disqualification of a Tenderer.

### **6.7. Amendment to tender documents**

Before the deadline for submission of tenders, the tender document may be modified by issue of addenda. Any Addendum issued shall be part of the Tender Documents and shall be submitted in the Tender website only. To give prospective Tenderers reasonable time in which to take the Addenda into account in preparing their tenders, extension of the deadline for submission of Tenders may be given as necessary.

### **6.8 Instructions for filling up the forms A,B,C,D,E&E1**

#### **1. Financial Information**

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



## **2. Information about works**

1. List of all works of similar class successfully completed during last the 7 years in Form – B
2. List of projects under execution or awarded in Form – C
3. Particulars of completed works and performance of applicant shall be duly authenticated / certified by an officer not below the rank of Principal Coordinator, in case of Government works or the Project Manager or an equivalent officer in case of non-governmental works separately for each work in Form - D

## **3. Information about the organization**

Applicant is required to submit the following information in respect of his organization in form E and E1

1. 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.
2. Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
3. Information on any litigation / arbitration in which the applicant was involved during the last five years including any current litigation / arbitration in process.
4. Authorization for employer to seek detailed references from clients to whom works were carried out.
5. Number of technical and administrative employees in parent company, subsidiary company and how these would be involved in this work – Form E 1

## **4. Construction Plant and Machinery**

Applicant should furnish the list of construction plant and equipment including shuttering, centering and scaffolding likely to be used for carrying out the work (in form F). Details of any other equipment not mentioned in form F but available with the applicant and likely to be used in this work may also be indicated

## **5. Letter of Transmittal**

The applicant should submit the letter of transmittal as per the format attached.

## **7. OPENING OF FINANCIAL BIDS**

7.1 The Financial bids (Tender) of the eligible applicants will be opened on the date and time to be intimated later.

7.2 Agreement shall be drawn with the successful tenderer on prescribed Form No. CPWD 8 which forms part of Envelope 2 (Financial bid).

## 8. FORMS

### 1. LETTER OF TRANSMITTAL

(To be duly filled, signed, scanned and submitted along with Envelope 1 by the tenderer)

To

**THE PRINCIPAL COORDINATOR,  
EWRE Division  
Department of Civil Engineering  
IITM, Chennai – 600 036**

**Sub:** Extension of existing compost yard building and construction of Septic tank for composting yard at Vichoor village.

Sir,

Having examined the details given in notice inviting qualification application and tender and the qualification documents for the above work, I/ We hereby submit the application for eligibility and the tender (financial bid) for the work duly filled in.

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 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 following certificates in support of our suitability, technical know how and capability for having successfully completed following works.

Name of work

Certificate from

4. I/We certify that that the tender documents submitted is 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.
5. I am / We are aware that the Financial bid submitted by me/us will not be opened if I / We do not become eligible after evaluation of my/our application for eligibility.
6. The Original Demand Draft (EMD which was scanned and submitted in the Tender shall be deposited by me/us with the Engineer-in-Charge in case I/we become the lowest tenderer within a week of the opening of financial bid otherwise department may reject the tender

Seal of the Applicant

Date of submission

Signature(s) of the applicants

**FINANCIAL INFORMATION****(To be duly filled, signed, scanned and submitted along with Envelope 1 by the tenderer)****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 submitted separately).

SI No	Details	Year ending 31 <sup>st</sup> March of				
		2014	2015	2016	2017	2018
1	Gross annual turnover in construction work					
2	Profit (+) / Loss (-)					

**II. Financial arrangement for carrying out the proposed work.****III. Income Tax PAN details (to be enclosed separately)**

SIGNATURE OF APPLICANT (S)

**SIGNATURE OF CHARTED ACCOUNTANT WITH SEAL**

**FORM 'B'**  
**(To be duly filled, signed, scanned and submitted along with Envelope 1 by the tenderer)**

**DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST FIVE YEARS  
ENDING BY 31<sup>ST</sup> MARCH 2018.**

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	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

\* 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 / Organizations copies TDS certificate along with copy of performance order and work order / Agreement should be enclosed. Private works with out TDS certificates shall not be considered for valuation.

**FORM- B1**

**(To be duly filled, signed, scanned and submitted along with Envelope 1 by the tenderer)**

**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.

\*Additional information shall be submitted separately

**SIGNATURE OF APPLICANT(S)**

**FORM 'C'**  
**(To be duly filled, signed, scanned and submitted along with Envelope 1 by the tenderer)**

**PROJECTS UNDER EXECUTION OR AWARDED**

SL NO	Name of work/project & location	Owner or sponsoring organizations	Agreement No	Cost of work	Date of commencement as per contract	Stipulated Date of completion	Up to date percentage progress of work	Slow progress if any and reasons there of	Name and address/ Tel No of Officer to whom reference may be made	Remarks( Indicate whether any show cause notice issued or Arbitration initiated during the progress of work)
1	2	3	4	5	6	7	8	9	10	11

**Signature of Applicant(s)**

**FORM 'D'**

**(To be duly filled, signed, scanned and submitted along with Envelope 1 by the tenderer)**

**PERFORMANCE REPORT FOR WORKS REFERRED TO IN FORM 'B' & 'C'**

1. Name of the work / Project & Location.
2. Scope of work.
  - a. Number of floors in Basement.
  - b. Number of floors in Superstructure.
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**

(\*Signature and seal of the client / owner to whom the work executed)

\* Certified by self will not be accepted

**(To be duly filled, signed, scanned and submitted along with Envelope 1 by the tenderer)**

**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)**

\* Additional information shall be submitted separately



**FORM 'E1'**  
**(To be duly filled, signed, scanned and submitted along with Envelope 1 by the tenderer)**

**DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY THE FIRM / COMPANY**

SL NO	Designation	Total Number	Names	Qualification	Professional Experience	Length of continuous service with employer
1	2	3	4	5	6	7

**Note : additional information about Technical personnel , if any , may be submitted on separate sheet.**

**Signature of Applicant(s)**

**FORM –‘F’**  
**(To be duly filled, signed, scanned and submitted along with Envelope 1 by the tenderer)**

**DETAILS OF CONSTRUCTION PLANT AND EQUIPMENT LIKELY TO BE USED IN CARRYING OUT THE WORK.**

SL NO	Name of the Equipment	Nos	Capacity or Type	Age	Condition	Ownership status			Current location	Remarks
						Presently owned	To be purchased	Leased		
1	2	3	4	5	6	7	8	9	10	11
1										
2										

Certified that the Application for Eligibility as published on the Tender website contains 19 pages only.

Principal Coordinator,  
EWRE DIVISION  
Department of Civil Engineering,  
IIT Madras, Chennai – 600 036.

Signature of the Contractor