



पी.डी.पी.एम.

भारतीय सूचना प्रौद्योगिकी, अभिकल्पन एवं विनिर्माण संस्थान जबलपुर

PDPM

Indian Institute of Information Technology, Design and Manufacturing Jabalpur

APPLICATION FOR EMPANELMENT OF CONTRACTORS AT INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING JABALPUR

DATE OF SUBMISSION

On or before 15th Dec., 2016 till 05:00 pm



APPLICATION FOR REGISTRATION OF CONTRACTORS

Registration for Building construction: Civil, Electrical works and for Maintenance, additions/alterations and other minor works at the Institute for period of three years (w.e.f. date of Registration)

Issued to,

M/s. _____

You're Request Letter _____

1. PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur (IIITDMJ) invites application from reputed, interested & eligible Contractors including existing registered agencies who are having extensive and proven track record experience in Civil and Interiors works, Electrical, Electrical panel works at PDPM IIITDM Jabalpur located at Dumna Airport Road, P.O. Khamaria, Jabalpur.

2. The proposed construction includes:

A	Building Construction (Civil Works)	a. Building construction works b. Road work c. Water proofing d. Water supply and Sewage work e. Boundary walls f. Structural walls g. Any other related civil works h. Rain water harvesting works Interior works & class room furniture
B	Building works (Electrical Works)	Lighting, Cable lying, Power distributions, Earthings & related LT works, HT yard related works & other related works Power distribution panel, Bus Bar modification, MCB, ACB & other related works
C	Maintenance works (Civil works)	Maintenance of Building works, Road work, Water proofing, Water supply and Sewage work Boundary walls, Structural walls, Any other related civil works, Rain water harvesting works, Interior works & class room furniture
D	Maintenance works (Electrical works)	Maintenance of all electrical works shown in column B above.

**3. MINIMUM REQUIREMENT FOR REGISTRATION**

The contractors should have executed similar nature of works as listed in page no. 2 worth more than an amount, as specified for a particular category in para 5, in the last five years.

4. Contractors shall be registered in one of the categories depending upon meeting the minimum criteria as specified below:

Please tick the Category for which the contractor wants to get enlisted. A separate application should be submitted for each category.

The Categories and its scope for which applications are invited are as under:

Sr. no.	Categories of works
A	Building construction(Civil works)
B	Building construction(Electrical works)
C	Maintenance works(Civil works)
D	Maintenance works (Electrical works)

Sr. No.	Category	Contractors Class	Processing fee (Rs.) Non refundable
1	A & B	1 Projects costing up to Rs. 500 lakhs	1500
		2 Projects costing up to Rs. 1500 lakhs	2000
		3 Projects costing up to Rs. 3000 lakhs	3000
2	C & D	1 Projects costing up to Rs. 10 lakhs	500
		2 Projects costing up to Rs. 20 lakhs	1000
		3 Projects costing up to Rs. 100 lakhs	1500

Note: A1, A2, A3, C1, C2, and C3 are the categories of contractor for civil works
B1, B2, B3, D1, D2, and D3 are the categories of contractor for Electrical works.



5. Eligibility criteria: The minimum value of similar item / nature of works, average annual turnover and value of Bankers solvency shall be as under:

Category		Value of construction contract to which category applies	Min. value of similar nature of works completed during the last five years	Average annual turnover In the last three years	Solvency to be furnished (in Rs Lakhs)
1		2	3	4	5
Civil and Electrical works (A & B)	A1&B1	<ul style="list-style-type: none">Projects costing up to Rs. 500 lakhs	Shall be either of the following: 1) Three similar works costing each not less than the amount equal to 40% of the value of work. OR 2) Two similar works costing each not less than to 50% of the value of work OR 3) One similar work costing not less than amount equal to 80% of the work	Refer Sr. No. 13 for more details, Page no. 8	Refer Sr. No.16, Page no.10
	A2&B2	<ul style="list-style-type: none">Projects costing up to Rs. 1500 lakhs			
	A3&B3	<ul style="list-style-type: none">Projects costing up to Rs. 3000 lakhs			
Civil and Electrical works (C & D)	C1&D1	<ul style="list-style-type: none">Projects costing up to Rs. 10 lakhs	Shall be either of the following: 1) Three similar works costing each not less than the amount equal to 40% of the value of work. OR 2) Two similar works costing each not less than to 50% of the value of work OR 3) One similar work costing not less than amount equal to 80% of the work	Refer Sr. No. 13 for more details, Page no. 8	Refer Sr. No.16, Page no.10
	C2&D2	<ul style="list-style-type: none">Projects costing up to Rs. 20 lakhs			
	C3&D3	<ul style="list-style-type: none">Projects costing up to Rs. 100 lakhs			



6. DETAILS TO BE FURNISHED WITH APPLICATION:

The application for registration should accompany the following documentary evidence to prove the eligibility of applicant, failing which the application will be rejected.

Note: Details to be furnished as per the enclosed format at Annexure “A”

- (a) The applicant should have satisfactorily completed the works as mentioned in para 5(3) on page 4, (at least one of them should be done in a Central-Govt. /Central autonomous body/Central PSUs Reputed private Organization) of similar nature, during the last five years. For this, cost of work shall mean gross value of completed work.

The relevant Documents in support of similar works executed in last five years as per requirements of para 5(3) page 4 are to be submitted alongwith the application.

- (b) The Applicants must have a registration with any other organization like PWDs/CPWD/MES/Railways/Public Sector Undertakings. The necessary documents in support of the same need to be submitted with application.

- (c) Only Indian firms need to apply.

- (d) Details, Constitution and legal status of the organization.

- (e) Names of the Owner/Partners/Promoter and Directors

- (f) Details of license available with the applicant for Electrical Works and Water Supply/Sanitary Works.

- (g) Copies of the returns & Sales Tax Clearance Certificates for the last 3 years.

- (h) Name of Bankers & financial standing as certified by Bankers and Solvency Certificate from any Nationalized/Scheduled Bank.

- (i) Details of Annual Turn-Over/Financial Strength. Copies of Audited Balance Sheets for the last 3 years.

- (j) Experience on works similar to those listed above and attested copy of certificates issued by competent officers, not below the rank of Executive Engineer or equivalent.

- (k) Major construction equipment available with the applicant / proposed to be purchased or leased.



7. Application are to be submitted in the prescribed format and filled in application complete in all respects, along with the attested copies of the credential/documents and pay Order/Banker's Draft an amount as prescribed in page no. 9 only (nonrefundable) payable to PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur Dumna Road, Jabalpur should reach to the following address on or before 15.12.2016.

The Registrar

**PDPM Indian Institute of Information Technology, Design and Manufacturing
Jabalpur,**

Dumna Airport Road, P.O. Khamaira, Jabalpur 482005.

IIITDMJ Will not be responsible for postal or any other type of delays.

The sealed covers should be clearly marked on the top "Application for Registration as Contractor" under category_____.

8. IIITDMJ reserves the right to accept or reject any application and to annul registrations process and reject all the applications at any time, without assigning any reason or incurring any liability to the applicants.

9. APPLICANT PARTICULARS:

Name of the Individual/Firm/Company	
Address	
Whether the Applicant is Proprietary/Partnership firm/Private Ltd./Public Ltd. Co.	
Registration Number & date of Registration of firm	
Telephone Number	
Fax Number	
E-mail Id	
Name & Designation and Telephone Number of Contact person/(s)	



10. ACCEPTANCE TO CONDITIONS OF REGISTRATION:

(This acceptance should be completed by a proprietor, partner, director or other senior manager who has the authority to do so).

“I accept IIITDMJ Conditions of Registration and declare that the particulars shown herein are true & correct in every detail”.

Signed: _____ Name: _____

Position: _____ Date _____

IIITDMJ will not register contractors at levels greater than the category applied for. However, registration from higher category to a lower category for the same type of works is admissible

Please affix latest Passport size photo of Proprietor /Partner	Please affix latest Passport size photo of Proprietor/Partner	Please affix latest Passport size photo of Proprietor/Partner
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11. DECLARATIONS:

- I/We declare and confirm that –
 - All information and attachment submitted in this application are true and correct.
 - I/We are aware that any false information provided herein will result in the rejection of my application and suspension of any registrations granted.
 - I/We shall not make refund claims of expenditure incurred in processing this application.
- I/We enclose herewith a pay order / banker's cheque/bank draft number

_____ drawn on Bank _____

for Rs. _____ as processing fee _____

Signed: _____ Name: _____

Position: _____ Date _____

Official Seal

**12. REGISTRATION WITH ORTHER ORGANIZATION. ATTACH COPY OF REGISTRATION:**

Sr. No.	Name of Organisation	Registration No.	Dated	Validity	Value of work for which registered	Class/Type of Registration

13. FINANCIAL DETAILS FOR CIVIL AND ELECTRICAL WORKS:

Financial Year	2013-14	2014-15	2015-16
Annual Turn Over (Rs. In Lakhs)			
Profit/Loss			

Note: This shall be accompanied by the copy of the audited balance sheet / P&L statement duly attested by chartered account.

Average annual turnover ending 31st March of the previous financial year should be at least.

a.	For value of works upto Rs.500 Lakh	Rs. 150 Lakh
b.	For value of works upto Rs.1500 Lakh	Rs. 1000 Lakh
c.	For value of works upto Rs.3000 Lakh	Rs. 4 Lakh
d.	For value of works upto Rs.10 Lakh	Rs. 0.10 Lakh
e.	For value of works upto Rs.20 Lakh	Rs. 7 Lakh
f.	For value of works upto Rs.100 Lakh	Rs. 35 Lakh



14. DETAILS OF PLANT & MACHINERY:

Details such as available tools, testing equipment, mixer machine, trucks, welding/cutting machines and other plant & machineries are to be furnished as per the enclosed format at Annexure "B".

15. BANKS DETAILS:

BANK (S) DETAILS

Sr. No.	PARTICULARS	PARTICULARS
1	Name of the Account Holder	
2	Complete Address of the Account Holder	
3	Name of the contact person of the Bank	
4	Contact Numbers Email ID of the Bank	
5	Savings / Current account number	
6	Name of the Bank	
7	Name of the branch with complete address	
8	IFSC code	



16. SOLVENCY:

Solvency certificate from any Nationalized Bank for should be submitted for an amount as per the category indicated. The date of issue of solvency certificate should be within the 12 months of date of application for enlistment.

a.	For value of works upto Rs.500 Lakh	Rs. 5 Lakh
b.	For value of works upto Rs.1500 Lakh	Rs. 15 Lakh
c.	For value of works upto Rs.3000 Lakh	Rs. 30 Lakh
d.	For value of works upto Rs.10 Lakh	Rs. 0.10 Lakh
e.	For value of works upto Rs.20 Lakh	Rs. 0.20 Lakh
f.	For value of works upto Rs.100 Lakh	Rs. 1.00 Lakh

Note: *For the contractors/ firms applying for more than one category, the maximum value of work shall be considered for the purpose of requirement of solvency.

Name of Bank & Branch	Bank's reference and Date	Anount Rs. in lakhs
Annual Turn Over (Rs. In Lakhs)		
Profit/Loss		

17. STATUARY REGISTRATION DETAILS:

EPF REGISTRATION ACCOUNT NUMBER	
ESI REGISTRATION NUMBER	



ANNEXURE: A

**DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED
DURING THE LAST FIVE YEARS ENDING ON MARCH 31, 2016**

Sr. No.	1	2	3	4	5
Name of the Work					
Name & Address of the Client					
Contact Person & Tel. No. of Clients					
Value of Work & W.O. No.					
Stipulated Date of Completion					
Actual Date of Completion					
Completed Value of the Work					
If delay in Execution whether LD/Penalty Levied or not					
Remarks					

Note: Additional sheets may be enclosed (if required)



ANNEXURE: B

Details of Plant and Machinery, Vehicles owned by the Applicant

For Civil Works:

Sr. No.	Name of the Equipment & Vehicles	Capacity	Owned or Leased or to be procured	Nos./ Area in Sqft.	Age of the Equipment	Condition of the Equipment
01	Mixer					
02	Vibrator					
03	Floor grinding machine					
04	Shuttering material & props					
05	Vehicles					
	a) Tipper					
	b) Tractor					
06	Any other equipment					

Note:

1. Contractor's registration priority will be given to those who own satisfactory machinery to execute works.
2. Xerox copy of the Invoice should be enclosed.
3. If the applicants have the equipment other than as mentioned above, the information with above detailing may be furnished on a separate sheet.



REGISTRATION OF CONTRACTORS

Instructions

(All the pages should be signed by the contractor/applicant & should submitted along with the application)

1. The Applicants must demonstrate clearly, for establishing the eligibility for the registration, that they possess the necessary qualifications, expertise and management systems, technical, financial capacity to undertake works.
2. IIITDMJ will not be responsible for postal on any other delays caused on the part of the Applicant.
3. Application should be submitted in the prescribed Application forms only. Details/information furnished in the Application form should be supported with the hard copy attested copies of documents/credentials as stipulated and copies of the same in the desired manner must be submitted with the Application. All these supporting documents should be serially numbered and appropriately linked to the respective serial numbers in the Application form for easy reference. Application received with incomplete details/document and not found in accordance with the above requirement, shall not be considered. Applications received in any format, other than the prescribed form shall summarily rejected.

TERMS AND CONDITIONS

MINIMUM REQUIREMENTS FOR REGISTRATION:

1. The certificate of work experience, produced by the Applicant must contain the works of similar nature as per the category of contractor applied for. The decision of the Institute shall be final in respect of making comparison between the work as mentioned in the Experience Certificate/(s) provided by the Applicant and the nature of work contained in the Category applied for.
2. The applicant must have an average annual turnover, during last three years atleast equal to the criteria mentioned above at para 13. The attached certificate in support of this requirement must duly be audited by a Chartered Accountant. The Year in which there is no turnover, must also be considered for working out the average.
3. The Applicant must possess a previous Registration with organizations like PWDs/CPWD/MES/Railways/ Central/ State Government Public Sector Undertakings. The necessary documents in support of the same must be provided with the Application.
4. The Registered Contractor , at the Institute, shall not, be allowed to assign or transfer OR sublet the Contract OR any part thereof OR any share, OR interest there-in to any other person, without the written approval of PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur.
5. If desired by the Institute, the Applicant shall also demonstrate following:-



- a. Availability (either owned or leased) equipment/plant and machinery.
 - b. Availability of credit facilities of not less than the values as mentioned in para 16 above. (The solvency certificate should contain the date of issue, not earlier than twelve months from the last date of receipt of the application).
6. The applicants are cautioned that providing an incomplete information, called for in the application OR not providing it, in clear terms OR making any changes in prescribed forms OR deliberately suppressing the information/ facts, may result in the application be summarily rejected.
7. The Institute, shall reserve the right for its contracts, without being liable for any damages OR for any obligation to inform the its Contractors, to :-
 - a. Amend the scope and value of contracts.
 - b. Reject any or all of the applications received against tenders, without assigning any reason.
8. Even if an Applicant may satisfy the above requirements, he would be liable for disqualification if he has,
 - a. Made misleading or false repression or deliberately suppressed any information in the forms, statement and enclosures attached with the registration application.
 - b. A record of poor performance such as abandoning the work, not properly completing the earlier contracts, or financial failures/weaknesses etc.
9. Inclusion on the panel of Contractors does not assure an invitation to tender or an engagement of services.
10. The employer reserves the right to accept or reject any application and to annul the registration process and reject all the applications at any time, without assigning any reason or incurring any liability against the applicants.
11. Following shall be the rules with respect to the eligibility of a contractor:-
 - a. No individual, OR a firm having such individual, as one of the partners, who is a dismissed government servant; or removed from the approved list of contractors; or demoted to lower class; or having business banned/suspended by any government department in the past; OR convicted by a court of law shall be entitled for enlistment.
 - b. A Contractor is not permitted to have enlistment in more than one name.
 - c. An individual or a partner of a firm or a director of a company enlisted as a contractor cannot be a partner/director in any other enlisted firm/company.



DETAILS TO BE FURNISHED WITH APPLICATION

The following details are required to be provided along with the Application form:

- a. Name, address, details of the organization, Joint-Venturing instrument.
- b. Constitution and legal status along with attested copies of Deeds/Articles and Memorandum of Association etc., as applicable.
- c. Name/s of the owner/Partners/Promoters and Directors of the Firm/Company.
- d. Details of previous Registration, enclosing necessary certificates, indicating the class, value and the nature of work for which the firm is registered.
- e. Details of license for Electrical Works and water supply/sanitary works etc. as per Government regulations.
- f. The contractors shall be required to quote their PAN in the Tenders OR other relevant documents.
- g. Financial standing as certified by Bankers, Details of Annual Turnover/Financial strength enclosing copies of Audited Balance Sheets for the last 3 years.
- h. Name of Bankers & full address – enclosing Solvency Certificate from a scheduled commercial bank and indicating financial capacity as stipulated.
- i. A list of Key personnel available for management and supervision of the Project, their qualifications & experience.
- j. Experience certificates of works similar to those listed at Para 4 above, executed by the Applicant during last 3 years, with details including, year-wise monetary value, details of Work performed, details of clients, and certificate of satisfactory completion of works. All such certificates must have issued by an officer not below the rank of Executive Engineer or equivalent.
- k. Information regarding projects in hand and works for which bids already submitted.
- l. Information on litigation history, liquidated damage, disqualification, etc. in respect of earlier works.
- m. Details of construction equipment available with the applicant/proposed to be purchased or leased.

ASSESSMENT AND NOTIFICATION

1. By signing and submission of the application form for enlistment as contractor, the Applicant authorizes PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur to seek verification of documents submitted by it.
2. Applicants shall, on request, provide any necessary authority/support to enable relevant enquires to be carried out in respect of its application.
3. PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur reserves the right either to accept or reject the application for registration without assigning any reason.



4. The Applicant will only be considered for registration in the categories of work and up to the financial limits as per its demonstrated experience and capacity.
5. PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur will not register Contractors for levels higher than the category applied for. The Registration in a category would automatically make eligible to the contractor to carry out the works falling under lower categories, of the same type of works.

REVIEW/UPDATING OF PANEL OF CONTRACTORS

1. Unless circumstances warrant an earlier review, a Contractor's registration status will remain valid for a period of 3 years from the date of registration.
2. After submission of their application for registration, Contractor must notify PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur promptly, if there is any:
 - a. Substantial change in their financial or technical capacity.
 - b. Change in their business (such as company name, address)
 - c. Change to ownership or holding, including any transfer of key personnel.
 - d. Any other significant change in information provided in the application for registration.
3. A review of the registration status of Contractors may be initiated by PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur before expiry of the specified period of 3 years:
 - i. If the registered Contractor consistently fails to meet the requirement of the Institute.
 - ii. Fails to perform a contract with the Institute.
 - iii. At the request of a registered Contractor (for its own review).
 - iv. In other case as deemed fit by the Institute
4. The Contractor would provide, on the request of the Institute, all the details as required for the review purpose. Failure to comply with any request made by PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur for such information may result in suspension of registration.
5. Registered Contractor will be notified in writing, about the result of any review of registration.

SUSPENSION AND REMOVAL FROM REGISTRATION LIST

1. PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur in its absolute discretion suspend or de-register a Contractor who, at any time, for the following:
 - a. Breach of any of the registration conditions
 - b. Habit of pressing unfair claims against PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur.



- c. The standard of work has been found unsatisfactory.
 - d. Rate of progress in the execution of work has consistently been unduly slow.
 - e. Failed to quote for the work consistently for one year.
 - f. Persistently violates any important conditions of the contract.
 - g. Has indulged in any type of forgery or falsification of records; or
 - h. Changes constitution of the firm or Individual without prior approval of the enlistment authority; or
 - i. Is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
 - j. Persistently violates the labor regulations and rules, or
 - k. Is involved in complaints of serious nature received from other departments which prima facie appear to be true.
 - l. Defaults in settlement of tax dues like income tax, works contract tax, sales tax/VAT, octroi, duties etc.
2. Before such action is taken, the Contractor will be given details of the matters prompting the decision and will have an opportunity to show cause why registration should not be suspended or cancelled and the Contractor de-registered.
 3. A determination by PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur of any application for registration or for reclassification, suspension or de-registration is at its absolute discretion.
 4. PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur will not be liable for any costs or damages incurred in the above exercise of such discretion.

TENDER AND CONTRACT CONDITIONS

Registration entitles a Contractor to be considered for invitation to tender within categories of works and services for which they apply and are qualified. It does not obviate the need for the Contractor to fully comply with the terms of notice inviting, conditions of notice inviting tender, conditions of Tendering and other Contract Conditions that may apply to a particular project or tender invitation.

ACCEPTANCE OF CONDITIONS

By signing the application from and applying for registration with PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur Contractors agree to accept these Conditions of Registration



PROFORMA – A

(Please submit this acceptance letter in your letter head with empanelment form.)

To

The Registrar

PDPM Indian Institute of Information Technology, Design and Manufacturing
Jabalpur

Dumna road, Jabalpur - 482005

SUBJECT: CONFIRMATION FOR ACCEPTANCE OF THE TERMS &
CONDITIONS:

I/We have read and examined the following documents and agreement to be entered with the IIITDMJ and understood all other relevant particulars. Also collected softcopy of the below mentioned documents from Dean (Planning and Development), PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur, Dumna road, 482005.

1. Notice for Empanelment of contractors.
2. Application for registration along with other details (Page No. 01 to 18).

I/We are fully qualified to execute professionally the Civil / Electrical works as contractor for the assigned works and have understood the scope of services, terms and conditions and IIITDMJ time schedule. I/We agree that until a regular agreement is executed, this document will remain with the IIITDMJ as written acceptance thereof shall constitute a binding contract between us.

Date:

Signature of the Applicant