NOTICE INVITING TENDER

1. Dean (IPS) on behalf of the Director – IITB, invites tender in three parts consisting of Envelope 1- Eligibility Criteria, Envelope 2- Technical Bid (Volume 1 & 2) and Envelope 3- Financial Bid from contractors / firms of repute for the work of:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>NIT No.</th>
<th>Name of work &amp; Location</th>
<th>Estimated cost put to tender</th>
<th>Earnest Money</th>
<th>Time of Completion</th>
<th>Last date</th>
<th>Receipt of application</th>
<th>Issue of tender documents</th>
<th>Time &amp; date of submission &amp; opening of tender</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>Supply, Installation,</td>
<td>Rs. 0.99Cr.</td>
<td>Rs. 1.97 Lakhs</td>
<td>5 (Five) months (including monsoon)</td>
<td>23rd March 2014</td>
<td>23rd March 2014</td>
<td>11th April 2014 at 14:30 Hrs</td>
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</tr>
</tbody>
</table>

2. Contractors who fulfill the following requirements shall be eligible for pre-qualification.
   (a) Should have satisfactorily completed the works as mentioned below during the last Seven years ending 28th February 2014:-
      (i) Three similar works each cost not less than Rs. 0.40 Crore, or two similar works each costing not less than Rs. 0.59 Crore or one similar work costing not less than Rs. 0.79 Crore.
      (ii) One work of similar nature (either part of (i) above or a separate one) costing not less than Rs. 0.39 Crore with any Central / State Government Department / Central Autonomous Body / Central Public Sector Undertaking.
Similar work shall mean supply & installation of audio & video system for Auditorium / Convention Centre / Lecture Hall of 300 seating capacity.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to last date of receipt of applications for tenders.

(b) Should have had average annual financial turnover of Rs. 0.30 Crore on audio-video works during the last three consecutive financial years ending 31st March 2013.

(c) The bidding capacity of the contractor should be equal to or more than the estimated cost of the work put to tender. The bidding capacity shall be worked out by the following formula:

\[ \text{Bidding Capacity} = [A \times N x 2] - B \]

Where,

- \( A \) = Maximum value of construction works executed in any one year during the last five years ending 31st March 2013 taking into account the completed as well as works in progress.
- \( N \) = Number of years prescribed for completion of work for which bids has been invited.
- \( B \) = Value of existing commitments and ongoing works to be completed during the period of completion of work for which bids have been invited.

(d) Should not have incurred any loss in more than two years during the last five years ending 31st March 2013.

(e) Should have a solvency of minimum Rs. 0.40 Crore.

3. **Brief particulars of the work**
   i. Salient details of the work for which bid is invited are as under:

<table>
<thead>
<tr>
<th>Sl.no.</th>
<th>Name of work</th>
<th>Estimated cost</th>
<th>Period of completion</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Supply, Installation, Testing &amp; Commissioning of Audio Video System for P.C. Saxena auditorium building at Indian Institute of Technology Bombay (IITB), Powai, Mumbai – 400076</td>
<td>Rs. 0.99Cr.</td>
<td>5 (Five) months (including monsoon)</td>
</tr>
</tbody>
</table>

   ii. The work is situated at Indian Institute of Technology Bombay (IITB), Powai, Mumbai – 400076.

   iii. Work shall be executed according to General Conditions of Contract.

4. Bid documents consisting of plans, specifications, the schedule of quantities of the various types of work to be done and the set of terms and conditions of contract to be complied with by the contractor whose bid may be accepted and other necessary documents can be seen in the institute’s website [http://www.iitb.ac.in/tenders/deanpl/tender.html](http://www.iitb.ac.in/tenders/deanpl/tender.html) from **18th March 2014 to 23rd March 2014**. Bid documents should be downloaded from the website and printed by the intending agencies.
5. Cost of Tender Document: Rs.1,000/- (One thousand only) in the form of a Demand Draft/ Pay order drawn in favor of “Registrar IIT Bombay” to be submitted at the time of submission of Tender documents. Tender documents shall not be accepted if they are not accompanied by the demand draft/Pay order towards the Tender fee.

6. Applicant has to deposit Earnest Money of Rs. 1,97,600/- in the following manner; 50% of the earnest money in the form of Receipt / Treasury Challan / Deposit at call receipt of a schedule bank/fixed deposit receipt of a schedule bank/demand draft of a scheduled bank issued in favour of Registrar, Indian Institute of Technology, Bombay and balance in form of Bank Guarantee of schedule bank. The EMD shall be enclosed in a sealed separate envelope and submitted along with the tender documents.

7. Application supported by prescribed annexure and the financial bid shall be placed in separate sealed envelopes each superscribed: "Envelope 1 - Eligibility Documents", "Envelope 2 - Technical Bid" and "Envelope 3 - Financial bid" respectively. A separate envelope superscribed “EMD” containing earnest money, shall also be submitted along with other envelopes. All envelopes shall be submitted together in another sealed envelope. The bids will be received up to 2.30 PM on 11th April 2014. The envelopes Marked "EMD", "Envelope 1 - Eligibility Documents" and “Envelope 2 - Technical Bid” shall be opened by Dean I.P.S. or his authorized representative in his office on the same day at 4.00PM. The time and date of opening of financial bid shall be communicated at a later date.

(i) Pre Bid meeting shall be held at Dean (I.P.S.) Conference Room, 1st Floor, Main Building, IIT Bombay, Powai, Mumbai 400 076 at 2.30 P.M. on 28th March 2014 to clear the doubt of intending tenderers, if any. Subsequent to the Pre-Bid meeting the clarifications to the queries shall be uploaded in the institute’s website http://www.iitb.ac.in/tenders/deanpl/tender.html. Prospective bidders should take note of it. Clarifications to the queries, Addendum & Corrigendum shall form a part of the tender document.

8. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

Dean (I.P.S.)

On behalf of INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
INFORMATION & INSTRUCTIONS TO THE PARTIES

1.0 General:

1.1 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a “nil” or “no such case” entry should be made in that column. If any particulars/query is not applicable in case of the party, it should be stated as “not applicable”. The parties are cautioned that not giving true and complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information shall result in the summarily disqualifying the party. Pre-qualification documents received late will not be entertained.

1.2 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the eligibility criteria document shall be numbered. Additional sheets, if any added by the party, shall also be numbered by him. All the documents shall be sealed and signed by the party. They shall be submitted as a package with signed letter of transmittal.

1.3 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the party shall be signed by an officer not below the rank of Executive Engineer or equivalent.

1.4 The party may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of eligibility criteria document unless it is called for by the IITB.

1.5 Any information furnished by the party found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in Indian Institute of Technologies, Bombay. If such party happens to be enlisted contractor in Indian Institute of Technologies, Bombay, his name shall also be removed from the approved list of contractors.

2.0 Final decision making authority.

The IITB reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the parties.

3.0 Criteria for eligibility

3.1 The Party should have satisfactorily completed during the last Seven years ending on 28th February 2014. For this purpose cost of work shall mean gross value the completed work including cost of material supplied by the Government / Client but excluding those supplied free of cost. This should be certified by an officer not below the rank of Executive Engineer / Project Manager or equivalent.

(i) Three similar works each cost not less than Rs. 0.40 Crore, or two similar works each costing not less than Rs. 0.59 Crore or one similar work costing not less than Rs. 0.79 Crore and
(ii) One work of any nature (either part of (i) above or a separate one) costing not less than Rs. 0.40 Crore with some Central / State Government / Central Autonomous Body / Central Public Sector Undertaking.

Similar work shall mean supply & installation of audio & video system for Auditorium / Convention Centre / Lecture Hall of 300 seating capacity.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7 % per annum; calculated from the date of completion to last date of receipt of applications for tenders.

3.2 The party should have had average annual financial turn over (gross) of Rs. 0.30 Crore on audio-video works construction works during the immediate last three consecutive financial years ending 31st March 2013. This should be duly audited by a Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.

3.3 The party should not have incurred any loss in more than two years during the immediate last five consecutive financial years, duly certified by the Chartered Accountant.

3.4 The bidding capacity of the contractor should be equal to or more than the estimated cost of the work put to tender. The bidding capacity shall be worked out by the following formula:

\[ \text{Bidding Capacity} = \frac{A \times N \times 2 - B}{100} \]

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 bids has been invited.
- \( B \) = Value of existing commitments and ongoing works to be completed during the period of completion of work for which bids have been invited.

3.5 The party should have a solvency of minimum Rs. 0.40 Crore certified by his Bankers.

3.6 The party should own constructions equipment as per list required for the proper and timely execution of the work. Else, he should certify that he would be able to manage the equipment by hiring etc., and submit the list of firms from whom he proposes to hire.

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

3.8 The party’s performance for each work completed in the last Seven years and in hand should be certified by an officer not below the rank of Executive Engineer or equivalent and should be obtained in sealed cover.

4.0 Financial information

Party should furnish the following financial information:

Annual financial statement for the last five year in (Form “A”) and solvency certificate in (Form “B”)

5.0 Experience in works highlighting experience in similar works
5.1 Party should furnish the following:
   (a) List of all works of similar nature successfully completed during the last seven years in (Form “C”).
   (b) List of the projects under execution or awarded in (Form “D”).

5.2 Particulars of completed works and performance of the party duly authenticated/certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work completed or in progress in (Form “E”).

5.3 Information in (Form “D”) should be complete and no work should be left out.

6.0 Organisation information
   Party is required to submit the information in respect of his organization in Forms “F” & “G”

7.0 Letter of transmittal
   The party should submit the letter of transmittal attached with the document.

8.0 Selection criteria

8.1 The IITB reserves the right, without being liable for any damages or obligation to inform the party to reject any or all the applications without assigning any reason.

8.2 Any effort on the part of the party or his agent to exercise influence or to pressurize the IITB would result in rejection of his application. Canvassing of any kind is prohibited.

The party should disclose details of arbitration / litigation cases, if any, is pending or in progress. Hiding of such information would result in summarily rejection of his bid without assigning any reason.
INFORMATION REGARDING ELIGIBILITY
LETTER OF TRANSMITTAL

From:

To
The Executive Engineer

Subject: Submission of bids for the work of ..............................................................

Sir,

Having examined the details given in press notice and bid document for the above work, I/we hereby submit the relevant information.

1. I/we hereby certify that all the statement made and information supplied in the enclosed forms A to H and accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/we submit the requisite certified solvency certificate and authorize the Executive Engineer ......................... to approach the Bank issuing the solvency certificate to confirm the correctness thereof.
4. I/we also authorize Executive Engineer ....................... to approach individuals, employers, firms and corporation to verify our competence and general reputation.
5. I/we submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following works:

<table>
<thead>
<tr>
<th>Name of work</th>
<th>Certificate from</th>
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</table>

Enclosures:
Seal of bidder

Date of submission:  
Signature(s) of Bidder(s)
FORM ‘A’
FINANCIAL INFORMATION

I. Financial Analysis – Details to be furnished duly supported by figures in balance sheet/ profit & 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).

Years

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(i) Gross Annual turnover on construction works.
(ii) Profit/Loss.

II. Financial arrangements for carrying out the proposed work.
III. Solvency Certificate from Bankers of the party in the prescribed Form “B”.

Signature of Chartered Accountant with Seal

Signature of Party(s).
FORM “B”

FORM OF BANKERS’ CERTIFICATE FROM A SCHEDULED BANK FOR CERTIFYING THE SOLVENCY OF THE PARTY

This is to certify that to the best of our knowledge and information that M/s./Sh………………………………………………………….having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement upto a limit of Rs…………………………… Rupees……………………………………………………………………………………………..) This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)
For the Bank

NOTE (1) Bankers certificates should be on letter head of the Bank, sealed in cover addressed to tendering authority.
(2) In case of partnership firm, certificate should include names of all partners as recorded with the Bank.
**FORM ‘C’**

DETAILS OF ALL SIMILAR WORKS COMPLETED DURING THE LAST FIVE YEARS ENDING 31st December 2013

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of work/project and location</th>
<th>Owner or sponsoring organization</th>
<th>Cost of work in crores of rupees</th>
<th>Date of commencement as per contract</th>
<th>Stipulated date of completion</th>
<th>Actual date of completion</th>
<th>Litigation/ arbitration cases pending/in progress with details*</th>
<th>Name and address/ telephone number of officer to whom reference may be made</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
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<td>8</td>
<td>9</td>
<td>10</td>
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</tbody>
</table>

* Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Party(s)
# FORM ‘D’

## PROJECTS UNDER EXECUTION OR AWARDED

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of work/project and location</th>
<th>Owner or sponsoring organization</th>
<th>Cost of work in crores of rupees</th>
<th>Date of commencement as per contract</th>
<th>Stipulated date of completion</th>
<th>Upto date percentage progress of work</th>
<th>Slow Progress if any and reasons thereof</th>
<th>Name and address/telephone number of officer to whom reference may be made</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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Certified that the above list of works is complete and no work has been left out and that the information given is correct to my knowledge and belief.

Signature of Party(s)
## FORM ‘E’

**PERFORMANCE REPORT OF WORKS REFERRED TO IN FORMS “B” & “C”**

1. Name of work/project & location
2. Agreement no.
3. Estimated cost
4. Tendered cost
5. Date of start
6. Date of completion
   (i) Stipulated date of completion
   (ii) Actual date of completion
7. Amount of compensation levied for delayed completion, if any
8. Amount of reduced rate items, if any
9. Performance Report

   (1) Quality of work: Very Good/Good/Fair/Poor
   (2) Financial soundness: Very Good/Good/Fair/Poor
   (3) Technical Proficiency: Very Good/Good/Fair/Poor
   (4) Resourcefulness: Very Good/Good/Fair/Poor
   (5) General Behaviour: Very Good/Good/Fair/Poor

Dated: Executive Engineer or Equivalent
INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF
A.V. SYSTEM FOR P.C. SAXENA AUDITORIUM INSIDE I.I.T.B CAMPUS

FORM “F”

STRUCTURE & ORGANISATION

1. Name & address of the party

2. Telephone no./Telex no./Fax no.

3. Legal status of the party (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 photocopy)

<table>
<thead>
<tr>
<th>Organisation/Place of registration</th>
<th>Registration No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<td>3.</td>
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</tbody>
</table>

5. Names and titles of Directors & Officers with designation to be concerned with this work.

6. Designation of individuals authorized to act for the organization

7. Was the party ever required to suspend construction for a period of more than six months continuously after he commenced the construction? If so, give the name of the project and reasons of suspension of work.

8. Has the party, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.

9. Has the party, 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

10. Has the party, or any constituent partner in case of partnership firm, ever been convicted by the court of law? If so, give details.

11. In which field of Civil Engineering construction the party has specialization and interest?

12. Any other information considered necessary but not included above.

Signature of Party(s)
**FORM ‘G’**

DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Designation</th>
<th>Total number</th>
<th>Number available for this work</th>
<th>Name</th>
<th>Qualifications</th>
<th>Professional experience and details of work carried out</th>
<th>How these would be involved in this work</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>2</td>
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<td>4</td>
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<td>7</td>
<td>8</td>
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</table>

Signature of Party(s)