



**CENTRAL UNIVERSITY OF PUNJAB, BATHINDA**

**ESTABLISHMENT OF MAIN CAMPUS OF CUPB AT  
BATHINDA**

**(PRE QUALIFICATION DOCUMENT NO.: KNM/A372-000-CP-TN-7043/1001)  
(DOMESTIC COMPETITIVE BIDDING)**

**PRE-QUALIFICATION DOCUMENT  
FOR**

**CIVIL, STRUCTURAL, ELECTRICAL, HVAC,  
ELEVATORS AND OTHER DEVELOPMENTAL WORKS**

**Prepared & Issued by:**

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INDIA LIMITED**  
(भारत सरकार का उपक्रम) (A Govt. of India Undertaking)

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## **PREQUALIFICATION DOCUMENT FOR CIVIL, STRUCTURAL, ELECTRICAL, HVAC, ELEVATORS AND OTHER DEVELOPMENTAL WORKS**

**Pre Qualification Document No.: KNM/A372-000-CP-TN-7043/1001**

<b>SL. NO.</b>	<b>DESCRIPTION</b>
1.	INVITATION FOR PRE-QUALIFICATION BIDS
2.	INSTRUCTIONS TO BIDDERS FOR PRE-QUALIFICATION (PQ) BID SUBMISSION
3.	CHECKLIST FOR PQ BID SUBMISSION
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**DOMESTIC NOTICE FOR INVITATION FOR PRE-QUALIFICATION BIDS FOR  
ESTABLISHMENT OF MAIN CAMPUS OF CUPB AT BATHINDA**

Engineers India Limited (EIL), on behalf of Central University of Punjab, Bathinda (CUPB) invites e-bids from eligible bidders for Prequalification (PQ) for the following works:

Name of Work	Bidding Document on website	PQ Bid Due Date / Time
Civil, Structural, Electrical, HVAC, Elevators and Other Developmental Works  (PQ Document No.: KNM/A372-000-CP-TN-7043/1001)	08.08.2014 to 28.08.2014	28.08.2014 Up to 1200 Hrs.(IST)

The detailed IFB & PQ Document with contact details can be viewed and downloaded from EIL's website: <http://tenders.eil.co.in> or from e-tender website: <http://eprocure.gov.in/eprocure/app> or from CUPB's website: <http://www.cup.ac.in>. All amendments, time extension, clarifications etc. will be uploaded in the websites only and will not be published in newspapers. Bidders should regularly visit the above websites to keep themselves updated.

AGM(C&P), EIL, New Delhi



**DETAILED INVITATION FOR PRE-QUALIFICATION BIDS FOR  
CIVIL, STRUCTURAL, ELECTRICAL, HVAC, ELEVATORS AND OTHER DEVELOPMENTAL  
WORKS FOR ESTABLISHMENT OF MAIN CAMPUS OF CENTRAL UNIVERSITY PUNJAB AT  
BATHINDA**

**(PQ DOCUMENT NO.: KNM/A372-000-CP-TN-7043/1001)  
(DOMESTIC COMPETITIVE BIDDING)**

**1.0 INTRODUCTION**

- 1.1 Central University of Punjab, Bathinda (CUPB) is establishing its Main Campus at Village-Ghudda, Distt. Bathinda in an area of about 500 acres. Engineers India Limited (EIL) is the Project Management Consultant for execution of the work.
- 1.2 Selection of Agency for Civil, Structural, Electrical, HVAC, Elevators and other Developmental Works for establishment of Main Campus of Central University Punjab at Bathinda shall be carried out in two stages. Pre-Qualification of Bidders shall be carried out in the first stage. The Prequalified Bidders would be eligible to further participate in the bidding process and would be issued the Bidding Document for submitting their Bid in the second stage. The work shall be awarded to the lowest Bidder amongst the prequalified Bidders in the second stage.
- 1.3 EIL on behalf of CUPB invites e-bids (Through Government of India's Central Public Procurement portal <http://eprocure.gov.in/eprocure/app>) for Civil, Structural, Electrical, HVAC, Elevators and other Developmental Works for establishment of Main Campus of Central University Punjab at Bathinda from competent agencies meeting the Bidder's Pre-Qualification Criteria as stated under para 4.0 below.

**2.0 BRIEF SCOPE OF WORK AND TIME SCHEDULE**

- 2.1 Brief scope of work shall comprise of but not be limited to the following:
- Architectural, Civil, Structural works
  - Internal and External Electrification works
  - Sanitary & Plumbing works.
  - Installation of Fire Suppression and Fire Alarm System works.
  - Pumps, water treatment and drinking water supply system.
  - Sewerage / Drainage system and Sewerage Treatment Plant (STP).
  - HVAC works
  - Elevators
  - Landscaping and Horticulture Works.

**2.2 TIME SCHEDULE**

21 (Twenty One) Months from the date of issue of Letter of Acceptance.

**3.0 SALIENT FEATURES OF PRE-QUALIFICATION DOCUMENT (PQ DOCUMENT):**

S. No.	Salient Feature	Details
a)	<b>PQ Document / Booklet No.</b>	: KNM/A372-000-CP-TN-7043/1001
b)	<b>PQ Document on website</b>	: From 08.08.2014 to 29.08.2014
c)	<b>Last Date and time of submission of PQ Bids</b>	: 1200 Hrs. (IST) on 29.08.2014 Through Government of India's e-Procurement/ e-Tendering System: <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a>
d)	<b>Opening of PQ Bids</b>	: 1400 Hrs. (IST) on 29.08.2014 In presence of authorised representative(s) of attending bidder(s).
e)	<b>Mode</b>	: Through Government of India's e-Procurement/ e-Tendering System: <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a>

If any of the days mentioned above happens to be EIL holiday, the next working day shall be implied.

e-Bids are required to be submitted through Government of India's Central Public Procurement portal <http://eprocure.gov.in/eprocure/app> only, on or before the Bid-Submission Date & Time. In order to perform e-procurement activities, the bidders are required to possess a valid digital signature of Class II or III and to enroll/register themselves at <http://eprocure.gov.in/eprocure/app>. No enrollment/registration fee would be charged from the bidders for the same.

No Manual Bids/Offer shall be permitted. The offers submitted through the designated e-tendering system shall only be considered for evaluation & ordering. Bids submitted in physical form or sent in any other form such as through Fax/E-Mail / CD/DVD/Pen Drive etc. shall not be accepted.

Bidders to please refer the Appendix-I to Instructions to Bidders regarding E- Tendering guidelines.

#### **4.0 BIDDER'S PRE- QUALIFICATION CRITERIA**

Bidders shall fulfill the following qualification criteria:

##### **4.1 Experience Criteria**

4.1.1 Bidder should have completed in previous Seven (7) years ending last day of the month previous to the one in which applications are invited:

One contract involving similar completed work costing not less than Rs. 10720.00 Lakh (Rupees Ten Thousand Seven Hundred Twenty Lakh only).

OR

Two contracts involving similar completed works, each costing not less than Rs. 6700.00 Lakh (Rupees Six Thousand Seven Hundred Lakh only).

OR

Three contracts involving similar completed works, each costing not less than Rs. 5360.00 Lakh (Rupees Five Thousand Three Hundred Sixty Lakh Only).

Similar Works means Composite Works for construction of Ground/stilt+ min. 4 floor building including electrical works.

#### 4.2 **Financial Criteria**

##### 4.2.1 **Annual Turnover**

Average Annual Financial Turnover of the bidder shall not be less than Rs. 4020.00 Lakh (Rupees Four Thousand Twenty Lakh Only ) during the immediate preceding three financial years up to bid due date.

##### 4.2.2 **Net Worth**

The net worth of the bidder as per the immediate preceding year's audited financial results should be atleast Rs. 1148.00 Lakh (Rupees One Thousand One Hundred Fourty Eight Lakh Only).

##### 4.2.3 **Working Capital**

Bidder should have minimum working capital equal to Rs. 765.00 Lakh (Rupees Seven Hundred Sixty Five Lakh Only) as per the immediate preceding year's audited financial results.

#### 5.0 **General**

5.1 Joint Venture (JV) / Consortium Bids / Bids from wholly owned subsidiary relying on parent's company experience shall not be accepted.

5.2 Bidder should not be in the Holiday / Negative list of EIL/CUPB.

5.3 Bidder should not be under liquidation, court receivership or similar proceedings.

5.4 Experience of only the bidding entity shall be considered. A job executed by a bidder for its own plant/projects shall not be considered as experience for the purpose of meeting requirement of experience criteria of the PQ Document. However, jobs executed for Subsidiary / Fellow Subsidiary / Holding company will be considered as experience for the purpose of meeting experience criteria subject to submission of tax paid invoice(s) duly certified by Statutory auditor of the bidder towards payments of statutory tax in support of the job executed for Subsidiary / Fellow Subsidiary / Holding company. Such bidders shall submit these documents in addition to the documents specified in the PQ Document to meet 'Experience Criteria'.

5.5 In case of composite works (i.e. works comprising of more than one discipline) which included the qualifying work stated above, then the value of such qualifying work out of total value of completed composite work, shall be considered for the purpose of evaluation.

5.6 If work order/ completion certificate does not indicate all activities as defined under "Similar Works", then bidder should either submit a certificate to this effect from the Client correlating the work order/ completion certificate number or furnish the detailed Schedule of Rates (SOR) pertaining to the work order / AFC drawings approved by Client to verify that all the salient works had been undertaken while executing the contract.

5.7 Bidder shall furnish documentary evidence i.e. copies of work orders including Schedule of Rates (SOR), completion certificate, complete annual audited financial year statements including balance sheets, profit & loss accounts statement and all other schedules, self certification of being not under liquidation, court receivership or similar proceedings, in the

first instance itself, in support of their fulfilling the Bidder's Pre-Qualification Criteria. EIL reserve the right to complete the evaluation based on the details furnished without seeking any additional information.

- 5.8 All documents furnished by the Bidder in support of meeting the Bidder's Pre-Qualification Criteria shall be signed and stamped by the bid signatory and shall be :
- either  
duly certified by the Statutory Auditor of the Bidder or a practicing Chartered Accountant (not being an employee or a Director or not having any interest in the Bidder's company/ firm) where audited accounts are not mandatory as per law.
  - or  
duly notarized by any Notary Public in the Bidder's country. In case of notarization, Bidder shall also submit an Affidavit in the enclosed format signed by the authorized signatory of the Bidder.

All the certified documentation against Bidder's Pre-Qualification Criteria shall be uploaded by the bidder at the designated place in the Govt. of India's e-procurement/e-tendering website in a sequential manner with an index. Besides uploading the certified documentation against Bidder's Pre-Qualification Criteria in Govt. of India's e-procurement/e-tendering website, Bidders are also required to submit the original certified documents (already uploaded by them) in physical form in a separate booklet within 7 days from the date of opening of PQ bids. This booklet shall be titled as "Documentation against Bidder's Pre-Qualification Criteria" with proper index.

- 5.9 Submission of authentic documents is the prime responsibility of the Bidder. Wherever EIL / CUPB has concern or apprehension regarding the authenticity/ correctness of any document, EIL / CUPB reserves a right of getting the document cross verified from the document issuing authority.
- 5.10 In case, audited balance sheets and profit & loss account of immediate preceding financial year is not available for bid closing date upto 30th September, the bidder has an option to submit the audited balance sheets and profit & loss account of the three previous years immediately prior to the last financial year. However, for bid closing date after 30th September, bidder has to compulsorily submit the audited balance sheets and profit & loss account for the immediate three preceding financial years, for evaluation and his qualification with respect to financial criteria.
- 5.11 EIL/CUPB reserves the right to assess Bidder's capability and capacity to execute the work using in-house information by taking into account other aspects such as past performance etc.
- 5.12 The complete PQ Document is available on the website of EIL <http://tenders.eil.co.in> , on e-tender website: <http://eprocure.gov.in/eprocure/app> and on CUPB website <http://www.cup.ac.in>. However, Bidders are required to submit their bid through Government of India's e-Procurement/e-tendering system <http://eprocure.gov.in/eprocure/app> only.
- 5.13 All amendments, time extension, clarifications etc. will be uploaded in the websites only and will not be published in newspapers. Bidders should regularly visit the above websites to keep themselves updated. No extension in the bid due date / time shall be considered on account of delay in receipt of any document by mail.
- 5.14 PQ Document is non-transferable. Bidder must download the PQ Document in his own name and submit the bid directly. Bids received from bidders in whose name PQ Document has been downloaded shall only be considered.
- 5.15 Bidder may note that PQ Bid shall be submitted on the basis of "ZERO DEVIATION" and shall be in full compliance to the requirements of PQ Document, failing which PQ Bid shall be considered as non-responsive and shall be liable for rejection.

- 5.16 EIL/CUPB shall not be responsible for any expense incurred by bidders in connection with the preparation & delivery of their PQ Bids, site visit, participating in the discussion and other expenses incurred during the bidding process.
- 5.17 EIL/CUPB reserves the right to reject any or all the PQ Bids received at its discretion and to annul the bidding process at any time without assigning any reason whatsoever.
- 5.18 Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
- 5.19 In case any Bidder is found to be involved in cartel formation, his PQ Bid will not be considered for evaluation. Such Bidder will also be debarred from bidding in future.
- 5.20 For detailed specifications, terms and conditions and other details, refer PQ Document.
- 5.21 Clarification, if any, can be obtained from AGM (C&P) through Ph. 0091-11-26763718 / 3957. Telefax: 0091-11-26167664 / 26191714; Email: [kn.mahapatra@eil.co.in](mailto:kn.mahapatra@eil.co.in) / [vandana@eil.co.in](mailto:vandana@eil.co.in).

ASST. GENERAL MANAGER (C&P)  
ENGINEERS INDIA LIMITED, NEW DELHI



**INSTRUCTIONS TO BIDDERS  
FOR  
PRE-QUALIFICATION (PQ)  
BID SUBMISSION**

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## **1.0 INTRODUCTION**

### **1.1 DEFINITIONS**

- 1.1.1 'Owner' means Central University of Punjab, Bathinda (CUPB) who proposes Establishment of Main Campus of CUPB at Bathinda.
- 1.1.2 M/s Engineers India Ltd., a company incorporated in India and having its registered Office at El Bhawan, 1, Bhikaiji Cama Place, New Delhi-110066 (India) and shall include its successors and assigns is the Project Management Consultant for execution of the work.
- 1.1.3 The "Project Manager" shall mean the project manager of Engineers India Limited or his successor or authorized nominee.
- 1.1.4 'Bidder' shall mean the person or company that has submitted the PQ Bid in response to IFB, PQ Booklet / Document.
- 1.1.5 'PQ Bid/ Bid' shall mean the Bid submitted by Bidder(s) for Pre-Qualification in response to this 'PQ Booklet'.
- 1.1.6 'Bid' shall mean the bid submitted by the Pre-Qualified Bidder after issue of the Bidding Document. This shall be covered under Stage-2.
- 1.1.7 'Bidding Document' shall mean the document issued to the Pre-Qualified Bidder for submission of their Bid. This shall be part of Stage-2.

### **1.2 OWNER'S RIGHT TO ACCEPT/ REJECT**

- 1.2.1 The Owner / Consultant reserves the right to accept or reject any PQ Bid and to annul the Pre-Qualification process and reject all PQ Bids at any time without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for the Owner's / Consultant's action.

## **2.0 ELIGIBLE BIDDERS**

- 2.1 Bidder shall, as part of their bid, submit a written Power of Attorney authorizing the signatory of the Bid to commit the bidder.
- 2.2 The invitation of bid is open to any bidder meeting the BQC.
- 2.3 Bidder should not be under liquidation, court receivership or similar proceedings.
- 2.4 The bidder shall not be on holiday / negative list of EIL/CUPB as on the due date of submission of bid. If the documents were issued inadvertently / downloaded from website, offers submitted by such bidders shall not be considered for opening / evaluation.

## **3.0 PREPARATION/SUBMISSION OF PQ BID**

### **3.1 LANGUAGE OF PQ BID**

- 3.1.1 The PQ Bid and all correspondence incidental and related to PQ Bid shall be in English language. Any printed literature and document submitted in any other language should be accompanied by authenticated English translation, in which case, for purpose of interpretation of the PQ Bid, English translation shall govern. Responsibility for correctness in translation shall lie with the

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Bidder.

3.1.2 In the event of submission of any document/ certificate by the Bidder in a language other than English, the English translation of the same duly authenticated by Chamber of Commerce of bidder's country shall be submitted by the bidder

3.2 COST OF BID

3.2.1 The Bidder shall bear all costs associated with the preparation or delivery of its PQ Bid, participating in discussions etc. including costs and expenses related with visits to Owner's/Consultant's office and the site(s). Owner/Consultant will in no case be responsible or liable for those costs and expenses regardless of the outcome of the process.

3.3 PQ BIDS ON JOINT VENTURE BASIS

3.3.1 Consortium / Joint Venture bids shall not be accepted.

3.4 DOCUMENTS COMPRISING PQ BID

3.4.1 Bidders should submit their PQ bid through Govt. of India's Central Public Procurement Portal (CPPP) <http://eprocure.gov.in/eprocure/app> only. Bidder shall follow the guidelines as given in Appendix-I to ITB of the PQ Document for submission of their PQ bid in CPP Portal <http://eprocure.gov.in/eprocure/app>.

3.4.2 The Bidder shall in his own interest furnish complete documentary evidence by way of copies of work orders, work completion certificates and complete audited annual reports containing audit report, audited balance sheets, profit & loss accounts statement & all other schedules and all other details/ document as specified in format in the first instance itself, in support of their fulfilling the Pre-Qualification Criteria.

3.4.3 EIL reserve the right to complete the evaluation based on the details furnished in the bid without seeking any additional information.

3.4.4 The PQ bid shall contain scanned copies of the following, and shall be serially numbered and arranged in the order :

- i) Covering letter for Bid Submission Sheet as per FORM-1.
- ii) Power of Attorney in favour of bid signatory.
- iii) Bidder's General Information as per FORM-2.
- iv) Details of experience meeting the BQC in the last 7 years by the Bidder as per Form-3 to ITB.
- v) Details of Annual Turnover as per Form-4 to ITB along with copies of complete audited Annual Financial Year Statements including audited balance sheets, Profit & Loss account statement with all schedules for preceding 3 years.
- vi) All the documents uploaded for meeting the bidder's pre-qualification criteria shall either be notarised by any Notary Public or shall be duly certified by the statutory Auditor of the bidder in original or a practicing Chartered Accountant, as the case may be, in line with the requirement of IFB. In case of notarisation, Bidder shall submit an affidavit in the format enclosed as Form-5 to ITB. The affidavit should also be duly notarized.

Bidders uploading documentation against Bidder Pre-Qualification

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Criteria are required to submit the same in a separate booklet. This Booklet shall be titled as “Documentation against Bidder Pre-Qualification Criteria” with proper index and shall be submitted within 7 days from the date of opening of PQ bids.

- vii) Master Index and copies of all technical and commercial amendments/addendums issued, if any duly signed and stamped on each page as a token of having received and read all parts of the Pre-Qualification Booklet while submitting the bid.
- viii) DELETED
- ix) DELETED
- x) Bidder’s declaration that they are not under any liquidation, court receiver ship or similar proceedings.
- xi) Organization details
  - In case of a proprietorship firm, the name and address of proprietor, and certified copy of ‘Certificate of Registration of firm’.
  - In case Bidder is a partnership firm, certified copy of the partnership deed.
  - In case of company (whether private or public), certified copy of the ‘Certificate of Incorporation’ together with certified Memorandum/Articles of Association.
- xii) Check list duly filled in as per format provided in this Booklet.

#### **4.0 FORMAT AND SIGNING OF PQ BID**

- 4.1 The bidder shall submit e-bid as per the provisions given in this PQ document in Govt. of India’s Central Public Procurement Portal (CPPP) <http://eprocure.gov.in/eprocure/app> as per the guidelines given in the PQ document.

The e-bid shall be signed (e-signed) by the person duly authorised to sign on behalf of the bidder and having valid POA for the same at the time of bid submission. The digital signature used for signing the PQ bid shall be issued in the name of such authorised person and the certificate details, available from the e-signed documents, should indicate the details of the signatories Any consequences resulting due to such signing (e-signing) shall be binding on the bidder.

#### **4.2 MARKING AND SUBMISSION OF PQ BIDS**

- 4.2.1 E-Bid shall be submitted in the following manner with file names as per the details given below:
- 4.2.2 Techno-commercial PQ bid including scanned copy of Power of Attorney

**Original Power of Attorney, Certified copies of Qualification Documents in original along with affidavit shall be submitted in physical form.**

Power of Attorney in physical form: Original of Power of Attorney and one copy of the same shall be sealed in an envelope clearly super scribing “Power of Attorney”- “Original” and “copy”. Scanned copies of the same shall

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be uploaded along with the PQ bid with file name as "Power of Attorney".

- 4.2.3 Envelope containing the documents in physical form shall be submitted by the bidder within 7 days from the date of opening of PQ bids clearly super scribing on top of the envelope name of work, PQ document no. and name of bidder.
- 4.2.4 PQ Bids must be received online by EIL through Govt. of India's Central Public Procurement Portal (CPPP) <http://eprocure.gov.in/eprocure/app> and documents in other envelopes containing Physical Forms must be received by EIL at the following address:

AGM(C&P)  
Engineers India Limited  
Dak Receipt Section  
Engineers India Annexe,  
2-B, Bhikaiji Cama Place, R.K. Puram  
New Delhi-110066. (INDIA)  
Attn: Sh. K.N.Mahapatra, AGM(C & P).

#### 4.3 DEADLINE FOR SUBMISSION OF PQ BID

- 4.3.1 The PQ bid must be submitted on line at e-tender site of EIL within due date and time for bid submission as specified in IFB.
- 4.3.2 EIL/Owner may, in exceptional circumstances and at its discretion, on giving reasonable notice by e-mail / fax or any written communication to all prospective bidders who have downloaded the PQ document extend the deadline for the submission of PQ bids in which case all rights and obligations of the Employer / Consultant and bidders, previously subject to the original deadline will thereafter be subject to deadline as extended.
- 4.3.3 Bidders in their own interest are requested to register on e- tendering portal and upload their PQ bid well in time.
- 4.3.4 Bidders should avoid the last hour rush to the website for registration of user id & password, enabling of user id and mapping of digital signature serial number etc. since this exercise require activities from EIL & M/s National Informatics Centre (NIC) (Service Provider for Govt of India's CPP Portal) and needs time. In the event of failure in bidder's connectivity with EIL/Service Provider during the last few hours, bidder is likely to miss the deadline for bid submission. Due date extension request due to above reason may not be entertained.

#### 4.4 LATE /UNSOLICITED PQ BIDS

- 4.4.1 E-system of EIL shall close immediately after the deadline for submission of PQ bid prescribed in the IFB.
- 4.4.2 Unsolicited bids or bids submitted at address other than one specifically stipulated in the PQ document shall not be considered for opening/evaluation.

#### 4.5 MODIFICATION AND WITHDRAWAL OF PQ BIDS

- 4.5.1 The bidder may modify, re-submit or withdraw its e-bid after the bid submission, but, before the due date of submission as per provision of e-tendering system of EIL. No bid can be modified after the deadline for submission of bid.

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## **5.0 OPENING AND EVALUATION OF PQ BID**

### **5.1 OPENING OF PQ BIDS**

- 5.1.1 The PQ Bid shall be opened in the presence of representative of Bidders on due date at date & time as mentioned in Detailed Invitation for Pre-Qualification(IFB).

### **5.2 EVALUATION CRITERIA**

- 5.2.1 Bidder intending to participate shall meet Pre-Qualification Criteria as mentioned in IFB.

### **5.3 EVALUATION OF PQ BID**

- 5.3.1 Prior to detailed evaluation of PQ Bids, the Owner / EIL will determine whether each PQ Bid totally comply with the requirement of PQ Document.
- 5.3.2 Owner / EIL will examine the PQ Bids for completeness including whether the details furnished are in order.
- 5.3.3 Owner / EIL reserve the right not to seek any clarification on documents uploaded in support of Pre-Qualification requirements and evaluate the PQ Bids on "As Received Basis".
- 5.3.4 Prior to detailed PQ Bid evaluation, the OWNER/EIL will determine the qualification of bidder with respect to the Pre-Qualification Criteria as stated in the IFB and substantial responsiveness of each PQ Bid with respect to the PQ Documents.
- 5.3.5 Owner/EIL reserve the right to assess Bidder's capability and capacity to execute the work using in-house information including taking into account other aspects such as past performance etc.

### **5.4 OWNER'S RIGHT**

- 5.4.1 Owner / EIL reserves its right to call for original of the supporting document for verification, if so deemed fit and also to cross check for any details as furnished by the Bidder from their previous clients/consultants etc. Bidder shall have no objection whatsoever in this regard.
- 5.4.2 Owner / EIL reserve the right to make use of available in-house data also for Pre-Qualification of Bidders who have submitted PQ Bids for Pre-Qualification.

### **5.5 CONTACTING THE OWNER/CONSULTANT**

- 5.5.1 No Bidder shall contact the Owner/Consultant on any matter relating to its PQ Bid from the time of submission of PQ Bid, unless requested so in writing.
- 5.5.2 Bidder to note that non-submission of relevant supporting documents may lead to rejection of their PQ Bid. It is to be ensured that all relevant supporting documents shall be submitted along with their PQ Bid in the first instance itself. Pre-Qualification may be completed based on the details so furnished without seeking any subsequent additional information.

## **6.0 BIDDING DOCUMENT**

### **6.1 ISSUE OF BIDDING DOCUMENT**

- 6.1.1 Non-transferable Bidding Document shall be issued to Pre-Qualified Bidders free of cost/ charge in stage-2 of selection.

**7.0 ACKNOWLEDGEMENT & CONFIRMATION**

**7.1 ACKNOWLEDGEMENT OF PQ BOOKLET**

- 7.1.1 Within 05 (Five) days of receipt/ downloading the PQ Booklet, Bidder shall acknowledge the receipt of PQ Booklet and confirm his intention to submit his PQ Bid as per the proforma enclosed as **Annexure-I** to this document.
- 7.1.2 Bidder must furnish the Acknowledgement-Cum-Consent Letter positively so that any modifications to the terms & conditions of the PQ Booklet could be communicated to the intending Bidders expeditiously. Also Bidder downloading the PQ Booklet shall give complete and correct contact details while downloading the document.



**ANNEXURE-I**

**ACKNOWLEDGEMENT CUM  
CONSENT LETTER**

**ACKNOWLEDGEMENT CUM CONSENT LETTER**

To

ENGINEERS INDIA LIMITED  
EI ANNEXE- 4<sup>TH</sup> FLOOR  
1, BHIKAIJI CAMA PLACE, R. K. PURAM,  
NEW DELHI- 110066.  
INDIA

**ATTN : AGM (C & P)**

**SUBJECT: INVITATION FOR PRE-QUALIFICATION BID FOR CIVIL, STRUCTURAL, ELECTRICAL, HVAC, ELEVATORS AND OTHER DEVELOPMENTAL WORKS FOR ESTABLISHMENT OF MAIN CAMPUS OF CENTRAL UNIVERSITY PUNJAB AT BATHINDA**

**PRE QUALIFICATION DOCUMENT NO.: KNM/A372-000-CP-TN-7043/1001**

Dear Sir,

We hereby acknowledge receipt of a complete set of PQ Booklet along with enclosures for preparing the Bid.

We undertake that the PQ Booklet shall not be transferred and that the said documents are to be used only for the purpose for which they are intended.

A) We intend to Bid as requested for the subject works and furnish following details with respect to our office:

- (i) POSTAL ADDRESS : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (ii) CONTACT PERSON : \_\_\_\_\_
- (ii) TELEPHONE NUMBER : \_\_\_\_\_
- (iv) MOBILE NUMBER : \_\_\_\_\_
- (v) TELEFAX NUMBER : \_\_\_\_\_
- (vi) E-MAIL ADDRESS : \_\_\_\_\_

- 
- B) Contact person at Delhi, if any:
- (i) POSTAL ADDRESS : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - (ii) CONTACT PERSON : \_\_\_\_\_
  - (ii) TELEPHONE NUMBER : \_\_\_\_\_
  - (iv) MOBILE NUMBER : \_\_\_\_\_
  - (v) TELEFAX NUMBER : \_\_\_\_\_
  - (vi) E-MAIL ADDRESS : \_\_\_\_\_

C) We are unable to submit bid for the reasons given below.

Reasons for non-submission of bid:

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AGENCY'S NAME : \_\_\_\_\_  
SIGNATURE : \_\_\_\_\_  
NAME : \_\_\_\_\_  
DESIGNATION : \_\_\_\_\_  
DATE : \_\_\_\_\_

NOTE: Bidders are requested to furnish the details mentioned at (A) and (B) or (C) immediately after receipt of PQ Booklet.

**(SIGNATURE OF BIDDER)**

## E-TENDERING METHODOLOGY

### Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal (URL: <http://eprocure.gov.in>) only, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More detailed information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app> .

### REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click **here to Enroll**” on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process and submit in EIL tender portal for updation of records (<http://tenders.eil.co.in>) . These details would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (DSC) (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Foreign Bidders have to refer “DSC details for foreign Bidders” for Digital signature Certificates requirements which comes under Download Tab at <http://eprocure.gov.in/eprocure/app> and the remaining part is same as above and below.
- 6) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 7) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, the same can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) To avoid Network congestion, Bidder is recommended to upload file size of up to Maximum 35 MB per part. However, in case file size exceeds 35 MB, bidder may compress the files by scanning with 75 dpi setting as per s.no 4 below and can use additional 25 MB space ("My Documents") provided to the bidder as per s.no 5 below.
- 4) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document and generally, they can be in PDF / XLS / RAR / DWF formats. **Bid documents may be scanned with 75 dpi with black and white option. However, Price Schedule / SOR shall be strictly in RAR format without altering any contents of the formats uploaded by EIL in their Bidding Document.**
- 5) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **RETENDER**

**Please note that if Tender has been retendered, than it is mandatory for the bidder to submit their offer again on CPP Portal.**

## **WITHDRAWAL OF BID**

**It may please be noted that bidders now have an additional feature of withdrawing their bids before due date and time. After submitting the bid on the CPP Portal, if the bidder wishes to withdraw his bid, he can do so. However, if the bidder withdraws his bid, he will be exempted from further participation in the tender and won't be able to submit his bid again for that particular tender.**

## **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 x 7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800-3070-2232 and Mobile Nos +91-7878007972, +91-7878007973.

# **CHECK LIST FOR PQ BID SUBMISSION**

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**CHECK LIST FOR PQ BID**

Bidder is requested to fill this Check List and ensure that all details/documents as mentioned in the Pre-Qualification Booklet are submitted along with their PQ Bid. Please tick the box and ensure compliance and specify the Page no. of PQ Bid submitted.

**A.**

A.1 Covering letter for Bid Submission Sheet as per FORM-1.

Uploaded

A.2 This check list duly filled in

Uploaded

A.3 Power of Attorney in favor of signatory of PQ Bid

Uploaded

**B.**

B.1 Bidder's General Information as per FORM-2.

Uploaded

B.2 Specific Experience Details as per FORM-3

Uploaded

B.3 Financial Details as per FORM-4

Uploaded

B.4 Affidavit from Notary Public as per FORM-5

Uploaded

B.5 Complete Audited Financial Year statements for the Preceding three financial years

Uploaded

Submitted for the years

1. -----

2. -----

3. -----



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B.6 DELETED

B.7 DELETED

B.8 Bidder's declaration that they are not under any liquidation, court receiver ship or similar proceedings.

Uploaded

B.9 Organization details

- In case of a proprietorship firm, the name and address of proprietor, and certified copy of 'Certificate of Registration of firm'.
- In case Bidder is a partnership firm, certified copy of the partnership deed.
- In case of company (whether private or public), certified copy of the 'Certificate of Incorporation' together with certified Memorandum/Articles of Association.

Uploaded

B.10 Master Index of PQ Booklet

Uploaded

B.11 Any other document (Furnish details)

Uploaded

(Signature of Bidder)

**PROPOSAL FORMS**

**BID SUBMISSION LETTER**

(TO BE SUBMITTED ON THE LETTER HEAD OF THE BIDDER)

**Serial No.**

**Date:**

**From**

To,

ENGINEERS INDIA LTD.  
EI ANNEXE- 4<sup>TH</sup> FLOOR,  
1, BHIKAIJI CAMA PLACE, R.K. PURAM  
NEW DELHI-110066  
INDIA

**SUBJECT: PRE-QUALIFICATION DOCUMENT FOR CIVIL, STRUCTURAL, ELECTRICAL, HVAC, ELEVATORS AND OTHER DEVELOPMENTAL WORKS FOR ESTABLISHMENT OF MAIN CAMPUS OF CENTRAL UNIVERSITY PUNJAB AT BATHINDA**

**PRE QUALIFICATION DOCUMENT NO.: KNM/A372-000-CP-TN-7043/1001**

Dear Sir,

Having examined and understood the PQ Document and having thoroughly studied the requirements of **PRE-QUALIFICATION DOCUMENT FOR CIVIL, STRUCTURAL, ELECTRICAL, HVAC, ELEVATORS AND OTHER DEVELOPMENTAL WORKS FOR ESTABLISHMENT OF MAIN CAMPUS OF CENTRAL UNIVERSITY PUNJAB AT BATHINDA**, we hereby submit our PQ Bid for the same in accordance with requirements specified in the PQ Document.

We have uploaded in this PQ Bid the following documents:

- (i) General information details as per FORM-2 along with supporting documents.
- (ii) Specific experience details as per FORM-3 along with supporting documents.
- (iii) Financial details as per FORM-4 along with supporting documents.
- (iv) Check List duly filled in.
- (v) Additional documents as listed below:

.....  
.....

We hereby undertake that the statements made herein and the information given in the Annexure referred to above are true in all respects.

We further undertake as and when called upon by Engineers India Ltd. to produce for its inspection, original(s) of the documents(s) of which copies have been annexed hereto.

We hereby confirm that we have uploaded all details as per CHECK LIST under various sections, and also includes all details/ documents as required.

Yours faithfully,

(Signature(s) of the Bidder) Name & Designation of authorised person signing the PQ Bid (To be signed by Power of Attorney Holder)

**BIDDER'S GENERAL INFORMATION**

To  
Engineers India Limited,  
1, Bhikaiji Cama Place,  
R.K. Puram, New Delhi -110066  
India

1-1 Bidder's Name: \_\_\_\_\_

1-2 Number of Years in Operation: \_\_\_\_\_

1-3 Address of Registered Office: \_\_\_\_\_

City \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_ PIN/ZIP \_\_\_\_\_

1-4 Operation Address  
if different from above: \_\_\_\_\_

City \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_ PIN/ZIP \_\_\_\_\_

1-5 Contact Person: 1. POA HOLDER: \_\_\_\_\_

2. \_\_\_\_\_

1-6 Mobile Number: 1. POA HOLDER: \_\_\_\_\_

2. \_\_\_\_\_

1-7 Telephone Number: \_\_\_\_\_

(Country Code) (Area Code) (Telephone Number)

1-8 E-mail address: \_\_\_\_\_

1-9 Website: \_\_\_\_\_

1-10 Fax Number: \_\_\_\_\_

(Country Code) (Area Code) (Telephone Number)

1-11 ISO Certification, if any {If yes, please furnish details}

1-12 Banker's Name : \_\_\_\_\_

1-13 Branch : \_\_\_\_\_

1-14 Branch Code : \_\_\_\_\_

1-15 Bank account number : \_\_\_\_\_

1-16 Excise Registration number : \_\_\_\_\_

1-17 Excise Range : \_\_\_\_\_

1-18 Excise Division : \_\_\_\_\_

1-19 Excise Collectorate : \_\_\_\_\_

1-20 Service Tax Registration No. \_\_\_\_\_

1-21 Local ST No. : \_\_\_\_\_

1-22 CST No. : \_\_\_\_\_

1-23 PAN No. : \_\_\_\_\_

1-24 Whether SSI Registered Or not : \_\_\_\_\_

(SIGNATURE OF BIDDER WITH SEAL)

**FORMAT FOR DETAILS OF SIMILAR GOODS/WORK/SERVICES SUPPLIED/ DONE DURING PAST .....YEARS**

S. No	Description of the Goods/works/ Services	FOA / LOA/PO/ WO No. and date	Full Postal Address & phone nos. of Client. <i>Name, designation and address of Engineer/ Officer-in-Charge (for cases other than purchase)</i>	Value of Contract/ Order (Specify Currency Amount)	Date of Commencement of Work/ Services or supply of goods	Scheduled Completion Time (Months) Delivery Schedule	Date of Actual Completion/ Supply	Reasons for delay in execution, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
PI refer instruction								

Place:  
Date:

[Signature of Authorized Signatory of Bidder]  
Name:  
Designation: Seal:

Instructions:

- 1) Bidders are expected to provide details of the work **meeting the Bidder Qualification criteria** which shall be considered for pre-qualification purpose.
- 2) Copies of Letter of awards/ Order/ Work Orders and completion certificate (in case of works/ services) or IRN/Proof of delivery (in case of supplies) to be enclosed.
- 3) The said documents, as mentioned at Sl.no.2 above, shall be notarised by any Notary Public along with an affidavit from the bidder in the prescribed format or duly certified by the Statutory Auditor of the bidder or a practicing Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/ firm) where audited accounts are not mandatory as per law.
- 4) It may be noted that in the absence of documents as above, the details would be considered inadequate and could lead to the bid being considered ineligible for further evaluation.

**FORMAT FOR FINANCIAL CAPABILITY OF THE BIDDER**

**A. ANNUAL TURNOVER OF LAST 3 YEARS:**

Year	Amount (INR)
Year 1:	
Year 2:	
Year 3:	

**B. NET WORTH FOR LAST AUDITED FINANCIAL YEAR i.e. \_\_\_\_\_ IS Rs. \_\_\_\_\_**

(Networth means paid up share capital, Share Application Money pending allotment\* and reserves# less accumulated losses and deferred expenditure to the extent not written off.

# Reserves to be considered for the purpose of networth shall be all reserves created out of the profits and securities premium account but shall not include reserves created out of revaluation of assets, write back of depreciation and amalgamation.

\*Share Application Money pending allotment will be considered only in respect of share to be allotted.)

**B. WORKING CAPITAL FOR LAST AUDITED FINANCIAL YEAR i.e. \_\_\_\_\_ IS Rs. \_\_\_\_\_**

Date:

[Signature of Authorized Signatory]

Name:

Designation:

Seal:

**AFFIDAVIT**

(TO BE SUBMITTED ON A NON JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)

AFFIDAVIT OF \_\_\_\_\_, S/o D/o \_\_\_\_\_, resident of \_\_\_\_\_  
EMPLOYED AS \_\_\_\_\_ WITH \_\_\_\_\_ HAVING OFFICE AT \_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_

I, the above named deponent do hereby solemnly affirm and state as under :-

1. That I am the authorized representative and signatory of M/s \_\_\_\_\_
2. That the document (s) submitted, as mentioned hereunder, by M/s \_\_\_\_\_ alongwith the Bid Document submitted under covering letter no. \_\_\_\_\_ dated \_\_\_\_\_ towards Tender No. \_\_\_\_\_ for \_\_\_\_\_ (Project) has / have been submitted under my knowledge.

Sr. No.	Document Reference no. & date	Document subject	Issuing Authority

3. That the document(s) submitted, as mentioned above, by M/s \_\_\_\_\_ alongwith the Bid Document for meeting the Bid Qualification Criteria thereunder, vide covering letter no. .... dated \_\_\_\_\_, towards Tender No. .... for \_\_\_\_\_ are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s) is false, forged or fabricated.
4. That no part of this affidavit is false and that this affidavit and the above declaration in respect of genuineness of the documents has been made having full knowledge of (i) the provisions of the Indian Penal Code in respect of offences including, but not limited to those pertaining to criminal breach of trust, cheating and fraud and (ii) provisions of bidding conditions which entitle the Owner / EIL to initiate action in the event of such declaration turning out to be a misrepresentation or false representation.
5. I depose accordingly.

**DEPONENT**

**VERIFICATION**

I, \_\_\_\_\_ the deponent above named do hereby verify that the factual contents of this affidavit are true and correct. No part of it is false and nothing material has been concealed there from.

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_20....

**DEPONENT**



**DELETED**

**DELETED**