

Tele: 23019151

Engineer-in- Chief's Branch
Military Engineer Services
Dte of Contract Management
Kashmir House, Rajaji Marg
New Delhi – 110011

66546/P-1/Renewal/2026/ 08 /E8

11 Mar 2025

Ali MES Formations
(Through MES Website)

RENEWAL OF ENLISTMENT OF CONTRACTORS ON COMPLETION OF CYCLIC PERIOD ENDING 31 DEC 2025 (CLASS 'SS', 'S', 'A' TO 'D')

1. Reference this HQ letter No. 66546/ Renewal/2021-2025/02/E8 dated 24 Apr 2020 and subsequent amendments/clarifications thereto.
2. In pursuance to above instructions, enlistment of eligible existing contractors of class SS, S, A to D was renewed upto and including 31 Dec 2025. Also some contractors were freshly enlisted in accordance with the instructions for fresh enlistment contained in the above letters with validity of their enlistment upto 31 Dec 2025. Thus there is a need to take necessary action to ensure that enlistment of contractors is renewed before expiry of the present validity. Keeping in view the provision of GFR & Manual for procurement of works, instructions for the renewal are outlined in succeeding Paras and Registering authorities shall take necessary action within time schedule indicated. Instructions on fresh enlistment and upgradation are already enshrined in the MoC-2020, policy letter mentioned in para 1 above and policy letter issued vide letter No.66546/Renewal/P-1/2021-2025/245/E8 dated 09 Jun 2022 and same shall continue to be followed.

Time Schedule

3. (a) All contractors will be required to get their renewal of enlistment done as per the following schedule:-

Ser No	Activity	Latest by
(i)	Applications complete in all respects from contractors on CCEP followed by hard copy	30 Jun 2025
(ii)	Issue of renewal/non-renewal letters on CCEP by the Registering authorities	31 Oct 2025
(iii)	Last date for appeal by the contractors against non-renewal of enlistment (appeal by email followed by hard copy)	30 Nov 2025
(iv)	Decision on appeal/representation by email	31 Dec 2025

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4. All the presently enlisted contractors are being requested through MES BAI, MES website etc, to submit applications for renewal of their enlistment on CCEP, if they desire to renew their firm, by **30 Jun 2025** so that their renewal is processed before 31 Dec 2025 as per time schedule given hereinbefore. Contractors who do not submit their application for renewal by 30 Jun 2025, it shall be presumed that they are not interested to continue with the enlistment and they shall be declared unenlisted w.e.f 01 Jan 2026. Tender submitted by such Contractors upto 31 Dec 2025 shall be considered valid and processed as per existing instructions. However, such contractors can apply for tender as unenlisted Contractors as well as for fresh enlistment. Issue of tender and fresh enlistment in respect of such contractors shall be considered based on fulfilling the eligibility criteria mentioned in the notice of tender/MoC-2020 irrespective of class and category of Work they were enlisted in MES.

5. Renewal of enlistment of contractors who have submitted their application by 30 Jun 2025 shall be completed by the Registering Authority by 31 Dec 2025. In case, renewal of any contractor is not completed by 31 Dec 2025 due to any reason such as change in constitution, deficiency in documents or any unforeseen circumstances, the registering authority shall extend the validity of enlistment of such contractor for a specific period beyond 31 Dec 2025 based on the merits of the case. Guidelines issued w.r.t. suspension, debarment, demolition and removal vide this HQ letter No. 66546/P-1/35/E8 dated 18 May 2022 and 66546/P-1/87/E8 dt 30 Jul 2024 shall be followed.

6. Renewal of contractors shall be done in the existing Class and Category only. **The renewal of enlistment shall be valid for a period of seven years from the date of issue of letter by the Registering Authority.** Registering Authorities shall explicitly mention the last date of validity in the letter of renewal. Fresh enlistment and upgradation of contractors shall also be valid for seven years. The last date of validity shall be mentioned by Registering Authority while issuing the letter of fresh enlistment/upgradation. It shall also be mentioned in the renewal/upgradation/fresh enlistment letter that six months before the expiry of validity date, contractor shall request for renewal of enlistment for a further period of seven years by submitting necessary documents mentioned in Para 8 hereinafter.

Criteria for Renewal

7. Renewal of enlistment of all contractors who submit required documents and fulfil the criteria of renewal shall be carried out except those falling under the following categories:-

(a) Cases where contract was cancelled in the last cycle (from 01 Jan 2021 to 30 Jun 2025) on account of contractor's default. In cases, where contractor has invoked arbitration and arbitrator has published the award in favour of contractor and declared cancellation of contract as illegal/invalid, renewal shall be done. Contracts cancelled on account of non-submission of Performance Security shall not fall into this category of cancelled contracts.

(b) Cases where Disciplinary Action has been initiated against the contractor as per laid down policy on account of bad quality of works, serious defects observed in the works executed, any unethical practice or any other reason.

- (c) Contractor's who have not participated in the tendering in MES in the last cycle i.e, from 01 Jan 2021 to 30 Jun 2025.
- (d) Contractors who are habitual litigants.
- (e) Cases of any unusual nature. In such case the matter shall be referred to E-in-C's Branch for approval.

Notes:-

1. Cases where Disciplinary Action has been finalized with specific penalty period, such cases shall be considered for renewal after expiry of penalty period.
 2. In order to establish participation in tendering, contractor shall submit documentary proof such as technical evaluation report in respect of cover 1 or financial evaluation of cover 2 of any quoted tender.
 3. Before taking action under Para 7, action shall be taken to obtain explanation of contractor by serving a show cause notice bringing out the reasons as applicable and allowing four week time to furnish replies. The final decision shall be taken by the Registering authority taking into account contractor's reply to show cause notice.
 4. In respect of Para 7(d), contractor will be considered a habitual litigant, if he moves the court more than once ignoring arbitration clause and Court does not uphold his view.
 5. Any case of unusual nature shall be referred to this HQ well within time frame for decision/approval from E-in-C's Branch.
8. To streamline the process of renewal involving minimum documents, contractor seeking renewal shall submit application as per Appx 'A' alongwith following documents on CCE Portal accompanied with the hard copy :-
- (i) Affidavit duly signed by prop/ all partners/ all directors on a non-judicial stamp paper stating :-
 - (a) I/We hereby agree with and reaffirm the contents of our application form at the time of enlistment/upgradation/last renewal for the cycle 2021-25. In addition we reaffirm that I/we are fully equipped and active in e-tendering. I/we agree that I/we shall not qualify for renewal if not considered equipped and ready in all respect of e-tendering.
 - (b) I/We understand and agree that the Registering Authority has the right as he may decide, not to re-enlist me/us and in case, I/We are not satisfied with the decision of Registering Authority, we may appeal to the next higher Engineer Authority (E-in-C in case of SS Class), whose decision shall be final & binding.
 - (c) I/We have applied for renewal on CCE Portal along with the scanned copies of this application alongwith enclosures stated therein and shall send the originals by Registered Post/Speed Post to the Registering Authority (RA) within one week of date of uploading on CCE Portal.

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- (ii) Details of MES works completed or in hand during the period w.e.f 01 Jan 2021 till the date of application for renewal as per **Annexure-I**.
- (iii) In case no work executed with MES, details of tenders participated. As a proof technical evaluation report of Cover-1 and/or financial evaluation of Cover-2 shall be uploaded/forwarded.
- (iv) Details of contracts cancelled in the period wef 01 Jan 2021 till date of application for renewal as per **Annexure-II**.
- (v) Copy of Arbitration award in respect of cancelled contracts, if any.

Action to Be Taken for Renewal

9. (a) Contractor shall submit application for renewal along with requisite documents on CCEP, with one such set to be submitted by post. The login link for renewal of enlistment is not available at present on the CCEP. **The contractors are requested to use the fresh enlistment link for uploading application for renewal till such time the renewal of enlistment link is created.**
- (b) Information with respect to banning, suspension or any other adverse action against the contractors is available in the work load returns as well as in enlistment folders available in office of Registering Authority. Without waiting for applications from contractors, Registering Authorities shall immediately write to CE Command/CE Zone/CCE/lower formation, to ascertain if any contractor falls in the categories mentioned in Para 7 here-in-before. Registering Authority shall get the applications and documents scrutinized through officials of Contract Section or through a Team of Officers as decided by Registering Authority. Recommendation on renewal on each case shall be processed and put up to Registering Authority for decision.
- (c) All correspondence during the renewal process shall be done on CCEP and/or email followed by hard copy. Renewal letters shall be issued to all contractors through CCEP and MES Website followed by hard copies by post to the applicant contractor only.
- (d) **All contractors whose renewal process could not be completed within stipulated time frame shall be treated as un-enlisted contractor unless Registering Authority has extended the validity date of enlistment as brought out in Para 5 above.**
- (e) Action for renewal shall be taken by E-in-C's Branch in respect of Class 'SS' contractors and by the respective Command Chief Engineers/ADGs in respect of Class 'S', 'A' to 'D' contractors. **Renewal of 'E' Class contractors is not required to be carried out.**
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Provisions Post Expiry of Time Limit & Action to be Taken

10. Case where Registering Authority takes the decision not to renew the enlistment after considering contractors reply to show cause notice, such contractors shall be removed from the approved list. While conveying the removal of the firm from approved list, opportunity shall be given to the firm to appeal against the decision of removal to the Engineer-in-Chief (viz the appellate authority). However, in case of 'SS' Class contractor, decisions taken by E-in-C with regard to renewal shall be final and binding.

11. All contractors who have forwarded appeal to E-in-C, the Appellate Authority, in terms of Para 10 hereinbefore shall be allowed to continue to participate in tendering after last date of validity of their current enlistment. **However such contractors will be treated as un-enlisted and their bids will be evaluated similar to an un-enlisted contractors, except that they will NOT be required to submit Earnest Money Deposit till disposal of their appeals. This implies that such contractors should fulfil the criteria of work experience, turn over, financial soundness etc. Suitable provisions to this effect shall be included in the NIT. Contractors who do not opt to file appeal to E-in-C, shall not be considered eligible for participating in the tenders issued in MES.**

12. **Status of disposal of such cases shall be reflected by concerned CE Command/ADGs on the website after expiry of time-frame and shall be updated monthly.** Accepting Officers shall refer the same or may get the needful inputs from Registering Authorities on email on status of contractors while evaluating the bids submitted by such contractors.

13. **Fresh Enlistment based on Technical Qualifications**

(a) Graduate engineer and Diploma holder engineer having degree/diploma from the Govt recognised Institutions in the following discipline desirous of getting enlisted as proprietorship firm or partnership/Ltd/Pvt Ltd firms shall be eligible to be enlisted in **Class 'D' and 'E'** directly without fulfilling the eligibility criteria of work experience and turn over :

- (i) Civil Engineering
- (ii) Electrical Engineering
- (iii) Mechanical Engineering

(b) Following shall be the criteria for post-qualification experience for 'D' and 'E' Classes as mentioned below:

Class	Experience (In years)	
	Degree	Diploma
D	4	6
E	3	5

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Period of apprenticeship, whether during study of course or afterwards, shall also be counted towards experience.

(c) In case of partnership/Pvt Ltd/Ltd firms all partners/Directors shall be engineers and shall fulfil the aforesaid criteria individually. **In case proprietor/partner/director is a govt retired engineer, the firm shall be eligible to apply for fresh enlistment after one year from the date of retirement of the proprietor/partner/director.**

(d) Applicant firm shall submit the original experience certificate from the client/company and the same shall be independently verified by Registering Authority. Registering Authority shall also get the copy of qualification certificate verified from original by Head of Contract Section and the official verifying the same shall endorse it with name and stamp on the copy of certificate held in record. Registering Authority will also ensure that the qualification certificate bear all essential information like AICTE approval/registration number, branch/discipline, year of passing and carry seal of the Institution. The details of AICTE approval of the Institution shall be verified from the available online source.

(e) Such firms shall not be permitted for change in constitution till five years after enlistment. However thereafter change in constitution shall be permitted with the restriction that the engineer proprietor/partner will not exit and that the share of engineer partner(s) in revised constitution shall remain higher than that of any other incoming partner(s) taken individually. Necessary endorsement shall be made in the letter of enlistment.

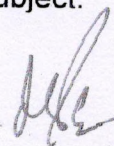
14. After completion of renewal process as per abovementioned time-frame, following actions shall be taken :

(a) Approved list of contractors shall be prepared and compiled including the newly enlisted firms as on 31 Dec 2025 and shall be uploaded on the website by 31 Jan 2026. Pending cases as per Para 10 and 11 hereinbefore shall be listed separately and suitably included with appropriate remarks.

(b) All the firms whose enlistment are not renewed and removed from the approved list shall be uploaded on website alongwith appropriate remarks. Remarks against firms who have pending cases as per Para 10 and 11 hereinbefore shall also be suitably given in the WLR. Names of such firms will continue to be included in the WLR till final disposal of their cases for easy reference with updated status. It may be noted that such remarks shall be in addition to remarks relevant to the performance in respect of contracts in hand and therefore such firms may have to be included in different Appendices/Annexures depending on whether they have works under progress or not.

15. Relevant paras of *E-in-C's Branch Standing Orders* and MES Manual on Contracts shall be deemed to be amended accordingly.

16. This letter supersedes all previous instructions on the subject.



(Mahesh Chander)
Jt DG (C)
for Engineer-in-Chief

Copy to :-

1. Deptt of Military Affairs [D (Works-II)]/Ministry of Defence
2. Ministry of Defence (Finance)
3. The CGDA, New Delhi
4. DGNP Mumbai
5. DGNP Visakhapatnan
6. DG MAP
7. MES Builder Association of India (Regd)
Head office: 807-808, Sahyog, Ground Floor
58, Nehru Place, New Delhi-110019

Internal distributions

E2W (PPC), E2(Army), E2 (Navy) and E2 (Air)

Automation Cell : To upload this letter on Website.

Appendix 'A'

(Refers to para 8 of E-in-C's letter No
66546/P-1/Renewal/2026/08/E8
dated 11 Mar 2025

APPLICATION FOR RENEWAL OF ENLISTMENT
(M/s _____)

I/We _____ presently
enlisted with Index No _____, with following proprietor/partner/Director am/are
desirous of being re-enlisted on the MES list of contractors for the
_____ Area/Command/Pan-India.

(a) _____

(b) _____

2. Following documents as per E-in-C's Branch letter No.66546/P-1/
Renewal/2026/08/E8 dated 11 Mar 2025 are enclosed :-

(a) Affidavit as per Para 8 of E-in-C's Br letter No.66546/P-1/ Renewal/2026/08/E8
cdated 11 Mar 2025.

(b) List of works completed w.e.f 01 Jan 2021 till date of application as per Annx-I.

(c) Details of contracts which were cancelled w.e.f 01 Jan 2021 till date of application
as per enclosed Annx-II.

3. I/We shall forward originals by Registered Post/Speed Post to the Registering
Authority (RA) within one week of date of uploading on CCEP.

Encls: Sheets

*Signature of Contractor(s)/Sole Proprietor/
Directors/ Partners

Date : _____

Place : _____

*All Partners and Directors are required to sign.

List of works executed and completed from 01 Jan 2025 till the date of application

SI No	CA No & Name of Work	Amount of Contract	Formation viz CE,CWE,GE	Date of Commencement	Date of completion/ Extended date of Completion	Actual date of completion
1	2	3	4	5	6	7

Signature of Sole Proprietor/ Partner/Directors *

1. In case no work was carried out in MES during the last 5 years, please submit details of tenders of MES in which you have actively participated and forward copy of tender evaluation report of Cover-1 or financial evaluation report of Cover-2 as a proof.

*All Partners and Directors are required to sign.

Annexure-II to Appx 'A'
(PI see serial 8 of Application form)

DETAILS OF CANCELLED CONTRACTS

Sl No	CA No & Name of Work	Amount of Contract	Formation (Name of Accepting Officer and Address)	Date of Cancellation	Whether arbitration involved	Status of award (Enclose copy of award if published)	Remarks
1	2	3	4	5	6	7	8