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**INDIAN INSTITUTE OF TECHNOLOGY KANPUR
INSTITUTE WORKS DEPARTMENT
DIVISION - II**

Tarun Gautam
Executive Engineer

P.O.IIT Kanpur - 208016.

**PRE- QUALIFICATION DOCUMENT FOR
EMPANELMENT OF CIVIL WORKS**

(Tarun Gautam)
Executive Engineer

(To filled online)

1. **Name & address of the applicant** :
2. **Contact detail** :
 - i. Residence:
 - ii. Mobile:
 - iii. Fax No:
 - iv E-mail:
3. Legal status to be furnished :
The applicant is:
 - a) An Individual :
 - b) A Proprietary Firm :
 - c) A Firm in Partnership :
 - d) A Limited Co. or Corporation :
4. Particulars of valid registration(if any) :
 - a) Registration No. :
 - b) Organization / Place of Registration :
 - c) Date of validity :
 - d) Tender Participation Limit :
 - e) Class in which registered :
5. List of works completed in last 7 years :
6. List of works in hand :
7. Where you ever required to suspend works for a period of more than six months continuously after you commenced the work?
If so, give the name of the work and reasons
Thereof:
8. Have you or your constituent partner ever left the work awarded to you incomplete? (If so, give name of the work and reasons for non completing the work:
9. Have you or your constituent partner been Debarred / black listed for tendering in any organization at any time? If so, give details:
10. Any other information considered necessary
But not included above:

(Signature of the Applicant)

Note: Attach attested photocopies of the following documents while uploading the empanelment document and also submit in hard copy of the same:

- i. Defining the legal status to support entries
- ii. Registration to support entries
- iii. List of works in (Form-A), along with copy of Award Letters and Completion Certificates to support entry.
- iv. List of works in progress/ awarded (in Form-B) and copy of work orders to support entries.
- v. Registration certificate of GST No.
- vi. Copy of Income Tax PAN No.
- vii. Bank Solvency Certificate (in Form-C) in original.
- viii. Copy of EPF Registration.
- ix. List of construction plant and equipment's including shuttering, centering and scaffolding (in Form-D).

FORM-A**WORKS COMPLETED DURING THE LAST (07) YEARS (To filled online)**

Sl. No	Name of work & location	Department	Cost of work (in Lacs)	Date of Commencement as per Contract	Stipulated date of Completion	Actual date of Completion	Name & address/contact no. of officer to whom reference may be made
1	2	3	4	5	6	7	8

(Name of the Applicant)

Note: Please attach attested photocopies of Work Orders and Completion Certificates from an officer not below the rank of Executive Engineer from the department concerned.

FORM-B

DETAILS OF WORK IN PROGRESS / AWARDED (To filled online)

Sl. No	Name of work & location	Client Department	Cost of work (in Lacs)	Name & address/contact no. of officer to whom reference may be made	Current progress

(Name of the Applicant)

Note: Please attach attested photocopies of Work Orders.

SPECIMEN FORM OF SOLVENCY CERTIFICATE

(Scan copy to be uploaded and submitted in original in hard copy)

This is to certify that to the best of our knowledge and information M/s

..... /Shri.....

having address noted below and a customer of our bank, is respectable and can be treated as

good for any engagement upto a limit of Rs...../-

(Rupees:.....Only). This

certificate is issued without any guarantee or responsibility on the bank or any of its officers.

(Signature)

For the Bank

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

(To filled online)

Sl. No	Equipment	Unit	Capacity or Type	Age	Condition	Presently owned/leased	Present location	Remarks
1.	Concrete mixer (Diesel)							
2.	Concrete mixer (Electrical)							
3.	Needle Vibrator (Petrol)							
4.	Needle Vibrator (Electrical)							
5.	Bar cutting Machine							
6.	Steel/ Ply shuttering							
7.	Steel scaffolding							

INSTRUCTIONS

<p>1.</p>	<p>Description of work</p>	<p>IIT Kanpur is a sprawling residential campus spread over 1000 acre land. The population of campus, comprising student, faculty and staff, is more than 10, 000. The building occupied by them fall in the following categories.</p> <ul style="list-style-type: none"> i. Halls of residence for students. ii. Academic buildings comprising Administrative office, Faculty office, Library, Lecture Halls, Departments, Lab, Tutorials, Computer Centre, office etc. These buildings are located in the Academic area. iii. Residential Quarters. iv. Others such as community centre, Auditorium, Visitors Hostel, Health Center, Shopping Complex, Airstrip, Sub station, Stores, Motor Transport, NCC etc. The campus also has a substantial network of roads, sewer lines, water supply and electricity.
<p>2.</p>	<p>Nature of work</p>	<p>Works costing above Rs. 1,30,000.00 to Rs. 5,00,000.00 shall be executed through empanelled contractors. Empanelled contractors shall also be entitled to tender for works beyond Rs. 5,00,000.00 if the tendering limits of their registration so permits.</p> <p>Civil works of such nature as repairs, petty original, external development, plumbing, painting, interior furnishing etc. are executed in IIT Kanpur in large number throughout the year.</p> <p>Similarly Civil works comprise of internal and external repairs as well as petty works of original nature. Repairs to electrical sub station and civil maintenance works related to air-conditioning are also covered under this category.</p>

3.	General conditions:	<ul style="list-style-type: none"> i. Labour employed by the contractor is not allowed to stay within the premises of the institute. However, a purely temporary structure is allowed to be raised for storing materials at designated location of the Institute. ii. If so required, electricity is supplied through separate sub meter and charged at the prevalent rates decided by the Institute time to time. iii. GST as applicable shall be paid extra as per prevailing law.
4.	Period of empanelment	<p>The empanelment shall be valid for a period of 3 (Three) years from the date of issue of order to this effect. Initially the empanelment will be for one year and shall be extended further two more years on satisfactory performance in first year. The empanelment shall be open to review by the institute and liable to termination, suspension or any other such action at any time if considered necessary.</p>
5.	Eligibility criteria	<p>The contractors shall have to satisfy the basic minimum criteria of experience and financial soundness before they can be further considered for empanelment. The criterion for experience shall be the completion of 3(Three) works of prescribed nature and magnitude executed on contract basis during the last 7 (Seven) years. The works should have been executed in the same name and style in which the empanelment is sought. The financial soundness shall be judged on the basis of the Solvency Certificate issued by the Bankers of the contractor on the format prescribed in Form-C. Such certificates shall be issued by a scheduled bank and addressed to the institute in a sealed cover.</p>

		The criteria of work experience etc. is given in Annexure-I
6.	Income Tax	The contractor shall produce Income Tax / Pan No.
7.	Employee Provident Fund	The contractor shall provide the registration copy of EPF
8.	Change in constitution of Firm	<p>The Contractor / Firm shall not enter into any fresh partnership without the prior approval of the empanelment authority. Such proposal, if any, shall be submitted in advance giving full detail of the intended partnership / sole proprietorship along with the draft partnership deed / affidavit. Any change in status of the contractors as an 'Individual' or in constitution of the firm without prior approval of the empanelment authority will render the contractor / firm liable to be removed from the approved panel of contractors.</p> <p>If a firm is converted in two more firms by any action of its partners the new firm(s) or any separated partner(s) in his (their) individual / joint capacity shall have to apply for the empanelment a fresh on the basis of work experience gained as a separate entity.</p> <ol style="list-style-type: none"> 1. If new partners are taken in the firm, each new partner shall have to satisfy the eligibility condition mention above. 2. If the number of original partners of a firm reduces to half or less due to any reason including death of partner(s), the empanelment of the firm shall be withdrawn.
9.	Change in address	The contractor shall intimate the change in his permanent address / business address, if any, in

		future. Failure to do so many result in removal of his name from the approved panel of contractors.
10.	Near relative working in IIT Kanpur	Contractor whose near relative are Divisional Accountant or Engineering Officers between the grades of Superintending Engineer and Junior Engineer (both inclusive) in the Indian Institute of Technology, Kanpur will not be allowed to tender for works. For this purpose a near relative shall mean, wife husband, parents, grandparents, children, grandchildren, brothers, sisters, uncle, aunts, cousin and their corresponding in laws.
11.	Annual performance report	Executive Engineer of the department shall write annual performance reports of a contractor. <ol style="list-style-type: none"> 1. The annual performance report shall be written for each financial year, i.e. 1st April to 31st March. 2. The Institute shall review the performance report of the contractors. It will identify the contractors whose performance is not found satisfactory. This evaluation shall form the basis of weeding out of contractors and the revalidation of their empanelment.
12.	Weeding out of contractor	On the basis of evaluation of performance reports the contractor shall be weeded out or qualified for revalidation.
13.	Revalidation of empanelment	The validity of initial empanelment of the contractor shall be as given above. It shall, however, be revalidated on merits if Institute requires. Only the contractor whose performance has been found satisfactory shall be considered for revalidation.
14.	Disciplinary action	The contractor shall have to abide by all the rules of empanelment and also by the terms & conditions of the contract and the Notice Inviting Tenders. He shall have to execute the works satisfactory, on time and with good quality. The

		Institute shall have the right to remove a contractor from the approved panel and debar him temporarily or forever from tendering at the Institute. The decision of the Institute in this regard shall be final and binding.
15.	Payment of Labour	<ul style="list-style-type: none"> • All labour payment shall have to made in MWMC office. • All labour should be issued an I-card on format approved by the Institute
16.	EPF	<ul style="list-style-type: none"> • The contractor has to a separate EPF account at Kanpur for the workers engaged on the construction / maintenance site at the Institute.
17.	Safety Measures	<ul style="list-style-type: none"> • The contractor shall have to provide the safety Jackets (reflective), safety shoes, safety helmets (ISI mark) and safety belt (double harness clip type locking arrangement) to the worker as under the general obligations under contract, no separate payment on this account shall be made. All other safety provisions as existing in GCC 2014 and National Building Code shall also be applicable.
18.	GST	The Contractor shall produce Registration Certificate of GST No.

Annexure-I

Eligibility Criteria for Empanelment (to be filled by the Department)

Sl. No	Category	Tendering limit	Enlistment of authority	Past experience of completed work in last 5 years	Financial Soundness	Registration in EPF	Engineering establishment
1.	Civil	15 Lacs	CPWD, BSNL, MES, Central PSU's	3 works of Rs. 5.00 lacs each (These 3 at least one work should be in the Central Govt. / Central Autonomous bodies / Central PSU)	Solvency Certificate of Rs. 20.00 lacs	Registration certificate of EPF authority	One diploma holder
2.							
3.							
4.							
5.							
6.							
7.							
8.							

(Tarun Gautam)
Executive Engineer

Form of Empanelment (To filled online)

1. Name of applicant :
2. Nationality
3. Address
4. Telephone contact details :i. Residence:
ii. Mobile:
iii. Fax No:
iv E-mail:
5. Class in which registered
(enclose copy of registration) :
6. Registration authority
7. Attach solvency certificate :
8. GST Registration no (if applicable) :

9. Panel of works completed in Central Govt. /Central PSU's

Sl. No.	Name of work	Authority awarded and place of execution	Value of work
1.			
2.			
3.			
4.			

Note:

1. All documents, furnished with this application, shall be attested.
2. The panel of work should be supported by completion certificate from the authority concerned along with the satisfactory performance report of department of where he is registered.
3. Copy of partnership deed / sole proprietorship shall be submitted.
4. Copy of plumbing license shall be furnished in case of civil contractors.

5. Copy of the diploma certificate shall be submitted in respect of engineering staff.
6. Copy of EPF registration.
7. Copy of GST registration.

Certified that the information provided above is true to the best of my knowledge and belief no vital information has been suppressed by me or distorted by me to mislead.

(Signature of the contractor)