

TENDER DOCUMENT

FOR

**SETTING UP OF AAYAKAR SEVA KENDRA AT AAYAKAR
BHAVAN (INCOME TAX OFFICE), KOLLAM**

PART-I

TECHNICAL BID

TENDER NO. HLL / ID / 13/15

FEBRUARY 2013

**HLL LIFECARE LIMITED
INFRASTRUCTURE DEVELOPMENT DIVISION**

INDEX		
SL.NO	DETAILS	PAGE
1	Schedule For Submission of Tender	3
2	Press Notification	4
3	Notice Inviting Tender	5
4	Information & Instructions For Applicants	7
5	Eligibility Criteria	15
6	Letter of Transmittal	17
7	Forms A to F	18

SCHEDULE FOR SUBMISSION OF TENDER

EVENT	DATE
Starting date of sale of documents	15.02.2013
Last date of sale of documents	21.02.2013
Last date and time for submission of completed Tender	22.02.2013 at 10.00 AM
Date and time for Opening of Technical Bid	22.02.2013 at 10.30 AM
Presentation	22.2.2013 at 4.00 PM
Date and time for Opening of Price Bid	23.02.2013 at 10.30 AM

The Tender documents containing the Notice Inviting Tender, Technical bid, General Conditions of Contract and Specifications & Bill of quantities can be downloaded from the HLL web site www.lifecarehll.com and the cost of tender document Rs 1560/- (Rupees One thousand five hundred and sixty 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 General Manager (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)

PRESS NOTIFICATION

TENDER NO. HLL / ID / 13/15

HLL Lifecare Limited invites sealed tenders on item rate basis in two bid system from experienced, reputed and eligible contractors for the following work for and on behalf of Commissioner of Income Tax.

Name of Work	Estimated Cost	Other details
Setting up of Aayakar Seva Kendra at Aayakar Bhavan (Income Tax office), Kollam	Rs 20.00 lakhs	EMD : Rs 40,000/- Completion period : 90 days Last date of submission of bid : 22.2.2013 at 10.00 AM Date of Opening : 22.2.2013 at 10.30 AM

The Tender documents containing the Notice Inviting Tender, Technical bid, General Conditions of Contract and Specifications & Bill of quantities can be downloaded from the HLL web site www.lifecarehll.com and from central Public Procurement Portal and the cost of tender document Rs. 1560/- (Rupees One thousand five hundred and sixty 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 General Manager (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

SECTION I
BRIEF PARTICULARS OF THE WORK

1. Salient details of the work for which Tender is invited is as under:

Name of work	Estimated cost	Maximum time for completion
Setting up of Aayakar Seva Kendra at Aayakar Bhavan (Income Tax office), Kollam	Rs. 20.00 lakhs	90 days

2. The site is situated at Aayakar Bhavan (Income Tax office), Kollam.
3. The scope of work includes proposed design with 3 Dimensional views based on the existing floor plan attached.

➤ **Design criteria are:**

1. Reception Area - Two seated reception desk (designer type - semi/ quarter circle shape) with sofa's for visitors
2. Four seated counters and front desk for customers
3. Back office for accommodating two officers with file cabinets
4. Two 'form filling' counters
5. Proposed Item wise Bill of quantities without rate and detailed specification
6. Period of completion
7. Other Requirements - 3 star rated high wall split A/C's, electrification's with light fixtures (450 lux to 500 lux optimum), suspended light fixtures in front of customer front desk, flooring with premium vitrified tiles with basic price not less than Rs. 865/- (basic price of vitrified tiles as per CPWD DSR 2012) per square meter, premium granite flooring for steps as required, gypsum board false ceiling with required design, ACP cladded walls and partitions as and where required, 12mm thick tempered frameless glass partition and doors, Dorma make patch fittings, door handles & floor spring, painting with premium plastic emulsion paints, fire detection and fire alarm system (Cease Fire make), vertical blinds, logo plates, stainless steel sign boards for counters, modular furniture and chairs of approved make (Wipro/ V3/ Godrej/ Featherlite)

HLL LIFECARE LIMITED
(A Government of India Enterprise)

NOTICE INVITING TENDER

1. Item rate tenders are invited by HLL on behalf of Commissioner of Income Tax from reputed contractors for the work of Setting up of Aayakar Seva Kendra at Aayakar Bhavan (Income Tax office), Kollam.
2. The estimated cost of the work is Rs. 20.00 lakhs (Rupees Twenty Lakhs Only). This estimate is however, is given merely as a rough guide.
3. Agreement shall be drawn with the successful tenderer and the entire tender document, shall form part of the contract.
4. **The design for the work has to be proposed by the bidder based on the requirements mentioned in Section I of technical bid. The maximum time for carrying out the work shall be 90 days.**
5. Tenders, which should be placed in sealed envelope, with the name of the work and due date written on the envelopes, will be **received by the Deputy General Manager (Technical), HLL Lifecare Limited, "Adarsh", Vettamukku, T.C.6/1718(1), Thirumala PO, Thiruvananthapuram- 695006** or his authorized representative up to **10.00 AM on 22.02.2013** and will be opened by him or his authorized representative in his office the same day at **10.30 AM**.
6. Earnest Money of **Rs. 40,000/-** in the form of a Demand Draft in favour of HLL Lifecare Limited which should be placed in a separate sealed cover marked "Earnest Money" shall be submitted along with the tenders.
7. Prospective applicants may request clarification regarding the Tender document on before the last date of sale of documents. No request for clarification will be considered after.
8. 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 bank guarantee of any scheduled bank or State Bank of India in accordance with the form prescribed within 15 days from the date of issue of letter of indent/acceptance.
9. 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 with any condition including conditional rebate shall be summarily rejected.

10. The two bid system is as follows. The envelope containing technical bid shall contain the tender document cost and EMD also. The Technical bid shall be sealed in one envelope and price bid in second envelope duly sealed and superscribed. Both envelopes shall be enclosed in the outer single envelope which shall be sealed and superscribed.
11. 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.
12. HLL Lifecare Limited does not bind itself to accept the whole or any part of the tender. The tenderer shall be bound to perform the contract at the rates quoted.
13. 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/indent, whichever is earlier, or, makes any modifications in the terms and conditions of the tender which are not acceptable to HLL, then HLL shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid.
14. This Notice Inviting Tender shall form a part of the Contract Document. In accordance with the contract, the letter of intent/acceptance shall be issued first in favour of the successful Tenderer. 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, all the documents 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 General Manager (Technical)
HLL Lifecare Limited

SECTION II

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 Rate for all the items in the price bid shall be quoted in words and in figures. If there is any difference in rate quoted in words and figures, the amount quoted in words will be considered.
- 1.6 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.
- 1.7 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.

- 1.8 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.
- 1.9 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 with proposed design

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 6 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 & Drawings.
- 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. Design proposed as per the requirements
- g. 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 "B").

- B. List of the projects under execution or awarded (in Form “C”).
- 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 “D”).

g. Organization information

Applicant is required to submit the following information in respect of his organization (in Forms “E”).

- 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. Details & Expertise of the Applicants

6.2 Part -II Price Bid shall consisting of the following

- a. Completed Price bid

7.0 EVALUATION OF BIDS

The technical bids will be evaluated based on the eligibility criteria and responsiveness to the tender requirements as follows:

Experience in similar projects

- 1. The Applicant should have an establishment in Kerala - 5 Marks
- 2. Registration in Central/State Government or Central/State Autonomous Body or Central/State PSUs or A Standing Contractor of HLL Lifecare Limited - 5 Marks
- 3. Experience in design & execution of interior works with front office design - 15 marks

4. A single project costing not less than Rs. 20 Lakhs – 10 marks
5. Presentation – 15 marks

The bidder should secure a minimum 40 marks.

The Price Bids of Firm(S) who Secure 40 Marks will be opened for further evaluation. HLL reserves the right to reject any or all of the offers without assigning any reason.

8.0 SIGNING OF THE APPLICATION

8.1. The tenderer shall prepare one set of the document. The tender documents (Part I- Technical bid with proposed design & 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 with the proposed design 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 “SETTING UP OF AAYAKAR SEVA KENDRA AT AAYAKAR BHAVAN (INCOME TAX OFFICE), KOLLAM.”

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 10.00 AM on 22.02.2013. 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 General Manager (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.

14.3 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 with the proposed design 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 and design 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

1. Subject to meeting the Eligibility Criteria stipulated below, HLL will invite the eligible firms for making a presentation **of their proposal with 3D views before technical committee of HLL: Also the bidders shall the present the following**
 - a) Expertise of the firm in handling the similar type of work.
 - b) Planning from conceptualization to the completion for this project, time schedule etc.

HLL will shortlist those Contractors whose bid passes the eligibility criteria and also whose presentation is found to be satisfactory. The financial bids of such shortlisted applicants will be opened. HLL will award, the Contract to the Contractors, whose Offer has been determined to be substantially responsive, complete and in accordance with the Bid documents, and whose Price has been determined to be the lowest. No reimbursement of any kind given for the preparation of presentation, drawings for bidding purpose.

2. If the financial bid of one or more parties is equal then the party having better/higher Eligibility Credentials shall be considered for award of Contract.

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.
- 18.2 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

- a) The applicant should have an establishment in Kerala.
 - b) The applicant should be a registered contractor of Central/State Government OR Central/State Autonomous Body OR Central/State PSUs or a standing contractor of HLL Lifecare Limited.
 - c) The applicant shall have the eligibility criteria and experience as follows.
 - (a) 80% of one similar work executed for the last 3 yrs
or
 - (b) 60% of two similar work executed for the last 3 yrs
or
 - (c) 40% of three similar work executed for the last 3 yrs
- ❖ 'Similar work' means 'design & execution of interior works with front office design'

The vendors should do a presentation of the proposed design with the 3D views as per clause 17 of 'Information & Instructions for applicants' on the date of opening of the technical bid. The vendors should come with the details for presentation on 22.2.2013 at 4.00 PM.

'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.

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.

LETTER OF TRANSMITTAL

From:

To

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

Sir,

Subject: Setting up of Aayakar Seva Kendra at Aayakar Bhavan (Income Tax office), 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 F 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 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 construction works

Years

2009-10	2010-11	2011-12

B. Profit/Loss

Years

2007-08	2008-09	2009-10	2010-11	2011-12

- II. The following certificates are enclosed:
1. Solvency certificate

Signature of Chartered Accountant with Seal

Signature of Applicant

FORM 'B'

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

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

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

Signature of Applicant

FORM 'C'

PROJECTS UNDER EXECUTION OR AWARDED

Sl.No	Name of work/ project and location	Owner or sponsoring organization	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 'D'

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "B" & "C"

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:

Project Manager or
Officer of Equivalent Grade

'FORM 'E'

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

FORM 'E-1'

**DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE
EMPLOYED FOR THE WORK**

S. N o.	Designation	Number available for this work	Name	Qualific ation	Professional experience and details of work carried out	Respon sibility	Rema rks
1	2	3	4	5	6	7	8

Signature of Applicant

FORM F
SAP VENDOR CREATION TEMPLATE

Name of Vendor / Supplier		
Address for Communication		
Phone Number		
Type of Organisation		Company / Partnership / Proprietor
PAN Number [attach copies]		
TIN Number [attach copies]		
CST Number [attach copies]		
Service Tax Registration No [attach copies]		
Bank Details		
Name of Bank		
Account Number		
RTGS / NEFT [IFS] Code		
Branch Name & Address		

Name & Signature