



INDIAN INSTITUTE OF BANKING & FINANCE

Professional Development Centre - NZ,
109 - 113, Vikrant Tower 1st Floor,
4, Rajendra Place, New Delhi - 110 008

**PRE-QUALIFICATION OF CONTRACTORS FOR
FURNISHING / RENOVATION / FIT OUT WORK OF INSTITUTE'S
OFFICE PREMISES**

AT

C-5/30, SAFDARJUNG DEVELOPMENT AREA, NEW DELHI-110016

General information for the contractors / vendors for their prequalification to carry out the above mentioned works on turnkey basis.

1. Intending contractors / vendors are requested to furnish details about their firm, technical experience, competence and evidence of their financial standing as per enclosed Performa for considering their names for prequalification.
2. Selection of contractors / vendors will be based on the ability and competence required for good quality jobs to be performed by them. Decision of the Indian Institute of Banking & Finance regarding selection of contractors / vendors will be final and binding and no further correspondence will be entertained.
3. Intending contractors / vendors are requested to read carefully before filling the particulars in the Performa.
4. The Technical bids should be accompanied with Pay Order/Demand Draft as participation fees amounting to Rs 2000.00 (non refundable) in favour of Indian Institute of Banking and Finance payable at New Delhi.
5. Information / details furnished by selected party, if found to be false / incomplete at any time in future or any information effecting prequalification is willingly / unwillingly withheld, if come to the notice of the IIBF at any point of time, the company's prequalification will be cancelled immediately.
6. Where copies are required to be furnished, these should be self certified copies.
7. The bidder should have local office in New Delhi or within NCR of Delhi including Gurugram, Faridabad, Ghaziabad and Noida.
8. The successful contractor will have to arrange water for the construction purpose from his own sources or as directed by MCD, at his own cost. In no case water will be supplied by the IIBF or allow to use the water available in the building. Contractors have to obtain temporary connection from the electricity Board for the renovation work, or make his own arrangement for the electricity from Generator sets, at his own cost.
9. The cutoff date for calculation of past period for completion of projects shall be 30th September 2019.
10. All pages of the tender document i.e. Pre qualification criteria, Technical bid, Price bid should be signed and stamped by bidder.
11. Contractor shall appoint technically qualified full time site supervisor to monitoring the day to day progress of work at site on their own cost.

PRE QUALIFICATION CRITERIA

The mandatory criteria for the contractors should be to have local office in New Delhi or within NCR of Delhi including Gurugram, Faridabad, Ghaziabad and Noida. Other evaluating criteria are as under:

TECHNICAL CRITERIA

The bidder should have in the last Five years ending 30th September 2019 successfully completed as a prime contractor at least one similar work of value not less than 80% of estimated cost

OR two similar work each of value not less than 50%

OR three similar works each of value not less than 40% the estimated costs mentioned.

The Term similar work means Turnkey work for Interior furnishing of Training Institute / Corporate Office, commercial / Institutional building including allied civil works and services like electrical, fire fighting etc..

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 5% per annum calculated from the date of completion to last date of submission of Tender.

FINANCIAL CRITERIA

Average financial turnover of bidder during the last five years, ending 31.03.2019, should be at least 100% of the estimated cost. Company / Firm should have made profits in continuity, during last three financial years ending 31.03.2019. Audited Balance Sheet, Profit & Loss account for the last Five consecutive financial years should be submitted along with the bid.

MODE OF SUBMISSION OF TENDER:

In **First Sealed Cover** super scribed with **PART- I (Pre-Qualification Documents, Technical Bid, Earnest Money & Participation fee)**: Any condition stipulated in Part-I will not be accepted.

In **Second Sealed Cover** super scribed with **PART- II (Price Bid Documents)**: It will comprise of price bid. Any condition stipulated in Part-II will not be accepted.

In **Third Sealed Cover** super scribed with Name of work, Name & Address of the Bidder will comprise of both First Sealed cover (**PART- I**) and Second Sealed Cover (**PART- II**)

OPENING OF FINANCIAL BIDS

1. Exact date and time shall be communicated through official E- mail address given in the bid document to the qualified bidders.
2. Conditional bids would be summarily rejected.
3. In case no bid or single bid is received, or any other reason whatsoever, IIBF may at its sole discretion cancel the whole tendering process or extend the last date and time of submission of the bid.
4. Any separately submitted discount letter on the financial price shall not be considered by IIBF and shall be a ground for disqualification. Evaluation of financial bid shall be considered only on the quoted price in the financial bid submitted by the bidders.

Place: New Delhi

Zonal Head

BIO – DATA OF CONTRACTING AGENCY

1. Name of the firm :

- Address :

- Telephone No. :
 - Office :
 - Residence :
 - Mobile :
 - Fax :
 - E-Mail :
- 2.a) Whether Proprietorship / Partnership / Pvt. Ltd. / Public Ltd.Co. :
- b) Names of the Proprietor, Partners, Directors :
 - I)
 - II)
 - III)
- c) Year of Establishment :
3. Registration with Registrar of Companies (No. & Date) (For Corporation only) :
4. Registration with Tax Authorities :
 - i) Income-Tax (PAN) No. :
 - ii) GST No. (furnish copies of Income-Tax, GST certificate)
5. Names of the Bankers with address:
6. Registration with Govt. / Public Sector / PSU Banks :

Name of the organisation	Year since empanelled

7. Give details if at present involved in litigation in similar type of contracts.

Sr. No.	Name of Project	Name of Employer	Nature of work	Work order dated	Date of completion of work	Value Rs.

8. Details of civil suit, if any, that arose during execution of contract in the past 10 years. :

9. Specify maximum value of single value project executed during the last Five years :

10. Name & relation, if any, with the staff member of IIBF :

11. Details of work executed during the last 5 years (Please mention the qualifying works as per criteria)

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work with dates of Completion		If work left incomplete or terminated (give reasons)
					Commence - ment	Completion	

Note: Copies of work orders along with satisfactory completion certificate mentioning value of completed work, period, duly signed & seal of the client should be enclosed.

12. Details of work in hand (photo copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies should be attached).

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work, stipulated time	Present stage of work

13. LIST OF NAME/S OF PROPRIETOR / PARTNERS, DIRECTORS & EMPLOYEES

Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Value of work done

14. Turnover in last 5 years:

Sr. No.	Year	Turnover (Rs.in lacs)	Income-tax paid

Note: Furnish copies of audited balance sheet and Profit & Loss A/C. for the last 5 years.

15. List of equipments / machinery owned:

Sr. No.	Name of equipment	Year of manufacture	Nos. available

16. Details of the work confirming to eligibility as per criteria – details must be furnished in the column along with enclosing Xerox copies of documents / credentials to prove the claim failing which application will be rejected out rightly.

Name of the Client	Details of the work	Work Order No.	Satisfactory completion certificate	Value of work

17. **The completed works of the bidders who qualify the above criteria will be visited by IIFB Officials and short listing of the final bidders for opening of the price bids will be done on the basis of quality and timely completion of the completed works. Marking shall be done as follows: -**

Sr. No.	Criteria	Weightage
1	The bidder should have local office in New Delhi or within NCR of Delhi including Gurugram, Faridabad, Ghaziabad and Noida.	10
2a	The bidder should have in the last Five years ending 30 th September 2019 successfully completed as a prime contractor at least one similar work of value not less than 80% of estimated cost OR two similar work each of value not less than 50% OR three similar works each of value not less than 40% the estimated costs mentioned. Other than above mentioned eligibility criteria 05 marks shall be given for each additional project with maximum up to 10 marks.	50 45 40 10
2b	The bidder should have in the last Five years ending 30 th September 2019 successfully completed as a prime contractor at least one work of Training Institution of value not less than 60%	05
3	Average financial turnover of bidder during the last 3 years, ending 31.03.2019, should be at least 100% of the estimated cost.	15
4.	Feedback from clients for whom Pre-qualifying work satisfying criteria has been executed	10
Total		100

Note:- Minimum qualifying marks are 75. However, decision of Architect/ PMC/ IIBF shall be final and binding to all the bidders after verification of completed work.

18. LIST OF ENCLOSURES:

ANNEXURE NO.	PARTICULARS	TICK IF ENCLOSED
I	Certificate of registration of Company / partnership deed.	
II	Certificates of registration with Income Tax, GST, EPF, and ESI.	
III	Audited Balance Sheet & Profit & Loss A/c. Statement for last five years.	
IV	Certificates of Registration with Govt. / Public Sector / Banks.	
V	Copies of work orders along with xerox copies of relevant TDS certificate, satisfactory completion certificate mentioning value of work.	
VI	Copies of performance certificate, work orders issued by valued clients, preferably Banks, Govt., Semi-Govt. Bodies.	
VII	Copies of Income-Tax Returns / Assessment Orders for previous 05 years.	

Note: In absence of any of the above enclosures, the application is liable to be rejected.

D E C L A R A T I O N

- I / We have read the instructions appended to the Performa and I / We understand that if any false information is detected even at a later date, any future contract made between ourselves and Indian Institute of Banking and Finance, on the basis of the information given by me / us can be treated as invalid by the IIBF and I / We will be solely responsible for the consequences.
- I / We agree that the decision of Indian Institute of Banking and Finance in selection of contractors will be final and binding on me / us.
- All the information furnished by me/ us hereunder is correct to the best of my knowledge and belief.
- I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
- I / We agree that I / We have not applied in the name of sister concern for the subject tendering process.

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION