

**APPENDIX 'A' TO NOTICE INVITING e-TENDER**

1	Para 1	Name of Work	PERIODICAL SERVICES INCLUDING CONNECTED ITEMS IN ZONE C1A AND C1 AREA UNDER GE (EAST), MATHURA.
2	Para 2, Sub-Para1	(a) Estimated cost	₹25.00 (Rupees Twenty Five Lakh only)
		(b) Tender shall be based on	The tender shall be based on IAFW-1779-A (General Conditions of Contracts & IAFW-2249 List of items of work {Schedule 'A'(BOQ/Price bid)} to be priced by the tenderers)
3	Para 2, Sub Para 2	Period of completion	180 days
4	Para 5	Last date of receipt of Online applications	Ref critical dates shown below
5	Para 6	(a) Date of download of Tender document	Ref critical dates shown below
		(b) Appropriate Class Standing Security Deposit & Category	Class 'E' with Standing Security deposit of ₹50,000.00 (Rupees one lakh only ) & Category a(i)
6	Para7	(a) Earnest Money	₹50,000/- in the form of DD/ Bankers cheque from any Scheduled bank in favour of GE (East) Mathura. MES enlisted contractor's are exempted from submission of EMD (scanned copy to be uploaded online and original to be submitted offline before due date).
		(b) Office to be contacted for site visit	AGE B/R (East) Mathura
7	Para -9	(a) Date of submission of bid	Ref critical dates shown below
		(b) Cost of Tender Documents in blank	₹500/- in the form of DD / Bankers cheque from any Scheduled bank in favour of GE (East) Mathura. (Scanned copy shall be uploaded online and original to be submitted offline before due date of opening of cover 1)
8.	Eligibility Criteria	(a) For MES enlisted contractors	Class 'E' & Category a(i) Note: Contractor to upload the scanned copy of MES enlistment letter.
		(b) For Un-enlisted contractor	(i) Meeting enlistment criteria of MES for above class and category with regard to satisfactory completion of requisite value of similar works, Annual turnover, Solvency, Working Capital, Fixed Assets, Engineer Establishment etc (ii) No recovery outstanding in any Govt Deptt (for which affidavit to be submitted. (iii) Attested copy of police verification report/valid passport in respect of proprietor/all partners. His price bid will be opened in case the eligibility criteria is fulfilled. <b>Notes:-</b> Scanned copies to be uploaded online and original/attested copies of supporting documents to be submitted offline before due date.

**NOTES:-**

(A) Probable critical date schedule of tendering process shall be as under:-

9.	Critical Dates	Published Date	20-Oct-2018 06:00 PM	Document Download Start Date	20-Apr-2018 06:00 PM	
		Bid Submission Start Date (Cover 1 & Cover 2)	03-Nov-2018 06:00 PM	Document Download End Date	10-Nov-2018 06:00 PM	
		Bid Submission End Date (Cover 1 & Cover 2)	10-Nov-2018 06:00 PM	Bid Opening Date	Cover 1	12-Nov-2018 06:00 PM
					Cover 2	Will be intimated online after completion of evaluation of tech bid/application (cover 1)

**APPENDIX 'A' TO NOTICE INVITING e-TENDER(CONTD.....)****(B) ELIGIBILITY CRITERIA FOR MES ENLISTED CONTRACTOR****(ii) APPROPRIATE ENLISTED CLASS & CATEGORY****Class "E" CATEGORY a(i).**

**Note:-** Contractors not enlisted in MES may also apply however they can be considered if they meet eligibility criteria for selection of contractors in MES for issue of tender .

**(ii) MES ENLISTED CONTRACTOR (DOCUMENTS TO BE UPLOADED)**

Scanned copy of application letter requesting issue of tender.

Scanned copy of enlistment letter in MES alongwith its enclosures

Scanned copy of Demand Draft / Bankers Cheque toward cost of tender.

Scanned copy of Provident Fund Code Number of firm.

Scanned copy of GST Registration Number of firm.

**(C) ELIGIBILITY CRITERIA FOR UN- ENLISTED CONTRACTORS (AT PAR WITH MES ENLISTED 'D' CLASS CONTRACTOR**

(i) List of work in hand and remaining work to be completed as on date of application duly signed by contractor on an affidavit on non- judicial stamp paper of Rs.100 / - duly notarized on the format given below :-

Ser no	CA No & Name of work	Name and address of Accepting officer with complete postal address, contact No etc	Period of completion	Date of commencement	Date of completion	Actual date of completion	Present progress	Bal work in hand
(a)	<u>Completed Works</u>							
	(i)							
	(ii)							
(b)	<u>Work in Hand</u>							
	(i)							
	(ii)							

(ii) Scanned copy of average annual turnover of work for last three consecutive financial year i.e 2012- 13 ,2013-14 & 2014-15 and certificate that firm is profit making issued by Character Account shall be uploaded.

(iii) Past Experience of "similar nature of works " completed in last 5 years.

Two works costing not less than Rs.10.00 lakhs

OR

One works costing not less than 20.00 lakhs

OR

Average annual turnover for last two consecutive financial years shall not be less than Rs. 50.00 lakhs

**Note:-** Please upload scanned copy of details of "similar nature of works" executed by the firm financial year wise in tabular form giving name of work, cost, Accepting officer's details , viz address , telephone , email etc date of tender and actual date of completion . It should indicate whether extension was granted or compensation was levied. Attested copy of acceptance letter ,copy of work order showing date of commencement & completion and completion certificate shall be enclosed of each work . In case performance report has been given by the client same shall be submitted / uploaded duly attested.

(iv) **Financial Criteria** :- Certificate from the Bankers on requisite specimen to be furnished :-

(a) Solvent upto Rs 20.00 Lakhs

OR

Financially sound for engagement up to Rs 25.00 Lakhs

(b) Working capital not less than Rs. 5.00 Lakhs

**Note 1.** Perform of solvency certificate and working capital certificate are given below. Please upload above documents issued by Bankers. These certificates shall not be older than 6 months on prescribed date of submission of bid. Signatory shall endorse his rubber seal, indicate his name and personnel code number , bank address particulars like full address, telephone &Fax number.

2. Alternatively Wealth Tax Certificate can also be given, if available.

**APPENDIX 'A' TO NOTICE INVITING e-TENDER(CONTD.....)****FORM OF SOLVENCY CERTIFICATE FROM NATIONALIZED/ SCHEDULED BANK**

This is certified that to the best of our knowledge and information M/s Shri /Smt \_\_\_\_\_ having proprietor/ partners (Name of proprietor/ partner) and address \_\_\_\_\_, a customer of our bank having A/C No..... are/is respectable and can be considered solvent upto Rs. \_\_\_\_\_ (Rupees .....). This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

Place

Date

Signature  
Name, Destination personal code  
No of signatory & Seal of Bank

**NOTE :** In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

**FORM OF WORKING CAPITAL CERTIFICATE FROM NATIONALIZED / SCHEDULED BANK**

This is certified that M/s Shri/Smt \_\_\_\_\_ having proprietor/ partners (Name of proprietor /partners) and address has/have been maintaining a saving Bank account/ current account/ fixed deposit account having A/C Nos. \_\_\_\_\_ with this branch of Bank since \_\_\_\_\_ and an amount not less than Rs \_\_\_\_\_ ( Rupees \_\_\_\_\_) has available to credit in his /her /their accounts for last three months. The firm is enjoying over draft/credit facility up to limit of Rs. \_\_\_\_\_. This certificate is issued without any guarantee of responsibility on the bank or any the officers.

Place

Date

Signature  
Name, Designation, personal code  
No of signatory & Seal of Bank

**NOTE :-** In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

(v) Minimum reserves/ total of movable or immovable property or fixed assets (in case of companies) shall be Rs 12.50 Lakhs (80% of minimum reserve / assets shall be in shape of immovable property). Please upload affidavits for immovable property indicating present market value and containing following endorsement and supported by copies of present valuation report for both immovable and movable property separately from Govt approved valuer.

(a) That the immovable property is free from mortgage, hypothecation or any other disputes and encumbrances and clearly belongs to the Contractor.

OR

That the immovable property is free from any disputes and encumbrances and clearly belongs to the Contractor. The immovable property has been mortgaged/ hypothecated for Rs. \_\_\_\_\_. Market value of immovable property as valuation report No \_\_\_\_\_ given by Registered valuer \_\_\_\_\_ is Rs \_\_\_\_\_. Therefore balance market value of property i.e Rs. \_\_\_\_\_ (market value minus mortgaged value) is free from any mortgage/ hypothecation.

(b) that the said immovable property has not been shown for seeking enlistment of a sister concern in MES.

(c) that the said immovable property will not be sold, transferred, gifted or otherwise disposed off till completion of work.

**Note :** 1. In case of partnership firm the partner having immovable property in his name, shall also endorse the following in addition to above :-

"Irrespective of my share in partnership firm, my whose property may be utilized by the Government for realizing their dues/ recovery, if the firm, fails to deposit the same"

2. Movable assets like scooter/ car etc should be supported by certified photocopies of updated RC Books, valid current insurance papers etc.

(vi) **Minimum Engineer Establishment**

(a) One graduate Engineer from a Govt recognized institution.

Or

(b) One diploma Engineer from Govt recognized institution with minimum experience of 02 years.

**Note :-**1. For electrical engineering Works, One of the engineers employed by the contractor should be degree/diploma holder in electric Engg with requisite experience.

2. The contractor should also employ persons having valid electrical license from competent authority on their permanent establishment (One person for class 'D'). for this, he will submit requisite affidavits and attested copies of Licenses.

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- (vii) **Minimum T&P/ Machinery** - as applicable for Class 'D' category a(i)
- (viii) **Constitution of firm** :- Affidavit of Constitution of firm indicating status of firm i.e. whether it is proprietorship or partnership or limited firm.

**Note. Please also upload attested copy of partnership deed in case of partnership firm. Memorandum of Article of constitution in case of limited firm.**

(ix) **Certificate of relative** :- Affidavit that no near relative(s) of the contractor or their employees/ agent is/ are working as Gazetted / Commissioned Officer in MES/ Corps of Engineer/ Ministry of Defence. If his/ their near relative(s) is/are working in such capacity, he/ they shall furnish details. The contractor shall not be entitled to tender for the works in entire area of CE Zone/ project under whose control his/ their near relatives are working as Gazetted/ Commissioned Officers.

(x) **Certificate of relatives**:- Affidavit that no near relative(s) of the contractor is/are working as Junior Engineer in MES/Corps of Engineer. If his near relative(s) is/are working in such capacity, the contractor shall furnish details. The contractor shall not be entitled to tender for the works in entire area of GE in which his near relative(s) is/are working as Junior Engineer.

(xi) **Police verification** :- Copy of police verification certificate from police authority of the area where registered office is located. Alternatively notarised copy of valid passport of proprietor/each partner/each director can be submitted.

(xii) **Certificate regarding no recovery outstanding in any Govt department**:- Affidavit to the effect that no recovery of any kind is outstanding in any Government department to be furnished.

(xiii) **Certificate regarding no Arbitration/Litigation cases** :- Affidavit to the effect that no Arbitration/litigation cases is outstanding in any Government department to be furnished.

(xv) Affidavit containing details of possession and having ownership of T&P mentioned in para C (vii) here-in-above with present value of each T&P alongwith ownership details like make and year of manufacturer, certified copies of updated RC books and valid current insurance papers.

(xvi) Certified true copies of PAN/TIN of proprietor, partners/firm.

(xvii) Certified true copies of enlistment letters with various Govt deptt/PSUs.

(xviii) Copy of last three years Income tax return filed.

(xix) **Indemnity bond** :- Indemnity bond on non judicial stamp paper duly attested by Notary.

(xxi) **UN-ENLISTED CONTRACTOR (DOCUMENTS TO BE UPLOADED)**

Contractor not enlisted with MES will be required to upload the following necessary documents to prove their eligibility :-

Scanned copy of application letter requesting issue of tender.

Scanned copy of enlistment letter in any other department along with its enclosures

Scanned copy of Demand Draft/ Bankers Cheque toward cost of tender.

Scanned copy of Demand Draft/ Bankers Cheque towards Earnest money Deposit.

Scanned copy of provident fund Code Number of firm.

Scanned copy of all documents mentioned in Para C above.

**NOTE- Contractor shall upload copies of all the above documents prior to closing date of bid submission.**

(D) Online participation in tendering process does not constitute any guarantee for allowing the applicant, even to enlisted contractor of appropriate class in tender process.

(E) The cost of tender forms/ document shall be in the form of Demand Draft/ Bankers Cheque from any Scheduled Bank in favor of the concerned Garrison Engineer and notified in the Advertisement / NIT. Scanned copy of Demand draft/Bankers cheque along with scanned copy of application shall be upload on MES portal of e-tendering through contractor's registered user account on or before closing date of submission of bid (Tender). Such application and Demand Draft/ Bankers Cheque {along with additional document for un-enlistment contractors as mentioned in note C above} in original shall invariably be submitted to Accepting officers. In case of MES enlistment tenders, if original DD is not received within five days from Bid opening date, subject in satisfying other prequalifying criteria, the financial bid shall be opened. The amount of cost of tender shall be recovered from any amount due to the MES enlistment contractor. Failure of non submission of hard copy of DD tantamount to willful negligence with ulterior motive and therefore the tender shall be barred to tender during period of 6 months commencing from the date of opening of financial bid. In case of un-enlistment tenders, if original DD is not received within the time stipulated, the cover 1 ('T' bid) shall not be validated for opening of financial bid. Name of such contractors along with complete address shall be circulated for not opening of bids for the period of the six months commencing from date of opening of financial bid. Tender who have failed who have failed to submit original DD pertaining to Earnest money deposit (whether un-enlistment or enlisted who has not lodged standing Security Deposit) by stipulated date, shall be ineligible for opening of financial Bid.

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(F) The Demand draft shall be non-refundable, if the participation for online e-tender is accepted after scrutiny. However it shall be returned back by accepting officers in case the application is rejected. The applicants shall bear the cost of Bank charges for procuring and encashing the Demand draft and they shall not have any claim whatsoever on this account on Government. Please also note that the contractor / applicant shall not become automatically entitled for participation in tender process by virtue of enclosing demand draft along with application and the accepting Officer shall reserve his right to deny participation in e-tender any applicant without assigning any reason.

(G) In case, in the opinion of accepting officer, inadequate Nos of bid are received from eligible applicant/ contractors on the closing date and tie of online bid submission, then accepting officer at his discretion may extend the closing date and time of online bid submission for number of times as he may consider appropriate. In such circumstance suitable eligible contractors from approved list of contractor may be asked by the accepting officer to participate in online bid submission.

(H) Admissibility to participate in tender will be decided by the Accepting Officer based on interlia, past track record, financial position and experience of similar works executed by the applicant / contractor. In the event of rejection of application . participation in tender, the applicant /contractor will be communicated via system generated SMS/ E- mail. The applicant / contractor can also access his user account on [www.eprocuremes.gov.in](http://www.eprocuremes.gov.in) to find out admission / rejection of his bid. The applicant / contractor, if he so desires may appeal to the next higher Engineer Authority i.e Commander Works Engineer Mathura with a copy to the accepting officer. No appeal/ presentation shall be entertained after due date of receipt of financial bid. The decision of the next higher Engineer authority shall be final and binding. No application / contractor shall be entitled for any compensation whatsoever for rejection of his application.

(J) the accepting officer reserve the right to accept a tender submitted by a public undertaking giving a price preference over other tender, Which may be lower as are admissible under Government. Policy. No claim for any compensation or otherwise shall be admissible to such tender whose tender may be rejected on account of the said policy

**(K) It is mandatory for the contractors to upload GST Registration Number alongwith the 'T' Bid in cover 1. Contractor who failed to upload GST Registration Number shall be disqualified in 'T' bid evaluation and his financial bid shall not be opened. No claim what so ever shall be entertained on this account.**

**(L) 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 jurisdictions of courts of IAFW-2249 shall be applicable.**

(VS Jurel)  
JE (QS&C)  
Offg AGE (Contract)  
for GE (East), Mathura

SIGNATURE OF CONTRACTOR

Dated

Garrison Engineer (East)  
Military Engineer Services  
Mathura Cantt  
Mathura-281001

8200-1029/E8

Dated : Oct 2018

**Distribution:-**

1. HQ CWE Agra/Jhansi/Kanpur/Bareilly/Meerut
2. GE (E) Agra/Jhansi/Kanpur/ Bareilly/ Meerut
3. Rly Stn Jn/Cantt Mathura
4. Garrison Engineer (West) Mathura Cantt
5. Cantt Board Mathura
6. **AGE B/R (E) Mathura**
7. E-2 Section (Local)
8. Notice Board.
9. Hony. Secretary, MES BAI Mathura Branch, A-107, Moti Kunj, Mathura Cantt
10. Hony. Secretary, MES BAI, 51/10-G/11-D West Arjun Nagar, Agra-282001