

# RULES REGULATING THE ENLISTMENT OF CONTRACTORS IN REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR.

The enlistment of contractors in RIMS, Imphal, Manipur will be done in the following categories:

1. BUILDING AND ROADS
2. ELECTRICAL

## 1. BUILDING AND ROAD CONTRACTORS:

This category of contractors consists of the following Classes:

- a) Special Class - Qualified to tender for works up to any amount.
  - b) Class- I - Qualified to tender for works up to ₹.300.00 lakhs.
  - c) Class-II - Qualified to tender for works up to ₹.100.00 lakhs.
  - d) Class- III - Qualified to tender for works up to ₹.50.00 lakhs.
  - e) Class- IV - Qualified to tender for works up to ₹.10.00 lakhs.
2. Contractors enlisted under the Classes- Special, Class-I, Class-II, Class-III, Class-IV would be permitted to tender for any work in RIMS, Imphal, Manipur.
  3. Enlistment of contractors of all the Classes will be done by the Director, RIMS on recommendation of a committee to be constituted from time to time by the Director, RIMS
  4. Contractors enlisted in Special Class, Class-I, Class-II will be required to employ technical staff whenever they execute works in the Institute as under:
    - i. For works costing more than 75 lakhs and above - One graduate engineer or Diploma holder with 5 years experience.
    - ii. For works costing more than 30 lakhs but less than 75 lakhs - One qualified Diploma holder (Overseer).
  5. The following qualifications are required for different classes of contractors:

### SPECIAL CLASS:

The eligibility criteria for registration of contractors in Special Class (B&R) inter alia is as under:

- i. The applicant should have satisfactorily completed at least five works each costing not less than ₹.300.00 lakhs (gross value) during the last five years on the date of application.
- ii. The applicant should furnish a solvency certificate for not less than ₹.300.00 lakhs on prescribed pro forma in a sealed envelope from his bankers.
- iii. The applicant should possess adequate machinery and equipment as prescribed under CPWD Manual and also permanent engineering organization to deal with works costing more than ₹.300.00 lakhs.

#### CLASS- I:

The eligibility criteria for registration of contractors in Class- I (B&R) inter alia is as under:

- i. The applicant should have satisfactorily completed at least five works each costing not less than ₹.100.00 lakhs.
- ii. The contractor or Firm having no past experience of Building & Road work is also eligible for enlistment in this class provided the working capital is not less than ₹.100.00 lakhs. The individual or one of the partners of the Firm should however, be a qualified graduate engineer with not less than 10 years experience.

#### CLASS- II:

The eligibility criteria for registration of contractors in Class- II (B&R) inter alia is as under:

- i. The applicant should have satisfactorily completed at least five works each costing not less than ₹.50.00 lakhs.
- ii. The contractor or Firm having no past experience of Building & Road work is also eligible for enlistment in this class provided the working capital is not less than ₹.30.00 lakhs. The individual or one of the partners of the Firm should however, be a qualified graduate engineer with not less than 10 years experience.

#### CLASS- III:

The eligibility criteria for registration of contractors in Class- III (B&R) inter alia is as under:

- i. The applicant should have satisfactorily completed at least five works each costing not less than ₹.30.00 lakhs.
- ii. The contractor or Firm having no past experience of Building & Road work is also eligible for enlistment in this class provided the working capital is not less than ₹.15.00 lakhs. The individual or one of the partners of the Firm should however, be a qualified graduate engineer with not less than 5 years experience.

#### CLASS- IV:

- i. As this Class of contractors will include petty suppliers as well as those who may be carrying out petty repair works, it is not necessary to specify any qualifications for the recruitment of this class of contractors.
- ii. The contractor or Firm is eligible for enlistment in this class provided that the working capital of the individual or the Firm is not less than ₹.5.00 lakhs.

## 1. ELECTRICAL CONTRACTORS:

This category of contractors consists of the following Classes:

- i. Class- I (Elect) - Qualified to tender for works up to any amount.
  - ii. Class-II (Elect) - Qualified to tender for works up to ₹.50.00 lakhs.
  - iii. Class-III (Elect) - Qualified to tender for works up to ₹.30.00 lakhs.
  - iv. Class-IV (Elect) - Qualified to tender for works up to ₹.10.00 lakhs.
2. Contractors enlisted under Class- I (Elect) would be permitted to tender for any electrical works in RIMS, Imphal, Manipur.
  3. Enlistment of contractors of all the Classes will be done by the Director, RIMS on recommendation of a committee comprising of ..... Consultant Engineer & Superintending Engineer, RIMS.
  4. Contractors desiring enlistment in Class-I (Elect) should possess a valid Electrical Licence and should have permanent Engineering Organization capable of dealing with large works in all their stages. They should employ from tendering stage onwards one Graduate Engineer having an experience of not less than 3 years or a Diploma qualified Engineer with not less than seven years experience. They should submit with their applications for enlistment full details about their Engineering Organization, if any.
  5. Contractors enlisted in all Classes for Electrical works must have a valid Electrical Licence, in addition, whenever they execute works in the Institute, they must employ the following technical staff whenever carrying out such works:

i.	For works costing over ₹.50.00 lakhs.	One qualified Engineer possessing a University Degree in Electrical Engineering and having experience of not less than 3 years, or a recognized Diploma Holder in Electrical Engineering with not less than 7 years experience.
ii.	For works costing more than ₹.30.00 lakhs and less than ₹.50.00 lakhs.	One qualified Diploma Holder (Overseer) in Electrical Engineering with not less than 3 years experience or a Graduate Engineer.
iii.	For works costing more than ₹.10.00 lakhs and less than ₹.50.00 lakhs.	One qualified Diploma Holder (Overseer) in Electrical Engineering with not less than 3 years experience.
iv.	For works costing less than ₹.10.00 lakhs.	One licensed Supervisor having experience of not less than 3 years.

## 6. CLASS-I (ELECT)

- i. Contractors desiring enlistment in this class should possess a valid Electrical Licence and have an office capable of preparing estimates and submitting bills regularly for work done, provided for in the contract. Their Office should have sufficient technical personnel for preparing estimate and submitting tenders in an intelligent manner and for supervision of works.
- ii. Contractors or Firms desiring enlistment in this Class should have satisfactorily executed at least 3 works of not less than ₹.50.00 lakhs each.

- iii. Contractors or Firms having no past experience of Electrical Works are also eligible for enlistment in this Class provided the working capital is not less than ₹.5.00. The individual or one of the partners of the Firm should be a qualified Engineer possessing a University Degree in the Electrical Engineering and having experience not less than 7 years. The Engineer should have executed satisfactorily in a responsible capacity works as mentioned in para (ii) above.

7. CLASS-II & III (ELECT):

- i. Contractors desiring enlistment in this class should possess a valid Electrical Licence
- ii. Contractors or Firms desiring enlistment in this Class should have satisfactorily executed at least 3 works of not less than ₹.30.00 lakhs each.
- iii. Contractors or Firms having no past experience of Electrical Works are also eligible for enlistment in this Class provided the working capital is not less than ₹.5.00. The individual or one of the partners of the Firm should be a qualified Engineer possessing a University Degree in the Electrical Engineering and having experience not less than 5 years or a recognized Diploma holder Engineer with not less than 15 years experience. The Engineer should have executed satisfactorily in a responsible capacity works as mentioned in para (ii) above.

8. CLASS-IV (ELECT):

- i. As this Class of Contractors will include petty suppliers as well as those people who may be carrying out petty repair works, it is not necessary to specify any qualifications for enlistment to this class.
- ii. They must possess a valid Electrical Licence.

## GENERAL RULES

- i. Where a contractor desire to be enlisted in more than one category (i.e. Electrical in addition to Building & Roads) he may make the required deposit in the category where the deposit is the highest.
- ii. The enlistment is valid for a period of 3 (three) years and shall be renewed every 3 (three) years on request after review of the performance and fulfilment of other relevant criteria.
- iii. All the contractors/applicants are required to possess valid GST registration on the date of application for enlistment.
- iv. Contractors will be required to certify that they will not get themselves registered under more than one name.
- v. No Engineer of Gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in the Regional Institute of Medical Sciences, Imphal, Manipur is allowed to work in the Institute either as a contractor or an employee of a contractor for a period of 2 (two) years of his retirement from Government service without the prior permission of Government. If subsequently, either the contractor or any of his employee is found any time to be such a person who had not obtained the permission of Govt. as aforesaid, his name is liable to be removed from the list of approved contractors.
- vi. Contractors who are near relatives of Divisional Accountant or Engineering Officers between the grades of Superintending Engineer and Assistant Engineer of the Central Workshop, RIMS will not be allowed to tender for works where their near relatives is/are working.  
***NOTE: Near relative will include, wife, husband, parents and grand-parents, children and grand-children, brother and sisters, uncles, aunts and cousins and their corresponding in-laws.***
- vii. The list of approved Contractors will be reviewed periodically with a view to recommending the weeding out of contractors guilty of malpractices or otherwise un-suitable.
- viii. They are required to secure works in the Department in case they fail to secure any work during the period of 3 (three) consecutive years, the contractors are liable to be weeded out from the approved list of contractors of this Department.
- ix. They should also intimate the change in their permanent address if any, in future. In case they fail to intimate such change(s) to the Department, their name will be removed from the approved list of contractors.
- x. The contractor/firm shall not enter into any fresh partnership without the prior knowledge of the Department, such proposal, if any shall be submitted in advance giving full details of the intending partnership/sole proprietorship along with the draft partnership deed/affidavit. Any departure from this will render the contractor/firm liable to be removed from the approved list of Contractors of the Department.
- xi. The Contractor/Firm may be demoted to a lower class if he:
  - a) Fails to execute a contract or executes it unsatisfactorily or is proved to be responsible for constructional defects.

OR

- b) Has no longer adequate equipment, technical personnel or financial resources.  
OR
  - c) Litigious by nature.  
OR
  - d) Violates any important conditions of contract.  
OR
  - e) Is responsible for a conduct which may justify his demotion to a lower class.
- xii. The name of the contractor may be removed from the approved list of contractors, if he
- a) has failed to execute a contract or has executed if unsatisfactorily, on more than one occasion.  
OR
  - b) is proved to be responsible for constructional defects in number of cases.  
OR
  - c) persistently violates any important conditions of the contract.  
OR
  - d) fails to abide by the conditions of contract.  
OR
  - e) is found to have given false information at the time of registration.  
OR
  - f) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned  
OR
  - g) persistently violate the labour regulations and rules.
- xiii. The power to remove, demote, blacklisting, debarring to shall vest with the Director, RIMS for all classes of contractors on the recommendation of a committee to be constituted from time to time by the Director, RIMS.

**RATES OF REGISTRATION:**

1. Special Class	-	Rs. 3.00 lakhs
2. Class-I	-	Rs. 2.00 lakhs
3. Class-II	-	Rs. 1.00 lakhs
4. Class-III	-	Rs. 0.75 lakhs
5. Class- IV	-	Rs. 0.25 lakhs

