

## UTI INFRASTRUCTURE TECHNOLOGY AND SERVICES LIMITED

### **Name of the Tender: Empanelment of Contractors taking up Civil, Electrical and Modular Furniture Works**

#### **General Information**

UTI Infrastructure Technology And Services Limited (UTIITSL) advertises regarding tenders/ invitation to bids/ invitation of Expression of Interest and other information on the website regularly. We request you to visit the website [www.utiitsl.com](http://www.utiitsl.com) daily for updates and download the details and respond to the tenders on a regular basis.

The Tender documents can be downloaded free of cost from the website [www.utiitsl.com](http://www.utiitsl.com).

Any information to the bidders on these tenders/ invitation to bids/ invitation of expression of interest and any other information will be uploaded on this website only.

Similarly, any corrigendum or extension of dates or change in specifications or any other information will be uploaded for the information of the public on this website only. No individual letters / emails are sent regarding this.

UTI Infrastructure Technology And Services Ltd., a company from the Unit Trust of India family is also offering services in property related areas especially in the field of asset acquisition, design, project management, interior furnishing and allied works, execution of works at site, facility management, property maintenance, valuation of properties, disposal of properties and all other associated real estate management works other than offering services in IT related domains.

Empanelment of Contractors taking up interior furnishing and Renovation work including civil, plumbing, electrical, Fire Alarm, Fire Fighting, Access Control and Furniture works.

The company reserves the right to accept / reject one or all the applications received without assigning any reason whatsoever.

The empanelment does not guarantee any assignment.

All the terms and conditions as enclosed would be applicable so far as they could be applied.

This tender is for empanelment of Contractors and hence you may fill in the details in the form of Application for Empanelment as per part II accordingly.

## **PART - I**

### **General Conditions**

**Name of the Bid:** Empanelment of Contractors taking up Civil, Electrical and Modular Furniture Works.

**Last Date of receipt of sealed applications:** The last date of receipt of applications is upto 3:00 pm on 21<sup>st</sup> April, 2015. After this time, no applications will be accepted.

**Date of opening of the applications:** The applications will be opened on the same day (i.e. the last date of the receipt of the applications at 3:30 pm at the venue where the applications are received. All the bidders are invited for the tender opening. In case, if due to a holiday or an emergency or due to some extra ordinary reasons, if the tenders remain unopened on this date, then, the tenders would be opened on the next working day at the same time and at the same venue.

**Name and Address for the submission of the applications:** The empanelment documents should be addressed to "Deputy Vice President (Admin), UTI Infrastructure Technology And Services Ltd, UTI Tower, 'Gn' Block, Plot 3, Sector 11, CBD, Belapur- Navi Mumbai 400614" and deposited in the specified box at this address by the due date and time.

**Superscription:** The envelope containing the application must be super scribed as "**Empanelment of Contractors taking up Civil, Electrical and Modular Furniture Works**"

If the envelope containing the application is not super scribed then there are chances of accidental opening/delay/misplacement and for liable rejection of the application, therefore it is advised that the application be super scribed as above and deposited in the tender box kept for the purpose at the address given.

**Authorized Signatory:** The application can be forwarded by contractors/ Agencies or his representative. Representative will have to enclose the Letter of Authority/ the Power of Attorney along with this application or when demanded by UTI ITSL, otherwise the application is liable to be considered null and void at any stage as per the decision of UTI ITSL.

**Conditions for applications sent by post / courier :** The applications may also be sent by post/courier to reach before the scheduled date and time as indicated above. The following are essential conditions to be followed for the application sent by post, failing which the application may not be opened and not considered or may be treated invalid:

- A) application should be preferably sent by Speed Post or Registered Post if it is not possible to deposit the application in the specified Tender Box.
- B) application should be sent only to the address as given above in the name of the person / designation specified.
- C) Acknowledgement will be given to Department of Post only for application sent by Speed Post and Registered Post.
- D) application should be super scribed as advised above. The applicant has to necessarily super scribe the envelope, failing which the application may not be considered and may remain unopened, or be opened with some other application or may be accidentally opened before due date rendering it to be treated invalid as per the discretion of UTI ITSL.
- E) UTI ITSL takes no responsibility for any application not reaching in time.
- F) UTI ITSL takes no responsibility for application not reaching at all.
- G) UTI ITSL takes no responsibility for application received in torn, opened or mutilated conditions. Such application may not be accepted at all and are liable for rejection.
- H) In case of application sent by post or any other mode, if it reaches the address given for submission, duly super scribed, then the role of UTI ITSL is limited and restricted to put it in the appropriate tender box if the aforesaid applications are received in time as stipulated in the conditions laid out.
- I) It is, therefore, advised that prospective applicants should deposit the application directly in the tender box to avoid any delay in submission of the application or to avoid any tearing / accidental

opening during sending by post. Applications, which are not super scribed or which are not addressed properly, are liable to be not considered.

**Right of Rejection:** UTIITSL reserves the right to reject all / any applications without assigning any reasons thereof and without entitling the applicant to any claim whatsoever.

### **Eligibility Criteria for Empanelment :**

The contractor shall fulfil the following condition to get empanelled with the company;

- A. The contractor should have PAN and VAT TIN No. or Service Tax No.
- B The contractor should have executed similar nature and value of work in the last two years and furnish the necessary proof (like work order or completion certificate) for the same

The Contractor should have been empanelled by a General Government, PSUs, LIC, MTNL, BSNL, Autonomous Central Bodies, reputed Multinational Companies, Public Sector Bank, Institution or RBI or a Government Department, either empanelled through a request from the Contractor or through a list provided by the respective organizations. The company does not go into verification of the details if a contractor is already empanelled by the agencies specified above.

- C. The electrical contractor must have valid electrical contractors license issued by the Government Authority to carry out the work.
- D. The contractor should submit necessary proof of empanelment, work executed and annual turnover for last three years duly attested b a Gazatted Officer.

The applicant should adhere to the eligibility criteria as mentioned above. In any case, they should have prior experience of similar work with other organizations of repute. UTI ITSL reserves the right to check their credentials with the organizations they have been associated with and if found incorrect, application is liable to be rejected.

**Availability of requisite permissions and licenses and compliance with the statutory provisions:** The applicant is required to follow all the statutory acts as may be applicable for such type of work for which they are applying through this tender.

Professionals who do not have requisite registrations / licenses or who do

Signature of Authorized person

Page 4 of 14

not comply with the statutory provisions are requested to submit their applications only if they are eligible in this respect.

Valid registrations viz., with the concerned authorities as per requirement should be available with the applicant and be produced as and when required.

Consequences of insufficient permissions / licenses or compliances on the part of the applicant would be to the applicant's account and the applicant merely by submitting the application indemnifies UTI ITSL of any or all such consequences.

**Blacklisting/Debarring:** The contractors/ Agencies merely by filling the application does not confirms that the contractors/ Agencies has not been blacklisted / debarred by any government department / agency, Reserve Bank of India, nationalized bank, or any Public Sector Unit or body. The valuers are advised not to fill in the application form if they have been disqualified by any of the government agencies.

**False Information:** In case if it is found that the contractors/ Agencies has not given the correct information and flouted any condition or the contractors/ Agencies does not have necessary qualifications, whatsoever required, to carry out the valuation activity as required then UTI ITSL reserves the rights to cancel the assignment awarded to him and award his quantum of work in the manner as deemed fit. This can be done at any stage.

**Confidentiality:** The contractors/ Agencies shall maintain strict confidentiality of all the documents, information, data coming in possession of the contractors/ Agencies as a result of awarding the contract and also any oral, written or other information disclosed for evaluation or for any other purposes shall be considered as confidential information passed on to the Agency.

**Usage of data / documents / information :** So far as applicable, the Valuer shall ensure that the documents , data, information etc if imparted by UTIITSL or if come to the knowledge of the contractors/ Agencies, are / is not to be used or permitted to be used in any manner (directly or indirectly) incompatible or inconsistent with that authorized by UTI ITSL in writing. The confidential information will be safeguarded and the contractors/ Agencies shall take all necessary actions to protect UTI ITSL's, its customers, and Government of India's interest against misuse, loss, destruction, alterations or deletions thereof. Any violation of the same will be liable for action under the law which shall entitle UTI ITSL to claim damages from the contractors/ Agencies

**Extension of contract:** As stipulated by UTI ITSL, after the period of expiry, the empanelment can be extended on mutual consent for a further period as decided by UTIITSL.

**Right to reject the work/ service which is not as per the work order:** UTI ITSL has right to reject the work/ services if they are not found to meet the requirements laid out or are not as per the terms of the work order. No Charges will be paid for the defective work/service. UTI ITSL reserves the right to reject the work. This can be done at any stage of the work.

**Termination of Empanelment:** In case it is found that the work is not as per requirement, standards or time lines, then UTI ITSL retains the right to terminate the empanelment with the contractors/ Agencies and in such case, the contractors/ Agencies will not be entitled to claim any damages from UTI ITSL or make any claim for fees in respect of such unsatisfactory work.

**Breach of clause:** In the event of any breach or threatened breach of any clause by the contractors/ Agencies and/or individual assigned by the Agency for the performance of the services, the contractors/ Agencies shall be liable to pay damages as may be quantified by UTI ITSL. Apart from the above, UTI ITSL shall have the right to proceed against the contractors/ Agencies and/or its assigned person/s under appropriate law.

**Essence of contract:** The contractors/ Agencies shall provide the services as per the standards laid out within the stipulated time. It is clarified that providing services in specified time is the essence of the contract. Not adhering to above shall entail UTI ITSL to rescind the contract.

Jurisdiction: All matters pertaining to the present bid / tender / quote, shall be subject to the jurisdiction of the courts in Mumbai only.

UTIITSL reserves the right to give preference to Public Sector Enterprises/ Government undertakings.

The Bidder must stamp and initial all pages and sign all forms at the end. The Bidder's participation in the bid shall be deemed to imply unqualified acceptance of the Terms and Conditions.

UTIITSL reserves the right to call for further information / documents/ break-up of rates, taxes, etc. to decide on the empanelment.

**PART II**  
**FORMAT FOR APPLICATION**

The Assistant Vice President  
UTI Infrastructure Technology & Services Ltd.  
UTI Tower, Plot No.3, Sector 11, CBD Belapur,  
Navi Mumbai 400 614

Date:

Sir,

**Sub : Empanelment of Contractors taking up Civil, Electrical and Modular Furniture Works ”**

This is with reference to your invitation due on **21<sup>st</sup> April, 2015**. We are interested in empanelment with your organization for taking up Civil, Electrical and Modular Furniture works.

We have read and understood the details as given in the information document. We have been given all the required information from UTIITSL. We certify that we are eligible and qualified as per the said Terms.

The duly filled in details are as under:

<b>EMPANELMENT OF CONTRACTORS TAKING UP EMPANELMENT OF CONTRACTORS TAKING UP CIVIL, ELECTRICAL AND MODULAR FURNITURE WORKS”</b>		
<b>This information is required for empanelment by UTI Infrastructure Technology And Services Ltd. If the particulars are found satisfactory, the tenders will be called from these empanelled contractors. UTI ITSL reserves the right to reject any form without assigning any reason. For any clarification you may contact Mr. S. Sangaiah, AVP / Ms.Sumitra Prabhu, AVP at the phone No. 022-66786205 / 022-66786115. Please fill in this form or if space is insufficient, submit separately on letter head with this form</b>		
<b>S. N o</b>	<b>Particulars</b>	<b>Detailed Description</b>
1	Full Name of the Firm	

2	Permanent Office Address	
	Contact Nos.	
	Email Address	
3	Nature & Status of the Company	
4	Year of Establishment	
5	Registration Particulars - PAN No.	
6	Registration Particulars - Service Tax No.	
7	Registration Particulars - TIN No.	
8	Statewise Registration Particulars - VAT No.	
9	Registration Particulars - CST No.	
10	Statewise Registration Particulars - State Sales Tax	
11	Statewise Registration Particulars - Work Contract	
12	Annual turnover for last three years	1
		2
		3
	Solvency Certificate from Bankers of	

Signature of Authorized person

Page 8 of 14



	Applicant					
13	Name of the States where you would be willing to take the works. If you can take up work on all India basis then write all India.	1	7			
		2	8			
		3	9			
		4	10			
		5	11			
		6	12			
14	Names of the organisations you are empanelled with. Please mention the amount upto which you are empanelled and the type of work for which you are empanelled. A certificate from these organisations must be attached.	S. No.	Name of organization your are empanelled with	Type of Work for which you are empanelled	Amount upto which you are empanelled	Certificate from the organisation
		1.				
		2.				
		3.				

15	Names of five prestigious projects executed in preceding 3 years with contract value and if completed in time. (Mention here the works executed by you for Govt. / Semi-Govt / PSU / Banks / Financial institutions only)	<p><b>(1) Name of the project:</b> _____          _____          _____.</p> <p>If completed in time: Yes/No.          Name of the client . _____          _____          _____</p>
	<b>(2)</b>	<p><b>Name of the project:</b>          _____          _____          _____</p> <p>If completed in time: Yes/No.          Name of the client. _____          _____          _____</p>
	<b>(3)</b>	<p><b>Name of the project:</b> _____          _____          _____</p> <p>If completed in time: Yes/No.          Name of the client. _____          _____          _____          _____</p>

	<b>(4)</b>	<b>Name of the project:</b> _____ _____ _____ If completed in time: Yes/No. Name of the client. _____ _____ _____
	<b>(5)</b>	<b>Name of the project:</b> _____ _____ _____ If completed in time: Yes/No. Name of the client. _____ _____ _____

The necessary project completion certificate issued by the Employer / Architect may not be enclosed here, but should be available on demand.

16	Details of on-going projects with their contract value and their completion period. Attach sheets if necessary.	S. No.	Name of work	Name of client	Contract Value	Completion period
		1.				

		2.				
17	Mention in the right hand column the type of work you would be willing to carry out of the following disciplines. (A) Civil. (B) Electrical (C) Interior furnishing. (D) Renovation (E) Plumbing and Sanitary (F) Fire alarm (G) Fire fighting (H) Access control (I) Site and Furniture work (J) Computer and Internet Cabling (K) Ducting work for Air conditioning. (L) Installation work for video conferencing and projector					
18	<b>Which category you would like to be empanelled in.</b>					
	a) Upto 25 lakhs.					
	b) From 25 lakhs to Rs. 75 lakhs.					

	c) From Rs.75 lakhs to Rs.1.5 crores.	
	d) Rs.1.5 crores to Rs.3 crores	
	e) Rs.3 crores and above.	
19	Mention the amount of work put to tender below which you will not quote (for e.g you may not like to quote for a tender which is below 2 lakhs or 3 lakhs and so on).	
20	Machineries & Equipment available for the execution of the work as indicated above.	
21	Is your firm having any dues of Income Tax ?	
22	Name of the key persons in your firm alongwith the contact details and email id - attach sheet.	
23	Name of the Client Organisations with whom you are having any pending litigation/ arbitration. Attach sheets if necessary.	
24	Are there any client organisations who have blacklisted/ debarred you.	

	Name them. Attach sheets if necessary.	
25	Any Other valid information you wish to give	
<b>SIGNATURE OF THE CONTRACTOR / AGENCY WITH SEAL</b>		

The detailed filled in forms may be sent by **3.00 p.m.** on **21<sup>st</sup> April, 2015** addressed to:

The Assistant Vice President,  
Department of Administration,  
UTI Infrastructure Technology And Services Ltd,  
Plot 3, Sector 11, CBD Belapur,  
Navi Mumbai 400 614.