

Request For Proposal (RFP)

for

EMPANELMENT OF CONTRACTORS FOR DIFFERENT WORKS UNDER DAV REGIONAL DIRECTORATE.

Refer: Notice for empanelment of contractors floated in “The Samaja” on
date 09.02.2025.

Name of the Organization: REGIONAL DIRECTORATE, DAV INSTITUTIONS, ODISHA

E-Mail ID: davrdodisha2@gmail.com

Contact Number: 0674-27406551

Information Sheet:

Date of issue of Empanelment application form.	Dt.10.02.2025 to Dt. 22.02.2025
Last date for submission of Empanelment Application form.	Dt. 22.02.2025, 3.00 p.m.
Date of opening of Empanelment Application form.	Dt.24.02.2025, at 4:00 p.m. EMPANELMENT APPLICATIONS WILL BE OPENED IN PRESENCE OF CONCERNED AGENCY OR AUTHORISED REPRESENTATIVE.
Empanelment Application processing fee. This fee is non-refundable.	The applicant must furnish the application processing fee amounting to Rs. 5000/- (Rs. Five thousand only) in the form of Pay Order / Demand Draft in favor of “ Regional Director, DAV Institutions, Odisha, payable at Bhubaneswar. ”
Place of Submission	Office of the Regional Director, DAV Institutions, Odisha, DAV Public School, Chandrasekharpur, Bhubaneswar-751021.

The Regional Directorate reserves the right for rejecting any or all applications received without assigning any reasons whatsoever. Please refer the above websites regarding any corrigendum for the subject tender till finalization

Regional Director

A- BRIEF DESCRIPTION OF THE WORK FOR WHICH RFP IS SOUGHT FOR.

Self-financed DAV schools is a fast-growing educational institution in the state of Odisha with existing 60 numbers of schools spanning over the state. New DAV institutions have been planned for their execution at Bhubaneswar, Puri, Angul, Sambalpur and Rourkela. The existing school infrastructures needs modernization and regular maintenance measures.

For timely completion of these projects, applications have been invited through wide circulation for empanelment of qualified and certified contractors for different scope of works towards construction of institution buildings and ancillary works but not limited to Field survey, Architectural design, Geotechnical investigations, Structural design, Civil construction including road, drainage and pavements, Electrical work, Networking (LAN/WAN) and telecommunication, Public Address System, PH and Plumbing, Heating-Ventilation-Air conditioning (HVAC), signage, campus lighting, plantation, interior work and furnishing along with supply of furniture , Acoustics and Sound, repair and maintenance works.

These works are either on turnkey or job work basis.

B- VALIDITY OF THE EMPANELMENT.

The validity of the empanelment is for a period of THREE years only from the date of empanelment. The empanelment validity period may be extended on mutual consent.

C- EMPANELMENT PROPOSAL.

The contractor is requested to submit the empanelment proposal in the form of hard copy on or before the closing date at the place of submission as indicated in the Information Sheet.

D- PROCEDURE FOR SUBMISSION.

The envelope containing the hard copy of the empanelment proposal duly filled in along with processing fee and supporting documents shall be sealed and superscripted as “**EMPANELMENT PROPOSAL**” vide advertisement number 135/2025 date 07.02.2025.

E- OPENING OF EMPANELMENT PROPOSAL.

The opening of the proposal will be done as per the schedule date and time as mentioned in the Information sheet.

F- EVALUATION OF THE PROPOSAL.

A two stage evaluation process will be conducted as explained below for evaluation of the empanelment proposal submitted.

Technical Evaluation (weightage 80%): This will be based on the different types of jobs carried out by the contractor as per the pre-qualification criteria. Credential Evaluation (weightage 20%): This will be based on confidential report submitted by the contractor as per the Format of Confidential report.

G-AMENDMENT OF THE RFP DOCUMENT.

At any time before submission of the proposals, the client may amend the RFP by issuing an addendum through website. Any such addendum will be binding of all applicants. To give the applicants a reasonable time in which to take an addendum into account in preparing their proposals, the client may, at its discretion, extend the dead line for submission of the proposals.

H-ACCEPTANCE OF PROPOSAL.

The client reserves the right to accept or reject any proposal, and to amend the selection process and reject all proposals at any time prior to award of empanelment without assigning any reason there of and thereby incurring any liability to the applicants.

I-GENERAL INFORMATION FOR THE CONTRACTORS FOR EMPANELMENT.

General information for the Contractors seeking empanelment under Regional Directorate, DAV Institutions, Odisha for undertaking various works as listed above.

1. Intending contractors are requested to furnish details about their firm, technical experience, competence and evidence of their financial standing as per enclosed proforma for considering their names for empanelment.
2. Sister concern, subsidiary and/or Joint Venture is NOT ALLOWED.
3. The intending applicant must have registered Firm/Office in the State of Odisha or registered contractors of different class under Govt. norm. Registered address proof shall have to be submitted.
4. Selection of contractors will be based on the ability and competence required for good quality jobs to be performed by them and satisfying the short-listing criteria mentioned in the application form.
5. If the space provided in the proforma is insufficient for giving full details, the same may be given on a separate sheet of paper.
6. Information furnished to the Regional Directorate will be kept as strictly confidential.
7. Decision of the Regional Directorate regarding selection of contractors for empanelment will be final and binding and no further correspondence will be entertained.
8. Contractors who are empaneled by the Regional Directorate after completion of tendering process will be informed by post/ e-mail.
9. Intending contractors are requested to read carefully before filling the particulars in the proforma.
10. The application form should be submitted as per the time schedule mentioned in the application form. The application after expiry of the last date/schedule time will be summarily rejected
11. Incomplete application will not be considered.
12. Information/details furnished by selected party, if found to be false at any time in future or any information affecting empanelment is willingly/unwillingly withheld, if come to the notice of the Regional Directorate at any point of time, the party's empanelment will be cancelled

immediately and will be blacklisted for participation in various tenders floated by the Regional Directorate, DAV Institutions, Odisha.

13. Where copies are required to be furnished, these should be self-certified copies.
14. Application form is not transferable.
15. The solvency certificate should not be older than six calendar months which will be reckoned from the date of release of advertisement of empanelment.
16. Empanelment of the firm/Contractors will be valid only for THREE years from the date of empanelment.
17. The contractors already on empaneled list of Regional Directorate shall submit fresh application along with application fee and necessary documents required to consider their application for fresh empanelment in the same category/upgrading of their name in the category.
18. The selection of the participating contractors will be based on the satisfying the short-listing criteria as mentioned in the application form and past performance of the works in the DAV Institutions.
19. One Contractor shall submit one application only. Multiple applications shall liable to cancellation of all applications submitted by the concerned contractor forfeiting the application fee.
20. If empaneled, the contractors shall only entitle him/her to be considered for participation in subsequent tendering process as and when necessary subject to the conditions laid down in each individual Notice inviting tenders. It shall not confer any right on him either to be necessarily qualified in the tender process or qualify for award of works.
21. Subsequent to the empanelment, if any of the contractor found dismissed /blacklisted from any of the DAV Institutions/other firms, the said agency / firm will be immediately dismissed/blacklisted from the panel of the Regional Directorate.

The agency/firm to submit Confidential Report regarding their project /work/services from their clients as per the proforma enclosed in the RFP. The confidential report should be submitted in a sealed envelope along with the application without which their application will be summarily rejected, Confidential reports for all the activities for which empanelment is sought should be submitted in a single sealed envelope.

CONTRACTOR INFORMATION SHEET.

1.	Name of the Contractor:	
	Address :	
	Telephone No.:	
	Office:	
	Residence:	
	Mobile:	
	Fax:	
	E-Mail ID.	
2.	Whether proprietary/ Pvt. Ltd./Public Ltd etc. (certificate of registration deed to be enclosed as Annexure-1).	
a)		
b)	Name of the Proprietor, Directors:	i) ii)
c)	Year of establishment :	
3.	<u>Registration with Tax Authorities:</u> (Copies of certificates of registration with relevant authorities to be enclosed as Annexure-2-A, 2-B, 2-C, 2-D etc.)	
i)	Income-tax (PAN) No.:	
ii)	GST No.:	
iii)	EPF Regn. No.:	
iv)	ESI Regn. No.:	
v)	Labour License No.	
4.	Names of the Present Bankers with address & telephone Numbers:	I) II)
5.	Enclose solvency certificate of the amount as mentioned at Point No.18(4) Annexure-3.	

Note: The solvency certificate should be addressed to Regional Director, DAV Institutions, Odisha and not older than six months from the date of tender.

6. Enclose copies of audited Balance-Sheet and Profit & Loss A/C. for the last 5 years i.e. 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 as Annexure (**Annexure 4-A, 4-B, 4-C, 4-D & 4-E**). (Bank will consider unaudited balance sheet up to the extent of turnover/ Profit and Loss Account permitted as per the extant Income Tax Rule)
7. Certificate of Registration/ empaneled with Govt. / Public Sector Undertakings (certificate of Registration to be enclosed as **Annexure-5**)

Name of the organization	Year since empaneled

8. Give details if at present involved in litigation in similar type of contracts

SL. No.	Name of Project	Name of Employer	Nature of work	Work order dated	Date of completion of work	Value Rs.

9. Details of civil suit, if any, that arose during execution of contract in the past 10 years :
10. Specify maximum value of single value project executed during the last three years :
11. Name & relation, if any, with the staff member of any DAV Schools in Odisha :
11. Name & relation, if any, with the staff member of Regional Directorate :
12. Details of work executed during the last 7 years:

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value Rs.	Duration of work with date of Commencement and completion	If work left Incomplete or terminated (give reasons)

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Note: Copies of work orders / appointment letters along with photocopies of relevant TDS certificate, satisfactory completion certificate obtained from the client to be enclosed as **Annexure-6**. Please note without the copies of certificates, your application is liable to be rejected.

13. Details of work on hand (photocopies of performance certificate, work orders Issued by valued clients, should be enclosed as **Annexure-7**).

work	Work executed for (Name of the Institution Body)	Nature of work (In brief)	Location	Value Rs.	Duration of work, stipulated time	Present stage of work

14. List of Name/s of proprietor & Employees

Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Value of work done

15. Turnover in last 5 years:

Sl. No.	Year	Turn over (Rs.in lacs)	Income-tax paid	GST paid
1	2019-20			
2	2020-21			
3	2021-22			

4	2022-23			
5	2023-24			

Copies of income tax returns/assessment orders for each year to be enclosed as **Annexure-8A, 8B, 8C, 8D & 8E**). In cases, where firm is engaged in multiple activities, turnover in the respective category for which the bidder intends to be empaneled, should be duly certified by the Chartered Accountant.

16. List of equipment's/machinery owned:

Sl. No.	Name of equipment	Year of manufacture	Nos. available

17. Group for which Registration is sought out of the following categories

Sl. No.	Name of the activity	Class to which empanelment is sought A/B/C/D/E
1	Civil work (Civil repairs including new work, Structural rehabilitation of building, Sanitary & plumbing, Waterproofing. Painting works, minor repair/maintenance works etc.).	
2	Furniture / Furnishing work Including carpentry work, polishing work, carpet works, curtain works, repair of furniture, modular furniture, false ceiling and related repairs and maintenance works.	
3	Electrical work including new works, repairs and maintenance, Tele-Communication works, and supply of readymade electrical items for schools. (Copy of Valid Class-I electrical License Issued by Chief Electrical inspectorate of Odisha shall be submitted. Annexure-9)	
4	Air Conditioning installation, servicing and maintenance	

5	Signage (Neon/LED/Glow/Electronic Display Board) authorized dealers of 3M, LG, Metalmarks, Avery	
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NOTE: For works at Sl. Nos. 1 to 4, category shall be mentioned; whereas for works at Sl. No. 5, empanelment will be done without category.

CLASSIFICATION OF REGISTRATION FOR Sl. NOS. 1, 2, 3 and 4.

- E. CLASS JOB UPTO RS.05.00 LACS
- D. CLASS JOB UPTO RS.15.00 LACS
- C. CLASS JOB UPTO RS.30.00 LACS
- B. CLASS JOB UPTO RS.50.00 LACS
- A. CLASS JOB UPTO RS.75.00 LACS

18. Pre-Qualification Criteria:

Sl. No.	Criteria	Weightages	Self rating marks
1	Should have executed one similar work of 80% of the value indicated for the category for which registration is sought during last 3 years or , should have executed two similar works of 50% of the value indicated for the category for which registration is sought during last 3 years or , should have executed three similar works of 40% of the value Indicated for the category for which registration is sought during last 3 years OR For categories without classification i.e. sl. 5 of pre-qualification criteria, three similar works of Rs.5.00 lacs each during last 3 years i.e. 2021-22, 2022-23 & 2023-24.	30	
2	Average turnover for the last three years shall be 30% of the upper ceiling mentioned For categories 1 and 2 contractors. A. Class Rs.22.50 lacs / B. Class Rs.15.00 lacs/ C. Class Rs.9.00 lacs / D. Class Rs.4.50 lacs/E. Class Rs. 1.50 lacs For categories 3 and 4 contractors. A Class Rs. 15.00 lacs /B Class Rs.9.00 lacs /C Class Rs.4.50 lacs / D Class Rs. 1.50 lacs. For category 5: Rs. 1.50 lacs.	20	
3	Should have made profit during last three Financial years i.e. 2021-22, 2022-23 & 2023-24	10	
4	Should have submitted solvency certificate of 30% of the upper ceiling mentioned	10	
	For categories 1 and 2 A. Class Rs. 22.50 lacs / B. Class Rs. 15.00 lacs/ C. Class Rs.9.00 lacs / D. Class Rs.4.50 lacs / E. Class Rs.1.50 lacs		

	For categories 3 and 4 A Class Rs. 15.00 lacs/B Class Rs.9.00 lacs/CClass Rs.4.50 lacs / D Class Rs.1.50 lacs. For category 5 Rs.1.50 lacs.		
5	Experience with Govt. Organization/PSUs/ Public/Reputed Companies	10	
6.	Credential Evaluation.	20	

NOTE: Criteria mentioned above is just minimum requirement. The Regional Directorate at its discretion may upgrade the criteria. No complaint on this account will be entertained. **Contractors scoring 80 marks & above will only be considered for empanelment.** The contractors themselves have to fill in self-rating marks column in the above table.

19. List of Enclosures:

ANNEXURENO.	PARTICULARS.	TICK IF ENCLOSED
1	Certificate of registration of Contactor.	
2A, 2B, 2C, 2D, 2E	Certificates of registration with Income Tax, GST, EPF, ESI, Labour authorities.	
3	Solvency Certificate	
4A, 4B, 4C, 4D & 4E	Audited Balance Sheet & Profit & Loss A/c. Statement for 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24.	
5	Certificates of Registration with Govt. / Public Sector Undertakings.	
6	Copies of work orders/ appointment letters along with photocopies of relevant TDS certificate, satisfactory completion certificate mentioning value of work.	
7	Copies of performance certificate, work orders issued by valued clients, preferably PSUs, Govt., Semi-Govt. Bodies.	
8A, 8B, 8C, 8D, 8E	Copies of income-tax returns/assessment orders for each year i.e. 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24	
9	Copies of Valid Class-I electrical License Issued by Chief Electrical Inspectorate of ODISHA shall be submitted. Annexure- 9.	

Note: In absence of any of the above enclosures, your application is likely to be rejected.

FORMAT OF CONFIDENTIAL REPORT

(To be submitted by the Client of applicant on their letter head in sealed envelope to be attached with the application - Mandatory requirement)

To
**The Regional Director,
 DAV Institutions, Odisha,
 At-DAV Public School, Chandrasekharpur,
 PO-Sailashree Vihar, Bhubaneswar-751021.**

Sir

Confidential Report on M/s. _____

This is to certify that M/s. _____, having Office at _____ have completed the work of _____. Confidential Report for our project executed is as under:

1	DETAILS OF PROJECT EXECUTED BY THE FIRM/CONTRACTOR	
2	AREA OF WORK	
3	DATE OF COMMENCEMENT OF PROJECT	
4	DATE OF COMPLETION OF PROJECT	
5	TOTAL VALUE OF PROJECT EXECUTED	
6	QUALITY OF SERVICE RENDERED	
7	COMPETENCE TO HANDLE WORKS	
8	INTEGRITY AND RELIABILITY OF THE FIRM/CONTRACTOR	
9	DEALING IN EXECUTION OF WORK	
10	WHETHER TIME SCHEDULE IS ADHERED TO	
11	WHETHER ANY PENALTY IMPOSED FOR THE DELAY	
12	GENERAL ATTITUDE OF THE FIRM/CONTRACTOR	
13	ANY OTHER INFORMATION WHICH YOU CONSIDER WILL HELP US IN TAKING OUR DECISION	

DECLARATION

(to be submitted on Firm's Letter Head)

1. I have read the instructions appended to the proforma and I understand that if any false information is detected at a later date, any future contract made between ourselves and Regional Directorate, DAV Institutions, Odisha on the basis of the information given by me can be treated as invalid by the Regional Directorate, DAV Institutions and I will be solely responsible for the consequences.
2. I agree that the decision of Regional Director, DAV Institutions, Odisha in selection of contractors will be final and binding to me.
3. All the information furnished by me here under is correct to the best of my knowledge and belief.
4. I agree that I have no objection if enquiries are made about the work listed by me in the accompanying sheets.
5. I agree that I have not applied in the name of sister concern or, joint venture for the subject empanelment process.
6. I hereby confirm that my firm/agency/company has not been disqualified /debarred/blacklisted by any Governments, Semi-governments, PSUs including any of the Offices/Branch during last SEVEN year from the date of application.

Place:

Date:

SIGNATURE:

NAME & DESIGNATION

SEAL OF
ORGANISATION/CONTRACTOR