

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

Srl No	Heading	Details
1	Name of Work	: SPECIAL REPAIR OF CERTAIN WOODEN AND STEEL FURNITURE AT PANAGARH UNDER GE PANAGARH.
2	Estimated Cost	: Rs. 38.00 Lakhs (At par Market)
3	Period of Completion	: 06 (Six) months
4	Cost of tender documents	: <b>Rs.500/-</b> for in the shape of Demand Draft/Bankers Cheque from any Scheduled Bank in favour of <b>GE Panagarh</b>
5	Website/ portal address	: <a href="http://www.eprocuremes.gov.in">www.eprocuremes.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 drawings and specifications (IAFW-1815 R) and GCC (IAFW-1815-Z) 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 with category d (i) 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 Class MES contractor & category d (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. 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

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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.76,000/- EMD shall be in favour of GE Panagarh

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**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 7 days of bid submission end date**

(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 from 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 from 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/

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- (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](mailto: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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**ANNEXURE-I****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 belong 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 attached 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-1q
- (j) Working capital certificate from the scheduled Bank as per specimen given in Annexure-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 **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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