

## **NOTICE INVITING APPLICATION [NIA]**

Rajiv Gandhi Indian Institute of Management (RGIIM) is planning to construct an State-of-the-Art Academic cum Residential Campus at Umsawli, Shillong in their 120 acre plot at Umsawli, Shillong. With a view to prequalify Civil Contractors for the construction of the Roads & Pathways including Retaining Wall, Site Grading & Preparation of the above project, RGIIM invites application for Prequalification of Civil Contractors from experienced, reputable and competent Civil Works Contractors having the capacity and experience to carry out similar type of above mentioned works in the hilly region and having sound technical and financial capabilities and specialised experience of executing the same work.

The estimated cost is Rs 72 Crore for details of Pre-qualification documents, Terms and Conditions please visit the Institute website at [www.iimshillong.in](http://www.iimshillong.in). The last date for submission of Pre-qualification document is 15 February 2010 at 1500hrs.

Sd/

(Mathew Thomas)

Lt Col (Retd)

Chief Administrative Officer

**RAJIV GANDHI INDIAN INSTITUTE OF MANAGEMENT**  
**MAYURBHANJ COMPLEX, NONGTHYMMAI, SHILLONG-793 014**

**Pre-qualification document for construction of Roads & Pathways including Retaining Wall, Site Grading & Preparation for Proposed State-of-the-Art Academic cum Residential Campus at Umsawli, Shillong**

1. This document contains 13 (thirteen) pages excluding cover page.
2. The document is issued to M/s. \_\_\_\_\_  
\_\_\_\_\_ against  
payment of **Rs.1, 000.00 (Rupees One thousand only) not refundable** in cash.
3. The applicants who have downloaded the document from website of RGIIM, are required to pay at the time of submission of the PQ document an amount of **Rs.1000/- (Rupees One thousand only)** towards document charges, in the form of demand draft in favour of Rajiv Gandhi Indian Institute of Management, payable at Shillong. The Notice Inviting Application without cost of Notice Inviting Application shall be summarily rejected.
4. The pre-qualification document in prescribed form, duly completed and signed, should be submitted in a sealed cover. The sealed cover superscribed "**Pre-qualification document for construction of Roads & Pathways including Retaining Wall, Site Grading & Preparation for Proposed State-of-the-Art Academic cum Residential Campus at Umsawli, Shillong**" shall be received upto **3.00 p.m.** on **15 February 2010**, at the office of Rajiv Gandhi Indian Institute of Management, Mayurbhanj Complex, Nongthymmai, Shillong-793014 (Contact Person: **Executive Engineer** Phone No: 0364 2308014) **and will be opened on the same day at 3.30 p.m.** in the presence of representative of the Contractors who will like to be present.

**The applicant shall mention on the sealed cover Company's name, phone numbers & name of contact person.**

(Mathew Thomas)  
Lt Col (Retd)  
Chief Administrative Officer

Date:

## **NOTICE INVITING APPLICATION [NIA]**

- 1.0 Rajiv Gandhi Indian Institute of Management (RGIIM) is planning to construct an State-of-the-Art Academic cum Residential Campus at Umsawli, Shillong in their 120 acre plot at Umsawli, Shillong. With a view to prequalify Civil Contractors for the construction of **Retaining Wall (R.C.C. & Stone masonry both), Roads & Pathways, Site Grading & Preparation** of the above project, RGIIM invites application for Prequalification of Civil Contractors from experienced, reputable and competent Civil Works Contractors having the capacity and experience to carry out similar type of above mentioned works in the hilly region and having sound technical and financial capabilities and specialised experience of executing the same work.

### **2.0 (a) Description of Works:**

Construction of **Retaining Wall (R.C.C. & Stone masonry both), Roads & Pathways, Site Grading & Preparation**. The approximate cost of the work is Rs.72 (seventy two) crore only.

#### **(b) "Similar type of works" mean –**

- (i) Construction of Retaining Wall (R.C.C. & Stone masonry work both) related to road and pathway works in hilly region.
- (ii) Construction of Retaining Wall (R.C.C. & Stone masonry work both) required during site grading and preparation in hilly region.
- (iii) Construction of Road and Pathway works in hilly region.
- (iv) Site grading and preparation in hilly region.

**Only the Contractors meeting the following criteria are eligible to apply:**

### **3.0 Initial Criteria for Eligibility**

- (a) The contractor should have satisfactorily completed three works each costing Rs.29 (twenty nine) crore or two works each costing Rs.43 (forty three) crore or one work costing Rs.58 (fifty eight) crore of the following nature during the last seven years ending last day of the month previous to the one in which applications are invited. For this purpose, '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. This should be certified by an officer not below the rank of Executive Engineer / Project Manager or equivalent.
- (b) The contractor should have had average annual financial turn over (gross) of Rs.22 (twenty two) crore on Civil construction works during the immediate last three consecutive financial years. This should be duly audited by a Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.
- (c) The contractor should not have incurred any loss in more than two years during the immediate last five consecutive financial years, duly certified by the Chartered Accountant.

- (d) The bidding capacity of the contractor should be equal to or more than the estimated cost of the work put to tender. 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 bids has been invited.

B = Value of existing commitments and ongoing works to be completed during the period of completion of work for which bids have been invited.

- (e) The contractor should have a solvency of Rs.29 Crores (Twenty Nine Crores) certified by his Bankers.
- (f) The contractor should own constructions 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.
- (g) The contractor should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The contractor should submit a list of these employees stating clearly how these would be involved in this work.
- (h) The contractor's performance for each work completed in the last five years and in hand should be certified by an officer not below the rank of Executive Engineer or equivalent and should be obtained in sealed cover.

#### 4.0 Evaluation Criteria

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

- (a) The initial criteria prescribed in para 3(a) to 3(e) above in respect of experience of similar class of works completed, bidding capacity and financial turn over etc. will first be scrutinized and the contractor's eligibility for the work be determined.
- (b) The contractors qualifying the initial criteria as set out in para 3(a) to 3(e) above will be evaluated for following criteria by scoring method on the basis of details furnished by them.
- |       |  |                  |
|-------|--|------------------|
| (i)   | Financial strength (Form 'A' & 'B')                                    | Maximum 20 marks |
| (ii)  | Experience in similar nature of work during last five years (Form 'C') | Maximum 20 marks |
| (iii) | Performance on works (Form 'E')<br>- Time over run                     | Maximum 20 marks |
| (iv)  | Performance on works (Form 'E')<br>- Quality                           | Maximum 15 marks |
| (v)   | Personnel and Establishment (Form 'F' & 'G')                           | Maximum 10 marks |
| (vi)  | Plant & Equipment (Form 'H')   | Maximum 15 marks |

**Total: 100 marks**

To become eligible for short listing the contractor must secure at least fifty percent marks in each and sixty percent marks in aggregate.

The department, however, reserves the right to restrict the list of such qualified contractors to any number deemed suitable by it.

- (c) Even though any contractor may satisfy the above requirements, he would be liable to disqualification if he has:
- (i) made **misleading or false representation or deliberately suppressed the information** in the forms, statements and enclosures required in the eligibility criteria document,
  - (ii) record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

## **5.0 Financial Information**

Contractor should furnish the following financial information:

Annual Financial Statement for the last five years in (Form 'A') and Solvency Certificate in (Form 'B').

6.0 Experience in works highlighting experience in similar works

6.1 Contractor should furnish the following:

- (a) List of all works of similar nature successfully completed during the last five years in (Form 'C').
- (b) List of the projects under execution or awarded in (Form 'D').

6.2 Particulars of completed works and performance of the contractor duly authenticated / certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work completed or in progress in (Form 'E').

6.3 Information in (Form 'D') should be complete and no work should be left out.

## **7.0 Organization Information**

Contractor is required to submit the information in respect of his organization in Forms 'F' & 'G'.

## **8.0 Construction Plant and Equipment**

Contractor should furnish the list of construction plant and equipment including steel shuttering, centering and scaffolding to be used in carrying out the work (in form 'H'). Details of any other plant & equipment required for the work not including in Form 'F' and available with the applicant may also be indicated.

**FORM 'A'**  
**FINANCIAL INFORMATION**

- I. 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.

- II. Financial arrangements for carrying out the proposed work.  
III. Solvency Certificate from Bankers of the contractor in the prescribed Form 'B'.

Signature of Chartered Accountant with Seal

Signature of Contractor (s)

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

This is to certify that to the best of our knowledge and information that M/s / Sh..... having marginally noted 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, 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 .....**

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 Contractor(s)

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

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	Upto date percentage progress of work	Slow Progress if any and reasons thereof	Name and address/ telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

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 Contractor(s)

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

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

(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

Dated:

Executive Engineer or Equivalent

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

1. Name & address of the contractor
2. Telephone no./Telex no./Fax no.
3. Legal status of the contractor (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 photocopy)

Organization/Place of Registration

Registration No.

- 1.
- 2.
- 3.
5. Names and titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorized to act for the organization.
7. Was the contractor 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 contractor, 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 reasons for abandonment.
9. Has the contractor, 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 contractor, 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 contractor has specialization and interest?
12. Any other information considered necessary but not included above.

Signature of Contractor(s)

**FORM 'G'**  
**DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL**  
**TO BE EMPLOYED FOR THE WORK**

s. No.	Designation	Total number	Number available for this work	Name	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	8	9

Signature of Contractor(s)

**FORM 'H'**  
**DETAILS OF CONSTRUCTION PLANT AND EQUIPMENT LIKELY  
TO BE USED IN CARRYING OUT THE WORK**

s. No.	Name of Equipment	Nos	Capacity or type	Age	Condition	Ownership status			Current location	Remarks
						Presently owned	Leased	To be purchased		
1	2	3	4	5	6	7	8	9	10	11
	<b>Earth moving equipment</b> 1. Excavators (various sizes) <b>Equipment for hoisting &amp; lifting</b> 1. Tower 2. Builder's hoist <b>Equipment for concrete work</b> 1. Concrete batching plant 2. Concrete pump 3. Concrete transit mixer 4. Concrete mixer (diesel) 5. Concrete mixer (electrical) 6. Needle vibrator (electrical) 7. Needle vibrator (petrol) 8. Table vibrator (electrical / petrol) <b>Equipment for building work</b> 1. Block making machine 2. Bar bending machine 3. Bar cutting machine 4. Wood thickness planer 5. Drilling machine 6. Circular saw machine 7. Welding generators 8. Welding transformer 9. Cube testing machines 10. M.S Pipes 11. Steel shuttering 12. Steel scaffolding 13. Grinding/polishing machines <b>Equipment for road work</b> 1. Road rollers 2. Bitumen paver 3. Hot mix plant 4. Spreaders 5. Earth rammers 6. Vibratory road rollers <b>Equipment for transportation</b> 1. Tippers 2. Trucks  <b>Pneumatic equipment</b> 1. Air compressor (diesel) <b>De-watering equipment</b> 1. Pump (diesel) 2. Pump (electric) <b>Power equipment</b> 1. Diesel generators (Any other plant/equipment)									

Signature of Contractor(s)

### **INSTRUCTION FOR FURNISHING INFORMATION FOR PREQUALIFICATION**

1. Contracting firms applying for Prequalification for empanelment on select list are required to submit particulars for their Organisation giving details of manpower, technical experience, present commitments, spare capacity and financial standing as per enclosed Proformas duly filled and enclosing the details as indicated along with documentary evidences.
2. The contractor should be competent to carry out the kind of work as described in the NIA. **Detailed Scope of Work will be defined in the main Tender Document, which will be issued only to the prequalified contracting firms at a later date.** The contractor shall take into account all factors pertaining to the above while submitting the documents.
3. Decision of RGIIM regarding Prequalification of the contractor for empanelment in selected list will be final and binding. The employer (RGIIM) reserves right to reject any application without assigning any reasons or to restrict the list of Pre-qualified contractors to any number deemed suitable by it, if too many applications are received satisfying the basis P.Q. criteria.
4. Information furnished in the Proformas will be kept CONFIDENTIAL.
5. Each part of the Proformas viz. (i) Basic information (ii) Construction capacity and previous experience (iii) Technical personnel and special experience will be signed by a person holding Power of Attorney on behalf of the Organisation.
6. If the space in the Proformas is insufficient for furnishing full details, such information may be supplemented on separate paper stating therein the part of the Proforma and serial number.
7. Separate sheets should be used for each part. All the information submitted by the applicant must be true and authentic. If any statement is found to be incorrect the application for Prequalification is liable to be rejected.
8. The Prequalification documents for application purposes shall be issued from the office of the Rajiv Gandhi Indian Institute of Management, Mayurbhanj Complex, Nongthymmai, Shillong-793 014 from ..... 2010 and filled up Pre qualification documents must be submitted to the Executive Engineer-cum-Estate Officer, RGIIM, Mayurbhanj Complex, Nongthymmai, Shillong-793 014 from ..... to ..... 2010 by ..... O'clock. The same shall be opened at..... O'clock on the .....in the presence of representative of the contractors who like to be present.
9. The date of sale and opening of tender papers shall be intimated to the firm who fulfill the prescribed P.Q. criteria and are approved by the employer.

10. No application shall be entertained after due date and time.

11.No application without enclosing self-attested documents shall be considered for approval.

12. Details are also available on Website.....

**DECLARATION FORM TO BE FILLED IN AND SIGNED  
BY THE APPLICANT**

1. I/we have read the instructions appended with the Proformas and I/We understand that if any incorrect information is detected at a later date, any future contract made between ourselves and RGIIM on the basis of the information given by me/us may be treated as invalid by RGIIM.
2. I/We agree that the decision of the RGIIM in Prequalification of the Contractors will be final and binding.
3. All the information and data, furnished herewith under Proforma-‘A’, ‘B’, ‘C’, ‘D’, ‘E’, ‘F’, ‘G’ & ‘H’ are correct to my/our best of knowledge.
4. I/We also agree that we have no objection if enquiries are made about related aspects of our project and works listed by us in the accompanying sheets or any other enquiry regarding information furnished herewith in the accompanying sheets.

Place :

Signature:

Date :

Name and Designation:

Organisation/Company: