

1.1 NOTICE INVITING PRE QUALIFICATION APPLICATIONS.

1.0 On behalf of **IIT Madras Research Park**, Chief Operating Officer (C.O.O), invites applications from interested and eligible agencies, who possess the necessary qualifications and experience as stipulated in these documents to pre qualify themselves for taking part in the tender for the above mentioned work.

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

Agencies experienced in having successfully completed works as follows during the last 7 years ending last day of the month February 2018.

- a. Three similar works each costing not less than Rs 160 Lakhs or
- b. Two similar works each costing not less than Rs 240 Lakhs or
- c. One similar work costing not less than Rs 320 Crores.

“Cost of work” for this clause shall mean completed cost as mentioned in the final bill for the 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 February 2018.

“Similar work” for this clause means building works involving civil engineering works like brick work, concrete work, plastering, painting, water supply and sanitary works etc.

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 120 Lakhs in Civil works, during the last 3 years ending 31.03.2017. This should be certified by a chartered accountant.
- 1.3 Should have a solvency of Rs 160 Lakhs The solvency should be certified by the bankers of the agency.
- 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 Prequalified agencies will be issued with the necessary tender document to take part in the tender for the above work
- 3.0 For any clarification interested agencies may contact.

The Chief Project Manager
IIT Madras Research Park
No. 1FA, 1st Floor, Kanagam Road
Taramani, Chennai 600 113
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 a sealed envelope addressed to.

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



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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

APPLICANT 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 the tile cladding from the external face of the building and replacing the same with cement plaster and paint.
 - ii) Carrying out various special repairs to the structural components and services inside the building.
 - iii) Repairs and replacement of the signage inside the building.

The work shall be carried out 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



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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.

2.0 GENERAL

2.1 **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

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.



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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 application and the tender process and reject all or any application 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

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.



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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: IIT Madras Research Park – Phase – 1 – Special Repairs – Civil and Plumbing works

Sir,

Having examined the details given in 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.

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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		

Seal of the Applicant

Date of submission

Signature(s) of the applicants



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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					
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 SEVEN YEARS
ENDING BY 28TH FEBRUARY 2018



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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

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 percent age progress of work	Slow progress if any and reasons there of	No of Officer to whom reference may be made	Name and address/ Tel	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)



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FORM 'D'

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

(To be obtained from employers for whom works were carried out in sealed cover . 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



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FORM 'E'

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 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)



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FORM E-1

DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL TO BE EMPLOYED BY THE
FIRM / COMPANY FOR THIS PROJECT

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)



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1.3 TRANSMITTAL FORM
(TO BE IN THE 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 “applicant”) and having reviewed and fully understood all information provided in this application, the undersigned hereby submit our pre qualification application for the work
2. Attached to this letter is the application consisting of the following; (Applicant to indicate the contents of application)

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 application is made in full understanding that details furnished in the application may be subjected to verification of all information by IIT Madras Research park..

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

Reject any or all applications without assigning any reason there for, and IIT Madras Research Park 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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