

**GOVERNMENT OF MIZORAM**  
**EXPRESSION OF INTEREST (EOI)**  
**FOR**  
**EMPANELMENT AS CONSULTANT / CONTRACTOR**

The Empanelment Board for Selection of Consultants/Contractors, Government of Mizoram invites Expression of Interest (EOI) for empanelment as consultants/ contractors for the following categories of works into A, B, C and D grades –

- 1) Preparation of Detailed Project Reports (DPRs) and Project Supervision
- 2) Project Development & Construction works, and
- 3) Information Communication Technology/IT Project Implementation.

Interested parties/firms/companies who wish to be empanelled are required to submit their Expression of Interests in the prescribed format which can be downloaded from the Department's website [www.mizofin.nic.in](http://www.mizofin.nic.in) or obtained from Establishment Branch of Finance Department during office hours on all working days from **6<sup>th</sup> – 10<sup>th</sup> September, 2018**. Those firms who have been previously empanelled also have to apply afresh.

The Expression of Interest (EOI) should be accompanied by application fee of ₹ 2000/- (Rupees two thousand) in the form of DD/Challan in favour of Secretary, Finance Department, Government of Mizoram payable at Aizawl.

Sealed EOI should be clearly marked on top of the envelope “**Expression of Interest for Empanelment of Consultants/Contractors**”. Further, the category in which the party wishes to be empanelled should be clearly indicated in the envelope bearing the Expression of Interest. If the party wishes to be empanelled in more than one categories of works, EOI should be submitted separately for each categories. The filled up format of Expression of Interest should reach to the Secretary, Finance Department on or before **12.9.2018 at 12:00 noon**.

In case of any clarification, please contact :

Secretary to the Govt. of Mizoram,  
Finance Department.  
Room No. **308/309**  
Civil Secretariat Building,  
New Secretariat Complex,  
Khatla, Aizawl – 796001  
Mizoram.

**APPLICATION FORM FOR EMPANELMENT AS CONSULTANT/CONTRACTOR  
UNDER (CATEGORY) .....**  
**(to be filled up by the applicant)**

<b>Sl.No</b>	<b>Item</b>	
1	Name of the firm	
1 a)	Address (Head of Office) Telephone No: Office: Mobile: Fax: E-Mail:	
1 b)	Address (Other Offices) Telephone No: Office: Mobile: Fax: E-Mail:	
1 c)	Authorised Contact person (Name): Designation: Tel: Mobile: E-Mail:	
2	Name of the Individual, Proprietor, Partners, Directors & key employees with their qualification.	Please furnish the list of personnel in Annexure – I
3 a)	Whether individual/proprietary/partnership/ Company. (authenticated certificate of registration/partnership deed to be enclosed in case of partnership firm/company).	
3 b)	Place and Year of establishment (in case of partnership firm/company)	
4	Registration with Tax Authorities concerned of the existing tax/taxes payable by the firm (If not applicable, Tax Exemption Certificate may be enclosed) : i) Income tax (PAN/TAN) No.: ii) GST registration no : (Authenticated copies of certificates of registration with relevant authorities to be enclosed)	
5	Availability of organizational infrastructure in terms of qualified and experienced manpower (permanent employees) / office / equipment infrastructure.	Please furnish the information in Annexure - 2.
6	Details of work of major assignment undertaken (completed or ongoing) in the field of expertise applied for during the last 5 years.	Please furnish the information in Annexure - 3

7. Value of works carried out in last 5 years as contractor/power of attorney holder/sub-contractor :

Sl. No.	Year	Description/Particulars of Works	Value of Works (Rs. in lakh)
1	2013-14		
2	2014-15		
3	2015-16		
4	2016-17		
5	2017-18		

Note : Supporting documents of works being executed by the party (work order/completion certificate/certificate as sub-contractor/copy of power of attorney etc. as the case may be) to be submitted for each of the works carried out/executed as per Annexure 3.

8. Banker's Certificate from any Scheduled Bank (Annexure 4).

9. Audited Accounts for the past 3 (three) years to be enclosed (in case of partnership firm/ company).

10. Details of application fee paid: DD/Challan No. .... Dated..... for Rs.....

Place :  
Date :

SIGNATURE  
NAME & DESIGNATION  
SEAL OF ORGANISATION

Enclosures:

**Annexure-1**

Details of Personnel (Sl.No. 2)

Sl. No	Name & Designation	Academic qualifications	Number of years of work related experience	Particulars of work done	Employed in your firm since
1					
2					
3					
4					
5					
6					
7					

- Note:** 1. Copies of certificates/agreements to authenticate that the employee(s) is/are engaged by the firm should be enclosed.
2. Copies of Certificates to authenticate academic qualifications should be enclosed.

Place :  
Date :

SIGNATURE  
NAME & DESIGNATION  
SEAL OF ORGANISATION

**Annexure-2**

Details of Organizational Infrastructure in terms of office/equipment infrastructure within the State (Sl.No. 5)

Item	Details
Office Infrastructure	
Office Equipments	

Place :  
Date :

SIGNATURE  
NAME & DESIGNATION  
SEAL OF ORGANISATION

**Annexure-3**

Details of work of similar nature executed by the firm on their own or with power of attorney or as sub-contractor during the last 5 years (Sl.No. 6)

Sl. No	Name of Work	Name of Client with contact details	Scope of Services	Value in Rs.	Duration of Work	
					Date of commencement	Date of completion

**Note:** Copies of work orders/ appointment letters, satisfactory completion certificate obtained from the client to be enclosed. Please note without the copies of certificates, your application is liable to be rejected.

**Annexure-4**

Date : .....

**TO WHOM IT MAY CONCERN**

This is to certify that, to the best of my knowledge and information, Shri ..... S/o ....., resident of ....., a customer of our Bank is respectable and can be treated as good for any engagement upto a limit of ₹ ...../- (Rupees ..... only). This certificate is issued without any guarantee or responsibility on the Bank or any of its Officers.

This certificate is issued on the request of Shri ..... for obtaining enlistment / revalidation of empanelment as Consultant / Contractor by Finance Department, Government of Mizoram.

Branch Manager

## Annexure-5

### Important information :

1. The consultants/contractors will be categorised as Grade A, B, C and D based on their experience and financial soundness reflected in Banker's Certificate.
2. Financial (Banker's Certificate) :  
Banker's Certificate of not less than ₹ 300 lakhs is required for empanelment as Grade A  
Banker's Certificate of not less than ₹ 150 lakhs is required for empanelment as Grade B  
Banker's Certificate of not less than ₹ 50 lakhs is required for empanelment as Grade C  
Banker's Certificate of not less than ₹ 10 lakhs is required for empanelment as Grade D
3. Work Experience (for the last 5 years) :  
For A, the consultant/contractor should have undertaken project/work of ₹ 800 lakhs  
For B, the consultant/contractor should have undertaken project/work of ₹ 250 lakhs  
For C, the consultant/contractor should have undertaken project/work of ₹ 100 lakhs  
For D, the consultant/contractor should have undertaken project/work of ₹ 20 lakhs
4. Limit of value of works that could be assigned :  
Grade A could be assigned works of any value  
Grade B could be assigned works of value upto ₹ 500 lakhs  
Grade C could be assigned works of value upto ₹ 200 lakhs  
Grade D could be assigned works of value upto ₹ 50 lakhs

Place : SIGNATURE  
Date : NAME & DESIGNATION  
SEAL OF ORGANISATION

## Annexure-6

(On Applicant's Letterhead)

### DECLARATION

5. I/We agree that the decision of Empanelment Board, Government of Mizoram in empanelment of firms will be final and binding to me/us.
6. All the information furnished by me/us hereunder is correct to the best of my knowledge and belief.
7. 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