

**INDIAN INSTITUTE OF TROPICAL METEOROLOGY, PUNE
Dr. Homi Bhabha Road, Pashan, Pune 411 008**

Pre-Qualification Tender Notice No. GA/01/2008

**Name of work : Construction of Building for High Performance
Computer at IITM, Pashan, Pune 411 008**

The IITM authorities intends to construct a new Building for housing High Performance Computer in its campus. The approximate estimated cost is Rs.300.00 lakhs. In this connection, eligible contractors willing to undertake the construction work are requested to collect the Pre-Qualification Tender Form from the office of the Administration during 21 to 27 August 2008 on payment of fee of Rs.500/- (Rs. Five hundred only) by cash and submit the completed form to the office by 29 August 2008. The forms can also be downloaded from Institute's website <http://www.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 and oceanic 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 High Performance Computer facility at their existing Institute's campus at Dr. Homi Bhabha Road, Pashan, Pune, Maharashtra, India.

For this project, IITM has appointed Architect Madhav Joshi & Associates, Flat No.102, Shri Laxmi Villa, 1170/33, Revenue Colony, Shivaji Nagar, Pune phone 020-25520013, Mobile 9890176186 as Architect and M/s Horizon Consulting Engineers Pvt. Ltd. Flat No.5, Subhadra Smruti, Manik Bag, Sinhagad Road, Pune-51, Maharashtra, Phone-020-24350213, Mobile 9850051830 as Project Management Consultant.

For this project, Indian Institute of Tropical Meteorology intends to pre-qualify Civil Contractors. The approximate area of building is 2750 sq. mtr. And approximate cost of Civil & Plumbing works shall be Rs. 300.00 lakhs

The scope of works shall include excavation, PCC, RCC, Brickwork, Plaster, Flooring, Doors, Windows, Tilling, Painting and Plumbing works like internal water & drainage, External Water & drainage, etc.

Contractor

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

INDIAN INSTITUTE OF TROPICAL METEOROLOGY

PREQUALIFICATION FORM

- 1) Name of work : Construction of High Performance Computer Centre at IITM, Pashan, Pune, Maharashtra
- 2) Estimated cost : Rs.300.00 lakhs (Rs. Three Hundred Lakhs) approx.
- 3) Time limit for completion of work : Seven months
- 4) PQ form shall be issued from : 21 / 08 / 2008 to 27 / 08 / 2008
- 5) Last date of issue and submission of pre-qualification form : 29 / 08 / 2008
- 6) Class of registration required as per tender condition : Class – I or unregistered Private Contractor having Annual Turn over of Rs. 500 lakhs for each of last three financial years.
- 7) Issued to M/s./Shri : _____
- 8) Date of application of contractor for issue of PQ form _____
- 9) 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 29/ 08 / 2008 by 1500 hours**. 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 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.

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

- Note:**
1. PQ Tender Document fee is *Rs. 500/- by cash
 2. If PQT is downloaded through website, PQT fee of Rs.500/- should be paid in the form of DD through nationalized bank drawn in favour of Director, IITM, Pune at the time of submission of tendered documents
 3. PQ form shall not be accepted after due date 29 Aug.2008

Contractor

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.
- 3) Certified true copy of VAT & Service tax valid registration as per clause 6 (a) and (b) 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 produce the information in form 'B'.

Contractor

- 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 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, the contractor shall not be prequalified.
- 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.
- 17) Information is not furnished on form supplied by IITM and duplicate PQ form is used by contractors.

Contractor

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 notarised 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.

CONTRACTOR

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 : 2005-2006 Rs.
firm for last 3 years as : 2006-2007 Rs.
certified by the Chartered Accountant vide Form F. :
Minimum required turn over per year : 2007-2008 Rs.
shall be more than **Rs. 500.00 lakhs (Rs. Five Hundred lakhs)**
for any one of the year.

Contractor

- 6) a) Whether the contractor is having valid VAT & Service Tax Registrations : Yes/No
- b) If so whether the certified copy of Such registration is enclosed (As Annexure II) : Yes/No
- 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.300.00 lakhs (Rs. Three Hundred lakhs)** covering following sub works : Yes/No
- i) _____ **Rs.**_____
- i) _____ **Rs.**_____
- b) If Yes, Whether the information 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
- 11) Whether the amount of balance Works vide col. No.5 of Form "D" is mentioned . : Yes/No
- Quote the amount of balance work. : Rs._____

Contractor

12) State.....

- a) In how many cases the notice under Clause 3(a) (b) & (c) of the tender was issued to the applicant during last 3 years. : Nos/Nil
- b) In how many cases the work was rescinded 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 annexures is true to the best of my knowledge and belief and I am fully responsible for its correctness.

Date : _____

Signature of Contractor

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 _____

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

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.
		TOTAL			TOTAL				

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

Contractor

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

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 2005-2006 (Rs. In Lakhs)	Year 2006-2007 (Rs. In Lakhs)	Year 2007-2008 (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 Accountant(with seal)

		Year 2005-2006 (Rs. In Lakhs)	Year 2006-2007 (Rs. In Lakhs)	Year 2007-2008 (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

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. $(A \times N \times 2) - B$ 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

SCOPE OF WORK

Name of Work : Construction of High Performance Computer Centre for Indian Institute of Tropical Meteorology at Pashan, Pune, Maharashtra

General : The scope of works shall include civil works like excavation, PCC, RCC, Brickwork, Plaster, Painting, Flooring, Tiling, Doors, Windows etc. and plumbing works like internal water & drainage and external water & drains etc.

Contractor

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