



Er. H.P. Singh
Executive Engineer

ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ

PTU PUNJAB
TECHNICAL
UNIVERSITY

Esid. Under Punjab Technical University Act, 1996
(Punjab Act No. 1 of 1997)

Ref No. PTU/const.cele/582

Dated 11.08.2011

Sh. Chander Mohan,
House No. 202, Sector 36-A,
Chandigarh.

The Director,
Department of Technical Education and
Industrial Training, Punjab,
Plot No. 1, Sector-36A, Chandigarh.

Sh. S.L. Kaushal,
Chief Architect/Punjab (Retd),
2865, Sector 42-C, Chandigarh.

Dr. Nachattar Singh,
Advisor to VC and Dean (P&D),
Punjab Technical University, Jalandhar.

Sh. H.S. Bains,
Registrar, Punjab Technical University,
Jalandhar.

Dr. Buta Singh (Special Invitee),
Dean (Academics), Punjab Technical University,
Jalandhar.

Sh. A. N. Chowdhry (Special Invitee),
3-B, Jyoti Nagar, Jalandhar.

Sh. N. S. Bhatti (Special Invitee),
3040, Sector 19-D, Chandigarh

Sub : Construction of new campus of Punjab Technical University – 28th meeting of the Standing Building Construction Committee.

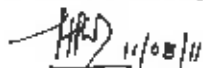
Dear Sir,

28th meeting of the Standing Building Construction Committee shall be held under the Chairmanship of Dr. R. S. Khandpur, Director General, PGSC at 11.30 hours on 29.08.2011 in his office at SCO 60-61, Sector 34-A, Chandigarh. Agenda and Agenda note for the meeting are enclosed.

You are requested to make it convenient to attend the meeting.

Thanking you

Yours Sincerely,



(H. P. Singh)

Executive Engineer

- Copy to :
- Dr. R. S. Khandpur, DG, PGSC, SCO 60-61, Sector 34-A, Chandigarh.
 - Sh. Rajiv Aggarwal, M/s Archigroup Architects, A-14, Sector-15, Noida -201301.

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Punjab Technical University Jalandhar

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Mobile : 9501109042 www.ptu.ac.in E-Mail : exeptu@gmail.com

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

Sub : Agenda for the 28th meeting of the Standing Building Construction Committee.

- Item No. 28.1 : To confirm the Minutes of 27th meeting of Standing Building Construction Committee held on 13.07.2011.
- Item No. 28.2 : Action taken on various items discussed during previous meetings of Standing Building Construction Committee.
- Item No. 28.3 : To discuss and finalize the tender documents for appointment of consultant for Providing Project Management Consultancy services for construction of proposed new buildings at University's main campus at Jalandhar-Kapurthala road, Kapurthala, Punjab.
- Item No. 28.4 : Any other point with the permission of the Chair.

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

Sub : Agenda Note for the 28th meeting of the Standing Building Construction Committee.

Item No. 28.1 : To confirm the Minutes of 27th meeting of Standing Building Construction Committee held on 13.07.2011.

The minutes of 27th meeting of Standing Building Construction Committee held on 13.07.2011 were circulated on 19.07.2011. These minutes are to be confirmed.

Item No. 28.2 : Action taken on various items discussed during previous meetings of Standing Building Construction Committee.

Action taken on various items discussed during previous meeting of Standing Building Construction Committee is as under:

- The proposal for appointment of Architect for Architectural services for establishment of new Punjab Institute of Technology at Mansa, Ludhiana & Barnala, PTU's Regional campus at Mohali and other future works is being put up in the next meeting of BOG for approval and award of work to M/s Archigroup Architects, Noida.
- The detailed designing for structure, HVAC, Electrical, Plumbing and Fire Fighting systems of two towers, one library and one seminar hall of proposed PIT at main campus, Kapurthala is in progress.
- The draft tender document for appointment of Project Management Consultant for construction of proposed new buildings at University's main campus at Jalandhar-Kapurthala road, Kapurthala, Punjab has been prepared and is being discussed in the present meeting.

Item No. 28.3 : To discuss and finalize the tender documents for appointment of consultant for Providing Project Management Consultancy services for construction of proposed new buildings at University's main campus at Jalandhar-Kapurthala road, Kapurthala, Punjab.

It was decided in 27th meeting that PTU is not inclined to appoint engineering staff for continuous supervision of works as there may be utilization problems for this staff after completion of the works. For supervision of works, a consultant, preferably a central Govt. PSU, through invitation of tenders will be appointed. EE/PTU was advised to prepare the bid document for the same and present in the next meeting for discussions and approval. The same has been prepared and is placed below.

Item No. 28.4 : Any other point with the permission of the Chair.

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PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY
(PUNJAB)
(Established By Punjab Government)

NOTICE INVITING BIDS

- 1.0 Punjab Technical University, hereinafter referred as PTU or University invites bids under 'Two Packets System' (Technical Bid – Un-priced & Financial Bid – Priced) on prescribed form from reputed Govt. agencies/Central Govt. Public Sector Undertakings having requisite experience for the following work:-

S. No.	Name of Work	Earnest Money	Total Period
1.	Providing Project Management Consultancy services for construction of proposed new buildings at University's main campus at Jalandhar-Kapurthala road, Kapurthala, Punjab.	Rs. 50,000/-	3 Years

- 2.0 The bid document can be obtained from 10.00 AM to 04.00 PM on all working days from _____ to _____ from the office of 'The Registrar, Punjab Technical University, Jalandhar-Kapurthala Highway, Punjab on payment of Rs. 1000/- (Rupees One Thousand only) (non-refundable) in cash or demand draft/pay order drawn in favour of 'The Registrar, Punjab Technical University payable at Jalandhar towards the cost of one Bid document. Bid document can also be downloaded from PTU's website www.ptu.ac.in and in such a case, the bidder shall deposit the cost of bid documents alongwith submission of the bid, failing which his bid shall not be opened. The cost of bid documents in this case shall be deposited in the form of demand draft/pay order and submitted in the envelope containing Earnest Money Deposit (EMD). The bidders are advised not to make any corrections, additions, alterations in the downloaded bid documents. In case, any corrections, additions, alterations are made in the downloaded bid documents, such bid shall not be considered.
- 3.0 The Earnest Money for an amount as specified above shall be deposited in the form of demand draft/pay order drawn in favour of 'The Registrar, Punjab Technical University payable at Jalandhar.

4.0 Eligibility Criteria and Evaluation of Bids:

Eligibility Criteria and procedure for evaluation of bids submitted by the bidders is placed at Annexure-A to Notice Inviting Bid.

- 5.0 PTU may issue addendum(s)/corrigendum(s) to the bid documents. In such case, the addendum(s)/corrigendum(s) shall be issued and placed on PTU's website atleast seven days in advance of date fixed for opening of bid. The bidders must visit the website and ensure that such addendum(s)/corrigendum(s) (if any) is also downloaded by them. Such addendum(s)/corrigendum(s) (if any) shall also be submitted, duly stamped and signed, alongwith the submission of the bids. Any bid submitted without addendum(s)/corrigendum(s) (if any) is liable to be rejected.
- 6.0 The bidders are requested to submit their bids strictly as per terms and conditions forming part of this document. **Conditional bids shall not be accepted.**
- 7.0 The bid documents shall be submitted in two separate sealed packets viz. Packet-I containing Technical Bid and Packet-II containing Financial Bid. Detailed credentials as per the requirement of eligibility criteria and all bid papers except Financial Bid are to be submitted in "Technical Bid". Financial Bid with rates duly filled in are to be submitted in Packet-II.
- 8.0 Completed bid documents in two packets viz. Packet-I and Packet-II shall be sealed separately in envelopes super-scribing as Packet-I (Technical Bid) and Packet-II (Financial Bid) along with the name of the work. These two sealed envelopes and the envelop containing the Earnest Money and cost of bid documents shall further be sealed in a larger envelope super-scribing the name of the work as stated above (alongwith date and time of opening of bids) and should be deposited at the following address:

THE REGISTRAR,
PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY
PUNJAB

- before 14.30 hours of _____. Technical Bids shall be opened at 15:00 hours on the same day in the presence of the bidders or their authorised representatives intending to attend the opening. After evaluation of the technical bids, the financial bids of only those agencies who fulfill the eligibility criteria specified in the bid documents shall be opened. The date, time and location for opening of financial bids of these shortlisted agencies will be intimated separately to enable intending agencies to attend and opening of financial bids. The decision of PTU regarding evaluation/fulfillment of eligibility criteria shall be final and binding. Any bid received later than the time and date of opening of Technical bids shall be rejected and returned to the bidder unopened.
- 9.0 In case, the date of submission/opening of bids happens to be holiday, the bids shall be received/opened on the next working day.
- 10.0 Bid shall be submitted as per "Instructions For Filling The Bids" forming a part of the bid document.

- 11.0 Any bid received without Earnest Money and/or the cost of bid document in the form as specified in bid documents shall not be considered and shall be summarily rejected.
- 12.0 PTU reserves the right to cancel the bids or postpone the bid and to accept/reject any or all bids without assigning any reasons thereof.
- 13.0 PTU reserves the right to split the total work in two or more parts and award the works to more than one agency.
- 14.0 Bidders may note that they are liable to be disqualified at any time during bidding process in case any of the information furnished by them is not found to be true. EMD of such bidder shall be forfeited. The decision of PTU in this regard shall be final and binding. Such bidder shall be debarred from bidding in case of re-invitation of the bids.
- 15.0 The validity of the offer shall be 120 days after the date of opening of the bid. If any bidder withdraws his bid within the validity period or makes any modifications in terms and conditions of the bid and/or rates after submission of bid which are not acceptable to PTU or does not start the work within stipulated period from the date of issue of letter of acceptance, then PTU shall without prejudice to any other right or remedy, be at liberty to forfeit the earnest money deposited by the bidder. In case of forfeiture of EMD, the bidder shall be debarred from bidding in case of re-invitation of the bids.
- 16.0 The transfer of bid documents purchased by one intending bidder to another bidder is not admissible. Bidder can submit bids only on the documents purchased/downloaded from PTU's website.

Registrar
Punjab Technical University

ELIGIBILITY CRITERIA:

The bidders fulfilling all the following eligibility criteria shall be considered as technically qualified:

- i. The bidder must be a Govt. Agency/Central Govt. Public sector undertaking.

Bid submitted by any agency other than specified above will not be considered.

- ii. The bidder should possess the experience of having successfully completed Project Management Consultancy assignment during the last five years (ending last day of the month previous to the month in which bids are being invited), which should be any of the following:

- a) Three similar completed assignments each costing not less than Rs. 40 Crores.

- b) Two similar completed assignments each costing not less than Rs. 50 Crores.

- c) One similar completed assignments costing not less than Rs.80 Crores.

Similar works means Project Management Consultancy assignment for construction of 'buildings and related works'.

Projects completed on depository basis or lumpsum basis shall not be considered as similar works.

The bidder must submit satisfactory performance certificate (s) issued by Client in support of the similar work(s) completed by them in last five years. The certificates must indicate the completed cost and date of completion.

- iii. The bidder should not have been blacklisted or debarred from bidding or declared as a non-performer by any Govt./Semi Govt./Autonomous body. The bidders shall submit an affidavit duly attested by Notary that they have not been blacklisted or debarred from bidding or declared as a non-performer by any Govt./Semi Govt./Autonomous body.

INSTRUCTIONS FOR FILLING THE BID

1. The following documents will complete one set of bid documents :

Part I (Technical bid):

- Notice Inviting Bid
- Instructions for filling the bid
- Scope of work and Payment Schedule
- Conditions to the contract

Part II (Financial bid):

- Price Bid

The bid documents shall form part of the agreement to be signed with the successful bidder.

2. Govt. Agencies/Central Govt. Public sector undertakings are eligible to submit their bids. The bidders must submit attested copies of the constitution of firm such as Memorandum and Article of Association and photocopy of the Power of Attorney of the person signing the bid on behalf of the agency. However, original power of attorney shall be presented for scrutiny as and when required by the Employer. **Submission of bid by a Joint Venture or Consortium is not permitted.**
3. The agency, who will be selected by the University for the Project Management Consultancy work will not be eligible to participate in the tenders for execution of the same works for which Project Management Consultancy work has been awarded to the agency or vice-versa i.e. for a particular work, one agency will be considered eligible for award of only one work out of Project Management Consultancy work or execution of works. The sister concern of the agency selected by the University for the Project Management Consultancy work or any firm/ organization having any percentage of share in the selected agency will not be eligible for participation in tenders for execution of the same works for which the agency has been selected for Project Management Consultancy services or vice versa.
4. The work is proposed to be executed under the following relationship.
- | | |
|---|---|
| a) Client/Principal Employer/Owner | Punjab Technical University,
Jalandhar-Kapurthala Road, Punjab. |
| b) Project Management Consultant or Consultant (PMC) | The successful bidder to whom the present work is awarded shall become the Project Management Consultant (PMC) or Consultant for this work. |

5. Bidder may carefully note that they are liable to be disqualified at any time during bidding process in case any of the information furnished by them is not found to be true. In addition the EMD of such bidder shall be forfeited. The decision of Employer in this respect shall be final and binding.
6. The bidder shall bear all costs associated with the preparation and submission of the bid and the Employer will in no case be responsible or liable for these costs regardless of the conduct or the outcome of the bidding process.
8. The bidder is expected to examine all instructions, terms & conditions and other information in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidders' risk and may result in rejection of his bid.
9. The bid prepared by the bidder and all documents related to the bid shall be written in English.
10. All the pages of the bid documents including that of Price Bid submitted by bidder shall be signed and stamped by the representative holding the Power of Attorney.
11. While filling up the rates in the Price Bid, bidder shall ensure that there is no discrepancy in the rates mentioned in figures and words. In case of any discrepancy, the unit rate mentioned in the words shall be taken as final and binding.
12. Bidders are advised not to make any corrections, additions or alterations in the original bid documents. If bidder makes any correction in his own entries the same shall be initialed and stamped by him.
13. The Earnest Money of the unsuccessful bidders shall be discharged and returned within seven days from the date of issue of Letter of Acceptance. The Earnest Money Deposit of the successful bidder shall be retained and adjusted against security deposit.
14. The bid duly filled must be received by Employer at the addresses specified not later than the date and time mentioned in the "Notice Inviting Bid". A bid received later than the deadline prescribed for submission of bid by Employer is liable to be rejected. Bids brought to the office of Employer later than the deadline prescribed but before the opening time mentioned in the bidding document shall be declared as delayed bids and may be considered by Employer and decided on its merits. The decision of the Employer shall be final and binding. Any bid received after opening of the bid shall be rejected and returned unopened to the bidder.

15. The bids shall be submitted on or before the due date and time with all the relevant documents as mentioned in Notice Inviting Bid and the following:
 - a) Forwarding letter (if any) of the bidder alongwith bid Document.
 - b) Documents as per the requirements.
 - c) Earnest Money Deposit & cost of bid document.
 - d) Financial Bid with prices quoted.
17. To assist the examination, evaluation and comparison of the bids, Employer may at his discretion ask the bidders for any clarifications as considered essential. All such correspondence shall be in writing and no change in price or substance of the bid shall be sought or permitted. The above clarification for submission of the details shall form part of the bid and shall be binding on bidder.
18. The Employer shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the bids are generally in order.
19. The bidder must submit all necessary authentic data with necessary supporting certificates of the various items of evaluation criteria.
20. The Employer/Engineer reserves the right to negotiate the offer submitted by the bidder to bring down the rates to a reasonable level. The bidder must note that during negotiations, the rates can only be reduced and not increased by the bidder. In case the bidder increases rates, his negotiated offer is liable to be rejected and the original offer shall remain valid and binding on him.
21. No bidder is permitted to canvass to Employer on any matter relating to this bid. Any bidder found doing so may be disqualified and his bid may be rejected.
22. Employer/Engineer reserves the right to accept, split, divide, negotiate, cancel or reject any bid or to annul and reject all bids at any time prior to the award of the contract without incurring any liability to the affected bidders or any obligation to inform affected bidder, the grounds of such action.
23. Employer/Engineer shall notify the successful bidder in writing by a Registered Letter/Courier/Speed Post or per bearer that his bid has been accepted.

CHECK LIST FOR

LIST OF DOCUMENTS TO BE ATTACHED WITH THE BID

- 1.0 Documents as indicated in the Eligibility Criteria (Annexure-A of NIT).
- 2.0 Earnest Money Deposit of requisite amount in prescribed as per NIT.
- 3.0 Original Power of Attorney of the person signing the bid documents or photocopy duly attested by Notary Public.
- 4.0 Demand Draft / Pay Order towards the cost of bid documents in case bid documents are downloaded from PTU's web site.
- 5.0 List, organization chart and schedule of deployment of engineering and other staff proposed to be deployed for the work. Bio-data of the key officials to be deployed should also be submitted.
- 5.0 Complete Bid Document (Packet-I) duly stamped and signed by the bidders on each page.
- 6.0 Financial Bid (Packet-II) with rates duly filled in, stamped and signed by the bidders.
- 7.0 Corrigendum (s), if any, duly stamped and signed by the bidders on each page.