



Tata Institute of Fundamental Research

टाटा मूलभूत अनुसंधान संस्थान

**Gandipet Road, CBIT Post Office,
21, Brundavan Colony, Narsingi
Hyderabad-500 075**

Tel: +91(0) 40 2419 5029, Email: purchase@tifrh.res.in

Ref. No: TFR/PD/16-17/IF/160079

**Empanelment of Agencies/Contractors for Interior Furnishing Works of
Common area/Administrative area/Faculty Rooms in First Research
Building**

TIFR proposes to empanel agencies/contractors to undertake Interior Furnishing works for its newly constructed First Research Building at 36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad. Contractors / Agencies willing to execute the work in a time bound schedule may apply for empanelment. The last date for submission of application forms is 24.08.2016 upto 13.00 Hrs. TIFR reserves its right to reject any or all applications without assigning any reasons.

Place : Hyderabad

Date : 26.07.2016

A. Terms and conditions of empanelment

The Agencies/Contractors will be empanelled for Interior Furnishing works to be carried out for common areas/administrative area/faculty rooms/etc in our newly constructed First Research Building at 36/P, Gopanpally Village, Serilingampally Mandal, Rangareddy District, Hyderabad.

Pre-qualification criteria:

1. The Agencies/Contractors shall hold valid labour license issued by appropriate authority and must be valid throughout the contractual period. (Proof of document to be submitted).
2. The Agencies/Contractors should have average annual turnover of Rs 2.0 Crores during three previous financial years ending March 31, 2016. (Proof of document to be submitted).
3. The Agencies/Contractors shall be in profit for last three financial years and should have valid PAN from Income Tax Authority, PF Registration No., Service Tax No., VAT/TIN registration No. etc. and any other registration applicable/mandatory for contract. (Proof of document to be submitted).
4. The Agencies/Contractors should have executed successfully at least one similar work costing Rs. 160 lakhs or two similar works costing Rs. 100 lakhs or 3 similar works costing Rs. 80 Lakhs during last 7 financial years ended on March 31st 2016 for Research Institutes, Universities, Private Laboratories, R & D institutes, etc. in any Government /PSU/Private organizations of repute. The Agencies/Contractors should furnish copies of work orders, completion certificates from the clients in support of the above.
5. The Agencies/Contractors should furnish copies of work orders, completion certificates from the clients in support of the above.

6. The Agencies/Contractor shall be registered with Government / Semi Government/Municipal Authorities of any other Public Organization. (Enclose certified copies of document as evidence)
7. Latest Solvency certificate of an amount not less than Rs. 2.0 Crore issued by a Nationalized Bank within the last six months to be attached.
8. IT Returns for the last three consecutive financial years ended on March 31, 2016 audited by CA. (Proof of document to be submitted).
9. Agencies/Contractors should have full-fledged in-house project management team to undertake the jobs.

B. Scope of Work:

Interior Furnishing of Ground Floor Atrium/Reception area, Student Corridor, Class Rooms, Conference Rooms, Open discussion/outreach area, PI(Faculty) Rooms in Main Building, Interior Furnishing of Dining, Lounge, Kitchen, Administrative area, Library, etc. in Service Building 2. The scope of work would also include supply & installation of modular office furniture, Dining Tables, Sofas, Chairs, Kitchen equipment, etc.

C. Time of completion:

Two months from the date of issue of work order.

D. Method of award of work :

Tenders will be invited from Pre-qualified agencies/contractors and work will be awarded based on Techno Commercially lowest L1 tender bid received.

TIFR-TCIS reserves the right in method of inviting of tender and selection of work.

Date:

Dear Sir/Madam,

Sub: Prequalification for Empanelment of Agencies/Contractors for Interior Furnishing Works of Common area/Administrative area/Faculty Rooms in First Research Building

TIFR proposes to carryout Interior Furnishing works of common areas/administrative area/faculty rooms/etc in its First Research Building at 36/P, Gopanpally Village, Serilingampally, Ranga Reddy District, Hyderabad. The scope of work would involve Interior Furnishing of Ground Floor Atrium/Reception area, Student Corridor, Class Rooms, Conference Rooms, Open discussion/outreach area, PI(Faculty) Rooms in Main Building, Interior Furnishing of Dining, Lounge, Kitchen, Administrative area, Library, etc. in Service Building 2. The scope of work would also include supply & installation of modular or conventional office furniture, Dining Tables, Sofas, Chairs, Kitchen equipment, etc. The works mentioned are only indicative. However, details of works to be executed will be given in the tender document.

You are requested to furnish details regarding your Company, Organization Chart, Date of Incorporation, Experience, Major Interior works ie. at least one similar work of costing Rs. 160 lakhs or two similar works of costing Rs. 100 lakhs or 3 similar works of costing Rs. 80 Lakhs during last 7 financial year ended on March 31st 2016 executed for Research Institutes, Universities, Private Laboratories, R & D institutes, etc. of any Government/PSU/Private organizations of repute with copies of work orders, completion certificates from the clients in support of the above, List of Major works in progress, List of Technical Personnel, Financial Statements indicating average Turnover during last 3 years

ended March 31, 2016, Net Profit, Bank Details and other miscellaneous information as desired in the prescribed formats given as Annexure to this letter.

The application forms can be down loaded from the TIFR website <http://www.tifrh.res.in/tcis/contact-us/tenders.html>

The application formats duly completed in all respects giving the aforesaid information shall be submitted to the Administrative Officer, Tata Institute of Fundamental Research, Centre for Interdisciplinary Sciences, Gandipet, CBIT Post Office, 21, Brundavan Colony, Narsingi, Hyderabad – 500 075 during working hours as indicated in the advertisement on or before 24.08.2016 upto 13.00 Hrs. However, TIFR reserves the right to reject any or all the applications without assigning any reasons.

Place: Hyderabad

Date: 26.07.2016

Administrative Officer

Name & Address of the Firm

Date:

To,

Administrative Officer,
Tata Institute of Fundamental Research,
Centre for Interdisciplinary Sciences,
Gandipet, CBIT Post Office,
21, Brundavan Colony,
Narsingi, Hyderabad – 500 075

Dear Sir,

Sub: Prequalification for Empanelment of Agencies/Contractors for Interior Furnishing Works of Common area/Administrative area/Faculty Rooms in First Research Building

I/We have gone through the terms and conditions of empanelment, pre-qualification criteria, etc. and I/we hereby declare that the information furnished by us in the Annexures, which are required for prequalification/empanelment are correct to our best of knowledge and belief.

Yours faithfully

Signature

Name:

Designation:

Tata Institute of Fundamental Research,
Centre for Interdisciplinary Sciences,
Gandipet, CBIT Post Office,
21, Brundavan Colony,
Narsingi, Hyderabad – 500 075

Prequalification for Empanelment of Agencies/Contractors for Interior
Furnishing Works of Common area/Administrative area/Faculty Rooms in
First Research Building

ANNEXURE

Name of the Work : Interior Furnishing Works of Common area/Administrative area/Faculty Rooms in First Research Building at 36/P, Gopanpally Village, Serilingampally, Ranga Reddy District, Hyderabad

Issued to : M / s _____

Instructions to applicants

1. Each page of the application shall be signed by a person having necessary authority to do so.
2. If the space in the proforma is insufficient for furnishing full details, such information may be given in separate sheets.
3. Applicants are required to furnish information against each item of the application. In case certain item is not applicable, please write NA. Application containing incorrect and or inadequate information is liable to be rejected.
4. For any further clarification, the applicant may contact Administrative Officer(Purchase), Tata Institute of Fundamental Research, Centre for Interdisciplinary Sciences, Gandipet, CBIT Post Office, 21, Brundavan Colony, Narsingi, Hyderabad – 500 075.

SCHEDULE – A

BASIC INFORMATION

1. Name of the firm :

2. a) Address :
- b) Telephone/ Fax No. :
- c) Mobile No. Contact Person :
- d) PAN No. :
- e) Service Tax No. :
- f) PF/ESI Registration Details:
- g) VAT/TIN Registration No.:

3. Branch Office if any in :
- Hyderabad
4. Type of Organization :
- (Proprietorships/ Partnership)
- Ltd. Co. / Co-Operative)
- (Copy of relevant document
- to be enclosed)
5. Date of Incorporation :

6. Nature of Business :

7. Experience as prime :
- Agencies/Contractors (in Yrs.)

8. Name and address of :
- Bankers.
9. Organization chart of the :
- Company including names
- and positions of directors /
- key personnel/

Signature of the Applicant (s)

Schedule – B

Major Interior furnishing works executed (Copies of the completion certificate to be enclosed)

A. Similar work of costing Rs. 160 lakhs or two similar works of costing Rs. 100 lakhs or 3 similar works of costing Rs. 80 Lakhs during last 7 financial year ending March 31st 2016 for Research Institutes, Universities, Private Laboratories, R & D institutes, etc.

Sr. No.	Name of the Project & Address	Description of work in brief	Name of the Architect	Name of the Client. Also indicate whether Govt. or semi Govt. or Pvt. Body with full postal address.	Contract Amount in (Rs.)	year of commencement	Date of Completion		Whether work was left incomplete or contract was terminated from either side? Give Details	Any other relevant information
							Stipulated	Actual		

B. List of works in progress above Rs. 80 lakhs.

Sr. No.	Name of the project & Address	Description of work in brief	Name of the Architect with full postal address.	Name of the Client. Also indicate whether Govt. or semi Govt. or Pvt. Body with full postal address	Contract Amount in (Rs.)	Date of Completion	Present stage of work with reasons if the work is getting delayed	Any other relevant information
1.								
2.								

Signature of the Applicant (s)

SCHEDULE – C

TECHNICAL PERSONNEL & SPECIAL EXPERIENCE

List of technical personnel in your establishment giving details about their technical qualification and experience

Sr No.	Name	Age	Qualifications	Project Experience	Nature of works handled	Name of the project Handled	Date from which employed in your organisation	Indicate special experience in Advance Management Techniques like CPM / PERT and the projects in which such techniques were employed
1								
2								

2. Indicate other points if any to show your technical and managerial competency to indicate any important point in your favour.

Signature of the Applicant (s)

SCHEDULE – D

FINANCIAL POSITION AND WORKING RESULTS

		2013-14	2014-15	2015-16
1.	Annual turnover	:	Rs.	
2.	Net Profit	:	Rs.	
3.	Credit Facilities from the Bank	:	Rs.	
	a) Cash Credit	:	Rs.	
	b) Overdraft Limit	:	Rs.	
	c) Guarantee	:	Rs.	
	d) Others	:	Rs.	
4.	Certificate from the Bankers regarding financial soundness of the applicant.	:	Enclosed (Yes / No)	
5.	Solvency Certificate from the Bankers	:	Enclosed (Yes / No)	

Signature of the Application (s)

SCHEDULE – E

MICELLANEOUS INFORMATION

1. Whether it would be possible to process Bank Guarantee for various advances during execution of the work.
2. Details of Civil Suits / Litigations arised during execution of the contracts in the last 7 years.
3. Latest Income Tax Clearance Certificate
4. Name of the two senior official of Organizations preferably Govt./Semi Govt/ Autonomous/ Public Sector Organization for whom you have executed important and major Electrical works, who may be directly contracted by TIFR to gather information about your ability, competence and capacity of your work/organization/etc.
5. Number of Supplementary sheets attached.

Signature of the Applicant (s)

SCHEDULE – F

TERMS & CONDITIONS

1. **Submission of document:** Sealed envelopes are invited duly superscribed with the document Ref. number, Nature of Job and the due date in bold letters, addressed to the Administrative Officer, Tata Institute of Fundamental Research, TIFR Centre for Interdisciplinary Sciences, 21, Brundavan Colony, Narsingi, Gandipet Road, Hyderabad - 500 075.
2. Documents must be valid for a period of 180 days from the date of submission. Documents with the shorter validity period are liable for rejection.
3. **Site Visit:** All the agencies/contractors participating may visit the TCIS for a complete site survey for detailed discussions and clarifications, if any.
4. Each page of document should be signed by the tenderers with rubber stamp of the firm affixed on each page. Unsigned bid with rubber stamp summarily rejected.
5. Contractors who wish to submit for two or more works shall submit separate documents for each. The document shall be superscribed with the document Ref. number, Nature of Job and the due date in bold letters, addressed to the Administrative Officer, Tata Institute of Fundamental Research, TIFR Centre for Interdisciplinary Sciences, 21, Brundavan Colony, Narsingi, Gandipet Road, Hyderabad - 500 075.
6. Fax/Email/Telegraphic/Telex documents will not be considered.
7. The agencies/contractors should be registered under the Companies Act, 1956 or a registered firm. Registration certificate to be submitted.

8. Please attach copies of Company profile including previous experience, Work/Purchase Orders, Completion Certificate, etc.
9. Documents containing correction, overwriting will not be considered. Late or delayed/Unsolicited documents shall not be considered. Post documents revisions/corrections shall also not be considered.
10. This document/form is not transferable. Only the agency/contractor to whom the documents have been issued shall be entitled to participate further.
11. No questions or details in the Annexures shall be left blank or unanswered. Where you have no details or answers to be provided a „NO“ or „NIL“ or „Not Applicable“ statement shall be made as appropriate. Forms with blank columns or unsigned forms will be summarily rejected.
12. The document form along with necessary enclosures duly filled in should be submitted in original on or before the due date and time. Deviation of this condition shall render the documents liable to rejection.
13. No request for extension of due date will be considered under any circumstances.
14. The Man Power Management/Deployment/Safety of the Personnel regarding working hours/execution of the job is as per statutory requirement and is the sole responsibility of the Contractor. TIFR-TCIS is not responsible for any applicable law/labour law.
15. The contractor should be experienced to execute the job safely.
16. TIFR-TCIS may visit agency/contractors office/site for verification of infrastructures, facilities etc. if required.

17. During at the work in case of any injury/accident happens to the persons engaged for the work, TIFR-TCIS shall have no responsibility towards any treatment, compensation, loss, if any etc. and the Contractor shall be fully responsible to bear all the expenditure and also shall be responsible for the consequences of such injury/accidents.
18. It is the sole responsibility of agency/contractor to strictly comply with all statutory provisions in force pertaining to the manpower deployment or notified by the appropriate Government authorities, in respect of age, minimum wages etc. from time-to-time.
19. The contractor should depute his representative at the site, who should be a responsive officer with adequate powers to take speedy decisions during the entire period of execution at the work place.
20. The contractor should be possible to process Bank Guarantee at various stages during execution of the work if any.
21. Details of Suits/Litigations arised earlier during execution of the contract if any should be intimated / restricted to participate.
22. Safety and Security of the personnel during execution of the job is the sole responsibility of the contractor only.
23. **Sufficiency of the document:** The contractor should be deemed to have satisfied himself before submitting the document as to the correctness and sufficiency of his document for the works, cover all his obligation.
24. TIFR-TCIS will not be responsible for the loss of the document or for delay in postal transit if any.

25. The TIFR-TCIS reserves the right to accept or reject any or all the prospective applications in full or part thereof without assigning any reason whatsoever.
26. TIFR-TCIS is exempted from paying of Custom Duty under the notification No.51/96 dated 23.07.1996, Excise Duty under the notification No. 10/97 dated 01.03.1997, for all procurements/supply meant exclusively for Educational, scientific and research purpose. Certificate in this regard shall be issued by TIFR.
27. **Taxes:** TIFR-TCIS does not have any exemption/concession on payment of Sales Tax/VAT and we are not authorized to issue any Sales Tax Form "C" & "D".
Deduction of Indian Income Tax Deduction at Source: The Deduction of Indian Income Tax Deduction at source (TDS) will be deducted as per IT Act. The taxes at the time of actual utilization of service etc. will be deducted if applicable any.
28. The TIFR-TCIS Hyderabad in public interest reserves right to accept or reject any or all documents without assigning any reason and also to impose/relax any terms and conditions of the document.
29. **ASSIGNING & SUBLETTING:** Assignment or subletting of this document/contract is strictly prohibited and shall result in termination of the document/contract with immediate effect without any compensation.
30. **ARBITRATION:** Settlement of Disputes & Arbitration: All matters relating to disputes and difference of opinion shall be settled mutually as far as possible. In case of any interpretational issues arises in this, the interpretation/decision of TIFR-TCIS shall be final and binding on the agency/contractor. The arbitration will proceed as per Indian Arbitration Act, 1940, as amended up to date.
31. **Corrupt or Fraudulent Practices:** TIFR-TCIS requires that the agency/contractors who wish to submit the document for this project have highest standards of ethics. TIFR-TCIS will reject a document if it determines that the agency/contractor

recommended for award has engaged in corrupt or fraudulent practices while competing for this contract. TIFR-TCIS may declare a agency/contractor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the agency/contractor has engaged in corrupt and fraudulent practices during the execution of contract.

SCHEDULE – G

CHECK LIST

S.No	Particulars	Documents Attached
1.	The Agencies/Contractors shall hold valid labour license issued by appropriate authority and must be valid throughout the contractual period. (Proof of document to be submitted).	(Yes/No)
2.	The Agencies/Contractors should have average annual turnover of Rs 2.0 Crores during three previous financial years ending March 31, 2016. (Proof of document to be submitted).	(Yes/No)
3.	The Agencies/Contractors shall be in profit for last three financial years and should have valid PAN from Income Tax Authority, PF Registration No., Service Tax No., VAT/TIN registration No. etc. and any other registration applicable/mandatory for contract. (Proof of document to be submitted).	(Yes/No)
4.	The Agencies/Contractors should have executed successfully at least one similar work costing Rs. 160 lakhs or two similar works costing Rs. 100 lakhs or 3 similar works costing Rs. 80 Lakhs during last 7 financial years ended on March 31 st 2016 for Research Institutes, Universities, Private Laboratories, R & D institutes, etc. in any Government /PSU/Private organizations of repute. The Agencies/Contractors should furnish copies of work orders, completion certificates from the clients in support of the above.	(Yes/No)
5.	The Agencies/Contractors should furnish copies of work orders, completion certificates from the clients in support of the above.	(Yes/No)
6.	The Agencies/Contractor shall be registered with	(Yes/No)

	Government / Semi Government/Municipal Authorities of any other Public Organization. (Enclose certified copies of document as evidence)	
7.	Latest Solvency certificate of an amount not less than Rs. 2.0 Crore issued by a Nationalized Bank within the last six months to be attached.	(Yes/No)
8.	IT Returns for the last three consecutive financial years ended on March 31, 2016 audited by CA. (Proof of document to be submitted).	(Yes/No)
9.	Agencies/Contractors should have full-fledged in-house project management team to undertake the jobs.	(Yes/No)
10.	Submission of Letter of Pre-Qualification application form and acceptance letter	(Yes/No)
11.	Schedule – A (Basic Information) – Duly Filled	(Yes/No)
12.	Schedule – B Major Interior furnishing works executed (Copies of the completion certificate to be enclosed) – Duly Filled	(Yes/No)
13.	Schedule – C (Technical personnel & special experience) – Duly Filled	(Yes/No)
14.	Schedule – D (Financial Position & Working Results) – Duly Filled	(Yes/No)
15.	Schedule – E (Miscellaneous Information) – Duly Filled	(Yes/No)
16.	Acceptance of Schedule – F (Terms & Conditions)	(Yes/No)

Authorized Signatory with company seal