

**APPENDIX 'A' TO NOTICE INVITING E- TENDER (NIT)**

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| Para-1    | Name of Work  | WELCOME MAINTENANCE INCLUDING MISC B/R AND E/M REPAIR AND INTERNAL PERIODICAL SERVICES TO OFFICERS MARRIED ACCNs AT TURF VIEW UNDER GE ALIPORE KOLKATA   |
| Para-2    | Estimated cost  | Rs <b>48.00 lakh</b> (At par market)   |
| Para-2(a) | Cost of tender documents  | <b>Rs 500.00</b> in the form of DD/Banker's cheque from any scheduled / nationalized bank in favour of Garrison Engineer Alipore, Kolkata. (copy shall be uploaded online and original to be submitted offline before due date of opening of Technical bid)<br><b>(a) In case of MES Enlisted Tenderers:</b> If original DD is not received within period stated under critical dates, 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 period of 6 (Six) months commencing from the date of opening of financial bid.<br><b>(b) In case of Un-Enlisted Tenderer:</b> If original DD is not received within the time stipulated, the cover 1 (Technical Bid) shall not be validated for opening of Financial bid. Name of such contractor alongwith complete address shall be circulated for not opening of bid for period of six months commencing from the date of opening of financial bid.<br><b>Note: "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-jurisdiction of courts of IAFW-2249 shall be applicable"</b> |
| Para-3    | Period of completion  | <b>06 (Six) Months</b>   |
| Para-4    | Date of NIT and downloading of E-tender/ bid submission start date and end date on defproc.gov.in website | Refer Critical dates shown below   |
| Para -5   | Date of opening bid   | Refer Critical dates shown below   |

**NOTES :-**

(i) Cost of tender documents submitted by the bidder shall be non-refundable. However, DD/Banker's Cheque shall be returned to the contractor whose financial bid is not opened on account of non-fulfillment of the criteria required for the above tender. Please note that price bid will be opened only for those contractors who fulfill the eligibility criteria as mentioned above. The applicant contractor shall note that the demand draft/Banker's cheque shall be in favour of **Garrison Engineer Alipore Kolkata**.

(ii) Uploading of bid by the bidder does not constitute any guarantee for opening of price bid since opening of 'Price Bid' depends on fulfillment of eligibility criteria for the tender which shall be decided by the Accepting Officer after verification of documents submitted by the bidder alongwith 'Technical Bid' to be opened on the time and date as mentioned above. Price bid shall be opened only to those bidders who qualify eligibility criteria will be informed on e-mail and cost of tender documents submitted in the form of DD/Banker Cheque shall be returned afterwards.

(iii) The bidder who disqualifies for opening of "Price Bid" due to non-fulfillment of eligible criteria, if so desires, may appeal to the HQ CWE Kolkata with on E-mail ID ([alip4\\_mes@nic.in](mailto:alip4_mes@nic.in)) against rejection copy to GE Alipore Kolkata within 07 (seven) days from the date of rejection by the Accepting Officer. The decision of the next higher authority in this regard shall be final and binding. Thus, bidder shall not be entitled for any compensation whatsoever for rejection and not opening of 'Financial Bid' submitted by him.

(iv) The above details are also available on MES website : [www.defproc.gov.in](http://www.defproc.gov.in). Full Notice of Tender IAFW-2162 & Enlistment Criteria is available at all offices of MES.

(v) Please note that no subletting of tender will be permitted and if subletting is proved necessary action as deemed fit shall be taken by the competent authority against the firm.

(vi) The provision of revocation of offer in tender documents shall be applicable after last date & time of bid submission, Any such revocation/withdrawal/change of bid (also offline) after bid submission last date & time shall be considered as revocation and penalty as stipulated in tender documents shall be applicable.

(vii) The date of receipt of tender as referred in the special condition for reimbursement on variation price (as applicable) shall commence from the last date of bid submission.

(viii) A tenderer is supposed to check if any revised BOQ has been uploaded and quote in revised BOQ only. Thus uploading quotation in pre revised BOQ shall be considered as a negligence by the bidder and his quotation shall be considered as non bonafide.

(ix) Contractors should ensure that their original DDs (tender cost) and earnest money (as applicable) are received within 5 days of bid submission end date.

(x) 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.
- (xi) 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.
- (xii) 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 MES Manual on Contractors 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/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 audited balance sheets in support thereof.
  - (iv) Affidavits for possession of movable & immovable properties by proprietor/partners owning the immovable property along with Valuation Certificate from Regd Valuer in support of movable and 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 to tender and earnest money.

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| Para-6 | <u>Eligibility Criteria</u><br>(a) For MES enlisted contractors | Class 'D' and above and category a(i) and b(i) subject to the remarks with reference to performance in respect of Wks in hand reflected in Workload return (WLR) circulated by competent authority.<br>Having SSD of Rs 1,00,000/-<br><b>MES ENLISTED CONTRACTORS WHO HAVE FURNISHED STANDING SECURITY DEPOSIT</b> shall upload the following documents while submitting their bids :-<br>(a) Application for issue of tender.<br>(b) Demand draft towards cost of tender.<br>(c) Enlistment letter with enclosure.<br>(d) Registration Copy of Provident Fund showing Provident fund Code No. Contractor shall also ensure compliance of the EPF & MP Act 1952 by the Sub Contractor if any engaged by the contractor for the said work.<br>(e) Uploading of GST Regn No is prerequisite and mandatory for qualify in Technical bid Contractor who does not upload GST Regn No shall be disqualified in the Technical bid Evaluation and his financial Bid shall not be opened   |
|        | (b) For un enlisted contractor                                  | Meeting enlistment criteria of MES for 'D' class and above and category a(i) and b(i) details are available on website <a href="http://www.mes.gov.in">www.mes.gov.in</a><br><b>UNENLISTED AND OTHER CONTRACTORS</b> shall upload the following documents while submitting their bids :-<br>(a) Application for issue of tender.<br>(b) Demand draft towards cost of tender.<br>(c) Earnest money in the form of DD<br>(d) List of work executed in last five years.<br>(e) Annual turnover of last three years duly prepared by Chartered Accountant.<br>(f) Performance report of the works.<br>(g) Solvency Certificate & Working Capital Certificate issued by the scheduled Bank for appropriate class of the work.<br>(h) Passport copy of Proprietor/Partners/Directors of the firm.<br>(j) All other documents required for enlistment in the appropriate eligible class as per Para 1.4 and 1.5 of MES Manual on Contracts – 2007 (Reprint 2012) which can be referred in any office of MES.<br>(k) Registration Copy of Provident Fund showing Provident fund Code No. Contractor shall also ensure compliance of the EPF & MP Act 1952 by the Sub Contractor if any engaged by the contractor for the said work.<br>(l) Copy of Police verification certificate (not older than 6 months) of proprietor/partners/director from police authority of the area (not below the rank of |

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|        |  | Superintendent of Police) where registered office is located. Alternatively notarized copy of valid passport of proprietor/partners/each director can be submitted. If the tenderer is found to be lowest and considered for Acceptance, then independent police verification shall be carried out after opening of Financial Bid<br>(m) Uploading of GST Regn No is prerequisite and mandatory for qualify in Technical bid contractor who does not upload GST Regn No shall be disqualified in the Technical bid Evaluation and his financial Bid shall not be opened.<br>(n) Firm should not carry adverse remarks in WLR or any other similar report of any authority.  |
|        | (c) For all contractors                                      | (i) <b>Contractors will not be allowed to execute the works by subletting or through power of attorney holder on his behalf to a third party/another firm except sons/daughters of Proprietor/Director/Partner and firms own employee, Director, Project Manager. This shall be subject to certain conditions which will be prescribed in the NOT forming part of the tender documents.</b><br>(ii) <b>It is mandatory that contractors who apply for work having eligible Category of entitlement as “b(i)” should have / applied for a valid license from State Govt and have a valid license holder issued and recognized by the State Govt in their establishment and his license alongwith requisite affidavits and attested copies of license should be uploaded in Cover I of the bid.</b> |
| Para-7 | Amount of earnest money of contractors not enlisted with MES | Rs <b>96,000.00</b> in the shape of Call Deposit receipt/Bankers Cheque from any Scheduled Bank/Nationalised Bank in favour of Garrison Engineer Alipore Kolkata BGB not acceptable. copy shall be uploaded online and original to be submitted offline with application before due date of opening of Technical bid). Tenderer who have failed to submit original DD pertaining to earnest money (Whether unlisted or enlisted but who has not lodged standing Security Bond (SSD) by stipulated date shall be ineligible for opening of Financial Bid.  |

#### CRTITICAL DATES

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| Para-8  | (a) Publishing date and time of tender documents   | <b>19 Nov 2018</b>  |
|         | (b) Starting date of tender documents downloading  | <b>20 Nov 2018 at 1800 hrs</b>  |
|         | (c) Starting date and time of bid submission(Cover 1&2)  | <b>4 Dec 2018 at 1700 hrs</b>   |
|         | (d) Closing date and time of bid submission (Cover 1&2)  | <b>11 Dec 2018 at 1800 hrs</b>  |
|         | (e) Date and time of bid opening   | <b>13 Dec 2018 at 1300 hrs or after</b>   |
| Para-9  | Type of contract   | The tender shall be item rate contract based on IAFW- 2249 & 1779 A with BOQ (Schedule ‘A’) (list of works) to be priced by the tenderers |
| Para-10 | Name of Chief Engineer   | HQ Chief Engineer Kolkata Zone  |
|         | Name of Commander Works Engineer   | HQ Commander Works Engineer Kolkata   |
|         | Name of Garrison Engineer  | Garrison Engineer Alipore, Kolkata  |
| Para-11 | Physical DD/Banker cheque, hard copy of application alongwith relevant document shall be reached to this office before the date and time of bid opening. |   |

Signature of Contractor

Publisher

Dated :

Accepting Officer

No. 8723/A/ 04 /E8

19 Nov 2018