



**REQUEST FOR PROPOSAL (RFP)
FOR EMPANELMENT OF CONSTRUCTION AGENCIES /
CONTRACTORS' FIRM FOR CONSTRUCTION OF TRAINING
HOSTEL CUM GUEST HOUSE
AT GIFT CAMPUS, CHAVADIMUKKU, SREEKARIYAM,
THIRUVANTHAPURAM, KERALA**

GULATI INSTITUTE OF FINANCE AND TAXATION
Sreekariyam, Thiruvananthapuram, Kerala www.gift.res.in e mail:
registrar@gift.res.in
0471 2596970 2596980 2590880



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**EXTENSION OF LAST DATE_ INTIMATION _ WEBSITE
RELEASE**

No. C-918/GIFT/2020-22

Date:15/06/2022

The GIFT invites offers from eligible construction agencies /contractors firm for the empanelment of contractors for the construction of Training Hostel and Guest House at GIFT Campus, Thiruvananthapuram .The detailed Request for Proposal (RFP) is available in the website of GIFT(<https://gift.res.in/>). The soft copy of Request for Proposal should be submitted to GIFT's e mail: registrar@gift.res.in and the hard copy of Complete Request for proposal Document should reach the Office of the Registrar, GIFT Campus, Thiruvananthapuram, Kerala -695017 on or before **30/06/2022 at 2.30pm** and the same will be opened on the same day at 3 pm. Incomplete Request for proposal shall be summarily rejected.

REGISTRAR

NB: Those who had submitted the proposal need not submit again.



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DETAILED NOTIFICATION FOR WEBSITE RELEASE

Extension of last date to 30/06/2022

No. C-918/GIFT/2020-22

Date: 15/06/2022

Request for Proposal is invited for technical qualification for the Empanelment of Construction Agencies / Contractors/ Firm for undertaking the **CONSTRUCTION OF TRAINING HOSTEL - CUM - GUEST HOUSE AT GIFT CAMPUS, CHAVADIMUKKU, SREEKARIYAM, THIRUVANTHAPURAM, KERALA** on the basis of Technical Competence. The estimated cost of the project is Rs 7 Crores.

All the interested qualified contractors are invited to submit Request for Proposal in the prescribed form (Annexure 1) along with enclosures in **Form A to Form H**.

The empaneled agencies will be eligible to participate in the tender process for the selection of contractors to undertake the above work which will be invited after process of Request for Proposal for Empanelment of Construction Agencies / Firm is completed on the basis of their Technical Competence.

The detailed Request for Proposal (RFP) with pre- qualification criteria, selection criteria, detailed instructions for filling the proposal, format for REP along with Annexure etc. are available in the website of GIFT (<https://gift.res.in/>).

Extended Last date & time of submission of Bids (Technical Bids): 30/06/2022, 2.30pm and the date, time and venue of opening of Technical Bids: 30/06/2022, 3.00 pm at GIFT Office. The soft copy of Request for Proposal should be submitted to GIFT's e mail: registrar@gift.res.in and the hard copy to the office of the undersigned

.Incomplete Request for proposal shall be summarily rejected

Any corrigendum / addendum / errata in respect of empanelment / Pre-qualification shall be made available only at our website <https://www.gift.res.in/>.

No further press advertisement will be given. Hence prospective applicants are advised to visit GIFT web site regularly for above purpose.

GIFT reserves the right to reject any or all the applications or limit the short list to any number or annul this process without assigning any reason whatsoever.

REGISTRAR

NB: Those who had submitted the proposal need not submit again.

2. General instructions

- 2.1 The Empanelment of Construction Agencies/Firms shall be initially valid for 2 (Two) years. However, GIFT reserves the right to reduce or extend this period at its sole discretion.
- 2.2 The soft copy of Request for Proposal should be submitted to GIFT's e mail: registrar@gift.res.in and the Hard Copy of Complete Request for proposal Document should reach the Office of the Registrar, GIFT Campus, Thiruvananthapuram, Kerala-695017 on or before 30/06/2022, 2.30pm. Incomplete Request for proposal shall be summarily rejected.
- 2.3 GIFT reserves the right to call for clarification, if needed, at its own discretion and the applicant will have any claim on this ground of any nature.
- 2.4 GIFT reserves the right to reject any or all the Request for proposal or limit the shortlist to any number or annul this process without assigning any reasons whatsoever.
- 2.5 This notice is available on GIFT's website <https://www.gift.res.in/> which can be downloaded for submission.
- 2.6 Request for proposal documents submitted in connection with empanelment will be treated as confidential and it will not be returned.
- 2.7 The envelope containing the application should be super-scribed /marked as under.

“RFP for Empanelment of Construction agencies/firm for GIFT Hostel cum Guest house building works”.	
Date of Submission	
	To, The Registrar Gulati Institute of Finance and Taxation Chavadi Mukku Sreekariyam Thiruvananthapuram -695017
From:	(Name & Address of Bidder)

3. Minimum Pre-Qualification Criteria

- 3.1 Bidder should have the experience of completion of at least five similar works during last 7 years of which three similar completed works each costing not less than the amount equal to 100% of the estimated cost shall be undertaken during the last five years.

- 3.2 Similar works meaning:** Civil work comprising - RCC framed structure (G+2 & above) Institutional/Residential/Industrial/ hospital building including MEP services like electrification, Sanitary & Water Supply, Drainage and waste management, Firefighting & Site development etc. obtained from Central / State Govt. Departments / PSUs and/or Autonomous bodies/Public Limited Company with supporting evidence & TDS certificates (both IT & VAT/GST) relating to such works.
- 3.3 Turnover:** Average Annual Financial Turnover on construction works of the Bidder during the last 5 years, ending 31 March of the previous financial year i.e. 2020-21, should be at least 150% of the estimated cost of this project. Audited Annual Report & Balance Sheets along with profit and loss account duly Certified by Chartered Accountant for the last five years is to be enclosed.
- 3.4** The Bidder should not have incurred any losses in more than two years during the immediate last five consecutive financial years, ending 31.03.2022, copies of Annual report / balance sheet and a Certificate from Chartered Accountant along with UDIN issued by ICAI is also to be submitted.
- 3.5** The Bidder should have valid Permanent Account Number of Income Tax.
- 3.6** Joint Ventures / consortia of firms / companies are not allowed.
- 3.7** The Bidder must have an administrative and work office at Thiruvananthapuram with adequate organizational setup as well as experienced manpower in sufficient number with technical know-how, and infrastructure to complete the project well within the time frame.
- 3.8** It is desirable that the bidder should have valid PF Registration No. In case, the bidders do not have PF Registration No., the same shall be obtained by successful bidder within one month from the date of LOI.
- 3.9** The Bidder should have GST Registration Number.
- 3.10** The past experience in similar nature of work should be supported by certificate issued by an officer not below the rank of Executive Engineer or equivalent. The relevant work- order of considered similar work should be submitted by the Bidder.
- 3.11** The Bidder may request clarification on the Request for Proposal / empanelment document within ten days of publication of this Notice for Empanelment. No request for clarification will be considered after that date.
- 4. Request for proposal documents & conditions for submission**
- 4.1** Request for proposal documents comprising of the following are available on the website of GIFT: www.gift.res.in

- 4.2** In case of the last day of submission of Request for Proposal turns out to be a holiday, the next working day will be treated as scheduled day and time for submission of Request for proposal.
- 4.3** The corrigendum or addendum, extension, cancellation of this RFP, if any, shall be hosted on the website of GIFT : www.gift.res.in The bidders are required to check the website regularly. All Corrigendum and addendum are to be uploaded duly signed & stamped with Request for proposal documents as bid Annexure.
- 4.4** The Bidder should not have been blacklisted or debarred in any State Govt./Municipal Corporations/Central Govt./any State Govt. Organizations, Urban Local Body and/or its Undertaking company during last 15 years.
- 4.5** Overwriting should be avoided. Correction if any should be made by neatly crossing out initialing, dating and rewriting. Pages of the pre-qualification documents are to be numbered additional sheet, if any added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of application.
- 4.6** References, information and certificates from the respective clients certifying suitability, technical knowhow or capability of the applicant should be signed by an officer not below the rank of Executive Engineer or equivalent.

5. Disqualification/ Grounds for Rejection of Request for Proposal

- 5.1** The Bidders may note that they are liable to be disqualified and not considered for the opening of Technical Bid if details provided in the forms, statements and attachments submitted in the pre-qualification document are proved to be incorrect, false and misleading.
- 5.2** Record of poor performance during the past 15 years such as abandoning the work, rescinding of contract for which the reasons are attributable to the non-performance of the contractor, inordinate delay in completion, consistent history of litigation / arbitration awarded against the contractor or any of its constituents or financial failures due to bankruptcy etc. in their ongoing / past projects. The decision of GIFT in the matter of disqualification due to poor performance in any project ongoing/completed shall be binding on the applicants
- 5.3** If the bidder has submitted incompletely filled in formats without attaching certified supporting documents and credentials to establish their eligibility to participate in the Request for proposal.
- 5.4** If the applicant attempts to influence any member of the committee. GIFT reserves its right to take appropriate action including disqualification of applicant(s) as may be deemed fit and proper at any time without giving any notice to the contractor in

this regard. The decision of GIFT in the matter of disqualification shall be final and binding on the Applicants.

6. Documents to be submitted along with Request for Proposal

The Bidders shall submit duly stamped & signed copy of following documents along with the Request for Proposal in Annexure 1:

- (i) Structure & profile of organization of the Bidder in **Form A**.
- (ii) Financial Information of the Bidder in **Form B** along with Chartered Accountant (CA) certified Annual Reports including Audited balance sheets and profit and loss accounts along with schedules for the last five years.
- (iii) Details of similar works executed year wise during the last seven years in **Form C** along with completion certificate & copy of Work order for qualification as per PQ criteria. indicating the name of the Client, value, date of commencement and completion along with completion certificate.
- (iv) List of Plant & Equipment available with bidder in **Form D**.
- (v) Performance Report of the Bidder duly certified by an Officer not below the rank of Executive Engineer in Form E.
- (vi) Details of manpower available with Bidder in **Form E & F**. (vii) Declaration / Undertaking of the Bidder duly Notarized in **Form G**.
- (viii) Copy of GST Registration certificate along with other details in **Form H**.
- (ix) Copy of PAN Card /EPF registration certificate.
- (x) Copy of Registration Certificate/Memorandum and Articles of Association/ Partnership Deed.
- (xi) Any other information/ documents considered necessary but not included above.

7. Final decision-making authority

GIFT reserves the right to extend the date of submission of the Request for Proposal or cancel the Request for Proposal or accept any Request for proposal or reject any or all Applicants or annul this Request for proposal process without assigning any reason and liability whatsoever and to re-invite Request for proposal at its sole discretion.

8. Evaluation criteria for empanelment

All the applications received, will be evaluated on the basis of information and documents provided by the applicant. For the purpose of empanelment, applicants will be evaluated on the basis of financial and past experiences submitted by the Bidder as per the criteria mentioned in pre-qualification. Bidder will not be allowed

to submit, on their own, additional information or material subsequent to the date of submission and such material if submitted will be disregarded. It is therefore essential that all the details are submitted by the Bidders accurately and specifically in their technical proposal avoiding ambiguous answers. However, the GIFT reserves the right to seek any clarification from Bidders for details submitted with technical package

9. Experience in similar works

Applicant should furnish the list of all similar works successfully completed during the last 7years (in Form "C"), Particulars of completed works and performance of the applicant duly authenticated / certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work completed or in progress in **Form E**

10. Cancellation of empanelment

The empanelment of contractor shall be cancelled by GIFT in case of their poor performance, abandoning of the allotted work, and abnormal delay in completion of work,

bankruptcy and for activities detrimental to the interest of GIFT and the decision of GIFT shall be final and binding on the contractor.

11. Change in Constitution of the Contractor /Firm

The contractor / firm shall not effect any change in the constitution of the firm or in its name without the prior approval of GIFT. Such proposal, if any, shall be submitted in advance furnishing full details of the proposed change along with all supporting documents. Any change in the constitution or name of the firm/ company without the prior approval of GIFT will render the contractor / firm liable for removal from the approved list of contractors. The discretion to allow / disallow the proposed change shall vest solely with GIFT. In case, the original partners / constitution changed by more than 50% either due to substitution or due to retirement or death the enlistment of the firm / contractor by that name shall be cancelled.

12. Invitation to participate in the financial bid

Empaneled / Qualified Construction agency / firm will be intimated separately through GIFT web site/ e-mail/ speed post for submission of financial bid to be quoted in the prescribed tender schedule finalized by GIFT.

Information relating to the examination, clarification, evaluation, and comparison

of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any Bidder who attempts to influence the authorities will be disqualified.

No further press advertisement will be given for Financial Bid other than the intimation through GIFT web site/ e-mail/ speed post for submission of financial bid to those firms who are technically qualified in the Empanelment process.

13. Jurisdiction

Disputes of any nature that may arise in connection with the process of Empanelment of Contractors or the Selection of contractors for the execution of the proposed work shall be subjected to the jurisdiction of courts situated in Thiruvananthapuram City only.

14. Correspondences

All correspondence in this regard to the above shall be made in the following address (By Email/By Post/In Person)

The Registrar
Gulati Institute of Finance and Taxation
Chavadimukku ,Sreekariyam ,Thiruvananthapuram -
695017

Email - registrar@gift.res.in

For more information please, visit our website at: <https://www.gift.res.in>

**LETTER OF APPLICATION
(ON THE LETTER HEAD OF APPLICANT)**

To

**The Registrar
Gulati Institute of Finance and Taxation
Chavadimukku, Sreekariyam
Thiruvananthapuram -695017**

**Sub: Training Hostel cum Guest House Construction at GIFT Campus
Ref: -RFP No. C-918/GIFT/2020-22 Dated 26/05/2022**

Sir,

Having examined the details given in Notice for Pre-qualification and Application documents for the above work, we hereby submit our qualification and relevant documents.

1. We hereby certify that all the statements made and information supplied in the enclosed form 'A' to 'H' and accompanying statements are true and correct.
2. We have furnished all information and details necessary for pre-qualification and have no further pertinent information to furnish.
3. We have submitted the requisite documents/certificates / performance reports and authorize the Registrar, GIFT Or their representatives to approach individuals, employers, firms and corporations to verify our submittals, competency and general reputation.
4. We hereby confirm that, we have read and understood all the stipulations given in the notification shall be final and binding on us.

Enclosures: 1. Form A to H

2. Other Enclosures (Attach list of such enclosure separately)

Date of Submission: Time of Submission:

(Signature of Applicant)

(Seal of Applicant)

FORM-A

STRUCTURE AND ORGANISATION

1.	Name and address of applicant	
2.	Telephone No. / Fax No. / E-mail	
3.	Legal status of the applicant (attach copies of original documents defining the legal status)	
(a) (b) (c) (d)	The applicant is: An Individual A proprietary Firm A Firm in partnership A Limited Company (private or public / or Corporation)	
4.	Registration with various Government bodies /Organization. (attach attested photocopy)	
5.	Name of Proprietor / Partners / Directors with their addresses, Mobile & Land phone numbers, Fax, E-mail address	
6.	Designation of individuals authorized to act for the organization.	
7.	Whether the applicant ever required to suspend any construction for a period of more than six months continuously after commencement of the construction? If so, give the name of the project & reasons of suspension of work.	
8.	Has the applicant or any 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 partner in case of partnership firm ever been debarred / black listed for tendering in any organization at any time? If SO, give details.	
10.	Has the applicant or any partner in case of partnership firm, ever been convicted by a court of Law? If so, give details.	
11.	Other details: EPF No & validity: GST No & validity: PAN No.:	
12.	Any other information considered necessary but not included above.	

**Seal and Signature of
Applicant/Bidder**

FINANCIAL INFORMATION

- i. Financial Analysis: Details furnished should be duly supported by figures in Balance Sheet / Profit & Loss account for the last five years and duly certified by the Chartered Accountant, as submitted by the applicant to the Income tax Department (certified copies to be attached).

	Financial Year	Gross Annual Turnover on Construction work.	Profit / Loss	Net Worth
(i)	2021-22			
(ii)	2020-21			
(iii)	2019- 20			
(iv)	2018- 19			
(v)	2017- 18			
	Average of above five years			

- ii. Financial arrangement for carrying out the works.
- iii. The following certificates are to be enclosed.
- Tax deducted at sources, certificates from the client for the last five years.
 - Copy of Income tax returns.
 - C. A. Certificate with Gross Annual Turnover & profit & loss statement on construction work for the said 5 years

**Seal and Signature of
Applicant/Bidder**

FORM - C

LIST OF SIMILAR WORKS COMPLETED DURING LAST SEVEN YEARS

Sl No.	Description of the work with Contract No.	Name and address of the employer with contact No.	Date of award	Stipulated date of completion	Actual date of completion	Cost of completed work	Reason for delays, penalty, if any	Any other relevant information
1	2	3	4	5	6	7	8	9

**Signature of Applicant/Bidder
With seal**

Note: -

The copies of certificates of ongoing/awarded works issued by the owner shall be attached. Only those works shall be considered for evaluation for which copies of the certificates issued by the owner/client are attached.

FORM-D

LIST OF PLANT AND MACHINERY OF THE FIRM

S. No.	Name of Plant & Machinery / equipment	Under ownership	Under lease
A	B	C	D

**Signature & seal of the
applicant/ Bidder**

Date & Place :

Note:

- In case of any arrangement for getting the equipment on lease, etc., authenticated proof of the same is to be submitted.
- Use separate sheets for providing more information.

FORM -E

PERFORMANCE REPORT IN RESPECT OF M/s. -----

1.	Name of work/project				
2.	Agreement amount				
3.	Estimated cost				
4.	Tendered amount				
5.	Date of commencement				
6.	Date of completion				
(i)	Stipulated date of completion.				
(ii)	Actual date of completion /likely date of completion, if any				
7.	Amount of compensation levied for delayed completion, if any.				
8.	Performance report	Very Good	Good	Fair	Poor
(a)	Quality of work	Very Good	Good	Fair	Poor
(b)	Resource	Very Good	Good	Fair	Poor
(c)	Financial soundness	Very Good	Good	Fair	Poor
(d)	Technical proficiency	Very Good	Good	Fair	Poor
(e)	General Behavior	Very Good	Good	Fair	Poor

Date:

Executive Engineer

Note:

- 1) The performance report is to be submitted separately for each work mentioned in Form E. This report should be signed by the authority not less than the rank of Executive Engineer.
- 2) The performance report shall be preferably submitted in the above proforma. In case, different proforma is used the applicant shall ensure that the report/certificate contains the above information

FORM-F

List of key personnel permanently employed (on letter head)

Sl. No.	Name	Designation	Qualification	Work Experience	Date of joining in the firm	Other relevant information, if any
1	2	3	4	5	6	7
1.						
2.						
3.						
4.						
5.						
6.						

Signature &

seal of the applicant/ Bidder

Date Place

FORM-G

Other manpower (in letter head)

Sl. No.	Work force permanently employed	Nos.	Date of joining	Any other information
1	2	3	4	5
1.	Masons			
2.	Carpenters			
3.	Mechanics			
4.	Electrician			
5.	Mate/Helpers			
6	Plumbers			
7.	Others			

**Signature &
seal of the applicant**

Date Place

FORM - H

Declaration / Undertaking to be furnished by the Bidder

(ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE
DULY NOTORISED)

This is to certify that We, M/s_____ (Name of the Applicant with address) in submission of the application for Pre-qualification/Empanelment of Construction Agencies/Firms for GIFT Construction Projects.

- ii. Have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- iii. Do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.;
- iv. Have never been banned by any Central/State Govt. Departments/Public Sector Undertakings or Enterprises of Central/State Govt.;
- v. Have submitted all the supporting documents and furnished the relevant details as per the prescribed format.; and
- vi. Have submitted all the information and the requisite documents with the Bid and further certify that we are fully responsible for the correctness of the information and documents submitted by us.

**Signature of Applicant /
Bidder With seal**

Note:

Exceptions of the above, if any, shall be clearly mentioned with details by the applicant for evaluation/consideration if any.