

1.1 NOTICE INVITING BID (NIB)

1.0 Item Rate tenders are invited by Chief Operating Officer (C.O.O), on behalf of **IIT Madras Research Park** from contractors who possess the prescribed qualification for the work Repair & Renovation of Phase-1 Building at IIT Madras Research Park.

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

Bidders experienced in having successfully completed works as follows during the last 5years ending last day of the month December 2017.

a. Two similar completed works each costing not less than Rs 1.5 Crores.

or

b. One similar completed work costing not less than Rs 3 Crores.

“Cost of work” for this clause shall mean completed cost as mentioned in the final bill for works 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 Civil works to multistory Office complex, Educational Buildings, Institution buildings. Residential Buildings will 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 Rs2.8 Crores on Civil works during the last 5 years ending 31.03.2017. This should be certified by a chartered accountant.

1.3 Should have a solvency of INR2Crores for which a copy of the solvency certificate issued by the bankers duly authenticated of the applicant should be enclosed.

1.4 Detailed documentation to be submitted for prequalification shall be as per section 1.2 of this bid documents.



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- 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 **90 days** commencing from the day written order is provided by the client to commence the work,
- 4.0 Bid documents will be made available in the IITMRP web site on 18-06-2018. 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. 5,00,000/- (Rupees Five lakhs only)** shall be submitted either by a Demand Draft drawn on “**IIT Madras Research Park**”, payable at Chennai orby 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.
- 5.2 The Earnest Money Deposit of the unsuccessful bidders will be returned within **30 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.
- 6.0 The bidders are requested to send their queries (if any) to**

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

Contacts: Mr. Rajendra Mootha - rajmootha@respark.iitm.ac.in
Mr. Balakrishnan - balakrishnan@respark.iitm.ac.in
Ms. Simran - simran@respark.iitm.ac.in
Mr. TirouKaameswaran - tirou@epmcr.co.in

7.0 Submission of the applications

The Pre-Qualification applications shall be submitted in three covers as detailed below.

Cover 1 - This cover shall contain the EMD for the specified amount in the specified format

Cover 2 - This cover shall contain the details needed to pre-qualify the agency and shall be in the format enclosed in the document.

Cover 3 - The tender(price-bid) is to be submitted in the format enclosed

Cover 4 - All the above three covers shall be placed in a fourth cover and shall be addressed to

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

First the cover 1 shall be opened. If the EMD is for the specified amount and in the specified format, the Cover-2 containing the Pre-Qualification documents shall be opened and evaluated. Cover-3 (Price bid) of only those agencies who are pre-qualified will be opened and evaluated.

8.0 This Notice Inviting Bid (NIB) shall form a part of the Contract document

9.0 The Pre-Bid meeting for the work will be held at IIT Madras Research Park on 25-06-2018 at 03-30 PM

The Tenders (Price-Bid) must be submitted on or before 28-06-2018, 5:00PM at the above mentioned address.

1.2 PREQUALIFICATION APPLICATION

1.0 BRIEF PARTICULARS OF WORK

In these documents the following words and expressions have their meaning hereby assigned to them.

IITM means IIT Madras, Chennai

IITMRP means IIT Madras Research Park, Chennai having its office at first floor of IITMRP building, Kanagam Road, Chennai - 600113

EMPLOYER means IIT Madras Research Park, Chennai 600113 acting through the Chief Operating Officer (COO) and his authorized representatives

CONTRACTOR means individuals, proprietary firms, firm in partnership, limited company– private and public, Corporations and his/ its authorized representatives.

PROJECT MANAGEMENT CONSULTANT (PMC) means Engineering Project Management Consultancy & Research (EPMCR) Private Limited having its site office at IIT Madras Research Park and its authorized representatives.

Wherever masculine gender appears the same is deemed to indicate feminine gender as per context. Similarly as context requires singular will refer to plural also.

- (a) The work has to be carried out in the IIT Madras Research Park site situated at Kanagam Road, Taramani, Chennai – 600113.
- (b) General requirement of the work are as under;
 - I. Removal of tile cladding in External walls and plastering the same and painting.
 - II. The work shall be done generally as per the specifications prescribed in CPWD specification for works and services . Where there are no specifications for any particular work in the CPWD specifications, the particular specifications attached to this tender shall be applicable. In the event any difference between CPWD specification and the specifications attached to the tender document the later shall prevail. In the event of there being no specification either in the CPWD specification or in the

specifications attached to the tender documents, the Specifications published by Bureau of Indian Standard (BIS) shall be applicable.

- III. In the event of there being no specification in the CPWD publications or in the bid documents or in the BIS publications the specifications of the manufactures shall be applicable and the same shall be mutually agreed upon by the employer and the contractor before taking up the work
- IV. The quality of workmanship and materials should be of highest standard available in the country.
- V. Strict quality control / quality assurance measures for materials and workmanship should be evolved and implemented
- VI. Adequate safety measures should be evolved and implemented.
- VII. The men, materials, machinery, work etc should be insured by the contractor till the work is certified as completed by the employer.
- VIII. M/s EPMCR Pvt Ltd is the Project Management Consultant (PMC) for the work. The day to day supervision of the work, checking of measurements, certification of the bills, quality control measures, checking the safety at site etc will be carried out by PMC. The employers authorized persons also will carry out day to day inspections. If so required the employer may engage a third party for checking the quality of the work. The contractor should co-operate and co-ordinate with the above.
- IX. The measurements for the completed works and bill should be prepared by contractor and submitted to the PMC /Employer.
- X. All the materials including Cement, sand etc. have to be arranged by the contractor. All machinery and equipment required for carrying out the work have to be arranged by the contractor.
- XI. The materials should be got tested periodically to ensure their compliance to the stipulated specifications.
- XII. No labour shall be permitted to stay in the site.
- XIII. The work has to be carried out with minimum disturbance to the existing building which houses a number of research facilities.

2.0 GENERAL

2.1 The **Pre Qualification application (PQ application)** shall contain the following documents.

- (i) Solvency certificate from the bankers in the enclosed format Financial information in the form – 'A' enclosed.

- (ii) Details of similar works carried out in the past in form – ‘B’ enclosed
 - (iii) Details of works in progress in form – ‘C’ enclosed
 - (iv) Performance report of work referred to in form ‘B’ and form ‘C’ in Form – ‘D’ enclosed
 - (v) Details regarding the structure of the organization in form - ‘E’ enclosed
 - (vi) Details of technical and Administrative personal in form – ‘E1’ enclosed
 - (vii) Details of plant and equipment in form – ‘F’ enclosed.
- 2.2 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.
- 2.3. The application should be type-written. The applicant should sign in each page of the application.
- 2.4. Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting.
- 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.
- 2.5 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 PQ application is submitted, unless it is called for by the Institute.
- 2.6 Documents submitted in connection with the PQ application will be treated as confidential and will not be returned.

3.0 FINAL DECISION WITH THE EMPLOYER

The employer reserves the right to accept or reject any tender and to annul the tender process and reject all or any tender without assigning any reason or incurring any liability to the Bidders.

4.0 PARTICULARS PROVISIONAL

The brief details of work furnished above are provisional and advance information to the bidders. The details are subject to modifications.

5.0 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.

6.0 CRITERIA FOR QUALIFYING AN APPLICANT TO OPEN THE PRICE BIDS

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

7.0 LETTER OF TRANSMITTAL

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

LETTER OF TRANSMITTAL

(To be placed in Envelope)

To

The COO

IIT Madras Research Park,
First Floor, IIITM RP building

Kanagam Road,

Taramani,

Chennai - 600113

Sub: Repair & Renovation of Phase-1 building at IIT Madras Research Park.

Sir,

Having examined the details given in notice inviting tender 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 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 IITMRP Chennai to approach the bank concerned to confirm the correctness of the certificate. I / We also authorize IITMRP 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.



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Sl no	Name of work	Certificate from
1		
2		
3		

Seal of the Applicant

Date of submission

Signature(s) of the applicants

FORM 'A'

FINANCIAL INFORMATION

I Financial Analysis –

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

SI No	Details	Year ending 31 st March of						
		2013	2014	2015	2016	2017		
1	Gross annual turnover in Similar 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 2017.**

SL NO	Name of work/project & location	Owner or sponsoring organizations	Scope of work * in Crores	Date of commencement as per contract	Stipulated Date of completion	Actual date of completion	Litigation/ Arbitration pending details / In progress with **	Name and address 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/ Organisations copies TDS certificate along with copy of work order / Agreement should be enclosed. Private works without TDS certificates shall not be considered for valuation.



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FORM- B1

ADDITIONAL INFORMATION FOR COMPLETED WORKS

(Attach separate sheet for each project. Include only such projects
which are considered for PQ criteria)

1. Name of the work
2. Location
3. Client's Name and Address
4. Consultant's Name & Address
5. Scope of work
6. Total Area of work
7. Type of work
8. Time taken to complete the project
9. Specialised service provided
10. Special Challenge faced in the work
11. Number of Shifts & duration adopted in execution

SIGNATURE OF APPLICANT(S)

FORM C

PROJECTS UNDER EXECUTION OR AWARDED

SI 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 percent progress	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'

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



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(To be obtained from employers for whom works were carried out. Certificate to be signed by the employer and not by their Architect / PMC)

1. Name of the work/ project & Location
2. Scope of work
3. Estimated Cost
4. Tendered Cost
5. Date of commencing the project
6. Date of Completion of project
 - i) Stipulated date of completion
 - ii) Actual date of completion
7. Compensation levied for delayed completion if any
8. Performance report based on quality of work, time management & resourcefulness :
Very Good/ Good/ Fair

Date :

Seal & Signature

FORM 'E'

STRUCTURE AND ORGANISATION

1. Name and address of the applicant
2. Telephone No./Fax No/E-Mail address.



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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 his work for a period of more than six months continuously during the course of the project?
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.

SIGNATURE OF APPLICANT(S)

FORM E-1

PERSONNEL TO BE EMPLOYE

Length of continuous service with employer	7	
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Technical personnel, if any, may be submitted



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SL NO	Designation	Total Number	Names	Qualification	Professional Experience
1	2	3	4	5	6

Signature of Applicant(s)

**FORM
-F-1**

Remarks	11	
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**DETAILS OF CONSTRUCTION PLANT AND EQUIPMENT LIKELY TO BE USED IN
CARRYING OUT THIS PROJECT**

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



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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 IIT Madras Research Park- Phase – 2 – Signage works**

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:



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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.

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 IIT Madras Research Park- Phase – 2 – Signage 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 15,00,000 (Rupees Fifteen Lakhs 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. 15,00,000 (Rupees Fifteen Lakhs 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. 15,00,000 (Rupees Fifteen Lakhs 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 30thSeptember 2018 unless extended by IIT Madras Research Park.
9. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. 15,00,000 (Rupees Fifteen Lakhs 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 _____

Date _____