

## NOTICE

### Inviting Expression of Interest- for Providing Consultancy services for the work of renovation/updation of Electricity Distribution System in the Mahatma Gandhi University Campus

Mahatma Gandhi University, P.D. Hills, Kottayam, invites Expression of Interest (EOI) from experienced firms with proven technical and financial capabilities for providing consultancy services for the work of Renovation / updation of Electricity distribution system in the University campus, henceforth referred to as Applicants, for shortlisting in respect of the work for providing such technical services.

1. Scope of Work of Consultants mainly include the following:-

- i. Assessment and survey of existing incoming 11KV and outgoing LT distribution system, transformers and control panels in the main campus, connected load and installations in each buildings and to conduct study for the improvement of the same as per updated standards and futuristic requirements.
  - ii. Formulate and submit the recommendations on the modifications to be provided for the updation of the system
  - iii. Recommend a suitable methodology of work and schedule of execution of work considering the requirement.
  - iv. Carryout Design & Detailed Engineering (including Technical Specification & Scope of Work, implementation schedule etc.) of the 11 KV receiving station, RMUs, UG/ areal cabling, control panels safety equipments etc. as per requirement upon Kerala State Electrical Inspectorate & Kerala State Electricity Board's approval of the Consultant's recommendations.
  - v. Preparation of indicative QAP for all critical machineries/equipments/materials and critical works to be included in the tender;
  - vi. Preparation of detailed estimate of proposed System;
  - vii. Assistance during Tendering including attending pre-bid meeting and preparation of replies to the queries raised by bidders, evaluation and finalization of tenders of the work.
  - viii. Assistance during Contract execution of work by deploying appropriate expertise including site visits as per requirements during the tenure of contract.
2. Short listed applicants will be given the Brief of the project for submission of their respective Concept designs and Financial proposal for selection.

### INFORMATION AND INSTRUCTIONS FOR APPLICANTS

#### GENERAL:

1. All information called for in the enclosed forms should be furnished against the relevant columns in the forms.
2. Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render the applicant liable to be debarred from taking up the project.
3. The EOI document in prescribed form duly completed and signed should be submitted (hard copy) original and one photocopy in a sealed cover. The sealed cover superscribed "**Expression of Interest for** "Providing consultancy services for the work of Renovation / updation of Electricity distribution system in the University campus", shall be received in the office of **The Registrar,**

**Mahatma Gandhi University, P.D.Hills, Kottayam -686560** up to on.... A softcopy, MS Word compatible, shall also be submitted in the same sealed cover. Documents submitted in connection with EOI will be the property of Mahatma Gandhi University, Kottayam.

4. The application shall be signed by the Applicant or authorized person(s) on behalf of the firm having necessary authorization/Power of Attorney to do so
5. The discretion and decision of Mahatma Gandhi University, Kottayam in respect of the 'EOI' shall be final and shall not be open to be challenged in any Court of Law.

**FINAL DECISION MAKING AUTHORITY:**

6. Mahatma Gandhi University, Kottayam, reserves the right to accept or reject any application and/or to annul the selection process and reject all applications at any time without assigning any reason or incurring any liability to the applicants.

**Eligibility Criteria**

7. The Applicant must have experience in the preparation of concept plan, services and cost estimation for similar work.
8. The applicant may engage the services of well qualified specialists or consultants pertaining to services relevant to the work at the applicant's own risk and cost and no extra payment will be made by Mahatma Gandhi University in this regard.

**INFORMATION TO BE GIVEN IN THE REQUIRED FORMATS**

9. Registration form as per **Annexure I**.
10. Details of the list of projects executed/in hand as per **Annexure II**.
11. The total consultancy fee and schedule of payment shall be duly filled up as per **Annexure III**.

## **DISCLAIMER**

The information in this document has been prepared to assist interested parties in preparing the non binding EOI and it is clarified that:

- i. It does not constitute an invitation to offer or an offer in relation to the transaction.
- ii. This document does not constitute any contract or agreement of any kind whatsoever.
- iii. This document does not, and does not purport to contain all the information that interested parties require in reaching decisions as to the requirement. Interested parties should form their own view as to what information is relevant to such decisions and make their own independent investigations in relation to any additional information.
- iv. Neither the information in this document nor any other written or oral information in relation to the requirement or otherwise is intended to form the basis of or the inducement for any investment activity or any decision to enter into any contract or arrangement in relation to the transaction and should not be relied on as such. Neither Mahatma Gandhi University, Kottayam nor their employees or advisors shall be liable to any interested party or any Entity under any law including the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expenses or damage which may arise, or be incurred, or suffered, in connection with this document, or any matter that may be deemed to form part of this document, or any other information supplied by or on behalf of Mahatma Gandhi, Kottayam or their employees or advisors or otherwise arising in any way from the selection process mentioned herein.
- v. Mahatma Gandhi University, Kottayam is not bound to accept any or all the EOIs. Mahatma Gandhi University, Kottayam reserves the right to reject any or all EOIs without assigning any reason. No applicant shall have any cause of action or claim against Mahatma Gandhi University, Kottayam or its officers, employees, advisors, agents, successors or assignees for rejection of this EOI.
- vi. Failure to provide information that is essential to evaluate the applicant's qualifications or substantiation of the information supplied, shall result in disqualification of the applicant.
- vii. It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information. While this document has been prepared in good faith, neither Mahatma Gandhi University, Kottayam nor any of their officers or employees or advisors or agents make any representation or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Liability is accordingly expressly disclaimed by Mahatma Gandhi University, Kottayam or any of their respective officers, employees, advisors or agents, whether negligent or otherwise.

Dr.BISMI GOPALAKRISHNAN  
Registrar

**REGISTRATION FORM**

Registration No.....

Competitor(s) Name(s) .....

1. Mr/Ms .....

2. Mr/Ms.....

3. Mr/Ms.....

Name &amp; Address of the firm:

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**Declaration:** (To be signed by the competitor i.e. an individual Applicant or one of the partners of a firm or leader of team)

I/We have perused document for the subject Assignment and other details and am/are willing to undertake and complete the Assignment as per terms and conditions.

Our offer is inclusive of all incidentals, overheads, traveling expenses, stationery, expenditure related to presentations to be made during the execution, sundries/all other expenditure and all taxes, levies and duties but excluding GST, for execution of this Assignment covering scope as stipulated. I/We hereby confirm that the offer is unconditional and agree to accept the stage-wise/percentage-wise payment schedule as detailed in

Signature

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Date

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ANNEXURE-II

Details of the qualification : works executed (please mention only such works which qualifies for the category/ class for which you have applied)

Sl No	Name of Work	Work Executed for (Name of the organization with address, office concerned & Telephone No)	Nature of work (in brief)	Location of the work	Actual value of the works	Stipulated time for completion	Actual time for completion	If work left incomplete or terminated (furnish reasons)
1								
2								
3								
4								
5								
6								
7								

Signature with seal of Applicant/ Firm

# ANNEXURE-III

## Schedule of Payment

	Rs.
<b>Stage 1</b> On submitting the required preliminary design for approval along with the preliminary estimate of cost	
<b>Stage 2</b> a. On incorporating M G University's suggestions and submitting drawings for approval from University/statutory authorities, if required b. Upon University/Statutory approval necessary for commencement of work, wherever applicable.	
<b>Stage 3</b> Upon preparation of working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents	
<b>Stage 4</b> On inviting, receiving and analysing tenders; advising Client on appointment of contractors	
<b>Stage 5</b> a. On submitting working drawings and details required for commencement of work b. i. On Completion of 25% of the work ii. On Completion of 50% of the work iii. On Completion of 75% of the work iv. On completion of the work	

Signature with seal of Applicant/ firm

