

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR
INSTITUTE WORKS DEPARTMENT
CENTRAL OFFICE**



DOCUMENT RELATED TO ELIGIBILITY CRITERIA

Name of work: Vertical Extension of National Aerosol Test Facility Building for Academic Activities at IIT Kanpur (SH: Civil Work).

Estimated cost: Rs. 6,69,33,178 /-

Acting Superintending Engineer
& Head IWD
IIT Kanpur
(Phone: 0512 – 2597604)
email : rakeshkv@iitk.ac.in

Pre-Qualification (Technical) Document

For

Name of work: Vertical Extension of National Aerosol Test Facility Building for Academic Activities at IIT Kanpur (SH: Civil Work).

This document consists of pages 1 to 32 pages.

Acting Superintending Engineer

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INDIAN INSTITUTE OF TECHNOLOGY KANPUR
INSTITUTE WORKS DEPARTMENT
CENTRAL OFFICE
Notice Inviting e-Tenders

The Acting Superintending Engineer, IWD, IIT Kanpur, on behalf of Board of Governors of IIT Kanpur, invites online percentage rate tenders in two envelope system from the enlisted contractors in CPWD, BSNL, MES, UPPWD & Central PSUs in appropriate class of category.

Sl. No.	Name of work	Estimated cost (In Lacs)	Earnest money (In Lacs)	Period
1.	Vertical Extension of National Aerosol Test Facility Building for Academic Activities at IIT Kanpur (SH: Civil Work).	Total Cost -Rs. 669.33	Rs. 13.39	08 months

Last date & time of submission of bid **on 21.09.2019 upto 9.30 PM**. All details are available on website, <https://eprocure.gov.in/cppp/latestactivetenders>, www.tenderhome.com & www.iitk.ac.in/iwd/tenderhall.htm. The bids can only be submitted online at www.tenderwizard.com/IIT. Any corrigendum regarding this tender will be published only on above mentioned websites.

No. IWD/CO/2019-20/961 Dated: 27.08.2019 Acting Superintending Engineer

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**INDIAN INSTITUTE OF TECHNOLOGY,
KANPUR INSTITUTE WORKS DEPARTMENT
Notice Inviting e-Tender**

The Acting Superintending Engineer, IWD, IIT Kanpur, on behalf of Board of Governors of IIT Kanpur, invites online percentage rate tenders in two envelope system from the enlisted contractors in CPWD, BSNL, MES, UPPWD & Central PSUs in appropriate class of category.

S.N	NIT No.	Name of work and location	Estimated cost put to tender	Earnest Money	Period of Completion	Last date & time technical & financial bid for online submission of bid	Last date for submitting hardcopy of EMD, proof of Cost of Tender documents, processing fee and other documents	Time & date of opening of technical bid
1	15/Civil/D2/2019-20/01	Vertical Extension of National Aerosol Test Facility Building for Academic Activities at IIT Kanpur (SH: Civil Work).	Rs. 66933178/-	Rs. 13.39 Lacs	08 Months	Up to 9:30 PM on 21.09.2019	After last date and time of submission of tender document upto 5:30 PM on 26.09.2019	Opening at 3:30 PM on 30.09.2019

Note: The contractor submitting the tender should read the schedule of quantities, additional conditions, additional specifications, particular specifications, CPWD- 6 and other terms and conditions given in the NIT and drawings. The bidder should also read the General Conditions of Contract for CPWD Works 2014 with correction slips, upto the date specified in schedule-F, which is available as Government of India Publications.

- Contractors who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted:

- a) Should have satisfactorily completed the works as mentioned below during the last seven years ending previous day of last date of submission of bids.

* 3 (three) similar completed works costing not less than **Rs. 267.73 Lacs** or 2 (two) similar completed works, not less than **Rs 334.67 Lacs** or 1 (one) similar completed work of aggregate cost not less than **Rs 535.47 Lacs**.

And

One completed work of any nature (either part of (a) or a separate one) costing not less than Rs. 267.73 Lacs with some Central Government Department / State Government Department / Central Autonomous Body / Central Public Sector Undertakings).

Note: 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 previous day of last date of submission of bids.

- b) Should have average annual financial turnover of **Rs. 200.80 Lacs** construction works during the last three years ending **31-03-2019**.
- c) Should not have incurred any loss in more than two years during the last five years ending **31-03-2019**.
- d) Should have solvency of **Rs. 267.73 Lacs**.
- e) Should have valid registration with EPF, ESIC and GST authority.
2. The intending bidder must read the terms and conditions carefully. He should submit his bid only if he considers himself eligible and he is in possession of all the documents required.
3. The bid document consisting of the schedule of quantity, terms and condition, i/c plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen in the office the Engineer-in-Charge between hours of **11:00 AM and 4:00 PM from date of publicity of tender to date of submission of tender every day** except on Saturday, Sunday and public holidays or can be seen and downloaded from website www.iitk.ac.in/iwd/tenderhall.htm, www.tenderwizard.com/IIT, and www.eprocure.gov.in/cppp/latestactivetenders, free of cost.
4. Those contractors not registered on the website mentioned above, are required to get registered beforehand. If needed they can be imparted training on online bidding process as per details available on the website.

5. The intending bidder must have valid class-III **digital signature** to submit the bid.
6. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
7. Contractor can upload the documents in the form of **JPG** format and **PDF** format.
8. **If a tenderer does not quote any percentage above/below on the total amount of the tender or any section/sub head in the percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.**
9. The Institute reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.
10. After submission of the bid the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
11. **a)** Earnest Money in the form of Demand Draft or Pay order or Banker's Cheque or Deposit at Call Receipt or Fixed Deposit Receipt (drawn in favour of the Director, IIT Kanpur shall be scanned and uploaded to the e-Tendering website by the bidder within the period of bid submission.

A part of earnest money (EM) is acceptable in the form of bank guarantee also. In such case, **minimum** 50% of earnest money or Rs. 20 lacs, whichever is less, **shall** have to be deposited in shape prescribed above, and balance **may be deposited** in shape of Bank Guarantee of any scheduled bank **having validity for four months or more from the last date of receipt of bids** which also is to be scanned and uploaded by the intending bidders. The original EMD should be deposited in hardcopy in the office of Executive Engineer along with the mentioned documents.

b) Tender Document processing fee – Rs. 1680/- shall be paid online to the Director IIT, Kanpur

c) e-Tender Processing Fee – Rs. 8850/- shall be paid online in favour of **"ITI Limited"** payable at Delhi.

12. Copy of documents as specified in the tender document shall be scanned and uploaded to the e-Tendering website within the period of bid submission. However, copy (original/self-certified as mentioned in Para 18 below) of all the scanned and uploaded documents as specified in bid document shall have to be submitted by the all bidders, physically in the office of tender opening authority.
13. The bid submitted shall become invalid and e-Tender processing fee shall not be refunded if:
 - (i) The bidder is found ineligible.
 - (ii) **The bidder does not deposit original EMD to the office of Executive Engineer, IWD, IIT Kanpur.**

- (iii) The bidder does not upload all the documents (**including GST registration**) as stipulated in the bid document **including the scan copy of the EMD**.
 - (iv) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted **physically by the bidder** in the office of bid opening authority.
 - (v) If a bidder does not quote any percentage above/below on the total amount of the tender or any section/sub head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.
14. Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra cost consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidders implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.
 15. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection.
 16. The contractor shall not be permitted to bid for works in the IWD responsible for award and execution of contracts, in which his near relative is posted a Divisional Accountant or as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in the Institute Works Department. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this Department.
 17. No Engineer of Gazetted Rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the prior permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as

aforesaid before submission of the bid or engagement in the contractor's service.

18. List of Documents to be scanned and uploaded within the period of bid submission:
 - i. Enlistment Order of the Contractor in appropriate class of composite category.
 - ii. Treasury Challan/ demand Draft/ Pay Order or Banker's Cheque / Deposit at call Receipt / Bank Guarantee of any scheduled Bank against EMD (All drawn in favour of the Director, IIT Kanpur).
 - iii. Photocopy/scan copy of original EMD.
 - iv. Certificate of Incorporation.
 - v. Proof of Tender document processing fee.
 - vi. Certificates of Work Experience.
 - vii. Certificate of Financial Turnover from CA.
 - viii. Bank Solvency Certificate.
 - ix. Details of Electrical contractor.
 - x. Affidavit as per provisions of clause 1.2.3 of CPWD-6.
 - xi. Certificate of Registration of GST.
 - xii. Health, Safety & Environment Policy.
 - xiii. Any other Document as required.
19. **Certificate of Financial Turnover:** At the time of submission of bid, contractor may upload Affidavit / Certificate form CA mentioning Financial Turnover of last 5 years or for the period as specified in the bid document and further details if required may be asked from the contractor after opening of technical bids. There is no need to upload entire voluminous balance sheet.
20. Contractor must ensure to quote percentage rate for civil works in words and figures in column meant for quoting rate in the estimated cost appears in yellow. In addition to this, while selecting any of the cells a warning appears that if cell is left blank the same shall be treated as "0".
21. The pre-qualification bid shall be opened first on due date and time as mentioned above. The time and date of opening of financial bid of contractors qualifying the technical bid shall be communicated to them at a later date.
22. The **Pre-Bid Conference** shall be held in the office of the Superintending Engineer, IWD IIT Kanpur at **15:30 Hrs on 06.09.2019** to answer question of intending bidders, if any. The Superintending Engineer, IWD reserves the right not to answer a question raised by a bidder.
23. If any Information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from tendering for future work. The Institute reserves the right to verify the particulars furnished by the applicant independently.

Acting Superintending Engineer

SECTION- I

BRIEF DESCRIPTION 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
1	Vertical Extension of National Aerosol Test Facility Building for Academic Activities at IIT Kanpur (SH: Civil Work)	Total Estimated Cost in Rs. 6,69,33,178/-,	08- Months

2. The work is situated inside IIT Kanpur Campus, Kalayanpur, Kanpur (UP) Pin:- 208016.

3. General features/scope of the work is as under: The scope covers construction the building block was planned for eight storied (G+7) RCC framed structure in which G + 4 is already constructed in phase I and remaining floor (i.e. 5th to 8th) are yet to be constructed. Plinth area of the planned building was 4770 sqm with ground coverage of about 800 sqm in which 2307 sqm is already constructed in phase I and balance 2463 sqm is proposed to be constructed now.

Above details and status are only indicative but not exhaustive. The intending bidder shall inspect the site and fully acquaint with nature and quantum of work and site condition and assess/satisfy himself before quoting and submission of his bid. He is also advised to inspect the indicative drawings attached with this tender document to acquaint with other details about the building.

4. Work shall be executed according to General Conditions of Contract for Central P.W.D. Works with correction slips issued upto as specified in schedule F.

SECTION-II

INFORMATION & INSTRUCTIONS FOR BIDDERS

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 sign each page of the application.
- 1.4 Overwriting should be avoided. Correction, if any, 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 the Executive Engineer or 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 IIT Kanpur.

2.0 Definitions:

- 2.1 In this document (as hereinafter define) the following definition words and expressions shall have the meaning hereby assigned to them except where the context otherwise required.
- 2.2 **Employer:** shall Means the Board of Governors, IIT Kanpur, Acting through the SE, IWD, IIT Kanpur. The SE, IWD will have the support of the following.
- 2.2.1 **Architect:** shall means every partner of the architectural firm, appointed by the Institute for the work and in the event of ceasing to be the architects, such other firms or persons as may be appointed by the Institute.
- 2.2.2 Engineer-In-Charge:** shall means Executive Engineer Div-II for Civil works.
- 2.2.3 **Site engineer:** shall mean the Assistant Executive Engineer/ Sr. Assistant Engineer/ Assistant Engineer & Junior Engineer (civil) appointed by the Institute works department.
- 2.3 **Bidder:** Means an individual, proprietary firm, a firm in partnership, limited company private or public or a corporation.
- 2.4 "Year" means "Financial Year" unless stated otherwise.

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 typewritten names and current addresses, or, alternatively, by a partner holding power of attorney for the firm. In the later case a certified copy of the power of attorney should accompany with 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 Institute 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 assess and familiarize themselves about the local conditions such as the working and other constraints at site, approach road to the site, availability of water and power supply, application of taxes, duties and levies as applicable, labour laws, nature of ground, soil and sub soil conditions, underground water table, accommodation they may require and other details required by them to execute the complete scope of work.

The bidder may obtain all necessary information as to risk, weather conditions contingencies & General Conditions of contract, special condition of contract and other circumstances which may influence or affected their bid price, bidder shall be deemed to have considered site conditions whether he has inspected it or not and to have familiarized himself in all respect before quoting his rates and no claim or extra charges whatsoever in this regard shall be entertained / payable by institute at later date.

7.0 Initial criteria for eligibility

The bidder should fulfills the following shall be eligible.

7.1 Should have satisfactorily completed works during the last seven years ending the previous day of last date of submission of bids.

- i. (three) similar completed works costing not less than **Rs. 267.73 Lacs**, or 2 (two) similar completed works costing not less than **Rs. 334.67 Lacs**, or 1 (one) similar completed work of aggregate cost not less than **Rs. 535.47 Lacs**.

and

- ii. (one) completed work of any nature (either part of (i) or separate one) costing not less than **Rs. 267.73 Lacs** with some Central Government Department/State Government Department/Central Autonomous Body/Central Public Sector undertaking.

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 the Executive Engineer or equivalent.

7.2 **The tenderer shall have to furnish an affidavit on non judicial stamp paper of Rs. 10.00 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 light, then I/We shall be debarred for tendering in IIT Kanpur contracts in future forever. Also, if

such a violation comes to light before date start of work, the Superintending Engineer 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. 200.80 lacs** on civil construction works during the immediate last three consecutive financial years. This should be duly audited by a Chartered Accountant. Year in which no turnover 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 the 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 ongoing works to be completed during the period of completion of work for which bids have been invited.
- 7.6 The bidder should have valid registration with EPF, ESIC & GST authority.
- 7.7 The bidder should have a solvency of **Rs. 267.73 Lacs** certified by his Bankers.
- 7.8 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/purchase etc.
- 7.9 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.
- 7.10 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 equivalent.

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 7.10 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 7.10 above will be evaluated for following criteria by scoring method on the basis of details furnished by them.

S.N.	Criteria	Referred form	Maximum Marks
a	Financial strength	A & B	20
b	Experience in similar nature of work during last seven years	C	15
c	Performance on works (Time over run)	D	20
d	Performance on works (Quality)	E	15
e	Personnel and Establishment	F & G	10
f	Plant & Equipment	H	10
g	Health, Safety & Environment Policy:-	I	10
	i) HSE policy procedure, programme, training, and standards		
	ii) HSE organization		
	iii) HSE Facilities		
	iv) HSE performance		
Total			100

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

The Institute, 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 years in (Form "A") and solvency certificate in (Form "B")

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 officer not below the rank of the 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 HSE Policy, Procedures, Programs, Training and Standards

13.1 Bidder should provide a copy of its HSE Policy/Procedures that will be followed during construction in Form "I".

13.1.1 Required components of HSE Policy / Procedures

- General HSE Policy/Procedure with HSE Statement
- Management of facilities like first aid / medical facilities, drinking water, latrines and urinals, canteens, anti malarial precautions etc. but not limited to these

- Addressal of various labour laws including payment of wages, labour records etc and Guidelines followed for environmental protection.
- Safety of plant and equipments, safe handling of construction and use of material
- Environmental aspects, health and safety hazards identification and evaluation
- information, instruction and supervision
- HSE meetings and employee consultation
- Reporting formats followed for HSE Policy/Procedures. (Please provide copies of formats)

13.1.2 Bidder should provide a copy of its HSE training program for its employees and workers assigned to work sites and describe how the requirements of its policies are published and communicated to inform its personnel on health, safety and environment matters incorporating the following.

- Management of HSE organization
- Slips, trips, falls and structural stability
- Construction equipments, tools and material handling
- Construction power, fire and incident management
- Site tidiness and housekeeping
- Environmental control (dust control, noise and vibration control)
- Emergency response preparedness

13.2.1 Bidder should provide a copy of environmental management standards and certification as documentary evidence incorporating the following.

- General environmental management standards
- Inspections, monitoring and audits

13.2.2 Bidder should provide a copy of safety management standards

- Safety arrangements, operational controls
- Emergency preparedness and response

13.3 Bidder should provide a copy of Health Management Standards to be followed at site incorporating the following.

- Canteen, drinking water, urinals etc.
- Medical facilities at site, medical assessment, ongoing fitness checks and medication

13.4 Bidder should describe company's accident investigation procedure, clearly outlining reporting procedures, timeframes and responsibilities incorporating the following.

- Incident reporting and incident investigations
- Responsibilities
- Corrective action log
- Record keeping

NOTE:

A- Bidder should provide an HSE organization chart being followed both at corporate and field level organization. (Bidder should provide names in the chart including full time HSE person proposed at field level for this project)

Bidders not having HSE organization in place will be disqualified from selection process.

Recommended HSE Organization:

HSE Manager (at Head Office)

Site HSE Manager

Construction Manager

HSE Engineer

B- HSE Facilities

Bidder should elaborate on type of first-aid and HSE facilities it offers to its employees and workers on working site.

Acceptable Specifications of first aid and other HSE facilities (Drinking water, washing facilities, latrines and urinals, shelter during rest, crèches, canteens, anti-malarial precautions as provided in "2014 GENERAL CONDITIONS OF CONTRACT CENTRAL PUBLIC WORKS DEPARTMENT")

C- HSE Performance

Bidder should submit details of its safety, health, and environment performance. Bidders are required to answer questionnaire below and provide full details regarding their Health, Safety and Environment arrangements and past performance in any three qualifying projects completed in the last seven years.

I. HSE statistics of last three years on any three qualifying projects

Sr. No.	Questions	Project 1	Project 2	Project 3	Remarks
1.	Number of Fatalities				i) Marks for HSE performance shall be awarded based on overall evaluation of the information provided in this table ii) The Institute reserves the right to disqualifying a bidder from further considerations on the basis of unacceptable
2.	Number of recordable accident cases				
3.	Number of Lost Workdays				

					HSE performance.
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14.0 Letter of transmittal

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

15.0 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 notified 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 date of its submission.

16.0 Award criteria

- 16.1 The Institute 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.
- 16.2 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.

Acting Superintending Engineer

SECTION III
INFORMATION REGARDING ELIGIBILITY
LETTER OF TRANSMITTAL

From:

To

**The Superintending Engineer
IWD, IIT,
Kanpur-208016**

Sub: Vertical Extension of National Aerosol Test Facility Building for Academic Activities at IIT Kanpur (SH: Civil Work).

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 Pre-qualification and have no further pertinent information to supply.
3. I / We submit the requisite certified solvency certificate and authorize the Superintending Engineer, IWD, IIT Kanpur, to approach the bank issuing the solvency certificate to confirm the correctness thereof. I / we also authorize Superintending Engineer, IWD, IIT Kanpur 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	Value of completed works at current costing level	Certificate from

Number of enclosures:
Seal of bidder

Date of submission:

Signature(s) of Bidder

FORM 'A'

FINANCIAL INFORMATION

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

Year	2014-15	2015-16	2016-17	2017-18	2018-19
Gross annual turnover on construction works.					
Profit (+)/Loss (-)					

- II. Financial arrangements for carrying out the proposed work.
- III. Solvency Certificate from Bankers of the Bidder in the prescribed Form "B". .

Signature of Bidder(s)

Signature of Chartered Accountant with Seal

FORM 'B'

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.

FORM 'C'

DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST SEVEN YEARS ENDING PREVIOUS DAY OF LAST DATE OF SUBMISSION OF BIDS.

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.

Signature of Bidder(s)

FORM 'D'
PROJECTS UNDER EXECUTION OR AWARDED

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	Up to date percentage progress of work	Slow progress if any, and reasons thereof	Name and address/telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

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

Signature of Bidder(s)

FORM 'E'

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "C" & "D"

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

(i) Quality of work	Very Good/Good/Fair/Poor
(ii) Financial soundness	Very Good/Good/Fair/Poor
(iii) Technical Proficiency	Very Good/Good/Fair/Poor
(iv) Resourcefulness	Very Good/Good/Fair/Poor
(v) General behavior	Very Good/Good/Fair/Poor

Dated:

Executive Engineer

FORM "F"

STRUCTURE & ORGANISATION

1. Name & Address of the bidder
2. Telephone No./Telex No./Fax No.
3. Legal status of the applicant (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 or registration	Registration No.
i.
ii.
iii.

5. Names and Titles of Directors & Officers with designation to be concerned with this book.
6. Designation of individuals authorized to act for the organization.
7. Was the applicant 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 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 consultant 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 details.
11. In which field of Civil Engineering construction the applicant has specialization and interest?
12. Any other information considered necessary but not included above.

Signature of the Bidder(s)

FORM 'G'

DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED

FOR THE WORK

Sl. No.	Designation	Total	Number available for this work	Name	Qualifications	Professional	How these would be involved in this work	Remarks
1	2	3	4	5	6	7	8	9

Signature of Bidder(s)

FORM 'H'

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

Sl. No.	Qualification	Unit	Capacity or type	Age	Condition	Presently owned	Leased	To be Purchased	Present location	Remarks
1	Concrete batching plant	Nos.								
2	Bar cutting machine	Nos.								
3	Bar bending machine	Nos.								
4	Bar straightening machine	Nos.								
5	Needle vibrator (electrical)	Nos.								
6	Concrete mixer (diesel)	Nos.								
7	Concrete mixer (electrical)	Nos.								
8	Needle vibrator (petrol)	Nos.								
9	Steel/Ply shuttering	Sqm								
10	Steel scaffolding	Nos.								
11	Tippers	Nos.								
12	Truck	Nos.								

Signature of Bidder(s)

FORM 'I'

**CRITERIA FOR EVALUATION OF THE PERFORMANCE OF CONTRACTORS
FOR PRE-ELIGIBILITY**

Sl. No.	Attributes		Evaluation				
(a)	Financial strength (20 Marks) i) Average annual turnover (15 marks) ii) Solvency certificate (5 marks)	i) 60% marks for minimum eligibility criteria ii) 100% marks for twice the minimum eligibility criteria or more In between (i) & (ii) – on pro-rata basis					
(b)	Experience in similar class of work (15 marks)	i) 60% marks for minimum eligibility criteria ii) 100% marks for twice the minimum eligibility criteria or more In between (i) & (ii) – on pro-rata basis					
(c)	Performance of work (time over run) (20 marks)						
	Parameter	Calculation for point	Score				Maximum marks
		If TOR=	1.00	2.00	3.00	>3.50	20
	i) Without levy of compensation		20	15	10	10	
	ii) With levy of compensation		15	5	0	-5	
	iii) Levy of compensation not decided		20	10	0	0	
TOR = AT / ST, where AT = Actual Time, ST= Stipulated Time							
Note: Marks for value in between the stages indicated above is to be determined by straight line variation basis.							
(d)	Performance of works (quality) (15 marks)						
	i) Very good (15)						

	ii) Good (10)	
	iii) Fair (5)	
	iv) Poor (0)	
(e)	Personnel and Establishment	(10 marks)
	i) Graduate Engineer	(3 marks for each)
	ii) Diploma holder Engineer	(2 marks for each upto max.4 marks)
	iii) Supervisory / Foreman	(1 mark for each upto max. 3)
(f)	Plant & Equipment	(10 marks)
	i) Hydraulic mixer with diesel/electrically operated with digital inbuilt bay batching	1 mark for each upto max. 2 marks
	ii) Mobile crane wheel mounted capacity 20 tonnes	1 mark for each upto max. 2 marks
	iii) Steel/Ply shuttering	2 marks for each 2000 sqm upto max. 4 marks
	iv) Building hoist	1 mark for each upto max. 2 marks
	v) Excavator	1 mark for each upto max. 2 marks
	vi) Mini Batching plant (5 cum per hrs)	1 marks for each upto max. 2 marks
	vii) Vibrators	1 mark for each upto max. 2 marks
	viii) Reinforcement bending & cutting machine	2 marks for each upto max. 4 marks
	ix) Power driven earth rammer	1 marks for each upto max. 2 marks
	x) Special equipment	1marks for each upto max. 2 marks
(g)	Health safety and environment	(10 marks)
	i) HSE policy procedure, programme, training and standards	
	ii) HSE organization	
	iii) HSE facilities	
	iv) HSE performance	

Note: Above marking system for plants and equipments may be modified suitably by NIT approving authority depending upon type of plants and equipments required for the work.

ADDITIONAL INFORMATION FOR PROSPECTIVE BIDDER

1. The bidders shall have to associate specialized agency approved by the Engineer-in-Charge for execution of the following specialized items of work:-
 - i) All works of aluminium sections and glazing.
 - ii) Integral Water Proof Finishing.
2. Labour hutments shall not be allowed to be erected within the premises of the campus except for the security person at work site with proper sanitation arrangement after due approval of the Superintending Engineer. The labour hutments, necessary arrangement shall be made by the agency outside of the campus at his own cost.
3. From time to time, some restrictions may be imposed by the IIT Kanpur Authority in connection with the entry and exit of construction materials and labourers within the construction site, for which no claim will be entertained.
4. The bidder has to provide a qualified safety officer for adhering proper safety requirements during the entire period of contract. The safety officer must be present at site throughout the contract period.
5. In case of any fatal accident at any site the agency may be punished upto extent of termination of contract including black listing for future work in the institute.
6. Any violation with related to labour laws with respect to construction workers shall be viewed very seriously & agency may be punished upto extent of termination of contract including black listing for future work in the institute.
7. The bidder has to open EPF account in local office at Kanpur for the work.
8. The contractor(s) shall quote all inclusive rates against the items in the schedule of quantity these rate shall be for all depth and heights unless otherwise specified in the item and no extra payment shall be made for any of the condition & specification mentioned in the tender document unless specifically specified otherwise.

Acting Superintending Engineer