

Details of Bid Document

To Engage a Consultant/ Firm to carry out following activities:

Area Demarcation

Topographical Study

Hydrological Study

at the proposed site for the establishment of a National Institute at Village Khohra
Peepli, Tehsil Kishangarh Bas, District Alwar, Rajasthan



Maulana Azad Education Foundation (MAEF)
Maulana Azad Campus, Chelmsford Road
Opp. New Delhi Railway Station
New Delhi – 110055

Department Name	Maulana Azad Education Foundation (MAEF)
Type of Organisation	Under Aegis of Ministry of Minority Affairs (MoMA), GoI
Address	Maulana Azad Campus, Chelmsford Road, Opposite New Delhi Railway Station, New Delhi – 110055. Phone: +91-11- 23583788, 23583789.
Name of Work	To Engage the services of a Consultant/firm to carry out the following activities at the proposed site for the establishment of a National Institute at Village Khohra Peepli, Tehsil Kishangarh Bas, District Alwar, Rajasthan: 1. Area Demarcation Study 2. Topographical Study 3. Hydrological Study
Tender Currency Settings	Indian Rupee (INR)
Joint Venture\Consortium	Not Applicable
Tender Details :	
Bid Processing Fee	Rs. 500/- (Rupees Five Hundred Only) in form of Demand Draft (Non Refundable)
Bid Processing Fee Payable to	Non-refundable by Demand Draft in favour of “Maulana Azad Education Foundation” payable at New Delhi.
EMD	Rs.10,000/- (Rupees Ten Thousand Only)
EMD in favour of	In favour of “Maulana Azad Education Foundation” from any Nationalized Bank/scheduled bank.
Estimated Cost of the Work	Rs. 2,70,000/- Approx. (Rupees Two Lakh and Seventy Thousand Only)
Work Completion Time	Three (3) Months from the date of Work Order.
Bid upload Date	25 September, 2019
Last Date & Time for Submission of Technical Bid & Financial Bid	03 October , 2019 at 11:30 am
Date of Tender opening	03 October , 2019 at 12:00 noon
Bid Validity Period	90 days from opening of price bid

Remarks	Tenders will be opened on 03 October , 2019 at 12:00 noon . The technical bids will be opened and scrutinized with regard to the eligibility criteria as mentioned in the Tender Document under the heading “Instructions to Bidders”. Bidders who meet the qualification criteria under the technical bidding process will be processed for financial bid. Thereafter, the Financial Bids of technically qualified bidders will be opened on subsequent date. Contractor Firm which quotes the lowest price (L-1) will be considered for the issuance of Work Order.
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INSTRUCTIONS TO BIDDERS

A. EXPERIENCE CRITERIA

Financial Stability	The average minimum turnover during the last three (3) financial years should be Rs. 1,00,00,000 (Rupees One Crore Only) Annual Turnover Certificate by C.A. shall be submitted along with bid.
Experience	The Applicant shall have successfully carried out and completed with a single point responsibility similar work for Government involving Area Demarcation Study; Topographical Survey / Study and Hydrological Study during the last 3 years ending on the last day of month previous to the one in which tenders are invited, and shall meet any one of the following: <ul style="list-style-type: none"> i. Three similar completed works, each cost not less than the amount equal to 33% of estimated cost. ii. Two similar completed works, each cost not less than the amount equal to 50% of estimated cost. iii. One similar completed work costing not less than the amount equal to 100% of estimated cost

	The relevant documentary proof in the form of work orders and/or satisfactory performance certificates to be enclosed with the technical bid documents.
Infrastructure/Legal	<ul style="list-style-type: none"> • The Applicant should be a single entity and no consortium is allowed. • The Applicant should be a Government of India Enterprise/Central or State Government Undertaking • The Applicant should not be black listed by any Govt. Companies/Govt. organization/Govt. Agencies etc. in India or abroad. • The Applicant should have a Branch Office in NCR region. • EMD exemption,if the firm/agency registered with MSME.
Health, Quality and Safety	<ul style="list-style-type: none"> • The Applicant should be ISO Certified

B. BID EVALUATION CRITERIA:

- a. The bidder should accept all the Technical specifications and scope of work as given in the tender.
- b. Technically and commercially acceptable bids will be evaluated on overall L-1 basis
- c. Bidders to quote for all items of BOQ.

c. REJECTION CRITERIA:

The bids are liable for rejection in following cases:

- a. Bids received after the due date and time of bid submission shall be summarily rejected.
- b. Bids without Tender Fees and EMD: Bids received without/ with insufficient Tender Fees

- c. EMD (in original with the Technical Bid), before the bid closing date & time shall be summarily rejected. However, Govt. Deptt. /PSUs/ firms registered with NSIC/MSE (Micro & Small Enterprise) are exempted from submission of EMD. Such bidders shall submit relevant documentary proof towards waiver, along with technical bid of the tender.
- d. Non-adherence to technical / commercial terms, Unpriced bid and Price bid not in the prescribed format, incomplete bids and bids with deviations in the tendered scope of work shall be rejected.
- e. Offer sent without having the prescribed bidding document of MAEF and without complying with the terms and conditions of bidding document for submitting the offer, shall be summarily rejected.
- f. Bids with deviations in the tendered scope of work.
- g. Bids found to have been submitted with falsified/ incorrect information.
- h. If Bidder is in the Blacklist of any State PSU/ Central or State Government Undertaking. Bidder shall give a self-declaration to this effect.
- i. Bidder to quote for all items enlisted in the BOQ, otherwise bid shall be rejected.

D. SUBMISSION OF OFFER:

The bidder should submit its offer in three (3) envelopes in the following manner:-

- a. 1st sealed **Envelope** is marked as “**Envelop No.-1 (Technical Bid)**”. This shall contain complete supporting documents fulfilling eligibility, like copy of work orders bringing out the relevant experience of similar work with at least one PSU/Govt. department during last 3 years alongwith its completion certificate, CA Certificate/financial statements for annual turnover, signed copy of downloaded bid documents for bringing out the fact that they meet the eligibility criteria as above. There should be no mention of the prices in the Technical Bid Document. All documents with signature & seal of the submitting company shall be considered as authentic. **Filling up the prices with Technical Bid will disqualify the Bidder.** It shall contain:
 - i. EMD, Bid cost and documents in support of Eligibility of the

Contractor Firm as mentioned above.

- ii. Entire Bid documents duly signed downloaded from website and papers showing eligibility as per tender documents.
 - iii. The Bid documents should be spiral bound, properly stapled. Loose documents shall not be accepted.
- b. 2nd sealed **Envelope**, marked as “**Envelope No. 2 (Price Bid)**” shall contain the Financial Offer. Financial Offers of those agencies shall be opened who meet the eligibility criteria.
 - c. 3rd sealed **Envelope** should contain the **Bid Processing Fee** of **Rs. 500/-**(Non Refundable) and **EMD** of **Rs. 10,000/-** (Rupees Ten Thousand Only) in form of Demand Draft drawn in favour of ‘Maulana Azad Education Foundation’ payable at New Delhi.
 - d. The first, second & third sealed envelopes should be enclosed in a larger envelope duly sealed. All pages of the offer must be signed & stamped. The bids complete in all respect must be submitted through Speed Post/Courier or by hand in the office of MAEF marking “**Offer for File No.1(10)/6/Estt.NI/ALWAR/2017-MAEF XIII**”.

E. SCOPE OF WORK:

- a. Bidders may visit the site before submission of the bid to understand the quantum of job so as to check the inclusion/exclusion of the item specifications of the bid, if required.
- b. Develop the work plan, execute and manage, resources and scope of the project to enable the successful completion of the work.
- c. The Consultant/Firm shall provide a full time representative on site at all times. The work shall be completed within the specified time limit and be totally free from any faults.
- d. If any other activity which is out of the BoQ/specifications (See Appendix) becomes mandatory for execution, it should be informed and notified to the concerned person of MAEF. Further, any damages must be rectified immediately or it will be surcharged by deduction on the quoted invoice.
- e. The Consultant/Firm shall clean up and properly dispose of any excess materials and debris resulting from the work. The cost of cleanup and disposal and all other costs, taxes and contingencies shall be included in the cost of the BoQ.

- f. Safety must be ensured in all aspects.
- g. Items mentioned in the bid shall be as per prescribed terms and conditions and Technical specifications.
- h. A person signing the Bid form and other documents forming part of the contract on behalf of the Bidder shall be deemed to guarantee that he has authority to bind the Bidder and if it subsequently comes to light that the person so signed had no authority to do so, MAEF may without prejudice to any other civil and criminal remedies cancel the contract or the Bid and hold the Bidder liable for all costs, charges and damages.
- i. Nothing extra shall be paid on account of any discrepancy in nomenclature of the item. The Bidder shall seek clarifications if any before submitting the Bid.
- j. Any cutting, overwriting etc. in bid must be signed by the Bidder.
- k. MAEF reserves the right to split the order to more than one Contractor Firm and increase or decrease the quantity without assigning any reason.

F. VALIDITY OF OFFERS:

The Bidder agrees that the rates submitted shall remain valid for acceptance for a period of 90 days from the date of opening of the Bids.

G. ACCEPTANCE OF BIDS:

The acceptance of bid will rest with MAEF and does not bind to accept the lowest bid and reserves the authority to reject any or all of the bids received, without assigning any reason.

Bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. MAEF does not bind itself to accept the lowest or any bid and reserves to itself the right of accepting the whole or any part of the bid and the Bidder shall be bound to perform the same at the rates quoted. If any Bidder stipulates any conditions of his own, such conditional bid is liable to be rejected. Upon acceptance of the Bid by MAEF, the Bidder shall undertake to agree with terms and conditions of MAEF's Award Letter for the works awarded to him under the Bid.

H. PAYING AUTHORITY: CEO & Secretary, MAEF.

Payment Terms: 90% of the payment will be made on successful completion of the work subject to satisfactory inspection report and receipt of the final bill within thirty (30) days. No advance payment would be done. However, if desired, it shall be made as per monthly progress of work and bill submitted by the Consultant/ Firm along with the measurement of work done. 10% of the bill amount would be retained as Performance Guarantee for a defect liability period of one year. The same would be released after the period is over, till such time any deficiency or shortfall shall be rectified free of cost. No payment will be made for items rejected on testing. All payments to contractor will be subjected to TDS as applicable.

I. VARIATION:

The quantities given in the BoQ can be increased/decreased by plus/minus 20% at the quoted/negotiated rates of the bidder.

J. TAXES:

The rates quoted by the Bidder shall be deemed to be inclusive of the GST and other levies, VAT, duties, royalties, cess, labour cess, toll, taxes of Central and State Governments, local bodies and authorities that the Bidder will have to pay for the performance of this contract.

K. DISPUTES / ARBITRATION:

In the event of any dispute or difference arising between MAEF and the Bidder in any matter covered by this contract or arising directly or indirectly therefrom or connected or concerned with the said contract in any manner of implementation of contract, in any manner of the implementation of any terms and conditions of the said contract, the matter shall be referred to the CEO & Secretary, MAEF, within 30 days of occurring of dispute who may himself act as sole arbitrator or may name as sole arbitrator an officer of MAEF notwithstanding the fact that such officer has been directly or indirectly associated with this contract and the provisions of the Indian Arbitration Act shall apply to such arbitration. The Bidder expressly agrees that the arbitration proceedings shall be held at New Delhi. In case the Bidder wants to take the dispute to a court of law after arbitration award as aforesaid, it is clearly understood that only courts in Delhi shall have the jurisdiction.

L. FORCE MAJEURE:

The following occurrence may according to the circumstances constitute a case of Force Majeure.

- a. The unforeseen act of the third party for which the Contractor Firm is not responsible
- b. An official prohibition preventing the performance of the order.
- c. A natural catastrophe such as an earthquake, lightening or civil war.

M. TERMINATION OF CONTRACT:

In case of failure of the Bidder to perform the contract as per the terms and conditions and to the satisfaction of MAEF, MAEF reserves the right to terminate the contract without assigning any reason. MAEF shall have a right to complete the work through any Consultant/ Firm at the risk and cost of the Consultant/ Firm.

Technical Bid Format
(on Letter Head of the Consultant/Firm)

Date_____

To,
The CEO & Secretary ,
Maulana Azad Education Foundation,
Maulana Azad Campus, Chelmsford Road,
Opposite New Delhi Railway Station
New Delhi –110055

Subject: Technical Bid for Engagement of a Consultant/ Firm to carry out Area Demarcation; Topographical Survey/Study and Hydrological Study

Sir,

Please find enclosed Technical Bid in response to Bid Documents issued by Maulana Azad Education Foundation for Engagement of an Consultant/ Firm for the aforesaid work.

We agree and undertake to abide by all these terms and conditions stipulated in the Bid Document issued by MAEF. The information/ documents submitted along with the Proposal are complete/ true to the best of our knowledge.

We acknowledge that MAEF reserves the right to accept or reject the proposal without assigning any reason or otherwise.

Thanking you.

For and on behalf of

Signature of Authorized Representative/Signatory

Name
Designation
(Company Seal)

Financial Bid Format
(on Letter Head of the Consultant/Firm)

Date _____

To,
The CEO & Secretary,
Maulana Azad Education Foundation,
Maulana Azad Campus, Chelmsford Road,
Opposite New Delhi Railway Station,
New Delhi –110055

**Subject: Technical Bid for Engagement of a Consultant/ Firm to carry out
Area Demarcation; Topographical Survey/Study and Hydrological Study**

Sir,

Please find enclosed Financial Bid as per the Terms of Reference given in this Tender Document of MAEF, within the time specified and in accordance with the specifications and instructions as per general terms and conditions. The detailed price bid in prescribed format is enclosed herewith.

Thanking you.

For and on behalf of

Signature of Authorized Representative/ Signatory

Name

Designation

(Company Seal)

Details of Contractor Firm

S. No.	Particular	Details
1	Name of Consultant/ Firm	<i>Enclose Registration Certificate</i>
2	Type of firm: Proprietorship Firm / Partnership Firm / Pvt. Ltd. /Public Ltd. Company/ Society/Trust	<i>Enclose Registration Certificate</i>
3	Registration No. & Date of Registration of Consultant/ Firm	<i>Enclose Registration Certificate</i>
4	Name of Director(s)/CEO/President/Head	
5	Contact Details of Director(s)/CEO/President/Head	<i>Contact No./ Email id</i>
6	Registered Head Office Address	<i>As per Registration Certificate</i>
7	Correspondence Address	
8	Name of Authorized Representative	
9	Mobile No. of Authorized Representative	
10	Email id of Authorized Representative	
11	Fax No.	
12	Website Address of Consultant/ Firm (if available)	
13	PAN Card Number	<i>Enclose copy of PAN card</i>
14	GST No.	<i>Enclose GST Certificate</i>
15	Registration with MSME	<i>Enclose Copy</i>

Prior Exposure of the Consultant/Firm

Details of similar work executed in last three (3) years

S. No.	Financial Year	Name of Funding Consultant/ Firm	Description of Work	Location of Event	Value of Contract in Rs.
1					
2					
3					

- Each of the listed works shall be supported with the copy of the work order or work completion certificate. **Work completion certificate shall mention the nature of work, value of work completed.**
- Non-disclosure of any information in the schedule will result in disqualification of the firm.

Financial Details of the Contractor Firm

(On the Letterhead of Chartered Accountant with date, Signature, Registration No. and Seal)

This is to certify that the (Name of Consultant/ Firm) having its registered office at (Address) has an average turnover of 5 lakh or more in the last three consecutive years (FY1, FY2, FY3). The annual turnover of the Consultant/ Firm is as under –

S. No.	Financial Year	Annual Turnover (INR)
1		
2		
3		

For and on behalf of

Chartered Accountant Signature

Name

Registration No.

(Company Seal)

(An affidavit on a non-judicial stamp paper of Rs.100/- by the Consultant/ Firm)

AFFIDAVIT for NON-BLACKLISTED/NON-BANNED PARTY

(Name of Consultant/ Firm) having its registered office at (Office address) hereby confirm that we have not been blacklisted/banned/debarred by any Central Government/State Government/Semi Government Organization/PSU or any other Contractor Firm.

It is also certified that we have not directly/indirectly engaged or indulged in any kind of fraudulent, corrupt or undesirable practices.

The information/documents submitted along with the Proposal are complete/true to the best of our knowledge.

For and on behalf of

Signature of Authorized Representative/ Signatory

Name

Designation

(Company Seal)

APPENDIX

Project Name	Activities	Site Address
Establishment of National Institute	1. Area Demarcation Study 2. Topographical Study 3. Hydrological Study	Village Khohra Peepli, Tehsil Kishangarh Bas, District Alwar, Rajasthan

Background:

MAEF requires services of a Consultant/firm to carry out the following activities at the proposed site for the establishment of a National Institute at Village Khohra Peepli, Tehsil Kishangarh Bas, District Alwar, Rajasthan:

1. Area Demarcation Study
2. Topographical Survey / Study
3. Hydrological Study

Item No.	Description	Qty	Rate	Unit	Amount
1	<p>Area Demarcation Study</p> <p>Scope of work: The scope of work will include, but not limited to, the following:</p> <ul style="list-style-type: none"> ▪ Total land survey with the help of the land details available ▪ Superimposition of the land survey on the Village Map (Revenue Sheet) of the said land area ▪ Demarcation of boundary by pillars with the help of Revenue Maps and coordinates from reference pillars to each and every boundary points by Electronic Total Station and preparation of Auto-CAD drawings superimposed in Map ▪ Preparation of reference pillar for fixing the boundary ▪ The pillars should be 3 feet high and should be placed 10 meters apart and all bends and corners. <p>Deliverables:</p> <ul style="list-style-type: none"> ▪ Coordinates and photographs of secondary Ground Control Points (GCPs) and all individual pillars ▪ Vector map denoting site boundary and pillars ▪ Raw data from ETS survey 				

Item No.	Description	Qty	Rate	Unit	Amount
2	<p data-bbox="305 226 678 258">Topographical Survey / Study</p> <p data-bbox="305 285 492 317">Scope of work:</p> <p data-bbox="305 317 846 373">The scope of work will include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li data-bbox="305 380 846 495">▪ Topographical survey of entire Site, covering all the features within and outside the Site boundaries for at least a distance of 50m from the boundaries. <li data-bbox="305 531 846 709">▪ Detailed topographical survey by using Real Time Kinematic Global Positioning system (RTK-GPS) and Total Station. Latitude, Longitude and altitude (X, Y, Z) values of all points need to be taken at 5 m interval with an accuracy of at least 20 cm. <li data-bbox="305 745 846 1136">▪ Topographic features in the study area must include, but not limited to, the following features: <ol style="list-style-type: none"> <li data-bbox="354 835 846 892">1. Electric pole, tube well, water, drainage, sewage disposal within the site <li data-bbox="354 898 846 955">2. Trees more than 2m height with their local/ scientific name <li data-bbox="354 961 846 989">3. Water body <li data-bbox="354 995 846 1052">4. Adjacent road with width, alignment and elevation <li data-bbox="354 1058 846 1136">5. Any other distinct features such as bridges, homesteads, government office etc. <li data-bbox="305 1171 846 1262">▪ All existing features need to be surveyed in such a way that the surveyed data can be overlaid on Google Earth properly <li data-bbox="305 1297 846 1413">▪ 4 to 5 Temporary Bench Mark (TBM) have to be fixed on permanent structures nearby the site and GPS location of the TBM has to be clearly marked on the map <li data-bbox="305 1449 846 1539">▪ Also, a digital photograph of the TBM location has to be submitted with the deliverables <li data-bbox="305 1575 846 1690">▪ Development of Digital Elevation Model (DEM) shall be done based on topographic survey field data and using GIS tools and techniques <li data-bbox="305 1726 846 1841">▪ Generation of CAD format data of the Site based on surveyed data and showing proper dimension of each infrastructure including the spaces between objects. <li data-bbox="305 1877 846 1925">▪ Digital photographs at daylight condition need to be taken for (i) at least 4 views of the 				

	<p>whole Site from different angles and (ii) at least 4 views by using 360 degree camera</p> <ul style="list-style-type: none"> ▪ Digital photographs (at daylight condition) shall show boundary edges, entry and approach to the site and important features around the site sequentially. ▪ Digital files of the photographs need to be organized in a systemic way, such that meaningful names of the folders and files are given. Before submission, the topography map and physical feature map need to be duly checked by the concerned officials of the agency. ▪ Preparation of Surveyed Site Plan: Dimensions of all boundaries and diagonals of angles sufficient enough to draw out the completion plan. The Plan should show all local features with measurement such as drains, sewer lines, water mains, ponds, trees etc. including all dimensions. ▪ Contour Plan and spot levels taken at required intervals. If possible, the level should be reduced with reference to GTS Benchmark; otherwise full description of assumed RL of the Benchmark should be given. <p>Deliverables:</p> <ul style="list-style-type: none"> ▪ Preparation of Surveyed Site Plan in AUTO CAD with following details and submitting the hard and soft copy. ▪ 3-set Photograph both printed and soft copy in JPEG format ▪ GIS format data of topographic survey ▪ Digital Elevation Model (DEM) ▪ CAD format digital data ▪ 3D view of site in digital GIS format ▪ 3-set Hardcopy Topography Survey (GIS & CAD) map (A3) with 1:300 scale ▪ 3-set of Google Earth image covering Site boundaries ▪ Magnetic North point, extent of land and area with calculation 				
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Item No.	Description	Qty	Rate	Unit	Amount
3	<p>Hydrological Study</p> <p>Scope of work: For determination of data, the consultant shall carry out a detailed Hydrological Study of the site, which will include, but not limited to, the following:</p> <ul style="list-style-type: none"> ▪ To assess the sensitivity of the baseline hydrological environment at the subject site and in the surrounding area with respect to the proposed Site development. ▪ To identify any potential impacts on the hydrological environment associated with the proposed development. ▪ To identify any constraints posed by the existing hydrological environment to the proposed development. ▪ To recommend appropriate mitigation measures in order to ensure that the potential impact of the proposed Site is slight and neutral. ▪ Survey of campus area with a view to find ground water availability. <p>Deliverables:</p> <ul style="list-style-type: none"> ▪ Catchment Analysis ▪ Catchment Flows ▪ Rainfall Analysis ▪ Hydrogeology ▪ Overland flow/Runoff Assessment ▪ Watercourse Hydraulics ▪ Flood Risk Assessment ▪ Drainage Impact Assessment 				

Duration: The duration of the above mentioned assignments viz., Area Demarcation Study, Topographical Survey / Study and Hydrological Study will be maximum **30 days** from the date of issuing work order by MAEF.

The estimated cost of above work will be approximately **Rs 2,70,000/- only** (Two Lakh Seventy Thousand Only).The segment wise cost (approx) is given below:

S.No.	Activities	Unit	Quantity	Amount
1	Topographical Study	Acre	15	
2	Area Demarcation Study	Sq.Meters	1200	
3	Hydrological Study			
	Total			2,70,000

Counterpart facilities to be provided by MAEF:

- Necessary data and information
- Identification of land and boundary area.
- Necessary checking and inspection.
- All necessary co-operation and suggestions on the assignment.