

Tender ID:-	JAI/P&E/HVAC/LHO-001
Date:-	01.08.2025



STATE BANK OF INDIA, LHO JAIPUR

INVITES

**APPLICATIONS FOR PRE-QUALIFICATION (PQ) OF REPUTED COMPANIES/
AUTHORIZED DEALERS**

FOR

**SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 3X225.0 TR CAPACITY
MAGNETIC CHILLER PLANTS OF APPROVED MAKE ALONG WITH AHUs, COOLING
TOWERS, PUMPS & OTHER ASSOCIATE INSTALLATIONS INCLUDING ALLIED CIVIL &
ELECTRICAL WORKS AT LOCAL HEAD OFFICE, STATE BANK OF INDIA, JAIPUR**

PQ APPLICATION DOCUMENT

(To be submitted in Hard copy along with all enclosures, Annexures)

Last Date and Time of submission: 30.08.2025 up to 03.00 pm

**NAME OF THE APPLICANT / FIRM:
ADDRESS:**

Application Documents to be submitted to: -

**AGM (Premises),
State Bank of India,
Ground Floor, LHO, (Jaipur)
Tilak Marg, Jaipur (Raj.) PIN 302005
Telephone No. -0141- 2256460
Email: agmpremises.lhojai@sbi.co.in**

**Project Consultant
M/s Limra Consulting Services
New Delhi
M.No. 9810450857**

(Signature of Authorized Signatory)

(Seal of the Firm)

PRE-QUALIFICATION OF CONTRACTORS FOR
HVAC WORKS AT LHO JAIPUR, STATE BANK OF INDIA

SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 3X225.0 TR CAPACITY
MAGNETIC CHILLER PLANTS OF APPROVED MAKE ALONG WITH AHUs, COOLING
TOWERS, PUMPS & OTHER ASSOCIATE INSTALLATIONS INCLUDING ALLIED CIVIL &
ELECTRICAL WORKS AT LOCAL HEAD OFFICE, STATE BANK OF INDIA, JAIPUR

State Bank of India invites applications for the Pre-Qualification of reputed contractors / firms for the proposed HVAC work at Local Head Office, State Bank of India, Jaipur.

Application Documents can be downloaded from Bank's website (<https://bank.sbi> → [sbi-in-the-news](#) → [procurement-news](#)). The last date for the submission of the duly filled-in Application Documents with requisite enclosures is 30/08/2025 up to 3:00 pm. Any further Corrigendum / Addendum in regard to this tender will be issued on Bank's website only.

AGM (Premises),
State Bank of India,
Ground Floor, LHO, (Jaipur)
Tilak Marg, Jaipur (Raj.) PIN 302005
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PRE-QUALIFICATION OF CONTRACTORS FOR HVAC WORK AT LOCAL HEAD OFFICE, STATE BANK OF INDIA, JAIPUR

M/s. Limra Consulting Services (Project Consultant) for & on behalf of State Bank of India invites applications for the Pre-Qualification of reputed companies / authorized dealers for the “PROPOSED SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 3X225.0 TR CAPACITY MAGNETIC CHILLER PLANTS OF APPROVED MAKE ALONG WITH AHUs, COOLING TOWERS, PUMPS & OTHER ASSOCIATED INSTALLATIONS INCLUDING ALLIED CIVIL & ELECTRICAL WORKS AT LOCAL HEAD OFFICE, STATE BANK OF INDIA, JAIPUR.”

1. BRIEF DESCRIPTION OF WORK: - It is proposed to install 3 x 225.0 TR capacity magnetic chiller of approved make at Local Head Office, State Bank of India, Jaipur along with AHUs, Cooling towers, water pumps etc. & other required accessories with allied civil and electrical works. The works also include dismantling of old 4 x 120.0 TR chillers (Voltas make), cooling towers, AHUs installed at different floors, pumps etc. and place them out of the premises.

The details given below are indicative and not exhaustive. The following description is provided to apprise the Applicants about the nature, details / scope and are general specifications of work which may be modified by the Bank at later stage. Detailed specifications, terms and conditions etc. shall be included in the Technical Bid / Price Bid of Tender documents.

i) **Name of work:** Supply, Installation, Testing & Commissioning of 3x225.0 Tr Capacity Magnetic Chiller Plants of Approved Make Along with AHUs, Cooling Towers, Pumps & Other Associated Installations Including Allied Civil & Electrical Works at Local Head Office, State Bank of India, Jaipur.”

ii) **Site Address:** Local Head Office, State Bank of India, Tilak Marg, C-Scheme, Jaipur

Estimated Project cost: Rs.4,47,00,000.00+GST

iii) **Completion period for the work:** Maximum **09 months**

iv) **Brief description of the building & work:**

State Bank of India, Local head Office, C-scheme Tilak Marg, Jaipur proposed to replacement of Existing chiller plant along with AHUs, Cooling towers, water pumps etc. & other required accessories with allied civil and electrical works.

2. MINIMUM ELIGIBILITY CRITERIA FOR PRE-QUALIFICATION

The Firms / Contractors applying must fulfil each of the following criteria as HVAC contractor / company (approved make) firm. **The participating firms must be authorised**

(Signature of Authorized Signatory)

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dealer/channel partner / company of approved make. The applications of the firms/contractors not fulfilling the following criteria will not be considered for further process of pre-qualification.

- a) Must have an experience of minimum 07 previous years in relevant field i.e., supply, installation, testing & commissioning of HVAC plant with complete package. i.e., with cooling tower, Air-handling units, chiller pump, condenser pump, HT/LT panel etc. as on 30.06.2025.
- b) Must have a valid PAN of Income Tax Department, EPFO Registration, ESCI Registration, GSTIN number and should have filed income tax returns for the last 3 financial years i.e., 2023-24, 2022-23 & 2021-22.
- c) The Firm should be a reasonably good profit making firm and average annual **turnover in last three years ending on 31.03.2024 should not be less than Rs. 1.34 Crore (Rupees one crore Thirty-Four Lakh only). The Certificate issued by Chartered Accountant (CA) should clearly mention the turnover & net profit of three financial years i.e., 2023-24, 2022-23 & 2021-22. Certificate must bear date of its issue. Application without CA certificate may be summarily rejected.** The year in which no turnover is shown would also be considered for working out the average.
- d) The applicant should have a minimum solvency of **Rs. 1.34 Crore (Rupees one crore Thirty-Four Lakh only)** of any Scheduled Commercial Bank not older than 31.12.2024.
- e) The Firm should have successfully completed "similar" works of magnitude as specified below during last **7 years ending 30th day of June 2025** should be either of the following:
 - i) Three similar completed works each costing not less than Rs. 1.78 Cr (**excluding GST**) having:
Or
 - ii) Two similar completed works each costing not less than Rs. 2.23 Cr (**excluding GST**) having:
Or
 - iii) One similar completed works each costing not less than Rs. 3.57 Crore (**excluding GST**) having:

Site Photographs of completed works under 2 (e) may be enclosed.

- f) At least one similar work (HVAC Plant) of **Rs. 1.78 Crores (excluding GST)** should have been completed for Govt / Semi-Govt / PSU / PSB.
- g) Amount mentioned above is for supply, installation, testing & commissioning of HVAC plant with complete package. i.e., with cooling tower, Air-handling units, chiller pump, condenser pump, HT/LT panel etc.
- h) The Applicant should have earned profit at least in one year out of last 03 financial years. The Applicant should have executed similar project for Public Sector Banks/ Central Government department / State Government department/ Central Autonomous body/ State Autonomous body/Central Public Sector Undertaking/ State Public Sector Undertaking/ Public

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Limited (Listed) Companies/City development Authority/Municipal Corporation of city formed by Government

i) The bidder should have an average annual financial turnover of 30% of the estimated cost during the last three consecutive financial year ending 31st march of the previous financial year

j) "Similar Works" under this clause shall mean "Successful completion of specified HVAC works (inclusive of all trades mentioned above) of multi-storied Office / Commercial /Institutional / educational building or residential building for reputed Corporates, PSU's, Government Organizations, Semi-Govt, PSB etc. "

k) Only those HVAC Works / Projects which are completed in all respects and handed over to the client shall be considered. Completion Certificates issued by the Competent Authority of the client will only be considered.

l) **Partial Completion of work** will not be considered, even if the amount of completed work exceeds the minimum limit as shown at Para 2e(i), (ii) and (iii) and 2(f) above.

m) There should not be adverse noting / comment / report about the applicant by his previous client and / or Bank.

n) **It is mandatory for the bidder to enclose satisfactory completion certificates/s** issued by clients establishing that they have the experience as stated above in **para-2 e ('i' to 'iii')**.

o) The work completion certificate must be issued from the end user/client of the project.

3. EVALUATION CRITERIA:

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

- i) Pre-Qualification bid shall be opened only for the Bidders who have successfully submitted the entire documents in required form.
- ii) The eligibility criteria prescribed herein above (in respect of experience of similar class of works completed) shall be scrutinized and the applicant's eligibility for pre- qualification for the work be determined. Only the applicants who meet the eligibility criteria specified as above will be further evaluated based on details furnished by them.
- iii) If necessary, the authorized representatives of **SBI & appointed HVAC consultant by the Bank** shall visit Projects sites which are completed in all respect by the applicants to evaluate the performance of the applicants and quality of work. In such case, the applicant will be required to obtain/give them necessary permission / facilities and arrangements for site visit as required.

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(Seal of the Firm)

- iv) On the basis of the pre-qualification criteria mentioned above and after the evaluation of the applicants based on the site visit report, credentials submitted by the applicants, satisfactory completion certificates in respect of "Similar work" as spelt out above, confidential reports obtained from various clientele (wherever necessary) etc., applications will be shortlisted. Thus, shortlisted applicants will be considered as the pre -qualified vendors subject to verification of relevant documents.
- v) Merely fulfilling the prescribed minimum pre-qualification criteria does not entitle the applicant for short listing, 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.
- vi) On the basis of the Application Documents, Completion Certificate, Performance Report submitted by the Applicants, and the Confidential Report received from previous / present clients and / or Bank, evaluation / assessment of the Applicant / Firm shall be done for their performance, timely execution, integrity as regards working ease in setting extra items, litigation if any involving arbitration / Court of Law, financial soundness, infrastructure, work completed, works in hand etc.
- vii) It may please be noted that if any adversity, which in the view of the Bank is / are not of normal nature, is observed during site visit of the completed work and / or in Performance Report, Confidential Report etc. of any Applicant, such application shall not be included in the list of Pre-qualified Contractors / Firms.
- viii) Bank reserves the right to accept or reject any or all applications without assigning any reason thereof. This prequalification does not bind **SBI** to award any job /project to the pre-qualified vendors.
- ix) On the basis of the above points, the list of the Pre-qualified Contractors / Firms shall be finalized by the Bank. Online technical bid & online price bid of only pre-qualified contractors will be opened by the Bank's tender opening committee.

Note: - To validate the work Completed, SBI may ask additional documents like TDS Certificates, Original Invoices copies etc. against bills produced by the Bidders to their respective clients.

4. IMPORTANT INSTRUCTIONS TO THE APPLICANTS:

- i. The Application Documents can be downloaded from the Bank's website at link (<https://bank.sbi> → [sbi-in-the-news](#) → [procurement-news](#)) which will remain valid at the website up to 03:00 pm on 30-08-2025

Submission date : **Latest by 03:00 pm on 30-08-2025**

Place of submission : **AGM (Premises),
State Bank of India,
Ground Floor, LHO, (Jaipur)
Tilak Marg, Jaipur (Raj.) PIN 302005**

(Signature of Authorized Signatory)

(Seal of the Firm)

Telephone No. -0141- 2256460

Email: agmpremises.lhojai@sbi.co.in

ii. Duly filled in PQ Application Documents along with requisite enclosures / documentary proofs duly signed by the authorized signatory should be submitted in or before the mentioned timeline on above mentioned address in a sealed envelope. Please superscribe / write on the top of the envelope as **“PRE-QUALIFICATION OF CONTRACTORS FOR HVAC WORK AT LOCAL HEAD OFFICE, STATE BANK OF INDIA, JAIPUR”**.

At the bottom left portion of the envelope please clearly mention the **Name, Address and Phone Number / Mobile Number of the Applicant / Firm.**

- iii. The Applicant shall agree and authorize the Bank to obtain the Confidential Report from the clients of the applicant with regard to Quality, Timely Execution, Integrity, ease in setting extra item rates, Litigations if any involving Arbitration / Court of Law, financial soundness, Magnitude of works, List of works executed etc. and Credit Opinion Report from the Applicant's Bank.
- iv. The Applicant shall ensure that all pages of Pre-qualification / Empanelment Application Documents are properly bound, otherwise the application may not be considered for further processing.
- v. Any & all cost / expenditure incurred by the Applicants in relation to making this application shall be borne by the applicant. No payment by way of compensation or whatsoever shall be made by the Bank.
- vi. The Application Documents must be filled in English or Hindi and all entries must be typed or neatly written and must be legible.
- vii. The Applicant should strictly furnish all the information only on the formats furnished / provided / made available here. The applications not complying with this requirement are liable to be rejected at the sole discretion of the Bank.
- viii. All corrections should be attested & countersigned by the authorized signatory. Overwriting is not permissible. Applications not complying this condition are liable to be rejected.
- ix. In case, the Applicant intends to give additional information for which specified space is not sufficient, they may furnish such information by adding extra sheets by specifying/indicating the same in the appropriate column.
- x. The pre-qualification application submitted by an applicant shall become the property of SBI and SBI shall have no obligation to return the same to the applicant.
- xi. The Applicant should submit Affidavit / Certificate from Chartered Accountant mentioning Financial Turnover of the Applicant / Firm of last 03 financial years as specified in the Application Document. Site Photographs of completed works under 2 (e) may be enclosed.
- xii. It is recommended that the applicant must visit the project site and get acquainted to local conditions etc. before filling up and submitting the Application Documents.

(Signature of Authorized Signatory)

(Seal of the Firm)

xiii. Regarding location and inspection of the project site the Applicants / Bidder may contact the officials in State Bank of India, Local Head Office, Tilak Marg "C" Scheme, Jaipur

xiv. "Applicant" means Proprietary Firm, Partnership Firm, LLP, Private or Public Ltd. Company applying through their Authorized Signatory for Pre-qualification. "Bank" means State Bank of India.

5. OTHER TERMS AND CONDITIONS: -

- i. The Bank reserves the right to call off the pre-qualification process and / or proposed subsequent tendering process and / or drop this Project and / or may alter / change the scope of this Work / Project at any time without any obligation / compensation and assigning any reason thereof.
- ii. This Pre-qualification shall be valid for issuing NIT for a period of 6 months commencing from issuance of PQ letter to successful applicants and can be extended further for another 3 months.
- iii. The Empanelled / Pre-qualified Applicants may be invited to participate in competitive bidding for the work and their participation shall be governed by the NIT and Tender documents finalized by the Bank at that point of time.
- iv. Contractors / Firms with any of its Partner / Director / Proprietor having near relatives in the State Bank of India must give the details in the Application Documents. Near relatives means Spouse, Father (including stepfather), Mother (including stepmother), Son (including stepson) and / or his Wife, Grandson, Daughter (including step-daughter) and / or her Husband, Brother (including stepbrother) and / or his Wife, Sister and / or her Husband, Father-in-law, Mother-in-law, Brother-in-law, and / or his Wife, Sister-in-law and / or His husband.
- v. **Conditional applications** will be rejected.
- vi. Pre-qualified / Empanelled Contractors will be intimated through letter and / or email about their Empanelment by the Bank on finalization and approval of the Empanelment / Pre-qualification process.
- vii. The jurisdiction for any dispute, if any, arising out of the pre-qualification process shall be at Jaipur (Rajasthan) only.
- viii. If required, the Bank may ask the Applicant / firm to furnish additional documents also. The Applicant / Firm shall submit the same as advised by the Bank, failing which the application of the Firm shall not be considered for Pre-qualification / Empanelment.

----- End of the Section -----

(Signature of Authorized Signatory)

(Seal of the Firm)

**SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF 3X225.0 TR CAPACITY
MAGNETIC CHILLER PLANTS OF APPROVED MAKE ALONG WITH AHUs, COOLING
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**APPLICATION FORM FOR PRE-QUALIFICATION OF CONTRACTORS / FIRMS /
COMPANY**

(Please carefully read Application Documents before filling-up)

(Please strike-off which is not applicable)

1	Name of the Contractor / Firm/ Company	
2a	Full Postal Address of Contractor / Firm / Company	
2b	Mobile No.	
2c	Email ID	
3	Main Activities of Contractor / Firm (Please use additional sheet, if required)	
4	Year of establishment of Contractor / Firm (Enclose certified copies of relevant documents as ENCLOSURE A)	
5	Constitution of Firm (Enclose certified copies of relevant documents as ENCLOSURE B)	Sole Proprietorship / LLP / Partnership / Private Ltd. / Public Ltd. / Any other (Please specify)
6	Name of the Proprietor / Partners / Directors of the Organization / Firm.	
7a	Details of Authorized Signatory (i) Name(s) of Authorized Signatory (ii) Phone No. (iii) Mobile No. (iv) Email-ID	
7b	Mode of Authorization of Authorized signatory (Enclose certified copies of relevant documents as ENCLOSURE C)	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor/any other (please specify)

(Signature of Authorized Signatory)

(Seal of the Firm)

8	Whether registered with the registrar of companies / Registrar of firms. If so, mention number and dates. (Enclose certified copies of relevant documents as ENCLOSURE D)	
9a	PAN No. (Income tax) (Enclose certified copies of relevant documents as ENCLOSURE E)	
9b	GST No. (Enclose certified copies of relevant documents as ENCLOSURE F)	
9c	EPFO Registration No. (Enclose certified copies of relevant documents as ENCLOSURE G)	
9d	ESIC Registration No. (Enclose certified copies of relevant documents as ENCLOSURE H)	
9e	Authorization certificate from the OEM / Channel partner / company Registration of approved make only (Self) (Enclose certified copies of relevant documents as ENCLOSURE I)	
10	Registered No. in the Panel of other Organisations such as CPWD, PWD, MES, BANKS/DISCOM etc. Mention Name of Organisation, Registration No. & Date and Category (Enclose certified copies of relevant documents as ENCLOSURE J)	
11a	Banker's Details: (Enclose certified copies of Cancelled Cheque as ENCLOSURE K) (i) Banker's Name (ii) Full Postal Address (iii) Telephone No. (iv) Account No. (v) Type of Account	
11b	Solvency Limit (Enclose certified copies of relevant Refer Annexure-VI documents as ENCLOSURE L)	
12a	Yearly turnover of the Firm during the last 03 financial years (Enclose copy of Affidavit / Certificate from Chartered Accountant mentioning turnover of last 03 financial years as ENCLOSURE M)	F.Y. 2023-24 : F.Y. 2022-23 : F.Y. 2021-22 : Average:

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(Seal of the Firm)

PQ Document

12b	Profit & Loss Statement of the last 03 financial years (Enclose self-certified one-page summarised balance sheet (audited) and one page of summarised Profit & Loss Account for the last 03 years collectively as Enclosure N)	F.Y. 2023-24: F.Y. 2022-23: F.Y. 2021-22:
13	Whether last three years IT returns filed (Please enclose certified copies of the IT Returns of 2021- 22, 2022-23 and 2023-24) (Enclose certified copies of relevant documents Certificates as ENCLOSURE O)	Yes / No
14	Details of similar works executed & completed (Enclose certified copies of Work Completion Certificates as ENCLOSURE P)	Please fill up enclosed Annexure-I & enclose copies of Work Completion Certificates as ENCLOSURE P
15	Details of similar works on hand.	Please fill up enclosed Annexure-II
16	Please attach certified copies of Performance Report of at least 2 works referred to in Annexure-1	Attach Performance Reports duly filled in & signed by the Competent Authority of the Client as per Annexure-III
17	Any other relevant information	Fill and attach as Annexure-IV
18	Name, Address, Email and Contact Nos. of at least 2 persons who are in position and competent to report about the quality and performance of your Firm. (These 2 persons should have been associated with any 2 completed similar works mentioned in Annexure-1).	
19	Details (including status) of all the disputes (including Litigation, Arbitration, Mediation etc.) pertaining to Electrical Contracts between Applicant's Firm and Clients during the last 03 years (i.e., from 01.05.2021) (Please use additional sheet, if required)	Fill and attach as Annexure-V
20	Details of all delisting / debarring / blacklisting / de-panelling etc. of the Applicant Firm by any Organisation / Client during the last 03 years (i.e., from 01.05.2021)	
21	Details (Name, Designation, PF No.) of near relatives working in State Bank of India. (For definition of near relatives please refer Instructions, Terms and Conditions)	

(Note: - All Enclosures must be self-certified by Authorised Signatory)

(Signature of Authorized Signatory)

(Seal of the Firm)

I/We have read and understood all the contents of these Application Documents and are acceptable to us. I/We also certify that my/our firm fulfils the ELIGIBILITY CRITERIA for this work.

I/We hereby confirm and certify that the information given above are correct and true and the Annexures / Enclosures etc. enclosed herewith are genuine.

I/We are authorized to sign and submit the Application Documents for pre-qualification.

I/We understand and agree that if at any stage it is found / noticed by the Bank that any information provided by us is untrue / incorrect, partly or fully and / or concealed in these Application Documents and / or also in case of receipt of any adverse / unsatisfactory report from previous or present clients / Bankers, the Bank on its own discretion may reject application at any stage and / or may de-list us from PQ / Empanelment List and / or may take any other appropriate action.

I/We also understand and agree that partly / wrongly filled application and / or applications not on prescribed proforma and / or applications not accompanying relevant Documents / Enclosures / Annexures and Application Documents not signed by the Authorised Signatory and / or received after the due date and time are liable to be summarily rejected by the Bank at its own discretion.

I/We understand and agree that this is merely an application/ and does not entitle us to be necessarily pre-qualified / empanelled by the Bank and/or invite us for participation in tender process and Bank reserves the right to reject all and / or any application without assigning any reason thereof.

Note: - Please enclose all the Annexures / Enclosures / relevant supporting documents)

(Signature of Authorized Signatory)

(Seal /Stamp of Contractor)

Name :

Designation:

Date :

Place :

(Signature of Authorized Signatory)

(Seal of the Firm)

ANNEXURE – I**COMPLETED WORKS****DETAILS OF SIMILAR WORKS ONLY (REFER CLAUSE-2e OF 'MINIMUM ELIGIBILITY CRITERIA') COMPLETED DURING LAST 07 YEARS ENDING 30/06/2025**

- (i) Use separate sheet for each work.
- (ii) Mention only those works which are completed & are as per eligibility criteria.
- (iii) Only those works are to be included which are done under the 'name of firm' for which application / tender is being submitted.
- (iv) The name of the applicant should match with the experience certificate issued by the client.
- (v) The bidder/firm shall not have any objection if Bank seeks the confidential reports from the clients for which works are executed.

1	Name & Address of the Client Name / Designation of contact person of client Phone No. of contact person	
2	Status of Client (PSU / PS Bank / Govt. Dept/ MNC / Indian Blue Chip etc)	
3	Name of the Work / Project (As is in the Completion Certificate issued by Client)	
4	Complete Site Address of the Work	
5	Type of Work (Like Building-Work etc.)	
6	Brief Description of Scope of Work / Project	
7	Number of Storey	
8	Height of the Building from Ground Level (In Meters)	
9	Description/ Type of Electrical works and its completion cost as per Final bill / Completion Certificate issued by the Client.	

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10	Estimated Value of Project (Rupees in Crore)	
11	Completion Cost of Project (Rupees in Crore)	
12	Schedule Date of Start of Project	
13	Scheduled Date of Completion of Project	
14	Actual Date of Start of Project	
15	Actual Date of Completion of Project	
16	Reasons of Time over run, if project delayed (If no delay, write – NA)	
17	Reasons of Cost over run, if project cost exceeded 5% beyond estimated cost (If within 5%, write – NA)	
18	Is Building certified by IGBC or TERI under LEED/GRIHA (Yes / No)	
19	If answer for S. No. 19 is 'YES', then certification level (Certified/Silver/Gold/Platinum) (Enclose certified copies of certificate issued by IGBC/TERI if applicable) (If no, write- NA)	

(Signature of Authorized Signatory)

(Seal of the Firm)

ANNEXURE – I (a)**DETAILS OF HVAC WORKS COMPLETED**

Sr. No.	Name & location of the project / work	Completion cost of the project / work	Date of completion	Name of the Client & contact details

(Please enclose minimum 6” X 8” colour photographs of works)

(Signature of Authorized Signatory)

(Seal of the Firm)

ANNEXURE – II**WORKS IN HAND****Details of similar works only (Refer clause-2e of Application Documents)**

Sr. No.	Name of the Client	Nature of work	Details / Type of Electrical works proposed	Location of the Building/ project	Estimated value	Total Built up area in Sqft	Height of the Building	Present Status	Schedule date of completion	Remarks

(Signature of Authorized Signatory)

(Seal of the Firm)

PERFORMANCE REPORT OF WORKS REFERRED TO IN “ANNEXURE 1”

1. Name of Work / Project and Location:
2. Trades:
3. Agreement No.:
4. Estimated Cost:
5. Tendered Cost:
6. Actual value of work done:
7. Date of start:
8. Date of completion:
 - (a) Stipulated date of completion:
 - (b) Actual date of completion:
9. (a) Whether case of levy of compensation for delay has been decided or not: Yes/No
(b) If decided, amount of compensation levied for delayed completion, if any
10. Performance Report:

Quality of work: Good/Good/Poor	Outstanding/Very
Financial Soundness:	Outstanding/Very Good/Good/Poor
Technical Proficiency:	Outstanding/Very Good/Good/Poor
Resourcefulness: Good/Good/Poor	Outstanding/Very
General Behaviour:	Outstanding/Very Good/Good/Poor

Signature

**Executive Engineer or equivalent
(Client)**

(Signature of Authorized Signatory)

stamp

(Seal of the Firm)

ANNEXURE – IV

OTHER RELEVANT INFORMATION

1	PERSONNEL (Engineer/ Supervisor)	NAME	QUALIFICATION	ANY OTHER
i)				
ii)				
iii)				
2.	NAME OF EQUIPMENTS: -		QUANTITY/NO	SPECIFICATION
i)				
ii)				
iii)				
iv)				

(Signature of Authorized Signatory)

(Seal of the Firm)

DETAILS OF ARBITRATION / LITIGATIONS/SUITS WITH CLIENTS
(INITIATED DURING LAST 3 YEARS AS ON 31/06/2025)

(USE SEPARATE SHEET/FORMAT FOR EACH CASE)

1	Name & Address of the Client	
2	Name of the Project	
3	Project Cost (Rupees in Crore)	
4	Status of the Project (In progress / Completed)	
5	Brief Details of Dispute	
6	Amount for which Arbitration / Litigation / Suits initiated	
7	Who initiated Arbitration/ Litigation/ Suit (Client / Contractor / you)	
8	Date of Initiation of Arbitration/ Litigation /Suit	
9	Status (Concluded / Pending)	
10	If concluded, the brief description of award /Judgment	
11	If pending, the brief reasons of pendency.	
12	Name & Date of the 'Document of Evidence' being enclosed (e.g., application filed/copy of award/judgment etc.) (Enclose certified copies of 'Document of evidence' available)	

(Signature of Authorized Signatory)

(Seal of the Firm)

SOLVENCY CERTIFICATE WITH BANK'S DETAIL

This is to certify that M/saddress
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

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.....).

2. 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 Authorized Signatory)

(Seal of the Firm)

INSTRUCTIONS FOR FILLING FORMATS

(PLEASE PAY ATTENTION)

Henceforth you have to fill information in various forms / formats (**FORMAT-I to FORMAT-VIII**). While doing so please keep in mind following things.

1. Information to be furnished should be correct, crisp, to the point and precise.
2. Please do not leave any field/column/box blank. In case nothing has to be filled in a particular field/column/box then please write '**Not Applicable**' or '**NA**'
3. Supporting documentary evidence ('Document of Evidence') are needed to be enclosed as '**Annexure**' for claims /information filled by you in FORMAT-I to FORMAT-VIII.
4. For which information/claims, the 'Documents of Evidence' is needed and what type of 'Documents of Evidence' are needed is spelt out / mentioned in the FORMAS and in these tender documents.
5. So go through the tender document & FORMATS meticulously & thoroughly and keep ready the documents which are needed to be mentioned in FORMATS and are to be enclosed as evidence.
6. These 'Document of Evidence' are to be given numbers e.g., Annexure-1, Annexure-2, Annexure-3 .and so on and write in bold letters (as **Annexure-1, Annexure-2**) on the top right corner of the documents.

e.g., In FORMAT-I at S.No.9 you want to enclose the 'Partnership Deed' as 'Document of Evidence' for Date of Establishing Architectural Consultancy Firm. Then Write - '**Annexure-1**' at the top right corner of the 'Partnership Deed'. Write - '**Partnership Deed**' in blank field /cell against Annexure-1 in FORMAT-VI and also in blank field/cell of S.No.-9 of FORMAT-I. Write – '**Annexure-1**' in blank field/cell of S. No.-10 of FORMAT-I
7. Please ensure that correct Annexure No. is mentioned in relevant field of various FORMATS.
8. All the enclosures (i.e., Annexures) should be self-certified copies bearing signature of authorized signatory and seal of the firm / bidder.
9. All the Annexures must be serially (Annexure-1, Annexure-2 ...) arranged, placed/ enclosed after FORMAT-VIII and submitted in Cover-A along with Technical Bid (These Annexures will for part of Technical Bid of Tender)
10. There is possibility that same document (Document of Evidence') has to be mentioned as evidence at more than one place in the technical bid. In that case enclose/annexe only one
(Signature of Authorized Signatory) (Seal of the Firm)

PQ Document

copy of that document and mention that Annexure Number at every place where that particular document needs to be referred.

11. The certificate from the client should clearly mention particulars (salient features) of the project i.e. Scope of Work / Project, Scope of services offered by the Architectural Consultancy Firm , Estimated & actual project cost, Scheduled & actual dates of commencement & completion of project, Green building features provided in the building, Number of basements and floors, Height of the building from ground, Opinion of client on quality of services rendered by the Architectural Consultancy Firm etc. Also, please refer **relevant clauses of 'Minimum Eligibility Criteria'** of these tender documents in this regard.

----- End of the documents-----

(Signature of Authorized Signatory)

(Seal of the Firm)