



INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER) PUNE
900, NCL Innovation Park, Dr. Homi Bhabha Road, Pashan, Pune - 411 008

EXPRESSION OF INTEREST

FOR

**EMPANELMENT OF REGISTERED CONTRACTORS FOR
ANNUAL MAINTENANCE & MINOR WORKS AT IISER PUNE.**

**Last date & time of submission of EOI
documents to IISER Pune on or before: 22/11/2013 up to 3.00 pm**

EOI to be submitted :

**To
The Director,
IISER, Pune
900, NCL Innovation Park,
Dr. Homi Bhabha Road, Pashan,
Pune - 411 008**

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER) PUNE

EXPRESSION OF INTEREST (EOI)

- 1 IISER Pune invites Expression of Interest (EOI) from the registered civil/furniture/electrical/HVAC contractors authorized to quote for works up to 50 lakh and having valid registration in CPWD- Class-IV/ State PWD- Class V / MES -Class-D departments for empanelment of agencies for annual maintenance and minor works, costing less than Rs. 50.00 lakh and found eligible as per the minimum requirements defined in clause 2 below.
 - i) Last Dates & time
EOI open for issue/download : up to 21/11/2013 up to 3.00 P.M.
 - ii) Last date & time of submission
of EOI (Hard copies only) : 22/11/2013 up to 3.00 PM
 - iii) Time & date of opening of
EOI : At 3:30 PM on 22/11/2013
2. The applicant should be a registered civil/furniture/electrical/HVAC contractor authorised to quote for the works up to 50 lakh and having valid registration in CPWD- Class-IV/ State PWD- Class V / MES -Class-D departments for empanelment of agencies for annual maintenance and minor works costing up to Rs. 50.00 lakh at IISER Pune and fulfilling following requirements.
 - 2.1 Should have satisfactorily completed two similar works each costing Rs 10 lakh or completed one similar work costing Rs 40 lakh, during the last seven years ending 31/10/2013 out of which at least one work should have been completed in Govt. Department or Govt. undertaking or Govt. autonomous organisations/institutions/Educational Institutions.

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 the last date of receipt of applications for tenders.

Similar work means: Construction/maintenance of :

 - 1) Civil- Building works including internal water supply, sanitary installations and drainage and AR/MO building works.
 - 2) Electrical: Internal electrical installations in buildings, having valid electrical license.
 - 3) HVAC works: AMC/AR & MO works of HVAC works.
 - 4) Furniture: Interior & furniture works.
 - 2.2 Valid Registration certificate with specified departments i.e. (CPWD/ State PWDs/ MES), in respective category trade and appropriate class. Agency should also submit copy of valid PAN/TIN & sales tax, ESIC, PF registration certificates/numbers.
 - 2.3 The intending agencies should have established office at Pune and documentary proof need to be submitted along with application.

- 2.4 Information regarding projects in hand, current orders, regarding litigation, exclusion/expulsion or black listing, if any.
- 2.5 Agencies not meeting the minimum eligibility criteria shall be summarily rejected.
- 2.6 The agency should possess valid license for respective trade for executing the specialized services like HVAC/Electrical.
- 2.7 IISER Pune reserves the right to restrict the number of empanelled agencies out of technically qualified agencies/EOI applications received.

3 Submission of EOI Documents

- 3.1 The EOI submitted by the agency shall comprise the following:
 - a) Documents in support of Minimum requirements as per Para 2
 - c) Information in Formats, as specified as per Annexure 1.

and any other information required to be completed and submitted by Bidders in accordance with these instructions.

The Bidder shall submit the above documents as below,

- A) **Part I** –Documents in support of Minimum requirements as per Para 2.
 - o Information as per Annexure 1

All the envelopes should be sealed & super scribed separately with appropriate Envelope number and heading as defined above.

4 EOI Validity

- 4.1 The EOI submitted shall remain valid for acceptance for a period of 60 days from the date of opening of the EOI.

5 EOI documents may be obtained from the office of **The Director, IISER Pune, 900, NCL Innovation Park, Dr. Homi Bhabha Road, Pashan, Pune-411 008** from- **11/11/2013 to 21/11/2013 between 10.00 Am to 4.30 pm** or may directly be downloaded from the IISER Pune website: www.iiserpune.ac.in at free of cost during the above period.

6 The EOI in prescribed form duly completed and signed shall be submitted in a sealed cover. The sealed cover Super-scribed "**EOI document for the EMPANELMENT OF REGISTERED CONTRACTORS FOR EXECUTION OF WORKS AT IISER-PUNE..**" EOI must be dropped in the tender box at 900, NCL Innovation Park, Dr. Homi Bhabha Road, Pashan, Pune - 411 008 on or before **22/11/2013 up to 3.00 pm**. EOI will be opened on the same day at. 15.30 hours, in the presence of the Bidders who wish to attend. If the office happens to be closed on the date of receipt of the EOI as specified, the EOI will be received and opened on the next working day at the same time and venue. EOI sent by post should reach IISER Pune on or before 22/11/2013 up to 3 00 pm.

7 Director, Indian Institute of Science Education & Research, Pune shall be the "Competent Authority" hereinafter referred to as such for the purpose of

empanelment process.

8 EVALUATION CRITERIA:

The details submitted by the bidders will be evaluated in the following manner:-

- 8.1 The bidder should meet minimum eligibility criteria prescribed in clause 2 above in respect of experience of similar class of works completed etc.
- 8.2 Even though a bidder may satisfy the above requirements, he would be liable for disqualification if he has:
 - (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
 - (b) Records of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

9. Clarification of Bids

- 9.1 To assist in the examination of EOI, the IISER, Pune may, at its discretion, ask any Bidder for clarification of his EOI.
- 9.2 No, Bidder shall contact the IISER, Pune on any matter relating to his EOI from the time of the EOI opening to the time the empanelment list is declared by IISER Pune.
- 9.3 Any effort by the Bidder to influence the IISER's EOI evaluation, may result in the rejection of his EOI.
- 10. Indian Institute of Science Education and Research Pune, does not bind itself to accept the EOI, and reserves the right to reject any or all of the EOI received without assigning any reasons.

11 Empanelment Criteria

- 11.1. The IISER, Pune shall empanel the registered contractors whose evaluated EOI has been determined to be the technically suitable the Bidder is determined to be qualified as per EOI document. The competent authority of IISER Pune, reserves the right to accept or reject any application and to annul the empanelment process and reject all applications at any time, without thereby incurring any liability to the affected applicants or specifying the grounds for the Employer's action.
- 11.2 EOI applicants shall be informed about their technical qualification or disqualification.
- 11.3 IISER Pune Empanelment decisions shall be final and binding on the EOI applicants and no claim/representation about technical qualification or disqualification from EOI applicants shall be entertained by IISER, Pune.

12. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is 'nil' it should also be mentioned as 'nil' or 'no such case'. If, any particulars/query is not applicable in case of the applicant, it should be stated as 'not applicable'. However, the applicants are cautioned that not giving complete information called for in the application forms required, not giving it in clear terms or making change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified.
- 13 LETTER OF TRANSMITTAL
- The applicant should submit the letter of transmittal attached with EOI document.
- 14 If required agencies can obtain further information from the Superintending Engineer, IISER Pune on phone 020 25908082 Fax No 020-25908187, e-mail address ysrajput@iiserpune.ac.in before 21/11/2013 up to 15 00 Hours.
- 15 Disclosures
- Any change in the constitution of the contractor's firm, where it is a partnership firm, as declared in the prequalification documents submitted by the bidders at the time of submission of pre qualification documents, should be disclosed to the IISER, Pune, at any time between the submission of bids and the signing of the contract.

Superintending Engineer
For & on behalf of the Director, IISER, Pune.

LETTER OF TRANSMITTAL

From

To

**THE DIRECTOR,
INDIAN INSTITUTE OF SCIENCE EDUCATION & RESEARCH (IISER)**
900, NCL INNOVATION PARK,
Dr.HOMI BHABAHA ROAD, PUNE – 411 008

**Sub: SUBMISSION OF EOI FOR THE EMPANELMENT OF REGISTERED CONTRACTORS FOR
EXECUTION OF WORKS AT IISER-PUNE.**

Sir,

Having examined the details given in press notification and the EOI, I/we hereby submit the EOI documents and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for eligibility criteria and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorize the Director, IISER, Pune – 411 008 to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/We also authorize Superintending Engineer, IISER, Pune to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical know-how & capability for having successfully completed the following works

Name of Work:	Certificate from
1.	1.
2.	2.
3.	3.

Enclosures:

Seal of applicant
Date of submission

Signature(s) of applicant(s)

ANNEXURE 1

PROFORMA 'A'

**DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST 7 (Seven)
YEARS ENDING LAST DAY OF THE MONTH**

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

- Indicate gross amount claimed and amount awarded by the Arbitrator.

SIGNATURE OF BIDDER(S)

PROFORMA "B"

PROJECTS UNDER EXECUTION OR AWARDED

<i>S No</i>	<i>Name of work/ project and location</i>	<i>Owner or Sponsoring organization</i>	<i>Cost of work in crores of Rupees</i>	<i>Date of commencement As per contract</i>	<i>Stipulat-ed date of completion</i>	<i>Actual date of compl- etion</i>	<i>Litigation/a rbitration cases pending /in progress with details</i>	<i>Name and address / telephone number of officer to whom reference may be made</i>	<i>Rema- rks</i>
1	2	3	4	5	6	7	8	9	10

Certified that the above list of works is completed and no work has been left out that the information given is corrected to my knowledge and belief.

SIGNATURE OF BIDDER(S)

PROFORMA 'C'

STRUCTURE AND ORGANISATION

1. Name and address of the applicant
2. Telephone No./Telex No./Fax No.
3. Legal Status (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 photo-copy)
 - a) Registration Number.
 - b) Organization / Place of registration
5. Names and Titles of Directors and 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 you commenced the construction? If so, give the name of the project and reasons of suspension of that.
8. Has the bidder, 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 give 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 a court of law? If so, give detail.
11. In which field of Civil Engineering Construction, the bidder has specialization and interest ?
- 12 Any other information considered necessary but not included above.

SIGNATURE OF BIDDER(S)

FORM-I

PROFORMA ON ISO/REGISTRATION CERTIFICATION, IF ANY

1. Year of Certification

2. Name and Address of Certifying Agency

3. Name of Management Representative

4. Validity of Certificate

5. ATTESTED COPY OF THE REGISTRATION:

Note : Attested copy of certificate (attested by Government Officer or Notary Public) to be enclosed.

SIGNATURE OF BIDDER

WITH SEAL

CHECK LIST: (Details of Enclosures.)

Sl.No	Description of item	Enclosed	Not enclosed
1.	Pre-Qualification Documents as per Annexure 1 Pro forma A to C Form I		
2.	Power of attorney if required		
3.	Certificate of Registration if any		
4.	Memorandum of Articles of association as required		
5.	Supporting certificates for technical and financial capability from relevant authorities.		
6	Organization Chart with responsibilities, Curriculum Vitae of personnel proposed for this project.		
7	Any other important information.		