

INDRAPRASTHA INSTITUTE OF INFORMATION
TECHNOLOGY DELHI

Okhla Phase-III, Near Govindpuri Metro Station, Delhi-110020

PRE-QUALIFICATION DOCUMENT NO. 02/2017

- (i) Prequalification document available on line from : 22.05.2017
- (ii) Last date of submission of Prequalification documents : 31.05.2017
up to 3:00 P. M.
- (iii) Date of Opening of PQ Applications : 31.05.2017 at 3:30 P. M.
- (iv) Names of pre-qualified applicants will be put up on website



Prequalification for
“Horticulture development works at
IIITD, Okhla-III, Delhi”

MAY -2017

Architects
M/s Sikka Associates,
A 2/ 1, Africa Avenue, New Delhi-110029

Project Management Consultants
M/s Sycone CPMC Pvt. Ltd.
36, 20th Main, Chord Road, 2nd Block,
Rajajinagar, Bengaluru, Karnataka 560010

PRE-QUALIFICATION INSTRUCTIONS, INSTRUCTIONS TO APPLICANTS & SPECIFIC CONDITIONS OF THE CONTRACT

PRE-QUALIFICATION INSTRUCTIONS FOR APPLICANTS

1. Scope of Bid:

- 1.1. INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY DELHI intends to invite applications from contractors/ agencies for the following scope of work:

The existing campus for Indraprastha Institute of Information Technology, Okhla-III, Delhi is augmented in Phase-II by adding 70,000 SQM (approx.) of built space to cater to growing demand for quality education in graduation, post-graduation and doctoral levels. It is being built on a plot of 25 acres (Approx.), a state-of- the-art, energy efficient campus comprising academic, multi storied hostels, residential and allied buildings, water and sewerage, HVAC, electric substation building, treatment plants, roads, boundary wall, rain water harvesting system etc. Total covered area is 1,00,000 square meters (approx.). The work shall be carried out in parallel and coordinated with all other works under execution/ yet to be awarded.

Since it is live campus and other agencies are already working at site, there may be constraint for storage/ stacking of materials / T& P/office. Site may/may not be available in full at first instance and execution shall have to coordinate as per availability of site. Safety and security of the occupants of the campus and no hindrance to the functioning of the institute is to be maintained at all times.

2. SCOPE OF WORK

HORTICULTURE WORKS AT IIIT-D CAMPUS AT OKHLA-III NEW DELHI-110020

Includes all horticultural and irrigation work. The estimated cost of the work is Rs 25 Lacs (approx.) and time of completion is 2 months.

- 2.1. **Applicants are advised to compulsorily visit the site to understand the work and acquaint themselves with the site before submitting their prequalification document.**
- 2.2. Application is open to all contractors/ agencies having sound background and specialization in carrying out similar works.

3. **Submission of Applications:**

Applications must be submitted in sealed envelopes, which must be either delivered by hand or by registered mail at **Indraprastha Institute of Information Technology Delhi**, not later than the date and time given in the prequalification document, clearly mentioning the name of the work.

- 3.1. The name and mailing address of the applicant should be clearly marked on the envelopes.
- 3.2. All the information asked for in the prequalification document shall be answered in ENGLISH only.
- 3.3. Failure to provide information in the stipulated format enclosed or to provide timely clarification or substantiation of the information supplied (considered essential to evaluate the applicant's qualifications) may result in disqualifications of the applicant.

4. **Pre-qualification Criteria:**

- 4.1. Pre-qualification will be based on meeting the following minimum criteria regarding the applicant's work experience, personnel and financial standing, as demonstrated by the applicant's responses in the forms attached to the Letter of Application.
- 4.2. The applicant must meet the following minimum criteria for Pre-qualification:
 - (a) Average Annual financial turnover for related works during the last **three** years, ending 31st March 2017 should be not less than Rs 25 lakh. (Fill enclosed **ANNEXURE-I**.)
 - (b) Experience of having successfully completed similar works during last 7 (*Seven*) years i. e. 30 April 2017 should be either of the following.
 - i) Three similar completed works costing not less than Rs. 10 lakh.

or
 - ii) Two similar completed works costing not less than Rs. 15 lakh.

or
 - iii) One similar completed work costing not less than Rs. 20 lakh.

Definition of "Similar works" i.e. experience in satisfactory execution of horticulture development works i.e. site preparation, grass and tree plantation and maintenance thereof etc. (Fill enclosed ANNEXURE-II).

- (c) Should have completed at least one similar works with any Govt /Semi- Govt /Autonomous department of value not less than Rs 10 lakhs
- (d) Should have minimum solvency of 10 lacs, Certificate to be submitted from the bankers duly signed and stamped in a sealed envelope.

4.3. **Personnel Capabilities:** The Applicant must have suitably qualified personnel to execute the contract (Fill enclosed **ANNEXURE-III**).

4.4. **Equipment Capabilities:** The Applicant should own, or have assured access to (through hire, lease, purchase agreement or other means) equipment's to successfully execute the contract.

4.5. (i) Even though the applicants meet the above criteria, they are subject to be disqualified if they have:

- Made misleading or false representation in the form, statement and attachments submitted, and/or

Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc.; and/or

(ii) They have history of litigation or found black listed.

4.6 **Registration with Govt. agencies** if any .Details to be filled in Annexure IV

5.0. **General:**

5.1. Commercial applications will be sought from only the agencies who have been pre-qualified under this process.

5.2. The IIITD reserves the right to:

- a) Amend the scope and value of the work and in such event, the applicants who meet the requirements of the contract as amended, their applications shall be opened.
- b) Reject or accept any application without assigning any reason thereof; and
- c) Cancel the prequalification documenting process and reject all applications.

LETTER OF APPLICATION

[NOTE: On the letterhead of the applicant including full postal address, telephone no., fax no., and E-mail address]

To,

The Registrar,
Indraprastha Institute of Information Technology Delhi
Okhla Phase-III, Near GB Pant Polytechnic
Delhi -110020

Sirs,

1. Being duly authorized to represent and act on behalf of (hereinafter referred to as "the Applicant"). and having reviewed and fully understood all the Pre-qualification information provided, the undersigned hereby apply for the following scope of work:

"HORTICULTURE DEVELOPMENT WORKS AT IIITD, DELHI-110020".

2. Attached to this letter are copies or original documents defining:
 - (a) the Applicant's legal status;
 - (b) the principle place of business; and
 - (c) the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
3. IIITD and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements, and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. IIITD and its authorized representatives may contact the following persons for further information.

General, Personnel, Technical and Financial Enquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made in the full understanding that:

(a) Applications of pre-qualified applicants will be subject to verification of all information submitted for Pre-qualification at the time of application:

(b) Your office reserves the right to:

Amend the scope and value of the contract/bid. In such event, applications will only be called from pre-qualified applicants who meet the revised requirements and reject or accept any application, cancel the Prequalification process, and reject all application without assigning any reason thereof; and

(c) Your office shall not be liable for any such action and shall be under no obligation to inform the applicant.

6. Appended to this application, we give details of the participation of each party including capital contribution and profit/loss agreements, to the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for execution of the contract.

7. The undersigned declare that statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed
Name
For and on behalf of

Application Form No. 1

GENERAL INFORMATION:

All individual firms applying for prequalification document are requested to complete the information in this form. Information to be provided for all owners or applicants who are partnerships or individually-owned firms.

1. PARTICULARS/STRUCTURE & ORGANISATION OF THE FIRM/COMPANY

1.1	Name of Firm/Company	
1.2	Address(s): Registered Office: Head Office: Branch Office(s):	
1.3	Telephone No : Mobile / Landline(s): Contact Person(s) : Telex No.: Fax No : E-mail :	
1.4	Legal Status of the applicant: Type of Company (Attached copies of original document defining legal status): (Please attach a copy of the Registration Certificate of the Company)	(a) An individual (b) A proprietary Firm (c) A Firm in Partnership (d) A Limited Company / Corporation (*Please delete accordingly)
1.5	Particulars of registration with various government bodies (attached attested photocopies) Organization/ place of registration. (1) (2) (3)	Registration No.
1.6	Name and Titles of directors and officers with designation to be concerned with this work.	

1.7	Designation of individual authorized to act for the organization.	
1.8	Was the applicant ever required to suspend supplies for a period of more than 6 months continuously after you commenced the supplies? If so, give the name of the project and reason of suspension of work.	
1.9	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 reason of abandonment.	
1.10	Has the applicant or any constituent partner in case of partnership firm ever debarred/ black listed for tendering in any organization at any time? If so, give the details.	
1.11	Has the applicant or any constituent partner in case of partnership firm ever been convicted by a court of law? If so, give details.	
1.12	Any other information considered necessary but not included above.	

Signature of applicant

Application Form No.2

ANNUAL TURN OVER

Year	Annual Turnover in Indian Rs. as per Audited Balance Sheet
2014-2015	
2015-2016	
2016-2017 *	
Average Annual Turn Over	

NOTE: The above data is to be supported by Audited balance sheets.

* If Accounts are not audited till the date of submission of prequalification document, a certificate from the Chartered Accountant may be submitted, along with un-audited accounts.

Application Form No.3

DETAILS OF COMPLETED WORKS OF SIMILAR NATURE AND COMPLEXITY**(During last seven year ending 30th April 2017).**

Sr. No.	Name of the Contract	Name of the Client	Brief Description of the Contract	Date of Start	Date of completion as per Contract	Date of actual Completion	Value
1.							
2.							
3.							
4.							

NOTE: Please attach supporting documents/performance reports for the above information.

ANNEXURE-IV

Application Form No.5

Details of registration with State/Central/PSU departments

Name of the Authority /department with whom registered	Class in which registered	Amount for which eligible to work	Date of registration	Validity period	Whether registration cancelled ever