

JIWAJI UNIVERSITY , GWALIOR

No./FJU/Engg./2014/1081

Date : 01 October 2014

EMPANELMENT OF CONTRACTORS

Jiwaji University, Gwalior (MP) invites applications from eligible firms for Empanelment of Contractors for various trades of works, costing Rs. 1 lakh to 50 lakh. For trade details, minimum eligibility criteria and other requirements, interested contractors/ firms may visit the “Tender” section of Jiwaji University website www.jiwaji.edu and download /view the “Notice for Empanelment of Contractors” or refer to Engineering Section, Jiwaji University, Gwalior-474011 (MP).

The last date of submission of filled application form is October 27, 2014.

The University reserves the right to reject any or all applications without assigning any reasons there of.

Registrar

जीवाजी विश्वविद्यालय, ग्वालियर

No. JUV/Engg/2014/108)

Date 1-10-14

इम्पैनलमेन्ट ऑफ कॉन्ट्रैक्टर्स

जीवाजी विश्वविद्यालय, विभिन्न ट्रेडों, जिनकी कार्य लागत रुपये 1.00 लाख से 50.00 लाख तक है, के लिए योग्य फर्मों/टेकेदारों से इम्पैनलमेन्ट करने हेतु आवेदन पत्र आमंत्रित करता है। इच्छुक फर्मों/टेकेदार ट्रेड का विवरण, चयन की न्यूनतम योग्यता एवं अन्य आवश्यक जानकारी का अवलोकन विश्वविद्यालय की वेबसाइट www.jiwaji.edu के टेण्डर सेक्शन में जाकर डाउनलोड कर सकते हैं या यंत्री विभाग, जीवाजी विश्वविद्यालय से संपर्क कर जानकारी प्राप्त कर सकते हैं।

पूर्ण आवेदन पत्र मान्य करने की अंतिम दिनांक 27 अक्टूबर 2014 है। विश्वविद्यालय किसी भी अथवा समस्त आवेदन पत्रों को बिना कोई कारण बतलाये अमान्य करने का अधिकार सुरक्षित रखता है।


कुलसचिव

JIWAJI UNIVERSITY , GWALIOR

APPLICATION FOR EMPANELMENT OF CONTRACTORS

For civil interior and internal painting works Maintenance and repair works/Supply of electrical fixtures and fittings- Pest control services, Fall Ceiling, Flooring and Aluminum partition works, Construction of WBM roads and Black top bitumen asphalt roads for different department of Jiwaji University, Gwalior

Issued to

M/S _____

Last date of submission October 27,2014 only by Speed Post/Regd. Post.

Application to be addressed to:

**Registrar,
Jiwaji University,
Gwalior – 474011 (MP)**

Place

Date _____

To,

**Registrar,
Jiwaji University,
Gwalior – 474011 (MP)**

Sir,

For civil interior and internal painting works Maintenance and repair works/Supply of electrical fixtures and fittings- Pest control services, Fall Ceiling, Flooring and Aluminum partition works, Construction of WBM roads and Black top bitumen asphalt roads for different department of Jiwaji University, Gwalior

i) I/We have read and understood the Empanelment Notice and Instructions appended to the application proforma and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and the Jiwaji University, Gwalior on the basis of the information given by me/us will be treated as invalid by the Registrar, Jiwaji University, Gwalior.

ii) I/we agree that the decision of the Registrar, Jiwaji University, Gwalior in selection of the contractors will be final and binding on me/us.

iii) All the information furnished are correct to the best of my/our knowledge and belief.

iv) I/we also agree that I/we have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished here with in the accompanying sheets.

v) I /We have attached the DD of Rs. 5000 (five thousand) in favour of Registrar, Jiwaji University, Gwalior.

D.D. No. _____ Date _____,
Name of Bank and Branch _____

Name _____
_____ Designation _____
_____ Address _____
_____ Place _____
Date _____

SIGNATURE AND SEAL

JIWAJI UNIVERSITY, GWALIOR

Detailed Notice Inviting Application for Empanelment

1. The Jiwaji University, Gwalior intends to prepare a panel of reputed contractors for undertaking works/supplies costing up to (i) Rs. 1 lakh (ii) upto Rs. 2 lakh (iii) upto Rs.5 lakh and (iv) upto Rs.20 lakh in one instance in respect of various trades, for serial No.1 to 12. For Sl .No.13 & 14, the University intends to prepare two panels of reputed contractors for supply and maintenance of Compactors and construction of WBM roads and Black top bitumen asphalt roads costing (i) upto Rs.25 lakh and (ii) upto Rs.50 lakh in one instance.

1. Civil interior and internal painting.
2. Maintenance and repairs of Electrical installations
3. Supply of electrical fixtures and fittings
4. Maintenance of sanitary and plumbing installations
5. Steel fabrication work
6. Repairs and maintenance of pumps and electrical motors
7. Repairs and maintenance of diesel generators, fire pumps and fire fighting installation
8. Pest control services.
9. Cleaning of Over head tanks and under-ground sumps.
10. Wooden paneling , furnishers and civil interiors work for lab, preparation of laboratory, platforms and shelves for storing chemicals and other materials
11. Wooden/Steel furniture.
12. False Ceiling, Flooring and Aluminum partition works
13. Construction of WBM roads and Black top bitumen asphalt roads works costing (i) Upto Rs. 25 lakh (ii) Upto Rs.50 lakh.
14. Installation and maintenance of compactors works costing (i) Upto Rs. 25 lakh (ii) Upto Rs.50 lakh.

Application forms can be obtained from the Engineering Section of the Jiwaji University, Gwalior, on any working day from **10:30 A.M. to 04:00 P.M. upto..October 25,2014.** Application forms can also be downloaded from the website <http://www.jiwaji.edu> In case of downloaded application forms ,the documentary proof in support of their eligibility ,will have to be submitted in a separate sealed cover superscribing "**Documentary proofs in support of eligibility criteria for empanelment of contractors**" on or before the last date of submission o f the application for empanelment, addressed to **Registrar, Jiwaji University, Gwalior-474011(MP)on or before. October 27,2014 only by Speed/Regd. Post.**

The University , reserves the right to reject any or all the applications.
The University will not responsible for any type of postal delay.

**Registrar,
Jiwaji University,Gwalior**

Pre-Qualification Criteria

The pre-qualification criteria for selection of applications for trades SI.No.1-12 are as under

1) Past Experience	Should have minimum 5 years of experience of executing similar works (during last 5 years ending last day of month previous to the one in which applications are invited). Applicant should furnish their Client list showing the details of work carried out by them during the last 5 years. The list shall include details such as Name of the Client, Value of work executed, Date of Start and Finish of the work, Reasons of delay, if any etc. The Applicant should submit documentary evidence in support of minimum experience of 5 years (i.e the applicant should have under taken the work in 2009).			
2) Minimum value of each completed work (qualifying) i) Copy of work order ii) Completion certificate etc.	Panel-1-upto Rs.1 lakh	Panel-2-upto Rs.2 lakh	Panel-3-upto Rs.5 lakh	Panel-4-upto Rs.20 lakh
	Experience of having successfully completed similar works during last 5 years ending last day of month previous to the one in which the applications are invited should be either of the following. a) Three similar completed works costing not less than Rs.0.40lakh each. OR b) Two similar completed works costing not less than Rs.0.50 lakh each. OR c) One similar completed work costing not less than Rs.0.80 lakh.	Experience of having successfully completed similar works during last 5 years ending last day of month previous to the one in which the applications are invited should be either of the following. a) Three similar completed works costing not less than Rs.0.80lakh each. OR b) Two similar completed works costing not less than Rs.01.00 lakh each. OR c) One similar completed work costing not less than Rs.01.60 lakh..	Experience of having successfully completed similar works during last 5 years ending last day of month previous to the one in which the applications are invited should be either of the following. a) Three similar completed works costing not less than Rs.02.00lakh each. OR b) Two similar completed works costing not less than Rs.02.50 lakh each. OR c) One similar completed work costing not less than Rs.04.00 lakh.	Experience of having successfully completed similar works during last 5 years ending last day of month previous to the one in which the applications are invited should be either of the following. a) Three similar completed works costing not less than Rs.08.00lakh each. OR b) Two similar completed works costing not less than Rs.10.00 lakh each. OR c) One similar completed work costing not less than Rs.16.00
3) Minimum Yearly Turnover	Rs.0.30 lakh during the last three financial year ending 31 st March	Rs.0.60 lakh during the last three financial year ending 31 st March	Rs.01.50 lakh during the last three financial year ending 31 st March	Rs.06.00 lakh during the last three financial year ending 31 st March
4) Solvency	Should furnish solvency certificate issued by the Applicant's banker, specifically for the purpose of the empanelment/work , for an amount equal to Rs.01.00lakh	Should furnish solvency certificate issued by the Applicant's banker, specifically for the purpose of the empanelment/work , for an amount equal to Rs.02.00lakh	Should furnish solvency certificate issued by the Applicant's banker, specifically for the purpose of the empanelment/work , for an amount equal to Rs.05.00lakh	Should furnish solvency certificate issued by the Applicant's banker, specifically for the purpose of the empanelment/work , for an amount equal to Rs.20.00lakh

Pre-Qualification Criteria

The pre-qualification criteria for selection of applications for trades SI.No.13-14 are as under

1) Past Experience	Should have minimum 5 years of experience of executing similar works (during last 5 years ending last day of month previous to the one in which applications are invited). Applicant should furnish their Client list showing the details of work carried out by them during the last 5 years. The list shall include details such as Name of the Client, Value of work executed, Date of Start and Finish of the work, Reasons of delay, if any etc. The Applicant should submit documentary evidence in support of minimum experience of 5 years (i.e the applicant should have under taken the work in 2009).	
2) Minimum value of each completed work (qualifying) i) Copy of work order ii) Completion certificate etc.	Panel-1-upto Rs.25.00lakh	Panel-2-upto Rs.50.00lakh
	Experience of having successfully completed similar works during last 5 years ending last day of month previous to the one in which the applications are invited should be either of the following. d) Three similar completed works costing not less than Rs.10.00lakh each. OR e) Two similar completed works costing not less than Rs.12.50 lakh each. OR f) One similar completed work costing not less than Rs.20.00 lakh.	Experience of having successfully completed similar works during last 5 years ending last day of month previous to the one in which the applications are invited should be either of the following. a) Three similar completed works costing not less than Rs.20.00lakh each. OR d) Two similar completed works costing not less than Rs.25.00 lakh each. OR c) One similar completed work costing not less than Rs.40.00 lakh..
3) Minimum Yearly Turnover	Rs.07.50 lakh during the last three financial year sending 31 st March	Rs.15.00 lakh during the last three financial year sending 31 st March
4) Solvency	Should furnish solvency certificate issued by the Applicant's banker, specifically for the purpose of the empanelment/work , for an amount equal to Rs.25.00lakh	Should furnish solvency certificate issued by the Applicant's banker, specifically for the purpose of the empanelment/work , for an amount equal to Rs.50.00lakh

JIWAJI UNIVERSITY, GWALIOR

1. For civil interior and internal painting works Maintenance and repair works/Supply of electrical fixtures and fittings- Pest control services, Fall Ceiling, Flooring and Aluminum partition works, Construction of WBM roads and Black top bitumen asphalt roads for different department of Jiwaji University, Gwalior

2. The Jiwaji University, Gwalior intends to prepare a panel of reputed contractors for undertaking works/supplies costing up to (i) Rs. 1 lakh (ii) upto Rs. 2 lakh (iii) upto Rs.5 lakh and (iv) upto Rs.10 lakh in one instance in respect of various trades, for serial No.1 to12. For Sl .No.13 & 14, the University intends to prepare two panels of reputed contractors for supply and maintenance of Compactors and construction of WBM roads and Black top bitumen asphalt roads costing (i) upto Rs.25 lakh and (ii) upto Rs.50 lakh in one instance.

1. Civil interior and internal painting.
2. Maintenance and repairs of Electrical installations
3. Supply of electrical fixtures and fittings
4. Maintenance of sanitary and plumbing installations
5. Steel fabrication work
6. Repairs and maintenance of pumps and electrical motors
7. Repairs and maintenance of diesel generators, fire pumps and fire fighting installation
8. Pest control services.
9. Cleaning of Over head tanks and under-ground sumps.
10. Wooden paneling , furnishers and civil interiors work for lab, preparation of laboratory, platforms and shelves for storing chemicals and other materials
11. Wooden/Steel furniture.
12. False Ceiling, Flooring and Aluminum partition works
15. Construction of WBM roads and Black top bitumen asphalt roads works costing (i) Upto Rs. 25 lakh (ii) Upto Rs.50 lakh.
13. Installation and maintenance of compactors works costing (i) Upto Rs. 25 lakh (ii) Upto Rs.50 lakh.

2. Intending applicants are required to furnish details about their organization ,work experience, yearly turnover and evidence of their financial standing (solvency) as per the enclosed pro forma which will be kept confidential.

3. A format of Client's Certificate as per Annexure-I and Banker's Certificate as per Annexure-II is attached along with blank application form .The applicant has to submit the properly signed and sealed Client's/Banker's certificate as stated above. **Regarding client certificate for works carried out for Government/Public sector companies the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. For works carried out for Private companies , Copy of TDS has to be submitted for proving the credentials/ contract amount.**

4. While deciding upon the selection of the Contractors, emphasis will be given on the ability, experience, performance, value of works executed and competence to do good quality work in accordance with the specifications and within the time schedule.

5. Application should be submitted along with a covering letter. The application form shall be signed by a person on behalf of the Organization, who is duly authorized to do so. Each page of application shall be properly signed.

6. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating there in the part of the statement and serial number. Satisfactory completion certificates for works done for different employers should preferably be furnished along with the application.

7. Application containing false or inadequate information is liable to be rejected.

8. The University reserves the right to reject any or all the applications without assigning any reason there for.

9. Applicants should submit the necessary documentary evidence in support of their claim for confirmation.

10. Clarifications, if any, required may be obtained from the office of University Engineer ,Jiwaji University, Gwalior -474011.

11. The applicant should submit a draft of Rs. 5000.00 non refundable along with application in favour of the Registrar, Jiwaji University, Gwalior.

Date:

Place:

Signature of the contractor /firm with seal

JIWAJI UNIVERSITY, GWALIOR

PART-I BASIC INFORMATION

Sr. No	Description	
1.	Name & Address of the organisation /applicant	
2.	Type of Organisation (Whether Proprietorship , Partnership /Pvt. Limited /Limited or Body Corporate etc.) Please enclose related documents.	
3.	Name of the Proprietor / Partners / Directors of the organisation	(a) (b) (c) (d)
4	Registration (firm, company etc) / Registration Authority , dated Number etc.	
5.	Experience in the respective field of work Please ,enclose documents in support there of.	-----Years
6.	Whether financially sound to undertake works costing upto Rs.02.00lakh/ Rs.5.00/ 20.00Lakh (tick the appropriate cost) if so, enclose Banker's Certificate (compulsory) and Income Tax Clearance Certificate /Income Tax Assessment Order / other IT documents.	
7	Name and address of the Bank /Bankers	
8	Yearly turn over of the firm /contractor for the last three years Year 2011-12 2012-13 2013-14 (please , enclose copies of audited final accounts in support there of)	
9	PAN number (copy of PAN card should be enclosed)	
10	Registered office address and telephone	
10a	Office address through which the work will be handled.	
10b.	Whether working with any of the Government / Semi-Government Undertakings/ as approved contractors and if so , Furnish details	
11	Qualification & Experience of the technical persons employed by the firm.	
12	Indicate if involved in any litigation	

13	Any civil suits pending in any of the works executed give details				
Circle the relevant items under TRADE		Cost Of Work			
		A Upto Rs..1.00lakh	B Upto Rs..2.00lakh	C Upto Rs.5.00Lakh	D Upto Rs.20.00 Lakh
1	Civil interior and internal painting.	1(A)	1(B)	1(C)	1(D)
2	Maintenance and repairs of Electrical installations	2(A)	2(B)	2(C)	2(D)
3	Supply of electrical fixtures and fittings	3(A)	3(B)	3(C)	3(D)
4	Maintenance of sanitary and plumbing installations	4(A)	4(B)	4(C)	4(D)
5	Steel fabrication work	5(A)	5(B)	5(C)	5(D)
6	Repairs and maintenance of pumps and electrical motors	6(A)	6(B)	6(C)	6(D)
7	Repairs and maintenance of diesel generators, fire pumps and fire fighting installation	7(A)	7(B)	7(C)	7(D)
8	Pest control services.	8(A)	8(B)	8(C)	8(D)
9	Cleaning of Over head tanks and under ground sumps.	9(A)	9(B)	9(C)	9(D)
10	Wooden paneling , furnishers and civil interiors work for lab, preparation of laboratory, platforms and shelves for storing chemicals and other materials	10(A)	10(B)	10(C)	10(D)
11	Wooden/Steel furniture.	11(A)	11(B)	11(C)	11(D)
12	False Ceiling, Flooring and Aluminum partition works	12(A)	12(B)	12(C)	12(D)
13	Construction of WBM roads and Black top bitumen asphalt roads	13(A)		13(B)	
14	Installation and maintenance of compactors works	14(A)		14(B)	

Date:

Signature of the contractor/firm with seal

Place:

Part - II

List of similar works executed by the organization during the last 3 years (Including works on hand at present) (as per eligibility)

Sl. No.	Name of the work & location	Nature & Description of work	Name & address of the owner for whom work was carried out (Details of contact person with Phone number shall be furnished)	The name and full address of the officer under whom the work was carried out.	Value of the work in Rs.	Whether work completed in time . If not reason for the delay	Date of start and completion- Proof for satisfactory completion of the work should be attached (signed by the competent person)
1	2	3	4	5	6	7	8

Signature of the contractor / firm with name and address

CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR

Name & address of the Client-----

Details of works executed by Shri /M/s .-----

1.	Name of work with brief particulars	
2.	Agreement No. and date	
3.	Agreement amount	
4.	Date of commencement of work	
5.	Stipulated date of completion	
6.	Actual date of completion	
7.	Details of penalty levied for delay (indicate amount) if any	
8.	Gross amount of the work completed and paid	
9.	Name and address of the authority under whom works executed	
10.	Whether the contractor employed qualified Engineer/ Overseer during the execution of work?	
11.	i) quality of work (indicate grading)	Outstanding/ Very good/ Good /Satisfactory/ Poor
	ii)Amount of work paid on reduced rates, if any	
12.	i)Did the contractor go for arbitration?	
	ii)if yes, total amount of claim	
	iii)Total amount awarded	
13.	Comments on the capabilities of the contractor.	
	a) Technical proficiency	Outstanding/very good/good /satisfactory/poor
	b) Financial soundness	Outstanding/very good/good /satisfactory/poor
	c) Mobilization of adequate T&P	Outstanding/very good/good /satisfactory/poor
	d) Mobilization of manpower	Outstanding/very good/good /satisfactory/poor
	e) General behaviour	Outstanding/very good/good /satisfactory/poor

Note: All columns should be filled in properly.

Signature of the Reporting *officer with Office seal

*Officer of the rank of executive Engineer or equivalent (if the works carried out for Government /public sector companies)

Annexure - II

FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s./Sri.....having marginally noted address, a customer of our bank are /is respectable and can be treated as good for any engagement upto a limit of Rs.25Lakh/ Rs.5lakh / Rs.10lakh/ 25lakh/ 50lakh. (Rupees.....)

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

(Signature)For the Bank

Note:

1. Bankers' certificates should be on letter head of the Bank, sealed in cover addressed to enlistment authority.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

Checklist

Sr. No	Criteria	Requirement	Cross referencing / page no. at which required information is available	Indicate eligibility Yes/No
1	Yearly Annual Turn over for the last three years			
2	Experience			
3	Technical Personnel details			
4	Banker's and Client's certificate			
5	Application form along with Rs. 5000.00 DD in favour of Registrar, Jiwaji University, Gwalior	Furnished with all details		
6	Signature with seal in all pages			

Place:

Signature of the applicant

Date: