

To be filled and uploaded the scanned copy by the Bidders

## Letter of Transmittal

**From:**

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To  
Chairperson ICDC,  
Institute for Plasma Research,  
Bhat,  
Gandhinagar – 382428

Kind Attention: Secretary I-CDC

**Subject: Providing Consultancy Services (Comprehensive)** for Architectural, Civil & Structural (including proof checking), Plumbing, Electrical, HVAC, Interior, Acoustic, Obtaining Statutory approvals for **Proposed Construction of Shed Building at FCIPT campus of IPR, GIDC, Sector -25, Gandhinagar, Gujarat.**

Reference: **E-Tender Notice No.: IPR/TN/CIVIL-PR/04/2019**

Sir,

Having examined the details given in tender document for the above work, I/We hereby submit the document and other relevant information.

1. **I/We hereby certify that all the statements made and information supplied in this Tender and Forms and accompanying statements and proofs are true and correct.**
2. **I/We have furnished all information and details necessary for Eligibility and have no further pertinent information to supply.**
3. **I/We submit the requisite certified solvency certificate and authorize IPR to approach the Bank issuing the solvency certificate to confirm the correctness thereof.**
4. **I/We also authorize IPR officials to approach individuals, employers, firms and corporation to verify our competence and general reputation.**
5. **I/We submit the following document / certificates in support of our Eligibility for having successfully completed the following works:**

S. No.	Name of work	Certified by/from

**Seal & Signature and date:**

**To be filled and uploaded the scanned copy by the applicant**

**FORM "A" INFORMATION ABOUT ORGANISATION:**

Sr. No.	Particulars	Details to be filled
1.	Name of Bidder	
2.	Postal Address	
3.	Contact Nos.	
	Office	
	Mobile	
	Fax No	
	e-mail ID	
4.	Details of Branch Offices and their Address,	
	Telephone No	
	Fax No.	
	Email ID	
5.	Address of Local Office (Ahmedabad / Gandhinagar),	
	Telephone No	
	Fax No	
	Email ID	
6.	Name & Designation of Individual authorized to act for the Organization	
	Mobile No.	
	E – mail ID	
7.	a. Year of establishment	
	b. Date and year of commencement of Practice	
8.	Experience as Consultant	_____ Years _____ Months

9.	Legal status of Bidder : (Please attach attested copies of original document defining the legal status)		
	1. An Individual		Yes / No
	2. A Proprietary firm		Yes / No
	3. A Partnership firm		Yes / No
	4. A Pvt. Ltd. Company		Yes / No
	5. A Public Ltd. Company or Corporation.		Yes / No
10.	Organization PAN No. details		
11.	Organization GST No.		
12.	Details of Registration with Council of Architecture	Name :	
		Registration No.	
		Valid up to:	
13.	Names of Directors and other executives with designation	1.	
		2.	
		3.	
14.	Was the applicant ever required to suspend the project for a period of more than six months continuously after you commenced the work? If so, give the name of the project and reasons of suspension of project		
15.	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.		
16.	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.		
17.	Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.		
18.	Enlistment / Empanelment / Registration with Government / Public sector		

19.	Any other information considered necessary but not included above.	
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**Note: Bidder should attach separate sheets if required and if space given in the formats is not sufficient but strictly as per above formats only.**

**To be filled and uploaded the scanned copy by the Bidder**

**FORM “B”: FINANCIAL INFORMATION**

1. Financial Analysis: Details to be furnished duly supported by figures in balance sheet/ profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Particulars	Financial Year				
	2013-14	2014-15	2015-16	2016-17	2017-18
i) Gross Annual turnover on Consultancy works in Lakhs					
ii) Profit/Loss (In case of Loss, figure should be entered with negative sign)					
iii) Certified by					

2. The following certificates are enclosed:  
Profit & Loss account certified by CA as submitted to Income Tax Department

**Signature of Bidder (Consultant)**

**Signature of Chartered Accountant with seal & date**

To be filled and uploaded the scanned copy by the Bidder

**FORM “C”: FORM OF BANKER’S CERTIFICATE FROM A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information that M/s. \_\_\_\_\_  
(with address ) a customer of our bank are / is respectable and can be treated as good for any engagement up to  
a limit of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)  
For the Bank

NOTE:

1. Bankers certificates should be on letter head of the Bank.
2. In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

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**FORM "D"**

**List of Equipment and Infrastructure facilities available with applicant**

Infrastructure Details					
	Office (s)	Address	Approx. Carpet Area (in Sqm)	Ownership	Attach copy of Property Tax Bill / Lease Agreement
1				Rented / Owned	Yes/No
2				Rented / Owned	Yes/No
3...				Rented / Owned	Yes/No
Sr. No.	Equipment available with firm in working condition	Nos.	Current Location	Remarks	
1	Computer				
2	Printer				
3	Plotters				
4.	Scanners				
5.	Software				
	a. Architectural Design and drawing software				
	b. Structural Design & Analysis				
	c. Electrical related software				
	d. HVAC related software				
	e. Any Other				

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**FORM "E"**

**(I) INFORMATION ABOUT TOTAL ADMINISTRATIVE & TECHNICAL STAFF AVAILABLE WITH THE APPLICANT:**

Sr. No.	Name	Qualification	Designation	Total Experience (In years)	Since when working in your firm	Located at Ahmedabad/ Gandhinagar/ Others (name to be indicated)	Remarks
<b>Architects</b>							
1.							
2...							
<b>Total number of Architect with the Firm</b>							
<b>Structural Engineers</b>							
1							
2....							
<b>Total number of Structural Engineer with the Firm</b>							
<b>Electrical Engineer</b>							
1.							
2....							
<b>Total number of Electrical Engineer with the Firm</b>							
<b>HVAC Engineers</b>							
1.							
2....							
<b>Total number of HVAC Engineer with the Firm</b>							
<b>Fire Detection and Fire Fighting Services and Safety Engineers</b>							
1.							
2....							
<b>Total number of Fire Detection and Fire Fighting Engineer with the Firm</b>							
<b>Civil Engineers (Quantity Surveyors)</b>							
1.							
2....							
<b>Total number of Civil Engineer(Quantity Surveyors) with the Firm</b>							
<b>Interior Designers</b>							
1.							
2....							
<b>Total number of Interior Designer with the Firm</b>							
<b>Draftsman</b>							
1...							
2....							
<b>Total number of Draftsman with the Firm</b>							

**Note:** Bidder should attach separate sheets if required and if space given in the formats is not sufficient but strictly as per above formats only.



**(II) Format of Curriculum Vitae (CV) of Key Professionals**

**(This form to be furnished by bidder for In house and also furnish separately for each Associate consultants who would be associated with this project work)**

**Details of KEY PROFESSIONAL**

Sr No.	Name of Firm	
1	Professional	
2	Date of Birth	
3	Years with Firm	
4	Nationality	
5	Membership in professional societies	
6	Detailed Task Assigned	
7	Key Qualifications	

**Education:**

TITLE	BOARD / UNIVERSITY	GRADE	YEAR OF PASSING

**Employment Record:**

Name of the firm	Position Held	Years of Employment

**Languages:**

Language	Speaking	Reading	Writing

**Project / Experience:**

Name of Work	Year	Type Building	Special features of project (if any)	Brief work done details

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these bio-data correctly describe qualifications, experience.

**Signature of Bidder (consultant)**

To be filled and uploaded the scanned copy by the Bidder

**FORM ‘F’**

**DETAILS OF SERVICES TO BE PROVIDED BY BIDDER INHOUSE / ASSOCIATES FOR PROPOSED WORK**

Sr No.	Description of Services	To be provided In-house / Associates *
1	Architectural	In-house / Associates
2	Structural (including Proof Checking)	In-house / Associates
3	Electrical	In-house / Associates
4	HVAC	In-house / Associates
5	Plumbing	In-house / Associates
6	Fire Detection and Fire Fighting	In-house / Associates
7	Acoustic	In-house / Associates
8	Interior (if required)	In-house / Associates
9	Approval from Statutory Authorities	In-house / Associates

**• Strike off which is not applicable**

Sr. No.	Proposed Associates for this work	Name of Associate	Address and contact No.	Have they rendered consultancy service in the past to Bidder	Total Experience (In years) of Associate	Years of Association with Bidder	Copy of Agreement / MOU attached Yes / No	Copy of Work order and Completion certificate of Associate firm attached Yes / No
1.	Structural			Yes / No			Yes / No	Yes / No
2.	Plumbing			Yes / No			Yes / No	Yes / No
3.	Electrical			Yes / No			Yes / No	Yes / No
4.	HVAC			Yes / No			Yes / No	Yes / No
5.	Fire detection and Fire Fighting			Yes / No			Yes / No	Yes / No
6.	Acoustic			Yes / No			Yes / No	Yes / No
7.	Interior			Yes / No			Yes / No	Yes / No
8.	Statutory Approvals			Yes / No			Yes / No	Yes / No
9.	Any Other			Yes / No			Yes / No	Yes / No

To be filled and uploaded the scanned copy by the Bidder

**FORM "G":**

**DETAILS OF ALL WORKS OF CONSULTANCY WORKS COMPLETED DURING LAST FIVE YEARS ENDING ON 30<sup>th</sup> April 2019**

Sr No.	Details	Work -1	Work -2	Work 3.....
1	Name of work / project and Location			
2	a. Name and Address of Employer / Organization , Telephone No. of Officer to whom reference may be made			
	b. Client			
3	Cost of Work in Rs. Lakhs ( Attach copy of Work Order / Contract Agreement)			
4	Date of Commencement as per contract			
5	Stipulated date of completion			
6	Actual date of completion			
7	Services rendered by Bidder (Consultant)			
	Architectural	Yes / No	Yes / No	Yes / No
	Structural	Yes / No	Yes / No	Yes / No
	Plumbing	Yes / No	Yes / No	Yes / No
	Electrical	Yes / No	Yes / No	Yes / No
	HVAC	Yes / No	Yes / No	Yes / No
	Fire detection and Fire fighting	Yes / No	Yes / No	Yes / No
	Interior	Yes / No	Yes / No	Yes / No
	Acoustic	Yes / No	Yes / No	Yes / No
	Obtaining Statutory approvals	Yes / No	Yes / No	Yes / No
	Services rendered by Bidder through, A) In house teams	Yes / No	Yes / No	Yes / No
	Name of the Services rendered <b>In House</b> mentioned in Sr. No. 7 above	1.	1.	1.
		2.	2.	2.
		3.	3.	3.
	Services rendered by Bidder through B) Associated Consultants	Yes / No	Yes / No	Yes / No
	Name of the Services rendered <b>Through Associates</b>	1.	1.	1.

	mentioned in Sr. No. 7 above	2.	2.	2.
		3.	3.	3.
8	Name of the Project In charge and key staff and nos. of staff involved			
9	Whether For Government/Semi Government/ Government undertaking/ Government autonomous bodies:	Yes / No	Yes / No	Yes / No
10	Any Penalty imposed	Yes / No	Yes / No	Yes / No
11	Any Litigation/Arbitration/claim/Dispute	Yes / No	Yes / No	Yes / No
12	Copy of Completion certificate & Work order received from Employer to be attached			

**Note:** List of all the works completed to be furnished during past five years ending on 30<sup>th</sup> April 2019 and no work shall be left-out.

To be filled and uploaded the scanned copy by the Bidder

**FORM ‘H’**

**DETAILS OF ALL CONSULTANCY WORKS ON HAND UNDER EXECUTION (ONGOING PROJECT)**

Sr No.	Details	Work -1	Work -2	Work 3.....
1	Name of work / Project and Location			
2	a. Name and Address of Employer / Organization , Telephone No. of Officer to whom reference may be made b. Client			
3	Type of the building			
4	Construction area of building (s)			
5	Cost of Work in Rs. Lakhs			
6	Date of Commencement as per contract			
7	Stipulated date of completion			
8	Present status of completion of work in Percentage			
9	Anticipated date of completion			
10	Services rendered by Bidder (Consultant)			
	Architectural	Yes / No	Yes / No	Yes / No
	Structural	Yes / No	Yes / No	Yes / No
	Plumbing	Yes / No	Yes / No	Yes / No
	Electrical	Yes / No	Yes / No	Yes / No
	HVAC	Yes / No	Yes / No	Yes / No
	Fire detection and Fire fighting	Yes / No	Yes / No	Yes / No
	Interior	Yes / No	Yes / No	Yes / No
	Acoustic	Yes / No	Yes / No	Yes / No
	Obtaining Statutory approvals	Yes / No	Yes / No	Yes / No
	Services rendered by Bidder through, A. In house teams	Yes / No	Yes / No	Yes / No

	Name of the Services rendered <b>In House</b> mentioned in Sr. No. 10 above	1.	1.	1.
		2.	2.	2.
		3.	3.	3.
	Services rendered by Bidder through, B. Associated Consultants.	Yes / No	Yes / No	Yes / No
	Name of the Services rendered <b>Through Associates</b> mentioned in Sr. No. 10 above	1.	1.	1.
		2.	2.	2.
		3.	3.	3.
11	Name of the Project In charge and key staff and nos. of staff involved			
12	Whether For Government/Semi Government/ Government undertaking/ Government autonomous bodies:	Yes / No	Yes / No	Yes / No
13	Slow progress if any and Reasons for Delay, if any:			
14	Any Litigation/Arbitration/claim/Dispute	Yes / No	Yes / No	Yes / No
15	Copy of Work order received from Employer to be attached			
16	Any other information			

**Note:** List of all ongoing works to be provided and no work shall be left-out.

To be filled and uploaded the scanned copy by the Bidder

**FORM ‘T’**

**UNDERTAKING FROM BIDDER**

I/We undertake and confirm that eligible works(s) has / have not been executed through another agencies on back to back basis. Further that, if such a violation comes to the notice of the Institute, then I/we shall be debarred for bidding in the Institute in future forever. Also, if such a violation comes to the notice of the Institute before date of start of work, the Institute shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

Date:

Signature with Seal of the company

To be filled and uploaded the scanned copy by the Bidder

**FORM “ J”**  
**UNDERTAKING FROM BIDDER (CONSULTANT) FOR PROVIDING**  
**COMPREHENSIVE SERVICES FOR PROPOSED WORK**

We hereby agree & confirm to provide comprehensive consultancy services for all services such as Architectural, Structural (incl. proof checking) , Electrical, HVAC, Plumbing, Interior, Acoustic, approval from statutory authorities (GUDA, Fire department, Civil Aviation (AAI) , Forest department , Environmental and Pollution control board. Etc.)

We shall engage/ deploy Architect registered with council of Architecture & Licensed Structural Engineer throughout the Project and keep them valid till completion of said work.

Signature of Bidder:

Date :



**MANDATE FORM FOR ELECTRONIC PAYMENT THROUGH RTGS/NEFT/ECS**

**To,**  
**Accounts officer,**  
**Institute for Plasma Research**  
**Near Indira Bridge, Bhat**  
**Gandhinagar - 382 428**

Dear Sir,

**Sub:** Authorization for release of Payment due from **Institute for Plasma Research** through Electronic fund transfer RTGS/NEFT/ECS

**(Please fill in the information in CAPITAL LETTERS. Please TICK wherever it is applicable)**

1. Name of the Party : .....

2. Address of the Party :- .....

.....

.....

City:.....Pin Code:.....

E-mail Id:.....

Permanent Account Number:.....

3. Particulars of Bank :

Bank Name		Branch Name	
Branch Place		Branch City	
Pin Code		Branch Code	
MICR NO			
(9 Digits code number appearing on the MICR Band of the Cheque supplied by the Bank. Please attach Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)			
Account Type	Savings	Current	Cash Credit
Account Number(as appearing in the Cheque Book)			
RTGS / IFSC Code			

4. Date from which the mandate should be effective:

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, **IPR** shall not hold responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose credit of amount through RTGS /NEFT/ECS

Place :

Date :

Signature of the Party / Authorized Signatory

Certified that particulars furnished above are correct as per our Records

Bank's Stamp :

Date :

(Signature of the Authorized Official from the Bank)

**N.B : RTGS Charges, if any, will be borne by the Party**

## **Form of Performance Security (Guarantee) Bank Guarantee Bond**

Inconsideration of the Director ,IPR (hereinafter called The Institute ) having offered to accept the terms and conditions of the proposed agreement between **Institute For Plasma Research, Bhat, Gandhinagar**and \_\_\_\_\_ (hereinafter called “the said Contractor(s)”) for the work of \_\_\_\_\_ (hereinafter called „the said agreement”) having agreed to production of a irrevocable Bank Guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We, \_\_\_\_\_ (hereinafter referred to as”the Bank”) hereby undertake (indicate the name of the Bank) to pay to the Institute an amount not exceeding Rs. \_\_\_\_\_ (Rupees only) on demand by the Institute.
2. We, \_\_\_\_\_(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the Institute /Government stating that the amount claimed as required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)
3. We, the said bank further undertake to pay the Institute / Government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Contractor(s) shall have no claim against us for making such payment.
4. We, \_\_\_\_\_ (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Institute / Government under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-Charge on behalf of the Institute / Government certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We, \_\_\_\_\_(indicate the name of the Bank) further agree with the Institute / Government that the Institute / Government) shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Institute/Government against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of theInstitute/Government or any indulgence by the Institute/Government to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

7. We, \_\_\_\_\_(indicate the name of the Bank) agree that in case of encashment of this Bank Guarantee, the requisite amount shall be drawn in favour of “ Institute for Plasma Research, Bhat, Gandhinagar” or any other authority as demanded by him and shall be payable by demand draft at location specified by him at such time.
8. We, \_\_\_\_\_(indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the Institute / Government in writing.
9. This guarantee shall be valid upto \_\_\_\_\_ unless extended on demand by the Institute / Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees\_\_\_\_\_ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the \_\_\_\_ day of \_\_\_\_\_ for \_\_\_\_\_ (indicate the name of the Bank)

## **DECLARATION BY THE BIDDER**

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1. I hereby declare that I have gone through clearly and understood the Terms & Conditions of Contract, relevant formats and Evaluation criteria mentioned in the Part-I Technical bid.
2. I also confirm that the offer now submitted is totally in agreement with the Terms & Conditions of Contract read in conjunction with the documents, terms & conditions issued for this particular tender.

**(Seal & Signature of the Bidder)**

**Name :**

**Date**

## Check List to be filled by Bidder regarding submission of documents with Technical BID

<b>Name of Bidder :</b>		
<b>Sr No.</b>	<b>Documents</b>	<b>Submitted Yes/ No</b>
1	Proof of Eligibility Criteria No.1, Work orders and Completion certificates issued by the authority concerned i) To establish work experience of comprehensive services ii) Having executed similar nature and of comparable magnitude as per eligibility criteria	
2	Proof of Eligibility Criteria No.2, Work orders and Completion certificates issued by the authority concerned to establish work experience.	
3	Proof of Eligibility Criteria No.3, At least one Work order / Agreement copy of works undertaken before Seven Years.	
4	Proof of Eligibility Criteria No.4, Annexure Form “C”- Form of Bankers Certificate from a scheduled Bank	
5	Proof of Eligibility Criteria No.5 & 6 - Annexure -Form “B”: Financial information, Chartered Accountant certificate for the Annual financial turnover showing Profit & Loss as submitted to Income Tax Department.  <b>Note:</b> Entire Balance sheet need not be uploaded.	
6	Proof of Eligibility Criteria No.7, Valid Registration certificate with Council of Architecture.	
7	Proof of Eligibility Criteria No.8 1. Property Tax bill or Valid Rent Agreement 2. Annexure Form “D”: List of Equipment and Infrastructure facilities available with applicant 3. Annexure Form “E (I)” Information about total Administrative and Technical staff available 4. Form of Curriculum Vitae (CV) of Key Professionals (Architect) to be deployed for proposed work.	
8	Proof of eligibility Criteria No.9, Registration certificate of Firm with Local Body like Municipal corporation.	
9	Proof of Eligibility Criteria No.10 – Form “J” undertaking for providing comprehensive services.	
10	Annexure Form “E( I)”: Information about total Administrative & Technical staff available.  <b>and/or</b>  Annexure <b>Form “F”</b> along with Agreement (s) with Associate firms for specialized services and completion certificates and work orders for the consultancy works executed by Associate firms.	

11	<b>Form “G” Details of all Consultancy works completed during last 5 years ending on 30<sup>th</sup> April, 2019. No works shall be left out.</b> Completion certificates and Work Order issued by the authority concerned to establish work on hand shall be uploaded.	
12	<b>Form “H” Details of all Consultancy works On Hand Under Execution (Ongoing project) No consultancy works shall be left out</b> Work Order issued by the authority concerned to establish work on hand shall be uploaded.	
13	<b>PAN (Permanent Account Number) Registration / TAN Registration details</b>	
14	<b>NEFT/RTGS Mandate Form for Payment as per Format given.</b>	
15	<b>GST Registration Certificate</b>	
16	<b>Undertaking as per Form “I” Undertaking by Bidders (Consultant)</b>	
17	<b>Form “A”- Information about Organization</b>	
18	E-payment towards <b>tender processing fees</b> in favour of M/s. ITI Ltd , New Delhi.	
19	<b>Earnest Money Deposit of Rs. 10,000/-</b>	
20	<b>Letter of Transmittal as per Format in this Tender.</b>	
21	<b>Declaration by the Bidder as per Format in this Tender.</b>	
22	<b>Additional documents</b> if any to meet the eligibility criteria	

Date:

Signature with Seal of the company