



No. A.46011/1/2020-F.Est
GOVERNMENT OF MIZORAM
FINANCE DEPARTMENT

Dated Aizawl, the 15th February, 2024

NOTIFICATION

Whereas the 'Mizoram Public Procurement Rules, 2020' for the sake of Mizoram Transparency in Public Procurement was framed vide Notification No. A.47011/1/2014-F.Est, dated 10.02.2020 and published in the Mizoram Gazette under VOL - XLIX dated 12.02.2020 vide Issue No. 92.

And whereas engagement of Firms empanelled by Finance Department, Govt. of Mizoram in respect of non-works Departments has been provided by following Rule 95, 96, 98 and 99 of the said Rules.

Now, therefore, in line with the provision under **Rule 92(4)** of the 'Mizoram Public Procurement Rules, 2020' the Government of Mizoram hereby makes the following guidelines namely:-

1. Short Title and commencement :-

- (1) These guidelines may be called the '**Guidelines for Empanelment of Firms for engagement and execution of various works, 2024**'.
- (2) It shall come into force from the date of publication in the Official Gazette.

2. Applicability :-

Subject to the provisions contained in the 'Mizoram Public Procurement Rules, 2020', these Guidelines shall apply to all non-works Departments having Technical Wing with Technical personnel under the State Government of Mizoram excluding Autonomous District Councils.

3. Definitions :

- (i) '**Cancellation**' means termination of the empanelment of any Firm under these Guidelines.
- (ii) '**Clause**' means Sl. No. assigned to various provisions provided in these guidelines.
- (iii) '**Department**' means any Department under the Government of Mizoram.
- (iv) '**Employer**' means any non-works Department under the Government of Mizoram which employs empanelled Firms.
- (v) '**Empanelment Board**' means a Board to select Consultancy Firms for empanelment constituted under Clause 12 of these Guidelines.
- (vi) '**Empanelled Firm**' means any firm empanelled by the Govt. of Mizoram under these guidelines.
- (vii) '**Firm**' means Sole proprietorship firm, Partnership firm, Private Ltd. Company or Public Ltd Company.
- (viii) '**Government**' means the Government of Mizoram.
- (ix) '**Governor**' means the Governor of Mizoram.
- (x) '**Non-works Department**' means any Department under the Government of Mizoram other than works Department such as PWD, PHE, P&E, I&WR having cheque drawing facility and adopted CPWD manual and render monthly accounts to Accountant General in prescribed works accounts format.

Contd...2/-

- (xi) **'Project'** means any project implemented by Govt. Departments/PSUs which may include various work components i.e. Civil works, Public Health, Veterinary, Sports Information Technologies and other Technical Works.
- (xii) **'PSU'** means Public Sector Undertaking wholly or partly owned by the Government of Mizoram including Society established under the relevant Act and Rules framed by the Government of Mizoram.

4. **Classification of works for empanelment :**

The various works for which consultancy firms are required to be empanelled under the Government are hereby classified as below:-

- 1) Preparation of Detailed Project Reports (DPR).
- 2) Project Supervision & Monitoring.
- 3) Execution of Construction works.
- 4) Information Communication Technology/IT Project Implementation.

A firm may be empanelled in more than one category and the application for empanelment shall be submitted separately for each category of work.

A firm selected for preparation of Detailed Project Report will not be allowed to execute the works for the DPR prepared by them unless the funding agency of the project/work insists on the project/work being undertaken on Turnkey/Design-Build-Construct basis. However, the same firm will be eligible to be engaged for Project Supervision and Monitoring of works for which DPR was prepared by them.

5. **Floating of Expression of Interest(EoI) :** Finance Department, Govt. of Mizoram may invite Expression of Interest from eligible firms for empanelment under these guidelines at any time fixing a reasonable amount as the empanelment fee as deemed fit. EoI for empanelment for execution of any work should be submitted separately in a separate form.

6. **Criteria for empanelment:**

Any interested Firm under Clause 3(vii) may submit an application for empanelment in a prescribed Form as given in **FORM-A** to the Principal Secretary, Finance Department, Government of Mizoram as and when invited and the following criteria should be fulfilled:-

- (i) PAN Certificate, GST Registration and GST Clearance as per the GST Rules.
- (ii) Registration Certificate from Central or State Government or Affidavit from Appropriate Authority, Public Ltd. Company and Pvt. Ltd. Company registered under Ministry of Company Affairs.
- (iii) Certificate of proof from the concerned Police Station that the Firm has no criminal case.
- (iv) Solvency Certificate issued by Scheduled Bank where applicant has an account as below:
 - 1) Solvency Certificate of not less than ₹ 300.00 lakh for Grade A.
 - 2) Solvency Certificate of not less than ₹ 150.00 lakh for Grade B.
 - 3) Solvency Certificate of not less than ₹ 100.00 lakh for Grade C.
 - 4) Solvency Certificate of not less than ₹ 50.00 lakh for Grade D.
- (v) Must not be debarred/Black listed in any Central or State Govt. Department, Society and PSUs under the Government. (Declaration as given in **FORM - B**)

(vi) Minimum work experience required for each Grade :

Grade A : The firm should have undertaken Project Work of Rs. 800.00 lakh during the last 5 years

Grade B : The firm should have undertaken Project Work of Rs. 300.00 lakh during the last 5 years

Grade C : The firm should have undertaken Project Work of Rs. 150.00 lakh during the last 5 years

Grade D : The firm should have undertaken Project Work of Rs. 20.00 lakh during the last 5 years

7. **Empanelment Board:** Empanelment Board shall be constituted by the Government and notification for empanelment shall be issued by Finance Department, Govt. of Mizoram. The Empanelment Board shall examine EoI for empanelment received from various firms and make recommendation for empanelment or otherwise. The Empanelment Board shall meet at any time as and when called for.

Empanelment certificate shall be issued to the empanelled firm in a prescribed form as given in **FORM-E**

8. **Tenure of empanelment:** The term of empanelment shall be **3(three)** years from the date of empanelment in the first instant case which may be extended by the Govt. for a maximum period of **2(two)** years.
9. **Extension of the empanelment :** The empanelled firm which requires extension of its empanelment may submit application in a prescribed form as given in **Form-C** to the Principal Secretary, Finance Department not later than 2(two) months before the expiry of its empanelment. The application should be accompanied by performance reports duly certified by the concerned Employers in prescribed form as given in **FORM - F**
10. **Various Grades of empanelled firms and the value of works that could be executed :-**
- 1) Grade A could be assigned works of any value.
 - 2) Grade B could be assigned works of value upto ₹ 500.00 lakh.
 - 3) Grade C could be assigned works of value upto ₹ 250.00 lakh.
 - 4) Grade D could be assigned works of value upto ₹ 100.00 lakh.
11. **Empanelment & Extension Fee:** The firm recommended by the Empanelment Board should pay empanelment fee as prescribed below in the form of *Bank Draft/DD* in any Scheduled Bank in Mizoram in favour of the Authority inviting the EoI.

SI. No.	Grade	Empanelment Fee	Extension Fee for 2 years
1	Grade A	₹ 60,000/-	₹ 40,000/-
2	Grade B	₹ 45,000/-	₹ 30,000/-
3	Grade C	₹ 30,000/-	₹ 20,000/-
4	Grade D	₹ 15,000/-	₹ 10,000/-

The empanelment/extension Fee is non-refundable on the event of cancellation of the empanelment during the validity period and after the expiry of the empanelment period. If any firm wishes to be empanelled in more than one category of work, the empanelment fee shall be paid separately for each category as such amount indicated above. Notification for empanelment of eligible firm duly recommended by the Empanelment Board shall be issued by the Government.

Contd...4/-

12. **Upgradation of Grade:** If any firm which has been empanelled in the lower Grade wishes to upgrade its Grade after fulfilling the required criteria, it may submit an application to the Principal Secretary, Finance Department in a prescribed Form as given in **Form-D** and Performance Report as given in **Form - F**
13. **Restriction on change of empanelled firm:** No change of the name of empanelled firm during the validity period of the empanelment is allowed under any circumstances and the empanelled firm shall bear its names at the time of submission of EoI for empanelment.
14. **Cancellation of empanelment:** If the empanelled firm fails to execute any work allotted to it by any employer as defined in Clause 3(iv) of these guidelines as per the specification in the DPR and its empanelment shall be cancelled by the Government at any time and such firm may be declared as '**Defaulter**' for a minimum period of 1(one) year that may cause ineligibility for empanelment under the Govt. of Mizoram for the suspension period.
15. **Responsibilities of the Employers:** The concerned Authorities who engage empanelled firms shall strictly observe and monitor the performance of the firms whether an independent firm to supervise and monitor the performance is engaged or not. The employer shall submit list of selected firms for particular Project Works at the time of allotment of works to the successful bidders. The performance report of the firms shall also be submitted by the employer to Principal Secretary, Finance Department, Govt. of Mizoram as per a prescribed Format in **Form F** within 1(one) month from the date of completion of the works.
16. **Quantum of works that could be executed at a time :** More than 5(five) Project Works shall not be allotted to a particular Firm at a time and a Certificate to the effect that '*I have not been executing more than 5(five) different works at a time*' shall be submitted by the Firm at the time of submission of Tender to the Authority inviting the quotation.
17. **Arbitration:** Any dispute arising from implementation of these guidelines and execution of works done by the empanelled Firms shall be settled in the Court of Law in Mizoram.
18. **Power of relaxation:** Notwithstanding anything contained in these Guidelines, the Governor of Mizoram, in the interest of public service has the power to relax any of the provisions provided in these guidelines.

Sd/- VANLAL CHHUANGA
Principal Secretary to the Govt. of Mizoram,
Finance Department

Memo No. A.46011/1/2020-F.Est

Dated Aizawl, the 15th February, 2024

Copy to:

1. Secretary to Governor of Mizoram for favour of information.
2. P.S. to Chief Minister, Mizoram.
3. P.S to Speaker/all Ministers/Deputy Speaker/Leader of Opposition/Vice Chairman, SPB/Advisors to Chief Minister/Deputy Govt. Chief Whip.
4. Sr. PPS. to Chief Secretary, Govt. of Mizoram for favour of information.
5. All Heads of Administrative Department, Government of Mizoram.
6. All Heads of Department, Government of Mizoram.
7. Controller, Printing & Stationery, Mizoram with **6 (six) spare copies for publication in the Mizoram Gazette.**
8. Website Manager, Finance Department for information and necessary action.
9. Guard File.


(T.C. LALKHUMA)

Dy. Secretary to the Govt. of Mizoram,
Finance Department(E).

FORM A
(See Clause 6)

**APPLICATION FORM FOR EMPANELMENT AS CONSULTANCY FIRM UNDER
(CATEGORY OF WORK) IN (GRADE)**

(to be filled up by the applicant)

Sl.No	Item	
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)	Authorized Contact person (Name): Designation: Tel: Mobile: E-Mail:	
2	Details of the 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	<p>Registration with Tax Authorities concerned of the existing tax/taxes payable by the firm (If not applicable, Tax Exemption Certificate may be enclosed) :</p> <p>i) Income tax (PAN/TAN) No.:</p> <p>ii) GST Registration no. : (Authenticated copies of certificates of registration with relevant authorities to be enclosed)</p>	
5	<p>Availability of organizational infrastructure in terms of qualified and experienced manpower (permanent employees) / office / equipment infrastructure.</p>	<p>Please furnish the information in Annexure - 2.</p>
6	<p>Details of work of major assignment undertaken (completed or ongoing) in the field of expertise applied for during the last 5 years.</p>	<p>Please furnish the information in Annexure - 3</p>
7	<p>Value of works carried out in last 5 years as contractor/power of attorney holder/sub-contractor</p>	<p>Please furnish the information in Annexure - 4</p>
8	<p>Solvency Certificate from any Scheduled Bank</p>	<p>Annexure - 5</p>
9	<p>Details of application fee paid:</p> <p>DD/Banker's Cheque No. Dated Amount</p>	
10	<p>Audited statement of Accounts for the past 3 (three) years to be enclosed</p>	

Place :

Date :

Signature

Name & Designation: _____

Seal of Organization:

Details of Personnel (Sl. No.2)

Sl. No.	Name & Designation	Academic Qualification	work experience	Particulars of work done	Date of initial engagement in the firm

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

Place:
Date

SIGNATURE
NAME & DESIGNATION
SEAL OF ORGANISATION

**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

Details of work of similar nature executed by the firm on their own or with the 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.

Place:

Date

SIGNATURE

NAME & DESIGNATION

SEAL OF ORGANISATION

**Value of works carried out in last 5 years as contractor/power of attorney holder/
sub-contractor (Sl. No. 7)**

Sl. No.	Year	Description/Particulars of Works	Value of Works (Rs in lakh)

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

Place:
Date

SIGNATURE
NAME & DESIGNATION
SEAL OF ORGANISATION

SOLVENCY CERTIFICATE

This is to certify that to the best of my knowledge and information, M/S Shri a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs., (Rupees.....). The certificate is issued without any guarantee or responsibility on behalf of the Bank or any of the officers.

This certificate is issued on the request of Shri/Smt/M/S for obtaining empanelment/ extension of empanelment /change of Grade of empanelment in(Name of Category) Grade.....

Bank Seal

(Signature with rubber stamp of Branch manager)

Note:- (i) Solvency certificates should be on letter head of Bank, sealed in cover addressed to Secretary, Finance Department, Govt. of Mizoram.

(ii) In case of partnership firm, certificate for indicating names of all partners as recorded with the Bank.

(On Applicant's Letterhead)

DECLARATION

1. I/We agree that the decision of Empanelment Board, Government of Mizoram in empanelment of firms will be final and binding to me/us.
2. All the information furnished by me/us hereunder is correct to the best of my knowledge and belief.
3. 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 :

Date :

SIGNATURE

NAME & DESIGNATION

SEAL OF ORGANISATION

FORM B

{See Clause 6{v}}

**DECLARATION REGARDING CLEARANCE FROM BLACKLISTING/ DEBARRING FOR
TAKING PART IN EMPANELMENT PROCESS**

(To be executed and attested by Public Notary/Executive Magistrate on Rs. 100/- non-
Judicial paper by the Applicant)

I/We hereby declare that the applicant namely M/S
(name of the applicant) has not been blacklisted or debarred in the past by Union/State
Government or organization from taking part in Government tenders in India.

In case the above information is found false, I/We are fully aware that the empanelment will
be rejected/ cancelled at any stage by the Government.

DEPONENT

Attested:
(Public Notary/Executive Magistrate)

Name
Address

Seal and Signature of the Applicant

FORM -C
(See Clause 9)

APPLICATION FORM FOR EXTENSION OF EMPANELMENT OF CONSULTANCY FIRM
(to be filled up by the applicant)

Sl.No	Item	
1	Name of the firm	
2	Empanelment No. and date	
3	Date of expiry of current empanelment	
4	Category of work & Grade for which the firm is empanelled and extension is applied	
5	Detailed list of work completed, in progress & secured under Government of Mizoram during empanelment with supporting documents	
6	Performance Report duly certified by the employer as prescribed in FORM - F	
7	Detailed list of work completed, in progress & secured outside Mizoram during empanelment with supporting documents	
8	Banker's Certificate from any Scheduled Bank	
9	Details of extension/renewal fee paid: DD/Banker's Cheque No. Dated Amount	

Place :

SIGNATURE

Date :

NAME & DESIGNATION

SEAL OF ORGANISATION

Enclosures:

FORM - D
(See Clause 12)

**APPLICATION FORM FOR UPGRADATION OF EMPANELMENT OF CONSULTANCY FIRM
UNDER(CATEGORY) FROM..... TO(GRADE)**

(to be filled up by the applicant)

Sl.No	Item	
1	Name of the firm	
2	Empanelment No. and date	
3	Date of expiry of current empanelment	
4	Category of work & Grade for which the firm is empanelled	
5	Reasons for the proposed change of grade along with supporting documents	
6	Detailed list of work completed, in progress & secured under Government of Mizoram during empanelment with supporting documents	
7	Performance Report duly certified by previous employer as prescribed in FORM - F	
8	Detailed list of work completed, in progress & secured outside Mizoram during empanelment with supporting documents	
9	Solvency Certificate from any Scheduled Bank	
10	Details of extension/renewal fee paid: DD/Banker's Cheque No. Dated Amount	

Place :

Date :

Enclosures:

SIGNATURE

NAME & DESIGNATION

SEAL OF ORGANISATION

FORM - E

(See Clause 7)

EMPANELMENT CERTIFICATE

This is to certify that M/S is an empanelled Consultancy firm under the Government of Mizoram for the purpose of (Category of work) in (Grade) for a period of 3 years with effect from the date of issue of Empanelment Notification vide No., dated

(.....)

Dy. Secretary to the Govt. of Mizoram
Finance Department (E)
Government of Mizoram

FORM F
(See Clause 9)

PERFORMANCE REPORT FOR WORKS COMPLETED OR UNDER EXECUTION

Part-I (to be filled in by the Consultancy firm)

- 1. Name of the Firm/contractor :
- 2. Name of work :
- 3. Agreement No. :
- 4. Name of decision in which the work was executed :
- 5. Estimated cost put to tender :
- 6. Tendered cost :
- 7. Gross amount of final bill/work done till date :
- 8. Stipulated date of start and Completion :
- 9. Actual date of completion or percentage progress :
- 10. Amount of compensation levied for delay, if any :
- 11. Amount of reduced rate items, if any :
- 12. Did the contractor go for arbitration :
- 13. If yes, total amount claimed & amount :

Signature of Authorized person of firm

Part II(to be filled by the Department)

Note: This performance report, duly completed by JE/AE/EE/ Officer-in-charge & HOD should be forwarded to Empanelment Board within two weeks of its receipt from the Consultancy firm

Certified that details given by the Consultancy firm in Part-I have been verified and found to be correct/have been corrected wherever necessary

Signature of JE/AE/ Technical Officer

Quality of work (Please grade as Very Good/Good/Satisfactory/Poor)

(a) Grading by AE/EE/Technical Officer

Comments/Remarks, if any :

Signature of AE/EE/Technical Officer

(b) Grading by HOD

Comments/Remarks, if any

Signature of HOD