

**COIR BOARD**  
**CENTRAL COIR RESEARCH INSTITUTE**  
**KALAVOOR P.O, ALAPPUZHA**  
**(Ministry of Micro, Small and Medium Enterprises, Govt. of India)**

CCRI/2017/SP/4/23

19.10.2017

Invitation for Expression of Interest (EoI)

Central Coir Research Institute (Coir Board), Ministry of MSME, Government of India invites Expression of Interest from eligible licensed contractors having work experience at MES/Railway/BSNL/CPWD/PWD or other Government Sector for the empanelment for undertaking Civil construction work in the Coir Board Complex, Kalavoor, Alappuzha. The sealed Expression of Interest should be superscribed "**Expression of Interest for the empanelment for undertaking Civil construction work**"

Expression of Interest in a sealed cover along with the covering letter duly signed by an authorized signatory may be forwarded on or before **15<sup>th</sup> November, 2017 at 3.00pm** to the following address: **The Director, RDTE, CCRI, Kalavoor, Alappuzha, Kerala-688522 Ph.0477-2258933,2258094** and it will be opened on the same day at 3.30 PM in presence of applicants, if any present

**Pre-bid Meeting**

A pre-bid conference will be conducted on **14<sup>th</sup> November, 2017 at 11.00am** at Central Coir Research Institute, Kalavoor, Alappuzha –Ph.0477-2258094, 2258933 for clarifying issues and clearing doubts, if any

Interested contractors should visit this office and discuss with the officials and understand the real requirement.

**I. Eligibility Criteria**

1. The contractor should be in existence for the last 5 years
2. The contractor should have valid license issued by the PWD/CPWD/BSNL/Railway or other Government Sector to undertake the civil work throughout the contract period.
3. The contractor should have all infrastructural facilities such as vehicle, skilled, experienced and qualified staffs/workers and good qualified equipments/machinery to undertake any type of civil work.
4. The contractor should have sufficient experience for undertaking similar work in the Central Govt. and State Govt.

**II. Other terms & conditions**

1. Nature of work is maintenance and civil construction of building, road, drainage etc. flooring, wood work, roofing, plumbing etc. all the constructions should be done under the supervision/permission of the Board.
2. The tenders will be invited for each work only from those contractors who are included in the empanelment. Any tenders submitted from the contractors who are not in the panel will not be accepted.

3. The contractor(s) will be empanelled for a fixed period of one year to three years from the date of empanelment. Renewal of registration at the sole discretion of the Board.
4. The registered contractor(s) are liable to be removed from the list of the approved contractors, if they fail to abide with the terms & conditions of the registration or fail to complete the work on time or use substandard materials or any false declaration.

**III. Documents Establishing Qualification Eligibility**

1. In case bidder is a company- certified copy of the Certificates of Incorporation for Companies and Memorandum and Articles of Association
2. In case the bidder is a registered society-Certified copy Registration Deed with objects of constitution of society.
3. In case bidder is a corporation –authenticated copy of the present stature.
4. In case of proprietary concern – documents authenticating the same.  
Certified copies of documents submitted, as above, must be signed

**IV. List of Documents to be submitted**

1. Attested copy of valid trade license of Organization.
2. Copy of Income Tax Permanent Account Number (PAN) card
3. Copy of Income tax returns filed in last 3 years
4. Copy of service tax registration certificate & up to date return.
5. Copy of professional Tax Registration certificate & up to date payment challan
6. Copy of audited balance sheet and income statement for the preceding three years.
7. Documentary evidence in support of previous experience.
8. GST registration if any
9. Civil contractors license issued by PWD/CPWD/BSNL/Railway or other Government Sector.
10. Labour license from the labour office
11. EPF & ESI registration
12. Complete profile of the company/firm

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DIRECTOR, RDTE