

PRE-QUALIFICATION OF CONTRACTORS (REVISED-I)

For Construction of Campus at Okhla for Indraprastha Institute of Information Technology Delhi: Phase II, PACKAGE I.



INDRAPRASTHA INSTITUTE *of*
INFORMATION TECHNOLOGY **DELHI**

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Pre-qualification document

Construction (IN PHASE-II) PACKAGE-1; Academic, Seminar Blocks, Hostels & Residential Buildings along with necessary Infrastructure Facilities in IIITD Campus, Okhla, Delhi.

(General Civil Works, Plumbing, Electrical, Fire Fighting, HVAC, Elevators and other related services works)

1. This document contains 25 pages excluding cover pages.
2. The pre-qualification document should be in prescribed form, duly completed and signed, shall be submitted in a sealed cover super scribed as “Pre-qualification of the Contractor for Indraprastha Institute of Information Technology for Phase II Package I” shall be received up-to 3.00 p.m. on 29/09/2014, at the office of Project Manager, Indraprastha Institute of Information Technology Delhi, and will be opened on the same day at 3.30 p.m. The applicant shall mention on the sealed cover, the Company’s name, phone numbers & name of contact person.

For Indraprastha Institute of Information Technology

Date: --15/9/2014

- A. **Indraprastha Institute of Information Technology (IIIT - Delhi)**, invites pre-qualification applications for the following works:

S.No.	Name of Work .	Estimated cost	Period of Completion
1.	Construction of Academic, Hostels & Residential Buildings along with necessary Infrastructure Facilities at IIITD campus Okhla, Phase-II Package-1, Delhi-110020 (General civil works, plumbing, Electrical, Fire fighting, HVAC and other related services works)	Rs. 227 Crores (Approx)	18 Months (Approx.)

Estimated cost shown above is only indicative. This figure may vary at the time of actual bidding.

- B. Contractors registered with CPWD/PWD/MES/Railways/Other Govt/ Statutory Bodies/ or have worked for Reputed MNC's/Private Agencies who fulfil the following requirements shall be eligible to apply. Applications from joint ventures shall not be accepted.
- C. The documents may be downloaded from the website <http://www.iiitd.ac.in/tenders>. Further details of eligibility, mode of submission etc., can be seen at the same.
- D. The applicant must submit an undertaking that up to date tax returns have been filed along with copies of such returns submitted to the Department of Trade & Taxes.
- E. Applicants shall submit the processing fee of Rs. 5000/- (Rupees five thousand only) at the time of submission of the Pre-Qualification document in the form of a Demand Draft in favour of **IIIT, Delhi collections** payable at Delhi/ New Delhi. No application will be entertained if not accompanied with processing fee. The processing fee is not refundable.
- F. Application for pre-qualification supported by prescribed annexure shall be submitted in sealed envelope duly super-scribed as "Pre-qualification of the Contractor for Indraprastha Institute of Information Technology for Phase II Package I" with phone nos. of the applicant and due date of opening. The applications should be received up to 3.00 PM on 29/09/2014 in the office of the **Project Manager, Indraprastha Institute of Information Technology, Okhla Phase III, Delhi**. Those desirous of submitting the application through post may do so subject to the condition that IIITD shall not be responsible for postal delay and applications received after 03.00 PM on 29/09/2014 will be treated as delayed and will not be considered. All the applications received up to 03.00 PM on 29/09/2014 will be opened on the same day at 3.30 PM.
- G. Applicant shall submit all the information in digital format also in addition to hard copies in CD.

SECTION – I

Brief Particulars of the Work

1.1 INTRODUCTION

The proposed construction is for Phase II of the Campus for the Indraprastha Institute of Information Technology, Okhla-Phase III, Delhi. It is to be built in the remaining area on plot of 25 acres (approx.), a state-of-the-art, energy efficient operational campus, without affecting the functionality, safety and security of the existing structures and occupants. Total covered area under Phase II is 60,000 square meters (approx.).

The Phase I of the campus became functional in 2012 and has about 32000 Sqm. of built up area. The Site of the IIITD Campus is flanked by the GB Pant Polytechnic, GB Pant Engineering College, DJB land on the North, DDA Greens on the South, Harkesh Nagar on East and Shyam Nagar on West.

1.2 SCOPE OF WORK

Construction of multistoried (high rise building up to 10-11 stories) -Academic, hostels, residential and allied buildings including all civil, electrical, water supply, sanitary, drainage, external development, hard landscaping.

This shall include the following:

1. Civil works for core and shell
2. Civil finishes
3. PHE works,
4. Fire protection and fire alarm system
5. Internal and External Electrical works
6. ELV System
7. HVAC
8. Security access control systems
9. Waste water disposal
10. Rain Water Harvesting
11. External development Roads Drains
12. Interiors excluding loose furniture
13. IBMS
14. ICT works (only passive component)
15. Elevators
16. DG Set

PHASE- II Construction of IIIT-D campus consists of ACADEMIC BLOCK, SEMINAR BLOCK, SPORTS BLOCK, GIRLS HOSTEL EXTN (G1 & G2), BOYS' HOSTEL EXTN. (B1), NEW HOSTEL BLOCKS (H1&H2) & FACULTY RESIDENCES.

The aim is to provide occupants with a healthier study and research work environment, comfortable indoor and outdoor work and social places, cleaner indoor air, comfortable indoor temperature, natural diffused light, shaded and open plaza, green terraces, lush gardens while conserving energy and other natural resources in the existing rocky terrain.

The **IIITD** building will have high performance environmental strategies and technologies such as:

1. Double Glass Units.
2. Insulated roof and AAC blocks wall.
3. Dry cladding.
4. Intelligent building management controls.
5. Full water management system, Rainwater harvesting with underground storage tanks/ waste water recycling.
6. LED lighting/ occupancy and motion sensor controls.
7. Interior works, landscaping, Air-conditioning and Fire fighting and other associated works.

Section: II

Information & Instructions to Applicants

2.1 Definitions:

In this document the following words and expressions have the meaning hereby assigned to them.

- 2.1.1. Employer, Institute, Authority, IIITD and IIIT Delhi mean Indraprastha Institute of Information Technology, Delhi acting through its Director.
- 2.1.2. Applicant: Means the individual, proprietary concern, partnership firm, private or public limited company applying for the pre-qualification. JVs means Joint Ventures.
- 2.1.3. "Year": means "Financial Year" unless stated otherwise.
- 2.1.4. "PQ": means pre-qualification

2.2 General Information:

- 2.2.1. Letter of transmittal and forms for pre-qualification are given in Section III.
- 2.2.2. All information called for in the enclosed forms shall be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact shall be mentioned against the relevant column. Even if no information is to be provided in a column, a "nil/not applicable/no such case" entry shall be made in that column. If any particulars/ queries are not applicable in case of the applicant, it shall be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being disqualified. Applications received late shall not be opened.
- 2.2.3. The application shall be page numbered and each page shall be signed.

- 2.2.4. Overwriting shall be avoided. Correction, if any, shall be made by neatly crossing out, initialling, dating and rewriting.
- 2.2.5. The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is however, advised not to furnish superfluous information. No information shall be entertained after submission of pre-qualification document unless specifically required by and asked for by IIITD in writing.
- 2.2.6. Any information furnished by the applicant found to be incorrect either immediately or at a later date, may render him disqualified.
- 2.2.7. Applicants are advised to keep visiting the IIITD's web-site from time to time (till the deadline for PQ bid submission) for any updates in respect of the PQ notice, if any. Failure to do so shall not absolve the applicant of his liabilities to submit its PQ application complete in all respect including updates thereof, if any. An incomplete application may be liable for rejection.
- 2.2.8. IIITD reserves the right to verify the particulars furnished by the applicant independently. If any information furnished by the applicant is found incorrect at a later stage, he shall be debarred from tendering and taking up of any work in IIITD. Affidavit in enclosed format to be signed by authorized signatory.
- 2.2.9. IIITD reserves the right to reject any or all applicants without assigning any reason and to restrict the list of pre-qualified contractors to any number deemed suitable.
- 2.2.10. Documents submitted in connection with pre-qualification will be treated confidential and will not be returned.
- 2.2.11. Prospective applicants may request clarification if any, in writing & e-mail id at husain@iiitd.ac.in and iiitdpmc@syconepmc.com (telephonic enquiries will not be entertained). Any clarification given by the Employer will be displayed on the website of IIITD. No request for clarification will be considered after 22/09/2014.
- 2.2.12. Applications from Joint Venture companies will not be accepted or considered for evaluation.
- 2.2.13. After the technical evaluation, IIITD is expected to announce a short-list of suitable qualified applicants who shall be eligible for issuance of tender documents for participation in the bidding process. IIITD is likely to provide a comparatively short time span for submission of the Bids for the Project. The Applicants are, therefore, advised to visit the site and familiarize themselves with the Project.
- 2.2.14. No claim for payments /liability of any type, on account of the submissions of the bids and presentation against brief RFP to the shortlisted contractors shall be payable.
- 2.2.15. IIITD, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time to;

- a) Suspend and/ or cancel the Bidding Process and/ or amend and/ or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
- b) Consult any Applicant in order to receive clarification or further information;
- c) Pre-qualify or not to pre-qualify any Applicant and/ or to consult any Applicant in order to receive clarification or further information;
- d) Retain any information and/ or evidence submitted to the Authority by, on behalf of, and/ or in relation to any Applicant; and/ or
- e) Call for information from previous clients and evaluate the previous completed projects regarding all submission including litigations.
- f) Undertake physical verification of completed projects and interact with clients.

2.3 Mode of Application:

- 2.3.1. If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- 2.3.2. If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney shall accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm shall accompany the application.
- 2.3.3. If the applicant is a limited company, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a certified copy of the power of attorney. The applicant shall also furnish a copy of the Memorandum of Articles of Association duly self-attested.

2.4 Final Decision Making Authority

IIITD reserves the right to accept or reject any application, to annul the pre-qualification process and reject all applications at any time, without assigning any reason or incurring any liability to the applicants.

2.5 Particulars Provisional

The particulars of the work given in "Section I" are provisional. They are liable to change and must be considered only as advance information to assist the applicant to apply for proposed work.

2.6 Site Visit

The applicant is advised to visit the site of work, at his own cost, and examine it and its surroundings by himself, collect all information that he considers necessary for proper assessment of the prospective assignment.

2.7 Criteria for Eligibility of Pre-Qualification:

- 2.7.1. The Applicant should have been involved in the Civil Engineering Construction Business for last seven years or more

- 2.7.2. i) The applicant shall have satisfactorily completed following similar works during last seven years ending on 28.09.2014 :
- Three similar completed works each costing not less than Rs.91 crores
or
Two similar completed works each costing not less than Rs.136 crores
or
One similar completed work costing not less than Rs.182 crores.
and
- ii) One Completed works of any nature (either part of 2.7.2 (i) or a separate one) costing not less than the 91 Crores with some Central Government Department/State Government Department/Central Autonomous Body State Autonomous Body / Central Public Sector undertaking./State Public Sector undertaking /City Development Authority/Municipal Corporation of City formed under any Act by Central/State Govt. and published in Central/State Gazette.

For the purpose of this clause, "similar work" shall mean a) any educational/ Institutional campus comprising classrooms, library, computer lab, administration block, hostel & housing etc. /b) any software IT Park/ office campus with multi-storied high-rise buildings project of R.C.C. framed structure seismic resistant /composite structures, with integrated responsibility of services such as , but not limited to, central heating ventilation and air-conditioning ; including internal water supply, sanitary installations, fire-fighting and fire protection systems, internal and external electrical installations and external infrastructure, IBMS , Security access control systems ,landscape work, Elevators, DG set etc. This shall exclude Road/Highway/Infrastructure projects/Mass housing projects/Industrial projects.

- 2.7.3. The applicant shall have executed at least one work of Services (MEP) costing Rs.72 crores against a single contract/ part of composite contract during seven years ending on 31.08. 2014 and shall provide a documentary proof of the same.
- 2.7.4. Shall have an average annual financial gross turnover of Rs. 568 Crores on similar works during the last three consecutive financial years ending 31st March 2014. Further, the financial price updating of 7% per annum shall be applied to the turnover of the Previous Years to bring them to 2014-2015 Price Level.
- 2.7.5. Shall not have incurred any loss in more than two years during the last five years ending 31st March, 2014.
- 2.7.6. Shall have a solvency of Rs.114crores. The applicant shall submit the solvency certificate, not older than three months prior to 31st August 2014, issued by any scheduled bank, in original.
- 2.7.7. Shall have average net worth of Rs. 135 crores.

Certificate(s) from Chartered Accountant/statutory auditors specifying the net worth of the Applicant(s), as at the close of the preceding financial year, and also specifying that the methodology adopted for calculating such net worth conforms to the provisions of this clause. For the purpose of this pre-qualification, net worth (the "Net Worth") shall mean the sum of capital (paid up capital in case of companies) and reserves from which shall be

deducted the sum of revaluation reserves, miscellaneous expenditure not written off and reserves not available for distribution to equity shareholders (in case of companies).

2.7.8. Shall not have been black listed by any State/Central Department or PSU or Autonomous Bodies. The applicant must submit a self attested affidavit to this effect.

2.7.9. The bidding capacity of the contractor shall be equal to 75% or more than the cost of the work. The bidding capacity shall be worked out by the following formula:

$$\text{Bidding Capacity} = (A \times N \times 2) - B$$

Where,

A = Maximum value of construction works executed in any one year during the last five years (up dated to 2014 price level) taking into account the completed as well as works in progress.

N = Number of years prescribed for completion of work for which pre-qualification application has been invited. (18 Months)

B = Value at the year 2014 price level of existing commitments and on-going works to be completed during the period of completion of work for which pre-qualification has been invited. (Next 18 months)

The applicant shall submit the calculation sheet of Bid Capacity and also indicate value of balance work in hand. (Certified by a Chartered Accountant)

2.7.10. For this purpose, cost of work shall mean gross value of the completed work including the cost of materials supplied by the Govt. /Client, but excluding those supplied free of cost.

2.8 Desirable Criteria

2.8.1 Execution of Institutional facilities which include computer centres, IT Parks, laboratories and class rooms of educational institutes/universities of national eminence or national labs or medical institutions of national repute is preferred and will bear higher weightage for evaluation.

2.8.2. It is desirable that the applicant does not have any litigation(s) in process. The applicant must submit information of on-going litigations and litigations had in the past seven years. In the event that the applicant has no litigations either in process or in the past 7 years, an affidavit to this effect, duly self attested must be submitted in original.

2.8.3. It is desirable that the applicant has at least one of the valid certifications, namely ISO 9001 -2008 /ISO – 14000, OHSAS valid on the date of application.

2.8.4. It is desirable that the applicant has completed at least one building of 20,000 sq. m, which obtained GRIHA 3/4 or IGBC LEED certification and this will bear higher weightage for evaluation.

2.9 Essential Submissions and Information

2.9.1 The bidder shall provide copies of work orders as well as completion certificates from the Employer as documentary proof for having executed similar works. However, decision with

regard to eligibility of the applicant will be taken by the Employer, only after necessary documents provided by the applicant have been examined.

- 2.9.2. References, information and certificates from previous government clients certifying suitability, technical knowhow, capability & quality of work, for each work completed in the last seven years and works in hand of the applicant shall be signed by an officer not below the rank of Executive Engineer or equivalent. For private agencies, the certificate is to be obtained from authorized signatory duly authorized by the Owner/ MD. (Attach letter of authorization) and shall be obtained in sealed cover. **(Form 6)**
- 2.9.3. The applicant must submit an undertaking that up to date tax returns have been filed along with copies of such returns submitted to the Income Tax department/ Department of Trade & Taxes.
- 2.9.4. The applicant shall own construction equipment as per list **(Form 8)** required for the proper and timely execution of the work. Else, he shall certify that he would be able to manage the equipment by hiring etc. and submit the list of firms from whom he proposes to hire.
- 2.9.5. The applicant shall have sufficient number of Technical and Administrative employees for the proper execution of the contract work. The applicant shall submit a list of the employees stating clearly how they would be involved in this work. – **(Form 7)**
- 2.9.6. Organization Information
 1. Applicant is required to submit the following information in respect of his organization **(Form 1)**.
 2. Minimum proposed deployment of Technical Staff and other staff for this work shall be furnished as per Form 7 Part I & II for assessment and evaluation:
Applicant shall submit the supporting Documents such as:
List of full time Technical staff he proposes to deploy against the work.
- 2.9.7. Construction Plant & Equipment
Applicant shall furnish the list of construction plant and equipment including steel shuttering, cantering and scaffolding likely to be used in carrying out the work (in Form "8"). Details of any other plant & equipment required for the work (not included in Form 8 and available with the applicant may also be indicated) and proposed to be deployed. Facilities of field lab and test equipment shall also be furnished.
- 2.9.8. Specialised /Services works
 1. In case the applicant has himself not executed any works of Services (MEP), he can have a sub-contractor who meets the condition laid down in Section 2.7.4 above in respect of works of MEP Services. In such case, the applicant will have to produce an MOU in original (on a stamp paper) with the party whom the applicant would like to take as a sub-contractor for execution of works of Services (MEP). The applicant will be the lead partner in MOU and responsible to the Employer, in case his firm gets prequalified and awarded the

work. In such cases, documentary proof of the proposed associate party meeting the eligibility criteria should be enclosed.

2. List of sub-contractor with minimum of 3 subcontractors for specialized works. To indicate a minimum of three subcontractor for specialized works as stipulated by the Contractors.

2.10 Evaluation Criteria for Pre-Qualification

For the purpose of pre-qualification, applicants will be evaluated in the following manner:

2.10.1 The initial criteria prescribed in Section 2.7 above in respect of experience of similar works completed, financial turn over, bidding capacity, and certifications etc. will first be scrutinized by the Screening Committee and the applicant's eligibility for pre-qualification for the work shall be determined. Only those Applicants who meet the eligibility criteria specified in Section 2.7, above shall qualify for evaluation under this Section.

2.10.2. Physical inspection of completed projects of applicants found eligible in Section 2.7 will be performed by an Inspection Committee appointed by IIITD for evaluating quality of works. This committee may visit similar works done by the applicant in the past i.e., works pertaining to Civil works, Plumbing, Electrical, Fire Fighting, HVAC works etc. The exact numbers and the works to be visited may be decided by IIITD.

2.10.3. Further evaluation will be done by an Expert cum Evaluation committee constituted by IIITD. The Expert cum Evaluation committee at its discretion may call for information from clients of similar works carried out or in progress by the applicants and evaluate the previous completed projects including all submissions, litigations etc. The Applicant's competence and capability is proposed to be established by the following parameters:

- (a) Quality of previous work, litigation history and report submitted by the Inspection Committee (30 marks);
- (b) Financial Capabilities (Over and above the minimum value prescribed) - Turnover, Solvency and bid capacity (20 marks); and
- (c) Fulfilment of desirable criteria (in Section 2.7/2.8) -- (20 marks).
- (d) The Expert cum Evaluation committee will invite firms for a presentation of methodology for the proposed project. This would include proposal for execution of the works to be carried out in the existing site conditions and constraints, value engineering report would have to be presented by the pre-qualified contractor based on the information, designs/drawings from the Architects on the constructability time and methods of construction to be deployed will have to be presented by the Contractors before the IIITD /PMC. No compensation shall be payable for the same. - (30 marks)

2.10.4. The firm's recommended for pre-qualification shall be determined by the experts/evaluation committee marks and only those firms securing at least 70 marks shall be recommended for prequalification..

2.10.5. Even though an applicant may satisfy the eligibility requirements and has been prequalified, he would be liable to disqualification if he has:

- a) Made misleading or false representation or deliberately suppressed any information in the forms, statements or enclosures required in the pre-qualification document.

- b) Obscured/ deliberately hidden record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses, etc.
- 2.10.6. Any effort on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in automatic rejection of his application. Canvassing of any kind is strictly prohibited.

2.11 Tender Format for Execution of Works

Work shall be generally executed according to General Conditions of Contract for CPWD Works 2010 /BIS specification with up to date amendments. IIITD reserves the right to modify any of the conditions to suit to its specific requirements.

2.12 Miscellaneous

The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Courts in Delhi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.

Section III

Information for Submission

Letter of Transmittal

Project Manager
IIITD, Okhla- Phase-III
Delhi

Subject: Submission of pre-qualification application for the work of "Construction of Phase-II Package-1 of Academic and residential Buildings along with necessary infrastructure facilities at the campus of IIITD at Okhla Phase-III"

Sir,

Having examined the details given in pre-qualification press Notice and pre-qualification document for the above work, I/We hereby submit the pre-qualification document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms "1" to "8" and accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorize IIITD, to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/we also authorize IIITD to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical knowhow and capability for having successfully completed the following works:

Sl. No	Name of work	Certified by/from	Contact particulars of the certifying agency with Telephone & Fax numbers, mail id etc.

* The applicant shall furnish all contact information such as postal address, telephone and fax numbers, e mail ids etc. In complete information will make the application liable for rejection.

1. List of Enclosures.

Seal of applicant

Date of submission: --

Signature(s) of Applicant(s)

FORM '1'

STRUCTURE AND ORGANIZATION INFORMATION ABOUT APPLICANT

1. IN CASE OF INDIVIDUAL

i	Name of Business	:	
ii	Name of Owner	:	
iii	Whether his business is registered	:	
iv	Date of commencement of business	:	

2. IN CASE OF PARTNERSHIP –

i	Name of Partners	
ii	Reference of the partnership registration	
iii	Date of establishment of firm	
iv	If each of partners of the firms pays Income Tax over Rs. 10,000/- per year and if not which of them pays the same	
v	Copies of partnership deed, if any	

3. IN CASE OF COMPANY LIMITED BY SHARES OR COMPANY LIMITED BY GUARANTEE.

i	Amount of paid up capital	
ii	Names of Directors	
iii	Date of Registration of Company	
iv	Certified copies of Memorandum and Article of Association of company	
v	Name of directors & Officers with designation, concerned with the work.	
vi	Designation of individuals authorized to act for the Organization.	
vii	Was the applicant ever required to suspend construction for a period of more than six months continuously after commencement of the construction? If so, give the name of the project & reasons of suspension of work.	
viii	Has the applicant, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.	
ix	Has the applicant, or any constituent partner in case of partnership firm ever been debarred / black listed for tendering in any organization at any time? If so, give details.	
x	Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	
xi	Registration details:	

	a) Registration with CPWD/ MES/ Railways/ BSNL/ State PWD	
	b) Electrical license	
	c) EPF No. valid up to	
	d) Sales Tax No. valid up to	
	e) Clearance of Sales Tax up to	
	f) ITCC valid up to (Copies to be enclosed)	
xii	Any other information considered	
	Necessary but not included above.	

FORM '2'

FINANCIAL INFORMATION

Part 1: Bankers Details

a)	Name of Bank	
b)	Address	
c)	City	
d)	PIN	
<i>Details of Contact Person for Verification of Particulars</i>		
e)	Name & Designation	
f)	Phone No.1 with STD Code	
g)	Phone No.2 with STD Code	
h)	E mail	
i)	Fax No	

Part 2: Details of Chartered Accountant

a)	Name of Bank	
b)	Address	
c)	City	
d)	PIN	
<i>Details of Contact Person for Verification of Particulars</i>		
e)	Name & Designation	
f)	Phone No.1 with STD Code	
g)	Phone No.2 with STD Code	
h)	E mail	
i)	Fax No	

Part 3: Financial Information

- 1) Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet / Profit & Loss Account for the last 5 years duly certified by the chartered Accountant, as submitted by the applicant to the Income Tax department (copies to be attached)

		FY ...					Average annual Turnover.
		1	2	3	4	5	
(i)	Gross Annual turnover on construction						
(ii)	Construction Works Turnover						
(iii)	Net Profit/ Loss						
(iv)	Net Worth						
(v)	Assets (Plant & Machinery only)						
(vi)	Working Capital						

* Calculation of Net Worth to be shown in separate sheet.

2) Financial arrangements for carrying- out the works.

3) The following certificates are to be enclosed.

- a) Tax deducted at source, - certificates from the clients For the last five years.
- b) Latest Income Tax Clearance - Certificate.
- c) Solvency, Cash Credit, Bank - guarantee limit certificate from Bankers of Applicant.

Signature of Chartered Accountant

Seal and Signature of Applicant

FORM ' 3 '

SOLVENCY CERTIFICATE FROM APPLICANT'S BANKERS

This is to certify that to the best of knowledge and information M/s. /Shri
..... (with address), a customer of our bank, are/ is respectable and can
be treated good for engagement up to a limit of ₹. Lakhs (Rupees
.....Lakhs).

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature) For the bank

NOTE:

1. Bankers certificated shall be on letter head of the Bank sealed in cover addressed to tendering authority.
2. In case of partnership firm, certificate shall include names of all partners as recorded with the Bank.

FORM '4'**DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST SEVEN YEARS ENDING LAST DAY OF THE MONTH AUG 2014.**

Sl. No.	Name of work / Project & Location	Owner or Organization	Value of work at completion (Rs. In lakhs)	Updated gross present value with multiplying factor (Rs. in lakhs)	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/ Arbitration pending/in progress with details.	Remarks

Multiplying factors for Cost Updation:

Year of Completion	Multiplying Factor
2013-14	0.00
2012-13	1.07
2011-12	1.14
2010-11	1.21
2009-10	1.28
2008-09	1.35
2007-08	1.42

Signature of Applicant(s)

FORM '5'

CURRENT PROJECTS UNDER EXECUTION OR AWARDED UPTO 31st Aug 2014 .

Sl. No.	Name of work Project & Location	Owner Organization Contact Particulars	Value of work (Rs. In lakhs)	Date of commencement as per contract	Stipulated date of completion	Present Status (% Completed)	Expected date of completion	Reasons for slow progress if any	Average Monthly Billing in the last 6 (six)months

Certified that the above list of work is complete and no work has been left out and that the information given is correct to my knowledge and belief.

Signature of Applicant(s)

**The above information shall be supported with copies of Award Letter /Work order/LOI.*

FORM '6'

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "4" & "5"

CLIENT'S CERTIFICATE REG PERFORMANCE OF CONTRACTOR

Name & address of the client.....

Details of Works executed by

1. Name of work with brief particulars	
2. Agreement No. and date	
3. Date of commencement of work	
4. Stipulated date of completion	
5. Actual date of completion	
6. Details of compensation levied for delay, if any	
7. Tendered amount	
8. Gross Amount of work completed	
9. Name and address of the authority under whom works executed.	
10. Whether the contractor employed qualified Engineer/Overseer during execution of work?	
11. I) Quality of work (indicate grading)	
ii) Amount of work paid on reduced rate basis, if any.	
12. I) Did the contractor go for arbitration?	
13. Comments on the Capabilities of the contractor	

Note: All columns shall be filled properly.

Signature of the Reporting Officer with

Official seal

“Countersigned”

Officer of the rank of Executive Engineer or equivalent.

FORM '7' (Part I)

DETAILS OF TECHNICAL PERSONNEL TO BE EMPLOYED FOR THE WORK

An abstract shall be submitted .

(Part II)

DETAILS OF ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK

An abstract shall be submitted .

FORM '8'

DETAILS OF CONSTRUCTION PLANT AND EQUIPMENT LIKELY TO BE USED IN CARRYING OUT THE WORK

Sr. No	Name of Equipment	No.	Capacity	Age & Condition	Ownership status	Remarks

Details shall be submitted separately for:

1. Earth moving equipment

1.1. Excavators (various sizes)

2. Equipment for hoisting/ lifting

2.1. Tower crane

2.2. Builders hoist

2.3. Mobile cranes

2.4. Telescopic cranes

3. Equipment for concrete work

3.1. Concrete batching plant (Fully/Semi-Automatic)

3.2. Concrete pump

3.3. Concrete transit mixer

3.4. Concrete mixer (diesel)

3.5. Concrete mixer (electrical)

3.6. Needle vibrator (electrical)

3.7. Needle vibrator (petrol)

3.8. Needle vibrator (elect/petrol)

3.9. Placer boom

3.10. Pre-stressing equipment

4. Equipment for building work

4.1. Block making machine

4.2. Bar bending machine

4.3. Bar cutting machine

4.4. Wood thickness planes

4.5. Drilling machine

4.6. Circular saw machine

4.7. Welding generators

4.8. Welding transformers

4.9. Cube testing machines

4.10. Steel shuttering

4.11. Steel scaffolding

4.12. Grinding/polishing machines

CHECK LIST of Documents to be attached by the Applicant

Sl No	Information	Confirmation of Submission	Page No.
1	Proof of constitution :	Yes /No	
	a) In case of sole proprietorship/HUF : an affidavit executed before a 1 st Class magistrate that the applicant is the sole proprietor of the firm/Karta of HUF.		
	b) In case of partnership firm: (Submit attested copies)		
	c) Self attested Partnership deed.		
	d) Form "A" or equivalent form issued by Registrar of Firms Form "B" or equivalent form issued by registrar of firms Form "C" or equivalent form issued by Registrar of firms.		
	e) In case of Private/Public Ltd Co. self attested Article of Association,		
	f) Power of attorney if any.		
2	Certificates of Registration as contractor		
3	Certification of Registration with taxation authorities		
4	Certificates of Tax Clearances (ITCC, VAT, Service Tax etc)		
5	Details of requisite licenses		
5	Registration with EPF		
6	Proof of eligibility of essential Criteria	Yes /No	
7	Proof of eligibility of Services Works	Yes /No	
8	Proof of eligibility of Desirable Criteria	Yes /No	
9	Financial Information		
	a) Balance Sheets for last 5 years	Yes /No	
	b) Calculation sheets of net worth	Yes /No	
	c) Solvency Certificate in original	Yes /No	
	d) Calculation sheet of bid capacity	Yes /No	
10	Details of Completed Works as given in Form 4	Yes /No	
11	Attested Copies of award letters/ work Orders/ LOI for completed works		
12	Original or attested copies of certificates for works done, from concerned clients	Yes /No	
13	Performance report of completed works as given in Form 6.	Yes /No	
14	Details of On-going works	Yes /No	
15	Attested Copies of award letters/ work Orders/ LOI for on-going works	Yes /No	
16	Details of key personnel as given in Form 7.	Yes /No	
17	Details of machinery as given in form 8.	Yes /No	
18	Affidavit of affirmation, in original, (self attested) on litigations as per Clause	Yes /No	
19	Affidavit of affirmation, in original, (self attested) to the effect that the firm has not been blacklisted as given in Clause 2.6.10	Yes /No	
20	Undertaking that all taxes are clear and there are no outstanding dues.	Yes /No	
21	CD/DVD containing all submittals in digital format.	Yes /No	