

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

GOREGAON (EAST), MUMBAI

EOI No. IGIDR/EOI/2021/ED/17 Date: 11.11.2021

REQUEST FOR EXPRESSION OF INTEREST

FOR

Empanelment of Contractors for Civil & Electrical Works at IGIDR

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (East), MUMBAI-400065.
TELEPHONE: 022 6909 6200/507/502. FAX: 022 6909 6399.

SECTION-A
GENERAL INSTRUCTIONS TO BIDDERS

1. Expression of Interest (EOI) should be addressed to **The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065.**
2. The scan copy of EOI bid to be submitted through Email to tender@igidr.ac.in with subject of email should be mentioned as- **“Expression of Interest for Empanelment of contractors for Civil & Electrical Works at IGIDR”** respectively. All the required documents should be scanned and merged either into a single PDF file or zipped into a single file and attached to the Email. **The bid file should be attached as a PDF document/zip file. In case bid file is protected with a password; the password to be shared at the time of bid opening through online meeting. The bidder should keep their password securely with them and required to give only in online meeting for bid opening.**
3. The EOI will be received up to **03:00 PM on 2nd December 2021.** Each copy of the EOI document under their stamp and signature. No bid will be accepted after due date under any circumstances whatsoever.
4. The Email bid with subject **“Expression of Interest for Empanelment of Agencies to Provide Manpower on Outsourcing Basis at IGIDR”** shall be opened by REGISTRAR or his authorized representative in his office on the next day **3rd December 2021 at 11:30 AM through online meeting platform.** The link of meeting will be shared with participated bidders. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time.
5. EOI shall remain valid for acceptance by the Institute for a period of Three months from the date of opening of the bid and the bidder shall not cancel or withdraw the quotation during this period.
6. The bidder must use only the bid documents issued by the Institute. Any addition/alteration in the text of the EOI form made by the bidder shall not be valid and shall be treated as null and void.
7. Each Page of the EOI document should be signed by the authorized person or persons submitting the EOI in token of his/their having acquainted himself/themselves with the terms & conditions of contract as laid down. Any bid with any of the documents not so signed will be rejected.
8. The intending bidder can obtain any clarifications regarding the EOI document, employee details, previous policy details etc. if any by contacting **Mr. Amit Gaikwad** (Estate Officer) on his mobile- **9881070122 / 022 6909 6507** in between **10:00 AM to 5:00 PM from Monday to Friday** or through

email amitg@igidr.ac.in or from the **Estate Department** of the **Indira Gandhi Institute of Development Research, Goregaon, Mumbai-400 065**.

9. IGIDR has all the rights to reject/accept any or all the tender(s) without assigning any reason whatsoever.
10. Tender application without complete documents and/or insufficient/inadequate information shall not be considered. Conditional Tenders will not be accepted under any circumstances.
11. **Amendment of EOI Documents**
 - i. At any time, prior to the date of submission of bids, IGIDR may, for any reason, whether at its own initiative or in response to a clarification requested by prospective Vendors, modify the bid documents by amendments.
 - ii. The amendments shall be notified on the IGIDR portal at [https:// http://www.igidr.ac.in/tenders/](https://http://www.igidr.ac.in/tenders/) and these amendments will be binding on the Outsourcing Agents.
 - iii. In order to allow prospective bidders reasonable time to take the amendments, if any, into account in preparing their bids, IGIDR may, at its discretion, extend the deadline for the submission of bids suitably.

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place:

Signature of Bidder with the seal

Date:

SECTION-B
GENERAL TERMS AND CONDITIONS

Upon the declaration of an intending bidder to be the Empanelled bidder by the Institute, they shall be subject to the following terms and conditions.

1. The institute shall invite the Limited tenders for works from the empanelled contractors for proposed works under limited tender enquiry.
2. In all matters of dispute arising on the work, the matter shall be referred to the **Registrar Indira Gandhi Institute of Development Research, Goregaon** for a decision.
3. **Arbitration Clause:** In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Mumbai and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Institute.
4. **Period of Empanelment:** The empanelment period shall be for **One (1) year** from date of confirmation of empanelment.
5. The application of contractor not meeting the minimum eligibility criteria in EOI document shall not be considered for further evaluation.
6. If at any stage, any information / document submitted by the applicant is found to be incorrect / false or have some discrepancy which disqualifies the firm then IGIDR shall take action of Debarment of agency from tendering in IGIDR.

I/We hereby declare that I/we have read and understood the above terms and conditions. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place:

Signature with company seal

Date:

SECTION-C
PRE-QUALIFICATION CRITERIA

- **Pre-Qualification Documents to be submitted by Bidder along with Pre-qualification Bid:**
 1. The bidder should submit a copy of Company Incorporation Certificate/Certificate of Registration of the firm/ Registration under Shop & Establishment Act.
 2. Copy of Registration of Provident fund.
 3. Copy of Registration of ESIC if applicable.
 4. Copy of Labour License if applicable.
 5. The bidder should submit copy of PAN and Goods and Service Tax registration (GST).
 6. The bidder should have successfully executed the composite works including Civil & Electrical works in various organizations during last 07 years ending till last month from date of publication of this EOI notice either of the following-
 - a) Any 01 similar work of contract amount more than **Rs. 4.00 Lakh** in One organization
 - b) Any 02 similar works of contract amount more than **Rs. 3.00 Lakh** in any Two different organizations
 - c) Any 03 similar works of contract amount more than **Rs. 2.00 Lakh** in any Three different organizations

(Relevant copies of Work order/Agreement along with BOQ should be submitted)

 7. The bidder should have annual turnover of **Rs. 25.00 Lakh** for last 3 financial years (i.e., FY2018-19, FY2019-20 & FY 2020-21) from the execution of similar work contracts. Bidder should submit Audited Balance Sheets; P&L account statements or Auditor's certificate for turnover of above 3 financial years.
 8. The bidder should have registered office or branch office located in the territory of districts of Mumbai, Mumbai Suburban, Thane and Navi Mumbai. Submit a copy of relevant address proof.
 9. List of at least 5 clients along with name, address & contact number of their representatives.
 10. The bidder should not have been blacklisted by any Central/State Government/Public Sector Undertaking/Institute of Govt. of India. (Submit undertaking as per enclosed **Annexure-A**).
 11. The bidder should provide list of staff strength along with designation and years of experience. (Details to be enclosed as per **Annexure-B**).

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted along with the qualification bid (Email) duly stamped and signed by the authorized person of the agency.

- **Information to be furnished by the bidder:**

Sr. No.	Item	Information to be filled by Bidder
1	Name of the Bidder	
2.	Address	
3.	Telephone Number: Office /Residence: Mobile Number: E-Mail address:	
4.	Details of Registration (number & date) if applicable:	
5.	Month and Year in which the firm / company was formed/ incorporated.	
6.	Type of organisation (Sole Proprietor, Partnership, Pvt Ltd., Public Ltd., etc.)	
7.	Enclose copy of partnership deed, Articles of Association or Affidavit (in case of firm)	
8.	Average Annual Turnover of Last Three Financial Years (Attached audited balance sheets & profit & Loss account statements or CA certificates of Turnover)	FY 2018-19 = FY 2019-20 = FY 2020-21 =
10.	Bank Account Details	A/C No. Bank Name: IFSC:

SECTION-D
TECHNICAL BID

• **OBJECTIVE:**

This EOI is for empanelment of contractors to invite Limited Tenders for execution of composite works including Civil, electrical etc.

• **SCOPE OF WORKS:**

1. **Civil interior & exterior works:** Civil retrofitting and construction works including Repair works, brick works, plastering, Flooring/Tiling, water proofing, crack filling, False ceiling, paintings, building construction, road works, Retaining wall of R.C.C. / Stone, Plumbing, drain & sanitary pipes, MS Fencing/Grills, Chajjas & other finishing works, Landscaping & other related works.
2. **Electrical works:** Electrical retrofitting works including cabling, redressing of cables/wires, installation of street light poles & lamps; dome lights, installation of high mast, cabin wiring with fittings, provision earth pits and other retrofitting works etc.

Date:

Signature of Bidder with seal

Annexure – A*

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

UNDERTAKING

To,
The Registrar
Indira Gandhi Institute of Development Research
Film City Road, Santosh Nagar,
Goregaon (East),
Mumbai – 400 065.

We hereby confirm and declare that we, M/s _____, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s _____

Authorized Signatory

Date:

*To be submitted on company letter head duly signed and stamped on it.

Annexure – B*

Format in which the information of Employees to be provided.

Sr. No.	Name of Employee	Qualification	Designation	Work Experience in Years

Date:

Signature of Bidder with seal