

Invitation for submission of EOI for Empanelment of Civil

Contractors for Civil Works

1. Name of the Organization: Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL), Salboni.

2. Type of the Organization: Currency Note Printing Press.

3. Reference No: 010/SAL/CIVIL/2017-18, dated 22/12/2017.

4. EOI Title: Empanelment of Civil Contractors for Civil Works.

5. Category: Civil Work- Original & Maintenance.

6. Sub-category:

Class-I : Above Rs.10.00 lakh upto Rs.25.00 lakh.

Class-II: Upto Rs.10.00 lakh.

7. Broad description of work: Enlistment of Contractor is called for issue Tender Paper to participate in competitive bidding for any type of Civil Work. Besides this, Tender Paper may also be issued for community development works undertaken by BRBNMPL beyond our premises. Inviting applications from reputed vendors/service providers for enlistment for supply of goods and services for Civil Works and Maintenance, as per nature of works mentioned in the Application, Annexure A, B & C. For further details, please visit our website www.brbnmpl.co.in or contact Phone No.-03227-280212, 280213. Extn-4044/4057/4083/4098.

8. Pre-qualification criteria:

The suppliers will be evaluated for short listing, inter-alia, based on their past experience in civil and allied works, supplying goods in similar context, financial strength, technical/ Manufacturing capabilities/ tie-ups, After sales service, Product support / upgradation etc.

9. Bid documents : (if any)

i) All experience, past performance and capacity /capability related/data.

ii) Financial statements viz., Balance Sheets, P&L Accounts, for the last 3 years i.e. up to the Financial year for which accounts have been audited.

iii) Attested copies of various license certificates like Trade License, GST registration certificate, PAN, EPF and other registration certificates as required as per the prevalent Prices & Registrations of the Govt. of West Bengal with their application.

10. Date of issue of application form : 22/12/2017.

11. Last date and time for submission of application form : ~~10/02/2018~~, extended upto ~~27/02/2018~~ upto 11:00 Hrs.

12. Cost of EOI documents: Rs. 500/- (if directly downloaded from website),
Rs. 750/- (if obtained from the address given below).

Address:

Bharatiya Reserve Bank Note Mudran Private Limited

Civil Maintenance Section, PO: RBNML, Salboni

West Midnapore District, West Bengal - 721132

Phone No. 03227-280212/213, Extn- 4044/4057/4083/4098

Website – <https://www.brbnmpl.co.in>

13. Submission instructions: The EOI in prescribed form duly completed and signed shall be submitted in a sealed cover. The sealed cover Super-scribed as “**Enlistment Of Contractors For Civil Works At BRBNMPL, Salboni(W.B)**” should be addressed to “**The General Manager**”, BRBNMPL, Salboni - 721132 so as to reach us on or before **11.00 Hrs on ~~10/02/2018~~, extended upto 27/02/2018** upto 11:00 Hrs.

Copy of each page of EOI documents should be duly signed & seal affixed and submitted as a token of acceptance of tender conditions.

- a. The first cover should contain DD for Rs.500.00/Rs.750.00 towards cost of EOI documents.
- b. The second sealed cover should have duly filled application format, required certificates and signed tender documents.
- c. The above two covers should be put in a large single cover, sealed and properly super-scribed as “**Enlistment Of Contractors For Civil Works At BRBNMPL, Salboni(W.B)**”.

The EOI may be sent by Regd. Post/ Courier. Parties desirous of handing over Tender Offer by hand should drop the Tender Cover in the Tender Box kept in the Administration Building, First Floor, after recording the offer details in the register kept on the tender box.

14. EOI should be submitted to:

The General Manager
Bharatiya Reserve Bank Note
Mudran Private Limited
P.O.: RBNML , Salboni
West Midnapore, West Bengal-721132.

**APPLICATION FOR VENDOR REGISTRATION/EMPANELMENT AT
BHARATIYA RESERVE BANK NOTE MUDRAN (P) LTD., SALBONI
(To be submitted on applicant's letter head, duly signed & stamped)**

[The applicant should study carefully the Rules of Enlistment and the list of documents to be annexed with the application form before filling the form. Applications found deficient in any respect are liable to be rejected without any further correspondence.]

[Applicant should Tick Mark for willing Class of Enlistment.]

CATEGORY/CLASS: CIVIL WORKS/ CLASS-I or CLASS-II

1. Name of applicant : Shri/M/s

2. Contact Person with. :

Mobile No. :

3. Nationality :

4. Office Address :

Site Office

Regd. Office

5. Telephone Number :

6. Fax No. :

7. Email ID :

8. Constitution – (Tick the appropriate)

Government Concern Individual

Sole Proprietorship Concern Partnership Firm

Public Limited Company Private Limited Company

9. Name & educational qualification of Partners/Directors/Proprietor :

| Sl. No. | Name | Designation in the company (Director/Partner/Proprietor) | Educational Qualification |
|---------|------|---|---------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

10. Is the individual / sole proprietor / any partner / directors of company:

| S. No | Particulars | Yes /No |
|-------|---|---------|
| (a) | Dismissed Government Servant | |
| (b) | Removed from approved list of contractors | |
| (c) | Demoted to a lower class of contractors | |
| (d) | Having business banned / suspended by any government in the past | |
| (e) | Convicted by a court of law | |
| (f) | Retired engineer / official from engineering Department of Govt. of India within last two years | |
| (g) | Director or partner of any other company / firm enlisted with CPWD or any other department | |
| (h) | Member of Parliament or any State Legislative Assembly | |

If answer to any of the above is 'Yes', furnish details on a separate sheet

11.(a) Name of person holding power of attorney

(b) Nationality Indian / Others

(c) Liabilities

12. Name of Bankers with full address and Account Details

.....

13. Place of business

.....

14. Nature of works: (Please mark "Yes" having experience in applicable cell)

| Sl no. | Name of trade | Class I(above Rs. 10 lakhs upto Rs. 25 lakhs) | Class II(upto Rs. 10 lakhs) |
|--------|---|---|-----------------------------|
| 1 | Civil works : | | |
| | a) Civil works including repairs, construction, carpentry, Sanitary and Plumbing work/ Structural re-habitation works, Drainage works and allied works. b) Road and Pathways works. c) Painting works/ Repainting of Press area, township quarters and allied works. d) Supply of wooden and steel office furniture and allied items. e) Supply of venetian blinds, carpets, vinyl, items of furnishing etc. f) Water proofing of terrace, sunk slab etc. g) Fabrication works of steel & aluminium. h) Supply and fixing of name boards, banners etc. | | |
| 2 | Disposal of scrap and waste | | |
| 3 | Horticulture and gardening | | |
| 4 | Pest control and anti-termite treatment | | |

However, actual scope of work shall be as per subsequent tenders issued for above various civil & allied works.

Note: For each of the trade applied separate set of documents in respect of the requisite experience, application form & eligibility criteria must be submitted.

15. Full time technical/qualified staff in applicant's employment:

(Including Civil Engineering Qualified persons, if any)

| Sl. No. | Name | Qualification | Experience | Name of work Handled | Number of years in Profession |
|---------|------|---------------|------------|----------------------|-------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

16. List of Tools & Plants owned by the Firm :

(Attach details on separate sheet)

17. Does the applicant possess valid Electrical License [For Electrical]: Yes/ No

18. Financial Reports: Provide copies of **last three Financial Years** from the date of application

IT Return including Annual Report/Balance Sheet/ Profit and Loss Account. (As per Annexure-C)

19. GSTIN No (Also enclose latest payment challan) :

20. PAN No (Copy to be enclosed) :

21. EPF Registration No. :

(Also enclose latest payment challan)

22. (a) Whether already enlisted with any other Organisation : Yes/No.

(b) If yes, give details:

(i) Name of Department :

(ii) Class or category:

(iii) Empanelment authority & address:

(iv) Empanelment No. & date:

(v) Date of validity:

(vi) Tendering Limit:

23. Is any person working with the applicant is a near

relative of the Employee of BRBNMPL : Yes/No.

If yes, give details:

24. Empanelment fee enclosed:

[Empanelment Fee of Rs.500.00/Rs.750.00 to be submitted along with the Application in the form of Demand Draft drawn in favour of Bharatiya Reserve Bank Note Mudran Pvt Ltd., Salboni on Sate Bank of India payable at Salboni (Code No. 03558)]

| Date | Draft No | Amount | Issuing Bank Branch | In favour of |
|------|----------|--------|---------------------|----------------------|
| | | | | BRBNMPL, Salboni. |

25. Details of Works completed and in progress during the last 7 years. This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required.(as mentioned in Annexure B).

26. Certificates:

- (i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in BRBNMPL as amended upto date and shall abide by them.
- (ii) I/We certify that the information given is true to the best of our knowledge and also understood that if any of the information is found wrong. I am liable to be debarred.
- (iii) I/we certify that I/we will not get myself/ourselves registered as Contractor(s) in BRBNMPL under more than one name.

Signature(s) of applicant(s):

| Sl. No. | Names | Address | Signature |
|---------|-------|---------|-----------|
| | | | |
| | | | |
| | | | |

Date:

Place:

Seal of the firm

No. of documents attached: sheets.

Annexure – A
RULES FOR ENLISTMENT

A. GENERAL INSTRUCTIONS FOR SUBMISSION OF APPLICATION FOR VENDOR EMPANELMENT/REGISTRATION

1. Interested vendors may obtain further information about this from our office only. EOI documents shall be downloaded from the BRBNMPL website www.brbnmpl.co.in.
2. The Vendor Registration will be valid for a period of three years (3 years) from the date of such Registration.
3. Non-refundable empanelment fee of Rs.500.00/Rs.750.00 in the form of Demand Draft drawn in favour of *Bharatiya Reserve Bank Note Mudran Pvt. Ltd., Salboni* payable at State Bank of India, Salboni (Code No: 3558) or any other scheduled Commercial Bank in India, payable at Midnapore should be accompanied along with the application for Vendor Empanelment/Registration.
4. All empaneled vendors will be allocated unique registration number.
5. The tender documents are not transferable.
6. The performance of the Empanelled Vendor will be reviewed annually or as per requirement.
7. Vendors whose performance is not found satisfactory will be eliminated from the empanelment list.
8. BRBNMPL reserves the right to add potential new vendors to the empanelment list every year based on the satisfaction of the eligibility criteria.
9. Firms found not meeting the criteria and requirements specified for enlistment as registered vendor will be eliminated and Registration fee will be forfeited.
10. All experience, past performance and capacity /capability related/data should be certified by the authorized signatory of the vendors firm. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by vendors will be verified from the parties for whom work has been done.
11. All financial standing data should be certified by Chartered Accountants (CA) in India. In order to ascertain the above, the firm should submit the copies of the financial statements viz Balance Sheets, P&L Accounts, for the last 3 years i.e. upto the financial year for which accounts have been audited in prescribed format (**Annexure C**).
12. The firm should furnish the firm's name, full postal address (Office), Phone Number and Fax Number; Name of the authorized contact person and e-mail address.
13. The firm should not have been blacklisted /debarred for dealing by Government of India or any State Govt. or any PSU in any manner and an undertaking should be submitted along with the application to this effect.
14. Applicants are required to sign with seal on every page of all the supporting documents submitted.
15. Interested firms have to submit attested copies of various license certificates like Trade License, GST Registration certificate, PAN, EPF and other registration certificates as required as per the prevalent Prices & Registrations of the Govt. of West Bengal with their application.

B. Shortlisting Criteria for Evaluation of Suppliers

The suppliers will be evaluated for short listing, inter-alia, based on their past experience of supplying goods in similar context, financial strength, technical capabilities etc. each supplier will be assigned scores based on weightages assigned to each of the criteria

| Sl. No. | Criteria | Weightage |
|---------|--|-----------|
| 1 | Past Experience of the firm in civil and allied works/Service | 20% |
| 2 | Financial Strength of the Bidder · Turnover figures of last three years. · Net Profit figures of last three years. | 20% |
| 3 | Quality Assurance | 10% |
| 4 | Manufacturing capabilities/ tie-ups | 10% |
| 5 | After sales service | 20% |
| 6 | Product support / upgradation | 20% |

All vendors who secure the minimum required marks (normally 50%) will be shortlisted.

C. Removal from the Approved List

1. Whenever a vendor is found lacking in performance in terms of response, delivery compliance, capacity, quality standards or ethics, the vendor may be removed from the approved list with the approval of the GM after giving performance notice as per the conditions of empanelment.

2. Removal from approved list may also be warranted in following cases:

(i) Termination of the contract due to default or insolvency on part of the supplier declared by a court of law.

(ii) Non-performance or performance below specified standards such as repeated delays in delivery (more than twice during a contract period), low quality of goods (rejection of goods more than two times during a contract period), non-delivery etc. during the period of delivery specified in the purchase order.

(iii) In case liquidated damages have been claimed against the supplier more than twice, during a contract period.

(iv) In case the firm is banned/ blacklisted by BRBNMPL or any PSU or any Government Departments, or any other Government agency.

(v) Besides, there may be registered firms who may have ceased to exist or may have been acquired by or merged with another firm, may have switched over to other sector of business operation or indulged in unethical business practices and influence peddling. Such firms will be removed from the list of approved vendors. Whenever a firm is removed from the lists of approved vendors, their registration stands cancelled. Such removal shall be promulgated to all units so that any unit of BRBNMPL conducts no further business relation with such firms who have failed to perform contractual obligations even though POs were placed on them during the last three-year period.

D. Ban and Blacklisting

In the following cases, firms or individuals shall be banned/ blacklisted including declaring them ineligible, either indefinitely or for a stated period.

- (i) If any of the bidder(s) is found presenting misleading/ false information/ documents in the tender forms, statements etc.
- (ii) If a firm submits fraudulent un-encashable Financial Instruments stipulated under the Tender and Contractual conditions.
- (iii) If a firm violates the Code of Ethics (Clause 32 of GCC, which can be downloaded from our web site www.brbnmpl.co.in) and directly or through an agent, engages in corrupt, fraudulent, collusive or coercive practices in procurement or execution of Contract.
- (iv) Cartel formation or quotation of Pool/ Co-ordinated rates leading to “Appreciable Adverse Effect on Competition” (AAEC) as identified under the Competition Act, 2002.
- (v) Deliberate attempts to pass off inferior goods or short quantities.
- (vi) Violation of Fall Clause by Rate Contract holding Firms.
- (vii) Attempts to influence BRBNMPL decisions on scrutiny, comparison, evaluation and award of Tender.

E. Disqualification for Enlistment

- (i) Any Person or Organisation having any litigation with BRBNMPL.
- (ii) Any person or Organisation having unauthorised possession over any Land/Property of BRBNMPL.
- (iii) Non-completion of Work/Supply after issuing Work Order/Supply Order by BRBNMPL.
- (iv) If anybody have any dues to BRBNMPL.
- (v) If anybody have been accused by the legal authority.
- (vi) Any Partner/Shareholder of any Firm violated above mentioned clauses.
- (vii) If anybody submitted incomplete application & not enclosed all enclosures.
- (viii) Applications containing false or inadequate information / details are liable for rejection.

F. Validity of empanelment

The Validity of empanelment is for three years from the date of enlistment subject to satisfactory rendering of service. BRBNMPL also reserves the right to review & renew the empanelment on annual satisfactory performance.

G. Right of the BRBNMPL:

- (i) Company reserves the right to reject any application without assigning any reason thereof. Company also reserves the right to revise the eligibility criteria as per company’s own decision.
- (ii) BRBNMPL also reserves the right to verify statements / information submitted and inspects contractor’s resources/facilities for performing the work.
- (iii) Regarding enlistment decision of BRBNMPL is final.

ANNEXURE – B

A. SCOPE OF REQUIREMENTS

CATEGORY – Civil Work- Original & Maintenance

SUB CATEGORY –

Class-I : Above Rs.10.00 lakh upto Rs.25.00 lakh

Class-II: Upto Rs.10.00 lakh

1) Civil works :

- a) Civil works including repairs, construction, carpentry, Sanitary and Plumbing work/ Structural re-habitation works, Drainage works and allied works.
- b) Road and Pathways work.
- c) Painting works/ Repainting of Press area, township quarters and allied works.
- d) Supply of wooden and steel office furniture and allied items.
- e) Supply of venetian blinds, carpets, vinyl, items of furnishing etc.
- f) Water proofing of terrace, sunk slab etc.
- g) Fabrication works of steel & aluminium.
- h) Supply and fixing of name boards, banners etc.

2) Disposal of scrap and waste

3) Horticulture and gardening

4) Pest control and anti-termite treatment

B. QUALITY CONTROL REQUIREMNET

Execution of Civil Work at BRBNMPL, Salboni without causing any damage to the nearby buildings / installations complete in all respect as mentioned in the BOQ as per the IS, CPWD and WB-PWD standards / specifications (whichever applicable) and to the satisfaction of BRBNMPL Officials.

C. QUALIFICATION/ELIGIBILITY CRITERIA

I. Experience:

Contractor shall have required experience in above scope of works/category (mentioned above at A. Scope of requirements) *during last seven years ending previous month with reference to tender date, shall be either of the following,*

For Class I

Three similar completed works costing not less than the amount equal to Rs.10,00,000/- in the last 07 years up to 30/11/2017

OR

Two similar completed works costing not less than the amount equal to Rs.12,50,000/- in the last 07 years up to 30/11/2017

OR

One similar completed work costing not less than the amount equal to Rs.20,00,000/- in the last 07 years up to 30/11/2017

For Class II

Three similar completed works costing not less than the amount equal to Rs.4,00,000/- in the last 07 years up to 30/11/2017

OR

Two similar completed works costing not less than the amount equal to Rs.5,00,000/- in the last 07 years up to 30/11/2017

OR

One similar completed work costing not less than the amount equal to Rs.8,00,000/- in the last 07 years up to 30/11/2017

II. Financial Soundness:

For Class I

- a) Average Annual turnover of the bidder during last three years ending 31/03/2017 should not be less than Rs.7,50,000/-

For Class II

- b) Average Annual turnover of the bidder during last three years ending 31/03/2017 should not be less than Rs.3,00,000/-

For both Class I/Class II

- c) Bidders should not have suffered any financial loss for more than one year during last three years ending 31/03/2017.
- d) The net worth of the firm should not have eroded by more than 30% in the last three years ending 31/03/2017.
- e) Financial Turnover Certified by Chartered Accountant for the last 03(three) Financial Years as per format enclosed at Annexure-C.
- f) Profit and Loss account Certified by CA for last 03 (three) Financial Years i.e. for the FY: 2014-15, 2015-16 & 2016-17,
- g) Audited Balance sheet of last 03 (three) Financial Years i.e. for the FY: the FY: 2014-15, 2015-16 & 2016-17.
- h) Income Tax Return of last 03 (three) Financial Years i.e. for the FY: the FY: 2014-15, 2015-16 & 2016-17.

Note : All the above mentioned sub-items in the main item category are only a tentative list and do not cover the entire list of requirement and it may vary from time to time. No separate communication will be sent in between next registration period regarding the addition or deletion of few sub-items from the main item category. The Vendors applying for Registration may attach a separate list along with Application form for which Registration is sought.

Annexure -C

Performa of Financial Turnover Certificate

Certificate

(To be issued by practicing Chartered Accountant with membership No. on the letter head)

To whomsoever concern

Dear Sir,

Subject: **Certificate for turnover and others as per tender conditions.**

This is to certify that M/s. _____ (Agency Name & Address) are in the business of contracts execution for last 03 completed years (considered upto 31st March 2017 of last financial year). Their performance report as required under tender conditions for the last 03 years is as follows.

| Financial Years | Annual Turnover | Profit / (-loss) for the year | Net worth as on year end |
|------------------------|------------------------|--------------------------------------|---------------------------------|
| 2014-15 | | | |
| 2015-16 | | | |
| 2016-17 | | | |
| Total | | | |

The above information is based on the audited accounts.

Place:

Date: Signature of CA with membership No.

