

THE INSTITUTE OF MATHEMATICAL SCIENCES
(An autonomous institution under the Dept. of Atomic Energy, Govt. of India)
CHENNAI

NOTICE INVITING TENDER

Sealed tenders are invited for the following works on behalf of the Director of Institute by the Registrar, Institute of Mathematical Sciences, CIT Campus, Taramani, Chennai – 600 113, Tamilnadu from reputed and experienced Contractors or who are on the approved list of the appropriate class of central public works Department, state public works Department, railways, Military Engineering Services, Public sector undertaking of central or state government, Central government autonomous bodies with proven technical and financial capabilities, possessing the required construction equipments and who have executed similar works (#)

Three each similar completed works costing not less than the amount equal to 40% of the estimated cost put to tender,

(or)

Two each similar completed works, costing not less than the amount equal to 60% of the estimated cost put to tender

(or)

One similar completed work of aggregate cost not less than the amount equal to 80% of the estimated cost during past seven years ending last day of the month previous to the one in which applications are invited. The work completed upto previous day of last date of submission of tenders shall also be considered.

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 last date of submission of tender.

Notice Inviting Tender

Sl. No	Tender No	Name of work	Estimated cost	Earnest Money Deposit	Cost of Tender Document	Time Allowed
1	IMSc/Civil/Tr.70/2020	Operation and maintenance of Civil, Carpentry, Water supply, Sanitary Works and sewerage system in Institute buildings & Guest House buildings and off campus Buildings located at Thiruvanmiyur and DAE Nodal Center, Pallavaram. at Chennai-2020-21.	Rs. 19,66,030/-	Rs. 39,321/-	Rs.500/-	12 (Twelve) Months
2	IMSc/Civil/Tr.71/2020	Annual Maintenance of Gardens and lawns surrounding the Institute campus, Guest House campus and off campus quarters located at Thiruvanmiyur - 2020-2021	Rs. 15,49,897/-	Rs. 30,998/-	Rs.500/-	12 (Twelve) Months

Security Deposit	2.5% of tendered value for each work
Performance Guarantee	5% of tendered value for each work
Last date and time for receipt of applications for issue of tender	Up to 16.00 hrs on 11-11-2020
Tender Sale period (Working day)	23-10-2020 to 12-11-2020 (up to 15.30 hrs)
Last date and time for receipt of tenders	Up to 15.30 hrs on 16-11-2020
Date and time of opening of Tender	15.35 hrs on 16-11-2020

(#) Similar work means, tenderers who have successfully executed the following works for serial numbers as specified below:

For Sl. No. 1 : Provided necessary manpowers for any maintenance/ office works to Govt./Semi Govt. organizations/public sector undertakings / Reputed organizations.

For Sl. No. 2 : Maintenance of gardens and lawns.

Note : Works got executed on back to back basis through another contractor will not be treated as eligible works.

Tender documents can be had on written request, duly recommended by Scientific Officer-D (Civil) on any working day from **23-10-2020 to 12-11-2020** on payment of cost of tender document in cash in person or by demand draft (drawn in favour of “The Institute of Mathematical Sciences”) from the **Accounts Officer, IMSc, Chennai 600 113.**

Tenderer must produce original certificates in support of their experience, Turnover, solvency, manpower, tools & plants etc., at the time of request for Tender document.

The contractor should be under registered **Goods & Service Tax** and GST as applicable as per the extant order on the subject on the above work shall be paid by the contractor to concerned department.

The contractor must have registered with EPF & ESI.

Quoted rates should be including GST and other applicable taxes and IMSc will not entertain any claim whatsoever in this respect. GST-TDS and Income Tax and labour cess as applicable will be deducted from the bills of the work

Tenders will be received upto 15.30 hrs on **16-11-2020** (or the next working day if **16-11-2020** happens to be a holiday) by *the Registrar, Institute of Mathematical Sciences, CIT Campus, Taramani, Chennai – 600 113* and tender will be opened on the same day at 15.35 hrs in the presence of attending tenderers.

TENDERS NOT ACCOMPANYING THE FOLLOWING ARE LIABLE TO BE SUMMARILY REJECTED

- a) A deposit at Receipt or Demand Draft of a scheduled bank guaranteed by the reserve bank of India for the Earnest Money Deposit indicated above in favour of “The Institute of Mathematical Sciences”, **NOTE: CASH, CHEQUES AND BANK GUARANTEE FOR EARNEST MONEY DEPOSIT WILL NOT BE ACCEPTED**

EMD of successful tenderer will be returned immediately after submission of Performance guarantee.

- b) In the case of contractors in the approved list of public works Department, Central Public Works Department or Military Engineer Services shall be required to submit the copy of evidence showing the appropriate and eligible class to which they belong. Contractors they are required to submit the detailed list of works carried out by them during the last five years along with solvency certificate and the list of machines and manpower they possess. List of projects under execution or awarded shall also be submitted.
- c) Performance report of works referred in Point (b).
- d) PAN Certificate in the latest approved form - Details of sales tax registration including details of commercial tax office with whom they are remitting this tax.
- e) Tenderer may please intimate their Bank Account Number, IFSC code, Branch details so as enable the department for payments through Bank.
- f) Should have had average annual **financial turnover of 100% of estimated cost** on civil construction work during the immediate last three consecutive financial years (ending 31-03-2020) certified by Chartered Accountant.
- g) Should not have incurred any loss for more than two years during the last five years ending previous financial year. Details shall be furnished duly supported by figures in balance sheet/profit & loss account for the last 5 years duly certified by Chartered Accountant as submitted by the applicant to Income tax department.

- h) 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:

$$\text{Bidding Capacity} = [A \times N \times 2] - B$$

Where,

A = Maximum turnover in construction works executed in any one year during the last five years taking into account the completed as well as works in progress. The value of completed works shall be brought to current costing level by enhancing at a simple rate of 7% per annum.

N = Number of years prescribed for completion of work for which bids have 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.

- i) **Should have a solvency of 40% of estimated cost obtained from scheduled Bank. The Solvency certificate shall not be older than one year from the date of tender opening.**
- j) Details regarding structure and organization of the firm shall be submitted.
- k) Details regarding manpower possessed shall be furnished. The details of trained and certified workmen proposed to be employed at the work site of the project should also be furnished.
- l) Details of construction plant and equipment likely to be used in carrying out the work shall be furnished.
- m) The tenderer shall be required to place the Earnest Money and the tender in separate sealed envelopes marked '**Earnest Money**' and '**Tender**' respectively and both these envelopes shall then be placed in another sealed envelope and submitted. The envelope containing the EMD shall be opened first. If the EMD is found to be in order then only the envelope containing the tender will be opened.
- n) In case of successful tenderer, the tenderer is required to deposit an amount equal to 5% of the tendered value of the contract as irrevocable performance guarantee in the form of Bank Guarantee from *State Bank of India or any one of the nationalized Banks* or '*Demand draft from any scheduled bank drawn in favour of "The Institute of Mathematical Sciences"* within a period of 15 days of issue of letter of intent. The letter of award of work will be issued only after the above said performance guarantee in any one of the prescribed form is received and accepted failing which the Institute shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the earnest money absolutely.
- o) In addition to the above, the successful tenderer is required to remit security deposit amounting to 2.5% of the tendered value which shall be deducted at 5% of the gross amount of the bill from each running bill, till total security deposit is recovered. Earnest money deposited along with bid shall be returned after receiving Performance Guarantee.
- p) Tenderer must ensure to quote rate of each item. The column meant for quoting rate in figures. 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). **It will be assumed that the Contractor will execute the work at zero cost as he has added the cost in other items.**
- q) The name of the tenderer shall be filled on the relevant pages of the tender form and all the pages shall be invariably signed and seal affixed including drawing attached (if any)
- r) This tender document should be returned with all the papers intact without detaching any part of it.

- s) This tender will be valid for 180 days from the date of opening.
- t) Tenderer to note that tenders with any condition including that of conditional rebate shall be rejected forthwith.
- u) *Applicant should submit the details of all works of similar class completed in the proforma as specified in **Form – C**.*
- v) *List of projects under execution or awarded shall be submitted as per proforma specified in **Form – D**.*
- w) Labour welfare cess @1% of gross value of work done shall be recovered from each bill paid to the contractor, and the same will be remitted to Tamilnadu Construction workers welfare Board.

For further information, please contact 044-22543247/249; Fax 044-22541586 on all working days.

The Registrar on behalf of the Director, IMSc does not bind himself to accept the lowest or any other tender, and reserves to himself the authority to reject any or all of the tenders or to allot parts of the works to different agencies without assigning any reasons therefor. All tenders, in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected.

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REGISTRAR

For and behalf of the Director,
The Institute of Mathematical
Sciences

FORM 'A' : FINANCIAL INFORMATION

- I. **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 attached).

Particulars	Financial Year				
	2015-16	2016-17	2017-18	2018-19	2019-20
i) Gross Annual Turnover on construction work Rupees (In Lakhs)					
ii) Profit / Loss Rupees (In Lakhs)					
iii) Certified By					

Name and Address of Chartered Accountant :

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 BANKER’S CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information that M/s./Shri _____ (with 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.
- (2) In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

FORM 'C' : DETAILS OF ALL SIMILAR WORKS COMPLETED IN ALL RESPECTS DURING THE LAST SEVEN YEARS ENDING ON THE LAST DAY OF THE MONTH SEPTEMBER-2020

Sl. No.	Name of the work/ Project and location	Owner or Sponsoring organization	Cost of work (Rupees in Lakhs)	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/ arbitration pending/ in progress with details*	Name & Address/ Phone No. of Officer to whom reference may be made	Remarks

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

Notes:

a. Application may submit separate form for giving details of work (completed) for each year to fill up the details as above. Separate sheets if any shall be numbered in sequence.

b. The copies of the work orders for each work along with completion certificate shall be submitted.

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

Name of Authorized signatory

FORM 'D' : PROJECTS UNDER EXECUTION OR AWARDED

Sl. No	Name Of The Work/ Project And Location	Owner Or Sponsoring Organization	Cost Of Work (Rupees in Lakhs)	Date Of Commencement as per Contract	Stipulated Date of Completion	Up To Date % Progress of Work	Slow progress if any and reasons thereof	Name And Address/ Telephone Number Of Officer To Whom Reference May Be Made	Remarks

Name of Authorized Signature

THE INSTITUTE OF MATHEMATICAL SCIENCES
CIVIL ENGINEERING DIVISION
APPLICATION FOR REQUEST OF TENDER

Name of the work for which :
Tender is requested

Notice Inviting Tender No. :

Cost put to tender :

Time Period :

Date of submission of :
application for tender
documents

Name of Tenderer & Address :

Telephone : Fax :

Mobile Number :

Email Id :

Nature of firm :

Whether belonging to :

- a] Registered contractor in CPWD/PWD/Highways/MES :
[Copy of Registration certificate to be enclosed]
- b] DAE local contractor category [copy of work order of maximum :
work executed during recent past shall be enclosed]
- c] Other categories, specify details :

SI. NO.	Eligibility criteria				Remarks by Institute
a)	Registration of contractor with financial limit				
b)	Turnover of Agency in last 3 years ending on 31 st March 2020 Avg. Annual turnover should be equal to 100% of estimated cost	Financial Year	Turnover (in Lakhs)	Profit / Loss(in Lakhs)	
		2019-2020			
		2018-2019			
		2017-2018			
		2016-2017	Total :		
2015-2016	Avg :				
c)	Latest solvency certificate obtained from scheduled Bank Required 40% of estimated cost Available Rs..... (Copy of latest solvency certificate to be enclosed) Issued :.....on.....				
d)	Similar Work/Works executed. (Copies of work order and completion / Performance certificate to be enclosed) <input data-bbox="266 1178 354 1226" type="checkbox"/> One work of 80 % Two works of 60 % Three works of 40 %				
S.No	Name of work & Name of the client	Completed value of work	Actual date of completion	Enhanced value at 7 % per annum	

e)	Current commitments , i.e in hand details :			
S.No	Name of work & Name of the client	Value of work	Schedule of completion date	Physical progress
f)	List of machinery, equipment, accessories & infrastructure facilities possessed by the agency to complete the work in time.			
g)	Performance Certificate			
h)	Goods & service tax registration number if registered			
i)	PAN (Permanent Account No.)			

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Signature of Tenderer/Authorised Representative

For Office Use:-

1) Credentials verified by & Recommendation for issue of tender :

Recommendation as per eligibility norms : **ELIGIBLE / NOT ELIGIBLE**

Project Technical Assistant (Civil)

2) Approval of competent Authority : **TO ISSUE / NOT ISSUE**

Signature :
SO/D (Civil), IMSc.

To

Accounts, IMSc
Copy: In Tender Issue file