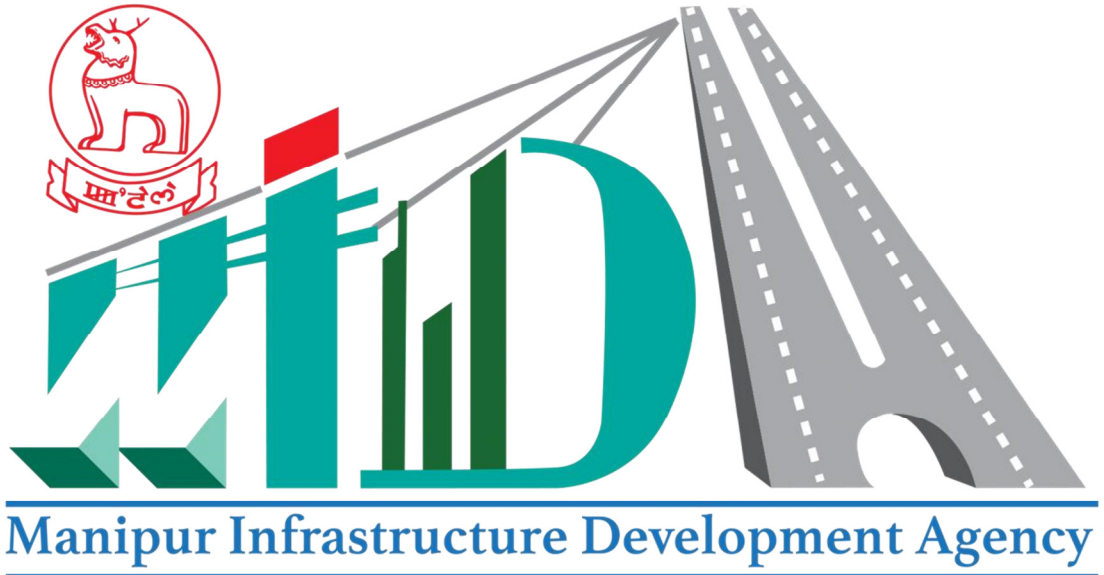


**Empanelment of Contractors/Firms
Manipur Infrastructure Development Agency (MIDA) Imphal,
Manipur**



CHECKLIST OF DOCUMENTS TO BE SUBMITTED

1. Duly filled-in and signed Application form: **Form- A**
 - i. Copy of partnership deed (if applicable)
 - ii. Registration certificate with Registrar of companies (If applicable)
 - iii. Certificate of incorporation in case of Pvt. Ltd Company
 - iv. Affidavit (if proprietary firm)

2. Financial Details form: **Form - B**
 - i. Unsigned cheque duly cancelled
 - ii. Copy of Solvency Certificate issued by Bank
 - iii. Copy of PAN card
 - iv. Copy of GST registration
 - v. Copies of Audited Financial Statements for the past 3 financial years (2015-16, 2016-17, 2017-18)
 - vi. Copies of Income Tax returns for the past 3 financial years

3. Work Experience form: **Form - C**
 - i. Copies of work orders & Completion certificates in support of the details given in the form
 - ii. Sample photographs of projects completed (Min. 5 Nos)

4. Past Contractual Performance form: **Form - D**

5. Undertaking: **Form - E**

6. Any other supporting documents

Guidelines for Empanelment of contractors in MIDA

In order to establish competent firms/contractors having technical and financial capability commensurate with the requirements of work, the guidelines for empanelment of contractor/firm for consideration of execution of works through Tender Enquiry are outlined hereunder:

1. Eligibility criteria:

1. Contractors/firms should be registered under Central Govt./ CPWD/, PWD/ IFCD/PHED/Power Dept. of Government of Manipur, PSUs under Government of India/Government of Manipur and Pvt. Ltd Company registered under the Ministry of Company Affairs. Relevant registration certificate should also be furnished as required in **Form -A**.
2. If the applicant is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firms shall also accompany the application as detailed in **Form: A**.
3. If the application is made by a Private Limited Company, it shall be signed by a duly authorised person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certification of incorporation, Memorandum of Articles of Association shall accompany the application as detailed in **Form: A**
4. The contractor/firm should have a minimum average annual turnover of Rs. 250.00 lakhs (for special class), Rs. 100.00 lakhs (for Class-I contractors) , Rs. 50.00 lakhs (for Class-II) & Rs. 30.00 lakhs (for Class-III contractors) during the last 3 (three) consecutive financial years, i.e. 2015-16, 2016-17 & 2017-18. Information is to be supported by copy of Income Tax Return, balance sheet and profit & Loss Account statements duly audited/certified by Chartered Accountant for the said financial years.
5. Have a valid Financial Solvency of not less than Rs. 250.00 lakhs (for Special Class), Rs. 100.00 lakhs (for class I), Rs. 50.00 lakhs (for Class II) and Rs. 30.00 lakhs (for class III). The solvency Certificate is to be issued by a Scheduled/Nationalised Bank within last 6 months from last date of submission of application.
6. The contractor/firm should have a minimum five years' experience as on **31.03.2018** in execution of original civil/mechanical/electrical works in Central Govt., State Govt. and PSUs. They should mandatorily possess the following eligibility criteria:

Special Class:

- i. The contractor/firm who is registered/enlisted as a special class contractor under Central Govt./ CPWD/, PWD/ IFCD/PHED/Power Dept. of Government of Manipur, PSUs under Government of India/Government of Manipur, should have successfully completed at least 2 (two) works each costing not less than Rs.250.00 lakhs (gross value) during the last five years on the date of application

Class-I

The contractor/firm who is registered/enlisted as a class - I contractor under Central Govt./ CPWD/, PWD/ IFCD/PHED/Power Dept. of Government of Manipur, PSUs under Government of India/Government of Manipur, should have satisfactorily executed at least 2 (two) works of not less than Rs.100.00 lakhs each during the last 5 (five) years on the date of application.

Class-II

The contractor/firm who is registered/enlisted as a class - II contractor under Central Govt./ CPWD/, PWD/ IFCD/PHED/Power Dept. of Government of Manipur, PSUs under Government of India/Government of Manipur, should have satisfactorily executed at least 2 (two) works of not less than Rs.50.00 lakhs each during the last 5 (five) years on the date of application.

Class-III

The contractor/firm who is registered/enlisted as a class - III contractor under Central Govt./ CPWD/, PWD/ IFCD/PHED/Power Dept. of Government of Manipur, PSUs under Government of India/Government of Manipur, should have satisfactorily executed at least 2 (two) works of not less than Rs.30.00 lakhs each during the last 5 (five) years on the date of application.

7. The applicant shall submit copies of GST & PAN certificates.
8. The contractor/firm should submit duly filled-in and signed application form as given in **Form - A** and financial details as given in **Form - B**.
9. A work order along with a work completion certificate in proof of work issued by the employer and work successfully completed by the contractors shall be submitted. The applicant shall furnish list of past works executed with the names of clients/utility in the format given at **Form - C**.
10. The contractor/firm shall submit details of Past Contractual Performance as given in **Form - D**.
11. The bidder should not be debarred/blacklisted in any Central/State Government departments as on the date of bid submission date. Undertaking for the same shall be submitted in format **Form - E**
12. The bidder shall submit **Format A to E** duly filled-in with certified supporting documents and credentials along with other information/data according to check list enclosed to prove/establish qualification.
13. The evaluation will be carried out by a Committee constituted for the purpose by MIDA and will be based on the eligibility criteria, expertise, work experience, technical & financial capability and valid documents submitted by the applicants. Decision of MIDA regarding selection/rejection for empanelment will be final and binding, and no further correspondence will be entertained. Even though an applicant may satisfy the above requirement, he would be liable to be disqualified if he has:

- a. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
- b. Record of poor performance such as abandoning the work, not properly completing the contract, or financial failures/weakness etc.

14.Empanelment fees :

Sl. No.	Class	Fees (in lakhs)
1.	Special class Contractor	Rs. 2.00
2.	Class - I	Rs. 1.00
3.	Class - II	Rs. 0.50
4.	Class - III	Rs. 0.30

All empanelled firms/contractors shall pay onetime non- refundable empanelment fees to MIDA at the rates as detailed above in the form of demand draft in favour of Director, MIDA at the time of submission of application forms. Disqualified renderer's fees shall be refunded.

All empanelled firms/contractor shall however be liable to pay nonrefundable renewal fees on further extension of their empanelment period (two years at a time) as detailed below:

Sl. No.	Class	Fees (in thousands) per extension
1.	Special class Contractor	Rs. 50.00
2.	Class - I	Rs. 30.00
3.	Class - II	Rs. 10.00
4.	Class - III	Rs. 5.00

Contractor shall apply for revalidation/renewal 2 (two) months before the expiry of the empanelment period.

Instructions to Applicants

1. Format and signing of application:
 - a. The application must contain the name and address of the person or persons making the application and must be signed and sealed by the applicant with his usual signature. The names of all persons signing should be printed below the signature.
 - b. Application by a partnership must be furnished with full names of all partners and be signed with the partnership name, followed by the signature(s) and designation(s) of the authorised partner(s) or other authorized representative(s).
 - c. Applications by Corporation/Company must be signed with the legal name of the Corporation/Company by the President, Managing Director or by the Company Secretary or other person /persons authorised to apply on behalf of such Corporation/Company in the matter.
 - d. Satisfactory evidence of authority of the person signing on behalf of the applicant shall be furnished with the application.
 - e. The applicant/s name stated on the proposal shall be the exact legal name of the firm.
2. The Envelope containing all the required documents shall be addressed to:

**The Director (MIDA)
Secured Building Complex,
North AOC, 2nd MR Gate
Imphal, Manipur**

3. The cover of the envelope should also clearly indicate the name and address of the applicant (contractor/firm) and should be super-scribed as **“Application for empanelment of Contractors/firms”**.

FORM - A

Application form for empanelment of Contractors/Firms

1.	Name of the contractor/firm	
2.	Class/Category (whether special class/Class-I/Class-II, Class-III)	
3.	Registered Office Address	
4.	Whether registered with Central Govt./ CPWD/, PWD/ IFCD/PHED/ Power Dept. of Government of Manipur, PSUs under Govt. of India/Govt. of Manipur and Pvt. Ltd Company registered under the Ministry of Company Affairs	
5.	Status of the Firm (A copy of certificate of incorporation in case of company/ private ltd., affidavit if proprietary firm and a copy of partnership deed in case of partnership be attached).	Individual/ Partnership/ Company
6.	Name of Partners/ Directors/ Proprietor as applicable	
7.	Year of Incorporation/ Establishment/ of the Company/ firm	
8.	Name of the contact person	
9.	E-mail Address	
10.	Contact Number Telephone/ Mobile No.	
11.	Whether the firm belongs to SC/ ST categorization	

Note: - Certified documentary evidence in respect of Sl. No. 3& 6 are required to be enclosed.

Signature : _____

Name : _____

Designation : _____

Name of firm/contractor: _____

SEAL AND SIGNATURE

FORM- B
FINANCIAL DETAILS

Name of the firm/contractor: _____

Class/Category (whether special/Class I/Class II, Class III): _____

1	Name of Bank			
2	Full Address of the Bank			
3	Bank Account No. (Submit an unsigned cheque duly cancelled)			
4	Solvency Certificate from a scheduled bank. (Submit attested true copy of the solvency certificate issued within Six Months from last Date of submission of the application)			
5	PAN No.			
6	GST No.			
7	Annual Turnover in Indian Rupees	Year	Gross annual turnover in construction work	Net Worth
		2015-16		
		2016-17		
		2017-18		

Note: - Certified documentary evidence in respect of Sl. No. 3, 4, 5, 6, 7 are required to be enclosed. Copies of Income Tax Returns for the past 3 (three) financial years to be submitted.

Signature : _____

Name : _____

Designation : _____

Name of firm/contractor: _____

SEAL AND SIGNATURE

FORM-C

WORK EXPERIENCE

Name of the firm/contractor: _____

Class/Category (whether special/Class I/Class II, Class III): _____

*Applicant to provide the following information/ details pertaining to original civil/mechanical/ electrical works completed during the period 2013-14, 2014-15, 2015-16, 2016-17, 2017-18 to fulfil the empanelment criteria.

* Attach separate sheets for each work.

* Enclose copy of the completion certificate and work order issued by the Owner/ Employer/ Client for each work.

1.	Name of and Full address of Employer/ Client	
2.	Name of work/project	
3.	Work order reference number with date	
4.	Nature of Work (Work description)	
5.	Location	
6.	Contract Value	
7.	Contractual date of commencement of work	
8.	Stipulated date of completion	
9.	Actual contract executed Amount	
10.	Actual date of start	
11.	Actual date of completion	
12.	Reasons for delay (if any)	
13.	Details of disputes/ failure/ litigation if any	

- **Copies of work order and completion certificates issued by the owner shall be attached. Only those works shall be considered for evaluation for which copies of the certificates issued by the owner are attached.**
- **Sample photographs of each completed projects (minimum 5 nos) to be furnished**

Signature : _____

Name : _____

Designation : _____

Name of firm/contractor: _____

SEAL AND SIGNATURE

FORM-D

**EMPANELMENT OF FIRMS FOR INFRASTRUCTURE WORK AT MANIPUR INFRASTRUCTURE
DEVELOPMENT AGENCY (MIDA)**

PAST CONTRACTUAL PERFORMANCE

(ON THE NON JUDICIAL STAMP PAPER OF APPROPRIATE VALUE DULY NOTORISED)

This is to certify that We, M/S_____ (Name of the contractor/firm along with category & address) _____, in submission of the application for empanelment of contractor/ Firm for execution of works implemented by MIDA lay down the following facts:

- (i) Have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
- (ii) Do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.;
- (iii) Have submitted all the supporting documents and furnished the relevant details as per the prescribed formats; and
- (iv) Have submitted all information and the requisite documents and further certify that I/we are fully responsible for the correctness of the information and documents submitted by us.

Signature of Applicant with seal

FORM - E

Undertaking

(in the form of affidavit in non - judicial stamp)

Sub: - Declaration regarding Non-Blacklisting.

I/We _____ (name of the firm and address) hereby declare that I/we have not defaulted on any contractual agreements that the firm has entered into with any Govt. organization/ PSU for any reason. I/We have completed all the assignments taken up by us, as per the terms and conditions stipulated in the tenders/contract agreement. I/We also declare that I/we have not been blacklisted/ debarred by any Central/State Govt. Departments/Public Sector Undertakings or Enterprises of Central/State Govt.

(Deponent)

Name & Designation

Dated Signature with seal of Magistrate