

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

**NOTICE INVITING TENDER**

**Sealed tenders** in TWO parts are invited on behalf of the Director of Institute by the Registrar, The Institute of Mathematical Sciences, CIT Campus, Taramani, Chennai - 600 113, Tamilnadu from reputed and experienced Civil Engineering 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 Governments / Central Autonomous bodies with proven technical and financial capabilities. The tenderer should possess the required construction equipments and should have completed **similar works (#)**. Three **similar works (#)** each costing not less than the amount equal to 40% of the estimated cost put to tender, [or] Two **similar works (#)** each, costing not less than the amount equal to 60% of the estimated cost put to tender [or] One **similar (#)** 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 works 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 cost 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.

**NIT No: IMSc/Civil/30/2016**

Name of work	<b>Renovation of Old Guest House Buildings in IMSc, at Taramani Chennai.</b>
Estimated Cost	<b>₹ 173.67 Lakhs</b>
Earnest Money Deposit	<b>₹ 3.473 Lakhs</b>
Time Allowed	<b>12 (Twelve) Months</b>
Security Deposit	<b>2.5% of tendered value</b>
Performance Guarantee	<b>5% of tendered value</b>
Cost of Tender Document ( This amount is not refundable)	<b>Rs. 1050 (including VAT)</b>
Last date and time for receipt of tenders	<b>Up to 3.30 PM on 12-12-2016</b>
Date and time of opening of Technical bid	<b>3.35 PM on 12-12-2016</b>
Date of opening of Financial bids of qualified bidders	<b>Date will be notified later.</b>

**(#) Similar work means**

*“Experience in Large Building construction or Building renovation & maintenance works, including all finishing works”.*

Tender should be submitted in two parts : part-I (Technical bid) containing the technical details and all the commercial points other than price and part-II (Financial bid) should contain the price. Part-I and part-II should be kept in separate covers and sealed. EMD should kept in another cover. The cover should be superscribed as part-I (Technical bid), part-II (Financial bid) and EMD respectively. All the three covers should be kept in a big single envelope and the same should also be sealed. The tender number and date of opening should be written on top of the cover. Part-I technical bid will be first opened on the due date indicated below along with EMD. Part-II will be kept under safe custody. The part-II financial bid should be valid for 180 days from the date of opening of part- I (Technical bid). Part-I (Technical bid ) will be evaluated and the firms which are technically qualified will be intimated about the date of opening of part II and the firm representative, whose tenders are technically qualified will be permitted to participate in the opening of part-II (Financial bid). The EMD submitted by technically non-qualified bidders will be refunded.

Tender documents can be had on written request, duly recommended by Scientific Officer (Civil) on any working day from **17-11-2016 to 07-12-2016** 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.**

Tenders will be received upto 3.30 PM on **12-12-2016** (or the next working day if **12-12-2016** happens to be a holiday) by *the Registrar, Institute of Mathematical Sciences, CIT Campus, Tharamani, Chennai – 600 113* and Part-1 (Technical bid) will be opened on the same day at 3.35 PM in the presence of attending tenderers.

**TENDERS NOT ACCOMPANYING THE FOLLOWING ARE LIABLE TO BE SUMMARILY REJECTED**

- 1) Fixed Deposit 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**
- 2) EMD of successful tenderer will be returned immediately after submission of Performance guarantee.
- 3) Contractors who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.
- 4) In the case of contractors in the approved list of public works Department, Central Public Works Department or Military Engineering Services shall be required to submit the copy of evidence showing the appropriate and eligible class to which they belong. Contractors are required to submit the detailed list of works carried out by them during the last seven 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.

**A)** Should have an average annual financial turnover on construction works of at least 50% of estimated cost during the immediate last 3 consecutive financial years certificate from Chartered Accountant to be enclosed. 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 Institute as per proforma as specified in **Form - A**.

**B)** Should have a solvency of 40% of estimated cost obtained from competent authorities as per proforma specified in **Form - B** shall be enclosed. The solvency certificate shall not be older than one year from the tender opening date.

**C)** Applicant should enclosed the details of all works of similar class completed during the last seven years in the proforma as specified in **Form - C**.

**D)** Details regarding structure and organisation of the firm shall be enclosed as per proforma specified in **Form - E**.

**E)** PAN Certificate in the latest approved form - Details of sales tax registration including details of commercial tax office with which they are remitting this tax.

**F)** Certificates (Copy of original certificates to be uploaded)

i) Performance Certificates

ii) WCT registration certificate

iii) TIN Registration

iv) PAN (Permanent Account Number) Registration

v) Registration certificate in CPWD / State PWD / MES

vi) Form A to Form E

**G) UNDERTAKING** to be submitted in specified form of Annexure -1:-

I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Institute, then I/we shall be debarred for bidding in IMSc in future forever. Also, if such a violation comes to the notice of Institute before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

*5) The tenderer shall be required to place the Earnest Money and Technical bid and Financial bid in separate sealed envelopes marked '**Earnest Money**' and '**PART-I (Technical bid)**' and '**PART-II (Financial bid)**' respectively and 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.*

- 6) 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. Earnest money deposited along with bid shall be returned after receiving Performance Guarantee.
- 7) 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.
- 8) 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.**
- 9) The Department reserves the right to accept / reject any prospective application without assigning any reason thereof.
- 10) Short listing of the agencies shall be subject to thorough verification of their credentials and inspection of works carried out by them, through a Technical Evaluation Committee of experts, constituted by IMSc.
- 11) IF ANY INFORMATION FURNISHED by the applicant is found to be incorrect at a later stage, they shall be liable to be debarred from tendering / taking up works in IMSc.

## **12) Evaluation Criteria**

12.1 The details submitted by the bidders will be evaluated in the following Manner:

12.2 The initial criteria in the respect of experience of eligible similar work Completed, **loss, solvency** and financial turn over etc. will first be Scrutinized and the bidder's eligibility for the work be determined

12.3 The bidders qualifying the initial criteria as set out will be evaluated for Following criteria by scoring method on the basic of details furnished by them.

(a) Financial strength (Form 'A' & 'B')	Maximum 20 marks
(b) Experience in eligible similar nature of working during last seven years	Maximum 20 marks
(c) Performance on works (Form 'D')- Time over run	Maximum 20 marks
(d) Performance on works (Form 'D')- Quality	Maximum <b>40</b> marks*
Total	100 marks

To become eligible for short listing the bidder must secure at least fifty percent marks in each **(Section a,b,c and d)** and sixty percent marks in aggregate

The Institute., however, reserves the right to restrict the list of such qualified contractors to any number deemed suitable by it.

**Note: The average value of performance of works for the time overrun and quality shall be takes on the basis of performance report of the eligible similar works.**

13) Bidders shall not be under a declaration of ineligibility for tender quoting and fraudulent practice.

14) Documentary evidence of adequate financial standing.

15) Information regarding projects in hand, current litigation, orders regarding exclusion, expulsion or block entry if any to be furnished.

16) The capacity of the contractor to take up a new project under consideration in addition to his present commitments must be clearly brought out. He should also furnish the details referring as to have both physically and financially capable of executing this contract in the stipulated time as per milestones projected in addition to executing the other commitments.

17) Copies of original documents detailing the constitution or legal status, places of regulation and principle place of business, written power of attorney of regulation of the bond to commit the bidder.

18) 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)

19) This tender document should be returned with all the papers intact without detaching any part of it.

20) Tenderer to note that tenders with any condition including that of conditional rebate shall be rejected forthwith.

21) A certificate to the effect that the firm had not been black listed by any Government Institute, Public sector undertaking or Autonomous Institutions, off so furnish the details.

22) Qualification and experience of key site management and technical personnel proposed for the contract.

23) Evidence of adequacy of working capital for this contract. Access to lines of credit and availability of other financial resources.

24) Information regarding any litigation, current or during the last five years, in which the bidder is involved, the parties concerned and disbursed amount.

25) Proposals for sub-contracting components of the works including the qualification and experience of the identified sub-contractor in the relevant field.

26) The proposed methodology and program of construction, backed with equipment planning and deployment duly supported with broad calculation and quality control procedures proposed to be adopted, justifying their capability of execution and completion of the work as per technical specifications within the stipulated period of completion as per milestones.

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.

Sd/-

**REGISTRAR**

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

## **List of Documents to be enclosed (Copy of original certificates)**

1. Financial Turn Over certified by CA
2. Profit & Loss statement certified by CA
3. Latest Bank Solvency Certificate
4. List of SIMILAR WORKS completed in last 7 years indicating: I) Agency for whom executed II) Value of Work, III) Stipulated and actual time of completion.
5. List of WORKS in Hand indicating: I) Agency II) Value of Work, III) Stipulated time of completion / present position.
6. List of Construction Plants and Machinery
7. List of Technical Staff
8. Certificates:
  - i) Registration certificates
  - ii) Certificates of Work Experience / Performance Certificates / Completion certificates.
  - iii) Certificate of Registration for Sales Tax / VAT / WCT and Service Tax
  - iv) TIN Registration Certificate
  - v) PAN (Permanent Account Number) Registration
9. Undertaking A to D of Annexure I, Annexure II.
10. Demand Draft/Pay order or Banker`s Cheque /Deposit at Call Receipt/FDR of any Scheduled Bank against EMD.
11. Form of Tender

**Annexure - I**

**UNDERTAKINGS TO BE FURNISHED BY THE TENDERER**

**UNDERTAKING – A**

“I ..... Son of .....  
Residing at .....  
.....hereby give an undertaking that I have read and I am aware of all the clauses and sub clauses of tender forms and I confirm that I will abide by all the terms and conditions available in this tender document. My Income tax Permanent Account Number (PAN) is .....

*(Seal of the Firm)*

*(Dated Signature of Contractor or his authorized Power of Attorney)*

**UNDERTAKING – B**

“I ..... Son of .....  
Residing at .....  
..... hereby give an undertaking that I have give an undertaking that none of my relative(s) as defined below is/are employed in IMSc as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IMSc shall have the absolute right to take any action as deemed fit without any prior intimation to me”

The near relatives for this purpose are defined as;

1. Members of a Hindu undivided family
2. They are husband and wife
3. The one is related to the other in the manner as father, mother, son(s) son’s wife (daughter-in-law), daughter(s) daughter’s husband (son-in-law), brother(s) and brother’s wife, sister(s) and sister’s husband (brother-in-law)

*(Seal of the Firm)*

*(Dated Signature of Contractor or his authorized Power of Attorney)*



**UNDERTAKING – C**

I / We have read and examined the Notice Inviting Tender, General Rules & Directions, Form of Tender, Special conditions, Safety code for works contract, General condition of Contract, Schedule F, Specifications, Schedule of Construction, drawings & all other contents in the tender documents for the work AND ACCORDINGLY I / We, hereby tender for execution of the work specified for the Director of IMSc within the time specified in Schedule “F”, viz., Schedule of Quantities and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in Rule 1 of General Rules & Directions and in Clause - 11 of the General Clauses of Contract and with such materials as are provided for, by, and in respects in accordance with, such conditions so far as applicable.

*(Seal of the Firm)*

*(Dated Signature of Contractor or his  
authorized Power of Attorney)*

**UNDERTAKING – D**

I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for bidding in IMSc in future forever. Also, if such a violation comes to the notice of Institute before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

*(Seal of the Firm)*

*(Dated Signature of Contractor or his  
authorized Power of Attorney)*

**Declaration by Contractor**

This is to certify that;

- 1) I / We have submitted the tenders in the proforma Received from IMSC and there is no change in the format, number of pages, etc.
- 2) I / We have not made any modifications / corrections / additions etc., in the tender documents.
- 3) I / We have checked that no page is missing and all pages as per the index are available and that all pages of tender document submitted by us are clear and legible.
- 4) I / We have submitted the cost of the tender & Tender processing fee.
- 5) I / We have submitted requisite EMD in the prescribed form.
- 6) In case at later stage, it is noticed that there is any difference in my / our tender documents with the original documents, IMSC, shall have the right to cancel the tender / work, forfeit the Earnest Money, Performance Guarantee & Security Deposit, take appropriate action as per the prevailing rules in force and IMSC, shall not be bound to pay any damages to me / us on this account.

Dated .....

*(Contractor Signature with seal)*

## 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				
	2011-12	2012-13	2013-14	2014-15	2015-16
'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.

Viz. line of credit, Working Capital, Liquid Capital, Fixed Deposits etc. - Upload scanned copy of statement

### III. The scanned copies of following certificates are to be uploaded.

- (a) Profit & Loss account certified by CA & as submitted to Income Tax Department.
- (b) Solvency Certificate from banker's of applicant. Banker's certificates should be on letterhead of the Bank. In case of partnership firm, certificate should include names of all partners as recorded with the Bank as said in the Form 'B'.
- (c) Value Added Tax Registration Certificate.
- (d) Permanent Account Number (PAN).

### Name of authorized signatory

Note: Further details if required may be asked from the contractor after opening of the bids. *There is no need to upload the entire voluminous balance sheet.*

## 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 ELIGIBLE SIMILAR WORKS COMPLETED IN ALL RESPECTS DURING THE LAST SEVEN YEARS ENDING ON THE PREVIOUS DAY OF LAST DATE OF SUBMISSION OF TENDERS**

SI. 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/ in progress with details*	Name & Address/ Phone No. of Officer to whom reference may be made	Whether the work was done on back to back basis Yes/No

\* 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.

Name of Authorized signatory

**FORM 'D'**

**Copy of certificates containing following information from the clients to be enclosed.**

**PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "C"**

(Separate certificate for each work/ Project)

1. Name of work/Project & Location
2. Agreement No.
3. Estimated Cost
4. Tendered Cost
5. Date of start
6. Date of completion
  - (i) Stipulated date of completion
  - (ii) Actual date of completion
7. **(a) Whether case of levy of compensation**

**For delay has been decided or not**

**(b) If decided, amount of compensation levied for delayed completion, if any.**

8. Performance Report.

- |                          |   |
|--------------------------|---|
| a) Quality of work       | <b>Outstanding</b> /Very Good/Good/Poor |
| b) Financial soundness   | <b>Outstanding</b> /Very Good/Good/Poor |
| c) Technical Proficiency | <b>Outstanding</b> /Very Good/Good/Poor |
| d) Resourcefulness       | <b>Outstanding</b> /Very Good/Good/Poor |
| e) General behaviour     | <b>Outstanding</b> /Very Good/Good/Poor |

Dated:

**Executive Engineer or equivalent  
Signature with Seal**

## FORM 'E' : STRUCTURE & ORGANISATION

1. Name & Postal Address of the applicant:
  
2. Telephone No./Telex No./Fax No.
  
3. Legal status of the applicant (Please tick and attach attested copies of original document defining the legal status)  
(a) An individual; (b) A proprietary firm; (c) A firm in partnership  
(d) A limited company or Corporation
  
4. Particulars of registration with various Government bodies (attach attested photocopy)  
Dept./Organisation & Place of registration Registration No.
  
5. Names and Titles of Director & Officers with designation proposed to be concerned with this work
  
6. Designation of individuals authorised to act for the organisation
  
7. Has the applicant or any constituent partner in case of partnership firm, **Limited company / Joint Venture**, ever been convicted by the court of law? If so, give details.
8. In which fields of Engineering construction the applicant has specialisation and interest?
9. Any other information considered necessary but not included above.

**Name and address of the authorized signatory**