



SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi – 110007

Phones: 27667905, 27666519

Website: www.srcc.edu ▪ email: principaloffice@srcc.du.ac.in

July 3, 2023

NOTICE INVITING EXPRESSION OF INTEREST (EoI) FOR EMPANELMENT OF CIVIL CONTRACTORS

SRCC hereby invites Expression of Interest (EoI) from established and experienced Civil Contractors for empanelment with the College for a period of two years, to be extended further on satisfactory performance of works and/or as per requirement of the College, to carry out miscellaneous civil works viz. cement concreting, brick/ stone masonry, plastering, flooring, sewage and water lines masonry, paving, aluminium works, MS fabrication works, water-proofing, white-wash, painting, polishing works etc. in the College campus.

Services of such empanelled contractors will be utilized for various civil works through Limited Tender Query amongst them.

Eligibility criteria for submission of proposal

The agency must fulfil the following eligibility conditions to be eligible for submission of proposal:

- 1. Established Contractor:** The Agency must be an established Contractor of repute. Contractors registered/ empanelled with CPWD; PWD (Delhi State); NBCC; DDA or any other autonomous organization shall be *preferred*.
- 2. Annual Turnover:** The Agency should have an Average Annual Gross Turnover of Rs. 25,00,000/- during the last three financial years.
- 3. Experience:** The agency must have carried out similar type of civil works satisfactorily for Government Departments/ PSUs/Banks/Educational Institutions/ Colleges/ Universities etc. during the last 5. *List of organizations served during the last 5 years and currently being served along with Work Orders & Work Completion Certificates are required to be submitted.*
- 4. Location in Delhi:** The agency should be located in the city of Delhi. Agencies from outside Delhi or NCR areas will not be considered. *Proof of address to be provided.*
- 5. Registration under various laws:** The agency must be registered under tax laws viz. Income Tax, GST, ESI, EPF etc. *Requisite proof(s) with respect to all registrations are required to be submitted.*

SCOPE OF WORK/ RESPONSIBILITIES OF EMPANELLED CONTRACTORS

The scope of work will be with respect to routine maintenance works of civil nature viz. cement concreting, brick/ stone masonry, plastering, flooring, sewage and water lines masonry, paving, aluminium works, MS fabrication works, water-proofing, white-wash, painting, polishing works etc. in the College campus.

How to apply

Sealed proposal along with the required documents in prescribed proforma, as per Annexure- A, superscribed with 'Expression of Interest (EoI) for Empanelment of Civil Contractors' on top of the covering envelope is to be submitted to the Principal, Shri Ram College of Commerce, University of Delhi, Maurice Nagar, Delhi – 110 007 latest by 1600 hrs on July 24, 2023.



Documents required to be attached to the Technical Proposal

- (a) Proposal proforma as per **Annexure - A**
- (b) Organization's brief profile.
- (c) Document in support of Legal Status of the Agency - Company Incorporation Certificate/ Partnership Deed/ Registration of the Firm.
- (d) Undertaking as per **Annexure - B**
- (e) **EMD** of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft drawn in favour of *Principal, Shri Ram College of Commerce*, payable at Delhi.
- (f) Certificate with details of Annual Turnover from a Chartered Accountant during the last 3 financial years.
- (g) List of government organizations/ institutions for which civil works executed during the last 5 years (in given format in Annexure - A) along with Work Orders & Work Completion Certificates.
- (h) Undertaking of non-black listing by any government department/ institution as per **Annexure - C.**
- (i) Proof of organization's address in Delhi.
- (j) Requisite proof(s) with respect to registration under the Income Tax Law, GST, ESI, EPF etc.
- (k) Documents in support of registration/ empanelment with government authorities viz. CPWD; PWD (Delhi State); NBCC; DDA or any other autonomous organization for operating as a Civil Contractor, if applicable.



in Delhi
PRINCIPAL
[Signature]

TERMS AND CONDITIONS

A. SUBMISSION OF PROPOSAL/ EoI

1. Proposal is to be submitted duly filled and signed as per prescribed proforma in **Annexure - A** in a sealed cover.
2. The Proposal can only be submitted in the prescribed respective format.
3. Proposal should be properly signed by the Proprietor/ Partner or any authorized official/ representative of the firm and his/ her capacity as the signatory should be specifically stated. Proposal should also bear stamp of the bidding organization/ firm.
4. All documents attached with the proposal should be self-attested by the authorized signatory as also bear seal of the agency.
5. Incomplete Proposal or proposal without proper documents/ proofs shall be summarily rejected and no correspondence will be entertained in this regard.
6. The proposals shall be evaluated based on the available documents submitted by the agency. During the examination, evaluation, comparison of the proposals and qualification of the participating agency, the college may, at its discretion, ask any agency for a clarification of its proposal. Any clarification which is not in response to the request by the college shall not be considered.
7. If any agency does not provide clarification sought in respect of its proposal, the proposal is liable to be rejected by the college.
8. Conditional proposals with deviations from the conditions laid down by the college, proposals not meeting minimum eligibility criteria, technical proposals not accompanied with EMD of the requisite amount or any other requirements, stipulated in the Notice inviting EoI are liable to be rejected.
9. The agency which qualifies the technical evaluation stage shall only be eligible for empanelment.

B. EMD

1. EMD of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft drawn in favour of *Principal, Shri Ram College of Commerce*, payable at Delhi shall be required to be submitted along with the bid.
2. Participating agencies should mention the agency's name and contact number of the authorized representative on back of the Demand Draft.

C. GENERAL

1. The empanelment of contractors is for routine maintenance works in the College to be awarded on the basis of Limited Tender Enquiry amongst the empanelled contractors. However, the College reserves the right to award any work from any of the empanelled contractors depending upon the exigency of the work and also opt for open tendering process for any particular work depending upon the nature and magnitude of the work.
2. Empanelment of an agency does not confer any right to it for award of work.
3. Evaluation of contractors/ agencies for empanelment will be based upon the experience of the contractors; past performance; financial soundness; technical and qualitative competence, etc. and may also include inspection of the works completed by them as per details submitted in the proposal. The proposal should be substantiated with sufficient documents in support of the capabilities of the contractor/ agency.
4. Furnishing of wrong information and producing false documents will make the agency ineligible for participation and liable to be debarred/ blacklisted from participation in limited tender enquiries, requisite remedial legal action besides termination of the agency from empanelment.



5. Decision of the College regarding empanelment of contractors will be final and binding upon all agencies submitting proposal and no further correspondence will be entertained.
6. The empanelled contractors will be required to deposit Rs. 25,000/- (Rupees Twenty Five thousand only) towards refundable **Performance Security** deposit in the form of Demand Draft/ Pay Order drawn in favour of the Principal, Shri Ram College of Commerce payable at Delhi, **within 7 days from the date of receipt of communication from the college regarding empanelment.** No interest shall accrue on the refundable performance security deposit and the same will be refunded on completion of the period of empanelment.
7. The empanelment may be extended further by two extensions of one year each on the same terms and conditions depending upon the requirement of the college and satisfactory delivery of services by the empanelled agency. The number of such extensions cannot be more than two.
8. The empanelment of any agency shall be liable to be terminated by the college administration any time during the period of the empanelment on account of breach of any condition of the contract or unsatisfactory services or non-compliance and non-fulfilment of any of the obligations on the part of the agency by giving one week's notice. This would result in forfeiture of the performance security deposit and no payment will be released.
9. The College reserves the right to remove the name of an agency/ contractor from the list of empanelled contractors, if:
 - a. It has failed to execute a work order or has executed it unsatisfactorily; or
 - b. It persistently violates any important condition for empanelment; or
 - c. It submits bills for incomplete work or work not carried out by it.
10. An agency, once empanelled, shall have to promptly reply to all the enquiries and execute orders within the timeline as per the awarded Work Order.
11. All empanelled agencies shall be solely responsible for compliance of minimum wages and other statutory obligations as per Labour Laws and payment of any compensation/ settlement of any liability arising out of any injury or fatal accident caused to the persons deployed by it for carrying out the work awarded by the College. Consequent to completion of work, the contractor shall be required to submit Labour Bill(s) along with the Invoice for payment.
12. Any damage caused by the contractor or the personnel deployed by it to the College's infrastructure or property during the course of execution of works in the College shall be made good by the contractor/ agency at its own cost.
13. The contractor/ agency shall be fully responsible for the safe custody of the material brought at site by him/ itself for execution of work and the College will not be responsible for any loss caused to it.
14. The Malba/ Garbage generated at site due to construction activities shall be removed from the site immediately and shall be disposed-off by the contractor to the approved dumping site identified by the MCD.
15. Statutory deductions as applicable will be made from the bills of the Contractor.
16. The awarded work(s) should be executed and completed within the stipulated timeline and in case of any delay, the College shall be entitled to levy damages/ penalties upto 10% of the contract value or as it deems fit.
17. All empanelled agencies shall be required to keep the College updated regarding any change in its legal status, address, main leadership or authorized signatory, contact details, etc. during the period of empanelment.
18. All empanelled agencies shall be expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of an empanelled contractor/ service provider.
19. The College reserves the right to accept, consider or reject any or all proposal(s) without assigning any reasons thereof.
20. The college reserves the right to withhold the payment in the event of unsatisfactory services by the empanelled agency.



21. Proposals submitted in response to this notice shall remain valid for a period of 90 days from the last date for submission.
22. The participating agency will be deemed to have read and accepted all terms and conditions for award of the contract of empanelment in entirety.
23. The agency should not have been involved in major litigation that may have an impact affecting or compromising delivery of its services.
24. Proposal can only be submitted as per the schedule announced. Proposals received after the last date of submission will be summarily rejected.
25. The college reserves the right to visit and inspect the office of the participating agency before empanelment.
26. Under no circumstances the empanelled contractor can appoint any sub-contractor or sub-let the awarded work order. In the event of any agency contravening this condition, the College is entitled to get the work executed and completed from any of the empanelled contractors and the defaulting contractor shall be liable to indemnify the college for any loss or damage, which the college has suffered.
27. In the event of any dispute arising out in connection with the interpretation of any clause in the terms and conditions of the contract, agreement, or otherwise the matter shall be referred to the Arbitrator as appointed by the Chairman, Governing Body of the college who shall have jurisdiction in connection with any dispute/ litigation arising out of the contract, if awarded.



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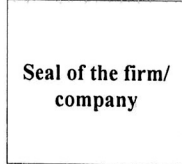
TECHNICAL PROPOSAL

S. No.	Description	Particulars			
1	Name of the firm/ company				
2	Legal status of the firm/ company (i.e. sole proprietorship/ partnership firm/ registered company)				
3	Date of establishment (number of years in business)				
4	Full Address with email and phone contacts (Documentary proof of address is required to be attached)				
5	Name of the Proprietor/ Director/ authorized representative				
6	Designation/ capacity (Proprietor/ Director/ Official)				
7	Contact Number				
8	Email				
9	Details of EMD paid (DD No./ Date/ Drawee Bank)				
10	Details of registration under the Income Tax Laws, GST, ESI, EPF etc.	PAN/TIN	GST	ESI	EPF
11	Details of empanelment/ registration with CPWD; PWD (Delhi State); NBCC; DDA or any other autonomous organization	Registration No.	Date & Year of registration	Valid upto	
12	Details of Annual Turnover (in Rs.) during the last three financial years	2021-22	2020-21	2019-20	

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Details of organizations [Government Departments/ PSUs/ Banks/ Educational Institutions/ Colleges/ Universities etc.] for which similar orders executed and completed during the last 05 years (*Work Orders and Work Completion Certificates to be attached*) in the format *as per Annexure - A-1*.

Date _____



Signature of Authorized Representative

Name _____

Designation _____

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DETAILS OF WORKS EXECUTED & COMPLETED DURING LAST 5 YEARS
[for Government Departments/ PSUs/ Banks/ Educational Institutions/ Colleges/ Universities etc.]

Sr. No.	Name and address of the organization	Nature of work	Date of the Work Order	Value of the work	Stipulated time for completion of work	Actual time of completion of work

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UNDERTAKING

The Principal
Shri Ram College of Commerce,
Maurice Nagar,
Delhi-110 007

Madam,

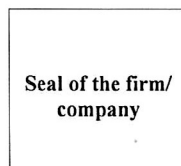
I/We, the undersigned, certify that I/we have gone through the terms and conditions mentioned in the Notice inviting EoI and hereby undertake to agree and comply with them in entirety.

The information/ documents furnished along with the proposal are true and correct to the best of my knowledge and belief.

I/ We understand that in case of furnishing false information or any forged/ fabricated document would render the proposal liable to be rejected at any stage besides liabilities towards prosecution under appropriate law.

I/ We also understand that for breach of any of the terms and conditions committed on our part, the contract of empanelment with Shri Ram College of Commerce, if awarded to us, will be liable to be terminated along with imposition of appropriate penalties.

Date _____



Signature of Authorized Representative

Name _____

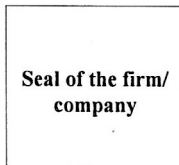
Designation _____

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UNDERTAKING OF NON-BLACKLISTING

This is to undertake that M/s _____ (name and full address of the firm/ company) is neither blacklisted by any Government Department/ Ministry/ PSU/ Institution nor any criminal case is registered against the firm/ company till date.

Date _____



Signature of Authorized Representative

Name _____

Designation _____