

**4**      **EMPANELMENT OF CONTRACTORS FOR CIVIL, ELECTRICAL AND MECHANICAL WORKS AT NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH, SECTOR-67, S.A.S NAGAR**

**NOTICE INVITING APPLICATION  
FOR  
EMPANELMENT OF CONTRACTORS**

**DATE OF SUBMISSION :**  
**TO BE SUBMITTED TO :**  
**The Director,**  
**NIPER,**  
**Sector-67,**  
**S.A.S NAGAR (Pin-160062)**

**C O N T E N T S**

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NOTICE INVITING APPLICATIONS  
FOR  
EMPANELMENT OF CONTRACTORS

EMPANELMENT NOTICE NO. \_\_\_\_/2017

The Director, National Institute of Pharmaceutical Education and Research, Sector-67, S.A.S NAGAR. invites applications for empanelment of contractors from the firms who are registered with CPWD/State PWD/MES/Railways/MSEDCL, Semi Govt. Organisations and other Autonomous bodies under Government of India and State Govt., large private or public educational institutes as contractors for undertaking various civil, electrical and mechanical works at National Institute of Pharmaceutical Education and Research, Sector-67, S.A.S NAGAR.

The contractors shall apply for empanelment in prescribed format, which can be downloaded from the NIPER, S.A.S Nagar website [www.niper.ac.in](http://www.niper.ac.in) or [www.niper.gov.in](http://www.niper.gov.in) or [www.niper.nic.in](http://www.niper.nic.in).

The applications are to be submitted along with demand draft of Rs. 500/- towards the cost of application form in favour of "Director, National Institute of Pharmaceutical Education and Research, Sector-67, S.A.S NAGAR".

Last date of receipt of complete empanelment document is upto **3.00 pm on 01.09.17..**

The Director, National Institute of Pharmaceutical Education and Research, Sector-67, S.A.S NAGAR reserves the right to accept or reject, any or all the offers submitted in response to this advertisement without assigning any reasons thereof.

## 1.0 NOTICE INVITING APPLICATION FOR EMPANELMENT

National Institute of Pharmaceutical Education and Research is an autonomous Institute working under the purview of Department of Pharmaceuticals, Govt. of India, situated at Sector-67, S.A.S NAGAR.

The Director, National Institute of Pharmaceutical Education and Research, Sector-67, S.A.S NAGAR invites applications for empanelment of contractors from the firms who are registered with CPWD/State PWD/MES/Railways/MSEDCL, Semi Govt. Organisations and other Autonomous bodies under Government of India and State Government, large private or public educational institutes as contractors for undertaking various civil, electrical and mechanical works at National Institute of Pharmaceutical Education and Research, Sector-67, S.A.S NAGAR.

### 1.1 SCOPE OF THE WORK :

The empanelled contractors may have to carry out the following works at NIPER, S.A.S Nagar :-

Sl No.	Works Cost	Work	Specify Category
a)	Works costing upto Rs. 5.00 lacs	<u>Civil Works.</u> All civil and Public Health related works. <u>Electrical Works.</u> Electric Maintenance and Project Works. <u>Mechanical Works.</u> Mechanical Maintenance and Project Works, Air-conditioning, Utility Works & fire fighting works.	`C'
b)	Works costing upto Rs. 15.00 lacs.	-do-	`B'
c)	Works costing upto Rs. 30.00 lacs	-do-	`A'

### 1.2 ELIGIBILITY CRITERIA :

Prospective agencies will be required to fulfil following Criteria for Empanelment as Contractor.

- The Firm / Contractor shall be registered with Government / Semi Government organization like CPWD/State PWD/MES/Railways/MSEDCL, Semi Govt. Organisations and other Autonomous bodies under Government of India as contractor. **(For Category `A' and `B' only).**
- The Firm / Contractor shall be registered with Income Tax and Service Tax Department as per Govt. rules & regulations.
- The Firm/ Contractor should have average annual turnover (gross) for the last three years of Rs. 9,00,000/- (Rs. Nine Lac Only) for category `A', Rs. 4,50,000/- (Rupees Four lacs Fifty thousand only) for Category `B' and Rs. 1,50,000/- (Rupees One lac Fifty thousand only) for Category `C' 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 :-

Sl No.	Description	Category `C` (upto Rs. 5.00 lacs.	Category `B` (upto Rs. 15.00 lacs.	Category `A` (upto Rs. 30.00 lacs.
i)	Three CIVIL/ Electrical/ Mechanical/ Air Conditioning & Utility works related works.  <b>OR</b>	Rs. 2.00 lac each	40% of cost 15.00 lacs (Rs. 6.00 lacs)	40% of cost 30.00 lacs (Rs. 12.00 lacs)
ii)	Two CIVIL/Electrical/ Mechanical/Air Conditioning & Utility works related works.  <b>OR</b>	Rs. 2.50 lac each	50% of cost 15.00 lacs (Rs. 7.50 lacs)	50% of cost 30.00 lacs (Rs. 15.00 lacs)
iii)	One CIVIL/Electrical/ Mechanical/ Air Conditioning & Utility works related work.	Rs. 4.00 lac each	80% of cost 15.00 lacs (Rs. 12.00 lacs)	80% of cost 30.00 lacs (Rs. 24.00 lacs)

- e) The financial soundness shall be judged on the basis of the bankers certificate or the working capital certificate, as the case may be issued by the Bankers of the contractor. Such certificate shall be issued by a scheduled bank and shall be submitted, in original in a bank sealed cover, addressed to Director, NIPER, Mohali.
- f) For Electrical and Mechanical Works Category. The applicant must hold valid Electrical/ Mechanical contractor licence. Its staff should hold minimum ITI trade and certificate in the respective cadre and adequate experience in operation/repair/maintenance/renovation of HT & LT electrical installations consisting of transformer/ UPS systems/ pump motors and starters of multi-storey offices and residential buildings.
- g) For Pest Control and Anti Termite Treatment, Fumigation work. The contractor should hold valid licence from civil department for holding/storing/ setting insecticides in the premises.
- h) "The requirements of Electrical and Mechanical contractors are mentioned in Clause 1.2 (f) above. Any contractor meeting these requirements should form the basis of selection for Electrical and Mechanical works. However, a contractor who wishes to get empanelled for Civil works is also allowed to get empanelled for Electrical, Mechanical and any other specialist works provided he meets the mandatory requirements in the concerned field".
- i) If a contractor wants to apply for more than one category, separate application should be submitted for each category.

### 1.3 ISSUE OF APPLICATION FORM :

The application form for empanelment shall be downloaded from the NIPER website [www.niper.ac.in](http://www.niper.ac.in) or [www.niper.gov.in](http://www.niper.gov.in) or [www.niper.nic.in](http://www.niper.nic.in). The Demand Draft of Rs. 500/- drawn in the name of "The Director, National Institute of Pharmaceutical Education and Research, Sector-67, S.A.S NAGAR", as application fee should be enclosed along with the submission.

### 1.4 SUBMISSION OF APPLICATION :

The completed empanelment document shall be submitted to The Director, National Institute of Pharmaceutical Education and Research, Sector-67, S.A.S NAGAR, on or before 3.00 pm on 28.08.17

Director, NIPER, S.A.S Nagar reserves the right to accept the offer in full or in parts or reject summarily or partly without assigning any reason(s) thereof.

## TERMS AND CONDITIONS

### 2.0 TERMS AND CONDITIONS

- 2.1 Application form for empanelment shall be submitted in a sealed envelope super scribing thereon 'Application for Empanelment as Civil/Electrical/Mechanical Contractor under category 'A'/'B'/'C'.
- 2.2 The application shall be submitted strictly in the prescribed format along with supporting documents.
- 2.3 The application shall be signed by the authorized person/s on behalf of the applicant organization by enclosing an Authority Letter / Power of Attorney.
- 2.4 If the space in the application is insufficient for furnishing full details, the applicant may give the details on a separate sheet.
- 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 rounding off, initialling, dating and rewriting.
- 2.9 NIPER, S.A.S Nagar 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 along with 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 as per Annexure-8 (for Category 'A' only), from at least two of their clients mentioned in the list of work executed.
- 2.12 Decision of the Director, NIPER, S.A.S Nagar 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 at NIPER, S.A.S Nagar 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 NIPER, S.A.S Nagar will be awarded by calling competitive quotations /tenders from the empanelled contractors.
- 2.15 NIPER, S.A.S Nagar 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 period of 2 years.
- 2.17 The contractors who would be empanelled are required to deposit Rs. 5,000/- for Class 'A' category, Rs. 3,000/- for Class 'B' category and Rs. 1,000/- for Class 'C' category as security. 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 **Near Relatives Working in NIPER, Mohali.** Contractors whose near relatives are working in NIPER will not be considered for empanelment. For this purpose a near relative shall mean wife, husband, parents, grandparents, children, grandchildren, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws as per **CPWD guidelines**. Necessary certificate to this effect be furnished as per **Annexure-9.**

2.21 Director, NIPER on recommendation of Engineer-in-Charge 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
- Fails to abide by the conditions of enlistment or is found to have given false particulars at the time of enlistment, or
- Has indulged in any type of forgery or falsification of records, or
- Changes constitution of the firm or individuals without prior approval of the enlistment authority, or
- Changes permanent address/business address without intimation to the enlistment authority, or
- Is declared or in process of being declared bankrupt, insolvent, wound up, dissolved or partitioned, or
- Persistently violates the labour regulations and rules, or
- Is involved in complaints of serious nature received from other departments which prima facia appear to be true, or
- Default in settlement of tax dues like income tax, contract tax, sales tax, service tax, octroi, duties etc.
- Ceases to full fill eligibility criteria based on which enlistment/revalidation was done
- is considered not required to be in list of NIPER, Mohali for any reason considered fit by enlistment authority.

2.21 No individual, or a firm having such individual as one of the partners, who is a dismissed government servant, or diverted to lower class, or having business banned or suspended by any government department in the past or convicted by a court of law shall be entitled for enlistment. However, cases where disciplinary action was taken against a contractor for a specified period and such penalty period is already over, his case for enlistment/revalidation can be considered.

2.22 A contractor is not permitted to have enlistment in more than one name.

2.23 The enlistment authority shall have the right to independently verify the details furnished by the contractor and to get works done by the contractor inspected and/ or to get such reports as may be considered necessary.

2.24 The enlistment authority reserves the right to limit number of contractor to be enlisted in any class or category.

2.25 It is mandatory for firm to submit an affidavit on Rs. 10/- Non-Judicial stamp paper duly attested by Notary certifying that the applying firm has not been black listed by any Govt./ Public department before applying for empanelment.

2.26 The Director, NIPER, S.A.S Nagar reserves the right to accept or reject, any or all the offers submitted in response to this advertisement without assigning any reasons thereof.

3.0 APPLICATION FOR ENLISTMENT AS CONTRACTOR

**A. APPLICATION FORM FOR 'A', 'B' and 'C' CATEGORY CONTRACTORS**

Sr.No.	Particulars	Details
1.0	Name of the Contracting Firm	
2.0	Postal Address	
3.0	Contact Details Telephone, Email address	
4.0	Year of Establishment	
5.0	Nature of Company Proprietorship/ Partnership/ Private Ltd. , Etc.	
6.0	Name of the Director/Partners/Proprietor	To be filled in Annexure - 1
7.0	Details of Registration with Tax Authorities	To be filled in Annexure - 2
8.0	Registration with Govt. Organisation / Statutory bodies such as CPWD / PWD / MES etc.	To be filled in Annexure - 2
9.0	Name and Address of the Bankers	
10.0	List of major projects executed during the last 5 years by the applicant	To be filled in Annexure - 3
11.0	List of major projects under execution by the applicant	To be filled in Annexure - 4
12.0	List of Key Personnel	To be filled in Annexure - 5
13.0	List of Major Equipment / Machinery Owned	To be filled in Annexure - 6
14.0	Audited Balance Sheet with profit & loss statement for last 3 years	To be filled in Annexure - 7
15.0	Give details if at present involved in similar type of contracts.	
16.0	Details of litigation involved during execution of contract in the past 5 years	
17.0	Details of civil suit, if any, that arose during execution of contract in the past 5 years	
18.0	Certificates from clients (Attested copies) ----> only for enlistment in 'A' category	As per Performa given in Annexure - 8.
19.0	Details of Electric/ Mechanical/ Pest Control and Anti Termite Treatment, Fumigation works licence.	
20.0	Certificate	As per Annexure -9.
21.0	Declaration	As per Performa given in Annexure -10 (On Applicant's Letter Head)
22.0	Black List Declaration	As per Performa given in Annexure-11 (On Rs. 10/- Non-Judicial stamp paper duly notarised.)

Signature  
Name  
Seal of the Firm

**EMPANELMENT OF CONTRACTORS FOR CIVIL, ELECTRICAL, MECHANICAL, AIRCONDITIONING & UTILITY WORKS at NIPER, S.A.S Nagar.**

**ANNEXURES**

**Annexure-1**

**DETAILS OF DIRECTOR / PARTNER / PROPRIETOR OF THE FIRM**

Sr. No.	Name	Designation	Qualification	Key Experience

**Annexure-2**

**DETAILS OF REGISTRATION FOR `A' CATEGORY**

Sr.No.	Name of Organization / Department	Registration No.	Date & year of Registration	Valid Upto
1	Registration of Companies / Firms for Constitution			
2	Income Tax Department (Mention PAN No.)			
3	Service Tax Department			
4	TIN / VAT Registration			
5.	ST/ CST No.			
6.	Service Tax Regd No.			
7.	CPWD			
8.	PWD			
9.	MES			
10.	Railways/MSEDCL etc.			
11.	Others, if any			

Annexure-3

List of Works/Projects executed during the last 5 years by the Firm

Sr.No.	Name of the work	Name & Address of the Owner	Value of work executed	Stipulated time of Completion	Actual time of Completion	Month and Year of Completion

Annexure-4

List of Works/Projects under execution by the Firm

Sr.No.	Name of the work	Name & Address of the Owner	Value of work	Stipulated time of Completion	Present stage of work

Annexure-5

DETAILS OF KEY PERSONNEL PERMANANTLY EMPLOYED

Sr.No.	Name	Designation	Qualification	Experience

EMPANELMENT OF CONTRACTORS FOR CIVIL, ELECTRICAL AND MECHANICAL WORKS  
AT NIPER, S.A.S NAGAR.

Annexure-6

DETAILS OF EQUIPMENT / MACHINERY OWNED BY THE FIRM

Sr. No.	Name of Equipment	Year of Manufacture	Quantity Available

EMPANELMENT OF CONTRACTORS FOR CIVIL, ELECTRICAL AND MECHANICAL WORKS  
AT NIPER, S.A.S NAGAR.

Annexure-7

FINANCIAL STATEMENT

Sr. No.	Financial Year	Turnover of the Firm (in Rs.)	Profit / Loss (in Rs.)
1.	2013 - 2014		
2.	2014 - 2015		
3.	2015 - 2016		

Annexure-8  
(Applicable for 'A' Category)

PROFORMA FOR CLIENT'S CERTIFICATE OF PERFORMANCE

Name & Address of the Client : \_\_\_\_\_

Details of Work Executed By : M/s \_\_\_\_\_

Sr. No.	Particulars	Remark
1	Name of the Work with brief particulars	
2	Date of commencement of work	
3	Stipulated date of completion	
4	Actual date of completion	
5	Work order value	
6	Value of Actual work done	
7	Did contractor go for Arbitration?	Yes / No
8	Quality of Work	Very Good / Good / Satisfactory / Poor
9	Technical Proficiency	Very Good / Good / Satisfactory / Poor
10	Financial Soundness	Very Good / Good / Satisfactory / Poor
11	Mobilisation of adequate Equipment	Very Good / Good / Satisfactory / Poor
12	Mobilisation of adequate Manpower	Very Good / Good / Satisfactory / Poor
13	General Behaviour	Very Good / Good / Satisfactory / Poor

Signature of the Reporting  
Officer with Office Seal  
Signature of Applicant

CERTIFICATE

I / We hereby certify that I am not near relatives of the Chief Maintenance Engineer/Assistant Engineer or any other office bearer of NIPER, S.A.S Nagar (Mohali).

Note :- Near relatives includes wife, husband, parents, in-laws, children, brothers, sisters, uncles, aunts and cousins.

Name and  
Seal of the Firm

(Signature of Contractor)

DECLARATION

I / We (including all partners) certify that I / We have read and understood the instructions and the Terms & conditions mentioned in the application form and shall abide them.

I / We certify that the information given in the application is true to the best of my knowledge and belief. I / We also understood that if any of the information is found wrong, I am / We are liable to be debarred.

I / We agree that the decision of the Director, NIPER, S.A.S Nagar in selection of contractors will be final and binding to me / us.

I / We agree that I / We have no objection if enquiries are made to our clients to verify the facts submitted by us.

Signature

Name

Seal of the Firm

**Black List declarations Proforma**

(An undertaking to this extent should be given on Rs. 10.00 Non-judicial stamp paper duly notarized stating)

**I/WE \_\_\_\_\_ the proprietor/ partner/Director in the firm/company  
\_\_\_\_\_ having office address \_\_\_\_\_  
undertake & confirm that I/We have never been blacklisted, suspended nor barred by  
any Government Institute/Department/Govt. Labs/Autonomous bodies so far due to  
breach of contract or any reason including corrupt and fraudulent practices adopted by  
us. I/We also undertake and confirm that our contract with any Government Institute  
/Department/Govt. Labs/Autonomous bodies was never discontinued/terminated  
during contact period due to breach of contract or any reason including corrupt and  
fraudulent practices adopted by us.**

**Signature with Stamp**

EMPANELMENT OF CONTRACTORS FOR CIVIL, ELECTRICAL AND MECHANICAL WORKS AT  
NIPER, S.A.S NAGAR

LIST OF DOCUMENTS TO BE SUBMITTED

1. Duly filled Application form along with Annexure – 1 to 10, where applicable.
2. Profile of the Firm.
3. Details of Constitution of the firm and its registration certificate.
4. Power of Attorney / Letter of Authorization for authorized signatory.
5. Audited balance sheet with profit & loss statement in support of Annexure – 7.
6. Copy of registration certificates in support of Annexure – 2.
7. Demand draft of Rs. 500/- in favour of “Director, NIPER, S.A.S Nagar” as Application fee.
8. Copies of Work order, completion certificate etc. in support of Annexure – 3 and 4.
9. Certificate as per Annexure-9.
10. Black List Declaration Proforma as per Annexure-11.

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