

**PRE-QUALIFICATION OF CONTRACTORS  
UNDER TWO STAGE BIDDING SYSTEM**

FOR

**3A. CONTRACTORS FOR CONSTRUCTION OF DINING HALL  
(RCC FRAMED STRUCTURE)  
(NO.IIITS/WORKS/2018/12/3A)**

**FOR IIIT, SRI CITY, CHITTOOR**

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**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, SRI CITY, CHITTOOR**

**PRE-QUALIFICATION DOCUMENT FOR**

**3A. Contractors for Construction of Dining Hall  
(RCC Framed Structure)**

**FOR IIIT, SRI CITY, CHITTOOR”**

1. This document contains 32 pages excluding cover pages.
2. The pre-qualification document in prescribed form, duly completed and signed, shall be submitted in a sealed cover. The sealed cover super scribed “Pre-qualification: Contractors for Construction of Dining Hall (RCC Framed Structure for IIIT, Sri City, Chittoor” shall be received up-to **3.00 p.m.** on 31<sup>st</sup> December 2018, at the office of the Director, IIIT, Sri City, Chittoor. The applicant shall mention on the sealed cover Company’s name, phone numbers & name of contact person.
3. This is a two-stage bidding system.

For IIIT Sri City Chittoor

Date: 15<sup>th</sup> Dec 2018

## Press Notice

### Invitation of Pre-Qualification of Contractors under two stage bidding system

1. Indian Institute of Information Technology, Sri City, Chittoor invites pre-qualification applications for the following works:

Name of Work	Estimated Project cost	Period of Completion
Pre-qualification of contractors under two stage bidding system for Contractors for Construction of Dining Hall (RCC Framed Structure) for IIIT, Sri City, Chittoor”	Rs. 1.5* Crores	Within 6 Months

***\*It is an indicative project cost.***

2. Estimated cost shown above is only indicative. This figure may vary at the time of actual bidding.
3. This is a two stage bidding system.  
Stage 1: consists of down selecting bidders based on pre-qualification criteria substantiated in this document.  
Stage 2: Financial Bids along with the tender document will be provided only to Selected Vendors in the stage 1
4. Contractors registered with CPWD/PWD/MES/IIT/Railways/Government Departments/ Public Sector Undertakings who fulfill the following requirements shall be eligible to apply.  
**Application from joint ventures shall not be accepted.**
5. 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.
6. Applicants shall submit non-refundable processing fee of Rs 5,000/- (at the time of submission of the Pre-Qualification document) in the form of a Demand Draft in favor of **IIIT, Sri City, Chittoor** payable at (16527) SBI, Sri City (Mallavaripalem). No application will be entertained if not accompanied with processing fee.

7. Application for pre-qualification supported by prescribed annexures shall be submitted in sealed envelope duly super-scribed with the name of work, name & phone nos. of the applicant and due date of opening. The applications will be received **up to 3.00 PM on 31<sup>st</sup> December 2018** in the office of **Director - Indian Institute of Information Technology, Sri City, Chittoor**. Those desirous of submitting the application through post may do so subject to the condition that IIIT shall not be responsible for postal delay and applications received after 03.00 PM on 31.12.2018 will be treated as delayed and will not be entertained. All the applications received up to 03.00 PM on 31.12.2018 will be considered.
8. Applicants are advised to keep visiting the IIIT Sri City Chittoor web-site from time to time (till the deadline for bid submission) for any updates in respect of the Pre-Qualification notice, if any. Failure to do so shall not absolve the applicant of his liabilities to submit the Pre-Qualification application complete in all respect including updates thereof, if any. An incomplete application may be liable for rejection.
9. IIIT Sri City Chittoor 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 IIIT Sri City.
10. IIIT Sri City Chittoor reserves the right to reject any or all prospective applicants without assigning any reason and to restrict the list of pre-qualified contractors to any number deemed suitable. We also reserve the right to reject or cancel any bids without assigning any reasons.

Director  
IIIT, Sri City, Chittoor

**Brief Particulars of the Work**

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**1.0 General**

Salient details of the work for which pre-qualification applications are invited are as under:

- Name of Work: Contractors for Construction of Dining Hall (RCC Framed Structure) for IIIT, Sri City, Chittoor
- Estimated cost: Rs. 1.5 Crores
- Time of Completion: Within 6 months
- The estimate area of construction shall be around 15,000 Sft
- Earnest Money Deposit (EMD): Rs. 2,00,000/- in the form of Demand Draft in favor of IIIT, Sri City, Chittoor payable at (16527) SBI, Sri City (Mallavaripalem)

**1.1 About the Project**

IIIT, Sri City, Chittoor is planned as a residential campus built on an area of 81 acres to eventually accommodate a total population of 4,000 with a total built up area of about 5,00,000 square feet. The campus consists of academic area, residential area for students, residential area for faculty and other support facilities.

The works are situated at the campus site of IIIT, Sri City, Chittoor on a 81 acre plot at Sri City, Chittoor District, AP.

**1.2 Scope of Work**

The proposed scope of work shall include:

- **Civil:** Foundation, Structure, Walls, Flooring etc
- **MEP:** Internal electrical cabling, Fixtures, Distribution Panels, Plumbing & Sanitary services (including fixtures) and fire detection & protection services .
- **Interior Finishes:** Flooring, Doors, Windows, Carpentry works, Internal Wall Painting, Toilet ceramic flooring & wall cladding etc

**Information & Instructions to Applicants**

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**2.0 Definitions:**

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

- Employer, Institute, Authority, IIIT Sri City: Means Indian Institute of Information Technology, Sri City, Chittoor acting through its Director.
- Applicant: Means the individual, proprietary concern, partnership firm, private or public limited company applying for the pre-qualification.
- "Year": means "Financial Year" unless stated otherwise.
- "PQ": means Pre-Qualification

**2.1 General Information:**

- 2.1.1. Letter of transmittal and forms for pre-qualification are given in Section III.
- 2.1.2. 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 automatically disqualified. Applications received late will not be entertained.
- 2.1.3. The application shall be page numbered and each page shall be signed.
- 2.1.4. Overwriting shall be avoided. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. Pages of the pre-qualification document shall be numbered. Additional sheets, if any added by the contractor, shall also be numbered.
- 2.1.5. References, information and certificates from previous clients certifying suitability, technical knowhow or capability, quality of work of the applicant shall be signed by an officer not below the rank of Executive Engineer or equivalent.
- 2.1.6. 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 the specifically required by and asked for by IIIT Sri City Chittoor
- 2.1.7. Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him automatically disqualified.
- 2.1.8. The pre-qualification document in prescribed form duly completed and signed shall be submitted in a sealed cover. The sealed cover shall be super scribed Contractors for Construction of Dining Hall (RCC Framed Structure) for IIIT, Sri City, Chittoor"

- 2.1.9. The documents may be downloaded from the website from [www.iiits.ac.in](http://www.iiits.ac.in) from December 17<sup>th</sup> 2018 10.00 AM.
- 2.1.10. Applicants shall submit processing fee of Rs 10,000/- (at the time of submission of the PQ document) in the form of a Demand Draft in favour of IIIT, Sri City, Chittoor, payable at (16527) SBI, Sri City (Mallavaripalem). No application will be entertained if not accompanied with processing fee.
- 2.1.11. Application for pre-qualification supported by prescribed annexures shall be submitted in sealed envelope duly super-scribed with the name of work, name & phone nos. of the applicant and due date of opening. The applications will be received up to 3.00 PM on December 31st 2018 in the office of Director, IIIT, Sri City.

Those desirous of submitting the application through post may do so subject to the condition that IIIT shall not be responsible for postal delay and applications received after 3.00 PM on December 31st 2018 will be treated as delayed and will not be entertained. All the applications received up to 3.00 PM on December 31<sup>st</sup> 2018 will be considered

- 2.1.12. Applicants are advised to keep visiting the IIIT 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.
- 2.1.13 IIIT Sri City Chittoor 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 IIIT.
- 2.1.14 IIIT Sri City Chittoor reserves the right to reject any or all prospective applicants without assigning any reason and to restrict the list of pre-qualified contractors to any number deemed suitable. We also reserve the right to reject or cancel bids without assigning any reason.
- 2.1.15. Documents submitted in connection with pre-qualification will be treated confidential and will not be returned.
- 2.1.16. Prospective applicants may request clarification, in writing (e-mail or telephonic enquiries will not be entertained), of the project requirements and pre-qualification document. Any clarification given by the Employer will be displayed on the website of IIIT Sri City. No request for clarification will be considered after 31st December 2018.



- 2.1.17. Applications from Joint Venture companies will not be accepted or considered for evaluation.
- 2.1.18. After the Pre-Qualification round, IIT Sri City Chittoor 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. IIT Sri City Chittoor 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 Method of Application:**

- 2.2.1. 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.
- 2.2.2. 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.
- 2.2.3. If the applicant is a limited company, the application shall be signed by a duly authorised 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 attested by a Public Notary.

## **2.3 Final Decision Making Authority**

- 2.3.1. The Institute 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.
- 2.3.2. IIT reserves the right to reject any or all prospective applicants without assigning any reason and to restrict the list of pre-qualified contractors to any number deemed suitable.

## **2.4 Site Visit**

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

## **2.5 Criteria for Eligibility of Pre-Qualification:**

- 2.5.1 The Applicant shall have been involved in the Construction Business for last seven years or more.
- 2.5.2 The applicant shall have satisfactorily completed following in the past.

One similar work (under single contract) costing not less than Rs. 1.5 crores "or" two similar work of Rs. 1 crore each "or" 3 similar works of Rs.0.75 crores each for Centrally Funded Institutions like IIT, NIT, IIM etc or Institution of Excellence.

- 2.5.3 Similar work shall mean “Construction of multi-storied buildings College or University Hostel/Residential/Commercial/ Institutional/ Sports Complex using RCC Framed structure including internal MEP and Fire Fighting executed in India.
- 2.5.4 Shall have had an average annual financial gross turnover from construction work only, during last 3 years, ending 31st March 2018; which should not be less than Rs.7 crores. Please submit copies of audited Balance Sheet and P&L Accounts for the previous 3 Financial Years i.e FY2015-16, FY2016-17 and FY2017-18.
- 2.5.5 Shall have a solvency of Rs.7 crores. The applicant shall submit the solvency certificate, not older than six months prior to 31st March 2018, issued by any scheduled bank in original.
- 2.5.6 Shall have average net worth of Rs.5 Cr (average of last 5 years)
- 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 share holders (in case of companies).*
- 2.5.7 Shall not be black listed by any State/Central Department or PSU or Autonomous bodies. The applicant must submit a duly notarized affidavit to this effect. **Applications received without this declaration in original shall stand automatically rejected.**
- 2.5.8 The Applicant shouldn't have made any loss in the last 3 years ending 31<sup>st</sup>March, 2018
- 2.5.9 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:  
**Bidding Capacity =  $A \times N \times 2 - B$**   
 where
- A= Maximum value of construction works executed in any one year during the last seven years (up dated to 2015 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. **( 0.5 YEARS )**
- B = Value at the year 2015 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. **(0.5YEARS)**
- The applicant shall submit the calculation sheet of Bid Capacity and also indicate value of balance work in hand. (Certified by a Chartered Accountant)***

**2.6 Desirable Criteria**

- 2.6.1 Execution of Institutional facilities of educational institutes/universities of National eminence is preferred and will bear higher weightage for evaluation.
- 2.6.2 Experience of having executed at least one work **within 6 months** schedule and costing **not less than Rs.1.5 Crores** against a single contract during last 3 years .
- 2.6.3 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 notarized must be submitted in original.**
- 2.6.4 It is desirable that the applicant has at least one of the valid certifications, namely ISO 9001 -2000 valid
- 2.6.5 The value of 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 last date of receipt of applications for PQ documents.
- 2.6.6 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.

## **2.7 Essential Submissions and Information**

- 2.7.1 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.
- 2.7.2 The applicant's performance for each work completed in the last seven years and works in hand shall be certified by an officer not below the rank of Executive Engineer or equivalent and shall be obtained in sealed cover. **(Form 6)**
- 2.7.3 The applicant must submit an undertaking that up to date tax returns have been filed along with copies of such returns submitted to the IT department/ Department of Trade & Taxes.
- 2.7.4 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.
- 2.7.5 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)**
- 2.7.6 Minimum requirement of Technical Staff for this work furnished as under which shall be assessed for evaluation:  
Applicant shall submit the supporting Documents such as:
- a) List of full time Technical staff he proposes to deploy against the work with name Qualification and experience each along with complete CV.
  - b) Attested copies of Degree/Diploma & Experience certificate.
  - c) Declaration from the Technical staff that they are employed with the applicant
  - d) Documents like PF subscription, copy of Income Tax return with IT Form 16
- 2.7.7 Applicant shall submit all the information/ submittals in digital format also in addition to hard copies in CD/USB drive.

## **2.8 Evaluation Criteria For Pre-Qualification**

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

- 2.8.1 The initial criteria prescribed in Section 2.5 above in respect of experience of similar works completed, financial turn over, bidding capacity, and certifications etc. will first be scrutinized 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 2.5, above shall qualify for evaluation under this Section and all other applications shall automatically stand disqualified.
- 2.8.2 Physical inspection of completed projects of applicants found eligible in Section 2.8.1 will be performed by an Evaluation Committee appointed by IIIT Sri City for

evaluating quality of work. The evaluation committee shall visit similar works done by the applicant in the past i.e., works pertaining to Civil works, Plumbing, Electrical, Fire Fighting, HVAC works. The exact number and the works visited shall be decided by IIIT Sri City..

2.8.3 Further evaluation will be done by a committee of experts constituted by IIIT Sri City. The Committee at its discretion may call for information from clients of similar works carried out or in progress by applicants and evaluate the previous completed projects regarding all submission including litigations. The Applicant's competence and capability is proposed to be established by the following parameters:

- a) Quality of previous work, completion schedule, litigation history and comments of the evaluation committee;
- b) Financial Capabilities - Turnover, Solvency and bid capacity; and
- c) Fulfillment of desirable criteria (in Section 2.6).

2.8.4 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.

## **2.9 Organization Information**

Applicant is required to submit the following information in respect of his organization (**Form 1**).

## **2.10 Construction Plant & Equipment**

Applicant shall furnish the list of construction plant and equipment 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.)

Facilities of field lab and test equipment shall also be furnished.

## **2.11 Letter of Transmittal**

The applicant shall submit the letter of transmittal attached with pre-qualification document.

## **2.12 Tender Submission**

2.12.1 After evaluation of pre-qualification applications, a list of qualified agencies will be prepared. Short listing of the bidders shall be done after thorough verification of their credentials and inspection of similar works carried out/in progress by them, through a Committee of experts to be constituted by IIIT Sri City. Thereafter, pre-qualified agencies only would be invited to submit tenders for the work.

- 2.12.2 IIIT Sri City reserves the right, without being liable for any damages or obligation or informs the applicant, to :
- (a) Amend the scope of work and/or value of contract to the applicant.
  - (b) Reject any or all the applications without assigning any reason.
- 2.12.3 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.

### **2.13 Tender Format for Execution of Works**

Work shall be executed according to General Conditions of Contract for CPWD Works GCC 2010 with up to date amendments. IIIT Sri City reserves the right to modify any of the conditions to suit to its specific requirements.

### **2.14 Miscellaneous**

- 2.14.1 The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Courts in Andhra Pradesh shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.
- 2.14.2 IIIT Sri City, 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) Independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Applicant.
  - (f) Call for information from previous clients and evaluate the previous completed projects regarding all submission including litigations.
  - (g) Undertake physical verification of completed projects and interact with clients.
- 2.14.3 It shall be deemed that by submitting the Application, the Applicant agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder and the Bidding Documents, pursuant hereto, and/ or in connection with the Bidding Process, to the fullest extent permitted by applicable law, and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or in future.

**Letter of Transmittal**

From:

To  
The Director,  
IIIT, Sri City, Chittoor  
Sri City, Chittoor District, Andhra Pradesh

Subject:

Pre-Qualification of contractor under two stage tender process for Contractors for Construction of Dining Hall (RCC Framed Structure) for IIIT, Sri City, Chittoor

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 IIIT Sri City Chittoor, to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/we also authorize IIIT Sri City Chittoor 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, email id etc.

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

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	



4.	Name of directors & Officers with designation, concerned with the work.	
5.	Designation of individuals authorized to act for the Organization.	
6.	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.	
7.	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.	
8.	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.	
9	Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	
10	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 <b>(Copies to be enclosed)</b>	



**FINANCIAL INFORMATION****Part 1: Bankers Details**

a)	Name of Bank	
b)	Address	
c)	City	
d)	PIN	
<b><i>Details of Contact Person for Verification of Particulars</i></b>		
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 the C A	
b)	Address	
c)	City	
d)	PIN	
<b><i>Details of Contact Person for Verification of Particulars</i></b>		
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**

- I. 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 works.						
(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.

**II. Financial arrangements for carrying out the works-**

**III. 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  
with Seal**

**Seal and signature of  
Applicant**

**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 upto 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 parameters 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 DECEMBER 2018.

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

**\*\*Updated Value of Completion cost =  $Cx(1+7\%)^n$**

**Where C is the cost of completion and n is the number of years after completion.**

**Multiplying factors for Cost Updation:**

Year of Completion	Multiplying Factor
2017-18	0.00
2016-17	1.07
2015-16	1.14
2014-15	1.23
2013-14	1.31
2012-13	1.40
2011-12	1.50

Signature of Applicant(s)



**FORM '5'**

**PROJECTS UNDER EXECUTION OR AWARDED**

Sl. No.	Name of work / Project & Location	Owner or 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	Remarks

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 the 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? ii) If yes, total amount of claim iii) Total amount awarded	
13. Comments on the Capabilities of the contractor.  a. Technical Proficiency  b. Financial Soundness  c. Mobilization of adequate T&P  d. Mobilization of manpower  e. General behavior	  Outstanding/ V.Good/ Good/ Poor  Outstanding/V.Good/Good/Poor  Outstanding/V.Good/Good/Poor  Outstanding/V.Good/Good/Poor  Outstanding/V.Good/Good/Poor

Note: All columns shall be filled in properly.

Signature of the Reporting Officer with Official seal

“Countersigned”

Officer of the rank of  
Superintending  
Engineer or  
equivalent.

**FORM '7'(Part I)**

DETAILS OF TECHNICAL PERSONNEL TO BE EMPLOYED FOR THE WORK

*An abstract shall be submitted and CVs of proposed staff shall be enclosed.*

**FORM '7'(Part II)**

DETAILS OF ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK

*An abstract shall be submitted and CVs of proposed staff shall be enclosed.*

**KEY PERSONNEL – 1**

1. Name :
2. Father's Name :
3. Nationality :
4. Address :
5. Date of Birth. :
6. Educational Qualification :
7. Experience :

<b>A.</b>	General Building works:	
<b>B.</b>	Institutional/ Industrial structures, Commercial Buildings:	
<b>C.</b>	High Rise Structures:	
<b>D.</b>	Other infra-structure projects	

**FORM '8A'**

**DETAILS OF FACTORY INFRASTRUCTURE AND TRANSPORT VEHICLE**

S.No.	Name & Description	No.	Capacity	Age & Condition	Ownership status	Remarks

**FORM '8B'**

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

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

Details shall be submitted separately for:

- Earth moving equipment
  1. Excavators (various sizes)
- Equipment for hoisting/ lifting
  1. Tower crane
  2. Builders hoist
  3. Mobile cranes
  4. Telescopic cranes
- Equipment for concrete work
  1. Concrete batching plant (Fully/Semi-Automatic)
  2. Concrete pump
  3. Concrete transit mixer
  4. Concrete mixer (diesel)
  5. Concrete mixer (electrical)
  6. Needle vibrator (electrical)
  7. Needle vibrator (petrol)
  8. Needle vibrator (elect/petrol)
  9. Placer boom
  10. Pre-stressing equipment
- Equipment for building work
  1. Block making machine
  2. Bar bending machine
  3. Bar cutting machine
  4. Wood thickness planes
  5. Drilling machine
  6. Circular saw machine
  7. Welding generators
  8. Welding transformers
  9. Cube testing machines
  10. Steel shuttering
  11. Steel scaffolding
  12. Grinding/polishing machines

### Documents Attached

SI 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 <sup>st</sup> Class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF.		
	b) In case of partnership firm: (Submit attested copies)		
	Partnership deed attested by Notary Public		
	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		
	In case of Private/Public Ltd Co. Article of Association duly attested by Notary Public		
	Power of attorney, if any , attested by Notary Public		
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 licences		
6	Registration with EPF		
7	Proof of eligibility of essential Criteria	Yes /No	
8	Proof of eligibility of Services Works	Yes /No	
9	Proof of eligibility of Desirable Criteria	Yes /No	
10	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	
11	Details of Completed Works as given in Form 4	Yes /No	
12	Attested Copies of award letters/ work Orders/ LOI for completed works		
13	Original or attested copies of certificates for works done, from concerned clients	Yes /No	
14	Performance report of completed works as given in Form 6.	Yes /No	
15	Details of On-going works	Yes /No	
16	Attested Copies of award letters/ work Orders/ LOI for on-going works	Yes /No	
17	Details of key personnel as given in Form 7.	Yes /No	
18	Details of machinery as given in form 8.	Yes /No	
19	Affidavit of affirmation, in original, (duly notarized) on litigations as per Clause 2.6.2	Yes /No	
20	Affidavit of affirmation, in original, (duly notarized) to the effect that the firm has not been blacklisted as given in Clause 2.6.10	Yes /No	

21	Undertaking that all taxes are clear and there are no outstanding dues.	Yes /No	
22	CD/DVD containing all submittals in digital format.	Yes /No	