

NOTICE INVITING BID (NIB) FOR

Rendering Third Party Quality Assurance Services (TPQAS) for the Construction of Academic buildings, Residential Buildings including all Civil and E & M services / Bulk services at Permanent Campus IIT Palakkad under Phase 1A.

Tender No. IITPKD/EWD/QA/ 2019 – 20/06

Date/Time of Publication: 20.09.2019, 1500 hours

Date of Pre bid Meeting: 01.10.2019, 10:00 am

Date/Time of Closing: 15.10.2019, 1500 hours



IIT PALAKKAD

Indian Institute of Technology Palakkad
Ahalia Integrated Campus, Kozhipara,
Palakkad – 678 557.



IIT PALAKKAD

INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD

QA CONSULTANCY SERVICES

NOTICE INVITING BID

NIB NO: IITPKD/EWD/QA/ 2019 – 20/06

NAME OF WORK: Rendering Third Party Quality Assurance Services (TPQAS) for the Construction of Academic buildings, Residential Buildings including all Civil and E & M services / Bulk services at Permanent Campus IIT Palakkad under Phase 1A.

ENVELOPE – 1

ELIGIBILITY DOCUMENT

Sealed bids are invited on behalf of IIT Palakkad in three envelop system (Part I – Eligibility bid, Part II – Technical Bid and Part III – Financial Bid), upto 3.00 pm on 15-10-2019 by the Registrar, Indian Institute of Technology Palakkad (IITPKD), PALAKKAD 678 557 from eligible agencies satisfying the eligibility criteria prescribed in this tender document.

The Sealed bids in three envelope system (Part I – Eligibility bid, Part II – Technical Bid and Part III – Financial Bid) along with required documents specified in the NIB should be deposited in the Tender Box kept in the Academic Block, Indian Institute of Technology, Ahalia Integrated Campus, Kozhipara P.O Palakkad, Kerala 678 557 on or before the last date and time of receipt of bids specified in the NIB.

Date and Time of opening of Eligibility Bid (Envelope-1) 15.10.2019 03.30 PM.

Date and Time of opening of Technical and Financial bids (Envelope-2 and 3) will be intimated later to the eligible Consultants.

Certified that this document contains 31 pages.

**REGISTRAR
IIT Palakkad**

Signature of the TPQAS Consultant
Name & Seal
(To be signed during concluding agreement)

INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD

Notice Inviting Bid (NIB)

NIB NO: IITPKD/EWD/QA/ 2019 – 20/06

GENERAL:

NAME OF WORK: Rendering Third Party Quality Assurance Services (TPQAS) for the Construction of Academic buildings, Residential Buildings including all Civil and E & M services / Bulk services at Permanent campus IIT Palakkad under Phase 1A.

BACK GROUND:

Indian Institute of Technology Palakkad (IITPKD) was set up by the Ministry of Human Resources Development, Government of India and started functioning from the Academic year 2015-16. Govt. of Kerala has allotted about 205 hectares of land for developing PERMANENT CAMPUS FOR IITPKD at Pudukkottai-west village, Kanjikode, Palakkad District. The site is about 1.5 km away from National Highway in the Palakkad – Coimbatore stretch. For details about the Institute please visit the website <http://www.iitpkd.ac.in> .

PROJECT BRIEF

VISION:

“To build an Institution of excellence for Education & Research with overall development of human resources to its fullest potential. A place where distinguished scholars, academicians and technologists meet to advance knowledge for the betterment of self and society.”

Brief details of Site:

The permanent campus of Indian Institute of Technology Palakkad is to be developed in an area of land measuring about 205 Hectare at Pudukkottai west Village, Palakkad Taluk, Palakkad District, Kerala State. The site is situated by the side of Kanjikode – Malampuzha PWD road and about 1.5 km away from the National highway stretch on the Palakkad- Coimbatore stretch.

1.0 Mode of Invitation & Submission of Bids:

Bidders who desire to be appointed as Third Party Quality Assurance (QA) consultants for the above works shall submit their bid in three Envelopes as detailed below.

- 1- Eligibility Bid,
2-Technical bid and
3–Financial bid

The bid along with documents and enclosures as specified in the Eligibility document shall be placed in sealed envelope super-scribed with the name of work and due date submission on the envelope after each and every pages of Notice Inviting Bid documents are signed by the bidder and dropped in the tender box kept at Academic Block Ground floor,, IIT Palakkad. Ahalia Integrated Campus Kozhippara (P.O), Palakkad Kerala PIN-678557 on or before the last date and time for receipt of BID specified in NIB.

2. Envelope 1 – Eligibility Bid
 - a) Necessary supporting documents as prescribed in the bid document. (Page 11 of Bid document)
 - b) Scanned copy of the Letter of Transmittal as prescribed in the bid document.
3. Envelope 2 – Technical bid: The bidder shall submit detailed methodology proposed to be adopted for the scope of work indicated in the Technical bid document.
4. Envelope 3 – Financial Bid shall be submitted with the quoted TPQA consultancy fees as a lump-sum amount.
5. If the bid is made by an individual, he / she shall sign it with his/her full name and his/her address shall be given. If it is made by a firm it shall be signed by a member of the firm (under the seal of the firm), who shall also enter his/her name and address. Name and address of other members of the firm shall also be indicated. If the same is made by a corporation, it shall be signed by a duly authorized officer who shall produce with the bid, satisfactory evidence of his/her authorization.
6. The bids of agencies with Joint venture and Amalgamation will be summarily rejected.
7. For any further clarification, the Registrar of the Institute may be contacted. [registrar@iitpkd.ac.in /9400060380]
8. Submission of Tender

Pre-bid meeting:	:-	01.10.2019	10.00 AM
Last Date for Submission of Tender	:-	15.10.2019	03.00 PM
Date and Time of opening of Eligibility Document (Envelope-1)	:-	15.10.2019	03.30 PM
9. The tender documents may be downloaded from <https://iitpkd.ac.in/tenders>.
10. All Tenders, submitted within the stipulated date and time will be opened after 3:30 pm on the stipulated date of opening of the Tender. Only Envelope 1 will be opened on that day. The Date and Time of opening of Technical and Financial bids (Envelope-2 and 3) will be intimated later to the eligible Consultants.
11. Download of tender documents will close at 15:00 hours on one working day before the last date for submission of the tenders.
12. Bids sent through Cable/Facsimile/Email/FAX/any other mode shall not be considered. Conditional bids will be rejected outright. Bids should be deposited in the tender box kept in the Academic Block Ground floor, IIT Palakkad, Ahalia Integrated Campus, Kozhipara, Palakkad-678 557.
13. The financial bid shall be put in a separate sealed cover and duly superscribed (III - Financial bid). It should not be enclosed either with Eligibility Bid or with Technical Bid. Enclosing Financial bid with eligibility bid or with Technical bid will make such bid invalid.
14. In case of any holiday or unforeseen closure of the institute on the scheduled day of opening of the bids, the bids will be opened on the next working day at the same time, but the deadline for submission of bids remains the same as indicated above

2.0 Receipt and opening of bids.

1. Only Envelope 1 containing the eligibility application will be opened on the date of opening of bid.
2. The Envelope 2 & 3 of only those Bidder who qualify as per the tender conditions will be opened on a date and time which will be intimated later.

3.0 Eligibility Criteria

3.1 The applicant should have successfully rendered QA Consultancy services for works as follows during the last 5 years ending previous day of last date of submission of tender.

a. One similar completed work costing not less than Rs.200 Crore (total project cost)

Or

Two similar completed works costing not less than Rs.150 Crore (total project cost)

Or

Three similar completed works costing not less than Rs.100 Crore (total project cost)

“Cost of work” in this criterion shall mean completed project cost including internal electrical works and other services.

“Similar work” in this criteria means “QA Consultancy services for Building development and its Infrastructure development / Works”

3.2 Should have an average annual financial turnover of Rs 100 lakh during the last 3 years ending 31- 03-2019. This should be certified by a chartered accountant.

3.3 The applicant’s performance in respect of completed works should be certified by an officer not below the rank of Executive Engineer in case of Government works and Project Manager or equivalent officer for other works. For the works carried out for private firms, the agency shall enclose copy of the TDS certificate in addition to the completion certificate.

3.4 Self-certified in-house facilities / Infrastructure of the agency.

3.5 Should have experience in managing the integrated BIM models of at least LoD 400 level with all the services including the MEP during the past; should have the in-house expertise on 4D and 5D analysis of BIM models with the help of Navis Manage and Primavera Or similar software. Alternately the consultant should engage experts having similar experience of providing the BIM model Audit Services (the consent letter from the expert/firm shall be enclosed). The scope of consultant is limited to review the BIM models developed and prepared by Contractor from time to time and suggest changes required to the Client and their project monitoring committee.

4.Scope of work

4.1 Preparation of Quality Control / Quality Assurance Plan and implementation of the same by day-to-day site inspection, checking / witnessing quality of material and workmanship as per specifications, checking with drawings, reporting to the client/ his representative for initiating corrective actions to ensure the quality targets for the project as per the relevant terms and conditions of the contractor’s agreement.

4.2 Monitoring baseline schedule in line with milestones indicated in the tender document and provided by the contractor, monitoring / updating actual progress using earned value reporting system and forecast the human and material resource requirements using relevant software tools / applications that connects all stakeholders of the project.

4.3 Reporting any justifiable and unjustifiable delay, cost overruns in any activity.

4.4 Communicating various stakeholders including IITPKD, Architect, Contractors, Structural / MEP / HVAC / Firefighting / Lift Consultants etc of the project via emails to remind and follow-up each activity with respect to delivery of drawing, quality, cost schedule, time schedule and corrective actions etc.

4.5 Escalation of delays and non-conformity when it became overdue after scheduled / accepted corrective action time by IITPKD.

4.6 Monitoring and reporting or day-to-day audit of Site Safety plan, preventing Occupational Health Hazard, Site Emergency Evacuation Plan, Environmental Safety, reporting of accidents, corrective actions and preventive measures.

4.7 Monitoring and recording number of safe man hours and assisting IITPKD to document all safety practices implemented at site and apply for National Safety Award for Construction Sector issued by National Safety Council, India.

4.8 Documentation of various tests carried out for each activity during execution and commissioning.

4.9 To prepare presentations, progress report, updating time schedule, physical / financial progress, delays, cost overruns, non-conformity, suggesting and monitoring the frequency of various quality control tests, exercise and other bottlenecks, agenda and minutes for review meetings with various stake holders of the project.

4.10 The agency shall witness and report the commissioning of each component in the building according to the approved drawings and specifications before issue of Completion Certificate by IITPKD. Relevant entry by authorised engineers/supervisors in the Stage Passing Register(s).

4.11 The agency shall maintain necessary registers and records pertaining to the quality and progress of the work as per the QA/QC Plan.

4.12 Daily site inspection, attendance in project review meetings as and when needed.

4.13 Periodic inspection and evaluation of construction works to ensure compliance with the approved drawings.

4.14 Checking of as-built drawings for the buildings and services provided by the Architect.

4.15 Any other monitoring and reporting details not mentioned above but required for satisfactory completion of the project.

4.16 Deployment of QA/QC personals on site as per the industry/ national standards.

5.0 Power point presentation

All bidders who satisfy the eligibility criteria prescribed in the eligibility document will be required to present their respective QA concept in a Power point presentation on a date to be intimated later. The presentation shall include all the salient features as listed below;

5.1 Overall plan for the proposed consultancy services as indicated in the scope of work.

5.2 Methodology proposed to be adopted for the QA & QC for the building construction including services like MEP, Firefighting & HVAC, systems and security included in the project.

5.3 Detailed methodology proposed to be adopted for monitoring and assisting the IITPKD on a day- to-day basis for the Project Scheduling, Construction Safety & documentations, checking of each construction activity, workmanship, auditing & reconciliation of materials to achieve highest standard of quality.

5.4 Proposed methodology and software application be used to track various project components delivery time and action items of various stakeholders and sending alerts (email), escalation to appropriate authority using customized Software applications.

5.5 Detailed plan for reporting of day to day construction activities, assisting the IITPKD to identify bottlenecks.

- 5.6 Project forecast (expected date of completion, revision of mile stone, men/material/equipment planning & scheduling & safety issues etc),
- 5.7 Details of the manpower proposed to be allocated to this project (Details include, Name, designation, qualification, relevant experience in years, percentage of time devoted to this project, and brief CV of the key personal)
- 5.8 The Presentation should contain detailed explanation of the proposed methodology. Signed hard-copy of the presentation should be submitted at the time of presentation and will be binding.

6.0 Evaluation Procedure.

The applications received shall be evaluated by an evaluation committee appointed by IITPKD for eligibility to take part in the further tendering process. The applications will be evaluated for conformity to the eligibility criteria prescribed in 3.1 & 3.2 and only those who satisfy the eligibility criteria will be considered for further evaluation.

1. The successful agency will be selected based on Combined Quality cum Cost Based System(CQCCBS).
2. Under CQCCBS, the technical proposals will be allotted weightage of 80% and the financial proposals will be allotted weightage of 20%.
3. The technical bids, and the Power point presentation by the Consultants will be evaluated by a committee for a maximum of 100 marks as detailed below:

1	Experience of the Applicant in Quality Assurance Service	40%
2	Organizational Strength & Manpower available with the applicant	30%
3	QA / QC Services (Methodology, Software application, In house capacity, Infrastructure)	30%

4. The financial bids of only those agencies who secure a qualifying mark of 70 in the technical bid evaluation will be opened on a date to be intimated later.
5. The details given in the Power point presentation of the successful bidder will form part of the agreement.
6. Bid with the lowest quoted amount (L1) will be assigned a financial score of 100 and other bids will be assigned scores that are inversely proportional to their quoted amount.
7. The total score, both technical and financial shall be obtained by weighing the quality and cost scores and adding them up.
8. The calculation for arriving at the total combined score (Quality and Cost) is given below.

Marks obtained by a Bidder for the technical bid : M
 Amount quoted by the lowest bidder : L1
 Amount quoted by a Bidder : L
 Points for Financial proposal of the bidder : $(L1/L) \times 100 = F$
 Combined technical and financial score (H) of the bidder : $M \times 0.8 + F \times 0.2 = H$

9. The combined technical and cost scores of all the bidders will be calculated as above and the bidder who secures the highest combined score H will be selected as the successful agency. The successful agency is called for negotiation and signing the contract. In case the Selected agency withdraws, or fails to comply with the aforesaid requirements, IITPKD reserves the right to consider the next best agency, or take any other measure as may be deemed fit in the sole discretion of the IITPKD, including annulment of the Selection Process.

10. The contract will be awarded to the successful bidder at his/her quoted /negotiated amount.
11. The agency whose bid is accepted shall sign a written agreement with the IITPKD, PALAKKAD.
12. The tender accepting authority of IITPKD reserves the right to reject any bid or all the bids without assigning any reason.
13. The Indian Institute of Technology Palakkad reserves the right to restrict the list of eligible agency to any number deemed suitable.
14. Even though an applicant may satisfy the specified criteria, he would be liable to disqualification if he/she has.
 - 14.1 Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the application for eligibility.
 - 14.2 Record of poor performance such as, slow progress of work, abandoning of work, not properly completing the contract, or technical / weaknesses etc.
15. The employer reserves the right to accept or reject any application and to annul the qualification process / tender process and reject all applications at any time without assigning any reason or incurring any liability to the applicants.

7.0 Validity

The Validity period of the bids will be Three months from the date of opening of the Eligibility bid document.

8.0 INFORMATION AND INSTRUCTIONS TO APPLICANTS

8.1. Definitions:

The following words and expressions have their meaning hereby assigned to them.

1. EMPLOYER means Director , IIT Palakkad, PALAKKAD -678 623 acting through the Registrar, IITPKD.
2. APPLICANT / AGENCY / CONSULTANT / FIRM means individual, proprietary firms, firm in partnership, limited company – private and Public Corporation.
3. Engineer-in-charge means Senior Project Engineer/Institute Engineer/Executive Engineer as authorized by the Director.
4. Tender means bid document (Part I – Eligibility bid, Part II – Technical Bid and Part III – Financial Bid) which to be submitted to the IITPKD.

8.2 Information and Instructions

1. The applicant is advised to visit the site of work at his own cost and examine it and its surroundings and collect all information that he/they considers necessary for proper assessment of prospective assignment.
2. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically uploaded in the Tender website. If information is 'nil' it should also be mentioned as 'nil' or 'no such case'. If any particulars/query is not applicable in case of the applicant, it should be stated as 'not applicable'.
3. The applicants are cautioned that not giving complete information called for in the application forms required, not giving it in clear terms or making change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified.

4. The applicant may submit any additional information, which he thinks is necessary to establish his Capabilities to successfully complete the envisaged work. However, the applicants are also advised not to attach superfluous/ additional information beyond the requirements of the Bid. No information will be entertained after the application is submitted, unless it is called for by the Institute.
5. Documents submitted in connection with the tender will be treated as confidential and will not be returned.
6. Any addenda / corrigendum will be uploaded only in the website and all of those document in the Tender website will become part of the agreement.
7. The tender submitted shall become invalid if:
 - a) The bidder is found ineligible.
 - b) The bidder does not submit all documents as stipulated in the tender document including letter of transmittal.

8.3 Authority to sign the application:

1. If an individual makes the application, it shall be signed by him above his full type-written name and current address.
2. If a proprietary firm makes the application, it shall be signed by the proprietor (with seal) above his full typewritten name & the full name of his firm with its current address.
3. If the application is made by a firm in partnership, it shall be signed (with seal) 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 which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.
4. If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum of Articles of association duly attested by a Public notary.

8.4. Clarification on tender document.

A prospective Bidder requiring any clarification on the Tender Document may seek clarification during the prebid meeting as prescribed in the tender document.

8.5. Pre-bid meeting.

Pre-bid meeting will be conducted on 01.10.2019 , 10.00 in the Small Board Room, Indian Institute of Technology, Transit Campus, Kanjikode Palakkad, Kerala 678 623

8.6 Amendment to tender documents

Before the deadline for submission of tenders, the tender document may be modified by issue of Addenda / Corrigendum which shall become part of the Tender Documents.

8.7 Instructions for filling up the forms A, B, C, D, E & E1, F, G, H

1. Financial Information: The applicant should furnish the Annual financial statement for the last 3 years in form – A.
2. Information about the works
 - a) List of all works of similar class successfully completed during the last 5 years in Form – B
 - b) List of projects under execution or awarded in Form – C
 - c) Particulars of completed works and performance of applicant shall be duly authenticated / certified by an officer not below the rank of Executive Engineer in case of Government works or the Project Manager or an equivalent officer in case of non-governmental works separately for each work in Form – D. TDS Certificate should be enclosed in case the work was executed for private firms.
3. Information about the organization

Applicant is required to submit the following information in respect of his organization in form E and E1

- (a) Name and postal address including telephone and fax nos. etc. Copies of original documents defining the legal status, place of registration and principal places of business.
- (b) Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- (c) Information on any litigation / arbitration in which the applicant was involved during the last five years including any current litigation / arbitration in process.
- (d) Authorization for employer to seek detailed references from clients to whom works were carried out.
- (e) Number of technical and administrative employees in parent company, subsidiary company and how these would be involved in this work – Form E1 & F

4. In-house Facilities & Infrastructure of the firm

Applicant should furnish the list of In-house Facilities & Infrastructure of the firm likely to be used for carrying out the work (in form F). Details of any other facilities not mentioned in form F but available with the applicant and likely to be used in this work may also be indicated

5. Letter of Transmittal

The applicant should submit the letter of transmittal as per the format G & H attached.

9.0 Time Schedule

The time period for the project construction work is expected to be 24 months. The QA Consultancy services shall be rendered till successful commissioning and handing over of the project site by all the contractors involved in the works.

10.0 Payment Schedule

The payment for the Consultancy services will be made once in 3 month as given in the financial bid. In the event of construction work contract is extended 6 months beyond the stipulated period of contract, the consultant will be compensated per month for his establishment at the project site on actual cost basis subjected to the amount per month not exceeding 0.14% of the quoted fee.

11.0 Compensation for absence of Technical Staff

An amount of Rs 25,000/- per month per technical staff shall be recovered for absence of technical staff as proposed by the consultant in the Technical bid. Any justified reasons on the part of the TPQA agency and reasons in issue of approval by IITPKD will be taken into account while deciding the compensation. The decision of the Engineer-in-charge in deciding the compensation will be final and binding on the Consultant.

12.0 Termination of Agreement

IIT Palakkad may terminate this agreement by providing 15 days notice. In the event of the termination of the agreement by the employer/IIT Palakkad, the consultant shall not be entitled to any compensation or damages by reason of such termination, but only to the fees for the service actually rendered, which have been duly approved by the Registrar IIT Palakkad. IIT Palakkad also reserves the right to terminate the engagement of consultant by the Institute if the performance of the selected consultant is not found to be satisfactory during execution or at any stage of the project.

The Consultant shall promptly notify the Registrar IIT Palakkad of any change in the constitution of his firm. It shall be open to the Registrar IIT Palakkad to terminate the Agreement on the death, retirement, insanity or insolvency of any person being Director in the said firm, or on the addition or induction of a new Director. But until its termination by the Registrar IIT Palakkad as aforesaid, this contract agreement shall continue to be in full force and effect, notwithstanding any changes in the constitution of the firm by death, retirement, insanity or insolvency of any of its Director or addition or induction of any new Director. In case of death or retirement, the surviving or remaining Directors of the firm shall be jointly and severally liable for the due and satisfactory performance and for compliance of all the terms and condition of this contract agreement.

13.0 Transfer of Interest

So long as the agreement subsists , the consultant shall not assign, sublet or transfer his/her interest in this Agreement, without the written consent of IITPKD.

14.0 Additional Information

1. The services shall not be sub-contracted without written permission of Registrar nor shall transfer be made to power of Attorney authorizing others to receive payment.
2. The agency shall report only to the Engineer-in-Charge or his nominated site-in-charge.
3. The agency shall communicate any information to the stake holder of the project only through the Engineer-in-Charge or his nominated site-in-charge. The consultant shall avoid direct communication to any stake holder of the project.
4. The agency whose bid is accepted shall comply with the provisions of all acts & Statutes, Rules, regulations etc of central & state government or local body and applicable codes as the case may be and as may be applicable in this case and if necessary, get himself duly registered as required by the said acts & Statutes, Rules, regulations etc.
5. All taxes, duties which are to be deducted as per Govt. Rules shall be deducted from the bills.
6. The amount quoted in the financial bid shall be inclusive and nothing extra towards travel and stay or any other claim is payable.
7. The drawings all other documents, data & communications pertaining to the project should not be published, disclosed and communicated to any other person without the permission of IIT Palakkad.

15.0 DOCUMENTS TO BE SUBMITTED WITH ENVELOPE 1 – ELIGIBILITY DOCUMENT

The following documents in support of experience and financial standing shall be enclosed with the application for eligibility.

1. Financial information in the form – 'A' enclosed
2. Details of similar works carried out in the past in form – 'B' & 'B1' enclosed
3. Details of works/projects under execution/awarded – 'C' enclosed
4. Performance report of work referred to in form 'B' and form 'C' - Form – 'D' enclosed
5. Details regarding the structure of the organization in form - 'E' enclosed
6. Details of technical and Administrative personnel in form – 'E1' enclosed
7. Details of in-house & manpower infrastructure facilities likely to be deployed in this work – 'F' enclosed.
8. Letter of Transmittals as per format attached. - Form G & H
9. GST registration Certificate of the Kerala State if already obtained by the bidder*

*If the bidder has not obtained GST registration of Kerala State as required by GST Authorities, then in such a case the bidder shall submit following undertaking along with other documents. "If work is awarded to me, I/We shall obtain GST registration certificate of the Kerala State, within one month from the date of receipt of award letter or before release of any payment by IITPKD, whichever is earlier, failing which I/We shall be responsible for any delay in payments which will be due towards me/us on a/c of the work executed and/or for any action taken by IITPKD or GST Department in this regard.

16.FORMS
1. LETTER OF TRANSMITTAL

Form G

(To be duly filled, signed, Submitted along with Envelope 1 by the Bidder)

To

The Registrar
IIT Palakkad
Ahalia Integrated Campus
PALAKKAD – 678 557

Sub: Rendering Third Party Quality Assurance Services (TPQAS) for the Construction of Academic buildings , Residential Buildings including all Civil and E & M services / Bulk services at Permanent campus IIT Palakkad under Phase 1A.

Sir,

Having examined the details given in notice inviting qualification application and tender and the qualification documents for the above work, I/ We hereby submit the application for eligibility and the tender for the work duly filled in.

1. I / We here by certify that all the statement made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. We have no further information to supply.
3. I / We authorize the Registrar to approach individuals, firms and corporations to verify our competence and general reputation.
4. I / We submit the following certificates in support of our suitability, technical know how and capability for having successfully completed following works.

SN _o	#Name of work	#Certificate from

5. I/We certify that that the tender documents downloaded and submitted is the exact replica of the document published by the IITPKD and no alterations and additions have been made by me / us in the tender document.
6. I am / We are aware that the Technical and Financial bid submitted by me/us will not be opened if I / We do not become eligible after evaluation of my/our application for eligibility.
7. The bid documents downloaded from the website and duly signed will be considered as original bid document otherwise department may reject the tender document.
8. I/we agree to establish a Site office at IITPKD as stipulated in the tender condition in case I/we become the successful Bidder.

Signature(s) of the applicants

Seal of the Applicant

Date of submission

should be filled by the applicant ; Attach separate sheet if required.

FINANCIAL INFORMATION

(To be duly filled, signed, Submitted along with Envelope 1 by the Bidder)

I Financial Analysis – Details to be furnished duly supported by figures in Balance Sheet / Profit and Loss Account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

SI No	Details	Year ending 31 st March of 2019		
		2017	2018	2019
1	Gross annual turnover in (from consultancy fees collected)			
2	Profit (+) / Loss (-)			

II. Financial arrangement for carrying out the proposed work.

III. Income Tax PAN details /GST Registration

SIGNATURE OF APPLICANT (S)

Signature of Chartered Accountant with seal

Note: The financial information for last 3 years ending 2018 is acceptable, in case of non availability of Audited Balance Sheet / Profit and Loss Account for the financial year ending March 2019.

This form must be filled and signed by the Chartered Accountant

FORM 'B'

(To be duly filled, signed, Submitted along with Envelope 1 by the Bidder)

DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST FIVE YEARS ENDING PREVIOUS DAY OF LAST DATE OF SUBMISSION OF APPLICATION.

S No	Name of the Work/project & Location	Owner of Sponsoring Organization	Agreement No	Scope of Work	Cost of Work in Crores	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation / Arbitration pending/ In progress with details **	Name and Address / Tel No of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

* indicate Number of stories in super structure.

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

Signature of Applicant

In case of works carried out for private persons / Organizations copies TDS certificate along with copy of performance order and work order / Agreement should be enclosed. Private works without TDS certificates shall not be considered for valuation.

ADDITIONAL INFORMATION FOR COMPLETED WORKS
(To be duly filled, signed, Submitted along with Envelope 1 by the Bidder)

1. Name of work
2. Location
3. Client's name and address along with contact person & contact No.
4. Consultants name and address.
5. Scope of work.
 - a. Number of floors in Basement.
 - b. Number of floors in Superstructure.
 - c. Height of the building.
 - d. Plinth area / Built up area.
 - i. Basement.
 - ii. Superstructure
6. Type of foundation.
7. Type of Superstructure.
8. Time taken for
9. Specialized service provided, with cost details, if available

(If any, specialized services provided through associate's – Particulars of the Associate's)

- i. Communication, LAN.
- ii. UPS.
- iii. Water proofing Treatment
- iv. Interior Design.
- v. Fire Detection and Fire Fighting.
- vi. Landscaping.
- vii. Any other.

10. Project Management organization structure.
11. Number of shift and its duration adopted in execution.
12. Systems adopted for timely completion of the project.

SIGNATURE OF APPLICANT(S)

FORM 'C'

(To be duly filled, signed, Submitted along with Envelope 1 by the Bidder)

PROJECTS UNDER EXECUTION OR AWARDED

S No	Name of the Work/ project & Location	Owner of Sponsoring Organization	Agreement No	Cost of Work in Crores	Date of commencement as per contract	Stipulated date of completion	Upto date Percent age progress of work	Slow progress if any and reasons there on	Name and Address / Tel No of officer to whom reference may be made	Remarks (indicate whether any show cause notice issued or Arbitration initiated during the progress of work)
1	2	3	4	5	6	7	8	9	10	11

SIGNATURE OF APPLICANT(S)

PERFORMANCE REPORT FOR WORKS REFERRED TO IN FORM 'B'
(To be duly filled, signed, Submitted along with Envelope 1 by the Bidder)

1. Name of the work / Project & Location.
2. Scope of work.
 - a. Number of floors in Basement.
 - b. Number of floors in Superstructure.
3. Agreement No.
4. Estimated Cost
5. Tendered Cost
6. Value of work done
7. Date of Start
8. Date of completion
 - a. Stipulated date of completion.
 - b. Actual date of completion.
9. Amount of compensation levied for delayed Completion if any.
10. Performance report based on Quality of Work, Time Management, and Resourcefulness : Very Good / Good / Fair

DATE :

**EXECUTIVE ENGINEER /
PROJECT MANAGER OR
EQUIVALENT**

STRUCTURE AND ORGANIZATION
(To be duly filled, signed, Submitted along with Envelope 1 by the Bidder)

1. Name and address of the applicant
2. Telephone No./Fax No/E-Mail address.
3. Legal Status (attach 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 of registration with various Government bodies (Attach attested photocopy)
 - a) Registration Number.
 - b) Organization / Place of registration
5. Names and Titles of Directors and officers with designation to be concerned with this work with Designation of individuals authorized to act for the organization.
6. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?

If so, give the name of the project and give reasons thereof.
7. Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details:
8. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
9. In which field of Architecture, specialization and interest is ?
- 10 Any other information considered necessary but not included above.

SIGNATURE OF APPLICANT(S)

Details of existing establishment

(To be duly filled, signed, Submitted along with Envelope 1 by the Bidder)

Note : additional information about Technical personnel , if any , may be submitted on separate sheet.

Sno	Name	Designation/Role	Qualification	Years of Experience

SIGNATURE OF APPLICANT(S)

Note: CV of the technical personnel to be attached.

(To be duly filled, signed, Submitted along with Envelope 1 by the Bidder)

DETAILS OF IN-HOUSE & INFRASTRUCTURE FACILITIES LIKELY TO BE DEPLOYED IN CARRYING OUT THIS WORK.

SI No	In-House facility / Infrastructure /Manpower	Ownership Status Leased/ Outsourced/Own	Current Location	Remarks
1	2	3	4	5

SIGNATURE OF APPLICANT(S)

LETTER OF TRANSMITTAL

'FORM H'

Date:

To

The Registrar
IIT Palakkad

Sir,

I/We do hereby submit my/our bid in Three covers and if this bid is accepted undertake to provide QA Consultancy Services for the proposed work of construction of Academic buildings, Residential Buildings including all civil and E & M services / bulk services at Permanent Campus, IIT Palakkad under Phase 1A.

I/We fully understand that the written agreement to be entered into between me/us and IIT Palakkad shall be the foundation of the rights of both the parties and the agreement for the consultancy services shall not be complete until the agreement is signed by me/us and then by the officer authorized to enter into contracts on behalf of IIT Palakkad.

Signature of the Consultants

Date:

Name:

Seal:

INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD

QA CONSULTANCY SERVICES

NIB NO: IITPKD/EWD/QA/ 2019 – 20/06

ENVELOPE – 2

TECHNICAL BID

NAME OF WORK: Rendering Third Party Quality Assurance Services (TPQAS) for the construction of Academic buildings , Residential Buildings including all civil and E & M services / bulk services at Permanent Campus , IIT Palakkad under Phase 1A.

3. Tenders are invited, up to 3.00 pm on 15-10-2019 by the Registrar, Indian Institute of Technology Palakkad 678 557 from eligible agency satisfying the eligibility criteria prescribed in this tender document.
4. The tender documents shall be downloaded from <https://iitpkd.ac.in/tenders>.
5. All tenders submitted within the stipulated date and time will be opened after 3:30 pm on the stipulated date of opening of the tender. Only Envelope – 1 will be opened on that day. The date and time of opening of Technical and Financial bids will be intimated later to the eligible consultants.

The Sealed bids in three envelope system (Part I – Eligibility bid, Part II – Technical Bid and Part III – Financial Bid) along with required documents specified in the NIB should be dropped in the Tender Box kept in the Academic Block, Indian Institute of Technology, Ahalia Integrated Campus, Kozhipara P.O Palakkad, Kerala 678 557 on or before the last date and time of receipt of bids specified in the NIB.

**REGISTRAR
IIT Palakkad**

Signature of the TPQAS Consultant
Name & Seal
(To be signed during concluding agreement)

1.0 Project Details

The details of the projects for which the QA services to be provided are enclosed in Annexure 1.

2.0 Scope of Work

2.0 Bidder required to submit a detailed plan describing in detail (Not exceeding 2000 Words/ 5 pages) your plan to implement the QC/QA plan for the project. The scope of work to be covered in the write up is given in the succeeding paragraph.

2.1 Preparation of Quality Control / Quality Assurance Plan and implementation of the same by day-to-day site inspection, checking / witnessing quality of material and workmanship as per specifications, checking with drawings, reporting to the client/ his representative for initiating corrective actions to ensure the quality targets for the project as per the relevant terms and conditions of the contractor's agreement.

2.2 Monitoring baseline schedule in line with milestones indicated in the tender document and provided by the contractor, monitoring / updating actual progress using earned value reporting system and forecast the human and material resource requirements using relevant software tools / applications that connects all stakeholders of the project.

2.3 Reporting any justifiable and unjustifiable delay, cost overruns in any activity.

2.4 Communicating various stakeholders including IITPKD, Architect, Contractors, Structural / MEP / HVAC / Firefighting / Lift Consultants etc of the project via emails to remind and follow-up each activity with respect to delivery of drawing, quality, cost schedule, time schedule and corrective actions etc.

2.5 Escalation of delays and non-conformity when it became overdue after scheduled / accepted corrective action time by IITPKD.

2.6 Monitoring and reporting or day-to-day audit of Site Safety plan, preventing Occupational Health Hazard, Site Emergency Evacuation Plan, Environmental Safety, reporting of accidents, corrective actions and preventive measures.

2.7 Monitoring and recording number of safe man hours and assisting IITPKD to document all safety practices implemented at site and apply for National Safety Award for Construction Sector issued by National Safety Council, India.

2.8 Documentation of various tests carried out for each activity during execution and commissioning.

2.9 To prepare presentations, progress report, updating time schedule, physical / financial progress, delays, cost overruns, non-conformity, suggesting and monitoring the frequency of various quality control tests, exercise and other bottlenecks, agenda and minutes for review meetings with various stake holders of the project.

2.10 The agency shall witness and report the commissioning of each component in the building according to the approved drawings and specifications before issue of Completion Certificate by IITPKD. Relevant entry by authorised engineers/supervisors in the Stage Passing Register(s).

2.11 The agency shall maintain necessary registers and records pertaining to the quality and progress of the work as per the QA/QC Plan.

- 2.12 Daily site inspection, attendance in project review meetings as and when needed.
- 2.13 Periodic inspection and evaluation of construction works to ensure compliance with the approved drawings.
- 2.14 Checking of as-built drawings for the buildings and services provided by the Architect.
- 2.15 Any other monitoring and reporting details not mentioned above but required for satisfactory completion of the project.
- 2.16 Deployment of QA/QC personals on site as per the industry/ national standards.

4.0 Power point presentation

All bidders who satisfy the eligibility criteria prescribed in the eligibility document will be required to present their respective QA concept in a Power point presentation on a date to be intimated later. The presentation shall include all the salient features as listed below;

1. Overall plan for the proposed consultancy services as indicated in the scope of work.
2. Methodology proposed to be adopted for the QA & QC for the building construction including services like MEP, Firefighting & HVAC, systems and security included in the project.
3. Detailed methodology proposed to be adopted for monitoring and assisting the IITPKD on a day-to-day basis for the Project Scheduling, Construction Safety & documentations, checking of each construction activity, workmanship, auditing & reconciliation of materials to achieve highest standard of quality.
4. Proposed methodology and software application be used to track various project components delivery time and action items of various stakeholders and sending alerts (email), escalation to appropriate authority using customized Software applications.
5. Detailed plan for reporting of day to day construction activities, assisting the IITPKD to identify bottlenecks.
6. Project forecast (expected date of completion, revision of mile stone, men/material/equipment planning & scheduling & safety issues etc),
7. Details of the manpower proposed to be allocated to this project (Details include, Name, designation, qualification, relevant experience in years, percentage of time devoted to this project, and brief CV of the key personal)
8. The Presentation should contain detailed explanation of the proposed methodology. Signed hard- copy of the presentation should be submitted at the time of presentation and will be binding.

5.0 Details of Project

Sl No	Description	Type	No of floor	Plinth area of the buildings in sqm	Specialized works	
Academic buildings						
1	Department buildings	RCC Framed structure	G+2, fl ht 4.50 m	3x 9978 =29934	MEP, lift,HVAC ducting,AHU, Net working ,fire fighting Natural stone finish for external walls ,lifts	
2	Administratio n building	RCC Framed structure	G+2fl ht 4.50 m	9978	MEP , lift,HVAC ducting,AHU, Net working ,fire fighting , Natural stone finish for external walls , lifts	
3	Class room complex	RCC Framed structure	G+2fl ht 4.50 m	8494	MEP , lift,HVAC ducting,AHU, Net working ,fire fighting , post tensioning for RCC beams , interior decoration for large class room , textile flooring,Natural stone finish for external walls ,lifts	
4	Research complex	RCC Framed structure	G+1fl ht 6.0m	3707	MEP , lift,HVAC ducting,AHU, Net working ,fire fighting , Natural stone finish for external walls, lifts	
5	Research Labs	RCC Framed structure	G+1fl ht 5.50 m	7872	MEP , lift,HVAC ducting,AHU, Net working ,fire fighting , Natural stone finish for external walls	
6	Large Infra str. testing Labs	RCC Framed structure with steel truss and sandwich panel roof	Single storey with one basement	2074	MEP , lift,HVAC ducting,AHU, Net working ,fire fighting , Natural stone finish for external walls , Post tensioned RCC Heavy floor and Reaction wall with MS tube (heavy) Anchor points	
7	Central fabrication Lab	RCC Framed structure steel truss and sandwich panel roof	Single storey , partly with 7.5 m and partly with 4.5 m floor height	3416	MEP , lift,HVAC ducting,AHU, Net working ,fire fighting , Natural stone finish for external walls	
Hostel						
1	Hostel -1 500 capacity	RCC Framed structure	G+3,Fl ht 3.30m	11506	Internal electrical, water supply,sanitary installations, lifts, solar water heater	
2	Hostel -2 500 capacity	RCC Framed structure	G+3,Fl ht 3.30m	11550	Internal electrical a, water supply,sanitary installations, lifts, solar water heater	
3	Dining Hall for 500 seat	RCC Framed structure	G+1,Fl ht 4.50m	2373	Internal electrical a, water supply,sanitary installations, lifts, solar water heater	

Housing						
1	Type III- nos	26	RCC Framed structure	G+4,Fl 3.15m ht	2640	Internal electrical a, water supply,sanitary installations,lifts, solar water heater
2	Type IV- nos	22	RCC Framed structure	G+5,Fl 3.15m ht	3430	Internal electrical a, water supply,sanitary installations,lifts, solar water heater
3	Type V- nos	65	RCC Framed structure	G+4,Fl 3.15m ht	5X3180=15900	Internal electrical a, water supply, sanitary installations,lifts, solar water heater
4	Directors Bungalow with servant quarters		RCC Framed structure	G+1,Fl 3.50m ht	576	Internal electrical a, water supply,sanitary installations,lifts, solar water heater
External Bulk services (Civil)						
1	WTP			To treat raw water from Malampuzha	600 KLD	WTP plant with aerator
2	STP			1 STP 525 KLD of for Academic and hostel and 1 STP of 350 KLD capacity for housing units		STP plant using SBR technology
3	Bulk services civil water supply (hydro pneumatic system) including flush water supply, irrigation, external sewage, external drainage			Around buildings under Phase 1A and 1B for domestic water supply	Length of domestic water supply lines of various dia-20000 m length of sewage & drainage 18000 m	hydro pneumatic system for supply water to various buildings
4	Landscaping including development of water stream, box culvert, path way			Around buildings under Phase 1A	Area around the buildings	Cobble stone pavement, CC paver blocks, SS canopy
5	Road work with foot path, cycle track and drainage system parking			For Academic Hostel and residential buildings under Phase 1A	Area around the Buildings	

Bulk services (Electrical)						
1	HT lines, LT lines, Fire fighting, HVAC with chilled water plants for Academic buildings, street lighting around buildings and peripheral road		For Academic Hostel and residential buildings	HT Cable length - 21 KM		
2	Communication Networking, surveillance system, SCADA, AV system		For Academic Hostel and residential buildings	Network length - 12000 m		
3	Sub station buildings	RCC Framed structure	Single storey F1 h + 5 m	1005		
4	HVAC plant room – 1 No	RCC Framed structure	Single storey F1 h + 7 m	790		

Note:

1. The details shown above are indicative and approximate only to understand the project size and to estimate the effort required for QA consultancy services.
2. The actual plinth area of the building/length of sewer/water supply/drainage/HT/LT/Net work lines may vary during execution of the work and any such variation neither be accounted for any additional claim nor deduction.

Registrar
IIT Palakkad

Signature of the Applicant

Date:

Name:

Seal (to be signed during concluding agreement)

INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD

QA CONSULTANCY SERVICES

NIB NO: IITPKD/EWD/QA/ 2019 – 20/06

NAME OF WORK: Rendering Third Party Quality Assurance Services (TPQAS) for the Construction of Academic buildings , Residential Buildings including all Civil and E & M services / Bulk services at Permanent campus IIT Palakkad under Phase 1A.

ENVELOPE – 3

FINANCIAL BID

Pre-bid meeting:	: 01.10.2019	10.00 AM
Last Date for Submission of Tender	: 15.10.2019	03.00 PM
Date and Time of opening of Eligibility	: 15.10.2019	03.30 PM

Document (Envelope-1)

The Sealed bids in three envelope system (Part I – Eligibility bid, Part II – Technical Bid and Part III – Financial Bid) along with required documents specified in the NIB should be dropped in the Tender Box kept in the Academic Block, Indian Institute of Technology, Ahalia Integrated Campus, Kozhipara P.O Palakkad, Kerala 678 557 on or before the last date and time of receipt of bids specified in the NIB.

Date and Time of opening of Technical and Financial bids (Envelope-2 and 3) will be intimated later to the eligible Consultants.

**REGISTRAR
IIT Palakkad**

Signature of the TPQAS Consultant
Name & Seal
(To be signed during concluding agreement)

INDIAN INSTITUTE OF TECHNOLOGY , PALAKKAD 678 557
NIB NO: IITPKD/EWD/QA/ 2019 – 20/06

Name of Work: Rendering Third Party Quality Assurance Services (TPQAS) for the Construction of Academic buildings, Residential Buildings including all Civil and E & M services / Bulk services at Permanent campus IIT Palakkad under Phase 1A.

FINANCIAL BID

Sl N o.	Description of Item	Amount in Rs (Lump Sum) in Figures and Words
1	Charges towards Rendering Third Party Quality Assurance Services (TPQAS) as stipulated in the technical bid/tender submissions/proposals/presentations for various construction project at IIT Palakkad as given below (A-E) and in Annexure I of Technical Bid. The rate quoted shall be for the period effective from the date of handing over of the site to complete commissioning and handing over of the building / project and its all components by the main / sub-contractors.	
A	Academic buildings (3 Nos Department buildings, 1 No Admin building, 1 No class room complex, 1 Research complex, 1 Central Fabrication lab, 1 Research lab, 1 – Large Infrastructure Lab building including basement)	
B	Residential buildings (2 No's 500 seater hostel, Dining hall, Director, Bungalow with drivers quarters, Housing unit 65 Type IV is stilt 26 Type III stilt, 22 Type IV stilt)	
C	Service building such as Substation, Local substation, HVAC plant room, STP, 2 Nos WTP, Generator, Alternate Power Supply, Solar/Wind Mill etc Street Lights	
D	External Water Supply System, Irrigation water supply system, External Sewage system, Storm water drain, Box culvert, Site development work, footpath, cycle track, water stream & water bodies , landscaping , Parking , Road Work.	
E	SITC of Main Sub station, Local Substations, RMU, DG Set, Synchronization panels, LT Panels, Connected HT & LT cables, Fire fighting system, HVAC, UPS system, Access control, Solar water heating system, CCTV, AV systems, BMS and Network Systems	
	Sub Total in Rs.	
	GST	
	Total Amount in Rs.	

Terms and Conditions:

1. The agency shall submit documentary evidence to IITPKD for the GST actually paid by by the consultant to the Government of India. The Successive running account bills of consultant will be released only after due verification of GST paid by the consultant. In case the evidence is not submitted by the consultant the necessary amount will be with held against payment of GST. The withheld amount will be released only after payment of GST and submission of documentary evidence to IITPKD.
2. The payment for the Consultancy services will be made once in 3 months. The payment will be made as per the actual % physical progress of the work as certified by the Engineer-in-charge IIT PKD. The physical progress means the milestone stipulated for the project in the main construction contract.
3. The consultant will submit per-receipted invoices in triplicate complete in all respects for necessary payment to the Registrar, IIT Palakkad. The invoices should be submitted along with complete details of work under taken, supporting documents and bills as well as certificate of interim payment certified by Engineer-in-charge IIT PKD. Payments will be made within 30 days after submission of invoices subject to certificate by IIT PKD of the work done.
4. In the event of construction work is extended 6 months beyond the stipulated period of contract, the consultant will be compensated per month for their establishment at the project site as per actual subjected to the amount per month not exceeding 0.14% of the quoted fee.
5. At any stage based on the work progress IIT PALAKKAD may consider to make part payment on pro rata basis of the portion of the work done by the TPQA consultant.

Signature of the Bidder:

Bidder Name and Address:

Seal (to be signed during concluding agreement)

Registrar
IIT PALAKKAD

Certified that the Tender document as published on the web contains 31 pages.