

# **FORM OF APPLICATION**

**FOR**

EMPANELMENT OF CONTRACTORS

FOR CIVIL WORKS

AT

GOVT. COLLEGE OF ENGINEERING AMRAVATI



**EMPANELMENT OF CONTRACTORS FOR CIVIL WORKS  
AT GOVT. COLLEGE OF ENGINEERING AMRAVATI  
FOR TWO YEARS**

**1. Notice for Empanelment of Contractors**

Government College of Engineering, Amravati, invites sealed applications for Empanelment of Contractors for execution/maintenance of various civil works under various categories for its administrative/departmental buildings, hostels and residential quarters at campus, from the Contractors/ firms who are registered with Govt./Semi-Govt/ Societies. The estimated cost of individual works being up to Rs.3.00 Lakh (Rs. Three Lakh). Interested contractors may collect “Application Form” with submitting copy of registration from the office of **Construction and Maintenance, Civil Engineering Department**, Government College of Engineering, Amravati, Kathora Naka, Amravati 444604 by paying Rs. 1000/- in the cash section of the institution any working day from 08/07/2022 to 15/07/2022 between 11:00AM to 4:00 PM or they may visit web-site <http://www.gcoea.ac.in> for downloading the application form. The last date of submission of duly completed application forms is up to 4:00 PM on 15/07/2022. The Institute reserves the right to reject any or all the applications without assigning any reason thereof.

Principal  
Government College of Engineering,  
Amravati

## 2. IMPORTANT DATES

<b>Sr. No</b>	<b>Activity</b>	<b>Start Date</b>	<b>Hrs</b>	<b>End Date</b>	<b>Hrs.</b>
1	Publication of Tender Notice	08.07.2022			
2	Issue of Applications Forms	08.07.2022	11.00 am	15.07.2022	12.00 pm
3	Applications Submission	08.07.2022	11.00 am	15.07.2022	04.00 pm

### **3. Background of the Project**

Government College of Engineering Amravati, is the premier engineering education institute in Vidarbha region of the Maharashtra and has been granted autonomy since 2006. Today it is functioning as an autonomous institute of Government of Maharashtra and is governed by Board of Governance. Presently the major civil works are handled by Public Works department Amravati and the minor civil and repair works are carried out by building Works Committee (BWC) of the institute.

Institute is willing to identify an Efficient Service Provider who can take “COMPLETE RESPONSIBILITY” of all regular Civil Maintenance works and allied issues. The scope includes routine civil maintenance of institute and hostel campus, regular check-up of water supply, drainage line, plumbing work, to each department, minor repair work and minor new civil works etc. The purpose of this tender is to identify such service provider, and include them in the panel of contractors so that the various works shall be executed as per calling tenders from these contractors only.

The institute looks forward for a quality conscious agency which has good record and reputation in the market, and who is handling such contracts at institutes/ industries.

### **4. General TERM and CONDITIONS**

- a) The work of civil works/maintenance works shall be carried out after receiving the requirement from the department and as per the instructions given from time to time by Secretary BWC of the institute. The civil maintenance shall be as per the specifications and direction of the engineer in-charge.
- b) The scope of Civil works/maintenance works will include providing labour and material, regular check up of water supply, drainage line, repair of inspection chamber, plumbing work, repair of door/windows, minor civil works, etc. as directed, by engineer in-charge.
- c) The contract will be valid for the period of 02 year. However, If found suitable, may further be extended for another year, or so on mutual consent.
- d) The quantity of work would be as per site condition and actual measurement.
- e) The increase in approved rate is not permitted, unless otherwise change in specifications.
- f) The maximum work for maintenance will be limited to Rs. Up to 3 Lakhs subject to approval of the Principal, Govt. College of Engineering, Amravati.

- g) Employer will have right to choose one or more agencies to carry out the maintenance work.

## 5. Eligibility Criteria

1. The service provider should have valid registration of **Govt./ Semi-govt. Organization** and experience of working with Central Govt., State Govt., Municipal Corporation, Local Govt., etc.
2. The service provider should have executed similar type of work (minimum one) in the especially Educational Institutes/ University/ Local Government.
3. The **average turnover** of the agency should be minimum Rs. **20 lakhs per year for any two years in last three year.**

## 6. Evaluation of the Bids:

1. The bids will be evaluated based on **Qualification in technical criteria only**
2. The Principal, Govt. College of Engineering, Amravati **reserves all right** to accept /reject any one / all offers **without** assigning reasons thereof at any point of the tender process.
3. The **rights to terminate the contract** at any time without assigning any reasons **are also reserved.**

## 7. Jurisdiction: Jurisdiction for all purposes is Amravati.

## 8. Instruction to Applicants:

1. Intending Applicants are required to submit their applications with full particulars, giving details about their organisation, experience, technical personnel in their organisation, competence and adequate evidence of their financial standing, etc. in the enclosed form, which will be kept confidential. The cover containing the application should be super-scribed "Application for empanelment of Contractors for Civil works at Govt. College of Engineering Amravati".
2. Applicant shall submit one sealed envelop containing Application form and all necessary documents

3. Decision of the Institute Authority in regard to Enlistment of contractors will be final. The Institute is not bound to assign any reason thereof.
4. Each page of the application shall be signed by the Applicant. The application shall be signed by person/persons on behalf of the organization having necessary authorization/Power of Attorney to do so.
5. If the space in this form is insufficient for furnishing full details, such information may be continued on separate sheets of paper, stating therein the part of the form and serial number. Separate sheets shall be used for each part.
6. Applications containing false and /or inadequate information are liable for rejection.
7. The firms must have worked for Govt./Public Sector undertakings organizations.
8. The firms shall not have any discouraging/adverse report against their past performance.
9. Clarifications, if any required, may be provided within stipulated time limit to Principal, Govt. College of Engineering, Amravati.
10. The firm must have their office in Amravati.
11. Short listing and Evaluation process for the selection of contractors shall be based on their experience in the field, number of projects completed and other technical details mentioned in the application form.
12. The total time period for the empanelled contractors will be for TWO year (period of service)
13. The Institute reserves the right to reject any or all the applications without assigning any reason thereof.

Signature of the applicant

Name:

Designation:

Address:

**FORM OF APPLICATION**

**FOR**

**EMPANELMENT OF CONTRACTORS**

**FOR**

**CIVIL WORKS**

**At GOVT. COLLEGE OF ENGINEERING AMRAVATI**

Name of the firm .....

Address.....

.....

.....

Phone Numbers –

Mobile No.

Fax No.

Contact Persons:

Contact Telephone Nos.:

Date:

**To:**

The Principal  
Govt. College of Engineering Amravati  
Near Kathora Naka, V.M.V Road, Amaravati 444604

Dear Sir,

**Sub: EMPANELMENT OF CONTRACTORS FOR CIVIL WORKS**

I/We have read and understood the complete tender document and instructions to the Applicants. I/We do hereby declare that the information furnished in the proforma from pages \_ to \_ and in the supplementary sheets is correct to the best of my/our knowledge and belief.

Encl: Supplementary sheets Nos.:

Yours faithfully,

Signature of the applicant:

Name:

Designation:

Address:

//Seal//



## 1. Technical Information Part-I:

### Basic Information

1.	Name of the Applicant and address of the Registered office	
2.	Year of establishment (Enclose documentary evidence)	
3.	Type of Organization (Whether sole proprietorship, Partnership, Private Ltd. Or Co-operative body etc.)	
4	Name of the Proprietor/Partners/Directors of Applicant with address and contact numbers	
5	Details of registration- Whether Partnership firm, company etc. Name of Registering Authority, Date and Registration number (Enclose documentary evidence)	
6	Whether the firm has worked for the Government/ Municipal Authorities or other Public Organization department etc. if so give details.	
7	Number of years of experience in the relevant field (Enclose documents/certificates)	
8	Details of equipments/ machinery available with the contractor ( Enclose on separate sheet)	
9	Address of office through which the work of the institute will be handled	
10	Yearly turnover of the Organization during last THREE YEARS. As certified by	

	the Chartered Accountant / Income Tax Return (Enclose documentary evidence)  For 2019-20 For 2020-21 For 2021-22	
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Signature of Applicant

**2. Technical Information Part-II:**

**Work capability and previous experience.**

**List of important WORKS executed by the organisation during last 3 years. (01.04.2019- 31.03.2022)**

**(Supporting documentary proofs such as copies of work order, satisfactory completion certificate of the work from clients etc. to be enclosed failing which the application will be liable for rejection)**

Sr. No.	Name of Project and Location	Name and address of owner/ department/organization	Contract Amount and date of Work order	Date of Completion (Stipulated)	Date of Completion ( Actual)	Any other information

(Use additional sheets if required)

Signature of Applicant

**3. The list of Documents attached by the bidder to prove the eligibility**

<b>Sr. No.</b>	<b>Name &amp; Full Address of the firm:</b>	<b>Necessary Documents Submitted (Yes/No)</b>
1.	Receipt of Rs. 1000/-	
2.	Registered Office with Address (Copy of registration certificate of firm may be enclosed)	
3.	Pan Card.	
4.	Aadhar Card	
5.	GST Registration Certificate	
6.	Name, Addresses, Phone & Email Id of the person who will represent the firm while dealing with the Institute.	
7.	Turnover for the last three financial years. 2019-20 2020-21 2021-22	
8.	Experience Certificate	
9.	Have you duly filed Income Tax Returns, Service Tax and other applicable taxes for the past three years?	
10.	Have you been blacklisted by any government authority in India? If so, then you will not be eligible. Submit Self-Certification stating you are not blacklisted in the past.	

( Applicants should submit the attested photo copies of following documents)