



सत्यमेव जयते

कार्यालय रक्षा लेखा महानियंत्रक  
Controller General of Defence Accounts

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No: 18020/AT-X/XXVII(PC)

Dated :-17.8.2016

To

All Regional PCsDA/CsDA

Sub :- MES Manual on Contracts 2007(Reprint 2012) Chapter on E-Tendering.

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A copy of E-in-C's Branch letter No. 66546/P-36/91/E8 dated 19<sup>th</sup> July 2016 addressed to their lower formations with copy endorsed to MOD(Finance) MOD D(Works-II) and HQrs office has been uploaded on CGDA website for information and necessary action please.

Jt.CGDA(P&W) has seen.

Account Officer(AT)

Copy to :

IT&S Wing

For uploading on CGDA's website.

Accounts Officer(AT)



Tele: 23019154

Dte of contract management  
Military Engineer Service  
Engineer-in-Chief's Branch  
Integrated HQ of MOD (Army)  
Kashmir House, Rajaji Marg  
New Delhi - 110 011

66546/P-36/ 91 /E8

19 Jul 2016

List 'A' & 'B'

ADG OF & DRDO

List 'C'

MES MANUAL ON CONTRACTS 2007 (REPRINT-2012)  
CHAPTER ON E-TENDERING

1. Reference further to our letter No. 66546/Manual/263/E8 dated 25 May 2013.
2. Consequent on implementation of e-tendering in MES, a new Chapter SECTION 3A "E-TENDERING IN MES" is enclosed herewith for necessary action.
3. This SECTION shall be deemed inserted after SI page No. 52 at the end of SECTION 3 of MES MANUAL ON CONTRACTS 2007 (REPRINT-2012).



(Bhagirathi Pani)  
Director (Contracts)  
For E-in-C

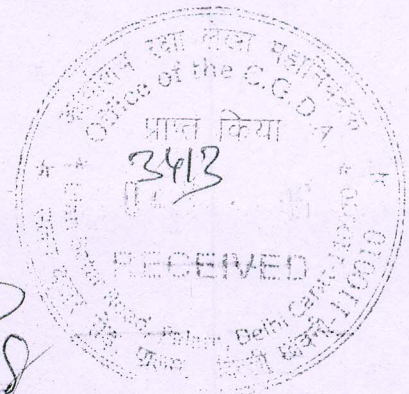
534  
5/08/16  
Copy to:

MoD D (Works-II)

MoD (Finance)

✓ Office of the CGDA,  
Ulan Batar Road, Palam,  
Delhi Cantt. - 110010.

For info pl alongwith a copy of the above Chapter  
is enclosed





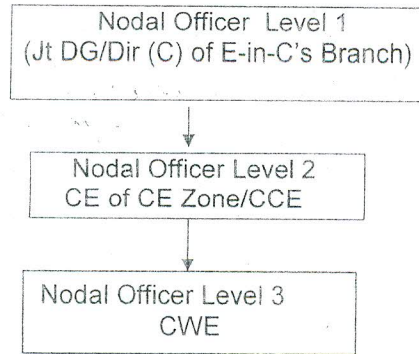
## E –TENDERING IN MES

### (SECTION 3A)

#### 1. GENERAL

1.1 E-tendering shall be done using the website portal specifically created by NIC for MES i.e. [www.eprocuremes.gov.in](http://www.eprocuremes.gov.in).

1.2 Structure for e –tendering is as under :-



1.3 All tenders in MES shall be done through e-tendering in Single Stage Two Cover system except the following:-

(a) Lump sum Tenders for Sensitive Nature Works. The Accepting Officer may follow the process of two stage two cover bidding system. The decision of Accepting Officer so as to consider a work as sensitive in nature shall be kept on record.

(b) Lump sum Tender for the Strategic/Secret Nature Works. These works shall be exempted from e-tendering subject to approval of CE Zone under intimation to the Next Higher Engineering Authority (NHEA). Tendering for such works shall be done through physical tendering. Section 3 of the Manual on Contracts 2007 (Reprint 2010) shall be followed.

(c) Lump sum Tender for Specialist Works. These works, as being done in 'T' & 'Q' bid system earlier, shall be tendered in Two Stage Three Cover e-tendering system.

**NOTE-** In Two Stage Two Cover system, there is generally considerable time gap between submission of cover of 1<sup>st</sup> stage (Technical Bid) and submission of cover of 2<sup>nd</sup> stage (Finance Bid). This is not conducive for competition, since a bidder interested at the time of submission of bid of Stage I may not be interested at the time of submission of bid of Stage II and vice versa. Thus preference should always be for Single Stage Two Cover system.

#### 2. DIGITAL SIGNATURE CERTIFICATE (DSC)

2.1 Digital Signature Certificate (DSC) for e-tendering shall be obtained from any of the authorized certifying authorities. At present, the following agencies authorized by Controller of Certifying Authorities, GOI, Ministry of Corporate Affairs, Govt of India are available for issue of DSC :-

- (a) National Informatics Centre (NIC).
- (b) Sify.
- (c) e-mudra.
- (d) N code .
- (e) TCS.

If new agencies are authorized by the above Ministry, DSC can be obtained from them also.

2.2 DSC shall be of class II, to authorize 'signing' and 'encipherment'. DSC shall be required for Accepting Officer, officers/ JEs of contract management section (E8 section) and Tender opening officers or JE's assigned duty of bid openers. Payment for obtaining DSC/revalidation of DSC(after its expiry) for Nodal Officer /Departmental user shall be made out of project contingencies.

*Page*

2.3 DSC shall normally be valid for two years after which it can be renewed /procured afresh. However for the officers/individuals, who are not likely to continue in the Department for more than one year, their DSC shall be made with validity only for one year.

2.4 Safe custody of the DSC shall be ensured by the individual. Individuals moving on posting to other formations shall carry their DSC. Nodal officer of the old formation will immediately remove and delink the individual from their mapping. In case the individual is to be created as user in the new formation, his DSC shall be mapped on the new formation. In case the individual is not required to be created as user in the new formation, he will deposit his DSC in the new formation. The movement order of the individual while being posted out shall carry specific mention as to whether the individual is carrying DSC or not.

3. **INFRASTRUCTURE** Necessary infrastructure for e-tendering such as standalone PC, printer, scanner, high speed internet connection and necessary hardware shall be ensured by the Accepting Officer in their respective offices. The internet connection can be broadband or VSAT connection of any Service provider.

#### 4. **APPOINTMENT OF NODAL OFFICERS/USERS**

4.1 Nodal Officer Level-I will create Nodal Officers Level- II and Nodal Officer Level-II will create Nodal Officers Level- III. Nodal Officers level –II will also create users for his office and GE (I). Nodal Officer –III will create users for his office as well as GEs, AGEs(I) under the jurisdiction of his formation.

4.2. Nodal Officers shall be responsible to create the following users:-

(a)	Creator	CE's/CCE's Office	SE(QS&C)/SSW/EE(QS&C)/SW/AEE(QS&C)/AE(QS&C)
		CWE's/GE(I)'s Office	EE(QS&C)/SW/AEE(QS&C)/ASW/AE(QS&C)/JE(QS&C)
		GE/AGE(I) Office	AEE(QS&C)/AE(QS&C)/ASW/JE(QS&C)
(b)	Publisher	CE's/CCE's Office	SE(QS&C)/SSW/EE(QS&C)/SW/AEE(QS&C)/AE(QS&C)
		CWE's/GE(I)'s Office	EE(QS&C)/SW/AEE(QS&C)/ASW/AE(QS&C)
		GE/AGE(I) Office	AEE(QS&C)/AE(QS&C)/SW/JE(QS&C) (where no AE (QS&C)/AEE(QS&C) posted)
(c)	Evaluator	CE's/CCE's Office	CE /SE (QS&C)/SSW
		CWE's/GE(I)'s Office	CWE/EE(QS&C)/SW/AEE(QS&C)/ASW
		GE/AGE(I) Office	GE/AGE(I)/AEE(QS&C)/ASW/AE(QS&C)
(d)	Opening Officer (Bid Openers)	(i) CE Zone to decide bid openers in his office as well as GE(I) under his AOR. Similarly CWE will decide about the bid openers for his office as well as GEs and AGEs(I) under his AOR. Only officers will be bid openers in CE and CWE offices. In GE(I), GE and AGE(I), JEs can also be appointed as bid openers. (ii) There is no embargo on detailing officers from contract section for bid opening. The names of bid openers to be selected for particular tender shall be approved by Accepting Officer, else the Accepting Officer can authorize the tender creator to select bid openers from the list available in the system.	



3.3. The Nodal officer shall create users after receipt of application in the prescribed format at Annexure '3 A-I'.

4.4. On posting out of CE Zone, Nodal officer (LEVEL-2), the incoming Chief Engineer shall fwd Annexure '3 A-I' duly filled to the Nodal Officer (LEVEL-1) at E-in-C's Branch for his nomination as Nodal Officer and mapping on organizational tree structure. Similarly on posting out of CWE, Nodal officer (LEVEL-3), the new CWE shall fwd Annexure '3 A-I' duly completed to the Nodal Officer (LEVEL-2) at CE Zone for his nomination as Nodal Officer and mapping on organizational tree structure.

4.5. The names of users posted out shall be transferred to their new formation by the Nodal Officer and it will be ensured that their names do not exist in the old formation thereafter. The user shall submit application as per Annexure '3 A-I' to the new formation and respective Nodal Officer shall take necessary action for authorizing the incumbent, if required.

## 5. PRESS ADVT/NIT

5.1 In the press advertisement, name of works shall be worded with due care with respect to security measure and it shall be ensured that name of work does not disclose the information of confidential nature as mentioned in para 3.3.8 of Manual on Contract 2007 (Reprint 2012). Accepting officer shall be responsible for framing the name of work. Also refer instructions issued by E-in-C's branch vide letter No 66546/P-3/208/E8 dt 08 Oct 13 and any subsequent instructions on this.

5.2 Press advertisement for the work shall be issued in the format as per Annexure '3 A-II'. This shall be issued through DAVP and Indian Trade Journal (ITJ). If estimated cost of work is less than Rs 20 lakhs, then press advertisement may be given directly to the Newspapers as per instructions on the subject. The advertisement should be published in minimum possible dimension. The contents of NIT shall be sent to DAVP/ITJ through e-mail.

5.3 Tender ID shall also be mentioned in the condensed version of press advertisement for reference of the tenderer. Tender ID is generated by the [www.eprocuremes.gov.in](http://www.eprocuremes.gov.in) site while creating the tender.

5.4 Notice Inviting Tender (NIT) shall be issued in the format as per Annexure '3 A-III' and uploaded on the website. However the NIT need not be circulated physically.

5.5 Appendix 'A' to Notice of Tender (NIT) shall be as per Annexure '3 A-IV', depending on the estimated cost of work.

5.6 For Runway works, specialist E/M services tenders, furniture tenders appropriate form of Annexure '3 A-IV'/suitably modified form shall be used in accordance with instructions in vogue.

5.7 Further stipulations shall be made in NIT and/or Annexure to NIT to incorporate additional instructions issued from time to time (on PF/ Service Tax etc. or any other issues).

5.8 Publication of NIT on MES website shall also continue in addition to issue of press advertisement. Both activities shall be done concurrently.

## 6. INSTRUCTIONS TO TENDERERS

6.1 Sample forwarding letter to form part of tender documents shall be as per Annexure '3 A-V'.

6.2 General Instructions on filling and submission of tenders shall be as per Annexure '3 A-VI'.

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## 7. COMPOSITION OF BIDS FOR E-TENDER

7.1 The documents required to be uploaded by the bidders in the respective cover shall be specified by the tender issuing authority in the NIT. Format from Annexure '3 A-IV shall be applicable for tender costing upto Rs15 Cr or Rs 15-50 Cr or above Rs 50 Cr as applicable. Please also refer Notes under Para 5.5 above.

## 7.2 SINGLE STAGE TWO COVER SYSTEM

(a) **Cover 1** – Cover 1 shall contain documents as stipulated in NIT. Hard copies of all documents uploaded in Cover 1 shall reach the office of Accepting Officer within the No. of days after bid closing date as specified in the NIT.

(b) **Cover 2** – Cover 2 shall contain the BOQ . In addition, Cover 2 will also contain other details as asked for and mentioned in the tender documents. The BOQ shall be validated and password protected before uploading by the bidder.

All the documents forming part of tender such as tender forwarding letter, instructions to tenderers, Particular Specifications, Special Conditions, list of drawings, tender schedules (prepriced), drawings shall be uploaded in pdf/rar format.

### 7.3 TWO STAGE TWO COVER SYSTEM

**7.3.1 Stage 1.** In stage 1, only the Notice of Tender (NIT) including Appendix 'A' thereto shall be uploaded. In the bidding for this stage, there will be one cover. This cover shall be same as Cover 1 mentioned in para 7.2 hereinbefore.

7.3.2 Technical bid evaluation of all the bids shall be done and the result/summary shall be uploaded.

**7.3.3 Stage 2.** The tender for stage 2 shall be in 'closed limited ' type enabling only the bidders qualifying in stage 1 to access the tender. In stage 2, complete tender documents including drawings shall be uploaded in pdf/rar format alongwith BOQ in excel format. In this stage, there will be only one cover which is BOQ.

7.3.4 All other relevant provisions of single stage two cover bid system shall be followed in this bidding system.

## 8. PREPARATION OF E-TENDER

### 8.1 ITEM RATE E-TENDER

8.1.1 The complete tender (except price bid/BOQ) shall be prepared in a normal manner as done earlier and shall be converted into pdf format and stored as a separate folder. The format prescribed in the portal shall be followed.

8.1.2. BOQ or Schedule of work (viz Sch A) shall be prepared using the BOQ template for the same in circulation and also available on website [www.eprocuremes.gov.in](http://www.eprocuremes.gov.in). This template shall be downloaded and BOQ prepared offline for uploading after finalization.

8.1.3. Tenderer shall be required to quote for each item of BOQ in figures. Rate in words shall be generated by the system automatically.

8.1.4. Schedule of credit in an item rate tender shall be prepared duly prepriced and shall be uploaded in pdf alongwith tender documents. However a note shall be inserted in Sch A Notes to the effect that the contract sum shall be arrived at after deducting amount of schedule of credit from the total quoted amount .

## 8.2 LUMPSUM E -TENDER

8.2.1. BOQ or Schedule of work (similar to Sch A in physical tendering system ) shall be prepared using the BOQ template in circulation. The template shall be downloaded and duly finalized BOQ uploaded.



8.2.2 Lumpsum tenders have various Sch 'A' parts e.g. Building works (either prepriced or to be quoted), Sch 'A' parts having prepriced schedules for internal/external services, Parts having Miscellaneous schedules to be quoted itemwise by contractor, Part for Sch of Credit, Provisional Lump Sum, Prime Cost Sum etc. .

8.2.3.1. **Bldg Works.**

(a) If this part is prepriced based on SSR rate, this shall be prepared as part of the tender documents in pdf/rar format. In BOQ, total of Sch 'A' pre-priced amounts will be inserted as item No. 1. Amount quoted against this item by the bidder shall be the lump sum for this Schedule 'A'. The percentage above SSR pre-priced amount shall be derived in the excel sheet automatically by the system.

(b) In case of lump sum tender to be quoted by tenderer based on drawings and specification, all bldg items shall be listed as separate items in BOQ and contractor shall quote lump sum amount for each bldg separately.

8.2.3.2. **Pre-priced Schedules for Internal/External Services.** These schedules shall be part of tender documents in pdf/rar form. In BOQ, total of respective parts of Sch 'A' will be inserted as items. Amounts quoted against these items by the bidder shall be the lump sum quote for the respective parts of Sch 'A'. The percentage above SSR pre-priced amount shall be derived in the excel sheet automatically by the system.

8.2.3.3. **Miscellaneous Schedules (To be quoted itemwise by contractors).** All items shall be included in the BOQ similar to that as for the item rate tender described above.

8.2.3.4. **Sch of Credit.** Schedule of credit shall be prepared duly priced and shall be uploaded alongwith tender documents in pdf/rar format. However a note shall be inserted in Sch A Notes that quoted sum shall be arrived at after deducting amount of schedule of credit from the total amount of the BOQ.

8.2.3.5. **Provisional Lump Sum.** Estimated total amount based on SSR rates will be inserted as an item. The percentage shall be derived automatically by the system in the excel sheet BOQ based on the amount quoted against this item by the bidder. This percentage (plus/minus) shall be applied on the SSR rates for the items to be payable under Provisional Lump Sum. Suitable Note to this effect shall be inserted in Sch 'A' Notes.

8.2.3.6. **Prime Cost Sum.** Estimated total amount will be inserted as an item. The percentage shall be derived automatically by the system in the excel sheet BOQ based on the amount quoted against this item by the bidder. This percentage (plus/minus) subject to maximum of 15 % (on plus side) shall be taken as the PC Sum percentage. Suitable Note to this effect shall be inserted in Sch 'A' Notes.

8.3 **SPECIALIST TENDERS (TENDERS FOR AIRCONDITIONING/ COLD STORAGE/ REFRIGERATION/ WATER PURIFICATION PLANTS/ SEWAGE DISPOSAL SCHEMES & OTHER SPECIALIST WORKS AS MENTIONED IN PARA 12.1 OF MANUAL ON CONTRACTS).**

8.3.1 These tenders shall be done in Two Stage Three Cover system. Stages shall be as mentioned hereinafter.

8.3.2 **Stage 1** . In stage 1, the complete tender documents with BOQ and drawings shall be uploaded in pdf/rar form. In the bidding for this stage, there will be two covers. First cover shall be same as mentioned in para 7.2 hereinbefore. Second cover shall contain the technical details (design details proposed by bidder) alongwith commercial terms and conditions offered by the bidders. Cover-2 of only those bidders will be opened who qualify after bid evaluation of cover-1.

8.3.3 **Correspondence with Bidders** . Correspondence shall be made with bidders whose cover 2 of Stage 1 are opened. This correspondence shall be for bringing at par the technical details (design details proposed by bidder) and their commercial terms and conditions. All such correspondence shall be made online through email.

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3.4 **Stage 2.** In Stage 2, complete tender documents alongwith reference of correspondence made with qualified bidders of Stage 1 shall be uploaded in pdf/rar format. Since correspondence with bidders are bidder specific, only bidder-wise reference of letters sent to them online and reference of their replies shall be made part of tender document at this stage. Apart from this, BOQ in excel format shall be uploaded. This BOQ shall be as per finalized design of the item of work subsequent to bringing at par the technical details commercial terms and conditions of all bidders. In the bidding for this stage, there will be only one cover consisting of BOQ.

#### 9. **UPLOADING OF TENDER**

9.1 After the tender documents (pdf/rar) and BOQ are ready, the same shall be uploaded on website www.eprocuremes.gov.in. using DSC of tender creator. However, if due to any reason it is not possible to upload the tender in one go, it can be done in a number of sittings. The server saves any uploading done in earlier sittings.

9.2 During uploading of tender, names of four bid openers shall be selected. List of individuals having DSC in a formation and who have been mapped in by Nodal officer, shall be visible on the system. The bid openers shall be selected as stated in para 4.2 (d) (ii) hereinbefore. Any two, out of the four openers, can open the tender using their DSC.

9.3 Critical dates such as bid publication date, bid download date, bid opening date, bid closing date, and pre-bid meeting date etc should be decided carefully following the instructions mentioned below:-

(a) The minimum period between tender publishing date and bid submission start date shall be as under:-

- |       |  |           |
|-------|--|-----------|
| (i)   | Item rate tender not exceeding Rs 50 lakhs | : 14 days |
| (ii)  | Item rate tender exceeding Rs 50 lakhs     | : 21 days |
| (iii) | Lump sum tender                            | : 28 days |

(b) In case of revision of BOQ, the period between uploading of revised BOQ and bid submission start date shall be decided based on quantum and nature of revisions but in no case shall it be less than three days excluding the date of publishing of corrigendum containing revised BOQ.

(c) The bid submission closing time for all tenders of all formations shall be 1800 hrs.

9.4 After uploading the tender, printout of the complete tender documents shall be taken and kept in files duly signed by the concerned individual (creator) and / or JE (QS&C). Copy of this tender shall be forwarded to all internal sections for their comments. Alternately the soft copy in pdf/rar format of the complete tender shall be made available to all internal sections. CWE and GE shall be informed that tender has been uploaded/published intimating the tender id so that they can download, study and offer their comments.

#### 10. **AMENDMENT TO TENDER DOCUMENTS (CORRIGENDUM)**

10.1 Amendments to tender documents are issued as corrigendum. The corrigendum shall be prepared and uploaded in pdf format.

10.2 The portal also allows various other corrigenda like change of various critical dates through corrigendum for revision of dates, change of bid openers, revision of any stage etc.

10.3. In case there is any amendment to BOQ, the complete BOQ duly revised has to be uploaded again. Once revised BOQ is uploaded, the same is visible to the contractors for quoting.

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## 11. OPENING OF TENDERS/BIDS

11.1. After the bid closing time & date, no change in the bid is permissible.

11.2 The Accepting Officer shall decide on postponing bid submission end date after taking into account the number of bidders who have participated. The information on the number of bidders who have participated shall be available after bid submission end date.

11.3. Bids shall be opened by any two out of four bid openers whose names are already registered in the system at the time of creation of tender/ changed through corrigendum . Once names of four bid openers have been finalised in accordance with para 4.2 (d) (ii) hereinbefore, Contract Section may approach any two available bid openers for opening of the bid. Even if the bid opener is not available in the station, he can open the bid from any place using his DSC.

11.4 Tender shall be opened in two steps. In first step, Cover 1 (Tech bid) shall be opened. In second step, 2<sup>nd</sup> Cover of applicants who have been found eligible after opening of 1<sup>st</sup> cover, shall be opened on or after due date and time.

## 12. TECHNICAL BID EVALUATION

12.1. After opening of cover 1 (Technical Bid), all the bidders/applications shall be examined as per existing instructions such as eligible class & category, remarks in Work Load Return, cost of tender, residual capacity, PQC, instructions on Provident Fund etc (as applicable). The existing procedure for screening of applications/bids by the Tender Selection Committee for particular nature and value of works as given in the Manual on Contracts shall continue. The details of selection of bidders showing the decision on bid validation by Accepting Officer shall be prepared offline for qualifying/disqualifying contractors.

12.2 No permission of NHEA (Next Higher Engineer Authority) is required for qualifying an unenlisted contractor in Technical bid evaluation. However, it shall be ensured by Accepting Officer that the unenlisted bidder meets the criteria for enlistment in appropriate class as per criteria in NIT.

12.3 All the details shall be put up to the Accepting Officer for final decision on selection or rejection of the applicants for 'T' Bid evaluation. After decision of the Accepting Officer, a summary of scrutiny of 1<sup>st</sup> cover ('T' Bid) showing result of selection/rejection alongwith reasons shall be prepared and uploaded on the website by tender evaluator. This summary will be visible to all on the website. Date of opening of price bid i.e. cover-2, shall also be fixed at this stage.

12.4 No report on acceptance and rejection of technical bids (Cover I) is required to be submitted to the NHEA.

12.5 Period between technical bid evaluation and finance bid opening shall be as under:-

(a) If technical bids of all bidders are found to be qualifying for opening of finance bid, finance bids shall be opened at the earliest, but not later than two working days after technical bid evaluation.

(b) If technical bids of one or more bidders are found to be not qualifying for opening of finance bid, a period not less than seven days shall be kept between uploading of technical bid evaluation summary and finance bid opening. The disqualified bidder may appeal to NHEA with copy to Accepting Officer through email. On receipt of any such appeal from the bidder or query from NHEA regarding such appeal, the date of opening of Finance Bid shall be postponed by minimum seven clear days from the date of receipt of such appeal/query from NHEA (whichever is later) to enable NHEA to dispose of the representation.

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12.6 Action to be Taken, When Only One Single Eligible Bid qualifies in 'T' bid evaluation (in Single Stage Two Cover System). If only one bid is considered as qualified/cleared in first cover ( 'T' bid) after 'T' bid evaluation, Accepting Officer shall decide to proceed for opening of second cover or to retender. If Accepting Officer gets second cover opened and considers single bid reasonable, he will decide whether to utilize single tender powers as per RMES or retender. Considering the transparent tendering process, whereby anyone from any part of the Nation can participate, there is no requirement to have minimum seven bids in first cover.

12.7 Action to be Taken, When Only One quoted Bid Received in Second Cover out of Several eligible Bids received and qualified in First Cover (in Single Stage Two Cover System). Accepting Officer to examine the reasonability and decide whether to accept or retender. Acceptance of such bid shall be with prior approval of NHEA in terms of Para 46 (f) of DWP-2007.

13. FINANCE BID OPENING (COVER -II)

13.1 The opening officers shall open the BOQ of all the bidders whose bids have been accepted in the technical evaluation. In case adverse remark is noticed against a bidder after qualifying the bidder and uploading the Technical Bid Evaluation Summary, but before Finance Bid opening time, the Technical Evaluation Summary shall be revised. In such case, Finance Bid opening time & date shall be postponed at least for further seven days to enable the disqualified bidder to represent to NHEA and NHEA to convey decision on the representation. Similarly, if remark against a bidder is changed from adverse to "Yes" after uploading the Technical Bid Evaluation Summary but before Finance Bid opening time, the bidder's Finance Bid shall be opened by amending the Technical Evaluation through corrigendum.

13.2 In case the BOQ is revised by the Department and the bidder has failed to quote in revised BOQ (i.e. he has quoted in previous BOQ), such bid shall be treated as willful negligence by the bidder and his quotation shall be considered non-bonafide. In such cases the lowest tender shall be determined by the lowest amount amongst the valid/bonafide bids only. Accepting Officer may decide whether to retender or otherwise. The remark of 'non bonafide finance bid' against such bidder and copy of this CST shall be uploaded alongwith Finance Bid Opening Summary. Suitable instructions shall be given for this in the tender.

13.3 Printout of individual finance bids as well as comparative statement of rates quoted by all the tenderers/bidders as generated automatically (called BOQ Chart) shall be signed by the bid openers for record purposes.

14. FINANCE BID EVALUATION. Market analysis prepared offline shall be the basis of finance bid evaluation and shall be kept on record duly signed by the concerned officer. Copy of acceptance letter shall be uploaded on the website (under 'AOC' menu) using DSC of evaluator.

15 COMPARATIVE STATEMENT OF TENDER (CST). This shall be prepared and signed by bid openers. Recommendation of concerned E8 officer i.e. Dir (C)/SSW/DCWE/ACWE(C)/AD (C)/AAD(C) and orders of Accepting Officer shall be recorded on CST and kept on record.

16. CTC OF CONTRACT. After tender has been accepted and acceptance letter uploaded on the website, a print out of complete tender docs shall be taken for the purpose of making original contract documents and CTC thereof. A copy signed by both the parties thereof alongwith CST prepared offline shall be forwarded to PCDA/CDA till such time the procedure is evolved by Audit to keep e-record or peruse e-record on website.

17. VALIDITY OF BIDS. Validity of the bids for the purpose of validity of tender as stipulated in Special Condition shall commence from the next date subsequent to bid submission end date. Suitable provision in Special Condition shall be made to this effect. Validity shall be normally for 60 days for single cover two stage system/ two cover two stage system. Validity of bids based on two-stage three-cover system shall be 60 days from the bid submission end date of Stage 2 containing finance bid.

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18. **PREVENTION OF CARTELIZATION.** All Accepting Officers shall also examine the MIS report on e-procure site and ensure that there is no cartelization indicated therein at each stage of opening of packets/ covers. In case any cartelization is found, action against contractors shall be initiated and action shall be taken to retender immediately. The event of uploading from same IP address need not be considered as cartelization unless other supporting reasons exist. Probability of quotation through internet centers/café cannot be ruled out and cannot be objected.

19. **MISCELLANEOUS.**

19.1 All correspondence in tendering process after creation of tender till acceptance of finance bid including AOC (Acceptance of Contract) shall specifically mention the tender id.

19.2 Date of receipt of tender as referred to in tender documents at various locations/for various purposes including that mentioned in the special condition for reimbursement on variation of prices shall be the bid submission end date. Suitable provision in special condition shall be made to this effect.

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## ANNEXURE 3 A - I

**Military Engineer Services eProcurement Portal**  
**<https://eprocuremes.gov.in/nicgep/app>**  
**Request Form for Tenders Administration Account**

**Personal Details:**

1	Title*: Mr/Mrs/Ms/Dr/Sri		
2	First Name*: Last Name*:		
3	Date of Birth*: (DD/MM/YY)		
4	Login ID* say abc@gmail.com: (Login ID should be individual's personal id not designation based id)		
5	Organization Name*:		
6	Dept/Circle*:		
7	Division*:	Designation*:	
8	Address1*:		
9	Address2:		
10	District:		
11	City*:	Pincode:	
12	Correspondence Email ID*: (Correspondence Email ID can be same as Login ID. All the mail correspondence will be sent only to the Correspondence Email ID)		
13	Phone: 91:	STD:	No:
14	FAX: 91:	STD:	No:
15	Mobile: (All the SMS correspondence will be sent only to this Mobile number)		
16	User Roles:	Nodal officer/ Tender Creator/Publisher/Bid Opener/Evaluator (select one or more as applicable)	

Date:

Signature of Tender Inviting Authority

Name: \_\_\_\_\_

Seal:

**Note:** The requested tenders administration accounts details will be communicated by email  
**Disclaimer:** This account is meant for publishing and maintaining the Tenders information on Government eProcurement Portal. The sole responsibility of the accuracy and validity of User information/ contents in the Tender documents shall rest with the authorized user of the Account i.e. the concerned Tender Inviting Authority who is responsible for Tender administration. NIC shall be responsible only for ensuring the system performance and security.

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**ANNEXURE 3 A - II**

**MILITARY ENGINEER SERVICES**

**NOTICE INVITING E-TENDERS**  
**(for Newspaper publication purpose)**

Chief Engineer/CWE/GE/GE(I)/AGE(I)..... on behalf of  
President of India invites online item rate/percentage rate / Lump Sum bids on Single Stage  
Two Cover Bid System for the following work:-

1. Name of Work - .....
2. Estimated Cost - Rs. ....
3. Period of completion - .....
4. Tender id :

For further detail refer web site [eprocuremes.gov.in/eprocure.gov.in](http://eprocuremes.gov.in/eprocure.gov.in)

**Note :-**

1. Notice Inviting Bid as published in newspapers shall not form part of Notice of Tender/ Bid document.
2. Type of tender (lump sum/item rate etc) shall be as applicable and bid system shall be specifically mentioned as decided by Accepting Officer.

TSC



### ANNEXURE 3 A - III

#### MILITARY ENGINEER SERVICES

#### NOTICE INVITING TENDER (NIT)

1. A tender is invited for the work as mentioned in Appendix 'A' to this NOTICE INVITING TENDER (NIT)

1. The work is estimated to cost as indicated in aforesaid Appendix 'A'. This estimate, however, is not a guarantee and is merely given as a rough guide and if the work cost more or less, a tenderer/bidder will have no claim on that account. The tender shall be based on as mentioned in aforesaid Appendix 'A'.

2. The work is to be completed within the period as indicated in aforesaid Appendix 'A' in accordance with the phasing, if any, indicated in the tender from the date of handing over site, which will be on or about two weeks after the date of Acceptance of tender.

4. Normally contractors whose names are on the MES approved list for the area in which the work lies, and within whose financial category the estimated amount would fall, may tender/bid but in case of term contracts, contractors of categories SS to E may tender/bid. In case, where the tender amount is in excess of the financial limit of the contractor and the Accepting officer decides to accept the tender/bid, in which event the tenderer/bidder would be required to lodge additional security deposit as notified by the Accepting Officer in term of conditions of contract. Contractors whose names are on the MES approved list of any MES Formation and who have deposited standing security and have executed standing security bond may also tender/bid without depositing Earnest money along with the tender/bid and if the tender/bid submitted by such a tenderer/bidder is accepted, the contractor will be required to lodge with the Controller of Defence Accounts concerned the amount of 'Individual security deposit' within thirty days of the receipt by him of notification of acceptance of his tender/bid, failing which this sum will be recovered from 1<sup>st</sup> RAR payment or from the first final bill. In the case of term/running contracts, remaining sum shall be recovered from subsequent bill(s) of the contractor. Not more than one tender/bid shall be submitted/uploaded by one contractor or one firm of contractors. Under no circumstances will a father and his son(s) or other close relations who have business dealing with one another be allowed to tender/bid for the same contract as separate competitors. A breach of this condition will render the tenders/bids of both the parties liable for rejection.

5. The Office of \_\_\_\_\_ will be the Accepting Officer here in after referred to as such for purpose of the contract.

6. The Technical Bid and Financial Bid (Cover-1 and Cover-2) shall be uploaded by the tenderer/bidder on or before the date & time mentioned in NIT. A scanned copy of DD with enlistment details/documents shall be uploaded as packet 1/cover-1 ('T' bid) of the tender/bid on e-tendering portal. DD is refundable in case T bid is not accepted resulting in non-opening of 'Q' bid. The applicant contractor shall bear the cost of bank charges for procuring and encashing the DD and shall not have any claim from Government whatsoever on this account.

6.1. Tender form and conditions of contract and other necessary documents shall be available on [eprocuremes.gov.in](http://eprocuremes.gov.in) / [eprocure.gov.in](http://eprocure.gov.in) site for download and shall form part of contract agreement in case the tender/bid is accepted.

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### ANNEXURE 3 A – III (Contd/-)

6.2 In Case of contractor who has not executed the Standing Security Bond, the Cover-I shall be accompanied with by Earnest Money of amount as mentioned in Appendix 'A' in the form of deposit at call receipt in favour of concerned CCE/ GE/ GE(I)/ AGE(I) (see Appendix 'A') by a scheduled Bank or in receipted treasury Challan the amount being credited to the revenue deposit of the concerned CCE/ GE/ GE(I)/ AGE(I) (see Appendix 'A').

6.3 A contractor who is not enlisted for the area in which the work lies but whose name is in the MES approved list of any MES formation and who has deposited standing security and executed standing security Bond may bid without depositing earnest money alongwith the tender; but if the Accepting officer accepts the tender/bid, the contractor will be required to lodge with the Controller of Defence Accounts concerned the amount of 'Individual security deposit' within thirty days of the receipt by him of notification of acceptance of his tender/bid, failing which this sum will be recovered from 1<sup>st</sup> RAR payment or from the first final bill. In the case of term/running contracts, remaining sum shall be recovered from subsequent bill(s) of the contractor.

6.4 A contractor who has executed standing security Bond but not corresponding to the appropriate class as mentioned above, shall lodge with the Accepting Officer, Additional Security Deposit as notified by the Accepting Officer within thirty days of the receipt of his notification of acceptance of his tender/bid, failing which this sum will be recovered from the first RAR payment or from the first final bill. In the case of term/running contracts, remaining sum shall be recovered from subsequent bill(s) of the contractor. However, in case where any payment is made to the contractor within thirty days of the receipt by him of notification of acceptance of tender/bid, the amount of additional security deposit shall be recovered from such payment.

6.5 The CCE/ GE/ GE(I)/ AGE(I) will return the Earnest Money wherever applicable to all unsuccessful tenderers/bidders by endorsing an authority on the deposit-at-call receipt for its refund, on production by the tenderer/bidder a certificate of the Accepting Officer that a bonafide tender/bid was received and all documents were returned.

6.6 The CCE/ GE/ GE(I)/ AGE(I) will either return the Earnest Money to the successful tenderer/bidder by endorsing an authority on the deposit-at-call Receipt for its refund on receipt of an appropriate amount of Security Deposit or will retain the same in part or full on account of security deposit if such a transaction is feasible.

6.7 Copies of the drawings and other document pertaining to the work signed for the purpose of identification by the Accepting Officer or his accredited representative, sample of materials and stores to be supplied by the contractor will also be available for inspection by the tenderer/bidder at the office of Accepting Officer and concerned GE/ GE(I)/ AGE(I) during working hours.

7. The tenderers/bidders are advised to visit the site of work by making prior appointment with GE/ GE (I)/ AGE(I)/ CCE/ Project Manager who is also the Executing Agency of the work (see appendix 'A'). The tenderers/bidders are deemed to have full knowledge of all relevant documents, samples, site etc., whether they have inspected them or not.

8. Any tender/bid which proposes any alteration to any of the conditions laid down or which proposes any other condition or prescription whatsoever, is liable to be rejected.

T-6



**ANNEXURE 3 A – III (Contd/-)**

9. The uploading of bid implies that bidder has read this notice and the Conditions of Contract and has made himself aware of the scope and specification of work to be done and of the conditions and rates at which stores, tools and plants etc will be issued to him and local conditions and other factors having bearing on the execution of the work.

10. Tenderers/bidders must be in possession of a copy of the MES Standard Schedule of Rates (see appendix 'A') including amendments and errata thereto.

11. Invitation for e- tender does not constitute any guarantee for validation of 'T' bid and subsequent opening of finance bid of any applicant/bidder, even of enlisted contractors of appropriate class, merely by virtue of enclosing DD. Accepting Officer reserves the right to reject the 'T' bid and not open the finance bid of any applicant/bidder. 'T' bid validation shall be decided by the Accepting Officer based on, inter alia, capability of the firm as per criteria given in Appx 'A' to this **NIT**. The applicant contractor/bidder will be informed regarding non-validation of his 'T' bid assigning reasons thereof through the eprocuremes website. The applicant contractor/bidder if he so desires may appeal to the next higher Engineer authority viz \_\_\_\_\_ on email id \_\_\_\_\_mes@nic.in with copy to the Accepting Officer on email before the scheduled date of opening of Finance Bid. The decision of the Next Higher Engineer Authority (NHEA) shall be final and binding. The contractor/bidder shall not be entitled for any compensation whatsoever for rejection of his bid.

12. The Accepting Officer reserves the right to accept a tender submitted by a Public Undertaking, giving a price preference over other Tender(s)/bids which may be lower, as are admissible under the Government Policy. No claim for any compensation or otherwise shall be admissible from such tenderer/bidder whose tender/bid is rejected.

13. Accepting Officer does not bind himself to accept the lowest or any tender/bid or to give any reason for not doing so.

14. This **Notice Inviting Tender (NIT)** including Appendix 'A' shall form part of the contract.

Signature of contractor

\_\_\_\_\_  
For Accepting Officer

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# ANNEXURE 3 A - IV

## APPENDIX 'A' TO NOTICE INVITING TENDER(NIT) (For works costing less than Rs 15 crores)

1	Name of work	
2	Estimated Cost.	Rs (At Par Market)
3	Period of completion	days
4	Cost of tender documents	Rs _____ in the shape of DD/Bankers cheque from any schedule Bank in favour of CCE/ GE/ GE(I)/ AGE(I) _____ and payable at _____
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-2159) and GCC (IAFW-2249) with Schedule 'A' (list of items of work) to be priced by tenderer. The tenderers are required to quote their lump sum amounts for prepriced parts of Schedule 'A' and quote rates against items of other parts of Schedule 'A'.  (For other types of tenders, suitable modification shall be made.)
7	Information & Details :	
	(a) Bid submission start date	Refer critical dates
	(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 '____' and above and category _____ 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 contractors & category _____ 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 formations.  (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 / notarised 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.
	(C) For All Contractors	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 NOT forming part of the tender documents.
9	Tender issuing and Accepting Officer	_____
10	Executing agency	GE _____ /PM _____
11	Earnesy Money	Rs _____ in favour of CCE/ GE/ GE(I)/ AGE(I)

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## ANNEXURE 3 A - IV

### APPENDIX 'A' TO NOTICE INVITING TENDER (For works costing less than Rs 15 crores) contd...

#### NOTES :

The contractor enlisted upto one\* class below the eligible class may also apply/bid. Application/bids from one class below eligible class applicants may be considered in the event of inadequate response/bids from the applicants of eligible class.

*(\* This shall be 'two' in case of works in remote and difficult stations and following additional provision to be added:*

*"Application from 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) Applications/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 'T' 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 \_\_\_\_\_\* days of bid submission end date.  
*(\* The number of days to be mentioned shall be as decided by the Accepting Officers, but it shall not be less than 5 days)*
- (iii) In case of applications/bids from 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 willful negligence of the bidder with ulterior motives and such bidder shall be banned from bidding for a period of six months commencing from the date of opening of finance bid.
- (iv) In case of applications/bids from unenlisted contractors, 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 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 Earnest 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 also be uploaded amongst others:

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ANNEXURE 3 A - IV

**APPENDIX 'A' TO NOTICE INVITING TENDER**  
**(For works costing less than Rs 15 crores) contd...**

- (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 / authorised 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 along with relevant pages of audited balance sheets in support thereof.
- (iv) Affidavits for possession of movable & immovable properties by proprietor/partner owning the immovable property along with 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.
- In case of Limited Company, the immovable property is required to be in the name of the Company.
- (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 \_\_\_\_\_ on email \_\_\_\_\_ 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 \_\_\_\_\_

\_\_\_\_\_  
For Accepting Officer

File No \_\_\_\_\_

Dated \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
Address of Accepting Officer

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# ANNEXURE 3 A - IV

## APPENDIX 'A' TO NOTICE INVITING TENDER

(For works costing more than Rs 15 crores but less than Rs 50 crore)

1	Name of work	
2	Estimated Cost	Rs (At Par Market)
3	Period of completion	_____ days
4	Cost of tender documents	Rs _____ in the shape of DD/Bankers cheque from any schedule Bank in favour of CCE/ GE/ GE(I)/ AGE(I) and payable at _____
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-2159) and GCC (IAFW-2249) with Schedule 'A' (list of items of work) to be priced by tenderer. The tenderers are required to quote their lump sum amounts for prepriced parts of Schedule 'A' and quote rates against items of other parts of Schedule 'A'. (For other types of tenders, suitable modification shall be made.)
7	Information & Details :	
	(d) Bid submission start date	Refer critical dates
	(b) Bid submission end date	
	(c) Date/time for opening of Bid	
8	Eligibility Criteria	
	(A) For MES enlisted contractors	They should satisfy the following criteria :- (a) Residual capacity requirement as in Para 8 (C) (a) below. (b) They should have enlistment in class "SS" and Category _____ (c) They should not carry adverse remarks in WLR of competent engineer authority..
	(B) For other contractors	The firms not enlisted with MES shall satisfy the following criteria :- (a) Residual capacity requirement as in Para 8 (C) (a) below. (b) They should meet enlistment criteria of 'SS' class MES contractors & category _____, 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 formations. These firms shall also submit copy of Police verification from police authority of the area where the registered office of the firm is located / notarised 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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## ANNEXURE 3 A - IV

### APPENDIX 'A' TO NOTICE INVITING TENDER

**(For works costing more than Rs 15 crores but less than Rs 50 crore) contd...**

	(C) For All Contractors	<p>(a) Applicants' residual, capacity as worked out by following formula should be more than estimated cost of work :-</p> <p><b>Residual capacity = (2 x A x N) - B,</b></p> <p>Where ;</p> <p><b>A</b> = Maximum turnover in last 5 financial years</p> <p><b>N</b> = Period of completion of contracted (Tendered) work (in years calculated till 2 decimal places)</p> <p><b>B</b> = Value of balance work in all Govt.&amp; Private works.</p> <p>(b) 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/daughter 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 NOT forming part of the tender documents</p>
9	Tender issuing and Accepting Officer	_____
10	Executing agency	GE/ GE(I)/ AGE(I) _____ /PM
11	Earnesy Money	Rs _____ in favour of CCE/ GE/ GE(I)/ AGE(I)

#### **NOTES :-**

(a) The contractor enlisted upto one\* class below the eligible class may also apply/bid. Application/bids from one class below eligible class applicants may be considered in the event of inadequate response/bids from the applicants of eligible class.

(\* This shall be 'two' in case of works in remote and difficult stations and following additional provision to be added:

"Application from 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) Contractors enlisted with MES will upload following documents (scanned copy in pdf format) for checking eligibility:-

(i) Application for the tender on Tenderer's Letter Head. In this, the contractor should explain with calculation details supported with documentary evidence as to how he is qualifying for this tender in terms of conditions given in Para 8 (A)(a) above.

Tenderer/bidder to note that if they do not submit their calculation details and/ or supporting documents correctly, Deptt will make calculation. If the firm does not qualify as a result of Deptt calculation, then bidder only will be responsible for the same. This is notwithstanding the fact that Deptt will check the details and calculations also in respect of the contractors who have given the calculations.

(ii) Enlistment letter

(iii) DD toward cost of tender

(iv) Working detail of residual capacity which shall include :-

(aa) Copy of turn over certificate from CA for last 5 (Five) years (FY), notarised copy of relevant pages of balance sheet of those FYs showing the turn over (gross receipts).



## ANNEXURE 3 A - IV

### APPENDIX 'A' TO NOTICE INVITING TENDER

(For works costing more than Rs 15 crores but less than Rs 50 crore) contd...

(ab) List of works in hand for contracts with **Government department and private works**, completed value thereof and residual work to be completed during completion period of subject work in a self-explanatory tabular form. This shall be submitted duly signed by proprietor / all partners / authorised Director of Pvt / Public Ltd as applicable.

(ac) Affidavit on non judicial stamp paper of Rs100/- (minimum) in the form of hard copy declaring their turnover for last 5 (Five) Years and value of contracts in hand in Government department & private and details of works completed and residual work to be completed.

Hard copy of these documents will be submitted within \_\_\_\_ \*days of the last date & time of opening of 'T' bid.

(\* The number of days to be mentioned shall be as decided by the Accepting Officers, but it shall not be less than 5 days)

(c) Contractors not enlisted with MES will be required to upload the following :-

(i) Application for the tender : In this the contractor should explain with calculation details supported with documentary evidence, how he is qualifying for this tender in terms of conditions given in Para 8 (A) (a) above.

Tenderer/bidder to note that if they do not submit their calculation details and/ or supporting documents correctly, Deptt will make calculation. If the firm does not qualify as a result of Deptt calculation, then bidder only will be responsible for the same. This is notwithstanding the fact that Deptt will check the details and calculations also in respect of the contractors who have given the calculations.

(ii) Necessary documents to prove their eligibility for enlistment in required 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). The work experience shall include details of 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 / authorised 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.

The documents will also include the following amongst others :-

(aa) Solvency certificate and working Capital Certificate issued by scheduled bank.

(ab) Affidavits for possession of movable & immovable properties by proprietor/partner owning the immovable property along with 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.

In case of Limited Company, the immovable property is required to be in the name of the Company.

(iii) Scanned copy of DD toward cost of tender and earnest money

(iv) Documents in support of residual capacity which shall include :-

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ANNEXURE 3 A - IV

**APPENDIX 'A' TO NOTICE INVITING TENDER**

**(For works costing more than Rs 15 crores but less than Rs 50 crore) contd...**

- (aa) copy of turn over certificate from CA for last 5 (Five) years (FY), notarised copy of relevant pages of balance sheet of those FYs showing the turn over (gross receipts).
- (ab) List of works in hand for contracts with Government department & private works, completed value thereof and residual work to be completed during completion period of subject work in a self-explanatory tabular form. This shall be submitted duly signed by proprietor / all partners / authorised Director of Pvt / Public Ltd as applicable.
- (ac) Affidavit on non judicial stamp paper of Rs100/- (minimum) in the form of hard copy declaring their turnover for last 5 (Five) Years and value of contracts in hand in Government department & private and details of works completed and residual work to be completed. Hard copy of these documents will be submitted within \_\_\_\_ days of the last date & time of opening of 'T' bid.
- (d) (i) Applications/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 'T' 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 \_\_\_\_\* days of bid submission end date.  
(\* The number of days to be mentioned shall be as decided by the Accepting Officers, but it shall not be less than 5 days)
- (iii) In case of applications/bids from 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 willful negligence of the bidder with ulterior motives and such bidder shall be banned from bidding for a period of six months commencing from the date of opening of finance bid.
- (iv) In case of applications/bids from unenlisted contractors, 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 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 Earnest 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.
- (e) In case of rejection of technical /prequalification bid, contractor may appeal to next higher Engineer authority i.e \_\_\_\_\_ on email \_\_\_\_\_ 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 \_\_\_\_\_

For Accepting Officer

File No \_\_\_\_\_

Dated \_\_\_\_\_

(\_\_\_\_\_)

Address of Accepting Officer

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# ANNEXURE 3 A - IV

## APPENDIX 'A' TO NOTICE INVITING TENDER

(For works costing more than Rs 50 crore)

1	Name of work	
2	Estimated Cost	Rs ----- (At Par Market)
3	Period of completion	_____ days
4	Cost of tender documents	Rs _____ in the shape of DD/Bankers cheque from any schedule Bank in favour of CCE/ GE/ GE(I)/ AGE(I) _____ and payable at _____
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-2159) and GCC (IAFW-2249) with Schedule 'A' (list of items of work) to be priced by tenderer. The tenderers are required to quote their lump sum amounts for prepriced parts of Schedule 'A' and quote rates against items of other parts of Schedule 'A'. (For other types of tenders, suitable modification shall be made.)
7	Information & Details :	
	(e) Bid submission start date	Refer critical dates
	(b) Bid submission end date	
	(c) Date/time for opening of bid ( Cover-1)	
8	Eligibility Criteria	
	(A) For MES enlisted contractors	They shall satisfy the following :- (a) Residual capacity requirement as in Para 8 (C) (a) below. (b) Prequalification criteria as in Para 8 (C) (b) below. (c) They should have enlistment in Category _____ (d) They should not carry adverse remarks in WLR of competent engineer authority.
	(B) For other contractors	The firms not enlisted with MES shall satisfy the following :- (a) Residual capacity requirement as in Para 8 (C) (a) below. (b) Prequalification criteria as in Para 8 (C) (b) below. (c) They should meet enlistment criteria of 'SS' class MES contractors & category _____ i.e. with regard to 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 formations. These firms shall also submit copy of Police verification from police authority of the area where the registered office of the firm is located / notarised copy of valid passport of proprietor/each partner/each Director. (d) They should not carry adverse remarks in WLR/or any other similar report of any authority.
	(C) For All Contractors	(a) Applicants' residual capacity as worked out by following formula should be more than estimated cost of work :- <b>Residual capacity = (2 x A xN)-B,</b> Where ; A = Maximum turnover in last 5 financial years. N = Period of completion of contracted (Tendered) work (in years calculated till 2 decimal places)  B = Value of balance work in all Govt.& Private works

# ANNEXURE 3 A - IV

## APPENDIX 'A' TO NOTICE INVITING TENDER (For works costing more than Rs 50 crore) contd...

		<p>(b) <b>Prequalification Criteria :-</b></p> <p>(i) Average annual financial turnover during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be at least ____% of the estimated cost.</p> <p>(The percentage to be filled in based on period of completion as stipulated in section ____ of Manual on Contracts.)</p> <p>(ii) Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following :-</p> <p>(aa) Three similar completed works costing not less than the amount equal to 40% of the estimated cost.</p> <p>or</p> <p>(ab) Two similar completed works costing not less than the amount equal to 50% of the estimated cost.</p> <p>or</p> <p>(ac) One similar completed work costing not less than the amount equal to 80% of the estimated cost.</p> <p>(iii) For the purpose of value of completed works, the value of previously completed works be enhanced @ 5% per year to bring them at par with present cost.</p> <p>The similar work mentioned above shall mean _____</p>
		<p>(c) 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/daughter 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 NOT forming part of the tender documents</p>
9	Tender issuing and Accepting Officer	_____
10	Executing agency	GE/ GE(I)/ AGE (I) _____ / PM _____
11	Earnesy Money	Rs _____ in favour of CCE/ GE/ GE(I)/ AGE(I) _____

Tac



## ANNEXURE 3 A - IV

### APPENDIX 'A' TO NOTICE INVITING TENDER (For works costing more than Rs 50 crore) contd...

#### NOTES :-

(a) Contractors enlisted with MES will upload following documents (scanned copy in pdf format) for checking eligibility:-

(i) Application for the tender on Tenderer's Letter Head. In this, the contractor should explain with calculation details supported with documentary evidence as to how he is qualifying for this tender in terms of conditions given in Para 8 (A)(a) and 8(A)(b) above.

Tenderer/bidder to note that if they do not submit their calculation details and/ or supporting documents correctly, Deptt. will make calculation. If the firm does not qualify as a result of Deptt calculation, then bidder only will be responsible for the same. This is notwithstanding the fact that Deptt will check the details and calculations also in respect of the contractors who have given the calculations.

(ii) Enlistment letter

(iii) DD toward cost of tender

(iv) Documents in support of residual capacity and PQC which shall include :-

(aa) copy of turn over certificate from CA for last 5 (Five) years (FY), notarised copy of relevant pages of balance sheet of those FYs showing the turn over (gross receipts).

(ab) List of works in hand for contracts with Government department & private works, completed value thereof and residual work to be completed during completion period of subject work in a self-explanatory tabular form. This shall be submitted duly signed by proprietor / all partners / authorised Director of Pvt / Public Ltd as applicable.

(ac) Copies of completion certificates in three highest valued works (after adjusting the values as per para 8(C)(b)(iii) above) during last seven years. This will be 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 / authorised 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.

(ad) Affidavit on non judicial stamp paper of Rs100/- (minimum) in the form of hard copy declaring their turnover for last 5 (Five) Years and value of contracts in hand in Government department & private and details of works completed and residual work to be completed.

Hard copy of these documents will be submitted within \_\_\_\_ \* days of the last date & time of opening of 'T' bid.

(\* The number of days to be mentioned shall be as decided by the Accepting Officers, but it shall not be less than 5 days)

TSC

ANNEXURE 3 A - IV

**APPENDIX 'A' TO NOTICE INVITING TENDER**  
**(For works costing more than Rs 50 crore) contd...**

Hard copy of these documents will be submitted within \_\_\_\_ \*days of the last date & time of opening of 'T' bid.

*(\* The number of days to be mentioned shall be as decided by the Accepting Officers, but it shall not be less than 5 days)*

- (c) (i) Applications/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 'T' 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 \_\_\_\_ \* days of bid submission end date.  
*(\* The number of days to be mentioned shall be as decided by the Accepting Officers, but it shall not be less than 5 days)*
- (iii) In case of applications/bids from 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 willful negligence of the bidder with ulterior motives and such bidder shall be banned from bidding for a period of six months commencing from the date of opening of finance bid.
- (iv) In case of applications/bids from unenlisted contractors, 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 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 Earnest 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.
- (d) In case of rejection of technical /prequalification bid, contractor may appeal to next higher Engineer authority i.e. \_\_\_\_\_ on email \_\_\_\_\_ 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.

File No \_\_\_\_\_

For Accepting Officer

Dated \_\_\_\_\_

(\_\_\_\_\_)   
Address of Accepting Officer

T<sub>26</sub>



### ANNEXURE 3 A – V

Tele: \_\_\_\_\_

Military Engineer Services

No. \_\_\_\_\_ / \_\_\_\_\_ /E8

Date:-

M/S \_\_\_\_\_

**Name of Work:** \_\_\_\_\_

Dear Sir,

1. Tender documents in respect of above work are uploaded on the site [www.eprocuremes.gov.in](http://www.eprocuremes.gov.in). The tender is on single stage two cover /two stage two cover/three cover e-tendering system. The contents of Cover I & Cover II are specified in NOTICE OF TENDER.

2. Bids will be received online by ACCEPTING OFFICER upto the date and time mentioned in the **NOTICE INVITING TENDER (NIT)**. No tender/bid will be received in physical form and any tender/bid received in such manner will be treated as non bonafide tender/bid.

3. Bid will be opened on due date and time fixed for opening in the presence of tenderers/bidders or their authorised representatives, who have uploaded their quotation bid and who wish to be present at the time of opening the bids.

4. Your attention is also drawn to instruction on filling and submission of tender attached herewith. You may forward your points on tender documents and/or depute your technical representative for discussion on tender/ drawings and to clarify doubts, if any, on or before \_\_\_\_\_. You are requested not to write piecemeal points and forward your points duly consolidated before due date viz \_\_\_\_\_.

5. Unenlisted contractors are required to submit the scanned copies (in pdf file) of documents required as per eligibility criteria mentioned in instructions for filling the tender documents and Appendix 'A' to **NIT** alongwith **EARNEST MONEY DEPOSIT (EMD)** and tender fee on e-procurement portal and submit the physical documents in the office of \_\_\_\_\_ within time limit specified in **NIT**. Inadequacy/deficiency of documents shall make the bid liable for rejection resulting in disqualification for opening of finance bid.

6. (a) Contractor having not executed standing security bond and standing security deposit in any MES formation shall upload scanned copy of **EARNEST MONEY DEPOSIT (EMD)** mentioned in Notice of Tender and shall ensure receipt of hard copy of EMD in the office of tender issuing authority before date & time fixed for this purpose. In case of failure to abide by any of these two requirements, the finance bid will not be opened.

(b) Contractor having not executed standing security bond and standing security deposit in any MES formation would be required to deposit individual security deposit on acceptance of tender which will be calculated with reference to the tendered cost as per scales laid down by MES for calculation of "EARNEST MONEY" enhanced by 25% subject to maximum of Rs. 1875000/- (Rupees Eighteen Lakhs seventy five thousand Only).

**ANNEXURE 3 A – V (Contd/-)**

7. Enlisted contractors of MES shall submit the scanned copies (pdf file) of enlistment letter, tender fee and such other documents as mentioned in Appx 'A' to NIT on e-procurement portal and submit physical documents in the office of \_\_\_\_\_ before date & time fixed for this purpose.

8. The contractor must ensure that the tender/bid on the proper form is uploaded in time as the Accepting Officer will take no cognizance of any quotations/offer received in any other electronic or physical form like email/fax/by hand/ through post from tenderer/bidder even if they are received in time.

9. In view of delays due to system failure or other communication related failures, it is suggested that the tender/bid be uploaded, if necessary, sufficiently in advance of the last due date and time fixed.

10. General Conditions of Contracts (IAFW-2249) (1989 Print) and errata and amendments thereto, Schedule of minimum fair wages and MES SSR (Part –I and Part –II) are not enclosed with these documents. These are available for perusal in the Office of GE concerned and this office.

11. ANY TENDERER, WHICH PROPOSES ALTERATIONS TO ANY OF THE CONDITION, SPECIFICATIONS LAID DOWN IN THE TENDER DOCUMENTS OR ANY NEW CONDITION, WHATSOEVER, IS LIABLE TO BE REJECTED.

12. (a) Contractor having not executed standing security bond and standing security deposit in any MES formation shall upload scanned copy of EARNEST MONEY DEPOSIT (EMD) mentioned in Notice of Tender and shall ensure receipt of hard copy of EMD in the office of tender issuing authority before date & time fixed for this purpose. In case of failure to abide by any of these two requirements, the finance bid will not be opened.

(b) Contractor having not executed standing security bond and standing security deposit in any MES formation would be required to deposit individual security deposit on acceptance of tender which will be calculated with reference to the tendered cost as per scales laid down by MES for calculation of "EARNEST MONEY" enhanced by 25% subject to maximum of Rs. 1875000/- (Rupees Eighteen Lakhs seventy five thousand Only).

Yours faithfully,

(\_\_\_\_\_)

\_\_\_\_\_  
For Accepting Officer

**Encls** :- (As above)

Signature of Contractor

*Tac*



### ANNEXURE 3 A – VI (Contd/-)

#### 5. GENERAL INSTRUCTIONS FOR COMPLIANCE

5.1 The bids received only in the electronic form will be considered. All bids shall be submitted on 'eprocuremes.gov.in' portal. Documents should be scanned and forwarded in 'pdf' form and 'xls' form as indicated.

5.2 Bids shall be uploaded on 'eprocuremes.gov.in' portal on or before the bid closing date mentioned in the tender. No tender/bid in any other electronic or physical form like email / fax / by hand/ through post will be considered.

5.3. Bid should be DIGITALLY signed using valid DSC . All pages of tender documents, corrections/ alterations shall be signed/initialled by the lowest bidder after acceptance.

5.4 Drawings, if issued in physical form, must be returned duly initialled by the tenderer/bidder in separate envelope indicating his name and address.

5.5 The tender shall be signed, dated and witnessed at all places provided for in the documents after acceptance. All corrections shall be initialled. The Contractor shall initial every page of tender and shall sign all drawings forming part of the tender. Any tender/bid, which proposes alterations to any of the conditions whatsoever, is liable to be rejected.

5.6 In the technical bid, a scanned copy of Power of Attorney in favour of the person uploading the bid using his/her DSC shall be uploaded. In case the digital signatory himself is the sole proprietor, scanned copy of an affidavit on stamp paper of appropriate value to this effect stating that he has authority to bind the firm in all matters pertaining to contract including the Arbitration Clause, shall be attached in 'pdf' form. In case of partnership concern or a limited company, digital signatory of the bid/tender shall ensure that he is competent to bind the contractor (through partnership deed, general power of attorney or Memorandum and Articles of Association of the Company) in all the matters pertaining to the contracts with Union of India including arbitration clause. A scanned copy of the documents confirming of such authority shall be attached with the tender/bid in 'pdf' form, if not submitted earlier. The person uploading the bid on behalf of another partner(s) or on behalf of a firm or company using his DSC shall upload with the tender/bid a scanned copy (in 'pdf' form) of Power of Attorney duly executed in his favour by such other or all of the Partner(s) or in accordance with constitution of the company in case of company, stating that he has authority to bind such other person of the firm or the Company, as the case may be, in all matters pertaining to the contract including the Arbitration Clause.

5.7 Even in case of Firms or Companies which have already given Power of Attorney to an individual authorizing him to sign tender in pursuance of which bids are being uploaded by such person as a routine, fresh Power of Attorney duly executed in his favour stating specifically that the said person has authority to bind such partners of the Firm, or the Company as the case may be, including the condition relating to Arbitration Clause, should be uploaded in 'pdf' form with the tender/bid; unless such authority has already been given to him by the Firm or the Company. It shall be ensured that power of attorney shall be executed in accordance with the constitution of the company as laid down in its Memorandum & Article of Association.

5.8 Hard copies of all above documents should be sent by the contractor to the Tender issuing authority well in advance to be received before the date & time fixed for the same.

5.9 Bid (Cover 1 & 2) shall be uploaded online well in time.

5.10 The contractor shall employ Indian Nationals after verifying their antecedents and loyalty. Attention is also drawn to special condition 3 referred hereinafter and also conditions 24 & 25 of IAFW 2249 (General conditions of contract).

5.11 Tenderers/bidders who uploaded their priced tenders/bids and are desirous of being present at the time of opening of the tenders/bids, may do so at the appointed time.



## ANNEXURE 3 A - VI

### INSTRUCTIONS ON FILLING AND SUBMISSION OF TENDER

#### 1. EARNEST MONEY DEPOSIT (EMD)

Contractor(s) who are not enlisted with MES/who are enlisted but have not executed the Standing Security Bond shall submit Earnest Money Deposit as detailed in Notice of Tender in one of the following forms, alongwith their tender/bid :-

- (a) Deposit at Call Receipt from a Scheduled Bank in favour of Garrison Engineer/CCE concerned
- (b) Receipted Treasury Challan, the amount being credited to the Revenue Deposit of Garrison Engineer / CCE.

It is advisable that Earnest Money is deposited in the form of deposit call receipt from an approved Schedule Bank for easy refund. In case the tenderer/bidder wants to lodge 'EARNEST MONEY DEPOSIT' in any other form allowed by MES, a confirmation about its acceptability will be obtained from the Accepting Officer well in advance of the bid submission end date and time. Earnest Money Deposit shall be submitted in the name of concerned GE.

**NOTES :** Earnest Money Deposit (EMD) in the form of cheque/Bank Guarantee etc will not be accepted. NON-SUBMISSION OF EARNEST MONEY DEPOSIT (EMD) ( scanned copy alongwith Technical Bid & hard copy before the date & time fixed for opening of BOQ) WILL RENDER THE BID DISQUALIFIED FOR OPENING OF COVER II (FINANCE BID).

#### 2. SECURITY DEPOSIT

In case the tender/bid submitted by such contractor who is not enlisted with MES is accepted, the contractor will be required to lodge with the Controller of Defence Accounts INDIVIDUAL SECURITY DEPOSIT calculated with reference to TENDERED COST as notified by the Accepting Officer subject to a maximum of Rs. 18,75,000/-. The amount is required to be lodged within 30(Thirty) days of the receipt by the contractor of notification of acceptance of tender/bid, failing which the sum shall be recovered from the 1<sup>st</sup> RAR payment or from the Final bill (See Condition 22 of GCC (IAFW-2249)).

#### 3. CONTRACTORS ENLISTED WITH CHIEF ENGINEER ----- COMMAND AND WHO HAVE EXECUTED STANDING SECURITY BOND AND DEPOSITED STANDING SECURITY DEPOSIT BUT OF LOWER CLASS

In case the tender/bid is accepted, the amount of Additional Security Deposit will be as notified by the Accepting Officer. The amount will be the difference between the "Individual Security Deposit" calculated with reference to the "TENDERED COST" and 'Standing Security Deposit' lodged. The amount is required to be lodged within 30(Thirty) days of the receipt by the contractor of notification of acceptance of tender/bid, failing which the sum shall be recovered from the 1<sup>st</sup> RAR payment or from the Final bill (Refer Condition 22 of GCC (IAFW-2249)).

#### 4. CONTRACTORS ENLISTED IN MES FORMATIONS OTHER THAN CE ----- COMMAND

Contractors whose names are on the approved list of any MES formation i.e. other than CE \_\_\_\_\_ Command and who have deposited Standing Security and have executed Standing Security Bond may tender/bid without depositing Earnest Money with the bid and if the Accepting Officer decides to accept the tender/bid, such tenderers will be required to lodge Security Deposit as notified by the Accepting Officer. The amount is required to be lodged within 30(Thirty) days of the receipt by the contractor of notification of acceptance of tender/bid, failing which the sum shall be recovered from the 1<sup>st</sup> RAR payment or from the Final bill.



### ANNEXURE 3 A – VI (Contd/-)

5.12 The tenderer/bidder shall quote his rate on the BOQ file only. No alteration to the format will be accepted, else the bid will be disqualified and summarily rejected.

5.13 In case the tenderer/bidder has to revise / modify the rates quoted in the BOQ (excel sheet) he can do so only in the BOQ, through eprocuremes.gov.in site only before the bid closing time and date.

#### 6. REVOKATION/REVISION OF OFFER UPWARD/ OFFERING VOLUNTARY REDUCTION, AFTER OPENING OF FINANCIAL BIDS BY LOWEST BIDDER

In the event of lowest tenderer/bidder revoking his offer or revising his rates upward/ offering voluntary reduction, after closing of bid submission date & time, his offer will be treated as revoked and the Earnest Money deposited by him shall be forfeited. In case of MES enlisted Contractors, the amount equal to the Earnest Money stipulated in the Notice of tender, shall be notified to the tenderer/bidder for depositing the amount through MRO. Bids of such Contractors/bidders shall not be opened till the aforesaid amount equal to the earnest money is deposited by him in Govt Treasury. In addition, bids of such tenderer/bidder and his related firm shall not be opened in second call or subsequent calls. Reduction offered by the tenderer/bidder on the freak high rates referred for review shall not be treated as voluntary reduction.

#### 7. C P M (Critical Path Method)

7.1 The project planning for work covered in the scope of tender is based on CPM.

7.2 The tenderer/bidder is expected to be fully conversant with the CPM technique and employ technical staff who can use the technique in sufficient details. Sufficient books and other literature on the subject are widely available in the market which the tenderer/bidder may make use of.

7.3 The tenderer's/bidder's attention is drawn to special condition of the tender regarding preparation of the detailed network analysis and time schedule for the work and his liability for employing sufficient resources to adhere to this schedule. Any inability on the part of the tenderer/bidder in using the technique will be taken as his technical inefficiency and will affect his class of enlistment and future prospect/invitation to tenders for future works.

7.4 Department may issue amendments/errata in form of **CORRIGENDUM** to tender /revised BOQ to the tender documents. The tenderer/bidder is requested to read the tender documents in conjunction with all the errata/ amendments/corrigendum, if any, issued by the department.

8. These instructions shall form part of the contract documents.

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
For Accepting Officer

T<sub>26</sub>