

**CONSTRUCTION OF STATE MARKETING OFFICE AT AHMEDABAD**

**Pre-Qualification Document**

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### **Pre-Qualification Criterion**

The intending contractors should comply the following minimum eligibility criteria for pre-qualification for the proposed project: -

**a. EXPERIENCE:**

The applicant should be a well-established and reputed contractors for a period of 10 years as on **August- 2024** engaged in the Civil and Structural work, Interior, MEP and HVAC Work for buildings for Corporates, Banks, Financial Institutions, MNCs, Government Organizations / undertakings etc.

**b. WORK ELGIBILITY CRITERIA:**

Experience of having successfully completed similar works during last 06 years i.e upto August 2024 and should be either of the following:

<b>SN</b>	<b>WORK ELIGIBILITY CRITERIA</b>
1	Two similar completed works costing not less than the amount equal to 60% of the estimated cost. Each Work should contains Civil, Sanitary & Plumbing Work & Site Development, Interior, MEP and HVAC Work,
2	<i>Or</i> One similar completed work costing not less than the amount equal to 80% of the estimated cost. Each Work should contain Civil, Sanitary & Plumbing Work & Site Development, Interior, MEP and HVAC Work
<i>Note: Work experience certificate should specify breakup values each work in each project</i>	

**SIMILAR WORK MEAN:** All successful completion of Civil, Sanitary & Plumbing Work , Site Development Work , Interior, MEP and HVAC Work as a composite of specified magnitude for Central Govt. Dept./State Govt. Dept./ Semi Govt. Dept. /PSU/Public sector Banks/ Offices for reputed clients which are acceptable to KRIBHCO. Preference will be given for those who have executed office works.

*Note: Residential work will not be considered for evaluations as experience.*

- c. AVERAGE ANNUAL TURNOVERS:** Should not be less than ₹ 200.00 Lakhs for the last three financial years as per the audited balance sheet. (supporting documents to be submitted for FY , 2022-23, 2021-22).
- d. PROFIT/LOSS:** Bidder should be a Profit-making firm and should not have made losses

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in the last two financial years out of last three financial years. (supporting documents to be submitted)

- e. **SOLVENCY CERTIFICATE:** The contractor should submit a solvency of ₹ 100 Lakhs issued by any scheduled Bank in India (as per **Annexure – G**) issued not later than due date of submission of application.
- f. Interested parties meeting the above-mentioned pre-qualification criteria should submit their application in the prescribed Annexure along with supporting documents in respect of
  - a. Experience profile,
  - b. Proof of meeting the above criteria,
  - c. Attested copies of completion / work in progress certificates accompanied with the copy(ies) of related Letter(s) of work order from the clients,
  - d. Audited / certified balanced sheet for the last 3 (three) years,
  - e. EPF / ESI / GST Registration Certificate,
  - f. Registration as Contractor with various PSUs, State PWDs, CPWD, MES, Railways and Autonomous Bodies,
  - g. Details of Technical and Administrative employees,
  - h. List of Plant & Machineries/Equipment and Manpower.
- g. **NO JOINT VENTURE OR CONSORTIUM OF FIRMS SHALL BE ALLOWED.**
  1. KRIBHCO reserves the right to verify the authenticity of the documents submitted by the contractors. KRIBHCO also reserve the right to reject any or all application, split the work and cancel the process without assigning any reason whatsoever.

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### **EVALUATION CRITERIA FOR PRE-QUALIFICATION**

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

1. The eligibility criteria prescribed above (in respect of experience of similar class of works completed) shall first be scrutinized and the applicant's eligibility for pre-qualification for the work is determined.
2. Only the applicants who meet the initial eligibility criteria specified as above will be further evaluated on the basis of details furnished by them for their qualification.
3. If necessary, the authorized representatives of KRIBHCO will visit any / all projects / sites which are recently executed / being executed by the applicants, in order to evaluate the performance and quality of work of the applicants. In such case, the applicant will be required to obtain / give them the necessary permission / facilities and arrangements for site visit as required.
4. On the basis of the prequalification criteria mentioned above and after the evaluation of the applicants based on the site visit report, credentials submitted by the applicants, confidential reports obtained from various clientele (wherever necessary), applications will be shortlisted. The shortlisted applicants will be considered as the empaneled contractors subject to verification of relevant documents and only from them the tenders for the construction of captioned project will be invited.
5. Merely fulfilling the prescribed minimum prequalification criteria does not entitle the applicant for shortlisting, which is subject to the verification of documents / information furnished by the applicants, inspection of work, quality and timely execution of project, seeking confidential performance reports from the client etc.

The duly filled-in Pre-Qualification Document shall be received up to **03:00 PM** on 24/10/2024 by KRIBHCO at the below mentioned address in sealed envelope super scribing " CONSTRUCTION OF STATE MARKETING OFFICE AT AHMEDABAD at the office of State Marketing Manager, Krishak Bharati Cooperative Limited, Nature View Building Ground Floor, H.K. House, Ashram Road, B/h. Times of India, AHMEDABAD-380 009.(GUJARAT).

**Contact Person- Shri K M Basoya Mobile-9824942304**

6. **KRIBHCO reserves the right to accept or reject any or all applications without assigning any reason thereof and no correspondence will be entertained in this regard.** KRIBHCO also reserves the right to restrict the list of prequalified contractors to any number deemed suitably by it. This prequalification is neither an assurance nor binding to KRIBHCO to award any job / project to the prequalified contractors.

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### **INSTRUCTIONS TO APPLICANTS**

#### **GENERAL INSTRUCTIONS:**

1. Please read these instructions carefully before filling up the application Annexure.
2. The Application and Annexure have to be submitted in the prescribed t with Letter of Transmittal along with all the annexures and necessary documents / details as sought in a separate sealed cover supported by prescribed annexures containing other details etc. as mentioned. Any violation of this condition shall render the application invalid.
3. The applicant should seal and sign each and every page of the application and its annexures / documents failing which their applications may be summarily disqualified.
4. While filling application Annexure please ensure following: -
  - All information called for in the enclosed Annexures should be furnished against the relevant columns in the Annexures.
  - If for any reason, information is furnished on separate sheet, this fact should be mentioned against the relevant column.
  - Even if no information is to be provided in a column, a “Nil” or “no such case” or “Not Available” entry should be made in that column.
  - If any particulars / queries are not applicable in case of the applicant, it should be stated as “Not Applicable”.
  - The applicants may please note that giving incomplete / unclear information called for in application Annexures, or making any changes in the prescribed Annexures, or deliberately suppressing any information, may result in the prescribed information may result in disqualification of the applicant summarily.
5. Incomplete applications received thus will not be entertained. Delay in submission of any part in postal / courier / hand delivery or any other irregularities at any stage, will not be considered. The KRIBHCO will not be responsible for any damage in transit in case of postal / courier / hand delivery
6. Overwriting and using of correcting fluid should be avoided. Corrections, if any, should be made by neatly crossing out and shall be rewritten with initials and date. Pages of the document have to be numbered. Additional sheets, if any added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.
7. The applicant may furnish any additional information, which he / they 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 Expression of Interest document unless it is called for by the Employer.
8. References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an officer not below the rank of Superintending Engineer ( For Govt Organizations ) /Project Manager(For Pvt. Sector)/General Manager or equivalent for PSUs.

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9. Documents submitted in connection with pre-qualification will be treated as confidential and will not be returned.

### **10. COVER LETTER**

The applicant should submit the cover letter on the letter head of the applicant attached / appended with Application Annexure along with annexures of pre-qualification document as mentioned / required.

### **11. ORGANISATIONAL INFORMATION - BIODATA**

Applicant is required to submit the informations in respect of his organization (in Application Annexure) and Bio-data of the Directors / Partners / Key associates.

### **12. FINANCIAL INFORMATION**

Applicant should furnish the following financial information as per the Annexure at as mentioned in **Annexure -A**.

i. Banker's Details, Chartered Accountant, Annual financial statement for the last three years (**in Annexure -A**) should be supported by audited balance sheets and profit and loss accounts duly certified by a Chartered Accountant, as submitted by the applicant to the Income Tax Department.

### **13. EXPERIENCE IN SIMILAR WORKS HIGHLIGHTING MAJOR PROJECTS**

Applicant should furnish the following:

i. List of all similar works successfully completed during the last Six years (**in Annexure-B**).

This list is to be substantiated with the documentary evidences/details such as copies of work orders, certified final bill copy, satisfactory completion certificate obtained from client etc. without which, the projects mentioned in the Annexure may not be considered for scrutiny. Project wise supplementary information for the major projects only executed during the last six years ending **August-2024** may be submitted as per **Annexure B-1**.

ii. List of the similar projects under execution or awarded (**in Annexure -C**).

iii. Particulars of Similar Major completed works (mentioned in **Annexure -B**) indicating the perAnnexureance of the applicant duly authenticated/certified should be furnished separately for each major work completed. (**in Annexure -D**)

### **14. ORGANISATIONAL INFORMATION - OTHERS**

Number of Technical and Administrative Employees in the organization and how they would be involved in this work (**in Annexure -E**)

### **15. CONSTRUCTION PLANT AND EQUIPMENTS:**

The applicant should furnish the list of tools, plant and equipment (**in Annexure-F**). The applicant shall also furnish the particulars of steel shuttering, centering and scaffolding which he / they proposes to use for carrying out the work on FAST TRACK basis.

### **16. TENDER SUBMISSION**

After evaluation of applications for pre-qualification, based on the evaluation criteria, list of qualified / shortlisted contractors will be prepared. Thereafter, pre-qualified contractors would only be invited to submit tenders for the work.

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The KRIBHCO reserves the right to:-

- (a) **Amend the scope and value of project which is estimated and may change.**
  - (b) **Reject any or all of the applications without assigning any reason.**
17. The KRIBHCO 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 date, he/they shall be liable to be debarred from tendering/taking up of work in KRIBHCO and the tender/work will be cancelled, whenever it is so noticed. The department will not pay any damages to the Company or firm or the concerned person. The Company or Firm or the person will be also debarred for further participation in any tender in the KRIBHCO Further, any breach of this condition by the applicant would also render him liable to be removed from the approved list of contractors of KRIBHCO.
18. (a) KRIBHCO reserves the right to reject any application without assigning any reason and to restrict the list of pre-qualified contractors to any number deemed suitable by it, if too many applications are received satisfying the basic Pre- Qualification criteria.
- (b) Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:
- (i) Made misleading or false representation or deliberately suppressed the information in the Annexures, statements and enclosures required in the pre- qualification document.
  - (ii) Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures/ weaknesses etc.
19. The applicants who have down-loaded the PQ document from the website, should read the following important instructions carefully before submitting the PQ documents:
- a) The applicants should see carefully & ensure that the complete PQ document contains the pages in all in the PQ document.
  - b) The printout of PQ document should be taken on A-4 size paper only & the printer settings, such that document is printed as appearing in the web & there is no change in Annexures , number of pages etc.
  - c) The applicant should ensure that no page in the down-loaded PQ document is missing else their tender shall be treated as incomplete and will be summarily disqualified.
  - d) The applicant should ensure that all pages in the down-loaded PQ document are legible & clear & are printed on a good quality paper.
  - e) The applicant should ensure that every page of the down-loaded PQ document is signed by applicant with stamp (seal) of the applicant company and all the blanks are filled by the Applicant, suitably.
  - f) The applicant shall furnish a declaration as per the Annexure to this effect that no addition / deletion / corrections have been made in the PQ document submitted and it is identical to the PQ document appearing on Website.
  - g) The applicant should ensure that the downloaded PQ document is properly **Spiral bound and sealed** before submitting the same. Any addition / alteration / modification in the standard PQ document by the applicant, shall render the application as non —



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responsive and the same shall be summarily rejected.

Documents with loose pages shall be disqualified.

- h) The applicant who has downloaded the PQ document from website should read carefully & sign the declaration given on the Annexure E before submitting the PQ document.
  - i) In case of any doubt in the down-loaded PQ document, the same should be got clarified from this office before submitting the PQ document.
20. The Company or firm or any other person shall not be permitted to seek pre- qualification for the work in case his near relative(s) (directly recruited or on deputation in KRIBHCO is / are posted in any capacity either non-executive or executive employee in KRIBHCO.
  21. Efforts on the part of the applicant or his agent to exercise influence or to pressurize the KRIBHCO officials would result in rejection of application. Canvassing of any kind is prohibited.
  22. Prospective applicants may contact The State Marketing Office for any clarification / issue relevant to this notice. However, queries / clarifications (if any) email may also be sent to the e mail of JGM(Project) at [slmeena@kribhco.net](mailto:slmeena@kribhco.net).

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### **COVER LETTER**

(Annexure to be typed on the letter head of the Applicant)

**Sub: Submission of Expression of Interest (EOI) for pre-qualification of civil contractors for construction of state marketing office at Ahmedabad.**

Dear Sir,

1. I/We have read, understood & examined the Prequalification documents, along with other details / Annexures, the receipt of which is hereby duly acknowledged, including subsequent pre-Bid clarifications/ modifications / revisions, if any, furnished by the KRIBHCO and we submit our application/offer for the pre-qualification of contractor for construction of residential towers. The undersigned is authorized to sign the documents/papers, on behalf of the firm and the document delegating this authority is enclosed with this letter.
2. We certify that we have not made any changes in the contents of the pre-qualification document submitted by us, including its amendments/clarifications provided by KRIBHCO. We shall abide by the terms & conditions spelt out in the KRIBHCO's pre-qualification invitation.
3. It is further certified that the contents of our Bid are factually correct. We also accept that in the event of any information/ data / particulars proving to be incorrect, KRIBHCO will have the right to disqualify us from any or all bidding process.
4. I/We also understand if any false information is detected at a later stage, including in any future contact made between ourselves and KRIBHCO, on the basis of the information given by me/us will be treated as invalid by the Society.
5. We confirm that we have not induced or attempted to induce any other applicants to submit or not to submit an offer/application for restricting competition. Also, we undertake that we will not resort to canvassing with any official of the KRIBHCO, connected directly or indirectly with the pre-qualification process to derive any undue advantage. We also understand that any violation in this regard, will result in disqualification of the applicant from further pre-qualification process.
6. We undertake that we will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantages, commission, fees, brokerage or inducement to any official of the KRIBHCO, connected directly or indirectly with the pre-qualification process, or to any person, organization or third party related to the contract in exchange for any advantage in the pre-qualification, Bidding,

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evaluation, contracting and implementation of the contract. We shall abide by all the laws/rules/regulations pertaining to prevention of corruption in force.

7. We understand that you are not bound to accept any particular or all the offers, you may receive. You may reject all or any offer/proposal/application without assigning any reason or giving any explanation whatsoever. I/We agree that the decision of the KRIBHCO in selection of the contractors will be final and binding on me/us.
8. We confirm that we do not have any litigation / cases pending against us in any PSU/ State or Central Govt departments. We also confirm that we have not been blacklisted by any PSU / Bank / State or Central Govt Office/ departments for any reasons, except the undernoted (details should be mentioned along with period and reasons thereof).
9. I/We hereby certify that none of our relatives are employed in KRIBHCO. In case at any stage, it is found that information given by me is false/incorrect, KRIBHCO shall have absolute right to take any action as deemed fit, without prior intimation to me.
10. I/We also agree that I/We have no objection if inquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets or in respect of papers/documents submitted.

(Signature)

Stamp

Name:

Date:

In the capacity of (for and on behalf of):

- Enclosed: 1. Duly completed application with all enclosures  
2. Letter of authority for delegation of signing power

## APPLICATION

1.	Name of the contractor Firm/ company:	
2.	Type of Organization (whether Sole Proprietorship, Partnership, private Limited or Co-op. body etc.)	
3.	Year of establishment of the Firm/company	
4.	Whether registered with the registrar of companies / registrar of firms (if so, mention number & date of registration, and submit supporting documents)	
5.	Year since the firm/ company is in the line of business/ activity of construction of multi storied Official Buildings	
6.	Official/ registered address of the firm/ company	
7.	Correspondence address of the firm/company	
8.	Email-ID of the firm/company	
9.	Landline number (with STD code) of the office/ firm	
10.	Mobile number of the office/ firm/ company	
11.	Name, mobile number & email ID of contact person	
12.	Name/s of partners / proprietor/ directors/ key person of the firm (Details of address, contact number, qualification etc to be submitted at Annexure-C )	
13.	Address of office in Ahmedabad if available.	
14.	Whether Firm is having ISO Certification? Mention details	
15.	Whether member of any professional body/ association. Please give details & enclose certificate viz. IGBC	
16.	GST Registration number (Photocopy to be attached)	

17.	PAN No.	
18.	Registration for EPF/ RPFC	
19.	Registration for ESIC	
20.	Registration under the Contract Labour Act	
21.	Registration number under Labour Welfare Act	
22.	Professional Tax registration no.	
23.	Educational qualification of the proprietor/ partner/ director/key person	
24.	Average annual turnover of the Company as per : Audited Balance Sheets as on 31st March 2023, 2022, 2021. (details of turnover during previous F.Y. to be submitted as per Annexure -A	2022-23: 2021-22: 2020-21 ----- Average:
25	ITR Return for three year 2020-21,2021-22 and 2022-23	
26.	Total number of Civil, Sanitary & Plumbing & Site Development works, Interior, MEP and HVAC work of Commercial/ Office project completed.	
27.	Details of Similar works of Commercial/ Office Project completed during the last 6 years, as per Annexure given in annexure (Copies of work orders & completion certificates must be enclosed)	As per Annexure- B & B1
28.	Value of Single Largest Project for Similar Work for Office/ Commercial project completed in the last 6 years	
29.	Details of Similar work under execution Annexure- C	As per Annexure-C
30.	Financial information as per Annexure-A (Enclose copies of audited balance sheet and profit & loss statements and CA Certificate)	As per Annexure-A
31.	Number of years of experience in the Civil, Sanitary & Plumbing & Site Development works of commercial/ office buildings.	
32.	Name and address of Bankers and position of financial soundness (Enclose solvency certificate or other relevant papers/documents, refer Annexure -G)	As per Annexure -G
33.	Details of skilled work force provided.	As per Annexure at Annexure E
34.	Details of equipment available with the firm	As per Annexure at Annexure F

35.	Mention if black listed and / or blacklisting proceedings pending with any client. Details of the same, with reasons, to be furnished.	
36.	Details of disputes / litigations, if any, during the period of last 06 years	
37.	Whether any penalty imposed by law enforcing agencies such as labour department, sale tax, GST, etc.	
38.	Details of penalty / liquidated damage imposed by any client for defective /delayed/non- completion of work or violation of terms of the contract, during the last 6 years, ended on August 2024. If yes, please provide details thereof, with reasons.	
39.	Whether firm had been barred from participating in the bidding process or kept in cooling period/under suspension by any client, during the last 6 years, ended on August 2024. If yes, please provide details thereof, with reasons.	
40.	Please indicate details of any bankruptcy / winding up of proceedings at any point of time in past	
41.	Covering cum declaration / confirmation letter as per Annexure-E	

**BIO-DATA OF THE DIRECTORS/PARTNERS/ KEY ASSOCIATES**

1. Name :
  
2. Date of Birth :
  
3. Associates with the organization since :
  
4. Professional Qualification :
  
5. Professional Experience :
  
6. Professional Affiliation :
  
7. Membership in :
  
8. Details of Published papers in Magazine / Journals (if any) :
  
9. Details of cost-effective methods/ innovative techniques adopted in the projects :
  
10. Exposure to new materials/ Technology :

**Signature of Applicant**

**FINANCIAL INFORMATION**I. Banker Details

Name of the Bank :  
 Branch with Address :  
 City :  
 Contact person in the Bank :  
 Contact Details :

II. Details of Chartered Accountant

Name :  
 Address :  
 Registration details of accountant :  
 Contact Number :  
 E-mail address :

III. Financial Analysis — Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

<b>YEAR</b>	<b>2022-23</b>	<b>2021-22</b>	<b>2020-21</b>
(i) Gross Annual turn- over in Interior works			
(ii) Profit/Loss			
(iii) Financial position:			
(a) Cash			
(b) Current Assets			
(c) Current Liabilities			
(d) Working capital (b-c)			
(e) Current Ratio: (Current Assets/Current Liabilities (b/c))			
(f) Acid Test Ratio: (Quick Assets/Current Liabilities (a/c))			



IV. Solvency certificate from Bankers (Schedule Bank) of Applicant.

V. Financial arrangements for carrying out the proposed work

Signature of Chartered Accountant  
With seal

Signature of Applicant(s)  
with Seal

**DETAILS OF ALL SIMILAR WORKS COMPLETED DURING THE LAST SIX YEARS ENDING BY August 2024.**

1	2	3	4	5	6	7	8	9	10	11	12
S. No.	Name of work / project & location	Owner or sponsor in organization	Date of Agreement with the owner	Scope of work executed	Built up area of the project in sqm.	Cost of project in Crore	Date of commencement as per contract & actual date of commencement	Stipulated Date of completion & Actual date of completion	Litigation / Arbitration pending/ In progress with details (if any)	Name and address with contact No. of Officer to whom reference shall be made	Remarks

**Signature of Applicant**

Note:

Actual date of completion of the project should be within 6 years ending August-2024 for taking into eligibility consideration. The projects mentioned in the above Annexure at shall be sorted in the order of cost of the project (Descending order)

**SUPPLEMENTARY INFORMATION ON COMPLETED MAJOR WORKS**

1.	Name of work	
2.	Location	
3.	Client's name and address	
4.	Consultants name and address.	
5.	Scope of work.	
6.	Floor area (Sqm)	
7.	Quantity of PT Work done in the project (In MT)	
8.	Time taken	
9.	Specialized service, if any, provided, with cost details,	
10.	Specialized Tools & Plant deployed for the project.	
11.	Project Management organization structure.	
12.	Number of shift and its duration adopted in execution.	

**Signature of Applicant**

**SIMILAR PROJECTS ON HAND - UNDER EXECUTION OR AWARDED**

1	2	3	4	5	6	7	8	9	10	
Sl. No.	Name of work/ project & location	Client / Owner or sponsor in organisations	Type of Client / Owner (Mention Govt/ / Semi Govt / PSU / Autonomous / Private )	Date of Agreement with the owner	Built up area of the project in sqm	Cost of project work in Crores	Date of commencement as per contract & actual date of commencement	Stipulated Date of completion	Up to date percentage of progress of work completed	De

**Signature of Applicant**

Note: The projects mentioned in the above Annexure shall be sorted in the order of cost of the project (Descending order)

**PERFORMANCE REPORT FOR SIMILAR MAJOR COMPLETED WORKS  
(REFERRED TO IN ANNEXURE -B)**

1. Name of the work/  
Project & Location.
2. Scope of work.
3. Agreement No & Date.
4. Estimated Cost / Tendered Cost
5. Actual Value of work done
6. Date of commencement
  - a. Stipulated date of commencement.
  - b. Actual date of commencement.
7. Date of completion
  - a. Stipulated date of completion.
  - b. Actual date of completion.
8. Amount of compensation levied for delayed completion if any.
9. Performance report based on
 

Quality of Work,	: Very Good / Good / Fair / Poor
Time Management,	: Very Good / Good / Fair / Poor
Resourcefulness	: Very Good / Good / Fair / Poor
Financial Soundness	: Very Good / Good / Fair / Poor
Technical Proficiency	: Very Good / Good / Fair / Poor

Date:

(Name of Project Manager)

Signature

Designation

Name of Organization

Note:

1. The performance report is to be submitted separately for all major works mentioned in Annexure B.
2. The performance report preferably be submitted in the above Per Annexure. In case, different format is used, the applicant shall ensure that the report / certificate shall contain all the above information in details.

**ANNEXURE -E**

**DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED IN THE ORGANIZATION**

Sr. No.	Designation	Total Number	Names	Educational Qualification	Professional Experience	Length of continuous service with employer in years
1	2	3	4	5	6	7

**Signature of Applicant**

Note:

1. Details of Technical personnel shall be provided qualification-wise
2. Organization chart of the company, additional information about Technical and administrative personnel, if any, may be submitted on separate sheet

**DETAILS OF PLANT & MACHINERY, MANUFACTURING UNITS, TOOLS AND EQUIPMENTS LIKELY TO BE USED IN  
CARRYING OUT THE WORK.**

Sr. No	Name of the Tools / Machinery / Equipment	Unit	Make / Model / Capacity or Type	Age in years	Condition of the unit	Ownership Status (mention the quantity)			Current location	Remarks
						Presently owned	To be purchased	Leased		
1	2	3	4	5	6	7	8	9	10	11

**Signature of Applicant**

Note:

1. Use extra sheet if required

**SOLVENCY CERTIFICATE WITH BANK'S DETAIL**

This is to certify that M/s \_\_\_\_\_ address \_\_\_\_\_ is a customer of our bank and banking with us for the last . . . . . years. Presently, the firm has availed undernoted banking facility/ies:

Sl. no.	Facility	Type of a/c	Present balance	Average balance during last 6 months

2. The conduct of firm's & key person's account has found to be satisfactory. As per the basis of credit facilities provided to the firm/ turnover in the accounts/ details available with us, the firm can be treated as good for any engagement up to a limit of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).

3. This certificate is issued on the basis of bank's record/ transactions with the bank, without any guarantee or responsibility on the bank or any of the officers, with confirmation that facts mentioned herein as per our record.

**(Signature of Branch Manager with Seal)**

**Note:**

1. Banker's certificate should be on the letter head of the scheduled commercial bank.
2. In case of partnership firm, certificate to include names of all partners as recorded with the bank.

**Signature of Applicant**



**CHECK LIST**  
**Details of Enclosures**

Sl. No.	Information	Confirmation of Submission	Page no.
1	Pre-Qualification Document including Cover Letter, Application Annexure and Annexures A to G.	Yes/No	
2	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)		
	In case of private/Public Ltd. Co. Article of Association duly attested by Notary Public		
	Power of attorney, if any, attested by Notary Public		
3	Certificate of Registration as contractor	Yes/No	
4	Certificate of Registration with taxation authorities	Yes/No	
5	Certificate of Tax Clearance (ITCC,GST& Other Tax etc.)	Yes/No	
6	Details of requisite licenses	Yes/No	
7	Registration with EPF	Yes/No	
8	Proof of eligibility of essential criteria	Yes/No	
9	Financial Information	Yes/No	
	A) Balance sheets of last 3 years	Yes/No	
	B) Calculation sheets of net worth	Yes/No	
	C) Solvency Certificate in original as per Annexure-G	Yes/No	
10	Details of completed work as given in Annexure B	Yes/No	
11	Attested copies of Award Letters/Work Orders/LOI for completed work	Yes/No	
12	Original or attested copies of certificate for works done, from concerned clients	Yes/No	
13	Performance report of completed works as given in Annexure D	Yes/No	
14	Details of work on hand as given in Annexure C	Yes/No	
15	Attested copies of award letters/work orders/LOI for ongoing projects / Works on Hand	Yes/No	
16	Details of key personnel as given in Annexure E	Yes/No	
17	Details of plant and machinery etc. as given in Annexure F	Yes/No	
18	CD/DVD containing all submittals in digital Annexures	Yes/No	

**Signature of Applicant**