



INDIAN INSTITUTE OF TECHNOLOGY MADRAS ENGINEERING UNIT, CHENNAI – 600 036		
e-ENVELOPE – 1 ELIGIBILITY BID		
e-Tender No: 16 /2024-25 / Civil		
EXECUTIVE ENGINEER (CIVIL), Indian Institute of Technology Madras, Chennai - 600 036 invites item rate e-Tenders, in two envelope system (Application for eligibility and financial bid) for the following work from the Tenderer who satisfy the Eligibility Criteria given below.		
1. PARTICULARS OF WORK		
1.	Name of work	Renovation of "Tennis ground" at IIT Madras
2.	Approximate Estimate Cost put to e-Tender	Rs 63.68 Lakhs
3.	Earnest Money Deposit (EMD) : Scanned copy of Demand draft to be uploaded in web site.	Rs.1,27,400/-
4.	Time period for completion	3 months
5.	Validity of the tender	90 days from the date of opening of the tender
6.	Date of Pre-bid Meeting & Venue	24.07.2024 at 11.20AM Clause 6.5
7.	Last Date for Submission of e-Tender	06.08.2024 at 3.00 PM
8.	Date of Opening of the Eligibility Document	07.08.2024 at 3.00 PM
9.	Date of opening of the financial bid	Will be intimated later to eligible Tenderer
10.	Address of the Engineer-in-Charge	Office of the Executive Engineer (Civil), Engineering unit, Admin. Building, 3rd Floor, IIT Madras, Chennai – 600 036.

Certified that this document contains 24 pages (including this page)

Executive Engineer (Civil)

Certified that no addition and deletion has been made to the tender documents downloaded from the e-Tender web site.

Signature of the Contractor



INDIAN INSTITUTE OF TECHNOLOGY MADRAS

ENGINEERING UNIT

CHENNAI – 600 036

e - Tender No: 16 / 2024-25 / Civil

e - ENVELOPE - 1

ELIGIBILITY DOCUMENT

Name of Work: Renovation of "Tennis ground" at IIT Madras

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Executive Engineer (Civil)



INDIAN INSTITUTE OF TECHNOLOGY MADRAS

ENGINEERING UNIT

CHENNAI – 600 036

INVITATION FOR e-TENDER

e-Tender No: 16/ 2024-25 / Civil

EXECUTIVE ENGINEER (CIVIL), Indian Institute of Technology Madras, Chennai - 600 036 invites item rate e-Tenders, in two envelope system (Application for eligibility and financial bid) for the following work from the contractors who satisfy the Eligibility Criteria given below.

1. PARTICULARS OF WORK

1. Name of work: Renovation of "Tennis ground" at IIT Madras
2. Approximate Estimate Cost put to e-Tender : Rs.63.68 Lakhs
3. Earnest Money Deposit (EMD) : Rs.1,27,400/- (Earnest Money in the form as prescribed in this tender Clause 3.2.2 shall be scanned and uploaded to the e-Tendering website within the period of tender submission).
4. Time period for completion : 3 months
5. Validity of the tender : 90 days from the date of opening of the tender
6. Date of Prebid Meeting & Venue : The pre-bid meeting will be conducted through video conferencing as per details given in para 6.5 on 24-07-2024 @ 11.20AM
7. Last Date for Submission of e-Tender : 06-08-2024 @ 3.00 PM
8. Date of Opening of the Eligibility document : 07 -08-2024 @ 3.00 PM
9. Date of opening of the Financial bid : Will be intimated later to eligible Contractors.
10. Address of the Engineer-in-Charge : Office of the Executive Engineer (Civil), Engineering unit, Administrative Building 3rd Floor, IIT Madras, Chennai – 600 036.

2. ELIGIBILITY CRITERIA

2.1. Tenderers who fulfill the following criteria are eligible to submit the Eligibility document Technical bid (Cover 1) and Financial bid (Cover 2).

Tenderers who have experience of having successfully completed works as detailed below during the last 7 (seven) years ending last day of the month previous to the one in which applications are invited:-

a. Three similar works each costing not less than Rs.25.47 Lakhs

or

b. Two similar completed works each costing not less than Rs.38.21 Lakhs

or

c. One similar completed work costing not less than Rs.50.95 Lakhs

And

(ii) At least one similar work costing not less than Rs.25.47 Lakhs should have been carried out for any Central Government department/ Central Autonomous Bodies / Central Public Sector Undertakings

“Cost of work” for this clause shall mean completed cost of work as mentioned in the final bill including internal electrical works, if any, carried out under single contract including cost of materials, if any, supplied by clients. However the cost of materials issued free of cost shall not be considered for calculating the cost of work. 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 last date of receipt of applications for bids. “Similar work” for this clause means

1. “Civil Construction/Maintenance/Renovation works” (Or)
2. Providing and Laying/ Renovating Tennis Court

The following documentary proof shall be scanned and uploaded.

1. Completion certificates in case of works carried out for Government department. The certificate should have been issued by an officer not below the rank of Executive Engineer.
 2. Completion certificate and TDS in case of works carried out for private parties. The completion certificate should have been issued by the Project Manager or equivalent officer for other works and should be obtained and delivered in sealed cover.
- 2.2. Should have an average annual financial turnover of Rs.31.84 lakhs during the last 3 years ending 31 – 3 –2023. This should be certified by a chartered accountant.

2.3. Should not have incurred any loss in more than two years during the last 5 five years ending 31 – 3 – 2023.

2.4. Interested tenderers can view and submit the e-tender in the following order through the following e-tender website (<https://etenders.gov.in/eprocure/app>)

e-Envelope I – Eligibility application shall be uploaded with

- 1) EMD as prescribed in this document Para 3.2.2
- 2) Necessary supporting documents as prescribed in the Para 3.2.3

e-Envelope II – Financial bid shall be uploaded with

- 1) The tender for the work with various conditions, specifications, Bill of quantity, drawings etc.

2.5 Declaration

2.5.1 The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. A declaration as per format given in Annexure I of the corrigendum shall be submitted with the bid.

2.5.2 Only 'Class-I local suppliers' and 'Class-II local suppliers', as defined under DIPP, MoCI Order No. P-45021/2/2017-PP (BE II) dated 16th September 2020 and other subsequent orders issued therein, shall be eligible to bid in this tender. Declaration for Class-I and Class-II local suppliers should be submitted in the prescribed proforma as per Annexure-II. Non-submission of self-declaration will lead to rejection of bid out rightly and the bidder will be treated as non-local supplier.

3. PROCEDURE FOR VIEWING AND SUBMISSION OF e-TENDER

3.1 Tender Documents may be downloaded from Central Public Procurement Portal <https://etenders.gov.in/eprocure/app>. The bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <https://etenders.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at “Help for contractors”. [Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this eProcurement Portal]. Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type ‘IIT’. Thereafter, Click on “GO” button to view all IIT Madras tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <https://etenders.gov.in/eprocure/app> as per the schedule attached.

A. Instructions for submission of online bid:

- i. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal URL:<https://etenders.gov.in/eprocure/app> by clicking on “Online Bidder Enrollment”. Enrolment on the CPP Portal is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- ii. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iii. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.)
- iv. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tender” folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- v. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.
- vi. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document / schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option.
- vii. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
- viii. The tenders will be received online through portal <https://etenders.gov.in/eprocure/app>. All the technical/Eligibility related documents should be uploaded in Technical bids in pdf format for evaluation purpose.
- ix. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues. ii. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- x. Scanned copy of the Demand Draft obtained from the scheduled bank for an amount of Rs.1,27,400/- towards Earnest Money Deposit (EMD) drawn in favour of IIT Madras, Chennai-600 036 and payable at Chennai. EMD will be accepted only in the form DD. Any other forms other than DD will not accepted.
- xi. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the detail with their respective financial quotes and other details (such as name of the bidder). If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- xii. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- xiii. The Tender Inviting Authority will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
- xiv. The uploaded tender documents become readable only to public view after the tender opening by the authorized bid openers.
- xv. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- xvi. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

Assistance to bidders

- i. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120-4493395, 0120-4001002, 0120- 4001005]

3.2. The tender shall be submitted through the above e-Tender website as a two-envelope tender.

e-Envelope 1 (application for eligibility) shall be uploaded with:

- 1. Letter of transmittal in the enclosed format.
- 2. Scanned copy of the Demand Draft obtained from the scheduled bank for an amount of Rs.1,27,400/- towards Earnest Money Deposit (EMD) drawn in favour of **IIT Madras, Chennai-600 036** and payable at Chennai.
- 3. Details regarding experience, and financial standing. The following documents in support of experience and financial standing shall be uploaded with the application for eligibility.
 - 3.1. Financial information in the form – ‘A’ enclosed
 - 3.2. Details of similar works carried out in the past in form – ‘B’ enclosed
 - 3.3. Details of works in progress in form – ‘C’ enclosed
 - 3.4. Performance report of works referred to in form ‘B’ and form ‘C’ as given in Form – ‘D’
 - 3.5. Details regarding the structure of the organization in form - ‘E’ enclosed
 - 3.6. GST Registration Certificate
 - 3.7. Letter of Transmittal
 - 3.8. TDS Certificate in case of works carried out for private parties.
 - 3.9. Declaration as enclosed in Annexure I & Annexure II
- 3.3. e-Envelope 2 shall contain
 - 1. The tender for the work with various conditions, specifications and drawings etc
 - 2. The spread sheet containing the Bill of Quantity can be downloaded from the above web site and the same shall be uploaded to the e-Tender website after filling the rates. The file name of the spread sheet document which is downloaded from the e-Tender web site should not be changed at any case.

4.OPENING OF e-TENDERS

4.1 e-Tenders can be uploaded in the e-tender website till the stipulated date and time of submission.

4.2. e-Tenders of only those tenderers, who have deposited Earnest Money Deposit in the prescribed form and other documents scanned and uploaded are found in order will be opened after 3.00 P.M.

4.3. Only e-Envelope 1 containing the eligibility application & EMD will be opened on the date of opening of tender.

4.4. Tender Documents uploaded without valid EMD shall be summarily rejected.

4.5. The e-Envelope 2 of only those tenderers who qualify as per the eligibility criteria will be opened on a date which will be intimated later but not later than 30 days from the date of opening of tender.

5. EVALUATION OF APPLICATIONS FOR ELIGIBILITY.

5.1 The applications received along with the required EMD shall be evaluated for eligibility to take part in the tendering process by a two stage system.

5.2 Stage I – The applications will be evaluated for conformity to the eligibility criteria prescribed in 2.1 to 2.5.

5.3 Stage II -All those applications found eligible in stage I will be further evaluated for selection by the following scoring method based on the details submitted by the applicants.

a)Financial strength	(20 Marks)	Evaluation	
i)Average annual turnover	20 marks	i)60% marks for minimum eligible criteria. ii)100% marks for twice the minimum eligibility criteria or more. In between (i) & (ii) – on pro-rata basis.	
b)Experience in similar nature of works	(30 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 on work (time over run)	(20 marks)		
Parameter	Calculation for points	Score	Maximum Marks
If TOR=		1.0 2.00 3.00 >3.50	20
(i)Without levy of Compensation		20 15 10 10	
(ii)With levy of Compensation		20 5 0 -5	
(iii)Levy of compensation Not decided		20 10 0 0	
TOR = AT/ST, where AT = Actual Time ; ST=Stipulated Time in the Agreement plus (+) Justified Period of Extension of 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)(30 marks)		
	(i) Outstanding	30
	(ii) Very good	25
	(iii) Good/Satisfactory/ Fair	20
	(iv) Poor	10

5.4. To qualify, the applicant must secure at least 50% (Fifty percent) marks in each one of the above criteria and 60% (Sixty percent) marks in aggregate.

5.5. The Indian Institute of Technology Madras reserves the right to restrict the list of eligible contractors to any number deemed suitable.

5.6. Even though an applicant may satisfy the specified criteria, he would be liable to disqualification if he has:

1. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the application for eligibility.
2. Record of poor performance such as, slow progress of work, abandoning of work, not properly completing the contract, or financial failures/ weaknesses etc.

5.7 A list of eligible applicants whose financial bids will be opened shall be prepared and all concerned shall be intimated.

5.8 Earnest Money Deposit (EMD) - The Earnest Money of the successful Tenderer will be taken as part of the Security Deposit as stipulated in Clause 1A of "General conditions of Contract".

5.9 The employer reserves the right to accept or reject any application and to annul the qualification process / e-Tender process and reject all applications at any time without assigning any reason or incurring any liability to the applicants.

6. INFORMATION AND INSTRUCTIONS TO APPLICANTS

6.1. Definitions:

The following words and expressions have their meaning here by assigned to them.

1. EMPLOYER means IIT Madras, Chennai -36 acting through the Executive Engineer (Civil), Engineering Unit.
2. APPLICANT means individuals, proprietary firms, firm in partnership, limited company – private and Public Corporation
3. Engineer-in-charge means EXECUTIVE ENGINEER (CIVIL), IITM
4. Tender means “e-Tender” which will be submitted online through dedicated website.

6.2 Information and Instructions

1. The applicant is advised to visit the site of work at his own cost and examine it and its surroundings and collect all information that he considers necessary for proper assessment of prospective assignment.
2. All information called for in the enclosed forms should be duly filled, signed, scanned and uploaded along with the e-Tender. If additional information needs to be uploaded in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically uploaded in the e-Tender website. 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’.
4. 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.
5. The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. However the applicants are also advised not to upload superfluous/ additional information beyond the requirements of the Bid. No information will be entertained after the application is submitted, unless it is called for by the Institute
6. Applications made by email, fax, and post or by person will not be considered
7. Clarifications, if any, or any additional information needed may be requested for in the Pre bid meeting. The clarifications given and additional information furnished by IIT M during pre-bid meeting will form part of the contract. The minutes of prebid meeting, corrigendum and Addendums will be uploaded in the e-Tender website.

8. Documents submitted in connection with the tender will be treated as confidential and will not be returned.
9. Originals of all the scanned and uploaded documents as specified shall have to be submitted only by the lowest tenderer along with the original Demand Draft (EMD) of the scanned copy of EMD uploaded (Original Demand Draft and Bank Guarantee) within a week physically in the office of Executive Engineer (Civil), Engineering Unit, IIT Madras.
10. Contractor can upload documents in the form of PDF format. The size of individual file should not exceed more than 5MB.
11. Contractor must ensure to quote rate of each item.
12. Tenderers are requested to comply following instructions:
- After submission of the online bid the contractor can re-submit revised online bid any number of times but before last date and time of submission of tender as notified.
 - While submitting the revised bid, contractor can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of tender as notified.
13. The rate (s) must be quoted in decimal coinage. Contractors must ensure to quote rate of each item. The column meant for quoting rate in figures appears in pink colour and the moment rate is entered, it turns sky blue. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
14. The tender submitted shall become invalid if:
1. The tenderer is found ineligible.
 2. The tenderer does not upload all documents as stipulated in the tender document including the undertaking about deposition of original Demand Draft (EMD) of the scanned copy of EMD (Original Demand Draft and Bank Guarantee) uploaded.
 3. If any discrepancy is noticed between the documents as uploaded at the time of submission of tender and hard copies as submitted physically by the lowest tenderer in the office of Executive Engineer (Civil), IIT Madras
 4. The lowest tenderer does not deposit the original EMD (Original Demand Draft and Bank guarantee) within a week from the date of opening of e-Envelope 2 (Financial bid)
15. No intimation shall be given to the lowest tenderer for submission of physical EMD along with other documents in the Office of Executive Engineer (Civil), Engineering Unit, IIT Madras. The lowest tenderer shall submit the original Demand Draft (EMD), (Original Demand Draft and Bank Guarantee) along with other documents within seven days of Opening e-Envelope 2 (Financial bid).

6.3 Authority to sign the application

1. If an individual makes the application, it shall be signed by him above his full type-written name and current address.
2. If a proprietary firm makes the application, it shall be signed by the proprietor (with seal) above his full typewritten name & the full name of his firm with its current address.
3. If the application is made by a firm in partnership, it shall be signed (with seal) 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 which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.
4. If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which 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. The applicant shall also furnish a copy of the Memorandum of Articles of association duly attested by a Public notary.

6.4. Clarification on tender document.

A prospective Tenderer requiring any clarification on the Tender Document may send their queries through email id eeplanning@mail.iitm.ac.in. Addressed to EXECUTIVE ENGINEER (CIVIL), IITM at Chennai up to the date of prebid meeting. All clarifications will be provided along with the minutes of the prebid meeting. No further communication regarding clarification/queries will be entertained after the prebid meeting.

6.5. Pre-bid meeting.

The Tenderer or his authorized official representative is invited to attend a Pre-bid Meeting through video conferencing with the tender inviting authority on 24-07-2024 at 11.20AM through <https://meet.google.com/pas-wwaf-esr>. The purpose of the Meeting will be to clarify issues and to answer questions on any matter that may be raised at that meeting. Non-attendance at the Pre-bid Meeting will not be a cause for disqualification of a Tenderer.

6.6. Amendment to tender documents

Before the deadline for submission of tenders, the tender document may be modified by issue of addenda. Any Addendum issued shall be part of the Tender Documents and shall be uploaded in the e-Tender website only. To give prospective Tenderers reasonable time in which to take the Addenda into account in preparing their tenders, extension of the deadline for submission of Tenders may be given as necessary.

6.7 Instructions for filling up the forms A, B, C, D, E & E1

1. Financial Information

The applicant should furnish the Annual financial statement for the last 5 years in form – A

2. Information about works

1. List of all works of similar class successfully completed during last the 7 years in Form – B
2. List of projects under execution or awarded in Form – C
3. Particulars of completed works and performance of applicant shall be duly authenticated / certified by an officer not below the rank of Executive Engineer in case of Government works or the Project Manager or an equivalent officer in case of non-governmental works separately for each work in Form - D

3. Information about the organization

Applicant is required to submit the following information in respect of his organization in form E and E1

1. Name and postal address including telephone and fax nos. etc. Copies of original documents defining the legal status, place of registration and principal places of business.
2. Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
3. Information on any litigation / arbitration in which the applicant was involved during the last five years including any current litigation / arbitration in process.
4. Authorization for employer to seek detailed references from clients to whom works were carried out.
5. Number of technical and administrative employees of the tenderer and how those employees would be involved in this work – Form E 1

4. Construction Plant and Machinery

Applicant should furnish the list of construction plant and equipment including shuttering, centering and scaffolding likely to be used for carrying out the work. Details of any other equipment not mentioned in form F but available with the applicant and likely to be used in this work may also be indicated

5. Letter of Transmittal

The applicant should submit the letter of transmittal as per the format attached.

7. OPENING OF FINANCIAL BIDS

- 7.1 The Financial bids (Tender) of the eligible applicants will be opened on the date and time to be intimated later.
- 7.2 Agreement shall be drawn with the successful tenderer on prescribed Form No. CPWD 8 which forms part of e-Envelope 2 (Financial bid)

8. FORMS

1. LETTER OF TRANSMITTAL

(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)

To

THE EXECUTIVE ENGINEER (CIVIL),

Engineering Unit,

IITM, Chennai – 600 036

Name of work : Renovation of "Tennis ground" at IIT Madras

Sir,

Having examined the details given in notice inviting qualification application and tender and the qualification documents for the above work, I/ We hereby submit the application for eligibility and the financial bid for the work duly filled in.

1. I / We here by certify that all the statement 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 deciding our eligibility for taking part in the tendering process for the work. We have no further information to supply
3. I / We submit the following certificates in support of our suitability, technical know how and capability for having successfully completed following works.

Name of work

Certificate from

4. I/We certify that that the tender documents uploaded is the exact replica of the document published by the IITM and no alterations and additions have been made by me / us in the e-tender document.
5. I am / We are aware that the Financial bid submitted by me/us will not be opened if I / We do not become eligible after evaluation of my/our application for eligibility.
6. The Original Demand Draft (EMD) and Bank guarantee which was /were scanned and uploaded in the e-Tender shall be deposited by me/us with the Engineer-in-Charge in case I/we become the lowest tenderer within a week of the opening of financial bid. Otherwise department may reject the tender.
7. I/we certify that, the declaration as enclosed in Annexure I & Annexure II which were scanned and uploaded while submitting the e-Tender is true
8. I/we undertake to associate the specilaised agency who has executed "Sports flooring for Badminton or Tennis court" as detailed in S.No 43 & 44 of Clause 4.7 Special conditions of of Cover – II (e-Envelope II) of the tender document.

Seal of the Applicant

Date of submission

Signature(s) of the applicants

FORM 'A'

FINANCIAL INFORMATION

(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)

Name of the Organisation : _____

PAN Number : _____

Financial Analysis –

Details to be furnished duly supported by figures in Balance Sheet / Profit and 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 uploaded separately).

SI No	Details	Year ending 31 st March of 2023				
		2019	2020	2021	2022	2023
1	Gross annual turnover in construction work					
2	Profit (+) / Loss (-)					

SIGNATURE OF CHARTED ACCOUNTANT WITH SEAL

II. Income Tax PAN details (to be enclosed separately)

III. GST Registration Certificate

SIGNATURE OF APPLICANT (S)

FORM ' B'

(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)

DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST FIVE YEARS

ENDING BY 30th June 2024

SL NO	Name of work/project & location	Owner or sponsoring organizations	Agreement No	Scope of work *	Cost of work in Crores	Date of commencement as per contract	Stipulated Date of completion	Actual date of completion	Litigation/ Arbitration pending / In progress with details	Name and address/ Tel No of Officer to whom	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

* indicate Number of stories in super structure.

** Indicate gross amount claimed and amount awarded by the Arbitrator

Signature of Applicant(s)

In case of works carried out for private persons / Organizations copies TDS certificate along with copy of performance order and work order / Agreement should be enclosed. Private works with out TDS certificates shall not be considered for valuation.

FORM- B1

(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)

ADDITIONAL INFORMATION FOR COMPLETED WORKS

1. Name of work
2. Location
3. Client's name and address
4. Consultants name and address.
5. Scope of work.
 - a. Number of floors in Basement.
 - b. Number of floors in Superstructure.
 - c. Height of the building.
 - d. Plinth area / Built up area.
 - i. Basement.
 - ii. Superstructure
6. Type of foundation.
7. Type of Superstructure.
8. Time taken for
 - i. Foundation.
 - ii. Superstructure.
 - iii. Total Project.
9. Specialized service provided, with cost details, if available

(If any, specialized services provided through associate's - Particulars of the Associate's)
 - i. Communication, LAN.
 - ii. UPS.
 - iii. Water proofing Treatment
 - iv. Interior Design.
 - v. Fire Detection and Fire Fighting.
 - vi. Landscaping.
 - vii. Any other.
10. Specialized equipment deployed for the project.
11. Project Management organization structure.
12. Number of shift and its duration adopted in execution.
- *13. Systems adopted for timely completion of the project.

Additional information shall be uploaded separately

SIGNATURE OF APPLICANT(S)

FORM ' C '										
(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)										
PROJECTS UNDER EXECUTION OR AWARDED										
SL NO	Name of work/project & location	Owner or sponsoring organizations	Agreement No	Cost of work	Date of commencement as per contract	Stipulated Date of completion	Up to date percentage progress of work	Slow progress if any and reasons there of	Name and address/ Tel No of Officer to whom reference during the progress of work may be made work)	Remarks(Indicate whether any show cause notice issued or Arbitration initiated)
1	2	3	4	5	6	7	8	9	10	11

Signature of Applicant(s)

FORM 'D'

(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)

PERFORMANCE REPORT FOR WORKS REFERRED TO IN FORM 'B' & 'C'

1. Name of the work / Project & Location.
2. Scope of work.
 - a. Number of floors in Basement.
 - b. Number of floors in Superstructure.
3. Agreement No.
4. Estimated Cost
5. Tendered Cost
6. Value of work done
7. Date of Start
8. Date of completion
 - i. Stipulated date of completion.
 - ii. Actual date of completion.
9. Amount of compensation levied for delayed Completion, if any.
10. Performance report based on Quality of Work, Time Management, and Resourcefulness : Very Good / Good / Fair or Satisfactory

DATE

**EXECUTIVE ENGINEER /
PROJECT MANAGER OR
EQUIVALENT**

(*Signature and seal of the client / owner to
whom the work executed)

* Certified by self will not be accepted

(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)

STRUCTURE AND ORGANISATION

1. Name and address of the applicant
2. Telephone No./Fax No/E-Mail address.
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 with Designation of individuals authorized to act for the organization.
6. Was the applicant ever required to suspend construction for a period of more than six months continuously after the construction was commenced?
If so, give the name of the project and give reasons thereof.
7. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?
If so, give the name of the project and give reasons thereof.
8. Has the applicant 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:
9. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
10. Field of specialization in Civil Engineering.
11. Any other information considered necessary but not included above.

SIGNATURE OF APPLICANT(S)

* Additional information shall be uploaded separately

FORM ' E1'

(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)

DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY THE FIRM / COMPANY

SL NO	Designation	Total Number	Names	Qualification Professional Experience continuous service with employer	Length of
1	2	3	4	5	6
					7

Note : additional information about Technical personnel , if any , may be submitted on separate sheet.

Signature of Applicant(s)

ANNEXURE-I

(To be given on the letter head of the bidder)

e-Tender No: /2024-25 / Civil

No. _____

Dated: _____

CERTIFICATE

(Bidders from India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am not from such a country.

OR (*whichever is applicable*)

(Bidders from Country which shares a land border with India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I from _____ (Name of Country) and has been registered with the Competent Authority. I also certify that I fulfil all the requirements in this regard and is eligible to be considered. *(Copy/ evidence of valid registration by the Competent Authority is to be attached)*

Place:

Date:

Signature of the Tenderer
Name & Address of the
Tenderer with Office Stamp

ANNEXURE-II
FORMAT FOR AFFIDAVIT OF SELF-CERTIFICATION UNDER PUBLIC PROCUREMENT POLICY
(PREFERENCE TO MAKE IN INDIA) 2017

e-Tender No: /2024-25 / Civil

Number:

Name of the item / Service:

Date :

I/We _____ S/o, D/o, W/o, _____ Resident of _____ Hereby

solemnly affirm and declare as under:

That I will agree to abide by the terms and conditions of the Public Procurement (Preference to Make in India) Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020) MOCI order No. 45021/2/2017-PP (BE II) Dt.16th September 2020 & P- 45021/102/2019-BE-II-Part(1) (E-50310) Dt.4th March 2021 and any subsequent modifications/Amendments, if any and

That the local content for all inputs which constitute the said item/service/work has been verified by me and I am responsible for the correctness of the claims made therein.

Tick (✓) and Fill the Appropriate Category	
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 50% and come under “Class-I Local Supplier” category.
<input type="checkbox"/>	I/We _____ [name of the supplier] hereby confirm in respect of quoted items that Local Content is equal to or more than 20% but less than 50% and come under “Class-II Local Supplier” category.

The details of the location (s) at which the local value addition is made and the proportionate value of local content in

Percentage

Percentage of Local content: _____ %** .

Place of the local content value calculated : _____

For **and on behalf of** **(Name of firm/entity)**

Authorized signatory (To be duly authorized by the Board of Directors)

<Insert Name, Designation and Contact No.>

[Note: In case of procurement for a value in excess of Rs. 10 Crores, the bidders shall provide this certificate from statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.]

This letter should be on the letterhead of the quoting firm and should be signed by a competent authority.

** Services such as transportation, insurance, installation, commissioning, and training and after sales service support like AMC/CMC cannot be claimed as local value addition

Certified that the Application for Eligibility as published on the e-Tender website contains 24 pages only.

Executive Engineer (Civil)
Engineering Unit.
Administrative Building,
3rd Floor, Engineering Unit,
IIT Madras, Chennai – 600 036.

Signature of the Contractor