

**PRE-QUALIFICATION OF CONTRACTORS
FOR
DESIGN SUPPLY AND EXECUTION OF CAMPUS EXTERNAL
WORKS INCLUDING LANDSCAPING (HARD & SOFT)
FOR IIIT, SRI CITY, CHITTOOR**

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INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, SRI CITY, CHITTOOR
PRE-QUALIFICATION DOCUMENT
FOR
DESIGN SUPPLY AND EXECUTION OF CAMPUS EXTERNAL
WORKS INCLUDING LANDSCAPING (HARD & SOFT)

1. This document contains 15 pages excluding cover pages.
2. The pre-qualification document in prescribed form, duly completed and signed, shall be submitted in a sealed cover. The sealed cover super scribed “**Pre-Qualification for Design, Supply and Execution of Campus External Works including Landscaping (Hard & Soft) for IIIT, Sri city, Chittoor**” shall be received up-to **3.00 p.m.** on 31st December 2018, at the office of the Director, IIIT, Sri City, Chittoor. The applicant shall mention on the sealed cover Company’s name, phone numbers & name of contact person.
3. This is a two stage bidding system.
Stage 1: consists of down selecting bidders based on pre-qualification criteria substantiated in this document.
Stage 2: Financial Bids along with the tender document will be provided only to Selected Vendors in the stage 1

For IIIT Sri City Chittoor

Date: 15th December 2018

Press Notice

Invitation of Pre-Qualification of Architects under two stage bidding system

1. Indian Institute of Information Technology, Sri City, Chittoor invites pre-qualification applications for the following works:

Name of Work	Period of Completion
Design, Supply and Execution of Campus External works including Landscaping (Hard & Soft) for IIIT, Sri City, Chittoor	Within 12 Months

2. Expression of Interest is invited from eligible contractors for Design, Supply and Execution of Campus External works including Landscaping Works.
3. The applicant must submit an undertaking that up to date tax returns have been filed along with copies of such returns submitted to the Department of Trade & Taxes.
4. Applicants shall submit non-refundable processing fee of Rs. 5,000/- (at the time of submission of the Pre-Qualification document) in the form of a Demand Draft in favor of **IIIT, Sri City, Chittoor** payable at SBI, Sri City, Chittoor District AP. No application will be entertained if not accompanied with processing fee.

7. Application for pre-qualification supported by prescribed annexures shall be submitted in sealed envelope duly super-scribed with the name of work, name & phone nos. of the applicant and due date of opening. The applications will be received **up to 3.00 PM on 31st December 2018** in the office of **Director - Indian Institute of Information Technology, Sri City, Chittoor**. Those desirous of submitting the application through post may do so subject to the condition that IIIT shall not be responsible for postal delay and applications received after 03.00 PM on 31.12.2018 will be treated as delayed and will not be entertained. All the applications received up to 03.00 PM on 31.12.2018 will be considered.
8. Applicants are advised to keep visiting the IIIT Sri City web-site from time to time (till the deadline for bid submission) for any updates in respect of the Pre-Qualification notice, if any. Failure to do so shall not absolve the applicant of his liabilities to submit the Pre-Qualification application complete in all respect including updates thereof, if any. An incomplete application may be liable for rejection.
9. IIIT Sri City reserves the right to verify the particulars furnished by the applicant independently. If any information furnished by the applicant is found incorrect at a later stage, he shall be debarred from tendering and taking up of any work in IIIT Sri City.
10. IIIT Sri City reserves the right to reject any or all prospective applicants without assigning any reason and to restrict the list of pre-qualified contractors to any number deemed suitable. We also reserve the right to reject or cancel any bids without assigning any reasons.

Director,
IIIT, Sri City, Chittoor

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
Sri City, Chittoor District, Andhra Pradesh

INFORMATION TO BIDDERS FOR
DESIGN, SUPPLY & EXECUTION CAMPUS EXTERNAL WORKS INCLUDING LANDSCAPING
(HARD & SOFT)

EOI. Notice No.: IIITS/WORKS/2018/12/04

Applications are invited from eligible contractors for Design, Supply and Execution of Soft & Hard Landscaping Work. Soft Landscaping includes ground preparation, planting and irrigation works as per the design approved. Hardscaping includes design, supply and installation of various types of external flooring finishes like paver blocks, pigmented concrete tiles, granite, sandstone, slate stone, cobble stones etc

The estimated value of the works range from Rs. 25,00,000 to 50,00,000 to be executed over a period of 1 year.

Applicants who have successfully executed projects of similar nature only shall furnish all relevant information such as experience and constitution of the firm, works executed and works on hand with value, necessary certificates regarding satisfactory completion, registration etc. Applicants will be shortlisted based on the following parameters:

1. Experience of executing similar projects
2. Financial Capabilities
3. Design & Execution Resources

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EOI. Notice No.: IIITS/WORKS/2018/12/04

FORMAT I

Format of Letter of Expression of Interest

[On Company's/Firm's/Lead Member's (in case of Consortium) letterhead]

Reference: Date:

The Director
Indian Institute of Information Technology, Sri City, Chittoor
Andhra Pradesh, India.

SUBMISSION OF EXPRESSION OF INTEREST

Subject: Design, Supply and Execution of Soft & Hard Landscaping works for IIIT at Sri City

Dear Sir

We hereby submit our expression of interest for consultancy services as explained in the Invitation for Expression of Interest for the afore mentioned project. In support, we submit all the necessary information and relevant documents (one original and one copy) for our participation in the procedure for short listing of applicants as a part of the selection process.

The submission is made by us, on behalf of In the capacity of duly authorized to submit the expression of interest.

(in case of a consortium, following paragraph should be added)

This submission is made on behalf of the proposed consortium comprising and (applicant to state the name of each member) of which (applicant to insert name of lead member of joint venture) has agreed to act as lead member.

We hereby submit our willingness to get shortlisted for our participation in the process for identifying the Consultant by the aforementioned Design.

We understand that IIIT reserves the right to reject the submission, without assigning any reason.

Yours faithfully,

Signature of Applicant:
Name of Signatory:
Designation:
Name and address of firm:
Contact number:
Fax:
Email:

Enclosures:

1. Copy of Board Resolution/ Power of Attorney or Authority letter authorizing the representative to sign on behalf of the Company/firm or the Consortium as the case may be.
2. Confirmation by the Consortium members authorizing the Lead Member to sign on behalf of the Consortium.

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EOI. Notice No.: IIITS/WORKS/2018/12/04

FORMAT – III

LETTER OF TRANSMITTAL
FROM:

To
The Director
Indian Institute of Information Technology, Sri City, Chittoor
Andhra Pradesh, India.

SUBJECT: Design, Supply and Execution of Soft & Hard Landscaping works for IIIT at Sri City

Sir,

Having examined the details given in EOI Notice and EOI document for the above project, I/we hereby submit the relevant information.

1. I / We hereby certify that all the statements made and information supplied in the enclosed formats 'I' to 'XI' and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary for EOI and have no further pertinent information to supply.
3. I / We welcome you to approach in person or can send any person(s) to verify our competence and general reputation.
4. I / We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following projects along with prescribed format:

Sl. No.	Name of Work	Certified by / from

Enclosures

Signature(s) of Applicant(s)

Seal of applicant

Date of submission

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EOI. Notice No.: IIITS/WORKS/2018/12/04
FORMAT – IV

ORGANISATIONAL STRUCTURE

(This form to be furnished not only by the Prime Architect/Architectural firm applying for the prequalification, but also furnish separately for each member of consortium / sub consultants who would be associated with this project work, if applicable)

1 Name & Address of the applicant with Telephone No./Fax No./ Email ID	
2 a. Year of Establishment	
b. Date & Year of commencement of practice.	
3 Legal status of the applicant (attach copies of original document defining the legal status)	
a) A proprietary firm	
b) A firm in partnership	
c) A limited company or Corporation / Joint venture / Consortia	
4 Names of Directors & other executives with designation	
5 Designation of individuals authorized to act for the organization.	
6 Total No. of professional staff (In house):-	
Architects:	
Land scaping Engineers:	
Quantity Surveyors:	
Others:	
7 Was the applicant ever required to suspend the project for a period of more than six months continuously after you commenced the planning? If so, give the name of the project and reasons of suspension of project.	
8 Has the applicant, or any partner in case of partnership firm, ever abandoned the awarded	

project 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 competing 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 field of Consultancy the applicant has specialization & interest	
12 Any other information considered necessary but not included above.	
13 Address of local office if any	

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FORMAT – VII

Brief Bio- Data of Key Professionals

(This form to be furnished not only by the Prime Architect/Architectural firm applying for the prequalification, but also furnish separately for each member of consortium / sub consultants who would be associated with this project work)

Name of Firm: _____
Professional: _____
Date of Birth: _____
Years with Firm: _____
Nationality: _____
Membership in Professional Societies: _____
Detailed Task Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training relevant to responsibility in context of assignment. Describe degree of responsibility held by staff member on relevant previous assignment and give dates and location. Use up to half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree(s) obtained. Use up to a quarter page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, name(s) of employing organization(s), title of positions held and location of assignments. For experience in last ten years, also give type of activities performed and client references, where appropriate. Use up to three quarter of a page.]

Languages:

[Indicate proficiency in speaking, reading and writing of English language: excellent, good, fair, or poor.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these bio-data correctly describe my qualifications, my experience and myself.

Date:

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FORMAT – VIII

DETAILS OF SIMILAR PROJECTS HANDLED / COMPLETED DURING THE LAST FIVE YEARS

SIMILAR NATURE OF ASSIGNMENT – COMPLETED WORKS

Sl. No.	Description	1	2	3
1.	Name of work / Project and location			
2.	Name & Address of Employer / Organization, Telephone no. of officer to whom reference may be made.			
3.	Design Fees billed			
4.	Date of commencement as per contract			
5.	Stipulated date of completion			
6.	Actual date of completion			
7.	Litigation / arbitration pending / in progress with details *			
8.	Service rendered			
8.1	In-house teams			
8.2	Associated Consultants/Consortia			
9.	Any awards, prizes or commendation certificates received			
10.	Any other information			

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FORMAT – IX

PROJECT- WISE DETAILS OF SIMILAR NATURED ASSIGNMENTS

SIMILAR NATURE OF ASSIGNMENT – IN HAND

Sl. No.	Description	1	2	3
1.	Name of work / Project and location			
2.	Name & Address of Employer / Organization, Telephone no. of officer to whom reference may be made			
3.	Cost of work in Rs. Lakhs (Attach copy of Work Order)			
4.	Date of commencement as per contract			
5.	Stipulated date of completion			
6.	Actual date of completion			
7.	Litigation / arbitration pending / in progress with details *			
8.	Services rendered			
8.1	Inhouse teams			
8.2	Associated Consultants/Consortia			
9.	Any other information			

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FORMAT X

TO BE SWORN ON A NON-JUDICIAL STAMP PAPER OF RS.100/- AFFIDAVIT

*I/we*Director/Proprietor/Partner of
.....(mention name of organization and its complete address)
do hereby solemnly affirm and declare as under:-

1. That *I/we *am/are registered as (mention name of
*firm/company/ Consortium) vide Registration No..... under the provisions of
(mention the name of the Act).
2. That *I/we have applied in response to the Invitation for Expression of Interest
of Director IIIT for appointment as Designer for preparation of the Design for Indian Institute of
Information Technology, Sri City.
3. That (mention name of organization) is eligible to submit the aforesaid proposal
as neither the applicant has been barred and/or blacklisted by the Central Government and/or any
State Government of India at any time prior to the date of submitting this affidavit.
4. That (mention name of organization) or any of its constituents during the last
three years has neither failed to perform on any agreement nor was expelled from any project or
agreement nor any agreement terminated for any breach by the applicants or any of its
constituents.
5. That an annexure attached to this affidavit gives list of all contracts of
(mention organization) or any of its constituents with the state / central government that are in
arbitration.

DEPONENT

VERIFICATION

*I/we the above named deponent do hereby verify that the contents of the
aforesaid paragraphs 1 to 4 are true and correct to the best of *my/our knowledge and belief and nothing
is concealed there from.

Verified at(place) this Day of 2018.
(Strike off whichever is not applicable)

DEPONENT

Note : Deponent will be the authorized signatory of the Applicant

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FORMAT – XI

FINANCIAL DETAILS

Sl. No	Particulars	Financial Years				
		..13-14	..14-15	..15-16	..16-17	..17-18
1.	Gross annual turnover on construction work in lakhs					
	Profit / Loss					
	Certified By					

2. The following certificates are enclosed

- 2.1 Current income tax clearance certificate / Profit & loss account
- 2.2 Solvency certificate from bankers of applicant

Signature of Chartered accountant with seal.