



**INDIAN INSTITUTE OF TECHNOLOGY MADRAS**

ENGINEERING UNIT

CHENNAI – 600 036

**Tender No: 31/ 2013 – 14 / Civil.**

**ENVELOPE - 1**

**Name of Work: Annual maintenance contract in water supply sub-division at IIT Madras (SH: External plumbing, CI/DI pipe line works, overhead tank and sump cleaning in new 'C2' type, 'G' type and other residential and hostel zone buildings).**

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**INDIAN INSTITUTE OF TECHNOLOGY MADRAS**

ENGINEERING UNIT

CHENNAI – 600 036

**INVITATION FOR BIDS**

**TENDER NO. 31/ 2013 – 14 / Civil.**

EXECUTIVE ENGINEER, Indian Institute of Technology Madras, Chennai - 600 036 invites sealed tenders, in two envelope 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: Annual maintenance contract in water supply sub-division at IIT Madras (SH: External plumbing, CI/DI pipe line works, overhead tank and sump cleaning in new 'C2' type, 'G' type and other residential and hostel zone buildings)
2. Estimated cost: Rs45.00 Lakhs
3. Earnest Money Deposit (EMD): Rs90,000/-
4. Cost of tender document: Rs525 (including VAT)
5. Time period for completion: 12months
6. Validity of the tender: 90days from the date of opening of the eligibility document.
7. Date of Pre-bid Meeting: 13-09-2013 – 10.30AM
8. Date and time of opening of the Applications for eligibility (Envelope No. 1): 18-09-2013 – 3.10PM
9. Date of opening of the Financial bid (Envelope 2) : Will be intimated to all eligible applicants later but not later than 30 days from the opening of the Applications for eligibility
10. Place of Receipt of tenders: Office of the Executive Engineer  
Administrative Building,  
3rd Floor, Engineering Unit,  
IIT Madras, Chennai – 600 036.

## **2. ELIGIBILITY CRITERIA**

2.1. The applicant should have successfully completed works as follows during the last 5 years ending 31-3-2013 .

1. Three similar works each costing not less than Rs.18 Lakhs

**or**

2. Two similar completed works each costing not less than Rs.27 Lakhs

or

3. One similar completed work costing not less than Rs.36 Lakhs

At least one of the work of (a) or (b) or (c) should have been undertaken for a Central / State Government / Central Autonomous Bodies / Public Sector Undertakings.

“Cost of work” in this criterion shall mean completed cost as mentioned in the final bill including internal electrical works, if any, carried out under single contract

“Similar work” in this criteria means “Plumbing works”

2.2. Should have an average annual financial turn over of Rs 13.50 lakhs during the last 3 years ending 31 – 3 –2013. 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 – 2013.

2.4. Should have a solvency of Rs18 Lakhs certified by the bankers of the applicant.

2.5. Should have a bidding capacity equal to or more than the cost of one of the work. . The bidding capacity shall be worked out by the following formula:

$$\text{Bidding capacity} = A \times N \times 2 - B$$

Where,

A = Maximum value of construction works executed in any one year during the last five years taking into account the completed as well as works in progress.

N = Number of years prescribed for completion of work for which Qualification application has been invited.

B = Value of existing commitments and on going works to be completed during the period of completion of work for which pre-qualification has been invited.

The applicant shall workout the bidding capacity and supply the supporting data duly tabulated for evaluating the bidding capacity.

2.6. 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.

2.7. 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.

2.8. 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 in case of Government works and Project Manager or equivalent officer for other works and should be obtained and delivered in sealed covers

### **3. PROCEDURE FOR OBTAINING OF TENDER DOCUMENTS**

3.1. The tender documents (application for eligibility and the tender) may be downloaded from the web site of IITM (<http://tenders.iitm.ac.in/>) and prescribed cost of tender document shall however, be paid along with application for eligibility.

3.2. The tender shall be submitted as a two envelope tender.

Envelope 1 shall contain

1. Letter of transmittal in the enclosed format.
2. Two crossed Demand Drafts - one for an amount of **Rs**90000/- 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. For estimated cost more than 20 crores, if the tenderer so desires, 50% of the EMD can be paid in the form of Bank Guarantee issued by a scheduled bank and the remaining in the form of Demand draft.
3. Details regarding experience, and financial standing.

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

1. Solvency certificate from the bankers in the enclosed format
  2. Financial information in the form – ‘A’ enclosed
  3. Details of similar works carried out in the past in form – ‘B’ enclosed
  4. Details of works in progress in form – ‘C’ enclosed
  5. Performance report of work referred to in form ‘B’ and form ‘C’ in Form – ‘D’ enclosed
  6. Details regarding the structure of the organization in form - ‘E’ enclosed
  7. Details of technical and Administrative personal in form – ‘E1’ enclosed
  8. Details of construction plant and equipment in form – ‘F’ enclosed.
- 3.3. Envelope 2 shall contain the tender for the work with various conditions, specifications, Bill of quantity etc for the work.
- 3.4 Both envelopes shall be placed in a third envelope and address of applicant, name of work, and the date of opening shall be written on the envelope.

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

4.1 Tenders can be dropped in the tender box kept at the place of receipt of tenders up to 3.00 PM. On

4.2. Tenders received will be opened after 3.10 P.M in the presence of tenderers or their authorized representatives.

4.3. Only Envelope 1 containing the Application for eligibility, EMD and the cost of tender will be opened.

4.4. Tender Documents received without EMD, and cost of tender document shall be summarily rejected.

4.5. 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 and the cost of tender 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 2.2 to 2.8.

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. The Earnest Money of the Tenderers whose Technical Bid is found not acceptable will be returned as soon as scrutiny of Technical Bid has been completed by the Employer. After evaluation of the Financial Bids, the Earnest Money of unsuccessful Tenders will be returned within 28 days of the end of Tender Validity period.  
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 Executive Engineer, Engineering Unit.
2. APPLICANT means individuals, proprietary firms, firm in partnership, limited company – private and Public Corporation
3. Engineer-in-charge means EXECUTIVE ENGINEER, IITM

### **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. The application should be type-written. The applicant should sign in each page of the application. Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting.
3. 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'.
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 attach 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 Fax and those received late after the prescribed date and time 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.
8. Documents submitted in connection with the tender will be treated as confidential and will not be returned

### **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,.**

A prospective Tenderer requiring any clarification on the Tender Document may notify EXECUTIVE ENGINEER, IITM at Chennai. The EXECUTIVE ENGINEER will respond to any request for clarification, which he receives earlier than 8 days prior to the deadline for submission of Tenders.

### **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 III Floor, Admin. Block IITM, Engineering Unit Chennai on 13-9-2013 at 10.30 AM. 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 EXECUTIVE ENGINEER, IITM before the pre bid meeting. Minutes of the Meeting, including the text of the questions raised (without identifying the source of enquiry) and the responses given will be transmitted without delay to all who have attended the Pre bid meeting. Any modification of the Tender Documents which may become necessary as a result of the Pre-bid meeting shall be made exclusively through the issue of an Addendum. 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 communicated in writing to all who have attended the pre-bid meeting. The prospective Tenderers shall acknowledge receipt of each Addendum in writing to the EXECUTIVE ENGINEER/IITM. 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 5 years in form – A

### **2. Information about works the**

1. List of all works of similar class successfully completed during last the 5 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 Executive Engineer 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 organisation**

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 tools and plants 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 shall be opened on the date and time to be intimated later.

7.2 The Financial bids (Tender) of the non-eligible applicants shall be returned unopened.

## 8. FORMS

### 1. LETTER OF TRANSMITTAL

To

**The EXECUTIVE ENGINEER,**  
Engineering Unit,  
IITM, Chennai – 600 036

**Sub:**

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 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 know how and capability for having successfully completed following works.

Name of work

Certificate from

5. I/We certify that that the tender documents downloaded and 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.
6. 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.

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 <sup>st</sup> March of				
		2009	2010	2011	2012	2013
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 31<sup>st</sup> MARCH 2010.**

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 / 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.

**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)**

**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	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)**

**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 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)**

**FORM 'E1'**

**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'**

**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 web contains 20 pages.

Executive Engineer  
Engineering Unit.  
Administrative Building,  
3rd Floor, Engineering Unit,  
IIT Madras, Chennai – 600 036.

Signature of the Contractor