

भाग- ए : आवश्यकताएँ और पात्रता मानदंड

PART-A: REQUIREMENTS AND ELIGIBILITY CRITERIA

आवेदक, जो निम्नलिखित आवश्यकताओं को अपने दम पर पूरा करता है, केवल आवेदन करने के लिए पात्र होगा। संयुक्त उद्यम स्वीकार नहीं किए जाते हैं।

The Applicant, who fulfill the following requirements on their own, shall only be eligible to apply. Joint ventures are not accepted. Already Empanelled Civil Contractors need to apply again.

Sr. No.	Eligibility Criteria for Civil works Upto 10 Lakhs	Eligibility Criteria for Civil works Upto 25 Lakhs	Documentary proof for the eligibility (To be submitted) Note: The applicants are requested to fill up the facts & figure in the prescribed format. Simply filling like Yes or No shall not be accepted.
1.	<p>Should have satisfactorily completed similar works during the seven years ending previous day of last day of submission of Application, of value as below</p> <p>(i) Three similar works each costing not less than Rs 4 Lakhs Lakhs or</p> <p>(ii) Two similar works each costing not less than Rs 6 Lakhs or</p> <p>(iii) One similar work costing not less than Rs 8 Lakhs.</p> <p>Similar means civil construction works for buildings/Renovation works/additions/ alternations/ up gradation / Civil Maintenance works</p> <p>Note: The value of executed works shall be brought to current costing level by enhancing the actual value of works at simple rate of 7% per annum; calculated from the date of completion to previous day of last day of</p>	<p>Should have satisfactorily completed similar works during the seven years ending previous day of last day of submission of Application, of value as below</p> <p>(i) Three similar works each costing not less than Rs 10 Lakhs or</p> <p>(ii) Two similar works each costing not less than Rs 15 Lakhs or</p> <p>(iii) One similar work costing not less than Rs 20 Lakhs.</p> <p>Similar means civil construction works for buildings/Renovation works/additions/ alternations/up gradation / Civil Maintenance works</p> <p>Note: The value of executed works shall be brought to current costing level by enhancing the actual value of works at simple rate of 7% per annum; calculated from the date of completion to previous day of last day of submission of</p>	<p>Work orders and Completion certificates issued by the authority concerned</p> <p>Documentary Proof:</p> <ol style="list-style-type: none">1. Work Orders & Completion certificate for qualifying completed work(s) issued by Engineer-in-Charge or Owner should be attached.2. Completion certificates for works issued by Private parties shall be supported by TDS (Tax deducted at Source) Certificates.

	submission of Application.	Application.	
2.	Should have had average annual turnover of Rs 5 Lakhs on construction work during the last three consecutive years ending 31 st March, 2020. Note: Year in which no turnover is shown would also be considered for working out the average	Should have had average annual turnover of Rs 12.5 Lakhs on construction work during the last three consecutive years ending 31 st March, 2020. Note: Year in which no turnover is shown would also be considered for working out the average.	Annexure -Form "A": Financial information, Chartered Accountant certificate for the Annual financial turnover showing Profit & Loss as submitted to Income Tax Department. Note: Balance sheet duly audited by chartered accountant to be submitted.
3	Should not have incurred any loss (profit after tax should be positive) in more than two years during the last five consecutive years ending on 31 st March, 2020.	Should not have incurred any loss (profit after tax should be positive) in more than two years during the last five consecutive years ending on 31 st March, 2020.	Annexure -Form "A": Financial information, Chartered Accountant certificate for the Annual financial turnover showing Profit & Loss as submitted to Income Tax Department. Note: Balance sheet duly audited by chartered accountant to be submitted.
4.	Should have minimum solvency of Rs 4 Lakhs issued by Bank.	Should have minimum solvency of Rs 10 Lakhs issued by Bank.	Annexure Form "B"- Form of Bankers Certificate from a Bank
5.	Proof of registration with Government / Semi Government organizations / Statutory Bodies / reputed organization like CPWD, MES, BSNL, Railways, State PWDs etc. in appropriate class OR having experience in execution of similar nature of works with corporate / PSU / Banks etc.	Proof of registration with Government / Semi Government organizations / Statutory Bodies / reputed organization like CPWD, MES, BSNL, Railways, State PWDs etc. in appropriate class OR having experience in execution of similar nature of works with corporate / PSU / Banks etc.	Registration certificate in appropriate class OR Work order / completion certificate of similar nature of works with corporate / PSU / Banks etc.

The Contractors who are found eligible for empanelment by the Institute, will have to deposit an amount of ₹ 20,000/- for Civil Work up to ₹ 10 Lakhs and ₹ 50,000/- for Civil works up to ₹ 25 Lakhs in the form of Fixed Deposit/Demand Draft/Pay Order from Nationalized/Scheduled Bank till the validity of empanelment. The amount so deposited will be considered towards the Earnest Money Deposit for the tender enquiries that shall be issued to the Contractors after empanelment. Institute will not pay any interest towards this deposited amount during entire period.

The Director, IPR reserves the right to accept/reject the Application for Empanelment or to cancel the notice in to without assigning any reason thereof.

भाग- बी: प्रस्तुत करने के लिए दस्तावेज

PART- B: DOCUMENTS TO BE SUBMITTED

संभावित आवेदक सभी पात्रता मानदंडों को पूरा करने और आवेदन / दस्तावेज जमा करने से पहले आवश्यक सभी दस्तावेजों के कब्जे में खुद को संतुष्ट करेगा। आवेदन पत्र भरने की अवधि के भीतर इच्छुक एजेंसियों को निम्नलिखित सूचियों के अनुसार दस्तावेजों को भरना और संलग्न करना आवश्यक है

Prospective applicant shall satisfy themselves of fulfilling all the eligibility criteria and in possession of all the documents required before submission of application / document. The interested agencies are required to fill and attach the documents as per following lists within the period of application submission:

ध्यान दें: आवेदक से अनुरोध है कि वे निर्धारित प्रारूप में तथ्यों और आंकड़ों को भरें। केवल हां या नहीं की तरह भरना स्वीकार नहीं किया जाएगा

Note: The Applicant are requested to fill up the facts & figure in the prescribed format. Simply filling like Yes or No shall not be accepted.

1	Proof of Eligibility Criteria No.1: Work orders and Completion certificates issued by the authority concerned Documentary Proof: 1. Work Orders & Completion certificate for qualifying completed work(s) issued by Engineer-in-Charge or Owner should be attached. 2. Completion certificates for works issued by Private parties shall be supported by TDS (Tax deducted at Source) Certificates.
2	Proof of Eligibility Criteria No. 2&3: Annexure -Form "A": Financial information, Chartered Accountant certificate for the Annual financial turnover showing Profit & Loss as submitted to Income Tax Department. Note: Entire Balance sheet duly audited by chartered accountant to be submitted.
3	Proof of Eligibility Criteria No. 4: Annexure Form "B" - Form of Bankers Certificate from a Bank
4	Proof of Eligibility Criteria No. 5 - Registration certificate in appropriate class OR Work order / completion certificate of similar nature of works with corporate / PSU / Banks etc.
5	Form "E" - Information about Organization Structure
6	Form "F" - List of Administrative & Technical staff available with the Applicant and that proposed to be deployed to complete the work in time
7	Form "G" - Information about construction plant, Machinery, Equipment, Accessories, infrastructure facility proposed by the Applicant and that proposed to be deployed to complete the work in time.
8	Form "H" Mandate Form for Payment as per Format given.
9	Undertaking as per Form "I" to be furnished by applicant

10	Form "J" - Letter of transmittal (To be submitted on their letter head)
11	PAN (Permanent Account Number) Registration / TAN Registration details
12	GST Registration Certificate
13	Power of attorney of the signatory of application.
14	Additional documents if any to meet the eligibility criteria

Note:

1. The applicant may furnish any additional information, which they think necessary to establish their eligibility and capability to successfully complete the works. No information shall be entertained after last date of submission of application unless it is called by the competent authority. If any information furnished by the applicant is found incorrect at a later stage, they shall be liable to be debarred from tendering /taking up of work in IPR. IPR reserves the right to verify the particulars furnished by the applicant independently and reject any application without assigning any reason. Prospective applicant shall satisfy themselves of fulfilling all the eligibility criteria before submission of the application. The Institute reserves the right to not consider the application of the applicant not fulfilling the stipulated criteria.
2. IPR shall not accept any new document after application opening. IPR may ask for clarification and submission of documents in support of documents/information already submitted.

**PART - C: STANDARD FORMATS FOR ELIGIBILITY CRITERIA TO
BE SUBMITTED**

FORM "J": LETTER OF TRANSMITTAL

From:

To
Chairperson, ICDC,
Institute for Plasma Research,
Bhat,
Gandhinagar - 382428

Subject: Submission of Application for Empanelment of Contractors for civil works

Ref : **Tender Notice No. IPR/EMP/1/2021 dated**

Sir,

Having examined the details given for the above Application, I/We hereby submit the relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed Forms "A" to "I" and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorize IPR to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/We also authorize IPR officials to approach individuals, employers, firms and Institute to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical knowhow and capability for having successfully completed the following eligible similar works:

S. No.	Name of work	Certified by/from

Certificate: It is certified that the information given in the enclosed eligibility application are correct. It is also certified that I / We shall be liable to be debarred, disqualified / cancellation of enlistment in case any information furnished by me / us is found to be incorrect.

Date of submission:

Seal and signature of Applicant

FORM "A": FINANCIAL INFORMATION

- I. Financial Analysis** - Details to be furnished duly supported by figures in balance sheet/ profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the Applicant to the Income Tax Department (copies to be submitted).

Particulars	Financial Year				
	2015-16	2016-17	2017-18	2018-19	2019-20
i) Gross Annual turnover on construction work					
ii) Profit/Loss					
iii) Certified by					

Signature of Chartered Accountant with seal

Signature of Applicant

**FORM "B": FORM OF BANKER'S CERTIFICATE FROM
SCHEDULED BANK**

This is to certify that to the best of our knowledge and information that M/s. _____ (with address) as a customer of our bank are / is respectable and can be treated as good for any engagement up to a limit of Rs. _____ (Rupees _____).

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)
For the Bank

NOTE: (1) Bankers certificates should be on letter head of the Bank
 (2) In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

FORM "C": PRESCRIBED FORMATS: DETAILS TO BE FURNISHED FOR COMPLETED WORKS DURING THE SEVEN YEARS ENDING PREVIOUS DAY OF LAST DAY OF SUBMISSION OF APPLICATION

Details	Work -1	Work -2	Work- 3
Project name & Location:			
Owner or client: (Name and Address, contact Number of Officer to whom reference can be made)			
Project description:			
1. Type of Building:			
2. Type/nature of works details.			
Whether For Government/Semi Government/ Government undertaking/ Government autonomous bodies:			
Tendered Project Cost:			
Actual Project Cost:			
Project duration (as per contract): (in months)			
Start date (dd/mm/yy):			
Actual date of Completion (dd/mm/yy):			
Actual duration (Months):			
Reasons for delay (if any):			
Any penalty/ Bonus:			
Any Litigation/ Arbitration/claim/Dispute pending (with details of claim and award if any):			
Copy of Completion certificate & Work order received from client to be attached			

Note:

- 1) For similar completed works, Original or attested scanned copies of initial work order and final completion certificate from client have to be submitted.
- 2) The final completion certificate shall mention Name of work, Work order value, Completion value, duration, Client name & Address, Location of work, Stipulated start and completion date, Actual Start and Completion date, Reasons for Delay (if any), Nature of Work etc.
- 3) Applicant should submit separate form for giving details of work completed for each year, separate sheets if any shall be numbered in sequence.
- 4) Certified that the above list of work complete and no work has been left-out and the information given is correct to knowledge and belief.

FORM "D": INFORMATION ABOUT ALL ONGOING WORKS:

Details	Work -1	Work -2	Work- 3
a) Project name & Location :			
b) Owner or client: (Name and Address, contact Number of Officer to whom reference can be made):			
c) Project details in brief:			
d) Stipulated start date :			
e) Actual Start date :			
f) Time period :			
g) Stipulated completion date :			
h) Present Status of work in Percentage completion:			
i) Work Order Value (in lakhs) :			
j) Work done value (RA bill) of work (in lakhs):			
k) Type/nature of works details.			
l) slow progress if any and Reasons for Delay, if any:			
m) Copy of Work order received from client to be attached			

Note:

- 1) Original or attested scanned copies as well as hardcopies of initial work order from client have to be submitted.
- 2) The certificate shall mention Name of work, Work order value, duration, Client name & Address, Location of work, Stipulated start and completion date, Actual Start and Completion date, Reasons for Delay (if any) , Nature of Work etc.
- 3) Certified that the above list of work is complete and no work has been left-out and the information given is correct to knowledge and belief.

**FORM "E" INFORMATION ABOUT ORGANISATION
STRUCTURE:**

Sr. No.	Particulars	Details to be filled
1	Name of Firm	
2	Postal Address	
3	Contact Nos.	
	Office	
	Residence	
	Mobile	
4	Fax No.	
5	Name of Contact Person	
6	E - mail Address	
7	Legal status of Applicant : (Please tick and attach attested copies of original document defining the legal status)	
	(1) An Individual	
	(2) A Proprietary firm	
	(3) A Partnership firm	
	(4) A Pvt. Ltd. Company	
	(5) A Public ltd. Company or Corporation	
	Dept./Organization & Place of registration, Registration No.	
	Names and Titles of Director & Officers with designation proposed to be concerned with this work	
	Designation of individuals authorised to act on behalf of the organization.	

Sr. No.	Particulars	Details to be filled
	Was the applicant ever required to suspend construction for a period of more than six months continuously after you commenced the construction? If so, give the name of the project and reasons of suspension of work.	
	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.	
	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organisation at any time? If so give details.	
	Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	
9	Any other information considered necessary but not included above.	

Note:

1. Applicant should attach separate sheets if required and if space given in the formats is not sufficient but strictly as per above formats only.

FORM "H": MANDATE FORM -FORMAT TO BE ENCLOSED

To,
The Accounts Officer, Institute for Plasma Research, Bhat, Gandhinagar - 382 428

Sub: Bank Details for Payment through Electronic Mode

Sir,

It is requested that our payment may please be arranged through Electronic Mode. The details of bank are as under:

1. IFSC CODE

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2. NEFT Code

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3. Account No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Full Account No. for payment to be made through Electronic Mode.

4. Account Type. CURRENT A/C (11)/CASH CREDIT A/C (13)

5. MICR NO.

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Note: 1st three digit & last of 3 digit of MICR No. should not be zero.

6. Name of Bank:
.....

7. Name of Branch:
.....

8. Address of Bank:
.....

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for any reasons, I would not hold the user institution responsible and agree to discharge the responsibility expected of me as a participant under the scheme.

Yours faithfully,

(Signature of authority)

With Name, Designation & Company's seal.

FORM "I": UNDERTAKING TO BE FURNISHED ONLINE BY THE APPLICANT - TO BE SUBMITTED BY THE APPLICANT ON THEIR LETTER HEAD AFTER SIGNING THIS TEMPLATE (UNDERTAKING)

Name of Work: **Application for Empanelment of Contractors for civil works**

Tender Notice number: IPR/EMP/1/2021 dated

I DO HEREBY UNDERTAKE

- 1 That all the information being submitted by me is genuine, authentic, true and valid on the date of submission of application and if any formation is found to be false at any stage of empanelment period, I will be liable to the penal actions.
- 2 That I am giving my consent for e-payment.
- 3 That I do authorize IPR for seeking information / clarification from by bankers, clients having reference in this application.
- 4 That I have submitted photo copies of all relevant documents as prescribed in the application document in support of the information and data furnished by me.
- 5 That I accept all the undertakings as specified elsewhere in the empanelment forms.
- 6 That this agreement will be a part of my application and if institute empanel to me /us, this will be a part of our agreement with corporation.
- 7 That I hereby f agree to submit one time Earnest Money Deposit in demand draft or Pay order of any scheduled bank.If I/we, fail to furnish the prescribed performance guarantee within prescribed period, I/we agree that the said Director, IPR or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely.
- 8 I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to notice of Department, then I/We shall be debarred for tendering in The Institute in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

Signature of Applicant with Seal

PART- F - Application Evaluation Process

On opening of applications, further detailed scrutiny / evaluation will be carried out. During the evaluation of applications, the documents furnished by the Applicant will be scrutinized in detail. Any application, found as not fulfilling the eligibility criteria will be summarily rejected and such offers will not be considered for further processing.

The Applicant who satisfies the eligibility criteria mentioned as above shall be considered as technically qualified and eligible for further processing.

The technically qualified applicants shall be provided standard terms and conditions of tenders for their acceptance.

These applicants shall submit requisite EMD (one time deposit as mentioned in this document)

Those applicants who fulfill all the above shall be empanelled under respective category for period up to 31.12.2023. Institute shall intimate the applicants regarding their empanelment.