



**MAULANA AZAD NATIONAL URDU UNIVERSITY
GACHIBOWLI, HYDERABAD-500 032**

**EXPRESSION OF INTEREST
FOR
EMPANELMENT OF REGISTERED
CONTRACTORS
FOR
REPAIR, MAINTENANCE & MINOR WORKS AT
MANUU, HYDERABAD.**

Last date & time of submission of EOI documents to MANUU Gachibowli on or before:

28/12/2018 up to 3.00 pm

EOI to be submitted:

To
The Registrar,
MANUU,
Gachibowli
Hyderabad-500 032

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**MAULANA AZAD NATIONAL URDU UNIVERSITY (MANUU) GACHIBOWLI
EXPRESSION OF INTEREST (EOI)**

1. The Registrar, MANUU Gachibowli, Hyderabad invites Expression of Interest (EOI) from the registered Civil contractors authorized/qualified to quote for works up to 15 lakh and having valid registration in CPWD/ Telengana State PWD/MES / Railways/ Central/State Autonomous Bodies/Departments of appropriate class for empanelment of agencies for repair, maintenance and minor works, costing less than Rs. 15.00 lakh and found eligible as per the minimum requirements defined in clause 2 below.
 - i) Last Dates & time EOI open for issue/download: up to 26/12/2018 up to 3.00 P.M.
 - ii) Last date & time of submission of EOI (Hard copies only): 28/12/2018 up to 3.00 PM
 - iii) Time & date of opening of EOI: At 3:30 PM on 28/12/2018
2. The applicant should be a registered civil contractor authorized/qualified to quote for the works up to 15.00 lakh and having valid registration in CPWD- Class- V/ Telengana State PWD/ MES/Railways/ Central/State Autonomous Bodies/Departments of appropriate class for empanelment of agencies for repair, maintenance and minor works costing up to Rs. 15.00 lakh at MANUU, Gachibowli and fulfilling following requirements:
 - 2.1 Should have valid Registration Certificate with specified departments i.e. (CPWD/ Telengana PWD/MES/Railways/ Central/Sate Autonomous Bodies) in respective category trade and appropriate class.
 - 2.2 Should have satisfactorily completed three similar works each costing Rs 6 lakh or two similar works each costing Rs 9 lakh or one similar work costing Rs 12 lakh completed during the last seven years ending 31/03/2018 out of which at least one work should have been completed in Govt. Department or Govt. undertaking or Govt. Autonomous Organizations institutions/Educational Institutions.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7 % per annum, calculated from the date of completion to the last date of receipt of applications for tenders.
Similar work means: Construction/maintenance of: Civil- Building works including internal water supply, sanitary installations and drainage and AR/MO building works.
 - 2.3 Agency should also submit copy of valid PAN & GST registration certificates/numbers.
 - 2.4 Agencies not meeting the minimum eligibility criteria shall be summarily rejected.
3. MANUU Gachibowli, reserves the right to restrict the number of empanelled agencies out of technically qualified agencies/EOI applications received.
4. EOI documents may be obtained from the Engineering Section, Room No 15, Admin Building, MANUU Gachibowli, Hyderabad -500 032 from- 18/12/2018 to 26/12/2018 between 10.00 AM to 3.00 PM or may directly be downloaded from the MANUU Gachibowli website: www.manuu.ac.in at free of cost during the above period.

5. Submission of EOI Documents

- 5.1 The EOI submitted by the agency shall comprise the following:
- a) Valid registration/enlistment with specified departments, valid PAN & GST, registration certificates/numbers per Para 2 above.
 - b) Income Tax returns of the last three years.
 - c) Information in Formats A, B & C as specified as per Annexure 1 and any other information required to be completed and submitted by Bidders in accordance with these instructions.
 - d) Audited annual accounts for last three previous years.
- 5.2 The EOI in prescribed form duly completed and signed shall be submitted in a sealed cover. The sealed cover Super-scribed "EOI document for the EMPANELMENT OF REGISTERED CONTRACTORS FOR EXECUTION OF WORKS AT MANUU-GACHIBOWLI". EOI must be dropped in the tender box at Room No 15, Admin Building, MANUU Gachibowli, Hyderabad -500 032 on or before 28/12/2018 up to 15:00 hours.
- 5.3 EOI will be opened on 28/12/2018 at 15.30 hours in the presence of the intending Bidders who wish to attend. If the office happens to be closed on the date of receipt of the EOI as specified, the EOI will be received and opened on the next working day at the same time and venue. EOI sent by post should reach MANUU Gachibowli on or before 28/12/2018 up to 15:00 hours

6. EOI Validity

- 6.1 The EOI submitted shall remain valid for acceptance for a period of 60 days from the date of opening of the EOI.
7. The Registrar, MANUU Gachibowli shall be the "Competent Authority" here in after referred to as such for the purpose of empanelment process.

8. EVALUATION CRITERIA:

- The details submitted by the bidders will be evaluated in the following manner:-
- 8.1 The bidder should meet minimum eligibility criteria prescribed in clause 2 above in respect of experience of similar class of works completed etc.
- 8.2 Even though a bidder may satisfy the above requirements, he would be liable for disqualification if he has:
- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the prequalification document.
 - (b) Records of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.
- 8.3 The University is at no obligation to call for the tenders from a particular empanelled agency(is). Mere empanelment of the contractor does not confer any right for being called for the tenders.
- 8.4 The University shall at its convenience may review the status of empanelled contractors for their continued empanelment or deletion from the panel every six months and may, if need be, call for EOI for addition of fresh contractors in the panel.
- 8.5 The University shall have the power to remove a contractor from the panel who remain non-responsive to three consecutive tenders invited by the University and for which the contractor is eligible to bid.

- 8.6 The empanelled contractors has to respond to the tenders independently and colliding with other contractors will entail the contractor to debar from the empanelment.
- 8.7 The evaluations, calling for tenders, award of works and execution are subject to the Govt. of India. General Financial Rules 2017 as prescribed for execution of works.
9. **Clarification of Bids**
- 9.1 To assist in the evaluation of EOI, the MANUU, Gachibowli may at its discretion ask any Bidder for clarification of his EOI.
- 9.2 No, Bidder shall contact the MANUU, Gachibowli on any matter relating to his EOI from the time of the EOI opening to the time the empanelment list is declared by MANUU Gachibowli.
- 9.3 Any effort by the Bidder to influence the MANUU's EOI evaluation may result in the rejection of his EOI.
10. **Maulana Azad National Urdu University, Gachibowli, does not bind itself to accept the EOI, and reserves the right to reject any or all of the EOI received without assigning any reasons.**
11. **Empanelment Criteria**
- 11.1 The MANUU, Gachibowli shall empanel the registered contractors for three years whose evaluated EOI has been determined to be the technically suitable and the Bidder is determined to be qualified as per EOI document. The competent authority of MANUU Gachibowli, reserves the right to accept or reject any application and to annul the empanelment process and reject all applications at any time, without thereby incurring any liability to the affected applicants or specifying the grounds for the Employer's action.
- 11.2 EOI applicants shall be informed about their technical qualification or disqualification.
- 11.3 MANUU Gachibowli Empanelment decisions shall be final and binding on the EOI applicants and no claim/representation about technical qualification or disqualification from EOI applicants shall be entertained by MANUU, Gachibowli.
12. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically placed at the end of the prescribed application. If information is 'nil' it should also be mentioned as 'nil' or 'no such case'. If, any particulars/query is not applicable in case of the applicant, it should be stated as 'not applicable'. However, the applicants are cautioned that not giving complete information called for in the application forms required, not giving it in clear terms or making change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified.
13. **LETTER OF TRANSMITTAL**

The applicant should submit the letter of transmittal attached with EOI document.

14. If required agencies can obtain further information from the Executive Engineer, MANUU Gachibowli on phone 040- 23008468, e-mail address: Executive_engineer@manuu.edu.in / executive.manuu@gmail.com on or before 26/12/2018 up to 15:00 Hours.

15. **Disclosures**

Any change in the constitution of the contractor's firm, where it is a partnership firm, as declared in the prequalification documents submitted by the bidders at the time of submission of pre qualification documents, should be disclosed to the MANUU, Gachibowli, at any time between the submission of bids and the signing of the contract.



Executive Engineer

LETTER OF TRANSMITTAL

From

To
The Registrar,
MANUU
GACHIBOWLI
HYDERABAD – 500 032

Sub: SUBMISSION OF EOI FOR THE EMPANELMENT OF REGISTERED CONTRACTORS FOR EXECUTION OF WORKS AT MANUU-GACHIBOWLI.

Sir,

Having examined the details given in the web site www.manuu.ac.in and the EOI, I/we hereby submit the EOI documents and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for eligibility criteria and have no further pertinent information to supply.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

Seal of applicant

Date of submission Signature(s) of applicant(s)

ANNEXURE 1

PROFORMA 'A'
 DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST 7
 (Seven) YEARS ENDING LAST DAY OF THE MONTH

S.No	Name of work & Agreement No.	Date of start	Date of completion		Reasons for delay & compensation levied, if any	Tendered Amount	Gross Amount of the completed work	Name, designation & complete address of the authority for whom the work was done	Remarks
			Stipulated	Actual					
1	2	3	4	5	6	7	8	9	10

SIGNATURE OF BIDDER(S)

PROFORMA "B"

PROJECTS UNDER EXECUTION OR AWARDED

S.No	Name of work & Agreement No.	Date of start	Date of completion Stipulated	Tendered Amount	Gross Amount of the completed work	Name, designation & complete address of the authority for whom the work was done	Remarks
1	2	3	4	5	6	7	8

Certified that the above list of works is completed and no work has been left out that the information given is corrected to my knowledge and belief.

SIGNATURE OF BIDDER(S)

STRUCTURE AND ORGANISATION

1. Name and address of the applicant:
2. Telephone No./e-mail address:.
3. Legal Status (attach copies of original Document defining the legal status)
 - (a) An Individual
 - (b) A proprietary Firm
 - (c) A Firm in partnership
 - (d) A limited Company or Corporation.
4. Particulars of registration with various Government bodies (Attach attested photo-copy)
 - a) Registration Number.
 - b) Organization / Place of registration
5. Names and Titles of Directors and officers with designation to be concerned with this work.
6. Designation of individuals authorized to act for the organization.
7. Was the bidder ever required to suspend construction for a period of more than six months continuously after you commenced the construction? If so, give the name of the project and reasons of suspension of that.
8. Has the bidder or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give the name of the project and give reasons for abandonment.
9. Has the bidder 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:
10. Has the bidder or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give detail.
11. In which field of Civil Engineering Construction, the bidder has specialization and interest?
- 12 Any other information considered necessary but not included above.

SIGNATURE OF BIDDER(S)

CHECK LIST: (Details of Enclosures.)

Sl. No	Description of documents as per Para 2	Enclosed	Not enclosed
1	Certificate of Registration/Enlistment.		
2	Pre-Qualification Documents Annexure 1 Pro forma A to C		
3	PAN		
4	GST Registration		
5	Income Tax returns for the last three years.		
5	Any other important information.		