



**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 date 17-03-15 for the work of "Fixtures, furnishing, modular Laboratory interior, with air conditioning" in the Central Laboratory at Umiam proposed to be executed in the next financial year (FY). The interested Agency may attend the pre-bid discussion to be held on 23-02-15 at 11.00 A.M. The brief description of the works are as follows; -

Sl. No.	Scope of work	Probable cost including of Agency charges, other charges, tax etc. (Rs. in lakhs)
1	Planning, designing and execution and obtaining necessary approval from local authorities if needed to make the facility of functional in all respect for Fixtures, furnishing, modular Laboratory interior with air conditioning at Central Laboratory, ICAR Umiam, Meghalaya-793103. This scope is indicative and not exhaustive. Any other items involved in the scope of work may be considered as per requirement with conformity to ISO and BIFMA standards	50.00

The quotations in terms of departmental charges through the EOI as per terms and conditions at **Annexure - I** for the above scope of work are to be submitted to the Estate Officer of the Institute H.Q. at Umiam on or before **2.00 P.M** of **17-03-15** 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. It is desirable if the bidder may visit the site to acquaint with the quantum of work requirement before submitting final bid. The details of the terms and conditions of the EOI may either be download from the websites at [www.icarneh.ernet.in](http://www.icarneh.ernet.in), [www.kiran.nic.in](http://www.kiran.nic.in), [www.tenders.gov.in](http://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 **14-03-2015**.

Sd/-  
(S.V. Ngachan)  
Director

No. RC (EC-120) 2011-12/Vol. II /81

Dated Umiam, the 11<sup>th</sup> February, 2015

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 the website [www.tenders.gov.in](http://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](http://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](http://www.kiran.nic.in)
6. 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**

(Whichever is applicable pertaining to the work)

**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. Any other items involved in the scope of work may be considered as per requirement with conformity to ISO and BIFMA standards

**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.

3.1 In support of its technical capability the organisations are required to furnish following information:

**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.

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 must submit their quotation in a separate **Envelope No. II.** Both the envelopes may 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 may be superscribed as "EOI for "Fixtures, furnishing, modular Laboratory interior, with air conditioning" in the Central Laboratory at Umiam

**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:**

5.1 Parties desirous of visiting the site can do so between 10 a.m. to 4.00 p.m. on all working days.

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.

**Form I: AGENCY'S IDENTIFICATION DATA**

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

<Applicant's Name with seal>  
 Name: <<Insert Name of Contact>>  
 Title: <<Insert Name of Contact>>  
 Signature: <<Insert 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: <<Insert Name of Contact>>  
Title: <<Insert Name of Contact>>  
Signature: <<Insert 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:**

- 1. Balance sheets for last five years are required to be furnished by agency.
- 2. 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.

3. Please calculate "Agency's turnover for the work" as follows:

**Turnover for the work = Total turnover- Turnover from sales (if any)**

4. Please calculate "Net Worth" as follows:

**Net worth = Capital + Reserves - Accumulated losses**

5. 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: <<Insert Name of Contact>>  
Title: <<Insert Name of Contact>>  
Signature: <<Insert Signature>>



**Form V: SUMMARY OF SIMILAR WORK i.e. CONSTRUCTION OF NATIONAL  
CONTAINMENT FACILITIES 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: <<Insert Name of Contact>>  
 Title: <<Insert Name of Contact>>  
 Signature: <<Insert 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. ....
- vi) Start date .....
- viii) Completion date (Scheduled) .....
- ix) Percentage progress .....
- x) Expected completion date .....
- xi) Total value of work .....

<Applicant's Name with seal>  
Name: <<Insert Name of Contact>>  
Title: <<Insert Name of Contact>>  
Signature: <<Insert Signature>>