

APPENDIX 'A' TO NOTICE INVITING TENDER (NIT)

1	Name of work	COMPREHENSIVE MAINTENANCE AT SAILOR'S INLIVING AREA, FIRST LT, LOGISTIC COMPLEX, MT POOL, MULTI FACILITY COMPLEX, CSD AND PUBLIC UTILITY BLDGS ETC UNDER AGE B/R-II (MAINT) AT INA EZHIMALA												
2	Estimated Cost	Rs. 20.00 Lakhs (At par market)												
3	Period of completion	11 (Eleven) Months												
4	Cost of tender documents	Rs.500.00 in the shape of DD/Bankers Cheque from any schedule bank in favour of GE(Maint) Ezhimala and payable at Ezhimala (Note : In case of retendering, the contractor who had quoted in the previous call is not required to submit the cost of tender )												
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 IAFW-1779-A and GCC (IAFW 2249) with Schedule 'A' (list of items of work) to be priced by tenderer, in the BOQ format attached.												
7	Information & Details													
	(a) Date of uploading of tender on website <a href="http://eprocuremes.gov.in">eprocuremes.gov.in</a> by MES	} Refer critical dates												
	(b) Date of Downloading of tender from website by the tenderers													
	(c) Bid submission starts date													
	(d) Last date of bid submission													
	(e) Date of bid opening													
8	Eligibility Criteria													
	(A) For MES enlisted contractors	All contractors enlisted with MES in Class 'E' and above and category a(i) subject to satisfactory remarks wrt performance in respect of works in hand as reflected in Work Load return (WLR) or any other report of competent engineer authority.												
	(B) For contractors not enlisted with MES	(i) The contractor not enlisted with MES shall meet the enlistment criteria of 'E' class MES Contractors & category a(i) i.e., with regard to having satisfactorily completed requisite value works with Central/State PSUs / AWHO / AFNHB/CGEWHO/DGMAP, annual turnover, bank solvency, working capital and other requirements given in Para 1.4 & 1.5 of section 1 of MES Manual on Contacts – 2020 as available in all MES formations as well as MES website ( <a href="http://www.mes.gov.in">www.mes.gov.in</a> ). (ii) They should not carry adverse remarks in WLR / or any other similar report circulated by any competent engineer authority, if already working in MES. (iii) Not suspended/debarred/blacklisted (either permanently or temporarily) from participating in any bid or for business dealings by any central/state government departments or any central/state government PSU or any Autonomous body under central/state government or any local body as on the bid submission end date. (iv) Details of works completed and under progress in MES be submitted in the following format :- <table border="1" data-bbox="711 2126 1490 2298"> <thead> <tr> <th>Srl No.</th> <th>CA No &amp; Name of work</th> <th>Value of CA</th> <th>Date of commencement</th> <th>Date of completion</th> <th>Extended Date of completion</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> (v) Un-enlisted Contractor who have secured two works in MES should get themselves registered in the appropriate designated Class with any Registering Authority, else the firm will not eligible for participation in the tender unless until the firm is enlisted with the MES.	Srl No.	CA No & Name of work	Value of CA	Date of commencement	Date of completion	Extended Date of completion						
Srl No.	CA No & Name of work	Value of CA	Date of commencement	Date of completion	Extended Date of completion									

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9	Tender issuing and Accepting Officer	GE (Maint) Ezhimala Garrison Engineer (Maint) Military Engineer Services Indian Naval Academy Post Kannur Dist Kerala 670 310 Tele: 04985-224788 E-mail: <a href="mailto:mezmla4-mes@nic.in">mezmla4-mes@nic.in</a>
10	Executing Agency	GE (Maint) Ezhimala
11	Earnest Money	<b>Rs 40000.00</b> in the form of Deposit at Call Receipt from a Scheduled Bank in favour of "Garrison Engineer (Maint) Ezhimala, payable at Ezhimala.

NOTES:

1. In case after opening of Cover 1, if the number of MES enlisted contractors of eligible class as well as eligible un-enlisted contractors, if any, fulfilling the other eligibility criteria given in NIT are less than 7 (Seven), applications in respect of contractors one class or two classes (in case of remote and difficult areas to be decided as per list circulated by CE command/ADG) below the eligible class shall also be considered subject to fulfilment of other eligibility criteria given in NIT. Therefore MES contractor's one class below (two classes in case of remote and difficult areas) may also bid for this tender. Such contractors (contractors of one/two classes below the eligible class) shall not be considered in case their present residual work in hand is more than FIVE TIMES their present tendering limit. However in case such contractors fulfil the criteria of upgradation to the stipulated eligible class based on past experience of completed works (individual work experience and /or average annual turnover, as applicable) and financial soundness (solvency/financial soundness and working capital) , the ceiling of present residual work will not apply and they will be considered for issue of tender. Such bidders shall upload in their Cover-1 bid details of works in hand showing names of work, names of Accepting Officers, Contract amounts, dates of commencement and completion (stipulated) and progress as on bid submission date. Such contractors, if claim to fulfil the criteria of upgradation shall also upload the requisite information/documents in support of upgradation. These details shall be verified by the Tender issuing Authority from concerned formations in case bids of such contractors are considered for evaluation.
2. In case after opening of Cover 1, the number of MES enlisted contractors of eligible class as well as un-enlisted contractors, if any, fulfilling the other eligibility criteria given in NIT, are 7 (Seven) or more, applications of only those one class below the eligible class bidden shall be considered, who have previously completed similar works satisfactorily and are meeting the criteria of upgradation in respect of past experience of completed works (individual work experience and/or average annual turnover as applicable and financial soundness (solvency/financial soundness and working capital) as per details given in Manual on Contracts. Therefore such contractors shall upload the requisite information/documents in the Cover-1.
3. Unenlisted contractor shall be considered provided he meets the criteria. Foreign firms shall not be eligible for this tender. However Indian Firms having foreign national / Indian nationals staying abroad / Indian national having taken foreign citizenship, as director(s) shall be considered subject to security clearance from the concerned authorities.
4. Contractors enlisted with MES will upload following documents in Cover 1 for checking eligibility :-
  - (a) Application for tender on Firm's letterhead.
  - (b) Enlistment letter issued by the Registering Authority duly renewed for the cycle period in vogue.
  - (c) Scanned copy of DD / Bankers Cheque toward cost of tender and EMD instrument in case SSD bond is not signed at the time of registration.
  - (d) Scanned copy of GST Registration Number
  - (e) Any other document required as described in this Appendix.
5. Contractors not enlisted with MES will be required to upload following documents in Cover 1 for checking eligibility.
  - (a) Application for tender on Firm's letterhead.
  - (b) Scanned copy of DD / Bankers cheque toward cost of tender and Earnest Money Deposit (EMD) instrument.

APPENDIX 'A' TO NOTICE INVITING TENDER (NIT) Contd...

- (c) Copy of Police Verification Report/Police Clearance Certificate / Character Certificate from the 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.
  - (d) All documents required for enlistment in MES for the class mentioned in Para 8(b) above as per Para 1.5 of Section 1 of MES Manual on Contractors 2020.
  - (e) Details of works being executed in MES, if any.
  - (f) Scanned copy of GST Registration Number
  - (g) Any other document required as described in this Appendix.
6. Tenders not accompanied by scanned copies of requisite DD/Bankers Cheque towards cost of tender and earnest money (as applicable) in Cover 1 shall not be considered for validation of 'T' bid and their Financial Bids will not be opened.
7. Contractors should ensure that their original physical DDs and Earnest Money Deposit (EMD) instruments (as applicable) reach the office of Accepting Officer within 05 days of bid submission end date failing which following action shall be taken.
- (a) In case of tenders from an enlisted contractor of MES, where scanned copies of requisite DD/Bankers Cheque towards cost of tender have been uploaded in Cover 1 but physical copies are not received within the stipulated period, their financial bids (Cover 2) will be opened. However non-submission of physical copies of cost of tender shall be considered as willful negligence of the tenderer with ulterior motives and such tenderer shall be banned from bidding for a period of six months commencing from the date of opening of Financial Bid (Cover 2).
  - (b) In case of tenders from unenlisted contractor, where scanned copies of requisite DD/Bankers Cheque towards cost of tender have been uploaded in Cover 1 but physical copies are not received within the stipulated period, their financial bids (Cover 2) 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 Financial bid (Cover 2).
  - (c) In case of tenders from enlisted and unenlisted contractors, where scanned copies of instruments for Earnest Money Deposit (as applicable) have been uploaded in Cover 1 but the same are not received in physical form within stipulated period, such tenders shall not qualify for opening of financial bid (Cover 2).
8. Contractor will not be allowed to execute the work by subletting or through power of attorney to a third party/another firm of his behalf. However a contractor can execute the work through power of attorney to sons/daughters/spouse of Proprietor/Partner/Director and firm's own employees, director, project manager **provided they are not having a separate enlisted firm in MES in their name as Proprietor/Partner/Director.**
9. After opening of Cover 1 and during its technical evaluation, in case any deficiency is noticed in the documents required to be uploaded by the tenderers as per NIT, a communication in the form of e-mail/SMS/Speed Post etc shall be sent to the contractor to rectify the deficiency within a period of seven days from date of communication failing which their financial bid (Cover 2) shall not be opened and contractor shall not have any claim on the same.
10. Invitation for e-tender does not constitute any guarantee for validation of Technical bid and subsequent opening of financial bid of any applicant/bidder merely by virtue of enclosing DD. Accepting Officer reserves the right to reject the Technical bid not to open the financial bid of any applicant/bidder. Technical bid validation shall be decided by the Accepting Officer based on eligibility of the firm as per criteria given in this Appendix. Tenderer/bidder will be informed regarding non-validation of his Technical bid assigning reasons therefore through tender evaluation report which shall be uploaded on the website. Such tenderer, if desires, may appeal to the next higher Engineer Authority (NHEA) CWE Ezhimala on email id [mezmla3-mes@nic.in](mailto:mezmla3-mes@nic.in) with copy to the Accepting Officer on email before the scheduled date of opening of Cover 2. NHEA shall decide the matter within a period of seven working days from the date of receipt of appeal. The decision of the NHEA shall be final and binding. The tenderer/bidder shall not be entitled for any compensation whatsoever for rejection of his bid.
11. In case an unenlisted contractor is already executing works in MES, he shall not be considered eligible for the subject tender if the total value of such works is more than twice the tendering limit of the MES Class of contractor for which it is eligible. For this purpose, details of the works being executed by such a contractor shall be uploaded in the Cover - 1 of the bid and shall be checked/verified by the Accepting Officer.

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12. In case the BOQ is revised through the corrigendum and the bidder has failed to quote on revised BOQ (ie he has quoted on pre revised BOQ), such bid shall be treated as willful negligence by the bidder and his quotation shall be considered non-bonafide. In such cases the lowest tender shall be determined from amongst the valid/bonafide bids only. Accepting Officer may decide whether to re-tender or consider the lowest bonafide tender for acceptance.
13. Revoking the offer of revising the rates upward or offering voluntary reduction by the lowest tenderer after opening of Cover 2 shall be considered as a willful default. For this default a penalty of an amount equal to Earnest Money shall be levied. In case of an unenlisted tenderer. Earnest Money deposited by him shall be forfeited. In case of MES enlisted tenderer having deposited the Standing Security Bond, an amount equal to the earnest money stipulated in the NIT, shall be notified to the tenderer for depositing through MRO and consideration of such tenderer in tender evaluation for future works shall remain suspended till the aforementioned amount is deposited in the Government Treasury. No other disciplinary/administrative action shall be taken against such tenderers. In such a situation, the next lowest offer shall not be considered for acceptance. Instead, retendering shall be resorted to in a transparent and fair manner and the defaulting tenderer and his related firm if any, shall not be eligible for this tender in second call or subsequent calls.
14. Tender to related firms shall not be issued simultaneously. Firms shall be termed as related if Proprietor/one or more Partners/Directors are common. Decision of Accepting Officer on issue/deny the tender to any one of the related firms shall be final and binding.

Signature of Contractor  
Dated:

AGE (Contracts)  
For Accepting Officer

8592/ 03 /E8

28 Jun 2023

Garrison Engineer (Maint) Ezhimala,  
Military Engineer Services  
Indian Naval Academy-Post,  
Kannur Dist, Kerala- 670 310

Tele: 04985-224788

E-mail: [mezmla4-mes@nic.in](mailto:mezmla4-mes@nic.in)

ELIGIBILITY CRITERIA FOR UN-ENLISTED CONTRACTORS

Class	Past experience of completed works in last 5 years	Financial soundness
1	2	3
'E'	<p>(a) Three works costing not less than Rs.7.50 Lakh</p> <p style="text-align: center;">Or</p> <p>Two work costing not less than Rs. 10.00 Lakh each</p> <p style="text-align: center;">Or</p> <p>One work costing not less than Rs.20.00 Lakh</p> <p style="text-align: center;">and</p> <p>(b) Average annual turnover for last two consecutive years shall not be less than Rs.25.00 Lakh</p>	<p>(a) Solvent up to Rs.10.00 Lakh</p> <p style="text-align: center;">Or</p> <p>Financially sound for engagement up to Rs.25.00 Lakh and</p> <p>(b) Working capital not less than Rs.5.00 lakhs</p>

ADDITIONAL DOCUMENTS REQD FROM UN-ENLISTED FIRMS

1. The following documents to be submitted by the Un-enlisted Contractors while participating in the tender:-

- (a) Applications for enrolment as Contractor on IAFW-2190 (Revised: 2009) (Photographs affixed on Application shall be got attested by any Government Gazetted Officer)
- (b) Copy of Registration of firm with the Registrar of Firms/Company.
- (c) List of works executed during last 05 years.
- (d) Annual turnover certificate from CA/Income tax deduction at source (TDS) certificates in support of annual turnover during last 5 Years.
- (e) Balance sheet of last 05 years in case of limited companies.
- (f) Affidavit for immovable properties indicating present market value and containing following endorsements:-
  - (i) That the immovable property is free from mortgages, 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. \_\_\_\_ Lakhs. Market value of immovable property as per valuation report No.\_\_\_\_given by Registered valuer\_\_\_\_is Rs.\_\_\_\_\_. Therefore balance market value of property ie Rs.\_\_\_\_\_(Market value minus mortgaged value) is free from any mortgage/hypothecation.
  - (ii) That the said immovable property has not been shown for seeking enlistment of a sister concern in MES.
  - (iii) That the said immovable property will not be sold, transferred, gifted or otherwise disposed off without prior intimation to the registering authority in MES. While giving such prior intimation, new affidavit for alternate immovable property of value at least equal to minimum requirement as per scales along with valuation report from registered valuer shall also be submitted, failing which the Registering authority may declare the contractor unenlisted or may take action as deemed fit till acquiring alternate immovable property by the Contractor.

- (g) Valuation report from registered (with any Government body) Valuer for immovable property clearly indicating ownership details. Alternatively the Contractor may submit certificate from the Deputy Commissioner/Collector/First Class Magistrate or assessment of wealth tax authorities
- (h) Affidavit for movable property (Tools & Plants, Machinery, Transport etc) indicating value for movable property. If certain movable property is being considered towards requirements of minimum reserve, endorsements as required for immovable property shall also be given on affidavit for movable property and valuation report from Registered (with any Government body) Valuer for movable property clearly indicating ownership details shall also be submitted.
- (j) Solvency certificate from the scheduled Bank as per specimen enclosed.
- (k) Working capital certificate from the scheduled Bank as per specimen enclosed.
- (l) Affidavit from Contractor for employment of Engineers.
- (m) Affidavit from Engineers for employment with the Contractor.
- (n) Experience and Degree/Diploma Certificates of Engineers
- (o) Affidavit from Contractor that there is no Government dues/recovery outstanding against him.
- (p) Affidavit from Contractor that he is not involved in any arbitration/litigation cases. If he is involved, he will give brief details of such cases on affidavit.
- (q) Three photographs of Proprietor/Partners of your firm
- (r) Affidavit that no near relative(s) of the contractor or their employees/agents is/are working as Gazetted/ Commissioned Officer in Military Engineer Services/ Corps of Engineers/ Ministry of Defence. If their near relative(s) is / are working in such capacity, please furnish details.
- (s) Affidavit that no near relative(s) of the contractor is/are working as Junior Engineer in Military Engineer Services/ Corps of Engineers. If your near relative (s) is/are working in such capacity, please furnish the details.
- (t) Affidavit that 'No sister concern' in any other firm.
- (u) Copy of power of attorney given to any person by the Contractor.
- (v) Copy of last income tax return / PAN Card
- (w) Affidavit of proprietorship/Partnership, office address as well as residential address.
- (x) A separate sheet containing specimen signatures (Singed in Black ink) and affixed with photographs of Proprietor/Partners.

Yours faithfully,

AGE (Contracts)  
for Garrison Engineer

Enclosures: (As above)

Note:

- (i) All the documents submitted by the Contractor shall be signed by him.
- (ii) Photo copies of documents shall be attested by the Gazetted Officers/Notary Public.
- (iii) All the affidavits shall be given on non-judicial stamp paper of value Rs.100/- duly signed by the Contractor and attested by the Magistrate/Notary Public
- (iv) Submit affidavit on stamp paper of value of Rs.100/- for immovable property.
- (v) Submit affidavit on stamp paper of value minimum Rs. 100/- regarding proprietorship and office address.
- (vi) All relevant documents / details as said in 1 & 2 above are to be uploaded and hard copies to be submitted within the stipulated time mention in website & Appendix 'A' to Notice of tender.

Bank Address and Code No

FORM OF SOLVENCY CERTIFICATE FROM NATIONALISED/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.

(Signature)

Name, Designation and Personal Code No of Signatory

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

Bank Address and Code No

FORM OF WORKING CAPITAL CERTIFICATE FROM NATIONALISED/ 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 \_\_\_\_\_ and/ or the firm is enjoying overdraft/ credit facilities upto limit of Rs \_\_\_\_\_. This certificate is issued without any guarantee or responsibility on the bank of any or the officers.

(Signature)

Name, No & Seal of Bank

DETAILS OF WORKS EXECUTED DURING LAST 05 YEARS

Ser No	CA No and Name of Work	Address of Accepting Officer	Amount of CA	Final amount of Work	Date of Completion	Extension granted , if any	Remarks
1	2	3	4	5	6	7	8

AGE (Contracts)  
for Garrison Engineer