

Indian Institute of Tropical Meteorology, Pune 411008

(An autonomous Institute under Ministry of Earth Sciences, Government of India)

(Advertisement No. CW/12/09)

(www.tropmet.res.in)

**PRE-QUALIFICATION TENDER NOTICE FOR ENLISTMENT OF CIVIL,
ELECTRICAL, INTERIOR CONTRACTOR FOR VARIOUS WORKS AT IITM**

The Indian Institute of Tropical Meteorology (IITM), Pune is an Autonomous Research Institute under the Ministry of Earth Sciences, Government of India, New Delhi. This Institute is having Office buildings, Residential Colony, Guest House, Community Hall and Hostel within the premises of 45 acres of land. It is proposed to carryout renovation, maintenance work for above structures. Eligible Contractors willing to undertake such works are requested to collect the Pre-Qualification Tender Form from the Office of the Administrative Officer during working hrs from 31-08-09 to 11-09-09 on payment of Rs. 300.00 (Rupees Three hundred only) by cash and submit the completed form along with their company profile in sealed cover super scribed 'PRE-QUALIFICATION NOTICE FOR ENLISTMENT OF CONTRACTOR FOR VARIOUS WORKS AT IITM' to the Administrative Officer's office, Dr. Homi Bhabha Road, Pune-411008 by 21-09-2009. The form can also be down loaded from Institute's website (<http://www.tropmet.res.in>) in which case the form fee should be paid through DD drawn in favour of Director, IITM, Pune and attached with the tender documents. The forms received after 21st Sep 2009 (1500hrs) will not be accepted.

The Administrative Officer

Indian Institute of Tropical Meteorology

Dr. Homi Bhabha Road, Pashan ,

Pune 411008,India

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INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE

DR. HOMI BHABHA ROAD, PASHAN, PUNE – 411008

PRE-QUALIFICATION TENDER NOTICE NO.CW/ 12 /2009

Name of Work: Enlistment of Civil Contractors at IITM, Pune.

The 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.

This Institute is having 45 acres of Land approximately. It has constructed Office buildings, Residential quarters, Community Hall, Guest House, Hostel, Workshop, Canteen and small structures such as Gaurage, Parking stand, etc. at its Institute's campus at Dr. Homi Bhabha Road, Pashan, Pune, Maharashtra, India. It required to do the renovation work pertains to Civil, Electrical, and interior of the said buildings.

For this project, Indian Institute of Tropical Meteorology intends to pre-qualify Civil, Electrical, and Interior Contractors for enlistment on the Institute's list.

In this connection, eligible contractors willing to enlist their Company's name are requested to collect the Pre-Qualification Form from the Office of the Administrative Officer during 31 August 2009 to 11 Sept 2009 on payment of fee of Rs.300.00 (Rupees Three hundred only) by cash and submit the completed form in sealed cover superscribed 'Pre-qualification notice for Enlistment of Contractor' to the Administrative officer's office, Dr. Homi Bhabha Road, Pune-411008 by 15.00 hrs on 21 Sept 2009. The forms can also be downloaded from Institute's website (<http://www.tropmet.res.in>) in which case the form fee should be paid through DD drawn in favour of Director, IITM, Pune and attached with the documents. The forms received after 21 Sept 2009 (1500hrs) will not be accepted.

Contractor

**Administrative Officer
For Director, IITM, Pune**

INDIAN INSTITUTE OF TROPICAL METEOROLOGY

PREQUALIFICATION FORM

- 1) Name of work : 1) Civil Work
2) Electrical Work
3) Interior Work
- 2) PQ form shall be issued from : 31 / 08 / 2009 to 11 / 09 / 2009
- 3) Last date of issue and submission
Of pre-qualification form : 21 /09 /2009 by 15.00 hrs.
- 4) Issued to M/s./Shri : _____
- 5) Date of application of contractor for issue of PQ form _____
- 6) 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 the Administrative officer, IITM, Pune, **on or before 21 / 09 / 2009 by 15.00 Hrs.** The pre-qualification form received after the due date shall not be accepted.

Note:

All the information must be filled in the enclosed forms only. The information furnished in other forms will not be accepted except annexure A & B. If the contractor submits the information on separate or other forms except form 'A & B' the same will not be accepted. 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 prequalification shall be rejected outright.

**Administrative Officer,
For Director, IITM, Pune.**

- Note:**
- 1) PQ form fee is Rs. 300/- by cash.
 - 2) If PQ form is downloaded through website PQ form fees of Rs. 300/-
Should be paid in form of DD through nationalized bank drawn in the favor of Director,
IITM, Pune at the time of submission of tender documents.
 - 3) PQ form shall not be accepted after due date 21/09/2009

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 any case subletting of work will not be allowed.
- 4) The terms and conditions of this PQ form shall form part and parcel of tender document.

IMPORTANT NOTE :

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

- 1) Certified true copy of VAT & Service tax valid registration is not enclosed.
- 2) If the list of similar nature of work in form 'A' is not furnished.
- 3) If the list of works tendered for and in hand as per form 'B' showing cost of balance works is not furnished.
- 4) If the compensation is recovered for slow progress or bad quality of work carried out in other organization, the contractor shall not be pre-qualified.
- 5) If the information as stated above is found incorrect and misleading.
- 6) PQ form is submitted incomplete.

SHORT-LISTING CRITERIA:

Based on the interview & assessment of Company Profile.

Contractor

**The Director,
IITM**

PRE QUALIFICATION FORM

(To be filled in by the contracting firm)

- 1) i) Name of the Contractor/Firm : _____
ii) Postal Address : _____

- iii) Telephone No. : _____
iv) Fax No. : _____
v) Mobile No. : _____
vi) E-mail 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*
(* - Strike out whichever is not applicable)
- 3) i) Mention the names : 1) _____
of Partners or Directors 2) _____
- 4) Annual turn over of the : 2006-2007 Rs.
firm for last 3 years as
Certified by the Chartered Accountant vide Form F. 2007-2008 Rs.
2008-2009 Rs.
- 5) 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
- 6) Whether the list of works in hand is : Yes/No
enclosed in form "B"
- 7) Whether the amount of balance : Yes/No
Works vide col. No.5 of Form "B"
is mentioned .
Quote the amount of balance work. : Rs. _____

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

**The Director,
IITM**

FORM 'A'

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	Project 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. 6

Contractor

(6)

The Director, IITM

FORM 'B'

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.
		TOTAL			TOTAL				

NOTE :- The continuation sheet may be used if required.

Contractor

The Director, IITM

FORM 'C'

DETAILS OF MANPOWER, EQUIPMENTS, KNOWLEDGE OF MAINTENANCE TENDERED FOR AND OTHER INFORMATION ON THE DATE OF SUBMISSION OF THIS APPLICATION

NAME OF TENDERER. :

Sr. No	EQUIPMENTS AVAILABLE	MANPOWER				KNOWLEDGE OF MAINTENANCE OF		OTHER INFORMATION
		Architects	Engineers	Supervisors	Admin. Staff			
1.	2.	3.	4.	5.	6.	7.	8.	9.

NOTE :- The continuation sheet may be used if required.

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 2006-2007 (Rs. In Lakhs)	Year 2007-2008 (Rs. In Lakhs)	Year 2008-2009 (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
Accountant

Chartered
along with seal

The Director,
IITM

		Year 2006-2007 (Rs. In Lakhs)	Year 2007-2008 (Rs. In Lakhs)	Year 2008-2009 (Rs. In Lakhs)
P)	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.			
	<p>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.</p> <p>Seal Signature of the Chartered Accountant.</p>			

Contractor

**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.		

Contractor

**The Director,
IITM**