

OFFICE OF THE
LOKTAK DEVELOPMENT AUTHORITY
(A Govt. of Manipur Undertaking)
Secured Building Complex North Block 2nd Floor North AOC
2nd MR Gate Imphal Manipur

Notice Inviting Application for Empanelment of Contractors/Firms

Dated, Imphal the 21st July, 2024


No. 1/2/2023-LDA(Empanelment) : The Loktak Development Authority(LDA), Manipur invites applications for empanelment from reputed, experienced contractors/firms registered with Central Govt./CPWD/State PWD/IFCD/Power Dept. of Govt. of Manipur, PSUs under Govt. of India/Govt. of Manipur and Pvt. Ltd Company registered under the Ministry of Company Affairs for undertaking various civil, electrical and mechanical works to be implemented by LOKTAK DEVELOPMENT AUTHORITY(LDA), Manipur for the period ending 03-09-2028.

Interested contractors/firms shall apply for empanelment in prescribed formats, which can be had from the office of LDA or can be downloaded from website www.loktaklake.org

The applications are to be submitted along with demand draft of Rs.5000/- (Rupees five thousand) only of a Nationalised Bank payable at Imphal Branch towards the cost of application form in favour of the “**LOKTAK DEVELOPMENT AUTHORITY, MANIPUR**”.

Last date of submission of forms/documents is on or before 5.00 p.m. of the 30th August, 2024 at the office of LDA, Secured Building Complex, 2nd Floor, North Block or email to loktakda@gmail.com

The envelope should be super-scribed as “Application for empanelment of Contractors/ Firms”.


(**L. Bhagaton Singh**)
Project Director
Loktak Development Authority
Manipur.

Copy to :-

1. P.A. to Chairman/LDA - for kind information of the Hon'ble Chairman.
2. The Scientific Officer (Computer), LDA – He is requested to do the needful.
3. The Accounts Officer/LDA.
4. The Editor, Poknapham, Imphal
5. The Editor, The Sangai Express – English, Imphal. } They are requested to publish for consecutive 2(two) days.
6. Guard file.

EMPANELMENT OF CONTRACTORS

1.A CHECKLIST OF DOCUMENTS TO BE SUBMITTED

A. 1. Duly filled in and signed application form : Form-A

- i. Copy of partnership deed(if applicable)
- ii. Registration Certificate with Registrar of companies(if applicable)
- iii. Certificate of incorporation in case of Pvt. Ltd. Company
- iv. Affidavit(if proprietary firm/sub-contractor)

A. 2. Financial Details form : Form-B

- i. Unsigned cheque duly cancelled
- ii. Copy of solvency Certificate issued by Bank
- iii. Copy of PAN Card
- iv. Copy of GST registration
- v. Copies of Audited Financial Statements for the past 3 financial years
- vi. Copies of Income Tax returns for the past 3 financial years

A. 3. Work Experience form : Form-C

- i. Copies of work orders & completion certificates in support of the detail given in the form
- ii. Sample photographs of projects completed(Min. 5 nos)

A. 4. Past Contractual Performance form : Form-D

A. 5. Undertaking : Form-E

A. 6. 2(two) Passport Size Photographs

A. 7. Any other supporting documents

B. Guidelines for Empanelment of Contractors in LDA

In order to empanel firms/contractors having technical and financial capability competent with the requirements of work, the guidelines for empanelment of contractors/firm are outlined hereunder :

B.1. Eligibility criteria :

- i. Contractors/firms should be registered under Central Govt./CPWD/PWD/IFCD/PHED/ Power Dept. of Govt. of Manipur Pvt. Ltd. Company registered under the Ministry of Company Affairs. Relevant registration certificate should also be furnished as required in **Form-A.**

- ii. The contractor/firm should have a minimum average annual turnover of Rs.250.00 lakh(for special class), Rs.100.00 lakh(for class-I contractors), Rs.50.00 lakh(for class-II) & Rs.30.00 lakh(for class-III contractors) during the last 3(three) consecutive financial years. Information is to be supported by copy of Income Tax Return, balance sheet and profit & Loss Account Statements duly audited/certified by Chartered Accountant for the said financial years.
- iii. Have a valid Financial Solvency of not less than Rs.250.00 lakh(for special class), Rs.100.00 lakh(for class-I), Rs.50.00 lakh(for class-II) and Rs.30.00 lakh(for class-III). The solvency certificate is to be issued by a Scheduled/Nationalized Bank within last 6 months from the last date of submission of application.
- iv. The contractor/firm should have a minimum five years' experience as on **31-03-2023** in execution of original civil/mechanical/electrical works in Central Govt., State Govt. and PSUs. They should mandatorily possess the following eligibility criteria :

B.2 Special Class :

- i. The contractor/firm who is registered as a special class contractor under Central Govt./CPWD/PWD/IFCD/PHED/Power Dept. of Govt. of Manipur, PSUs under Govt. of India/Govt. of Manipur should have successfully completed Rs.300.00 lakh(gross value) of works during the last 3(three) years on the date of application.

B.3. Class-I

The Contractor/firm who is registered/enlisted as a class-I contractor under Central Govt./CPWD/PWD/IFCD/PHED/Power Dept. of Govt. of Manipur, PSUs under Govt. of India/Govt. of Manipur should have satisfactorily completed Rs.100.00 lakh(gross value) of works during the last 3 years on the date of application.

B.4. Class-II

The contractor/firm who registered/enlisted as a class-I contractor under Central Govt./CPWD/PWD/IFCD/PHED/Power Dept. of Govt. of Manipur, PSUs under Govt. of India/Govt. of Manipur should have satisfactorily completed Rs.50.00 lakh(gross value) of works during the last 3 years on the date of application.

OR

Authorized sub-contract/firm who has the above eligibility criteria.

B.5. Class-III

The contractor/firm who registered/enlisted as a class-I contractor under Central Govt./CPWD/PWD/IFCD/PHED/Power Dept. of Govt. of Manipur, PSUs under Govt. of India/Govt. of Manipur should have satisfactorily completed Rs.30.00 lakh(gross value) of works during the 3 years on the date of application.

OR

It will be the entry point for empanelment of individual/firm who has not less than Rs.30.00 lakh in his/its account.

2. UPGRADATION :- Any contractor who has already empanelled in LDA may be upgraded to next upper class if he/she satisfies the eligibility of that upper class criteria.

3. The applicant shall submit copies of GST & PAN certificates.

4. The Contractor/firm should submit duly filled in and signed application form as given in **Form-A** and financial details as given in **Form-B**.
5. A work order along with a work completion certificate in proof of work issued by the employer and work successfully completed by the contractors shall be submitted. The applicant shall furnish list of past works executed with the names of clients/utility in the format given at **Form-C**.
6. The contractor/firm shall submit details of past contractual performance as given in **Form-D**.
7. The bidder should not be debarred/blacklisted in any Central/State Government departments as on the date of bid submission date. Undertaking for the same shall be submitted in format **Form-E**.
8. The bidder shall submit Format **A to E** duly filled in with certified supporting documents and credentials along with other information/date according to check list enclosed qualification.
9. The evaluation will be carried out by a Committee constituted for the purpose by LDA and will be based on the eligibility criteria, expertise, work experience, technical & financial capability and valid documents submitted by the applicants. Decision of LDA regarding selection/rejection for empanelment will be final and binding and no further correspondence will be entertained. Even though an applicant may satisfy the above requirement, he would be liable to be disqualified if he has :
 - a. Made misleading of false representation or deliberately suppressed the information in the forms, statement and enclosures required in the pre-qualification documents.
 - b. Record of proof performance such as abandoning the work, not properly completing the contract, or financial failures/weakness etc.

C. Empanelment fees :

Table C.1

Sl. No.	Class	Fees (in lakh)
1	Special class contractor	Rs.2.50
2	Class-I	Rs.1.50
3	Class-II	Rs.0.75
4	Class-III	Rs.0.45

- C.2.** All empanelled firms/contractors shall pay onetime non refundable empanelment fees to LDA, Imphal at the rates as detailed above in the form of demand draft in favour of the “**LOKTAK DEVELOPMENT AUTHORITY**” at the time of submission of application forms.
- C.3.** All empanelled firms/contractor shall however be liable to pay non-refundable renewal fees on further extension of their empanelment period(five years at a time) as detailed below :-

Sl. No.	Class	Fees (in thousands) per extension
1	Special class contractor	Rs.50.00
2	Class-I	Rs.30.00
3	Class-II	Rs.10.00
4	Class-III	Rs. 5.00

- C.4.** Contractor shall apply for revalidation/renewal 2(two) months before the expiry of the empanelment period.

10. The LDA will notify the empanelled list within 2(two) weeks time provided all the relevant papers/documents submitted by the contractor/firm are found to be in order or in line with the criteria and qualification's as sought by the competent authority of LDA.
11. The qualified contractor shall submit a non-refundable fee as given in **Clause-C Table C.1** wherever applicable to the contractor as per notification within 1(one) week time. The fee should be deposited in the form of DD in favour of " LOKTAK DEVELOPMENT AUTHORITY".
12. Under any unavoidable circumstances if the competent authority of the LDA could not finalize the empanelled list within the time given in **Clause-II** the fee will be reimburse to the person concerned/contractor from LDA in the earliest possible time. However, the cost of application form submitted towards LDA is non-refundable under any conditions.

B. Instructions to Bidders

D.1 Format and signing of Bid :

- a. The bid must contain the name and address of the person or persons making the bid and must be signed and sealed by the bidder with his usual signature. The names of all persons signing should be printed below the signature.
- b. Bid by a partnership must be furnished with the full names of all partners and be signed with the partnership name, followed by the signature(s) and designation(s) of the authorized partner(s) or other authorized representative(s).
- c. Bids by Corporation/Company must be signed with the legal name of the Corporation/Company by the President, Managing Director or by the Company Secretary or other person/persons authorized to bid on behalf of such Corporation/Company in the matter.
- d. Satisfactory evidence of authority of the person signing on behalf of the Bidder shall be furnished with the bid.
- e. The bidders/name stated on the proposal shall be the exact legal name of the firm.

D.2 The Envelope containing all the required documents shall be addressed to :-

**LOKTAK DEVELOPMENT AUTHORITY(LDA),
2nd Floor, North Block, Secured Building Complex,
North AOC, 2nd M.R. Gate,
Imphal, Manipur.**

D.3 The cover of the envelope should also clearly indicate the name and address of the Bidder(contractor/firm) and should be super-scribed as "**Application for empanelment of Contractors/Firms**".

FORM - A

Application form for empanelment of Contractors/Firms

1	Name of the contractor/firm	
2	Class/Category(whether special class/class-I/class-II, class-III)	
3	Registered Office Address	
4	Whether registered with Central Govt./CPWD/PWD/IFCD/PHED/Power Dept. of Manipur and Pvt. Ltd. Company registered under the Ministry of Company Affairs	
5	Status of the Firm(A copy of certificate of incorporation in case of company/private Ltd. Affidavit if proprietary firm and a copy partnership deed in case of partnership be attached)	Individual/Partnership/Company
6	Name of Partners/Directors/Proprietor as applicable	
7	Year of Incorporation/Establishment of the Company/Firm	
8	Name of the contact person	
9	E-mail Address	
10	Contact Number Telephone/Mobile No.	
11	Whether the firm belongs to SC/ST category	

NOTE :- Certified documentary evidence in respect of Sl. No.3&6 are required to be enclosed.

Signature :

Name :-

Designation :-

Name of firm/contractor :-

SEAL AND SIGNATURE

FORM-B
FINANCIAL DETAILS

Name of the firm/contractor _____

Class/Category(whether special/class-1/class-II/class-III) _____

1	Name of Bank			
2	Full Address of the Bank			
3	Bank Account No. (Submit an unsigned cheque duly cancelled)			
4	Solvency Certificate from a scheduled bank(Submit attested true copy of the solvency certificate issued within six months from last date of submission of the application)			
5	PAN No.			
6	GST No.			
7	Annual Turnover in Indian Rupees	Year	Gross annual turnover in construction work	Net worth
		2019-20		
		2021-22		
		2022-23		

Note :- Certified documentary evidence in respect of Sl. No.3,4,5,6,7 are required to be enclosed.
Copies of Income Tax Returns for the past 3(three) financial years to be submitted.

Signature _____

Name _____

Designation _____

Name of firm/contractor _____

SEAL AND SIGNATURE

FORM-C

WORK EXPERIENCE

Name of the firm/contractor _____

Class/Category(whether special/class-I/class-II, class-III) _____

- * Applicant to provide the following information/details pertaining to original civil/mechanical/electrical works completed during the period 2018-19, 2019-20,2020-21, 2021-22, 2022-23 to fulfill the empanelment criteria.
- * Attach separate sheets for each work
- * Enclose copy of the completion certificate and work order by the Owner/Employer/Client for each work

1	Name of and full address of Employer/Client	
2	Name of work/project	
3	Work order reference number with date	
4	Nature of work(work description)	
5	Location	
6	Contract value	
7	Contractual date of commencement of work	
8	Stipulated date of completion	
9	Actual contract excited amount	
10	Actual date of start	
11	Actual date of completion	
12	Reason for delay(if any)	
13	Detail of disputes/failure/litigation if any	

- Copies of work order and completion certificates issued by the owner shall be attached. Only those works shall be considered for evaluation for which copies of the certificates issued by the owner are attached.
- Sample photographs of each completed projects(minimum 5 nos) to be furnished.

Signature _____

Name _____

Designation _____

Name of firm/contractor _____

SEAL AND SIGNATURE

FORM-D

**EMPANELMENT OF FIRMS FOR INFRASTRUCTURE WORK AT
LOKTAK DEVELOPMENT AUTHORITY(LDA)**

PAST CONTRACTUAL PERFORMANCE

(ON THE NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE
DULY NOTORISED)

This is to certify that We, M/s _____ (Name
of the contractor/firm along with category & address)

_____, in submission of the application for
empanelment of contractor/firm for execution of works implemented by LDA lay down the
following facts :-

- i. Have not made any misleading or representation in the forms, statements and attachments in proof of the qualification requirements.
- ii. Do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii. Have submitted all the supporting documents and furnished the relevant details as per the prescribed formats and
- iv. Have submitted all information and the requisite documents and further certify that I/We are fully responsible for the correctness of the information and documents submitted by us.

Signature of Applicant with seal

FORM-E

UNDERTAKING

(In the form of affidavit in non-Judicial Stamp)

Sub :- Declaration regarding Non-Blacklisting.

I/We_____ (name of the firm and address) hereby declare that I/We have not defaulted on any contractual agreements that the firm has entered into with any Govt. organization/PSU for any reason. I/We have completed all the assignments taken up by us, as per the terms and conditions stipulated in the tenders/contract agreement. I/We have not been blacklisted/debarred by any Central/State Govt. Department/Public Sector Undertakings or Enterprises of Central/State Govt.

(Deponent)

Name & Designation

Dated : Signature with seal of Magistrate