

NATIONAL INSTITUTE OF TECHNOLOGY



SILCHAR

TECHNICAL BID DOCUMENTS

NAME OF AGENCY :

ADDRESS :

NAME OF WORK :

Seal & Signature of bidder

Check list of documents

1. Up to date Civil contractors registration certificate (photo copy duly attested) as per NIT : Yes/No
2. Up to date Electrical contractors registration certificate (photo copy duly attested) as per NIT : Yes/No
3. Up to date contractor electrical license (photo copy duly attested) : Yes/No
4. Work done certificate (photo copy duly attested) as per NIT : Yes/No
5. Bank Solvency from nationalized Bank as per prescribed format original in sealed envelop addressed to the Director as mentioned in NIT : Yes/No
6. ~~VAT~~ GST Registration certificate duly renewed and valid for the year : Yes/No
7. EPF registration certificate along with current payment of challan : Yes/No
8. Copy of PAN card : Yes/No
9. Ongoing works statement (photo copy duly attested) as per NIT : Yes/No

Format given under proforma _____ to _____ to be filled in neatly and signed by the agency.

NIT: Notice Inviting Tender.

Seal & Signature of bidder

INVITATION FOR PRE-QUALIFICATION CRITERIA OF CONTRACTOR

Condition : I

Estimated cost put to the tender up to 100 lakhs.

The agency/contractor/firm must fulfill the eligibility criteria mentioned in the respective Notice Inviting Tender. Failing which the concern agency/contractor/firm will not be qualified for short listing for opening of price bid.

Condition : II

Estimated cost put to the tender more then 100 lakhs.

(i) The agency/contractor/firm must fulfill the eligibility criteria mentioned in the respective Notice Inviting Tender for acceptance of Technical Bid.

(ii) Criteridia for evaluation of the performance of contractor for pre-eligibility for short listing the bidder will be as per condition mentioned under technical bid document under Section-I & Section-II (Page _____ to _____)

*** Pre-qualification criteria are based CPWD works Manual 2012. Subsequently any modification/addition/alternation will be as per CPWD Norms only.**

Seal & Signature of bidder

SECTION I BRIEF PARTICULARS OF THE WORK

1. Salient details of the work for which bids are invited are as under:

Sl No.	Name of work	Estimated cost	Period of Completion

2. The work is situated at National Institute of Technology Silchar-10

3. General features and major components of the work are as under:

- (i)
 - (ii)
 - (iii)
 - (iv)
- } As per Notice Inviting Tender

4. Work shall be executed according to General Conditions of Contract for Central P.W.D. Works available separately at printer's outlets. The bidder may obtain the address of the outlets from the Engineer.

Seal & Signature of bidder

SECTION II

INFORMATION & INSTRUCTIONS FOR BIDDERS (MODIFIED AS PER OM/MAN/160)

1.0 General :

1.1 Letter of transmittal and forms for deciding eligibility are given in Section III.

1.2 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 bidder, it should be stated as 'not applicable'. The bidders are cautioned that not giving 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 may result in the bid being summarily disqualified. Bids made by telegram or telex and those received late will not be entertained.

1.3 The bid should be type-written. The bidder should be made by neatly crossing out, initialing, dating and rewriting. Pages of the eligibility criteria 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 knowledge or capability of the bidder should be signed by an officer not below the rank of Executive Engineer of equivalent.

1.6 The bidder 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 Employer.

1.7 Any information furnished by the bidder 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 NIT Silchar. If such bidder happens to be enlisted contractor of any class in NIT Silchar his name shall also be removed from the approved list of contractors.

2.0 Definitions:

2.1 In this document the following words and expressions have the meaning hereby assigned to them.

2.2 Employer: Means the President of India, acting through the Executive Engineer.....

2.3 Bidder : Means the individual, proprietary firm, firm in partnership, limited company private or public or corporation.

2.4 'Year' means 'Financial Year' unless stated otherwise.

Seal & Signature of bidder

3.0 Method of application :

3.1 If the bidder is an individual, the application shall be signed by him above his full type written name and current address.

3.2 If the bidder is a proprietary firm, 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 bidder 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 the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.

3.4 If the bidder 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 bidder should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

4.0 Final decision making authority.

The Director, NITS 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 bidders.

5.0 Particulars provisional

The particulars of the work given in Section I are provisional. They are liable to change and must be considered only as advance information to assist the bidder.

6.0 Site visit

The bidder is advised to visit the site of work, at his own cost, and examine it and its surroundings to himself collect all information that he considers necessary for proper assessment of the prospective assignment.

7.0 Initial criteria for eligibility

7.1 The bidder Should have satisfactorily completed during the last Seven years ending last day of the month **(as per NIT)**. 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 of equivalent.

(i) Three similar works each costing not less than **(as per NIT)**, or completed two similar works each costing not less than **(as per NIT)**, or completed one similar work costing not less than **(as per NIT)**.

and

(ii) One Work of any nature (either part of (i) above or a separate one) costing not less than **(as per NIT)** with some Central/State Government/Central Autonomous Body/Central Public Sector undertaking.

Similar work shall mean works mentioned in the Notice Inviting Tender.

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.

Seal & Signature of bidder

7.2 At the time of purchase of tender, the tender, the tenders shall have to furnish an affidavit as under:

"I/We undertake and confirm that eligible similar work (s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/We shall be debarred for tendering in NIT Silchar contracts in future forever. Also, if such a violation comes to the notice of Department before date start of work, the Director, NIT Silchar shall be free to forfeit the entire amount of Earnest Money deposit/performance Guarantee."

7.3 The bidder should have had average annual financial turn over gross of Rs. (as per NF1). on civil/Electrical construction works during the immediate last three consecutive financial years. This should be duly audited by a chartered Accountant. Years in which no turn over is shown would also be considered for working out the average.

7.4 The bidder 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.

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

Bidding Capacity = $[AXNX2] - B$

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 on going works to be completed during the period of completion of work for which bids have been invited.

7.6 The bidder should have a solvency as per Notice Inviting Tender certified by his Bankers.

7.7 The bidder 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.

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

7.9 The bidder'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 e-quivalent and should be obtained in sealed cover.

8.0 Evaluation criteria

8.1 The detailed submitted by the bidders 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 experience of similar class of works completed, bidding capacity and financial turn over etc. will first be scrutinized and the bidder's eligibility for the work be determined.

8.1.2 The bidders qualifying the initial criteria as set out in para 7.1 to 7.5 above will be evaluated for following criteria by scoring method on the basis of details furnished by them.

(a) Financial strength (form 'A' & 'B')	Maximum 20 Marks
(b) Experience in similar nature of work during last five years	Maximum 20 Marks (Form 'C')
(c) Performance on works (Form 'E')- Time over run	Maximum 20 Marks
(d) Performance on works (Form 'E') - Quality	Maximum 15 Marks
(e) Personnel and Establishment (Form 'F' & 'G')	Maximum 10 Marks
(f) Plant & Equipment (Form 'H')	Maximum 15 Marks
Total	100 Marks

To become eligible for short listing the bidder must secure at least fifty percent marks in each and sixty percent marks in aggregate.

The department, however, reserves the right to restrict the list of such qualified contractors to any number deemed suitable by it.

8.2 Even though any bidder may satisfy the above requirements, he would be liable to disqualification if he has:

(a) made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.

(b) record of poor performance such as abandoning, work, not properly completing the contract, or financial failures/weaknesses etc.

9.0 Financial information

bidder should furnish the following financial information:

Annual financial statement for the last five year in (Form 'A') and solvency certificate in (Form 'B') & as per Notice Inviting Tender.

10.0 Experience in works highlighting experience in similar works

10.1 Bidder 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').

10.2 Particulars of completed works and performance of the bidder duly authenticated/certified by an office not below the rank of Executive Engineer or equivalent should be furnished separately for each work completed or in progress in (Form 'E').

10.3 Information in (Form 'D') should be complete and no work should be left out.

11.0 Organization information

Bidder is required to submit the information in respect of his organization in Forms 'F' & 'G'.

12.0 Construction plant and equipment

Bidder 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.

13.0 Letter of transmittal

The bidder should submit the letter of transmittal attached with the document.

14.0 Opening of Price bid

After evaluation of applications, a list of short listed agencies will be prepared. Thereafter the financial bids of only the qualified and technically acceptable bidders shall be opened at the notice time, date and place in the presence of the qualified bidders or their representatives. The bids shall remain valid for 90 days from the last dated of its submission.

15.0 Award criteria

15.1 The Director, NITS reserves the right, without being liable for any damages or obligation to inform the bidder, to :

- (a) amend the scope and value of contract to the bidder.
- (b) reject any or all the applications without assigning any reason.

15.2 Any effort on the part of the bidder or his agent to exercise influence or to pressurize the employer would result in rejection of his bid. Canvassing of any kind is prohibited.

Seal & Signature of Bidder

SECTION III

INFORMATION REGARDING ELIGIBILITY LETTER OF TRANSMITTAL

From :

To

The Engineer

National Institute of Technology Silchar - 10

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 Director, NIT Silchar to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/we also authorize Director, NIT Silchar 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 knowledge and capability for having successfully completed the following works:

Name of work:

Certificate from

Enclosures:

Seal of bidder

Date of submission:

Seal & Signature of bidder

Form 'A'

Financial information

1. Financial Analysis-Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last three/ five years duly certified by the chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached)

Years

- (i) Gross Annual turn over on construction works:
(ii) Profit/Loss.

Signature of Chartered Accountant with Seal

FORM 'B'

Financial Solvency Certificate FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK

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.

Seal & Signature of bidder

FORM 'C'

DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST SEVEN YEARS ENDING LAST DAY OF THE
MONTH _____

Sl No.	Name of work/project and location	Owner or sponsoring organization	Cost of work in crores of rupees	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/arbitration cases pending/in progress with details*	Name and address/telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

Indicate gross amount claimed and amount awarded by the Arbitrator.

FORM 'D'
PROJECTS UNDER EXECUTION OR AWARDED

S.No.	Name of work/project and location	Owner or sponsoring organization	Cost of work in crores of rupees	Date of commencement as per contract	Stipulated date of completion	Upto date percentage progress of work	Slow progress if any and reasons of work	Name and address/telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

I certify 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.

Seal & Signature of bidder

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

Seal & Signature of bidder

FORM 'F' **STRUCTURE & ORGANISATION**

1. Name & Address of the bidder
2. Telephone no./Telex no./Fax no.
3. Legal status of the bidder (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)

Organization/Place of registration

Registration No.

- 1.
- 2.
- 3.

<ol style="list-style-type: none"> 5. Name and titles of Director's & Officers with designation to be concerned with this work. 6. Designation of individuals authorized to act for the organization. 7. Was the bidder 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 bidder, 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 bidder, 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 bidder, 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 bidder has specialization and interest? 12. Any other information considered necessary but not included above. 	
---	--

FORM 'G'

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

Sl. No	Designation	Total Number	Number available for this	Name	Qualifications	Professional Experience and details of work Carried out	How this would be involved in this work	Remarks
1	2	3						

FORM 'H'

DETAILS OF CONSTRUCTION PLANT AND EQUIPMENT LIKELY TO BE USED IN CARRYING OUT THE WORK

Sl No. Name of equipment	Nos.	Capacity or Type	Age	Condition	Ownership's Status			Current	Remarks
					Presently owned	Leased	To be Purchased		
1	2	3	4	5	6	7	8	9	10
Earth moving equipment 1. Excavators (various sizes) Equipment for hoisting & lifting 1. Tower 2. Builder's hoist Equipment for concrete work 1. Concrete batching plant 2. Concrete pump 3. Concrete transit mixer 4. Concrete mixer (diesel) 5. Concrete mixer (electrical) 6. Needle vibrator (electrical) 7. Needle vibrator (petrol) 8. Table vibrator (elect./ petrol)									

Seal & Signature of bidder

Equipment for building work										
1. Block making machine										
2. Bar bending machine										
3. Bar cutting machine										
4. Wood thickness planer										
5. Drilling machine										
6. Circular saw machine										
7. welding generators										
8. Welding transformer										
9. Cube testing machines										
10. M.S. Pipes										
11. Steel shuttering										
12. Steel scaffolding										
13. Grinding/polishing machines										
Equipment for road work										
1. Road rollers										
2. Bitumen paver										
3. Hot mix plant										
4. Spreaders										
5. Earth rammers										
6. Vibratory road rollers										
Equipment for transportation										
1. Tippers										
2. Trucks										
Pneumatic equipment										

Seal & Signature of bidder

