

**ANNEXURE 3 A – IV (R)**

**APPENDIX 'A' TO NOTICE INVITING TENDER(NIT)**  
**(For works costing less than Rs 15 crores)**

1	Name or work	PERIODICAL SERVICES TO THE BLDGS OF MARRIED ACCN OF SHILLONG CANTT UNDER GE SHILLONG
2	Estimated Cost	Rs.40.00 Lakh (At Par Market)
3	Period of completion	180 days
4	Cost of tender documents	Rs.500/- in the shape of DD/Bankers cheque from any schedule Bank in favour of GE Shillong and payable at Shillong.
5	Website portal address	<a href="http://www.defproc.gov.in">www.defproc.gov.in</a> and <a href="http://www.mes.gov.in">www.mes.gov.in</a>
6	Type of contract	The tender shall be based on IAFW-2249 and IAFW-1779-A with Schedule 'A' list of items of works to be priced by the tenderers electronically in BOQ.
7	Information & Details:	
	(a) Bid submission start date	Refer critical dates
	(b) Bid submission end date	
	(c) Date of bid opening	
8	Eligibility Criteria	
	(a) For MES enlisted contractors	All contractors enlisted with MES in Class 'D' and above and category a(i) subject to the remarks wrt performance in respect of wks in hand reflected in Workload return (WLR) circulated by competent engineer authority. Refer Note - below
	(b) For contractors not enlisted with MES	(a) The firms not enlisted with MES shall meet the enlistment criteria of 'D' class MES contractors & category a(i) 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. As per Enlistment criteria given in Para 1.4 and 1.5 of Section 1 part of I of MES Manual Contracts – 2007 (Reprint 2012) as available in all MES formations.  (b) These firms shall also submit copy of Police verification from police authority of the area where the registered office of the firm is located / notarized copy of valid passport of proprietor/each partner/each Director.  (c) Firm should not carry adverse remarks in WLR/or any other similar report of any authority.
	(c) For all Contractors	Contractor will not be allowed to execute the work by subletting or through power of attorney holder on his behalf to a third party/another firm except sons/daughters/spouse of proprietor/partner/director and firm's own employees, Director, Project Manager. This shall be subject to certain conditions which will be prescribed in the <b>NOT</b> forming part of the tender documents.
9	Tender issuing and Accepting Officer	GE Shillong
10	Executing agency	<b>GE Shillong</b>
11	Earnesy Money	<b>Rs.80,000/- in favour of GE Shillong.</b>

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### APPENDIX 'A' TO NOTICE INVITING TENDER(NIT) (For works costing less than Rs 15 crores) contd...

#### NOTES:

- (a) Contractor one class below (two class below in case of remote and difficult area) may also bid for this tender. Their applications shall be considered subject to fulfillment of other eligibility criteria given in NIT when number of applicants of eligible class qualifying for the tender are less than 7 (Seven).
- (b) In case number of eligible class contractors satisfying the eligibility criteria give in NIT are 7 or more than 7, application of one class below the eligible class shall not be considered except those who have previously completed similar works satisfactorily and are meeting the criteria of upgradation in respect of past experience and / or average annual turnover as applicable and financial soundness (solvency/financial soundness and working capital) provided the value of works is less than twice the tendering limit of such contractors. Contractors one class below the eligible class may upload necessary documents wrt works experience and financial soundness in cover 1 of tender (T bid).
- (C) (i) Applications/bids not accompanied by scanned copies of requisite DD/Bankers Cheque towards cost of tender and earnest money (as applicable) shall not be considered for validation of 'T' bid and their finance bids will not be opened.
- (ii) Contractors should ensure that their original DDs and earnest money (as applicable) are received **within 05\* days** of bid submission end date.  
(\*The number of days to be mentioned shall be as decided by the Accepting Officer, but it shall not be less than 5 days)
- (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, their 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 alongwith 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 (cover 2).
- (v) In case of applications/bids (enlisted contractor as well as unenlisted contractor) where scanned copies of requisite Earnest money (as applicable) were uploaded but the same are not received in physical form within stipulated time, such bids shall not qualify for opening of finance bid (cover 2).
- (d) Contractors may note that they shall not be loaded beyond their tendering limit as under:-
- (aa) In case contractors of eligible class are selected for issues of tender : 4 to 5 times the tendering limit.
- (bb) In case of one class (two class in case of remote and difficult area as the case may be) contractors are selected for issue of tender : 6 to 7 times.
- (cc) In case of unenlisted contractors : 2 times the upper tendering limit of class for which contractor meets the Criteria for enlistment.

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(e) In case any deficiency is noticed, in the documents required to be uploaded by the tenderers as per NIT, after opening of cover 1 (T Bid) and during technical evaluation, a communication in the form of e-mail/whatsapp/sms/speed post etc shall be sent to the contractor to rectify the deficiency within a period of 7 days from date of communication failing which financial bid (cover 2) shall not be opened and contractor shall not have any claim on the same.

(f) Contractors enlisted with MES will upload following documents for checking eligibility:-

- (i) Application for bid in Firm's letter head
- (ii) Enlistment letter
- (iii) Scanned copy of DD of cost of tender
- (iv) Scanned copy of EPF registration
- (v) Scanned copy Service tax registration with code no.

(g) 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. List of documents required for enlistment in MES has been given in para 1.5 of section 1 of Part I 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 works, 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/authorized Director of Pvt / Public Ltd, as applicable. It should indicate whether extension was granted or compensation was levied. Attested copy of acceptance letter and completion certificate shall be enclosed of each work. In case performance report has been given by the client same 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.
- (iv) Affidavits for possession of movable & immovable properties by proprietor/partner owning the immovable property along with Valuation certificate from Regd 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 DD of cost of tender and earnest money.

(h) In case of rejection of technical/prequalification bid, contractor may appeal to next higher Engineer authority i.e.CWE Shillong on email shlgsez3-mes@nic.in against rejection , whose decision shall be final and binding. However contractor/bidder shall not be entitled to any compensation whatsoever for rejection of technical/prequalification bid.

Signature of contractor

Sd-x-x-x-x-x-x-x  
For Accepting Officer

8710/ /E8

Dated : 15 Dec 2018

Garrison Engineer  
Shillong Division  
Shillong-793002