



## **INDIAN INSTITUTE OF TECHNOLOGY INDORE**

### **Enlistment of Contractors for Works at Simrol campus**

**Superintending Engineer & Project Incharge  
Indian Institute of Technology Indore  
Khandwa Road, Simrol Campus, Indore (M.P.)-452020  
Tel No -0731-2438940  
Email-nvarma@iiti.ac.in  
Website-www.iiti.ac.in/tender.php**

## SECTION - I

### CATEGORIES OF THE WORK

1. The Categories and its scope for which applications are invited are as under:

Sr. no.	Categories of work
A	Civil works
B	Building construction
C	Road works
D	Plumbing and sanitary
E	Interior decoration works
F	Painting works
G	Fabrication

Sr. no	Contractors Class	Processing fee (Rs.) Non refundable
1	Projects costing up to Rs. 10 lacs	1000
2	Projects costing up to Rs. 20 lacs	1500
3	Projects costing up to Rs. 40 lacs	2000
4	Projects costing up to Rs. 1.0 crore	3000
5	Projects costing up to Rs. 2.5 crores	4000
6	Projects costing up to Rs. 05 crores	5000
7	Projects costing up to Rs. 10 crores	6000
8	Projects costing up to Rs. 20 crores	8000
9	Projects costing up to Rs. 40 crores	10000

1. Agency shall clearly indicate the Category & class in which they are applying.
2. The Institute reserves right to reject the application of enlistment or accept for enlistment in the class or category to which he is found eligible, but not in higher class or category for which he has applied for.

**Signature of Agency with seal**

**SECTION - II**  
**INFORMATION & INSTRUCTIONS FOR APPLICANT**

**1.0 General:--**

- 1.1** Letter of transmittal and forms for **Enlistment of Contractors** are given in 'Section III'.
- 1.2** All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particulars /queries are not applicable in case of the applicant, it should be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by telegram or telex and those received late will not be entertained. Also, applications not accompanied with necessary documents are liable to be rejected.
- 1.3** The applicant should sign and seal each page of the application and documents enclosed.
- 1.4** Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the pre-qualification document are numbered. Additional sheets, if any added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.
- 1.5** References, information and certificates from the respective clients certifying suitability, technical knowhow or capability of the applicant should be signed by an officer not below the rank of Executive Engineer or equivalent.
- 1.6** The applicant may furnish any additional information, which he thinks necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of enlistment document unless the Employer calls it for.
- 1.7** Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in IIT Indore.
- 1.8** The Qualification document in prescribed form duly completed and signed should be submitted in a sealed cover along with the processing fee as stated by a demand draft

in favour of "The Registrar, IIT Indore", payable in Indore. The sealed cover superscribed " **Document for enlistment in** (Class ..... & Category .....) for various works at Indian Institute of Technology, Indore shall be received by the Estate Section **up to 3.00 PM on November 04, 2015**.

Documents submitted in connection with enlistment will be treated confidential and will not be returned.

**1.9** Separate Application forms (Form A) are to be submitted for each category

## **2.0 Applicability:**

**2.1** No individual, or a firm/ company having such individual as one of the partners/Director(s), who is a dismissed Government servant; or removed from the approved list of contractors; or having business banned/suspended by any Government department in the past; or convicted by a court of law shall be entitled for enlistment.

**2.3** A partner of a firm or a Director of a company enlisted as a contractor cannot be a partner/director in any other enlisted firm/company in IIT Indore.

**2.4** Contractor is not permitted to have enlistment in more than one name. However the contractor is permitted to apply for enlistment in more than one category. For each category separate application forms and relevant experience are to be submitted.

## **3.0 Definitions:**

**3.1** In this document the following words and expressions have the meaning hereby assigned to them.

**3.2 Employer:** Means the IIT Indore, acting through the Director.

**3.3 Applicant:** Means the individual, proprietary firm, firm in partnership, limited company private or public or corporation.

**3.4 "Year"** means "Financial Year" unless stated otherwise.

## **4.0 Method of Application:**

**4.1** If the applicant is an individual, the application shall be signed by him above his name and current address.

**4.2** If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full name and the full name of his firm with its current address.

**4.3** If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full names and current addresses or alternatively by a

partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.

**4.4** If the applicant is a limited company or corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly a tested by a Public Notary.

**4.5 Processing Fees:** The contractor shall have to pay a non- refundable processing fee as stated by demand draft drawn in favour of “The Registrar”, IIT Indore, payable in Indore.

#### **5.0 Final Decision Making Authority:**

The employer reserves the right to accept or reject any application and to annul the qualification process and reject all applications at any time, without assigning any reason or incurring any liability to the applicants.

**6.0 Qualification criteria:** Firms who will fulfill the following criteria shall be considered for enlistment:

- 1.1 For Building construction, road works, fabrication, Interior decoration and other minor works contractor should have satisfactorily completed during last Seven years ending last day of the month March 2015 (To be supported with Work completion certificate from the issuing authority not below the rank of Executive Engineer along with copy of work order. Original certificate and work order to be produced for verification).
- i. **Three** similar works each costing not less than 40% of higher value of contractor’s class (each)  
Or
  - ii. **Two** similar works each costing not less than 60% of higher value of contractor’s class (each)  
Or
  - iii. **One** similar works costing not less than 80% of higher value of contractor’s class (each)

**6.1** For this purpose, 'cost of work' shall mean gross value of the completed work

including the cost of materials supplied by the Client, but excluding those supplied free of cost. This should be certified by an officer not below the rank of Executive Engineer/Project Manager or equivalent. Work experience should be filled in (Form “B”)

**6.2** The applicant should have had average annual financial turn over amounting to 30% of higher value of contractor’s class as above on Civil construction works during the last three years ending 31<sup>st</sup> March 2015.

This should be duly audited by a Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.

**6.3** The applicant should not have incurred any loss in more than two years during the last five years ending 31<sup>st</sup> March 2015 duly certified by the Chartered Accountant.

**6.4** The applicant should have a minimum solvency which will be assessed with respect to specific tender.

**6.5** The applicant should own construction equipment as per list required for the proper and timely execution of the work. Else, he should certify that he would be able to manage the equipment by hiring etc.

**6.6** The applicant should have sufficient number of Technical and Administrative employees for the proper execution of the contract work. The applicant should submit a list of these employees.

**6.7** The applicant's performance for each work completed in the last seven years and in hand should be certified by an officer not below the rank of Executive Engineer or equivalent.

## **7.0 EVALUATION CRITERIA FOR ENLISTMENT**

**7.1** For the purpose of enlistment, applicants will be evaluated in the following manner:

- The initial criteria prescribed in Para 6.0 to 6.3 above in respect of experience of similar class of works completed and financial turn over etc. will first be scrutinized and the applicant’s eligibility qualification for the work be determined.

**7.2** Even though an applicant may satisfy the above requirements, he would be liable for disqualification if he has:

- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
- (b) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures /weaknesses etc.

**7.2.1** Short listing of the bidders shall be subject to thorough verification of their

credentials and inspection of similar works carried out /in progress by them, through a Technical Committee of experts to be constituted by IIT Indore.

## **8.0DISCIPLINARY ACTIONS**

The contractor shall have to abide by all the clauses of enlistment and also by the terms and conditions of the contract and the Notice Inviting tenders. He shall have to execute the works as per contract on time and with good quality. The enlisting authority shall have the right to demote a contractor to a lower class, suspend business with him for any period, debar him or remove his name from the approved list of contractors indefinitely or for period as decided by enlisting authority after issue of show cause notice. Decision of the enlisting authority shall be final and binding on the contractor.

**8.1Demotion to a lower class:** The contractor shall be liable to demotion to lower class, by enlisting authority, if he:

- Fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for constructional defects; or
- No longer has adequate equipment, technical personnel or financial resources; or
- Is litigious by nature; or
- Violates any important condition of contract; or
- His staff misconducts or misbehaves with IIT officials
- Is responsible for a conduct which may justify his demotion to a lower class; or
- Any other reason which in view of enlisting authority is adequate for his demotion to a lower class.

**8.2 Suspension of Business:** Whenever adverse reports related to adverse performance, misbehavior, direct or indirect involvement in threatening, makes false complaints, filing legal suites for various reasons, hampering tender process or execution of contract or any act, omission or commission etc. Damaging the reputation of department/officer or any other type of complaint considered fit by enlistment authority, are received from more than one officer or at more than one occasion from individual officer of IIT Indore works for the various class/categories of contractor, sale of tender of such IIT contractors shall be suspended immediately by the Enlisting Authority pending full enquiry into the allegations and decision by the Enlisting Authority pending full enquiry into allegations and decision by the empowered committee as indicated below.

## **9.0FINANCIAL INFORMATION**

Applicant should furnish the following financial information: Annual financial statement for the last three years (in Form "F") duly certified by CA.

## **10.0EXPERIENCE IN WORKS HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS**

**9.1** Applicant should furnish the following:

- (a) List of all works of similar class successfully completed during the last seven years (in Form "C")
- (b) List of all the projects under execution or awarded (in Form "D").

**9.2**Particulars of completed works and performance of the applicant duly authenticated /certified by an officer not below the rank of Executive engineer or equivalent should be furnished separately for each work completed or in progress (in Form " E").

## **11.0 ORGANISATION INFORMATION**

Application is required to submit the following information in respect of his organization (in Forms "A"& " A-I").

- (a) Name & Postal Address, including Telephone, fax & Telex Numbers etc.
- (b) Copies of original documents defining the legal status, place of Registration and principal places of business.
- (c) Names & Title of Directors and Officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- (d) Information on any litigation in which the applicant was involved during the last seven years, including any current litigation.
- (e) Authorization for employer to seek detailed references.
- (f) Number of Technical & Administrative Employees in parent company, subsidiary company and how these would be involved in work (in Form "A-I").

## **12.0 CONSTRUCTION PLANT & EQUIPMENT**

Applicant should furnish the list of plant and equipment likely to be used in carrying out the work (in Form "G").Details of any other plant & equipment required for the work (not included in Form G and available with the applicant may also be indicated.)

## **13.0 LETTER OF TRANSMITTAL**

The applicant should submit the letter of transmittal attached with enlistment document.

## **14.0 ISSUE OF TENDER**

**14.1** After evaluation of applications, a list of qualified agencies will be prepared. Short listing of the bidders shall be done after thorough verification of their credentials and inspection of similar works carried out/in progress by them, through a Technical Committee of experts to be constituted by IIT Indore. Thereafter, qualified agencies will be enlisted with IIT Indore and would be invited to submit tenders for the works in Estate section as and when required.

**14.2 Validity of the enlistment :** The enlistment shall be valid for a period of **Three years** .The enlistment can, however, be revalidated if the performance of contractor is found satisfactory, in accordance with clauses in this regard. Each revalidation shall be for a period of Three years from the date of expiry of the previous enlistment/revalidation.

## **15.0 AWARD CRITERIA**

**15.1** The employer reserves the right, without being liable for any damages or obligation or informs the applicant, to:

- (a) Amend the scope and value of contract to the applicant.
- (b) Reject any or all of the applications without assigning any reason.

**15.2** Any effort on the part of the applicant or his agent to exercise influence or to



pressurize the employer would result in rejection of his application. Canvassing of any kind is strictly prohibited.

**SECTION III**  
**LETTER OF TRANSMITTAL**

From

.....  
**ENLISTMENT FOR CLASS.....& CATEGORY .....**

**To;**

Superintending Engineer  
IIT Indore,  
Simrol campus,  
Khandwa road, Indore MP  
.....

Sir,

**Subject:** Submission of “Enlistment document” for works at Simrol campus, Indian Institute of Technology, Indore

Having examined the details given in qualification document for the Enlistment work, I/We hereby submit the documents and other relevant information for **CATEGORY .....** & **class**

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms “A” to “G” and accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorize the person in-charge, to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/we also authorize the person in-Charge to approach individuals, employers, firms and corporation to verify our competence and general

reputation.

4. I/We hereby certify that i did not retire as an Engineer from any Department of the Government of India during the last ONE year. I also certify that I have neither such a person under my employment nor shall I employ any such person within ONE year of his retirement. (For individuals seeking enlistment).
5. We hereby certify that none of the partners/Directors retired as an Engineer from any Department of the Government of India during the last ONE year. We also certify that we have neither under our employment any such person nor shall we employ any person within ONE year of his retirement. (For partnership firms and limited companies).
  
6. I/We submit the following certificates in support of our suitability, technical knowhow and capability for having successfully completed the following works:

Sr. No.	Name of work	Certified by/from

**Signature of Agency with seal**

**Enclosures:** 1.  
2.

**Date of submission:--**

Signature(s) of  
Applicant(s) Seal of  
applicant

## COPIES OF DOCUMENTS ATTACHED FOR ENLISTMENT

**Name of Contractor:**

<b>Sr. No.</b>	<b>Document</b>	<b>Yes</b>	<b>No</b>
1.	Proof of Constitution An affidavit in case of sole proprietorship, Partnership deed in case of Partnership firm, Article of Association in case of Private/Public limited Companies. (A tested by Notary Public)		
2.	Power of attorney, if any. (A tested by Notary Public)		
3.	Bank solvency Certificate		
4.	List of Full time Technical staff with Engineering degree/Diploma		
5.	Copies of Degree or Diploma Certificates of Engineers employed.		
6.	Electrical license (if any)		
7.	Declaration from Technical Staff that they are employed with the applicant.		
12.	PAN Card		
13.	Income tax return for last 3 years		
14.	TIN Registration certificate		
15.	Copies of work orders and Completion certificates.		
16.	Duly filled forms <b>A to G</b>		
17.	DD drawn in favour of "THE REGISTRAR' IIT Indore		

**\*(PUT TICK MARK)**

No. Of Documents attached			
Draft No.	Date	Issuing Bank	Branch DD Drawn upon

**Signature of Agency with seal**

**FORM 'A'**  
**APPLICATION FOR ENLISTMENT AS CONTRACTOR**  
**STRUCTURE & ORGANISATION**

1. Name of applicant:
2. Nationality
3. Address/Addresses of the applicant:
  
4. Telephone No. /Telex No./Fax No.
5. E-mail address:
6. Legal status of the applicant (attach copies of original document defining the legal status) (a) An individual  
(b) A proprietary firm  
(c) A firm in partnership  
(d) A limited company or Corporation

7. Particulars of registration with various Government/Autonomous bodies (attach attested photocopy) (if any)

Organization /Place of registration Registration No.

- 1.
- 2.
- 3.

8. If Partnership Firm, names of partners/ If Company, name of Directors:

- i)
- ii)
- iii)

9. TIN Registration No.

10. Permanent Account No. (PAN)

11. Whether you are applying for Renewal/ Upgrading .....

12. Is the Contractor in the existing enlistment list of IIT Bombay: If yes, Category :

Class:

13. Full time technical staff in applicant's employment:

Number of Graduate Engineers	
Number of Diploma Engineers	

- 14. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.
- 15. Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details.
- 16. Has the applicant, or any consultant partner in case of partnership firm , ever been convicted by a court of law? If so, give details.
- 17. Any other information considered necessary but not included above.

**Signature(s) of Applicant(s)**

**Name**

**Signature**

**Address**



**FORM 'B'**

**WORK EXPERIENCE**

**1. WORK EXPERIENCE REQUIRED AS PER CLAUSE NO. 6.**

**i. In Three works criteria:**

S. No.	Name of work	Reference	Work order value	Completed amount	Period of work From-To	Client's Name & address
1						
2						
3						

OR

**ii. In Two works criteria:**

S. No.	Name of work	Reference	Work order value	Completed amount	Period of work From-To	Client's Name & address
1						
2						

OR

**iii. In Single work criteria:**

S. No.	Name of work	Reference	Work order value	Completed amount	Period of work From- To	Client's Name & address
1						

Signature of Agency with seal

AND

**iv. Reference work done with Government Dept. /Public undertakings/ Autonomous body:**

S. No.	Name of work	Reference	Work order value	Completed amount	Period of work From- To	Client's Name & address
1						

**Signature of Applicant(s)**



**FORM 'C'**  
**DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING**  
**THE LAST SEVEN YEARS ENDING LAST DAY OF THE MONTH MARCH**  
**2015**

Sr. N	Particulars	DETA				
		1	2	3	4	5
1	Name of work /project and location					
2	Name and address of client					
3	Tendered Cost of work					
4	Actual cost					
5	Date of commencement as per contract					
6	Stipulated date of completion					
7	Actual date of completion					
8	Litigation /arbitration pending /in progress with details*					

9	Name and address/ telephone number of officer to whom reference may be made.					
10	Remarks					

\*Indicate gross amount claimed and amount awarded by the Arbitrator.

**#Note:-Applicant may submit separate form for giving details of work (completed) for each year to fill up the details 1-9 as above. Separate sheets if any shall be numbered in sequence.**

**Signature of Applicant(s)**

**FORM 'D'**  
**PROJECTS UNDER EXECUTION OR AWARDED**

Sr	Particulars	1	2	3	4	5
1	Name of work /project and location					
2	Name and address of client					
3	Tendered Cost of work					
4	Date of commencement as per contract					
5	Stipulated date of completion					
6	Up to date percentage progress of work					
7	Slow progress if any and reasons thereof					
8	Name and address/					
9	Remarks					

**#Note:-Applicant may submit separate form for giving details of each project (in progress/awarded) and fill up the details 1-9 as above. Separate sheets if any shall be numbered in sequence.**

**Signature of Applicant(s)**

**FORM'E'**  
**PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "B"**  
**"C" & "D"**

Name , Address & Phone no of the client		
Name of Contractor		
1.	Name of work	
2.	Agreement No. and date	
3.	Date of commencement of work	
4.	Stipulated date of completion	
5.	Actual date of completion	
6.	Details of compensation levied for delay, if any	
7.	Tendered amount	
8.	Grosse Amount of the work completed	
9.	Name and address of the authority under whom work executed	
10	Whether the contractor employed supervisor during execution	
11.	(i) Did contractor go for arbitration? (ii) If yes, total amount of claim	
12.	Quality of work(indicate grading)	Outstanding/Very Good/Good/Satisfactory/Poor
13.	Comments on capabilities of the contractor	
	a) Technical Proficiency	Outstanding/Very Good/Good/Satisfactory/Poor
	b) Financial Soundness	Outstanding/Very Good/Good/Satisfactory/Poor
	c) Mobilization of manpower	Outstanding/Very Good/Good/Satisfactory/Poor
	d) General behavior	Outstanding/Very Good/Good/Satisfactory/Poor
	e) Resourcefulness	Outstanding/Very Good/Good/Satisfactory/Poor

Dated:

**Executive engineer or equivalent**

**#Note:-Certificate for each work completed/under execution shall be obtained as per "FORM E"**

**FORM "F"**  
**FINANCIAL INFORMATION**

- I. Financial Analysis** - Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

<b>Perticulars</b>	<b>Financial</b>				
	2010-11	2011-12	2012-13	2013-14	2014-15
i) Gross Annual turnover (In Lakhs)					
ii) Profit/Loss					
iii) Certified by					

**II. The following certificates are enclosed:**

- (a) Previous three years Income Tax returns files with the income tax department/Profit & Loss account
- (b) Latest Solvency Certificate issued by nationalized bank for an amount not less than 40% of the work.

**Signature of Applicant(s)**

**FORM 'G'**  
**DETAILS OF CONSTRUCTION PLANT AND EQUIPMENT LIKELY**  
**TO BE USED IN CARRYING OUT THE WORK**

S r. N o	Name of Equipment	Nos.	Capa- city or Type	Age	Cond ition	Ownership status			Current Locatio n	Rema rks
						Presen tly owne d	Leas ed	To be purch ase-		
1	2	3	4	5	6	7	8	9	10	1
1	<b>For Furniture Contractors Only</b>									
	1. Edge Binding Machine 2. Post Forming Machine 3. Polising and finishing									
2	<b>For Signage Vendors Only ( preferable )</b>									
	1. Vinyl cutting Machine 2. Aluminium Hand Cutter 3. Laser Cutting Machines									
3	<b>Any other plants/equipments</b>									

**Signature of Applicant(s)**

Signature of Agency with seal