

INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE
Dr. Homi Bhabha Road, Pashan, Pune – 411008
e-TENDER NOTICE NO-
CE/ IITM/Project/PMC/2012/13/01
PRE QUALIFICATION TENDER FOR APPOINTMENT OF PANEL OF PROJECT
MANAGEMENTCONSULTANTS 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 as well as new forthcoming projects:

(1) Construction of 200 student's occupancy Hostel Building.

(2) Housing for CAT Housing Residential Complex.

In this connection, leading **Project Management Consultants Firms** willing to provide Project Management Services for the above works are requested to download the Pre-Qualification Tender Form from e-procurement website <http://www.eprocure.gov.in> or from Institute's website <http://www.tropmet.res.in> & also can be obtained from Civil wing of the Institute. The bidder has to submit the tender document fee of Rs. 500 in the form of DD drawn in favor of Director IITM, Pune.

Date of Issue of Tender Documents from 26/04/2012 to 16/05/2012

Last Date of Receipt of Tender; 16/05/2012 at 1230 Hrs

Opening of Tenders (PQT form); 16/05/2012 at 1500 Hrs

The Institute reserves the right to reject any or all tenders without assigning any reasons thereof. For further details, please visit our website: www.tropmet.res.in

Civil Engineer
for Director
Email: 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-CE/IITM/Project/PMC/2012-13/01

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

- (1) Construction of 200 student's occupancy Hostel Building.
Approximate estimated cost 10 crores
Approximate Built up area 6200 Sq.mt
- (2) CAT Housing Residential Complex
Approximate Estimated cost Rs.15 crores
Approximate Built up area 7500 Sq.mt

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 e-procurement web site <http://www.eprocure.gov.in> or from Institutes web site <http://www.tropmet.res.in> and submit the same in the envelope superscribed "**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 16/5/2012 by 1230 hrs00hrs. which **will be opened on same day at 1500 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 favors 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

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, Interior, fire fighting, BMS and landscape etc.
- 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 31st March of 2012 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 10 corers' and above**) during past 3 years ending on **31-03-2012**. 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, Interior works, landscape, BMS and Fire fighting, Infrastructure development related items of work etc. from the tendering stage as per CPWD norms 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. To maintain the site measurement books, verification and certification of work bills of various contractors.
- vi. Maintenance of site documents.
- vii. Update the day to day work progress to the Institute authorities.
- viii. To submit the weekly, fortnightly, monthly, quarterly work progress report and returns to the Institute authorities.

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 for the above projects separately.

6. Bidder should submit the Bid duly filled in all respect 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 16-05-2012 by 1230 hrs.** The forms received after **16-05-2012** will not be accepted.

Applications should accompany cost of application of **Rs.500/-** in the form of 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 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.

- 2009-2010 Rs.
2010-2011 Rs.
2011-2012 Rs.

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

7) Whether the list of machinery owned by the tenderer which will be used for the work is enclosed in form "A": Yes/No

8) Whether the list of technical personnel of the tender likely to be deployed for each project is enclosed in form "B": Yes/No

9) Whether the details of works of similar or allied type and magnitude carried out by tendered is enclosed in form "C": Yes/No

10) Whether the details of other works tendered for and in hand on the date of submission of this application is enclosed in Form "D": Yes/No

11) Whether the details of certificate in respect of completion of work by tenderer enclosed in form "E": Yes/No

12) Whether the details of financial statement enclosed in form "F": Yes/No

The information given above and in the enclosed forms, 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 DEPLOYED FOR EACH PROJECT

NAME OF PROJECT:

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

Tenderer

The Director, IITM

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 2009- 2010(Rs.In Lakhs)	Year 2010- 2011(Rs. In Lakhs)	Year 2011- 2012(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.			

Tenderer

Chartered Accountant
along with seal

The Director,
IITM

		Year2009-2010(Rs.In Lakhs)	Year 2010-2011(Rs. In Lakhs)	Year 2011-2012(Rs. In Lakhs)
O)	Turn over in terms of value of Civil / Electrical Engineering works executed during each Year as reflected in the Profit & Loss Account.			
3)	<u>RATIOS</u> :			
i)	Net worth to long term liabilities (O:E)			
ii)	Current Ratio (K:F)			
iii)	Quick Ratio (M:F)			
iv)	% of net profit to capital invested i.e. (N x 100)/(C + D)			
4)	Net Profit before Taxation			
a)	Current Period.			
b)	During the last financial year.			
c)	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 Accountant.	Signature of the Chartered		

Bidder

**The Director,
IITM**

Detail Calculations for all the Ratios should be submitted on separate Annexure.		
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**