

**INSTITUTE OF ADVANCED STUDY IN SCIENCE
AND TECHNOLOGY, PASCHIM BORAGAON,
GUWAHATI – 781 035.**

Bid Document

For

**Empanelment of Contractor for Civil Works
at IASST, Paschim Boragaon,
Guwahati-35.**

**INSTITUTE OF ADVANCED STUDY IN SCIENCE AND
TECHNOLOGY, PASCHIM BORAGAON, GUWAHATI – 781 035.**

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**INSTITUTE OF ADVANCED STUDY IN SCIENCE AND
TECHNOLOGY, PASCHIM BORAGAON, GUWAHATI – 781 035.**

No. IASST/1200/2024-25/

Date :

**Bid Document : Empanelment of Contractors for Civil works
at IASST, PaschimBoragaon, Guwahati-35.**

Issue letter of Bid – Document

One set of Bid Document as per content is issued to :-

Name of Contractor/Firm.....

Address of Communication.....

.....

Mobile No. :

Signature by the firm reporting application form.



Photo of the agent



Photo of the Representative

Registrar
IASST, PaschimBoragaon,
Guwahati – 35.



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
AN AUTONOMOUS INSTITUTE UNDER DEPARTMENT
OF SCIENCE AND TECHNOLOGY (GOVT. OF INDIA)
Vigyan path, Paschim Boragaon, Garchuk,
Guwahati – 781 035, India.

1.0 EMPANELMENT NOTICE

Advt. No. 542

Dt.29.04.2025

On behalf of Director, IASST, application are invited for empanelment of contractors from the firms who are registered with CPWD / State PWD/ MES / Railways/ MSEDCL, Semi Govt. organization and other autonomous bodies under Government of India as contractors for undertaking various civil works at IASST.

Profile & classification of contractors for various jobs under IASST:

Selection of contractors primarily to be based on experiences in the specific jobs and satisfactory track records and fulfillment of eligibility criteria laid down from the each category of the work.

Category I : Up to Rs 25.00 lakhs

For details information on empanelment of contractor, please visit www.iasst.gov.in, from where application can also be downloaded. BID document along with Demand Draft of Rs. 2000.00 should be submit to the Director, IASST. The envelope containing the application must contain full address of the applicant and name of category of the work. Separate application form should be used for each category of the work with separate demand draft of appropriate value. The last date of receipt in complete application is up to **1500 hours on 21.05.2025** IASST reserves the right to accept or reject any or all the offers submitted in response to this advertisement without assigning any reason thereof.

IASST reserves the right to reject any application without assigning any reason thereof. Quality of work of contractors who executed works in IASST in the past, will be taken into consideration on deciding whether to issue a application form or reject filled up application form. Filled up application form must contain recent passport size photograph of the applicant and agent.

Registrar
IASST, Paschim Boragaon,
Guwahati – 35.

Scope Of work:

The empaneled contractors have to carry out all minor/petty civil works viz. cement concreting, brick / stone masonry, plastering, flooring, painting, paving, aluminum partition /window/door works, MS fabrication works, waterproofing, plumbing, stainless steel railing, excavations, earth filling, turfing, wood works, false ceiling, interior decoration etc.

Eligibility Criteria:

Prospective agencies will be required to fulfill following criteria for participating in the tendering process.

- (a) The Firm/Contractor shall be registered with Government / Semi Government organization like CPWD / State PWD/MES/Railways/MSEDCL, Semi Govt. Organizations and other Autonomous bodies under Government of India as Contractor.
- (b) The firm / Contractor shall be registered with Income Tax, GST, PF, ESI etc. as per the Govt. rules & regulations.

Eligibility Criteria:

**A. PRE QUALIFICATION CRITERIA:
PRE-QUALIFICATION CRITERIA:**

A. Technical Eligibility : The Bidder shall have satisfactorily completed **Civil works-**

Experience of having successfully completed works during the last 7 years ending previous day of last date of submission of tender

Three similar completed civil works, each costing not less than the amount equal of 40.0% of estimated cost put to tender i.e.10.0 lakh

or

Two similar completed civil works, each costing not less than the amount equal to 60%of estimated cost put to tender i.e.15.0lakh

or

One similar completed civil works of aggregate cost not less than the amount equal to 80% of estimated cost put to tender i.e Rs20.0lakh

“Civil works” shall mean works of all minor/petty civil works viz. cement concreting, brick / stone masonry, plastering, flooring, painting, paving, aluminum partition /window/door works, MS fabrication works, waterproofing, plumbing, stainless steel railing, excavations, earth filling, turfing, wood works, false ceiling, interior decoration etc.

Financial Eligibility:

- a. Shall have average financial turnover of Rs 12.5 lakh on construction works during the last three years ending 31st March 2024
- b. Should not have incurred any loss in more than two years during the last five years preceding to the FY ending 31st March 2024.
- c. Shall have a solvency of Rs 10.0lakh duly certified by the Bank not earlier than 6 (Six) months from the date of submission of the bid.

B Bid Evaluation Criteria:

The Bidders qualifying the initial criteria as stated above may be further evaluated for the following criteria by scoring method on the basis of details furnished by them:

a. Financial Strength (Form A & B)	Max 20 marks
b. Experience in Similar works during last 7 years (Form C)	Max 20 marks
c. Performance of works (Form D) Time over run	Max 20 marks
d. Performance of works (Form D) Quality	Max 40 marks
Total	100 marks.

The bids will be evaluated in terms of criteria for evaluation as per CPWD norms (refer PROFORMA-1 of SOP of CPWD works Manual 2019). Bidder must secure at least 50% marks in each category and 60% marks in aggregate to qualify for Empanelment.

2.0 TERMS AND CONDITIONS

2.1 BID document for empanelment shall be submitted in a sealed envelope super scribing thereon **“Application for Empanelment of Contractors for Civil works at IASST, Paschim Boragaon, Guwahati-35.”** and the category of work applied for.

2.2 The application shall be submitted strictly in the prescribed format along with supporting documents.

2.3 The application shall be signed by the authorized persons on behalf of the applicant organization by enclosing an authority Letter / Power of Attorney.

2.4 If the space in the application is insufficient for furnishing full details, the applicant may give the details on a separate sheet duly signed by authorized signatory.

2.5 Application containing false and / or incomplete information is liable for rejection.

2.6 If any information or details furnished by applicants are found to be false at any time during empanelment, the empanelment of such applicant will be cancelled immediately.

2.7 The Bidder should sign each page of the application.

2.8 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting.

2.9 IASST may approach / visit the contractor's clients to verify contractor's general reputation / competence.

2.10 Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. With regard to the completed works, copies of the work order and completion certificate shall be submitted.

2.11 The applicant has to submit the Client's Certificate as per Annexure, from at least two of their clients mentioned in the list of work executed.

2.12 Decision of the Director, IASST in selection of contractors will be final and shall be open binding and no further correspondence will be entertained. Contractors empaneled will be informed by post.

2.13 The enlistment of a contractor at IASST shall only entitle him to be considered for issue of tender paper. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.

2.14 Generally, the routine works at IASST will be awarded by calling competitive quotations / tenders from the empaneled contractors.

2.15 All application must contain recent passport size photo of the contractor or representative of the applicant's assigning him for the work.

2.16 The existing empaneled contractor at IASST shall also be required to submit the tender for empanelment in fresh.

2.17 The existing empaneled contractor at IASST, whose performances were not satisfactory, may not be eligible for empanelment.

2.18 IASST reserve the rights to allow Category I empaneled contractor to participate in the job .

2.19 IASST reserve the rights to float open tender for any job category.

2.20 IASST reserve the rights to offload whole or partly of a job if the performance of the contractor is found to be not satisfactory and shall get the job done through another contractor.

3.0 Philosophy of Execution:

The work is proposed to be executed on competitive bids from the selected list of the empaneled contractors to be prepared based on this advertisement .The contractor will

have total responsibility of delivering the products with their expertise on planned execution of the works with mobilization of necessary manpower with plants and machinery required for the specific job to the least botheration and entire satisfaction of IASST.

4.0 Document/Information to be furnished by the Bidder:

- (a) Financial Analysis – details to be furnished and 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) as per FORM ‘A’.
- (b) Solvency certificate from bankers of the bidder in the prescribe as per FORM ‘B’.
- (c) Copies of work orders, performance and completion certificates etc. from the clients for similar works executed and completed in the last five financial years ending last day of the monthas per FORM ‘C’, FORM ‘D’, FORM ‘E’.
- (d) Copies of valid ITC and STCC.

This document is not a tender document and is meant for pre-qualifying the intending bidders for empanelment and preparation of a list of eligible contractor. IASST does not guarantee award of work through this document and repose to any enquiry

Date:

Place:

Registrar
IASST, PaschimBoragaon,
Guwahati – 35.

FORM 'A'**Financial Information:**

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 turnover on construction works.
- (ii) Profit /Loss
- (iii) Financial arrangements for carrying out the proposed work.
- (iv) Solvency Certificate from Bankers of the bidder in the prescribed FORM 'B'

Signature of Chartered Accountant with seal

Signature of Bidder(S)

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

This is to certify that to the best of our knowledge and information available with us M/s Shri / Mr.
..... having marginally noted address, a customer of out of
bank is / are 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 concerned sealed in cover addressed to tendering authority.

2. In case of partnership firm, certificate should include names of all partners as
recorded in the Bank.

FORM 'C**DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS COMPLETED DURING THE LAST SEVEN YEARS
ENDING PREVIOUS DAY OF LAST DAY OF SUBMISSION OF TENDERS**

1	2	3	4	5	6	7	8	9	10

1. Sl. No :
2. Name of work / project and location :
3. Owner or sponsoring organization :
4. Cost of work in Lakh of rupees :
5. Date of commencement as per contract :
6. Stipulated date of completion :
7. Actual date of completion :
8. Litigation arbitration cases pending / in progress with details * :
9. Name & address / telephone No. of officer to whom reference may be made :
10. Whether the work was done on back to back basis yes/No

*Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Bidder(s)

FORM 'D'**PERFORMANCE REPORT OF WORKS REFERRED TO IN FORMS '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
 - a) Whether case of levy of compensation for delay has been decided or not Yes/No
 - b) If decided amount of compensation levied for delayed completion ,if any
8. Amount of reduced rate items, if any
9. Performance Report
 - (a) Quality of work very good/good/fair/poor
 - (b) Financial soundness very good/good/fair/poor
 - (c) Technical proficiency very good/good/fair/poor
 - (d) Resourcefulness very good/good/fair/poor
 - (e) General Behavior very good/good/fair/poor

Dated:

Executive Engineer or Equivalent

FORM 'E'**STRUCTURE & ORGANISATION**

1. Name & address of the bidder
2. Telephone No / Fax No
3. Legal status of the bidder (attached 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 or registration with various government Bodies (attach attested photocopy)

Organisation /place or registration**Registration No.**

- 1.
- 2.
5. Names and titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorised to act for the organisation.
7. Was the bidder 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 bidder, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.
9. Has the bidder, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organisation at any time? If so, give details.
10. Has the bidder, 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 bidder has specialization and interest?

Signature of Bidder(s)