



**PRE-QUALIFICATION DOCUMENT**

**FOR SELECTION OF CONTRACTORS FOR PACKAGE II**

**INTERIOR -FURNITURE WORKS AT IIIT 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

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## 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 - II Interior - Furniture Works at IIIT-D Campus at Okhla III New Delhi.**

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 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 to be 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 -3 to 10 months. The work shall be carried out in parallel and coordinated with all other packages under execution/ yet to be executed/awarded as per agreed datelines of the individual blocks.

#### 2. SCOPE OF WORK

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

Includes all types of furniture items for academic block, lecture block, hostel blocks & residence furniture, café & dining furniture, office lecture hall fabricated/fixed /loose seating, laboratory academic, workstation furniture including storage units. The estimated cost of the work is Rs 13 crores (approx.).

#### 3. MINIMUM PRE QUALIFICATION REQUIREMENTS

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

- a) Should have completed following successfully by or before ending 31<sup>st</sup> July, 2016 during last 7 years:
  - i. Three similar work each costing not less than Rs. 5.2 crores satisfactorily completed similar works.  
OR
  - ii. Two similar work each costing not less than Rs. 7.8 crores satisfactorily completed similar works  
OR
  - iii. One similar works each costing not less than Rs. 10.4 crores satisfactorily completed similar works.

Similar works means fabrication, supply, installation of furniture, mostly **machine** /factory made loose and fixed .furniture , for academic, lecture hall, hostels , residence block, café & dining furniture , office cubicles ,office furniture, workstation , storage units, items custom built and suitably fit at site in wood /SS/ Chrome plated/powder coated furniture with requisite polish /paint for major educational institutional complex / software-IT parks / office campus, multi storied buildings(10-11 stories) with high quality of workmanship and finish complete.

- b) One Completed works of any nature costing not less than Rs 5.2 Crores with some 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. 32.5 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 2015-2016 Price Level.
- d) Photographic evidence of works/supplies executed must be attached.
- e) Shall not have incurred any loss in more than two years during the last five years ending 31st March, 2016.
- f) Shall have a solvency of Rs.6.5 crores. The applicant shall submit the solvency certificate, not older than three months prior to 31st July 2016, issued by any scheduled bank, in original.
- g) The firm/contractor must have its own workshop for fabrication of furniture and supply preferably in knockdown condition at site for assembly /as called for.
- h) The firms/contractors who don't have their 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<sup>th</sup> July 2016).

- i) The firm/contractor shall supply samples/mock up of **fabricated items / loose/fixed furniture items at no extra cost for any/all items as per the scheme/specifications submitted by the Architects/as called for the approval** when called for submission of bids. The samples rejected or not found acceptable shall be returned. 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.
- j) The reputed firms shall preferably have valid registration in appropriate class for carrying out similar works with CPWD/PWD/MES/Railways/Other Govt/Statutory bodies/Reputed MNC/private agencies.
- k) The applicant shall be of OEM or through its authorized dealer. OEM can submit its application through only one of its authorized dealers and submission of applications through more than one dealer is not admissible. Their Authorized dealer's applications shall be submitted with supporting letter from the OEM. Subletting of works to third party is not permitted.
- l) The Tenderer shall hold certification of ISO:9001:2008; ISO 14001:2004; ISO 18001:2007.
- m) Must not have ever been blacklisted/barred by any organization/ body from tendering for public/ private projects in India.
- n) Works/supplies may be awarded to one or more vendors depending on the samples supplied and approved, specialization of the agency and capability of the firm at the sole discretion of the IIITD and no claims on any such account would be entertained.

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

The last date for the submission of applications is **15.00 hours on 12th Sept 2016 and applications received after that time (i.e. 15.00 hours on 12th Sept 2016 (Mon) . will not be considered/accepted.**

#### **5. 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 for Interior - furniture works of IIIT-D Campus at Okhla, New Delhi (Package-II)" stated on the top left

hand corner of the envelope along with a non-refundable 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.

## **6. 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.

## **7. 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.

## **8. 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.

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

## **10. 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, Sales Tax etc and others related to construction/interior works/furniture sales 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. 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 supplies for a period of more than 6 months continuously after you commenced the 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 interiors the applicant has specialization and interest?	
1.13	Any other information considered necessary but not included above.	

NOTE : If response to S.No 1.8 to 1.11 is Yes then please submit supporting documents if any.

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			
Current Assets			
Current Liabilities			
Gross Annual turnover on interior furniture works			

*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)	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 ank)

**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**

### **3.0 PARTICULARS OF PROJECTS COMPLETED DURING THE LAST SEVEN YEARS. As on 31/7/2016.**

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.**

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

### **6.0 PARTICULARS OF PERSONNEL**

6.1 Submit tabulation in the format as per Table E

### **7.0 PLANT & MACHINERY IN THE WORKSHOP and PROPOSED TO BE DEPLOYED**

7.1 Submit tabulation in the format as per Table D

### **8.0 LIST OF SUB-CONTRACTORS /MANUFACTURERS FOR SPECIALISED WORKS , IF ANY**

8.1 Submit tabulation in the format as per Table F

9. Submit name of qualified responsible interior furniture coordinator proposed for the project

**TABLES FOR INFORMATION /ANNEXURE**

**TABLE A - DETAILS OF ALL WORKS OF SIMILAR CLASS/ NATURE COMPLETED DURING THE LAST SEVEN YEARS ENDING LAST DAY OF THE MONTH 31/07/2016**

S. No.	Name of work/ project and location (Give brief of nature of work)	Owner or sponsoring organization and designation Name 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)

\* Indicates gross amount claimed and amount awarded by arbitrator

**Signature of applicant(s)**

**FORM OF PERFORMANCE REPORT OF WORKS (REFERRED 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 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(s)**



**TABLE C1 - Detailed information of at least one similar completed work for Minimum value of 10.4 crores each during the last 7 years ending 31-07-2016.**

**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 furniture
2. Loose furniture
- 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 7.8crores each during the last 7 years ending 30-06-2016.**

**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 furniture
2. Loose furniture -

**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 5.2 crores each during the last 7 years ending 31-07-2016.**

**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 furniture
2. Loose furniture -

**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 & MACHINERY IN THE WORKSHOP AND PROPOSED TO BE DEPLOYED/USED**

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-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)**

**TABLE F - LIST OF SUB-CONTRACTORS /MANUFACTURERS FOR SPECIALISED WORKS ,IF ANY.**

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.

**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 Prequalification Application for Interior 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 and 4 .
- 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 stamped and 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. If required the IIITD team may also visit the site of completed works executed by you and /or workshop to ascertain the quality of works etc. This would be coordinated and facilitated by the applicant
- 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 Institution.



- 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 Registrar or his authorized representative up to 3.00 PM on 12-09-2016 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, if any, in writing and email to [admin-project@iiitd.ac.in](mailto:admin-project@iiitd.ac.in). Any clarification given will be forwarded to all those who have applied for Pre-qualification .No request for clarification will be considered after 5th Sept 2016.

## **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 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 annul 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 himself collect all information that he considers necessary for proper assessment of the prospective assignment.

#### **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 seven 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 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 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 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 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 seven years (Table A/B) --Do--

(c1) Performance of Works (Table C1/C2/C3) Maximum 25 marks  
Time

(c2) Performance of Works (Table C1/C2/C3) Maximum 15 marks  
Quality (site visit if required)

(d) Personal Establishments (Table E) Maximum 10 marks

(e) Plant & Machinery (Table D) Maximum 10 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. 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 applications without assigning any reason.
- (c) Award works of 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.

**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.