

**INSTITUTE OF ADVANCED STUDY IN SCIENCE  
AND TECHNOLOGY, PASCHIM BORAGAON,  
GUWAHATI – 781 035.**

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**Bid Document**

**For**

**Empanelment of Contractor for Civil Works  
at IASST, Paschim Boragaon,  
Guwahati-35.**

**INSTITUTE OF ADVANCED STUDY IN SCIENCE AND  
TECHNOLOGY, PASCHIM BORAGAON, GUWAHATI – 781 035.**

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No. IASST/1200/2017-18/

Date : .....

**Bid Document : Empanelment of Contractors for Civil works  
at IASST, PaschimBoragaon, Guwahati-35.**

**Issue letter of Bid – Document**

One set of Bid Document as per content is issued to :-

Name of Contractor/Firm.....

Address of Communication.....

.....

Mobile No. : .....

**Signature by the firm reporting application form.**



Photo of the agent

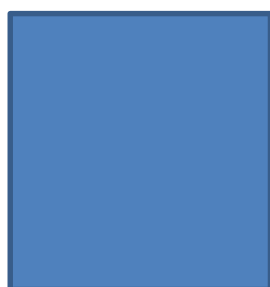


Photo of the Representative

Registrar  
IASST, Paschim Boragaon,  
Guwahati – 35.



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY  
AN AUTONOMOUS INSTITUTE UNDER DEPARTMENT  
OF SCIENCE AND TECHNOLOGY (GOVT. OF INDIA)  
Vigyan path, Paschim Boragaon, Garchuk,  
Guwahati – 781 035, India.

## **1.0 EMPANELMENT NOTICE**

**Advt. No: 102**

**Date: 21/11/2017**

On behalf of Director, IASST, application are invited for empanelment of contractors from the firms who are registered with CPWD / State PWD/ MES / Railways/ MSEDCL, Semi Govt. organization and other autonomous bodies under Government of India as contractors for undertaking various civil works at IASST.

### **Profile & classification of contractors for various jobs under IASST:**

Selection of contractors primarily to be based on experiences in the specific jobs and satisfactory track records and fulfillment of eligibility criteria laid down from the each category of the work.

### **Category I : Above Rs 25.00 lakhs up to Rs 50.00 lakhs**

### **Category II : Up to Rs 25.00 lakhs**

For details information on empanelment of contractor, please visit [www.iasst.gov.in](http://www.iasst.gov.in), from where application can also be downloaded. BID document along with Demand Draft of Rs. 1000.00 should be submit to the Director, IASST. The envelope containing the application must contain full address of the applicant and name of category of the work. Separate application form should be used for each category of the work with separate demand draft of appropriate value The last date of receipt in complete application is upto 1500 hours on 15,12.17. IASST reserves the right to accept or reject any or all the offers submitted in response to this advertisement without assigning any reason thereof.

IASST reserves the right to reject any application with out assigning any reason thereof. Quality of work of contractors who executed works in IASST in the past, will be taken into consideration on deciding whether to issue a application form or reject filled up application form. Filled up application form must contain recent passport size photograph of the applicant.

Registrar  
IASST, PaschimBoragaon,  
Guwahati – 35.

**Scope Of work:**

The empanelled contractors have to carry out all minor/petty civil works viz. cement concreting, brick / stone masonry, plastering, flooring, painting, paving, aluminum partition /window/door works, MS fabrication works, waterproofing, plumbing, stainless steel railing, excavations, earth filling, turfing, wood works, false ceiling, interior decoration etc.

**Eligibility Criteria:**

Prospective agencies will be required to fulfill following criteria for participating in the tendering process.

- (a) The Firm/Contractor shall be registered with Government / Semi Government organization like CPWD / State PWD/MES/Railways/MSEDCL, Semi Govt. Organizations and other Autonomous bodies under Government of India as Contractor.
- (b) The firm / Contractor shall be registered with Income Tax, GST, PF, ESI etc. as per the Govt. rules & regulations.

**Eligibility Criteria:**

Category	Past experience during last five years	Average Gross Annual Turnover for the last three years (Min)	Bank Solvency (Min)	Min. Manpower	Min Tools and Plant
I	Three Civil works costing not less than 20.00 lakhs each or Two Civil works costing not less than Rs 30.00 lakhs each or One Civil works costing not less than Rs 40.00 lakhs	Rs 50.00 lakhs	Rs 20.00 lakhs	1. Graduate Civil Engineer, minm 5 years experience – 1 nos 2. Diploma Civil Engineer , min 3 years experience – 3 Nos 3. Diploma Electrical Engineer – 3 Nos min	1. Concrete Mixture machine – 3 nos. 2. Vibrator – 5 nos 3. Trucks – 1 no 4. Dewatering Pumps – 3 nos 6. Excavator – 1 no

				3 years experience. 4.Experienced Supervisors – 5 nos	7.Dumper- 2 nos 8. 8/10 Ton road roller-1 no 9. Mini Concrete batching Plant- 1 no 10. Cube testing machine- 2 nos 11.Cube Moulds – 18 nos 12. Slump -1 noCone 13.Core cutter for soil sample -1 no 14. Survey Equipment – 1 each
II	Three Civil works costing not less than 10.00 lakhs each or Two Civil works costing not less than Rs 15.00 lakhs each or One Civil works costing not less than Rs 20.00 lakhs	Rs 25.00 lakhs	Rs 10.00 lakhs	Graduate /Diploma Civil Engineer, min 3 years experience – 2 nos 2. Diploma Electrical Engineer , min 2 years experience – 1no 3.Experienced	1. Concrete Mixture machine.- -1 no 2. Vibrator -2 nos 4. Dewatering Pumps - 1no 6.Excavator- 1 no 7.Dumper – 1 no

				Supervisors – 3 nos	8. 8/10 Ton road roller- 1 no 9. Cube testing machine – 1no 9.Cube Moulds – 12 nos 10. Slump Cone – 1 no 11.Core cutter for soil sample - 1 no 12. Survey Equipment- 1 each
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The bids will be evaluated in terms of criteria for evaluation as per CPWD norms (refer Annexure I of Appendix 20 of CPWD works Manual 2014). A bidder who scores minimum 60% marks in each of the categories (A) to (H) individually and scores minimum 70% on overall marks will qualify for Empanelment.

## 2.0 TERMS AND CONDITIONS

2.1 BID document for empanelment shall be submitted in a sealed envelope super scribing thereon “**Application for Empanelment of Contractors for Civil works at IASST, PaschimBoragaon, Guwahati-35.**” and the category of work applied for.

2.2 The application shall be submitted strictly in the prescribed format along with supporting documents.

2.3 The application shall be signed by the authorized persons on behalf of the applicant organization by enclosing an authority Letter / Power of Attorney.

2.4 If the space in the application is insufficient for furnishing full details, the applicant may give the details on a separate sheet.

2.5 Application containing false and / or incomplete information is liable for rejection.

2.6 If any information or details furnished by applicants are found to be false at any time in future, the empanelment of such applicant will be cancelled immediately.

2.7 The Bidder should sign each page of the application.

2.8 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting.

2.9 IASST may approach / visit the contractor's clients to verify contractor's general reputation / competence.

2.10 Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished alongwith the application form. With regard to the completed works, copies of the work order and completion certificate shall be submitted.

2.11 The applicant has to submit the Client's Certificate as per Annexure-8, from at least two of their clients mentioned in the list of work executed.

2.12 Decision of the Director, IASST in selection of of contractors will be final and binding and no further correspondence will be entertained. Contractors empanelled will be informed by post.

2.13 The enlistment of a contractor at IASST shall only entitle him to be considered for issue of tender paper. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.

2.14 Generally, the routine works at IASST will be awarded by calling competitive quotations / tenders from the empanelled contractors.

2.15 All application must contain recent passport size photo of the contractor or representative of the applicant's assigning him.

2.16 The existing empanelled contractor at IASST shall also be required to submit the tender for empanelment.

2.17 The existing empanelled contractor at IASST, whose performances were not satisfactory, may not be eligible for empanelment.

2.18 IASST reserve the rights to allow Category I empanelled contractor to participate in the job range of Category II.

2.19 IASST reserve the rights to float open tender for any job category.

2.20 IASST reserve the rights to offload whole or partly of a job if the performance of the contractor is found to be not satisfactory and shall get the job done through another contractor.

### **3.0 Philosophy of Execution:**

The work is proposed to be executed on competitive bids from the selected list of the empanelled contractors on bid documents of IASST. The contractor will have total responsibility of delivering the products with their expertise on planned execution of the works with mobilization of necessary manpower with plants and machinery required for the specific job to the least botheration and entire satisfaction of IASST.



**4.0 Document/Information to be furnished by the Bidder:**

- (a) Financial Analysis – details to be furnished and duly supported by figures in balance sheet / profit & loss account for the last five years , duly certified by the Chartered accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached) as per FORM ‘A’.
- (b) Solvency certificate from bankers of the bidder in the prescribe as per FORM ‘B’.
- (c) Copies of work orders, performance and completion certificates etc. from the clients for similar works executed and completed in the last five financial years ending last day of the month .....as per FORM ‘C’, FORM ‘D’, FORM ‘E’.
- (d) Copies of original documents defining the constitutional and legal status, place of registration & business of the company / firm / partnership firm / individual etc. as per FORM ‘F’.
- (e) Proposed site organization chart indicating bio-data of key personnel (as per FORM ‘G’)
- (f) Details of construction equipments, machinery, tools & tackles as well as testing facilities available (as per FORM ‘H’)
- (g) Copies of valid ITC and STCC.

This document is not the tender and is meant for pre-qualifying the intending bidders for empanelment and preparation of a list of eligible contractor. IASST does not guarantee award of work through this document and repose to any enquiry

Date:

Place:

Registrar  
IASST, PaschimBoragaon,  
Guwahati – 35.

**FORM 'A'****Financial Information :**

Financial Analysis – details to be furnished duly supported by figures in balance sheet / profit & loss account for the last five years ,duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached)

YEARS

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- (i) Gross Annual turn over on construction works.
- (ii) Profit /Loss
- (iii) Financial arrangements for carrying out the proposed work.
- (iv) Solvency Certificate from Bankers of the bidder in the prescribed FORM 'B'

Signature of Chartered Accountant with seal

Signature of Bidder(s)

**FORM 'B'****FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information the M/s Shri / Mr.  
..... having marginally noted address, a customer of out of  
bank is / are 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, sealed in cover addressed to  
tendering authority.

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

**FORM 'C'****DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST FIVE YEARS ENDING  
LAST DAY OF THE MONTH .....**

1	2	3	4	5	6	7	8	9	10

1. Sl. No :
2. Name of work / project and location :
3. Owner or sponsoring organization :
4. Cost of work in Lakh of rupees :
5. Date of commencement as per contract :
6. Stipulated date of completion :
7. Actual date of completion :
8. Litigation arbitration cases pending / in progress with details :
9. Name & address / telephone No. of officer to whom reference may be made :
10. Remarks :

Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Bidder(s)

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

1	2	3	4	5	6	7	8	9	10

1. Sl. No :
2. Name of work / project and location :
3. Owner or sponsoring organization :
4. Cost of work in Lakh of rupees :
5. Date of commencement as per contract :
6. Stipulated date of completion :
7. Upto date percentage of progress of work :
8. Reason of slow progress if any :
9. Name & address / telephone No. of officer to whom reference may be made :
10. Remarks :

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

Signature of Bidder(s)

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

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
7. Amount of compensation levied for delayed completion, if any
8. Amount of reduced rate items, if any
9. Performance Report
  - (a) Quality of work    very good/good/fair/poor
  - (b) Financial soundness    very good/good/fair/poor
  - (c) Technical proficiency    very good/good/fair/poor
  - (d) Resourcefulness    very good/good/fair/poor
  - (e) General Behaviour    very good/good/fair/poor

Dated:

Executive Engineer or Equivalent

**FORM 'F'****STRUCTURE & ORGANISATION**

1. Name & address of the bidder
2. Telephone No / Fax No
3. Legal status of the bidder (attached 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 or registration with various government Bodies (attach attested photocopy)

**Organisation /place or registration****Registration No.**

- 1.
- 2.
5. Names and titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorised to act for the organisation.
7. Was the bidder ever required to suspend construction for a period of more than six months continuously after he commenced the construction? If so, give the name of the project and reasons of suspension of work.
8. Has the bidder, 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 bidder, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organisation at any time? If so, give details.
10. Has the bidder, or any constituent partner in case of partnership firm, ever been convicted by the court of law? If so, give details.
11. In which field of Civil engineering construction the bidder has specialization and interest?

**FORM 'G'**

## DETAILS OF TECHNICAL &amp; ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK

Sl No	Designation	Total Number	No. Available for this work	Name	Qualifications	Professional experience and details of work carried out	How these would be involved in this work	Remarks

Signature of Bidder(s)



**FORM 'H'****List of Equipment:**

<b>Construction :</b>	<b>Batch No</b>	<b>Capacity</b>	<b>Nos</b>
1. Concrete Mixer Machine -			
2. Vibrators -			
3. Trucks -			
4. Dewatering Pumps -			
5. Theodolite -			
6. Dumpy Levels -			
7. Other Survey Equipment's -			
8. Concrete batching Plant-			
9. Equipment for hoisting and lifting -			
(a) Tower			
(b) Builder's hoist			

**Site development & Road works :**

1. Excavator -			
2. Loader -			
3. Tipper Truck -			
4. Dumper -			
5. Earth carrying truck -			
6. 8/10 Ton road roller -			
7. Vibratory Roller -			
8. Mini Hot mix plant -			

**Testing Equipment's:**

1. Cube testing machine -			
2. Cube Moulds -			
3. Slump Cone			
4. Core cutter for soil sample -			
5. Sieve testing machine -			
6. Modified proctor apparatus -			

Note : Plant and machinery require for the specific job within the eligible criteria are only to be described.