

## THE INSTITUTE OF MATHEMATICAL SCIENCES

(An autonomous institution under the Dept. of Atomic Energy, Govt. of India)  
TARAMANI, CHENNAI - 113

### NOTICE INVITING TENDER FOR TWO PART TENDER

**Sealed Tenders** in two parts are invited for the following electrical work on behalf of The Director, The Institute of Mathematical Sciences, CIT Campus, Taramani, Chennai – 600 113, by the Registrar, Institute of Mathematical Sciences from reputed and EA / ESA grade electrical Contractors with proven technical and financial capabilities having required equipments and who have executed similar nature of works, costing not less than 80% of estimated cost under a single contract or two similar works each costing not less than 60% of estimated cost or three similar works each costing not less than 40% of estimated cost during the last 7 years and who are in the approved list of the appropriate class of CPWD, State PWD, Railways and DAE etc or executed similar works to any Government departments / undertaking. 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 / ELEC-11/2017](#)

Name of work	Internal electrification and its associated works for new Library building and Renovation of existing Library building at IMSc, Taramani, Chennai
Estimated Cost	Rs. 1,00,00,000/-
Earnest Money Deposit	Rs. 2,00,000/-
Time Allowed	8 (Eight) Months
Security Deposit	2.5% of tendered value
Performance Guarantee	5% of tendered value
Cost of Tender Document ( This amount is not refundable)	Rs. 1050 /-
Tender sale period	<u>From 11.10.2017 to 26.10.2017 ( 9.30 hrs to 15.30 hrs )</u>
Due date and time for submission of tender	<u>30/10/2017 at 15.00 hrs</u>
Date and time of opening of tender Part - I ( Technical bid )	30/10/2017 at 15.15 hrs.
Date and time opening of tender Part - II ( Price bid )	Will intimate later after scrutiny of Technical bid part - I
Place for tender opening	<u>The Registrar room, The Institute of mathematical sciences, Taramani, Chennai-113.</u>
Similar works means.	Internal electrification of office building involved with power and control cabling, distribution panel, DB's, earthing, light fitting etc., with its associated works.

Tender should be submitted in two parts : Part - I (Techno-commercial bid) containing the technical details and all the commercial points other than Price and Part - II (Price bid) should contain the Price. Part I and Part II should be kept in separate covers and sealed. EMD should be kept in another cover. The cover should be superscribed as part I (Techno-commercial bid), Part II (Price 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 Techno-commercial 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 Price bid should be valid for 90 days from the date of opening of part I (Techno-commercial). Part I (Techno Commercial bid) will be evaluated and the firm which is technically qualified will be intimated 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 (Price bid). The EMD submitted by technically non-qualified bidders will be refunded.

Tender documents can be had on written request made along with documentary evidence of having satisfactorily completed work with requisite value, duly recommended by the Scientific Officer (Electrical) on any working day from 11.10.2017 to 26.10.2017 on payment of the cost of tender document in cash in person along with documentary evidence for satisfactory completion of similar work (This amount is not refundable) from **The Accounts Officer, The Institute of Mathematical Sciences, CIT Campus, Taramani, Chennai 600 113**. Tenderer's shall furnish evidence of their past experience in the execution of similar electrical works with their annual turnover during the past 3 years and details of equipment handled along with their application for tender forms. The Institute is not responsible for any delay in receipt of tender document due to postal delay.

**Tenders not accompanied by the following are liable to be rejected.**

Demand Draft for the specified value from **a scheduled Bank** for the Earnest Money Deposit indicated above in favour of ' **Institute of Mathematical Sciences** ', payable at Chennai.

**Note: CASH, BANK GUARANTEE AND CHEQUES FOR EMD WILL NOT BE ACCEPTED.**

- 1 EMD of successful tenderer will be returned immediately after submission of Performance guarantee.
- 2 Contractors who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.
- 3 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.

Should have an average annual financial turnover on electrical works of at least 100% of estimated cost during the immediate last 3 consecutive financial years (ie., 2014 to 2017, 3 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 Department as per proforma as specified in **Form – A**.

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 electrical 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 has 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.

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.

Applicant should enclosed the details of all works of similar class completed in the proforma as specified in **Form – C**.

**D)** List of projects under execution or awarded shall be enclosed as per proforma specified in **Form – D**.

**E)** Performance report of works referred to in Forms 'C' & 'D' shall be enclosed as per proforma specified in **Form – E**.

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

**G)** Details regarding manpower possessed shall be furnished as per proforma **Form – G** shall be enclosed. The details of trained and certified workmen proposed to be employed at the work site of the project should also be furnished.

**H)** Details of tools, equipment, accessories & infrastructure facilities likely to be used / possessed for carrying out the work shall be furnished as per proforma specified in **Form – H**.

**I)** PAN Certificate in the latest approved form - Details of GST registration including details of other taxes with which they are remitting.

**J)** Certificates (Copy of original certificates to be submitted)

- i) Performance Certificates for completed works
- ii) GST registration certificate
- iii) PAN (Permanent Account Number) Registration
- iv) Registration certificate in CPWD / State PWD / MES
- v) Form A to Form H

**K) 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.

4 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.

5 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.

6 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.

- 7 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.**
- 8 The Department reserves the right to accept / reject any prospective application without assigning any reason thereof.
- 9 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.
- 10 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.
- 11 Bidders shall not be under a declaration of ineligibility for tender quoting and fraudulent practice.
- 12 Documentary evidence of adequate financial standing.
- 13 Information regarding projects in hand, current litigation, orders regarding exclusion, expulsion or block entry if any to be furnished.
- 14 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.
- 15 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.
- 16 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)
- 17 This tender document should be returned with all the papers intact without detaching any part of it.
- 18 Tenderer to note that tenders with any condition including that of conditional rebate shall be rejected forthwith.
- 19 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.
- 20 Qualification and experience of key site management and technical personnel proposed for the contract.
- 21 Evidence of adequacy of working capital for this contract. Access to lines of credit and availability of other financial resources.
- 22 Information regarding any litigation, current or during the last five years, in which the bidder is involved, the parties concerned and disbursed amount.
- 23 Proposals for sub-contracting components of the works including the qualification and experience of the identified sub-contractor in the relevant field.
- 24 The proposed methodology and program of electrical works, 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.
- 25 Quoted rates shall be inclusive of all taxes, duties, and other government levies including GST and there shall not be any separate claim for same entertained.
- 26 Tender any condition including conditional rebate shall be rejected.

- 27 If the date for submission of tender and opening of tender happens to be a declared holiday at a later date, the same will be postponed to the next working day.
- 28 PF Clause :  
All the workers are to be paid applicable minimum wages. Provident Fund (PF) and Insurance schemes (if applicable ) for the workers shall be borne by the contractor. Records with respect to worker wages, PF, insurance, etc. shall be maintained and produced on demand for verification.
- 29 This Notice Inviting tender shall form a part of the tender document.

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. Please refer our website: [www.imsc.res.in](http://www.imsc.res.in) / tenders for further details regarding more eligibility criteria if any.

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 ending with 2016-17.
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, IV) Completion certificate.
5. List of WORKS in hand indicating:
  - i) Agency
  - ii) Value of Work,
  - iii) Stipulated time of completion / present position.
6. List of tools, equipment 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 GST and other taxes.
  - iv) PAN (Permanent Account Number) Registration
9. Undertaking A to D of Annexure I, Annexure II.
10. Demand Draft form any Scheduled Bank for 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)*



## Annexure - II

### **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**

**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		
	2014-15	2015-16	2016-17
'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) GST 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 ALL SIMILAR WORKS COMPLETED IN ALL  
RESPECTS DURING THE LAST SEVEN YEARS ENDING ON THE LAST DAY OF  
THE MONTH Sep-2017**

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
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**FORM 'D' : PROJECTS UNDER EXECUTION OR AWARDED**

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

Name of Authorized Signature

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

**FORM-E : 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
  - (iii) Present position of work, if in progress.
7. Amount of compensation levied for delayed completion, if any.
8. Amount of reduced rate items, if any.
9. Performance Report.
  - a) Quality of work                      Very Good/Good/Fair/Poor
  - b) Financial soundness                Very Good/Good/Fair/Poor
  - c) Technical Proficiency              Very Good/Good/Fair/Poor
  - d) Resourcefulness                    Very Good/Good/Fair/Poor
  - e) General behaviour                 Very Good/Good/Fair/Poor
  - f) Time Consciousness                Very Good/Good/Fair/Poor

Dated:

**Executive Engineer or equivalent  
Signature with Seal**

## **FORM 'F' : 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 Was the applicant ever required to suspend construction for a period of more than six months continuously after you commenced the construction? If so, give the name of the project and reasons of suspension of work.

8 Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.

9 Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organisation at any time? If so give details.

10 Has the applicant, or any constituent partner in case of partnership firm , ever been convicted by a court of law? If so, give details.

11 In which fields of Engineering construction the applicant has specialisation and interest?

12 Any other information considered necessary but not included above.

**Name and address of the authorized signatory**

