

**APPENDIX 'A' TO NOTICE INVITING TENDER**  
**(TENDER ID NO. 2018\_MES\_225924)**

1. Name of Work : **OUTSOURCING OF CERTAIN SERVICES FOR MES OFFICES & INSTALLATION OF GE (NW) MANKHURD AND OFFICE PREMISES OF CWE (SUBS) MUMBAI UNDER GE (NW) MANKHURD**
2. Estimated cost : **Rs. 30.00 Lakhs** (Approx) at par market rates.
3. Period of completion : **11 (Eleven) Months**
4. Cost of tender documents : **Rs. 500/-** in the shape of DD/Bankers Cheque from any scheduled Bank in favour of **GE (NW) Mankhurd** payable at Mumbai
5. Website/portal address : [www.defproc.gov.in](http://www.defproc.gov.in)
6. Type of contract : The tender shall be item rate contract based on IAFW-1779-A & IAFW-2249 (GCC).
7. Information and details
  - Publishing date and time of tender documents : **06 Dec 2018 at 1800 hrs**
  - Starting date and time of tender documents downloading. : **06 Dec 2018 at 1830 hrs**
  - Clarification start date and time : **NA**
  - Clarification end date and time : **NA**
  - Pre-bid meeting date and time : **NA**
  - Starting date and time of bid submission (Cover No 1 & 2) : **20 Dec 2018 at 1800 hrs**
  - Bid documents download end date and time : **27 Dec 2018 at 1800 hrs**
  - Closing date and time of bid submission (Cover No 1 & 2) : **27 Dec 2018 at 1800 hrs**
  - Date and time of bid opening (Cover No 1) : **02 Jan 2019 at 1100 hrs**
  - Date and time of bid opening (Cover No 2) : Will be intimated online after completion of evaluation of tech bid/application (Cover No 1)
8. Eligibility Criteria :
  - (A) For MES enlisted contractors : All contractors enlisted with MES in Class '**D**' and above shall be considered qualified provided they do not carry adverse remarks in WLR of Competent Engineer Authority and other parameters as specified in the Tender Documents.
  - (B) For other contractors not enlisted with MES : (i) The firms not enlisted with MES shall meet the enlistment criteria of '**D**' class MES contractors i.e. with regard to having satisfactorily completed requisite value works, Annual turnover, Solvency, Working capital, Immovable Property/fixed Assets, T&P, Engineering establishment, no recovery outstanding in any Govt Department, Police verification/Passport etc. Enlistment criteria may be seen in Para 1.4 of Section 1 of MES Manual on Contracts - 2007 (Reprint 2012) as available in all MES formations.  
 (ii) These firms shall also submit copy of Police verification from Police Authority of the area where the registered office of the firm is located / notarised copy of valid passport of proprietor/each partner/each Director.  
 (iii) They should not carry adverse remarks in WLR or any other similar report of any authority.

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- (C) For all contractors : Contractor will not be allowed to execute the work through power of attorney holder on his behalf to a third party/another firm except sons/daughters/wife of proprietor/partner/Director. This shall be subject to certain conditions as per policy in vogue issued by the deptt and approval of GE.  
 (Enlisted with MES and not enlisted with MES)
9. Tender Issuing Authority : CWE (Subs) Mumbai and Accepting Officer
10. Executing agency : **GE (NW) Mankhurd**
11. Earnest Money : **Rs. 60,000/-** in the form of Deposit at call Receipt from any Scheduled / Nationalized Bank in favour of **GE (NW) Mankhurd** or Receipted Treasury Challan, the amount being credited to the revenue deposit of GE. MES enlisted contractors are exempted from submission of EMD. Copy of EMD to be uploaded online and original EMD to be forwarded off line to the office of Accepting Officer so that the same are received within 5 days of bid submission end date.

**NOTES:-**

- (a) The contractor enlisted upto one class below the eligible class may also apply/bid. Application/bids from one class below eligible class applicants may be considered in the event of inadequate response/bids from the applicants of eligible class. The decision of Accepting Officer with regard to adequate response/bids shall be final and binding. No representation and claim whatsoever from any of the contractor/bidder at any stage shall be entertained.
- (b) (i) Applications/bids not accompanied by scanned copies of requisite DD/Bankers Cheque towards cost of tender and earnest money in the form of Deposit call receipts or receipted treasury challans (as applicable) shall not be considered for validation of 'T' bid and their finance bids will not be Opened.  
 (ii) Tenderers/bidders to note that they should ensure that their original DDs and earnest money (as applicable) are received within 5 days of bid submission end date.  
 (iii) In case of applications/bids from enlisted contractors of MES, where scanned copies of requisite DD/Bankers Cheque towards cost of tender has been uploaded but physical copies are not received by the stipulated date, finance bids will be opened However non-submission of physical copies of cost of tender shall be considered as willful negligence of the bidder with ulterior motives and such bidder shall be banned from bidding for a period of six months commencing from the date of opening of finance bid.  
 (iv) In case of applications/bids from unenlisted contractors, where scanned copies of requisite DD/Bankers Cheque towards cost of tender has been uploaded but physical copies are not received by the stipulated date, finance bids will not be opened. Name of such contractors along with complete address shall be circulated for not opening of their bids for a period of six months commencing from the date of opening of finance bid.
- (c) Contractors enlisted with MES will upload following documents for checking eligibility:-  
 (i) Application for bid in Firm's letter head  
 (ii) Enlistment letter for 'E' class contractors alongwith Appendix containing details of category and names of partners/proprietor/director etc.  
 (iii) Scanned copy of DD of cost of tender  
 (iv) Renewal letter of enlistment (for cycle period wef 01 Jan 2016 to 31 Dec 2020) in respect of 'D' class & above contractors alongwith appendix containing the details of category and names of partners/proprietor/director etc.  
 (v) Copy of Provident Fund Code No for workers in the schemes framed under Employee's Provident Funds and Misc Provisions (EPF & MP), Act 1952-REG.  
 (vi) Copy of GST Registration Number
- (d) Contractors not enlisted with MES will be required to upload necessary documents to prove their eligibility for enlistment in eligible class & category of work, including Affidavit for no recovery outstanding from any Deptt. List of documents required for enlistment in MES has been given in para 1.5 of section 1 of MES Manual on Contracts 2007 (reprint 2012). Following documents shall also be uploaded amongst others:  
 (i) Details of three highest valued similar nature of works executed during last five years, financial year-wise in tabular form giving name of work, Accepting Officer's details, viz, Address, Telephone, Fax No, E-mail ID etc., date of acceptance of tender and actual date of completion. This shall be duly signed by proprietor / all partners / authorised Director of Pvt / Public Ltd, as applicable. It shall also indicate whether extension was granted or compensation was levied. Attested copy of acceptance letter and completion certificate shall be enclosed for each work. Performance report given by the client shall also be submitted duly attested.  
 (ii) Solvency certificate and working Capital Certificate issued by scheduled bank.  
 (iii) Annual turnover certificate for last 2 years issued by Chartered Accountant along with relevant pages of audited balance sheets in support thereof.

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- (iv) Affidavits for possession of movable & immovable properties by proprietor/partner owning the immovable property along with Valuation Certificate from Registered Valuer in support of movable & immovable properties. In case of Limited Company, the immovable property is required to be in the name of the company.
- (v) In addition, the un-enlisted contractors shall also furnish affidavit on non-Judicial stamp paper in the form of hard copy declaring their turnover for last 2 (Two) years.
- (vi) Scanned copy of bank instrument for cost of tender and earnest money as specified here-in-before.
- (vii) Copy of Provident Fund Code No for workers in the schemes framed under Employee's Provident Funds and Misc Provisions (EPF & MP), Act 1952-REG.
- viii) Copy of GST Registration Number
- (e) In case of rejection of technical /prequalification bid, contractor may appeal to next higher Engineer authority i.e. on email against rejection, whose decision shall be final and binding. The copy of above appeal shall also be submitted through e-mail to the Accepting Officer. However, contractor/bidder shall not be entitled to any compensation whatsoever for rejection of technical prequalification bid.
- (f) The contractors shall upload the documents as per above alongwith application. **In case the contractor does not upload any of the documents mentioned above, the bid uploaded by the contractors shall not be opened.**
- (g) The tenderer is supposed to check if any revised BOQ has been uploaded and shall quote in revised BOQ only. In case the tenderer does not quote in revised BOQ, his BOQ shall be considered Non-Bonafide.
- (h) Uploading of bid does not constitute any guarantee for opening of bid of tenderer. Opening of bid of tenderer will be decided by the Accepting Officer based on interalia past track record, financial position and experience of similar works executing by the applicant/contractor. The accepting officer shall receive applications (cover No 1 & price bid cover No 2) upto the last date & time of bid submission / extended date of bid submission as applicable and as mentioned above.
- (j) Full notice of tender IAFW-2262 & enlistment criteria are available in all offices of MES website.
- (k) Court of the place from where tender has been issued shall alone have jurisdiction to decide any dispute out of or in respect of this tender. After acceptance of tender Condition-72 of Jurisdiction of Courts of IAFW-2249 shall be applicable.
- (l) Any change/modification in the tender documents will be uploaded through above mentioned web site only. Bidders are therefore requested to visit our website regularly to keep themselves updated. It is further clarified that each and every amendment/corrigendum to BOQ, tender documents and drawings etc as uploaded by the deptt upto the last date/time of bid submission shall be deemed to included in the contractor's quoted rates.

(Signature of Contractor)

File No: 8813/03/E8

Headquarter  
Commander Works Engineers (Subs)  
NCHC Powai,  
Bhandup-Post Office, Mumbai-400 078

(O P Verma)  
EE (QS&C)  
DCWE (Contracts)  
for CWE (Subs) Mumbai

**Dated : 03 Dec 2018**