

**PRE-QUALIFICATION DOCUMENT**

**FOR  
SELECTION OF CONTRACTORS  
FOR PACKAGE -VII**

**INTERIOR & FURNITURE WORKS AT IIIT-D CAMPUS AT OKHLA-III  
NEW DELHI-110020**

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY,**

NSIT Campus, Sector-3, Dwarka, New Delhi -110 078

Phones: +91 11 25099180/81 Fax 25099176

Website: <http://www.iiitd.ac.in>

*Architects, Engineers & Project Managers*

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## SECTION-1

### LETTER OF TRANSMITTAL

FROM:-

To,  
The Project cum Estate Officer  
Indraprastha Institute of Information Technology  
NSIT Campus, Sec-3, Dwarka  
New Delhi- 110078

Subject: **Submission of Pre-Qualification application for Package VII "INTERIOR & FURNITURE WORKS AT IIIT-D CAMPUS AT OKHLA-III, NEW DELHI-110020**

Sir,  
Having examined the details given in Pre-qualification Press Notice and Pre-qualification document for the above work, I/we hereby submit the pre-qualification document and other relevant information.

1. I/we hereby certify that all the statement made and information supplied in the enclosed Forms/Tables and accompanying statement are true and correct.
2. I/we have furnished all information & detail necessary for pre-qualification eligibility and have no further pertinent information to supply.
3. I/we submit the requisite certified solvency certificate and authorize the Project cum Estate Officer IIIT-D to approach the Bank issuing the solvency certificate to confirm the correctness there of. I/we also authorize IIIT Delhi to approach individuals, employers firms and corporation to verify our competence and general reputation.
4. I/we submit the following certificates in support of our suitability, technical know how and capability for having successfully completed the following works:
5. I/we undertake and confirm that the eligible similar works have not been got executed through another contractor on back to back basis. Further, if such a violation causes to the notice of deptt, then I/we shall be debarred for tendering in contracts in future for ever. Also if such a violation causes to the notice of Deptt, before acceptance of Tender/bid. The engineer in charge shall be force to treat the bid as invalid and not consider the bid.

**Name of Work**

**Certificate from**

**Enclosures:**

**Seal of applicant**

**Date of Submission**

**Signature(s) applicant(s)**

## SECTION-2

### PART I - GENERAL INSTRUCTIONS AND CONDITIONS

#### 1. PROJECT INTRODUCTION

The proposed campus is for Indraprastha Institute of Information Technology, Okhla-III, Delhi. It is being built on a plot of 25 acres (Approx.), a state-of-the-art, energy efficient campus comprising academic, multi storied hostels, residential and allied buildings, water and sewerage, HVAC, electric substation building, treatment plants, roads, boundary wall, rain water harvesting system etc. Total covered area is 30,000 square metres (approx.). The work shall be carried out in parallel and coordinated with all other works under execution/ yet to be awarded..

Other agencies are already working at site. Site may be limited for storage/ stacking of materials / T& P/office. Site may/may not be available in full at first instance and execution shall have to coordinate as per availability of site. Mobilisation of resources has to be more and augmented as per site availability to ensure timely completion.

#### 2. SCOPE OF WORK

##### **Interior & Furniture works at IIIT-D Institutional Campus at Okhla III New Delhi.**

Includes all partitions work, acoustic paneling, loose and fix furniture of modular or non modular type for café & dining furniture, office, library furniture, hostel & residence. The estimated cost of the work is Rs 4.00 crores (approx.). & time of completion is 8 months.

#### 3. MINIMUM PRE QUALIFICATION REQUIREMENTS

Intending firms / contractors registered in central PWD in the Category/class I A & non CPWD registered bidding for pre-qualification shall comply and fulfill the criteria of satisfactory execution of works as given below as minimum requirements:

(a) Should have completed satisfactory successfully similar works during last 3 years ending 30<sup>th</sup> September, 2010:

(i) Three similar work each costing not less than Rs. 2.50 crores

OR

(ii) Two similar work each costing not less than Rs. 3.00 crores.

OR

(iii) One similar works costing not less than Rs. 3.50 crores.`

Similar works means partitions work, acoustic paneling,, hostel & residence loose and fix .furniture , café & dining furniture , office , library furniture, supply for academic, residential and allied buildings for major educational institutional complex / soft ware-IT parks / office campus, multi storied buildings(10-11 stories )with high quality of workmanship etc.

- (b) Should have had average annual financial turnover of at least of Rs 10.0 crores on construction of these type of works as works during the immediate last 3 consecutive financial years ending 31-03-10.
- (c) Should not have incurred any loss during the last five years ending 31<sup>st</sup> March 2010.
- (d) Should have solvency of Rs. 3.20 crores amount. Solvency certificate of scheduled bank of the amount to be attached.
- (e) The firms/contractors who don't have the registered office at Delhi/Gurgaon/Faridabad/Noida/Ghaziabad must have their functional/operational office & workshop in National Capital Region in operation for at least last two years for their works being done in NCR (two years as on 30-09-10)

The reputed firm/ manufacturing firms/companies having their own manufacturing units preferably have valid registration in appropriate class with CPWD/PWD/MES/Railways/Other Govt/Statutory bodies/Reputed MNC/private agencies.

Have successfully completed similar works for major educational institutional complex / soft ware-IT parks / office campus, multi storied buildings(10-11 stories )with high quality of workmanship etc.

Must not have ever been barred by any body from tendering for public/ private projects in India.

The intending contractor shall submit a declaration that he has not been debarred from tendering by any authority during last five year

#### **4. PROGRAMME OF WORK**

Applications for pre-qualification supported by prescribed annexure should be submitted in sealed envelope duly super scribed with the name of work and the date of opening. The application will be received upto 3.00 pm on 11-10-10 and will be opened by the Project cum Estate Engineer in the office on the same day at 3.30 pm. In presence of intending applicants

#### **5. LAST DATE FOR SUBMISSION OF COMPLETED APPLICATIONS**

The last date for the submission of applications is 15.00 hours on 11-10-2010 and applications received after that time (i.e. 15.00 hours on 11-10-2010 will not be considered/accepted.

## **6. COMPLETED APPLICATION**

All completed application forms are to be submitted in a sealed envelope, clearly marked Confidential - "Pre-qualification for " INTERIOR & FURNITURE WORKS AT IIIT CAMPUS AT OKHLA-III NEW DELHI-110020" (PACKAGE VII) stated on the top left hand corner of the envelope along with a non-refundable demand draft of Rs. 1000/- in favour of IIIT-Delhi payable at New Delhi and to be submitted to:

### **INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY (IIIT-D)**

Transit Campus, NSIT, Library Building, Sector-3, Dwarka, New Delhi -110078

Phones: +91 11 25099180/81 Fax 25099176

Website: <http://www.iiitd.ac.in>

Documents submitted for pre-qualification are "confidential" and not returnable.

## **7. VERIFICATION**

The Institute reserves the right to enquire, interview, verify searches the particulars furnish by the applicant besides obtaining reports in writing which are considered necessary for pre-qualification.

## **8. DECISION OF THE EMPLOYER**

The Institute reserves the right to reject any prospective application without assigning any reason and to restrict the list of pre-qualified contractors to any number deemed suitable by it, if too many applications are received satisfying the basic PQ criteria. The decision of the Institute is final and binding. No interim inquiries/correspondence in this regard shall be entertained.

## **9. PRE-QUALIFICATION EXPENSES**

All pre-qualification applications are received on the understanding that the Employer shall not entertain nor be held liable for any claims for expenses incurred by applicants in connection with the pre-qualification exercise.

- 10.** If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from tendering/taking up work in the Institute.

## 11. SUPPORTING DOCUMENTS

The supporting documents must include, but not necessarily limited to the following:

- Copy of Certificate of Registration in case of registration with CPWD/MES/Railways/P&T/AIR/State PWD etc.
- Copy of registration certificate for service tax, works contract tax, PF, ESI, labour license and others related to construction works by Central/State Govt. and NCT of Delhi.
- Copy of Annual Report/Statement of Profit and Loss Account certified by chartered accountants together with a certified copy of audited Balance Sheet.
- Copy of completion certificate of similar nature and magnitude's project.
- Solvency certificate from a scheduled bank.
- Copy of ISO certificates, balance sheet & solvency certificate of sub-contractors
- Copy of sole ownership / partnership deed / documents relating to joint-venture agreement for this project (if any).
- Copy of ITCC for last three years

### SECTION-3

#### PART II - PREQUALIFICATION APPLICATION FORM

#### 1.0 PARTICULARS/STRUCTURE & ORGANISATION OF THE FIRM/COMPANY

1.1	Name of Firm/Company	
1.2	Address(s): Registered Office: Head Office: Branch Office(s):	
1.3	Telephone No : Mobile / Landline(s): Contact Person(s) : Telex No.: Fax No : E-mail :	
1.4	Legal Status of the applicant: Type of Company <i>(Attached copies of original document defining legal status):</i> <i>(Please attach a copy of the Registration Certificate of the Company)</i>	(a) An individual (b) A proprietary Firm (c) A Firm in Partnership (d) A Limited Company / Corporation (*Please delete accordingly)
1.5	Particulars of registration with various government bodies (attached attested photocopies) Organization/ place of registration. (1) (2) (3)	Registration No.



1.6	Name and Titles of directors and officers with designation to be concerned with this work.	
1.7	Designation of individual authorized to act for the organization.	
1.8	Was the applicant ever required to suspend construction for a period of more than 6 months continuously after you commenced the construction? If so, give the name of the project and reason of suspension of work.	
1.9	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 reason of abandonment.	
1.10	Has the applicant or any constituent partner in case of partnership firm ever debarred/ black listed for tendering in any organization at any time? If so, give the details.	
1.11	Has the applicant or any constituent partner in case of partnership firm ever been convicted by a court of law? If so, give details.	

1.12	In which field of electrical engineering construction the applicant has specialization and interest?	
1.13	Any other information considered necessary but not included above.	

Signature of applicant

**2.0 Particulars & organization details of the firms /company to be associated with you for specialized works: Please give separate details as above**

**3.0 FINANCIAL CAPACITY**

3.1 Credit Facilities/Overdrafts

Name of Bank	Credit Facilities/Overdrafts

3.2 Financial Standing of the last 3 years (as on 31/3/2010) ;

Length of Establishment	
Shareholder's Fund	

	Year ____	Year ____	Year ____
Authorized Capital			
Paid Up Capital			

Net Worth			
Turnover			
Net Profit/Loss after Tax			
Current Assets			
Current Liabilities			

*Note: To attach complete annual reports with corresponding Statement of Profit & Loss Account certified by chartered accountants and a certified copy of the audited Balance Sheet for the last 3 (three) years as on 31-03-10.*

### 3.3 Financial Information

(1) Financial Analysis – Details to be furnished only supported by figures in balance sheet. Profit and loss account for the last 5 years duly certified Chartered Accountant as submitted by the applicant to the Income Tax Dept. (copies to be attached) years.

		31/3/2010	31/3/2009	31/3/2008	31/3/2007	31/3/2006
(i)	Gross Annual turnover on construction work					
(ii)	Net Profit / Loss after tax					

(2) Financial arrangements for carrying out the proposed work.

Following certificates are enclosed:

- a. ....
- b. Solvency certificate from Scheduled Bank / Bankers of the applicant in prescribed form as below;

### FORM OF BANKERS CERTIFICATE FROM A SCHEDULED BANK.

This is to certify that to the best of our knowledge and information that M/S Shri.\_\_\_\_\_ having marginally noted address , customer of our

bank are /is respectable and can be treated as good for any engagement upto a limit of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_)

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

Signature  
(C.A. with seal)

Signature  
(Applicant)

Signature  
(For the Bank)

**NOTE:**

1. Bankers Certificate should be on letter head of the bank sealed in cover addressed to authority calling Pre Qualification applications.
2. In case of Partnership Firm, certificate should indicate names of all the partners as recorded with the Bank.

## **SECTION-4**

### **4.0 PARTICULARS OF PROJECTS COMPLETED DURING THE LAST THREE YEARS. As on 30/9/2010.**

4.1 Submit details as per Table A. Also submit details for specialized works

### **5.0 PARTICULARS OF CURRENT PROJECTS IN PROGRESS/AWARDED**

5.1 Submit tabulation in the format as per Table B. Also submit details for specialized works

### **6.0 PARTICULARS OF SIMILAR PROJECTS COMPLETED IN THE LAST THREE YEARS.**

6.1 Submit tabulation in the format as per Table C,C1,C2,C3. Also submit details for specialized works

### **7.0 PARTICULARS OF PLANT & MACHINERY TO BE DEPLOYED FOR THIS PROJECT.**

6.1 Submit tabulation in the format as per Table D

### **8.0 PROPOSED ORGANISATION CHART FOR THIS PROJECT**

8.1 Submit organization chart as per Table E.

### **9.0 LIST OF SUBCONTRACTORS / Associated Specialized Agencies as per table F**

9.1



**TABLE S FOR INFORMATION /ANNEXURE**

**TABLE A - DETAILS OF ALL WORKS OF SIMILAR CLASS/ NATURE COMPLETED DURING THE LAST THREE YEARS ENDING LAST DAY OF THE MONTH 30/09/10**

S. No.	Name of work/ project and location (Give brief of nature of work)	Owner or sponsoring <u>organization</u> and designation Name of officer signing agreement	Cost of works in crores of rupees Estimated cost <u>put to tender</u> Tendered Cost	Stipulated date of start as per <u>agreement</u> Actual date of start	Stipulated date of <u>completion</u> Actual date of completion	Litigation/ Arbitration Pending / in progress with details*	Name and Address and Phone no. of officer to whom reference maybe made	Give brief reason for delay in execution	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

\* Indicates gross amount claimed and amount awarded by arbitrator

**Signature of applicant(s)**

**TABL-E: PROPOSED ORGANISATION CHART FOR THIS PROJECT**

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

S. No.	Designation	Total number	Numbers available for this work	Names	Qualification	Professional experience and details of work carried out	How these would be involved in this work	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

**Signature of applicant(s)**



## FORM OF PERFORMANCE REPORT OF WORKS (REFERED TO IN TABLE 'A' & B')

1. Name of work/Project and location
2. Agreement Number
3. Estimated cost put to tender
4. Tendered Cost
5. Stipulated date of start
6. Date of completion
  - a) Stipulated date of completion
  - b) Actual date of completion
7. Amount of compensation levied for delayed completion, if any
8. Amount of reduced rate items, if any
9. Performance of work
  - a) Quality of work - very good/ good/ fair/ poor
  - b) Financial soundness - --do--
  - c) Technical proficiency - --do—
  - d) Resourcefulness - --do—
  - e) General Behaviour - -- do—

Dated :

- to be signed by Executive Engineer in case of Government Department
- General Manager in case of Public Sector Undertaking
- Owner in case of Private

**TABLE-B: PARTICULARS OF CURRENT PROJECTS IN PROGRESS/AWARDED**

**- PARTICULARS OF PROJECTS UNDER EXECUTION OR AWARDED**

S.No.	Name of work/ project and location (Give brief of nature of work) Role in project (as main contractor or NSC, State name of main contractor)	Name of client Owner or sponsoring organization	Cost of works in crores of rupees Estimated cost <u>put to</u> <u>tender</u> Tendered Cost	Stipulated date of start as per <u>agreement</u> Actual date of start	Stipulated date of completion	Up to date percentage progress of work	Slow progress if any and reasons thereof	Name and Address/ Phone no. of officer to whom reference maybe made	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Certified that the above list of works is complete and no work has been left over and that the information given is correct.

**Signature of applicant(s)**

**FORM OF PERFORMANCE REPORT OF WORKS (REFERED TO IN TABLE 'A' & B')**

10. Name of work/Project and location
11. Agreement Number
12. Estimated cost put to tender
13. Tendered Cost
14. Stipulated date of start
15. Date of completion
  - c) Stipulated date of completion
  - d) Actual date of completion
16. Amount of compensation levied for delayed completion, if any
17. Amount of reduced rate items, if any
18. Performance of work
  - a) Quality of work - very good/ good/ fair/ poor
  - b) Financial soundness - --do--
  - c) Technical proficiency - --do—
  - d) Resourcefulness - --do—
  - e) General Behaviour - -- do—

Dated :

- to be signed by Executive Engineer in case of Government Department
- General Manager in case of Public Sector Undertaking
- Owner in case of Private

**TABLE-C: PARTICULARS OF SIMILAR PROJECTS COMPLETED IN THE LAST THREE YEARS**

**– DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST FIVE YEARS ENDING LAST DAY OF THE MONTH AS ON 30/09/10**

S. No .	Name of work/ project and location (Give brief of nature of work)	Owner or sponsoring organization name and designation of officer signing agreement	Cost of works in crores of rupees Estimated cost put to <u>tender</u> Tendered Cost	Stipulated date of start as per <u>agreement</u> Actual date of start	Stipulated date of <u>completion</u> Actual date of completion	Litigation/ Arbitration Pending in progress with details*	Name and Address and Phone no. of officer to whom reference maybe made	Give brief reason for delay in execution	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

**Table C1 – Detailed information of at least one similar completed work for Minimum value of 3.50 crores each during the last 3 years ending 30-09-10.**

**Project name:**

**Client:** (Name and Address, contact Number of officer to whom reference can be made)

**ROLE IN PROJECT**

(As Main Contractor, if not, state name of Main Contractor with address)

**Architect:**

Name :

Address :

Contact No. :

**Consultants:**

Name :

Address :

Contact No. :

**Project description:**

1. Fixed partitions
2. Loose partitions –
3. Furniture work -

**Estimated Cost put to tender cost:**

**Tender Cost:**

**Actual Cost:**

1. **Project duration (as per contract):** (in months)
2. **Stipulated date of start(dd/mm/yy):**
3. **Stipulated date of Completion (dd/mm/yy):**
4. **Actual date of Completion**
5. **Actual duration (Months):**
6. **Reasons for delay (if any):**

**Certificates to be attached:**

Original or attested copies of letter of award of work and completion certificate mentioning name of work, Estimated cost put to Tender, Tendered Cost, Stipulated period of Completion, Actual period of Completion. Client name & Address, Location of work, Stipulated start and completion date, Actual Start and Completion date, Reasons for Delay (if any), Nature of Work etc.

**Table C2 – Detailed information of at least two similar completed work for Minimum value of 3.00 crores each during the last 3 years ending 30-09-10.**

**Project name:**

**Client :** (Name and Address, contact Number of officer to whom reference can be made)

**ROLE IN PROJECT**

(As Main Contractor, if not, state name of Main Contractor with address)

**Architect:**

Name :

Address :

Contact No. :

**Consultants:**

Name :

Address :

Contact No. :

**Project description:**

1. Fixed partitions
2. Loose partitions -
3. Furniture work -

**Estimated Cost put to tender cost:**

**Tender Cost:**

**Actual Cost:**

1. **Project duration (as per contract):** (in months)
2. **Stipulated date of start(dd/mm/yy):**
3. **Stipulated date of Completion (dd/mm/yy):**
4. **Actual date of Completion**
5. **Actual duration (Months):**
6. **Reasons for delay (if any):**

**Certificates to be attached:**

Original or attested copies of letter of award of work and completion certificate mentioning name of work, Estimated cost put to Tender, Tendered Cost, Stipulated period of Completion, Actual period of Completion. Client name & Address, Location of work, Stipulated start and completion date, Actual Start and Completion date, Reasons for Delay (if any), Nature of Work etc.

**Table C3 – Detailed information of at least three similar completed for Minimum value of 2.50 crores each during the last 3 years ending 30-09-10.**

**Project name:**

**Client :** (Name and Address, contact Number of officer to whom reference can be made)

**ROLE IN PROJECT**

(As Main Contractor, if not, state name of Main Contractor with address)

**Architect:**

Name :

Address :

Contact No. :

**Consultants:**

Name :

Address :

Contact No. :

**Project description:**

1. Fixed partitions
2. Loose partitions -
3. Furniture work -

**Estimated Cost put to tender cost:**

**Tender Cost:**

**Actual Cost:**

1. **Project duration (as per contract):** (in months)
2. **Stipulated date of start(dd/mm/yy):**

3. **Stipulated date of Completion (dd/mm/yy):**
4. **Actual date of Completion**
5. **Actual duration (Months):**
6. **Reasons for delay (if any):**

**Certificates to be attached:**

Original or attested copies of letter of award of work and completion certificate mentioning name of work, Estimated cost put to Tender, Tendered Cost, Stipulated period of Completion, Actual period of Completion. Client name & Address, Location of work, Stipulated start and completion date, Actual Start and Completion date, Reasons for Delay (if any), Nature of Work etc.

**TABLE D – LIST/DETAILS OF PLANT & EQUIPMENT LIKELY TO BE DEPLOYED/USED ON THE PROJECT  
(Different list for different specialized & normal works)**

S.no	Name of equipment	Capacity / specification	Age	Condition	Quantity	Ownership Status			Current Location	Remarks
						Personally owned	Leased	To be purchased		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)




**Signature of applicant(s)**

**TABLE F - LIST OF SUB-CONTRACTORS/ASSOCIATED ORGANISATION FOR SPECIALISED WORKS**

S.NO.	SUB-CONTRACT WORKS	NAME OF CONTRACTOR	YEAR ESTABLISHED	PROJECTS OF SIMILAR NATURE
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Note: Copies of the proposed Sub-Contractor's printout of ROC and BCA Certification of Registration must be submitted.

## SECTION-5

### APPENDIX 1 Confidentiality Agreement

Indraprastha Institute of Information Technology, Delhi (Institute) would like to invite you to submit a Prequalification Application for Construction of IIIT-D Campus Work Contractor has to fill in the detail which may contain or involve information, which Institute considers confidential, trade secret, proprietary and/or sensitive.

In order to proceed, please acknowledge that you will regard and preserve as confidential, all information of Institute/Company, its parent, subsidiary and affiliated companies, as well as customers and Consultants of these companies, which is disclosed to, or otherwise obtained by you in whatever form, in connection with this matter. You agree to receive and maintain all such information in trust and confidence, and you will not, without first obtaining written consent, disclose to any person, company or enterprise, or use for your own benefit or the benefit of others (directly or indirectly), any such information. At any time and upon our request, you agree to either return or destroy the originals (and all copies) of such information, documents and/or materials, which are in your possession or under your control.

It should be emphasized that proceeding in this manner does not and will not create, convey or transfer any interest or rights and should not be construed to create a contractual relationship or otherwise obligate either party beyond the terms of this letter. Information will not be considered confidential, trade secret, proprietary or sensitive only to the extent that it is or becomes publicly available through no wrongful act of yours, or if you rightfully receive it from a third party, without restriction.

Please acknowledge your understanding and agreement with the contents of this Confidentiality Agreement by signing and returning this document with your proposal.

Accepted and Agreed To: On behalf Contractor / Firm (Applicant)

Signature with date	
Name & Designation	
Date:	

## SECTION-6

### INFORMATION AND INSTRUCTIONS FOR APPLICANTS

#### 1. General:

- 1.1 Letter of Transmittal Section-1 and Forms/Tables for deciding eligibility for Prequalification are given in Section-3.
- 1.2 All Information called for in the enclosed forms should be furnished against the relevant columns in the Forms / tables. 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 particular/query is not applicable in case of the applicants. It should be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear forms or making any change in the furnished forms / tables or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by telegrams or telex and those received late will not be entertained.
- 1.3 The application should be type written and each page signed.
- 1.4 Overwriting should be avoided. Correction if any should be made by neatly crossing out, initialing, dating, and rewriting. Pages of the Pre-qualification document are numbered. Additional sheets if any added by the contractor should also be numbered by him. They should be submitted as a package with signed letter of transmittal.
- 1.5 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 or equivalent in case of Govt. Dept / G.M. for Public Sector undertaking and owner in case of Private Company.
- 1.6 The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. No information shall be entertained after submission of Pre-qualification document unless it is called for by the employer.
- 1.7 Any information furnished by the applicant found to be incorrect immediately or at a later date would rendered him liable to be debarred from tendering / taking up of work in the Institutions.
- 1.8 The pre-qualification document in prescribed form duly completed and signed should be submitted in a sealed cover. The sealed cover super scribed "Pre-Qualification document for "Construction of IIIT-D Campus, Okhla, New Delhi, Package-II" shall be received by the Project cum Estate Officer or his authorized representative upto 3.00

PM on 11-10-2010 Documents submitted in connection with pre qualification will be treated confidential and will not be returned.

- 1.9 Prospective applicants may request clarifications of the Project requirements and Pre-qualification document in writing. Any clarification given will be forwarded to all those who have purchased the Pre-qualification document. No request for clarification will be considered after 07th October, 2010.

## **2. Definitions**

- 2.1 In this document the following words and expressions have the meaning hereby assigned to them
- 2.2 Institute means the IIT Delhi acting through Project cum Estate Officer / Architects cum PMC M/s Sanjay Prakash & Associates Pvt. Ltd.
- 2.3 Applicant means the individual, proprietary firm, partnership firm, limited company, private public corporation.
- 2.4 "Year" mean "Financial Year" unless stated otherwise

## **3. Method of Application**

- 3.1 If the applicant is an individual the application shall be signed by him above his full type written name and current address
- 3.2 If the applicant is a proprietary from the application shall be signed by the proprietor above his full type-written name and the full name of his firm with its current address.
- 3.3 If the applicant is a firm in Partnership, the application shall be signed by all the partners of the firm above their full type written names and current addresses or alternatively by a partner holding Power of Attorney for the firm. In this latter case a certified copy of the Power of Attorney should accompany the application. In both cases a certified copy of partnership deed and current address of all the partners of the firm should accompany the application.
- 3.4 If the applicant is a limited company or a corporation, the application shall be signed by a duly authorized person holding Power of Attorney for signing the application accompanied by a copy of the Power of Attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

## **4. Final Decision Making Authority**

The Institute reserves the right to accept or reject any application and to anul the Pre-qualification process and reject all applications at any time, without assigning any reason or incurring any liability to the applicants.

## **5. Particulars Provisional**

The particulars of the work given are Provisional. They are liable to change and must be considered only as advance information to assist the applicant.

## **6. Site Visit**

The applicant is advised to visit the site of work at his own cost and examine it and its surroundings to him self collect all information that he considers necessary for proper assessment of the prospective assignment. The applicant has to work in the area available since other agencies are also working and may have to mobilize his resources accordingly to complete the work in time.

## **7. Initial Criteria for eligibility**

7.1 The applicant should satisfy the minimum prequalification requirements in the General Instructions and Conditions.

7.2 The bidding capacity of the contractor should be equal to or more than the Estt cost of the work. The bidding capacity shall be worked out by the following formula;

$$\text{Bidding Capacity} = (A.N.2) - B$$

Where A=maximum value of the construction work 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 pre-qualification application has been invited.

B=Value of the existing commitments and on going works to be completed during the period of completion of work for which pre-qualification has been invited.

7.3 The applicant should own construction 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.

7.4 The applicant should have sufficient number of Tech and Admin employees for the Proper execution of the contract. The applicant should submit a list of those employees stating clearly how these would be involved in the work.

7.5 The applicants Performance for each work completed in the last five years and in hand should be certified by an officer not below the rank of Ex. Engg. in case of Govt. Dept / G.M for Public Sector and owner in Private. It should be obtained in Sector cover.

## **8. Evaluation criteria for Pre-qualification**

8.1 For the purpose of Pre-qualification applicants will be evaluated in the following manner

8.1.1 The initial criteria prescribed in Para 7.1 to 7.5 above in respect of on presence of similar class of works be

scrutinized and applicants eligibility for Pre-qualification for the work be determined.

- 8.1.2 The applicants qualifying the initial criteria / minimum Pre-qualification requirements will be evaluated for following criteria by scoring methods on the basis of details furnished by them:
- (a) Financial strength (Section-3 (2) Maximum 20 marks
  - (b) Experience in similar nature of work during last three years (Table A/B/C) --Do--
  - (c1) Performance of Works (Table C1/C2/C3) Maximum 20 marks  
Time
  - (c2) Performance of Works (Table C1/C2/C3) Maximum 15 marks  
Quality
  - (d) Personal Establishments (Table E) Maximum 10 marks
  - (e) Plant & Machinery (Table D) Maximum 15 marks

To pre-quality the applicant must secure at least 70% marks in criteria (a) & (b) above, (i.e. Financial Strength & Experience in works of similar nature & quality of works), 60% in each of the other criteria and 80% in aggregate.

- 8.2 Even though an applicant may satisfy the above requirements he would be liable to disqualification if he has:
- (a) Made misleading or false separation or deliberately suppressed the information in his tables. Statements and enclosures required in the Pre-qualification documents.
  - (b) Record of poor performance such as abandoning work not properly completing the contract or financial failures / weaknesses etc.

## 9. Organization Information

Applicant is required to submit the following information in respect of his organization.

- (a) Name and postal address, Telephone, Telex Numbers, Fax, E-mail etc.
- (b) Copies of original documents defining the legal status, place of Registration and Principal places of business.
- (c) Names and titles of Director and officers to be concerned with the work with designation of individuals authorized to act for the organization.
- (d) Information on any litigation in which the applicant was involved during the last Five Years, including current litigation

- (e) Authorization for employer to seek detailed references
- (f) Number of Technical and Admn. Personnel / Employees in Parent Company, Subsidiary Company and how these would be involved in this work.

## **10. Construction Plan and Equipment**

Details of any other Plants and Equipment required for the work (not included) in the list and available with the applicant may also be indicated.

## **11. Letter of Transmittal**

The applicant should submit the letter of transmittal attached with Pre-qualification documents

## **12. Tender Submission**

After evaluation of Pre-qualification applications a list of qualified agencies will be prepared. Thereafter pre-qualified agencies only would be invited to submit tenders for the work.

## **13.1 Award Criteria**

The employer reserves the right, without being liable for any damages or obligation to inform the applicant to:

- (a) Amend the scope and value of contract to the applicant
- (b) Reject any or all of the application without assigning any reason

**13.2** Any effort on the part of the applicant or his agent to exercise influence or to pressurize the institute would result in rejection of his application. Canvassing of any kind is prohibited.