

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

Nelson Mandela Marg, Vasant Kunj,
New Delhi-110070

Telephone No. 011-29581002, 1003,

Website : www.aicte-india.org

E-Mail: bms-emc@aicte-india.org

EXPRESSION OF INTEREST

FOR

EMPANELMENT OF REGISTERED CONTRACTORS FOR
ANNUAL MAINTENANCE of Civil/Electrical & MINOR WORKS AT AICTE, HQ New Delhi

Last date & time of submission of EOI
Documents to AICTE HQ New Delhi on or before **3rd April 2018 up to 3.00 pm**

EOI to be submitted :

To
The Director,
Estate Management Cell,
Nelson Mandela Marg,
Vasant Kunj, New Delhi- 110070

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

EXPRESSION OF INTEREST (EOI)

1. AICTE HQ New Delhi invites Expression of Interest (EOI) from the registered civil/electrical /Minor repair works contractors authorized to quote for works up to 50 lakhs and having valid registration in CPWD- Class-IV/ State PWD- Class V / MES -Class-D departments for empanelment of agencies for annual maintenance and minor works, costing less than Rs. 50.00 lakh and found eligible as per the minimum requirements defined in clause 2 below.

- i) Date & time
EOI open for issue/download : From 9th March 2018 10.00 A.M.
To 29th March 2018 upto 3.00PM
- ii) Last date & time of submission
of EOI (Hard copies only) : 3rd April 2018 up to 3.00 PM
- iii) Pre Bid Meeting : 22nd March 3:00 PM Aryabhata Hall Wing-IV,
GF, AICTE Hqr. New Delhi
- iii) Time & date of opening of
EOI : 3rd April 2018 At 4:00 PM on Aryabhata Hall
Wing-IV, GF, AICTE Hqr. New Delhi

-
2. The applicant should be a registered civil/furniture/electrical/plumbing/STP contractor authorised to quote for the works up to 50 lakh and having valid registration In CPWD- Class-IV/ State PWD- Class V / MES -Class-D departments for empanelment of agencies for annual maintenance and minor works costing up to Rs. 50.00 lakh and fulfilling following requirements
 - 2.1 Should have satisfactorily completed two similar works each costing Rs 10 lakh or completed one similar work costing Rs 40 lakh, during the last Five years ending 31/12/2017 out of which at least one work should have been completed in Govt. Department or Govt. undertaking or Govt. autonomous organisations/institutions/Educational Institutions.

Similar work means: Construction/maintenance of:

 - 1) Civil- Building works including internal water supply, Electrical panel repair, sanitary installations and drainage and AR/MO building works.
 - 2) Electrical: Internal electrical installations in buildings, having valid electrical license.
 - 3) Furniture: Interior & furniture works including installation of Glass doors.
 - 4) Plumbing items
 - 5) Sewerage Treatment Plant
 - 2.2 Valid Registration certificate with specified departments i.e. (CPWD/ State PWDs/ MES), in respective category trade and appropriate class. Agency should also submit copy of valid PAN/TIN & sales tax, ESIC, PF registration certificates/numbers.
 - 2.3 The intending agencies should have established office at Delhi/NCR and documentary proof need to be submitted along with application.

-
- 2.4 Information regarding projects in hand, current orders, regarding litigation, exclusion/expulsion or black listing, if any.
 - 2.5 Agencies not meeting the minimum eligibility criteria shall be summarily rejected.
 - 2.6 The agency should possess valid license for maintenance of respective trade for executing the specialized services like Electrical/Plumbing/Minor modification/STP repair etc.
 - 2.7 AICTE HQ New Delhi reserves the right to restrict the number of empanelled agencies out of technically qualified agencies/EOI applications received.

3 **Scope of Work**

- a. All the Civil & Electrical works shall be carried out as per relevant DSR 2016 (Civil & Electrical) specifications as per details below:

1. **CIVIL MAINTENANCE**

Repair/ replacement in existing concrete/plaster/,masonry work, wood work, sewerage work, steel work, plumbing work, road work, painting work, flooring work and interior decoration works. Removal of seepage, leakage and clearing malba. Minor addition and alteration in civil works, plumbing works, Door replacement, Furniture repairing /Toughen Glass Work etc.etc.

2. **ELECTRICAL WORKS**

Electrical maintenance of all operational areas of AICTE HQ building including Guest House and Auditorium and Conference halls, checking of earthing system and making it functional, repair of water pumps and general electrical equipments, maintenance of HT panels etc. and any other work directed by AICTE.

3. Plumbing Works

Repair and maintenance of all plumbing works of AICTE HQ including replacement of Taps/Bibcock/Jet pipes/Washers/Sensor Cells/WC/ etc.

4. STP Works

Repairing of all machinery installed in STP plant.

4 Submission of EOI Documents

4.1 The EOI submitted by the agency shall comprise the following:

- a) Documents in support of Minimum requirements as per Para 2
- c) Information in Formats, as specified as per Annexure 1.

and any other information required to be completed and submitted by Bidders in accordance with these instructions.

The Bidder shall submit the above documents as below,

- A) **Part I** –Documents in support of Minimum requirements as per Para 2.
- Information as per Annexure 1

All the envelopes should be sealed & super scribed separately with appropriate Envelope number and heading as defined above.

5. EOI Validity

The EOI submitted shall remain valid for acceptance for a period of 60 days From the date of opening of the EOI.

5.1 EOI documents may be obtained from the reception counter of AICTE Hqr. Building office Nelson Mandela Marg, Vasant Kunj, New Delhi from- 09-03-2018 To 29-03-2018. Between 10.00 Am to 4.30 pm for Rs.1000/- by way of Demand Draft in Favour of Member Secretary, AICTE payable at New Delhi or may directly be downloaded from the AICTE HQ New Delhi website: www.aicte-india.org free of cost during the above period. Who's downloading the form from AICTE Website should submit the Demand Draft of Rs.1000/- (Rs. One Thousand only) along with EOI.

6. The EOI in prescribed form duly completed and signed shall be submitted in a sealed cover. The sealed cover Super-scribed "EOI document for the EMPANELMENT OF REGISTERED CONTRACTORS FOR Maintenance of civil and electrical WORKS AT AICTE HQ New Delhi." EOI must be dropped in the tender box at Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 on or before 3rd April 2018 up to 03.00 pm. EOI will be opened on the same day at 4:00 hours, in the presence of the Bidders who wish to attend. If the office happens to be closed on the date of receipt of the EOI as specified, the EOI

will be received and opened on the next working day at the same time and venue. EOI sent by post should reach AICTE HQ New Delhi on or before 03rd April 2018 up to 3.00 pm.

7. PROCEDURE TO BE FOLLOWED

Prospective bidders should furnish the details as per enclosed documents in the expression of interest and submit the same before 3rd April 2018 up to 03.00 PM. Based on the parameters indicated above AICTE shall shortlist prospective contractors and thereafter issue them a Request for Proposal (RFP). RFP will be issued only to the shortlisted contractors and rates will be invited from them regarding items which are on DSR rates 2016 and percentage of commission will be mentioned by the bidders. AICTE will evaluate and the proposals which are L1 will be accepted in the RFP document.

8. Member Secretary, AICTE, New Delhi, shall be the "Competent Authority" hereinafter referred to as such for the purpose of Empanelment process.

9. EVALUATION CRITERIA:

The details submitted by the bidders will be evaluated in the following manner:-

- 9.1 The bidder should meet minimum eligibility criteria prescribed in clause 2 above in respect of experience of similar class of works completed etc.
- 9.2 Even though a bidder may satisfy the above requirements, he would be liable for disqualification if he has:
- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
 - (b) Records of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

10. Clarification of Bids

- 10.1 To assist in the examination of EOI, the AICTE HQ New Delhi may, at its discretion, ask any Bidder for clarification of his EOI.
- 10.2 No, Bidder shall contact the AICTE HQ New Delhi on any matter relating to his EOI from the time of the EOI opening to the time the empanelment list is declared by AICTE HQ New Delhi.
- 10.3 Any effort by the Bidder to influence the AICTE's EOI evaluation may result in the rejection of his EOI.
11. All India Council for Technical Education AICTE HQ New Delhi, does not bind itself to accept the EOI, and reserves the right to reject any or all of the EOI received without assigning any reasons.

12. Empanelment Criteria

- 12.1. The AICTE HQ, New Delhi shall empanel the registered contractors whose evaluated EOI has been determined to be the technically suitable the Bidder is determined to be qualified as per EOI document. The competent authority of AICTE HQ, New Delhi, reserves the right to accept or reject any application and to

- annul the empanelment process and reject all applications at any time, without thereby incurring any liability to the affected applicants or specifying the grounds for the Employer's action.
- 12.2 EOI applicants shall be informed about their technical qualification or disqualification.
- 12.3 AICTE HQ New Delhi, Empanelment decisions shall be final and binding on the EOI applicants and no claim/representation about technical qualification or disqualification from EOI applicants shall be entertained by AICTE HQ New Delhi.
13. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is 'nil' it should also be mentioned as 'nil' or 'no such case'. If, any particulars/query is not applicable in case of the applicant, it should be stated as 'not applicable'. However, the applicants are cautioned that not giving complete information called for in the application forms required, not giving it in clear terms or making change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified.

14 **LETTER OF Submission**

The applicant should submit the letter of submission attached with EOI document.

- 15 If required agencies can obtain further information from the Council Engineer, AICTE HQ, New Delhi on phone 011-29581002, 1003 e-mail address bms-emc@aicte-india.org before 22-01-2018 up to 15 00 Hours.

16 **Disclosures**

Any change in the constitution of the contractor's firm, where it is a partnership firm, as declared in the EOI documents submitted by the bidders at the time of submission of EOI documents, should be disclosed to the AICTE HQ, New Delhi, at any time between the submission of bids and the signing of the contract.

(Dr. Uday Shrivastava)

For & on behalf of the Director, EMC, AICTE HQ New Delhi.

LETTER OF Submission

From

To

THE DIRECTOR,
All India Council for Technical Education,
Nelson Mandela Marg, Vasant Kunj,
New Delhi-110070

Sub: SUBMISSION OF EOI FOR THE EMPANELMENT OF REGISTERED
CONTRACTORS FOR EXECUTION OF WORKS AT AICTE HQ New Delhi.

Sir,

Having examined the details given in press notification and the EOI, I/we hereby submit the EOI documents and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for eligibility criteria and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorize the Director, EMC, AICTE HQ, New Delhi-110070 to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/We also authorize Council Engineer, AICTE HQ, New Delhi to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical know-how & capability for having successfully completed/Maintaining the following Civil/Electrical works

Name of Work:

Certificate from

- 1.
- 2.
- 3.

- 1.
- 2.
- 3.

Enclosures:

Seal of applicant/Firm/Agency

Signature(s) of
applicant(s)/Authorised
representative of the firm/agency

Date of submission

ANNEXURE 1

PROFORMA 'A'

DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE
LAST 5 (Five) YEARS Up to 31-12-2017

S. No.	Name of work/ project and location	Owner or Sponsoring organization	Cost of work in crores of Rupees	Date of commencement As per contract	Stipulated date of completion	Actual date of completion	Litigation/arbitration cases pending/in progress with details	Name and address/telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

Indicate gross amount claimed and amount awarded by the Arbitrator.

SIGNATURE OF
BIDDER(S)/Authorized/Representative/Firm/Agency

PROFORMA "B"

PROJECTS UNDER EXECUTION OR AWARDED

S No	Name of work/ project and location	Owner or Sponsoring organizati on	Cost of work in crores of Rupe-es	Date of commen- cement As per contract	Stipulat-ed date of completion	Actual date of compl- etion	Litigation/a rbitration cases pending /in progress with details	Name and address / telephone number of officer to whom reference may be made	Rema- rks
1	2	3	4	5	6	7	8	9	10

Certified that the above list of works is completed and no work has been left out that the information given is corrected to my knowledge and belief.

SIGNATURE OF
 BIDDER(S)/Authorized/
 Representative/Firm/Ag
 ency

PROFORMA 'C'

STRUCTURE AND ORGANISATION

1. Name and address of the applicant/Firm/Agency
2. Telephone No./Telex No./Fax No.
3. Legal Status (attach copies of original Document defining the legal status)
 - (a) An Individual
 - (b) A proprietary Firm
 - (c) A Firm in partnership
 - (d) A limited Company or Corporation.
4. Particulars of registration with various Government bodies (Attach attested photo-copy)
 - a)Registration Number.
 - b)Organization / Place of registration
5. Names and Titles of Directors and officers with designation to be concerned with this work.
6. Designation of individuals authorized to act for the organization.
7. Was the bidder 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 that.
8. Has the bidder, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give the name of the project and give reasons for abandonment.
9. Has the bidder 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 bidder or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give detail.
11. In which field of Civil Engineering Construction, the bidder has specialization and interest ?
- 12 Any other information considered necessary but not included above.

SIGNATURE OF
BIDDER(S)/Authorized/Representative/Firm/Agency

FORM-I
PROFORMA ON ISO/REGISTRATION CERTIFICATION, IF ANY

1. Year of Certification
2. Name and Address of Certifying Agency
3. Name of Management Representative
4. Validity of Certificate
5. ATTESTED COPY OF THE REGISTRATION:

Note : Attested copy of certificate (attested by Government Officer or Notary Public) to be enclosed.

SIGNATURE OF
BIDDER(S)/Authorized/Representative/Firm/Agency

WITH SEAL

CHECK LIST: (Details of Enclosures.)

Sl.No	Description of item	Enclosed	Not enclosed
1.	Pre-Qualification Documents as per Annexure 1 Pro forma A to C Form I		
2.	Power of attorney if required		
3.	Certificate of Registration if any		
4.	Memorandum of Articles of association as required		
5.	Supporting certificates for technical and financial capability from relevant authorities.		
6	Organization Chart with responsibilities, Curriculum Vitae of personnel proposed for this project.		
7	Any other important information.		

SIGNATURE OF
BIDDER(S)/Authorized/Representative/Firm/Agency