



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
AND MANAGEMENT – KERALA (IIITM-K)
THIRUVANANTHAPURAM**



**CONSTRUCTION OF IIITM-K CAMPUS AT TECHNOCITY,
THIRUVANANTHAPURAM (KERALA)**

**Proposal for providing total consultancy for design, implementation
and obtaining LEED India rating**

TENDER DOCUMENT



PROJECT MANAGEMENT CONSULTANT

DESIGN CONSULTANT



**CONSULTING ENGINEERING SERVICES (INDIA) PRIVATE LIMITED
PLATINUM TOWER, 184, UDYOG VIHAR, PHASE-I, GURGAON – 122 016**

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT-
KERALA**

**IITM-K Building, Technopark Campus,
Thiruvananthapuram – 695 581
Tel: 91-471 - 2527567, 2700777: Fax: 2527568**

**Home: www.iitmk.ac.in
Email: vidyasagar.dp@iitmk.ac.in**

REQUEST FOR PROPOSAL (RFP)

Tender No. IITM-K/0168 /14 dated 10 May 2014

Name of work: Providing total Consultancy for design, implementation and obtaining LEED India rating for CORE & SHELL of the proposed Development of Campus of IITM-K at Technocity, Thiruvananthapuram

The Director, Indian Institute of Information Technology and Management - Kerala, Technopark Campus, Karyavattom, Thiruvananthapuram (IITM-K) hereby invite **RFP** for **“Providing total consultancy for design, implementation and obtaining LEED India Silver rating for CORE & SHELL of the proposed Development of Campus of IITM-K at Technocity, Pallippuram, Thiruvananthapuram”** from eligible Green Building Consultants who are having experience to carry out this type of works.

Tender documents can be down loaded from the web site of the Institute www.iitmk.ac.in or www.lifecarehll.com. Cost of Tender Form / Bid Submission Fee is Rs. 2250 + VAT 12.50 %. The cost of tender documents may be paid as Demand Draft drawn in favour of the Director, Indian Institute of Information Technology and Management - Kerala, Technopark Campus, Karyavattom, Thiruvananthapuram. This amount is not refundable under any circumstances. The tender documents can be obtained from the office of the IITM-K , Technopark Campus, Karyavattom, Thiruvananthapuram on payment of cost of tender form on any working day during office hours from 12.05.2014 @ 10.00 a.m to 16.05.2014 @ 1.00 p.m. The tenders of those consultants who have not paid the cost of tender documents will be rejected.

The pre bid meeting is on 15.05.2014@11.30AM at IITM-K Building, Technopark Campus, Thiruvananthapuram

Tenders sealed and endorsed as such with name of work, tender no. clearly written and addressed to the Director, IITMK, Technopark Campus, Karyavattom, Thiruvananthapuram should be delivered at the office of the Director, IITMK, Technopark Campus, Karyavattom, Thiruvananthapuram on or before **3.00 p.m on 19.05.2014**. Tenders received late will be summarily rejected. The Director, IITMK, Technopark Campus, Karyavattom, Thiruvananthapuram reserves the right to reject all or any of the tenders and to accept in whole or part of any of the tenders without assigning any reason.

The tenders received in time will be opened by the Director or the authorised representative at **4.00 p.m on 19.05.2014** in the presence of such of those tenderers or their authorised representatives present. If the tender date happens to be a holiday, the tender process will be done on the next day at the same time and venue.

1. Eligibility Criteria

Applicants who fulfill the following minimum eligibility criteria can apply.

- i. The LEED Consultant should be an Accredited Professional, certified by IGBC.
- ii. The applicant should be a Green Building Consultant and should have obtained Green building certification with minimum Silver rating.
- iii. The consultant shall be doing this consultancy work atleast for the past 2 years. Proof of having undertaken similar consultancy work i.e. work/purchase orders and completion certificates as in point no.ii should be enclosed.
- iv. The applicant should have executed atleast two LEED rated projects with atleast silver rating.
- v. The above two projects should be atleast 50% of the specified area (Area details as per **ANNEXURE –C**)
- vi. Among the above two projects, atleast one should be a similar building.
- vii. The applicant should have average annual financial turnover of at least Seven Lakhs during the last two financial years ending 31st March 2013. The documentary evidence duly audited and certified by a Chartered Accountant must be furnished along with the application. The details of the same shall be furnished in form 'A'.
- viii. The applicant should not have incurred any loss in the last two financial years ending 31st March 2013, duly certified by the Chartered Accountant. The details of the same shall be furnished in form 'A'.

2. SUBMISSION OF THE TENDER DOCUMENTS

The tender document shall be submitted in two parts

1. Part- I- Technical Bid
2. Part-II- Price Bid

2.1 Part –I Technical Bid shall consist of the following,

- a. Earnest Money Deposit
Earnest Money Deposit, as detailed in clause 4 below, placed in a separate sealed envelope and duly marked "Earnest Money Deposit".
- b. Power of Attorney

Attested copy of Power of Attorney (in favour of the authorized signatory of the tenderer) to submit the tender.

- c. Signed copies of Technical Bid, Detailed Scope of works (ANNEXURE –A & B).

- d. Letter of transmittal

The applicant should submit the letter of transmittal attached with this document.

- e. Financial information

Applicant should furnish the Annual financial statement for the last two years (in Form “A”).

- f. Experience in works / similar works

Applicant should furnish the following:

- A. All the necessary documents to support the eligibility Criteria.
- B. Number of the technical persons in the firm/to be deployed in this project and their details with their qualification and expertise (in form D)
- C. List of works executed and works ongoing along with proof.
- D. Copy of Accreditation Certificate issued by IGBC
- E. Proof of having **carried out/undertaken Green building consultancy and construction works** enumerated as in eligibility criteria in the past 2 years.

- g. Organization information

Applicant is required to submit the following information in respect of his organization (in Forms “B & C”).

- A. Name & Postal Address, Telephone & Fax Number etc.
- B. Copies of original documents defining the legal status, place or Registration and principal places of business:
- C. Works Contract Tax/service tax registration with Sales Tax Department.
- D. Names & Title of Directors and Officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- E. Information on any litigation in which the applicant was involved during the last two years, including any current litigation.

F. Authorization for employer to seek detailed references.

G. Details & Expertise of the Applicants

2.2 Part –II Price Bid shall consisting of the following

a. Completed Price bid

3. EVALUATION OF BIDS

1) The applicants will be evaluated in the following manner:

The eligibility criteria prescribed above in respect of experience of similar works completed and financial turn over etc. will first be scrutinized and the applicant's eligibility for qualification for the work be determined IIITM-K, however, reserves the right to restrict the list of qualified bidders to any number deemed suitable by it.

2) Even though an applicant may satisfy the above requirements, he would be liable for disqualification if he has:

A. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document,

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

C. If the applicant, or any constituent partner in case of partnership firm, has been debarred/black listed or terminated for poor performance by any organization at any time or ever been convicted by a court of law, their application will be summarily rejected.

- 3) All tenderers who qualified based on Eligibility Criteria shall be informed and will be called for a presentation for methodology and work details by the technical committee members of IITM-K. Price bid of those who qualify based on the presentation shall be opened. The price bids of the unqualified bidders shall be returned unopened.

4. EMD/SECURITY DEPOSIT

Earnest Money Deposit is Rs. 30,000/- and is to be produced in any one of the following form

1. Demand draft from a Scheduled Bank/Nationalised Bank drawn in favour of the Director, IITM-K, Thiruvananthapuram.
2. Deposit receipt from a Scheduled Bank/Nationalised Bank pledged in favour of the Director, IITM-K, Thiruvananthapuram.
3. National savings/Kissan Vikas Patra /Treasury savings certificate duly pledged in favour of the Director, IITM-K, Thiruvananthapuram.
4. Bank Guarantee from a Nationalised bank

E.M.D of the unsuccessful tenders will be refunded without any interest within the firm period of 60 days from the date of opening of the bid. E.M.D may be forfeited in the following cases.

1. If a bidder withdraws his bid during the period of validity specified.
2. If the successful bidder fails to sign the contract agreement or fails to furnish the required security deposit within the time limit.

5. Performance Bank Guarantee

The successful bidder will deposit an amount equal to 5% of tendered value in the form of Bank Guarantee from a Nationalised bank which will be released within 30days of receipt of IGBC certification for the project. The Bank Guarantee shall be submitted within 30 days of issue of award letter.

All the deposits of E.M.D & SECURITY DEPOSIT will not bear any interest whatsoever.

1. Income-tax and works contract tax at the rate prevailing at the time of payment will be deducted from each running bill and final bill.
2. All statutory payments in connection with the employment of the workmen for this work will be borne by the contractor.

6. PERIOD OF VALIDITY OF TENDER

The tender shall remain valid for acceptance for a period of 90 days from the date of opening of the tenders.

7.AGREEMENT

The successful tenderer will be required to sign an agreement in Stamped paper worth Rs.100.00 in the form approved by the Owner for the fulfilment of the contract. But the written acceptance of the tender by the Owner will constitute a binding agreement between the Owner and the person so tendering whether such formal contract is or is not subsequently entered into.

OTHER CONDITIONS OF CONTRACT

The Detailed Scope of Services to be rendered by Green Building Consultant is attached as ANNEXURE-A. Terms & Conditions, Mode of Payment etc are attached as ANNEXURE -B.

**DIRECTOR
IITM-K**

LETTER OF TRANSMITTAL

From:

To

**The Director, IIITM-K
IIITM-K Building
Technopark Campus
Thiruvananthapuram-695581**

Sir,

Sub : Proposal for providing total Consultancy for design, implementation and obtaining LEED India rating for CORE & SHELL of the proposed Development of Campus of IIITM-K at Technocity, Thiruvananthapuram

Having examined the details given in the Tender press notice and Qualification documents for the above work, I/we hereby submit the qualification document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms A to D and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I/We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following works:

Name of work

Certificate from

Enclosures.

Seal of applicant

Date of submission

Signature(s) of Applicant

FORM 'A'

FINANCIAL INFORMATION

- I. 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. (Copies to be attached).

A. Gross Annual turn over on construction works.

Years

2011-12	2012-13

B. Profit/Loss

Years

2011-12	2012-13

- II. The following certificates are enclosed:
PAN & Service Tax Registration copies

Signature of Chartered Accountant with Seal

Signature of Applicant

FORM 'B'

**DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST FIVE
YEARS ENDING LAST DAY OF THE MONTH OF**

March 2014

Sl. No	Name of work/ project and location	Owner or sponsor	Cost in crore s	Date of commen cement as per contract	Stipulat ed date of completi on	Actual date of compl etion	Litigatio n /arbitrat ion pending /in progress with details*	Name and address /telephon e number of officer to whom reference may be made	Remar ks
1	2	3	4	5	6	7	8	9	10

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

* Completion Certificate in proof of the above should be enclosed along with the application form

Signature of Applicant

FORM 'C'

STRUCTURE & ORGANIZATION

1. Name & Address of the applicant
2. Telephone No./Fax No.
3. Legal status of the applicant (attach copies of original document 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).

Organization/Place of registration	Registration No.
1.	
2.	
3.	
5. Names and Titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorized to act for the organization.
7. Was the applicant ever required to suspend construction for a period of more than six months continuously after you commenced the construction? If so, give the name of the project and reasons of suspension of work.
8. Has the applicant, 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 applicant, or any constituent partner in case of partnership firm, even been debarred/black listed for tendering in any organization at any time? If so, give details.
10. Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
11. Has the applicant any valid VAT/Works Contract Tax registration with the Sales Tax Department?
12. Any other information considered necessary by not included above.

Signature of Applicant

FORM 'D'

**DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED
FOR THE WORK**

S. N o.	Designation	Number available for this work	Name	Qualific ation	Professional experience and details of work carried out	Responsi bility	Remar ks
1	2	3	4	5	6	7	8

Signature of Applicant