



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
ICAR Research Complex for NEH Region
Umroi Road, Umiam, Meghalaya – 793 103



No. RC (EC-305)EOI/2015

Dated Umiam, the 31st March, 2015

INVITATION FOR EXPRESSION OF INTEREST (EOI)

EOI is invited on behalf of the Secretary, ICAR from Public Works Organizations/PSU's (State & Central Govt. Organizations) within **23rd May, 2015** for the following different works as mention below at the ICAR Research Complex for NEH Region, H.Q. Umiam, Meghalaya which are proposed to be executed in the next financial year. Interested Agency may attend the pre-bid discussion to be held on 28th April, 2015 at 11.00A.M. at ICAR Research Complex for NEH Region (H.Q), Umiam, Meghalaya.

Sl. No	Name of work	Probable cost including agency charges, all other charges, taxes etc. (Rs. in Lakhs)	Time period for completion
1	Construction of RCC roof cattle house for about 16 adult animals, complete with RCC mangers and other facilities, with 4-5 mts high dry fodders storage shed at the top for buffalo	50.0	March, 2017
2	Construction of Administrative Annex Building	100.0	March, 2017
3	Over Head R.C.C. tanks in the Instt. Bldg.- 1.0 lakh L capacity	44.86	March, 2017

The quotations in terms of departmental charges through the EOI as per terms and conditions at **Annexure-I** are to be submitted to the Estate Officer of the Institute H.Q. at Umiam on or before **2.00 P.M** of **23rd May, 2015** and will be open on the same day at **2.30 P.M** in the Committee Room of the Institute's Administrative Building in presence of bidder or his authorized representative. If it happens to be a holiday, the EOI will be opened on the next working day. Delay in submission/transit loss or damage of any part arising due to postal or any other irregularities at any stage will not be considered. The details of the terms and conditions of the EOI may either be downloaded from the websites at www.icarneh.ernet.in, www.kiran.nic.in, www.tenders.gov.in or may be obtained from the office of the Estate Officer at the ICAR Research Complex for NEH Region, Umiam on any working day during the office hours till 21st May, 2015.

(S. V. Ngachan)
Director

Copy for necessary information and action to:

1. The In-charge, Senior Fin. & Accounts Officer, ICAR Research Complex for NEH Region, Umiam, Meghalaya
2. The Chief Administrative Officer, ICAR Research Complex for NEH Region, Umiam, Meghalaya
3. The Administrative Officer (G), ICAR Research Complex for NEH Region, Umiam, Meghalaya with a request to upload the tender in "www.tenders.gov.in"
4. The Nodal Officer, ARIS Cell, ICAR Research Complex for NEH Region, Umiam, Meghalaya with a request to upload the tender in the website "www.icarneh.ernet.in"
- ✓ 5. The Incharge KIRAN, ICAR Research Complex for NEH Region, Umiam with a request to upload the tender in "www.kiran.nic.in"
6. The Vigilance Officer, ICAR Research Complex for NEH Region, Umiam, Meghalaya
7. The P.A. to Director, ICAR Research Complex for NEH Region, Umiam, Meghalaya
8. Notice Board, Estate Cell / Head Office, ICAR Research Complex for NEH Region, Umiam & Notice Board, Central Agricultural University, Umiam, Meghalaya

(D. K. Sonowal)
Estate Officer

GENERAL TERMS & CONDITIONS

1. Scope of work:

1.1 The selected organization will be expected to plan, design, estimate and execute the work in its totality including general architecture, structural design of the building, required geotechnical investigations, electrical design, energy conservation architecture, photo thermal cooling or based on renewable source of energy, quantity surveying – civil, electrical, water supply design, liaison work for obtaining required regulatory clearances, obtaining necessary approval from local authorities if needed to make the facility functional in all respects and any other work which may crop up during the design. This scope is indicative and not exhaustive.

2. Who can apply:

To be eligible for consideration an organisation should have:

- 2.1 Executed PMC of at least two large buildings of similar nature.
- 2.2 Executed at least one project of Rs 1.0 crores during the last three years.
- 2.3 Annual turnover of not less than Rs. 2.0 crores per annum during last three years.
- 2.4 On its rolls on full time basis adequate number of competent civil, structural, electrical, architects to plan/ design/ execute the work. Applicants who do not have such staff on its rolls and plan to hire for the purpose, may clearly so state.
- 2.5 A blacklisted agency by any Govt. Department is not eligible to participate in EOI.

3. How to apply:

Expression of Interest (EOI) will comprise of two parts

- (a) Technical capability
- (b) Quotation of departmental charges, all other charges, taxes etc. in departmental letter head.

3.1 In support of technical capability, the agency/organisation is **mandatory** to furnish following information in **prescribed format**:

I: Basic identification data regarding the organisation

Designed to elicit in a structured format the basic identification data about the organisation. Please attach the organisational chart/ organogram of the organisation with Form No. I & II.

II: Organisation's HR data

Designed to elicit in a structured format the organisation's HR data. Please attach CVs of key personnel.

III: Organisation's financial strength

Designed to elicit in a structured format the organisation's financial strength. Please attach copies of duly audited balance sheets for the last 3 years.

IV: Previous work experience of the organisation

Designed to elicit in a structured format the previous work experience of the organisation during the last three years.

V: Summary of information about similar works executed

Designed to elicit in a structured format the summary of information about similar work.

VI: Information about the current works

Design to elicit in a structured format the information about the current works/ projects/ jobs in the hands of the organisation.

VII: Information about litigations/ineligibility for corrupt or fraudulent practices/blacklisted with any of the government or public sector units

All the above information may be submitted in **Envelope No. I.**

3.2 In support of quotation for departmental charges, all other charges, taxes etc., the organisation/agency must submit their quotation as per prescribed **Form VIII** in a separate **Envelope No. II.**

Both the envelopes must be placed in a bigger envelope and sealed and addressed to "The **DIRECTOR, ICAR RESEARCH COMPLEX FOR NEH REGION, UMIAM, MEGHALAYA-793103**". The Agency should give their complete address on the bottom left corner of the Main Cover. EOI should be sent by Registered Posts/to be hand delivered should be put in the Tender Box kept in the Office of the Estate Officer, ICAR Research Complex for NEH Region, Umiam, Meghalaya – 793103 not later than **2.00 P.M. on 13-03-2015** in the following Address: -

**Estate Cell, Near Staff Canteen
ICAR Research Complex for NEH Region,
Umiam (Barapani), Meghalaya.**

This bigger envelope must be superscribed as "EOI for the construction works under ICAR Research Complex for NEH Region, H.Q., Umiam, Meghalaya"

4. Selection method:

- 4.1 The purpose of the present exercise is to invite expression of interest from interested parties. The question of award of work would arise only after an organisation has been selected for the purpose in the manner stated in the preceding paragraphs.
- 4.2 The technical capability of the parties who have submitted EOI would be evaluated by the Work's committee of the Institute which would prepare a recommendation to select the agency.
- 4.3 The applicant would be asked to make a presentation before the committee during the Pre-bid discussion.
- 4.4 The final selection of the agency will be in accordance with General Finance Rules (GFR).

5. General Conditions:

- 5.1 It is desirable if the bidder may visit the site at ICAR Research Complex for NEH Region, H.Q. Umiam, Meghalaya to acquaint with the quantum of work requirement before submitting final bid. Parties desirous of visiting the respective site can do so between 10 a.m. to 4.00 p.m. on all working days in consultation with the competent authority of the ICAR, H.Q. Umiam, Meghalaya.
- 5.2 Director, ICAR Research Complex For NEH Region, Umiam, Meghalay reserves the right to accept/reject any or all the offers without assigning any reason.
- 5.3 The EOI bid is liable to be rejected if complete information as required is not given therein or if the particular asked for in the schedules to the Quotations is not fully filled in.
- 5.4 The rates quoted by each agency for departmental charges, other charges, taxes etc. in EOI bid must be given both in words and figures failing which the same is liable to be rejected. The department/agency is at liberty to be present or to authorize a representative to be present at the time of opening of the EOI bid.
- 5.5 Other than the maintenance/ special repair work etc. other similar types of work may be entrusted to the agency on same rates, terms and condition PMC basis.
- 5.6 Successful Quotationer will have to enter into a detailed contract agreement with ICAR on non-judicial stamp paper of Rs. 100/- for work.
- 5.7 The Agency shall be responsible for all injury and accident to persons Employed by him while on duty. It is desirable that all employees are covered under an insurance cover.

Yours faithfully,


Estate Officer

Form I: AGENCY'S IDENTIFICATION DATA

1	Name	
2	Head office	
(a)	Address	
(b)	City	
(c)	Pin	
(d)	E-mail address	
(e)	Phone Nos. with STD code	
(f)	Fax No	
(g)	Contact person's name and designation with mobile number	
3	Office in North East	
(a)	Address	
(b)	City	
(c)	Pin	
(d)	E-mail address	
(e)	Phone Nos. with STD code	
(f)	Fax No	
(g)	Contact person's name and designation with mobile number	
4	Whether worked with ICAR/IARI earlier (Project wise details may be furnished)	Yes / No

(Applicant's Name with seal)

Name:
Designation:
Signature:

Form II: AGENCY'S HUMAN RESOURCES DATA

1. Manpower

- (a) Civil Engineer
- (b) Electrical Engineers
- (c) Architects
- (d) Structural Engineer

2. Planner/ Designer

- (a) Consultant
- (b) Quality Control
- (c) Architect/ Designer
 - I. General
 - II. Energy conservation
 - III. Interior

3. Project Management Team

(Applicant's Name with seal)

Name:

Designation:

Signature:

Form III: AGENCY'S FINANCIAL DATA

1. Latest financial year (2013-14)

- | | |
|---------------------------------|---------|
| (a) Balance sheet furnished: | Yes/ No |
| (b) Total annual turnover | lacs |
| (c) Turnover for the work | lacs |
| (d) Net worth | lacs |
| (e) Assets | lacs |
| (f) Working capital | lacs |

2. Previous financial year (2012-13)

- | | |
|---------------------------------|---------|
| (a) Balance sheet furnished | Yes/ No |
| (b) Total annual turnover | lacs |
| (c) Turnover for the work | lacs |
| (d) Net worth | lacs |
| (e) Assets | lacs |
| (f) Working capital | lacs |

3. Previous financial year (2011-12)

- | | |
|---------------------------------|---------|
| (a) Balance sheet furnished | Yes/ No |
| (b) Total annual turnover | lacs |
| (c) Turnover for the work | lacs |
| (d) Net worth | lacs |
| (e) Assets | lacs |
| (f) Working capital | lacs |

4. Bankers

- | |
|-----------------------------------|
| (a) Name |
| (b) Address |
| |
| City |
| Pin |
| (c) E-mail Address |
| (d) Phone No. with STD Code |
| (e) Fax No. |

5. Please furnish the copies of balance sheet of last five years.

Instructions:

- Balance sheets for last five years are required to be furnished by agency.
- In Sl. No. 1(b), 2(b), 3(b) turnover to be filled for 12 months. If the figure is not available, then agency may calculate and fill up.
- Please calculate "Agency's turnover for the work" as follows:
Turnover for the work = Total turnover- Turnover from sales (if any)
- Please calculate "Net Worth" as follows:
Net worth = Capital + Reserves - Accumulated losses
- Please calculate "Working Capital" as follows:
Working capital = Current Assets - Current liabilities.

Form IV: AGENCY'S PREVIOUS EXPERIENCE DATA

1.

- i) Name of Work
- ii) Client Name
- iii) Client Address
-
- City
- Pin
- iv) E-mail address (if any)
- v) Phone No. with STD code
- vi) Fax No.
- vii) Contractual start date
- viii) Contractual completion date
- ix) Actual completion date
- x) Liquidated damages levied, if any for delayed completion.....
- xi) Total value of work as per Work Order
- xii) Total value of actual work done
- xiii) A copy of work Order/ Completion Certificate

(Applicant's Name with seal)

Name:

Designation:

Signature:

Form V: SUMMARY OF SIMILAR WORKS COMPLETED/ UNDER EXECUTION

S. No.	Name of work	Area of building with capacity	Name of client with full address and telephone No.	Estimated cost	Completed cost	Actual time taken to complete the job after award

(Applicant's Name with seal)

Name:

Designation:

Signature:

Form VI: AGENCY'S CURRENT JOB DATA

1.

i) Name of Work
ii) Client Name
iii) Client Address

	City
	Pin
iv) E-mail address (if any)
v) Phone No. with STD code
vi) Fax No.
vii) Start date
viii) Completion date (Scheduled)
ix) Percentage progress
x) Expected completion date
xi) Total value of work

(Applicant's Name with seal)

Name:
Designation:
Signature:

**Form VII: DETAILS OF LITIGATIONS / INELIGIBILITY FOR CORRUPT OR
FRAUDULENT PRACTICES / BLACKLISTED WITH ANY OF THE GOVERNMENT OR
PUBLIC SECTOR UNITS**

(To be submitted on the Letterhead of the responding firm)

To

The Director,
ICAR Research Complex for NEH Region, Umiam
Meghalaya, India - 793103.

Subject: Declaration for not involved in any litigation, not being under an ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government or Public Sector Units

Dear Sir,

We, the undersigned, hereby declare that

We are not involved in any litigation with any client

We are not under a declaration of ineligibility for corrupt or fraudulent practices

We are not blacklisted with any of the Government or Public Sector Units.

Thanking you,

Yours faithfully,

(Applicant's Name with seal)

Name:

Designation:

Signature:

Form VIII: QUOTATION CUM FINANCIAL BID –II

(To be submitted on the Letterhead of the responding firm)

To

The Director,
ICAR Research Complex for NEH Region, Umiam
Meghalaya, India - 793103.

Subject: Quotation cum financial bid - II

FINANCIAL BID

This part shall contain only the financial / price part. Any other papers other than the price shall be considered none and void. Price quoted should be inclusive of all taxes applicable to the service. Price should be quoted in PERCENTAGE of the value of work as per execution both in figures and in words. Should there be any discrepancies between the prices in figures and in words then the rates quoted in words shall be considered as correct.

NAME OF THE ORGANIZATION/AGENCY	
Quotation of departmental charges, all other charges, taxes etc.	

Thanking you,

Yours faithfully,

(Applicant's Name with seal)

Name:

Designation:

Signature: