

APPENDIX 'A' TO NOTICE OF E-TENDER INVITING APPLICATION
NIT NO GE/S(U)-40/2018-19)

Para of Main N.I.T	Brief of Para	:	Contents to be filled in
Para 1	Name of work	:	REPAIR/RECANNING/REPOLISHING TO CERTAIN WOODEN FURNITURE ITEMS UNDER BSO, GE (SOUTH) UDHAMPUR.
Para 2	Estimated Cost	:	17.50 Lakhs.
Para 11	Type of Contract	:	The tender shall be based on IAFW-1815Z and with Sch 'A' list of items of works to be priced by the tenderers electronically (BOQ).
Para 3	Period of completion	:	01 (One) year
Para 4	Last date of receipt of DD towards tender fee and EMD	:	10 Dec 2018 (submission of EMD is exempted from MES enlisted contractor).
<u>Cost of Blank tender form/documents</u>			
Rs. 500/- (Rupees five hundred only) by way of Demand Draft/Banker's Cheque from any Nationalised Bank/Scheduled Bank in favour of GE (South) Udhampur and payable at Udhampur to be submitted offline on or before due date & time of opening of technical bid as mentioned in tender documents.			
Note 1: The DD shall be non-refundable if the Accepting Officer decides to open BoQ. The contractor shall bear the cost of Bank charges for procuring and encashing the Bank Draft. The bidder shall not become automatically entitled to allow for quoting BoQ or opening their Bids by virtue of forwarding Demand Draft and the Accepting Officer shall reserve the right to deny opening of BoQ in respect of any bidder. However, the DD shall be returned to the bidder by the Accepting Officer in the event of not opening the BoQ. The contractor shall not have any claim whatsoever on this account on Govt.			
Note 2: Opening of quoted BoQ will be decided based on satisfaction of pre-qualification and documentation criteria given in NIT. The bidder will be informed regarding non-opening of their bids with reasons. The Bidder if he desires, may appeal to the next higher Engineer Authority viz HQ CWE Udhampur, C/O 56 APO with copy to the Accepting Officer. The decision of the next higher Engineer Authority shall be final and binding. Bidder shall not be entitled for any compensation whatsoever for rejection of his BoQ. In order to participate in e-tendering, Bidders have to enroll in www.eprocuremens.gov.in . Enrollment for the bidders is free and they can participate in all tenders after the enrollment. The facilities provided for the Bidders in the site may be utilized for quoting and uploading etc.			
Note 3: 1. In case of MES enlisted tenderers, if original DD is not received within period stated above, subject to satisfying other pre-qualifying criteria, the financial bid shall be opened, The amount of cost of tender shall be recovered from any amount due to the MES enlisted contractor. Failure of non submission of hard copy of DD tantamount to willful negligence with ulterior motive and therefore the tenderer shall be barred to tender during the period of 06 months commencing from the date of opening of financial bid. 2. In Case of un-enlisted tenderers, 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 alongwith complete address shall be circulated for not opening of bids for the period of six months commencing from date of opening of financial bid. 3. Tenderers who have failed to submit original DD pertaining to Earnest Money deposit (whether un-enlisted or enlisted who has not lodged Standing Security Deposit) by stipulated date, shall be ineligible for opening of Financial Bid.			
Para 13	Date of issue of tender/uploading of tender	:	See critical dates given below

2.

Para 5	Appropriate enlisted class and category of CENC C/O 56 APO	:	Eligible Class and category of MES : Class 'E', Category d(i) However contractor one class below eligible class and two classes below eligible class for remote area can also quote the BoQ however such tenderer's BoQ will be considered for opening only in the event of inadequate response from eligible class Contractors and other eligibility criteria indicated in instructions. Contractors working with other department may also access the website, however there bids will be considered for opening if they fulfill the eligibility criteria for selection of contractors in MES for issue of tenders.
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3. The details of documents to be uploaded alongwith cover I (Eligibility Part) is as under:-

(A) ELIGIBILITY CRITERIA FOR MES ENLISTED CONTRACTORS:-							
Scanned copy of enlistment letter alongwith its enclosures and scanned copy of valid DD for Rs 500.00 drawn in favour of GE (South) Udhampur payable at Udhampur towards tender fee and scanned copy of application on the letter head of the firm requesting issue of tender and scanned copy of EPF registration and EPF Code No & scanned copy of GST Registration No.							
(B) ELIGIBILITY CRITERIA FOR UNENLISTED CONTRACTORS:-							
Scanned copy of work in hand and remaining work to be completed as on date of application duly signed on the affidavit on non-judicial stamp paper of Rs. 100/- duly notarized on the format as under and scanned copy of average annual turn over of last three consecutive financial year (i.e 2014-15, 2015-16 & 2016-17) and certificate that firm is profit making issued by Chartered Accountant shall be uploaded:-							
Ser No	CA No of work	Period of completion	Date of commencement	Date of completion	Date of actual completion	Present progress	Bal work in hand
(a) Completed work							
(b) Work in hand							

- Note:- (i) Scanned copy of demand Draft/Bankers Cheque of **Rs. 35,000.00 & Rs. 500.00** drawn in favour of **GE (South) Udhampur** payable at Udhampur toward EMD and tender fee respectively shall also be uploaded.
- (ii) Requirement of EPF Code No and GST Registration No : This shall be mandatory requirement for all un-enlisted as well as enlisted contractors.
- (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 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 NOT forming part of the tender documents.

4. In addition to all the documents mentioned above, scanned copies of following documents shall also be uploaded for unenlisted contractor to ascertain the eligibility criteria:-

(A) Experience Criteria

Past experience of "similar nature of works" completed in last 5 years.

- (a) Three works costing not less than Rs. 7.50 lakhs.

OR

Two works costing not less than Rs. 10.00 lakhs.

OR

One work costing not less than Rs. 20.00 lakhs.

Note :- Please upload 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 acceptance of tender and actual date of completion. 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/uploaded duly attested. Completion of at least one work out of the above would be mandatory.

AND

- (a) Average annual turn over of last two consecutive financial years shall not be less than Rs. 25.00 lakhs.

Note : Please upload turnover certificate issued by Chartered Accountant for this purpose.

(B) Financial Criteria

(a) Solvent upto Rs. 10.00 lakhs
OR
Financially sound for engagement upto Rs. 25.00 lakhs

(b) Working Capital ot less than Rs. 5.00 Lakhs

Note (i) Performa of above documents is given below. Please upload above documents issued by your Bankers in Original on or before the due date & time of opening of technical bid as mentioned in tender documents. Above certificates shall not be older than 6 months as on the last date of bid submission. Signatory shall endorse his rubber seal, indicate his name and bank employee number, bank address particulars like full address, telephone & fax number.

(ii) Alternatively Wealth Tax certificate can also be given, if available.

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 address, _____ a customer of our bank are/is respectable and can be considered solvent upto Rs. _____ (Rupees _____)/financially sound for any engagement upto Rs _____ (Rupees _____). This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

Place :

Signature of Bank Manager

Date :

Name, No. & Seal of Bank

Note :- In case of partnership firm, certificate to include names of all partners as recorded with the bank.

WORKING CAPITAL CERTIFICATE FORM NATIONALIZED/ SCHEDULED BANK

This is certified that M/s/Shri/Smt _____ having address, _____ Has/have been maintaining a saving bank account/ current account/ fixed deposit account with this branch of bank since _____ and the firm is having working capital of approximately Rs _____ (Rupees _____) and/or the firm is enjoying overdraft/credit facility upto limit of Rs _____. This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

Place :

Signature of Bank Manager

Date :

Name, No. & Seal of Bank

Note :- In case of partnership firm, certificate to include names of all partners as recorded with the bank.

(A) Fixed Assets.

Limit of minimum reserves/ total of movable or immovable property or fixed assets (in case of companies) 80% of minimum reserve/ assets shall be in shape of immovable property) = Rs. 25.00 lakhs.

Note :- (i) Please upload affidavits on non Judicial Stamp Paper of Rs. 100/- each duly notarized and supported by copies of present valuation certificates for both immovable and movable property separately. It should also indicate that immovable property is free from mortgages, hypothecation or any other disputes and encumbrances and clearly belongs to your firm and it should indicate that immovable property will not be sold, transferred, gifted or otherwise disposed off without prior intimation to this office.

- (ii) Immovable asset value indicated should be supported by Valuation certificate from a registered value and last tax paid receipt. Valuation certificate shall be on format FORM-1 (See Rules 8D), Report of valuation of immovable property (Other than Agricultural lands, Plantations, Forests, Mines and quarries).
- (iii) Movable assets like Scooter/Car etc or NSCs/fixed deposits etc should be supported by certified photocopies of updated RC Books, valid current insurance papers, NSCs/ fixed deposits.

(C) Engineering Establishment.

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

AND

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

Note :- Please upload affidavits on non Judicial Stamp Paper of Rs. 100/- each duly notarized from bidder side having employed each engineer and from engineer side of taking bidder employment duly supported by attested copy of engineering degree/diploma as applicable.

(D) T&P/ Machinery.

Nos & type of tool, plant machinery as per estimated cost of work Class 'E'/Class 'D'/Class 'C' (as applicable) enlistment as available on website & manual on contracts-2007 (Reprint-2012).

Note:- Please upload affidavit on non judicial stamp paper of Rs 100/- duly notarized being in possession and having ownership of above T&P with present value of each T&P along with ownership details like make and year of manufacture, certified copies of updated RC Books and valid current insurance papers.

- (E) (a) Constitution of firm on an affidavit on non judicial stamp paper of Rs. 100/- duly notarized indicating status of firm, ie. Whether it is proprietorship or partnership or Limited Firm.

Note :- Please upload notarized copy of partnership deed in case of partnership firm, and notarized memorandum of Articles of constitution in case of Ltd firm.

- (b) Certified copy of certificate of registration of firm with Registrar of Firms.
- (c) Certified copy of PAN No./ TIN No of proprietor/partners/Ltd firm.
- (d) Certified copies of enlistment letters with various Govt Department/ PSUs.
- (e) Certified copy of General Power of Attorney in case any person(s) have been authorised to represent the firm including signatory of the application.
- (f) Postal address and Police Station Area of proprietor/partners/Directors of the firm. Department will carry out Police verifications of Proprietor/Partners/Directors as applicable. If the tenderer will be found lowest.
- (g) Indemnity bond on non judicial stamp paper of value of Rs. 100/- duly attested by Notary (on format given below).

INDEMNITY BOND

This bond of indemnity is executed on this _____ day _____ by M/s /S' Shri/ _____ having registered office at _____ to indemnify the Govt of India of the following:-

- (i) We undertake to pay the Govt of India any damages that may be found to be recoverable on order of our contracts.
- (ii) We undertake that in case Govt is put to pay any loss or disadvantage in monetary of contract by the firm which shall indemnify the govt for each loss or disadvantage.
- (iii) This bond of indemnity is executed by M/S _____ and has signed before me. Whatever stated above is true and correct to the best of my knowledge and belief.

Signature of Contractor

Notary

- (h) Certified copy of GST Registration No.
- (j) Notarised affidavit on non judicial stamp paper of Rs. 100/- that there are no recoveries outstanding with any organization and there are no arbitration/litigation cases involving recoveries known to be existing on the firm at the time of submitting these details to our office.
- (k) Notarised affidavit on non judicial stamp paper of Rs. 100/- that there is no relationship with any Gazatted/Commissioned Officers and JEs in MES/Corps of Engineers/Ministry of Defence.
- (l) Affidavit on non-judicial stamp paper of Rs. 100/- giving details contracts where arbitration invoked during last five years.
- (G) Tenderers shall upload copy of Police verification certificate from police authorities of the area where the registered office is located. For proprietor/each partner/each director, scanned copy of valid passport duly notarized shall also be applicable in lieu of police verification.
- (H) Scanned copy of demand draft towards the cost of tender and EMD to be uploaded.
- (I) Scanned copy of (EPF) Employees provident fund registration & EPF code number under Jammu and Kashmir Employees Provident Fund Act/Scheme or or valid proof of having applied for the same.
- (J) Scanned copy of GST Registration No to be uploaded.

5. Above documents shall be uploaded in one folder form in sequence as above. In case of non uploading of above by due date or submission of incomplete information, same will be construed as disinterestedness and Bids of such Bidders shall be rejected without any further reference.

6. The tender fee, EMD and documents mentioned above in physical form shall be submitted & received at this HQ within five days from bid submission last date thereafter action as per para 3 will be taken.

7. All the applicant either unenlisted or enlisted in MES should have Provident Fund Code number and GST Regn No in addition to other documents failing which the applicant will be disqualified in 'T' bid evaluation and his finance bid will not be opened.

8.

Para 7	Earnest Money	Rs. 35,000.00 in favour of GE (South) Udhampur.
Para 8	Additional Security Deposit for contractor below eligible class	Will be intimated after acceptance.
Para 9	Concerned GE	GE (South) Udampur
Para 13	Date & Time of receipt of tender/Bid submission	See critical dates given below
	Applicable SSR	MES SSR-2009 (Specifications) Part-I and SSR 2010 (Rates Part-II including errata/ amendments thereto).

9.

Critical Dates				
S/ No	Description	Date	Time	Remarks
(i)	Publishing date	24 Nov 2018	1800 Hrs	
(ii)	Documents Download	Start 24 Nov 2018 End 17 Dec 2018	1800 Hrs	
(iii)	Seeking Clarification	Start 24 Nov 2018 End 03 Dec 2018	1800 Hrs	
(iv)	Bid Submission	Start 10 Dec 2018 End 17 Dec 2018	0900 Hrs 1700 Hrs	
(v)	Opening of technical Bid (cover 1)	18 Dec 2018	1600 Hrs	
(vi)	Opening of Price Bid (cover 2) of only eligible Technically Qualified bidders.	To be intimated later on after Evaluating the Technical Bid.		

Signature of Contractor

Accepting Officer

8031/GE/S(U)-40/2018-19/02/E8

GE (South) Udhampur
PIN-900386
c/o 56 APO

Dated : Nov 2018

Distributions :-

1. HQ CENC, C/O 56 APO
2. Chief Engineer Udhampur Zone
3. Chief Engineer (Air Force)Udhmpur Zone
4. HQ CWE Udhampur
5. HQ 138 WE, PIN-914138, C/O 56 APO
6. HQ 135 WE, PIN-914135, C/O 56 APO
7. HQ 134 WE, PIN-914134, C/O 56 APO
8. HQ 133 WE, PIN-914133, C/O 56 APO
9. GE (I) AF Udhampur
10. GE (North) Udhampur
11. GE (Project) Udhampur
12. GE (Utility) Udhampur
13. GE (South) Udhampur
14. GE (I) (P) MH Udhampur
15. GE (I) Army Dhar Road Udhampur
16. GE (I) 873 EWS, PIN-913873, C/O 56 APO
17. MES Builder Association of India, PB No. 62 Gandhi Nagar Jammu
18. MES Builder Association of India, PB No. 12 Udhampur-182101
19. E2 Section (Internal)
20. Notice Board
21. Case file 8031/GE S(U)-40/2018-19/E8