

**PART - E: STANDARD FORMATS FOR ELIGIBILITY CRITERIA TO BE
UPLOADED**

FORM "J": LETTER OF TRANSMITTAL

From:

To
Chairperson ICDC,
Institute for Plasma Research,
Bhat,
Gandhinagar - 382428

Kind Attention: Mr. Prashant Singh, Officer In-charge e-tenders.

Subject: Submission of bids for the work Miscellaneous works (Providing and fixing Concertina Coil & Chain link Fencing on existing Compound wall, Epoxy flooring and allied works) at IPR campus Bhat, Gandhinagar.

Ref: E-Tender Notice No.: IPR/TN/CIVIL-PR/01/2020

Sir,

Having examined the details given and bid document for the above work, I/We hereby submit the relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed Forms "A" to "I" and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorize IPR to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/We also authorize IPR officials to approach individuals, employers, firms and Institute to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical knowhow and capability for having successfully completed the following eligible similar works:

S. No.	Name of work	Certified by/from

Certificate : It is certified that the information given in the enclosed eligibility bid are correct. It is also certified that I / We shall be liable to be debarred , disqualified / cancellation of enlistment in case any information furnished by me / us is found to be incorrect.

Date of submission:

Seal and signature of bidder

FORM "A": FINANCIAL INFORMATION

- I. Financial Analysis** - Details to be furnished duly supported by figures in balance sheet/ profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the Bidder to the Income Tax Department (copies to be scanned & uploaded).

Particulars	Financial Year				
	2014-15	2015-16	2016-17	2017-18	2018-19
i) Gross Annual turnover on construction work					
ii) Profit/Loss					
iii) Certified by					

Signature of Chartered Accountant with seal

Signature of Bidder

**FORM "B": FORM OF BANKER'S CERTIFICATE FROM
SCHEDULED BANK**

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

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

(Signature)
For the Bank

NOTE: (1) Bankers certificates should be on letter head of the Bank
(2) In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

FORM "C": PRESCRIBED FORMATS: DETAILS TO BE FURNISHED FOR COMPLETED WORKS DURING LAST SEVEN YEARS ENDING PREVIOUS DAY OF LAST DAY OF SUBMISSION OF TENDER.

Details	Work -1	Work -2	Work- 3
Project name & Location:			
Owner or client: (Name and Address, contact Number of			
Officer to whom reference can be made)			
Project description:			
1. Type of Building:			
2. Type/nature of works details.			
Whether For Government/Semi Government/ Government undertaking/ Government autonomous bodies:			
Tendered Project Cost:			
Actual Project Cost:			
Project duration (as per contract): (in months)			
Start date (dd/mm/yy):			
Actual date of Completion (dd/mm/yy):			
Actual duration (Months):			
Reasons for delay (if any):			
Any penalty/ Bonus:			
Any Litigation/ Arbitration/claim/Dispute pending (with details of claim and award if any):			
Copy of Completion certificate & Work order received from client to be attached			

Note:

- 1) For similar completed works, Original or attested scanned copies of initial work order and final completion certificate from client have to be uploaded.
- 2) The final completion certificate shall mention Name of work, Work order value, Completion value, duration, Client name & Address, Location of work, Stipulated start and completion date, Actual Start and Completion date, Reasons for Delay (if any), Nature of Work etc.
- 3) Bidder should submit separate form for giving details of work completed for each year, separate sheets if any shall be numbered in sequence.
- 4) Certified that the above list of work complete and no work has been left-out and the information given is correct to knowledge and belief.

FORM "D": INFORMATION ABOUT ALL ONGOING WORKS:

Details	Work -1	Work -2	Work- 3
a) Project name & Location :			
b) Owner or client: (Name and Address, contact Number of Officer to whom reference can be made):			
c) Project details in brief:			
d) Stipulated start date :			
e) Actual Start date :			
f) Time period :			
g) Stipulated completion date :			
h) Present Status of work in Percentage completion:			
i) Work Order Value (in lakhs) :			
j) Work done value (RA bill) of work (in lakhs):			
k) Type/nature of works details.			
l) slow progress if any and Reasons for Delay, if any:			
m) Copy of Work order received from client to be attached			

Note:

- 1) Original or attested scanned copies as well as hardcopies of initial work order from client have to be uploaded.
- 2) The certificate shall mention Name of work, Work order value, duration, Client name & Address, Location of work, Stipulated start and completion date, Actual Start and Completion date, Reasons for Delay (if any) , Nature of Work etc.
- 3) Certified that the above list of work is complete and no work has been left-out and the information given is correct to knowledge and belief.

FORM "E" INFORMATION ABOUT ORGANISATION STRUCTURE:

Sr. No.	Particulars	Details to be filled
1	Name of Firm	
2	Postal Address	
3	Contact Nos.	
	Office	
	Residence	
	Mobile	
4	Fax No.	
5	Name of Contact Person	
6	E - mail Address	
7	Legal status of Bidder : (Please tick and attach attested copies of original document defining the legal status)	
	(1) An Individual	
	(2) A Proprietary firm	
	(3) A Partnership firm	
	(4) A Pvt. Ltd. Company	
	(5) A Public ltd. Company or Corporation	
	Dept./Organization & Place of registration, Registration No.	
	Names and Titles of Director & Officers with designation proposed to be concerned with this work	
	Designation of individuals authorised to act on behalf of the organization.	

Sr. No.	Particulars	Details to be filled
	Was the applicant ever required to suspend construction for a period of more than six months continuously after you commenced the construction? If so, give the name of the project and reasons of suspension of work.	
	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.	
	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organisation at any time? If so give details.	
	Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	
9	Any other information considered necessary but not included above.	

Note:

1. Bidder should attach separate sheets if required and if space given in the formats is not sufficient but strictly as per above formats only.

FORM "F": INFORMATION ABOUT ADMINISTRATIVE & TECHNICAL STAFF AVAILABLE WITH THE BIDDER AND THAT PROPOSED TO BE DEPLOYED TO COMPLETE THIS WORK IN TIME:

1.0 The bidders should submit list of technical and administrative employees for proper execution of project. The bidder should submit a list of these employees stating how these would be involved in the project.

Sr. No.	Name	Qualification	Designation	Professional experience and details of work carried out	Since when working in your firm	Total Experience (In years)	Capacity in which will be involved for this work (if to be deployed for this work)	Remarks

Note:

1. The bidders should submit list of technical and administrative employees for proper execution of project. The bidder should submit a list of these employees stating how these would be involved in the project.
2. Bidder should attach separate sheet if required and if space given in the formats is not sufficient but strictly as per above formats only.

FORM "G": INFORMATION ABOUT CONSTRUCTION PLANT, MACHINERY, EQUIPMENT, ACCESSORIES, INFRASTRUCTURE FACILITY POSSESSED BY THE BIDDER AND THAT PROPOSED TO BE DEPLOYED TO COMPLETE THIS WORK IN TIME

Sr. No	Name of Equipment/ Plant	Nos	Capacity or Type & make	Age	Condition	Ownership status				Current Location	How many Proposed for the Project	Remarks
						Presently owned	Leased	To be purchased	Proposed to be hired			
1	2	3	4	5	6	7	8	9	10	11	12	13

FORM "H": MANDATE FORM -FORMAT TO BE ENCLOSED

To,
The Accounts Officer, Institute for Plasma Research, Bhat, Gandhinagar - 382 428

Sub: Bank Details for Payment through Electronic Mode

Sir,

It is requested that our payment may please be arranged through Electronic Mode. The details of bank are as under:

1. IFSC CODE

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2. NEFT Code

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3. Account No.

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Full Account No. for payment to be made through Electronic Mode.

4. Account Type. CURRENT A/C (11)/CASH CREDIT A/C (13)

5. MICR NO.

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Note: 1st three digit & last of 3 digit of MICR No. should not be zero.

6. Name of Bank:

7. Name of Branch:

8. Address of Bank:

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for any reasons, I would not hold the user institution responsible and agree to discharge the responsibility expected of me as a participant under the scheme.

Yours faithfully,

()
Signature of authorized Officer
With Name, Designation & Company's seal.

FORM "I": UNDERTAKING TO BE FURNISHED ONLINE BY THE BIDDER -
TO BE UPLOADED BY THE BIDDER ON THEIR LETTER HEAD AFTER SIGNING THIS TEMPLATE
(UNDERTAKING)

Name of Work: Miscellaneous works (Providing and fixing Concertina Coil & Chain link Fencing on existing Compound wall, Epoxy flooring and allied works) at IPR campus Bhat, Gandhinagar.

Tender number: IPR/TN/CIVIL-PR/01/2020 (Two Bid System):

I DO HEREBY UNDERTAKE

- 1 That all the information being submitted by me is genuine, authentic, true and valid on the date of submission of tender and if any formation is found to be false at any stage of tendering or contract period I will be liable to the penal actions as prescribed in NIT.
- 2 That I accept all terms and conditions of NIT, including general terms and condition, special / additional terms and conditions, addendum, corrigendum, clarifications as stated there in the tender document as available on the website.
- 3 That I am giving my consent for e-payment.
- 4 That I do authorize IPR for seeking information / clarification from by bankers, clients having reference in this bid.
- 5 That I have uploaded photo copies of all relevant documents as prescribed in the tender document in support of the information and data furnished by me online.
- 6 That I accept all the undertakings as specified elsewhere in the tender document.
- 7 That this online agreement will be a part of my bid and if the work is awarded to me /us, this will be a part of our agreement with corporation.
- 8 That I hereby forward Earnest Money Deposit in demand draft or Pay order of any scheduled bank If I/we, fail to furnish the prescribed performance guarantee within prescribed period, I/we agree that the said Director, IPR or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, it I/we fail to commence work as specified, I/we agree that Director, IPR or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to those in excess of that limit at the rates to be determined in accordance with the provision contained in Clause 12.2 and 12.3 of the tender form. Further, I/We agree that in case of forfeiture of Earnest money & Performance Guarantee as aforesaid. I/We shall be debarred for participation in the re-tendering process of the work.
- 9 I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to notice of Department, then I/We shall be debarred for tendering in The Institute in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

Signature of Bidder with Seal