



**INDIAN INSTITUTE OF TECHNOLOGY MADRAS**

ENGINEERING UNIT

CHENNAI – 600 036

**NOTICE INVITING PRE-QUALIFICATION APPLICATION**

**TENDER NO: 61 / 2012 – 13 / Housekeeping**

**ELIGIBILITY DOCUMENT: COVER - I**

Name of the work	: <b>Rendering Housekeeping services in Boys Hostels at IIT Madras for the year 2012-2013 (Brahmaputra, Cauvery, Krishna, Godavari, Narmada, Saraswathi and Tapti Hostels).</b>
Approximate Value put to Tender (for reference only)	: <b>Rs. 44.73 Lakhs</b>
Earnest Money Deposit	: <b>Rs.89,500/-.</b>
Cost of Tender Schedule including VAT	: <b>Rs. 525.00</b>
Last Date and Time of Receipt	: <b>Date: 19 - 10 - 2012</b> Time: 3.00 P.M
Date and Time of Opening (Eligibility Document - Cover I)	: <b>Date: 19 - 10 - 2012</b> Time: 3.10 P.M
Date and Time of Opening (Financial bid - Cover II)	: Will be intimated separately for those who have technically qualified based on eligibility criteria specified in the tender document

Certified that the tender document down loaded is exact replica of the document published by the IITM and no alteration and addition have been made by me / us in the tender document. The tender document consists of **17 (seventeen) Pages only.**

**Signature of the Contractor**

**Executive Engineer (Civil)**

# INDIAN INSTITUTE OF TECHNOLOGY MADRAS

ENGINEERING UNIT

CHENNAI – 600 036

**T. NO: 61/ 2012 – 13 / Housekeeping**

## NOTICE INVITING PRE-QUALIFICATION APPLICATION

EXECUTIVE ENGINEER Indian Institute of Technology Madras, Chennai - 600 036 invites sealed PQ applications up to 3:00PM on **19.10.2012** for the following work;

Name of work	Approximate Cost (Rs in lakhs)	Period of Completion
Rendering Housekeeping services in Boys Hostels at IIT Madras for the year 2012-2013 (Brahmaputra, Cauvery, Krishna, Godavari, Narmada, Saraswathi and Tapti Hostels).	44.73 Lakhs	12 months

Contractors who full fill the following requirements shall be eligible to apply. Joint ventures are not accepted.

1. Experience in having successfully completed works as follows during the last 7 years ending last day of the month **August 2012**.
  - a. Three similar works each costing not less than **Rs 18 Lakhs** in which at least one work should be with Central Government / Central Autonomous Bodies / Central Public Sector Undertakings.

or
  - b. Two similar completed works each costing not less than **Rs 27 Lakhs** in which at least one work should be with Central Government / Central Autonomous Bodies / Central Public Sector Undertakings.

or
  - c. One similar completed work costing not less than **Rs 36 Lakhs** with 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 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. 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 **Housekeeping services**. 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.

2. Should have had an average annual financial turnover of **Rs 14 lakhs** on housekeeping works during the last 3 years ending **31 – 3 – 2011**. This should be certified by a chartered accountant.
3. Should not have incurred any loss in more than two years during the last five years ending **31 – 3 – 2011**.
4. Should have a solvency **of Rs 18 Lakhs** for which the original solvency certificate issued by the bankers of the applicant should be enclosed.
5. Desirous contractors may download prescribed applications from the web site of IITM (<http://tenders.iitm.ac.in/>). The Information and instructions for bidders posted on web site for the subject work shall form of bid document.
6. The Tenders should be accompanied by two crossed Demand Drafts - one for an amount of **Rs. 89,500 /- towards Earnest Money Deposit (EMD)** - and another for **Rs. 525/- towards the cost of Tender Documents** - both drawn in favour of IITM Chennai-600 036 and payable at Chennai. Tender Documents received with out EMD and Cost of Document shall be summarily rejected.
7. Completed Qualification documents and Tenders received in time will be opened after 3.10 P.M on **19-10-2012** in the presence of applicants or their authorized representatives.
8. For any clarification contact office of the Executive Engineer at 3<sup>rd</sup> floor of Administrative building IIT Madras, Fax No 22578155, Ph 22578161 / 22578173.
- 9.0 **Submission of the PQ Application**  
The Tender should be submitted in two envelopes as detailed below
- 9.1 Envelope – 1 - marked as – QUALIFICATION APPLICATION (TECHNICAL BID)  
This shall contain the following
  - a. Two drafts one for EMD and another 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 – TENDER (FINANCIAL BID)  
This shall contain the tender for the work. The tender documents and 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 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**

## **SECTION – I**

### **BRIEF PARTICULARS OF WORK**

1. This section provides the salient details of work for which the contractors have to be qualified to take part in the tendering process.
2. The work has to be carried out in the IIT Madras campus, Chennai – 600036.
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 of IIT Madras.
  - (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 **19 – 10 – 2012** with due modifications to suite to IITM.
5. The applicant should furnish the complete details called for. Inadequate and incomplete details not as per the documents are liable to be rejected.

## SECTION –II

### INFORMATION AND INSTRUCTIONS TO APPLICANTS

#### 1.0 GENERAL

1.1 The “**PQ Application**” (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. The financial bids will be issued only to those qualified in the pre-qualification process at a later date to be intimated by IIT Madras.

The following documents should be enclosed along with this PQ application;

- (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) Details of works in progress in form – ‘C’ enclosed
- (vi) Performance report of work referred to in form ‘B’ and form ‘C’ in Form – ‘D’ enclosed
- (vii) Details regarding the structure of the organization in form - ‘E’ enclosed
- (viii) Details of technical and Administrative personal in form – ‘E1’ enclosed
- (ix) Details of plant and equipment in form – ‘F’ 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. 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.

1.6 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 the PQ application is submitted, unless it is called for by the Institute.

1.7 Documents submitted in connection with the PQ application 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 hereby assigned to them.

2.2. EMPLOYER means IIT Madras, Chennai -36 acting through the Executive Engineer, 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 type-written 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**

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

## 5.0 **PARTICULARS - PROVISIONAL**

The particulars of work given in section – I are provisional. These 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 the 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 criteria prescribed in the Page 2 & 3 (Para 1 to 11 of Notice Inviting Pre-qualification application) of this document.

7.2.1 The applicant should own necessary equipment as per the requirement for proper and neat execution of the work. Else, he should certify that he would be able to manage the equipment by hiring / leasing etc and submit the list of firms from whom he proposes to hire / lease.

7.2.2 The applicant should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The applicant should submit a list of these employees stating clearly how they would be involved in this work.

7.2.3 The applicant's performance in respect of completed works and ongoing 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 7.2.4 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 20 Marks
(b)	Experience in similar nature of work during last Five Years. (Form “B”)	Maximum 20 Marks
(c)	Performance on works (Form “D”)	Maximum 35 Marks
(d)	Personnel and Establishment (Form “E”and“E-1” )	Maximum 10 Marks
(e)	Plant and Equipment (Form “F”)	Maximum 15 Marks
	Total	100 Marks

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

7.3.2 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 PQ application and qualification document.
- (b) Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures/ weaknesses etc.

## **8.0 LETTER OF TRANSMITTAL**

The applicant should submit the letter of transmittal attached with this document.

## **9.0 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 further tendering process shall be prepared and all concerned shall be intimated. The Financial bids will be issued only to those who have been qualified in this pre-qualification process. The shortlisted agencies will become eligible for taking part in the further tendering process.



**QUALIFICATION INFORMATION**  
**LETTER OF TRANSMITTAL**

To

**The Executive Engineer,**  
Engineering Unit,  
IITM, Chennai – 600 036

**Sub: Rendering Housekeeping services in Boys Hostels at IIT Madras for the year 2012-2013 (Brahmaputra, Cauvery, Krishna, Godavari, Narmada, Saraswathi and Tapti Hostels).**

Sir,

Having examined the details given in notice inviting pre-qualification application and qualification documents for the above work, I/ We here by submit the duly filled pre-qualification application along with required documents prescribed in the application.

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, 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 knowhow and capability for having successfully completed following works.

Sl no	Name of work	Certificate from
1		
2		
3		

I am / We are aware that the tender documents (Financial bid) will not be issued 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).

Sl No	Details	Year ending 31 <sup>st</sup> March of						
		2005	2006	2007	2008	2009	2010	2011
1	Gross annual turnover in 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 2009.**

SL NO	Name of work/project & location	Owner or sponsoring organizations	Agreement No	Scope of work *	Cost of work in Crores	Date of commenceme nt 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
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/ Organisaionts copies TDS certificate along with copy of work order / Agreement should be enclosed. Private works with out 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. Specialized equipment deployed for the project.
7. Project Management organization structure.
8. Number of shift and its duration adopted in execution.
9. Systems adopted for timely completion of the project.

SIGNATURE OF APPLICANT(S)

**FORM C**

**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	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)

**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

**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 the work for a period of more than six months continuously after the work 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 Facility management, specialization and interest is ?
11. Any other information considered necessary but not included above.

SIGNATURE OF APPLICANT(S)

**FORM E-1**

**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-1**

**DETAILS OF 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										