Indian Institute of Technology Bombay

Pre-qualification of the Contractor for the work of:

“Supply and installation of pre-coated metal sheet cladding system to the gable ends of Outdoor Sports facility structures, for Indian Institute of Technology Bombay (IITB), Powai, Mumbai – 400076.”

1. Dean IPS, IIT Bombay on behalf of Director, IIT Bombay invites eligibility documents from firms/contractors of repute for Pre-qualification of the contractor for issue of tender for the following:

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Name of work</th>
<th>Estimated cost</th>
<th>Period of completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>“Supply and installation of pre-coated metal sheet cladding system to the gable ends of Outdoor Sports facility structures, inside IITB Campus for Indian Institute of Technology Bombay (IITB), Powai, Mumbai – 400076.”</td>
<td>Approximate Rs. 1.40 Crore</td>
<td>3 months</td>
</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 31st October 2014:-
      (i) Three similar works each cost not less than **Rs. 56 Lakhs**, or two similar works each costing not less than **Rs. 84 Lakhs** or one similar work costing not less than **Rs. 1.12 Crore**.
      and
      (ii) One work of similar nature (either part of (i) above or a separate one) costing not less than **Rs. 56 Lakhs** with any Central/State Government Department/Central Autonomous Body/ Central Public Sector Undertaking.

Similar work shall mean supply and installation of mild steel profile sheets pre-coated with aluminium alloy, for roofing work, cladding work to factory sheds, workshops, commercial buildings, outdoor activity areas etc. Any individual work or part of any major construction work shall be considered.

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. 1.40 Crore** on construction works during the last three consecutive financial years ending 31st March 2014.
(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:

\[ \text{Bidding Capacity} = (AxN) - B \]

Where,

- \( A \) = Maximum value of construction works executed in any one year during the last five years ending 31\textsuperscript{st} March 2014 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 31\textsuperscript{st} March 2014.

(e) Should have a solvency of Rs. 56 Lakhs.

3. Application supported by prescribed annexures along with supporting documents in physical form, shall be placed in sealed envelopes marked "Pre-qualification Eligibility Documents" and shall be submitted 4.00 PM on 10.12.2014 at the office of Dean I.P.S., 1\textsuperscript{st} Floor, Main Building, IIT Bombay. The eligible agency will be intimated for obtaining tender documents.

(i) The IITB 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 31st October 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. 56 Lakhs, or two similar works each costing not less than Rs. 84 Lakhs or one similar work costing not less than Rs. 1.12 Crore.

(ii) One work of any nature (either part of (i) above or a separate one) costing not less than Rs. 56 Lakhs with some Central/State Government/Central Autonomous Body/Central PublicSector Undertaking.
Similar work shall mean supply and installation of mild steel profile sheets pre-coated with aluminium alloy, for roofing work, cladding work to factory sheds, workshops, commercial buildings, outdoor activity areas etc. Any individual work or part of any major construction work shall be considered.

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 turnover (gross) of Rs. 1.40 Crore on construction works during the immediate last three consecutive financial years ending 31st March 2014. 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 ending 31st March 2014, 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:

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

Where,
A = Maximum value of construction works executed in any one year during the last five years taking into account the completed as well as works in progress.
N = Number of years prescribed for completion of work for which 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 Rs. 56 Lakhs 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 Construction plant and equipment
   Party should furnish the list of construction plant and equipment including steel shuttering, centering and scaffolding to be used in carrying out the work. (in Form “H”). Details of any other plant & equipment required for the work not included in Form “F” and available with the applicant may also be indicated.

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

9.0 Selection criteria
9.1 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.

9.2 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.

9.3 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.
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).

<table>
<thead>
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<th>Years</th>
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</table>

(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 BANKER’S 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 SEVEN YEARS ENDING 31ST OCTOBER 2014

<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>
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</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>
<td></td>
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</table>

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
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)
   
   Organisation/Place of registration          Registration No.
   1.
   2.
   3.

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>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

Signature of Party(s)
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of equipment</th>
<th>Nos.</th>
<th>Capacity or type</th>
<th>Age</th>
<th>Condition</th>
<th>Ownership status</th>
<th>Current location</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Drilling machine</td>
<td>2</td>
<td></td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Sheet cutting machine</td>
<td>2</td>
<td></td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Welding generators</td>
<td>2</td>
<td></td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Welding transformer</td>
<td>2</td>
<td></td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>M.S. Pipes</td>
<td>2</td>
<td></td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Steel shuttering</td>
<td>2</td>
<td></td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Steel scaffolding</td>
<td>2</td>
<td></td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Grinding/polishing Machines</td>
<td>2</td>
<td></td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>1</td>
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</table>

Signature of Party(s)

NOTE: ABOVE LIST MAY BE MODIFIED SUITABLY BY APPROVING AUTHORITY AS PER PROJECT REQUIREMENT