



# **MUMBAI PORT TRUST**

**APPLICATION FORM**

**FOR**

**Registration Of Contractors For Executing  
Electrical Works Under Various Categories**

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## FORMAT OF LETTER OF APPLICATION

Date :

To,  
The Chief Mechanical Engineer,  
Mumbai Port Trust,  
Nirman Bhavan, 5<sup>th</sup> Floor,  
N. V. Nakhwa Marg, Mazgaon,  
Mumbai - 400 010.

Sir(s),

Sub : Application for MbPT's Registered Electrical Contractor.

1. Being duly authorized to represent and act on behalf of \*  
\_\_\_\_\_ hereinafter called "the Applicant"  
and having reviewed and fully understood all the enclosed information  
provided, the undersigned hereby applies as an eligible Applicant for MbPT's  
Registered Electrical Contractor for Class ' \_\_\_\_ '.\*\*
2. Attested copies of the following original documents are attached to this letter defining
  - 2.1 Declared address : - Office, Workshop, Factory
  - 2.2 Constitution of the firm viz.
    - i) Public Limited Co. / Private Ltd. Co.
    - ii) Hindu Undivided Family
    - iii) Registered Partnership Firm
    - iv) Proprietary Firm / Individual  
( Memorandum of Understanding / Articles of Association / Partnership  
Deed / Agreement ( if any ) between family members / Certificate of  
Registration with Registrar of firm / Undertaking of the Proprietor is  
enclosed )
  - 2.3 As proof of Address earlier paid bill of the office and work premises, Tel. No,  
Fax No., Mobile No., e-mail address and web site address (if any).
  - 2.4 Local Authority Certificate (viz. Shops & Establishment / Workshop or  
Factory License etc.) ( **Mandatory** )
  - 2.5 Last Three Months electricity bills, telephone bills. ( **PAID** )
  - 2.6 PAN card copy.
  - 2.7 Last Three years Income Tax Returns.( **Filed** ).

\* Here name of the Applicant (Firm / Company ) shall be written.

\*\* Here the applicant should fill the class for which he intends to apply.

- 2.8 Solvency Certificate from Nationalised / Scheduled Bank.
  - 2.9 Proof of registration under MVAT Act., Sales Tax etc.
  - 2.10 Proof of registration under Service Tax Act.
  - 2.11 Latest audited annual reports or balance sheet, P & L account duly certified by registered Chartered Accountant for the last three years.
  - 2.12 Statement showing the similar works carried out for the last seven years as per format given in Annexure 'A' and necessary completion certificate from the client for the same.
  - 2.13 Statement showing the list of major tools, plant and machinery in working condition owned by the Applicant as per format given in Annexure 'B'.
  - 2.14 Valid Electrical Contractor's Licence.
  - 2.15 Supervisor Licence from Govt. of Maharashtra.
  - 2.16 Welfare Measures offered by the firm to their employees (viz. PF/LIC/Insurance/Workmen Compensation Policy/Group Medclaim/ESIS etc)
  - 2.17 List of all permanent employees (Engineers, Staff, Supervisors) with their qualifications; age & no. of years of service with the firm as appearing in the wages / salary Registers maintained by the firm.
  - 2.18 Receipt of payment for Application form.
3. MbPT and its authorized representatives are hereby authorized to scrutinize the Application form and all its enclosures as well as to conduct any inquiries to verify the statements, documents and information submitted in connection with this Application and to seek clarification from Bankers, and clients regarding any technical, financial aspects etc.
  4. This application is made in the full understanding that applications received from desirous and interested applicants will be subjected to verification and all information submitted for the purpose of getting registered with MbPT to carry out electrical works.
  5. MbPT reserves the right :
    - (a) to accept or reject any application of registration.
    - (b) to advertise any tender by press advertisement or by shortlisting among registered contractors, in case of specialized work or urgent work.
    - (c) MbPT will not be liable for any such actions as mentioned above and will not be under any obligation to inform the Applicant the reasons for the rejection.

6. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed	Signed
Name	Name
For And On Behalf of (Name of Applicant's Partner / Witness )	For And On Behalf of (Name of Applicant )

## MUMBAI PORT TRUST

### INSTRUCTIONS TO APPLICANTS

1. The Board of Trustees of the Port of Mumbai hereinafter referred to as “The Trustees” or the “Board” or “MbPT” intends to call for applications from desirous and interested applicants who wish to register their name in the panel of “Registered Electrical Contractors” to carry out the electrical project works in MbPT. Generally, the works will be of following nature :-
  - Electrification of all types of residential colonies, commercial centres, offices, shopping complexes, multi-storied buildings including concealed wiring and laying of underground service cables.
  - Laying of H.T. and L.T. underground electrical cables, erection of distribution pillars, switch gears, cable jointing terminations and other allied works.
  - Sub-station equipments such as HT / LT switch gears, Transformers, metering panels, storage battery banks & other allied works.
  - Industrial electrification of all workshops, warehouses, transit sheds, etc.
  - Providing lighting standards on roadways, pathways, highways, etc.
  - Providing water pumping sets including motor control panels.

In addition to the new works, the Circular Enquiries / Tenders for any repairs / maintenance works of electrical establishments may also be issued to Registered Electrical Contractor of eligible class based on the estimated cost on the work.

2. MbPT accordingly intends to qualify and register all those desirous and interested applicants who meet the minimum requirements of the eligibility criteria as indicated in the ‘Conditions for Registration of Contractors’ for Electrical works.
3. Application form is open to all firms / electrical contractors who are in this business. Application form will be issued on receipt of a written request.
4. Application form is available on payment of application fee in full ( which will be non-refundable ). The Registration Fees applicable depending upon the class of electrical contractors is indicated in the ‘Conditions for Registration of Electrical Contractors’. Application form can be obtained from the office of Chief Mechanical Engineer, Mumbai Port Trust, 5<sup>th</sup> floor, Nirman Bhavan, Clarke, Bunder, Mazgaon, Mumbai – 400 010. between 10:30 a.m. to 01:00 p.m. and 02:30 p.m. to 04:00 p.m. on all week days except for 2<sup>nd</sup> and 4<sup>th</sup> Saturdays, Sundays and Holidays. Alternatively, application form can be downloaded from the MbPT’s web-address and the applicable fees for the same may be paid alongwith the submission of application forms. The Registration Fees may be paid in the form of DD/Pay Order in the name of ‘Board of Trustees of Port of Mumbai’ which is **non-refundable**.

5. Letter of Application in the format provided in the Application form and the Application form in original duly filled in, enclosing all the relevant documents in a hardbound file duly marked "Original" and clearly superscripted "Application form for Registration of Electrical Contractors Executing Electrical Works Under Various Categories" shall be submitted on or before 15.09.2009. Applications received after this date may be considered only after the completion of scrutiny of the applications received before the due date.
6. The file containing the Applications must be submitted to the office addressed to:  
  
The Chief Mechanical Engineer,  
Mumbai Port Trust,  
Nirman Bhavan, 5<sup>th</sup> Floor,  
N. V. Nakhwa Marg,  
Clarke Bunder,  
Mazgaon, Mumbai - 400 010.
7. MbPT reserves the right to accept or reject any or all the applications.
8. Each document of the Application submitted must be signed, stamped and duly initialed by the Applicant or a person or persons duly authorized to sign on behalf of the Applicant. Such authorization shall be by a written Power of Attorney containing the name (s) or the authorized person (s) and his/their specimen signature (s) accompanying the Letter of Application.
9. All documents submitted by the Applicant shall be treated as confidential and shall not be returned.
10. All information / documents required to be furnished under these forms shall reflect the current status. Additional sheets may be added if necessary.
11. The Applicant shall submit additional information, if any, of his firm in the Application form.
12. The officers of MbPT shall scrutinize the application, inspect the office and two similar works (in case of new contractors) completed by the firm indicated by the Applicant and shall be forwarded for the audit concurrence. The sanction of competent authority shall be obtained after receipt of audit concurrence.
13. The appended Conditions for Registration of Contractors will be applicable generally to electrical contract works estimated to cost upto Rs.60 lakhs to be executed by the Chief Mechanical Engineer's Department and will come into force from 01.12.2009 or any subsequent date to be notified by him and will be valid upto 30.11.2012.  
Mb. P. T. reserves the right to extend the validity of panel for a period not exceeding one year, and is binding on the registered contractor.

14. The Chief Mechanical Engineer will issue a public notification in the scheduled newspapers notifying the Trustee's intention to the revised procedure and also invite applications for such registration simultaneously giving about Two months for the contractors to apply. The scheme will be brought into effect from 01.12.2009 or any subsequent date, after the Chief Mechanical Engineer has approved the registration. Such notification will be repeated after every three years even though the process of registration will be continuous. The interested contractors shall allow a period of minimum two months, who are applying for registration after the completion of general closing date in the notification. The registration once done on merits in response to the notification will be valid maximum until the termination of the cycle unless the firm is deregistered from the list of contractors earlier.
15. Tenders costing upto Rs.60 lakhs will not be advertised but only will be circulated to the registered contractors. The tender document shall be made available on the MbPT's website for downloading by the prospective tenderers. Since the works costing upto Rs.60 Lakhs, are open only for registered contractors, the cut off date of registration shall be the first date of sale. The tender document shall be issued to those registered contractors, who are eligible to quote for such works as per notification and those of higher classes. However, the MbPT reserves the right to invite the tenders costing even less than Rs.60 lakhs by shortlisting the registered firms depending upon the nature and urgency of the job.
16. No tender form shall be issued or contract given to any person, syndicate or firm whose name is not borne on the Register of Approved Contractors referred to in 'Conditions for Registration of Electrical Contractors' without the written orders of the Chief Mechanical Engineer.  
  
Provided that if on invitation of tenders, no registered contractor submits an offer and the work cannot be undertaken departmentally, Mb. P. T. reserves the right to carryout the work through unregistered contractor or a contractor registered in the lower class of that category after re-inviting tender openly and without any restrictions.
17. When re-invitation of tenders is necessitated due to the receipt of unreasonably higher offer, the Chief Mechanical Engineer reserves the right to re-invite tender openly from registered as well as unregistered contractors, provided the higher offer received at the first call are rejected by the Chief Mechanical Engineer.
18. If re-invitation of tender is not found to be feasible due to the extreme urgency of the works, the contract should be negotiated but such negotiations should be carried out in terms of the CVC guidelines.
19. In the event of failure of negotiations with the unreasonably higher offers, but within the framework of CVC guidelines on negotiations, the tender shall be re-invited, without adhering to the registration of contractors. The re-invited tender shall be by open press advertisement.
20. During the tenure of the Registration period, whenever the work be awarded to the successful tenderer, he has to deposit 10% of the contract value as Security for the due fulfillment of the contract, in the form of Bankers Cheque or Fixed Deposit Receipt of a Scheduled Bank or by furnishing a Bank Guarantee from Mumbai Branch of a Scheduled Bank.

10% Security Deposit shall be refunded only after the expiry of the Guarantee Period of that particular tender work.

21 The Extra Additional Security Deposit

i) Over and above the earnest money, tenderers quoting the rebate more than 15% on the cost of work put to tender shall have to pay additional security deposit in the form of Demand Draft / Banker's Cheque / Bank Guarantee depending upon the amount calculated as per formula given below. All Demand Draft / Banker's Cheque / Bank Guarantees shall be valid upto scheduled completion and subsequently be extended upto actual completion and shall be in favour of the Board of Trustees of the Port of Mumbai. The Additional Security Deposit will be released on satisfactory completion of work.

Formula :

$$\text{Extra Additional Security Deposit} = \frac{A}{100} \times \text{cost to tender}$$

Where 'A' = Percentage rebate quoted of the cost of work put to tender by the tenderer minus 15%

For Example, if the tenderer desires to quote percentage rebate 25 (Twenty five) percent then the additional security deposit shall be worked out as under :-

$$= \frac{25-15}{100} \times \text{cost of work put to tender}$$

The successful contractor shall have to deposit Extra Additional Security Deposit in the form of Demand Draft / Banker's Cheque / Bank Guarantee within 14 days from the date of award of work, failing which the Earnest Money / Security Deposit will be forfeited.

ii) In case the tenderer desire to quote premium of cost of work put to tender more than 15% he will have to give the rate analysis for any or all the items on demand.

Date : \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Authorised Representative(s) of Applicant

\_\_\_\_\_  
Seal of the Firm making the Application

\_\_\_\_\_  
Title of above Authorised Representative(s)

## Conditions for Registration of Electrical Contractors

### 1 Classification and Financial Criteria :

The contractors will be classified according to their financial status and technical capability. The classifications, registration fees, PEMD, etc., are shown in the following table:

Class	Capable of Executing work of the value (i.e. estimated cost of the work put to tender)	Average Annual Turnover * during last 3 years	Minimum Solvency	Registration Fees payable	PEMD [Bank Guarantee (BG) / Demand Draft (DD)]
1	2**	3	5	4	6
A	Upto Rs.60 lakhs	Rs. 18 lakhs	12 Lakhs	Rs.6,000/-	1,00,000 BG/DD
B	Upto Rs.30 lakhs	Rs. 9 lakhs	6 Lakhs	Rs.3,000/-	60,000 BG / DD
C	Upto Rs.15 lakhs	Rs. 4.5 lakhs	3 Lakhs	Rs.2,500/-	30,000 BG/DD
D	Upto Rs.5 lakhs	Rs. 1.5 lakhs	1 Lakh	Rs.2,000/-	15,000 DD

\* Average annual financial turnover during last 3 years ending 31.03.2008 (ie. 2007-08, 2006-07, 2005-06)

However, the desired contractors shall meet the minimum Eligibility Criteria at Sr. No. 4 below apart from financial capability as stated above.

\*\* The financial standing shall be supported by latest audited annual reports (from the last 3years) or balance sheet, P & L account duly certified by registered Chartered Accountant along with a copy of his registration certificate or a copy ITCC. The Chief Mechanical reserves the right to verify the documents submitted by the prospective contractors.

### 2 Solvency Certificate :

The applicant shall submit a solvency certificate from Nationalised / Scheduled Bank as per Annexure 'D'. A solvency certificate will not be accepted for the purpose of registration older than twelve months after the due on which it was granted.

### 3 Submission of Application :

3.1) For registration, the contractors shall submit an application to the Chief Mechanical Engineer in the prescribed form indicating the class in which he wishes to be registered. The application shall be accompanied with necessary statements and documents in regard to any matters referred.

- 3.2) If as a result of the scrutiny of the application, a particular contractor is not found suitable for the class for which he has applied for registration, his application will be considered for registration in a lower class, if he so desires in which case a separate application, for registration will not be required.
- 3.3) If the application do not contain complete information documents, the applicants shall be given an opportunity to clarify / re-submit the documents by a fixed date, If he does not adhere to fixed date as intimated to him, his application shall be considered as non-responsive and liable for rejection. The applicant will have to apply for the registration if desired thereafter as a fresh.
- 3.4) Every change in the organisation in respect of form, structure, technical personnel, etc. shall have to be intimated by the contractor to the Chief Mechanical Engineer forthwith during the period of validity of registration.

#### 4 Minimum Eligibility Criteria :

The Experience of having successfully completed similar work during last 7 years ending on 31.03.2008 or date of invitation of application, whichever is later, shall fulfil the following :

- (a) Three similar completed works of each work costing not less than

Class	Cost of Completed similar works
A	Rs. 24 lakh
B	Rs. 12 lakh
C	Rs. 6 lakh
D	Rs. 2 lakh

OR

- (b) Two similar completed works of each work costing not less than

Class	Cost of Completed similar works
A	Rs. 30 lakh
B	Rs. 15 lakh
C	Rs. 7.5 lakh
D	Rs. 2.5 lakh

OR

- (c) One similar completed works of each work costing not less than

Class	Cost of Completed similar works
A	Rs. 48 lakh
B	Rs. 24 lakh
C	Rs. 12 lakh
D	Rs. 4 lakh

\* Similar work mentioned above shall be of any of the following works or combination of the following works.

- Electrification of all types of residential colonies, commercial centres, offices, shopping complexes, multi-storeyed buildings including concealed wiring and laying of underground service cables.
- Laying of H.T. and L.T. underground electrical cables, erection of distribution pillars, switch gears, cable jointing terminations and other allied works.
- Sub-station equipments such as HT / LT switch gears, Transformers, metering panels, storage battery banks & other allied works.
- Industrial electrification of all workshops, warehouses, transit sheds, etc.
- Providing lighting standards on roadways, pathways, highways, etc.
- Providing water pumping sets including motor control panels.

Note: Execution of all the works mentioned above includes supply and installation of the requisite electrical accessories and all allied materials as required, and not any repairs and maintenance contracts.

The prospective contractor shall submit all the relevant information in support of his claim for experience by way of completion certificates from the client, etc.

The contractors who have experience in carrying out works at Petroleum installations classified as hazardous under Petroleum Rules 2002 shall only be considered for carrying out the electrical works at MOT JD, OPL Pir Pau and OPL Wadala. The contractors shall specifically indicate about such experience and enclose the documents like completion certificates for the same.

## **5 Upgradation of Classification :**

Registered contractors of lower category, shall separately apply for higher category registration by submitting a fresh application with all the related documents, by referring to earlier submission. This application shall be processed as a fresh application and if found eligible for higher category, his permanent EMD shall be adjusted against the higher PEMD amount and mode of PEMD as applicable.

Such upgradations will be made on merits by the competent authority taking into account the Financial Criteria and Minimum Eligibility Criteria indicated at para 1 & 4 above.

## **6 Chief Mechanical Engineer's Right :**

On receipt of reports of specific failure or default by a contractor, or if the Chief Mechanical Engineer considers that the financial circumstances or technical capacity of a contractor has so deteriorated that he ought to be removed from the register maintained for the purpose or placed in a lower class, he may proceed to do so after calling on the contractor to state within a stated time as to why the action as proposed should not be taken against him. Action as taken should be intimated to all concerned. Whenever a contractor is either removed from the approved list or down graded to a lower class, he will not be entitled to any refund of registration fees. However, EMD will be adjusted / refunded as the case may be, provided he has completed the work in hand awarded by MbPT as on the date of decision.

## **7 Licences :**

The Contractor shall submit, a copy of valid Electrical Supervisory Licence and Electrical contractor's Licence along with the application at the time of registering the firm and each tender, as on the due date of tender.

## **8 Demotion :**

In addition to any penal action under the conditions of individual contracts. A registered contractor may be liable under these Conditions to one or more of the following penalties:

- i. Warning
- ii. Fine
- iii. Demotion
- iv. De-registration

### **8.1 Warning / Fine :**

A contractor will be liable to a warning and/or fine for (i) non-compliance of any provision of these conditions; (ii) failure to comply with any clause under these Conditions or any condition of tender(s)/contract(s); and (iii) inadequate progress or performance under a contract(s).

For the first default of any type mentioned above, a warning will be issued. For each subsequent default of the types in (i) & (ii) above, the minimum penalty will be a fine of Rs.2500/- while that for a default of the type (iii) the minimum penalty would be Rs.5000/- for contracts of upto Rs.25 lakh and Rs.10000/- for contracts of above Rs.25 lakh. Higher amount of fine may be levied by the Chief Mechanical Engineer for reasons to be recorded.

**8.2** A contractor will be liable to be demoted to a lower class of registration on any of the following grounds :-

- i) Specific failure or default in execution of individual works, in respect of physical progress or quality of such works;
- ii) Inadequate performance ;
- iii) Deterioration in financial or technical ability/capacity; and
- iv) Repeated failure to fill in tender documents fully and correctly or delay in execution of formal contract documents.

### **8.3 Deregistration of Contractor :**

A contractor will be liable to be de-registered on any of the following grounds :-

- i) Attempt to defraud the MbPT;
- ii) Attempt to bribe MbPT employee/officer;
- iii) Attempt to secure a contract through unfair means or bringing to bear outside influence;

- iv) Attempt to secure unauthorised copies of MbPT records and documents in relation to any tender/contract or any other official matter;
- v) Attempt to tamper with MbPT record and documents;
- vi) Furnishing false and/or misleading information relating to registration and/or any tender/contract.
- vii) Threatening, misbehaving with or physical attack on any MbPT employee/officer;
- viii) Attempt to instigate or collude with other contractors with a view to securing undue advantage;
- ix) Conviction by a court of law for any criminal offence; and
- x) Any of the grounds not mentioned in Clause 8.3 if it is deemed serious enough.

**8.4** If a registered contractor (a firm, partnership or company) is de-registered, then any other registered contractor ( a firm, partnership or company), with any partner or shareholder who is also a partner or shareholder or a "spouse" of such partner or shareholder of the de-registered contractor, shall also stand automatically de-registered. If a registered contractor who is a proprietary firm is de-registered then any other registered contractor who is spouse of such proprietor shall also stand automatically de-registered.

**8.5** Demotion shall be restricted to one class immediately below the existing class of registration. Demotion from the lowest class of registration will amount to de-registration.

**8.6** Demotion and de-registration shall apply to all the classes, categories and disciplines under which the contractor is registered and will be valid for the remaining period of the registration or the period specified in the order of demotion/de-registration, whichever is longer.

**8.7** A de-registered contractor shall not be entitled to be issued any tender document/s or quotation/s for any MbPT works. Such a contractor shall also not be ordinarily entitled to apply and be considered for renewal of registration or fresh registration upto the expiry of the period of de-registration. Similarly, a demoted contractor shall not be ordinarily entitled to apply and be considered for renewal/fresh registration in a class higher than that to which he was demoted.

## **9. Process :**

**9.1** Before initiating action for demotion / de-registration the Chief Mechanical Engineer, shall issue a notice to the contractor to show cause why the proposed penal action should not be taken against him. The period of notice shall not be less than 15 days, shall be reckoned from the date of receipt of the notice by the contractor and can be extended for adequate reasons (to be recorded) by the Chief Mechanical Engineer issued the said notice upto a period of 30 days (including the initial period).

9.2 If the contractor fails to give satisfactory clarification within the period stipulated in the show cause notice (or, the extended period, if any). the Chief Mechanical Engineer shall take a final decision regarding the demotion. Before issuing a final order regarding demotion or for de-registration, the Chief Mechanical Engineer shall give the contractor an opportunity to be heard in person, or through his authorized representative, if such a hearing is requested by the contractor along with his letter of clarification.

9.3 Any order of penalty passed by the Chief Mechanical Engineer under these Rules shall state the facts of the case and give the reasons for the order. In case of demotion and de-registration, the order shall also specify the name(s) of the partner (s)/ share holder(s) of the contractor's firm / partnership / company as well as the period of demotion/de-registration in his order, he shall intimate the contractor accordingly.

9.4 As far as practicable, the Chief Mechanical Engineer shall take final decision regarding demotion / de-registration within 7 days of completion of hearing of the contractor.

9.5 Within 7 days from the date of receipt of the order regarding demotion / de-registration, the contractor shall submit the original registration certificate (for necessary endorsement) to the Chief Mechanical Engineer's office. If any contractor does not comply with this requirement within the period of 7 days mentioned above, he shall be deemed to have been de-registered at the expiry of the above mentioned period even if the penalty imposed was demotion.

9.6 If after expiry of the period of 7 days mentioned in clause 9.5, a penalised contractor is found to have obtained a tender / work order for any work, the contractor's tender will not be considered at all and the work order if any, will be deemed to have been cancelled.

## **10 Permanent Earnest Money Deposit (OPTIONAL) :**

10.1 The contractor shall deposit an amount as prescribed below, with the Mumbai Port Trust, to secure exemption from the payment of Earnest Money Deposit for every tender work. This PEMD has to be deposited after receipt of confirmation of the registration from MbPT. This will exempt the contractor from payment of Earnest Money Deposit with each individual tender, whenever tenders are invited through panel of registered contractors. This amount will serve as PEMD and will be returned to the contractor without any interest on expiry of validity of panel including that of any extended periods if any. Under no circumstances, this amount shall neither be refunded in the intervening period nor adjusted against any other deposits required under award of works such as Retention Money, Security Deposit etc.

<u>Class</u>	<u>Deposits</u> Rs.	<u>Mode of payment of PEMD</u>
A	1,00,000/-	Bank Guarantee/Demand Draft
B	60,000/-	Bank Guarantee/Demand Draft
C	30,000/-	Bank Guarantee/Demand Draft
D	15,000/-	Demand Draft

10.2 This deposit may be in the form of Demand Draft, Payable at Mumbai (for all category of contractors) or in the form of Bank Guarantee issued from Mumbai branch of Nationalised / Scheduled banks and payable / en-cashable in Mumbai. B G is acceptable only in the prescribed format (Annexure 'C') for class A, B & C only. The PEMD either in part or whole **will** not be convertible to Security Deposit, Retention Money etc. The Bank Guarantee submitted towards PEMD should be valid minimum upto the end of the registration cycle.

10.3 For any action on part of bidder, which makes him liable for forfeiture of EMD stated for particular work, he shall submit EMD, prescribed for that work separately in the form of DD or Bankers Cheque and till such time, he is not eligible to quote for further works. Upon payment and obtaining the receipt thereof, the contractor shall be eligible to follow the bidding process without any approval. However, he shall submit copy of receipt along with first tender, after the above temporary De-registration period.

## **11 Appellate Authority :**

Any contractor rejected, removed or brought down to the lower class by the Chief Mechanical Engineer, he may appeal to the Chairman of the Port of Mumbai against the orders of rejection, bringing down of class reduction or removal and the decision of the Chairman of the Port of Mumbai will be final and binding.

## **12 Purpose of Registration :**

It should be understood that the registration will only entitle a firm to purchase tender documents for the works of the relative class. The Port Trust, however, does not bind itself to accept the lowest or any tender.

**CHIEF MECHANICAL ENGINEER**

**MUMBAI PORT TRUST**

**ANNEXURE 'A'**

**Registration of Contractors for electrical works.**

*Statement of similar works awarded and completed during the last Seven years*

Sr. No.	Tender No. & Description of work	Tender Amount Value of Final Bill Rs.	Work Order No. and date	Stipulated period of completion	Actual Date of completion	Penalty, if any	Name of Organisation and Name, designation & address of the officer under whom work was carried out

(Use continuation sheets, if necessary)

(Documentary evidence in support of experience in the form of Work Order / Completion certificate to be submitted separately.)

Date : \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Authorised Representative(s) of Applicant

\_\_\_\_\_  
Seal of the Firm making the Application

\_\_\_\_\_  
Title of above Authorised Representative(s)

**MUMBAI PORT TRUST**

**ANNEXURE 'B'**

**Registration of Contractors for electrical works.**

*List of major tools, plant and machinery in working condition owned by the applicant*

Sr. No.	Description, make and capacity	No. of units	Year when purchased	Present Age	Present Location

(Use continuation sheets, if necessary)

Date : \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Authorised  
Representative(s) of Applicant

\_\_\_\_\_  
Seal of the Firm making  
the Application

\_\_\_\_\_  
Title of above Authorised  
Representative(s)

**FORMAT OF BANK GUARANTEE TO BE SUBMITTED  
FOR PERMANENT EARNEST MONEY DEPOSIT**

**(To be issued by a Mumbai Branch of any Scheduled Bank,  
which included Nationalised Banks, other than Co-operative  
banks)**

B. G. \_\_\_\_\_ Dated \_\_\_\_\_

This Deed of guarantee executed at \_\_\_\_\_ by \_\_\_\_\_ (Name of Bank) having its Head / Registered office at \_\_\_\_\_ (hereinafter referred to as **“Guarantor”**) which expression shall unless it be repugnant to the subject or context thereof include its successors and assigns;

In favour of The Board of Trustees of Port Mumbai ( hereinafter called **“the Board”** ) having its office at **Port House, S. V. Marg, Ballard Estate, Mumbai – 400 001**, which expression shall unless it be repugnant to the subject or context thereof include its successors and assigns;

Whereas M/s. \_\_\_\_\_, a company registered under provision of Companies Act, 1956 having its registered office at \_\_\_\_\_ ( hereinafter called **“ the Registered Electrical Contractor”** ) which expression shall unless it be repugnant to the subject or context thereof include its executors, administrators, successors and assigns, has applied for Registration Of Contractors for Electrical works under class \_\_\_\_\_ and that the Chief Mechanical Engineer of the Board accepting the same vide \_\_\_\_\_ dated \_\_\_\_\_.

Whereas in terms of the Permanent Earnest Money Deposit ( hereinafter referred to as **“PEMD”** ) the **“Registered Electrical Contractors”** is required to furnish to the Board an unconditional and irrevocable Bank Guarantee for an amount of Rs. \_\_\_\_\_ ( \_\_\_\_\_ ) as permanent EMD and the Guarantor has at the request of the **“Registered Electrical Contractors”** agreed to provide such Guarantee being these presents:

Now this deed witnesseth that in consideration of the premises, We, \_\_\_\_\_ bank here by declare, undertake and agree as follows:

1. We, \_\_\_\_\_, \_\_\_\_\_, do hereby

( Name of Bank ) ( Name of Branch )

undertake to pay the amounts due and payable under this guarantee without any demur merely on a demand from the Board stating that the amount claimed is due by way of loss or damage caused to or which would be caused to or suffered by the Board by reason of any breach by the Contractors of any of the terms and conditions of the said contract or by reason of the Contractors failure to perform the said contract. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to any amount not exceeding Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ ) only.

2. We, \_\_\_\_\_,  
undertake

( Name of Bank and Branch )

to pay to the Board any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Contractor(s) shall have no claim against us for making such payment.

3. We, \_\_\_\_\_ further agree with the Board that the  
guarantee

( Name of Bank and Branch )

herein contained shall remain in full force and effect during the period that would be taken for performance of the said contract and that it shall continue to be enforceable till and the dues of the Board under or by virtue of the said contract have been fully paid and its claims satisfied or discharged or till the

\_\_\_\_\_

( Name of the user department )

of the said Board certifies that the terms and conditions of the said contract have been fully and properly carried out by the said Contractors and accordingly discharge this guarantee. PROVIDED HOWEVER that the Bank shall be at the request of the Board but at the cost of the Contractors, renew or extend this guarantee for such further period or periods as the Board may require from time to time.

4. We, \_\_\_\_\_ further agree with the  
Board

( Name of Bank and Branch )

that the Board shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend the time of performance by the said contract or to extend the time of performance by the said Contractors from time to time or to postpone for any time or from time to time any of the powers exercisable by the Board against the said Contractors and to forebear or enforce any of the terms and conditions relating to the said contract and we shall not be relieved from our liability by reason of any such variation or extensions being granted to the Contractors or for any forbearance, act or omission on the part of the Board or any indulgence shown by the Board to the Contractors or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. This guarantee will not be discharged due to the change in the constitution of the Bank of the Contractor(s).

6. It is also hereby agreed that the Courts in Greater Mumbai would have exclusive jurisdiction in respect of claims, if any, under this Guarantee.

7. We, \_\_\_\_\_ Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Board in writing.

8. “Notwithstanding anything contained herein:

- a) our liability under this Bank Guarantee shall not exceed Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only);
- b) this Bank Guarantee shall be valid upto \_\_\_\_\_; and
- c) we are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before \_\_\_\_\_ (date of expiry of Guarantee).”

Date \_\_\_\_\_ day of \_\_\_\_\_ 20

For (Name of Bank )

(Name)  
Signature

MUMBAI PORT TRUST

ANNEXURE 'D'

Registration of Contractors for Electrical works.

SPECIMEN FORM OF SOLVENCY CERTIFICATE

Date : \_\_\_\_\_.

This is to certify that to the best of our knowledge and information  
M/s.

\_\_\_\_\_

having the marginally noted address, is a customer of our Bank and is respectable  
and can be treated as good for any engagement upto a limit of Rs.  
\_\_\_\_\_ ( \_\_\_\_\_ Rupees  
\_\_\_\_\_).

This certificate is issued without any guarantee or responsibility on  
the Bank or any of the officers.

Signature of authorised  
Signatory for the Bank

Name of authorized signatory

Designation :

Bank and Branch : \_\_\_\_\_

Address of Bank : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel. No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

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## CHECK LIST FOR

### APPLICATION FOR REGISTRATION AS ELECTRICAL CONTRACTOR UNDER CLASS A / B / C / D (Strikeout which is not required)

#### **I. To Be submitted by the Applicant :**

- 1.1 Name of the Firm : \_\_\_\_\_  
(Given in application) \_\_\_\_\_
- 1.2 Application for Class : \_\_\_\_\_
- 2 Address : \_\_\_\_\_
- 2.1 a) Office \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Tel. No. \_\_\_\_\_
- b) Workshop / Factory \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Tel. No. \_\_\_\_\_
- 2.2 Constitution of Firm : i) Public Limited Co. / Private Ltd. Co.  
ii) Hindu Undivided Family  
iii) Registered Partnership Firm  
iv) Proprietary Firm / Individual  
v) Any Other
- 2.3 Proof of Address Yes / No (Page No. ) \_\_\_\_\_  
(Copy to be enclosed) \_\_\_\_\_
- 2.4 Local authority Certificate Yes / No (Page No. ) \_\_\_\_\_  
(viz. Shops & Establishment / \_\_\_\_\_  
Workshop or Factory License etc.) \_\_\_\_\_  
(Copy to be enclosed)
- 2.5 Last Three Months paid Yes / No (Page Nos. ) \_\_\_\_\_  
electricity bills, telephone bills. \_\_\_\_\_  
(Copies to be enclosed)
- 2.6 PAN Card copy Yes / No (Page No. ) \_\_\_\_\_  
(Copy to be enclosed)
- 2.7 Last Three years Income Tax Yes / No (Page Nos. ) \_\_\_\_\_

- Returns Filed  
(Copies to be enclosed) \_\_\_\_\_
- 2.8 Solvency Certificate Yes / No (Page Nos. ) \_\_\_\_\_  
(Copy to be enclosed)
- 2.9 Proof of registration under Yes / No (Page Nos. ) \_\_\_\_\_  
MVAT Act, Sales Tax etc.  
(Copies to be enclosed)
- 2.10 Proof of registration under Yes / No (Page No. ) \_\_\_\_\_  
Service Tax Act  
(Copy to be enclosed)
- 2.11 Latest audited annual reports or Yes / No (Page Nos. ) \_\_\_\_\_  
balance sheet, P & L account  
duly certified by registered  
Chartered Accountant for the  
last three years.  
(Copies to be enclosed)
- 2.12 Statement showing the similar Yes / No (Page Nos. ) \_\_\_\_\_  
works carried out for the last  
seven years as per format given  
in Annexure 'A' and necessary  
completion certificate from the client  
for the same. (Copies to be enclosed)
- 2.13 Statement showing the list of Yes / No (Page Nos. ) \_\_\_\_\_  
major tools, plant and machinery  
in working condition owned by  
the Applicant as per format  
given in Annexure 'B'.  
(Copies to be enclosed)
- 2.14 Valid Electrical Contractor's Yes / No (Page No. ) \_\_\_\_\_  
Licence. (Copy to be enclosed)
- 2.15 Supervisor Licence from Yes / No (Page No. ) \_\_\_\_\_  
Govt. of Maharashtra.  
(Copy to be enclosed)
- 2.16 Welfare Measures offered by the Yes / No (Page Nos. ) \_\_\_\_\_  
firm to their employees  
(viz. PF/LIC/Insurance/Workmen  
Compensation Policy /  
Group Medclaim/ESIS etc)  
(Copies to be enclosed)

- 2.17 List of all permanent employees (Engineers, Staff, Supervisors) with their qualifications; age & no. of years of service with the firm as appearing in the wages / salary Registers maintained by the firm. (Copy to be enclosed) Yes / No (Page No. ) \_\_\_\_\_
- 2.18 Receipt of payment for Application form. (Copy to be enclosed) Yes / No (Page No. ) \_\_\_\_\_
- 2.19 Register of payment to the workmen (Copy to be enclosed) Yes / No (Page No. ) \_\_\_\_\_
- 2.20 Contract Labour Licences as per Contract Labour Act, 1971, If any (Copy to be enclosed) Yes / No (Page No. ) \_\_\_\_\_
- 2.21 Check list for Minimum Eligibility Criteria for class A/B/C/D. (Submitted ) Yes / No (Page No. ) \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Authorised Representative(s) of Applicant

\_\_\_\_\_  
Seal of the Firm making the Application

\_\_\_\_\_  
Title of above Authorised Representative(s)

## Check List for Minimum Eligibility Criteria

Class A

1)	Financial Criteria Minimum Turnover Rs.18 Lakhs  Minimum Solvency Rs.12 Lakhs	Actual Turnover Rs.____ Lakhs  Actual Solvency Rs.____ Lakhs	Documents Supported
2)	Technical Criteria During last seven years ending on <u>31.03.2008</u>  i) One similar work costing not less than Rs.48 Lakhs.   ii) Two similar works than Rs.30 Lakhs      iii) Three similar works costing not less than Rs.24 Lakhs.	Actual cost of one similar work Rs._____ for _____ _____  Actual Cost of two similar works i) Rs._____ for _____ _____  ii) Rs._____ for _____ _____  Actual Cost of two similar works i) Rs._____ for _____ _____  ii) Rs._____ for _____ _____  iii) Rs._____ for _____ _____	Supported Documents Enclosed Yes / No.   Supported Documents Enclosed Yes / No.   Supported Documents Enclosed Yes / No.

Date : \_\_\_\_\_

\_\_\_\_\_  
 Name & Signature of Authorised  
 Representative(s) of Applicant

\_\_\_\_\_  
 Seal of the Firm making  
 the Application

\_\_\_\_\_  
 Title of above Authorised  
 Representative(s)

## Check List for Minimum Eligibility Criteria

Class B

1)	Financial Criteria Minimum Turnover Rs.9 Lakhs  Minimum Solvency Rs.6 Lakhs	Actual Turnover Rs.____ Lakhs  Actual Solvency Rs.____ Lakhs	Documents Supported
2)	Technical Criteria During last seven years ending on 31.03.2008		
	i) One similar work costing not less than Rs.24 Lakhs.	Actual cost of one similar work Rs._____ for _____ _____	Supported Documents Enclosed Yes / No.
	ii) Two similar works than Rs.15 Lakhs	Actual Cost of two similar works i) Rs._____ for _____ _____  ii) Rs._____ for _____ _____	Supported Documents Enclosed Yes / No.
	iii) Three similar works costing not less than Rs.12 Lakhs.	Actual Cost of two similar works i) Rs._____ for _____ _____  ii) Rs._____ for _____ _____  iii) Rs._____ for _____ _____	Supported Documents Enclosed Yes / No.

Date : \_\_\_\_\_

\_\_\_\_\_  
 Name & Signature of Authorised  
 Representative(s) of Applicant

\_\_\_\_\_  
 Seal of the Firm making  
 the Application

\_\_\_\_\_  
 Title of above Authorised  
 Representative(s)



## Check List for Minimum Eligibility Criteria

Class D

1)	Financial Criteria Minimum Turnover Rs.1.5 Lakhs  Minimum Solvency Rs.1 Lakhs	Actual Turnover Rs.____ Lakhs  Actual Solvency Rs.____ Lakhs	Documents Supported
2)	Technical Criteria During last seven years ending on 31.03.2008  i) One similar work costing not less than Rs.4 Lakhs.   ii) Two similar works than Rs.2.5 Lakhs       iii) Three similar works costing not less than Rs.2 Lakhs.	Actual cost of one similar work Rs._____ for _____   Actual Cost of two similar works i) Rs._____ for _____  ii) Rs._____ for _____   Actual Cost of two similar works i) Rs._____ for _____  ii) Rs._____ for _____  iii) Rs._____ for _____	Supported Documents Enclosed Yes / No.   Supported Documents Enclosed Yes / No.      Supported Documents Enclosed Yes / No.

Date : \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Authorised Representative(s) of Applicant

\_\_\_\_\_  
Seal of the Firm making the Application

\_\_\_\_\_  
Title of above Authorised Representative(s)

**II. Verification of Documents (to be filled by MbPT) :**

<b>Sr. No.</b>	<b>Documents</b>	<b>Verified</b>	<b>Not Verified</b>
1.	Address Proof		
2.	Constitution of the Firm		
3.	Paid bills of premises		
4.	Local Authority Certificate i) Shops & Establishment Certificate ii) Workshop / Factory Licence		
5.	PAN Card		
6.	Income Tax Returns Filed		
7.	Solvency Certificate		
8.	MVAT Registration		
9.	Sales Tax Registration		
10.	Service Tax Registration		
11.	Annual Reports / Balance Sheets / Profit & Loss Account Statement for last three years		
12.	Completion Certificates for similar works completed		
13.	Contractor's Licence		
14.	Supervisor Licence from Govt. of Maharashtra		
15.	Welfare Measures to employees (PF / LIC / Insurance / Workmen Compensation Policy / Group Medclaim / ESIS etc.)		
16.	Payment Register		
17.	Contract Labour Licence		

**III. Visit Report (to be filled by MbPT):**

a) Office Premises

i) Visit Date : \_\_\_\_\_

ii) Address of Office : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

iii) Facilities in the Office : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b) Workshop Premises :

i) Visit Date : \_\_\_\_\_

ii) Address of Workshop /:

Factory \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

iii) Facilities in the : \_\_\_\_\_

Workshop / Factory \_\_\_\_\_

\_\_\_\_\_

c) Similar Works :

1)

i) Name & Address of : \_\_\_\_\_

firm Visited \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ii) Date of Visit : \_\_\_\_\_

iii) Description & cost of : \_\_\_\_\_

works date of placement \_\_\_\_\_

of order \_\_\_\_\_

iv) Completion Period : \_\_\_\_\_

v) Date of completion : \_\_\_\_\_

vi) Delay in Execution : \_\_\_\_\_

vii) Remarks : \_\_\_\_\_

2)

- i) Name & Address of : \_\_\_\_\_  
firm Visited \_\_\_\_\_  
\_\_\_\_\_
- ii) Date of Visit : \_\_\_\_\_
- iii) Description & cost of : \_\_\_\_\_  
works date of placement \_\_\_\_\_  
of order \_\_\_\_\_
- iv) Completion Period : \_\_\_\_\_
- v) Date of completion : \_\_\_\_\_
- vi) Delay in Execution : \_\_\_\_\_
- vii) Remarks : \_\_\_\_\_

3)

- i) Name & Address of : \_\_\_\_\_  
firm Visited \_\_\_\_\_  
\_\_\_\_\_
- ii) Date of Visit : \_\_\_\_\_
- iii) Description & cost of : \_\_\_\_\_  
works date of placement \_\_\_\_\_  
of order \_\_\_\_\_
- iv) Completion Period : \_\_\_\_\_
- v) Date of completion : \_\_\_\_\_
- vi) Delay in Execution : \_\_\_\_\_
- vii) Remarks : \_\_\_\_\_

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**IV. Recommendations :**

**Executive Engineer (W)**

**Executive Engineer (M)**

## **Comments of Mechanical Engineering Department**

The firm \_\_\_\_\_ has applied for registration of electrical contractors for executing electrical works under class '\_\_\_\_'. The firm is meeting / not meeting the Minimum Eligibility Criteria to register the firm under class '\_\_\_\_'.( refer Checklist ).

Executive Engineer (M)

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## **Comments of Account Department / Finance Concurrence**

The Finance Concurrence is extended / not extended for registering the firm \_\_\_\_\_ under class '\_\_\_\_'.

Sr. Account Officer,  
Tender Branch

Accepting Authority

**Chief Mechanical Engineer**