

PRE-QUALIFICATION OF CONTRACTORS
For Construction of office Building at Gyaneshwor
NECO INSURANCE LIMITED.

ARCHITECT
ADF NEPAL PVT. LTD

CONTENTS

Section	Title	Page
	Cover Page	
Section – I	Brief particulars of the work	5
Section - II	Information & instructions for applicants	6
Section - III	Pre-qualification information & letter of transmittal	14
	Form 1: Structure and Organization information	15
	Form 2 : Financial Information	17
	Form 3 : Solvency Certificate	19
	Form 4 : Details of all works of similar nature completed during the last Five years ending 2017	20
	Form 5 : Details of Projects under execution or awarded	21
	Form 6 : Performance report of Completed works	22
	Form 7 : Details of technical & administrative personnel to be deployed for the work	23
	Form 8 : Details of construction plant & equipment	24
	List of Documents to be attached	25

Pre-qualification document

Construction of Office Buildings along with necessary Infrastructure Facilities for Neco Insurance Limited at Gyneshwor, Kathamndu

(General Civil Works, Plumbing, Electrical, Fire Fighting etc and other related services works)

1. This document contains 26 pages.
2. The pre-qualification document should be in prescribed form, duly completed and signed, shall be submitted in a sealed cover super scribed as “Pre-qualification of the Contractor for office building for Neco Insurance Limited” shall be received up-to 3.00 p.m. on 16th day from the 1st publication date, at the office of Neco Insurance Limited. In case the date falls on public holiday on **16th day**, applications shall be submitted during the same hours on the next working day. The application shall be opened in the presence of applicants or their authorized representatives, who choose to attend, at **5:00 pm** on the **16th day** from the first date of publication of this notice. It can also be opened without the presence of applicants or their representatives. In case the date falls on public holiday on the **16th day**, the application shall be opened at **5:00 pm** on the next working day. The applicant shall mention on the sealed cover, the Company’s name, phone numbers & name of contact person.

For Neco Insurance Limited

Date: --03/04/2018

A. **Neco Insurance Limited**, invites pre-qualification applications for the following works:

S.No.	Name of Work .	Estimated cost	Period of Completion
1.	Construction of office Buildings along with necessary Infrastructure Facilities Gyaneshwor, Kathmandu (General civil works, plumbing, Electrical, Fire fighting, HVAC and other related services works)	Rs. 20 Crores (Approx)	18 Months (Approx.)

Estimated cost shown above is only indicative. This figure may vary at the time of actual bidding.

- B. Contractors registered with Nepal Government, worked with Government or Private Agencies who fulfil the following requirements shall be eligible to apply.
- C. The documents may be downloaded from the website <http://www.necoinsurance.com.np/tenders>. Further details of eligibility, mode of submission etc., can be seen at the same.
- D. The applicant must submit an undertaking that up to date tax returns have been filed along with copies of such returns submitted to the Inland Revenue Department.
- E. Applicants shall submit the processing fee of Rs. 5,000/- (Rupees five thousand only) at the time of submission of the Pre-Qualification document in the form of a Demand Draft in favour of **Neco Insurance**, payable at Kathmandu. No application will be entertained, if not accompanied with processing fee. The processing fee is not refundable.
- F. Applicant shall submit all the information in digital format also in addition to hard copies in CD.

SECTION – I

Brief Particulars of the Work

1.1 INTRODUCTION

The proposed construction is for office building for Neco Insurance Limited , Kathamndu. It is to be built in the land owned by Neco Insurance Limited of 890 sq.m (approx.), modern office building, without affecting the functionality, safety and security of the existing peripheral structures and occupants. Total covered area under this project is 1710 square meters (approx.).

1.2 SCOPE OF WORK

Construction of multistoried office buildings including all civil, electrical, water supply, sanitary, drainage, external development, hard landscaping.

This shall include the following:

1. Civil works for core and shell
2. Civil finishes
3. Sanitary and plumbing works,
4. Fire protection and fire alarm system
5. Internal and External Electrical works
6. Security access control systems
7. Waste water disposal
8. Rain Water Harvesting
9. External development Roads Drains
10. Interiors excluding loose furniture

The aim is to provide occupants with a healthier work environment, comfortable indoor and outdoor work and social places, cleaner indoor air, comfortable indoor temperature, natural diffused light, shaded and open plaza, green terraces, lush gardens while conserving energy and other natural resources in the existing condition.

The **NECO** building will have high performance environmental strategies and technologies such as:

1. Double Glass Units.
2. Insulated roof and AAC blocks wall.
3. Dry cladding.
4. Full water management system, Rainwater harvesting with underground storage tanks.
5. LED lighting/ occupancy and motion sensor controls.
6. Interior works, landscaping, Air-conditioning and Fire fighting and other associated works.

Section: II

Information & Instructions to Applicants

2.1 Definitions:

In this document the following words and expressions have the meaning hereby assigned to them.

- 2.1.1. Employer, Insurance Company, Authority, NECO mean Neco Insurance Limited, Kathmandu
- 2.1.2. Applicant: Means the individual, proprietary concern, partnership firm, private or public limited company applying for the pre-qualification. JVs means Joint Ventures.
- 2.1.3. "Year": means "Financial Year" unless stated otherwise.
- 2.1.4. "PQ": means pre-qualification

2.2 General Information:

- 2.2.1. Letter of transmittal and forms for pre-qualification are given in Section III.
- 2.2.2. All information called for in the enclosed forms shall be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact shall be mentioned against the relevant column. Even if no information is to be provided in a column, a "nil/not applicable/no such case" entry shall be made in that column. If any particulars/ queries are not applicable in case of the applicant, it shall 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 disqualified. Applications received late shall not be opened.
- 2.2.3. The application shall be page numbered and each page shall be signed.
- 2.2.4. Overwriting shall be avoided. Correction, if any, shall be made by neatly crossing out, initializing, dating and rewriting.
- 2.2.5. 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 specifically required by and asked for by NECO in writing.
- 2.2.6. Any information furnished by the applicant found to be incorrect either immediately or at a later date, may render him disqualified.
- 2.2.7. Applicants are advised to keep visiting the NECO's web-site from time to time (till the deadline for PQ bid submission) for any updates in respect of the PQ notice, if any. Failure to do so shall not absolve the applicant of his liabilities to submit its PQ application complete in all respect including updates thereof, if any. An incomplete application may be liable for rejection.
- 2.2.8. NECO reserves the right to verify the particulars furnished by the applicant independently. If any information furnished by the applicant is found incorrect at

a later stage, he shall be debarred from tendering and taking up of any work in NECO. Affidavit in enclosed format to be signed by authorized signatory.

- 2.2.9. NECO reserves the right to reject any or all applicants without assigning any reason and to restrict the list of pre-qualified contractors to any number deemed suitable.
- 2.2.10. Documents submitted in connection with pre-qualification will be treated confidential and will not be returned.
- 2.2.11. Prospective applicants may request clarification if any, in writing & e-mail id at info@necoinsurance.com.ng (telephonic enquiries will not be entertained). Any clarification given by the Employer will be displayed on the website of NECO. No request for clarification will be considered after 22/04/2018.
- 2.2.12. **Applications from Joint Venture companies and other form of association.**
- a) When two firms apply jointly for prequalification, special considerations must be met. The prequalification document must set out clearly the conditions applying to such joint ventures, whether existing or proposed; to any change in the membership of the joint ventures; or to the association of prequalified firms after prequalification. Each party of the joint venture must submit the complete documentation required of an individual firm applying for prequalification.
 - b) The requirements described for joint ventures apply to associations, partnerships, consortia, and other ventures in which firms associate with each other formally for the purpose of carrying out a contract jointly. Partners of a joint venture must confirm that, if prequalified, the joint venture bid will be submitted with a formal joint venture agreement and that all parties to that agreement will be legally bound jointly and severally for the bid and any consequent contract. The lead partner in the joint venture should also be designated, as well as the individual with overall responsibility for the joint application, who will be the principal contact for communications. The requirements do not apply to subcontract arrangements. The lead partner in joint venture shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture; this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners. Such authorization letter shall not be changed by the Applicant unilaterally and or without approval from the employer.
 - c) The joint venture must satisfy collectively the eligibility criteria. For this purpose the following data of each member of the joint venture shall be added together to meet the collective qualifying criteria. However the lead partner and each individual partner of the joint venture must meet the percentages respectively of the requirement as specified in 2.2.12 (e) and (f) of criteria 2.7.2, 2.7.3, 2.7.5, 2.7.7, 2.7.8, 2.7.10.
Each partner must satisfy individually for the following criteria 2.7.1, 2.7.7, 2.7.10
 - d) A firm will not be permitted to bid for the same contract as an individual firm and as part of a joint venture. In the event that it bids for the same contract as an individual firm and as part of a joint venture, this will result in the rejection of all bids for that contract in which the party is involved.
 - e) Percentage to be met by each JV partner of eligibility criteria of 2.7.3, 2.7.5 and 2.7.7 : not less than 25%

- f) Percentage to be met by lead partner of eligibility criteria of 2.7.3, 2.7.5 and 2.7.7 : not less than 60%
 - g) Limit on the number of partners in a JV shall be two.
 - h) All partners of the joint venture shall be legally liable, jointly and severally, during the bidding process and for the execution of the contract in accordance with the contract terms and a statement to this effect shall be included in the authorization mentioned under clause 2.2.12(b).
 - i) A copy of the joint venture agreement (JVA) entered into by the partners shall be submitted with the Application. Alternatively, a Letter of Intent to execute a JVA in the event of a successful bid shall be signed by all partners and submitted with the Application together with a copy of the proposed Agreement. Pursuant to Clauses 2.2.12 (b), (h), (i) above, the JVA shall include among other things: the JV's objectives; the proposed management structure; the contribution of each partner to the joint venture operations; the commitment of the partners to joint and several liability for due performance; recourse/ sanctions within the JV in the event of default or withdrawal of any partner; and arrangements for providing the required indemnities. Once submitted to the Employer such Joint venture agreements shall not be changed by the Applicant unilaterally and or without approval from the Employer.
 - j) Prequalification of a joint venture Applicant does not prequalify any of its partners to bid individually or as a partner in any other joint venture or association. In case of dissolution of a joint venture prior to the submission of bids, any of the constituent firms may prequalify if they meet all of the prequalification requirements, subject to the written approval of the Employer.
- 2.2.13. After the technical evaluation, NECO is expected to announce a short-list of suitable qualified applicants who shall be eligible for issuance of tender documents for participation in the bidding process. NECO is likely to provide a comparatively short time span for submission of the Bids for the Project. The Applicants are, therefore, advised to visit the site and familiarize themselves with the Project.
- 2.2.14. No claim for payments /liability of any type, on account of the submissions of the bids and presentation against brief RFP to the shortlisted contractors shall be payable.
- 2.2.15. NECO, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time to;
- a) Suspend and/ or cancel the Bidding Process and/ or amend and/ or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
 - b) Consult any Applicant in order to receive clarification or further information;
 - c) Pre-qualify or not to pre-qualify any Applicant and/ or to consult any Applicant in order to receive clarification or further information;
 - d) Retain any information and/ or evidence submitted to the Authority by, on behalf of, and/ or in relation to any Applicant; and/ or
 - e) Call for information from previous clients and evaluate the previous completed projects regarding all submission including litigations.
 - f) Undertake physical verification of completed projects and interact with clients.

2.3 Mode of Application:

- 2.3.1. If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- 2.3.2. If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten 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 shall accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm shall accompany the application.
- 2.3.3. If the applicant is a limited company, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a certified copy of the power of attorney. The applicant shall also furnish a copy of board decision and the Memorandum of Articles of Association duly self-attested.

2.4 Final Decision Making Authority

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

2.5 Particulars Provisional

The particulars of the work given in "Section I" are provisional. They are liable to change and must be considered only as advance information to assist the applicant to apply for proposed work.

2.6 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.

2.7 Criteria for Eligibility of Pre-Qualification:

- 2.7.1. The Applicant should have been involved in the Civil Engineering Construction Business for last five years or more
- 2.7.2. i) The applicant shall have satisfactorily completed following similar works during last Five years ending on 2017 :
One similar completed work costing not less than Rs.25 crores within last five years.

For the purpose of this clause, "similar work" shall mean a) any office/ Institutional comprising office, Lobby, and other facilities with multi-storied buildings project of R.C.C. framed structure seismic resistant /composite structures, with integrated responsibility of services such as , but not limited to, central heating ventilation and air conditioning ; including internal water supply,

sanitary installations, fire-fighting and fire protection systems, internal and external electrical installations and external infrastructure, IBMS , Security access control systems ,landscape work, Elevators, DG set etc. This shall exclude Road/Highway/Infrastructure projects/Mass housing projects/Industrial projects.

- 2.7.3. Shall have an average annual financial gross turnover of Rs. 40 Crores each year on similar works during the last three consecutive financial years ending 31st March 2018. Further, the financial price updating of percentage per annum shall be applied to the turnover of the Previous Years to bring them to 2018-2019 Price Level as per NRB price index.
- 2.7.4. Shall not have incurred any loss or net worth should be positive in more than two years during the last five years ending 31st March, 2018.
- 2.7.5. Shall have a solvency of Rs.30 crores. The applicant shall submit the solvency certificate, not older than three months prior to 31st August 2018, issued by any scheduled bank, in original.
- 2.7.6. Shall not have been black listed by any State/Central Department or PSU or Autonomous Bodies. The applicant must submit a self attested affidavit to this effect.
- 2.7.7. The minimum bid capacity (BC) to meet cash flow requirement for this and other contract commitment through the leveraged value of the applicant's available resources: 30 crores

The bidding capacity shall be worked out by the following formula:

Bidding Capacity = 5x total financial resources – 40% of total contract value of current commitment

The applicant shall submit the calculation sheet of Bid Capacity and also indicate value of balance work in hand. (Certified by a Chartered Accountant)

- 2.7.8. The Applicant shall supply general information on the management structure of the firm, and shall make provision for suitably qualified personnel to fill the key positions listed in the form 7, as required during contract implementation. The Applicant shall supply information on a prime candidate and an alternate, if stated, for each key position, both of whom shall meet the experience requirements specified.
- 2.7.9 The Applicant shall own, or have assured access (through hire, lease, purchase agreement, other commercial means, or approved subcontracting) to key items of equipment, in full working order, as listed in the Form 8, and must demonstrate that, based on known commitments, they will be available for timely use in the proposed contract. The Applicant may also list alternative types of equipment that it would propose for use on the contract, together with an explanation of the proposal.
- 2.7.10 The Applicant shall provide accurate information on the related Application Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against

the Applicant or any partner of a joint venture may result in disqualification of the Applicant.

2.8 Desirable Criteria

- 2.8.1 Execution of Institutional facilities which include other insurance building and office building is preferred and will bear higher weightage for evaluation.
- 2.8.2. It is desirable that the applicant does not have any litigation(s) in process. The applicant must submit information of on-going litigations and litigations had in the past seven years. In the event that the applicant has no litigations either in process or in the past 7 years, an affidavit to this effect, duly self attested must be submitted in original.

2.9 Essential Submissions and Information

- 2.9.1 The bidder shall provide copies of work orders as well as completion certificates from the Employer as documentary proof for having executed similar works. However, decision with regard to eligibility of the applicant will be taken by the Employer, only after necessary documents provided by the applicant have been examined.
- 2.9.2. References, information and certificates from previous government clients certifying suitability, technical knowhow, capability & quality of work, for each work completed in the last seven years and works in hand of the applicant shall be signed by an officer not below the rank of Executive Engineer or equivalent. For private agencies, the certificate is to be obtained from authorized signatory duly authorized by the Owner/ MD. (Attach letter of authorization) and shall be obtained in sealed cover. (**Form 6**)
- 2.9.3. The applicant must submit an undertaking that up to date tax returns have been filed along with copies of such returns submitted to the Income Tax department/ Department of Trade & Taxes.
- 2.9.4. The applicant shall own construction equipment as per list (**Form 8**) required for the proper and timely execution of the work. Else, he shall certify that he would be able to manage the equipment by hiring etc. and submit the list of firms from whom he proposes to hire.
- 2.9.5. The applicant shall have sufficient number of Technical and Administrative employees for the proper execution of the contract work. The applicant shall submit a list of the employees stating clearly how they would be involved in this work. – (**Form 7**)
- 2.9.6. Organization Information
 - 1. Applicant is required to submit the following information in respect of his organization (**Form 1**).

2. Minimum proposed deployment of Technical Staff and other staff for this work shall be furnished as per Form 7 Part I & II for assessment and evaluation:

Applicant shall submit the supporting Documents such as: List of full time Technical staff he proposes to deploy against the work.

2.9.7. Construction Plant & Equipment

Applicant shall furnish the list of construction plant and equipment including steel shuttering, cantering and scaffolding likely to be used in carrying out the work (in Form "8"). Details of any other plant & equipment required for the work (not included in Form 8 and available with the applicant may also be indicated) and proposed to be deployed. Facilities of field lab and test equipment shall also be furnished.

2.9.8. Specialised/Services works

1. In case the applicant has himself not executed any works of Services (MEP), he can have a sub-contractor who meets the condition laid down in Section 2.7.3 above in respect of works of MEP Services. In such case, the applicant will have to produce an MOU in original (on a stamp paper) with the party whom the applicant would like to take as a subcontractor for execution of works of Services (MEP). The applicant will be the lead partner in MOU and responsible to the Employer, in case his firm gets prequalified and awarded the work. In such cases, documentary proof of the proposed associate party meeting the eligibility criteria should be enclosed.
2. List of sub-contractor with minimum of 3 subcontractors for specialized works. To indicate a minimum of three subcontractor for specialized works as stipulated by the Contractors.

2.10 Evaluation Criteria for Pre-Qualification

Prequalification will be based on Applicants meeting all the following minimum pass-fail criteria regarding their construction experience, financial position, personnel and equipment capabilities, and other relevant information as demonstrated by the Applicant's responses in the Information Form attached to the Letter of Application. Additional requirement for joint ventures are given in above sections. Qualifications, capacity, and resources of proposed subcontractors will not be taken into account in assessing those of individual or joint venture Applicants, unless they are named specialist subcontractors pursuant to Sub-clause 2.10. and approved by the employer.

For the purpose of pre-qualification, applicants will be evaluated in the following manner:

- 2.10.1 The initial criteria prescribed in Section 2.7 above in respect of experience of similar works completed, financial turn over, bidding capacity, and certifications etc. will first be scrutinized by the Screening Committee and the applicant's eligibility for pre-qualification for the work shall be determined. Only those

Applicants who meet the eligibility criteria specified in Section 2.7, above shall qualify for evaluation under this Section.

- 2.10.2. Physical inspection of completed projects of applicants found eligible in Section 2.7 will be performed by an Inspection Committee appointed by NECO for evaluating quality of works. This committee may visit similar works done by the applicant in the past i.e., works pertaining to Civil works, Plumbing, Electrical, Fire Fighting, HVAC works etc. The exact numbers and the works to be visited may be decided by NECO.
- 2.10.3. Further evaluation may be done by an Expert cum Evaluation committee constituted by NECO, if required. The Expert cum Evaluation committee at its discretion may call for information from clients of similar works carried out or in progress by the applicants and evaluate the previous completed projects including all submissions, litigations etc.
- 2.10.4. The firm's recommended for pre-qualification shall be determined by the experts/evaluation committee marks and only those firms securing the minimum requirement shall be recommended for prequalification..
- 2.10.5. Even though an applicant may satisfy the eligibility requirements and has been prequalified, he would be liable to disqualification if he has:
 - a) Made misleading or false representation or deliberately suppressed any information in the forms, statements or enclosures required in the pre-qualification document.
 - b) Obscured/ deliberately hidden record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses, etc.
- 2.10.6. Any effort on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in automatic rejection of his application. Canvassing of any kind is strictly prohibited.

2.11 Tender Format for Execution of Works

Work shall be generally executed according to General Conditions of Contract for CPWD Works 2010 /BIS specification with up to date amendments. NECO reserves the right to modify any of the conditions to suit to its specific requirements.

2.12 Miscellaneous

The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Courts in Nepal shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.

Section III

Information for Submission

Letter of Transmittal

Project Manager
NECO, Kathmandu
Nepal

Subject: Submission of pre-qualification application for the work of “Construction of Phase-II Package-1 of Academic and residential Buildings along with necessary infrastructure facilities at the campus of NECO at Kathmandu”

Sir,

Having examined the details given in pre-qualification press Notice and pre-qualification document for the above work, I/We hereby submit the pre-qualification document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms “1” to “8” and accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorize NECO, to approach the Bank issuing the solvency certificate to confirm the correctness thereof. I/we also authorize NECO to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical knowhow and capability for having successfully completed the following works:

Sl. No	Name of work	Certified by/from	Contact particulars of the certifying agency with Telephone & Fax numbers, mail id etc.

* The applicant shall furnish all contact information such as postal address, telephone and fax numbers, e mail ids etc. In complete information will make the application liable for rejection.

1. List of Enclosures.

Seal of applicant

Date of submission: --

Signature(s) of Applicant(s)

For applications by joint ventures, all the information requested in the prequalification documents is to be provided for the joint venture, if it already exists, and for each party to the joint venture separately. The lead partner should be clearly identified. Each partner in the joint venture shall sign the letter.

FORM '1'

STRUCTURE AND ORGANIZATION INFORMATION ABOUT APPLICANT

1. IN CASE OF INDIVIDUAL

i	Name of Business	:	
ii	Name of Owner	:	
iii	Whether his business is registered	:	
iv	Date of commencement of business	:	

2. IN CASE OF PARTNERSHIP –

i	Name of Partners	
ii	Reference of the partnership registration	
iii	Date of establishment of firm	
iv	If each of partners of the firms pays Income Tax over Rs. 10,000/- per year and if not which of them pays the same	
v	Copies of partnership deed, if any	

3. IN CASE OF COMPANY LIMITED BY SHARES OR COMPANY LIMITED BY GUARANTEE.

i	Amount of paid up capital	
ii	Names of Directors	
iii	Date of Registration of Company	
iv	Certified copies of Memorandum and Article of Association of company	
v	Name of directors & Officers with designation, concerned with the work.	
vi	Designation of individuals authorized to act for the Organization.	
vii	Was the applicant ever required to suspend construction for a period of more than six months continuously after commencement of the construction? If so, give the name of the project & reasons of suspension of work.	
viii	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.	
ix	Has the applicant, or any constituent partner in case of partnership firm ever been debarred / black listed for tendering in any organization at any time? If so, give details.	

x	Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	
xi	Registration details:	
	a) Registration with CPWD/ MES/ Railways/ BSNL/ State PWD	
	b) Electrical license	
	c) EPF No. valid up to	
	d) Sales Tax No. valid up to	
	e) Clearance of Sales Tax up to	
	f) ITCC valid up to (Copies to be enclosed)	
xii	Any other information considered	
	Necessary but not included above.	

FORM '2'

FINANCIAL INFORMATION

Part 1: Bankers Details

a)	Name of Bank	
b)	Address	
c)	City	
d)	PIN	
<i>Details of Contact Person for Verification of Particulars</i>		
e)	Name & Designation	
f)	Phone No.1 with STD Code	
g)	Phone No.2 with STD Code	
h)	E mail	
i)	Fax No	

Part 2: Details of Chartered Accountant

a)	Name of Bank	
b)	Address	
c)	City	
<i>Details of Contact Person for Verification of Particulars</i>		
e)	Name & Designation	
f)	Phone No.1 with STD Code	
g)	Phone No.2 with STD Code	
h)	E mail	
i)	Fax No	

Part 3: Financial Information

- 1) Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet / Profit & Loss Account for the last 5 years duly certified by the chartered Accountant, as submitted by the applicant to the Income Tax department (copies to be attached)

		FY ...					Average annual Turnover.
		1	2	3	4	5	
(i)	Gross Annual turnover on construction						
(ii)	Construction Works Turnover						
(iii)	Net Profit/ Loss						
(iv)	Net Worth						

(v)	Assets (Plant & Machinery only)						
(vi)	Working Capital						

* Calculation of Net Worth to be shown in separate sheet.

- 2) Financial arrangements for carrying- out the works.
- 3) The following certificates are to be enclosed.
 - a) Tax deducted at source, - certificates from the clients For the last five years.
 - b) Latest Income Tax Clearance - Certificate.
 - c) Solvency, Cash Credit, Bank - guarantee limit certificate from Bankers of Applicant.

Signature of Chartered Accountant

Seal and Signature of Applicant

FORM ' 3 '

SOLVENCY CERTIFICATE FROM APPLICANT'S BANKERS

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

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

(Signature) For the bank

NOTE:

1. Bankers certificated shall be on letter head of the Bank sealed in cover addressed to tendering authority.
2. In case of partnership firm, certificate shall include names of all partners as recorded with the Bank.

FORM '4'

**DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST SEVEN YEARS ENDING
LAST DAY OF THE MONTH AUG 2014.**

Sl. No.	Name of work / Project & Location	Owner or Organization	Value of work at completion (Rs. In lakhs)	Updated gross present value with multiplying factor Rs. in lakhs	Date of commencement as (per contract	Stipulated date of completion	Actual date of completion	Litigation/ Arbitration pending/in progress with details.	Remarks

Multiplying factors for Cost Updation:

Year of Completion	Multiplying Factor (As per NRB price Index)
2016-17	
2015-16	
2014-15	
2013-14	
2012-13	
2011-12	
2010-11	

Signature of Applicant(s)

FORM '5'

CURRENT PROJECTS UNDER EXECUTION OR AWARDED UPTO 31st Aug 2014 .

Sl. No.	Name of work Project & Location	Owner Organization Contact Particulars	Value of work (Rs. In lakhs)	Date of commencement as per contract	Stipulated date of completion	Present Status (%) Completed)	Expected date of completion	Reasons for slow progress if any	Average Monthly Billing in the last 6 months

Certified that the above list of work is complete and no work has been left out and that the information given is correct to my knowledge and belief.

Signature of Applicant(s)

**The above information shall be supported with copies of Award Letter /Work order/LOI.*

FORM '6'

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "4" & "5"

CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR

Name & address of the client.....

Details of Works executed by

1. Name of work with brief particulars	
2. Agreement No. and date	
3. Date of commencement of work	
4. Stipulated date of completion	
5. Actual date of completion	
6. Details of compensation levied for delay, if any	
7. Tendered amount	
8. Gross Amount of work completed	
9. Name and address of the authority under whom works executed.	
10. Whether the contractor employed qualified Engineer/Overseer during execution of work?	
11. i) Quality of work (indicate grading)	
ii) Amount of work paid on reduced rate basis, if any.	
12. i) Did the contractor go for arbitration?	
13. Comments ⁱⁱ⁾ If yes, total amount of claim on the Capabilities of the contractor	

Note: All columns shall be filled properly.

Signature of the Reporting Officer with

Official

seal "Countersigned"

Officer of the rank of Executive Engineer or equivalent.

FORM '7'

(Part I)

DETAILS OF TECHNICAL PERSONNEL TO BE EMPLOYED FOR THE WORK

An abstract shall be submitted .

(Part II)

DETAILS OF ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK

An abstract shall be submitted .

FORM '8'

DETAILS OF CONSTRUCTION PLANT AND EQUIPMENT LIKELY TO BE USED IN CARRYING OUT THE WORK

Sr. No	Name of Equipment	No.	Capacity	Age & Condition	Ownership status	Remarks

Details shall be submitted separately for:

1. Earth moving equipment

- 1.1. Excavators (various sizes)

2. Equipment for hoisting/ lifting

- 2.1. Builders hoist
2.2. Mobile cranes
2.3. Telescopic cranes

3. Equipment for concrete work

- 3.1. Concrete batching plant (Fully/Semi-Automatic)
3.2. Concrete pump
3.3. Concrete transit mixer
3.4. Concrete mixer (diesel)
3.5. Concrete mixer (electrical)
3.6. Needle vibrator (electrical)
3.7. Needle vibrator (petrol)
3.8. Needle vibrator (elect/petrol)
3.9. Placer boom

4. Equipment for building work

- 4.1. Block making machine
4.2. Bar bending machine
4.3. Bar cutting machine
4.4. Wood thickness planes
4.5. Drilling machine
4.6. Circular saw machine
4.7. Welding generators
4.8. Welding transformers
4.9. Cube testing machines
4.10. Steel shuttering
4.11. Steel scaffolding
4.12. Grinding/polishing machines
4.13. Wood Shuttering

CHECK LIST of Documents to be attached by the Applicant

SI No	Information	Confirmation of Submission	Page No.
1	Proof of constitution :	Yes /No	
	a) In case of sole proprietorship : an affidavit executed before a 1 st Class magistrate that the applicant is the sole proprietor of the firm.		
	b) In case of partnership firm: (Submit attested copies)		
	c) Self attested Partnership deed.		
	d) Form "A" or equivalent form issued by Registrar of Firms Form "B" or equivalent form issued by registrar of firms Form "C" or equivalent form issued by Registrar of firms.		
	e) In case of Private/Public Ltd Co. self attested Article of Association,		
	f) Power of attorney if any.		
2	Certificates of Registration as contractor		
3	Certification of Registration with taxation authorities		
4	Certificates of Tax Clearances (VAT, Service Tax etc)		
5	Details of requisite licenses		
5	Registration with EPF		
6	Proof of eligibility of essential Criteria	Yes /No	
7	Proof of eligibility of Services Works	Yes /No	
8	Proof of eligibility of Desirable Criteria	Yes /No	
9	Financial Information		
	a) Balance Sheets for last 5 years	Yes /No	
	b) Calculation sheets of net worth	Yes /No	
	c) Solvency Certificate in original	Yes /No	
	d) Calculation sheet of bid capacity	Yes /No	
10	Details of Completed Works as given in Form 4	Yes /No	
11	Attested Copies of award letters/ work Orders/ LOI for completed works		
12	Original or attested copies of certificates for works done, from concerned clients	Yes /No	
13	Performance report of completed works as given in Form 6.	Yes /No	
14	Details of On-going works	Yes /No	
15	Attested Copies of award letters/ work Orders/ LOI for on-going works	Yes /No	
16	Details of key personnel as given in Form 7.	Yes /No	
17	Details of machinery as given in form 8.	Yes /No	
18	Affidavit of affirmation, in original, (self attested) on litigations as per Clause	Yes /No	

19	Affidavit of affirmation, in original, (self attested) to the effect that the firm has not been blacklisted as given in Clause 2.6.10	Yes /No	
20	Undertaking that all taxes are clear and there are no outstanding dues.	Yes /No	
21	CD/DVD containing all submittals in digital format.	Yes /No	