



Government of India  
Department of Atomic Energy  
Directorate of Construction, Services & Estate Management

## NOTICE INVITING PREQUALIFICATION CUM e-TENDER

**NIT No: DCSEM/CQD/QSA/BARC-RMP/BW/NIT/231/11-2018 dt.12.11.2018**

Chief Engineer (C-2), DCSEM, DAE, V.S. Bhavan, Anushaktinagar, Mumbai-94 on behalf of the President of India invites online item rate tender (in two bid) from reputed, qualified, experienced, technically and financially sound engineering construction agencies for the work of **“Construction of boundary wall, parking shed, roads and development works for RMP- BARC at Yelwal, Mysuru, Karnataka.”** The details are given below.

### INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING

#### PART A: GUIDELINES FOR E-TENDERING: -

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 alongwith Technical bid, Financial bids and drawings etc. posted on website shall form part of the bid document. The contract condition and specification available in website [www.dcssem.gov.in](http://www.dcssem.gov.in) shall also form part of the tender document.
3. The documents as uploaded can be viewed and downloaded free of cost by any one including the intending bidder. However for participating tendering process the intending bidder must download the documents after confirmation of tender processing fees from e-tendering portal only, within time and date of downloading, otherwise it will not be possible for them to upload the documents on the e-tendering portal.

#### Notes :

- i) Downloading the tender documents without confirmation of payment details towards tender processing fees on web site: [www.tenderwizard.com/DAE](http://www.tenderwizard.com/DAE) shall not be valid.
- ii) The excel sheets accompanied with pre-qualification bid and technical bid and financial bid shall be filled up and uploaded within due date of submission.
- iii) The PDF document available in website are part of tender document and can't be uploaded on the e-tendering portal in its present form. However the bidders may download the specific forms / data sheets etc. filled up, scanned and upload the same as required.
- iv) The tender document submitted manually can't be accepted and shall be rejected summarily.
- v) The agency must ensure downloading of excel sheets in which the

columns meant for filling up data / rates appears in yellow colour and the moment the data / rates are entered , it turns sky blue.

4. It is mandatory for all the applicants to have **class-III digital signature certificate** from any of the licensed Certifying Agency to participate in e-tendering.
5. 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 [www.tenderwizard.com/DAE](http://www.tenderwizard.com/DAE) . The applicants have to get registered their firm / company with the service provider, M/s ITI Limited for user ID & password. The registration shall be done by paying an annual registration fees to M/s ITI Limited and completing other formalities as mentioned in website. Validity of online registration is for one year from date of its issuance and be subsequently renewed. For assistance/clarifications, please contact mobile 09969395522, e-mail : [twhelpdesk231@gmail.com](mailto:twhelpdesk231@gmail.com) / [daehelpdesk@tenderwizard.co.in](mailto:daehelpdesk@tenderwizard.co.in)
6. The applicants, who have already obtained such valid user ID and password from M/s ITI Limited, for any other project of DCSEM / DAE, need not obtain fresh user ID and password for the purpose of participation in the present tender.
7. The services for e-tendering in DCSEM / DAE is provided by M/s ITI Ltd., Tender wizard Help Desk Centre, B-1/5A, 2<sup>nd</sup> Floor, Main Nazafgarh Road Near Janakpuri Metro Station (East) Janakpuri, New Delhi-110058, Fax No : 91-11-25618721 Phone 91-11-49424365,e-mail:[daehelpdesk@tenderwizard.co.in](mailto:daehelpdesk@tenderwizard.co.in)
8. The excel sheets comprising of pre-qualification bid, technical bid and financial bid and other documents shall be uploaded online in the prescribed format (JPG or PDF) before the date and time as mentioned in e-tender portal. No other mode of submission is acceptable.
9. 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 e tender portal.
10. 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.
11. If the agency found ineligible, after opening of technical bid his tender shall become invalid and processing fees shall not be refunded.
12. Tenderers are advised to upload their documents well in advance, to avoid last minutes rush on the server or complications in uploading. DCSEM, in any case, shall not be held responsible for any type of difficulties during uploading the documents including server and technical problems whatsoever.
13. 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 of DCSEM shall be final and binding on bidders.
14. In case of any problem with the submission of the tender, the tenderers may take the assistance of help desk or use the help manual given on the said website or mobile and e-mail mentioned above.

15. The tenderers are advised to submit the hard copies towards processing fee (if not paid online), EMD and other documents etc. 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.

## **PART B: NIT DETAILS:-**

1	NIT No.	<b>NIT No: DCSEM/CQD/QSA/BARC-RMP/BW/NIT /231/11-2018 dt.12.11.2018</b>
2	Name of work	<b>Construction of boundary wall, parking shed, roads and development works for RMP- BARC at Yelwal, Mysuru, Karnataka.</b>
3	Estimated cost put to tender	<b>Rs. 2669.00 lakh</b>
4	EMD	<p>Earnest Money Deposit (EMD) of <b>Rs.36.69 lakh</b> to be submitted in the form of Deposit at Call Receipt or Demand Draft/ Bankers Cheque or Fixed Deposit Receipt drawn in favour of Pay &amp; Accounts Officer, DCSEM, Mumbai.</p> <p>or</p> <p>The bidders may submit the EMD as follows:</p> <p>(i) 50% of earnest money or Rs. 20 lakh, whichever is less, will have to be deposited in the shape prescribed above</p> <p>and</p> <p>(ii) Balance amount of earnest money can be accepted in the form of Bank guarantee issued by a scheduled bank as per enclosed prescribed format. Cash and Cheque for Earnest Money Deposit will not be accepted.</p> <p>The Bank Guarantee shall be valid for 180 days from the date of online submission of Tender.</p>
5	Completion period	<b>12 Months</b>
6	Fee of Tender Document	Nil
7	Tender Processing Fee	<b>Rs. 5900.00 through e-payment.</b>
8	Security Deposit	2.5% of tendered value.
9	Performance Guarantee	5% of tendered value

- |    |  |  |
|----|--|--|
| 10 | Dates of availability of Tender Documents for download   | From 16.11.2018(11 00 hrs.) to 30.11.2018 (17 00 hrs) website on <a href="http://www.tenderwizard.com/DAE">www.tenderwizard.com/DAE</a><br><br>Detailed NIT is also available on website <a href="http://www.dcsem.gov.in">www.dcsem.gov.in</a> for view only. |
| 11 | Date of Pre-bid clarification  | <b>04.12.2018</b> at the Office of Head (CQD), 3rd Floor, V.S. Bhavan, Anushaktinagar, Mumbai - 400094.  |
| 12 | Last date and time of closing of online submission of tenders:                                       | <b>18.12.2018</b> (17 00 hrs.)   |
| 13 | Last date for submission of original DD/FDR/BG etc. towards tender processing fees, EMD and drawings | On or before <b>20.12.2018</b> (15 00 hrs.) in the Office of Head (CQD), 3rd Floor, V.S. Bhavan, Anushaktinagar, Mumbai -400 094.  |
| 14 | Date and time of online opening of Technical Bid.  | <b>21.12.2018</b> (15 30 hrs.) in the Office of Head (CQD), 3rd Floor, V.S. Bhavan, Anushaktinagar, Mumbai - 400094  |
| 15 | Date of opening of Financial Bids of qualified bidders   | Will be notified at a later date   |

**Note:** Department reserves the right to accept or reject the tender(s) in full or in part, without assigning any reason thereof. Tenders with any condition including conditional rebate shall be rejected forthwith.

## **PART C: TENDER REQUIREMENTS FOR ELIGIBILITY:-**

### **1.0 INITIAL CRITERIA FOR ELIGIBILITY FOR PRE-QUALIFICATION:**

The applicant who fulfils the following criteria shall be considered for participation.  
**Joint Ventures and Consortium etc. shall not be accepted.**

**Proof of registration** with Government / Semi Government organizations like CPWD, MES, BSNL, Railways, State PWDs etc. in appropriate class OR having experience in execution of similar nature of works.

1.1 The applicant should have satisfactorily completed the works as mentioned below during the last **seven years ending previous day of last date of submission of tenders.**

(i) Three similar works each costing not less than **Rs. 1068.00 lakh**  
**or**

Two similar works each costing not less than **Rs. 1601.00 lakh**

**or**

One work similar costing not less than **Rs. 2135.00 lakh**

**and**

- (ii) One completed work of any nature (either part of (i) above or a separate one) costing not less than **Rs. 1068.00 lakh** with some Central Government Department/ State Government Department, Central Autonomous Body /State Autonomous Body, Central Public Sector Undertaking/State Government Public Sector Undertaking/City Development Authority/Municipal Corporation of City formed under any Act by Central/State Government and published in Central/State Gazette.

**Important Notes:**

- a) Similar work shall mean: **Construction of RCC Buildings/ Boundary Wall including road and development works etc.**
- b) Cost of work shall mean gross value of the completed work including the cost of materials supplied by the Client, but excluding those supplied free of cost. This should be certified by an officer not below the rank of Executive Engineer/Project Manager or equivalent.
- c) The value of executed works shall be brought to the current costing level by enhancing the actual value of work at a simple rate of 7% per annum; calculated from the date of completion to the last date of receipt of applications for tender.

1.2 At the time of submission of tender, the applicant shall have to furnish an affidavit as under:

“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 DCSEM, then I/We shall be debarred for tendering in DCSEM Contracts in future forever. Also, if such a violation comes to the notice of DCSEM before date start of the work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/ Performance Guarantee.”

1.3 The applicant should have had **average annual financial turn over (gross) of Rs. 2669.00 lakh** on construction works during immediate last three consecutive financial years ending 31<sup>st</sup> March 2018. This should be duly audited by a Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.

1.4 The applicant should not have incurred any loss in more than two years during the last five consecutive immediate financial years ending 31<sup>st</sup> March 2018 duly certified by the licenced Chartered Accountant.

1.5 The **bidding capacity** of the contractor should be equal to 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 turn over in construction works executed in any one year during the last five years taking into account the completed as well as works in progress. The

value of executed works shall be brought to current costing level by enhancing the actual value of works at a simple **rate of 7% per annum**.

**N**= Number of years prescribed for completion of work.

**B** = Value of existing commitments and ongoing works to be completed during the period of completion of work for which tender has been invited.

1.6 The applicant should have **solvency of Rs. 1067.60 lakh** certified by his bankers.

1.7 The applicant should own construction equipment as per list required for the proper and timely execution of the work. Else, he should 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.

1.8 The applicant's performance for each work completed in the last seven years and in hand should be certified by an officer not below the rank of Executive Engineer or equivalent.

1.9 The applicant should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The applicant should submit list of well qualified and experienced Engineers and Supervisors stating clearly how those would be deployed for execution of works.

1.10 List of works in hand & List of similar works carried out by them for last 7 years indicating i) Agency for whom executed, ii) Value of work, iii) Completion time as stipulated and actual, or present position of the work.

1.11 List of construction plant, machinery, equipment's, accessories & infrastructure facilities possessed by the agency to complete the work in time.

1.12 List of technical staff they possess and proposed to deploy for the work.

1.13 Certificates: (Scanned copy of original certificates to be uploaded)

i) **Performance Certificate**

ii) **GST Registration certificate**

iii) **PAN (Permanent Account Number) Registration**

iv) **EPFO registration certificate**

v) **ESIC registration certificate**

vi) **BOCW Welfare Board registration certificate**

1.14 **UNDERTAKING as under:-**

I/We undertake and confirm that eligible similar works(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 Department, then I/we shall be debarred for bidding in DCSEM / DAE in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit / Performance Guarantee. **(Scanned copy**



**of the undertaking duly signed & sealed on letter head of the bidder to be uploaded at the time of submission of bid).**

2. The intending bidder must read the terms and conditions as per “SECTION – 1: NOTICE INVITING TENDERS” OF “**CONDITIONS AND CLAUSES OF CONTRACT – 2008**” carefully. **He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.**

**Department reserves the right of Non-consideration of Tender documents of the agencies who are not fulfilling the NIT stipulations and / or having adverse report on the works carried out by them in the past.**

3. Information and Instructions for tenderers posted on website shall form of tender document.

**4. The tender document consisting of plans, specifications, the 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 [www.tenderwizard.com/DAE](http://www.tenderwizard.com/DAE) or [www.dcsem.gov.in](http://www.dcsem.gov.in) free of cost.**

**It is the responsibility of the tenderer to collect the drawings and submit the same alongwith EMD (hard copy) and processing fee (if not paid online) duly sealed and signed in the Office of Head (CQD), 3rd Floor, V.S.Bhavan, Anushaktinagar on or before date of submission.**

**OBTAINING OF STANDARD DOCUMENTS:** In addition to the above, the prospective agencies shall be required to possess following documents with them separately, which shall form part of Tender Documents for this work. These documents can be downloaded from the DCSEM’s website or can be purchased separately on payment of prices indicated. In case the agencies already possess these standard documents with them, the same need not be downloaded/ purchased again.

**Printed books are available at the Office of the Head (CQD), 3rd Floor, V. S. Bhavan, Anushaktinagar, Mumbai – 400 094. Payment for the same can be made in cash or in the form of DD drawn in favour of Pay and Accounts Officer, DCSEM, payable at Mumbai as indicated below:**

- |      |   |                   |
|------|---|-------------------|
| i)   | Conditions and Clauses of Contract – 2008 | Rs.50/- per book  |
| ii)  | Specifications for Civil Works – 2015     | Rs.500/- per book |
| iii) | Specifications for PHE Works –April- 2008 | Rs.100/- per book |

5. The bid can only be submitted after uploading the mandatory scanned documents such as Demand Draft or Pay order or Banker’s Cheque or Deposit at call Receipt or Fixed Deposit Receipts and Bank Guarantee of any Scheduled Bank towards cost of tender document and EMD in favour of “**PAY AND ACCOUNTS OFFICER, DCSEM, MUMBAI**” and other documents as specified.

6. On opening date, the contractor can login and see the bid opening process.

**7. Certificate of Financial Turn Over:** At the time of submission of bid, contractor may upload **Undertaking** / Certificate from CA mentioning Financial Turnover of last 3 years or for the period as specified in the bid document.

8. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in **YELLOW** colour and the moment rate is entered, it turns **SKY BLUE**. In addition to this, while selecting any of the cells a warning appears that **if any cell is left blank the same shall be treated as "0"**. Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as **"0" (ZERO)**.

9. 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.

10. The Department reserves the right to accept / reject any prospective application without assigning any reason thereof.

11. Short listing of the agencies shall be subject to thorough verification of their credentials and inspection of works carried out by them, through a Technical Evaluation Committee of experts, constituted by DCSEM. The performance report from the executing authority shall also be considered for shortlisting.

12. If the information furnished by the applicant is found to be incorrect at a later stage, they shall be liable to be debarred from tendering / taking up works in DCSEM.

**Note: Prospective agencies shall satisfy themselves of fulfilling all the NIT criteria before submission of tender. Department reserves the right of non-consideration of tender of the agencies not fulfilling the stipulated criteria.**

13. Minimum requirements of Technical Staff for this work furnished as under which shall be assessed for evaluation.

Sl No	Requirement of Technical Staff.		Minimum experience in years	Designation
	Qualification (Min)	Number		
i)	Project Manager – Degree in Civil Engineering	1	20	Project Manager
ii)	Graduate Engineer – Degree in Civil / Electrical Engineering	1+1	12	Deputy Project Manager
iii)	Graduate Engineer – Degree in Civil / Electrical Engineering Or Diploma Engineer	2+1	5/10	Project/ Site Engineer
iv)	Graduate Engineer – Degree in Civil.	1	8	Quality Engineer
v)	Diploma Engineer - Civil Engineering /Elect/ Mech	1	8	Surveyor
vi)	Graduate Engineer – Degree in Civil / Electrical Engineering/Mech Engineering.	1+1	6	Project Planning/billing Engineer

13.1. The applicant shall submit/upload supporting document declaring present staff strength of full time nature, with their qualification, experience and present position held etc.

#### 14.0 EVALUATION CRITERIA FOR PRE-QUALIFICATION



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

14.1.1 The initial criteria prescribed above in respect of experience of similar class of works completed, bidding capacity and financial turn over etc. will first be scrutinised and the applicant's eligibility for pre-qualification for the work be determined.

i)	Financial strength (Form 'A' & 'B')	:	Maximum 20 Marks
ii)	Experience in similar nature of Work during last seven years (Form 'C')	:	Maximum 20 Marks
iii)	Performance on works (Form 'E')-Time over run	:	Maximum 20 Marks
iv)	Performance on works (Form 'E')-Quality	:	Maximum 15 Marks
v)	Personnel and Establishment (Forms 'F' & "G")	:	Maximum 10 Marks
vi)	Plant & Equipment (Form 'H')	:	Maximum 15 Marks
	Total	:	100 Marks

**To pre-qualify, the applicant must secure at least fifty percent marks in each and sixty percent marks in aggregate.**

DCSEM, however, reserves the right to restrict the list of pre-qualified contractors to any number deemed suitable by it.

Note: - The break-up of above scoring method is indicated in the table below:

Sl.No.	Attributes		Evaluation	
(a)	Financial strength	(20 marks)	(i) 60% marks for minimum eligibility	
	(i) Average annual turnover	16 marks	ii) 100% marks for twice the minimum eligibility criteria or more	
	(ii) Solvency Certificate	4 marks	In between (i) & (ii) - on prorated basis	
(b)	Experience in similar class of works	(20 marks)	(i) 60% marks for minimum eligibility criteria	
			(ii) 100% marks for twice the minimum eligibility criteria or more	
			In between (i) & (ii) - on prorated basis	
(c)	Performance on works ( time over run )	(20 marks)		
	Parameter	Calculation for point	Score	Max Marks

		If TOR =	1.0	2.0	3.0	>3.5	20
	(i) Without levy of compensation		20	15	10	10	
	(ii) With levy of compensation		20	5	0	(-)	5
	(iii) Levy of compensation not decided		20	10	0	0	
TOR = AT /ST, where AT = Actual Time; ST = Stipulated Time							
Note: Marks for value in between the stage indicated above is to be determined by straight line variation basis.							
(d)	Performance on works ( Quality)		(15 marks)				
	(i) Very Good		15				
	(ii) Good		10				
	(iii) Fair		5				
	(iv) Poor		0				
(e)	Personnel and Establishment		(Max. 10 marks)				
	(i) Graduate Engineer		3 marks for each				
	(ii) Diploma Engineer		2 marks for each upto Max.4 marks				
	(iii) Supervisor / Foreman		1 mark for each upto Max. 3 marks				
(f)	Plant & Equipment		(Max. 15 marks)				
	(i) Concrete Mixer		1marks for each upto Max.2 marks				
	(ii) Truck / Tippers / Transit mixer		1marks for each upto Max.2 marks				
	(iii) Steel shuttering		2marks for each 800 sqm upto max 4 marks				
	(iv) Excavator		1mark for each upto Max. 2 marks				
	(v) Concrete Batching Plant		2marks for each upto Max.4 marks				
	(vi) Road Roller/ Vibratory Road Roller		1mark for each upto Max. 2 marks				
	(vii) Bar Cutting Machine		1mark for each upto Max. 2 marks				
	(viii) Paver Finisher		2mark for each upto Max. 4 marks				

- 14.2 Even though an applicant 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 pre-qualification document.
  - (b) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures /weaknesses etc.
- 14.3 DCSEM reserves the right to reject the applications of the agencies who are not fulfilling the NIT stipulations and/or having adverse report on the works carried out by them in the past.

#### **15. Financial information**

Applicant should furnish the following financial information:

Annual financial statement for the last five year in (Form “A”) and solvency certificate in (Form “B”)

#### **16.0 Experience in works (highlighting experience in similar works)**

16.1 Applicant should furnish the following:

- (a) List of all works of similar nature successfully completed during the last seven years in (Form “C”).
- (b) List of all the projects under execution or awarded in (Form “D”).

16.2 Particulars of completed works and performance of the applicant duly authenticated/certified by an officer of the client not below the rank of Executive Engineer or equivalent should be furnished separately for each work completed or in progress in (Form “E”).

16.3 Information in (Form “D”) should be complete and no work should be left out.

#### **17. Organization information**

Applicant is required to submit the information in respect of his organization in Forms “F” & “G”.

#### **18. Construction plant and equipment**

Applicant should furnish the list of construction plant and equipment including steel shuttering, centering and scaffolding to be used in carrying out the work (in Form “H”). Details of any other plant & equipment required for the work not included in Form “H” and available with the applicant may also be indicated. Preference shall be

given to the agencies adopting green building norms and modern technologies in construction practices.

#### 19. **Letter of transmittal**

The applicant should submit the letter of transmittal attached with the documents.

#### 20. **Short listing the agencies**

Technical Evaluation Committee of experts, constituted by DCSEM shall verify **the** credential submitted by the agencies and prepare preliminary evaluation reports. The Committee shall inspect the works of those agencies who qualify in preliminary evaluation. The committee shall recommend the agencies for pre-qualification by awarding marks on inspection of works on above criteria.

After completing the evaluation process a list of short listed agencies shall be prepared. The further tendering process for the work shall be carried only through the qualified and technically acceptable agencies

#### 21. **Award criteria**

21.1 The employer reserves the right, without being liable for any damages or obligation to inform the applicant, to:

- (a) Amend the scope and value of contract to the applicant.
- (b) Reject any or all the applications without assigning any reason.

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

**INFORMATION REGARDING ELIGIBILITY**

**LETTER OF TRANSMITTAL**

**From:**

To

**Chief Engineer (C-2),**  
DCSEM, 3rd Floor, V.S. Bhavan,  
Anushaktinagar, Mumbai – 400 094

**Subject:** Construction of boundary wall, parking shed, roads and development works for RMP- BARC at Yelwal, Mysuru, Karnataka.

**Sir,**

Having examined the details given in pre-qualification tender 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 “A” to “H” and accompanying statements 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 authorise the Chief Engineer (C2), DCSEM to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/We also authorise DCSEM officials 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 know-how and capability for having successfully completed the following works:

<b>S. No.</b>	<b>Name of work</b>	<b>Certified by/from</b>

**Enclosures.** 1.

2.

**Date of submission:**

**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 scanned & uploaded).

<b>Particulars</b>	<b>Financial Year</b>				
	2013-14	2014-15	2015-16	2016-17	2017-18
i) Gross Annual turnover on construction work					
ii) Profit/Loss					
iii) Certified by					

- II. Financial arrangements for carrying out the proposed work.**

- III. The following certificates are Scanned & uploaded:**

- (a) Profit & Loss account certified by CA & as submitted to Income Tax Department.
- (b) Solvency Certificate from bankers of applicant in the Form 'B'.

**Signature of Chartered Accountant with seal**



**FORM "B"**

**FORM OF BANKER'S CERTIFICATE FROM A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information that M/s. \_\_\_\_\_ ( with address ) a customer of our bank are / is respectable and can be treated as good for any engagement upto a limit of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).

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

(Signature)

For the Bank

NOTE: (1) Bankers certificates should be on letter head of the Bank.

(2) In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

**FORM 'C'**

**DETAILS OF ALL SIMILAR WORKS COMPLETED IN ALL RESPECTS DURING THE LAST SEVEN YEARS ENDING 18.12.2018.**

S N	Name of work /project and location	Owner or sponsoring organization	Cost of work Rupees (in Lakhs)	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation /arbitration pending /in progress with details*	Name & Address / Phone No. of officer to whom reference may be made.	Remarks
1	2	3	4	5	6	7	8	9	10

\* Indicate gross amount claimed and amount awarded by the Arbitrator.

**Notes:-**

- i) 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.
- ii) The scanned copies of the work orders for each work be uploaded. BOQ shall be furnished at a later date on request.
- iii) Certified that the above list of works is complete and no work has been left-out and the information given is correct to my knowledge and belief.
- iv) The hard copy all similar works completed during last seven years ending on 18.12.2018 shall also be submitted on or before due date.**

**FORM 'D'**

**DETAILS OF ALL WORKS OF ANY NATURE UNDER EXECUTION OR AWARDED**  
**(No works shall be left out)**

Sr. No.	Name of work /project and location	Owner or sponsoring organisation	Cost of work Rupees (in Lakhs)	Date of commencement as per contract	Stipulated date of completion	Up to date percentage progress of work	Slow progress if any and reasons thereof	Name & Address / Phone No. of officer to whom reference may be made.	Remarks
1	2	3	4	5	6	7	8	9	10

**Note:-**

- i. Applicant may submit separate form for giving details of each project (in progress/awarded) and fill up the details as above. Separate sheets if any shall be numbered in sequence.
- ii. The scanned copies of the work orders for each work be uploaded. BOQ shall be furnished at a later date on request.
- iii. Certified that the above list of works is complete and no work has been left-out and the information given is correct to my knowledge and belief
- iv. The hard copy all works of any nature in hand and awarded shall also be submitted on or before due date. No works shall be left out**

**FORM 'E'**

**PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "C" & "D"**

(Separate certificate for each work/ Project)

1. Name of work/Project & Location
2. Agreement No.
3. Estimated Cost
4. Tendered Cost
5. Date of start
6. Date of completion
  - (i) Stipulated date of completion
  - (ii) Actual date of completion
  - (iii) Present position of work, if in progress.
7. Amount of compensation levied for delayed completion, if any.
8. Amount of reduced rate items, if any.

**9. Performance Report.**

(1) Quality of work	Very Good/Good/Fair/Poor
(2) Financial soundness	Very Good/Good/Fair/Poor
(3) Technical Proficiency	Very Good/Good/Fair/Poor
(4) Resourcefulness	Very Good/Good/Fair/Poor
(5) General behaviour	Very Good/Good/Fair/Poor
(6) Time Consciousness	Very Good/Good/Fair/Poor

Dated:

**Executive Engineer or equivalent  
Signature with Seal**

**FORM 'F'**  
**STRUCTURE & 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 (scanned & uploaded photocopy)  
Dept./Organisation & Place of registration  
1.  
2.  
Registration No.
- 5 Names and Titles of Director & 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 construction for a period of more than six months continuously after you commenced the construction? 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 abandoned the awarded work before its completion? If so, give 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 a court of law? If so, give details.
- 11 In which fields of Engineering construction the applicant has specialisation and interest?
- 12 Any other information considered necessary but not included above.

## FORM 'G'

### **DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THIS WORK**

S. .No.	Name	Designation	Qualific- ations	Professional experience and details of work carried out	How these would be involved in this work	Remarks
1	2	3	4	5	6	7



**FORM 'H'**

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

Sr. No	Name of Equipment/ Plant	Nos	Capacity or Type & make	Age	Condition	Ownership status				Current Location	Remarks
						Presently owned	Leased	To be purchased	Proposed to be hired		
1	2	3	4	5	6	7	8	9	10	11	12
1	<b><u>Earth moving equipment</u></b> Excavators(Various sizes)										
2	<b><u>Equipment for hoisting</u></b> 1. Building hoist 2. Tower crane										
3	<b><u>Equipment for concrete work</u></b> 1 Concrete batching plant 2. Concrete pump 3. Concrete transit mixer 4. Concrete mixer 5. Needle vibrator 6. Curing pumps (various capacities)										
4	<b><u>Equipment for building work</u></b> 1. Block making machine 2. Bar bending machine 3. Bar cutting machine 4. Wood thickness planers 5. Drilling machine 6. Circular saw machine 7. Welding generators 8. Welding transformers 9. M.S.pipes										

	10. Steel shuttering 11. Steel scaffolding 12. Grinding/Polishing machines									
5	<b><u>Testing Equipments</u></b> 1. Cube Testing 2. Sieve analysis 3. Ultrasonic test 4. Silt test 5. Micron gauger 6. Moisture Metre 7. Any other									
6	<b><u>Equipment for road work</u></b> 1.Road rollers 2.Bitumen paver finishers 3.Hot mix plant / Wet mix Plant 4.Spreaders 5.Earth rammers 6. Vibratory road rollers									
7	<b><u>Equipment for transportation</u></b> 1. Tippers 2. Trucks 3. Water tankers									
8	<b><u>Pneumatic equipment</u></b> 1.Air compressors (diesel) 2. Air Compressors (Elect)									
9	<b><u>Dewatering equipment</u></b> 1.Pump									
10	<b><u>Power equipment</u></b> 1.Diesel generators									
11	<b><u>Any other plants/equipments</u></b>									

## **PART D: LIST OF DOCUMENTS TO BE SCANNED & UPLOADED**

- 1 Financial Turn Over certified by CA-Form 'A'
- 2 Profit & Loss statement certified by CA-Form 'A'
- 3 Latest Bank Solvency Certificate-Form 'B'
- 4 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.-Form 'C'
- 5 List of works in Hand indicating: i) Agency ii) Value of Work, iii) Stipulated time of  
completion / present position.-Form 'D'
- 6 List of Technical Staff-Form 'G'
- 7 List of Construction Plants and Machinery-FORM 'H'
- 8 **Certificates:**
  - i) Registration certificate, if any
  - ii) Certificates of Work Experience / Performance Certificates
  - iii) GST (Goods and Services Tax) Registration Certificate
  - iv) PAN (Permanent Account Number) Registration
  - v) EPFO registration certificate
  - vi) ESIC registration certificate
  - vii) BOCW Welfare Board registration certificate
- 9 Undertaking that the eligible similar work(s) have not been executed through another  
contractor on back to back basis.
- 10 e payment details towards cost of Processing Fee.
- 11 FDR of any Scheduled Bank against EMD.
- 12 Bank Guarantee of any Scheduled Bank against EMD (if any)
- 13 Undertaking for having gone through the documents as per Technical Bid.
- 14 Undertaking for downloaded the Pre-bid clarifications issued by the Department after  
close of sale of tenders as indicated in the Technical Bid.  
(Scanned copy of original certificates to be uploaded)