



KERALA STATE NIRMITHI KENDRA

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF CONTRACTORS

Kerala State Nirmithi Kendra (KESNIK) is planning to engage in the empanelment of contractors for projects of varied nature. In this regard, KESNIK invites applications for the same from experienced, financially sound and eligible contractors /firms in the field of: -

A) CIVIL CONSTRUCTION.

With minimum 3 years experience in the following sub categories but not limited to.

Residential complexes, Townships, Office Complexes, Multistoried buildings, Roads, Industrial Complexes, Water Supply Works, Sewage Disposal Works, Water Tanks, Irrigation works, Piling works, Major Earthworks, Infrastructure works, Pipelines, Structural Works and other Civil works.

B) PLANT CONSTRUCTION CONTRACTORS (ELECTRO MECHANICAL)

With minimum 3 years experience in the following sub categories but not limited to.

Air-conditioning, Heating & Ventilation Systems, Fire fighting, Dust Extraction & Suppression Systems, Lifts, Escalators, Erection of Plant/Machinery/Structures, Material Handling Plants, Process Plants etc.

Rural Electrification works, Generators, CCTV and other Electrical works.

Terms and Conditions

1. The application shall be submitted as per the form enclosed in this document with a covering letter
2. The applications shall be accompanied by the required documents indicated in the Application forms such as: -
 - i. Audited Balance Sheet for last 3 years.
 - ii. Completion certificates from clients/ Owners/Dept. heads
 - iii. Plant & Machinery details
 - iv. Manpower details including Technical Staff
 - v. Details of pending litigation etc- if any
 - vi. PF registration No. along with copy of challan for the month of January – February 2020
 - vii. PAN
 - viii. GST registration
 - ix. Bank Solvency Certificate issued by the designated bank not prior to 1st December 2019

- x. Certificate of incorporation
- xi. Other details asked in the Application forms

The under signed shall reject any of the applications which are incomplete, ambiguous and not accompanied by the required documents without stating any reason and no correspondence in the matter will be entertained.

3. KESNIK will be categorizing the empanelled contractors into A, B & C class as per the norms in PWD Department. Only those Contractors having a turnover as applicable for each categories during any one of the last three financial years (2016-17,2017-18,2018-19) are eligible to apply against this advertisement. The Annual Turn Over figures should be as certified by the Chartered Accountant and the application shall be supported by certified copies of balance sheets of last three years.
4. For empanelment the applications will be evaluated for meeting the minimum stipulated financial and past experience criteria. The details of plant & machinery, manpower employed, pending litigation, performance on earlier projects etc shall also be evaluated for empanelment of the contractors. The applications received will be evaluated on the basis of information & documents provided by the applicant and in case the applicant is found to be suitable on the criteria of KESNIK, the applicant shall be empanelled for the category of works with monetary limit. The applications not meeting the criteria of KESNIK will be rejected.
5. Electrical License - The contractors for Electrical & Mechanical Works shall have to produce valid electrical license from the competent authority in the name of the firm/the contractor. They shall keep valid license throughout the period of empanelment by getting it renewed at suitable intervals and submit an attested copy of the same to the empanelment authority after each renewal. In event of any discontinuity in validity of electrical license of the contractor, its empanelment and authority to work with KESNIK will also automatically cease to be invalid.
6. KESNIK at any time reserves the right to modify the eligibility criteria, to accept or reject any application, to annul the empanelment or to reject any or all the applications or accept new application at any time without assigning any reason or incurring any liability to the applicants.
7. The contractors who are under arbitration/litigation with KESNIK shall not be considered for empanelment, however, request from the contractor may be considered for empanelment upon resolution of dispute.
8. The empanelment of contractor shall be cancelled by KESNIK in case of poor performance of the contractor, abnormal delay in completion of work, abandoning of the allotted work, bankruptcy, for activities detrimental to the interest of KESNIK and in case empanelment is secured based on false information/documents. In case of cancellation of empanelment, the contractor shall be debarred from tendering/taking up works in KESNIK. The decision of KESNIK in this regard shall be final and binding on the party.
9. KESNIK reserve the right to call open/limited tenders in which the contractors not

- empanelled in this process but meeting the minimum criteria for the tender can participate. For such tenders, the empanelled contractors under this process meeting the stipulated criteria can also participate.
10. KESNIK will be calling tenders through e-tender portal in which the contractors who are empanelled through this process but meeting the minimum criteria for the tender can participate. In the case of works with Probable Amount of Contract below 5 Lakhs KESNIK will invite quotations from empanelled contractors.
 11. The empanelled contractors shall be required to submit EMD for each tender separately as per the details given in the Tender Documents.
 12. The empanelled contractors are advised to check KESNIK's Website www.nirmithi.kerala.gov.in or www.etenders.kerala.gov.in regularly for the tenders being invited by KESNIK from time to time. No claims of empanelled contractors shall be entertained whatsoever due to non-receipt of information about the tenders/enquiries of KESNIK.
 13. KESNIK reserves the right to reject any application without assigning any reasons thereof and does not bind itself to accept any of the applications.
 14. KESNIK takes no responsibility of applications lost/delayed in postal transit. KESNIK reserves the right to postpone the date of submissions or issue any amendments.
 15. Empanelment does not guarantee for issue of tenders to the contractor for a particular job. KESNIK reserves the right to assess the performance & capabilities of contractor before issuing the invitation to tender and limit the number of bidders for a particular job. The empanelled contractors shall have no claim on KESNIK if any invitation for any job is not issued to them.
 16. The contractors shall submit all the documents duly self attested. The contractors should produce original documents for verification. The contractors shall be called for discussions/clarifications, the contractor and his authorized technical representative should attend the same.
 17. KESNIK may make inspection at the works/work sites/offices of the applicants as and when required and as deemed fit.
 18. If selected the selected Contractors shall pay an empanelment fee of Rs.2 000/- (Rupees Two Thousand only) payable in the form of DD/PO in favour of Director, Kerala State Nirmithi Kendra, Nirmithi Hills, PTP Nagar, Trivandrum-38.

The Empanelment of Contractors shall be valid for one year. However, KESNIK reserves the right to curtail this period at its sole discretion. The empanelled Contractors shall extend their period of status every year, paying necessary fees for the same with required documents as prescribed. If any discrepancies found in the details submitted by the empanelled contractor KESNIK reserves the right to terminate the Empanelment without any notice.

In case of empanelment, the contractors shall be required to submit every year the latest Balance sheet, up to date list of work done, works in hand etc. failing which their empanelment is liable to be cancelled.

19. The empanelment fees /documents submitted to KESNIK are non-returnable.

20. The applications shall be signed by a duly authorized person of the contractors

- a. In case of Sole Proprietorship, an affidavit of Sole Proprietorship and if the application is signed by any other person, Power of Attorney issued by the Sole Proprietor, in favor of the signatory.
- b. In case of partnership, if document is not signed by all the partners, Power of Attorney in favour of the Partner/person signing the documents, authorizing him to sign the documents.
- c. In case of a Company, a copy of the Board resolution, authorizing the signatory to sign on behalf of the Company.

Applications from Joint Ventures/ Consortium may be considered by KESNIK at its sole discretion.

21. Applications with following discrepancies are liable to be rejected:

- a. Applications, which are incomplete, ambiguous and not accompanied by the documents.
- b. Even though an applicant may satisfy the minimum criteria of KESNIK for empanelment, his application is liable for rejection, if he has record of poor performance such as abandoning work, not properly completing the work, delay in completion of work, poor quality of work, financial failure/weakness etc. in the previous years.
- c. If canvassing in any form is resorted to by the applicants.
- d. If the applicant made misleading or false representation or deliberately suppressed the information in the application form and documents etc. or resorts to unfair methods in creating circumstances for the acceptance of his application.

22. The completed applications along with required documents shall be submitted in an envelope marked “EMPANELMENT OF CONTRACTORS” at the following address:
Kerala State Nirmithi Kendra ,Nirmithi Hills, PTP Nagar ,Thiruvananthapuram-38

For any other clarifications/details, please contact: 0471-2360559, 2362319

S/d
For KERALA STATE NIRMITHI KENDRA

DIRECTOR

APPLICATION FORM

INSTRUCTIONS:

- (i) Please ensure that all the questions are properly answered and documents as stipulated are furnished. Incomplete questionnaire will not be considered.
- (ii) All pages may please be authenticated with the seal of the firm.

1.	Details of the Organization/ Firm		
i.	Name of the firm/Contractor		
ii.	Address		
a)	Telephone No. (Office)		
b)	Mobile		
c)	Fax		
d)	E-Mail		
2.	General Details of the Company		
a)	Date of establishment		
b)	Certificate of incorporation.		
c)	Brief description of normal activities		
d)	Area of Specialization		
i.	Whether Proprietary/Partnership/ Pvt. Ltd. / Public Ltd. (certificate of registration / partnership deed to be enclosed as Annexure-I).		
ii.	Name of the Proprietor, Partners if any, Directors if any.		
3.	Registration with Tax Authorities		
i)	Income-Tax (PAN) No.		
ii)	Service Tax No.		
iii)	GST registration		
iv)	EPF Regn. No. (copies of certificates of registration with relevant authorities to be enclosed as Annexure-II-A, II-B, II-C)		
v)	Insurance		

vi)	Bank Solvency Certificate designated Bank not prior to January 2020.					
4.	Names of the Bankers with address & telephone Numbers					
5.	Enclose copies of audited Balance Sheet and Profit & Loss A/C. for the last 3 years (as Annexure III-A, III-B and III- C)					
6.	Certificate of Registration for empanelment with CPWD/PWD/Irrigation/Central Govt. Agencies/Agencies authorized by State Govt.	Name of the Department		Year since Registered with the Department.		
		i.				
		ii.				
		iii.				
7.	Give details if, at present involved in litigation in similar type of contracts					
S. No.	Name of Project	Name of Employer	Nature of work	Work order dated	Date of completion of work	Value (Rs.)
8.	Details of civil suit, if any, which arose during execution of contract in the past 10 years.					
9.	Specify maximum value of single value project executed during the last three years					
10.	Name & relation, if any, with the staff member of KESNIK					

11.	Details of work executed during the last 3 years						
Within KERALA(use additional sheets if required)							
Type of work	Work executed for (Name of the institution / organization)	Nature of work (in brief)	Location	Value (Rs.)	Duration of work with date		If work left incomplete or terminated (give reasons)
					Date of Commencement	Date of Completion	
Outside Kerala(use additional sheets if required)							
Type of work	Work executed for (Name of the institution / organization)	Nature of work (in brief)	Location	Value (Rs.)	Duration of work with date		If work left incomplete or terminated (give reasons)
					Commencement Date	Completion Date	
12.	Details of work on hand (photo copies of work orders issued by valued clients, preferably State Govt., Semi-Govt. organizations should be enclosed as Annexure-VI).						
Type of work	Work executed for (name of the Institution)	Nature of work (in brief)	Location	Value (Rs.)	Duration of work, stipulated time	Present stage of work	

13.	List of name/s of key employees					
Name	Qualification	Experience	Particulars of work done	Employed in your firm since	Value of work done (Rs.)	
14.	List of Plant & Machinery Available					
	Sl.No.	Type of machines	Make	Numbers		
15.	Turnover in last 3 years (copies of income-tax returns / assessment orders for each year to be enclosed as Annexure-VII-A, VII-B, VII-C, for previous three years)					
	Sl. No.	Year	Turnover (Rs.in lacs)	Income-Tax paid	Service Tax paid	

16.	LIST OF ENCLOSURES (Self attested copies)		
	ANNEXURE NO.	PARTICULARS	TICK IF ENCLOSED
	I	Certificate of registration of Company / Partnership deed.	
	II-A, II-B, II-C	Certificates of registration with Income Tax, Service Tax, EPF authorities.	
	III-A, III-B, III-C	Audited Balance Sheet & Profit & Loss A/c. Statement for the last three years.	
	IV	Certificates of Registration for Empanelment with Govt. / Public Sector /	
	V	Copies of work orders along with copies of relevant TDS certificate, satisfactory completion certificate mentioning value of work.	
	VI	Copies of work orders issued by valued clients, preferably State Govt., Semi-Govt. bodies.	
	VII-A, VII-B, VII-C	Copies of income-tax returns / assessment orders for previous 03 years.	

Note:

- Copies of work orders along with copies of relevant TDS certificate, satisfactory completion certificate obtained from the client to be enclosed as Annexure-V.
- Please note without the copies of certificates, your application is liable to be rejected. Enclose self attested copies of other details asked for in addition to the above.

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION

D E C L A R A T I O N

(On Letter head)

I / We have read the instructions appended to the proforma and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and KESNIK on the basis of the information given by me / us can be treated as invalid by the KESNIK and I / We will be solely responsible for the consequences.

I / We agree that the decision of KESNIK in selection of contractors will be final and binding to me / us. All the information furnished by me hereunder is correct to the best of my knowledge and belief.

I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION