

***Applications to Engage a Consultant Agency for  
Establishment of a National Institute and a Hunar Hub at  
Alwar***



Maulana Azad Education Foundation (MAEF)  
Maulana Azad Campus, Chelmsford Road  
Opp. New Delhi Railway Station  
New Delhi – 110055

**Applications are invited to engage a Consultant Agency to Establish proposed National Institute and Hunar Hub at Village Khohra Peepli, Tehsil Kishangarh Bas, District Alwar Rajasthan and Construction of a permanent Boundary Wall and other related works.**

Organization Name	<b>Maulana Azad Education Foundation (MAEF)</b>
Type of Organisation	Under Aegis of Ministry of Minority Affairs (MoMA), GoI
Address	Maulana Azad Campus, Chelmsford Road, Opposite New Delhi Railway Station, New Delhi – 110055.
Name of Work	<b>Request for Proposal to Engage a Consultant Agency for Establishment of a National Institute and a Hunar Hub at Alwar</b>
<b>Details :</b>	
Upload Date	<b>19.11.2020</b>
Last Date & Time for Submission	<b>10.12.2020 at 11:30 AM</b>
Validity Period	<b>90 days</b> from final date of submission

## **Instructions**

### **A. SCOPE OF WORK**

The role of Consultant Agency is mentioned below:

- a. To Select a Consultant for preparation of Detailed Project Report (DPR) for establishment of a National Institute and a Hunar Hub at Village Khohra Peepli, Tehsil Kishangarh Bas, District Alwar, Rajasthan.
- b. To Prepare Bid Document for tendering and to select contractors for construction of buildings and other structures as recommended in DPR by the Consultant and approved by MAEF, to supervise the construction works during the period of construction and to monitor the physical progress of the project including quality of works from time to time.
- c. To Select a Construction Agency for construction of Permanent Boundary Wall and leveling of the Site.

### **B. ELIGIBILITY CRITERIA**

- a. Have successfully completed similar works during last five years ending 2019-2020.
- b. Should have minimum Rs.100 crore turnover.

### **C. SUBMISSION OF OFFER:**

Agency has to submit hard bound document duly page numbered. Loose documents shall be out-rightly rejected :-

- a. 1<sup>st</sup> sealed **Envelope** is marked as **“Envelop No.-1 (Technical)”**. This shall contain

complete supporting documents fulfilling eligibility criteria, attach copies of work orders bringing out the relevant experience of similar work during last 5 years alongwith its completion certificate, CA Certificate/financial statements for annual turnover, All documents with signature & seal of the authorized signatory of the company shall be considered authentic.

- b. 2<sup>nd</sup> sealed **Envelope**, marked as “**Envelope No. 2 (Financial)**” shall contain the Financial Offer giving the minimum fee to be charged by the Consultant after hiring by MAEF.
- c. The first & second sealed envelopes should be enclosed in a larger envelope duly sealed. All pages of the offer must be signed & stamped. The envelopes must be submitted through **Speed Post/Courier or by hand** marking “**Offer for File No. 1 (10)/6/ESTT.NI/ALWAR/2017-MAEF**”

**D. VALIDITY OF OFFERS:**

The rates submitted shall remain valid for acceptance for a period of 90 days from the submission of the offer.

## Details of Agency

S. No.	Particular	Details
1	Name of Agency	<i>Enclose Registration Certificate</i>
2	Type of Agency: Proprietorship / Partnership / Pvt. Ltd. /Public Ltd. Company/ Society/Trust	<i>Enclose Registration Certificate</i>
3	Registration No. & Date of Registration of Agency	<i>Enclose Registration Certificate</i>
4	Name of Director(s)/CEO/President/Head	
5	Contact Details of Director(s)/CEO/President/Head	<i>Contact No./ Email id</i>
6	Registered Head Office Address	<i>As per Registration Certificate</i>
7	Correspondence Address	
8	Name of Authorized Representative	
9	Mobile No. of Authorized Representative	
10	Email id of Authorized Representative	
11	Fax No.	
12	Website Address of Agency (if available)	
13	PAN Card Number	<i>Enclose copy of PAN card</i>
14	GST No.	<i>Enclose GST Certificate</i>
15	Registration with MSME (if)	<i>Enclose Copy</i>

## Work Experience of the Agency

### Details of similar work executed in last five (5) years

S. No.	Financial Year	Name of Funding Agency	Description of Work	Location of Event	Value of Contract in Rs.
1					
2					
3					

- Each of the listed works shall be supported with the copy of the work order or work completion certificate. **Work completion certificate shall mention the nature of work, value of work completed.**
- Non-disclosure of any information in the schedule will result in disqualification of the Agency.

## Financial Details of the Agency

(On the Letterhead of Chartered Accountant with date, Signature, Registration No. and Seal)

This is to certify that the (Name of Agency) having its registered office at (Address) has turnover of Rs.100 crore or more. Submit details for last 5 years.

For and on behalf of

Chartered Accountant Signature

Name

Registration No.

(Company Seal)

(An affidavit on a non-judicial stamp paper of Rs.100/- by the Agency )

**AFFIDAVIT for NON-BLACKLISTED/NON-BANNED PARTY**

(Name of Agency ) having its registered office at (Office address) hereby confirm that we have not been blacklisted/banned/debarred by any Central Government/State Government/Semi Government Organization/PSU or any other Agency.

It is also certified that we have not directly/indirectly engaged or indulged in any kind of fraudulent, corrupt or undesirable practices.

The information/documents submitted along with the Proposal are complete/true to the best of our knowledge.

For and on behalf of

Signature of Authorized Representative/ Signatory

Name

Designation

(Company Seal)