

INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE
DR. Homi Bhabha Road, Pashan, Pune – 411008
TENDER NOTICE NO-CW/04/2010
PRE- QUALIFICATION OF CONTRACTORS FOR CONSTRUCTION OF
A NEW BUILDING FOR CENTRE FOR CLIMATE CHANGE
RESEARCH AT IITM, PASHAN, PUNE.

The Indian Institute of Tropical Meteorology, Pune, is a premier research organization under the Ministry of Earth Sciences, New Delhi conducting research in the field of Atmospheric Sciences. IITM intends to pre-qualify the reputed firms/contractors for **construction of a new building for their new Center for Climate change Research (CCCR)** at their existing Institute's campus at Dr. Homi Bhabha Road, Pashan, Pune, Maharashtra, India (Approximate Project Cost Rs 800 Lakhs).

Applications are invited from reputed and experienced Contractor for Pre- Qualification. Pre- Qualification Tender form may be collected on payment of Rs. 1000/- (Rupees One Thousand only) from the General Administration Section of the Institute on payment by Cash/Demand Draft in favour of the Director IITM, Pune, payable at Pune. For further details, please visit our website www.tropmet.res.in The application completed in all respect is to be submitted to the Director, IITM, Dr. Homi Bhabha Road, Pashan, PUNE-411008, Maharashtra (India) by 13.10.2010 up to 1500 Hrs which will be opened on same day at 1700 Hrs.

The Director, IITM, Pune reserves the right to accept or reject any or all the prospective application in full or part thereof without assigning any reason whatsoever and his decision on all matters in this regard shall be final & binding.

Note: In case of the application form downloaded from Institute's website, the form fee should be paid by enclosing DD along with the application. Application form without form fee will not be considered

Civil Engineer
For Director IITM, Pune-8
Email: anupam@tropmet.res.in

INDIAN INSTITUTE OF TROPICAL METEOROLOGY

Dr. Homi Bhabha Road, Pashan, Pune 411 008

Brief of Office

Indian Institute of Tropical Meteorology (IITM) is a premier research organization under the Ministry of Earth Sciences conducting research in the field of atmospheric sciences. It hosts various national and international scientific meeting, workshops and conferences. Several distinguished scientists and well-known personalities from India and abroad visit the Institute from time to time.

Project Brief

Indian Institute of Tropical Meteorology intends to construct a new building for their new Center for Climate change Research (CCCR) at their existing Institute's campus at Dr. Homi Bhabha Road, Pashan, Pune, Maharashtra, India.

For this project, Indian Institute of Tropical Meteorology intends to pre-qualify Civil Contractors. The approximate area of building is 5600 sq. mtr and approximate cost of Civil & Plumbing works shall be @ 800.00 lakhs

The scope of works shall include Earthwork & Excavation, PCC, Structural steel works, Roofing & cladding, RCC & Form finish RCC, Brickwork, Plaster & Stone Crete plaster, chemical waterproofing, over deck insulation, Flooring, Doors, aluminum Windows with DGU, Tilling, Painting and Plumbing works like internal water & drainage, External Water & drainage, Road works, storm water drainage, etc.

**CIVIL ENGINEER
FOR DIRECTOR, IITM PUNE.**

INDIAN INSTITUTE OF TROPICAL METEOROLOGY

PREQUALIFICATION FORM

- 1) Name of work : Construction of Center for Climate Change Research at IITM, Pashan, Pune, Maharashtra
- 2) Estimated cost : **Rs. 800.00** lakhs (Rs. Eight Hundred Lakhs)
Time limit for completion of work : Eleven months
- 3) PQ form shall be issued from : **14.09.2010**
- 4) Last date of issue and submission of pre-qualification form : **13.10.2010 (1500hrs)**
- 5) Class of registration required : Class – I or Unregistered Private Contractor having Minimum annual average turnover of not less than Rs. 10.00 Core for last three financial years.
- 6) Issued to : M/s _____
- 7) Date of application of contractor for issue of PQ form: **14.09.2010**
- 8) Date of actual issue of pre-qualification form to contractor _____

Pre-qualification form duly filled in by the contractor should be submitted in the office of G.A Section of this Institute and addressed to the **Director, Indian Institute of Tropical Meteorology, Pune, on or before 13.10.2010 by 15.00 Hrs.**

The pre -qualification form received after due date shall not be accepted.

Note: The contractors who have approached for issue of pre-qualification form on last day of issue, they shall have to submit the pre-qualification form duly filled in on the same day as mentioned above. The forms received after expiry date and timing shall not be accepted.

All the information must be filled in the enclosed forms only. The information furnished in other forms will not be accepted except annexure as mentioned under relevant clause. If the contractor submits the information on separate or other forms except form 'E' the same will not be accepted. Form 'E' shall be used as a proforma only. It may please be noted that any information furnished in pre-qualification form or the enclosures/annexure thereto, if subsequently found false or misleading, the contractor's application for issue of tender shall be rejected outright.

Civil Engineer

For Director, IITM, Pune.

Note: 1) PQ tender document fee is Rs. 1000 / - by cash or DD

2) If PQT is downloaded through website PQT fees of Rs.1000 / - Should be paid in form of DD through nationalized bank drawn in the favor of Director, IITM, Pune at the time of submission of tendered documents.

3) PQ form shall not be accepted after due date 13.10.2010 (1500hrs)

DIRECTIONS FOR FILLING IN PQ FORM :-

- 1) The Contractor should fill up the blanks of pre-qualification form in original and duly filled in and signed shall only be submitted. Each and every page of PQ form shall be signed by the contractor, without which the contractor shall not be pre-qualified.
- 2) The information submitted on contractor's format, i.e. other than original pre-qualification form, shall not be accepted. If found, the documents shall be returned & he shall not be pre-qualified.
- 3) In case of joint venture, each member of joint venture shall submit the financial statement 'F' separately and one of the partners should individually meet the minimum requirement of financial indicator as mentioned in PQ form.
- 4) In any case subletting of work will not be allowed.
- 5) The terms and conditions of this PQ form shall form part and parcel of tender document.
- 6) Joint venture is allowed as per the stipulated conditions.
- 7) Contractor shall submit hard and or soft their copy of 'Capability Document' along with this PQ form.

IMPORTANT NOTE : (To be read & signed by the contractor)

The contractor will not be declared qualified unless he produces the required documents and information as listed below.

- 1) If the Contractor or Joint Venture partner Contractor is Government Registered contractor in required appropriate class I, and if certified true copy of valid registration as per clause under appropriate class is not enclosed.
- 2) If the Contractor or Joint Venture partner Contractor is Un-registered Private Contractor and if the annual turnover of the contractor is less than as stipulated under clause 5 of PQ form.
- 3) Certified true copy of VAT & Service tax valid registration as per clause 6 (a) and (b) of PQ form is not enclosed.
- 4) Does not own the machineries as required for the works and has not produced sufficient proof as per form 'A' in support of machinery owned by him. The rent agreement for hiring of machinery shall not be accepted.
- 5) Insufficient staff and does not produced the information in form 'B'.
- 6) If the list of similar nature of work in form 'C' is not furnished. (The list of one or two works which satisfies the norms of similar nature of work shall only be given for which he should produce the experience certificates in form E.)
- 7) Work done certificate for similar nature of work is not submitted as per form 'E'. (Only one or two certificates for the works which he claimed to be best and satisfying the required norms shall only be submitted.)
- 8) If the list of works tendered for and in hand as per form 'D' showing cost of balance works is not furnished.
- 9) If the actions as stipulated under clause 3 (C) of PQ form/tender are taken and the work is rescind due to poor performance of contractor.
- 10) If the compensation is recovered for slow progress or bad quality of work, by any other authority then the contractor shall not be prequalified.

Contractor

The Director,

IITM

- 11) If the financial statement in form 'F' required as per clause 13, duly signed by the Chartered Accountant is not furnished.
- 12) If the Bid Capacity is found less than cost put to tender.
- 13) The financial indices for any one of the three years are not meeting (Sr. No. 14, 15 to 18 of PQ form)
- 14) If the information as stated above is found incorrect and misleading.
- 15) The information submitted is not readable and certificates are not attested by the Gazetted Officer.
- 16) PQ form is submitted incomplete.

Contractor

The Director,

IITM

CONDITIONS FOR JOINT VENTURE

- (1) Two or more, limited to maximum four contractors can make the joint venture for execution of work, if the contractor desires to form a joint venture firm.
- (2) Joint venture firm shall be notarized at the time of issue of P.Q. form without which PQ form shall not be issued and also supply copy of registered J.V. partnership deed whenever called for execution of agreement, without which agreement shall not be executed.
- (3) Joint venture firm is as a whole and not as individual partners.
- (4) Joint venture firm shall be allowed in respect of work experience only and no benefit can be availed for financial status.
- (5) Financial norms shall have to be satisfied by one of the partner of joint venture firm in respect of Bid capacity, turn over and other financial indices.
- (6) Joint venture partners, which are associated, should have executed the specific work as mentioned under Sr. No. 9 of PQ form and they should fulfill the financial indices, for the magnitude mentioned.
- (7) In case of joint venture, machineries owned by each partner can be clubbed together to comply norms of machineries.
- (8) The PQ document will be issued in the name of Joint venture firm only.
- (9) In case of Joint venture firm all the partners shall have to produce all the documents as required and mentioned in PQ form.
- (10) When contractor apply for PQ form in the individual capacity satisfying the required norms and the same contractor apply for PQ form as a joint venture partner, the PQ form shall be issued to the contractor applied in individual capacity only and no PQ form will be issued to joint venture firm in which individual contractor is one of the partner.
- (11) All joint venture partners shall be fully responsible for satisfactory completion of work.
- (12)

Contractor

The Director,

IITM

PRE QUALIFICATION FORM

Summary of Forms

(To be filled in by the contracting firm)

- 1) i) Name of the Contractor : _____
- ii) Postal Address : _____
- : _____
- iii) Telephone No. : _____
- iv) Fax No. : _____
- v) Mobile No. : _____
- vi) Email Address : _____

2) Please mention status

- i) Proprietary firm : Yes / No*
- ii) Partnership firm : Yes / No*
- iii) Pvt. Ltd. Co. : Yes / No*
- iv) Public Ltd. Co. : Yes / No*
- v) Co. Op. Society) : Yes / No*
- vi) Joint Venture firm : Yes / No*

(* - Strike out whichever is not applicable)

- 3) a) Registration Class of Contractor :
- b) Validity of Registration :
- c) Authority issuing the registration
Certificate (Copy of registration
Certificate to be enclosed as
Annexure I)

4) i) Mention the names : 1) -----
of Partners or Directors 2) -----

ii) In case of Joint venture firm, : 1) -----
mention the names of the JV partners 2) -----

iii) Are the Joint Venture partners, registered : Yes / No*
in appropriate class as per tender notice

5) Annual turn over of the : 2007-2008 Rs.
firm for last 3 years as
certified by the Chartered Accountant vide Form F. 2008-2009 Rs.
Minimum required turn over per year 2009-2010 Rs.
shall be more than **Rs. 10.00 Crore (Rs. Ten Crore)**
for any one of the year.

(Will be considered as per CVC guide lines)

6) a) Whether the contractor is having : Yes/No
valid VAT & Service Tax Registrations

b) If so whether the certified copy of : Yes/No
Such registration is enclosed (As Annexure II)

7) a) Whether the contractor is having
plant, machinery and equipments
as per requirement of project : Yes/No

b) If yes, whether information in
form A with documentary evidence
is furnished. : Yes/No

8) Whether the information in respect

of trained and qualified staff is furnished
in form B with documentary
evidence. : Yes/No

9) **a)** Whether the contractor has executed a single
work of similar nature having cost of work
more than **Rs. 800.00 lakhs (Rs. Eight Hundred lakhs).**
covering following sub works : Yes/No

i) Excavation, PCC, RCC, Brickwork, Plaster, Aluminium
windows, Fabrication, Flooring, Internal & External
plumbing, Road work.

(Concreting work up to 3400 Cum)

ii) Form Finish Concrete (Area 1000 Sqm or more,
scaffolding height up to 11 meters with/ without
support from floor slab)

iii) Stone Crete plaster (1075 Sqm, work up to 11 meter height)

iv) Aluminum window work (Total glazing area more than 725 Sqm,
Aluminum DGU window)

b) If Yes, whether the information of such work in
form "C" is furnished. : Yes/No

c) Whether the certificates from concerned
authorities in 'E' form are enclosed
(Work value should be more than
the amount as mentioned under Sr. No. 9) : Yes/No

10) Whether the list of works in hand is
enclosed in form "D" : Yes/No

Contractor

**The Director,
IITM**

11) Whether the amount of balance Works vide col. No.5 of Form "D" : Yes/No is mentioned.
Quote the amount of balance work. : Rs. _____

12) State.....

- a) In how many cases the notice under penalty / Liquidated damages clauses of the tender was issued to the applicant during last 3 years. : Nos/Nil
- b) In how many cases the work was rescind during last three years. : Nos/Nil
- c) If the work is rescind, the reasons for the same shall be mentioned with documentary proof. : _____

- d) In how many cases compensation was recovered for slow progress : _____

13) Whether financial information in form "F" is furnished duly signed by Chartered Accountant : Yes/No

14) Quote the bid capacity calculated as Per formula prescribed for the Purpose. (Shall not be less than the cost put to tender) :Rs. _____ lakhs

15) Quote the Net worth to long term Liabilities : _____
(Shall not be less than 20%)

16) Quote the Net profit to capital investment : _____

(Should not be less than 5%)

The information given above and in the enclosed forms and annexure is true to the best of my knowledge and belief and I am fully responsible for its correctness.

Date: _____

Signature of Contractor

Contractor

Director

IITM, Pune

Sufficient proof in support of the machinery owned by contractor as mentioned under **Sr. No. ___ to ___** be produced. Contractor should produce documentary evidence like statement of fixed assets attached with balance sheet, RTO registration etc, for having owned the machinery as on date not earlier than 6 months of the date of submitting the pre-qualification form. The Xerox copy of the documents shall be readable and attested by Gazetted officer. If the contractor does own the said machinery he shall not be pre-qualified.

If the information found false and misleading, he shall not be pre qualified.

Note: The rent agreement for hiring the machinery shall not be accepted.

Contractor

The Director,

IITM

FORM B

Sheet 1 No.

LIST OF TECHNICAL PERSONNEL OF THE TENDERER LIKELY TO BE APPOINTED ON THIS WORK**NAME OF WORK:**

Sr. No.	Name of Persons	Designation / holding the post in the firm.	Status in the firm	Academic Qualification & experience	Remarks & any other points.
1.	2.	3.	4.	5.	6.

NOTE:-

- 1) Continuation sheet shall be used if required.
- 2) The contractor should produce either a copy of form No. 24 of annual return of I. T. Authority for schedule of employees attached to the latest annual report or such other proof like extract of employment tax register, to the satisfaction of tender inviting authority.

Contractor**Director****IITM,Pune**

FORM 'C'

Sheet 1 No.

DETAILS OF WORKS OF SIMILAR OR ALLIED TYPE AND MAGNITUDE CARRIED OUT BY TENDERER

NAME OF TENDERER. :

Sr.No.	Name of work	Name of Organisation and place of work	Tender cost	Stipulated date of completion	Actual Date of completion	Principal features in brief.
1.	2.	3.	4.	5.	6.	7.
		TOTAL				

NOTE:-

- 1) The contractor should have completed at least a single work of similar nature as mentioned under Sr. No. 9 (Only one or two works which contractor claimed to be the best and fulfil the norms and willing to produce the experience Certificate in form 'E' shall only be mentioned.)

Contractor

The Director, IITM

DETAILS OF OTHER WORKS TENDERED FOR AND IN HAND ON THE DATE OF SUBMISSION OF THIS APPLICATION**NAME OF TENDERER. :**

Sr. No	Name of work	Name of organization and place of work	Work in hand			Works tendered For			REMARKS
			Tendered cost	Cost of remaining work	Anticipated date of completion	Estimated cost.	Date when decision is Expected.	Stipulated period for completion.	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

NOTE: - The continuation sheet may be used if required.**Contractor****The Director, IITM**

FORM – 'E'

**CERTIFICATE IN RESPECT OF COMPLETION OF
WORK BY CONTRACTOR.**

1. Name of contractor. : _____

2. Name of work. : _____

3. Estimated cost put to tender. : Rs. _____

4. Period stipulated in tender : _____
for completion of work.

5. Date of work order. : _____

6. Actual Date of completion. : _____

7. If time over-run, the reasons : _____
for the same.

8. Final cost of work completed. : _____

i) Has he started the work promptly

after issue of work order?

YES / No

ii) Has he maintained the progress:

of work as per agreement?

YES / No

iii) Quality of work : Excellent / Good / Satisfactory.

iv) Compensation / Penalty levied _____

if any, with reasons. _____

9. Any other information about _____

the overall performance of _____

the contractor, the authority _____

may like to mention. : _____

Certified that the information given above is based on the facts and figures recorded in this office through various documents and is true to the best of my knowledge and belief.

Signature and seal of Officer issuing the Certificate.

Outward No. _____

Dated: _____

NOTE: - 1) For works costing Rs. 1.00 Crore and above certificate issued by the

S. E. or duly countersigned by the SE/CE shall be accepted.

Contractor

The Director,

IITM

FORM – ‘F’

FINANCIAL STATEMENT

1. Name of Contractor : _____
(In case of Joint Venture / _____
Consortium, the name of the _____
Consortium firm).

2. Summary of Assets & Liabilities :
on the basis of the audited financial statement of the last three financial years.
(Attach copies of the audited financial statements of the last three financial years)

		Year 2007- 2008 (Rs. In Lakhs)	Year 2008- 2009 (Rs. In Lakhs)	Year 2009- 2010 (Rs. In Lakhs)
A)	Authorized capital			
B)	Issued capital			
C)	Paid up Capital /Partners / Proprietor Capital			
D)	Reserves & Surplus.			
E)	Long term liabilities.			
F)	Current liabilities & Provisions.			
G)	TOTAL (C + D + E + F)			
H)	Net Tangible Fixed Assets.			
I)	Intangible Assets.			
J)	Long term investment			
K)	Current Assets, loans & Advances.			
L)	TOTAL (H + I + J + K)			
M)	Quick Assets i.e. cash & equivalent, short term investment and current receivables.			
N)	Net profit after interest and depreciation.			

Contractor

Chartered

The Director

Accountant along with seal

IITM

	Year 2007-2008 (Rs. In Lakhs)	Year 2008-2009 (Rs. In Lakhs)	Year 2009-2010 (Rs. In Lakhs)
Turn over in terms of value of Civil / Electrical Engineering works executed during each Year as reflected in the Profit & Loss Account.			
<u>RATIOS :</u>			
Net worth to long term Liabilities (O:E)			
Current Ratio (K:F)			
Quick Ratio (M:F)			
% of net profit to capital invested i.e. (N x 100)/(C + D)			
Net Profit before Taxation			
Current Period.			
During the last financial year.			
During each of the Four previous Financial years.			
Certified that the facts and figures given above have been verified from the audited balance sheet at the end of the respective year and the profit and loss accounts for the respective year, are true to the best of our knowledge and belief.			
Seal	Signature of the Chartered Accountant.		

Contractor

**Chartered
Accountant along with seal**

**The Director
IITM**

	Detail Calculations for all the Ratios should be submitted on separate Annexure.		
	Applicants financial arrangements (Mention amount in Rupees)		
	Own Resource		
	Bank Credit.		
	Others (Specify)		
	Certificate of financial soundness from bankers of applicants together with their full address.		
	Credit Facilities :		
	Name / Address of Nationalized Bank providing credit line.		
	Total Amount of credit line (Attach certificate from the bank)		
	Approximate value of works in hand.		
	Bid capacity i.e. $(A \times N \times 2) - B$ where - (shall not be less than the cost put to tender)		
	Maximum of the updated values of Civil & Plumbing works executed in one of the Preceding 3 years. The updating of the Value of work should be done at 10% per annum (compounded) by multiplying the Values with applicable factor i.e. 1.10, 1.21, Or 1.331 as the case may be.		
	Value of existing commitment and works (on going or to be completed in the period stipulated for completion of the work in the present tender) i.e. from _____ to _____		
	Number of years prescribed for completion of the work for which tenders are invited. = ____ Year.		

Contractor

**Chartered
Accountant along with seal**

**The Director
IITM**