

CEPT University

**PRE-QUALIFICATION DOCUMENT FOR EMPANELMENT OF CONTRACTORS
PERTAINING TO VARIOUS UPGRADATION AND DEVELOPMENT WORKS AT
CEPT UNIVERSITY, AHMEDABAD**

**DATE OF PQ BID
ISSUE
ON WEBSITE**

**3.05.14 TO 10.05.14
UP TO 6:00 pm**

PRE BID MEETING

07.05.14 AT 4:00 pm

**LAST DATE OF PQ
BID SUBMISSION –
PHYSICAL**

**12.05.14
UP TO 11:30 am**

**DATE OF BID
OPENING**

12.05.14 AT 2:00 pm

CENTER FOR ENVIRONMENTAL PLANNING AND TECHNOLOGY

(CEPT University)

Kasturbhai Lalbhai Campus

University Road, Navrangpura

Ahmedabad -380009

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1. INVITATION FOR PRE-QUALIFICATION

Sub: PRE-QUALIFICATION DOCUMENT FOR EMPANELMENT OF CONTRACTORS PERTAINING TO VARIOUS UPGRADATION AND DEVELOPMENT WORKS FROM 15.05.2014 TO 14.05.2017 AT CEPT UNIVERSITY

1.1 BACKGROUND

CEPT University focuses on understanding, designing, planning, constructing and managing human habitats. Its teaching programs build thoughtful professionals and its research programs deepen understanding of human settlements. CEPT University also undertakes advocacy and advisory projects to further the goal of making habitats more livable.

The University comprises five faculties. The Faculty of Architecture was established as the 'School of Architecture' in 1962. It focuses on design in the private realm. The Faculty of Planning, focused on planning in the public realm, was established in 1972 as the 'School of Planning'. The Faculty of Technology, which concentrates on engineering and construction, was established in 1982 as the 'School of Building Science and Technology'. The Faculty of Design was established in 1992 as the 'School of Interior Design'. It deals with habitat related interiors, crafts, systems, and products. Faculty of Management is a newly established faculty from the Faculty of Technology Management and it focuses on Habitat and Project Management

CEPT University takes its name from the 'Center for Environmental Planning and Technology' (CEPT). CEPT and the various schools that it comprised were established by the Ahmedabad Education Society with the support of the Government of Gujarat and the Government of India. The Government of Gujarat incorporated CEPT as a university in 2005. The University Grants Commission recognized CEPT University under section 2(f) of the UGC Act, 1956 in 2007. The Department of Scientific and Industrial Research (DSIR) of the Government of India recognizes the University as a Scientific and Industrial Research Organization (SIRO).

1.2 CEPT UNIVERSITY'S DEVELOPMENT AND MANAGEMENT PROGRAM

In 2012, CEPT University completed 50 years since the establishment of the School of Architecture in 1962. In November 2012, the Board of Management CEPT University suggested the undertaking of, a deep and critical introspective exercise by the faculty and staff of the University. The aim of this exercise was to examine all aspects of the university with the goal to better meet future opportunities and challenges. These discussions were followed by a series of detailed structured meetings in the Executive Council of the University. Through these meetings a more concrete vision for the future functioning of the university was generated. More refined plans were prepared for rejuvenation, renewal, and restructuring the different aspects of the University.

As a result of this process, a need to get the physical infrastructure and management revamped was felt and hence CEPT's development and management program emerged under the umbrella of Building Committee at CEPT.

- 1.3 The project shall be funded by CEPT University, Ahmedabad.
- 1.4 CEPT University invites bids for Pre-qualification of contractors in accordance with the requirements specified in the Pre-qualification (PQ) document.
- 1.5 The Bidder shall furnish documentary evidence by way of copies of work order, proof of completion, and balance sheet or audited financial statements including Profit & Loss Account etc. along with the PQ Bid to establish Bidder's conformance to Pre-Qualification criteria. All supporting documents, pertaining to experience criteria submitted by Bidder shall be certified true copies duly signed, dated and stamped by an official authorized for this purpose.
- 1.6 Non-Transferable PQ bid document will be available on website from 03.05.2014 to 10.05.2014 up to 6:00 pm. The bidders has to download PQ bid document from website www.cept.ac.in only and shall pay PQ document fees of Rs. 5000/- (Rupees Five Thousand Only) in form DD drawn on any Nationalized Indian Bank or Private Banks at the time of submission of PQ bid with hard copies of documents. DD shall be drawn in favor of the CEPT University payable at Ahmedabad. PQ Bid without payment for cost of PQ Document will not be entertained. Hard Copy of documents shall be submitted to:

**Accounts Office
CEPT University
Kasturbhai Lalbhai Campus
University Road, Navrangpura
Ahmedabad- 380009**

- 1.7 PQ Bids duly filled with all information and supporting documents shall be submitted at Accounts office as address mentioned above latest by **11:30 am on 12.05.2014.** **Loose papers /Spiral bound shall not be accepted and outright rejected. Hard bound copy only shall be accepted.** Bidders should ensure submission of complete information/documentation in the first instance itself. Pre-Qualification may be completed based on the details so furnished without seeking any subsequent additional information.
- 1.8 Downloading of PQ Document or/and submission of PQ Bids shall not be presumed as Pre-Qualification or entitle the agencies to participate in further price bidding.
- 1.9 CEPT University takes no responsibility for delay, loss or non-receipt of PQ bid sent by RPAD/Speed post/Courier as indicated in bid. Hand Delivery is accepted.
- 1.10 CEPT University reserves the right to reject any or all PQ Bids at their sole discretion without assigning any reason whatsoever.

- 1.11 Canvassing in any form by the Bidder or by any other Bidder on their behalf may lead to disqualification of their PQ Bid.
- 1.12 Clarifications, if any, can be obtained from the following persons

Sr. No.	Name	Designation	Address	Phone
1	Mr. Dilip Patel	Campus Architect	Aakruti Architects 3, Gokul Flats Opp. L D Engineering College University Road, Navrangpura Ahmedabad- 380009	+91 79 3007 20 40
2	Mr. Ashish Jani	Campus Engineer	Campus Services CEPT University Kasturbhai Lalbhai Campus University Road, Navrangpura Ahmedabad- 380009	+91 79 26302470 Ex No. 340

- 1.13 Bidders are required to submit, one sealed envelope containing PQ Bid in hard copy duly signed and stamped on each page with details of technical manpower proposed to be deployed at site during execution with required details as per relevant clauses of the bid document. The envelopes will be superscribed as under:

A. First Envelope: Superscribing the envelope as “PQ BID FOR EMPANELMENT OF CONTRACTORS PERTAINING VARIOUS UPGRADATION AND DEVELOPMENT WORKS OF CEPT UNIVERSITY, AHMEDABAD.”

B. Second Envelope: Payment for cost of PQ Document in Form of DD as mentioned in clause 1.6.

- 1.14 CEPT University shall not be responsible for any costs or expenses incurred by the bidders in connection with the preparation and delivery of bids, including costs and expenses related to visits to the site. CEPT University will also not be responsible for any type of injury/damage incurred to agency personnel/ equipment/s during the site visit or during the course of attending any meetings or execution of the project.
- 1.15 Bidders participating as a Limited Company or a Firm will have to attach a valid Power of Attorney from the Managing Director of the Company in the name of the person who signs the bid. **Proposals in the form of Joint Ventures shall not be considered.**

2. INSTRUCTIONS FOR PQ SUBMISSION

2.1 MAJOR AREA OF WORKS

For the year 2014-15, as a part of CEPT’s Development and Management Program, at different areas/Buildings on CEPT’s campus, development works are being proposed

at many parts of the campus. The bids are hence invited to execute such development works which would broadly include following major deliverables:

1. Miscellaneous demolition/dismantling work of civil, electrical, carpentry etc.
2. Addition of civil Work, viz. walls, slabs, floor, wall dado etc. (Kindly note that CEPT Campus is a modern architectural heritage of India and involves extensive use of Exposed Red Bricks and Exposed RCC building elements, hence prior experience in handling such elements shall be taken as a positive)
3. Electrification Works including supply and installation of light fixtures.
4. Painting and Polishing Works.
5. Metal (Aluminium, M.S., S.S. etc.) Fabrication Works.
6. False-Ceiling Works.
7. Carpentry works that comprises of both- (A: creating new elements like furniture, doors, windows, partitions, etc. and B: reusing and repair of existing elements like furniture, doors, windows, partitions, etc.)
8. Plumbing (external as well as internal) Works.
9. Pest Control and Water-proofing.
10. Installing and commissioning of Data, Sound, Projection, Security Systems' etc.
11. Thermal and Sound Insulation Works.
12. Reshuffling of electrical, furniture work etc.

In addition, the bidders should be informed owing to the architectural value of CEPT Campus, the quality of work executed should be as per standard and acceptable specifications without any compromise along with timely execution of such development works.

2.2 DEFINITIONS

- 2.2.1 'Owner'/'Employer' shall mean CEPT University, Ahmedabad-380009.
- 2.2.2 Campus Architect shall mean Aakruti Architects, 3, Gokul Flats, Opp. L.D. Engg. College, Nr. Passport Office, Univesity Road, Navrangpura, Ahmedabad-380009.
- 2.2.3 'Bidder' shall mean the agency that has submitted the PQ Bid in response to PQ Document.
- 2.2.4 'Pre-qualified Bidder' shall mean the Bidder who has been pre-qualified by CEPT University for empanelment.
- 2.2.5 'Bid' shall mean the bid submitted by the Pre-qualified Bidder after issue of the Bidding Document.
- 2.2.6 'Bidding Document' shall mean the document issued to the Pre-qualified Bidder for submission of their Bid.
- 2.2.7 'Experience Criteria' shall mean the minimum experience criteria related to requirement as defined in Eligibility & Pre-qualification Criteria.

2.2.8 'Financial Criteria' shall mean the minimum annual turnover criteria and other requirements mentioned in the 'Eligibility & Pre-qualification Criteria'. Financial criteria shall be applied in respect of bidding entity and not of the group where bidder is a part of group.

2.3 FORM OF PQ BID DOCUMENT

2.3.1 PREAMBLE

The bid process is aimed at selecting suitable Contractors only, in most transparent manner. The work will be awarded to the bidder whom the building committee finds suitable as per process adopted for finalization of works.

2.3.2 CONTRACT DATA

Important contract data are summarized as under:

- 1 Name of work : **Empanelment Of Contractors Pertaining To Various Upgradation And Development Works At CEPT University.**
- 2 Defect liability Period : 12 Months after date of completion as per completion certificate issued by the Campus Architect, CEPT University
- 3 Communication for Work : Campus Engineer
CEPT University
Kasturbhai Lalbhai Campus
University Road, Navrangpura
Ahmedabad- 380009
- 4 Issue of Bid documents (On website) : 03.05.2014 to 10.05.2014 up till 6:00 pm
- 5 Website For PQ Bid Downloading : www.cept.ac.in
- 6 Area Covered under the PQ Bid : Premises of CEPT University Campus
- 7 Nature of Works : All upgradation and development works including civil, plumbing, electrical, interiors, furnishing, HVAC works
- 8 Bid Document Fees : Rs. 5000/- (Rupees Five Thousand only)
- 9 Single Package Cost : Approx. Estimate Range Rs. 15 lakh to Rs. 70 lakh
- 10 Earnest Money Deposit : **5% of total value of contract based on awarded work package**
- 11 Security Deposit/ : **5% of total value of contract based on awarded work**

- Retention Money : **package**, in the form of Demand Draft within a week from the date of issuance of work order will have to be deposited by the successful Bidder(s), which will be refunded without interest after successful and satisfactory completion, while settling the final bill.
- 12** Bid Validity : **Ninety days (90) days** from the last date of submission of bid.
- 13** Pre-bid meeting : Pre-bid Meeting shall be held on 07.05.2014 at 4:00 pm at GIDC Bhavan, CEPT University.
- 14** Hardcopy submission of Bid : Up to date 12.05.2014 at 11:30 am.
- 15** Place of Physical submission of bid : Accounts Office
CEPT University
Kasturbhai Lalbhai Campus
University Road, Navrangpura
Ahmedabad- 380009
- 16** Opening of PQ Bid : 12.05.2014 at 02:00 pm
- 17** Authority competent to decide if any other cause of delay beyond contractor's control. : Building Committee CEPT
- 18** Guarantee for Water proofing and Anti-termite treatment : 10 years from the date of completion of the package or as directed by Campus Architect after review of work done.
- 19** Guarantee For allied Services : As per warranty Period of respective items.
- 20** Empanelment Period of the selected contractor : 3 years
- 21** Dismantled Material : All dismantled serviceable material is property of CEPT University.
- 22** Campus Architect Cum Consultant : Aakruti Architects, 3, Gokul Flats, Opp. L.D. Engg. College, Nr. Passport Office, University Road, Navrangpura, Ahmedabad-380009, Gujarat, India.

2.4 TERMS AND CONDITIONS

2.4.1 COST OF BIDDING

The bidder shall bear all costs associated with the preparation or/and submission of its

PQ Bid, participating in discussions etc. including costs and expenses related with visits to the site(s). CEPT University will in no case be responsible or liable for those costs and expenses regardless of the outcome of the Bidding process.

2.4.2 LANGUAGE OF PQ BIDS

The PQ Bid and all correspondence incidental and related to PQ Bid shall be in English language only. Any printed literature and document submitted in any other language should be accompanied by authenticated English translation, in which case, for purpose of interpretation of the PQ Bid, English translation shall govern. Responsibility for correctness in translation shall lie with the Bidder.

2.4.3 RESPONSIBILITIES OF THE BIDDER

2.4.3.1 The Bidder shall be fully responsible for site review and execution of the Works conforming to relevant Indian standards as per the scope of work and basic specifications furnished in this Bid Document. The Contractor shall be responsible for execution and development of the project including Procurement, Transportation of goods/materials, Proper Storage, Construction, Coordination, Testing and Erecting, Commissioning, Operating and Maintaining the same during the period of the contract, to the satisfaction of the Employer.

2.4.3.2 The Bidder shall take into consideration all aspects of the project at the time of bidding, namely, though not restricted to:

- ✓ Execution Management by construction of structures as per the area of work with required ambience.
 - ✓ Procurement of requisite materials, machineries and manpower.
 - ✓ Civil Works including site grading, development, renovation and repairs, painting, and sewage cleaning etc.
 - ✓ Demolition and Dismantling of Existing Structures/Services.
 - ✓ Installation, testing and commissioning of all works under the scope.
 - ✓ Reshuffling of electrical and furniture items etc.
 - ✓ Quality Control
 - ✓ Beautification
 - ✓ Environmental and social safeguards.
- (a) The contractor shall ensure that in no case, any damage is caused to the existing structures, electrical fittings and fixtures and other accessories as also to the environment, while executing the project. The contractor will be solely responsible for this type of damage and decision of CEPT University with regard to compensation and all other relevant issues shall be final and binding to the Contractor. CEPT University is authorized to deduct the appropriate amount, as it may deem fit, for such damage(s) while making final payment.
- (b) **Necessary barricading and other requisite all safety measures shall be the sole responsibility of the contractor. Any injury to and/or loss of human/cattle or damages or so, shall be the sole responsibility including any liability arising**

and/or compensation to be paid towards the injury to and/or life lost damages, caused if any, shall lie with the contractor.

- (c) Cutting of trees shall not be permitted.
- (d) During the course of execution of the construction, and/or after the completion of the construction, the debris and other waste materials shall be removed and shifted to a safe place by the contractor, as directed, for which no extra payment will be considered.
- (e) The workmanship shall be of high order and quality so as to prevent accidents and damage to the environment and surroundings.

2.4.3.3 The successful Bidder shall make his own arrangements for all the materials, power and water required for all purposes in connection with the construction and implementation of the project. If possible, the employer shall help for obtaining such facilities such as power or water during construction. All other facilities will have to be arranged by the Contractor at his own cost.

2.4.3.4 While it will be the prime responsibility of the contractor to arrange for all the statutory permissions relating to the Project, the Employer shall assist in obtaining the same, wherever possible.

2.4.4 OWNER'S RIGHT

2.4.4.1 The employer reserves its right to call for clarifications/original of the supporting document for verification, as deemed fit and also to cross check for any details as furnished by the Bidder(s) from past-executed projects/clients/consultants etc. Bidder(s) shall have no objection whatsoever in this regard.

2.4.4.2 The employer reserve right for acceptability of the Bidder's Bank.

2.4.5 All the details/documents submitted along with PQ Bid and which have been considered for pre-qualification and the minimum commitments from Bidder shall remain valid and in case of successful Bidder, such commitments may form part of Contract Document.

2.4.6 In-house work experience shall not be considered as valid experience for the purpose of Pre-Qualification.

2.4.7 Eligible Plant, Materials, Equipment And Services

For the purpose of these Bid documents, the word "works" shall mean civil, mechanical, interior electrical works, plants, materials and equipment to be hired, procured, tested, supplied and installed, field tested, commissioned, operated and maintained, erected, dismantled, together with other services to be carried out by the Contractor, within the scope and ambit of the Contract.

2.5 PREPARATION/SUBMISSION OF PQ BIDS

2.5.1 PQ BID REQUIREMENTS

2.5.1.1 Bidder is required to submit complete PQ Bid and in the order as given in Checklist enclosed separately in order to achieve the objective of maintaining uniform PQ Bid structure from all the Bidders. These requirements must be adhered to by all the Bidders.

2.5.1.2 The Prequalification requirements are explicitly stated in this Document. Bidder is required to study these requirements in detail & make a PQ Bid as defined above completely meeting these requirements. The PQ Bid must be complete in all respect leaving no scope for ambiguity.

2.5.1.3 The PQ Bid shall be submitted with all details as per checklist.

2.5.1.4 Failure to provide information which is essential to evaluate the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in disqualification of the applicant.

2.5.2 SUBMISSION OF PQ BIDS

2.5.2.1 Bidders are advised to submit PQ Bids strictly in accordance with requirement mentioned in relevant clauses. PQ Bid shall contain one original (supporting and technical documents submitted shall be true copied) copy along with all necessary documents filed separately and shall be submitted at the earlier mentioned address on 12.05.2014 before 11:30 am. Copy of PQ Document shall be signed and stamped on each page and submitted along with the PQ Bid as a token of acceptance.

2.5.3 EXPERIENCE DETAILS

2.5.3.1 Bidder shall furnish their Experience Details of last 05 years in line with Experience Criteria mentioned under clause 2.6.3. The experience details of all such works shall be submitted as per Form- 3. Copy of detailed work order/Notification for award of work/contract document and copy of proof of completion. Copy of certificate issued by consultant / PMC will not be considered for evaluation.

2.5.3.2 Bidder shall also furnish the experience details of other similar works as per Form-4

2.5.4 FINANCIAL DETAILS

Bidder shall furnish the following:

- (i) All information as per Form-6.
- (ii) Audited Balance sheets or financial statement for the consecutive five preceding years.

2.5.5 COMPANY'S ORGANISATIONAL DETAILS

Bidder shall specify whether the Company is Affiliate Company or Parent Company as per Form-1 & Form-2. Organization chart shall be furnished as per Form-2.

2.5.6 CONTACTING CEPT UNIVERSITY

No Bidder shall contact the CEPT University on any matter relating to its PQ Bid after

the time of submission of PQ Bid, unless requested so in writing. Any effort by a Bidder to influence the OWNER in the Owner's decisions in respect of PQ Bid evaluation will result in the rejection of that Bidder's PQ Bid.

2.5.7 SELECTION

The selection process of bidders would lead to empanelment of contractors for executing related works of CEPT University for period of three years from 15.05.2014 to 14.05.2017. PQ bid shall be evaluated using three criteria viz. **Financial Stability/Capacity, Technical Capability and Experience, considering their relative importance. The empanelled bidders will be invited by Building Committee to submit financial bids/quotes as and when Campus Architect generates approved BOQ for various works which will be further bifurcated in to separate work packages as per estimate prepared by Campus Architect Office during above mentioned time period. The financial quotes of an empanelled bidders will be invited in sealed and signed envelopes, which will be opened as per procedure stipulated by the employer and work will be allotted to lowest price bidder (L1).**

2.6 ELIGIBILITY & PRE-QUALIFICATION CRITERIA

Bidders seeking pre-qualification shall meet the following minimum Eligibility & Pre-qualification Criteria.

2.6.1 QUALIFICATION AND EXPERIENCE OF TECHNICAL PERSONNEL

The bidder should provide for-

- (i) One Team leader (B.E. Civil/Degree in Interior Designing/B. Arch) of Minimum Five years' Experience
- (ii) Three technical supervisors of three years' experience (B.E. Civil/Dip. Civil/Degree in Interior Designing/B. Arch), one of which should have **specific experience in interior** works.
- (iii) One technical supervisor of three years' experience (B.E./Diploma in Electrical)
- (iv) One project manager to co-ordinate and smoothly execute the project, with five years or more experience in the management of interior-design execution sites.

Contractor/Bidder must have regional office in Ahmedabad. Above mentioned team members/employees must have to be stationed in Ahmedabad during the whole execution work. These employees must write, read and understand Gujarati, Hindi and English languages.

2.6.2 FINANCIAL CAPABILITY

2.6.2.1 The Annual Turnover of the Bidder during all the five consecutive preceding financial

years i.e. 2008-2009, 2009-2010, 2010-2011, 2011-2012 and 2012-2013 shall not be less than Rs. **2 crore [Rupees two crore only]**

2.6.2.2 Net worth as on the last day of the preceding financial year should be positive during the preceding three consecutive financial years.

2.6.2.3 Bidder submitting their PQ bid shall not be under liquidation, court receivership or similar proceeding.

2.6.3 EXPERIENCE

The bidder should have satisfactory handled at least **two similar nature of project i.e. Interior-Architectural works for Institutional/Public/Office spaces as of Rs. 75.00 lakh** in the last 5 years **in any particular year at a single place as stipulated in bid scope of work.** Completion certificate and photographs shall be produced (“Similar work” means demonstrating mainly work consisting of display systems/ glass works/modular and customized furniture/ Customized Metal Fabrication works / Use of exposed construction materials like Red bricks, RCC etc).

While evaluating the bidders’ conformity with experience criteria the following consideration shall be applied:

2.6.3.1 Only such works shall be taken into consideration, the details of which have been submitted by the Bidder as per Form-3, Form-4 & Form-5 along with copy of work order/notification for award and copy of proof of completion.

2.6.3.2 Copy of work order/notification for award of work is a mandatory document, which establishes that the Bidder has been awarded a work, which is claimed to be meeting the Experience Criteria.

2.6.3.3 Submission of adequate proof of Completion is mandatory requirement, which establishes that the work under reference has been completed, handed over to the Owner.

2.6.3.4 In case these mandatory documents are not enclosed with Form-3, Form-4 & Form-5 such work shall not be considered in evaluation for meeting the Experience Criteria.

2.6.3.5 The Consultant / Nominated expert of the Project shall not be eligible to participate in the bidding.

2.6.3.6 The Bidder turns out to be a substantial responsive bidder as a result of evaluation of PQ bid.

2.6.4 The successful Bidder shall submit the power of attorney authorizing the signatory of the bid to sign and execute the contract.

2.6.5 The Bidder shall have to provide PAN no. under income tax act, latest Income Tax returns for last three years and service tax number.

2.6.6 The bidder shall provide a valid EMD acceptable to Employer before award of work.

2.7 ASSURANCE

The successful Bidder shall be required to give satisfactory assurance of his ability and intention to complete the works pursuant to the award of the Contract, within the time set forth therein and according to the terms, conditions and specifications as set out in this document.

- 2.8 CEPT University reserve the right not to seek any additional information / clarification on documents submitted in support of Pre-qualification requirements and evaluates the PQ Bids on "As Received Basis".

3 BID SUBMISSION, OPENING AND EVALUATION

The Bidder is expected to carefully examine the Bidding Documents, including all instructions, forms, terms, conditions, Annexures, Appendices etc. as given in the Bid document. There shall be a presumption on the part of CEPT, that the Bidder has read all the documents in their entirety and the Bid Offer has been made and presented accordingly.

3.1 PRE-BID MEETING

- 3.1.1 A prospective bidder requiring any clarification of the bidding documents may notify the Employer in writing at the Employer's address indicated in the PQ Bid. The Employer will respond to any request for clarification which he receives prior to holding of Pre-Bid Meeting. Copies of the Employer's response will be forwarded to all recipients of the Bid documents, including a description of the enquiry but without identifying its source.
- 3.1.2 Pre-bid meeting shall be convened on 07.05.2014 at 4:00 pm at GIDC Bhavan, CEPT University, Kasturbhai Lalbhai Campus, Navrangpura, Ahmedabad. It will be essential for the Bidders to attend the Pre-Bid Meeting so as to understand and clarify any issues related to bid and related works.
- 3.1.3 The purpose of the meeting shall be to clarify issues and to answer questions on any matter that may have been raised by the prospective bidders in writing and received by the Employer's office.
- 3.1.4 Any modification of the bid document, which may become necessary as a result of the pre-bid meeting, will be made by the Employer exclusively through the issue of an Addendum pursuant to relevant clause.
- 3.1.5 Non-attendance at the pre-bid meeting will not be a cause for disqualification of the bidder.

3.2 HARD COPY OF SUPPORTING DOCUMENTS

The Bidder shall submit hard copy of supporting documents required for technical qualification after putting his signature as per the instructions given elsewhere in this document.

- 3.2.1 At any time prior to the deadline for submission of bids, the Employer may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by amendments/addenda.
- 3.2.2 The amendment/addendum shall be informed and shall be a part of the Bidding Documents pursuant to relevant Clause and shall be binding to all the participating Bidders. It will be the responsibility of the participating Bidders to take into consideration such amendments/addenda while submitting their bids.
- 3.2.3 In order to enable the prospective Bidders to take the amendments/addenda into account in preparing their bids, the Employer may, at its discretion, extend the deadline for the submission of bids.

3.3 CLARIFICATION OF BIDDING DOCUMENTS

Prospective Bidders requiring any further information or clarification on the Bidding Documents should submit their queries in writing to:

**Campus Engineer
Campus Services
CEPT University
Kasturbhai Lalbhai Campus,
University Road, Navrangpura
Ahmedabad- 380009**

The Employer shall respond in writing within two working days on receipt of the enquiry from a specific Bidder. Verbal information and/or clarification given by any representative of the Employer shall not be binding on the Employer. Such documents shall automatically become an integral part of the contract to be executed with the successful Bidder.

3.4 BID VALIDITY

- 3.4.1 The bid shall remain valid for a period of not less than Ninety Days (90) days as specified under relevant clause of Contract Data after the deadline for submission of bid.
- 3.4.2 Any bid not secured in accordance with relevant clauses shall remain unopened by the Employer as non-responsive, pursuant to relevant clause.

3.5 SECURITY DEPOSIT

- 3.5.1 The selected bidder shall deposit 5% of the agreed project amount in the form of DD only on issuance of work order as a security deposit which shall be released after 30 days of successful and satisfactory completion of the package after getting the completion report from Campus Architect.

3.6 SEALING AND MARKING OF BIDS

- 3.6.1 The sealed envelope shall be addressed and submitted to the office at the following address:

**Accounts Office
CEPT University
Kasturbhai Lalbhai Campus
University Road, Navrangpura
Ahmedabad- 380009**

- 3.6.2 No bid shall be accepted unless it is properly sealed and as a result, the delay caused if any shall not be considered.
- 3.6.3 If the packet and the envelope are not properly sealed and marked as instructed above, the Employer shall assume no responsibility for the misplacement or premature opening of the bid submitted. Any bid opened prematurely due to any reason/s (either during transit or through mishandling by the courier or messenger) will NOT be opened and will be straightaway rejected. No correspondence will be entertained in this regard.
- 3.6.4 Telegraphic bids or bids through fax shall be treated defective, invalid and will be rejected.

3.7 DEADLINE FOR SUBMISSION OF BIDS

- 3.7.1 The bids must be received by the Employer at the mentioned address as indicated in relevant clause, not later than the time and date as specified under the Contract Data.
- 3.7.2 The Employer may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with relevant clause, in which case all rights and obligations of the Employer and Bidders will continue to govern as per the original deadline for the extended period of deadline.

3.8 LATE BIDS

- 3.8.1 Any paper in support of hardcopy submission received by the Employer after the deadline for submission of bids prescribed in the Contract Data will not be taken into consideration.

3.9 MODIFICATIONS AND WITHDRAWAL OF BIDS

- 3.9.1 The Bidder may modify or withdraw his bid until the date and time of the opening of the bid.
- 3.9.2 Withdrawal or Modification of a bid between deadline for submission of bids and the expiration of the original period of bid validity specified in bid form may result in forfeiture of the Bid Security.

3.10 OPENING OF THE PQ BIDS BY EMPLOYER

- 3.10.1. The Employer will open envelopes of all the Bidders in the presence of Bidder's authorized representative/s who choose to attend the opening in the Account Office, CEPT University at Ahmedabad.
- 3.10.2. The time and date for the above purpose are specified under relevant clause of the Contract Data at the same address.
- 3.10.3 Bidder's representatives shall sign a register as proof of their attendance. In the event of the specified date of bid opening being declared a holiday for the Employer, the bids shall be opened at the appointed time and location on the next working day, or otherwise intimated.
- 3.10.4 The Bidder shall nominate maximum two representatives to attend the bid opening on his behalf. These nominated persons shall carry with them an authorization letter duly signed by the Bidder containing the signature of the nominated persons with relevant ID proof. No person other than nominated persons shall be permitted to attend Bid opening.
- 3.10.5 Employer may waive at his discretion any minor informality or non-conformity or irregularity through bonafide mistake in a Bid, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any other Bidder. It may be noted that the employer reserves the right to take final decision about responsiveness of the Bidder and his decision cannot be challenged by the Bidder.

3.11 PRELIMINARY EXAMINATION

- 3.11.1 Initially data sheet shall be reviewed.
- 3.11.2 The Employer shall then examine the bids to determine whether they are complete and satisfy the requirements as per terms and conditions, whether required details have been furnished, whether the supporting documents are authentic.

3.12 TECHNICAL EVALUATION

- 3.12.1 The Employer will carry out an overview of the bids previously determined to be substantially responsive in order to determine whether the technical aspects are in accordance with the requirements set forth in the Bid Documents.

3.13 PROCESS TO BE CONFIDENTIAL

- 3.13.1 Information relating to the examination, clarification, evaluation and comparison of bids and recommendation for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced.
- 3.13.2 Any effort by a Bidder to influence the Employer in the matter of processing of bids or award decisions may result in the rejection of the Bidder's bid.

3.14 BILLS OF ACCESSORIES/FIXTURES/MATERIAL

Contractor has to provide required guaranty, warranty and legal documents (provided by Manufacturers, Vendors etc.) with original bills of different accessories, fixtures, material to the employer as per requirements at the time of package commissioning. Final payment will be done after the successful submission of the same only.

4. QUALIFICATION DATA SHEETS TO BE FILLED UP BY THE BIDDER

LETTER OF APPLICATION

[Letterhead of the Applicant, including full postal address, telephone no., fax no., telex no., and cable address]

Date:.....

To: [Name and address of the Employer]

Sir,

Being duly authorized to represent and act on behalf of..... (hereinafter “the Applicant”), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract under empanelment of contractors pertaining to various upgradation and development works at CEPT University.:

Contract number	Contract name
1.	

2. Attached to this letter are copies of original documents (attested true copies) defining:
 - a) The Applicant's legal status;
 - b) Its principal place of business; and
 - c) Its place of incorporation (for Applicants which are corporations); or its place of registration (for applicants which are partnerships or individually owned firms).
3. You and your authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization for any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by you to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.
4. This application is made in the full understanding that:
 - a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
 - a) You reserve the right to:
 - Amend the scope and value of any contracts under this project; in such an event, financial quotes of BOQ will only be invited from prequalified applicants who meet the revised requirements; and
 - Reject or accept any application, cancel the prequalification process, and reject all applications; and
 - b) You shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for such actions.

5. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant)	For and on behalf of (name of partner)

4.1 FORM 1: COMPANY INFORMATION

All bidding firms/companies are requested to complete the information in this form. Information should be provided for all owners or applicants that are partnerships or individually-owned firms.

1	Name of Firm/Company:	
2	Constitution of Firm/Company: Proprietary/ Partnership/ Pvt. Ltd./Public Ltd/NGO (Please attach a copy of partnership deed/Certificate of Incorporation etc.)	
3	Registration No. with Country of Registration:	
4	Address of Head Office: Whether Owned or Rented? :	
5	Local office address (if any): Whether Owned or Rented? :	
6	Contact Person(s):	Mobile No.:
7	Contact Person(s):	Landline No.:
8	Facsimile No.:	
9	E-mail Address:	
10	Place of incorporation / registration:	Year of incorporation / registration:
11	Main business areas:	
	1.	Since:
	2.	Since:
	3.	Since:
	4.	Since:

Signature of Applicant

4.2 FORM 2: OVERALL ORGANIZATION STRUCTURE

Give;

1. Overall organization chart of the company showing position of Managing Directors and HO organization

i. Home Office
ii. Sub-contracting
iii. Planning, Scheduling & Monitoring
iv. Site Organization chart covering construction supervision (Discipline-wise). Quality Assurance and Quality Control (Discipline-wise), warehouse management and material control, field engineering, safety etc

2. Give list of employees on Bidders pay role: Technical and Non-Technical & also give following details:

Candidate Summary

1.	Name of Applicant	
2.	Position	
3.	Candidate: Prime Alternate	
4.	Professional qualifications	
5.	Name of employer:	
6.	Address of employer:	
7.	Telephone:	
8.	Job title of candidate:	
9.	Years with present Employer:	

Summarize professional experience over the last 10 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project

From	To	Company / Project / Position / Relevant technical and management experience

3. Give list of sister-concerns, if any.

4.3 FORM: 3 LIST OF IMPORTANT WORKS DONE IN LAST FIVE YEARS

Please finish information about the relevant Work completed over the last Five years.

Sr.#	Name of Project	Name of Employer	Duration (Work Period)	Date of Work Completion	Location and description of Work	Value of contract	Certified Value of completed work

NOTES:

1. Attested copies of the latest certificate from the employers may be attached.
2. Non disclosures of any information in the schedule will result in disqualification of the firm.
3. In case of private work sufficient authentic proof of work done. Along with evidence of financial transactions shall have to be furnished.

4.4 FORM: 4 DETAILS OF CONTRACTORS OF SIMILAR NATURE AND COMPLEXITY
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1)	Name of contract:	
2)	Country:	
3)	Name of employer:	
4)	Address of employer:	
5)	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify:	
6)	Contract role (check one)	
7)	Sole Contractor: <input type="checkbox"/> Subcontractor: <input type="checkbox"/> Management Contractor: <input type="checkbox"/> Partner in a joint venture: <input type="checkbox"/>	
8)	Value of the total contract/subcontract/partner share in Rs.:	
9)	Date of award	
10)	Date of completion	
11)	Contract/subcontract duration (years and months)	
12)	Specified requirements	
13)	Client Certificated Attached	Yes/No

Use a separate sheet for each contract.

4.5 FORM: 5 SUMMARY OF CURRENT CONTRACTS, COMMITMENTS WORK PROGRESS

Name of Bidder

Bidders shall provide information on their current commitments on all civil contracts that have been awarded or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified full completion certificate has yet to be issued.

Name of Employer	Name of the contract location and nature of their work	Name of consulting Engineer or agency responsible for supervision	Contract amount in Indian Rupees & date of contract	Percentage of participation of company in the project	Value of work completed and certified in Indian Rupees	Value of outstanding work (in Indian Rupees)	Actual date of start	Estimated completion date	Reasons for Delay

4.6 FORM: 6 FINANCIAL DETAILS

Name of Applicant:

Applicants should provide financial information to demonstrate that they meet the requirements. Each applicant must fill in this form. If necessary, use separate sheets to provide complete banker information. A copy each of the audited balance sheet for the last three years should be attached.

Banker	Name of banker:	
	Address of banker:	
	Telephone:	Contact Name & Title:
	Facsimile:	TELEX:

Summarize actual assets and liabilities in INR for the previous Five years.

Financial information in INR	Previous Five years				
	2012-20013	2011-2012	2010-2011	2009-2010	2008-2009
1. Total assets					
2. Current assets					
3. Total liabilities					
4. Current liabilities					
5. Profits before taxes					
6. Profit after taxes					
7. Depreciation					
8. Net worth					
9. Annual turnover					

Specify proposed sources of credit line to meet the cash flow demands of the Work.

Source of credit line	Amount in Rs.
1.	
2.	
3.	

- i. Attach audited financial statements for the last five years (for the individual applicant)
- ii. Firms owned by individuals, and partnerships, may submit their balance sheets certified by a **practicing chartered accountant**.
- iii. Attach Certificate(s) issued by any Bank or Financial Institution for available credit to the Lead partner.
- iv. Enclose recent solvency certificate from banker
- v. Enclose letter from your banker/self that the agency is not under liquidation, court receivership or similar proceedings.

4.7 FORM 7: SERVICE TAX DETAILS

Attach true copy of last five years' service tax returns details

4.8 FORM 8: AUDITED FINANCIAL STATEMENTS

Attach true copy of last five years' duly signed by Chartered Accountant.

4.9 FORM 9: HISTORY OF LITIGATION

Application should provide information on any history of litigation or arbitration resulting from contracts in last five year or currently under execution.

Year	Award for / or Against applicant.	Name of Client, cause of Litigation and matter of dispute.	Disputed amount in Rupees.

NOTE:

If the information to be furnished in this schedule will not be given and come to the subsequently will result in disqualification of the bidder.

4.10 FORM 10: LIST OF ASSETS TOOLS, EQUIPMENT & PLANTS (TEP) OWNED BY COMPANY

Please provide here the list of all the Tools, Equipment, and Plants available with the company.

(Sample list of items to be covered Total station, Builders hoist, Concrete mixers, steel shuttering procured during last two years, Steel props, Pneumatic loader(conveyor), Mortar Mixer, Needle vibrator, Beam vibrator, tipper trucks, excavator cum loader, bar cutting machine, Silent Generator set, availability of modular form work and scaffolding, Steel/ Aluminum ladder 1.5 m to 8 m, Refrigerant Gas leak detector, Gas welding and cutting machine, Portable electric welding machine, Metal Grinders and Sanders, Panel Saw, Wood Planer, Wood Jointer, Wood Band Saw, Wood Sanders ,Wood Lathe, Welders (Steel), Metal Horizontal Band Saw, Metal Vertical Band Saw, Electric Power Drills, Circular Saw, Heavy duty edgebander conveyor, Router, Jig Saw, Drill Press, Spindle moulder (Wood shaper) etc.

Sr. No	Name of manufacturer	Year of Manufacture	Capacity	Model (YYYY)	Source: Owned/ Rented/ Leased/ Specially Manufactured	Quantity	Current Status (Location)	Current Commitments	Remarks

Omit the following information for equipment owned by the Applicant or partner.

Owner	Name of owner:	
	Address of owner:	
	Telephone:	Contact name and title:
	Fax:	Telex:
Agreements	Details of rental / lease / manufacture agreements specific to the Project:	

4.11 CHECK LIST FOR PQ BID SUBMISSION

Bidder is requested to fill this Check List and ensure that all details/documents as mentioned in the Prequalification Booklet is submitted along with their PQ Bid. Please tick the box and ensure compliance and specify the Page no. of PQ Bid submitted.

1. Letter of application, Submitted Page No:
2. Company Information of the applicant as per Form -1 Page No:
3. Furnish details: Company's Organization Details as per Form -2 Page No:
4. Specify name of projects for which Experience Details as per Form-3 has been Submitted: Page No:
5. Similar work details as per Form -4, along with copy of work order/award of work, copy of Proof of completion, Submitted: Page No:
6. Current Project details as per Form -5, Submitted Page No:
7. Financial Details as per Form-6, Submitted Page No:
8. Services Tax details of Last 5 Years Page No:
9. Audited Balance sheet including Profit and Loss account for the Last Five years Submitted
Submitted for the years
 - a.
 - b.
 - c.
 - d.
 - e.
10. Fresh solvency certificate Issued by the Banker Submitted Page No:
11. History of Litigation Page No:

12. Any other document Submitted

Page No:

13. List Of Assets, Tools, Equipment & Plants (TEP) Owned By Company

Page No:

14. One copy of PQ Booklet duly signed and Stamped on each page