



PRE-QUALIFICATION DOCUMENT

**FOR EMPANELMENT OF CONTRACTORS FOR PACKAGE IV
SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF AV
SYSTEMS WORKS FOR PHASE II CONSTRUCTION OF IIITD CAMPUS AT
OKHLA-III NEW DELHI-110020**

INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY,

IIITD Campus Okhla Phase III New Delhi
Website: <http://www.iiitd.ac.in>

Architects,

SIKKA ASSOCIATES ARCHITECTS
New Delhi

Project Management Consultants

SYConE CPMC Pvt Ltd
Bengaluru

CONTENTS

1. LETTER OF TRANSMITTAL
2. PART I - GENERAL INSTRUCTIONS AND CONDITIONS
3. PART II - PRE-QUALIFICATION APPLICATION FORM
4. TABLES FOR INFORMATION / ANNEXURES
5. CONFIDENTIALITY AGREEMENT
6. INFORMATION AND INSTRUCTIONS FOR APPLICANTS

SECTION-1

LETTER OF TRANSMITTAL

FROM:-

To,

The Registrar/Chief Engineer
Indraprastha Institute of Information Technology
IIITD Campus, Okhla Phase III
New Delhi

Subject: Submission of Pre-Qualification application for Phase II - “Package IV - Supply, Installation, Testing and Commissioning of AV Systems Works for Phase II Construction of at IIIT 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 statements/documents are true and correct.
2. I/we have furnished all information & detail necessary for pre-qualification eligibility and have no further pertinent information to provide.
3. I/we submit the requisite certified solvency certificate and authorize the Registrar 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, employer’s 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:

Name of Work

Certificate from

Enclosures:

Seal of applicant

**Date of Submission
applicant(s)**

Signature(s)

SECTION-2

PART I - GENERAL INSTRUCTIONS AND CONDITIONS

1. PROJECT INTRODUCTION

The proposed campus is for Phase II of the 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 multistoried academic and lecture blocks, hostels, residential, sports buildings, water and sewerage, HVAC, electric substation building, sewage treatment plants, roads, rain water harvesting system etc. Total covered area is 70,000 square metres (approx.).

Time of completion - 10 months .

2. SCOPE OF WORK

Package IV - Supply, Installation, Testing and Commissioning of AV Systems Works for Phase II Construction of at IIIT Campus at Okhla-III, New Delhi-110020.

The scope of the works is for a very specialized work involving high levels of electronic and sound engineering capabilities for the supply installation testing and commissioning of AV systems to meet the design parameters stated in the tender. The AV systems comprising of Sound reinforcement, Video Projection & Presentation System are to be provided in the stepped lecture halls, classrooms and senate room in the Lecture and Academic blocks in the Campus. The estimated cost of the work is Rs 2.4 crores (approx.) The work shall be carried out concurrently and in coordination with all other package vendors executing works as per agreed schedules of the handover of each individual blocks.

3. MINIMUM PRE QUALIFICATION REQUIREMENTS

Intending firms / contractors applying for pre-qualification should comply with the following minimum requirements, joint ventures are not accepted.

- a) Specialized and experienced vendors who have completed following similar works successfully by or before period ending 31st Jan 2017:
 - i. Satisfactorily completed three similar work each costing not less than Rs. 0.96 crores during last 7 years
OR
 - ii. Satisfactorily completed two similar work each costing not less than Rs. 1.44 crores during last 7 years .

OR

- iii. Satisfactorily completed one similar works each costing not less than Rs. 1.92 crores works during last 7 years .

Similar works means supply, installation, commissioning and testing of AV Systems Works for major educational/ institutional complex for their lecture theatres/ auditoria/ classrooms/ convention centres/ boardrooms/ senate rooms with high quality of system performance and finish complete.

- b) Satisfactorily Completed one similar work costing not less than Rs 0.96 Crores with any Central Government Department/ State Government Department/ Central Autonomous Body/ State Autonomous Body/ Central Public Sector undertaking / State Public Sector undertaking/ City Development Authority/ Municipal Corporation of City formed under any Act by Central/ State Govt. and published in Central/ State Gazette.
- c) Shall have an average annual financial gross turnover of Rs. 2.40 Crores on similar works during the last three consecutive financial years ending 31st March 2016. Further, the financial price updating of 7% per annum shall be applied to the turnover of the Previous Years to bring them to current price Level.
- d) Shall not have incurred any loss in more than two years during the last five years ending 31st March, 2016.
- e) Shall have a solvency of Rs. 0.96 crores. The applicant shall submit in original the solvency certificate, not older than three months prior to 31st January 2017, issued by any nationalized /scheduled bank, in original.
- f) The firm/contractor must have its own facility for fabrication/ assembly/ integration/ designing/ simulation/ testing of AV Systems.
- g) The firms/contractors must have their registered office/ service centers in India, in operation for at least last two years (two years as on 31th January 2017).
- h) The reputed firms shall preferably have valid registration in appropriate class for carrying out similar works with CPWD/ PWD/ MES/ Railways/ Other Government/ Statutory bodies/ Reputed MNC/private agencies.
- i) The applicants shall be capable of and required to furnish authorization from the OEM's of the equipment/ systems they propose to deploy.

- j) The Applicant should hold ISO certifications ISO: 9001:2008/ ISO 14001:2004/ ISO 18001:2007 .
- k) The Applicant should be in business of supplying, installation, commission and testing of AV system works for minimum 7 (seven) years.
- l) Must not have ever been blacklisted / barred from tendering by any public/ government/ semi-government/ autonomous bodies in India.
- m) Other Criteria as at Section 6 Clause 7.

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 11.00 am on 23rd Feb 2017 and will be opened by the Registrar/Chief Engineer in the office on the same day at 11.30 am.

5. LAST DATE FOR SUBMISSION OF COMPLETED APPLICATIONS

The last date for the submission of applications is 11.00 am on 23rd Feb 2017 and applications received after that time (i.e. 11.00 am on 23rd Feb 2017 (Thursday) will not be considered/accepted for whatsoever reasons.

Applications received by the prescribed hour will be opened by the Registrar/Chief Engineer on the same day at 11.30 am.

6. COMPLETED APPLICATION

All completed application forms are to be submitted in duplicate with a copy stamped "original" and enclosed in a sealed envelope, clearly marked Confidential - **“Pre-Qualification application for “Package IV - Supply, Installation, Testing and Commissioning of AV Systems Works for Phase II Construction of at IIIT Campus at Okhla-III New Delhi-110020”** stated on the top left hand corner of the envelope along with a non-refundable Demand Draft/ Banker’s Cheque of Rs. 1000/- in favour of *IIIT-Delhi Collections payable at Delhi* and to be submitted to:

INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY (IIIT-D) Campus , Okhla Phase III , New Delhi -110020

Phones: +91 11 26907419/563

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, call for presentation, verify the particulars furnished 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 accept/ reject any or all application without assigning any reason whatsoever and to restrict the list of pre-qualified contractors to any number deemed suitable by the Institute. 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 Institute 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 and for 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, as applicable.
- Copy of Annual Report/Statement of Profit and Loss Account certified by chartered accountants together with a certified copy of audited Balance Sheet for last five years.
- Copy of completion certificate of similar nature and magnitude's of the project.
- Solvency certificate from a nationalized/ scheduled bank, balance sheet.
- Copy of ISO certificates,
- Copy of Memorandum of Understanding and Certificate of Incorporation of ownership / partnership deed / documents.

SECTION-3

PART II - PREQUALIFICATION APPLICATION FORM

1. 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 tick 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 supplies for a period of more than 6 months continuously after commencement of supplies? 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 AV Systems the applicant has specialization and interest?	
1.13	Any other information considered necessary but not included above.	

Signature of applicant

2.0 FINANCIAL CAPACITY

2.1 Credit Facilities/Overdrafts

Name of Bank	Credit Facilities/Overdrafts

2.2 Financial Standing of the last 3 years (as on 31/3/2016);

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 31-03-16.

2.3 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.

		31/3/2016	31/3/2015	31/3/2014	31/3/2013	31/3/2012
(i)	Gross Annual turnover					
(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
TABLES FOR INFORMATION/ANNEXURE

3.0 PARTICULARS OF PROJECTS COMPLETED DURING THE LAST SEVEN YEARS as on 31st Jan 2017.

3.1 Submit details as per Table A.

4.0 PARTICULARS OF CURRENT PROJECTS IN PROGRESS/AWARDED

4.1 Submit tabulation in the format as per Table B

5.0 PARTICULARS OF SIMILAR PROJECTS COMPLETED IN THE LAST SEVEN YEARS as on 31st Jan 2017.

5.1 Submit tabulation in the format as per Table C, C1/C2/C3

6.0 PARTICULARS OF PERSONNEL AND TOOLS AND EQUIPMENT FOR DESIGNING/TESTING/ SIMULATION/MODELLING, ETC

6.1 Submit tabulation in the format as per Table D and E

7.0 Submit name of qualified personnel responsible for coordinator proposed for the project

TABLES FOR INFORMATION /ANNEXURE

TABLE A - DETAILS OF ALL WORKS OF CLASS/ NATURE COMPLETED DURING THE LAST SEVEN YEARS ENDING LAST DAY OF THE MONTH 31st Jan 2017

S. No.	Name of work/ project and location (Give brief of nature of work)	Owner or sponsoring <u>organization</u> and designation 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>completi on</u> Actual date of completi on	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 executi on	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

* Indicates gross amount claimed and amount awarded by arbitrator

Signature of applicant(s)

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 put to tender Tendered Cost	Stipulated date of start as per agreement 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

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

- DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST SEVEN YEARS ENDING LAST DAY OF THE MONTH AS ON 31st Jan 2017

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 tender Tendered Cost	Stipulated date of start as per agreement Actual date of start	Stipulated date of completion 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)

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 Behavior - --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 C1 - Detailed information of at least one similar completed work for Minimum value of 1.92 crores each during the last 7 years ending 31st Jan 2017
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. AV System

Others-

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 1.44 crores each during the last 7 years ending 31st Jan 2017
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. AV System

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 0.96 crores each during the last 7 years ending 31st Jan 2017
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. AV System

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 TOOLS AND EQUIPMENT FOR DESIGNING/ TESTING/ SIMULATION/ MODELLING, ETC.

S.no	Name of equipment	Quantity	Ownership Status			Current Location	Remarks
			Personally owned	Leased	To be purchased		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature of applicant(s)

**TABLE-E: PROPOSED PERSONNEL 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)

SECTION-5

APPENDIX 1

Confidentiality Agreement

Indraprastha Institute of Information Technology, Delhi (Institute) would like to invite you to submit a Pre-qualification Application for AV system works of IIIT-D Campus Works 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 the 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 and stamped.
- 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 for “**Package IV - Supply, Installation, Testing AND Commissioning of AV Systems Works for Phase II Construction of at IIIT Campus at Okhla-III New Delhi-110020**” shall be received by the Registrar or his authorized representative up to 11.00 AM on 23rd Feb 2017. Documents submitted in connection with pre-qualification will be treated confidential and will not be returned.
- 1.9 Applicants may request clarifications of the Project requirements and Pre-qualification document, if any, in writing and email to admin-project@iiitd.ac.in. Any clarification given will be forwarded to all those who have applied/submitted for Pre-qualification. No request for clarification will be considered after 20th Feb 2017.

2. Definitions

- 2.1 In this document the following words and expressions have the meaning hereby assigned to them
- 2.2 Institute means the IIIT Delhi acting through Registrar /Chief Engineer/ Architects M/s Sikka Associates Architects and PMC M/s SYConE. Applicant means the individual, proprietary firm, partnership firm, limited company, private public corporation.
- 2.3 “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 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 applicant is Partnership firm , 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 Association and Articles of Incorporation duly attested by a Public Notary.

4. Final Decision Making Authority

The Institute reserves the right to accept or reject any application and to annul the Pre-qualification process and reject all applications at any time, without assigning any reason whatsoever without 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 satisfy himself, collect all information that he considers necessary for proper assessment of the prospective assignment.

7. Initial Criteria for eligibility

7.1 The applicant must 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 Estimated 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 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 ongoing works to be completed during the period of completion of work for which pre-qualification has been invited.

7.3 The applicant should own Tools and Equipment as 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 seven years and in hand should be certified by an officer not below the rank of Executive. Engg. in case of Govt. Dept / G.M for Public Sector and owner in Private. It should be submitted in separate cover.

8. Evaluation criteria for Pre-qualification

8.1 For the purpose of Pre-qualification applications 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 applicant's 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 five years (Table A/B/C) | --Do-- |
| (c1) Performance of Works (Table C1/C2/C3)
Time | Maximum 25 marks |
| (c2) Performance of Works (Table C1/C2/C3)
Quality | Maximum 15 marks |
| (d) Tools & Equipment (Table D) | Maximum 10 marks |
| (e) Personnel/ Establishments (Table E) | Maximum 10 marks |

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 information 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) Number of Technical and Administrative Personnel / Employees and how they would be involved in this work.

10. Tools 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. However, the Institute reserves the right to restrict the numbers of pre-qualified bidders as deemed fit. 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 applications without assigning any reason
- (c) Award works in part or whole of the Contract or different items of works/supplies to different vendors from amongst the shortlisted vendors depending on the samples selected/approved by the IIITD Committee. The firms/contractors shall supply samples/mockup/model no. of **items at no extra cost for any/all items as per the scheme/specifications submitted by the Architects/IIITD** as called for the approval when called for submission of bids. The samples rejected or not found acceptable shall be returned. Prior approval of the models/manufacturers/ catalogues/shop drawings would have to be obtained else the works could be rejected. No additional cost for loading

unloading transportation and handling shall be paid for the samples. The approved samples shall be retained till the completion of the supplies.

- (d) The agencies should have concurrence from the OEM's and be capable of furnishing authorization certificate of the OEM's for any or all the products to be supplied by them under the contract after the award of works.

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 strictly prohibited.

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