

1.1 NOTICE INVITING BID (NIB)

1.0 Design Build tenders are invited by Chief Operating Officer (C.O.O), on behalf of **IIT Madras Research Park** from contractors who have the prescribed qualification for the work of **Construction of New Buildings for IIT Madras Research Park – Phase – II, SH: - Connecting Bridge and Pergola Works**

1.1 Contractors who full fill the following requirements are eligible to apply.

Joint ventures are not accepted.

Bidders experienced in having successfully completed works as follows during the last 5 years ending last day of the month March 2015

- a. Two similar completed works each costing not less than Rs 200 Lacs

or

- b. One similar completed work costing not less than Rs 400 Lacs.

“Cost of work” for this clause shall mean completed cost as mentioned in the final bill including carried out under a 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 cost level by enhancing the actual value of work at a 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 façade works for multistory Office buildings, Educational Buildings, Institution buildings. Residential Buildings will not be considered as similar buildings.

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.

- 1.2 Should have had an average annual financial turnover of Rs 200 lakhs on construction works during the last 5 years ending 31 – 3 – 2015. This should be certified by a chartered accountant.
- 1.3 Should not have incurred any loss in more than two years during the last five years ending 31 – 3 – 2015.

- 1.4 Should have a solvency of Rs 50 Lakhs for which a copy of the solvency certificate issued by the bankers duly authenticated of the applicant should be enclosed.
- 1.5 Detailed documentation to be submitted for prequalification shall be as per section 1.2 of this bid documents.
- 2.0 Agreement shall be drawn with the successful bidder on the prescribed form enclosed as per Annexure III.
- 3.0 The time allowed for carrying out the work is “**3 months**” which will be reckoned from the 10th day after the date of written orders to commence the work or from the first day of handing over of the site, whichever is later.
- 4.0 Bid documents will be made available in the IIMRP web site on 17th December’2015. Desirous contractors may download the bid documents from the web site of IITMRP (www.respark.iitm.ac.in). The Information and instructions for bidders posted on web site for the subject work shall form of bid document.
- 5.0 Earnest Money Deposit & Cost of tender documents**
- 5.1 Earnest Money for an amount of **Rs. 2,50,000/- (Rupees Two Lacs fifty thousand only)** shall be submitted either by a Demand Draft drawn on “**IIT Madras Research Park**”, payable at Chennai or by Bank Guarantee (BG) in the prescribed form of a Scheduled Bank in favour of IIT Madras Research Park. Only if the EMD is for the specified amount and in the acceptable format, the bids will be opened for further processing.
- The cost of tender document shall be **Rs. 3,000 (Rupees Three thousand Only)** and the same shall be submitted by a Demand Draft drawn on “**IIT Madras Research Park**”, payable at Chennai.
- 5.2 The Earnest Money Deposit of the unsuccessful bidders will be returned within **60 days** from the end of the Bid Validity period.
- 5.3 The Earnest Money Deposit of the successful bidder will become part of Security Deposit as per the provision 21.0 of General Conditions of Contract.
- 5.4 The Earnest Money Deposit is liable to be forfeited;
- 5.4.1 If the bidder withdraws his bid during the period of Bid Validity;
- 5.4.2 Makes modification in the terms and conditions of the Bid after submission of the same, which is not acceptable to the Employer.
- 5.4.3 In case of successful bidder:-

- a) Fails to submit Performance Guarantee as per the Clause 22 of General Conditions of Contract.
- b) Fails to sign formal Agreement within 30 days from the date of issue of Letter of Acceptance.
- c) Fails to mobilize for the execution of the Work within stipulated period mentioned in Contract Data sheet.

6.0 A pre-bid meeting is scheduled on 22nd December'2015 at 02:00 PM., at the address mentioned below. The bidders are requested to send their queries (if any) latest by 4:00 P.M. on 19th December'2015 to

Chief Operating Officer
IIT Madras Research Park
No. 1FA, 1st Floor, Kanagam Road
Taramani, Chennai 600 113

Contacts: rajmootha@respark.iitm.ac.in
balakrishnan@respark.iitm.ac.in
jeyakarb@respark.iitm.ac.in

The minutes of the Pre bid meeting will be circulated to all those who have attended the meeting. It will also be published in the web site of IITMRP. Not attending the pre bid meeting will not be a disqualification for processing the tender.

7.0 Submission of the bid

The tender should be submitted in **THREE** envelopes as detailed below

7.1 ***Envelope – 1 - marked as – COST OF TENDER DOCUMENTS / EMD***

This shall contain two demand drafts one for the cost of the tender documents and another for EMD for the amounts mentioned above. (For EMD, if the contractor so desires can submit bank Guarantee issued by a Scheduled Bank in the enclosed format under Section 1.4

7.2 ***Envelope – 2 – marked as – PREQUALIFICATION APPLICATION***

This shall contain data for pre qualifying the firm for further processing the tender. This shall contain data regarding previous experience, financial information etc in the prescribed forms which are enclosed to this document under Section 1.2

7.3 ***Envelope – 3 – marked as – Bid Documents***

This shall contain all the tender documents as per the index, as down loaded from web site of IITMRP. Only copies of document down loaded should be used and the documents should not be retyped.

7.4 **Envelop – 4 – Marked as Price bid**

This shall contain the Bill of Quantities as per the bidder filled with the cost of work separately for connecting bridge and metal pergola works respectively.

The tender drawings uploaded in the web site need not be submitted along with the bid. However the successful bidder must submit the detailed design / GFC drawings during the course of work.

- 8.0 All the three envelopes shall be placed in another envelope and sealed. The name of the work and date of opening shall be super scribed on the envelope and submitted to Mr. Rajendra Mootha, C.O.O., IIT Madras Research Park No. 1FA, 1st Floor, Kanagam Road Taramani, Chennai 600 113 up to 4.00 P.M. on 25th December'2015
- 9.0 ***Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground and sub-soil, the form and nature of the site, the means of access to the site, and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no claims / extra charges consequent on any misunderstanding or otherwise shall be allowed.***
- 10.0 Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be carried out, local conditions and other factors having a bearing on the execution of the work.
- 11.0 The Employer is not bound to accept the lowest or any other bid and reserves the right to reject any or all the bids received without the assignment of any reason. The bidders shall bear all the cost of preparation of the bid and all expenses in connection thereof and shall not be entitled for any compensation in the event of non acceptance of the bid including the Employer not proceeding with the Project.
- 12.0 All bids in which any of the prescribed condition(s) is not fulfilled or any condition including that of conditional rebate is put forth by the bidder, shall be liable to be summarily rejected.
- 13.0 Canvassing whether directly or indirectly, in connection with bids is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable to rejection.
- 14.0 The Employer reserves the right of accepting the whole or any part of the bid and the bidder shall be bound to perform the same at the rates quoted.
- 15.0 The bid for the works shall remain open for acceptance for a period of **60 (Sixty)** days from the date of submission of the bid.
- 16.0 Authority to Sign the tender documents

- 16.1 If the bidder is an individual, he/she should sign above his / her type written name and the current address.
- 16.2 If the bidder is a proprietary firm, the Proprietor should sign above his type written name and full name of his firm with current address.
- 16.3 If the bidder is a firm in partnership, the bid document should be signed by all the partners of the firm above their full type written name and current addresses. Alternatively the document should be signed a Partner holding Power of Attorney for the firm and in this case a certified copy of the Power of Attorney should accompany the Documents. In both cases a certified copy of the Partnership Deed and current address of all the partners of the firms should be furnished.
- 16.4 If the bidder is a limited Company or a Corporation, the bid document shall be signed by a duly authorized person holding Power of Attorney for signing the bid documents accompanied by a copy of the Power of Attorney.
- 17.0 The bidder shall fill in amount for all work packages of work indicated in the Bill of quantities format. Corrections, if any, shall be made by crossing out, initialing and rewriting.
- 18.0 Any error in description, amount or any omission here from shall not vitiate the contract or release the bidder from the execution of the whole or any part of the work comprised herein according to drawings and specifications or from any of his obligation under the contract.
- 19.0 Correction of Errors**
- 19.1 Any tender containing percentage below / above the amount quoted is liable to be rejected.
- 19.2 Rates quoted shall be inclusive of all taxes, duties and royalties except service tax which shall be paid separately.
- 19.2. Amount quoted by the bidder shall be accurately filled in so that there is no discrepancy in the rate written in figures and words. However if a discrepancy is found, the rates which correspond with the amount worked out by the bidder shall unless otherwise proved, be taken as correct.
- 19.3 If the amount on an item is not worked out by the bidder or it does not correspond with the amount written either in figures or in words, then the amount quoted in words shall be taken as correct.
- 19.4 Where the amount quoted by the bidder in figures and in words tally but the amount is not worked out correctly the rate quoted by the bidder unless otherwise proved, be taken as correct and not the amount.

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- 20.0 Bidders shall submit the documents mentioned below along with the tender:-
- 20.1 Bidders proposed methodology of construction.
 - 20.3 A resource deployment schedule indicating bidder's proposal for deployment of materials, manpower and construction equipments for completing the work within scheduled time of completion.
 - 20.4 Quality control procedures proposed to be adopted for ensuring quality.
 - 20.5 Environment, Health & Safety (EHS) Plan at work site.
- 21.0 **Bidder must be able to design the MS structure with concrete pile support. Bidder has to submit the BOQ and cost of the work as their proposal to do this work.**
- 21.0 Bidder shall not share the bid documents with anybody not required for the purpose of bidding.
- 22.0 This Notice Inviting Bid (NIB) shall form a part of the Contract document

1.2 Prequalification Documents

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1. Introduction

M/s IIT MADRAS RESEARCH PARK (“IITMRP”), a company registered under Section 25 of the Companies Act, 1956 and promoted by Indian Institute of Technology, Madras (“IITM”) with the approval of the Ministry of Human Resources Development, Government of India, having its registered office at Electrical Sciences Block, IIT Madras Campus, Chennai -36

IITMRP is desirous of extension of Research Park at Kanagam Road, Chennai, by adding additional buildings and facilities which shall comprise Construction of 1.15 million Sq. ft of warm shell (Including MLCP) with finishes of the common areas and rest rooms and high side services, external finish.

IITMRP is set up with prime objective of:

- a. Creating a collaborative environment between industry and academia through joint research projects and consulting assignments
- b. Creating a self-sustaining and technologically fertile environment
- c. Encouraging and enabling R & D activities that are aligned to potential needs of the industry.
- d. Providing world class infrastructure for R & D activities.
- e. Enabling development of high quality personnel and motivating professional growth for researchers in the companies through part time Masters and PhD Programs.

2. IIT Madras Research Park – Present Status

Tower – I of the Madras Research Park is fully functional and operational

Proposed facilities consists of 4 office / research buildings totaling to approximate built up area of 8 Lacs sft and a MLCP building with approximate built up area of 3 Lacs sft

3. Bidding Process – Selection Procedure

Please refer to points 7 and 8 of Notice to inviting Bid (NIB)

With the documents of Envelope 2, Bidder's qualifications would be evaluated. Upon completion of pre-qualification process, the pre-qualified bidders will be notified for the Technical & Financial bidding process.

Envelope 3 – Financial / Price Bid Evaluation

The decision of IITMRP shall be final and binding and no queries in this regard shall be entertained

4. Preparation and Submission of Bids

Bid Requirements

- a. Bidder is required to submit complete documents and in the order as given in Checklist enclosed, in order to achieve the objective of maintaining uniform bid structure from all the Bidders. These requirements must be adhered to by all the bidders.
- b. The Pre-qualification requirements are explicitly stated in this Document. Bidder is required to study these requirements in detail & make a Bid as defined above completely meeting these requirements. The Bid must be complete in all respect leaving no scope for ambiguity.
- c. The Bid shall be submitted with all details as per checklist.
- d. Failure to provide information which is essential to evaluate the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in disqualification of the applicant.
- e. Submission of Documents

Refer to point No. 8 of Notice inviting Bid (NIB)

Copy of Document shall be signed and stamped on each page and submitted along with the Bid as a token of acceptance.

- f. Experience Details

Bidder shall furnish their Experience Details of last 05 years. The experience details of all such works shall be submitted as per Form- 3 & 3-A. Copy of detailed work order/Notification for award of work/contract document and copy of proof of completion.

- g. Financial Details

Bidder shall furnish the following:

All information as per Form-5.

Audited Balance sheets or financial statement for the consecutive three (3) preceding years.

h. Company's Organizational Details

Bidder shall specify whether the Company is Affiliate Company or Parent Company as per Form-1 & Form-2. Organization chart shall be furnished as per Form-2.

i. Qualification and Experience of Technical Personnel

Bidder shall furnish details of specialists Engineers in various fields having respective experience in their discipline giving their CV.

j. IITMRP's Right to accept any Bid and reject any or ALL Bids

The IITMRP reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for the Employer's action.

5. Eligibility and Pre-Qualification Criteria

Bidders seeking pre-qualification shall meet the following minimum Eligibility & Pre-qualification Criteria as per clause 6 & 7

IITMRP reserve the right not to seek any additional information / clarification on documents submitted in support of Pre-qualification requirements and evaluate the Bids on "As Received Basis"

No partnership / joint-venture is allowed for this project

6. Experience Requirement

- Bidder should have executed works of similar nature, preferably in Chennai
- Bidder should have experience in successfully completing projects with contract sum of minimum Rs.10 Crores in last 3 years

7. Financial Capability

The Annual Turnover of the Bidder during all the three consecutive preceding financial years i.e. 2010-2011, 2011-2012 and 2012-2013 shall not be less than 20 Crores

8. Timelines



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Please refer to point no. 8 and 9 of Notice inviting Bid (NIB)

9. Rights and Obligations

IITMRP is not liable for any costs incurred by the Agencies in submitting their response to the RFQ for this Project. IITMRP will not be liable for any damages suffered or expenses incurred by the Agencies during any stage of the selection process



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Annexure

Letter of Application

[Letterhead of the Applicant, including full postal address, telephone no., fax no., telex no., and cable address]

Date.....

To: [Name and address of the Employer]

Sir,

Being duly authorized to represent and act on behalf of (hereinafter “the Applicant”), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the Item rate works contract for façade works for the Proposed New Buildings at IIT Madras Research Park:

Attached to this letter are copies of original documents (attested true copies) defining:

- a) The Applicant's legal status;
- b) Its principal place of business; and
- c) Its place of incorporation (for Applicants which are corporations); or its place of registration (for applicants which are partnerships or individually owned firms).

You and your authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization for any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by you to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

You and your authorized representatives may contact the following persons for further information:

 <p>IITM research park <small>Bringing unlike minds together</small></p>	<p>Construction of New Buildings for IIT Madras Research Park – Phase – II, SH: - Connecting Bridge and Pergola Works</p>	 <p>FEEDBACK INFRA <i>Making Infrastructure Happen</i></p>
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General and managerial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Personnel inquiries	
Contact 1	Telephone 1

2. This application is made in the full understanding that:

A. Tenders by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of tendering;

B. You reserve the right to:

- Amend the scope and value of any contracts tendered under this project; in such an event, tenders will only be invited from prequalified applicants who meet the revised requirements; and
- Reject or accept any application, cancel the prequalification process, and reject all applications; and

C. You shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for such actions.

3. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail

Signed	Signed
Name	Name
For and on behalf of (name of Applicant)	For and on behalf of (name of partner)
Signed	Signed



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Name	Name
For and on behalf (name of partner)	For and on behalf (name of partner)



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Form 1 – General Information

All individual firms are to complete the information in this form. Nationality information should be provided for all owners or applicants that are partnerships or individually owned firms.

Where the Applicant proposes to use sub contractors for critical components of the works or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractors.

1.	Name of firm:	
2.	Type of firm: Proprietary/ Partnership/ Pvt. Ltd./Public Ltd	
3.	Nationality :	
4.	Address: Registered Office Head office: Whether Owned or Rented? : Attached separate paper for addresses of other offices	
5.	Mobile:	Contact:
6.	Landline:	Contact:
7.	Facsimile:	Telex:
8.	E-mail:	
9.	Place of incorporation / registration:	Year of incorporation / registration:
10.	Main lines of business:	
	1.	Since:
	2.	Since:
	3.	Since:
	4.	Since:
11.	Constitution	
	1) Individual	
	2) Sole Proprietorship Concern	
	3) Partnership Firm	
	4) Public Ltd. Company	
	5) Private Ltd. Company	
12.	If partnership firm, names of the partners/ If Company, name of directors	
	I.	
	II.	
	III.	
	IV.	
	V.	
13.	Is the individual/sole proprietor/any partner/director of company:	

14.	1) Dismissed Government Servant 2) Removed from approved list of contractors 3) Demoted to a lower class of contractors	YES/NO YES/NO YES/NO
	4) Having business banned/suspended by any government in the past 5) Convicted by a court of law 6) Retired engineer/official from engineering dept. of Govt. of India within last Two years 7) Director or partner of any other Company/firm enlisted with CPWD or any other department 8) Member of Parliament or any State Legislative Assembly	YES/NO YES/NO YES/NO YES/NO YES/NO
15.	1) Name of person holding power of attorney	
	2) Nationality: Indian/ others	
	3) Liabilities	
16.	Name of Bankers with full address	
17.	Place of business	
18.	Full time technical staff in applicant's employment Nos.	
19.	1) Graduate engineers with minimum 10 years' experience (mention field of graduation) 2) Graduate engineers with minimum 5 years' experience [excluding (a) above] 3) Diploma engineers with minimum' experience of 5 years 4) Furniture/Furnishing Designers 5) Graduate or Post Graduate in Agricultural Sciences	
20.	Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per requirements [Attach details on separate sheet]	YES/NO

21.	For Electrical 1) Does the applicant possess valid Electrical License 2) Do the permanent electricians employed by contractor posses valid license	YES/NO YES/NO
22.	Whether already enlisted with CPWD or any other department	YES/NO
23.	If yes, give details: 1) Name of department 2) Class & category 3) Enlistment authority & address 4) Enlistment No. & date 5) Date of validity 6) Tendering limit	
24.	Is any person working with the applicant is a near relative of the officer/official of IITMRP	YES/NO
	If yes, please give details	
25.	Certificates:	

1) I/We (including all partners) certify that I/We have read the terms and condition of Pre-qualification of Contractors in IITMRP as amended up to-date and shall abide by them.

2) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I am/ we are liable to be debarred.

3) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Department under more than one name.

(a) I certify that I did not retire as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in any engineering Department of the Government of India during the last two years. I also certify that I have neither such a person under my employment nor shall I employ any such person within two years of his retirement except with the prior permission of the Government. (For individuals seeking enlistment in their own name)

(b) We certify that none of the partners/Directors retired as an Engineer of Gazette rank or as any Gazetted Officer employed on Engineering or Administrative duties in last two years. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Government. (For partnership firms and limited companies). (Strike out whichever is not applicable)

Signature(s) of applicant(s) :

Name Signature Address

- 1.
- 2.
- 3.
- 4.

Date: No. of Documents attached:



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Form 2 – Overall Organization Structure

1. Overall organization chart of the company showing position of Managing Directors and HO organization

i.	Home Office
ii.	Fabrication Yard
iii.	Engineering (Design) Office
iv.	Procurement Services
v.	Sub-contracting
vi.	Planning, Scheduling & Monitoring
vii.	Site Organization chart covering construction supervision (Discipline-wise). Quality Assurance and Quality Control (Discipline-wise), warehouse management and material control, field engineering, safety etc

2. Give list of employees on Bidders pay role: Technical and Non-Technical & also give following details:

Candidate Summary

1.	Name of Applicant	
2.	Position	
3.	Candidate: Prime: Alternate :	
4.	Professional qualifications	
5.	Name of employer:	
6.	Address of employer:	
7.	Telephone:	
8.	Job title of candidate:	
9.	Years with present Employer:	

Summarize professional experience over the last 10 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project

From	To	Company / Project / Position / Relevant technical and management experience



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3. Give list of sister concerns, if any,



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Form 3 – List of Projects Executed

Please finish information about the relevant Work completed over the last Five (5) years.

Sr.#	Name of Project	Name of Employer	Individual	Duration (Work Period)	Location and description of Work	Value of contract	Certified Value of completed work

NOTE:

1. Attested copies of the latest certificate from the employers may be attached.
2. Non disclosures of any information in the schedule will result in disqualification of the firm.
3. In case of private work sufficient authentic proof of work done. Along with evidence of financial transactions shall have to be furnished.

Kindly fill all project details in supporting Form No: 3-A.

3A – Details of Projects Executed

S. NO.	Description	Details
1.	Name of Project	
2.	Detail description of work with associated facilities awarded to the Bidder	
3.	Contract Value	
	1. Awarded	
	2. Final Executed	
4.	Name of Owner,	
5.	Postal Address of the Employer	
6.	Phone/Fax No./e-mail of the Employer	
7.	Name of Owner's Consultant (if any), Postal Address, Phone/ Fax No./e-mail	
8.	Completion Dates	
	1. Date of award	
	2. Effective Date of Contract	
	3. Starting date	
	4. Scheduled Completion Date	
	5. Actual Completion Date	
	6. Fabrication/Construction time taken	
	7. Handover time	



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Form 4 – Details of Current Commitments / Projects

Name of the Bidder or Partner

Bidders shall provide information on their current commitments on all civil contracts that have been awarded or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified full completion certificate has yet to be issued.

Name of Employer	Name of the contract location and nature of their work*	Name of consulting Engineer or agency responsible for supervision	Contract amount in Indian Rupees & date of contract	Percentage of participation of company in the project	Value of work completed and certified in Indian Rupees	Value of outstanding work (in Indian Rupees)	Actual date of start	Estimated completion date



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Form 5 – Financial Information

Name of Applicant or partner

Applicants should provide financial information to demonstrate that they meet the requirements. If necessary, use separate sheets to provide complete banker information. A copy each of the audited balance sheet for the last three years should be attached.

Banker	Name of banker: Address of banker:	
	Telephone:	Contact Name &Title:
	Facsimile:	TELEX:

Summarize actual assets and liabilities in INR for the previous Three years

Financial information in INR	Previous Three Years		
	2012-2013	2013-2014	2014-2015
1. Total assets			
2. Current assets			
3. Total liabilities			
4. Current liabilities			
5. Profits before taxes			
6. Profit after taxes			
7. Depreciation			
8. Net worth			
9. Annual turnover			

Specify proposed sources of credit line to meet the cash flow demands of the Work

Source of credit line	Amount in Rs.
1.	
2.	
3.	

- I. Attach audited financial statements for the last three years
- II. Firms owned by individuals, and partnerships, may submit their balance sheets certified by a registered accountant.



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- III. Attach Certificate(s) issued by any Bank or Financial Institution for available credit
 - IV. Enclose recent solvency certificate from banker
 - V. Enclose letter from your banker/self that the agency is not under liquidation, court receivership or similar proceedings.

Form 6 – Methodology Of Execution

In this Form, Bidder shall detail out Methodology of Execution of work for the following

1. Methodology of execution of basic design and detailed engineering considering/furnishing (to be enclosed as supporting document) – for the purpose of shop / fabrication drawings as may be needed
2. Key Personnel to be deployed by main bidder at Bidder’s design office, for review, approval and monitoring.
3. Methodology of Project Execution shall also include the following in detail (to be enclosed as a supporting document):
 - a) Design and Engineering – for the purpose of shop / fabrication drawings as may be needed for specialist works
 - b) Fabrication
 - c) Technical staff and Man Power Deployment
 - d) Deployment of Tools, Plants and Equipment
 - e) Construction management
 - f) Health Safety and Environment (HSE) Management
 - g) Cost management
 - h) Authority approvals / liaison with relevant authorities – as may be required to undertake the present assignment as Contractor of works
 - i) Quality management
 - j) Time management
4. **Bidder shall be able to design, prepare shop drawing and get approved. Shall also able to explicitly layout the execution plan, specific to this project assignment with specific details of resources and their deployment such as fabrication and assembly of MS structures and sheeting sections as per specifications etc., Bidder is expected to use colour drawings, sketches, presentations, etc. as may be necessary to convince the Employer that he has understood the assignment, made comprehensive plans to ensure smooth execution of works and deployed adequate resources to ensure set timelines are met without compromising quality and safety.**



Construction of New Buildings for IIT Madras Research Park – Phase – II, SH: - Connecting Bridge and Pergola Works



Form 7 – Details of Tools, Plant and Machinery

Please provide here the list of all the Tools, Equipment, and Plants available with the company.

Sr. No	Name of manufacturer	Year of Manufacturer	Capacity	Model (YY)	Source: Owned/ Rented/ Leased/ Specially Manufactured	Quantity	Current Status (Location)	Current Commitments	Remarks



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Form 9 – Check List for Bid Submission

Bidder is requested to fill this Check List and ensure that all details/documents as mentioned in the Prequalification Booklet is submitted along with their Bid. Please tick the box and ensure compliance and specify the Page no. of Bid submitted.

Letter of application

- | | |
|---|--------------------------|
| 1. General Details of the applicant as per Form -1 | <input type="checkbox"/> |
| 2. Power of Attorney in favor of signatory of Bid | <input type="checkbox"/> |
| 3. Furnish details: Company's Organization Details as per Form -2 | <input type="checkbox"/> |
| 4. Specify name of projects for which Experience Details as per submitted Form-3 | <input type="checkbox"/> |
| 5. Particular Experience Details as per Form-3-A along with copy of work order/award of work, copy of Proof of completion, Specific undertaking and proof of one year operation | <input type="checkbox"/> |
| 6. Current Project details as per Form -4 | <input type="checkbox"/> |
| 7. Financial Details as per Form-5 | <input type="checkbox"/> |
| 8. Audited Balance sheet including Profit and Loss account for the Last Three years Submitted for the years | <input type="checkbox"/> |
| a. | |
| b. | |
| c. | |
| 9. Fresh solvency certificate Issued by the Banker | <input type="checkbox"/> |
| 10. Any other document (use separate sheet if necessary) | <input type="checkbox"/> |
| 11. Methodology of Execution as per Form-6 | <input type="checkbox"/> |
| 12. List of Assets, Form 7 | <input type="checkbox"/> |
| 13. One copy of this RFQ Booklet duly signed and Stamped on each page | <input type="checkbox"/> |



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**1.3 BID PROPOSAL FORM
(TO BE IN THE BIDDER'S LETTER HEAD)**

DATED:

To,

Mr. Rajendra Mootha
IIT Madras Research Park
No. 1FA, 1st Floor,
Kanagam Road Taramani,
Chennai 600 113

Subject: Construction of New Buildings for IIT Madras Research Park – Phase – II, SH: - Connecting Bridge and pergola Works at Kanagam Road, Taramani, Chennai.

Dear Sir,

1. Being duly authorized to represent and act on behalf of _____(hereinafter called the "bidder) and having reviewed and fully understood all information provided in this bid Document, the undersigned hereby submit our proposal as a contractor for the execution of the work for which the bid proposal is invited.
2. Attached to this letter is the bid proposal comprising the following; (Bidder to indicate the content of Bid proposal)

The Employer and / or their PMC may contact the following person(s) in connection with the bid.

Name :

Address :

Phone No. :

E-mail :

3. This bid proposal is made in full understanding that bidder may be subjected to verification of all information by the Employer.

We understand and acknowledge that the Employer reserves the right to:

Reject any or all bid proposals without assigning any reason there for, and the Employer shall not be liable for any compensation / claims from any of bidder whatsoever for such action.



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The undersigned declare that to the best of their knowledge and belief the statements made and the information provided in the Bid Proposal are complete, true and correct in every detail.

Yours faithfully,

Authorized Signatory:

Name and Title of Signatory:

Name of bidder:

Address:

Contact No.: Mobile No.:.....

Date:



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1.4 BANK GUARANTEE FOR EARNEST MONEY DEPOSIT (EMD)

WHEREAS _____ [Name and address of the Bidder (hereinafter called “the Bidder”) is submitting his bid to IIT Madras Research Park, to provide the services on terms and conditions set forth in the said bid for the work of **Construction of New Buildings for IIT Madras Research Park – Phase – II, SH: - Connecting Bridge and Pergola Works**

AND WHEREAS it has been stipulated in the said Bid documents that the Bidder shall furnish IIT Madras Research Park Earnest Money amounting to Rs 2,50,000 (Rupees Two Lakhs Fifty thousand only) and this Earnest Money may be furnished in the form of Bank Guarantee issued by a Nationalized / Scheduled bank for the sum specified therein.

AND WHEREAS we have agreed to give such a Bank Guarantee;

1. We..... (hereinafter referred to as “the Bank”) hereby undertake to pay IIT Madras Research Park an amount not exceeding Rs 2,50,000 (Rupees Two Lakhs Fifty thousand only) on demand by IIT Madras Research Park.
2. We,(indicate the name of the Bank) do hereby undertake to pay the amounts under this Guarantee without any demur, merely on a demand from IIT Madras Research Park stating that the amount claimed as required to meet the recoveries from the said contractor. Any such demand made on the bank shall be conclusive and binding on the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs 2,50,000 (Rupees Two Lakhs Fifty thousand only)
3. We, the said bank further undertake to pay IIT Madras Research Park the money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.
4. The Payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.
5. We (Indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect till the COO on behalf of IIT Madras Research Park.
6. This Guarantee will not be invalidated due to the change in the constitution of the Bank or of the Contractor.



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7. We.....(Indicate the name of the Bank) undertake not to revoke this Guarantee with the previous consent of IIT Madras Research Park in writing.
8. This guarantee shall be valid up to 31st May 2016 unless extended by IIT Madras Research Park.
9. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs 2,50,000 (Rupees Two Lakhs Fifty thousand only) and unless a claim in writing is lodged with us within three months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated theday offor.....(indicate the name of the Bank)

Signature and Seal of the Guarantor _____ In presence of

Name and Designation _____ 1. _____
(Name, Signature & Occupation)

Address _____ 2. _____
(Name & Occupation)

Date _____