

THE INSTITUTE OF MATHEMATICAL SCIENCES
(An autonomous institution under the Dept. of Atomic Energy, Govt. of India)
CHENNAI
NOTICE INVITING e-TENDER

Online item Rate e-Tender in Two parts are invited on behalf of the Director of Institute by the Registrar, Institute of Mathematical Sciences, CIT Campus, Taramani, Chennai – 600 113, Tamilnadu from reputed and experienced Contractors or who are on the approved list of the appropriate class of central public works Department, state public works Department, railways, Military Engineering Services, Public sector undertaking of central or state government, Central government autonomous bodies with proven technical and financial capabilities, possessing the required construction equipment's and who have executed similar works (#) Three similar works each costing not less than the amount equal to 40 % of estimated cost put to tender [or] Two similar works each costing not less than the amount equal to 60 % estimated cost put to tender [or] One similar work of aggregate cost not less than the amount equal to 80 % of estimated cost during past seven years ending previous day of last date of submission of tenders.

Note: The value of completed works shall be brought to current costing level by enhancing the actual value of work at simple rate of **7% per annum**, calculated from the date of completion to previous day of last date of submission of tender

Notice Inviting Tender No: IMSc/Civil/e-Tr-20/2024

Cost of tender document & Tender Processing Fee : NIL

<i>Name of work</i>	“Repairing and Service of the office Tables, Mobile drawers & other furnitures in the various building at the Institute campus, IMSc, Taramani ”
<i>Estimated Cost</i>	Rs. 3,02,567/-
<i>Time allowed</i>	01 (One) Month
<i>Earnest Money Deposit</i>	Rs. 6,052/- in the form of Deposit at call receipt or Demand Draft or Bankers cheque drawn in favour of <i>The Institute of mathematical sciences, Chennai payable at Chennai</i>. The scanned copy of this document shall be uploaded.
<i>Security Deposit</i>	2.5 % of tendered value
<i>Performance Guarantee</i>	5 % of tendered value
<i>Document Download / sale start Date</i>	From 22.02.2024 (09.30 hrs) website on https://eprocure.gov.in/eprocure/app
<i>Seek clarification Start Date</i>	Queries(if any) to be uploaded on website https://eprocure.gov.in/eprocure/app 22.02.2024 (10.30 hrs)
<i>Seek clarification End Date</i>	27.02.2024 (17.00 hrs)
<i>Bid Submission Start Date</i>	28.02.2024 (09.00 hrs)

Bid Submission & Sale Closing Date	08.03.2024 (15.00 hrs)
Date and time of online opening of Technical Bid	11.03.2024 (15.30 hrs) in G-6 meeting room, Main building at IMSc, Taramani.
<i>verification of credentials for evaluation.</i>	<p>12.03.2024 to 14.03.2024</p> <p>Note:</p> <p>The Tenderer shall be required submit the Earnest Money in a sealed envelope marked "Earnest money" and the Tender number & Name of work shall be clearly mentioned in cover without fail.</p> <p>Original documents substantiating the eligibility criteria all mentioned should be produced for verification during evaluating process at the office of Scientific officer (Civil), IMSc, Chennai -113 for verification during the above period.</p> <p><i>If the tenderers fail to submit original EMD and original credential for verification within the prescribed period as mentioned above those tenders will be summarily rejected.</i></p>
Evaluation of Part-I (Technical bid)	Part-I evaluation for qualifying the bidders will be done for opening Part-II (Financial bid).based on credentials submitted.
Date of opening of Financial Bids	Will be notified at a later date.
For any clarification regarding tender may contact	<p>Scientific Officer (Civil), IMSc, Taramani.</p> <p>(Ph. No. - 044 - 22543247 / 22543249</p> <p>msundar@imsc.res.in</p>

PART-A: INSTRUCTIONS AND INFORMATION

I	General Information
1	The intending bidders must read the terms and conditions of the tender documents. He should only submit bids if he consider himself eligible and he is in possession of all documents required
2	The information and instruction for bidders along with technical bid and financial bids etc. are posted on website shall form part of the bid document.
3	It is mandatory for all the applicants / Bidders to have class-III digital signature certificate from any of the licensed Certifying Agency to participate in e-tendering
4	<p>Please note that the tender will be available for download between the dates as prescribed above. Agencies interested in participating must register in the web portal prescribed above. Only agencies who have registered in the above-mentioned web portal can participate in e-tender.</p> <p>Detailed NIT is also available on the website www.imsc.res.in/tenders for view only.</p>
5	<p>Tender documents in Excel</p> <p>Login in the Home page of the website https://eprocure.gov.in/eprocure/app with Format for participation in tendering. your User ID /Password and Class II Digital Signature Certificate.</p>
II	Registration in CPP Portal (For new bidders)
1	Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
2	As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3	Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4	Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5	Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse
6	Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.
III	Searching For Tender Documents (For new bidders)
1	There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. To search for a tender published on the CPP Portal.

2	Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / E-mail in case there is any corrigendum issued to the tender document.
3	The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.
IV	Preparation & Submission of Bids
1	Bids shall be submitted online only at CPPP website : https://eprocure.gov.in/eprocure/app
2	Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
3	The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
4	Bidder has to select the payment option as "offline" to pay the EMD as applicable and enter details of the instrument (where ever applicable).
5	Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of EMD, Physically sent, should tally with the details available in the scanned copy & the data entered during bid submission time, otherwise the uploaded bid will be rejected.
6	The tenderers are advised to submit the hard copies of original EMD and other documents etc if any well in advance to the Tender Inviting Authority, so that it should reach on or before the due date and time. Delay in receipt of hard copies due to security restriction, postal delay or delay due to any other reasons etc. shall not be accepted and tender shall be rejected forthwith. If the bids are withdrawn or modified during the period of validity, the contractor will be suspended for the period of 1 year from the date of issue of suspension order.
7	The agency shall download the pre bid clarification if any for the work and upload the same (scanned copy) duly signed and sealed. The revised documents (if any) shall be uploaded in CPPP portal.
8	Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard Bill of Quantities (BOQ) format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the SKY BLUE coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
9	Bid documents may be scanned with 100 dpi with colour option which helps in reducing size of the scanned document.

10	The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
11	Submission of the tender documents after the due date and time (including extended period) shall not be permitted. Time being displayed on e-tendering portal shall be final and binding on bidders.
12	All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
13	Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
14	The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
15	Intending Bidders are advised to visit this website regularly till closing date of submission to keep themselves updated as any change/ modification in the tender will be intimated through this website only by corrigendum / addendum/ amendment.
16	Bidder should take in to account any corrigendum published on the tender document before submitting their bids.
17	After submission of the bid / document the bidder can re-submit revised bid/document any number of times but before last time and date of submission of bid/document as notified.
18	In the case of bids in two / three stage system and if it is desired to submit revised financial bid then it shall be mandatory to submit revised financial bid. If not submitted then the bid submitted earlier shall become invalid.
19	Tenderers are advised to upload their documents well in advance, to avoid last minutes rush on the server or complications in uploading. <i>The Institute of Mathematical Sciences</i> , in any case, shall not be held responsible for any type of difficulties during uploading the documents including server and technical problems whatsoever.
V	Assistance To Bidders
1	Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge. In order to participate in online e-tendering process, it is mandatory for the applicants to have user ID & password to get access to the website https://eprocure.gov.in/eprocure/app The applicants have to get registered their firm / company with the service provider, https://eprocure.gov.in for user ID & password. The registration shall be done on free

of cost and completing other formalities as mentioned in website.. For assistance / clarifications, please contact 24x7 CPP Portal Helpdesk - 0120-4001 002, 0120-4001 005, 0120-6277 787 email at support-eproc@nic.ins
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1. TENDERS NOT ACCOMPANYING THE FOLLOWING ARE LIABLE TO BE SUMMARILY

REJECTED.

- A. Contractors who fulfill the following requirements shall be eligible to apply Joint ventures are not accepted.
- B. Proof of registration with Government/Semi Government organizations like CPWD, MES, Railways, State PWD etc., in appropriate class OR having experience in execution of similar works. Scanned copy shall be **uploaded**.
- C. Experiences of having successfully completed works during the last seven years ending **previous day of last date of submission of tender** as follows Three similar completed works each costing not less than the amount equal to 40 % of the estimated cost put to tender, [or] Two similar completed works each costing not less than the amount equal to 60 % of the estimated cost put to tender, [or] One similar completed work of costing not less than the amount equal to 80 % of the Estimated cost under a single contract.

**“Similar works” shall mean tenderers who have successfully executed
“Any Type of Civil works”.**

Note:

- 1) Eligible similar nature of works should have been executed in India only.
 - 2) In case of the work done under Private sector, the completion certificate shall be
 - 3) supported with the copies of TDS certificate and the scanned copy of this document shall be **uploaded**
 - 4) Works got executed on back to back basis through another contractor will not be treated as eligible works.
- D. Should have had average annual financial turnover in Works Contract should be at least **100% of the estimated cost** during the last available three consecutive financial years (FY ending 31/03/2023) certified by Chartered Accountant and it's scanned copy to be **uploaded**. Should not have incurred any loss (Profit after tax should be positive) for more than two years during the last available five years (FY ending 31/03/2023). Details shall be furnished duly supported by figures in balance sheet/profit and loss account for the last Five (5) years duly certified by Chartered Accountant as uploaded by the applicant to Income tax department as per Proforma as specified in Form – A.
- E. List of projects under execution or awarded shall be **uploaded** as per Proforma specified in Form – D.
- F. Performance report of works referred to in Forms 'C' & 'D' shall be **uploaded** as per Proforma specified in Form – E.

- G. Details regarding structure and organization of the firm shall be **uploaded** as per Proforma specified in Form – F.
- H. Details regarding manpower possessed shall be furnished as per Proforma specified in Form – G shall be **uploaded**. The details of trained and certified workmen proposed to be employed at the work site of the project should also be furnished.
- I. PAN and GSTIN Certificate in the latest approved form.
- J. Certificate (Scanned copy of original certificates to be **uploaded**)
- Performance Certificates
 - Goods & Service Tax (GST) registration certificate
 - PAN (Permanent Account Number) Registration
 - Registration certificate in CPWD / State PWD / MES
 - Form A to Form H
- K. UNDERTAKING A to D, Declaration in tenderer letter head shall be **uploaded**.
(Scanned copy to be uploaded at the time of submission of Bid and originals shall be submitted during the period of verification of credentials).
- Information and instructions for tenderer posted on website shall form part of tender document for e-tendering mode.
 - The tender document consisting of Notice Inviting Tender, Scope of Work, General Rules and Directions, Schedule of Quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <https://eprocure.gov.in/eprocure/app> free of cost for e-tendering mode.
 - The bid can only be submitted after uploading the mandatory scanned documents such as Demand Draft of any Scheduled Bank towards EMD.
 - Those contractors not registered on the website <https://eprocure.gov.in/eprocure/app> are required to get registered for e-tendering mode. Registered contractors only can download & submit / upload tenders.**
 - The intending bidder must have valid class – III digital signature to submit the bid for e-tendering mode.
 - On opening date, the contractor can login and see the bid opening process for e-tendering mode.
 - The department reserves the right to accept/ reject any prospective application without assigning any reason thereof.
 - Short listing of agencies shall be subject to thorough verification of their credentials and inspection of works carried out by them, through a Technical Screening cum Committee of experts, constituted by IMSc.
 - If any information furnished by the applicant is found to be incorrect at a late stage, they shall be liable to be debarred from tendering/ taking up works in IMSc. The Institute reserves the right to verify the particulars furnished by the applicant independently.

11. Tender will be kept valid for **120 (One hundred and Twenty)** days from the last date of closing of online submission of tender.

12. In case of successful tenderer, the tenderer is required to deposit an amount equal to 5% of the tendered value of the contract as irrevocable performance guarantee in the form of Bank Guarantee from *State Bank of India or any one of the nationalized Banks or 'Demand draft from any scheduled bank drawn in favour of "The Institute of Mathematical Sciences"* within a period of 7 days of issue of letter of intent. The letter of award of work will be issued only after the above said performance guarantee in any one of the prescribed form is received and accepted failing which the Institute shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the earnest money absolutely.

The letter of award of work will be issued only after the above said performance guarantee in any one of the prescribed form is received and accepted failing which the Government shall without prejudice to any other right or remedy available in law, be at liberty to suspended\ debarred for a period of one year.

13. In addition to the above, the successful tenderer is required to remit security deposit amounting to 2.5 % [Two and half Percent] of the tendered and accepted value which shall be deducted at 5% [Five Percent] of the gross amount of the bill from each running bill, till total security deposit is recovered.

14. Documentary evidence of adequate financial standing shall be furnished.

15. Bidders shall not be under a declaration of ineligibility for tender quoting and fraudulent practice.

16. Past Performance:-

Even though any bidder may satisfy the above requirements, he would be liable to disqualification if he has,

a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.

b) Record of Poor Performance such as abandoning work, not properly completing the contract, or financial failures/weakness etc.

c) Any effort on the part of the bidder or his agent to exercise influence or to pressurize the employer would result in rejection of his bid. Canvassing of any kind is prohibited.

17. Information regarding projects in hand, current litigation, orders regarding exclusion, expulsion or block entry if any to be furnished.

18. The capacity of the contractor to take up a new project under consideration in addition to his present commitments must be clearly brought out. He should also furnish the details referring as to have both physically and financially capable of executing this contract in the stipulated time as per milestones projected in addition to executing the other commitments.

19. Copies of original documents detailing the constitution or legal status, place of regulation and principle place of business, written power of attorney of the regulatory of the bond to commit the bidders.

20. Tenderer may please intimate their Bank Account Number, IFSC code, Branch details so as to enable the Institute for payments through Bank.
21. Qualification and experience of key site management and technical personnel proposed for the contract.
22. Evidence of adequacy of working capital for this contract. Access to lines of credit and availability of other financial resources.
23. Information regarding any litigation, current or during the last seven years, in which the bidder is involved, the parties concerned and disbursed amount.
24. The contractor should be registered under Goods & Service Tax (GST) and GST as applicable as per the extant order on the subject on the above work shall be paid by the Contractor to concerned Department.
25. For e-tendering mode, in the case of bids in three stage system and if it is desired to submit revised financial bid then it shall be mandatory to submit revised financial bid. If not submitted then the bid submitted earlier shall become invalid.
26. Tenderer to note that tenders with any condition including that of conditional rebate shall be rejected forthwith. (Applicable for single part tenders only)
27. **The rates quoted by the tenderer in the schedule shall be inclusive of Goods and Service Tax (GST) of 18% or any other Tax applicable. GST or any other tax applicable in respect of this contract shall be payable by the Contractor and Government will not entertain any claim whatsoever in respect of the same**
28. The proposed methodology and program of execution, backed with equipment planning and deployment duly supported with broad calculation and quality control procedures
29. proposed to be adopted, justifying their capability of execution and completion of the work as per technical specifications within the stipulated period of completion as per milestones.
30. Labour welfare cess @1% of gross value of work done shall be recovered from each bill paid to the contractor, and the same will be remitted to Tamilnadu Construction workers welfare Board.

For further information, please contact 044-22543247/249; Fax 044-22541586 on all working days.

The Registrar on behalf of the Director, IMSc does not bind himself to accept the lowest or any other tender, and reserves to himself the authority to reject any or all of the tenders or to allot parts of the works to different agencies without assigning any reasons therefor. All tenders, in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected.

-Sd-
REGISTRAR
For and behalf of the Director,
The Institute of Mathematical Sciences

List of Documents to be scanned & uploaded within the period of bid submission for e-tendering mode: (Scanned copy of original certificates to be uploaded)

1. Financial Turnover certified by CA
2. Profit & Loss statement certified by CA
3. List of SIMILAR WORKS completed in last 7 years indicating:
 - i) Agency for whom executed,
 - ii) Value of work,
 - iii) Stipulated and actual time of completion
4. List of WORKS in hand indicating:
 - i) Agency,
 - ii) Value of work,
 - iii) Stipulated time of completion/present position.
5. List of technical Staff
6. Certificates:
 - i) Registration Certificate
 - ii) Certificates of Work Experience/Performance certificates
 - iii) GSTIN Registration
 - iv) PAN (Permanent Account Number) Registration
7. Undertaking A to D of Annexure-I, Annexure-II & Annexure-III
8. Demand draft of any scheduled bank against EMD
9. Bank Guarantee of any scheduled bank against EMD, if applicable
10. Form of Agreement.

UNDERTAKING TO BE FURNISHED BY THE TENDERER

Undertaking – A

“I Son of Residing at
..... hereby give an undertaking that I have read and I am aware
of all the clauses and sub clauses of tender forms and I confirm that I will abide by all the terms
and conditions available in this tender document. My income Tax Permanent Number (PAN) is
.....”

Seal of the Firm

(Dated Signature of contractor or his
authorised Power of attorney)

Undertaking – B

“I Son of Residing at
..... hereby give an undertaking that none of my
relative (s) as defined below is / are employed in IMSc as per details given in tender document.
In case at any stage, it is found that the information given by me is false / incorrect, IMSc shall
have the absolute right to take any action as deemed fit without any prior intimation to me”

The near relatives for this purpose are defined as:

1. Members of a Hindu undivided family.
2. They are husband and wife.
3. The one is related to the other in the manner as father, mother, son(s), son's wife (Daughter-in-law), daughter(s), daughter's husband (Son-in-law), brother(s) and brother's wife, sister(s) and sister's husband (brother-in-law)

Seal of the Firm

(Dated Signature of contractor or his
authorised Power of attorney)

Undertaking – C

“I/ We have read and examined the Notice Inviting Tender, General Rules & Directions, Form of tender, Special Conditions, safety code for Works Contract, General Conditions of Contract, Schedule-F, Specifications, Schedule of construction, drawings and all other contents in the tender document for the work AND ACCORDINGLY I / We, hereby tender for execution of the work specified for the The Institute of Mathematical Sciences within the time specified in schedule “F”, viz., Schedule of Quantities and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in Rule 1 of General rules & directions and in Clause – 11 of the General Conditions of Contract and with such materials as are provided for, by and in respects in accordance with, such conditions so far as applicable”.

Seal of the Firm

(Dated Signature of contractor or his
authorised Power of attorney)

Undertaking – D

“I/ We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of the department, then I / We shall be debarred for bidding in IMSc in future forever. Also, if such a violation comes to the notice of the department before date of start of work, the engineer-in-Charge shall be free to forfeit the entire amount of Performance Guarantee”.

Seal of the Firm

(Dated Signature of contractor or his
authorised Power of attorney)

Declaration by contractor

This is to certify that:

- 1) I /We have submitted the tenders in the Proforma as downloaded directly from the websites which are same as available in the website and there is no change in the format, number of pages etc.,
- 2) I /We have not made any modifications / corrections / additions etc., in the tender documents downloaded from website by me / us.
- 3) I /We have checked that no page is missing and all pages as per the index are available and that all pages of tender document submitted by us are clear and legible.
- 4) In case at later stage, it is noticed that there is any difference in my/ our tender documents with the original documents, IMSc shall have the right to cancel the tender / work, debarred / suspended for one year, forfeit the Performance Guarantee & Security Deposit, take appropriate action as per the prevailing rules in force and IMSc shall not be bound to pay any damages to me / us on this account.

Date:

(Dated Signature of
Contractor with seal)

Declaration

I (Name of the contractor/ agency) hereby declare compliance towards all the labour codes, legislations and statutory conditions or any other acts dealing with minimum wages, bonus, industrial relations, and social security and authorize The Institute of Mathematical Sciences to recover any payment that arises due to failure to comply with any of the Labour Codes, legislations and statutory conditions or any other acts dealing with minimum wages, bonus, industrial relations and social security etc. and all other acts mentioned in the tender document.

Date:

(Dated Signature of
Contractor with seal)

FORM 'A': FINANCIAL INFORMATION

- I. Financial Analysis – Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department: (Copies to be attached)

Particulars	Financial Years				
	2018-19	2019-20	2020-21	2021-22	2022-23
(i) Gross Annual turnover (Rupees in Lakhs).					
(ii) Profit/ Loss (Rupees in Lakhs).					
(iii) Certified by					

Name and address of
Chartered Accountant
with Membership No.

II. Financial arrangements for carrying out the proposed work.

Viz. line of credit, Working Capital, Liquid capital, Fixed deposits etc., - Upload scanned copy of statement

III. The scanned copies of following certificates are to be uploaded.

- Profit & Loss statement certified by CA & as submitted to income Tax Department.
- Balance Sheets duly certified by CA for required financial years.
- Form of Agreement of tender document
- GSTIN
- Permanent Account Number (PAN)

(Dated Signature of contractor or
his authorised Power of attorney)

Note: Further details if required may be asked from the contractor after opening of the bids.
There is no need to upload the entire voluminous balance sheet.

FORM 'C' - DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED IN ALL RESPECTS DURING THE LAST SEVEN YEARS UPTO PREVIOUS DAY OF LAST DATE OF SUBMISSION OF TENDER

Sl. No.	Name of Work/ Project and location	Owner or Sponsoring	Cost of Work in Lakhs of rupees	Date of Commencement as per Contract	Stipulated Date of Completion	Actual Date of Completion	Litigation/ Arbitration cases pending/in progress with details*	Name and address/ telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

Note: *Indicate gross amount claimed and amount awarded by the Arbitrator

Notes:

- Applicant may submit separate form for giving details of work (completed) for each year to fill up the details as above. Separate sheets if any shall be numbered in sequence.
- The scanned copies of the work orders for each work along with completion certificate shall be **uploaded**.
- Certified that the above list of works is complete and no work has been left-out and the information given is correct to the best of my knowledge and belief.

FORM 'D' – PROJECTS UNDER EXECUTION OR AWARDED

Sl. No.	Name of Work/ Project and location	Owner or Sponsoring organization	Cost of Work in (Lakhs of rupees)	Date of Commencement as per Contract	Stipulated Date of Completion	Actual Date of Completion	Litigation/ Arbitration cases pending/in progress with details*	Name and address/ telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

Note: *Indicate gross amount claimed and amount awarded by the Arbitrator Notes:

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

Name and address of authorized signatory

**Scanned copy of certificates containing following information from the
clients to be uploaded**

**FORM 'E' - PERFORMANCE REPORT OF WORKS REFERRED TO IN FORMS "C" & "D"
(Separate certificate for each work/ Project)**

1. Name of work/ project & location
2. Agreement No.
3. Name of Contractor
4. Estimated cost
5. Tendered cost
6. Completed cost
7. Date of start
8. Date of completion
 - (i) Stipulated date of completion
 - (ii) Actual date of completion
9. Amount of compensation levied for delayed completion, if any
10. Amount of reduced rate items, if any
11. Performance report
 - i. Quality of work : Very Good/Good/Fair/Poor
 - ii. Financial Soundness : Very Good/Good/Fair/Poor
 - iii. Technical Proficiency : Very Good/Good/Fair/Poor
 - iv. Resourcefulness : Very Good/Good/Fair/Poor
 - v. General Behavior : Very Good/Good/Fair/Poor
 - vi. Time Consciousness : Very Good/Good/Fair/Poor

Dated:

**Executive Engineer or Equivalent
Signature with Seal**

FORM 'F' - STRUCTURE AND ORGANISATION

1. Name & Postal Address of the Applicant:
2. Telephone no. /Telex No. /Fax No.
3. Legal status of the Applicant (Please tick and attach attested copies of original document defining the legal status)
(a) An individual: (b) A proprietary firm: (c) A firm in partnership
(d) A limited company or corporation
4. Particulars of registration with various Government Bodies (attach attested photocopy)

Dept./Organisation & Place of registration	Registration No.

5. Names and Titles of Directors & Officers with designation proposed to be concerned with this work.
6. Designation of individuals authorised to act for the organisation.
7. Was the Applicant ever required to suspend work for a period of more than six months continuously after he commenced the work? If so, give the name of the project and reasons of suspension of work.
8. Has the Applicant, or any constituent partner in case of partnership firm, ever been abandoned the awarded work before its completion? If so, give the name of the project and reasons for abandonment.
9. Has the Applicant or any constituent partner in case of partnership firm, ever been debarred/ black listed for tendering in any organisation at any time? If so, give details.
10. Has the Applicant or any constituent partner in case of partnership firm, ever been convicted by the court of law? If so, give details.
11. In which fields of Engineering Construction the Applicant has specialization and interest?
12. Any other information considered necessary but not included above.

**FORM 'G' - DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL
TO BE EMPLOYED FOR THE WORK**

Sl. No	Designation	Total Number	Number available for this work	Name	Qualifications	Professional experience and details of work carried out	How these would be involved in this work	Remarks
1	2	3	4	5	6	7	8	9