

INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY
POWAI, MUMBAI – 400 076

ADVERTISEMENT NO. F-43/10-11.

PUBLIC ADVERTISEMENT

IIT Bombay invites applications from the reputed contractors those who have worked/ registered with CPWD/ PWD/ BARC/ Autonomous bodies/ Semi Govt. Dept. for preparation of enlistment for 03 years period for carrying out various types of Civil work, Structural repair work, Interior decoration work, Painting work, Road construction work, Road repairs work, Anti -termite work, Waterproofing work, Furniture repair work, disposal of scrap, Disposal of debris, Disposal of Cutwood, Construction of Storm water drain, Water supply work, Sewerage work and Horticulture work, etc. in IIT Campus.

Interested parties may obtain proforma of application form from website of IIT Bombay i.e www.iitb.ac.in/Other links/ Tenders/ Estate Office or Office of Superintending Engineer/ Tenders/ Quotation Under Public Advertisement Last date of submission of application is 29.10.10. The applications are required to be submitted in sealed manner to the office of the Superintending Engineer, Estate Office, IIT Bombay, Powai, Mumbai – 400 076.

Superintending Engineer

**INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY
POWAI, MUMBAI – 400 076.**

PRE-QUALIFICATION OF CONTRACTORS

Applications are invited in prescribed format for pre-qualification of contractors for Civil work, Structural repair work, Interior decoration work, Painting work, Road construction work, Road repairs work, Anti -termite work, Waterproofing work, Furniture repair work, Disposal of scrap, Disposal of debris, Disposal of Cutwood, Construction of Storm water drain, Water supply work, Sewerage work and Horticulture work etc. to be carried out in the IIT Bombay campus, Powai, Mumbai – 400 076 for 03 years as and when required.

The contractors are required to submit following documents :

1. Name of Bankers and their full address (Latest Solvency Certificate to be enclosed)
 2. Provident Fund Code no.(duly certified copy to be enclosed.)
 3. VAT/CST Registration No. (duly certified copy to be enclosed.)
 4. Details of Labour License (duly certified copy to be enclosed.)
 5. Permanent Account Number (PAN) (duly certified copy to be enclosed.)
 6. Service Tax Registration No. (duly certified copy to be enclosed.)
 7. ESI Registration Number (duly certified copy to be enclosed.)
 8. Annual Turnover during the last three financial years (certified copy of P & L A/c & Balance Sheet etc. to be enclosed.) ending 31.03.2010.
1. The contractor should have satisfactorily completed any of the following works :
- (a) One single work costing not less than 80% of value of work applied for registration.
OR
 - (b) Two similar works each costing not less than 50% of value of work applied for registration.
OR
 - (c) Three similar works each costing not less than 40% of value of work applied for registration.

For Central Government/ State Government/ Public Sector Undertaking/ Autonomous Body during the last 07 years. (The period of 07 years for the purpose of having completed similar works shall be from 01.04.2003 to 31.03.2010.

1. Application forms can be obtained from the website of IIT Bombay i.e [www.iitb.ac.in/Other links/ Tenders/ Estate Office or Office of Superintending Engineer/ Tenders/ Quotation Under Public Advertisement](http://www.iitb.ac.in/Other_links/Tenders/Estate_Office_or_Office_of_Superintending_Engineer/Tenders/Quotation_Under_Public_Advertisement)

The Contractors are required to submit the necessary documents towards the proof/ evidence of satisfactory completion of the work.

IIT Bombay reserves its right to inspect the work carried out by the party to satisfy itself regarding quality, finishes, workmanship and their client's feed back on the above issues and competence of the party to take up the work before considering the party (ies) for pre-qualification.

IIT Bombay reserves its right to accept or to reject any or all the applications without assigning any reason thereof.

Applications not received in the prescribed manner will be summarily rejected.

The duly filled applications have to be submitted to **'The Superintending Engineer', Estate Office, IIT Bombay, Powai, Mumbai – 400 076 on or before 29th October, 2010 upto 1.00 p.m.**

Superintending Engineer

INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY
POWAI, MUMBAI – 400 076.

Instructions to the Applicants for furnishing information as part of pre- qualification

IIT Bombay intends to prepare a panel of reputed Contractors for undertaking Civil work, Structural repair work, Interior decoration work, Painting work, Road construction work, Road repairs work, Anti -termite work, Waterproofing work, Furniture repair work, disposal of scrap, Disposal of debris, Disposal of Cutwood, Construction of Storm water drain, Water supply work, Sewerage work etc. to be carried in the IIT Bombay campus. Only contractors who have satisfactorily taken up the Civil works and Horticulture work etc. preferably for Central Government/ State Government/ Public Sector Undertaking/ Autonomous Body during the last 07 years and satisfy the criteria as stipulated in the application form shall be considered for pre-qualification. The period of 07 years for the purpose of having completed similar works shall be from to 01.04.2003 to 31.03.2010.

1. Intending applicants are required to submit their full bio-data giving details about their organization, experience, competence and adequate evidence of their financial standing etc. in the enclosed statements which will be kept confidential.
2. While deciding upon the selection of contractors, emphasis will be given on the ability and competence of applicants to do good quality work in accordance with the specifications and within the time schedule.
3. Decision of IIT Bombay in regard for selection of contractors to issue of tender documents will be final. The IIT Bombay is not bound to assign any reason therefore.
4. If the space in the proforma is insufficient for furnishing full details, the information shall be supplemented in separate sheets of paper stating therein the part of the statement and serial number. Separate sheets shall be used for each part.
5. Applications containing false and / or inadequate information are liable for rejection. Applicants shall be disqualified at any stage at their risk and cost if they are found to have “Made untrue or false representation in the forms, statements and attachments submitted in proof of qualification and requirements.”

6. IIT Bombay reserves its right to accept or to reject any or all the applications without assigning any reason whatsoever. IIT Bombay also reserves its right to restrict number of applicants for pre-qualification at its sole discretion. IIT Bombay decision in this regard shall be binding on all concerned.
7. Clarification, if any, required may be obtained from the **Superintending Engineer, Estate Office, IIT Bombay, Powai, Mumbai – 400 076. (Tel. no. 022- 25767990).**
8. Superscribe the envelop with the Heading **“Application for Pre-qualification of Contractors”**.
9. The Applicants are requested to submit pre-qualification application form duly filled in along with all the relevant information, duly signed on all pages on the above address within the specified date on or before 29.10.10.

Signature of the contractor

Address

Superintending Engineer

‘ ON FIRM’S LETTERHEAD ’
PRE-QUALIFICATION OF CONTRACTORS

Date :

To,
Superintending Engineer
IIT Bombay, Powai,
Mumbai – 400 076.

Dear Sir,

I / We have read and understood the pre- qualification tender notice and instructions to the applicants. I/ We do hereby declare that the information furnished in the proforma from pages 1 to 21 and in the supplementary sheets from Pages _____ to _____ is correct to the best of my/ our knowledge and belief.

Yours faithfully,

Signature : _____

Name : _____

Designation : _____

Address : _____

Office Seal : _____

APPLICATION FORM FOR REGISTRATION/ PRE- QUALIFICATION OF CONTRACTORS IN VARIOUS CATEGORY

The intending Contractors/ Firms/ Companies shall submit the following information/ documents along with their application :-

1	Name of Applicate/ Firm/ Company (i) Nationality : (ii) Full Address :	Annexure – III	
2	Company Profile :		
A i)	Whether Private Ltd. Company		
ii)	Un-divided Hindu family Individual		
iii)	Partnership Firm (Please attach certified copy of partnership deeds/ articles of association and memorandum of association and power of attorney who is signing documents on behalf of applicant / firm/ company.		
B	Year of Establishment		
C	Name of Bankers and their full address. (Latest Solvency Certificate to be submitted on enclosed Proforma Annexure-I)		
D	Details of Construction Machinery/ Tools etc. owned by the Firms. (Annexure- VI)		
E	Certificate from Party(Annexure -VII)		
F	Details of Staff working with firm (Annexure – VIII)		
G	References (Annexure – IX)		
H	Place of Business		
			Pg.6
3	Provident Fund Code no. (duly certified copy to be enclosed.)		
4	VAT/CST Registration No. (duly certified copy to be enclosed.)		
5	Details of Labour License (duly certified copy to be enclosed.)		

6	Permanent Account Number (PAN) (duly certified copy to be enclosed.)				
7	Service Tax Registration No. (duly certified copy to be enclosed.)				
8	ESI Registration Number (duly certified copy to be enclosed.)				
9	Annual Turnover during the last three financial years (Certified copy of P & L Account & Balance Sheet etc. to be enclosed.) ending 31.03.2010 (Annexure- II)				
10	Tick mark Experience for enlistment and the category for which enlistment is required.	Upto 5.00 lakhs	Upto 25.00 lakhs	Upto 50.00 lakhs	Upto 1.00 crore
I	Civil Work				
II	Structural repair work				
III	Interior decoration				
IV	Painting work				
V	Road Construction/ Road repairs				
VI	Anti Termite				
VII	Waterproofing work	5			
VIII	Furniture repair work				
IX	Disposal of scrap				
					Pg.7
X	Disposal of debris outside the campus.				
XI	Disposal of cut wood from fallen trees / Dead trees.				
XII	Construction of storm water drain				
XIII	Water supply work				
XIV	Sewage lines work				
XV	Horticulture work				

XVI	Housekeeping work					
XVII	AMC for kitchen equipment					
XVIII	Supply of kitchen equipment					
XIX	Fabrication work such as fencing, grills, railing etc.					
11 a) b)	List of works executed (Details to be provided as per Annexure- II & IV duly certified) Details of present commitments (details to be provided as per Annexure – V duly certified.)					
12	Whether the Applicant is already working in IIT Bombay. If so, which class and category.					
13	Whether enlisted with another Dept. Public Undertaking/ Govt. department? If so, which class and category showing amount upto, which qualified to tender (duly certified copy to be enclosed.)					
14	Has the applicant or any of his partner or shareholders been black listed or delisted or put on holiday list from the approved list of contractors or demoted to lower class or order passed, banning/ suspending business with the applicant etc. by any Dept. in the past?					
						Pg.8
15	A list of those persons who are working with the applicant in any capacity and who are near relatives to any of the employee of the IIT Bombay or in the Ministry/ Dept. should be submitted (Names are to be intimated if employment given to such persons in later date.)					
16	Application shall be submitted along with documents/ information and application fee in the form of D. D. of Rs.1,000/- being non refundable payable to The Registrar, IIT Bombay, Mumbai – 400 076 and must reach the Office of the Superintending Engineer, Estate Office, IIT Bombay, Powai, Mumbai – 400 076 on or before 29.10.10 For pre-qualification of each job, the application fee will be separate.					

17	Declaration by contractors : All the information filled herein and attached here to are true to the best of my knowledge and belief. I / We declare that in the event of findings them false, the enlistment if made, will stand cancelled without any notice or reference there of, please. It is further certified that I / We will not get myself/ ourselves registered under more than one name.					
i)	NOTE : Separate application with appropriate tender fee shall be submitted for each pre qualification					
ii)	The enlistment of Contractors shall be at the entire discretion of IIT Bombay based on objective evaluation of the details regarding past experience, technical and financial competence and resourcefulness of the contractors/ Firms/ Companies.					
iii)	IIT Bombay reserves the right to reject any or all the Applications without assigning any reasons thereof.					
						Pg.9
iv)	IIT Bombay has the right not to issue tender form to any particular contractor/ Firm/ Company and can also suspend, remove/ de-list, demote or black -list the Contractor's name under certain circumstances.					
v)	All parties are requested to apply for pre- qualification with all the required documents including in Annexure I to VII in one go. Incomplete application forms are liable to be rejected.					

Note : Whenever required a separate information may be attached in the form of Annexure.

Signature of authorized person of the Firm/ Company

BANK REFERENCE LETTER/ SOVLENCY CERTIFICATE
(On Banks Letter Head)

Certified that M/s _____ at (address)

_____ is having an account in our Bank as per following particulars.

1. Type of Account _____ is Cash- credit/ Current/ Savings.
2. Bank Account No. _____.
3. Cash- Credit/ O. D. Limit (if any) _____ No/ Yes, for Rs. _____.
4. Since when holding Account? _____.
5. Financial standing and soundness _____ Sound/ Poor.
6. Dealing & Conduct of the Party _____ Satisfactory/ Un satisfactory.
7. Any other comments _____.

This is issued on the request of M/s _____ for submission in IIT Bombay, Powai,
Mumbai – 400 076.

(Sign. Of Bank Manager)

Seal :

Date :

Place :

Annexure- II

(To be filled up separately with appropriate tender fee for each Pre- qualification of Job)

EIGIBILITY CRIETERIA OF PARTIES W.R.T EXPERIENCE

Ref. No.	
Name of Contract	
Estimated Cost	

Sr. No.	Description	Financial Year	Details to be submitted by the Contractor
1	Average annual financial turnover during last 03 years ending 31 st March of the previous financial year, should be at least 30% amount for which registration is applied.	2009-10 2008-09 2007-08	
2	Experience of having successfully completed similar works during last 07 years ending the day of month previous to the one in which applications are invited should be either of the following :-		
a)	03 similar completed works costing not less that the 40% amount for which registration is applied.		
1	Work Order Ref. No.		
	Name of the Company		
	Contract Value		
	Contract Period		
			Pg.12
2	Work Order Ref. No.		
	Name of the Company		
	Contract Value		
	Contract Period		

3	Work Order Ref. No.	
	Name of the Company	
	Contract Value	
	Contract Period	
OR		
b)	Two similar completed works costing not less than the amount equal to 50% amount for which registration is applied.	
1.	Work Order Ref. No.	
	Name of the Company	
	Contract Value	
	Contract Period	
	Satisfactory Performance Certificate	
2	Work Order Ref. No.	
	Name of the Company	
	Contract Value	
	Contract Period	
	OR	
		Pg.13
c)	One similar completed work costing not less than the amount of equal to 80% amount for which registration is applied.	
1	Work Order Ref. No.	
	Name of the Company	
	Contract Value	
	Contract Period	

NOTE :

1. Similar work means work employing same technology and skill but quantities can vary.
2. Self attested documentary evidences for Annual Turnover to be enclosed.
3. Self attested documentary evidences for Work Orders given above to be enclosed.
4. Self attested documentary evidences for Performance/ Completion Certificate of given above Work Order to be enclosed.

Signature of Contractor

INFORMATION REGARDING CONTRACTOR

A)	In case of individual	
i)	Name of the business	
ii)	Whether his business is registered	
iii)	Date of commencement of business	
iv)	Whether he pays Income-tax over Rs.10,000/- per year.	
B) In case of Partnership		
i)	Name of Partnership	
ii)	Whether the Partnership is registered	
iii)	Date of establishment of firm	
iv)	If each of the partners of the firm pays Income- Tax over Rs.10,000/- a year and if not which of them pays the same.	
		Pg.15
C) In case of Limited Liability Company or Company Limited by Guarantee		
i)	Amount of paid up capital	

ii)	Name of Directors	
iii)	Date of Registration of Company	
iv)	Copies of the last two year's Balance Sheets of the Company.	

(SIGNATURE OF CONTRACTORS)

Name :

Date :

Annexure – IV

DETAIL OF EXPERIENCE

Contractor shall give information of similar works done during the past 07 years strictly as per Performa given below :

Sr. No.	Full particulars of similar work carried out by Contractor	Work Order Value	Value of Work Actually done	Contracted Completion time	Actual Completion time	Year of completion	Name & Postal Address of Client

Certified that the above information is correct.

(SIGNATURE OF CONTRACTORS)

Name :

Date :

PRESENT COMMITMENTS

Contractor shall furnish the details of their present commitments strictly as per this Performa.

Sr. No.	Name of work	Name & address of Client with the name of person under whom the work is being executed	Work Order Amount	Brief description of work	Contracted dated of completion with the date of start of work	% age completed as on date	Expected date of completion of balance work with approx. value of such balance work.

Certified that the above information is correct.

(SIGNATURE OF CONTRACTORS)

Name : _____

Date : _____

Annexure- VI

INFORMATION REGARDING EQUIPMENT WHICH THE CONTRACTOR POSSESSES FOR THE WORK

Sr. No.	Description	Qty.	Make	Cap.

Certified that the above information is correct.

(SIGNATURE OF CONTRACTORS)

Name : _____

Date : _____

Party to submit following certificate on Non Judicial stamp paper of Rs.10/- verified by Notary Public / 1st Class Magistrate

I/ We _____ S/o Shri. _____
Resident of _____ M/s _____
_____.

Solemnly affirm and declare as under : -

- a) That party/ their associate/ sister concerns etc. has not been black listed or put on holiday by any Institution Agency/ Govt. Dept. during last two years for participating in the tender and no inquiry is pending against the contractor.
- b) No other firm (sister concern/ associates belonging to the same group is participating/ submitting tender for the job.

Deponent

(_____)
(Seal of the Party)

Verification

Verified that contents given in my/ our above paragraphs are true and correct to the best of my/ our knowledge and belief.

Deponent

(_____)
(Seal of the Party)

Dated :

(Attested by Notary Public)

Annexure – VIII

LIST OF TECHNICAL PERSONNEL, GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION, EXPERIENCE INCLUDING THAT IN YOUR ESTABLISHMENT.

<i>Sr. No.</i>	<i>Name</i>	<i>Age</i>	<i>Qualification</i>	<i>Construction Experience</i>	<i>Nature of Works handled</i>	<i>Name of the Projects handled costing more than Rs.30 lakhs</i>	<i>Date from which employed in your organisation</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

NOTE :

1. INDICATE OTHER POINTS, IF ANY, TO SHOW YOUR TECHNICAL AND MANAGERIAL COMPETENCY TO EMPHASIZE ANY IMPORTANT POINT IN YOUR FAVOUR.
2. NO. OF SUPPLEMENTARY SHEETS ATTACHED.

SIGNATURE OF THE CONTRACTOR WITH SEAL

REFERENCES :

Please give references with full Postal Address of 2 (Two) persons (Engineers, Architects or Top Officials of an organization for whom you have executed Construction works of importance, who may be directly contacted by the Bank or by the Bank's Architects about the ability, competence or capability of your organization.

Reference- 1	Reference-2
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SIGNATURE OF THE CONTRACTOR WITH SEAL