

**BAIF DEVELOPMENT RESEARCH FOUNDATION**  
38A, Dandi, Rewa Road ( Opp. Janta Petrol Pump)  
NAINI, ALLAHABAD (211008)

**TENDER GUIDELINES**

|                     |  |
|---------------------|--|
| Tender notice No.   | :<br>BDRF / ALD / 2019 / 001   |
| Name of Work        | : Construction of BAIF Development Research Foundation Building at 27A, A.C. Banerjee Road, Tagore Town, Allahabad including supply of all materials, labours, Tools & Plants and Demolition of existing building as may be required for proper and timely completion of the work. |
| Approximate Cost    | : Rs. 249 Lakhs (Ru. Two hundred Forty Nine Lakhs)   |
| Completion period   | : 15(Fifteen) months from date of Signing of contract agreement.   |
| Earnest Money       | : Rs. 2.75 Lakhs (Rupees Two Lakhs Seventy Five Thousand) only.  |
| Tender closing date | : 22.06.2019 (Saturday) up to 2.00 PM (22 <sup>nd</sup> of June 2019 up to 1400 hrs.)  |
| Date of opening     | : 25.06.2019 (Tuesday) , 11.00 AM (25 <sup>th</sup> of June 2019 at 11:00 hrs.)  |

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**BAIF DEVELOPMENT RESEARCH FOUNDATION**

38A, Dandi, Rewa Road ( Opp. Janta Petrol Pump)

NAINI, ALLAHABAD (211008)

No.....

01.06.2019

Office of BAIF Development Research Foundation for and on behalf of the BAIF Development Research Foundation, invites the Tender on prescribed form for the following works up to **14.00 hrs. Of 22.06.2019** as follows. The details of the tenders are as under: -

| SN o. | Name of work   | Approx. Cost of work (Rs.)                   | Earnest Money (Rs.)   | Cost of Tender Form (Rs.)          | Completion period  | Date of Opening of tender                                       |
|-------|--|--|---|------------------------------------|--|---|
| 1     | Construction of Building for BAIF Development Research Foundation at 27A, A.C. Banerjee Road, Tagore Town, Allahabad including Demolition of existing building, all Civil & Structural Work, Water Supply and Sanitary Works, etc, with supply of all materials, labours, and Tools & Plants as may be required for proper and timely completion of the work | 249 Lakhs (Ru. Two hundred Forty Nine Lakhs) | Rs. 2.75 Lakhs (Ru. Two Lakhs Seventy Five Thousand ) only. | Rs.5000/- (Ru. Five thousand) only | 15 (Fifteen) months from date of Signing of contract agreement | 25.06.2019 at 11 AM (25 <sup>th</sup> of June 2019 at 1100 hrs) |

Note:-

1. The complete information along with tender documents for the above Tender are available in the following offices of BAIF and can be purchased against a payment of **Rs.5000.00** either in Cash or through a DD in favour of "BAIF Development Research Foundation and payable at par at all branches of the DD issuing Bank w.e.f. 05.06.2019 and upto 2 pm on 22.06.19 (Date of closing) on any working day and during working hours.

**BAIF Development Research Foundation****38A, Dandi, Rewa Road ( Opp. Janta Petrol Pump)****NAINI, ALLAHABAD (211008)****Contact Nos: 7897993017 (Kamlesh Kumar ) 7897993014 (Sanjeev Chanda), 8114019844 (Pushpendra Tripathi)**

2. All the Tender Documents duly filled up shall be submitted by hand at BAIF Development Research Foundation, 38A, Dandi, Rewa Road (Opp. Janta Petrol Pump), NAINI, ALLAHABAD (211008) positively by 14.00 hrs. (2pm) on the due date of closing.
3. Bids shall be submitted in two separate Sealed Envelopes
  - 3.1 Technical Bid comprising of Tender Notice, General & Special Conditions of Contract, details regarding Technical Competence of the Bidder etc
  - 3.2 Financial Bid shall comprise of Schedule of Rates quoted and related other terms & Conditions

4. Documents being attached should be signed by the tenderer on its body.
5. Payment of earnest money deposit (EMD) in respect of Tender shall be paid through DD in favour of “**BAIF Development Research Foundation**”, payable at par at all branches of the issuing Bank at ALLAHABAD.
6. GST act & rules issued from time to time by the Government authorities shall be applicable.

**For & on behalf of BAIF Development Research Foundation**

**Dr. Raviraj Jadhav**  
**(Chief Programme Executive)**

**BAIF DEVELOPMENT RESEARCH FOUNDATION**  
**38A, Dandi, Rewa Road ( Opp. Janta Petrol Pump)**  
**NAINI, ALLAHABAD (211008)**

**TENDER FORM (FIRST SHEET)**

To,

BAIF Development Research Foundation  
38A, Dandi, Rewa Road ( Opp. Janta Petrol Pump)  
NAINI, ALLAHABAD (211008)

1. I/We.....have read the various conditions to tender attached hereto and hereby agree to abide by the said conditions. I/We also agree to keep this tender open for acceptance for a period of 90 (Ninety) days from the date fixed for opening the same and in default thereof, I/We will be liable for forfeiture of my/our "Earnest Money". I/we offer to do the following work "Construction of BAIF Development Research Foundation Building at 27A, A.C. Banerjee Road, Tagore Town, Allahabad including Demolition of existing building, supply of all materials, labours, and Tools & Plants as may be required for proper and timely completion of the work at the rates quoted in Tender Document's schedule and hereby bind myself/ourselves to complete the work in all respects within 15 (Fifteen) months from the date of issue of letter of acceptance of the tender.
2. I/We also hereby agree to abide by the BAIF's General Conditions of Contract with all correction slips up-to-date & to carry out the work according to the Special Conditions of contract and Specifications of Materials and works as laid down by BAIF in the annexed Special Conditions/Specifications, Schedule of Rates with all correction slips up- to- date, for the present contract.
3. A sum of Rs. .... is herewith submitted through DD No.....amounting to Rs.....(Rupees.....) payable at par at all branches of .....(Bank) as Earnest money. The full value of the earnest money shall stand forfeited without prejudice to any other rights or remedies in case my/our Tender is accepted and if,
  - (a) I/We do not execute the contract documents within ..... days after receipt of notice issued by BAIF that such documents are ready; and
  - (b) I/We do not commence the work within ..... days after receipt of orders to that effect.
4. Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed to between us and indicated in the letter of acceptance of my/ our offer for this work.

Signature of Witnesses:

(1)-----

(2)-----

-----  
Signature of Tenderer (s)

Date -----

Address of the Tenderer  
-----

TENDER FORM (SECOND SHEET)  
INSTRUCTIONS TO TENDERERS AND CONDITIONS OF TENDER

Mode of Tendering: By Hand at C/o. BAIF 38A, Dandi, Rewa Road ( Opp. Janta Petrol Pump) NAINI, ALLAHABAD (211008)

1. **Tender Document:** The complete information along with tender document of above Tenders are available at BAIF's following offices during working hours w.e.f. **05.06.2019 and up to 2 pm on 22.06.19** on any working day and during working hours. And can be purchased against payment of **Rs.5000.00** either in cash or through a DD in favour of “ **BAIF Development Research Foundation**” payable at par at all branches of the DD issuing Bank at Allahabad
2. However, it should be noted that this tender is Works Contract, as such any exemption in submission of Earnest Money Deposit (EMD) and Tender Document Cost (TDC) will not be acceptable
3. Please read carefully complete tender document including Instructions to tenderer Conditions of Contract, Special tender conditions
4. Your signature on the Tender form will be considered as your confirmation that you have read and accepted all the conditions laid down in the documents referred in para 6 below as well as items schedule & quantity of tender, consisting of techno-commercial offer form (including special conditions attached to Tender) and Financial offer form, unless specific deviation is quoted in the techno-commercial offer form.
5. In addition to your offer in Tender, the following documents will form part of Tender/Contract: -
  - 5.1 Tender Forms- First Sheet & second sheet.
  - 5.2 Special conditions/Specifications. (enclosed).
  - 5.3 Schedule of approximate quantities. (enclosed).
  - 5.4 Standard General Conditions of Contract & Standard Specifications for materials & works of CPWD, UPPWD -
6. Drawings for the work: The drawings for the work, if applicable, can be seen in the office of the **BAIF Development Research Foundation, 38A, Dandi, Rewa Road ( Opp. Janta Petrol Pump), NAINI, ALLAHABAD (211008)** at any time during the office hours. The drawings are only for the guidance of tenderer (s). Detailed working drawings, (if required) based generally on the drawings mentioned above, will be given by the Engineer or his representative from time to time.

The BAIF Administration reserves the right to change or amend the drawing as and when necessary at any stage of the work. No claim of any kind, whatsoever, will be entertained by BAIF in case the execution of any item of work is held up for want of approved design or late supply of such materials as are to be arranged by BAIF and such failure or delay shall in no way affect or vitiate the contract or alter the character thereof or entitle the contractor to claim damages on this account. However, extension of the completion date as may be considered reasonable may be granted by BAIF Administration.
7. **QUOTING OF RATES ETC.**
  - 7.1 Rates should be quoted for each Schedule of Item mentioned in the Schedule of Items attached with this Tender irrespective of whether the item is a Standard CPWD Schedule Item or a Non-CPWD Schedule Item
  - 7.2 The quantities shown in the tender schedule are given as guide and are approximate only and are subject to variation according to needs of BAIF. The BAIF does not guarantee work under each

item of the schedule.

- 7.3 Tender containing erasure and/or alteration of tender documents are liable to be rejected. Any correction made by the tenderer(s) in his/their entries must be attested by him/them.
- 7.4 The rates quoted by the tenderers should be inclusive of all taxes, license fee, royalty, octroi etc. where leviable by State, Central Govt. and/or any other local authority. No claim for Octroi or any other taxes, etc. shall be entertained by BAIF at any later stage on any ground whatsoever. If any Tax/Royalty/Octroi is quoted extra, the same will neither be considered for evaluation of the tender nor will be paid.
- 7.5 The tenderer should quote their rates for all items of schedules at prescribed place in the tender form . Any revision of rate or rebate or discount at any other place of tender document or through a separate covering letter will not be accepted.
- 7.6 The tenderer(s) shall not increase his/their quoted rates in case BAIF Administration negotiates for reduction of rates. In case of increase in rates by tenderer(s) during negotiation, rates originally quoted will be binding on the tenderer(s).
- 8 The tenderer/s shall submit an analysis of rates, if called upon to do so.
- 9 The tenderer's rate(s) shall cover the total cost of the work including the supply of materials, labour, machinery, pumps and all other tools and plant etc. as may be necessary for the satisfactory completion of the work unless otherwise specifically mentioned in the tender/schedule of items/rates. They shall also cover the assembling and erecting of the work and making down of all sheltering of the formwork.
- 10 The rate(s) tendered and accepted by BAIF shall form the basis of payment for the work done by the contractor. All works will be paid for on the basis of actual measurements taken at site.
- 11 The rate(s) quoted by the contractor(s) should take into account the difficulties/ detentions likely to be encountered in course of execution of work and nothing extra on these accounts should be paid for.
- 12 The item numbers, description, units and rates given in the schedule of work order are based on the CPWD Schedule of Rates DSR 2018 and any discrepancy in the Description of Items noticed during the execution of the work(s) in the working quantity and unit etc. will be rectified by referring to the printed schedule of rates referred to above which shall be treated as authority and binding on the contractor(s). The relevant notes applicable to the respective chapters will apply to the items of the tender schedule and should be considered as having been incorporated in agreement and binding on the contractor(s).
- 13 The supplier / contractor of Goods and / or Services would be subject to GST Act and Rules as applicable from time to time.
- 14 Cess will be deducted for construction work @ 1% under RCES Act 1996 from the contractor's bills.
- 15 The contractor shall comply with the provision of Para 30 & 36-B of the Employees Provident fund scheme, 1952; Para 3 & 4 of Employee's Pension Scheme, 1995; and Para 7 & 8 of Employees Deposit Linked Insurance Scheme, 1976; as modified from time to time through enactment of "Employees Provident Fund & Miscellaneous Provision Act, 1952", whenever applicable and shall also indemnify BAIF from and against any claims under the aforesaid act and the rules.
- 16 The tender for carrying out any construction work in U.P. (Name of State) must get themselves registered from the registering Officer under Section – 7 of the Building and Other Construction Workers Act, 1996 and rules made there-to by the U.P. (Name of State) Govt. and submit certificate of Registration (Labour Department). For enactment of this Act, the tenderer shall be required to pay cess @ 1% of cost of construction work to be deducted from each bill. Cost of material shall be outside in the purview of cess, when supplied under a separate schedule item.

## 17 Care in Submission of Tenders:

- a. The tenderers are advised to study the tender papers carefully. The tenderer shall also inspect the site of the work and acquaint him with the local conditions, means of access to the site of work, nature of work and all other matters pertaining thereto.
- b. Before submitting a tender, the tenderer will be deemed to have satisfied himself by actual inspection of the site and locality of the works, that all conditions liable to be encountered during the execution of the works are taken into account and that the rates he enters in the tender forms are adequate and all inclusive to accordance with the provisions of the General Conditions of Contract for the completion of the works to the entire satisfaction of the Engineer.
- c. Tenderer will examine the various provisions of The Central Goods and Services Tax Act, 2017 (CGST) / Integrated Goods and Services Tax Act, 2017 (IGST) / Union Territory Goods and Services Tax Act, 2017 (UTGST) / respective state's State Goods and Services Tax Act (SGST) also as notified by Central / State Govt. & as amended from time to time and applicable taxes before bidding. Tenderers will ensure that (full benefit of Input Tax Credit (ITC) likely to be availed by them is duly considered while quoting rates.
- d. The successful tenderer who is liable to be registered under CGST / IGST / UTGST / SGST Act shall submit GSTIN along with other details required under CGST / IGST / UTGST / SGST Act to BAIF immediately after the award of contract without which no payment shall be released to the contractor. The contractor shall be responsible for deposition of applicable GST to the concerned authority.
- e. In case the successful tenderer is not liable to be registered under CGST / IGST / UTGST / SGST Act, BAIF shall deduct the applicable GST from his / their bills under reverse charge mechanism (RCM) and deposit the same to the concerned authority.
- f. The submission of the tender shall be deemed to have been done after study and examination of the tender papers with full understanding of the implications thereof.
- (g) When work is tendered for by a firm or company of contractors, the tender shall be signed by the individually legally authorized to enter into commitments on their behalf.
- (h) BAIF will not be bound by any power of attorney granted by the tenderer or by changes in the composition of the firm made subsequent to the execution of the contract. It may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor.
- (i) If the tenderer/s deliberately gives wrong information about Credentials/documents in his/their tenders and thereby create(s) circumstances for acceptance of his/their tender, BAIF reserves the right to reject such tender at any stage, besides, shall suspend the Business with such firm
- (j) All participants' tenderer/tenderers will submit their requisite documents along with their tender offer. No post tender correspondence for submission of additional document shall be entertained after opening of techno commercial offer.

## 18. SUBMISSION OF OFFERS

- 18.1 All the Tender Documents duly filled up shall be submitted by hand at BAIF Development Research Foundation, 38A, Dandi, Rewa Road (Opp. Janta Petrol Pump), Naini, ALLAHABAD (211008) positively by 14.00 hrs. (2 pm) on .the due date of closing 22.06.2019.



18.2 The tenderers must fill in the techno-commercial offer form, financial offer form on and scanned copy of following documents should be submitted along with Tender–

- (i) Documents in support of satisfying Minimum Eligibility Criteria by tenderer.
- (ii) Details of Machinery and Plants, Organization, Local Condition and Site familiarity, Constitution of Firm, List of Works in Hand, List of Works Completed in Last Three Years

18.2 The Tender form is not transferable. Tender along with above documents duly signed by the authorised signatory of the firm/ Tenderer must be submitted

## **19. TENDER OPENING**

The Tenders shall be opened at 11.00 Hrs ( 11 am ) on 25.06.2019 at the BAIF' Office at 38A, Dandi, Rewa Road ( Opp. Janta Petrol Pump), Naini, ALLAHABAD ( 211008) in presence of Competent Authorities of BAIF and Consultant Architect

20. The expression General Conditions of Contract, Regulations and Instructions for Tenderers and Standard Forms of Contract, Standard Specifications and Standard Schedule of Rates, which form the basis of contract, where ever occurring in these papers, shall be deemed to mean the following:

- (i) BAIF General Conditions of Contract, as corrected up to date of opening of this tender.
- (ii) CPWD/ UPPWD specifications (Works & Materials), as corrected up to date of opening of this tender.
- (iii) CPWD Schedule of Rates DSR 2018/ UPPWD Schedule of Rates 2013-14, as corrected up to date of opening of this tender.
- (iv) The security money shall be refunded to the contractor after expiry of stipulated maintenance period from the certified date of the completion of work and on receipt of ' No Claim Certificate' from concerned Engineer-in Charge

21. The "Special Conditions" and the clause of 'Instruction to Tenderers' shall govern the work done under this contract in addition to and/or in part supersession of the 'General Conditions of Contract and the Standard Specification. Where there is conflict between Special Conditions contained in the Schedule of Items etc. of the one part and the Standard Specification, General Conditions of Contract, Regulations and Instruction to Tenderers on the other hand the former shall prevail. Any special condition(s) stated by the tenderer(s) in the covering letter submitted along with the tender shall also be deemed to be part of the contract only to the extent that the same have been expressly accepted by BAIF

Settlement of the dispute pertaining to the above contract shall be dealt as per the relevant clauses of the General Condition of the Contract. Extract of the some of the relevant clauses of the general condition of Contract is enclosed in the tender document for ready reference.

22. Special conditions by tenderer(s):

22.1 The tenderer(s) is, normally, not expected to make any special condition / stipulation of his own and is expected to submit his tender in accordance with the conditions / stipulations contained in these documents. If, however, the tenderer (s) wishes to make any special condition/stipulations or wishes to intimate the BAIF about any matter of important, he may do so. The accepting authority reserves the right not to accept any such special stipulations and conditions made by the tenderer and may reject the tender(s) as unacceptable without any reference to the tenderer(s) or may ask the tenderer to withdraw any or all such stipulations before awarding the contract and in the event of his refusals to do so, may not accept his

tender.

22.2 In case, any special conditions and/or stipulations are made by the tenderer, he shall also indicate, along with such conditions/stipulations, the cost of withdrawal of the same. The accepting authority reserves the right, either to accept the conditions/stipulations made by the tenderer or the cost thereof, at its sole discretion. If such cost is not indicated, it will be construed that the tenderer(s) is not in a position to withdraw these conditions at any cost and tender may be adjudged accordingly without any reference to tenderer(s).

22.3 Any special condition/conditions stated by the tenderer(s) in the covering letter submitted along with the tender shall also be deemed to be part of the contract only to the extent which, have been expressly accepted by the BAIF.

22.4 Time is the essence of contract. The contractor/s will be required to maintain speedy and required progress to the satisfactions of the Engineer to ensure that the work will be completed in all respects within the stipulated period failing which action may be taken by BAIF Administration in terms of General Conditions of Contract. Attention is The competent authority while granting extension to the currency of contract may also levy Token Penalty as deemed fit.

### 23. **Other information:**

23.1 Tenderer/s must not have been black listed or de-registered by any government agency or public sector undertaking during last ten years.

23.2 The tenderer/s shall submit with his/their tender a list of serviceable machinery, tools and plants, equipment and vehicles he/they has/have in hand for executing the work those he/they intends/intend to purchase.

23.3 Demolition/ Dismantling of Existing Building: The contractor shall be fully responsible for safe demolition/ dismantling of the building and safe disposal of the demolished material

23.4 Specification of Materials to be used:

|                  |  |
|------------------|--|
| Cement :         | : Ultratech, Prism Brand or equivalent |
| Torsteel         | : TMT Torsteel TATA or SAIL Brand      |
| Sand             | : Jamuna Sand                          |
| Stone Aggregates | : Bharatkup, Churk, Dalla              |

23.5 Payment Schedule:

23.5(i) For Procurement of Construction Materials: Payments to be released to the contractor against Bill to be submitted together with Vouchers after delivery of the materials at site. The amount so paid shall be treated as Advance against procurement of materials and will be subject to adjustment against subsequent Running Account Bills

23.5 (ii) Payment to the contractor shall be released against RA Bills submitted by the contractor for construction Stage wise as follows:

23.5.(iii) Completion of Casting of Footings

23.5. (iv) Completion of Casting of Columns (Floorwise)

23.5. (v) Completion of Casting of Roof Slab together with Slab Beams (Floorwise)

23.5.(vi) Completion of Brickwork (Floor wise)

23.5.(vii) Completion of Plaster & other finishing items (Floor wise)

### 24. **COMPLETION PERIOD OF THE WORKS**

The works are required to be completed within period as specified in tender document i.e. 15 (Fifteen) months from the date of issue of acceptance letter. The completion period as given above

will be the over all time for the completing of the work including handing over of site/Plans etc. All tenderers shall be required to submit their tentative planning of work in hard as well as soft copy, along with tender documents.

25. **MAINTENANCE PERIOD-** 12 months after handing over the building.

**26. VALIDITY PERIOD OF TENDER OFFER**

The tenderers shall keep the offer open for a minimum period of 90 (Ninety) days from the date of opening of tender and being extended further if required by mutual agreement from time to time. Any contravention of the above conditions will make the tenderer liable for forfeiture of his Earnest Money deposit. The tenderer cannot withdraw his offer within the period of validity/extended validity.

27. Joint Ventures (JV) /Consortiums/MOUs shall not be considered.

28. Partnership firms should submit scanned copy of documents regarding partnership deed and power of Attorney.

29. Mode of Payment: - The payment to the contractor/vender would be made through EFT/ECS. The contractor has to submit the following information duly certified by the concerned branch of Bank.

- 29.1 Centre ( City Code)
- 29.2 IFSC Code (Bank Branch specific No.
- 29.3 Name of Bank
- 29.4 Branch Code
- 29.5 Beneficiary name
- 29.6 Account No.
- 29.7 Type of account.
- 29.8 PAN No.

**30. OMISSIONS AND DISCREPANCIES**

Should a tenderer find discrepancies in or omissions from the drawings or any of the Tender Forms or should he be in doubt as to their meaning, he should at once notify the authority inviting tenders who may send a written instruction to all tenderers. It shall be understood that every endeavour has been made to avoid any error which can materially affect the basis of the tender and the successful tenderer shall take upon himself and provide for the risk of any error which may subsequently be discovered and shall make no subsequent claim on account thereof.

31. If the tenderer(s) deliberately gives/give wrong information in his/their tender or creates/create circumstances for the acceptance of his/their tender, the BAIF reserves the right to reject such tender at any stage.

32. Tenderer's Credentials:

The tenderers should submit self-attested photocopies of certificates and testimonials with regard to their experience in the line of work and financial status as asked in tender document without which the BAIF reserves the right to reject the tender. Credentials in the name of firm applying for the work will only be considered.

32.1 Tenderer/s should submit documents and certificates to show that he/they has/have satisfactorily carried out works of the type involved in the work being tendered for. He/They should also produce proof to the satisfaction of the BAIF of his/their technical ability and financial capability to undertake the work of the magnitude tendered for. Tenderers fulfilling following minimum credentials criteria shall only be considered eligible for award of work:

- i) The tenderer should be renowned/ Government approved and should have sufficient experience in the relevant field.

Eligibility criteria as above must be fulfilled by the tenderer on the basis of credentials in the name of tendering firm/company and credentials of constituents partners shall not be considered in favour of tenderer.

33. Submission of documents for works -

Tenderer should submit in the case of tender the following documents and other supporting documents along with offer so that their financial capacity, capability and past performance can be investigated/examined in detail duly considering their existing work load-

33.1 Copy of PAN card.

33.2 Solvency certificate from Bank/Financial statement from Chartered Accountant/ Financial assistance provided by bank for the purpose of execution of work or any other document to prove adequate financial capability of the tenderer.

33.3 Undertaking from the tenderer in separate sheet in following format-

**UNDERTAKING**

Name of work:

I hereby certify that I/We am/are having sufficient financial capacity and capability to execute the tendered work in given completion period.

Name & Signature of the tenderer: -

Phone No.

Address:

34. Details of works executed in the past or being executed in last three financial years in following format with supporting certificates issued by the organization with whom worked or working. Certificates from private individuals for whom such works are executed/being executed will not be accepted.

| SN | Name of work with Description | Date of award | Contract value | DOC as per LOA-extended, if any | Value of work completed | Status-Work completed/In progress with balance work yet to be done |
|----|-------------------------------|---------------|----------------|---------------------------------|-------------------------|--|
|    |                               |               |                |                                 |                         |  |
|    |                               |               |                |                                 |                         |  |

NOTE:

- a) If tenderer has not executed any work in past, the above format shall be submitted with Nil entries.
- b) For work in progress, percentage progress shall be mentioned.

34.1 Copy of experience certificate, if any of work completed in last three financial years in following format, issued by the organization with whom worked or working. Certificate from private individuals for whom such works are executed/being executed will not be accepted.

| SN | ITEM  | Details |
|----|---|---------|
| 1  | Name of work  |         |
| 2  | Brief description of work   |         |
| 3  | Name & address and contract details of firm to which work has been awarded and completed by |         |
| 4  | Date of award of work and awarded value   |         |
| 5  | Actual date of completion of work   |         |
| 6  | Year wise breaking of payment made to the contractor along with total payment made          |         |
| 7  | Brief details of DOC extension given  |         |
| 8  | Performance of the contractor during execution of the work                                  |         |
| 9  | Remarks, if any   |         |

34.2 List of personal organization available on hand and proposed to be engaged for the subject work along with their qualification and experience.

34.3 List of plant & machinery available on hand (own) and proposed to be inducted (own) and hired to be given separately for the subject work.

34.4 The above documents shall be submitted alongwith the Tender, failing which the offer is liable to be rejected.

### 35. EARNEST MONEY AND SECURITY DEPOSIT

35.1 Payment towards earnest money can be made through a DD drawn in favour of “**BAIF Development Research Foundation** “. Tenders without earnest money shall be summarily

rejected.

36. The Tenderer(s) shall keep the offer open for a minimum period of 90 (Ninety) days from the date of opening of the Tender. Should the tenderer fail to observe or comply with the forgoing stipulation, the amount deposited as Earnest Money for the due performance of the above stipulation shall be forfeited to BAIF without prejudice to any other rights or remedies.
37. The tender must be accompanied by a sum of Rs. 2.75 lakhs as per following criteria

| Value of the work (Tender value )                  | EMD   |
|--|---|
| For works estimated to cost up to Rs.1.0 crore.    | 2% of the estimated cost of work  |
| For works estimated to cost more than Rs.1.0 crore | Rs.2.0 lacs plus ½ % (half percent) of the excess of estimated cost of work beyond Rs.1.0 crore subject to a maximum of Rs.1.0 crore. |

37.1 The earnest money shall be rounded to the nearest Rs.10/-. This earnest money shall be applicable for all modes of tendering.

37.2 It should be noted that this tender is Works Contract, as such any exemption in submission of Earnest Money Deposit (EMD) and Tender Document Cost (TDC) will not be applicable in present case.

37.3 Payment of Earnest Money Deposit (EMD) in respect of the tender shall be accepted only through a DD in favour of “BAIFDevelopment Research Foundation’ and payable at par at all branches of the issuing Bank at Naini/ Allahabad

37.4The tenderer(s) should note that, in any case, the Earnest Money in any other form than specified above shall not be acceptable.

37.5The Earnest Money deposited by the successful tenderer with his tender will be retained by BAIF as part of interest free security deposit for the due and faithful fulfilment of the contract by the contractor. The balance to make up the security deposit, the rates for which are given below, may be deposited by the contractor in cash or may be recovered by percentage deduction from the contractors “on account” bills. Provided also that in case of defaulting contractor BAIF may retain any amount due for payment to the contractor on the pending “on accounts bill” so that the amounts so retained may not exceed 10% of the total value of the contract. Unless otherwise specified in the special conditions, if any, the Security deposit/rate of recovery/ mode of recovery shall be as under:-

|     |   |
|-----|---|
| (a) | Security deposit for each work shall be 05% of the contract value   |
| (b) | Rate of recovery shall be at the rate 10% of the bill amount till the full security deposit is recovered. |

37.6The Earnest Money deposited by successful tenderer(s) will be retained towards the Security Deposit for the due fulfilment of the contract but shall be forfeited for breach of any of the tender conditions of tender agreement of the contract or if the contractor fails to execute the agreement or start the work within a reasonable time (to be determinable by the Engineer In charge) after notification of acceptance of his/her/their tender.

- 38 The Earnest Money will be returned to unsuccessful tenderers within reasonable time but the

BAIF shall not be responsible for any loss or depreciation that may happen to the security for the due performance of the stipulation to keep the offer open for the period specified in the tender documents. The BAIF is not liable to pay any interest on the Earnest Money for the period it is kept in the possession.

- 39 Security Deposits will be recovered only from the running bills of the contract and no other mode of collecting SD such as SD in the form of instruments like BG, FD, etc. shall be accepted towards Security Deposit.
- 40 50% of the Security Deposit shall be refunded to the contractor after the physical completion of the work as certified by the Competent Authority. And remaining 50% of the security deposit shall be refunded after successful completion of maintenance period of 12 months. The Competent Authority shall normally be the authority who is competent to sign the contract. The certificate, inter alia, should mention that the work has been completed in all respects and that all the contractual obligations have been fulfilled by the contractors and that there is no due from the contractor to BAIF against the contract concerned. Before releasing the Security Deposit, an unconditional and unequivocal no claim certificate from the contractor concerned should be obtained.
- 41 No interest will be payable upon the Earnest Money and Security Deposit or amount payable to the Contractor under the Contract.

#### **42 VARIATION IN QUANTITIES OF ITEMS :**

No Price variation will be acceptable due to deviation in Quantities, whether +ve or -ve and to whatever extent. Payments shall be made for the quantities as actually executed and at the respective quoted rates

#### **43. PRICE VARIATION:**

No Price Variation shall be allowed during the Completion Period as scheduled in the Contract. However, if the completion period exceeds the contracted completion period due to reasons beyond the control of the contractor, the Contract signing authority may consider price variation at mutually agreed rates with the approval of an officer ranking higher than the contract signing officer.

#### **44. RIGHTS OF BAIF TO DEAL WITH TENDER:**

44.1 The authority for the acceptance of the tender will rest with the BAIF. It shall not be obligatory on the said authority to accept the lowest tender or any other tender and no tenderer (s) shall demand neither any explanation for the cause of rejection of his /their tender nor the BAIF undertake to assign reasons for declining to consider or reject any particular tender or tenders.

44.2 The competent authority of BAIF for the acceptance of the tender reserves the right to divide the tender amongst more than one tenderers, if deemed necessary.

- a. If the tenderer(s) deliberately gives/give wrong information in his/their tender or creates/create circumstances for the acceptance of his /their tender, the BAIF reserves the right to reject such tender at any stage.

- b. If the tenderer (s) expires after the submission of his/their tender or after the acceptance of his/their tender, the BAIF shall deem such tender cancelled. If a partner of a firm expires after the submission of their tender or after the acceptance of their tender, the BAIF shall deem such tender as cancelled, unless the firm retains its character.

**45. Execution of the Contract Documents:**

45.1 The successful tenderer(s) shall be required to execute an agreement with the BAIF

45.2 In the event of any tenderer whose tender is accepted shall refuse to execute the contract document as herein before provided, the BAIF may determine that such tenderer has abandoned the contract and thereupon his tender and acceptance thereof shall be treated as cancelled and the BAIF shall be entitled to forfeit the full amount of the Earnest Money and to recover the damages for such default.

**46. Partnership deeds, Power of Attorney etc.**

46.1 The tenderers should submit the constitution of their firm and the Power of Attorney, if any. They are also required to disclose whether they are carrying on business as individual, as sole proprietor or in the partnership consisting of several named partners or as a company incorporated under companies Act.

46.2 The tenderer shall clearly specify whether the tender is submitted on his own or on behalf of a partnership concern. If the tender is submitted on behalf of a partnership concern, he should submit the certified copy of partnership deed along with the tender and authorization to sign the tender documents on behalf of partnership firm. If these documents are not enclosed along with tender documents, the tender will be treated as having been submitted by individual signing the tender documents. The BAIF will not be bound by any Power of Attorney granted by the tenderer or by changes in the composition of the firm made subsequent to the extension of the contract. It may, however, recognize such Power of Attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor.

46.3 The tenderer whether sole proprietor, a limited company or a partnership firm if they want to act through agent or individual partner(s) should submit along with the tender or at a later stage, a power of attorney duly stamped and authenticated by a Notary Public or by Magistrate in favour of the specific person whether he/they be partner (s) of the firm or any other person specifically authorizing him/them to submit the tender, sign the agreement, receive money, witness measurements, sign measurement books, compromise, settle, relinquish any claim(s) preferred by the firm and sign "No Claim Certificate" and refer all or any disputes to arbitration.

47. The cancellation of any documents such as Power of Attorney, Partnership deed, etc. should be forthwith communicated by the contractor to the BAIF Administration in writing, failing which the BAIF Administration shall have no responsibility or liability for any action taken on the strength of the said documents.

48. If the contractor's firm is dissolved on account of death or retirement of any partner or for any other reason whatsoever before fully completing the whole work or any part of it undertaken by the principal agreement, the partner shall remain jointly, severally and personally liable to complete the work to the satisfaction of the BAIF due to such dissolution.

I agree to abide by the terms and conditions mentioned at above (Clause 1 to 45) as well as the CPWD/ UPPWD Standard General Conditions of Contract, Special Conditions of contract, Specifications of Materials and works for the present contract, including all the amendments issued by BAIF from time to time, up to the date of opening of tender.



## **ADDITIONAL INSTRUCTIONS TO TENDERERS**

These are special conditions and the clauses of Instructions to tenderers

1. The contractor must make his own arrangement for the supply of good drinking water to the workmen employed under him in connection with this work.
2. The rate(s) tendered and accepted by BAIF shall form the basis of payment for the work done by the contractor.
3. The rate(s) tendered for in the schedule of items and accepted by BAIF together with the modifications and special conditions shall be used on which contract agreement shall be executed. If any work(s) is/are executed by the contractor(s) without proper agreement the same shall be at his sole and absolute risk and responsibility and BAIF may be at liberty to refuse to accept any liability for such work(s).
4. The rate for any item of work not appearing in the Schedule of Item/Schedule of Rates, which the contractor may be called upon to do, shall be fixed by the appropriate officer of BAIF with mutual agreement with the contractor.
5. The rate(s) tendered for in the schedule of items and accepted by BAIF together with the modifications and special conditions shall be used on which contract agreement shall be executed. If any work(s) is/are executed by the contractor(s) without proper agreement the same shall be at his sole and absolute risk and responsibility and the BAIF may be at liberty to refuse to accept any liability for such work(s).
6. In case of doubt as regard to any particulars instructions or ambiguities in the plans, the decision of the BAIF's Contract Signing Officer shall be final and binding on the contractor(s).
7. The BAIF Administration will not be responsible to grant/arrange the permit for deploying truck or for supply of petrol Motor vehicles for transporting materials. Applications of contractors for these will simply be forwarded to the authorities concerned for disposal.
8. The conditions of contract under which the contract is to be performed by the contractor(s) shall include the following.
  - a. Tender document.
  - b. CPWD/ UPPWD Standard General Conditions of Contract,
  - c. CPWD/ UPPWD Standard specifications (Works & Materials)
  - d. Special Conditions of Contract.In case of any inconsistency, item (d) will prevail over other items.
9. All works will be paid for at the tendered rates on the basis of actual measurements taken at site.
10. The BAIF shall not be responsible in any way for supply of rationed or non-rationed material for contractor's staff or any of the controlled items to the contractor or his labour and non-availability shall not be taken as excuse for any loss and consequently also for slow progress or for putting any claims whatsoever against BAIF. The contractor shall make his own arrangement of accommodation of his labour and staff and supply of water.
11. BAIF shall also not be responsible for the supply of petrol to Motor vehicle for transportation either of those materials which are issued by BAIF and which will be required to be brought at site by the contractor or for his own materials. Application of the contractor in this regard will however, be forwarded to the authorities concerned for the disposal.

12. The plan and sites are subject to alterations to suit the local conditions as per requirement of BAIF and the contractors will have no claim on account of the changes in plan and sites.
13. The contractor should clearly understand that any claim that he may have to prefer must be made in writing within seven days of the measurement taken by the Engineer as aforesaid and that any claim in more than seven days' time after taking of such measurements shall be deemed to have been waived by him.
14. All the staff/Supervisors/operators etc. Engaged by the contractor shall possess identity card issued by the authorised person of the firm under intimation to BAIF. Contractor's such staff/labour etc. Shall be quite polite to BAIF's authorised representative/Engineer and do nothing which may hamper the piece at work site
15. In the event of accident at the work site, a departmental enquiry shall be held and in case it is established that the accident has occurred on account of contractor's negligence or the negligence of his men, the contractor shall indemnify BAIF from the consequential legal and financial implications
16. BAIF administration reserves the right to terminate the contract with immediate effect if the contractor is found responsible for causing an accident without giving any further notice/notices to the contractor
17. BAIF shall not be responsible any loss damage to contractor's men, materials, equipment's, and plants etc. from any cause whatsoever.
18. No claim of any kind whatsoever shall be entertained if the execution of any item of the work is held up for want of approval of plans or designs or late supply of such materials to be arranged by BAIF.
19. (a) The contractor shall be entirely responsible for all structural and any other damages to property and for injury caused by work to his workman, the persons, animals or things and shall indemnify BAIF in this respect thereof.  
  
(b) Contractor shall be entirely responsible for all works carried out by him until it is finally taken over by BAIF and he will be liable to be called upon to make good any damage or loss which may occur to the building and work by inclemency of the weather floods etc. or due to any other cause(s) during the entire period until the work is taken over.
20. 50% of the Security Deposit shall be refunded to the contractor after the physical completion of the work as certified by the Competent Authority. And remaining 50% of the security deposit shall be refunded to the contractor after expiry of stipulated maintenance period from the certified date of the completion of work and on receipt of 'No Claim Certificate' from concerned Engineer-in Charge
21. Settlement of the dispute pertaining to the above contract shall be dealt as per the relevant clauses of the General Condition of the Contract. Extract of the some of the relevant clauses of the general condition of Contract is enclosed in the tender document for ready reference.
22. Time is the essence of contract. The contractor/s will be required to maintain speedy and required progress to the satisfactions of the Engineer to ensure that the work will be completed in all respects within the stipulated period failing which action may be taken by BAIF Administration in terms of General Conditions of Contract. Attention is The competent authority while granting extension to the currency of contract may also levy Token Penalty as deemed fit.
23. Tenderer should comply with all the required Statutory compliances (Payment of Wages Act etc.)

.....

**For and behalf of BAIF Development Research Foundation**

I agree to abide by the terms and conditions mentioned as Clause 1 to 28 above as well as General Conditions of Contract, CPWD/ UPPWD Standard specifications (Works & Materials), including all the amendments issued from time to time up to the date of opening of tender/submission of negotiated offer.

**Full Signature of Tenderer(s)**

### Schedule of rate and quantity

Name of work: **Construction of BAIF Development Research Foundation Office Building** at 27A, A.C. Banerjee Road, Tagore Town, Allahabad including all Civil & Structural Work, Water Supply and Sanitary Works, Electrical Works, Area Development works etc, including supply of all materials, labours, and Tools & Plants as may be required for proper and timely completion of the

| S/No | NS items | Description                | Qty. | Unit | Rate | Amount |
|------|----------|----------------------------|------|------|------|--------|
| 1.   |          | As per Annexure 1 attached |      |      |      |        |

### SPECIAL CONDITIONS RELATING TO TERMS AND CONDITIONS

1. Name of work: Construction of BAIF Development Research Foundation Building at 27A, A.C. Banerjee Road, Tagore Town, Allahabad including Demolition of existing building, all Civil & Structural Work, Water Supply and Sanitary Works, Area Development works etc, with supply of all materials, labours, and Tools & Plants as may be required for proper and timely completion of the work.
2. Scope of work: all Civil & Structural Work, Water Supply and Sanitary Works, Area Development works etc, with supply of all materials, labours, and Tools & Plants as may be required for proper and timely completion of the work
  - 2.1 The scope of work includes the following-
    - 2.1.1 All Foundation Work including Earthwork, Laying of L.C., RCC Footings, Footing Beams, Plinth Beams etc. Including supply of all materials, reinforcement, provision of shuttering (Plywood/ or Steel Shuttering) etc.
    - 2.1.2 All RCC Framed Structure comprising of Columns, Slab Beams, Lintel Beams, Roof Slabs. And other RCC works as per the working drawings issued from time to time including reinforcement and shuttering works (Plywood / Steel Shuttering) as per drawings
    - 2.1.3 All Brickwork, including Plaster work and fixing of Door Window Frames (Sal wood, PVC, Granite frames)
    - 2.1.4 Supply and fixing of Door Shutters (Teakwood Panelled, Flush Doors, PVC etc) as per the working drawings
    - 2.1.5 Supply and fixing of Water Supply and Sanitary works with specifications as per detailed working drawings
    - 2.1.6 All internal & external Electrical works including Concealed type including Fittings with specifications as per drawings
    - 2.1.7 Tube Well Boring work including supply of all materials including Pump Installation and water Supply line as per drawings

- 2.1.8 All flooring work (Vitreous flooring Tile, Ceramic Tiles Dado, Kota Stone etc as specified in the detailed working drawings and Schedule of Items Schedule of Items
- 2.1.9 All False Ceiling works as specified in the detailed working drawings and Schedule of Items
- 2.1.10 All the finishing works, painting, polishing etc as specified in the drawings and Schedule of Items
- 2.1.11 All the miscellaneous Area Development works including pathways, external drainage system, external lighting, Terrace Water Proofing, Parapet wall, Boundary Wall etc.

### 3.0 Code and Specifications

All the construction work is to be carried out as per relevant IS Codes, CPWD/ UPPWD Specifications

#### 4.0 Schedule of payments

- 4.1 The rates offered by the Bidder/ Tenderer will be inclusive of all Taxes , labour and construction Materials, and all Tools & Plants required for satisfactory completion of the work
  - 4.2 For Procurement of Construction Materials: Payments to be released to the contractor against Bill to be submitted together with Vouchers after delivery of the materials at site. The amount so paid shall be treated as Advance against procurement of materials and will be subject to adjustment against subsequent Running Account Bills
  - 4.3 Payment to the contractor shall be released against RA Bills submitted by the contractor for construction Stage wise as follows:
    - 4.3.1 Completion of Casting of Footings
    - 4.3.2 Completion of Casting of Columns (Floor wise)
    - 4.3.3 Completion of Casting of Roof Slab together with Slab Beams (Floor wise)
    - 4.3.4 Completion of Brickwork (Floor wise)
    - 4.3.5 Completion of Plaster & other finishing items (Floor wise)
  - 4.4 The RA Bills shall be submitted on the basis of the Schedule Item wise measurements to be recorded jointly with BAIF's representative
    - 4.4.1 Measurements for concealed items like foundations, reinforcement work, concealed electrical conduits with wiring, concealed pipes etc shall be recorded jointly with BAIF's representative before covering the same
    - 4.4.2 The mode of measurement for various items shall be in accordance with the provisions of CPWD norms
- 5. The contractor shall utilise presently existing facilities at the site of construction for Water Supply and Electricity and the cost involved in using this facility shall be borne by the contractor. However, for any additional requirement due to inadequacy of the existing facility, the contractor shall make his own additional arrangement at his own cost
- 6. **Penalty for non-completion of work** in accordance with the agreed Time of Completion shall be Rs 10000/- per day for the delayed period.
- 7. The contractor shall ensure proper storage of the construction materials, and regular disposal of building 'Malwa' or any other garbage so as to avoid any obstruction to the movement on adjacent public roads

#### **SETTLEMENT OF DISPUTES –**

In the event of any dispute or differences between the parties hereto as to the construction or operation of this contract, or the respective rights and liabilities of the parties on any matter in question, dispute or difference on any account BAIF fails to make a decision within 120 days of the contractor's request, after 120 days but within 180 days of his presenting his final claim on disputed matters shall demand in writing that the dispute or differences be referred to arbitration.

In such a case both the parties, i.e. BAIF and the contractor shall mutually agree to a Sole Arbitrator, whose decision shall be binding on both the parties

I agree to abide by the terms and conditions mentioned at above, for the present contract, including all the subsequent amendments issued by BAIF Administration from time to time, up to the date of opening of tender.

Signature of the Tenderer

Name \_\_\_\_\_

Address \_\_\_\_\_

## PROFORMA OF DIFFERENT FORMS

ANNEXURE-1

### DECLARATION REGARDING CONSTITUTION OF FIRM

|    |  |  |
|----|--|--|
| 1. | Full name of contractor/Construction firm and year of establishment.   |  |
| 2. | Registered Head Office & Postal Addressed.<br>Telephone Nos. with STD No.  |  |
| 3. | Branch Office address, if any.<br>Telephone Nos. with STD No.  |  |
| 4. | Constitution of firm (give full details including names of Partners / Executives / Power of Attorney holders, etc.)          |  |
| 5. | Particulars of Registration with Government / Semi-Government Organization, Public Sector, Undertaking and Local Bodies etc. |  |

Full Signature of Tenderer(s)

STATEMENT OF DEVIATIONS FROM TENDER SPECIFICATIONS

| S.N. | Details of special condition/stipulation involving deviation from tender conditions | Reason/importance of special condition/ stipulation | Possibility of withdrawal of condition Yes/No) | Cost of withdrawal of special condition /stipulation |
|------|---|---|--|--|
|      |   |   |  |  |
|      |   |   |  |  |
|      |   |   |  |  |
|      |   |   |  |  |

Full Signature of Tenderer(s)



BANK DETAILS

| SN | ITEM                                 | DETAILS |
|----|--------------------------------------|---------|
| 1  | Centre ( City Code)                  |         |
| 2  | IFSC Code (Bank Branch specific No.) |         |
| 3  | Name of Bank                         |         |
| 4  | Branch Code                          |         |
| 5  | Beneficiary name                     |         |
| 6  | Account No.                          |         |
| 7  | Type of account.                     |         |
| 8  | PAN No.                              |         |

Full Signature of Tenderer(s)

DECLARATION OF ABIDING BY GCC ETC.

I / We agree to abide by the terms and conditions mentioned in the tender document as well as ) CPWD/ UPPWD Specifications), including all the amendments issued CPWD/ UPPWD from time to time, up to the date of opening of tender/submission of negotiated offer

Full Signature of Tenderer(s)

UNDERTAKING

Name of work:

I hereby certify that I/We am/are having sufficient financial capacity and capability to execute the tendered work in given completion period.

Name & Signature of the tenderer

Phone No.

Address:

**DETAILS OF WORKS EXECUTED IN THE PAST OR BEING EXECUTED**

Details of works executed in the past or being executed in last three financial years in following format with supporting certificates issued by the organization with whom worked or working. Certificates from private individuals for whom such works are executed/being executed will not be accepted.

| SNo. | Name of work with Description | Date of award | Contract Value | DOC as per LOA-extended, any if | Value of work completed | Status- Work completed/in progress with balance work yet to be done |
|------|-------------------------------|---------------|----------------|---------------------------------|-------------------------|---|
|      |                               |               |                |                                 |                         |   |
|      |                               |               |                |                                 |                         |   |

- NOTE: a) If tenderer has not executed any work in past, the above format shall be submitted with Nil entries.  
b) For work in progress, percentage progress shall be mentioned.

Full Signature of Tenderer(s)

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ANNEXURE-7

**LIST OF PLANT & MACHINERY AVAILABLE ON HAND (OWN) AND PROPOSED TO BE INDUCTED (OWN) AND HIRED, FOR THE SUBJECT WORK**

| Sr. No. | Particulars of equipments | No./ Unit | Kind / Make | Capacity | Age and Condition | Registration No. | Remarks |
|---------|---------------------------|-----------|-------------|----------|-------------------|------------------|---------|
|         |                           |           |             |          |                   |                  |         |
|         |                           |           |             |          |                   |                  |         |
|         |                           |           |             |          |                   |                  |         |
|         |                           |           |             |          |                   |                  |         |

Full Signature of Tenderer(s)

**LIST OF PERSONNEL IN HANDWITH THE ORGANISATION& PROPOSED  
TO BE ENGAGED FOR THE SUBJECT WORK**

| Sr. No. | Name & Designation | Qualification | Professional Experience | Remarks |
|---------|--------------------|---------------|-------------------------|---------|
|         |                    |               |                         |         |
|         |                    |               |                         |         |
|         |                    |               |                         |         |
|         |                    |               |                         |         |

I hereby certify that no retired Engineer/ officer of BAIF retired within one year of date of submission of tender and has not obtained permission of competent authority has been engaged by me/our firm. I also certify that none of my relative is engaged in BAIF

Full Signature of Tenderer(s)

**FORMAT OF EXPERIENCE CERTIFICATE**

Copy of experience certificate, if any of work completed in last three financial years in following format, issued by the organization with whom worked or working. Certificate from private individuals for whom such works are executed/being executed will not be accepted.

| SN | ITEM  | Details |
|----|---|---------|
| 1  | Name of work  |         |
| 2  | Brief description of work   |         |
| 3  | Name & address and contract details of firm to which work has been awarded and completed by |         |
| 4  | Date of award of work and awarded value   |         |
| 5  | Actual date of completion of work   |         |
| 6  | Year wise breaking of payment made to the contractor along with total payment made          |         |
| 7  | Brief details of DOC extension given  |         |
| 8  | Performance of the contractor during execution of the work                                  |         |
| 9  | Remarks, if any   |         |

**PROFORMA OF IDENTITY CARD**



IDENTITY CARD SR. NO. : \_\_\_\_\_

DATE OF ISSUE : \_\_\_\_\_

CONTRACT AGREEMENT NO. : \_\_\_\_\_

NAME OF THE CONTRACTOR : \_\_\_\_\_

AND ADDRESS. : \_\_\_\_\_

PARTICULARS OF EMPLOYEE : \_\_\_\_\_

I) NAME OF THE EMPLOYEE : \_\_\_\_\_

II) DATE OF BIRTH / AGE : \_\_\_\_\_

III) PERSONAL IDENTIFICATION: \_\_\_\_\_  
MARK

IV) PERMANENT ADDRESS : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF CONTRACTOR  
(The person who signed the Original)  
Tender document or the contract agreement)

(SIGNATURE / THUMB IMPRESSION  
EMPLOYEE)



**SCANNED COPY OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE OFFER**

| S.No. | Document   | Required in the Form   |
|-------|--|--|
| 1.    | Cost of tender document  | DD No.   |
| 2.    | Earnest money deposit  | DD No.   |
| 3.    | Constitution of firm documents   | :  |
| A.    | In case of sole proprietorship concern   | Affidavit certifying the sole proprietorship of the firm. This affidavit can be original / notarized   |
| B     | In case of "Partnership Firm/Concern"  | <ol style="list-style-type: none"> <li>1. Notary Certified copy of Partnership Deed</li> <li>2. Documents in support of Registration of the firm with Registrar of firms viz. Registration Certificate/ Form 'A' &amp; Form 'B'/ Form 'C' (as applicable), etc. Issued by Registrar of Firms</li> <li>3. Power of Attorney/ Authorisation in favour of individual signing the Tender Document duly Notarised. (Alternatively: authorisation given in the Partnership Deed shall also be accepted)</li> </ol> |
| 4.    | Annexure -1( Declaration regarding constitution of the firm )  | Copy   |
| 5.    | <u>Annexure- 2</u> (Statement of deviation from tender specification )   | Copy   |
| 6.    | <u>Annexure- 3</u> ( Bank Details)   | Copy   |
| 7     | <u>Annexure- 4</u> (Declaration of abiding by GCC etc.)  | Copy   |
| 8     | <u>Annexure-5</u> (Undertaking, by the tenderer)   | Copy   |
| 9     | <u>Annexure-6</u> (Details of works executed in the past or work being executed, by the tenderer)  | Copy   |
| 10    | <u>Annexure-7</u> (List of plants & machinery available on hand (own) and proposed to be inducted (own) and hired, for the subject work)   | Copy   |
| 11    | <u>Annexure-8</u> (List of Personal organisation in hand & proposed to be engaged for the subject work)  | Copy   |
| 12    | <u>Annexure-9</u> (Experience certificate in the format)   | Copy   |
| 13    | Solvency certificate from Bank/Financial statement from Chartered Accountant/ Financial assistance provided by bank for the purpose of execution of work or any other document to prove adequate financial capability of the tenderer. | Copy   |

\*\*\*\*\* END OF DOCUMENT\*\*\*\*\*

