

## **Notice inviting Expression of Interest (EoI)**

National Institute of Electronics & Information Technology (NIELIT) Imphal is an Autonomous Scientific Society of Ministry of Electronics & Information Technology, Govt. of India engaged in human resource development in the area of IECT both in formal and non-formal sector. The two extension Centres of NIELIT Imphal are located at Senapati & Churachandpur districts. From time to time, the Institute submits proposals to different ministries such as MDoNER, MeitY, YAS etc. for campus development such as hostel construction, campus beautification and creation of various facilities such as water treatment plant, playground, campus roads etc.

2. Expression of Interest (EoI) is invited from Govt. Societies/Agencies/Undertakings engaged in civil construction works for appointment/empanelment as Project Management Consultant (PMC) to conceptualize, design & development of various facilities at NIELIT Imphal and its Extension Centres from time to time. Parties having experience in the field of civil, architectural and electrical engineering who have executed similar projects of more than **40.00 crore in the last 5 years in the North Eastern Region with minimum single work value of Rs. 8.00 crore** may submit Expression of Interest (EoI) in sealed cover addressed to the Executive Director, NIELIT Imphal, Akampat, Post Box No. 104, Imphal-795001. Preference will be given to those who are familiar to execute works particularly in the State of Manipur. Last date for submission of EoI is **09.12.2021 till 3.00 p.m.** For details please visit the website of NIELIT Imphal <http://www.nielit.gov.in/Imphal>. NIELIT Imphal will not be responsible for any postal/courier delay.

3. Non-refundable Tender Fee of the RFP is Rs. 5,000/- (Rupees five thousand) only shall be paid in favour of NIELIT Imphal A/C no: 10678276043, IFSC Code SBIN000532 of SBI, Manipur University.

4. EoI document can be downloaded from NIELIT Imphal website <https://nielit.gov.in/imphal>. NIELIT Imphal will not sale hardcopy of EoI Document.

5. The bids shall be submitted along with proof of payment of tender fee of **Rs. 5,000/-** to NIELIT Imphal within the timeline prescribed in this EoI document.

**Sd/-**

Executive Director  
**NIELIT Imphal**

## **INDEX**

<b>Sl. No.</b>	<b>Section</b>	<b>Description</b>	<b>Page No.</b>
1	Press Notice	Invitation to Pre-qualify	02
2	Section-I	Scope of the work	03
3	Section-II	Information and Instruction to Applicants	04-06
4	Section-III	Pre-Qualification Criteria/Selection Criteria	07
5	Form "A"	Letter of Application	08-09
6	Form "B"	Financial Capability	10
7	Form "C"	Experience in similar nature of works in the last four years	11
8	Form "D"	Works in progress	12
9	Form "E"	Details of Technical and Administrative personnel	13
10	Form "F"	Details of Specialists	14
11	Form "G"	Current Litigation	15
12	Form "H"	Format for quoting Service Charge/Consultancy Fee	16

## **Notice inviting Expression of Interest (EOI) for appointment/empanelment of Project Management Consultant (PMC)**

National Institute of Electronics & Information Technology (NIELIT) Imphal is an Autonomous Scientific Society of Ministry of Electronics & Information Technology, Govt. of India engaged in human resource development in the area of IECT both in formal and non-formal sector. The two extension Centres of NIELIT Imphal are located at Senapati & Churachandpur districts. From time to time, the Institute submits proposals to different ministries such as MDoNER, MeitY, YAS etc. for campus development such as hostel construction, campus beautification and creation of various facilities such as water treatment plant, playground, campus roads etc. The Institute is likely to get funds from North Eastern Council, MDoNER, Govt. of India and Ministry of Youth Affairs & Sports Govt. of India in the current financial year for construction of hostels and construction of playground.

2. NIELIT Imphal requires appointment/empanelment of Project Management Consultant (PMC) from Govt. Societies/Agencies/undertakings who had engaged in civil construction works and having experience in the field of civil, architectural & electrical engineering etc.

3. The role of the Project Management Consultant (PMC) is to conceptualize, design & development of various facilities such as hostels, quarters, roads, playground etc at NIELIT Imphal and its Extension Centres from time to time.

4. The interested Govt. Societies/ Agencies/undertakings must have experience of executing similar projects of more than 40.00 crore in the last 5 years in the North Eastern Region with minimum single work value of Rs. 8.00 crores. They should have adequate infrastructure and qualified personnel with adequate experience in field level application to carry out the project and shall be well equipped with the cost effective building materials and disaster resistant construction technologies. Preference will be given to those who are familiar to execute such kind of work particularly in the State of Manipur.

5. The EOI shall include rate of Service Charge/Consultancy Fee in terms of percentage.

6. The EOI should be addressed to the "**Executive Director, NIELIT Imphal, Akampat, Post Box No. 104, Imphal-795001**", which should be reached on or before **09.12.2021 till 3.00 p.m.**

**Sd/-**  
Executive Director  
**NIELIT Imphal**

## **Section-I**

### **SCOPE OF WORK**

#### **Scope of Work:**

The scope of PMC's work shall include providing services for all works but not limited to the following:-

#### **Part I — Conceptualization & Planning**

- I.1 Identification of requirement
- I.2 Planning for creation of new facilities
- I.3 Preparation of Detailed Project Report, if any.

#### **Part II — Architecture**

- I.4 Preparation of Design brief as per our instructions.
- I.5 Preparation of Detailed Project Report.
- I.6 Site evaluation, analysis and impact of existing and / or proposed development on its immediate environs.
- I.7 Design and site development
- I.8 Structural design
- I.9 Sanitary, Plumbing, Drainage, Water supply and Sewerage design
- I.10 Electrical, Electronic, Communication Systems and design
- I.11 Heating, Ventilation and Air Conditioning Design (HVAC) and other mechanical systems
- I.12 Elevators, escalators etc.
- I.13 Fire detection, Fire protection and Security Systems etc.
- I.14 Periodic inspection and evaluation of Constructions works

#### **Part III — Project Management Services**

- II.1 Day to Day site supervision, checking and passing of contractor's bills
- II.2 Assessment of cost over-runs / savings with every bill
- II.3 Preparation of deviation statements (financial) at predetermined stages
- II.4 Develop an integrated construction schedule on MS Projects with two week micro plans for activities covering all trades and monitor compliance
- II.5 Fortnightly reviews and recasting of schedules where necessary to make up for lost time
- II.6 Early warning reports to contractors on potential delays
- II.7 Resource leveling, if requested by contractors
- II.8 Testing, Commissioning and handing over the facility
- II.9 Monitoring Performance during defects liability period and enforcing rectification of defects
- II.10 Recommending release / forfeiture of securities / guarantees
- II.11 To assist in making tender documents and floating of tenders, processing of bids and appointment of contractors.

## SECTION-II

### INFORMATION AND INSTRUCTIONS TO APPLICANTS/BIDDERS

**Note: Applicants/Bidders are requested to note that noncompliance of the following instructions are liable to be debarred from tendering/taking up of work in NIELIT, Imphal.**

#### **1. GENERAL:**

- 1.1 Applicants/Bidders should put their **endorsement (signature and seal) on each page of the submitted documents.**
- 1.2 All information called for in the enclosed forms should be furnished against the respective columns in the forms. If the information is furnished in a separate document, reference to the same should be given against respective columns. If information is 'NIL' it should also be mentioned as 'NIL' or 'No Such Case'. If any particular query is not applicable in case of the applicant, it should be stated as 'Not Applicable'. However, the applicants are cautioned that not giving complete required information called for in the application form, not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified.
- 1.3 Applicants/Bidders shall provide documentary evidence of their experience in similar work and value in the NE region by enclosing copies of previous work orders.
- 1.4 Preference will be given to Govt. Society/Agency/Undertaking who have constructed/executed such type of works in Manipur with funding from Ministries such as DONER/NEC, MYAS etc.
- 1.5 References, Information and certificates from respective clients certifying, technical knowhow or capability of the applicant should be signed by the authorized signatory of the Societies/Agencies/undertakings.
- 1.6 Applicants/Bidders shall submit all supporting documents in favour of information submitted in the tender.
- 1.7 The Applicants/Bidders may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however advised not to furnish superfluous information. No information shall be entertained after submission of EoI document unless it is called for by the NIELIT Imphal.
- 1.8 The EoI document in prescribed form, duly completed and signed should be submitted in a sealed cover on or before **09.12.2021 till 3.00 p.m.** at *NIELIT Imphal, Akampat, Post Box No. 104, Imphal-795001*. The sealed cover shall super scribed "**EoI document for Project Management Consultancy for creation of various facilities at NIELIT Imphal and its Extension Centres**". Documents submitted in connection with the EoI will be treated as confidential and will not be returned.
- 1.9 Prospective Applicants/Bidders may request clarification of the project requirements and empanelment documents from Executive Director, NIELIT Imphal.

## **DEFINITIONS**

- 2.1. In this document the following words and expressions have the meaning hereby assigned to them.
- 2.2. **EMPLOYER:** Employer shall mean NIELIT Imphal, an Autonomous Scientific Society of Ministry of Electronics & Information Technology, Govt. of India and shall include their legal representatives, successors and permitted assigns.
- 2.3. **APPLICANT:** Applicant means the Govt. Societies/Agencies/undertakings showing interest in this Expression of Interest(EoI)
- 2.4. **"YEAR"** means "Financial Year" unless stated otherwise.

## **2. METHOD OF APPLICATION**

The application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the memorandum of articles of association.

## **3. FINAL DECISION MAKING AUTHORITY**

NIELIT Imphal shall be under no obligation to accept any application. Further the Executive Director, NIELIT Imphal reserves the right to accept or reject any application and to annul the EoI process and reject all applications at any time, without assigning any reason or incurring any liability to the applicants.

## **4. INITIAL CRITERIA FOR ELIGIBILITY FOR EoI**

- (i) Experience of having successfully completed/executed similar works during last 4 years ending 31st of March, 2021.
- (ii) Having experience in the field of civil, architectural & electrical engineering for similar projects and, executed projects of minimum Rs. 40.00 crore in the last 4 years in the North Eastern Region with minimum single work value of Rs. 8.00 crores.
- (iii) Preference will be given to those who are familiar to execute such kind of work particularly in the State of Manipur.

## **5. FINANCIAL INFORMATION**

Applicant/Bidder should furnish details as per format given in **Form 'A'**. Applicant should also submit the Annual civil construction turn over value for the last 4(four) years certified by Chartered Accountant.

## **7. ORGANISATION INFORMATION**

Applicant/Bidder is required to submit the following information in respect of his/her organization:

- a) Name and postal address including telephone and e-mail address etc.

- b) Copies of original documents defining the legal status, place of registration and principal places of business.
- c) Name and Contact no. of the authorized person for official communication.
- d) Number of Technical and Administrative employees in the Organization and how they would be involved in the proposed work (**in Form 'E'**).

## **8. MISCELLANEOUS**

- (i) This document in no way shall be construed as "contract" or any "contract" to be formed at any later stage.
- (ii) This document is not any offer of any project but is a mere expression of interest as the title of the document suggests.
- (iii) This document does not create any right in favour of the applicants/bidders.
- (iv) This document is to be read as a whole.

## **9. PROJECT AWARD CRITERIA**

- a) Financial Information as specified in **para 5**.
  - b) Past experience in executing similar projects.
  - c) Infrastructural capabilities in terms of manpower etc. as detailed in **Section III**.
  - d) Rate of Service Charge/Consultancy Fee.
- 9.1 NIELIT Imphal reserves the right, without being liable for any damages or obligation to inform the applicant to:
- a) Amend the scope and value of contract of individual works.
  - b) Reject any or all of the applications without assigning any reason.
- 9.2 Any effort on the part of the applicant/bidder or its agent to exercise influence or to pressurize NIELIT Imphal would result in rejection of his application. Canvassing of any kind is prohibited.

**Sd/-**  
Executive Director  
**NIELIT Imphal**

## SECTION-III

### Pre-Qualification/ Selection Criteria

The Govt. Societies/Agencies/Undertakings etc. should fulfill the following conditions are eligible to apply.

- (i) Experience of having successfully completed/executed similar works during last 4 years ending 31st of March, 2021.
- (ii) Having experience in the field of civil, architectural & electrical engineering for similar projects and, executed projects of minimum Rs. 40.00 crore in the last 4 years in the North Eastern Region with minimum single work value of Rs. 8.00 crores.
- (iii) Preference will be given to those who are familiar to execute such kind of work particularly in the State of Manipur.

The Govt. Societies/Agencies/Undertakings etc. who meet the conditions as above may apply with the complete profile of their organization in the prescribed formats, which is available on the NIELIT Imphal website <http://www.nielit.gov.in/Imphal> along with documentary evidence in support of their claim, as given below:

- (i) Past experience in terms of type & size of work completed in NE Region by the Govt. Societies/undertakings etc.
- (ii) Works on hand.
- (iii) Overall project cost of works completed and on hand.
- (iv) Detail of staff having adequate experience with specific mention of experience in handling projects of similar nature.
- (v) Availability of specialist in the field of Structural Design, Intelligent Building Management Systems, Data & Telecom networking, fire detection, alarm and protection, electrical, air-conditioning, Water treatments supply effluent treatment (Public Health Engineering), Acoustic, Interior Design, External Development & Landscaping.
- (vi) History of litigation/arbitration resulting from contract executed in last 4 years, abandonment of any work and Debarred or expelled by any agency in India.
- (vii) Brief on the conceptual understanding of the project and implementation methodology.



**Form "A"**

**Letter of Application**

Dated.....

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ref:( Name of Project):                    EoI document for Project Management Consultancy for creation of various facilities at NIELIT Imphal and its Extension Centres.

Sir,

1. Being duly authorized to represent and act on behalf of..... (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the pre-qualification requirements and information provided, the undersigned hereby applies for pre-qualification to bid on the contract(s) as mentioned in Scope of Work — **Section I**.
2. Attached to this letter are certified copies or original documents of Memorandum and Articles of Association defining.
  - a) Applicant's legal status;
  - b) Principal place/places of Business;
  - c) Authority letter for signatory(ies)

3. Your Organization and its authorized representatives may contact the following persons for further information.

<b>General and Managerial inquiries</b>	
Contact 1	Address & Communication Facilities (telephone, Fax No.& E-mail addresses etc.
Contact 2	Address & Communication Facilities (telephone, Fax No.& E-mail addresses etc.
<b>Personnel inquiries</b>	
Contact 1	Address & Communication Facilities (telephone, Fax No.& E-mail addresses etc.
Contact 2	Address & Communication Facilities (telephone, Fax No.& E-mail addresses etc.
<b>Technical inquiries</b>	
Contact 1	Address & Communication Facilities (telephone, Fax No.& E-mail addresses etc.
Contact 2	Address & Communication Facilities (telephone, Fax No.& E-mail addresses etc.
<b>Financial inquiries</b>	
Contact 1	Address & Communication Facilities (telephone, Fax No.& E-mail addresses etc.
Contact 2	Address & Communication Facilities (telephone, Fax No.& E-mail addresses etc.

4. This application is made in the full understanding and Agreement of the terms and conditions contained in 'Instructions to Applicant' and other terms & conditions supplied to us by NIELIT Imphal along with EoI for PMC.

- a) Applications by pre-qualified Applicants will be subject to verification of all information submitted for Pre-qualification at the time of applying.
- b) Your organization reserves the right to:
- Amend the scope of work under the panel, in which event, proposals will be invited only from those Applicants who meet the resulting amended Pre-qualification requirements; and
  - Reject or accept any application, cancel the pre-qualification process, and reject all applications;
- c) Your Organization shall not be liable for any such actions under **Section-II** i.e. 'Information and Instructions to Applicant'.

5. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signature
Name
For and on behalf of(name of Applicant or partner in charge of a joint venture)

# FORM "B"

## FINANCIAL CAPABILITY

### I. Turnover and other details

PARTICULARS OF ITEMS	YEARS			
	2017-18	2018-19	2019-20	2020-21
Annual Turnover value for last 4 years				

NOTE: Financial Analysis – Duly certified by the chartered accountant.

**Signature of application**

Designation: \_\_\_\_\_

Stamp:

## FORM "C"

**DETAILS OF ALL SIMILAR WORKS COMPLETED DURING THE LAST FOUR YEARS IN NORTH EASTERN REGION WITH PROOF i.e. AWARD LETTERS & COMPLETION CERTIFICATES.**

Sl. No.	Name of work/project and location	Owner or sponsoring organization	Cost of work (project)	Date of commencement as per contract	Stipulated date of completion	Name and address/telephone of officer of concerned organization to whom reference may be made	Remarks (Indicate whether any show cause notice issued or arbitration initiated during the progress of work)
1	2	3	4	5	6	7	8

**Signature of applicant**

Designation: \_\_\_\_\_

Stamp:

## FORM "D"

### CURRENT CONTRACT COMMITMENTS/WORKS IN PROGRESS

(Separate sheets may be used for this information) WITH AWARD LETTERS

Sl. No.	NAME OF THE CONTRACT LOCCATION AND THE NATURE OF THE WORK	CONTRACT NO & DATE	NAME AND ADDRESS OF CLIENT (INCLUDING TEL/FAX)	CONTRACT VALUE	LENGTH OF THE PROJECT
	1	2	3	4	5
1					
2					
3					

**Signature of applicant**

Designation: \_\_\_\_\_

Stamp:

**FORM "E"**

**LIST OF TECHNICAL AND ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE  
WORK**

SL. No	DESIGNATION	TOTAL NUMBER	NAME	QUALIFICATIONS	PROFESSIONAL EXPERIENCE AND DETAILS OF WORK CARRIED OUT	REMARKS
1	2	3	4	5	6	7

**Signature of applicant**

Designation: \_\_\_\_\_

Stamp:

## FORM "F"

### DETAILS OF ASSOCIATED SPECIALISTS

S. No.	SPECIALIZATION	NAME OF SPECIALIST	EXPERIENCE	PROJECT DETAILS
1	STRUCTURE			
2	ELECTRO MECHANICAL			
3	FIRE DETECTION/CONTROL			
4	SANITARY			
5	LANSCAPE			
6	INTERIOR			
7	IBMS			
8	ANY OTHERS			

**Signature of applicant**

Designation: \_\_\_\_\_

Stamp:

## FORM 'G'

### INFORMATION REGARDING CURRENT LITIGATION DEBARRING/EXPELLING OF APPLICATION OR ABANDONMENT OF WORK BY APPLICANT.

1. (a)	Has the applicant or its constituent partners consistent history of litigation / arbitration awarded against him	
(b)	If yes, give details	
2 (a)	Has the applicant or its constituent partners been debarred/expelled by any agency in India, during the last 4 years as on the date of application, except on account of reasons other than non-performance, such as rescinding of joint venture due to most experienced partner of joint venture pulling out, court directions leading to breaking up of a joint venture before start of work.	
(b)	If yes, give details.	
3 (a)	Has the applicant or any of its constituent partners abandoned any contract work in India during the last 4 years?	
(b)	If yes, give details.	
4 (a)	Has the applicant or any of its constituent partners been declared bankrupt during the last 4 years?	
(b)	If yes, give details, including present status	

**Signature of applicant**

Designation: \_\_\_\_\_

Stamp:



## FORM 'H'

### FORMAT FOR QUOTING SERVICE CHARGE/CONSULTANCY FEE

Sl.	Service Charge/Consultancy Fee in terms of percentage	Remark
1		

**Signature of applicant**

Designation: \_\_\_\_\_

Stamp: