

# **International Management Institute (IMI), New Delhi**

**B-10 Qutab Institutional Area , Tara Crescent , New Delhi 110016**

## **EXPRESSION OF INTEREST (EOI) For Works contract**

NIT IMI/D/1 Of 2018-19

**Pre Bid meeting** on- 12<sup>th</sup> April 2018

**Last Date of Submission of EOI 19<sup>th</sup> April 2018**

SECTION – 1

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR WORKS Contract.

### 1.0 INTRODUCTION

International Management Institute, New Delhi, known as IMI, New Delhi is a private business school located in New Delhi, India. Established in the year 1981, in an area of over 2.5 acres, it was India's first corporate sponsored business school. The Institute is situated at: B-10, Qutab Institutional Area, Tara Crescent, New Delhi, Delhi 110016

### 2.0 BRIEF SCOPE OF WORK

2.1 IMI , New Delhi is embarking upon up-gradation / modernization & comprehensive repairs of existing facilities including Library, Class rooms office rooms etc.

2.2 In this backdrop, IMI , New Delhi invites RFQ from the willing Architect/ contractors for empanelment/ enlistment who are experienced, duly registered competent experienced & financially sound & who can carry out the works.

### 3.0 BIDDING ENTITY

The Bidder should be a duly Registered Contractor firm, Associate, Pvt.Ltd. or Ltd. having experience in similar works.

### 4. QUALIFICATION CRITERIA

4.1 Architect/ Contractor should have 3 years of continuous experience in similar works of Institutional buildings.

## 5. SUBMISSION OF DOCUMENTS

5.1 The Contractor is required to submit its RFQ for works as per Form -1 provided under section -2 of this documents.

5.2 The Contractor is required to submit the following documentary evidences in support of Qualification Criteria

- a. Certificate of Registration with appropriate authority.
- b. Name & qualification of technical person(S) if any
- c .List of Clients and work done & value
- d) Balance sheet for last 3 years and copy of PAN
- e. Undertaking that Contractor is not Black Listed from any of the organization.
- f. An undertaking " The information provided in support of Qualifying criteria is factually correct and contractor meets qualifying criteria. In case, the information submitted in support of qualification Criteria is found to incorrect at any stage, their offer/ contract may be rejected/ terminated"

## 6. PREPARATION/ SUBMISSION OF EXPRESSION OF INTEREST

6.1 Language of EOI and all correspondence and submittal related to the entire work shall in English language. Any document of other language shall be accompanied by authenticated English translation, which shall govern.

6.2 Cost of Bidding Contractor shall bear the cost of preparation of Bidding, participation delivery.

6.3 Documents Comprising EOI: EOI must be complete in all respect leaving no scope for ambiguity. IMI will evaluate the Contractor on the basis of documents submitted.

6.4 Information required from Contractors:

- EOI Letter as per Form -I
- Information about Contractor per Form-II
- Information related to Qualification Criteria as per Form -III.
- Turnover for last 3 Financial Years i.e.14-15,15-16,16-17 ( tentative for 17-18)

duly certified by CA on Single sheet.

- Additional information as per Form –IV

6.5 Contractor shall ensure submission of complete information/documents in first instance itself

6.6 To assist in examination & evaluation of offers, IMI may seek clarification on documents /additional documents which shall be part of EOI

8.0 GENERAL INSTRUCTIONS ON SUBMISSION OF EOI

8.1 EOI shall be submitted in hard copies to :

**Registrar & CAO**

**International Management Institute (IMI) , New Delhi**

**B-10 Qutab Institutional Area, Tara Crescent , New Delhi 110016**

8.2 Interested Contractor must respond to this notification on or before due date.

8.3 Clarification, if any can be obtained from Mr. AK Bhatia through phone no 011-47194100/200 extension 333

8.4 IMI reserve the right to terminate EOI process at any point of time without assigning reason.

8.5 The Contractor meeting Qualification Criteria under EOI process shall be empanelled with IMI, Delhi

9. CONTACTING IMI

9.1 No Architect/Contractor shall contact IMI on any matter relating to this EOI after last date of submission of EOI unless requested so in writing.

# **IMI-New Delhi**

SECTION -2

FORMS TO BE ENCLOSED

FORMAT FOR COVERING LETTER

FORM-I

( this is to be submitted by Contractor on its Letter head )

To

Registrar & CAO

International Management Institute (IMI), New Delhi

B-10 Qutab Institutional Area, Tara Crescent

New Delhi 110016

Subject : Expression of Interest (EOI) for Contract Jobs/ Works

Dear Sir,

This has reference to your EOI Document no IMI/D/1 of 2017-19 dated 29.03.2018

\_\_\_\_\_ ( name of Contractor) , hereby submit its expression of Interest (EOI) for empanelment ----- ( Mention the area(s) of work) for Modernization/Up gradation of IMI .New Delhi Campus in accordance with the terms & condition stipulated in EOI documents.

(Signature with Seal)

Name & designation of authorized Person

FORM-II

## INFORMATION ABOUT CONTRACTOR

1. Name & Address of Contractor
2. Date of Registration of Contractor

(Please enclose Certificate of Incorporation/Registration)

3. Brief Description of Contractor
4. Contact person

Name

Designation

Address

Contact nos. Mobile

Land Line

Fax

Email ID

(Signature) with Seal

Name & designation of authorized Person

FORM-III

**Qualification Criteria**

**Qualification Criteria**

S. No	Qualification Criteria	Minimum Required	Qualification of Contractor	Supporting Documents
1.	Number of years of continuous experience as Contractor for ( Mention Discipline)	Minimum 3years		
2	Experience of Handling Institutional work	At least one		
3	Firm should not have been banned in last 3 years			Under taking
4.	Has Contractor suffered any losses in Balance sheet in Last 4 years			Last 3 yrs Balance sheet & turnover sheet

(Signature) with Seal

Name & designation of authorized Person

ADDITIONAL INFORMATION

Contractor to furnish details of work carried out with Clients Name & contact no ,  
value of work done and supporting Documents

Contractor may give further information if any with Documentary Evidence

(Signature) with Seal

Name & designation of authorized Person