

NIT NO	IAD/HYD/2021-22/004
Date:	05.10.2021



**STATE BANK OF INDIA INTERNAL AUDIT DEPARTMENT, HYDERABAD**  
**INVITES**

**PRE-QUALIFICATION APPLICATIONS**

**FOR**

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**SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF FULLY AUTOMATIC  
HYDRAULIC LIFT (G+1) AT DMD BUNGLOW, ROAD NO:45, JUBILEEHILLS, HYDERABAD.**

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**Assistant General Manager( Admin),  
Administration Wing,  
Ground Floor,  
Internal Audit Department  
State Bank of India,  
Lingampally  
Hyderabad-500019  
Phone No:040-23466318  
Email: agmadmin.iahyd@sbi.co.in**

## WEBSITE NOTICE

Tender No. IAD/HYD/2021-22/004 Date : 05.10.2021

**State Bank of India,  
Internal Audit Department,  
Hyderabad**

### WEBSITE NOTICE FOR PRE-QUALIFICATION OF AGENCIES

1. Internal Audit Department invites prequalification application for Supply, Installation, Testing and commissioning of one of number of 4 passenger fully automatic hydraulic elevator (G+1) at DMD Bungalow, Road No:45, Jubileehills, Hyderabad.
2. Interested agencies/contractors should apply on the prescribed documents (which can be downloaded from SBI website [bank.sbi](http://bank.sbi) <link> [Procurement News](#). Interested agencies/contractors may submit the pre-qualification application. Last date of submission of Pre-Qualification Application to this Office is on or before 16.10.2021 by 03.00PM extended upto 21.10.2021 before 3.00PM
3. Corrigendum/Amendment, if any would be hosted on the website only. Hence, prospective applicants are advised to visit website regularly for above purpose.
4. SBI reserves the right to accept/reject any /all tenders without assigning any reason.

**Assistant General Manager(Admin)**

DETAILS OF PROJECT/WORK:

I.	Name of the Work	Supply, Installation, Testing and commissioning of one of number of 4 passenger fully automated hydraulic elevator (G+1) at DMD Bunglow, Road No:45, Jubileehills, Hyderabad.
II.	Scope of work in brief:	The work includes a) <b><u>Supply, Installation, Testing and Commissioning of Hydraulic elevator with fully automatic doors.</u></b>

**SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF FULLY AUTOMATIC HYDRAULIC LIFT (G+1) AT DMD BUNGLOW ROAD NO:45, JUBILEEHILLS, HYDERABAD.**

1. Internal Audit Department invite prequalification application for Supply, Installation, Testing and commissioning of one of number of 4 passenger fully automatic hydraulic elevator (G+1) at DMD Bungalow, Road No:45, Jubileehills, Hyderabad.

The Estimated cost of the project as described above is ₹14,00,000.00+ GST (Approximately)

The intending agencies 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 establishment (for a minimum period of 7 years as on 30.09.2021)) in Supply & installation of fully automatic Hydraulic elevator for Offices/ Residential Buildings of Banks, Financial Institutions, MNCs, Government Organizations / undertakings etc or .

**B. WORK ELIGIBILITY: -**

Experience of having successfully completed similar works during last 7 years ending last day of months previous to the one in which applications (30.09.2021) are invited should be either of the following:

SN	WORK ELIGIBILITY CRITERIA
1	Supply & installation of at least one fully automatic Hydraulic elevator
2	The agency should have established office / Service at Hyderabad.

**SIMILAR WORK MEAN:** Supply & installation of fully automatic Hydraulic elevator for Offices/ Residential Buildings of Banks, Financial Institutions, MNCs, Government Organizations / undertakings which are acceptable to SBI and these installations should have completed at least one year as on 06.10.2021 .

**B AVERAGE ANNUAL TURNOVERS:** Should not be less than ₹4.2 lakhs for the last three financial years as per the audited balance sheet. (supporting documents to be submitted)

**C PROFIT/LOSS:** Bidder should be a Profit-making firm and should not have made losses in the last two financial years out of last five financial years.(supporting documents to be submitted)

Interested parties meeting the above mentioned pre-qualification criteria should submit their

application in the prescribed format along with supporting documents in respect of

- (i) Experience profile,
- (ii) Proof of meeting the above criteria,
- (iii) Attested copies of completion / work in progress certificates accompanied with the copy(ies) of related Letter(s) of work order from the clients,
- (iv) Audited / certified balanced sheet for the last 5 (five) years,
- (v) EPF / ESI / GST Registration Certificate,
- (vi) Registration as Contractor with various PSUs, State PWDs, CPWD, MES, Railways and Autonomous Bodies,
- (vii) Details of Technical and Administrative employees,
- (viii) List of Plant & Machineries/Equipment and

1. Issuance of tender documents shall be restricted to the qualified contractors only.
2. No Joint Venture or consortium of firms shall be allowed.
- 5 SBI. reserves the right to verify the authenticity of the documents submitted by the contractors. SBI also reserve the right to reject any or all application, split the work and cancel the process without assigning any reason whatsoever.
- 6 Pre-qualification document is available on Bank's web site – [bank.sbi<link> Procurement News](#). Interested agencies/contractors may download the documents from the website and submit their Pre-qualification applications by the stipulated date and time. The format duly filled in along with all documents

## 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 be 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.
3. If necessary, the authorized representatives of SBI will visit any 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 16.10.2021 extended upto 21.10.2021 before 3.00 PM by SBI at the below mentioned address in sealed envelope super scribing "Prequalification for Supply, Installation, Testing and commissioning of one of number of 4 passenger fully automatic hydraulic elevator (G+1) at DMD Bunglow, Road No:45, Jubileehills, Hyderabad.

**Assistant General Manager(Admin),  
Administration Department,  
Internal Audit Depart,  
Lingampally,  
Hyderabad-500019**

6. SBI 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. SBI 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 SBI to award any job/project to the prequalified contractors.

## **INSTRUCTIONS TO APPLICANTS**

### **GENERAL INSTRUCTIONS:**

1. Please read these instructions carefully before filling up the application form.
2. The application must be submitted in the proforma to be downloaded from our website without editing the text whatsoever. Any violation of this condition shall render the application invalid.
3. The Application form have to be submitted in the prescribed format 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.
4. 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.
5. While filling application form please ensure following: -
  - All information called for in the enclosed forms should be furnished against the relevant columns in the forms.
  - 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 forms, or making any changes in the prescribed forms, or deliberately suppressing any information, may result in the prescribed formats may result in disqualification of the applicant summarily.
6. 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 SBI will not be responsible for any damage in transit in case of postal / courier / hand delivery
7. 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.
8. 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.

9. 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/Chief Project Manager or equivalent.
10. Documents submitted in connection with pre-qualification will be treated as confidential and will not be returned.
11. **LETTER OF TRANSMITTAL**  
The applicant should submit the letter of transmittal on the letter head of the applicant attached/appended with Application form along with annexures of pre-qualification document as mentioned / necessitated.
12. **ORGANISATIONAL INFORMATION - BIODATA**  
Applicant is required to submit the information in respect of his organization (in Application form) and Biodata of the Directors / Partners / Key associates.
13. **FINANCIAL INFORMATION**  
Applicant should furnish the following financial information as per the format as mentioned in Form 'A'.
14. Banker's Details, Chartered Accountant, Annual financial statement for the last five years (**in Form '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.
15. Name and address of the banker's identification of individuals familiar with the applicant's financial standing and a banker's statement on availability of credit.
16. **EXPERIENCE IN SIMILAR WORKS HIGHLIGHTING MAJOR PROJECTS**  
Applicant should furnish the following:
  - i. List of all Similar works successfully completed during the last Seven years (**in Form "B"**).  
This list is to be substantiated with the documentary evidences such as copies of work orders, certified final bill copy, satisfactory completion certificate obtained from client etc. without which, the projects mentioned in the format may not be considered for scrutiny. List of works completed before seven years may be mentioned in separate sheet if the applicant intends to do so. **Form B-1** may be submitted project wise as supplementary information for the major projects only executed during the last seven years ending **30.09.2021**.
  - ii. List of the 'similar' projects under execution or awarded (**in Form "C"**).
  - iii. Particulars of 'Similar' Major completed works (mentioned in **Form "B"**) indicating the performance of the applicant duly authenticated/certified by an officer not below the rank of Superintending Engineer/Chief Project Manager or equivalent should be furnished separately for each major work completed. (**in Form "D"**)



17. **ORGANISATIONAL INFORMATION -OTHERS**

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

18. **CONSTRUCTION PLANT ANDEQUIPMENTS:**

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

19. **TENDERSUBMISSION**

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 be invited to submit tenders for the work.

The employer reserves the right to:-

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

20. The SBI 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 SBI 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 SBI Further, any breach of this condition by the applicant would also render him liable to be removed from the approved list of contractors of SBI

21. (a) SBI 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 forms, 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.

22. 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 formatting, 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 format 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 – 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 Form 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.
23. 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 SBI is / are posted in any capacity either non-executive or executive employee in Hyderabad. Near relative(s) for this purpose is/are defined as–
- i) Member of Hindu Undivided family(HUF)
  - ii) They are Husband and wife
  - iii) The one is related to other in the manner as father, mother, son(s) & son's wife (daughter-in-law), Daughters(s), Daughter's husband (son-in-law), brother(s), brother's wife, sister(s), sister's husband(brother-in-law)
- The applicant (principal contractor) shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him or who are near relative to any executive employee/ Gazette officer in the SBI
24. Efforts on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in rejection of application. Canvassing of any kind is prohibited.
25. Prospective applicants may contact, **Assistant General Manager(Administration), internal Audit Department Hyderabad (Contact No.)** for any clarification/issue relevant to this notice. However, queries / clarifications (if any) may also be sent to "

agmadmin.iahyd@sbi.co.in

**LETTER OF TRANSMITTAL**

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

**Assistant General Manager(Administration),  
Internal Audit Department,  
Lingampally,  
Hyderabad-500019**

**Sub: Submission of Expression of Interest (EOI) for PRE-QUALIFICATION FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF ONE OF NUMBER OF 4 PASSENGER HYDRAULIC ELEVATOR (G+1) AT DMD BUNGLOW, ROAD NO:45, JUBILEEHILLS, HYDERABAD**

Dear Sir,

I/We have read, understood & examined the Prequalification documents, along with other details / formats, the receipt of which is hereby duly acknowledged, including subsequent pre-Bid clarifications/ modifications / revisions, if any, furnished by the SBI 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 SBI. We shall abide by the terms & conditions spelt out in the bank's notice/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, SBI 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 State Bank of India, on the basis of the information given by me/us will be treated as invalid by the Bank

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 Bank/ SBI, 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 advantage, commission, fees, brokerage or inducement to any official of the Bank, 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, 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 State Bank of India in selection of the contractors will be final and binding on me/us.

8. We hereby undertake that our name does not appear in any "Caution" list of RBI / IBA or any other regulatory body.

9. We confirm that we do not have any litigation / cases pending against us in any Bank / PSU / State or Central Govt departments. We also confirm that we have not been blacklisted by any Bank / PSU / State or Central Govt Office/ departments for any reasons, except the undernoted (details should be mentioned along with period and reasons thereof).

10. If commercial bidding is done through the reverse auction process by the Bank or SBI, our authorized representative who would participate in the reverse auction process would be possessing a valid digital certificate for the purpose, on behalf of the firm.

11. I/We hereby certify that none of our relatives as per Bank's instructions are employed in State Bank of India. In case at any stage, it is found that information given by me is false/incorrect, State Bank of India shall have absolute right to take any action as deemed fit, without prior intimation to me.

12. 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 FORM

1.	Name of the contractor Firm/ company:	
2.	Type of Organisation (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 storeyed residential 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 Hyderabad/ Secunderabad 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 2017, 2018, 2019. (details of turnover during previous F.Y. to be submitted as per format given in Annexure A)	2017-18: 2018-19: 2019-20: ----- Average:
25.	Total number of Interior/ Renovation works of Commercial/ Office project completed.	
26.	Details of Similar works of Commercial/ Office Project completed during the last 7 years, as per format given in annexure (Copies of work orders & completion certificates must be enclosed)	As per format Annexure B & B1
27.	Value of Single Largest Project for Similar Work for Office/ Commercial project completed in the last 7 years	
28.	Details of Similar work under execution	As per format Annexure C
29.	Financial Information as per format given at Annexure A (Enclose copies of audited balance sheet and profit & loss statements and CA Certificate)	As per format Annexure A
30.	Number of years of experience in the interior works of commercial/ office buildings including HVAC and electrical works.	
31.	Name and address of Bankers and position of financial soundness (Enclose solvency certificate or other relevant papers/documents, refer Annexure J)	As per Annexure J
32.	Details of skilled work force provided.	As per format Annexure E
33.	Details of equipment available with the firm –	As per format Annexure F
34.	Mention is black listed and / or blacklisting proceedings pending with any client. Details of the same, with reasons, to be furnished.	
35.	Details of disputes /litigations, if any, during the period of last 07 years	
36.	Whether any penalty imposed by law enforcing agencies such as labour department, sale tax, GST, etc.	

37.	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 7 years, ended on 30.09.2021. If yes, please provide details thereof, with reasons.	
38.	Whether firm had been barred from participating in the bidding process or kept in cooling period/under suspension by any client, during the last 7 years, ended on 30.09.2021. If yes, please provide details thereof, with reasons.	
39.	Please indicate details of any bankruptcy/winding up of proceedings at any point of time in past	
40.	Covering cum declaration / confirmation letter as per Annexure-E	
41.	Enclose copy of valid Electrical Contractor's License	



**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/ in the projects : innovative techniques adopted
  
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 Five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).**

<b>YEARS</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</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. Income Tax Clearance Certificate

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

VI. 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 SEVEN YEARS ENDING BY 30.09.2021.**

1	2	3	4	5	6	7	8	9	10	11	12
S. No.	Name of work/ project & location	Owner or sponsoring organizations	Date of Agreement with the owner	Scope of work executed	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 & Actual date of completion	Litigation / Arbitration pending/ In progress with details (if any)	Name and address with contact No. of Officer of client to whom reference shall be made	Remarks

**Signature of Applicant**

**Note:**

Actual date of completion of the project should be within 7 years ending 30.09.2021 for taking into eligibility consideration. The projects mentioned in the above format 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.
  - a. Interior works.
  - b. Electrical works.
  - c. HVAC works
  - d. Floor area. (Sqm)
6. Type of power supply system.
7. Type of equipment in substation & for internal works.
8. Time taken for
  - i. Substation.
  - ii. Internal works.
  - iii. Total Project.
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.
13. Systems adopted for timely completion of the project.

**Signature of Applicant**

**FORM 'C'**

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

1	2	3	4	5	6	7	8	9	10	11	12	13
Sl. No.	Name of work/project & location	Client / Owner or sponsoring organizations	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	Delay in progress (if any) and reasons thereof	Name and address with contact No. of Officer of client to whom reference shall be made	Remarks (Indicate whether any show-cause notice issued or Arbitration initiated during the progress work)

**Signature of Applicant**

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

**PERFORMANCE REPORT FOR 'SIMILAR' MAJOR COMPLETED WORKS  
(REFERRED TO IN FORM '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

Superintending Engineer / Chief  
Project Manager or Equivalent &  
(Name of Organization), Date

Note:

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

**NAME AND VALUE OF MAJOR WORKS COMPLETED DURING THE LAST 7 YEARS**

Sl. No.	Name of Work /project with address	Name & full postal address of the owner. Specify whether Govt. Under taking along with name, address and contact Nos. of -2-persons (Executive Engineers or top officials of the organization).	Contract amount (Rs.) with copy of work order & completion certificate from project in-charge)	Stipulated time of completion (months) Enclose clients certificate for satisfactory completion	Actual time of completion (Months)	All the details to pertaining to one work.					If the work is left incomplete or terminated ( furnish reasons)	Remarks
						Actual amount of the project cost, if increased, give reasons	Cost of Interior Work	Cost of Electrical work	Cost of HVAC work	Cost of Firefighting work		

## Notes:

- Information has to be filled up specifically in this format only. Please do not write remark "As indicated in Brochure /Attached Documents".
- Date shall be reckoned as on **30.09.2021**
- For certificates, the issuing authority shall not be less than an Executive Engineer or equivalent in charge of the relevant work /project.

Furnish the names of three responsible clients/persons to whom the highest value of three major works carried out by the applicant with address and telephone number who will be a position to certify about the quality as well as past performance of your organization.

NAME OF THE OFFICIAL	ORGANISATION & ADDRESS	CONTACT NUMBERS



**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 Letter of Transmittal, Application Form and Forms 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	Proof of eligibility of electrical service work	Yes/No	
10	Financial Information	Yes/No	
	A) Balance sheets of last 5 years	Yes/No	
	B) Calculation sheets of net worth	Yes/No	
	C) Solvency Certificate in original	Yes/No	
11	Details of completed work as given in Form B	Yes/No	
12	Attested copies of Award Letters/Work Orders/LOI for completed work	Yes/No	
13	Original or attested copies of certificate for works done, from concerned clients	Yes/No	
14	Performance report of completed works as given in form D	Yes/No	
15	Details of work on hand as given in Form C	Yes/No	
16	Attested copies of award letters/work orders/LOI for ongoing projects / Works on Hand	Yes/No	
17	Details of key personnel as given in Form E	Yes/No	
18	Details of plant and machinery etc. as given in Form F	Yes/No	
19	CD/DVD containing all submittals in digital format	Yes/No	
20	Enclose copy of valid Electrical Contractor's License	Yes/No	

**Signature of Applicant**