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TECHNICAL BID

UTI Infrastructure Technology And Services Ltd.

Tender Notice

On behalf of our client, we hereby invite sealed tenders in **Two Bid Systems** comprising of (a) Technical Bid and (b) Financial bid alongwith Earnest Money Deposit for carrying out "**Civil repair, painting, and allied work in residential flats at B-6 buildings of Central Excise and Service Tax in Brahamputra apartments, Parthatquary, Guwahati.**

In case of any clarification, intending bidder may contact, **Mr. S. Sangaiah, Assistant Vice President (Civil) , Narayan Mazumdar Project Manager and Arvind. Mahato Senior Executive** UTI Infrastructure Technology And Services Ltd., Ground Floor, UTI Tower, 'Gn' Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400051 at telephone no. **022-66786205 / 66786250 /6678 6078 Fax no.022-66786364.**

A. **Submission of Tender:**

Part I - Technical Bid (to be kept in Separate Envelope super scribed as Technical Bid)

General Instructions:

1. The intending bidder has to submit the bid in four envelopes marked as envelopes as I, II, III and IV. Usage of Envelopes will be as under:
 - i) **Envelope marked as I:** The Financial bid to be put in this envelope and sealed. This envelope would be **super-scribed as Financial bid.** This bid will be opened if the Tender qualifies in the Technical Bid.
 - ii) **Envelope marked as II:** The duly completed Technical bid regarding Prequalification to be put in this envelope and sealed. This envelope would be **super-scribed as Technical bid.** the technical bid will be opened only when the EMD is in order.
 - iii) **Envelope marked as III:** Each Tender must submit an Earnest Money Deposit as mentioned on the cover page (page no. 1) of the tender in the form of a **Demand Draft/ pay order only** in favour of "**UTI Infrastructure and Technology Services Limited.**" payable at **MUMBAI** drawn on any Nationalised/approved scheduled Bank

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(and which shall not bear any interest). **The Demand Draft/ Pay order should be placed in a envelope no. III.** This envelope would be **super-scribed as Earnest Money Deposit.** No tender will be accepted with out EMD.

- iv) **Envelope marked as IV:** The above three sealed envelopes No. I, II and No. III should be placed in Envelope No. IV and sealed. **(i.e. Envelope marked as IV, will contain three envelopes marked as I, II & III).** This envelope marked as No. IV would be superscribed as Tender for “ **Civil, repair, painting, and allied work in residential flats at B-6 buildings of Central Excise and Service Tax in Brahamputra apartments, Parthatquary, Guwahati**”.
- v) If the tender is not super scribed then there are chances of accidental opening and liable for rejection of the tender, therefore it is advised that the tender be super scribed as above and deposited in the tender box kept for the purpose.

The duly filled in and sealed and super scribed tenders must be deposited in the specified tender box kept at the address of “**The Deputy Vice President, UTI Infrastructure Technology And Services Ltd., Ground Floor, UTI Tower, ‘Gn’ Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400051 at telephone no. 022-66786205 / 66786250 /6678 6078 Fax no.022-66786364.**

5. The Technical Bid will be opened at 3.30 p.m. as specified on the cover page no. 1 in financial bid.

The tenders may also be sent by post to reach before the scheduled time of **3.00 pm** on addressed to “**Deputy Vice President , UTI Infrastructure Technology And Services Ltd., Ground Floor, UTI Tower, ‘Gn’ Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400051 at telephone no. 022-66786205 / 66786250 /6678 6078 Fax no.022-66786364.**

6. The following are essential conditions to be followed for the tender sent by post, failing which the tender may not be opened and not considered or may be treated invalid:
- UTIITSL/ CLIENT takes no responsibility for any tender not reaching in time.
 - UTIITSL/ CLIENT takes no responsibility for tender not reaching at all.

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- c. UTIITSL/ CLIENT takes no responsibility for tenders received in torn, opened or mutilated conditions. Such tenders will not be accepted at all.
- d. In case of tenders sent by post, the role of UTIITSL/ CLIENT is limited and restricted to put in the appropriate tender box if the aforesaid tenders are received in time as stipulated in the conditions laid out.
- e. It is, therefore, advised that prospective Tenders / bidders should deposit the tender directly in the tender box to avoid any delay in submission of the tender or to avoid any tearing / accidental opening during sending by post.
- f. Tenders, which are not super scribed, may not be considered.
- g. Tenders, which are not addressed properly, may not be considered.

Criteria for Pre-qualification of contractors and Evaluation of Performance

The Tender shall fulfill of the following condition to get pre-qualified in the tender;

- 1.1. Joint ventures or consortiums shall not be permitted.
- 1.2. The contractors should have minimum five years experiences in the respective field.
- 1.3. The contractors should have completed works (State Government/Central Government/Financial Institutions/Public Sectors undertaking or Multinational Company) for external building Rehabilitation works of External Plastering, Plumbing, Replacement of Aluminum Window and external Painting work. Should have carried out minimum of **Three project** of value not less than **Rs. 10 lacs** or **two projects** value of not less than **15 lacs** or **one project** value of not less than **20 lacs** during the last 5 years to the satisfaction of the client/customer. The evidence documents to be submitted along with the Technical Bid.
- 1.4. The Tenderer should submit work order and work completion certificate obtained for the completed work during last 5 years.
- 1.5. The **average annual** turn over of the Contractors should be minimum Rs. **60.00 lacs during the last three years.**
- 1.6. The contractors should have PAN and VAT registration nos.
- 1.7. The contractors should have Service Tax nos. if required.

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- 1.8. All the document should be attested by the Gazetted Officer
- 1.9. Contractors shall also authorize to the Central Excise and Service Tax department /UTI ITSL to approach his Employers, Clients, Corporations, Organization, etc. to verify Contractor's general reputation/ competence.
- 1.10. The UTI ITSL/ Central Excise and Service Tax has the rights to accept or reject any Tender without assigning any reason.
- 1.11. The Technical Bid should be submitted strictly in the format as mentioned along with the supporting documents.
- 1.12. The Tenders shall be signed by the person/s on behalf of the organization having necessary Authority/ Power of Attorney to do so. Each page of the Tender shall be signed and copy of Power of Attorney / Memorandum of association (Wherever applicable) shall be furnished along with Tender.
- 1.13. If the space in Proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets stating therein the part of proforma and serial number. Separate sheets may be used for each part of Technical Bid. While filling up the Technical Bid with regard to list of projects completed or on hand, the Tenderer shall only include major / suitable works handled by the firm.
- 1.14. The Tenderer should ensure that the tender should be delivered at the given address within prescribed date and time as mentioned in the tender cover page.
- 1.15. Technical bid containing false and/ or incomplete information is liable for rejection.
- 1.16. The UTIITSL Central Excise and Service Tax reserves right to accept or reject any or all the Tender and decision of the Central Excise and Service Tax /UTIITSL in regard to selection of Bidder shall be final.

Procedure of tender opening

- a) After opening the first part of the tenders i.e. the Technical bid, UTIITSL/ Central Excise and Service Tax would carry out the evaluation of the tenders received in response to the tender.
- b) The tenderers who are not qualified in the Technical bid would be summarily rejected.

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- c) The financial bids for only those tenderers, who qualify in the pre-qualification, would be opened **by a Committee constituted by** Central Excise and Service Tax / UTI ITSL, in front of the bidders. The date for opening of the financial bid will be intimated to the bidder at the address given by him through speed post or email only.
- d) After the financial bids are opened, **comparative statement** would be prepared and the lowest bidder out of the financial bids from the shortlisted bidders would be ascertained and requisite decisions would be taken by the UTI ITSL/ Central Excise and Service Tax based on the tender parameters and valuation.

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Information to be furnished by the Tenders

1	Name of the Organisation		
2	Address with telephone no. and e-mail address if any.	Postal address	
		Telephone nos.	
		E-mail address	
3	Year of establishment		
4	Status of the firm (Enclose copy)		Proprietorship / partnership / limited / trust / any other (please specify)
5	Name of Directors/ Partners / Proprietor		i) ii) iii)
6	Name and address of Bankers		i) ii) iii) iv)
7	Name of 3 projects/2 projects/ or single project of value not less than prescribed minimum value for the category applied completed during last five years by the firm. (Details to be furnished in proforma 1)		i) ii) iii)
8	Important major projects on which the firm is engaged at present and their estimated cost, stage of work viz. planning and construction, the full address of clients shall be indicated against each project. (Details to be furnished in proforma 3)		i) ii)

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12	If you are registered in Panel of other Organisation/ Statutory bodies such CPWD, PWD, MES, Banks, State Government, Central Government, Financial Institutions, Public Sector Undertaking etc, furnish their name, Category and date of registration.	i) ii) iii)
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DETAILS OF DIRECTORS / PARTENERS

Sr. no.	Name of partners / directors	Academic qualification	Official designation	Address / phone / fax / e-mail
1.				
2.				
3.				
4.				
5.				
6.				

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DETAILS OF REGISTRATION

Sr. no	Name of organization / department	Registration no.	Date / year of registration	Enclosed proof	
1.	Registrar of firms and societies				
2.	Income tax department (mention PAN no. with copy of latest income tax clearance certificate)				
3.	VAT Department (Enclose copy of latest income tax clearance certificate)				
4.	Work contract tax registration (Enclose copy of latest Sales tax clearance certificate)				
5.	Details of EPF account and registration				

FINANCIAL STATUS

Sr. no	Financial year	Turnover of the firm (in Rs. lacs)	Profit / loss	Enclosed certified copies of audited balance sheets / chartered accountant's certificate.	
				Yes	No
1	2011- 2012				
2	2012- 2013				
3	2013 - 2014				
4					

Furnish copies of audited Balance Sheet and Profit & loss account (audited) for the last three years.

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**PROFORMA -1
PARTICULARS IN RESPECT OF WORK EXECUTED**

Sr. No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner and consultant	Value of work executed	Stipulated time of completion	Date of commencement	Date of completion	Any other relevant information
1								
2								
3								
4								
5								

Signature of the bidder

Note The contractor shall mention only those works executed during last 5 years which fulfills the eligibility criteria on this page.

The list is to substantiated with the documentary evidence such as work order and completion certificates in absence of which the Tender is liable to be rejected.

Other works should be mentioned on separate sheet.

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PROFORMA- 2

LIST OF KEY PERSONAL PERMANANTLY EMPLOYED

Sr. no.	Name	Designation	Qualification	Experience	Years with the Firm	Any other information
1						
2						
3						
4						
5						

Signature of the bidder

Signature of the bidder

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PROFORMA -3

PARTICULARS IN RESPECT OF WORK IN HAND

Sr. No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner and consultant	Value of work executed	Stipulated time of completion	Status Of Work	Any other relevant information
1							
2							
3							
4							

Signature of the bidder

Signature of the bidder

OTHER INFORMATION

1. Work force permanently employed
 - i) Mason
 - ii) Carpenters
 - iii) Mechanics
 - iv) Electricians
 - v) Mates / helpers
 - vi) Others

2. Work shop / manufacturing unit facilities
 - i) Location
 - ii) Area
 - iii) Type of structure
 - iv) Type of facilities

3. List of major constructional equipments in possession of the firm

Signature of the bidder

List of Documents enclosed with Tender form.

1. Status of the Firm / Registration certificate / Memorandum of association
2. Income Tax clearance certificate.
3. VAT registration certificate
4. VAT clearance certificate
5. Work contract tax registration certificate
6. Work contract tax clearance certificate
7. EPF registration certificate
8. Copies of proof regarding the work executed like work order and completion certificate **Duly NOTORISED.**
9. Electrical contractor license.
10. Photograph of major work executed.
11. Certified copies of audited balance sheets / chartered accountants certificates.
12. Copy of power of attorney (wherever applicable)

Note - please tick the certificates / documents attached.

Signature of Tender with company seal/stamp

Name of the signatory : _____

Date : _____

Place : _____

Signature of the bidder