

**INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE**

Dr. Homi Bhabha Road, Pashan, Pune – 411008

**TENDER NOTICE NO-CW/06/2010**

**PRE QUALIFICATION TENDER FOR APPOINTMENT OF PANEL OF PROJECT MANAGEMENT CONSULTANTS FOR VARIOUS PROJECTS AT IITM, PUNE.**

The Indian Institute of Tropical Meteorology (IITM), Pune is an Autonomous Research Institute under the Ministry of Earth Sciences, Government of India, New Delhi. The Institute has to engage Project Management Consultants for the following works:

- (1) Construction of 100 student's occupancy Hostel Building.
- (2) Construction of Training Institute Campus of approx 15 Acre of Land around Pune.
- (3) Housing for Training Institute.
- (4) Construction of high altitude Cloud Physics Laboratory at Mahabaleswar.
- (5) Construction of Utility Building.

In this connection, leading **Project Management Consultants Firms** willing to provide Project Management Services for the above works are requested to collect the Pre-Qualification Tender Form from the General Administration Section of the Institute on payment of Rs.1000/- (Rupees One Thousands only) cash/or Demand Draft drawn in favour of Director, IITM Pune or download from institute's website (<http://www.tropmet.res.in>) and submit the completed form along with company profile in sealed cover super scribed "**Pre Qualification Tender for Project Management Consultants for various projects.**", addressed to, **The Director, Indian Institute of Tropical Meteorology (IITM), Dr. Homi Bhabha Road, Pune-411008** by **14-10-2010 by 1500hrs. which will be opened on same day at 1700 hrs.** The Director IITM, Pune reserves the right to accept / reject any or all the prospective application in full or part thereof without assigning any reasons whatsoever and his decision on all matters in this regard shall be final and binding.

**Note:** In case of the application form down loaded from Institute's website, the tender fee shall be enclosed along with their application in the form of Demand Draft drawn in favour of Director, IITM Pune payable at Pune along with their application. Application form without Tender fee will not be accepted.

**Civil Engineer  
for Director**

**Email: [anupam@tropmet.res.in](mailto:anupam@tropmet.res.in)**

**INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE**  
**DR. HOMI BHABHA ROAD, PASHAN, PUNE – 411008**  
**(Ministry of Earth Sciences, Government of India, New Delhi)**  
**NOTICE FOR PREBID QUALIFICATION OF PROJECT MANAGEMENT AGENCIES**  
**TENDER NOTICE NO-CW/06/2010**

Applications are invited from reputed Project Management Firms/Service providers for the following works:

- (1) Construction of 100 student's occupancy Hostel Building.
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- (3) Housing for Training Institute.
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**Civil Engineer**

**for Director**

**Email: [anupam@tropmet.res.in](mailto:anupam@tropmet.res.in)**

## **INSTRUCTIONS:**

### **1. Agencies who fulfill the following requirements shall be eligible to apply.**

- I.** Bidders should be a registered firm/company as per relevant norms and acts of Firm/company registrations set out by Government of India.
- II.** Bidders should be directly and solely into the business of Project Management Services for the projects such as Scientific Buildings, Residential Quarters, Multipurpose Building, Community Hall, Guest House & Hostel Buildings, Campus development etc. involving Civil, PH, Electrical & HVAC items of works.
- III.** Bidders should have valid ISO certification or equivalent Certification as Project Management Firm/Service provider.
- IV.** Bidder should have PAN number, Service Tax number and TAN number.
- V.** Bidders should be at least 5-10 years old establishment.
- VI.** Bidder should have average annual financial turn over during the last 3 years ending 31<sup>st</sup> March of 2010 of at least **Rs. 50.00 lakhs**. This turn over shall be from Project Management Consultancy Services.
- VII.** Bidder should have never faced penalties in form of liquidated damages or black listing.
- VIII.** Bidder should have adequate technically qualified and experienced engineers and associated staff and establishment required for offering expected Project Management Services.
- IX.** Bidder should have executed minimum two projects of similar magnitude and nature (each project costing minimum **Rs 100.00 lakhs**) during past 3 years ending on **31-03-2010**. The project of similar magnitude and nature means:-
  - i.** Scrutiny of drawings, estimates, including structural drawings for Civil, PH, Electrical, HVAC Works prepared by Architect.
  - ii.** Assisting clients in processing of tenders for Civil, PH, Electrical, HVAC, Campus development works etc. as per laid down procedures and finalization of contractors.
  - iii.** Supervision and Quality control of Construction work including Electrical, HVAC, BMS, etc.
  - iv.** Taking measurements and recording the same for all categories of works.
  - v.** Checking and verification of contractor bills.
  - vi.** Internal furnishing works of buildings.
  - vii.** Coordination with Architect & various Contractors.
  - viii.** Preparation of time management plan for preconstruction, construction & post construction phases & monitoring the same.
  - ix.** Infrastructure development of premises, comprising Horticulture works, Rainwater Harvesting, landscaping, land survey, Geo-technical survey etc;

### **2. Scope of works under PMC**

- I.** PMC will perform the role of independent professional firm/service provider with multidisciplinary skill capable of engineering supervision, project management and handling of major Building Construction works including Civil, PH, Electrical, HVAC, Internal furnishing, Infrastructure development related items of work from the tendering stage up to Commissioning and handing over of all the installations to IITM Pune.
- II.** PMC will deploy team of Engineers & associated staff at site having suitable technical and managerial skills in :-
  - i.** Assisting IITM Pune in processing tenders for various disciplines.

- ii. Scrutiny of drawings in consultation with Architects and with respect to the relevant standards & procedures in field.
- iii. Project coordination between various disciplines of work and also interaction with IITM / Architects/various Contractors on regular basis.
- iv. Supervision and quality control of works at site.
- v. Verification of work bills of various contractors.
- vi. Maintenance of site documents.
- vii. Update the day to day work progress to the Institute.

### **3. Documents to be furnished by bidders**

3.1 Bidders should submit the following documents.

- a) Copy of PAN.
- b) Copy of Service Tax Number.
- c) Copy of Partnership deed/Memorandum of Articles of agreement.
- d) Copy of registration.
- e) Copy of valid ISO certification or equivalent Certificates.
- f) Copy of audited balance sheet for last three financial years.
- g) Copy of Solvency certificate.
- h) Copy of client certificates regarding project management services provided by bidder with details towards nature of services provided, details of project handled, approx. value of project handled etc.
- i) Copy of certification of appreciation if any.

3.2 Bidders may specifically indicate, whether they have handled any projects for Central Govt. /PSU and/ or they are presently handling any project for Central Govt./PSU. If so, they should give details towards type of project, value of project, time taken for completion, along with address and concerned person of such Central Govt. /PSU.

3.3 Bidders should submit their detailed profile indicating the present infrastructure available with them in terms of space, Engineers available with them, other associated staff etc.

3.4 Bidders should submit prequalification form along with Form-A, Form-B, Form-C, Form-D, Form-E and Form-F duly filled and signed by their Authorized signatory.

### **4. Selection criteria for pre bid qualification**

4.1 Bidders who fulfill eligibility criteria will be evaluated by a Committee based on the Following parameters:-

General background and experience

- (i) Average turnover from project management services during the last 3 years.
- (ii) Relevant experience in Construction projects as Project Management Agency in past 3 years.
- (iii) Manpower commitment, dedicated team and team leader, comprising qualified & experienced Civil Engineer, Quantity Surveyor, Safety & Quality assurance Engineer, Electrical Engr, Mechanical Engr. (HVAC) etc.
- (v) After evaluation shortlisted parties would be intimated in due course for above projects.

5. Bidder should clearly indicate the manpower proposed to be deployed along with their qualifications and experience.

6. Bidder should submit the completed Pre-bid Qualification applications along with Pre-qualification forms (as per formats given below) in a sealed envelope with Name of the work, Notice No. and address of the applicant super scribed on the envelope so as to reach to, **The Director, Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, Pune-411008 by 14-10-2010 by 15.00 hrs.** The forms received after **14-10-2010** will not be accepted.

Applications should accompany cost of application of **Rs.1000/-** in the form of cash/Demand Draft drawn in the favour of Director, IITM payable at Pune.

7. Those bidders who are considered as prequalified will be intimated and tender document indicating detailed scope of works, terms and conditions etc. will be issued to them.
8. In addition to the above, any other services you will be providing to the Institute shall be indicated separately on your letter head.
9. The decision of Director, IITM will be final in selecting the PMC.
10. The Director IITM, Pune reserves the right to accept / reject any or all the application/ proposal in full or part thereof without assigning any reason whatsoever & his decision on all matter in this regard shall be final & binding.

**Tenderer**

**Civil Engineer  
For Director  
IITM, Pune-8**

**PRE QUALIFICATION FORM**

- 1) i) Name of Project Management Firm : \_\_\_\_\_  
ii) Postal address : \_\_\_\_\_  
\_\_\_\_\_
- iii) Telephone No. : \_\_\_\_\_  
iv) Fax No. : \_\_\_\_\_  
v) Mobile No. : \_\_\_\_\_  
vi) E-mail Address : \_\_\_\_\_

2) Name of the Contact person with Phone No.

3) 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\*

(\* Strike out whichever is not applicable)

4) Mention the names of Partners or Directors

- 1).....  
2).....

5) Annual turnover of the firm for last 3 years as Certified by the Chartered Accountant vide Form F.

- 2007-2008 Rs. ....  
2008-2009 Rs. ....  
. 2009-2010 Rs. ....

6) Whether the firm is having Valid Service tax Registrations: Yes/No

7) Whether the list of similar works executed is enclosed in form "A": Yes/No

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

9) Whether the list of Qualified Manpower is enclosed in form "C": Yes/No

10) Whether the Financial information is given in Form "D": Yes/No

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: \_\_\_\_\_

**Tenderer**

**Authorized  
Signature**

FORM - A

LIST OF MACHINERY OWNED BY THE TENDERER  
WHICH WILL BE USED FOR THIS WORK.

NAME OF TENDERER: \_\_\_\_\_

Sr. No.	Name of Machineries and Equipments required for execution of work	No. of Machineries, equipments required for the work.	No. of Machineries, equipments owned by Tenderer	No. of Machineries equipments separable for this work
(1)	(2)	(3)	(4)	(5)

Sufficient proof in support of the machinery owned by tenderer as mentioned under **Sr. No. \_\_\_ to \_\_\_** be produced. Tenderer 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 tenderer 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.**

Tenderer

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:**

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

**NOTE:-**

- 1) Continuation sheet shall be used if required.
- 2) The tenderer 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.

**Tenderer**

**Director  
IITM,Pune**





**FORM 'D' Sheet No. I**

**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.**

**Tenderer**

**The Director, IITM**

**FORM – 'E'**

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

1. Name of Tenderer. : \_\_\_\_\_
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 tenderer, 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.**

**Tenderer**

**Director  
IITM,Pune**

**FORM – 'F'**

**FINANCIAL STATEMENT**

1. Name of Tenderer : \_\_\_\_\_  
(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)	<b>TOTAL ( C + D + E + F )</b>			
H)	Net Tangible Fixed Assets.			
I)	Intangible Assets.			
J)	Long term investment			
K)	Current Assets, loans & Advances.			
L)	<b>TOTAL ( H + I + J + K )</b>			
M)	Quick Assets i.e cash & equivalent, short term investment and current receivables.			
N)	Net profit after interest and depreciation.			

**Tenderer**

**Chartered Accountant**  
along with seal

**The Director,**  
**IITM**



	<b>Detail Calculations for all the Ratios should be submitted on separate Annexure.</b>	
5.	Applicants financial arrangements (Mention amount in Rupees )	: Rs.
a)	Own Resource	: Rs.
b)	Bank Credit.	: Rs.
c)	Others ( Specify )	: Rs.
6.	Certificate of financial soundness from bankers of applicants together with their full address.	: _____ _____
7.	Credit Facilities :	: _____
a)	Name / Address of Nationalized Bank providing credit line.	: _____
b)	Total Amount of credit line (Attach certificate from the bank )	: _____
8.	Approximate value of works in hand.	: _____
9.	Bid capacity i.e. $(Ax N x2) - B$ where -(shall not be less than the cost put to tender)	: _____
A	Maximum of the updated values of electrical / civil Engineering 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.	_____
B	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 _____	_____
N	Number of years prescribed for completion of the work for which tenders are invited. = ____ Year.	_____

**Tenderer**

**The Director,  
IITM**