

HARYANA VISHWAKARMA SKILL UNIVERSITY (HVSU)

Plot No. 76, HIPA Complex, Sector 18, Gurugram, Haryana Tel. 0124-2344669

Expression of Interest inviting Quotations for appointment of Third Party Consultancy (TPC) firms for Pre-award activities / Selection of Contractors through PMC for Upcoming works of the new Campus at Dudhola Village, Palwal (Haryana)

Haryana Vishwakarma Skill University(HVSU), invites sealed bids under two bid systems (Technical bid and Financial Bid) from reputed firms/ agency for appointment of Third Party Consultants (TPC) firm for Pre-award activities / selection of Contractors by PMC for Upcoming works of the new Campus at Dudhola Village, Palwal (Haryana) as per specifications given in the EOI. Sealed envelope should reach the HVSU, Gurugram, Haryana till **2.00 p.m. on 05.03.2018**. Bid received in due time shall be opened on **05.03.2018 at 3.00 p.m.** in the presence of intended parties/their representatives who may like to be present at that time.

The financial bids opening will be intimated later on. Interested parties may download the tender documents from the website <http://hvsu.ac.in/Bids> & apply as per the terms and conditions mentioned in the EOI along with EMD in form of Demand Drafts of **Rs. 2000/-** as refundable EMD and Rs. 1000/- as non-refundable application fee in favour of **Haryana Vishwakarma Skill University, Payable at Gurugram**. Bids should be submitted in a two bid system (Technical Bid and Financial Bid separately) from reputed firms/ agency etc. located in Haryana and NCR at Room No. 202, 2nd floor, Haryana Institute of Public Administration (HIPA), Plot No. 76, Sector 18, Gurugram

HVSU invites quotations under Two Bids System for appointment of Third Party Consultants (TPC) firm for Pre-award activities / selection of Contractors by PMC for Upcoming works of the new Campus at Village Dudhola, Palwal (Haryana)

Item	Details/Date
EMD	Rs. 2,000/- (Refundable)
Application Fee	Rs 1000/ - (Non Refundable)
Bid Document Download Starts Date	20 February 2018
Bid Submission Starts Date	21 February 2018
Bid Submission End Date	5 March 2018 at 2.00 PM
Bid Opening Date	5 March 2018 at 3:00 PM

Notes:

All details regarding the subject tenders are available on our websites www.hvsu.ac.in Any change/ modification in the Tender Enquiry/ Tender Document will be intimated through above website only. Bidders are therefore, requested to visit our website regularly to keep themselves updated.

REGISTRAR

Section 1
INFORMATON & INSTRUCTIONS FOR BIDDERS

Earnest Money Deposit (Refundable)	Rs.2,000/- (Rupees Two Thousand Only) in form of Demand Draft in favor of Haryana Vishwakarma Skill University, Payable at Gurugram valid for a period of six months..
Cost of Application Fee (Non-Refundable)	Rs 1000/
Issue of Tender Document	Tender document may be downloaded from the HVSU website www.hvsu.ac.in as per the schedule.
Bid Submission Start Date	21 February 2018
Bid Submission End Date and Time	5 March 2018 at 2 .00 PM
Technical bid Opening Date and Time	5 March 2018 at 3.00 PM
Financial bid Opening Date and Time	Will be intimated

INTRODUCTION

1.1 Quotation are invited in two Cover System – for appointment of Third Party Consultant (TPC) Firm for Pre-award activities / selection of Contractors by PMC for Upcoming works of the new Campus at Dudhola, Palwal (Haryana)

1.2 Tender Document may download from the college website www.hvsu.ac.in as per the schedule.

2.0 Scope

Appointment of TPC/Agency/ firm for Pre Award activities (Master Plan, All Drawings, DNITs, Estimates, GCC, SCC and other construction related documents) of upcoming new Campus at Dudhola, Palwal. This assignment shall include studying and suggesting the corrective/remedial measures to the HVSU authorities till the award of works to the Contractor by PMC (IrconISL) appointed by the HVSU. All works assigned to the agency will be time bound as per the schedule Given by the HVSU.

3.0 Definitions:

3.1 HVSU means Haryana Vishwakarma Skill University.

3.2 Employer means the Registrar, HVSU and his Successor.

3.3 Agency means the Propriety firm, Partnership firm, limited company private or public or corporation or any other legal entity who submits its bid in response to the tender.

3.4 “Year” means “Financial Year “unless stated otherwise.

3.5 PMC means the Project Management Consultant (irconISL) appointed by Employer.

4.0 Who can Apply:

4.1 A firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the latter case certified copy of the power of attorney should accompany the application. In both cases a certified copy of the firm should accompany the application.

4.2 A limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a public Notary.

4.3 All the Partners / Directors of the firm should be qualified Graduate Civil Engineers with minimum 25 Years of experience in Civil Engineering field. All the partners / directors should have minimum experience of 15 years working with Central Government / Central PSU / State Government / State PSU

4.4 The firm should be member of Quality Council of India since its inception.

4.5 No JV shall be allowed.

5.0 Bid Submission:

5.1 “Technical Bid” shall comprise of all documents as per clause -7

5.2 Financial Bid shall comprise of the price bids of the items included in Section III

5.3 Tender acceptances letter must be signed by the authorized signatory of the bidder with seal.

5.4 Conditional Tenders will not be accepted.

5.5 Agencies are advised to follow the instructions provided in the ‘Instructions to the contractors /Tenders for the submission of the bids.

5.6 Quotationer who has downloaded the tender from the HVSU website www.hvsu.ac.in , shall not tamper / modify the tender form including downloaded price bid template in any manner , tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with HVSU.

5.7 Intending quotationer are advised to visit again HVSU website www.hvsu.ac.in at least 1 day prior to closing date of submission of quotation for any corrigendum /addendum / amendment.

6.0 Eligibility Criteria

The Formats of the documents to be submitted, with Technical bid, are placed at section-II:

6.1 Letter of Transmittal and Tender Acceptance Letter (as per Annexure – A)

6.2 Legal status of the company/organization with legal proof along with copies of the original documents such as income tax registration, GST etc. (as per Annexure – B)

6.3 The bidder should submit balance sheet of last financial year (2016 – 2017), duly certified by a Chartered Accountant, along with copies of audited profit and loss account of last one year and also the Turnover upto the last day of Submission of this tender. (as per Annexure – C) i.e. 2017-18)

6.4 An affidavit declaring that the bidder has not been blacklisted even since inception.

6.5 The bidder should be at present in empanel for such jobs in any Govt. Organization, for which the proof shall be attached.

6.6 The TPC Firm should be working at present or should have worked in past with reputed organization such as EIL, NBCC, ONGC, RITES etc. The Cost of the Project where the TPC is working / have worked shall not be less than Rs 450 Crores. (Four hundred and fifty crores)

7.0 Evaluation Criteria

7.1 The evaluation criteria will consist of three stage scrutiny as given below:

7.1.1 Initial eligibility criteria

Initial eligibility criteria will be evaluated as per the clause 6.0

7.1.2 Evaluation of Technical bid

7.1.3 Evaluation of financial bid

7.2 Technical Bid Evaluation:

7.2.1 Only those bids which qualify in the initial eligibility criteria will be evaluated technically as specified in Annexure D

7.2.2 Even though any bidder may satisfy the above requirements, the bidder would be liable for disqualification if the bidder has:

7.2.2.2 Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weakness etc.

7.3 Opening of financial bid and evaluation:

After, the technical evaluation of the bids, the HVSU will open the 'Financial Bid"s, of all the bidders who have been found qualified in the Technical bid evaluation, at notified time, date and place in the presence of the qualified bidders of their representatives, if any.

The lowest financial bid with respect to all the items evaluated together shall only be considered for award.

8.0 Earnest Money Deposit.

8.1 the Earnest Money (EMD) in the shape of Demand Draft favoring Registrar, HVSU, payable at Haryana RUPEES TWO THOUSAND be enclosed with the technical bid.

8.2 Bidders with no Earnest Money Deposit will be summarily rejected. In case of successful bidder of the financial bids, the earnest money deposit will be returned.

8.3 in the case of unsuccessful bidders, the Earnest Money Deposit will be refunded without any interest within thirty days of opening tender.

9.0 Financial Bid:

9.1 The firm shall quote rates in Indian Rupees (INR).

9.1.1 The firm shall quote rates on Lum Sum Basis.

9.2 Income Tax shall be deducted at source at the rate that will be in force from time to time.

9.3. GST/ other applicable taxes will be paid extra by Owner.

10.0 General information:

10.1 All information called for in the enclosed forms should be furnished against the relevant places in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against at the relevant place. Even if no information is to be provided in a column, a "nil" or no such case"

Entry should be made in that column. If any particular query is not applicable in case of the bidder, it should be stated as "not applicable". The firms are cautioned that supply for incomplete information called for in the application forms or deliberate suppression of any information may result in the quotation being summarily disqualified. Quotations received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.

10.2 Firms acceptance letter must be signed by the authorized signatory of the bidder with seal.

10.3 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing with date and rewriting. Pages of the eligibility criteria document are to be numbered. Additional sheets, if any, added by the bidder, should also be numbered. Bid should be submitted as package with signed letter of transmittal and tender acceptance letter

10.4 References information and certificates from the respective clients certifying suitability, technical knowledge of capability of the firm should be signed by officer of the client organization.

10.5 The firm may furnish any additional information which is necessary to establish the capabilities to successfully complete the envisaged work. The bidder, however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless it is called for by the HVSU.

10.6 Any information furnished by tee bidder found to be incorrect either immediately or at a date later, would render the bidder liable to be prohibited from trending/ taking up of any work in HVSU.

10.7 The successful bidder shall have to work in co-ordination and co-operation with any other agencies appointed by the HVSU to work simultaneously. The decision of the HVSU in case of any dispute between the different agencies appointed by the HVSU shall be final and binding.

10.8 The firm will have to enter into regular agreement on the receipt of acceptance of the tender and shall abide by all the rules and regulations embodied therein.

10.9 Income Tax at the rates in force from time to time shall be recovered /deducted from the agency.

10.10 On acceptance of the tender the name of the accredited representative(s) of the bidder who would be responsible for taking instructions from the HVSU shall be communicated in writing to the HVSU.

10.11 Without prejudice to any of the rights or remedies under this contract if the firm dies, the HVSU have the option of terminating the contract without compensation to the legal heir of the firm.

10.12 The successful bidder will have to sign an agreement within stipulated time period as mentioned in the letter of intent. The necessary fees, stamp paper, etc. required for completing the agreement have to be borne by the bidder.

10.13 The HVSU reserves the right, without being liable for any damages or obligation to inform the bidder to:

- a) Amend the scope and value of contract to the bidder,
- b) Reject any or all the applications without assigning any reasons.

10.14 Any effort on the part of the firm or his agent to exercise influences or to pressurize the HVSU would result in rejection of his bid.

11.0 Final decision making authority

The HVSU reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained / paid by the HVSU to the bidder(s).

12.0 Summary Rejection of tender:

12.1 The quotations not accompanied with Earnest Money Deposit will be summarily rejected, similarly if the bidder proposes any alternations in or additions to the prescribed form of tender or decline to carry out any work of the tender document, or any conditions mentioned, etc, his tender is liable to be rejected.

13.0 Other conditions:

13.1 The HVSU reserves the right to execute the work or reject the tender without assigning any reason or incurring any liability to the bidder.

13.2 The HVSU has the power to make alteration in omission from addition of or substitution for the original specifications.

13.3 The HVSU reserves the right to place orders for additional quantities during validity of rates of the successful bidder.

13.4 In case of any dispute the decision of the competent authority of HVSU will be final and binding.

14.0 Amendment of tender documents:

14.1 Before the deadline for submission of tender, the HVSU may modify the tender document by issuing addendum/corrigendum.

14.2 Any addendum/corrigendum thus issued shall be a part of the tender document and shall be uploaded on the HVSU website ([www. hvsu.ac.in](http://www.hvsu.ac.in))

15.0 Validity of tender:

15.1 Sixty days from the date of opening tender, during the period no bidder shall be allowed to withdraw his tender. In case of withdrawal the EMD submitted by the bidder shall be fortified and no claim shall be entered on this regard.

15.2 The rates of successful bidder will be valid for period of sixty days from the last date of submission of bids.

16.0 Payment Terms

16.1 Payment will be made by HVSU in Indian Rupees to the agency after satisfactory completion work.

17.0 Delay and Non Conformance

17.1 If the agency fails to submit the report with in the period specified in the Order, HVSU shall without prejudice to its other remedies under the Order, deduct from the contract price, as liquidated damage. The penalties will be maximum of 5% of the contract amount/award value.

18.0 Force Majeure

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not limited to wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.

If a force majeure arises, the agency shall promptly notify the HVSU in writing of such conditions, and the cause thereof. Unless otherwise directed by the HVSU in writing, the agency shall continue to perform its obligations under the purchase order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event (s).

SECTION II
INFORMATION REGARDING TECHNICAL ELIGIBILITY
(Annexure A to E)

Annexure -A

LETTER OF TRANSMITTAL

From:

To
The Resistrar
HVSU,
Gurugram.

Sub: Submission of Quotation Document for conduct of TPC for the up coming work of new Campus at Palwal.

Sir,

Having examined the details given in Tender Document for the above work,
I/ we hereby submit the relevant information.

1. I/ we hereby certify that all the statements made and information supplied in enclosed annexures/ forms accompanying statement are true and correct
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.

Signature (s) of Bidder(s) with
seal

QUOTATION ACCEPTANCE LETTER
(To be given to Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

I/ We have downloaded / Obtained the tender document(s) for the above mentioned "Tender/Work" from the website (s) namely:

as per your advertisement, given in the above-mentioned website(s).

2. I /We hereby certify that I / we have read the entire terms and conditions of the tender documents from page No._____ to ____ (including all documents like annexure(s), schedule(s), Etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totally / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our firm is true & correct and in the event that the information is founded to be incorrect /untrue or found violated, then your department/

organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other right or remedy including the forfeiture of the ful said earnest money deposit absolutely.

Yours Faithfully,

(Signature if the bidder with Official Seal)

Annexure B

(A) BIDDER PROFILE

1. Name and Address of the bidder.
2. Telephone no. / Fax no.
3. Legal status of the bidder (attach copies of documents defining the legal status)
 - A firm in partnership
 - A limited company or corporation
 - Any other relevant document
4. Particulars of registration with various Government Bodies.
5. Income Tax Registration, GST Registration (Attach Copies)
6. Membership details of Quality Council of India since inception of firm.(Attach copies Year Wise))

Signature(s) of Bidder(s) with seal

Annexure C

**Strength of Firm
FINANCIAL INFORMATION**

1. Financial Analysis - Details to be furnished duly supported by figures in balance sheet / Profit and loss account of the last one year (2016-17) duly certified by the Chartered Accountant. The bidder shall also submit the current the financial turnover achieved upto the last day of submission of this tender.

Item	2016-17	2017-18 (Upto last day of submission of tender)
Annual turnover		

Signature of Chartered Accountant with seal

Signature(s) of Bidder(s) with seal

Annexure D

**DETAILS OF ALL WORKS COMPLETED/ IN PROGRESS TILL LAST DAY OF THE
TENDER SUBMISSION**

S.No.	Name of Work/ And location	Name of the Organization	Value in Lacs of Rupees	Date of commencement As per contract	Stipulated date of completion	Names and address/telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8

Signature of Bidder(s) with seal

Annexure-E

Details of Technical & Administration personnel to be deployed for the work

S.No.	Designation	Total number	Number available for this work	Name	Qualification	Professional experience and details of work carried out	Remarks
1	2	3	4	5	6	7	9
1							
2							
3							
4							
5							
6							

Signature (s) of Bidders (s) with seal

The TPC Firm should be working at present or should have worked in past with reputed organization such as EIL, NBCC, ONGC, RITES etc. The Cost of the Project where the TPC is working / have worked successfully shall not be less than Rs 450 Crores. (Four hundred fifty Crores). The details shall be submitted.

SECTION III

FINANCIAL BID

Appointment of Third Party Consultant (TPC) firm for Pre Award of upcoming works of the HVSU.

S.No.	Description	Consolidate rate in figure to be entered by the bidder.
1.		

Date:

Signature of Bidder

CHECKLIST

S.No	Description	Page No.	Remarks, if any
1	Cost of the tender document Nil		
2	EMD (Rs. 2000/-)		
3	Annexure - A (letter of transmittal) & tender acceptance letter.		
4	Annexure - B		
5	Annexure - C		
6	Annexure - D		
7	Annexure - E		
8	Not- Blacklisted Affidavit		
9	Financial Bid (Section III)		