

PRE-QUALIFICATION DOCUMENT

For

EMPANELMENT OF AGENCIES FOR SANITATION WORKS IN THE CAMPUS

This document consists of pages from 1 to 22 total **22** pages.

(Rajeev Garg)
Superintending Engineer & Head, IWD

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**INDIAN INSTITUTE OF TECHNOLOGY KANPUR
INSTITUTE WORKS DEPARTMENT, CENTRAL OFFICE
PRE-QUALIFICATION NOTICE**

The Superintending Engineer, IWD on behalf of Director, IIT Kanpur, invites application for empanelment of agencies for “Sanitation works in IIT Campus”. The empanelment shall be for three years. Pre-qualification document shall be available on website www.iitk.ac.in/iwd/tenderhall.htm, www.tenderhome.com, www.tenderwizard.com/IIT and <https://eprocure.gov.in/cppp/latestactivetenders>. The pre-qualification document can only be submitted online at www.tenderwizard.com/IIT. If any corrigendum is issued regarding the pre-qualification notice, the same shall be available on the above websites. Date of uploading pre-qualification documents upto 3:30 PM on 08.10.2018. Date of submission of pre-qualification documents in hard copy upto 5:00 PM on 11.10.2018. Date of opening of pre-qualification documents at 3:30 PM on 12.10.2018.

No.: IWD/CO/2018/558 dated: 17.09.2018

Superintending Engineer

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SECTION- I

BRIEF DESCRIPTION OF THE WORKS

Specifications:

(A) ROAD WORK

- 1) The work includes the following operations:
 - (i) Sweeping the roads, road side berms, brick paths, walkways and link roads in the entire campus, (except the confined premises of the hostels), and the lawns in the academic area, collection of waste collection of solid waste from the entire campus with tractor trolleys and its removal beyond the Campus limits, the work also includes the removal of dead animals from the Campus and bury it in the ground as and when required.
 - (ii) House to house collection of garbage from the residential areas, all hostels, Health Centre, Visitor's Hostel, Shopping Centre, SAC Canteen, 2 nos. Community Centre and other buildings as directed by Sanitary Inspector.
 - (iii) However 5 nos. tractors and 12 nos. cycle rickshaws in good condition shall be made available to the contractor for facilitating, the collection and disposal of solid waste and litter. The cost of fuel, major repair, replacement of parts, additional fixtures etc. shall be borne by the institute, this is for 5 nos. Institute tractor. However the contractor shall maintain the vehicles in good conditions and bear the cost of day to day repairs, such as air filling, puncture repair, minor welding, riveting, tyre & tube replacement (only for 12 nos. cycle rickshaws). The tractors and rickshaws shall be parked in the central workshop or at any other location fixed by the institute at the end of the day.

(B) All Hostels:

- i) Sweeping, wet cleaning and wiping dry with duster & wiper, office rooms, the common areas, the students rooms, entrance road from gate to the building, internal / external walk ways, fountain, cycle stands. Detergent powder shall be used in the wet cleaning as per the requirement.
- ii) Sweeping, wet cleaning and wiping dry with duster & wiper, toilet blocks.
- iii) Roofs & all terraces cleanings of the buildings, cycle stand, sunshade and AC shade.
- iv) Collecting the garbage from the rooms, common rooms, common areas, toilets etc. and disposing the same to the JTN dustbin / master dustbin of the hostel outside the premises.

- v) Removing spider webs from the ceilings in the rooms, common rooms, common areas, toilets etc.
- vi) Any other cleaning work assigned by the Sanitary Inspector, provided it does not necessitate deployment of additional staff.

(C) Cleaning, sweeping and up-keeping of the building in the campus i/c adjoining premises within 20 mtr.

- i) Sweeping the concrete roads all around the buildings, all internal and external approach roads, walk ways, cycle stand, plinth protection, and other areas, the rooms & common rooms, the link corridors (both at ground and first floor) connecting various buildings, the floors and collecting the waste from the office rooms, corridors, readings area, books stack area, seminar room, roof, stair case, store rooms, rooms, other rooms, common areas, toilets etc. and disposing the same in the pucca dustbin outside the building premises. Detergent powder shall be used in the wet cleaning as per the requirement.
- ii) Sweeping, wet cleaning and wiping dry with duster, all toilet blocks. Phenyl and detergent powder shall be used in the wet cleaning as per the requirement. The toilets have to be kept in the most hygienic condition and odour free at all times during the working hours of the Institute.
- iii) Dusting the furniture, book racks, display racks, almirahs, stair case railing, counters, false ceiling, wall paneling, grill & windows panes from inside and outside, notice boards, wall displays etc.
- iv) Sweeping & cleaning the roofs of the buildings, cycle stand shade, sunshade and AC shade.
- v) Removing spider webs from the ceiling in all rooms, staircase, roof, common areas, toilets etc.
- vi) Sweeping, wet cleaning & wiping dry with duster and wiper, all library, labs & classrooms, the canteen adjoining the building.

(D) Lecture Hall & P.K. Kelkar Library

- (i) Sweeping, wet cleaning & wiping the reading areas, books stack areas, other rooms and other areas such as open terrace etc. within the building, floors of common areas such as corridors, entrance foyer, entrance lobby, balconies, staircase, office rooms, lecture halls, tutorial class rooms, class rooms, drawing halls, other rooms and other areas such as open terrace etc. with the wet duster wrapped over wiper stick. Detergent powder of phenyl shall be used in the wet cleaning as per the instructions of the Sanitary Inspector.

(E) For execution of the above works the following shall be binding on the contractors.

- i) The labour shall report in the morning to the Sanitary Inspector or his representative, for attendance and distribution of token, before proceeding to work. Similarly the labour shall report back to him at the end of the day's work. The representative of the Institute and the contractor's supervisor shall jointly sign the attendance register.
- ii) The contractor shall maintain proper records, on daily basis, of the labour employed in various jobs. The Sanitary Inspector or the authorize representative shall physically verify the attendance, twice everyday.
- iii) The contractor shall make his own arrangement of tools and implements etc., required for carrying out the work such as brooms, sticks, polythene sheet, Belcha, Phawda, talwar, lathi, baskets for collection of garbage from houses etc. No tools and implements shall be payable.
- iv) The contractor shall make arrangement for uniform and safety gadgets for their workers and supervisors at his cost.
- v) All relevant labour laws shall be followed strictly.

Period : 36 (Thirty Six) months.

SECTION- II

INFORMATION AND INSTRUCTIONS TO APPLICATION

- 1.0 GENERAL:-
- 1.1 Letter of transmittal and for pre-qualification are attached (Section-III).
- 1.2 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 in such case. If any particulars/ query is not applicable in the case of the applicant, it should be stated as not applicable. However the applicable 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 applicant being summarily disqualified. Applications made by telegram or telex and those received late will not be entertained.
- 1.3 The application should be typewritten/ handwritten in good & legible writing. The applicant's name should appear on each page of the application.
- 1.4 Overwriting should be avoided. Correction, if any shall be made by neatly crossing out, initialing, dating and rewriting, All pages of the pre-qualification document shall be numbered and submitted as a package with signed letter of transmittal.
- 1.5 Reference, information and certificate 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 Superintending Engineer or equivalent.
- 1.6 The applicant is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the applicant is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after pre-qualification document is submitted, unless the Institute calls it for.
- 1.7 The pre-qualification document in prescribed form duly completed and signed shall be submitted in a sealed cover. The sealed cover super scribed **“Pre-Qualification document for Cleaning, sweeping and up-keeping of various buildings / roads etc. in IIT Kanpur** shall be received in hard copy by the o/o Sanitation Unit, IWD, or his authorized representative **upto 5.00 PM on 11.10.2018**. Documents submitted in connection with pre-qualification will be treated confidential and will not be returned.

1.8 Prospective applicants may seek clarification regarding the work or the requirements for pre-qualification, in writing within a reasonable time. Any clarification given by the Institute will be forwarded to all those who have obtained the pre-qualification document directly from the **o/o Sanitation Unit, IWD, IIT Kanpur**. No request for clarification will be considered after receiving the pre-qualification document.

2.0 Definitions :

In this document the following words and expressions have the meaning hereby assigned to them:

2.1 **EMPLOYER:** shall mean *the board of Governors, Indian Institute of Technology Kanpur*, acting through the Superintending Engineer, Institute Works Department.

2.2 **APPLICANT:** shall mean an individual, a proprietary firm, a firm in partnership, a limited company (private or public) or a corporation.

2.3 **YEAR:** shall mean the '*Financial Year*'.

3.0 Method of Application:

3.1 If an individual makes the application, the proprietor above his full typewritten name and current address shall sign it.

3.2 If a proprietary firm makes the application, it shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.

3.3 If the application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current address or alternative by a partner holding power of attorney for the firm. In such a case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed and current address of all the partners of the firm shall also accompany the application.

3.4 If the application is made by a limited company or a corporation, it shall be signed by a duly authorized person holding power of attorney for signing the application. In such a case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the pre-qualification application is filed.

4.0 Final Decision Making Authority:

Institute reserves the right to accept or reject any application and to annual the pre-qualification process and reject all application at any time, without thereby incurring any liability to the affected applicants or specifying the grounds for the Institute action.

5.0 Particulars Provisional:

The particulars of the work given in Section-I are provisional and must be considered only as advance information to assist the applicant.

6.0 Site Visit:

The applicant is advised to visit and examine the site of work and its surroundings and obtain for himself on his own responsibility, all information that may be necessary for preparing the pre-qualification application. The cost visiting the site shall be at applicant's own expense.

7.0 Initial Criteria For Eligibility For Pre-Qualification:

7.1 The applicant should be in sanitation business for a minimum period of 05 (five) years as on **31.07.2018**.

7.2 Experience of having successfully completed works during the last 05 years ending **31.07.2018**.

- 3 (Three) similar completed works (atleast one of them should be in Central Government / Central Autonomous Bodies/ Central Public Sector Undertakings) each costing not less than **Rs. 40 lacs OR**
- 2 (Two) similar completed works (atleast one of them should be in Central Government / Central Autonomous Bodies/ Central Public Sector Undertakings) each costing not less than **Rs. 50 lacs OR**
- 1 (One) similar completed works (in Central Government / Central Autonomous Bodies/ Central Public Sector Undertakings) of aggregate cost not less than **Rs. 80 lacs**.

Note: Similar nature of work means cleaning, sweeping & up-keeping of all internal and external spaces / roads of any office / academic building / campus.

1. (a) Should have average annual financial turn over of **Rs. 50 lacs** for cleaning/sweeping works during the last three years ending upto 31.03.2018.

- (b) Should not have incurred any loss in more than two years during the last five years.
 - (c) Should have solvency of **Rs. 50 lacs**.
 - (d) Should have GST no. o govt. authority.
 - (e) Should have EPF and ESI of govt. authorities.
 - (f) Should have labour licence of govt. authority.
- 7.3 The applicant should own adequate sweeping tools and equipment required for proper and timely execution of the work. The applicant should furnish a list of these equipments.
- 7.4 The applicant should have on his pay roll sufficient number of unskilled, semiskilled and skilled workers for the proper execution of the contract.
- 7.5 The applicant's performance for each work completed in the last 5 years and in hand should be certified by an officer not below the rank of Superintending Engineer or equivalent.
- 7.6 The applicant should submit a notarized declaration that there is no criminal case has been established by the court of law against any of the proprietor / partner of the firm.

8.0 Evaluation Criteria For Pre-Qualification:

- 8.1 For the purpose of pre-qualification, applicant will be evaluated in the following manner:-
- 8.1.1 The initial criteria prescribed in paras 7.1, 7.2, 7.3, 7.4, 7.5 & 7.6 above, in respect of years of operation in the business, experience of similar class of works completed and financial turn over etc. will first be scrutinized and the applicant's eligibility for pre-qualification for the work be determined.
- 8.1.2 Those firms qualifying the initial criteria, as set out in paras 7.1, 7.2, 7.3, 7.4, 7.5 & 7.6 above will then be evaluated for the following criteria:
- a) Financial Strength (Form A) Page 15
 - b) Experience in similar class of work (Form B) Page 16
 - c) Works under execution / awarded (Form C) Page 17
 - d) Performance on these works (Form D) Page 18

- e) Structure of the organization (Form E) Page 19 & 20
 - f) Details of employees (Form F) Page 21
 - g) Tools and Equipment (Form G) Page 22
- 8.1.3 The applicant shall have to make a presentation before duly constituted committee regarding the organization and experience. Based on the document and presentation agencies shall be short listed.
- 8.2 Even though applicant may satisfy the above requirements, they may be disqualified if they have :
- a) Made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document.
 - b) Records of poor performance such as abandoning work, not properly completing the contract or financial / weaknesses.
 - c) If confidential inquiry reveals facts contrary to the information provided by the applicant.
 - d) If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.
 - e) If inspection of works in progress or completed by the application are not found satisfactory a team experts from IIT Kanpur.

9.0 Financial Information:

Applicant should furnish the following financial information:

- a) Annual financial statement for last 3 (three) year (In Form 'A'). These should be supported by audited balance sheets and profit and loss accounts, duly certified by a Chartered Accountant, as submitted by the applicant to the Income Tax Department.
- b) Name and address of the Bankers familiar with the applicant's financial standing and Banker's statement on availability of credit.

10.0 Particulars of completed works and performance of the applicant duly authenticated / certified by officer not below the rank of Superintending Engineer or equivalent should be furnished separately for each work completed or in progress (In Form 'D').

11.0 Organization Information:

Applicant is required to submit the following in respect of his organization (in Form E).

- a) Name and postal address i/c telephone number and email address etc.
- b) Copies of original documents defining the legal status, place or Registration & principal places of business.
- c) Names and title of Directors 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 5 (five) years, including any current litigation.
- e) Authorisation for employer to seek detailed references.
- f) Number of employees in parent company, subsidiary company and how these would be involved in this work (In Form-F).

12.0 Letter of Transmittal :

The applicant should submit the letter of transmittal attached with pre-qualification document.

13.0 Award Criteria :

- 13.1 The Institute reserves the right to after evaluation the work shall be assigned to short listed agencies based on their past performance on fixed rate contract on work order basis. The rates / manpower and location of work of such work order shall be decided by the institute. This shall be binding on the short listed agencies.
- 13.2 For any of the above actions, the Institute shall be liable for any damages, nor be under any obligation to inform the applicants of the grounds for the same.
- 13.3 Effort on the part of the bidder or his agent to exercise influence or to pressurize the Institute for his bid shall result in rejection of such bid. Canvassing of any kind is prohibited.

(Rajeev Garg)
Superintending Engineer

SECTION – III

PRE-QUALIFICATION INFORMATION

LETTER OF TRANSMITTAL

From:
(Full Address of the Applicant)

To:
Superintending Engineer
Institute Works Department
Indian Institute of Technology Kanpur

SUB: Submission of pre-qualification application for the “Cleaning, sweeping and up-keeping of various buildings / roads etc. in IIT Kanpur.”

Sir,

Having examined the details given in *Invitation for Pre-Qualification* published in the newspapers and *Pre-Qualification* document for the above work. We hereby submit the Pre-Qualification documents.

1. We hereby certify that all the statement made and information supplied in the enclosed forms A to G and accompanying statements are true and correct.
2. We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. 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. We also authorize Superintending Engineer to approach individuals, employers, firms and corporation and to visit the works Superintending Engineer completed by us in the past or are in progress at present, to verify our competence and general reputation.
4. We submit the following certificates in support our suitability, technical know-how & capability for having successfully completed the following works :

Sl. No. Name of work : _____ *Certificate from*

1. _____
2. _____
3. _____

Enclosures : nos.

Date of submission : Signature of Applicant

(To be filled online)

FORM 'A'

FINANCIAL INFORMATION

- I. Financial Analysis – Details to be furnished Duly supported by figures in Balance Sheet / Profit and Loss Account for 3 (three) years and certified by the Chartered by the Chartered Accountant, as submitted by the applicant to the Income – Tax Department (Copies to be attached).

Sl. No.	Details	Financial Years		
		(1)	(2)	(3)
i)	Gross annual turnover in construction			
ii)	Profit / Loss			
iii)	Financial Position : a) Cash b) Current assets c) Current liabilities d) Working Capital (b-c) e) Current Ratio : f) Current Assets/Current Liabilities (b/c) g) Acid Test Ratio Quick Assets / Current Liabilities (a/c)			

- II. Upto date Income Tax Clearance Certificate.
- III. Certificate of Financial Soundness from Bankers of Applicant.
- IV. Financial arrangements for carrying out the proposed works.

Note: Attach additional sheets, if necessary

(Signature of Applicant)

(To be filled online)

FORM 'B'

Details of all Works of Similar Class Completed during the Last Five Years

Sl. No.	Name of work / Project and location	Owner or Sponsoring organization	Cost of work (in lacs)	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation Arbitration pending / in progress with details	Name and Address Telephone of officer to whom reference may be made.	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

(Signature of Applicant)

(To be filled online)
FORM 'C'

Sanitation Works Under Execution or Awarded:

Sl. No.	Name of work / Project and location	Owner or Sponsoring organization	Cost of work (in lacs)	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation Arbitration pending / in progress with details	Name and Address/ Telephone of officer to whom reference may be made.	Remarks (indicate whether any show cause notice issued or arbitration initiated)
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

(Signature of Applicant)

Performance Report of Works Referred In Form 'B' & 'C'

(Furnish this information for each individual work form employer for whom the work was executed)

1. Name of work /
Project & Location
2. Agreement No.
3. Estimated Cost
4. Tendered Cost
5. 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. Performance report
 - i) Quality of work Excellent/Very good/ Good/Fair
 - ii) Resourcefulness Excellent/Very good/ Good/Fair

Date:

Superintending Engineer

(To be filled online)

FORM 'E'

Structure of the Organisation

1.	Name and address of applicant	
2.	Telephone No. / Fax No. / email address	
3.	Legal status (Attach copies of original document defining the legal status). The applicant is : a) An individual b) A proprietary Firm c) A limited company or corporation	
4.	Particulars of registration with various Govt. bodies (Attach attested photocopies) a) Registration Number b) Organisation / Place of registration. c) Date of validity	
5.	Name and title of Directors and officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.	
6.	Were you or your company ever required to suspend sanitation work for a period of more than six months continuously after you commenced the sanitation work? If so, give the name of the work / project and reasons thereof.	

7.	Have you or your constituent partners (s) ever left the work awarded to you incomplete? (If so, give name of the project and reasons for not completing the work).	
8.	Have you or your constituent partner (s) been debarred / black listed for tendering in any organization at any time? If so, give details.	
9.	In which field of sanitation you claim specialization and interest?	
10.	Any other information considered necessary but not included above.	

(Signature of Applicant)

(To be filled online)
FORM 'F'

Details of Technical and Administrative Personnel in the Organisation

Sl. No	Designation	Total Number	Number available for this work	Name	Qualification	Professional experience and detail of works carried out	In capacity these would be involved in this work	Remarks
1	2	3	4	5	6	7	8	9

(Signature of Applicant)

(To be filled online)
FORM – ‘G’

Details of Sanitation Tools & Equipment Likely to be used in carrying out the work

Sl. No.	Name of equipment	Nos.	Capacity and type	Age	Condition	OWNERSHIP STATUS			Current location	Remarks
						Presently Owned	Leased	To be Purchased		
1	2	3	4	5	6	7	8	9	10	11

(Signature of Applicant)