

APPENDIX 'A' TO NOTICE OF TENDER MILITARY ENGINEER SERVICES
OFFICE OF CWE PANAGARH KOLKATA
NOTICE INVITING e-TENDER

Srl No	Heading	Details
1	Name of Work	: OUTSOURCING OF UPKEEPMENT FOR MD AND OTM ACCN AT PANAGARH UNDER GE PANAGARH
2	Estimate Cost	: 32.00 Lakh (At per Market)
3	Period of Completion	: 11 (Eleven) months
4	Cost of tender documents	: Rs.500/- in the shape of Demand Draft/Bankers Cheque from any Scheduled Bank in favour of GE PANAGARH
5	Website/ portal address	: www.defproc.gov.in and www.mes.gov.in
6.	Type of contract	The tender shall be based on drawings and specifications (IAFW-1779A) and GCC (IAFW-2249) with Schedule A (list of items to be priced by tenderer, The tenderers are required to quote their rates against items of other parts of Schedule A (BOQ)
7	Information & Details :	} Refer critical dates
	(a) Bid submission start date	
	(b) Last date of bid submission	
	(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 d (v) shall be considered qualified provided they do not carry adverse remarks in WLR of competent engineer authority.
	(B) For other contractors	: (a) The firms not enlisted with MES shall meet the enlistment criteria of MES contractor & category d (v) 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. Enlistment criteria may be seen in para 1.4 of section 1 of part I of MES manual on contracts -2007 (Reprint 2012) as available In all MES formation (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) They should not carry adverse remarks in WLR / or any other similar report of any authority

(Contractor)

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	(C) For All Contractor	:	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 NIT forming part of the tender documents.
9	Tender issuing and Accepting Officer	:	CWE PANAGARH
10	Executing agency	:	GE PANAGARH
11	Earnest Money	:	Rs. 64,000/- in favour of GE PANAGARH

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For Accepting officer

Notes:-

- (a) (i) The contractors enlisted upto one* class below the Eligibility criteria mentioned above may also apply/bid. Applicant /bids from one class below eligible class applicant may be considered in the event of inadequate response/ bids from the applicants of eligible class

(* This shall be in case of works in remote and difficult stations and following additional provision to be added:

%Application form two class below eligible class applicants may also be considered in the event of inadequate response from the applicants of eligible class and one class below eligible class)

- (b) (i) Application/ 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 bid and their finance bids will not be opened.
- (ii) Tenderers/ bidders to note that they should ensure that their original DDs and earnest money (as applicable) are received within 10 * days of bid submission end date
(* The number of days to be mentioned shall be as decided by the Accepting Officers, but it shall not be less than 5 days).
- (iii) In case of applications / bids form 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, finance bids will be opened ±However non- submission of physical copies of cost of tender shall be considered as fulfill negligence of the bidder with ulterior motives and such bidder shall be banned from bidder in for a period of six months commencing form the date of opening of finance bid.
- (iv) In case of application / bids form unenlisted contractors, where scanned copies of requisite DD/ Bankers cheque towards cost of tender shall 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 form the date of opening of finance bid
- (v) In case of applications / bids (enlisted contractor as well as unenlisted contractor) where scanned copies of requisite Earns 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.

- (c) 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

- (d) 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 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 alongwith relevant pages of audited balance sheets in support thereof.
- (iv) Affidavits for possession of movable & immovable properties by proprietor/partner owning the immovable property alongwith 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/

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.

(e) In case of rejection of technical/prequalification bid, contractor may appeal to next higher Engineer authority i.e, HQ CEKZ on email cekolz-ce-army@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)

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For Accepting officer

ANNEXURE-I**Annexure-'A'****DOCUMENTS REQUIRED TO BE UPLOADED ONLINE BY UNENLISTED CONTRACTOR
ALONGWITH HIS APPLICATION FOR ISSUE OF TENDER**

- (a) Affidavit for constitution of firm.
- (b) List of works executed during last 5 years in Govt department/Public Sector under takings.
- (c) Annual turnover certificate from CA in support of annual turnover during last 5 years.
- (d) Balance sheet of last 5 years in case of limited companies.
- (e) Affidavit for immovable properties indicating present market value and containing following endorsements:
- (i) 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 per 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.
- (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 alongwith 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.

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

Respective of my share in partnership firm, my whole property may be utilized by the Government for realizing their dues/recovery, if the firm fails to deposit the same+.

- (f) 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.
- (g) Affidavit for movable property (T &P, machinery, transport etc) : 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.
- (h) Solvency certificate from the scheduled bank as per specimen given in Annexure-~~A~~ 1q
- (j) Working capital certificate from the scheduled Bank as per specimen given in Annexure-~~A~~2q Alternatively Contractor may submit bank statement for the last 6 months/attested copies of fixed deposit receipts/balance sheet in support of Working Capital.
- (k) Affidavit from contractor for employment of Engineers.
- (l) Affidavit from Engineers for employment with the Contractor.
- (m) Experience and Degree/Diploma certificates of Engineers.
- (n) Affidavit from Contractor that there is no Government dues/recovery outstanding against him.
- (o) 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

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- (p) Two photographs of proprietor/partners/directors of firm for verification of character and antecedents from the police authorities.
- (q) Copy of partnership deed in case of partnership firm.
- (r) Memorandum and Articles of Association in case of Limited Companies.
- (s) Copy of Registration Certificate of firm/company with Registrar of Companies.
- (t) Affidavit that no near relative(s) of the contractor or their employees/agents is/are working as Gazetted/Commissioned Officer in MES/Corps of Engineers/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.
- (u) Affidavit that no near relative(s) of the contractor is/are working as Junior Engineer in MES/ Corps of Engineers. 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 (I)/GE in which his near relative(s) is/are working as Junior Engineer.
- (v) Copy of power of attorney given to any person/partner/director by the Contractor.
- (w) Copy of last income tax return.
- (x) A separate sheet containing specimen signatures (signed in black ink) and affixed with photographs of proprietor/partners/directors.
- (y) Copy of Copy of **EPF REGISTRATION CERTIFICATE**

- Notes** : (i) All the documents submitted by the Contractor shall be signed by him.
(ii) Photo copies of documents shall be attested by the Gazetted Officer/Notary Public.
(iii) All the affidavits shall be given on non-judicial stamp paper of appropriate value duly signed by the contractor and attested by the Magistrate/notary public and shall be submitted in original.

Enclosures : (Annexure A1 & A2)

(Contractor)

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Annexure –A1**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.

(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.

Annexure –A2**FORM OF WORKING CAPITAL CERTIFICATE
FROM 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 _____ 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

(Contractor)

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For Accepting officer

Note :-

(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 or 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.

(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 Chief Engineer Kolkata Zone with copy to CWE Panagarh 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) Tender form and other details can be obtained from the website www.defproc.gov.in.

(v) Subletting of the work by the bidder/ contractor shall not be permitted and if subletting is proved necessary action as deemed fit shall be taken by the competent authority against the Firms.

(Contractor)

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For Accepting officer

1. THE DETAILS OF DOCUMENTS TO BE UPLOADED ALONGWITH COVER 1 (ELIGIBILITY PART) ARE AS UNDER:-**(a) Eligibility Criteria**

- (i) Copy of enlistment letter along with its enclosures.
- (ii) Annual turnover of construction work for last five financial years (i.e 2010-11, 11-12, 12-13, 13-14 & 14-15) duly signed by Chartered Accountant and certificate that firm is profit making by Chartered Accountant shall be uploaded by tenderer.
- (iii) In case no work is in hand the same be declared through affidavit including the statement that no ban has been imposed by MES Department and other Govt Department. Scanned copy shall be uploaded.
- (iv) The capacity of contractor shall also be analysed based on quarterly work load return published by the concerned authorities.
- (v) Scanned copy of demand draft/Bankers Cheque (as applicable) for Rs. 64,000.00 (firm who has not deposited the standing security deposit) & Rs. 500.00 drawn in favour of Garrison Engineer Panagarh towards cost of tender.

(a) The eligibility class of the contractors is class ~~D~~category d (v)

(b) The unenlisted contractors are to furnish documents meeting the criteria for class ~~D~~as given in www.mes.gov.in.

NOTES :-

1. For submission of e-tender, bidders are requested to get themselves registered with www.eprocuremes.gov.in website alongwith class-II/III Digital Signature Certificate (DSC) issued by authorized issuing authority under IT Act 2003. DSC used by the tenderer shall be on behalf of the applicant firm.

2. The demand draft/Bankers cheque shall be returned if the Accepting Officer decides not to open BOQ (cover 2). 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 opening their financial Bids by virtue of forwarding Demand Draft / Bankers cheque and the Accepting Officer shall reserve the right to delay opening of BOQ (Cover 2). The contractor shall not have any claim whatsoever on this account on Govt.

3. Opening of priced bid (BOQ) (Cover 2) will be decided by Accepting Officer based on interalia past track record financial position, satisfaction of pre-qualification and documentation meeting eligibility 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 CEKZ, Ballygunge Maidan camp , Kolkata with copy to 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 application/non opening of BOQ (Cover 2) (Price bid) to participate in e-tendering.

(Contractor)

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For Accepting officer

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4. Bidders have to enroll in www.defproc.gov.in. Enrolment for the bidders is free and they can participate in all tenders after the enrolment. The facilities provided for the bidders in the site may be utilized for quoting and uploading etc.
5. The contractor enlisted upto one class below the eligible class may also quote BOQ. However one class below eligible class contractor will be considered in the event of inadequate response from the applicants of eligible class, subject to meeting the eligibility criteria.
6. Full notice of tender IAFW-2162 and enlistment criteria are available in all offices of MES and also on MES website. For complete details also refer our website www.defproc.gov.in on nic server.
7. Any change/modification in the tender enquiry will be intimated through above mentioned website only. Bidders are therefore, requested to visit our website regularly to keep themselves updated.
8. Applications not accompanied with requisite value of DD/Bankers cheque towards cost of tender shall not be considered. BOQ (Cover 2) (Price bid) received without EMD in original (applicable as required) will not be opened.
9. All the documents submitted offline (by post/hand) by contractor shall also be signed by him or by the authorized person of the company.
10. All the affidavit shall be given on non judicial stamp paper of appropriate value (but not less than Rs 100/-) duly signed by the contractor and attested by the Magistrate/Notary public.
11. All photocopy/certified copies of documents shall be attested by Gazetted Officer/ Notary Public.
12. Subletting of the work by the bidder/ contractor shall not be permitted and if subletting is proved necessary action as deemed fit shall be taken by the competent authority against the Firms.

(Contractor)

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For Accepting officer