



**PRE-QUALIFICATION DOCUMENT**

for

**Expeditious construction of Hostel Facility for its upcoming TIFR- Hyderabad Campus, (Adjacent to Central University of Hyderabad, Gachibowli), Survey No. 36/P, Gopanpally Village, Serilingampally (Mandal) Ranga Reddy Dist., Hyderabad, Andhra Pradesh**

PQ NIT NO : TIFR/TCIS/IND/13-14/F-1135

Tata Institute of Fundamental Research  
Centre for Interdisciplinary Sciences  
Plot No. 21, Brundavan Colony, Narsingi,  
Hyderabad - 500 075 (Transit Campus)

## 1. INTRODUCTION

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Tata Institute of Fundamental Research, Hyderabad invites bids for Pre-Qualification for the following work:

**Expeditious construction of Hostel Facility made of Pre-fabricated Modular Structures including services and land development for its upcoming TIFR- Hyderabad Campus, (Adjacent to Central University of Hyderabad, Gachibowli), Survey No. 36/P, Gopanpally Village, Serilingampally (Mandal) Ranga Reddy Dist., Hyderabad, Andhra Pradesh."**

The details are as mentioned below.

### 1.1 PARTICULARS

1.	Gross considered plinth area	30,000 sqft (tentative, approx)
2.	Location	<b>Survey No. 36/P, Gopanpally Village, Serilingampally (Mandal) Ranga Reddy Dist., Hyderabad</b>
3.	Project Estimated Cost	Rs. 480 lakhs
4.	Completion Period	3 (Three) months
5.	PQ Document Cost	Rs 500/- (non refundable) in the form of DD drawn in favor of TIFR Centre for Interdisciplinary Sciences, payable at Hyderabad
6.	Availability of PQ Document	20.03.2014 from 10.30 hrs.
7.	Seeking clarification by applicants	Upto 07.04.2014 14.30 hrs
8.	Last date & time of submission	08.04.2014 upto 14.00hrs
9.	Date & time of opening	08.04.2014 at 16.00hrs

***Note : TIFR, Hyderabad reserves the right to accept or reject any application(s), without assigning any reason thereof. The applications with any condition shall be rejected forthwith.***

### 1.2 REQUIREMENT & ELIGIBILITY CRITERIA

The applicants who fulfill the following requirements shall only be eligible to apply.

1. Proof of registration with Government / Semi Government organizations like CPWD, MES, BSNL, Railways, State PWDs etc. in appropriate class or having experience in execution of similar nature of works.
2. Should have satisfactorily completed at least One similar work each costing not less than Rs. 4.8 crore or Two similar works each costing not less than Rs. 3.6 crore or Three similar works costing not less than Rs. 2.4 crore during the last seven years ending 31.03.2014.

**Note:**

***(i) Similar Project means 'Expeditious construction of Hostel/ Hotel/ Residential Colony by Pre-fabricated modular construction including services.***

***(ii) 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. The value of executed works shall be brought to the current costing level by enhancing the actual value of work at a simple rate of 7% per annum; calculated from the date of completion to the last date of receipt of applications for tender.***

3. Should have had average annual financial turnover of Rs.10 crore on construction works during the last three years ending 31st March, 2014.
4. Should not have incurred any loss in more than two years during the last five years ending 31st March, 2014.
5. Should have a solvency of Rs. 2.4 crore.
6. The bidding capacity of the contractor should be equal to or more than the cost of the work. The bidding capacity shall be worked out by the following formula:

$$\text{Bidding Capacity} = A \times N \times 2 - B$$

Where,

A= Maximum value of construction works executed in any one year during the last five years taking into account the completed as well as works in progress.

N= Number of years prescribed for completion of work for which pre-qualification application has been invited.

B = Value of existing commitments and ongoing works to be completed during the period of completion of work for which pre-qualification has been invited.

### **1.3 ISSUE OF BID DOCUMENTS**

1. Bidding Document can be purchased from the Senior Administrative Officer, TIFR Centre for Interdisciplinary Sciences, Plot No.21, Brundavan Colony, Narsingi, Gandipet Road, Hyderabad - 500 075.
2. Bidding documents can also be viewed and downloaded from the website  
<http://www.tifrh.res.in/tcis/contact/tenders.html>

### **1.4 SUBMISSION OF BIDS**

1. Bids shall be submitted to **Sr Administrative Officer, TIFR Centre for Interdisciplinary Sciences, Plot No.21, Brundavan Colony, Narsingi, Gandipet Road, Hyderabad - 500 075** in a sealed envelope super scribed "Bid for Expeditious construction of Hostel Facility for its upcoming TIFR- Hyderabad Campus" with our enquiry no. and due date.

### **1.5 DOCUMENTS TO BE SUBMITTED**

Prospective applicants shall satisfy themselves of fulfilling all the pre-eligibility criteria and in possession of all the documents required before online PQ tender. The interested agencies are required to scan / fill in and documents as per following lists within the period of bid submission :

**Note: The agencies are requested to fill up the facts & figure in the format. Simply filling like Yes or No shall not be accepted.**

1. Demand draft/Banker`s Cheque drawn in favor of TIFR Centre for Interdisciplinary Sciences, Payable at Hyderabad" towards cost of Pre-qualification tender document
2. CERTIFICATES:
  - i) Performance Certificates
  - ii) WCT registration certificate
  - iii) TIN Registration
  - iv) PAN (Permanent Account Number) Registration

3. UNDERTAKING: Undertaking that the list submitted towards eligible similar work(s) have not been executed through another contractor on back to back basis in the following format:  
 "I/We undertake and confirm that eligible similar works(s) has/have not been executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for bidding in TIFR, Hyderabad in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.
4. Form "A": Financial information; Financial Turn Over certified by CA & Profit & Loss statement certified by CA.  
**Note : Balance sheet is not to be submitted.**
5. Form "B": Solvency certificate
6. Form "C" : List of similar works completed during last 7 years indicating :  
 (i) Agency for whom executed, (ii) Value of work, (iii) Completion time as stipulated and actual, or present position of the work.
7. Form "D": List of any works in hand / awarded indicating:  
 (i) Agency, (ii) Value of Work, (iii) Stipulated time of completion / present position. All works of any nature in hand must be furnished. Any ongoing works left out shall be viewed seriously, leading to rejection of application.
8. Form "E": Performance report of works referred to in form "C" & "D"
9. Form "F": Structure & organization
10. Form "G": Details of technical & administrative personnel to be employed for the work.
11. Form "H": Details of construction plants & equipments likely to be used in carrying out the work

The applicant may furnish any additional information which they think necessary to establish their capabilities to successfully complete the envisaged work. No information shall be entertained after last date of online submission of PQ tenders unless it is called by the competent authority.

Short listing of the agencies shall be subject to thorough verification of their credentials and inspection of works carried out by them, through a Technical Evaluation Committee of experts, constituted by TIFR, Hyderabad. After evaluation of pre-qualification applications, a list of qualified tenderers will be prepared for further detailed tendering.

If any information furnished by the applicant is found incorrect at a later stage, they shall be liable to be debarred from tendering /taking up of work in TIFR, Hyderabad. TIFR, Hyderabad reserves the right to verify the particulars furnished by the applicant independently and reject any application without assigning any reason and to restrict the list of pre-qualified agencies to any number deemed suitable in case too many applications are received satisfying the laid down Pre-qualification criteria.

## 2. BRIEF PARTICULARS OF THE WORK

### 2.1 SCOPE

The consultancy bids are invited for expeditious construction of Hostel Facility made of Pre-fabricated Modular Structures in 'Ground' and/ or 'Ground + 1' configurations including services and land development of land with following tentative requirements:

S#	Description	Approx carpet area of unit (sqft)	Qty (Nos.)
1.	Students room with common toilet blocks	120	100
2.	Post Doc accommodation with attached toilet	160	20

3.	Studio Apartments with attached kitchenette and toilet	400	30
4.	Recreation Room with attached self service pantry room	500	1
5.	Self service laundry Area (Washing Machine, Dry area, Iron boards)	200	1
6.	Visitor / meeting room clubbed with reception lobby	300	1
7.	Development of Land including fencing, landscaping, internal roads, STP, Sump well, street & outdoor lighting, electrical sub-station, transformer, DG shed etc	2 Acres (inclusive of above)	1

**Note: The above areas are purely indicative in nature, and are liable to change.**

## **2.2 OBJECTIVE**

The objective of the proposal is to suitably plan, modify to the requirements of TIFR, Hyderabad and design the proposed hostel facility made of pre-fabricated modular structures in 'Ground' and/ or 'Ground + 1' configurations by appropriate expeditious construction methodology and materials with a minimum life span of 15 years of the buildings including development of land incorporating all necessary services viz. electrical, water supply, drainage, sewage treatment, landscaping, roads, fencing, street lighting, parking etc within the following time frame as per the Terms of Reference:

**Construction** **90 days**  
*(To be deployed through this PQ and further tendering)*

**Defect Liability Period** **12 months**

### **3. INFORMATION & INSTRUCTIONS TO APPLICANTS**

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#### **3.1 GENERAL**

1. Letter of transmittal and forms for pre-qualification for the eligible category are annexed herewith. 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 may please note that giving incomplete/ unclear information called for in the forms, or making any change in the prescribed forms, or deliberately suppressing any information, may result in disqualification of the applicant summarily.
2. The applicant should sign each page on the application along with enclosures with rubber stamp before submission.
3. Overwriting should be avoided. Corrections, if any, should be made by neatly crossing out and shall be rewritten with initials and date. Pages of the pre-qualification document are numbered. Additional sheets, if any added by the applicant, should also be numbered by him. They should be submitted along with letter of transmittal.
4. References, information and certificates from the respective clients certifying suitability, technical know how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer or equivalent.
5. The applicant may furnish any additional information, which he thinks is 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 pre-qualification document unless the Employer calls it for.
6. 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 TIFR, Hyderabad.
7. Any clarification given by the TIFR, Hyderabad in the basis of queries raised by the applicants shall be intimated and shall become part of the tender condition.
8. Prospective applicants may request clarification of the project requirements and pre-qualification tender document from Shri. P.S.Murthy, Senior Administrative Officer, TIFR, Centre for Interdisciplinary Sciences, Plot No. 21, Brundavan Colony, Narsingi, Hyderabad - 500 075, Mobile: 9989777261, Email: psmurthytifr@gmail.com. Any clarification given by TIFR, Hyderabad will be intimated. No request for clarification will be considered after the last date for seeking clarification.
9. The employer reserves the right, without being liable for any damages or obligation to inform the applicant, to:
  - (a) Amend the scope and value of contract to the applicant.
  - (b) Reject any or all the applications without assigning any reason.
10. 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 bid. Canvassing of any kind is prohibited.

#### **3.2 METHOD OF APPLICATION**

1. If the applicant is an individual, the application shall be signed by him above his full name and current address.
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.
3. If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten 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. If the applicant is a limited company or corporation, the application shall be signed by a duly authorised person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also upload a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

#### **3.3 FINAL DECISION MAKING AUTHORITY**

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

### 3.4 SITE VISIT

The applicant is advised to visit the site of work, at his own cost, and examine it and its surroundings by himself, collect all information that he considers necessary for proper assessment of the prospective assignment. He may contact Shri. P.S. Murthy, Senior Administrative Officer, TIFR, Hyderabad, Mobile: 9989777261, Phone: 040-2419 5025, Email: psmurthytifr@gmail.com for fixing an appointment prior to the site visit.

## 4. CRITERIA FOR PRE-QUALIFICATION:

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The applicant who fulfills the aforesaid initial eligibility criteria shall next be evaluated on following parameters.

1. 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. and submit the list of firms from whom he proposes to hire.
2. 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.
3. The applicant should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The applicant should submit list of well qualified and experienced Engineers and Supervisors stating clearly how those would be deployed for execution of works.
4. The eligible applicants will be evaluated for following criteria by scoring method on the basis of details furnished by them.

(i)	Financial strength (Form "A" & "B") (i) Average annual turnover      16 marks (ii) Solvency Certificate              4 marks	Maximum 20 Marks
(ii)	Experience in similar nature of Work during last seven years (Form "C")	Maximum 20 Marks
(iii)	Performance on works (Form "E") Time over run	Maximum 20 Marks
(iv)	Performance on works (Form "E") Quality	Maximum 15 Marks
(v)	Personnel and Establishment (Forms "F" & "G")	Maximum 10 Marks
(vi)	Plant & Equipment (Form "H")	Maximum 15 Marks

**To pre-qualify, the applicant must secure at least fifty percent marks in each and sixty percent marks in aggregate. TIFR, however, reserves the right to restrict the list of pre-qualified contractors to any number deemed suitable by it. Preference shall be given to the agencies adopting green building norms and modern technologies in construction practices.**

## 5. LETTER OF TRANSMITTAL

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From: (The Applicant Name and Address)

To

The Senior Administrative Officer  
TIFR Centre for Interdisciplinary Sciences,  
Plot. No. 21, Gandipet Road, CBIT(PO), (Transit Campus).  
Narsingi, Hyderabad - 500 075

Subject: Submission of Pre-qualification application for **“Expeditious construction of Hostel Facility for its upcoming TIFR-Hyderabad Campus, (Adjacent to Central University of Hyderabad, Gachibowli), Survey No. 36/P, Gopanpally Village, Serilinganpally (Mandal) Ranga Reddy Dist., Hyderabad, Andhra Pradesh.”**

Sir,

Having examined the details given in pre-qualification tender notice and pre- qualification document for the above work, I/We hereby submit the pre-qualification documents and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed Forms “A” to “H” and accompanying statements 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 TIFR, Hyderabad to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/We also authorize TIFR, Hyderabad officials to approach individuals, employers, firms and corporation to verify our competence and general reputation.

Date of submission:

**Signature & Seal of Applicant**



## FORM 'A'

### 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.

Particulars	Financial Year				
	2009-10	2010-11	2011-12	2012-13	2013-14
i) Gross Annual turnover on construction work					
ii) Profit/Loss					
iii) Certified by					

**II. Financial arrangements for carrying out the proposed work.**

**III. The following certificates are to be submitted:**

- (a) Profit & Loss account certified by CA & as submitted to Income Tax Department.
- (b) Solvency Certificate from banker's of applicant in the Form "B".

**Signature of Chartered Accountant with seal**

## FORM "B"

### FORM OF BANKER'S CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information that M/s. \_\_\_\_\_  
\_\_\_\_\_ ( with address ) a customer of our bank are / is respectable and  
can be treated as good for any engagement upto a limit of Rs. \_\_\_\_\_ (Rupees  
\_\_\_\_\_).

This certificate is issued without any guarantee or responsibility on the bank or any of the  
officers.

(Signature)

For the Bank

NOTE: (1) Bankers certificates should be on letter head of the Bank.

(2) In case of partnership firm, certificate should include names of all partners as recorded  
with the Bank.

## FORM "C"

### DETAILS OF ALL SIMILAR WORKS COMPLETED IN ALL RESPECTS DURING THE LAST SEVEN YEARS ENDING 31.03.2014.

Sl. No.	Name of work /project and location	Owner or sponsoring organisation	Cost of work Rupees (in Lakhs)	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation /arbitration pending /in progress with details*	Name & Address / Phone No. of officer to whom reference may be made.	Remarks

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

**Notes:-**

- i) Applicant may submit separate form for giving details of work (completed) for each year to fill up the details as above. Separate sheets if any shall be numbered in sequence.
- ii) The scanned copies of the work orders for each work be submitted . BOQ shall be furnished at a later date on request.
- iii) Certify that the above list of works is complete and no work has been left-out and the information given is correct to my knowledge and belief.

## FORM "D"

### DETAILS OF ALL WORKS OF ANY NATURE UNDER EXECUTION OR AWARDED (No works shall be left out)

Sl. No.	Name of work /project and location	Owner or sponsoring organisation	Cost of work Rupees (in Lakhs)	Date of commencement as per contract	Stipulated date of completion	Up to date percentage progress of work	Slow progresses if any and reasons thereof	Name & Address / Phone No. of officer to whom reference may be made.	Remarks
1	2	3	4	5	6	7	8	9	10

**Note:**

- i. Applicant may submit separate form for giving details of each project (in progress/awarded) and fill up the details as above. Separate sheets if any shall be numbered in sequence.
- ii. The scanned copies of the work orders for each work be submitted. BOQ shall be furnished at a later date on request.
- iii. Certified that the above list of works is complete and no work has been left-out and the information given is correct to my knowledge and belief
- iv. The copy all works of any nature in hand and awarded shall also be submitted on or before due date. No works shall be left out

## FORM 'E'

### PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "C" & "D" (Separate certificate for each work/ Project)

1. Name of work/Project & Location
2. Agreement No.
3. Estimated Cost
4. Tendered Cost
5. Date of start
6. Date of completion
  - (i) Stipulated date of completion
  - (ii) Actual date of completion
  - (iii) Present position of work, if in progress.
7. Amount of compensation levied for delayed completion, if any.
8. Amount of reduced rate items, if any.
9. Performance Report.

(1)	Quality of work	Very Good/Good/Fair/Poor
(2)	Financial soundness	Very Good/Good/Fair/Poor
(3)	Technical Proficiency	Very Good/Good/Fair/Poor
(4)	Resourcefulness	Very Good/Good/Fair/Poor
(5)	General behaviour	Very Good/Good/Fair/Poor
(6)	Time Consciousness	Very Good/Good/Fair/Poor

Dated:

**Executive Engineer or equivalent  
Signature with Seal**

# FORM 'F'

## STRUCTURE & ORGANISATION

- 1 Name & Postal Address of the applicant:
- 2 Telephone No./Telex No./Fax No.
- 3 Legal status of the applicant (Please tick and attach attested 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
- 4 Particulars of registration with various Government bodies (to be submitted)

<b>Dept./Organisation &amp; Place of registration</b>	<b>Registration No.</b>
1.	
2.	
3.	
- 5 Names and Titles of Director & Officers with designation proposed to be concerned with this work
- 6 Designation of individuals authorised to act for the organization
- 7 Was the applicant ever required to suspend construction for a period of more than six months continuously after you commenced the construction? If so, give the name of the project and reasons of suspension of work.
- 8 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.
- 9 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.
- 10 Has the applicant, or any constituent partner in case of partnership firm , ever been convicted by a court of law? If so, give details.
- 11 In which fields of Engineering construction the applicant has specialization and interest?
- 12 Any other information considered necessary but not included above.

# FORM "G"

## DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THIS WORK

Sl. No.	Name	Designation	Qualifications	Professional experience and details of work carried out	How these would be involved in this work	Remarks
1	2	3	4	5	6	7

# FORM 'H'

## DETAILS OF CONSTRUCTION PLANT AND EQUIPMENT LIKELY TO BE USED IN CARRYING OUT THIS WORK

Sl. No	Name of Equipment / Plant	Nos	Capacity or Type & make	Age	Condition	Ownership status				Current Location	Remarks
						Presently owned	Leased	To be purchased	Proposed to be hired		
1	2	3	4	5	6	7	8	9	10	11	12



## **Terms and Conditions:**

1. Quotations must be valid for a period of 60 days from the due date.
2. Tenders containing correction, overwriting will not be considered. Late or delayed/Unsolicited quotations/offers shall not be considered at all.
3. Tenderer should sign on all the pages of the quotation.
4. Tenders which do not comply with any of the condition are liable to be rejected.
5. The Institute shall be under no obligation to accept the lowest or any other tender received in response to this tender notice and shall be entitled to reject any tender without assigning any reason whatsoever.
6. Payment terms and delivery schedule shall be clearly mentioned in the quote by the contractors. There should not be any ambiguity.
7. **OBSERVANCE OF LOCAL LAWS:** Wherever applicable (particularly for Local vendors), the vendor contractor shall comply with all law, statutory rules & regulations etc. The vendor/ contractor shall obtain all necessary permits / approval from the local Governing Body, Police, and other concerned Authorities as may be required under law. The vendor /contractor shall pay all types of taxes, fees, license charges, deposits, duties, tolls, royalty or other charges that may be leviable on account of any of the operations connected with the execution of this work/ contract.