

Check List of Documents Enclosed With Tender

Sr. No.	Particulars	Declaration (Strike out whichever is not applicable)
1	Check list of documents in the prescribed Performa,	Yes / No
2.	Earnest Money deposit paid for the value as indicated in Notice Inviting Tender,	Yes / No
3.	Formats enclosed-dully filled in and signed along with all required enclosures , complete as per Instruction to bidder	
4	Documents /details as per Status of the Bidder, with documentary proof	Yes / No

FORM 'A'**STRUCTURE AND ORGANIZATION**

1	Name And Address of the company	
2	Telephone No.	
	Mobile no	
	Telex No.	
	Fax No.	
	E mail ID, Website	
3	Name of concern person	
4	Description of Company/whether Individual/Partnership/ Limited Co./Pvt Ltd or any other	
5	Documentary evidence for sr no- 6 above	
6	No. Of Year Experience in construction field.	
7	Name and address of the Bankers :-	
8	Income tax PAN Registration No Copy [Copy to be enclosed]	
9	You will have to submit registration certificate as per statutory requirement under contract labour laws (for the subject work. (If you have a copy of such certificate for executed work in past to be submitted)	Yes/No
10	Whether enlisted as approved Contractor with GOG / Public Under taking /SEB / others if so please furnish details and copy of certificate in separate sheet	Yes/ No
11	Tax No. details. VAT [State Sales Tax] No	
	Central Sales Tax C.S.T No	
	GST No.	
12	Provident Fund Registration Number – Copy attached	Yes/ No

13	Penalty Clause - Accepted Penalty for the work delayed /non completion/ non performance of the works will be imposed as mentioned in Technical bid-I –	Yes/No
14	Prices/Charges- Accepted Prices / charges should be firm and fixed. No price increase will be allowed during tenure of contract due to any reason.	Yes/No
15	Payment Terms – Accepted	Yes/No
16	I. T. and other taxes Deduction.-Agree Taxes will be deducted as per prevailing Government rules from the monthly bill	Yes/No
17	Validity of offer –Accepted	Yes/ No
18	Work completion period as per price schedule- accepted	Yes/ No
19	Declaration sheet - Attached Declaration in prescribed format on letter head of the bidder	Yes/No

Note :- The above necessary information shall be supported with necessary documents otherwise the same shall be treated as null and void.

FORM 'B'

FINANCIAL STATEMENT

(Please fill as applicable)

1	Name of firm			
2	Attach audited balance sheet & Profit & Loss statement for the past 05(five)Year			
3	Approximate value of works in hand :	Rs.		
4	Bidders should have to submit the registration having with State R & B dept /CPWD/Electrical Board/Railway with 'AA' class or having registration of special category-I.			
5	Turnover /profit during last five years certified by chartered Accountant.	Year	Turnover in RS.	Profit after Tax In Rs.
		2018-19		
		2017-18		
		2016-17		
		2015-16		
		2014-15		
6	Name of the government entity for whom work carried out during last five years with copy of orders and satisfactory job completion certificate as per PQ criteria			
Sr. no	Name of clients / Nature of work	Work Order No	Date of commencement & date of completion	Value in Rs.

Note: Information asked against each item to be carefully filled in, more preference to balance sheet in reply to above points is acceptable

1. The above details supported by last financial year Balance sheet / Profit & Loss account etc. must be audited by the chartered accountant.
2. The above information shall be supported with necessary documents otherwise, the same shall be treated as null & void.
3. Certified copies of actual audit report by Chartered Accountant for the financial year 2014-15 to 2018-19 shall have to be attached.
4. Details of actual turnover last five years must be notarised by notary office.
5. Copy of unaudited provisional certificate of last year By Chartered Account shall be submitted.

FORM 'C'**PERSONNEL****DETAILS OF PERSONNEL WITH THE APPLICANT****Name of the Applicant:**

S.No.	Description	On Applicants Pay Roll
1.	Project Manager	
2.	Material and Quality Control Engineer	
3.	Works Manager (Main Civil works)	
4.	Number of Engineering Gradates a) Design b) Construction Supervision	
5.	Number of administrative grades	
6.	Number of Skilled employees	
7.	Number of Unskilled employees	
8.	Please indicate whether design, wherever required as per conditions of bid, will be carried out in house or with the help of consultants.	
9.	If in house, please indicate the details of designs carried out over the last few years. If to be done by back – up consultants please give the data such as name of company, key personal and professional qualification, present position, total experience number of engineering staff under each category of specification and details of work executed.	
10.	No. of Carpenters	
11.	No. of Bar Bender	
12.	No. of Concrete foreman	
Please indicate whether sub soil investigation as required under condition of contract will be carried out in house or with help of other agency.		

NOTE:

It is expected that a Project Manager having in Degree in Civil Engineering having appropriate ten years of experience and two Supervising Engineer having Degree/Diploma in Civil Engineering with appropriate five years of experience of similar work and experience of materials testing and quality control shall be permanently deployed for the project.

FORM 'D'

PLANT & EQUIPMENT PROPOSED TO BE DEPLOYED BY THE APPLICANT FOR USE ON THE SUBJECT WORK

Sr. No.	Name of equipment	Total requirement			No. of each	Equipment Year of Manu. & Present condition	hand Name of owner	Equipment to be procured		
		No. of units for the Project	Kind and make	Capacity				No. of each	Capacity	Through purchase / Lease
1	Excavator Cum Loader									
2	Tipper / Dumper / Truck									
3	Generator for works									
5	Tandom / Vibratory Roller									
6	Water Tanker									
7	J.C.B.									
8	Mixer Machine with capacity									
9	Needle vibrator/ screed Vibrator with size									
11	Steel form work & plates									
12	Weight batch mix									
13(a)	TESTING FACILTY-compressive test machine									
13(b)	Slump test									

13(c)	Sieve analysis									
14	Level and theodolite									
15	(II) Moulds (a) 150mm dia x 300mm height cylinder with capping component. (b) Cubes 150mm and 100mm size. (c) Cubes 70.7mm for cement mortar									
16	Concrete mixer power driven 0.03-m3 capacity.									
17	Flow table as per the relevant IS specifications.									
18	2000 Kn (Least count 10 Kn) compression testing machine for concrete cube.									
19	Equipment for slump test.									
20	Equipment for determination of specific gravity for fine and coarse aggregate as per IS 2386 (part 3) 1963									
21	Flexural attachments to compression testing machine.									

22	Needle Vibrator									
23	Soundness testing operator for cement									
24	Theodolite									
25	Precision automatic level									
26	Precision staff									
27	Steel taps of road (a) Steel tape- 5 mt long (b) 10 mt long (c) 20 mt long (d) 30 mt long									

Note: -

1. The above information may be furnished for each machinery and equipment listed herewith.
2. The location of machinery should be furnished in detail i.e. [i] Site of work [ii] Own workshop [iii] Other places.
3. The document regarding ownership of machinery /equipment etc, and attested copies of purchase agreement if any must be enclosed.
4. Describe the fabrication and workshop facilities [a] to be set up site [b] to be sub contracted locally.
5. The above information shall be supported with necessary documents otherwise the same shall be treated as null & void. If leased indicate the date when the current lease expires.
6. The Agency can hire the machineries for from the other sources and proper written proof should be submitted for the same.

Signature of Bidder

SCHEDULE 'E'

EXPERIENCE ALL PROJECTS IN PROGRESS

Give information about relevant projects in progress including the company has received a letter of intent but a formal contract has not yet been awarded.

Employer	Engineer Responsible for supervision	Location & Description of works	Value of Contract	Cost of work executed as on the date of this bid	Remaining work to be executed as on the date of this bid	Percentage of Practical Completion	Date of work order	Stipulated date of Completion of work	Likely date of Completion	Reason for Slow Progress if any.
1	2	3	4	5	6	7	8	9	10	11

Note :-

- 1) Attested copies of the latest certificate from the Employers with office seal & office outwork nos. with date may be attached. In case of private work sufficient authentic proof of work done along with details of financial transaction have to be furnished and list to be notarized.
- 2) Non disclosure of any formation in the Schedule will result in disqualified of the bidder
- 3) This schedule shall to be attested by notary office.

Signature of Bidder

SCHEDULE 'F'

EXPERIENCE RELEVANT SIMILLAR PROJECTS COMPLETED

Please furnished information about relevant project completed over the last five years

Name of Employer	Name of location & type of work	Name of Engineer responsible for supervision	Accepted Contract price and Date (Rs. in lacs)	Final value as per bill prepared by the employer	Additional amount released if any through court claims or by award on arbitrate	Percentage participates of company in Project	Was Contract satisfactory completed including time
1	2	3	4	5	6	7	8

Note :-

- 1) Attested copies of the latest certificate from the Employers may be attached In Case of Private work. Sufficient authentic proofs of work done along with details of financial transactions have to furnish and list to be notarized.
- 2) Non disclosure of any formation in the Schedule will result in disqualification of the bidder

Signature of Bidder

- : DETAILS OF LITIGATION: -

Name of applicant / or parties:

Applicant should provide information on any History of litigation or arbitration resulting from contracts executed in last five years or currently under execution as per format on letterhead. :

Years	Award for / or against applicant	Name of client Cause of Litigation & matter of dispute.	Disputed Amount in Rupees.

NOTE: -

- [1] The above information shall be supported with necessary documents otherwise the same shall be treated as null & void.
- [2] If the information to be furnished in this schedule will not be given & come to the notice subsequently will result in disqualification of bidder.

Signature of Applicant

Schedule – G
(FORM NO. 3 A)

Referred to in Rules No.5 to (b) (II)

DETAILS OF SIMILAR WORK COMPLETED

- 1 Name of Contractor :
- 2 Name of work :
- 3 Estimated cost of work put to tender :
- 4 Revised Estimated cost :
- 5 Tender Amount :
- 6 Date of starting the work :
- 7 Date of completion of the work :
(As per contract agreement)
- 8 Actual date of completion of work :
- 9 State whether the details as above :
Given by the contractor are correct
if not state as to what is the correct
Information
- 10 State whether the contractor has
Executed the work in progress
Satisfactory as per specification if not
Give the correct position of the work :
- 11 Period rate & amount of compensation
if levied :
- 12 Period of extension granted if any :
- 13 Reason for delay in granted if any :
- 14 Any other remarks : Particulars of work completed

Date:

Signature of Applicant

Form No.3A to be notarized