

**RIFLE FACTORY, ISHAPORE  
MINISTRY OF DEFENCE**

**Enlistment Notice No. RFI/EN/2014-15/01/EO(C)**

**DT. 10.01.2015**

**REGISTRATION OF CONTRACTORS AT RFI, P.O.: ISHAPORE, DIST:- 24 PARGANAS  
(NORTH) , PIN- 743 144, Tele. No.:- 033-2596 3597 & Fax No.:- 033-2593 7200**

The General Manager, Rifle Factory, Ishapore invites application from fresh contractors and also those registered with MES/CPWD/PWD/P&T/Railways/Ordnance Factories/Other govt. department for enlistment/registration/renewal at RFI to carry out repair/reconstruction to factory buildings, pipe line, roads, periodical services, Water proofing treatment, Anti-termite treatment and Miscellaneous Civil/Electrical works etc. in the **class of 'A', 'B', 'C', 'D' and 'E' similar to the classification of MES.** All the contractors who fulfill the conditions are to submit their application along with the following documents **on or before 28.02.2015.**

1. Bank Draft of ₹ . **100.00 (Non-refundable)** in the name of General Manager, Rifle Factory Ishapore
2. Interested contractor should only apply in the prescribed application from attached as Appendix-1 to this notice.
3. The contractor should indicate the class of registration in which class they want to register i.e. '**A**', '**B**', '**C**', '**D**' and '**E**'.
4. **Past Experience :** The minimum requirement of work/ Completed works during the last **FIVE** years ending on **31.12.2014** will be as per the laid down criterion of MES Manual on Contracts, 2007. Attested copies of job completion certificates issued by competent authority indicating therein date of completion of works, value of work order and payment received etc. against the work must be submitted as the proof of work done. (Mere submission of copies of work orders will not suffice in this matter.)
5. **Financial Soundness:-** The contractors should submit (a ) solvency certificates or financial soundness certificate for engagement up to ₹ .....(Value of work) as per the proforma given as Appendix-2 and (b ) Amount of working capital as a proof of financial soundness as per the proforma given as Appendix-3 .
6. **Technical resources:-** Contractors should submit details of technical staff ( Engg. Degree/Diploma holder Civil/Electrical discipline) employed by them. Only attested copies of certificates from recognized institution pertaining to the individuals should be submitted.
7. **Minimum Reserves :**Documents showing total of movable or immovable property or fixed assets (in case of companies )Should be submitted (80 % of minimum reserves/ assets shall be in shape of immovable property)
8. Firms should also submit. Tools & plant /Machinery /Transport corresponding to their class .
9. **Trade & Electrical Licence-**Copies of valid trade license for all applicants and also valid electrical license for electrical contractors should be submitted .
10. Documents showing registration /enlistment of the contractor in other govt. department with validity and financial limit of tendering should be submitted.

All the firms presently having enlistment/registration with RFI will have to apply afresh for renewal.

If the above documents **DULY ATTESTED** are not submitted as required, the application may not be considered for enlistment/registration/renewal. No further correspondence in this regard will be entertained afterwards. General Manager, Rifle Factory, Ishapore reserves the right to reject any application for enlistment/registration/renewal without assigning any reason whatsoever.

AWM/TR  
**( For General Manager)**

Note: The six pages application form of applying for Enlistment/Renewal/Registration is enclosed herewith.

**APPLICATION FOR ENROLMENT AS CONTRACTOR AT RFI**

I / We-----

-----am/are desirous of being registered on the RFI list of Contractors to undertake the following categories of work:

**(a) Civil Engineering Works.**

**(b) Electrical Engineering Works.**

- (i) Low tension Electric Works ( upto 1100 volts)
- (ii) High Tension Electric Works ( excluding 33 KV)

Upto a value of ₹. -----

----- and give below statement of my / our capabilities and resources.

**1. PARTICULARS OF CONTRACTOR:**

(i) NAME:

(ii) Proprietor/Partners:

(iii) Address for Assessment of Income Tax:

(iv) Address of Business Premises:

<p>Paste Recent passport size Photograph with signature to be attested by an govt, gazetted officer</p>
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**2. PARTICULARS OF PROPERTY:**

(i) Movable (attach Bankers' Reference/affidavit)

(ii) Immovable (attach certificate from D.C/Collector or a First Class Magistrate/valuation report from Registered Valuer and Affidavit)

(iii) Limited Liability Companies  
(Copy of last Balance Sheet audited by Chartered Accountants)

**3. PARTICULARS OF EXPERIENCE:**

(i) Works carried out

(Note: Attach a list showing clearly the name of the work, WO no., Completion cost with certificate and when and from where the work has been executed.)

**4. PARTICULARS OF CONTRACTOR'S ORGANISATION:**

(a) Address: -----  
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-----  
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Phone No.

(b) Particulars of persons holding Power of Attorney:

(c) Name of Bankers:

(d) Particulars of all companies or firms or associations of persons in which the applicant is substantially interested in his individual or fiduciary capacity:

(e) Whether enrolled as a member of any Builder's Association? If so give the name of the Association and the date of enrolment:

**5. PARTICULARS OF SUPERVISING STAFF**

(a) Do you supervise personally? (Yes/No)

(b) Name and permanent address of Agents-----  
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(c) Qualification-----

(d) Function:-----

(e) Power:-----

**6. Income Tax PAN No. ( Attach copy of PAN Card)**

**7. RELATIONSHIP WITH RFI REGISTERED CONTRACTORS:**

(a) Name of related Firm

(b) Nature of relationship

(c ) Particulars of his/their registration

8 (a) If you are at present enlisted with any other Government Department/Formation, etc. give-

(i) Name of formation

(ii) Category, limit and index no.

(iii) Locality or area for which enlisted

(iv) Letter no. and date enlistment

(b) State whether after enlistment you were ever:

(i) Removed from the list

Or

(ii) Debarred from tendering

Or

(iii) Black listed

(c) Every contractor/ Firm wishing to be registered as an approved contractor shall submit a list of those persons who are working with him. in any capacity and who are near relatives of any Gazetted / or other officers in the RFI on Ministry of Defence. He shall also intimate names of such persons if they are subsequently employed with him/it.

(d) He shall intimate the name of the persons who are near relatives of the Proprietor/Partners/Directors and or Gazetted / other Officers in RFI or other establishment of Ordnance Factory Organization of Ministry of Defence. He shall also intimate name of such persons who subsequently happen to be employed by him/it.

(e) He/it shall not be eligible to tender for the works under following condition:

- (aa) The works in the entire area of CE Zone where near relatives of the Proprietor/ Partners/Directors/their employees are working as Gazetted / Commissioned officers.
- (ab) The works in the entire area of CWE/GE (I) under whom near relatives of the Proprietor/ Partners/Directors are working as Junior Engineers.
- (ac) Any breach by the contractor/firm of the conditions at Ser (i) to (iii) above shall be considered sufficient ground to debar him/it from registration or to remove him/it from the approved list.

*(Note: The term "near relative" means wife, husband, parents, children, brothers, sisters, uncles, first cousin, brothers /sisters-in-law, sons/daughters-in-law, father-in-law)*

9. I/We agree to notify the officer accepting this application and registering my/our names on the RFI list of Civil/Electric Contractors of any changes in the foregoing particulars as they occur and to verify and confirm these particulars annually on 1<sup>st</sup> January.

10 I/We agree to execute a BOND in the favour of President of India in the form and to the amount prescribed as security against proper performance of work entrusted to me/us for execution in accordance with the applicable conditions of contract, as condition precedent to my/our name being registered on the RFI list of CIVIL/ELECTRIC as Contractors.

11 I/We understand and agree that the appropriate Authority of RFI has the right as he may decide, not to issue tender form in any particular case and also to suspend, remove or black-list my/our name from the RFI list of CIVIL/ELECTRIC as Contractors in the event of my/our submission of non-bonafide tenders or for technical or other delinquency in regard to which the decision of the appropriate Authority of RFI shall be final & conclusive.

12 I/We certify that the above particulars are correct and that should it be found that I/We have given a false certificate, or that if I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, my/our name will be removed from the RFI List of Contractors and any contract that I/We may be holding at that time is liable to be rescinded.

13. I/We undertake not to employ directly or indirectly any \*Army Personnel dismissed from Services in my/our business.

14 I/We note that registration as RFI Contractor does not carry with it right to tender for RFI CIVIL / ELECTRICAL work.

Signature of Contractor:

Date:

\*The term "Army Personnel" is intended to include Govt. Servants also.

Bank Address and Code No:

**FORM OF SOLVENCY CERTIFICATE FROM NATIONALISED/SCHEDULED BANK**

This is certified that to the best of our knowledge and information

M/s/Shri/Smt.....

.....having  
address.....

.....,a

customer of our bank are/is respectable and can be considered solvent upto

₹.....(Rupees.....) /

financially sound for any engagement upto ₹,..... (Rupees.....  
.....)

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

Date:

(Signature)  
Name, Designation and Personal Code No. of Signatory & seal of Bank)

*NOTE: In case of partnership Firm, certificate to include names of all partners as recorded with the bank*

Bank Address and Code No:

**FORM OF WORKING CAPITAL CERTIFICATE FROM NATIONALISED/ SCHEDULED BANK**

This is certified that M/s/Shri/Smt..... having

address.....

.....

.....,has/have been maintaining a saving bank account/current  
account/fixed deposit account with this branch of bank since -----

----- and the Firm is having working capital of

Approximately ₹ ----- and /or the Firm is

enjoying overdraft/credit facilities upto limit of ₹ .....

.....

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

Date:

(Signature)

Name, Designation and Personal Code No. of Signatory & seal of Bank)

*NOTE: In case of partnership Firm, certificate to include names of all partners as recorded with the bank*