

**TENDER DOCUMENT**

*FOR*

**SUPPLY OF NON MEDICAL FURNITURE AT ESIC MEDICAL  
COLLEGE AND HOSPITAL, PARIPALLY**

**PART-I  
TECHNICAL BID**

**TENDER NO. HLL / ID / 13 / 87**

**NOVEMBER- 2013**

**HLL LIFECARE LIMITED.  
INFRASTRUCTURE DEVELOPMENT DIVISION**

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**SCHEDULE FOR SUBMISSION OF TENDER**

EVENT	DATE
Starting date of sale of documents	14.11.2013
Last date of sale of documents	25.11.2013
Date of Pre Bid meeting	19.11.2013 at 3.30PM at ID Office, Vettamukku
Last date and time for submission of completed Tender	26.11.2013 1500 hrs
Date and time for Opening of Technical Bid	26.11.2013 15.30 hrs

The Tender documents can be downloaded from the HLL web site [www.lifecarehll.com](http://www.lifecarehll.com) from 14.11.2013 onwards and the cost of tender document of Rs.2625/- (Rupees Two Thousand Six Hundred and Twenty Five only) shall be submitted along with the tender in the form of DD taken in favour of HLL Lifecare Limited payable at Thiruvananthapuram.

The completed Tender should be submitted before the due date and time of submission at the following address.

**Deputy Vice President (TECHNICAL)**  
**HLL Lifecare Limited,**  
**Infrastructure Development Division,**  
**"Adarsh", T.C 6/1718(1),**  
**Vettamukku, Thirumala PO,**  
**Thiruvananthapuram- 695 006.**  
**Phone - 0471 2365872/ 73**  
**Fax - 0471 2368144**

**HLL LIFECARE LIMITED  
(A GOVT. OF INDIA ENTERPRISE)**

**PRESS NOTIFICATION**

HLL Lifecare Limited invites item rate open tender in two bid system for the Supply of Non Medical Furniture. **The make of furniture shall be Godrej/Wipro/ Featherlite/ Blowplast/Herman Miller :**

Location	Estimated Cost	Other details
ESIC Medical College and Hospital, Paripally, Kollam	Rs. 4,00,00,000 /- (Approx.)	EMD : Rs. 8,00,000/- Completion period : 2 Months
		Last date of submission of bid : 26.11.2013 at 3.00PM Date of Opening : 26.11.2013 at 3.30PM

Tender Documents consisting of Technical bid, General conditions of contract and Specifications & Bill of quantities can be downloaded from the web site [www.lifecarehll.com](http://www.lifecarehll.com) from 14.11.2013 to 25.11.2013 and the cost of tender document shall be submitted along with the tender in the form of DD taken in favour of HLL Lifecare Limited payable at Thiruvananthapuram.

**Deputy Vice President (Technical),  
HLL Lifecare Limited,  
Infrastructure Development Division,  
"Adarsh", T.C 6/1718(1),  
Vettamukku, Thirumala PO,  
Thiruvananthapuram- 695 006.  
Phone - 0471 2365873/872  
Fax - 0471 2368144**

**HLL LIFECARE LIMITED**  
**(A GOVT. OF INDIA ENTERPRISE)**

**NOTICE INVITING TENDER**

1. Tenders are invited in two bid system for the Supply of Non Medical Furniture. The make of furniture shall be Godrej/Wipro/ Featherlite/ Blowplast/Herman Miller
2. The work is estimated to cost Rs. 4,00,00,000/- approximately. The estimate however, is given merely as a rough guide.
3. Agreement shall be drawn with the successful tenderer and all the volumes of the tender document shall form part of the contract.
4. The time allowed for carrying out the work will be **2 Months** from the date of issue of letter of Acceptance (LOA) or from the first day of handing over the site, whichever is later, in accordance with the phasing, if any, indicated in the tender documents.
5. Intending tenderers should inspect the site and make judicious assessment.
6. The Tender documents can be downloaded from the HLL web site [www.lifecarehll.com](http://www.lifecarehll.com) from 14.11.2013 onwards and the cost of tender document of Rs.2625/- (Rupees Two Thousand Six hundred and Twenty Five only) shall be submitted along with the tender in the form of DD taken in favour of HLL Lifecare Limited payable at Thiruvananthapuram.
7. Tenders, **which should be placed in sealed envelopes, as prescribed in Para 11 of Section II (Information & Instructions to Tenderers)**, will be received by the **Deputy Vice President (TECHNICAL), HLL Lifecare Limited, Thiruvananthapuram** upto 3.00 PM on 26.11.2013. The Technical Bid will be opened by him or his authorized representative in his office on 26.11.2013 at 3.30 PM.
8. Earnest Money of **Rs. 8,00,000/-** shall be submitted in a separate sealed cover marked "Earnest Money" along with the technical bid in the form of a Demand Draft/ Fixed Deposit Receipt (FDR) Banker's cheque of a scheduled bank issued in favour of HLL Lifecare Limited, Thiruvananthapuram

9. Prospective applicants may request clarification regarding the Tender document on or before the last date of sale of documents. No request for clarification will be considered after.
10. The contractor shall be required to deposit an amount equal to 5% of the tendered value of the work as performance guarantee in the form of an irrevocable guarantee bond of any scheduled bank or State Bank of India/ Fixed deposit receipt (FDR) of a Scheduled Bank in accordance with the form prescribed within 15 days of issue of letter of acceptance.
11. The scope of the work is for Supply of Non Medical Furniture at ESIC Medical College and Hospital at Paripally,Kollam
12. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the form and the nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity, access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender implies that the tenderer has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done, local conditions and other factors having a bearing on the execution of the work.
13. HLL Lifecare Limited does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without assigning any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected.
14. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
15. HLL Lifecare Limited does not bind itself to accept the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted. The firm or contractor shall not be permitted to tender for work in case his near relative (s) (directly recruited or on deputation in HLL) is/are posted in any capacity either non-executive or executive employee. The contractor shall also intimate the names of persons who are working with him in any capacity or are

16. subsequently employed by him and who are near relative to any executive employee/ gazetted officer in the HLL.

17. No Engineer of Gazetted rank or other Gazetted Officer employed in engineering or administrative duties in an Engineering Department of the

Government of India/State Government or PSU's is allowed to work as a contractor for a period of two years after his retirement from Govt. service, without previous permission of the Govt. of India or HLL in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Govt. of India/State Government or PSU's as aforesaid before submission of the tender or engagement in the contractor's service.

18. The tender for the work shall remain open for acceptance for a period of **120 days** from the date of opening of the tenders. If any tenderer withdraws his tender before the said period or issue of letter of acceptance/intent, whichever is earlier, or, makes any modifications in the terms and conditions of the tender which are not acceptable to the HLL, then the HLL shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid.

19. This Notice Inviting Tender shall form a part of the Contract Document. In accordance with clause 1 of the contract, the letter of acceptance shall be issued first in favour of the successful Tenderer/Contractor. On such communication of acceptance, the successful Tenderer/Contractor shall, within 15 days from such date, formally sign the agreement consisting of:-

a) The Notice Inviting Tender, technical bid, GCC including additional conditions, specifications and drawings, forming part of the tender, and, as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.

b) Agreement signed on non-judicial stamp paper as per Proforma annexed to the tender document.

**Deputy Vice President (TECHNICAL)**  
**HLL Lifecare Limited**

**INFORMATION & INSTRUCTIONS FOR APPLICANTS**

**1.0 GENERAL:**

- 1.1 Letter of transmittal and forms for Technical Evaluation are given below.
- 1.2 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 a 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" entry should be made in that column. If any particulars/query is not applicable in case of the applicant, it should be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by telegram or telex and those received late will not be entertained.
- 1.3 The application should be neatly type/written in English. The applicant should sign each page of the application.
- 1.4 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the qualification document are 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.
- 1.5 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 Executive Engineer or equivalent.
- 1.6 The applicant may furnish any additional information, which he 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 pre-qualification document unless it is called for by the Employer.
- 1.7 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in HLL Lifecare Limited



- 1.8 Joint Venture firms are not allowed to participate in the tender.

## **2.0 METHOD OF APPLICATION:**

- 2.1 If the applicant is an individual, the applicant shall affix his signature above his name type written in full along with his current address.
- 2.2 If the applicant is a proprietary firm, the application shall be signed by the proprietor above his name type written in full along with the full name of his firm and its current address.
- 2.3 If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full type-written names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
- 2.4 If the applicant is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

## **3.0 FINAL DECISION MAKING AUTHORITY.**

The employer reserves the right to accept or reject any application and to annul the qualification process and reject all application at any time, without assigning any reason or incurring any liability to the applicants.

## **4.0 SITE VISIT**

The applicant is advised to visit the site of work, at his own cost, and examine it and its surroundings by himself, collect all information that he considers necessary for proper assessment of the prospective assignment.

## **5.0 TENDER DOCUMENTS**

5.1 The tender documents consisting of the following documents

1. Part-I- Technical Bid
2. Part-II – General Conditions of Contract
3. Part-III- Specification, BOQ and Price Bid

5.2 The tenderer is expected to examine carefully all the contents of the tender documents including instructions, conditions, forms, terms etc. and take them fully into account before submitting the offer. Failure to comply with the requirements as detailed in these documents shall be at the tenderer's own risk.

## **6.0 SUBMISSION OF THE TENDER DOCUMENTS**

The tender document shall be submitted in two parts

1. Part- I- Technical Bid
2. Part-II- Price Bid

**6.1 Part –I Technical Bid shall consisting of the following,**

- a. Earnest Money Deposit  
Earnest Money Deposit, as detailed in clause 7 of NIT in original, placed in a separate sealed envelope and duly marked "Earnest Money Deposit".
- b. Power of Attorney  
Attested copy of Power of Attorney (in favour of the authorized signatory of the tenderer) to submit the tender.
- c. Signed copies of Technical Bid & General Conditions of Contract
- d. Letter of transmittal  
The applicant should submit the letter of transmittal attached with this document.

e. Financial information

Applicant should furnish the Annual financial statement for the last three years (in Form "A").

f. Experience in works / similar works

Applicant should furnish the following:

A. List of all works of similar class successfully completed during the last three years (in Form "C").

B. List of the projects under execution or awarded (in Form "D").

C. Particulars of completed works and performance of the applicant duly authenticated/certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work completed or in progress (generally as in Form "E").

g. Solvency

Applicants should submit the Solvency Certificate (in Form 'B').

h. Organization information

Applicant is required to submit the following information in respect of his organization (in Forms "F").

A. Name & Postal Address, Telephone & Fax Number etc.

B. Copies of original documents defining the legal status, place or Registration and principal places of business:

C. Valid VAT/Works Contract Tax registration with Sales Tax Department.

D. Names & Title of Directors and Officers to be concerned with the work, with designation of individuals authorized to act for the organization.

E. Information on any litigation in which the applicant was involved during the last five years, including any current litigation.

F. Authorization for employer to seek detailed references.

G. Number of Technical & Administrative Employees in parent company, subsidiary company and how these would be involved in this work (in Form "G").

H. Details & Expertise of the Applicants

- i Cost of tender documents in shape of separate DD (if downloaded tender from web.)

**6.2 Part -II Price Bid shall consisting of the following**

- a. Completed Price bid

**7.0 EVALUATION OF BIDS**

- 1) The applicants will be evaluated in the following manner:

The eligibility criteria prescribed below in respect of experience of similar class of works completed and financial turn over etc. will first be scrutinized and the applicant's eligibility for qualification for the work be determined HLL, however, reserves the right to restrict the list of qualified bidders to any number deemed suitable by it.

- 2) Even though an applicant may satisfy the above requirements, he would be liable for disqualification if he has:

- A. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document,
- B. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/ weaknesses etc.
- C. If the applicant, or any constituent partner in case of partnership firm, has been debarred/black listed or terminated for poor performance by any organization at any time or ever been convicted by a court of law, their application will be summarily rejected.

- 2) All tenderers who qualified based on Eligibility Criteria shall be informed and their price bids shall be opened. The price bids of the unqualified bidders shall be returned unopened.

## **8.0 SIGNING OF THE APPLICATION**

- 8.1. The tenderer shall prepare one set of the document. The tender documents (Part I- Technical bid & Part II- Price Bid) shall be stamped and signed on all pages by the person duly authorized to sign on behalf of the Applicant. The power of attorney duly notarized and on a stamp paper authorizing the person to sign and act on behalf of the firm should be submitted.
- 8.2 The completed tender shall be without alteration, overwriting, interlineations or erasures except those to accord with instructions issued by HLL or as necessary to correct errors made by the tenderer. All amendments/ corrections shall be initialed by the person/ persons signing the tender.
- 8.3 An authorized representative shall have the authority to conduct all business and incur liabilities related thereto for and on behalf of the applicant, during the process and thereafter.

## **9.0 SEALING AND MARKING OF APPLICATIONS**

- 9.1 The Technical and Price bids shall be sealed in two separate envelopes, super scribed as PART-I Technical bid and PART-II Price Bid respectively. The two covers shall be sealed in a single large envelope and submitted on or before the last date and time for submission of the application. The envelopes shall be titled “**SUPPLY OF NON MEDICAL FURNITURE AT ESIC MEDICAL COLLEGE AND HOSPITAL, PARIPALLY, KOLLAM**” and clearly marked in English with name of the Applicant.
- 9.2 No responsibility will be accepted by the HLL for the misplacement or premature opening of a tender, not sealed or marked as per aforesaid instructions.

## **10.0 DEADLINE AND ADDRESS FOR SUBMISSION OF APPLICATIONS**

- 10.1 Applications shall be submitted to HLL Lifecare Limited, by hand or through registered post or courier service at the address given below and not later than **15.00 Hrs on 26.11.2013**. In respect of Applications received by post or courier, HLL shall not assume any responsibility for any delayed delivery. Documents submitted in connection with this tender will be treated confidential.

**10.2 The Application should be addressed to**

**Deputy Vice President (Technical)  
HLL Lifecare Limited  
Infrastructure Development Division,  
“Adarsh”, T.C 6/1718(1),  
Vettamukku, Thirumala PO,  
Thiruvananthapuram- 695 006.  
Phone - 0471 2365873/882  
Fax - 0471 2368144**

10.3 HLL may, at its discretion, extend the deadline for the submission of Tender, in which case all rights and obligations of HLL and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

**11.0 LATE APPLICATIONS**

Application received after the dead line of submission of Application shall not be considered or opened under any circumstances.

**12.0 VALIDITY OF APPLICATIONS**

Application shall be valid for a period of 120 days from the last date of submission of Applications. HLL retain the right that in exceptional circumstances at its own discretion, it may ask the applicants to extend the validity of their application for a specified period. The Applicant not submitting the letter of extension of the validity period at that time shall not be further considered.

**13.0 AMENDMENT OF TENDER DOCUMENTS**

13.1 At any time prior to the deadline for submission of Applications, HLL either on its own or on request of the Applicant may amend the Tender Documents by issuing addenda.

13.2 An addendum issued shall be part of the Tender Documents and shall be informed to the bidders who have purchased the tender documents or shall be posted at the website of HLL as per the date specified in Schedule for submission of tender. The applicants are advised to check the websites specified above after the last date of issue of addendum and download the addendum issued, if any.

13.3 To give Applicants reasonable time to take an addendum into account in preparing their Applications, HLL may, at its discretion, extend the deadline for the submission of Applications.

#### **14.0 WITHDRAWAL OF TENDERS**

14.1 No modification or substitution of the submitted application shall be allowed.

14.2 A tenderer may withdraw its Tender after submission, provided that written notice of the withdrawal is received by HLL before the due date for submission of Applications. In case an applicant wants to resubmit his application, he shall submit a fresh application following all the applicable conditions.

14.2 The withdrawal notice shall be prepared in Original only and each page of the notice shall be signed and stamped by authorized signatories. The copy of the notice shall be duly marked "WITHDRAWAL".

#### **15.0 TECHNICAL BID OPENING & EVALUATION**

15.1 The covers containing Tender Security and Technical bid will be opened in the presence of the authorized representatives of bidders at the date and time prescribed in the schedule of submission of Application.

15.2 In case the bidder's technical submittal is found non-responsive with the qualification requirements; the same is liable to be rejected. The price bid of bidders who do not qualify based on the evaluation of technical bids shall be returned unopened.

#### **16.0 PRICE BID OPENING**

The price bid of only the qualified bidders will be opened. Evaluation of the financial offer will be based on price quoted by the contractor. Any subsequent alteration in prices shall not be given any cognizance.

#### **17.0 AWARD CRITERIA**

HLL will award, the contract to the tenderer, whose tender has been determined to be substantially responsive, complete and in accordance with the

tender documents, and whose total evaluated price for undertaking the entire project as per the tender documents is the lowest.

**18.0 EMPLOYER'S RIGHT TO ACCEPT AND TO REJECT ANY OR ALL TENDERS.**

18.1 The employer reserves the right, without being liable for any damages or obligation to inform the applicant, to:

- A. Amend the scope and value of contract to the applicant.
- B. Reject any or all of the applications without assigning any reason.

19.2 Any effort on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in rejection of his application. Canvassing of any kind is strictly prohibited.

**19.0 JURISDICTION**

**All disputes arising shall be subject to the jurisdiction of the appropriate court at Thiruvananthapuram, India and will be governed by the laws of India.**



**ELIGIBILITY CRITERIA**

I) Approved Makes:

**GODREJ, WIPRO, FEATHERLITE, BLOWPLAST, HERMAN MILLER**

The tenderers who meet the following criteria only shall be considered for price bid opening.

II. The applicant should have satisfactorily completed during the last seven years ending last day of the month of October 2013.

1. Three similar works each costing not less than Rs. 1.60 Crores or
2. Two similar works each costing not less than Rs. 2.40 Crores or
3. One similar work each costing not less than Rs. 3.20 Crores

The applicant should submit successful completion certificates for the above works. The certificate issued by Client should contain date of start, date of completion, value on completion etc. If the applicant has done/ doing any works at HLL, he should submit the satisfactory performance certificates from any officer not below the rank of Project Manager.

Cost of work shall mean gross value of the completed work including the cost of materials supplied by the employer/ client, but excluding those supplied free of cost. This should be certified by an officer not below the rank of Executive Engineer/ Project Manager or equivalent.

2. The applicant should have had an average annual financial turn over (gross) of Rs. 1.20 Crores on Supply of Non Medical Furniture during the last three consecutive financial years ending 31<sup>st</sup> March 2013.
3. The applicant should not have incurred any loss in more than two years during the immediate last five consecutive financial years ending 31<sup>st</sup> March 2013, duly certified by the Chartered Accountant.

**LETTER OF TRANSMITTAL**

From:

To

Deputy Vice President (Technical)  
HLL Lifecare Limited  
Infrastructure Development Division,  
"Adarsh", T.C 6/1718(1),  
Vettamukku, Thirumala PO,  
Thiruvananthapuram- 695 006.

Sir,

**Subject: Supply of Non Medical Furniture at ESIC Medical College and Hospital,  
Paripally, Kollam**

Having examined the details given in the Tender press notice and Qualification documents for the above work, I/we hereby submit the qualification document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms A to G and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorize HLL Lifecare Limited to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/We also authorize HLL Lifecare Limited to approach individuals, employers, firms and corporation to verify out competence and general reputation
4. I/We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following works:

Name of work  
Enclosures.

Certificate from

Seal of applicant  
Date of submission

Signature(s) of Applicant

**FORM 'A'****FINANCIAL INFORMATION**

- I. Financial Analysis – Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last three years duly certified by the Chartered Accountant. (Copies to be attached).

- A. Gross Annual turn over on contracting works.

Years		
2010-11	2011-12	2012-13

- B. Statement for Profit Making

Years		
2010-11	2011-12	2012-13

Signature of Chartered Accountant with Seal

Signature of Applicant

**FORM 'C'**

**DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE  
LAST THREE YEARS ENDING LAST DAY OF THE MONTH OF OCTOBER  
2013**

Sl. No	Name of work / project and location	Client or customer	Cost in crores	Date of commence ment as per contract	Stipulated date of completion	Actual date of completion	Litigation /arbitration pending /in progress with details*	Name and address /telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

\* Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Applicant

**FORM 'D'**

**PROJECTS UNDER EXECUTION OR AWARDED**

Sl. No	Name of work/ project and location	Client or customer	Cost of work in crores	Date of commencement as per contract	Stipulated date of completion	Litigation /arbitration pending /in progress with details	Name and address /telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9

Signature of Applicant

**FORM 'E'**

**PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "C" & "D"**

1. Name of work /Project & Location
2. Brief description of Nature of Work:
3. Agreement No.
4. Contract Value.
5. Date of start
6. Date of completion
  - (i) Stipulated date of completion
  - (ii) Actual date of completion
7. Amount of compensation levied for delayed completion, if any
8. Amount of reduced rate items, if any.
9. Performance Report
  - 1) Quality of work  
Very Good/Good/Fair/Poor
  - 2) Financial soundness  
Very Good/Good/Fair/Poor
  - 3) Technical Proficiency  
Very Good/Good/Fair/Poor
  - 4) Resourcefulness  
Very Good/Good/Fair/Poor
  - 5) General behavior  
Very Good/Good/Fair/Poor

Dated:

Executive Engineer or  
Officer of Equivalent Grade

FORM 'F'

STRUCTURE & ORGANIZATION

1. Name & Address of the applicant
2. Telephone No./Fax No.
3. Legal status of the applicant (attach copies of original document the legal status).
  - (a) An individual
  - (b) A proprietary firm
  - (c) A firm in partnership
  - (d) A limited company or Corporation
4. Particulars of registration with various Government bodies (attach attested photocopy).

Organization/Place of registration	Registration No.
1.	
2.	
3.	
5. Names and Titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorized to act for the organization.
7. 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.
8. 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.
9. Has the applicant, or any constituent partner in case of partnership firm, even been debarred/black listed for tendering in any organization at any time? If so, give details.
10. Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
11. Has the applicant any valid VAT/Works Contract Tax registration with the Sales Tax Department?
12. Any other information considered necessary by not included above.

Signature of Applicant