

Expression of Interest Document



CENTRAL BANK OF INDIA
Zonal Office
Central Bank Building
33, Netaji Subhash Road, Kolkata- 700 001

Pre-Qualification of Contractors for Civil Repairing Works of Central Bank Officers' Training College Complex at Salt Lake, Kolkata

NAME OF CONTRACTOR: _____

ADDRESS OF CONTRACTOR: _____

DATE OF SUBMISSION OF EOI: _____

Cost of EOI Document: ₹ **5,000.00** (non-refundable)

SRIJANI 
a comprehensive architectural solution

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1 NOTICE INVITING EXPRESSION OF INTEREST (EOI)**CENTRAL BANK OF INDIA**

Zonal Office
Central Bank's Building
33, Netaji Subhas Road, Kolkata- 700 001

EOI Notice No: **ZO/KOL/GAD/ARCH/2016-17/07/71** dated **15.07.2016**

Expression of Interest are invited from Class – I and Class – II category Civil Contractors of PWD, CPWD, MES, Indian Railways and / or other public and statutory bodies and capable / experienced Civil Contractors of Banks having previous experience in any 'Civil Construction project' with VAT, Service Tax, IT and PT certificate etc. to be submitted in sealed envelopes.

1.1 Name Of The Work:

Civil Repairing Works at Central Bank Officers' Training College Complex, Salt Lake, Kolkata

1.2 Location:

Central Bank Officers' Training College, DD-13/18, Sector- I, Salt Lake City, Kolkata- 700 064.

1.3 Estimated Cost:

Approx ₹ **3,44,65,000.00** (Rupees Three Crores Forty Four Lacs Sixty Five Thousand only).

1.4 Experience In Similar Types Of Works:

Experience of having successfully completed similar type of works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:

I. **Three similar completed works costing not less than the amount equal to 20% of the Estimated Cost.**

or

II. **Two similar completed works costing not less than the amount equal to 40% of the Estimated Cost.**

or

III. **One similar completed work costing not less than the amount equal to 60% of the Estimated Cost.**

1.5 Average Annual Turnover:

Average annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least 25% of the estimated cost of project.

1.6 Time Of Completion Of The Project:

12 (Twelve) months

1.7 Earnest Money Deposit (EMD):

The Qualified Contractors would be asked to submit an earnest money deposit of ₹ **5,00,000.00** (Rupees Five Lacs Only) in the form of Crossed Demand Bank Draft/ Pay order issued in favour of '**CENTRAL BANK OF INDIA**' payable at Kolkata with the Financial Bid Document without which Bidding will be liable to rejection. Earnest Money Deposit in respect of the successful tenderer will be retained.

1.8 Retention Money:

10% Retention Money will be deducted from the bill of successful bidder.

1.9 Release Of Retention Money:

Release of Retention Money after expiry of Defect liability period without any interest.

1.10 Cost Of EOI Document (Non-Refundable):

A non refundable amount of ₹ **5,000.00** (Rupees Five Thousand Only) for the cost of of EOI Document by way of Pay order/ Demand Draft favouring '**CENTRAL BANK OF INDIA**' payable at Kolkata to be submitted with Pre-Qualification Documents without which EOI will be liable to rejection.

1.11 Availability Of EOI Document:

The EOI Document (Pre-Qualification Document) should be downloaded from the Bank's website www.centralbankofindia.co.in from **18.07.2016** to **18.08.2016**.

1.12 Date & Place Of Submission Of EOI:

Upto **18.08.2016** at **3.00 PM** at the office of the Assistant General Manager, Zonal Office, 6th Floor, Central Bank Building, 33, Netaji Subhas Road, Kolkata- 700 001.

1.13 EOI Addressed To:

**THE ASSISTANT GENERAL MANAGER
ZONAL OFFICE, 6TH FLOOR
CENTRAL BANK BUILDING
33, NETAJI SUBHAS ROAD, KOLKATA- 700 001**

1.14 Pre-Bid Meeting:

Pre-Bid meeting will be held on **28.07.2016** at **3.00 PM** in the Central Bank Officers' Training College Auditorium at DD- 13/18, Sector-I, Salt Lake City, Kolkata- 700 064. Any query related to work will be accepted by the office of the Assistant General Manager, Zonal Office, 6th Floor, Central Bank Building, 33, Netaji Subhas Road, Kolkata- 700 001 upto **26.07.2016**.

1.15 Opening Of EOI:

Pre-Qualification Documents will be opened on **18.08.2016** at **4.00 PM** at the office of the Assistant General Manager, Zonal Office, 6th Floor, Central Bank Building, 33, Netaji Subhas Road, Kolkata- 700 001. Fulfilling all the requirement criteria in accepting the terms and conditions of Pre-Qualification Documents will be called to participate in Financial Bidding process.

1.16 Mode Of Submission Of EOI:

The EOI should be submitted complete with all required documents as prescribed herein and credentials in the Tender Box kept at the office of the Assistant General Manager, Zonal Office, 6th Floor, Central Bank Building, 33, Netaji Subhas Road, Kolkata- 700 001 in a sealed envelope superscribed with Name of work, Notice inviting EOI No, Date & time of Submission & Opening, Name & Address of the Bidder containing Covering Letter, downloaded EOI document booklet with EOI Notice, Details to be typed in office letterhead as per given Annexures and Proformas, Cost of EOI Document (₹ **5,000.00**), Credentials, Certificate & latest return / challan of VAT, PAN & IT, Service Tax, Professional Tax, etc.

1.17 Clarification, If Any To Be Obtained From The Office Of The Architect/ Consultant:**SRIJANI**

Studio: 131, Arya Vidyalaya Road, Ground Floor

Prince Anwar Shah Road- EM Bypass Connector, Kolkata- 700078

Tel: +91 33 24054935, +91 9433056428, +91 9433056427

The Central Bank of India reserves the right to issue, accept or reject any EOI or part thereof without assigning any reason whatsoever. The notification of opening award of contract will be made in writing to the successful tenderer by the Central Bank of India

**Assistant General Manager
Zonal Office, 6th Floor
Central Bank of India**

2 PREREQUISITES

2.1 Eligibility Criteria:

- 1 The Bidder can be an Organisation / Institute / Company / Corporation / Society / Trust / Firm registered / incorporated in India fulfilling at least the following criteria and must also submit documentary evidences in support of fulfilling these conditions. **Joint Venture or Consortium in any form is not allowed.**
- 2 The Bidder should be in existence for the last **5 (five) years.**
- 3 The Bidder must bid for all the works to be mentioned in the financial bid documents. Partial bidding would disqualify the bidder.
- 4 The Bidder must have successfully completed works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:
 - 4.1 **Three similar completed works costing not less than the amount equal to 20% of the Estimated Cost.**
 - or*
 - 4.2 **Two similar completed works costing not less than the amount equal to 40% of the Estimated Cost.**
 - or*
 - 4.3 **One similar completed work costing not less than the amount equal to 60% of the Estimated Cost.**
- 5 Average annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least 25% of the estimated cost of project

2.2 Documents Establishing Qualification Eligibility:

- 1 In case bidder is a company – certified copy of the Certificates of Incorporations for Companies and Memorandum and Articles of Association.
- 2 In case the bidder is a registered society – certified copy of Registration Deed with objects of constitution of society.
- 3 In case bidder is a corporation – authenticated copy of the parent stature.
- 4 In case of proprietary concern – documents authenticating the same

2.3 List Of Documents To Be Submitted:

Certified copies of documents submitted, as above, must be signed in ink and carry the seal of the signatory.

- 1 List of present Directors / Owners/ Executives Council Members / Trustees / Board Members as applicable.
- 2 Copy of valid Trade License of Organisation
- 3 Copy of valid Class – I or Class – II Enlistment Certificate of Contractor of PWD, CPWD, MES, Indian Railways, Nationalised Banks and / or other public and statutory bodies
- 4 Copy of Income Tax Permanent Account Number (PAN) card
- 5 Copy of Income Tax returns filed in last 3 years
- 6 Copy of Service Tax Registration certificate & upto-date return
- 7 Copy of Value Added Tax (VAT) Registration certificate & upto date payment challan
- 8 Copy of Profession Tax Registration certificate & upto date payment challan
- 9 General Power of Attorney / Board of Directors resolution / Deed of Authority executed in favour of person(s) authorised to sign the EOI Document and the Contract and all correspondences / document thereof
- 10 Audited Balance Sheet and Income statement for the preceding three years, duly signed in ink by the authorised signatory of the bidder and his / her auditor
- 11 Credentials (completion certificates of earlier projects as mentioned in the Notice Inviting EOI)
- 12 Any other Documentary evidences (signed in ink by authorised signatory) providing that bidder fulfils the eligibility criteria
- 13 General information / profile on the Bidder's company.

2.4 Instructions To Bidder:

- 1 EOI Document (Pre-Qualification Documents) should to be downloaded from the Bank's website **www.centralbankofindia.co.in**.
- 2 The completed EOI Document (Pre-Qualification Documents) in ORIGINAL should be submitted in the TENDER BOX kept at the office of the Assistant General Manager, Zonal Office at the address given in the EOI Notice.
- 3 The EOI Document should be sealed in an **envelope** superscripted as Pre-Qualification Documents.
- 4 The EOI Document should be addressed to the **Assistant General Manager, Zonal Office, 6th Floor, Central Bank of India.**
- 5 Transfer of EOI Documents downloaded by one intending Bidder to another is not permissible.
- 6 The Bidder's name and address should also be put on the envelope.
- 7 Bidder should ensure that their EOI Documents are received before the date and time specified in the Notice Inviting EOI.
- 8 The Bidder is required to check the numbers of the pages in the original and duplicate EOI Documents and should any page found missing, he must inform the Bank at once and have the same rectified before submission.
- 9 Should the Bidder be in doubt about the precise meaning of any item or any provision or if he wants any clarification, he must inform the client before submission.
- 10 In case any discrepancy in interpretation, 'English' language will be preferred.
- 11 No claim shall be allowed in respect of errors in the Bidder's EOI due to any mistake in the EOI Document,

- which should have been put to the notice of the Bank but was not rectified in the manner described above.
- 12 All prospective bidders are advised to refer to the Bank's website for any update / additional information, before submission of their bids.
 - 13 Bidder is requested to put his firm's endorsement on each page of the EOI Document as a token of acceptance.
 - 14 The EOI Document shall not be witnessed by a Contractor or Contractors who himself / themselves has / have participated for the same work. Failure to observe this condition would render EOI of the Contractors tendering as well as witnessing the EOI liable to summary rejection.
 - 15 Bidder should fill in all the relevant blanks spaces and put their signature in the relevant places indicated in the documents.
 - 16 All corrections and overwriting, if any shall be authenticated suitably.
 - 17 No alterations or additions are to be made by the Bidder to the texts in the EOI Document. Violation of this instruction will attract rejection of the EOI at the discretion of client.
 - 18 The unsealed EOI Documents, applications not superscribed as the prescribed EOI Document, conditional and unsigned EOI, EOI that are incomplete or otherwise considered defective are liable to be rejected.
 - 19 The sealed envelope shall be opened at the specified time in the presence of the Bidder's accredited representatives, if they desire to attend.
 - 20 After opening the sealed EOI Documents, no unsolicited correspondence / revised offer whatsoever may be in nature, shall be entertained by the Bank.
 - 21 Applicants should note that their EOI should remain open for consideration for a minimum period of **120 (one hundred twenty)** days from the date of the opening of EOI.
 - 22 The Central Bank of India reserves the right to accept any EOI or accept EOI in part or to reject any or all EOI without assigning any reasons thereof and will not be liable to offer any explanation whatsoever.
 - 23 Bidder is requested to note that non-compliance of the above instructions is liable to render their EOI non-bonafide.
 - 24 The clause of Notice Inviting EOI prevails over General Conditions and Special Conditions of Financial Bid Document to be issued to Qualified Contractors.
 - 25 The brands / manufacturer's name appearing anywhere in this EOI document is for the purpose of reference only.
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3 GENERAL RULES AND INSTRUCTIONS

- 1 EOI are hereby invited by Central Bank of India, Zonal Office for Civil Repairing Works at Central Bank Officers' Training College Complex, Salt Lake, Kolkata. Estimated cost of project is approx ₹ **3,44,65,000.00** (Rupees Three Crores Forty Four Lacs Sixty Five Thousand only).
- 2 EOI document should be downloaded from the Bank's website www.centralbankofindia.co.in.
- 3 The site for the work will be made available to the contractor in its present conditions. No space other than the above site can be made available to the contractor for site office, labour camps, storage etc.
- 4 EOI on the prescribed format are to be addressed & submitted to the **Assistant General Manager**, Zonal Office, 6th Floor, Central Bank Building, 33, Netaji Subhas Road, Kolkata- 700 001 upto **3.00 PM** on **18.08.2016** in a sealed envelope. The EOI should be submitted in a sealed envelope superscribed with Name of work, Notice Inviting EOI No, Date & time of Submission & Opening, Name & Address of the Bidder containing Covering Letter, downloaded EOI document booklet with EOI Notice, Details to be typed in office letterhead as per given Annexures and Proformas, Cost of Tender Document (₹ **5,000.00**), Credentials, Certificate & latest return/ challan of VAT, PAN & IT, Service Tax, Professional Tax, etc.
The EOI will be opened at about **4 P.M.** on **18.08.2016** in presence of tenderers. The tenderers shall depute their authorized representative/s to be present at the time of opening of EOI. EOI without Cost of Tender Document in proper form will be rejected.
- 5 EOI on the prescribed format should downloaded from the Bank's website www.centralbankofindia.co.in. A non refundable amount of ₹ **5,000.00** (Rupees Five Thousand Only) for the cost of Tender Document by way of Pay order/ Demand Draft favouring '**CENTRAL BANK OF INDIA**' payable at Kolkata are to be submitted with Pre-Qualification Documents Envelope without which EOI will be liable to rejection.
- 6 The time allowed for the carrying out of the work will be **12 months** from the fifteenth day after the date of written orders to commence the work, or from the date of handing over the site whichever is later.
- 7 All corrections shall be attested by the initials of the tenderers with the seal of the firm.
- 8 The acceptance of a EOI will rest with the Central Bank of India, Zonal Office which reserves to itself the authority to reject any or all of the EOI received and to place order on one or more firms without the assignment of a reason. All EOI in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- 9 Canvassing in connection with EOI is strictly prohibited and the EOI submitted by the contractors who resort to canvassing will be liable to rejection.
- 10 On acceptance of the EOI, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Owner/ Architects shall be communicated to the owner.
- 11 The contractor shall give a list of his relatives working with the bank along with their designations and addresses.
- 12 No employee of the Bank is allowed to work as a contractor for a period of two years of his retirement from bank service, without the previous permission of the bank. This contract is liable to be cancelled if either the contractor or any of his employees found at any time to be such a person who had not obtained the permission of the Bank as aforesaid before submission of the EOI or engagement in the contractor's service.
- 13 The EOI for works shall remain open for acceptance for a period of **120 days** from the date of opening of EOI.
- 14 The EOI documents for the work shall not be witnessed by a contractor or contractors who himself / themselves has / have tendered for the same work. Failure to observe this condition would render EOI of the contractors tendering as well as witnessing the EOI liable to summarily rejection.

The Assistant General Manager
Zonal Office, 6th Floor
Central Bank of India

4 FORM OF APPLICATION FOR PRE-QUALIFICATION

The Assistant General Manager
Zonal Office, 6th Floor
Central Bank of India
Central Bank Building
33, Netaji Subhas Road
Kolkata- 700 001

Sub: Civil Repairing Works at Central Bank Officers' Training College Complex, Salt Lake, Kolkata

Dear Sir,

- 1 I / We have read and understood the instructions and the Terms & Conditions mentioned in the EOI Document (Pre-Qualification Document).
- 2 I / We do hereby declare that the information furnished in the application and the supplementary sheets are correct to the best of my/ our knowledge and belief.
- 3 I / We authorise Bank/ Architect to approach our employers clients, corporation, organisation, etc to verify the facts submitted by me/ us.

Yours faithfully,

Name of the Applicant:

Signature of the Applicant:

Designation:

Address:

Place:

Date:

5 ANNEXURE**5.1 Information To Be Furnished By The Applicants (To Be Filled In Office Letterhead)**

SL NO	PARTICULARS	DETAILS	
1	Name of the Organization		
2	Address with Telephone Numbers and E-mail address, if any	Postal Address	
		Telephone Numbers	
		Fax Number	
		E-mail	
3	Year of establishment		
4	Status of the firm (enclose copy)	Proprietorship / partnership / limited / trust / any other (please specify)	
5	Name of Directors/ Partners / Proprietor	i)	
		ii)	
		iii)	
6	Name and address of Bankers	i)	
		ii)	
		iii)	
7	Name of Projects (Details to be furnished in proforma 1)	PROJECT NAME	WORK VALUE
	i) 1(one) Similar work costing not less than the amount equal to 60% of the category applied for	a)	a)
	or	or	
	ii) 2(two) similar works costing not less than the amount equal to 40% of the category applied for	a)	a)
		b)	b)
	or	or	
	iii) 3(three) similar works costing not less than the amount equal to 20% of the upper limit in the category applied for	a)	a)
	b)	b)	
	c)	c)	
8	Important major projects on which the firm is engaged at present and their estimated cost, stage of work viz. planning and construction, the full address of clients shall be indicated against each project. (Details to be furnished in proforma 3)	i)	
		ii)	
9	If you are registered in Panel of other Organisation/ Statutory bodies such CPWD, PWD, MES, Banks, etc, furnish their name, Category and date of registration	i)	
		ii)	
		iii)	

Place:

Date:

Signature:

Name:

5.2 Details Of Directors / Partners

SL NO	NAME OF PARTNERS / DIRECTORS	ACADEMIC QUALIFICATION	OFFICIAL DESIGNATION	ADDRESS / PHONE / FAX / E-MAIL
1				
2				
3				

SL NO	NAME OF PARTNERS / DIRECTORS	ACADEMIC QUALIFICATION	OFFICIAL DESIGNATION	ADDRESS / PHONE / FAX / E-MAIL
4				
5				
6				

Place:
Date:

Signature:
Name:

5.3 Details Of Registration

SL. NO	NAME OF ORGANISATION / DEPARTMENT	REGISTRATION NO	DATE / YEAR OF REGISTRATION	ENCLOSED PROOF	
				Yes	No
1	Registrar of firms and societies				
2	Income Tax Department (mention PAN No with copy of latest Income Tax Clearance Certificate)				
3	VAT Department (enclose copy of latest income tax clearance certificate)				
4	Work contract tax registration (enclose copy of latest Sales Tax Clearance Certificate)				
5	Details of EPF Account and Registration				

Place:
Date:

Signature:
Name:

5.4 Financial Status

SL NO	FINANCIAL YEAR	TURNOVER OF THE FIRM (IN RS. LACS)	PROFIT / LOSS	ENCLOSED CERTIFIED COPIES OF AUDITED BALANCE SHEETS / CHARTERED ACCOUNTANT'S CERTIFICATE.	
				YES	NO
1	2013 – 2014				
2	2014 – 2015				
3	2015 – 2016				
4	Average turnover of last 3 years		furnish copies of audited Balance Sheet and Profit & loss account (audited) for the last 3 (three) years		

Place:
Date:

Signature:
Name:

6 PROFORMAS

6.1 Proforma- 1: Particulars In Respect Of Work Executed (to Be Filled In Office Letterhead)

SL NO	NAME OF THE WORK/ PROJECT EXECUTED WITH ADDRESS	SHORT DESCRIPTION OF WORK EXECUTED	NAME AND ADDRESS OF OWNER AND CONSULTANT	VALUE OF WORK EXECUTED	STIPULATED TIME OF COMPLETION	DATE OF COMMENCEMENT	DATE OF COMPLETION	ANY OTHER RELEVANT INFORMATION
	1	2	3	4	5	6	7	8
1								

2								
3								
4								

Note

- The contractor shall mention only those works executed during last 3 years which fulfils the eligibility criteria on this page.
- The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected.
- Other works should be mentioned on separate sheet.

Place:
Date:

Signature:
Name:

6.2 Proforma- 2: List Of Key Personal Permanently Employed (to Be Filled In Office Letterhead)

SL NO	NAME	DESIGNATION	QUALIFICATION	WORK EXPERIENCE	YEAR WITH THE FIRM	ANY OTHER INFORMATION
	1	2	3	4	5	6
1						
2						
3						
4						
5						

Place:
Date:

Signature:
Name:

6.3 Particulars In Respect Of Work In Hand (to Be Filled In Office Letterhead)

SL NO	NAME OF THE WORK/ PROJECT EXECUTED WITH ADDRESS	SHORT DESCRIPTION OF WORK EXECUTED	NAME AND ADDRESS OF OWNER AND CONSULTANT	VALUE OF WORK EXECUTED	STIPULATED TIME OF COMPLETION	STATUS OF WORK	ANY OTHER RELEVANT INFORMATION
	1	2	3	4	5	6	7
1							
2							
3							
4							

Place:
Date:

Signature:
Name:

6.4 Proforma- 3: Other Relevant Information (to Be Filled In Office Letterhead)**6.4.1 Details Of Work Force**

SL NO	WORK FORCE PERMANENTLY EMPLOYED	NOS.	NO. OF YEARS WITH THE FIRM	ANY OTHER INFORMATION
1	Masons			
2	Carpenters			
3	Mechanics			
4	Electricians			

5	Mate / Helpers			
6	Others			

6.4.2 Details Of Shop/ Manufacturing Facilities

LOCATION	LAND AREA	TYPE OF STRUCTURE	TYPE OF FACILITIES

6.4.3 List Of Major Constructional Equipment In The Possession

SL NO	NAME OF THE EQUIPMENT	DETAILS

Place:
Date:

Signature:
Name:

7 LIST OF DOCUMENTS ENCLOSED WITH APPLICATION FORM

SL. NO	NAME OF ORGANISATION / DEPARTMENT	ENCLOSED	
		Yes	No
1	Status of the Firm / Registration certificate / Memorandum of association		
2	Income Tax clearance certificate.		
3	VAT registration certificate		
4	VAT clearance certificate		
5	Work contract tax registration certificate		
6	Work contract tax clearance certificate		
7	EPF registration certificate		
8	Copies of proof regarding the work executed like work order and completion certificate		
9	Electrical contractor license		
10	Certified copies of audited balance sheets / chartered accountants certificates		
11	Copy of power of attorney (wherever applicable)		

Note:

- Please teak the certificates / documents attached.

Place:
Date:

Signature:
Name: