



**INDIAN INSTITUTE OF ASTROPHYSICS  
2<sup>nd</sup> BLOCK, KORAMANGALA,  
BENGALURU – 560034.**

## **Public Tender**

***Name of Work: Campus survey work for VBO, Kavalur, Tamil Nadu.***

**Tender Notice No.: 29/IIA/CIVIL/VBO/KAVALUR/2018-19 Dated 07.03.2019**

**Ph.**080-2554 1200/1259/1359 , **Fax:** 25534043

**Website:** [www.iiap.res.in](http://www.iiap.res.in)

**INDIAN INSTITUTE OF ASTROPHYSICS**  
**2<sup>nd</sup> Block, Koramangala, Bengaluru-560 034**

**Tender Notice No.: 29/IIA/CIVIL/VBO/KAVALUR/2018-19 Dated 07.03.2019**

**PUBLIC TENDER**

Sl. No.	Name of the work	Estimated cost in Rs.	Time for completion	EMD Rs.	Cost of tender document Rs.
1.	<b>Campus survey work for VBO, Kavalur, Tamil Nadu.</b>	7,00,000+ GST	02 Months	15,000/-	1,000/-

Dear Sir/Madam,

**The Director, Indian Institute of Astrophysics, Bengaluru** invites sealed **tenders in two cover system (Technical bid and price bid)** from interested firms for selection of the surveyor for their campus survey work of VBO, Kavalur. The Tender Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and method of evaluation etc. is enclosed. The Tender Document is available on the IIA website [www.iiap.res.in](http://www.iiap.res.in) . **As “NO” hard copies of Tender document shall be provided from this office** , tenderers may submit their offers along with cost of tender document of Rs.1000/- (Rupees one thousand only) which is non refundable and EMD of Rs.15000/- (Rupees fifteen thousand only) which is refundable.

The tenderers may submit their bids in a sealed envelope superscribing the envelope with **“Campus survey work for VBO, Kavalur, Tamil Nadu”**. Notice No. and due date”, addressed to **The Director, Indian Institute of Astrophysics, 2<sup>nd</sup> Block, Koramangala, Bengaluru– 560 034. The last date of submission of bid is 29.03.2019 on or before 15:00 hrs.** The bids will be **opened at 15:30 hrs on the same day** in the presence of attending tenderers or their authorized representatives. One cover shall be technical bid containing prescribed fee, organization structure, manpower, planning for this project, earlier executed projects with testimonials, GST & PAN copies, registration certificates etc which will be opened on 29.03.2019. Another cover containing only the price bid . Both the covers shall be sealed in an outer cover mentioning the name of the work, company address etc. Price bids of the technically qualified bidders will be opened in presence of authorized representatives of bidders. The date of opening of price bid will be intimated to technically qualified bidders.

Thanking you,

Yours faithfully,

Encl: as above.

Administrative Officer  
for Director

## 1.1 Background:

Indian Institute of Astrophysics (IIA) is a national premier research Institute devoted to research in astronomy, astrophysics and related physics.

The main campus of the Institute is in Koramangala, Bangalore. The following are the field stations of the IIA:

- 1) Kodaikanal Observatory, Kodaikanal, Tamil Nadu
- 2) Vainu Bappu Observatory, Alangayam, Kavalur, Tamil Nadu
- 3) Gauribidanur Radio Observatory, Gauribidanur, Karnataka
- 4) Centre for Research and Education in Science & Technology, Hoskote, Karnataka
- 5) Indian Astronomical Observatory, Leh- Ladakh, Jammu & Kashmir

Vainu Bappu Observatory is situated at Kavalur, near Vaniyambadi, Vellore District, Tamil Nadu. VBO is very close to Alangayam Village. The VBO is located about 175 south west Bangalore and about 200 km south west of Chennai.

- 1.2 VBO, Kavalur campus is having an area of 40 hectares earmarked with barbed wire fence. In order to have topographical map of the campus, it is planned to develop complete survey map of the area showing the existing immovable properties and future plans.

## 2.0 Aims & Objectives:

The objective of the land survey is to ensure proper planning to build up the infrastructure in the campus on requirement basis. Survey work is carried from part to whole basis with real data analysis so that any chances of misinterpretation in this regard can be avoided. The basic aim and objective is to develop a planned campus after details obtained from land surveying.

## 3.0 Term of Reference/Scope of Work:

(a) The **scope of work** includes:

- (i) Cleaning and preparation of the area for collection of data, taking of initial and final spot levels,
- (ii) Preparation of drawings including preparation of contour map at an interval of not more than 5.00m,
- (iii) Entry of levels in a leveling book, preparation of profile, location and marking of immovable properties, greenery, roads, pavements, service lines like electrical, water supply, sanitary, water body, rocky land, nalas etc. in all respect showing the complete features of the campus. All the surrounding features of the boundary line shall be properly indicated to identify the location of surrounding properties

- (iv) Preparation of soft copy for preliminary approval of the authority.
  - (v) Submission of two sets of soft and hard copies to the authority incorporating all the suggestions/modifications/additions etc. as required by IIA
  - (vi) All standard survey practices, markings, drawings shall be provided irrespective of individual mentioning of the items.
- (b) Levelling work with highly precise total station equipment.
- (c) Construction of permanent BM pillars at suitable locations as directed by the Engineer-in -charge indicating all details as desired during taking the spot level as per drawing and design of the B.M pillar attached.

#### **4.0 TENDER Processing Fee**

A non-refundable processing fee for Rs. 1,000/- (Rupees one thousand only) in the form of a Demand draft or a Pay Order drawn in favour of “Indian Institute of Astrophysics” Payable at Bengaluru has to be submitted along with the TENDER. An EMD of Rs. 15,000/- ( Rupees fifteen thousand only) shall be paid through a DD or a Pay Order drawn in favour of “Indian Institute of Astrophysics” which is refundable to unsuccessful bidders. Bids received without or with inadequate TENDER requisite fees shall be liable to get rejected.

#### **5.0 Venue & Deadline for submission of proposal**

Tenders in its complete form in all respects as specified in the TENDER, must be submitted to IIA, Bangalore at the address specified hereunder:

The Director,  
Indian Institute of Astrophysics,  
2<sup>nd</sup> Block, Koramangala,  
Bangalore-560034

In exceptional circumstances and at its discretion, IIA may extend the deadline for submission of tender by issuing an amendment to be made available on the IIA website, in which case all rights and obligations of IIA and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended. All bidders are requested to visit the institute website on the last day for latest information on this tender.

#### **6.0 Validity of Offer & Regarding:**

- (a) The offer for TENDER as per this document shall be valid for a period of ninety (90) days from the date of opening of bids initially which may be extended further if required by IIA.
- (b) The Institute reserves the right to curtail/ enhance the scope of the work stated above or cancel, if required, without assigning any reason thereof.

- (c) The firm at their own must visit and examine the probable sites of work and its surroundings and obtain all information that may be necessary for execution of work prior to submitting the bid for actual assessment of the work.
- (d) The agency shall make all necessary arrangement for boarding and lodging during the work. IIA may provide the necessary support for the same considering the situation on chargeable basis.

## **7.0 Payments:**

- (a) The payment will be made for complete work as per the work order to be issued by the competent authority. After completion of work, the bill will be certified and released after receiving the drawings and necessary deliverables (both hard & soft copies).
- (b) The rate shall be inclusive of royalty, loading, unloading and transportation etc. of all the materials to execute the work at IIA, Kavalur campus, **but exclusive of taxes. Break-up for cost of the work and taxes, cess may be given.**
- (c) No payment will be made for the work which is claimed without relevant work order.
- (e) The firm shall arrange all the plants, equipment, machineries etc. required for the works for which no extra charges will be paid.
- (f) The payments will be made after making TDS and other statutory deductions.

## **8.0 Instructions:**

- 8.1 The tender is to be submitted in the manner prescribed below: -  
All information as detailed below is to be submitted in one hard copy in sealed envelopes: -

### **PART-A: TECHNICAL BID:**

- a) Applicant's request as per Format-1.
- b) Organizational Contact Details as per Format-2.
- c) Experience of the organization as per Format-3.
- d) List of employees in the firm as per Format-4.
- e) Financial strength of the company as per Format-5.
- f) Additional information and list of equipments proposed to use for the work as per Format-6.
- g) Declaration as per Format-7.
- h) Power of Attorney in favor of Authorized Signatory with long and short signatures of Authorized person.
- i) The firm must have its office at Karnataka and/or Tamil Nadu and as such details of office and its allies must be supported.
- j) Format for submission of PRICE BID as per Format-8

**8.2** TENDER documents have been hosted on the website [www.iiap.res.in](http://www.iiap.res.in) and may be downloaded from the website.

The bidders are expected to examine all instructions, forms, terms and other details in the TENDER document carefully. Failure to furnish complete information as mentioned in the TENDER document or submission of a proposal not substantially responsive to the TENDER documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

## **9.0 Qualification Criteria:**

Following will be the minimum pre-qualification criteria. Each eligible firm should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

<b>Sl. No</b>	<b>Pre-qualification Criteria</b>	<b>Supporting Compliance document</b>
1	The applicant shall be a firm / company / partnership / proprietorship firm registered under Indian Companies Act, 1956/the Partnership Act, 1932 and who have their registered offices in INDIA	Copy Incorporation Partnership deed, if any
2	The firm should have experience of having undertaken similar works in CPWD, Railways, and State PWD, MES or any other Government / public sector organizations. The firm should land survey work of value not less than Rupees Ten lakhs in total in any one year during ending on 31st March, 2018.	Copies of Work Orders / Contract
3	The firm / contractor must submit a list of key personnel employed along with their bio-data in the along with the application. The minimum requirement of key personnel available with the firm shall be as below:	Attach format (4) for total strength.
4	The organization financial details	Format-5 to be certified and validated by Chartered Accountant (CA) of Bidder's Organization
5	PAN No. / GST Registration No	Submit documents
6	The Bidder must have an office in Bangalore / Tamil Nadu	Details of branch offices in State / UTs other than Delhi / NCR area if any, may be submitted

## 10.0 Evaluation Criteria and Method of Evaluation:

- a. Screening of tenders shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted in the technical bid.
- b. The firms, who satisfy the qualifying criteria in technical bid, will be eligible for opening the price bid. Based on the rates quoted, the selection of the firm will be done as per the provision of contract of the Institute. The rate quoted for the works will be valid for ninety (90) days and there will be no enhancement of price is allowed.
- c. The bidder who qualifies during their technical bid evaluation will be eligible for opening their price bid. The eligible bidders will be informed to attend for opening of price bids. The price bid of the unqualified bidders will not be opened and their sealed price bid will be returned accordingly.

### d. EVALUATION PROCEDURE FOR TECHNO-COMMERICAL BID TO QUALIFY FOR OPENING OF PRICE BID FOR AWARD OF WORK

Sl.No.	Qualifying Criteria	DOCUMENTS / EVIDENCES REQUIRED FROM THE BIDDER
A	Registration	Registration certificate from any Govt. / Semi Govt. Dept. / Autonomous Body
B	Earnest Money Deposit (EMD)	Rs.15,000/- in the form of Demand draft in favor of "Indian Institute of Astrophysics" payable at Bengaluru.
C	Applicant's request	As per Format-1
D	Organizational Contact Details	As per Format-2
E	Experience	As per Format-3
F	List of employees	As per Format-4
G	Financial strength of the company	As per Format-5
H	Additional information and list of Equipments proposed to use for the work	As per Format-6
I	Declaration	As per Format-7.
J	Power of Attorney	In Non-Judicial stamp paper
K	Details of Bengaluru / Tamil Nadu office	Name, address, phone no, email, etc

L	GST registration	GST registration certificate.
M	PAN	Copy of PAN Card
N	ESIC & EPF registration	Copy of ESIC & EPF registration
O	Current labour license	Copy of current labour license
P	Turn-over	Annual turnover certificate or Audited Balance sheet by authorized chartered accountant from Construction of similar works of last 3 consecutive years. i.e. 2017-18, 2016-17 & 2015-16.

Techno-Commercial bids which do not fulfill the minimum qualifying criteria specified above shall be rejected and shall not be considered for further evaluation.

The owner reserves the right to take inputs regarding performance of a bidder on any similar work (on-going or completed) from a client whether disclosed in the tender or not. If any such report from the client is found to be un-satisfactory, the tender is liable to be rejected at the Technical Evaluation stage.

#### **11.0 Response:**

11.1 Bidders must ensure that their Bid response is submitted as per the formats attached with this document. **All the pages of the document shall be signed and stamped by the authorized representative of the firm.**

Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.

11.2 Application in sealed cover superscribed as **“Tender for Campus Survey work at Vainu Bappu observatory (V.B.O), Kavalur, Tamil Nadu”**

#### **12.0 Conflict of Interest:**

12.1 Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform Indian Institute of Astrophysics (IIA), detailing the conflict in writing in advance or as an attachment to this Bid.

12.2 All legal disputes will be subjected to jurisdiction of Bengaluru High Court only.

12.3 The firms, who satisfy the qualifying criteria in technical bid, will be eligible for opening the price bid. Based on the rates quoted, the empanelment will be done as per the provision of contract of the Institute. The rate quoted for the works will be valid for ninety (90) days from the date of opening of tender.

#### **13.0 Condition under which tender is issued:**

The TENDER is not an offer and is issued with no commitment. IIA reserves the right to withdraw TENDER and or vary any part thereof at any stage. IIA further reserves the right to disqualify any or all bidder, should it be so necessary at any stage.



## **14.0 FORMATS FOR SUBMISSION:**

## FORMAT – 1

### APPLICANT'S REQUEST

To,  
**The Director,  
Indian Institute of Astrophysics,  
2<sup>nd</sup> Block, Koramangala,  
Bengaluru-560 034.**

**Sub: Submission of tender for campus Survey work for VBO, Kavalur, Tamil Nadu”**

Dear sir,

In response to the Invitation for tender published in the newspaper, for the above purpose, we would like to express interest to carry out the above proposed work. As instructed, we attach the following documents in separately sealed envelopes:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of employees / consultants on payroll (Format-4)
4. Financial strength of the organization (Format-5)
5. Additional information and list of Equipments proposed to use for the work (Format-6)
6. Declaration (Format-7)

Sincerely Yours,

Signature of the bidder

[Full name of firm with stamp]

Date:

Place:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.



**FORMAT – 3**

<b>Experience in Related Fields</b>					
Overview of the past experience of the Organization in all aspects related to Brand Building related					
<b>Sl. No.</b>	<b>Items</b>	<b>Number of Assignments during last 5 years</b>	<b>Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)</b>	<b>Mention the name of Client/ Organization (Enclosed completion certificates)</b>	<b>Remarks</b>
<b>1.</b>	Experience of assignments of similar nature				
<b>1.1</b>	Experience in Carrying out Similar assignments in Government organizations				
<b>1.2</b>	Experience in Carrying out Similar assignments In Public sector				

Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.

**All the experience/appreciations letters shall be enclosed for reference.**

Stamp & Signature of the firm

**FORMAT – 4**

<b>List of employees of the firm</b>				
<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Relevant Experience</b>
1.				
2.				
3.				
4.				
5.				
6.				

Stamp & Signature of the firm

**FORMAT – 5**

<b>Financial Strength of the Organization</b>					
<b>Sl. No.</b>	<b>Financial Year</b>	<b>Whether profitable Yes/No</b>	<b>Annual net profit (in Lakhs of Rs.)</b>	<b>Overall annual turnover (in Lakhs of Rs.)</b>	<b>Annual turnover from Only Consultancy Services rendered in India (in Lakhs of Rs.)</b>
1	2015-16				
2	2016-17				
3	2017-18				

Note: Please enclose auditor's certificate in support of your claim.

Stamp & Signature of the firm



## **FORMAT -7**

### **Declaration**

We hereby confirm that we are interested in competing for the work of “Campus Survey work for VBO, Kavalur, Tamil Nadu”.

I have read all the terms and conditions of the tender. I accept the same in all respect.

All the information provided herewith is genuine and accurate

**Authorized Person’s Signature:**

**Name and Designation**



**FORMAT -8**

**Bill of Quantities for the work of “Campus survey work for VBO,  
Kavalur, Tamil Nadu”**

**(NOTE: Rates shall be quoted after reading the complete specifications and understanding site conditions)**

<b>Sl. No.</b>	<b>Item of work</b>	<b>Qty</b>	<b>Unit</b>	<b>Rate (Rs.) In figures &amp; words</b>	<b>Amount (RS)</b>
1	Clearing grass and removal of rubbish, including uprooting wild, vegetation, grass, bushes, shrubs, by manual means for the required area of survey to facilitate smooth movement of surveyors wherever required.	40	Hectare		
2	Surveying land including collection of data, contour map, taking level with high precise total station type instrument, preparation of level book with initial and final spot levels, preparation of profile drawings in colours estimate for cutting and filling, etc. all complete as directed by the Engineer in charge.	40	Hectare		
3	Construction of B.M pillars of 350mmX350mmX450mm per drawing at FORMAT -8 including plastering, one coat of synthetic enamel paint, witting “B.M:00.00” on the top of the pillar, etc all complete as directed.	8	Each		
<b>Subtotal (A)</b>					
GST .....% on (A) = (B)					
<b>Grand total (A)+(B) = (C)</b>					

(Grand total amount in words.....  
.....)

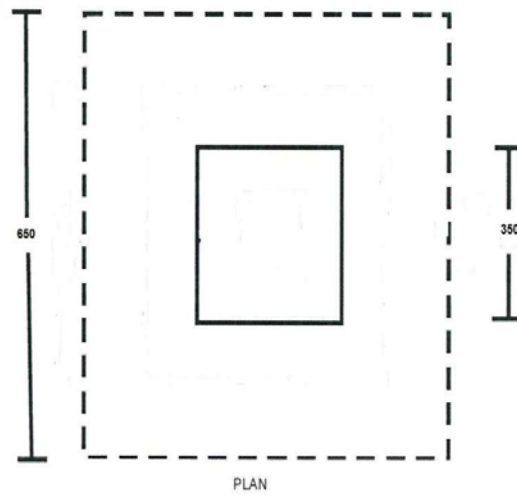
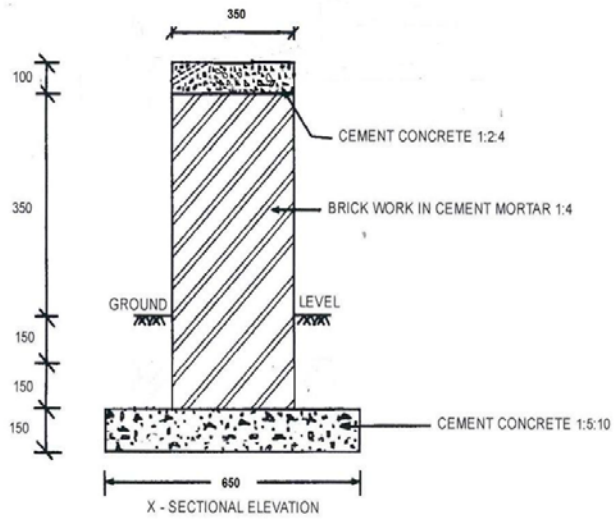
Place:

Seal and Signature of the Firm

Date:

## DRAWING OF B.M PILLAR

### THE DESIGN FOR TEMPORARY SITE BENCH MARK



DRAWING NOT TO SCALE  
ALL DIMENSIONS ARE IN M.M.

Fig. : Design for Temporary Site Bench Mark