



வ.உ.சிதம்பரனார் துறைமுக ஆணையம்

वी. ओ. चिदम्बरनार पत्तन प्राधिकरण

V.O. Chidambaranar Port Authority

(Ministry of Ports, Shipping & Waterways, Government of India)

Administrative Office, Harbour Estate, Tuticorin-628 004

Tamilnadu

Civil Engineering Department

Certified under
IMS - ISO 9001:2015; ISO
14001:2015 & ISO 45001:2018
and ISPS Compliant Port

Telephone : 0461 - 2352313
Email id : ce@vocport.gov.in
Website : www.vocport.gov.in

NOTICE INVITING APPLICATIONS

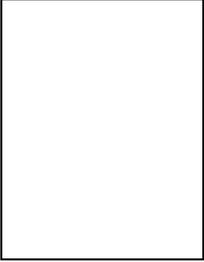
No: CIV-OFCQS-MIS-REGIE-V1-17(54370)/D. 1520 Dated: 18.05.2023

Chief Engineer for and on behalf of VOCPA invites application for Enlistment of Contractors in Civil Engineering Department / VOCPA who fulfill the stipulated qualifying as described in the application under **Class A, B, C & D. The last date and time for submission of application is 09.06.2023 up to 15:00 hrs.**

Application document can be downloaded from **V.O.Chidambaranar Port Authority website** : www.vocport.gov.in from **18.05.2023** to **09.06.2023** upto **15.00 Hrs.**

CHIEF ENGINEER
V.O.CHIDAMBARANAR PORT AUTHORITY

V.O.CHIDAMBARANAR PORT AUTHORITY
CIVIL ENGINEERING DEPARTMENT
APPLICATION FOR REGISTRATION AS CIVIL ENGINEERING CONTRACTOR

| | | |
|----|--|---|
| 1. | Name of Applicant / Firm (in Block letters) | <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Signature</div> <div style="width: 35%; text-align: center;">Photo </div> </div> |
| 2. | Address of registered office / communication (in Block Letters) | <p>(i) Permanent Address:</p> <p>(ii) Communication Address:</p> |
| | Email id | |
| | Contact Number | |
| | Aadhaar Number | |
| | Permanent Account Number (PAN) | |
| | GST No. | |
| | ESI Registration No. | |
| | EPF Registration No. | |
| 3. | Name of sole proprietors / partners with particulars / liabilities (Attested copy of partnership deed to be enclosed) | |

| | | |
|--|--|-----------|
| 4. | Name of person holding the power of attorney (Attested copy of power of attorney to be enclosed) | |
| 5. | Bank details and full address | |
| 6. | Class in which enrollment is sought | |
| 7. | List of works undertaken / executed during a period of 7 years preceding the date of application | |
| (a) | Name of Client | |
| (b) | Name of work | |
| (c) | Agreement Number | |
| (d) | Period of contract | |
| (e) | Date of commencement of work | |
| (f) | Actual date of completion of work | |
| (g) | Actual value of work done | |
| Note: The above details shall be given for each work supported with notarized copy of certificates.(If required, a separate sheet can be attached) | | |
| 8. | List of Tools and Plants in possession of contractor (If any) | |
| 9. | Details of Technical staffs and their experience | i) ii) |
| 10. | Whether enlisted in any other Government Organizations / Department, if so, furnish the notarized copy of registration certificate | |

| | | |
|-----|---|--|
| 11. | Is the applicant or his partners or share - holders has been blacklisted or debarred in the past three years by any Government Organizations / Department? | |
| 12. | Amount of the solvency certificate which the applicant holds, (Notarized copy of Solvency certificate from Bank or from Revenue Department shall be enclosed) | |
| 13. | Latest Assessment order of the Income Tax Department or a copy of acknowledgment of Income Tax return for the latest assessment year | |
| 14. | Average Annual Financial Turnover for the last three years (Notarized copy of Profit & Loss Account sheet) | |

I / We certify that, the details furnished above are correct to the best of my / our knowledge. (If any details furnished found false in a later date, the registration is liable for cancellation).

Signature of applicant with company seal

Note:

- i) The table showing the classification, solvency required, registration fee etc for guidance of the contractors is appended as Annexure - I.
- ii) Scanned copy of duly filled application with supporting documents should be submitted to ce@vocport.gov.in before 15:00 Hrs on 09.06.2023.
- iii) The registration process fee shall be made through NEFT/RTGS to the Bank account given below,

| | |
|------------------------------|---|
| Name and address of the bank | Indian Overseas Bank, Harbour Branch, Tuticorin-628004. |
| Name of the branch | Harbour Branch |
| IFSC | IOBA0000143 |
| Account Number | 014301000000001 |
| Type of Account | Savings Account |
| Beneficiary's Name | V.O.Chidambaranar Port Authority, Tuticorin. |

RULES FOR ENLISTMENT OF CONTRACTORS

1. Applicability:

The enlistment of contractors in VOCPA is applicable to person(s) / firm / company / Agency (ies) who fulfill the eligibility criteria specified at section - 1 & 2

2. Categories of contractors:

There shall be following categories of Contractors:

- (i) Civil Contractors (entitled for construction of buildings, roads, water supply & sewerage schemes, sanitary & plumbing works, maintenance of civil structures and other construction works.)
- (ii) Horticulture works

3. Class of Contractors:

Class A - Rs.25.00 Lakhs

Class B - Rs.15.00 Lakhs

Class C - Rs.10.00 Lakhs

Class D - Rs.5.00 Lakhs

SECTION - 1
GENERAL CONDITIONS
(Applicable to all Categories/Classes of Contractors)

1.1 Enlistment:

Application for enlistment shall be submitted only to the e-mail : ce@vocport.gov.in along with requisite registration fee, Solvency certificate for the requisite value and other documents/proofs to establish correctness of the facts stated in the application. The contractor shall submit application with passport size (jpeg format) photographs of power of attorney holders(s) / authorized signatory.

Each enlisted contractor shall be issued enlistment order in favour of power of attorney holder(s)/authorized signatory containing following details:-

- a. Name and Address of the Firm/Contractor
- b. Enlistment Code No.
- c. Category/Class of Contractor
- d. Validity of Enlistment
- e. Name of Power of Attorney Holder(s)/authorized signatory with attested photo and signature (to be attested by enlistment authority)

Each contractor shall be given code number as under: **Department/Enlisting Authority/ Category / Class/S.No./Year**

The enlistment order should contain the name of the firm, category/class, code number, name of authorized power of attorney holders(s), period of enlistment and enlistment zone etc. Register of Enlistment of Contractors shall be maintained in Technical Division / Civil Engineering Department.

1.2 Registration Fee and Solvency certificate for Enlistment:

Every contractor desiring for enlistment shall have to deposit registration fee and solvency certificate as per the following procedure:

- a) The registration fee shall be made through NEFT/RTGS to the Bank account given below:

| | |
|------------------------------|---|
| Name and address of the bank | Indian Overseas Bank, Harbour Branch, Tuticorin-628004. |
| Name of the branch | Harbour Branch |
| IFSC | IOBA0000143 |
| Account Number | 014301000000001 |
| Type of Account | Savings Account |
| Beneficiary's Name | V.O.Chidambaranar Port Authority, Tuticorin |

Note: Registration fee shall not be refundable

- b) A scanned copy of Solvency certificate from any Nationalized/ Scheduled/ Non Scheduled Bank or Revenue Department of any State Government has to be uploaded while registration and the original (Hard copy) solvency certificate should be produced before issuing of the Enlistment order.

1.3 Provisional Enlistment:

The authorities competent to enlist the different categories/class of contractors may enlist the contractor provisionally, if the documents are not complete and there is no serious lacunae in respect of work experience and turnover or authority wants to assess the performance of the contractor. The maximum period up to which the enlisting authority may enlist provisionally a contractor shall be six (6) months at a time and total provisional enlistment period shall not exceed one year in total.

1.4 Enlistment of Unemployed Engineers:

Unemployed Diploma and Degree holder in Civil Engineers may be registered as 'D' class contractors on payment of 50% of normal registration fee and 50% of normal solvency applicable as per these rules.

1.5 Permanent Address:

While submitting the application for enlistment, the mailing officer and residential address duly verified by Local Body/Panchayat/Police Chowki/Thana shall be given. The enlisted contractors should intimate the change in their permanent address duly verified, if any, in future.

In case they fail to intimate such changes to the enlisting authority, their

name will be liable to be removed from the Register of Contractors.

1.6 De-enlistment of Contractors:

If an enlisted contractor desires to get himself delisted from the approved list of contractors, he shall apply to enlistment authority for delistment.

1.7 Review of Decisions:

The orders issued by competent authority under section-4 of these rules regarding black-listing, demotions, removal, suspension or debarring will be reviewed by a committee consisting of CE, FA&CAO and CME on receipt of review application from contractor.

SECTION- 2
CATEGORIZATION OF CONTRACTORS

2.1 Classes of Contractors:

The Civil Contractors shall be enlisted in following four classes:

- (i) "A" Class.
- (ii) "B" Class.
- (iii) "C" Class.
- (iv) "D" Class.

2.2 Enlistment Authority and Jurisdiction of Working:

Chief Engineer, VOCPA is the enlistment authority for all class contractors for execution of works within the Port area.

2.3 Past Experience for Enlistment:

Past experience for enlistment for various classes is as given below. When applying for enlistment, the contractors of all classes will be required to submit list of works executed, the amount of each individual work being not less than the amount indicated in col.4 of table given below under each class:

| Class | Eligible to bid for the estimated value put to tender | Minimum Solvency | Average annual turnover for the last three Years | Past experience of Civil Engineering works completed in last seven years | Registration Fee payable (non refundable) |
|-------|---|------------------|--|--|---|
| A | Upto Rs.25.00 Lakh | Rs.5.00 Lakh | Rs. 7.5 Lakh | One work costing Rs.20.00 Lakhs | Rs.5900/- (Rs.5000 plus 18% GST) |
| | | | | Two work costing Rs.12.50 Lakhs | |
| | | | | Three work costing Rs.10.00 Lakhs | |
| B | Upto Rs.15.00 Lakh | Rs.3.00 Lakh | Rs 4.50 Lakh | One work costing Rs.12.00 Lakhs | Rs.3540/- (Rs.3000 plus 18% GST) |
| | | | | Two work costing Rs.7.50Lakhs each | |
| | | | | Three work costing Rs.6.00 Lakhs each | |

| | | | | | |
|---|--------------------------|-----------------|-----------------|---|---|
| C | Upto Rs.10.00 Lakh | Rs.2.00 Lakh | Rs.3.00 Lakh | One work costing Rs.8.00 Lakhs | Rs.2360/- (Rs.2000 plus 18% GST) |
| | | | | Two work costing Rs.5.00 Lakhs each | |
| | | | | Three work costing Rs.4.00 Lakhs each | |
| D | Upto Rs.5.00 Lakh | Rs.1.00 Lakh | -- | -- | Rs.1180/- (Rs.1000 plus 18% GST) |

Note:

If the work completion certificate furnished from other than Govt. Departments by the applicant , the same shall be supported with TDS certificate (FORM - 16 A) issued by the department where the work was executed for full executed amount of the work otherwise such work experience shall not be considered.

SECTION- 3
PERFORMANCE OF CONTRACTORS
(Applicable to all Category of Contractors)

The Certificate regarding Workmanship and quality of work done by Contractors shall be granted by Executive Engineers of the respective divisions. Whenever Contractors are black-listed, removed, demoted or temporarily suspended from the Register of Contractor, remarks shall be made in the register against the Contractor concerned and copy of order shall be circulated to all Departments.

Registration of Contractors shall be reviewed by Registering Authority after every year on the basis of performance data to be supplied by the Contractor himself and the departmental field Officers. A Contractor whose performance is found to be unsatisfactory shall be liable for cancellation of his Registration and his name being struck off from the list of registered Contractors.

SECTION - 4
STANDARD PROCEDURE FOR DEMOTION, REMOVAL & BLACKLISTING
/SUSPENSION AND DEBARRING

The following procedure is prescribed for demotion, removal, debarring/suspension of business and blacklisting etc. of the enlisted contractors.

4.1 DEMOTION TO LOWER CLASS:

After giving Show Cause Notice of 15 days and recording findings, the Enlisting Authority may demote a Contractor to a lower class due to any of the following reasons :-

If the Contractor:

- (i) fails to execute contract or executes it unsatisfactorily or is proved to be responsible for constructional defect(s) revealed even after the expiry of the prescribed maintenance period.
- (ii) has no longer the adequate equipments, technical personnel or financial resources to execute works satisfactorily.
- (iii) violates any important condition of contract(s) executed by him with any of the officer of State Government.
- (iv) is responsible for any other matter, which may justify his demotion to a lower class taking into account the merits of the case.

4.2 REMOVAL FROM THE REGISTER:

After giving Show Cause Notice of 15 days and recording findings, the Enlisting Authority may remove the name of a contractor from the Register of enlisted contractors and de-list him due to any of the following reasons:-

If the Contractor:

- (i) fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for constructional defect(s) revealed even after the expiry of the prescribed maintenance period.
- (ii) has no longer the adequate equipments, technical personnel or financial resources to execute works,

- (iii) violates any important conditions of contract(s) executed by him with any officer of State Government,
- (iv) fails to secure any contract even after twelve successive tenders or during the period of two consecutive years, whichever is less,
- (v) fails to furnish the required sales tax/works contract tax clearance certificate as required under these rules,
- (vi) fails to abide by any of the conditions of enlistment under these rules or is found to have given false particulars at the time of enlistment,
- (vii) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved,
- (viii) if his enlistment security falls short due to adjusting against any recovery under these rules,
- (ix) persistently violates the provisions of labour rules and regulations.

4.3 BLACK-LISTING

After giving Show Cause Notice of 15 days and recording findings, the Enlisting Authority with the approval of the next higher authority may blacklist a contractor due to any of the following reasons :-

- (i) There are sufficient and strong reasons to believe that the contractor or his employee has been guilty of malpractices such as bribery, corruption, fraud, vitiating fair under process including substitution of or interpolation in tenders, pilfering or unauthorized use or disposal of Govt. materials issued for specific works etc.,
- (ii) The Contractor continuously refuses to pay Govt. dues without showing adequate reasons and where the registering authority is satisfied that no reasonable dispute attracting reference to Settlement Committee or Court of Law exists for the Contractor's action.
- (iii) Where a contractor or his partner or his representative has been convicted by a Court of Law for offences involving moral turpitude in relation to the business dealings or where security considerations

including suspected disloyalty to the State so warrant.

- (iv) If the contractor or his partner or his employee is found guilty of misbehavior with any of the official of State Government connected with the execution of work directly or indirectly.
- (v) If a registered contractor, being non-tenderer for work, submits applications giving his offer after receipt/opening of tenders received after due process.

Note-1:

If a contractor after having tendered for a work or after negotiations gives applications voluntarily vitiating the fair tendering process, it shall also tantamount to malpractice.

Note-2:

A register containing the reasons for blacklisting the contractor as also the names of all the partners of the contractor and the allied concerns coming within the effective influence of the blacklisted contractor will be maintained.

Note-3:

A Register of blacklisted contractors will be maintained in Technical division of Civil Engineering Department. The register of blacklisting contractors includes blacklisted contractors of State/Central Government Department/Public sector undertakings/CPWD/National Highway Authority of India/Railway/MES and other Major Ports etc.

Note-4 A Black listed contractors

- (i) shall not be entitled for enlistment in VOCPA,
- (ii) shall not be awarded any work in future,
- (iii) his enlistment shall stand cancelled immediately and his enlistment security shall stand forfeited.

4.4 DEBARRING/SUSPENSION

After giving notice and recording reasons the enlisting authority may debar/suspend the enlistment of the contractors due to following reasons :

- i) If a contractor does not execute agreement or deposits performance guarantee or does not start the work or complete the work after sanction of the tender, the contractor is liable to be debarred or suspended from participating in re-tendering of that work or in future tenders and his enlistment may be suspended.
- ii) If an enlisted contractor, after having tendered for a work or after negotiations gives unauthorized applications voluntarily vitiating the fair tendering process, he is liable to be debarred in participating in that tender or in future tenders and his enlistment may be suspended.
- iii) If a registered contractor being non-tenderer for a work vitiates fair tendering process by submitting application giving his offer after receipt/opening of tenders received after due process his enlistment is liable to be suspended/he is liable to be debarred.

4.5 REVIEW OF APPROVED LIST OF CONTRACTORS:

Enlistment of Contractors shall be reviewed by enlisting authority after every year on the basis of performance of the contractor. The contractors whose performance is found unsatisfactory or does not comply provisions of enlistment rules, his enlistment shall be liable for cancellation and his name being struck off from the list of registered contractors.