



MMTC Limited: Regional Office: Bhubaneswar-751007

TENDER NO. MMTC/PRDP/CIVIL WORKS/COLONY MAINTANCE/2016-17 Dt. 22/06/2016

TENDER FOR EMPANELMENT OF CONTRACTORS FOR CIVIL WORKS

MMTC Limited, Sub-Regional Office, Paradip invites applications for empanelment of contractors from the firms who are registered with CPWD/State PWD/Railways/Semi Govt. Organisations and other Autonomous bodies under Government of India as contractors for undertaking various civil works at MMTC Housing complex, Madhuban,Paradip-754142 .

The contractors shall apply for empanelment in prescribed format, which can be downloaded from MMTC's website www.mmtclimited.com .

The applications are to be submitted along with demand draft of Rs. 500/- plus VAT @5% drawn in any Nationalized Bank towards the cost of application form in favour of "MMTC Limited" payable at Paradip.

Last date of receipt of complete empanelment document is upto 1600 hrs. on 14.07.2016.

MMTC Ltd., Paradip reserves the right to accept or reject, any or all the offers submitted in response to this advertisement without assigning any reasons thereof.

**Chief Manager
MMTC Limited,
Sub-RegionalOffice, MMTC Housing
Complex, Madhuban, Paradip-754142**



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1.0 NOTICE INVITING APPLICATION FOR EMPANELMENT

MMTC Limited, is a Government of India Public Enterprises under Ministry Of Commerce, having Sub- Regional Office at MMTC Housing complex, Madhuban,Paradip-754142 .

Chief Manager, MMTC Limited , Paradip invites applications for empanelment of contractors from the firms who are registered with CPWD /State PWD / Railways/ Semi Govt. Organisations and other Autonomous bodies under Government of India as contractors for undertaking various civil works at MMTC Housing complex, Madhuban,Paradip-754142 .

1.1 SCOPE OF THE WORK:

The empanelled contractors have to carry out all civil related works viz. cement concreting, brick / stone masonry, plastering, flooring, painting, paving, alluminium partition works, MS fabrication works, waterproofing , carpentry etc. costing upto **Rs. 5.00 Lac**, at MMTC Housing complex, Madhuban,Paradip-754142 as and when required .

For the works costing more than **Rs. 5.00 Lac**, an open tender will be called and for such tenders, the Empanelled contractors under this process meeting the stipulated criteria of tender can also participate.

1.2 ELIGIBILITY CRITERIA:

Prospective agencies will be required to fulfill following criteria for participating in the tendering process.

- a) The Firm / Contractor shall be registered with Government / Semi Government organization like CPWD/Sate PWD/MES/Railways/ Semi Govt. Organisations and other Autonomous bodies under Government of India as contractor.
- b) The Firm / Contractor shall be registered with Income Tax and Service Tax Department ,Sales tax as per Govt. rules & regulations.
- c) The Firm / Contractor should have average annual turnover (gross) for the last three years of **Rs. 1,00,000/- (Rs. One Lac Only)** and should not have incurred any loss in more than two years during the immediate last 3 consecutive financial years ending on 31.03.2016.
- d) The contractor should have carried out similar type of works during last five years as below:
 - i. Three CIVIL related works costing not less than 1,00,000/- or
 - ii. Two CIVIL related works costing not less than 2,00,000/-

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1.3 ISSUE OF APPLICATION FORM:

The application form for empanelment shall be downloaded from the MMTC's website www.mmtclimited.com . The application form is also available with **The Chief Manager, MMTC Limited, Sub-Regional Office, MMTC Housing Complex, Madhuban, Paradip-754142** . The Demand Draft/ Banker's Cheque / Cash of Rs. 500/-plus 5% VAT towards the cost of application form should be enclosed alongwith the submission of application form if downloaded from the website. Demand draft / Banker's Cheque should be drawn in the name of "MMTC Limited" in any schedule bank .

1.4 SUBMISSION OF APPLICATION:

The completed empanelment document shall be submitted to **The Chief Manager, MMTC Limited, Sub-Regional Office, MMTC Housing Complex, Madhuban, Paradip-754142** , on or before 1600 hrs on 14th July 2016.

MMTC Ltd., Paradip reserves the right to accept or reject, any or all the offers submitted in response to this advertisement without assigning any reasons thereof.

**Chief Manager
MMTC Limited,
Sub-Regional Office, MMTC Housing
Complex, Madhuban, Paradip-754142**

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**TERMS AND CONDITIONS FOR EMPANELMENT OF CONTRACTORS
FOR CIVIL WORKS**

- 2.1** Application form for empanelment shall be submitted in a sealed envelope super scribing thereon **‘Application for Empanelment as Civil Contractors’**.
- 2.2** The application shall be submitted strictly in the prescribed format alongwith supporting documents.
- 2.3** The application shall be signed by the applicant or authorized person on behalf of the applicant or their organization by enclosing an Authority Letter / Power of Attorney.
- 2.4** If the space in the application form is insufficient for furnishing full details, the applicant may give the details on a separate sheet which is their official letter head..
- 2.5** Application containing false and / or incomplete information is liable for rejection.
- 2.6** If any information or details furnished by applicants are found to be false at any time in future, the empanelment of such applicant will be cancelled immediately.
- 2.7** The Bidder should sign each page of the application.
- 2.8** Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting.
- 2.9** **MMTC** may approach / visit the contractor's clients to verify contractor's general reputation / competence.
- 2.10** Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished alongwith the application form. With regard to the completed works, copies of the work order and completion certificate shall be submitted.
- 2.11** The applicant has to submit the Client's Certificate from at least one of their clients mentioned in the list of work executed.
- 2.12** Decision of **MMTC Ltd.** in selection of contractors will be final and binding and no further correspondence will be entertained. Contractors empanelled will be informed by post.
- 2.13** The enlistment of a contractor with **MMTC** shall only entitle him to be considered for issue of tender paper. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.

- 2.14** Generally, the routine works at MMTC Housing Complex, Madhuban , Paradip -754142 will be awarded by calling competitive quotations / tenders from the empanelled contractors.
- 2.15** **MMTC Ltd.** reserves the right to call open tenders in which agencies not empanelled in this process but meeting the qualification criteria for the tender can participate. For such tenders, the Empanelled contractors under this process meeting the stipulated criteria of tender can also participate.
- 2.16** The empanelment shall be valid for a minimum period of 3 years.
- 2.17** The contractors who would be empanelled are required to deposit Rs.5,000/- as security deposit. Such deposit does not carry any interest and it will remain with the Institute till the validity period of the empanelment.
- 2.18** The empanelled firm is required to keep updated the Institute about the change of address, change of the Management etc. from time to time.
- 2.19** The applicant should ensure that the application is delivered at the given address within prescribed date and time as mentioned in the advertisement.
- 2.20** **MMTC Ltd.** may remove the name of the firms from the empanelled list if the contracting firm,
- : Has, on more than one occasion failed to execute a contract or has executed it unsatisfactorily or
 - : is proved to be responsible for construction defects in two or more works; or
 - : persistently violates any important conditions of the contract; or
 - : does not start the work after the same is awarded to him on three occasions.
- 2.21** **MMTC Ltd.** reserves the right to accept or reject, any or all the offers submitted in response to this advertisement without assigning any reasons thereof.

Chief Manager
MMTC Limited,
Sub-Regional Office, MMTC Housing
Complex, Madhuban, Paradip-754142

EMPANELMENT OF CONTRACTORS FOR CIVIL WORKS

APPLICATION FORM

1.	Name of the Contracting Firm	
2.	Postal Address	
3.	Contact Details	
4.	Telephone No and E-Mail address	
5.	Year of Establishment	
6.	. Nature of Company Proprietorship/Partnership/ Private Ltd. Etc.	
7.	Name of the Director/Partners/Proprietor	
8.	Registration with Tax Authorities	
9.	Registration with Govt. Organisation / Statutory bodies such as CPWD / PWD etc	
10.	Name and Address of the Bankers	

Signature of the applicant with seal.