

THIRD PARTY QUALITY ASSURANCE (QA) CONSULTANCY SERVICES

e-Tender No: IITDM/2025-26/ENGG/CIVIL/012; Dt: 23.02.2026

Name of Work: Rendering Third-Party Quality Assurance Services (TPQAS) for the Construction of the Boys Hostel (G+14) at IITDM Kancheepuram.

e-ENVELOPE - 1

ELIGIBILITY DOCUMENT

Description	Date	Time
Pre-bid meeting	03.03.2026	at 11:00 AM
Last Date for Submission of e-Tender	19.03.2026	at 03:00 PM
Date and Time of opening of Eligibility Document (e-Envelope-1)	20.03.2026	at 03:00 PM

Date and Time of opening of Technical and Financial bids (e-Envelope-2 and 3) will be intimated later to the eligible Consultants.

Certified that this document contains **30 pages** (including this page)

**Sd/-
Registrar
IITDM Kancheepuram
Chennai 600 127**

Certificate by the Consultant:

Certified that no addition and deletion has been made to the tender documents uploaded to the e-Tender web site.

Signature of the Consultant

Name & Seal

(to be signed during concluding agreement)

ELIGIBILITY DOCUMENT

e-Envelope 1

Name of Work: Rendering Third-Party Quality Assurance Services (TPQAS) for the Construction of the Boys Hostel (G+14) at IIITDM Kancheepuram.

1. Sealed e-Tenders are invited up to **03.00 pm on 19.03.2026** by the Registrar, IIITDM Kancheepuram, Chennai 600 127 from eligible agencies satisfying the eligibility criteria prescribed in this tender document.
2. The bid documents can be seen on the e-Tender website <https://eprocure.gov.in/eprocure/app>.
3. All e-Tenders, submitted within the stipulated date and time, will be opened after 3:00 pm on the stipulated date of opening of the e-Tender. Only e-Envelope 1 will be opened on that day. The Date and Time of opening of Technical and Financial bids (e-Envelope-2 and 3) will be intimated later to the eligible Consultants.

1 Procedure for viewing and submission of e-Tender

The agency that desires to be appointed as Third Party Quality Assurance (QA) consultants for the above works shall submit their e-Tender in three e-Envelopes as detailed below

Tender Documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. The bidders who have not enrolled/registered in e- procurement should enroll / register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at “Help for contractors”. [Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this eProcurement Portal”. Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type ‘IIITDM Kancheepuram’. Thereafter, Click on “GO” button to view all IIITDM Kancheepuram tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <https://eprocure.gov.in/eprocure/app> as per the schedule attached.

1.1 Instructions for submission of online bid:

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> by clicking on “Online Bidder Enrolment”. Enrolment on the CPP Portal is free of charge.

- I. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- II. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- III. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by Controller of Certifying Authorities (CCA) India (e.g. Sify / TCS / nCode / eMudhra etc.)
- IV. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tender” folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
- V. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.
- VI. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender document/schedule and generally shall be in PDF / XLS formats as the case may be. Bid documents may be scanned with 100 dpi with black and white option.
- VII. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GSTIN Details, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” area available to them to upload such documents. These documents may be directly

- submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.
- VIII. The tenders will be received only through online portal <https://eprocure.gov.in/eprocure/app>. All the technical/Eligibility related documents should be uploaded in Technical bids in pdf format for evaluation purpose.
 - IX. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission date and time. Bidder will be responsible for any delay due to other issues. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document
 - X. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the latest BOQ file, open it and complete the detail with their respective financial quotes and other details (such as name of the bidder). If the BOQ file is found to be modified by the bidder, the bid will be rejected.
 - XI. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
 - XII. The Tender Inviting Authority will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
 - XIII. The uploaded tender documents become readable only to public view after the tender opening and authorising by the authorized bid openers.
 - XIV. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
 - XV. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

1.2 Assistance to bidders

- I. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- II. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is [0120-4001 002, 0120-4001 005, 0120- 4493395]

1.3 e-Envelope 1 – Eligibility application shall be uploaded with

- I. Necessary supporting documents as prescribed in the tender document.
- II. Scanned copy of the Letter of Transmittal as prescribed in the tender document.

1.4 e-Envelope 2 – Technical bid shall be uploaded with

1. The agency shall upload a detailed methodology proposed for the scope of work indicated in the Technical bid document. The file size of each document proposed to be uploaded to the e-tender website should be as accepted by the tender portal.
- 1.5 e-Envelope 3 - Financial Bid
 1. Shall be uploaded with the quoted TPQA consultancy fees as a lump-sum amount. The spread sheet containing the Bill of Quantity can be downloaded from the above mentioned web site and the same shall be uploaded to the e-Tender website after filling the rates. The file name of the spread sheet document which is downloaded from the e- Tender web site should not be changed.
- 1.6 If the bid is made by an individual, he / she shall sign it with his/her full name and his/her address shall be given. If it is made by a firm it shall be signed by a member of the firm (under the seal of the firm), who shall also enter his/her name and address. Name and address of other members of the firm shall also be indicated. If the same is made by a corporation, it shall be signed by a duly authorized officer who shall produce with the bid, satisfactory evidence of his/her authorization.
- 1.7 The bids of agencies with Joint venture and Amalgamation will be summarily rejected.
- 1.8 For any further clarification, the Registrar of the Institute may be contacted.

2 Receipt and opening of bids.

- 2.1 e-Tenders can be uploaded only in the e-tender website till the stipulated date and time of submission.
- 2.2 e-Tenders of only those tenderers, whose documents scanned and uploaded are found to be in order will be opened after 3.00 P.M.
- 2.3 Only e-Envelope 1 containing the eligibility application will be opened on the date of opening of tender.
- 2.4 The e-Envelope 2 & 3 of only those tenderers who qualify as per the Eligibility criteria will be opened on a date which will be intimated later.

3 Eligibility Criteria

3.1 Centrally Funded Research Institutions/Centre of Excellence from Institutions of IITs, NITs, CFTIs, Central Building Research Institute, or any other similar organization of Central/State government agency, PSUs and Private Limited Companies having experience in providing TPQA Services for similar works during the last 7 (Seven) years ending 31.12.2025 and they should be either of the following:

- i. **One similar completed works each costing not less that Rs.47.71 crores (or)**
- ii. **Two similar completed works each costing not less that Rs.26.70 crores (or)**
- iii. **Three similar completed works each costing not less that Rs.21.36 crores (or)**

The Executed work should be in the sole name of the firm / bidder. The Joint Venture (JV) shall not be accepted.

“Similar work” in this criteria means **“Rendering QA consultancy services for minimum 05 storey buildings including MEP (Mechanical, Electrical, Plumbing services)**

The applicant's performance in respect of completed works should be certified by an officer not below the rank of Executive Engineer in case of Government works and Project Manager or equivalent officer for other works. For the works carried out for private firms, the agency shall enclose copy of the TDS certificate in addition to the completion certificate.

- 3.2 Should have an average annual financial turnover of Rs.75.00 lakhs during the last 05 years ending 31-03-2025 from consulting work. This should be certified by a chartered accountant and copy of GSTR 9 should be enclosed.
- 3.3 The bidder shall not be from a country sharing land border with India and if the bidder is from a country sharing land border with India the bidder should have been registered with the competent authority as per orders of DIPP OM No. F. No. 6/18/2019-PPD dated 23rd July 2020, and MoCI Order No. P-45021/112/2020-PP (BE II) (E-43780) dated 24th August 2020. Non-submission of self-declaration(enclosed as Annexure-I) will lead to rejection of bid out rightly
- 3.4 All bidders must sign this Integrity Pact. It commits both IIITDM Kancheepuram and the bidder to a fair, transparent, and corruption-free tender process and contract execution. Key rules include no bribery, no collusion, and equal treatment for all. Breaking these rules can lead to disqualification, contract termination, financial penalties, and legal action. An independent monitor will oversee compliance. Signing this pact is mandatory for your bid to be considered.
- 3.5 **Earnest Money Deposit:**

Bidders shall Deposit EMD through SBI E'Collect. For an amount of **Rs.86,000/-** must be paid online, and it shall be received on or before the last date and time of bid submission. Proof of payment for EMD shall be attached along with the technical bid. Physical mode of payment, i.e., Banker cheque or Demand drafts, is unacceptable.

Steps for submission of EMD through SBI E'Collect.

- Go to link - <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>
- Please select "IIITDM – KANCHEEPURAM A/C" from drop down list
- Please select "Earnest Money Deposit (EMD)" from the Payment Category drop-down list
- Kindly fill in all tender details, contact details, and EMD amount and make payment.
- After successful payment, the proof of payment for EMD shall be attached along with the technical bid.

3.6 **Performance Guarantee & Contract Agreement:**

- On receipt of notification of the award, the successful bidder shall be required to send the acceptance of the work order within 07 days.
- Successful Bidder shall submit the **Performance Guarantee of 5%** (i.e. for period of 30 months + 06 months) of the Contract value in the form of a Crossed Demand Draft /FDR drawn/Bank guarantee in favor of "The Registrar, IIITDM Kancheepuram," payable at Chennai within 07 (SEVEN) days of the receipt of Notification of Award (NOA) / Award of Work order from IIITDM Kancheepuram.
- The successful bidder shall be required to sign a detailed contract agreement & commence the work within 07 days from the date of receipt of the work order.
- In case of failure to commence the work by the Contractor within 07 days after signing of the contract or handover of the site, the Institute shall be at liberty to terminate the Award and forfeit the performance guarantee.

4. **Scope of work**

- 4.1 Preparation of Quality Control / Quality Assurance Plan and implementation of the same by day-to-day site inspection, checking / witnessing quality of material and workmanship as per specifications, checking with drawings, initiating corrective actions to ensure the quality targets for the project as per the relevant terms and conditions of the contractor's agreement period of project of 30 months.
- 4.2 Enabling Project management by IITDM Kancheepuram including progress monitoring, reporting of hindrances, providing relevant project related information, root cause analysis and forecasting delays to IITDM Kancheepuram for decision making on hindrances, quality related issues and accelerating deliverables by concern stakeholder of the project. The consultant shall use Digital Twin software tool for the project management. The software shall be customized for the projects mentioned in this tender document.
- 4.3 Reporting any justifiable and unjustifiable delay in any activity.
- 4.4 Communicating to various stakeholders including IITDM Kancheepuram, CPWD, Architect, Contractors, about the deviation in the quality of work and to follow-up of corrective actions. Escalation of delays and non-conformity when corrective actions became overdue.
- 4.5 Assisting IITDM Kancheepuram & CPWD in implementation of Site Safety plan, preventing Occupational Health Hazard, Site Emergency Evacuation Plan, and Environmental Safety, reporting of accidents, corrective actions and preventive measures.
- 4.6 Assisting IITDM Kancheepuram & CPWD in monitoring and recording number of safe manhours and assisting IITDM Kancheepuram & CPWD to document all safety practices implemented at site and apply for National Safety Award for Construction Sector issued by National Safety Council, India.
- 4.7 Documentation of various tests carried out for each activity during execution and commissioning and reporting to IITDM Kancheepuram. Suggesting the frequency of testing of materials as per relevant CPWD specification / standards.
- 4.8 Prepare presentations indicating quality and safety issues for review meetings with various stakeholders of the project.
- 4.9 The agency shall witness and report the commissioning of each component in the project according to the approved drawings and specifications before issue of Completion Certificate by IITDM Kancheepuram / CPWD.
- 4.10 The agency shall maintain necessary registers and records pertaining to the quality work as per the QA/QC Plan.
- 4.11 Daily site inspection and frequent plant inspection (Frequency as decided by Engineer-in-Charge) in case of precast concrete construction, attendance in project review meetings as and when needed.
- 4.12 Checking and vetting of as-built drawings for the buildings and services provided by the CPWD.
- 4.13 Checking and vetting of as-built drawings for the buildings and services provided by the Architect.
- 4.14 Any other monitoring and reporting details not mentioned above but required for satisfactory completion of the project.

- 4.15 Furnishing clearance in the prescribed checklist form to execute each activity after due check.
- 4.16 Assisting IITDM Kancheepuram /CPWD in handing over the project after completion by preparing the necessary reports including snag list, inventory list & commissioning reports that are needed for the satisfactory handing over.
- 4.17 The agency shall engage the following minimum man power

S.N.	Resource type	Nos	Period of Engagement
1	Civil Engineer (Minimum 10 years Field Experience)	01 Nos	From start of the work till completion and handing over.
2	MEP Engineer (Minimum 05 years Field Experience)	01 Nos	From commencement of MEP works till completion and handing over.

- 4.18 The observation made by the Civil engineer and MEP engineer at site will be reported to the Project Manager of the consultant firm and the final report by the Project Manager of the firm to be submitted to the Registrar IITDM Kancheepuram.

5 Power point presentation:

All agencies who satisfy the eligibility criteria prescribed in the eligibility document will be required to present their respective concept in a Power point presentation on a date to be intimated later at IITDM Kancheepuram. The presentation shall include all the salient features as listed below;

- 5.1 Overall plan for the proposed consultancy services as indicated in the scope of work.
- 5.2 Methodology proposed to be adopted for the QA & QC for the building construction including services like MEP, Firefighting, Water supply system, solid waste management system, external developments, Sewerage lines etc. included in the project.
- 5.3 Detailed methodology and innovative methods proposed to be adopted for project management including monitoring and assisting the IITDM Kancheepuram on a day-to-day basis in ensuring specified quality of work, Ensuring Construction Safety & documentations, hindrances, checking of each construction activity, and workmanship, to achieve timely completion with highest standard of construction quality.
- 5.4 Proposed methodology including Mobile application proposed to be used to track action items to various stakeholders and sending alerts (SMS/email), escalation to appropriate authority using customized Software applications.
- 5.5 Detailed plan for reporting of quality and safety issues on day-to-day basis.
- 5.6 Detailed manpower plan for providing deliverables as per the tender conditions.

6 Evaluation Procedure.

The applications received through e-tender portal along with the required document shall be evaluated for eligibility to take part in the further tendering process.

The applications will be evaluated for conformity to the eligibility criteria prescribed in 3.1 to 3.5 and only those who satisfy the eligibility criteria will be considered for further evaluation.

- 6.1 The successful agency will be selected based on Combined Quality cum Cost Based System (CQCCBS).
- 6.2 Under CQCCBS, the technical proposals will be allotted weightage of **50% and the financial proposals will be allotted weightages of 50%.**
- 6.3 The technical bids, conceptual schemes, proposed methodology and the Power point presentation by the Consultants will be evaluated by a committee for a maximum of 100 marks as detailed below:

S.No.	Description	Marks
I.	Suitability of the proposal	15
II.	Organisational structure proposed to be deployed	20
III.	Planning and reporting through IT enabled Software applications	15
IV.	QA/QC Plan & detailed methodology	20
V.	Innovative plan and methodology proposed to be adopted	20
VI.	Total work order executed during last three (03) years:	Marks
	More than > 50 crores	05
	Between 35-50 crores	04
	Between 25-35 crores	03
	Less than < 25 crores	02
VII.	Experience of more than seven years	05
Total Marks		100

- 6.4 The financial bids of only those agencies who secure a qualifying mark of 70 in the technical bid evaluation will be opened on a date to be intimated later.
- 6.5 Bid with the lowest quoted amount (L1) will be assigned a financial score of 100 and other bids will be assigned scores that are inversely proportional to their quoted amount.
- 6.6 The total score, both technical and financial shall be obtained by weighing the quality and cost scores and adding them up.
- 6.7 The calculation for arriving at the total combined score (Quality and Cost) is given below.

S.No.	Description	Marks
I.	Marks obtained by a Bidder for the technical bid	M
II.	Amount quoted by the lowest bidder	L1
III.	Amount quoted by a Bidder	L
IV.	Points for Financial proposal of the bidder	$(L1/L) \times 100 = F$
V.	Combined technical and financial score (H) of the bidder	$M \times 0.5 + F \times 0.5 = H$

- 6.8 The combined technical and cost scores of all the bidders will be calculated as above and the bidder who secures the highest combined score H (up to two decimal) will be selected as the successful agency.
- 6.9 The contract will be awarded to the successful bidder at his/her quoted /negotiated amount.
- 6.10 The agency whose bid is accepted shall sign a written agreement with the IIITDM Kancheepuram at Chennai 600 127.
- 6.11 The tender accepting authority of IIITDM Kancheepuram reserves the right to reject any bid or all the bids without assigning any reason.

- 6.12 IIITDM Kancheepuram reserves the right to restrict the list of eligible agency to any number deemed suitable.
- 6.13 Even though an applicant may satisfy the specified criteria, he would be liable to disqualification if he/she has:
- 6.13.1 Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the application for eligibility.
- 6.13.2 Record of poor performance such as, slow progress of work, abandoning of work, not properly completing the contract, or technical / weaknesses etc.
- 6.14 The employer reserves the right to accept or reject any application and to annul the qualification process / tender process and reject all applications at any time without assigning any reason or incurring any liability to the applicants.

7 Validity

The validity period of the bids will be **Six Months** from the date of opening of the eligibility document.

8 DOCUMENTS TO BE UPLOADED WITH e-ENVELOPE 1 - ELIGIBILITY DOCUMENT

The following documents in support of experience and financial standing shall be enclosed with the application for eligibility.

- I. Financial information in the form – ‘A’ enclosed
- II. Details of similar works carried out in the past in form – ‘B’ enclosed
- III. Details of works in progress in form – ‘C’ enclosed
- IV. Performance report of work referred to in form ‘B’ and form ‘C’ in Form – ‘D’ enclosed
- V. Details regarding the structure of the organization in form - ‘E’ enclosed
- VI. Details of technical and Administrative personnel in form – ‘E1’ enclosed
- VII. Details of Establishment & Infrastructure Facilities in form – ‘F’ enclosed.
- VIII. Letter of transmittal
- IX. GST registration.
- X. TDS Certificate
- XI. Declaration as enclosed in Annexure I & Annexure II
- XII. Power of Attorney.
- XIII. Certified copy of the partnership deed (for partnership companies only).
- XIV. Memorandum of Articles of association (for a limited company alone)
- XV. Signed copy of all tender documents including prebid minutes, corrigendum, addendum, etc.

9 INFORMATION AND INSTRUCTIONS TO APPLICANTS

9.1 Definitions:

The following words and expressions have their meaning hereby assigned to them.

- I. EMPLOYER / INSTITUTE means IITDM Kancheepuram at Chennai 600 127 acting through the Registrar, IITDM Kancheepuram.
- II. APPLICANT / AGENCY / CONSULTANT / FIRM means individual, proprietary firms, firm in partnership, limited company – private and Public Corporation.
- III. Engineer-in-charge means Assistant Executive Engineer, IITDM Kancheepuram.
- IV. Tender means “**e-Tender**” which will be submitted online through dedicated website.

9.2 Information and Instructions

- 9.2.1 The applicant is advised to visit the site of work at his own cost and examine it and its surroundings and collect all information that he considers necessary for proper assessment of prospective assignment.
- 9.2.2 All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns. Such separate documents shall be chronologically uploaded in the e-Tender website. If information is ‘nil’ it should also be mentioned as ‘nil’ or ‘no such case’. If any particulars/query is not applicable in case of the applicant, it should be stated as ‘not applicable’
- 9.2.3 The applicants are cautioned that not giving complete information called for in the application forms required, not giving it in clear terms or making change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified.
- 9.2.4 The applicant may upload any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. However, the applicants are also advised not to attach superfluous/ additional information beyond the requirements of the Bid. No information will be entertained after the application is submitted, unless it is called for by the Institute.
- 9.2.5 Applications made by courier, email, Fax / any other electronic media other than through e-Tender website and those received late after the prescribed date and time will not be considered.
- 9.2.6 Documents submitted in connection with the tender will be treated as confidential and will not be returned.
- 9.2.7 Any addenda / corrigendum will be uploaded only in the e-Tender website and all of those document uploaded in the e-Tender website will become part of the agreement.
- 9.2.8 Originals of all the scanned and uploaded documents as specified shall have to be submitted only by the successful tenderer within a week physically in the office of The Registrar, IITDM Kancheepuram.
- 9.2.9 Tenderer must ensure to quote rate of each item.
- 9.2.10 **Tenderers are requested to comply following instructions:**
 - I. After submission of the online bid the tenderer can re-submit revised online bid any number of times but before last date and time of submission of tender as notified.
 - II. While submitting the revised bid, tenderer can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of

submission of tender as notified.

9.2.11 The rate(s) must be quoted in decimal coinage. Tenderers must ensure to quote rate of each item. The column meant for quoting rate in figures appears in sky blue. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as “0”. Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as “0” (ZERO)

9.2.12 The tender submitted shall become invalid if:

- I. The tenderer is found ineligible.
- II. The tenderer does not upload all documents as stipulated in the tender document including letter of transmittal.
- III. If any discrepancy is noticed between the documents as uploaded at the time of submission of tender and hard copies as submitted physically by the lowest tenderer in the office of the Registrar, IIITDM Kancheepuram.
- IV. The lowest tenderer does not deposit the originals of all the scanned and uploaded documents as specified.

9.2.13 No intimation shall be given to the successful tenderer for submission of originals of all the scanned and uploaded documents to the Office of the Registrar, IIITDM Kancheepuram at Chennai 600127.

9.3 Authority to sign the application:

9.3.1 If an individual makes the application, it shall be signed by him above his full type-written name and current address.

9.3.2 If a proprietary firm makes the application, it shall be signed by the proprietor (with seal) above his full typewritten name & the full name of his firm with its current address.

9.3.3 If the application is made by a firm in partnership, it shall be signed (with seal) by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.

9.3.4 If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum of Articles of association duly attested by a Public notary.

9.4 **Clarification on tender document.**

A prospective Tenderer requiring any clarification on the Tender Document may send their queries through email id. estate@iiitdm.ac.in addressed to The Registrar, IIITDM Kancheepuram at Chennai 600127 up to the date of prebid meeting. All clarifications will be provided along with the minutes of prebid meeting. No further communication regarding clarification/queries will be entertained after the prebid meeting.

9.5 **Pre-bid meeting.**

The Tenderer or his authorized official representative is invited to attend a Pre-bid Meeting in person with the tender inviting authority on **03.03.2026 at 11.00 AM**. The purpose of the Meeting will be to clarify issues and to answer questions on any matter that may be raised at that meeting. Non- attendance at the Pre-bid Meeting will not be a cause for disqualification of a Tenderer.

9.6 **Amendment to tender documents**

Before the deadline for submission of tenders, the tender document may be modified by issue of addenda which shall become part of the Tender Documents.

9.7 Instructions for filling up the forms A, B, C, D, E & E1.

9.7.1 Financial Information

The applicant should furnish the Annual financial statement for the last 05 years up to 31st March 2025 in form – A

9.7.2 Information about the works

- I. List of all works of similar class successfully completed during last the 07 years in Form – B
- II. List of projects under execution or awarded in Form – C
- III. Particulars of completed works and performance of applicant shall be duly authenticated / certified by an officer not below the rank of Executive Engineer in case of Government works or the Project Manager or an equivalent officer in case of non-governmental works separately for each work in Form – D. TDS Certificate should be enclosed in case the work was executed for private firms.

9.7.3 Information about the organization

Applicant is required to submit the following information in respect of his organization in form E and E1

- I. Name and postal address including telephone and fax nos. etc. Copies of original documents defining the legal status, place of registration and principal places of business.
- II. Names and titles of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- III. Information on any litigation / arbitration in which the applicant was involved during the last five years including any current litigation / arbitration in process.
- IV. Authorization for employer to seek detailed references from clients to whom works were carried out.
- V. Number of technical and administrative employees in parent company, subsidiary company and how these would be involved in this work – Form E 1

9.7.4 In-house Facilities & Infrastructure of the firm

Applicant should furnish the list of In-house Facilities & Infrastructure of the firm likely to be used for carrying out the work (in form F). Details of any other facilities not mentioned in form F but available with the applicant and likely to be used in this work may also be indicated

9.7.5 Letter of Transmittal

The applicant should submit the letter of transmittal as per the format attached.

9.8 OPENING OF TECHNICAL BIDS

The Technical bids of the eligible applicants shall be opened on the date and time to be intimated later.

Sd/-

The Registrar

IITDM Kancheepuram

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10 FORMS
LETTER OF TRANSMITTAL

(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)

To
The Registrar
IIITDM Kancheepuram
Chennai 600 127

Name of the work: Rendering Third-Party Quality Assurance Services (TPQAS) for the Construction of the Boys Hostel (G+14) at IIITDM Kancheepuram.

Sir,

Having examined the details given in notice inviting qualification application and tender and the qualification documents for the above work, I/ We hereby submit the application for eligibility and the tender for the work duly filled in.

1. I / We here by certify that all the statement made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. We have no further information to supply
3. I / We authorize the IIITDM Kancheepuram to approach individuals, firms and corporations to verify our competence and general reputation.
4. I / We submit the following certificates in support of our suitability, technical knowhow and capability for having successfully completed following works.

#Name of work

#Certificate from

5. I/We certify that that the tender documents downloaded and submitted is the exact replica of the document published by the IIITDM Kancheepuram and no alterations and additions have been made by me / us in the tender document.
6. I am / We are aware that the Technical and Financial bid submitted by me/us will not be opened if I / We do not become eligible after evaluation of my/our application for eligibility.
7. The original documents which was scanned and uploaded in the e-Tender shall be deposited by me/us with the Engineer-in-Charge in case I/we become the successful tenderer within a week of the opening of financial bid otherwise department may reject the tender.
8. I/we agree to establish a Site office as stipulated in the tender condition in case I/we become the successful tenderer.

Seal of the Applicant

Date of submission

Signature(s) of the applicants

should be filled by the applicant; Attach separate sheet if required.

FORM 'A'

FINANCIAL INFORMATION

(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)

I Financial Analysis –

Details to be furnished duly supported by figures in Balance Sheet / Profit and Loss Account for the last Five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

SI No	Details	Year ending 31 st March of				
		2021	2022	2023	2024	2025
1	Gross annual turnover in (from consultancy fees collected)					
2	Profit (+) / Loss (-)					

II. Income Tax PAN details /GST Registration

SIGNATURE OF APPLICANT (S)

Signature of Chartered Accountant with seal

Note:

1. This form must be filled and signed by the Chartered Accountant.
2. Copy of GSTR9 return for the period 2020-21 to 2024-25.

FORM 'B'

(To be duly filled, signed, scanned and uploaded along with e-envelope1 by the tenderer)

SL NO	Name of work/project & Stipulated Date whom	Owner or Actual date of construction*	Scope of work sponsoring pending / Crores	Agreement No / InNo of Officer per contract	Cost of	Remarks location of completion	/type of	Litigation/ Date of work in organizations completion details **	Name and Arbitration commencement as progress with reference may be made	address/ Tel to	
1	2	3	4	5	6	7	8	9	10	11	12

* Indicate the number of storeys in super structure

** Indicate gross amount claimed and amount awarded by the Arbitrator

Signature of Applicant

In case of works carried out for private persons / Organizations copies TDS certificate along with copy of performance order and work order / Agreement should be enclosed. Private works without TDS certificates shall not be considered for valuation.

FORM ' C'

(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)

PROJECTS UNDER EXECUTION OR AWARDED

SL NO	Name of work/project & location	Owner or sponsoring organizations	Agreement No	Cost of work	Date of commencement as per contract	Stipulated Date of completion	Up to date percentage progress of work	Slow progress if any and reasons there of	Name and address/ Tel No of Officer 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	9	10	11

FORM 'D'

PERFORMANCE REPORT FOR WORKS REFERRED TO IN FORM 'B'

(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)

1. Name of the work / Project & Location.
2. Scope of work.
 - a) Number of floors in Basement.
 - b) Number of floors in Superstructure.
3. Agreement No.
4. Estimated Cost
5. Tendered Cost
6. Value of work done
7. Date of Start
8. Date of completion
 - a) Stipulated date of completion.
 - b) Actual date of completion.
9. Amount of compensation levied for delayed Completion if any.
10. Performance report based on Quality of work, time management, and Resourcefulness : **Very Good / Good / Fair / Satisfactory**

DATE:

**EXECUTIVE ENGINEER
/PROJECT MANAGER OR
EQUIVALENT**

FORM 'E'
STRUCTURE AND ORGANISATION

(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)

1. Name and address of the applicant
2. Telephone No./Fax No/E-Mail address.
3. Legal Status (attach copies of original document defining the legal status)
 - a) An Individual
 - b) A proprietary Firm
 - c) A Firm in partnership
 - d) A Limited Company or Corporation.
4. Particulars of registration with various Government bodies (Attach attested photo-copy)
 - a) Registration Number.
 - b) Organization / Place of registration
5. Names and Titles of Directors and officers with designation to be concerned with this work with Designation of individuals authorized to act for the organization.
6. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?
7. If so, give the name of the project and give reasons thereof.
8. Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details:
9. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
10. In which field of Architecture, specialization and interest is ?
11. Any other information considered necessary but not included above.

SIGNATURE OF APPLICANT(S)

FORM –‘F’

(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)

**DETAILS OF IN-HOUSE & INFRASTRUCTURE FACILITIES LIKELY TO BE USED IN
CARRYING OUT THE WORK.**

S.No	In-house Facility / Infrastructure	Ownership status (Leased / Outsourced / Own)	Current location	Remarks

ANNEXURE-I

(To be given on the letter

head of the bidder) e-tender No:

No. _____

Dated: _____

CERTIFICATE

(Bidders from India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I am not from such a country.

OR (whichever is applicable)

(Bidders from Country which shares a land border with India)

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and hereby certify that I from _____ (Name of Country) and has been registered with the Competent Authority. I also certify that I fulfil all the requirements in this regard and is eligible to be considered. *(Copy/ evidence of valid registration by the Competent Authority is to be attached)*

Place:

Date:

Signature of the
Tenderer
Name &
Address of the
Tenderer with Office Stamp

Annexure – II

INTEGRITY PACT DECLARATION

(To be duly filled, signed, scanned and uploaded along with e-Envelope 1 by the tenderer)

To

The Registrar,
IIITDM Kancheepuram
Chennai 600127

Sub: Rendering Third-Party Quality Assurance Services (TPQAS) for the Construction of the Boys Hostel (G+14) at IIITDM Kancheepuram.

Dear Sir.

1. I/We acknowledge that IIITDM Kancheepuram is committed to follow the principles thereof as enumerated in the Integrity Agreement.
2. I/We agree that the Tender Inviting Authority is an invitation to offer made on the condition that I/We will sign the Integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process.
3. I/We acknowledge that the submission of the bid shall be deemed an unconditional and absolute acceptance of this condition as stipulated in the NIT. I/We confirm acceptance and compliance with the Integrity Agreement in both letter and spirit and further acknowledge that the execution of the Integrity Agreement is distinct and separate from the main contract, which will take effect upon final acceptance of the tender/bid by IIITDM Kancheepuram.
4. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Section 9 of the Integrity Pact Agreement to be entered.
5. I/We acknowledge that, if I become the successful bidder, I will sign the integrity pact as part of the agreement, failure to sign and accept the Integrity Pact Agreement grants IIITDM Kancheepuram the absolute and unrestricted right to disqualify the tenderer/bidder and reject the tender/bid, in accordance with the terms and conditions of the tender/bid.

Yours faithfully

(Duly authorized signatory of the Bidder with Seal)

11 INTEGRITY PACT

To be signed by the bidder and same signatory competent/authorized to sign the relevant contract on behalf of IIITDM Kancheepuram

INTEGRITY AGREEMENT

This Integrity Agreement is made at on this day of 20

BETWEEN

IIITDM Kancheepuram represented through The Registrar, IIITDM Kancheepuram.

.....
....., (Hereinafter referred as the 'Principal/Owner, (Address of Division) 'Principal/Owner, which shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

_____ (here-in-after referred to as "The Bidder/Contractor")

(Principal and the Bidder/Contractor are here-in-after are referred to individually as "Party" or collectively as "Parties").

PREAMBLE

The Principal intends to award under laid down organizational procedures, contract/s for _____ . The Principal values full compliance with all relevant laws of land rules, regulations, and economic use of resources and of fairness/transparency in its relations with its Bidder (s) and/or Contractor (s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1-Commitments of the Principal

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following Principles: -

- i. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or for a third person, any material or immaterial benefit which the person is not legally entitled to.
 - ii. The Principal will, during the tender process treat all Bidder(s) with equity and reasons. The Principal will in particular, before and during the tender process, provide to all Bidder (s) the same information and will not provide to any Bidder (s) confidential / additional information through which the Bidder (s) could obtain an advantage in relation to the tender process or the contract execution.
 - iii. The Principal will exclude from the process all known prejudiced persons.
2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal Code (IPC)/Prevention of Corruption Act (PC Act), or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officers and in addition can initiate disciplinary actions.

Section 2 Commitments of the Bidder (s) Contractor(s)

1. The Bidder (s) / Contractor (s) commits themselves to take all measures necessary to prevent corruption. The Bidder (s)/Contractor (s) commits themselves to observe the following principles during participation in the tender process and during the contract execution:
 - i) The Bidder (s)/Contractor (s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he / she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
 - ii) The Bidder (s) / Contractor (s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other action to restrict competitiveness or to introduce cartelization in the bidding process.
 - iii) The Bidder (s) / Contractor (s) will not commit any offence under the relevant IPC/PC Act; further, the Bidder (s) / Contractor (s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - iv) The Bidder (s)/ Contractor (s) of foreign origin shall disclose the name and address of the Agents/ representatives in India, if any. Similarly, the Bidder Contractor (s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further, all the payments made to the Indian agent/ representative have to be in India Rupees only.

- v) The Bidder (s) / Contractor (s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, broker or any other intermediaries in connection with the award of the contract.
 - vi) Bidder(s) / Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
2. The Bidder(s)/ Contractor(s) shall not instigate third person to commit offences outlined above or be an accessory to such offences.

Section 3 - Disqualification from tender process and exclusion from future contracts

If the Bidder (s) / Contractor (s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder (s)/Contractor (s) from the tender process or take action as per provisions of "Procedure for action in case Corrupt/Fraudulent/Collusive/Coercive Practices".

Section 4-Compensation for Damages

1. If the Principal has disqualified the Bidder (s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit / Bid Security.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages equal to the Contract Value or the amount equivalent to Performance Bank Guarantee.

Section 5-Previous transgression

1. The Bidder declares that no previous transgression occurred in the last three years, with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or actions can be taken as per provisions of "Procedure for action in case Corrupt/Fraudulent/Collusive/Coercive Practices"

Section 6- Equal treatment to all Bidders/Contractors/Subcontractors

1. In case of Sub-Contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.
2. The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.
3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7-Criminal charges against violating Bidder (s) / Contractor (s)/Sub-contractor (s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which Constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8-Independent External Monitor / Monitors

1. The Principal appoints competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him/her to treat the information and documents of the Bidders/ Contractors as confidential. He/she reports to IIITDM Kancheepuram.
3. The Bidder (s)/ Contractor (s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.
4. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
5. As soon as the Monitor notices, or believes to notice, violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or to take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
6. The Monitor will submit a written report to the Competent Authority of IIITDM Kancheepuram within 10 days as far as possible from the date of reference or intimation to him by the 'Principal' and, should the occasion arise, submit proposals for correcting problematic situations.
7. If the Monitor has reported to the Competent Authority of IIITDM Kancheepuram, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Registrar, IIITDM Kancheepuram has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
8. The word 'Monitor' would include both singular and plural.
9. In case of any complaints referred under IP Program, the role of IEMs is advisory and would not be legally binding and it is restricted to resolving the issues raised by an intending bidder

regarding any aspect of the tender which allegedly restricts competition or bias towards some bidder.

Section 9-Pact Duration

This pact begins when both parties have legally signed it. It expires for the Contractor 12 Months after the last payment under the respective contract, and for all other Bidders 6 months after the contract has been awarded. Any violation to the same would entail disqualification of the bidders and exclusion from future business dealing.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by the Competent Authority of IIITDM Kancheepuram.

Section 10-Other provisions

1. This agreement is subject to Indian Law. Place of performance and exclusive jurisdiction is the Registered Office of the Principal, who has floated the Tender.
2. Changes and supplements as well as termination notices, if any, need to be made in writing. Side agreements have not been made.
3. If the Contractor/Bidder is a partnership concern, this agreement must be signed by all partners.
4. Should one or several of the provisions of this agreement turn out to be invalid, the remainder of this agreement shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions in such a case.
5. Issues like warranty/guarantee, etc, shall be outside the purview of IEMs.
6. It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement/Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

Section 11-Legal and Prior Rights

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contract documents with regard to any of the provisions covered under this Integrity Pact.

IN WITNESS WHERE OF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

For and on behalf of Principal/Owner)

WITNESSES:

1..... (signature, name and address)

2..... (signature, name and address)

Place:

Dated: _____