



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004(भारत)
Motilal Nehru National Institute of Technology Allahabad
Prayagraj-211004(India)

**EMPANELMENT OF CONTRACTORS FOR CIVIL AND ELECTRICALWORKS AT
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD,
PRAYAGRAJ.**

**NOTICE INVITING APPLICATION
FOR
EMPANELMENT OF CONTRACTORS**

LAST DATE OF SUBMISSION :

TO BE SUBMITTED TO : Executive Engineer (C), MNNIT Allahabad, Prayagraj.

C O N T E N T S

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**NOTICE INVITING APPLICATIONS
FOR
EMPANELMENT OF CONTRACTORS
EMPANELMENT NOTICE NO. 44/2020-21**

The Director, Motilal Nehru National Institute of Technology Allahabad, Prayagraj invites application for empanelment of contractors from the firms, registered with Central Public Works Department [CPWD] as contractors, for undertaking various Civil and Electrical Maintenance works at Motilal Nehru National Institute of Technology Allahabad, Prayagraj.

Applicants are required to submit the filled-in Application Form for Civil and Electrical Works separately with full details & necessary enclosures alongwith an earnest money of Rs. 25,000/- (Rupees Twenty Five Thousand Only) in the form of F.D.R. pledged in favour of Director, MNNIT Allahabad, Prayagraj.

Applicants are required to apply for empanelment in the prescribed format only, available on the website of the Institute www.mnnit.ac.in. Last date of submission of applications is 30.06.2021 upto 5 :30 p.m.

Important Dates:-

- (i) Last date and time for submission of Application : **30.06.2021 up to 5:30 P.M.**
- (ii) Date, Time & Venue of opening the submitted Applications: **01.07.2021 at 12:00 noon** in Room no. 203, **Admin Building, MNNIT Allahabad, Prayagraj.**

The Director, Motilal Nehru National Institute of Technology Allahabad, Prayagraj reserves the right to accept or reject, any or all the offers submitted in response to this advertisement without assigning any reasons thereof.

Note: - Only contractors registered with Central Public Works Department (CPWD) are eligible to apply.

1. SCOPE OF WORK :

The empanelled contractors may have to carry out the following works at MNNIT Allahabad, Prayagraj :-

SI No.	Works Cost	Work
(i)	Works costing upto Rs. 5.00 lakh	<u>Civil Works</u> : All Civil Maintenance and Horticulture works. <u>Electrical Works</u> : Electric Maintenance Works.

1.2 ELIGIBILITY CRITERIA :

Prospective applicant will be required to fulfill following criteria for Empanelment as Contractor.

- a) The Firm / Contractor shall be registered with Central P.W.D. as a contractor on the last date of submission of application (Documentary evidence to be enclosed).
- b) The firm must not have blacklisted/debarred by the CPWD during the last 10 years.
- c) The financial soundness shall be judged on the basis of the bankers certificate or the working capital certificate, as the case may be issued by the Bankers of the contractor. Such certificate shall be issued by a scheduled bank and shall be submitted, in original in a bank sealed cover, addressed to Director, MNNIT Allahabad, Prayagraj.
- d) For Electrical Works Category. The applicant must hold valid Electrical contractor license. Its staff should hold minimum ITI trade and certificate in the respective cadre and adequate experience in operation/repair/maintenance/renovation of HT & LT electrical installations consisting of transformer/ UPS systems/ pump motors and starters of multi-storey offices and residential buildings.
- e) For Pest Control and Anti Termite Treatment, Fumigation work. The contractor should hold valid license from Civil Department of the concerned government for holding/storing/ setting insecticides in the premises.
- f) "The requirements of Electrical contractors are mentioned in Clause 1.2 (d) above. Any contractor meeting these requirements should form the basis of selection for Electrical works. However, a contractor who wishes to get empanelled for Civil Works is also allowed to get empanelled for Electrical any other specialist works provided he meets the mandatory requirements in the concerned field".
- g) If are applicant wants to apply for more than one category, separate application should be submitted for each category.

2.0 TERMS AND CONDITIONS

- 2.1 Application form for empanelment shall be submitted in a sealed envelope super scribing thereon 'Application for Empanelment as Civil/Electrical Contractor.
- 2.2 The application shall be submitted strictly in the prescribed format along with supporting documents.
- 2.3 The application shall be signed by the authorized person/s on behalf of the applicant organization by enclosing an Authority Letter / Power of Attorney.
- 2.4 If the space in the application is insufficient for furnishing full details, the applicant may give the details on a separate sheet.
- 2.5 Applications containing false and / or incomplete information are liable for rejection.
- 2.6 If any information or details furnished by applicants are found to be false at any time in future, the empanelment of such applicant will be cancelled immediately.
- 2.7 The applicant should sign each page of the application.
- 2.8 Overwriting should be avoided. Correction, if any, should be made by neatly rounding off, initialing, dating and rewriting.
- 2.9 MNNIT Allahabad, Prayagraj may approach / visit the contractor's clients to verify contractor's general reputation/ competence.
- 2.10 Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. With regard to the completed works, copies of the work order and completion certificate shall be submitted.
- 2.11 The applicant has to submit the Client's Certificate as per Annexure-8 from at least two of their clients mentioned in the list of work executed.
- 2.12 Decision of the Director, MNNIT Allahabad, Prayagraj in selection of contractors will be final and binding and no further correspondence will be entertained. Contractors empanelled will be informed by post.
- 2.13 The enlistment of a contractor at MNNIT Allahabad, Prayagraj shall only entitle him to be considered for issue of tender paper. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.

- 2.14 Generally, the routine works at MNNIT Allahabad, Prayagraj will be awarded by calling competitive quotations /tenders from the empanelled contractors.
- 2.15 MNNIT Allahabad, Prayagraj reserves the right to call open tenders in which firm/contractor not empanelled in this process but meeting the qualification criteria for the tender can participate. For such tenders, the Empanelled contractors under this process meeting the stipulated criteria of tender can also participate.
- 2.16 The empanelment shall be valid for a period of 3 years.
- 2.17 The contractors who would be empanelled are required to deposit Rs. 50,000/- (Fifty thousand only) as a security and **Permanent Earnest Money**. Such deposit does not carry any interest and it will remain with the Institute till the validity period of the empanelment.
- 2.18 The empanelled firm is required to keep updated the Institute about the change of address, change of the Management etc. from time to time.
- 2.19 The applicant should ensure that the application is delivered at the given address within prescribed date and time as mentioned in the advertisement.
- 2.20 **Near Relatives Working in MNNIT Allahabad, Prayagraj.** Applicants whose near relatives are working in MNNIT will not be considered for empanelment. For this purpose a near relative shall mean wife, husband, parents, grandparents, children, grandchildren, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws as per **CPWD guidelines**. Necessary certificate to this effect be furnished as per **Annexure-9**.
- 2.21 Director, MNNIT Allahabad, Prayagraj on recommendation of Engineer-in-Charge may remove the name of the firms from the empanelled list if the contracting firm,
- Has, on more than one occasion failed to execute a contract or has executed unsatisfactorily or
 - is proved to be responsible for construction defects in two or more works; or
 - persistently violates any important conditions of the contract; or
 - Fails to abide by the conditions of enlistment or is found to have given false particulars at the time of enlistment, or
 - Has indulged in any type of forgery or falsification of records, or
 - Changes constitution of the firm or individuals without prior approval of the enlistment authority, or
 - Changes permanent address/business address without intimation to the enlistment authority, or
 - Is declared or in process of being declared bankrupt, insolvent, wound up, dissolved or partitioned, or
 - Persistently violates the labour regulations and rules, or
 - Is involved in complaints of serious nature received from other departments which prima facie

appear to be true, or

- Default in settlement of tax dues like income tax, and other taxes etc.
- Ceases to fulfil eligibility criteria, based on which enlistment/revalidation was done, is considered not required to be in list of MNNIT Allahabad, Prayagraj for any reason considered fit by enlistment authority.

- 2.22 No individual, or a firm having such individual as one of the partners, who is a dismissed government servant, or reverted to lower class, or having business banned or suspended by any government department in the past or convicted by a court of law shall be entitled for enlistment. However, cases where disciplinary action was taken against a contractor for a specified period and such penalty period is already over, his case for enlistment/revalidation can be considered.
- 2.23 An applicant is not permitted to have enlistment in more than one name.
- 2.24 MNNIT Allahabad shall have the right to independently verify the details furnished by the contractor and to get works done by the contractor inspected and/ or to get such reports as may be considered necessary.
- 2.25 MNNIT Allahabad reserves the right to limit number of contractor to be enlisted in any class or category.
- 2.26 It is mandatory for firm to submit an affidavit on Rs. 10/- Non-Judicial stamp paper duly attested by Notary certifying that the applying firm has not been black listed by any Govt./ Public department before applying for empanelment.
- 2.27 The Director, MNNIT Allahabad, Prayagraj reserves the right to accept or reject, any or all the offers submitted in response to this advertisement without assigning any reasons thereof.

3.0 APPLICATION FOR ENLISTMENT AS CONTRACTOR

A. APPLICATION FORM FOR ENLISTMENT AS CONTRACTORS

Sr. No.	Particulars	Details
1.0	Name of the Applicant Firm	
2.0	Postal Address	
3.0	Contact Details Telephone, Email address	
4.0	Year of Establishment	
5.0	Nature of Company Proprietorship/ Partnership/ Private Ltd. , Etc.	
6.0	Name of the Director/Partners/Proprietor	To be filled in Annexure - 1
7.0	Details of Registration with Tax Authorities	To be filled in Annexure - 2
8.0	Registration with Govt. Organization / Statutory bodies such as CPWD etc.	To be filled in Annexure - 2
9.0	Name and Address of the Bankers	
10.0	List of major projects executed during the last 5 years by the applicant	To be filled in Annexure - 3
11.0	List of major projects under execution by the applicant	To be filled in Annexure - 4
14.0	Audited Balance Sheet with profit & loss statement for last 3 years	To be filled in Annexure - 5
15.0	Details of litigation involved during execution of contract in the past 5 years	
16.0	Details of civil suit, if any, that arose during execution of contract in the past 5 years	
17.0	Certificates from clients (Attested copies) ----> only for enlistment in 'A' category	As per Performa given in Annexure -6.
18.0	Details of Electric/ Pest Control and Anti Termite Treatment, Fumigation works license.	
10.0	Certificate	As per Annexure -7.
20.0	Declaration	As per Performa given in Annexure8 (On Applicant's Letter Head)
21.0	Black List Declaration	As per Performa given in Annexure-9 (On Rs. 10/- Non-Judicial stamp paper duly notarized.)

Noted: All above Annexures to be filled separately for Civil Works & electric Works.

Signature

Name

Seal of the Firm

**EMPANELMENT OF CONTRACTORS FOR CIVIL AND ELECTRICAL WORKS AT MNIT ALLAHABAD,
PRAYAGRAJ**

ANNEXURES

Annexure-1

DETAILS OF DIRECTOR / PARTNER / PROPRIETOR OF THE FIRM

Sr. No.	Name	Designation	Qualification	Key Experience

Annexure-2

DETAILS OF REGISTRATION

Sr. No.	Name of Organization / Department	Registration No.	Date & year of Registration	Valid Upto
1	Registration of Companies / Firms for Constitution			
2	Income Tax Department (Mention PAN No.)			
3	GST No.			
4.	CPWD Registration No.			

Annexure-3

List of Works/Projects executed during the last 5 years by the Firm

Sr. No.	Name of the work	Name & Address of the Owner	Value of work executed	Stipulated time of Completion	Actual time of Completion	Month and Year of Completion

Annexure-4

List of Works/Projects under execution by the Firm

Sr.No.	Name of the work	Name & Address of the Owner	Value of work	Stipulated time of Completion	Present stage of work

Annexure-5

EMPANELMENT OF CONTRACTORS FOR CIVIL AND ELECTRICAL WORKS AT MNNIT Allahabad, Prayagraj

FINANCIAL STATEMENT

Sr. No.	Financial Year	Turnover of the Firm (in Rs.)	Profit / Loss (in Rs.)
1.	2017 – 2018		
2.	2018 – 2019		
3.	2019 – 2020		

PROFORMA FOR CLIENT'S CERTIFICATE OF PERFORMANCE

Name & Address of the Client : _____

Details of Work Executed By : M/s _____

Sr. No.	Particulars	Remark
1	Name of the Work with brief particulars	
2	Date of commencement of work	
3	Stipulated date of completion	
4	Actual date of completion	
5	Work order value	
6	Value of Actual work done	
7	Did contractor go for Arbitration?	Yes / No
8	Quality of Work	Very Good / Good / Satisfactory / Poor
9	Technical Proficiency	Very Good / Good / Satisfactory / Poor
10	Financial Soundness	Very Good / Good / Satisfactory / Poor
11	Mobilization of adequate Equipment	Very Good / Good / Satisfactory / Poor
12	Mobilization of adequate Manpower	Very Good / Good / Satisfactory / Poor
13	General Behavior	Very Good / Good / Satisfactory / Poor

Signature of the Reporting

Officer with Office Seal

Signature of Applicant

CERTIFICATE

I / We hereby certify that I am not near relatives of the Chief Maintenance Engineer/Assistant Engineer or any other office bearer of MNNIT Allahabad, Prayagraj.

Note :- Near relatives includes wife, husband, parents, in-laws, children, brothers, sisters, uncles, aunts and cousins.

Name and
Seal of the Firm

(Signature of Contractor)

DECLARATION

I / We (including all partners) certify that I / We have read and understood the instructions and the Terms & conditions mentioned in the application form and shall abide them.

I / We certify that the information given in the application is true to the best of my knowledge and belief. I / We also understood that if any of the information is found wrong, I am / We are liable to be debarred.

I / We agree that the decision of the Director, MNNIT Allahabad, Prayagraj in selection of contractors will be final and binding to me / us.

I / We agree that I / We have no objection if enquiries are made to our clients to verify the facts submitted by us.

Signature Name

Seal of the Firm

Black List declarations Proforma

(An undertaking to this extent should be given on Rs. 10.00 Non-judicial stamp paper duly notarized stating)

I/WE _____ the proprietor/ partner/Director in the firm/company
_____ having office address _____

undertake & confirm that I/We have never been blacklisted, suspended nor barred by any Government Institute/Department/Govt. Labs/Autonomous bodies so far due to breach of contract or any reason including corrupt and fraudulent practices adopted by us. I/We also undertake and confirm that our contract with any Government Institute/Department/Govt. Labs/Autonomous bodies was never discontinued/terminated during contact period due to breach of contract or any reason including corrupt and fraudulent practices adopted by us.

Signature with Stamp

EMPANELMENT OF CONTRACTORS FOR CIVIL AND ELECTRICAL WORKS AT MNNIT Allahabad,
Prayagraj.

LIST OF DOCUMENTS TO BE SUBMITTED

1. Duly filled Application form along with Annexure – 1 to 9, where applicable.
2. Profile of the Firm.
3. Details of Constitution of the firm and it's registration certificate.
4. Power of Attorney / Letter of Authorization for authorized signatory.
5. Audited balance sheet with profit & loss statement in support of Annexure – 5.
6. Copy of registration certificates in support of Annexure – 2.
7. Demand draft of Rs. 500/- in favour of "Director, MNNIT Allahabad, Prayagraj" as Application fee.
8. Copies of Work order, completion certificate etc. in support of Annexure – 3 and 4.
9. Certificate as per Annexure-7.
10. Black List Declaration Proforma as per Annexure-9.
