

# **CENTRAL BANK OF INDIA**

## **Regional Office Delhi South**

**INVITES**

**Tender for**

**Supply, Installation, Testing & Commissioning (SITC) of Air-Conditioners  
In Central Bank of India's Gulmohar Park Branch at Bank Bhawan, D.D.A.  
Shopping Centre, Gulmohar Park, New Delhi-110049.  
(Only for Original Equipment Manufacturers (OEM)/ their authorized dealers  
/ distributor/agency of approved makes)**

<b>Approved makes – Carrier, Daikin, Voltas, Hitachi</b>
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**Last date of Tender Submission: 3.30 PM of 17.06.2022**

**Date of opening of Technical Bid: 4:30 PM of 17.06.2022 or subsequent date under advice to the tenderers.**

**Date of opening of Price bid: Technically qualified bidder will be notified in advance.**

**Tender to be submitted in TWO Envelopes separately:**

**Envelope 1 = Technical Bid comprising Tender document + Documents conforming to  
Eligibility Criteria + EMD (DD)**

**Envelope 2 = Price Bid**

**Both the above sealed envelopes are to be kept in one large sealed envelope.**

**For any grievances / general enquiries - contact email: [gaddelaro@centralbank.co.in](mailto:gaddelaro@centralbank.co.in)**

**Contact Details of Independent External Monitor (IEM) -**

**ShriTrivikramNathTiwari, mail ID: [trivikramnt@yahoo.co.in](mailto:trivikramnt@yahoo.co.in)**

**ShriJagdip Narayan Singh, mail ID: [jagadipsingh@yahoo.com](mailto:jagadipsingh@yahoo.com)**

**Tender for**  
**Supply, Installation, Testing & Commissioning of Air-Conditioners**  
**In Central Bank of India's Gulmohar Park Branch at Bank Bhawan, D.D.A.**  
**Shopping Centre, Gulmohar Park, New Delhi-110049**

**Name of the Tenderer:** .....

**Address:** .....

.....

.....

**Mobile:**

**Email ID:**

**Last Date of submission:** 17.06.2022

**Chief Manager-GAD**  
**Central Bank of India,**  
**Regional Office, Delhi South**

## APPENDIX TO GENERAL CONDITIONS OF CONTRACT

- a) Tender Fee(non-refundable): NIL.
- b) Earnest Money Deposit(EMD): Rs. 7700/- (Seven thousand seven hundred only) in the form of DD in favor of Central Bank of India payable at Delhi to be submitted with Bid.
- The EMD of bidder to whom work will be entrusted and after due fulfillment of the Contract period or the period it is extended to will be refunded on completion and certification of the work. This will be forfeited in case of noncompliance of the terms & conditions of the contract. This amount will not bear any interest. The EMD of unsuccessful bidders shall be returned once tendering process is completed. (Exemption: Submission of valid Micro and Small Enterprises (MSEs) certificate as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department).
- c) Date of commencement : From the date of the work order and handing over of site.
- d) Date of Completion : 20 days from date of commencement above.
- e) Stages of payment : No advance and no part payment. Full Payment will be done at once after overall work completion as per the verified work value and deductions as applicable. Valid GST invoice to be raised as per the applicable GST rates on material and low side works.
- f) Retention Deposit : 10% of the value of actual verified work done.

**Signature of Contractor**

Tender for  
Supply, Installation, Testing & Commissioning of Air-Conditioners  
In Central Bank of India's Gulmohar Park Branch at Bank Bhawan, D.D.A.  
Shopping Centre, Gulmohar Park, New Delhi-110049.

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## NOTICE INVITING TENDER

REF. NO.RO:GAD:2022-23

Dated-04.06.2022

Dear Sir / Madam,

Reg: Tender for Supply, Installation, Testing & Commissioning of Air-Conditioners in Central Bank of India's Gulmohar Park Branch at Bank Bhawan, D.D.A. Shopping Centre, Gulmohar Park, New Delhi-110049.

Please note the following:

1. Central Bank of India, invites you to tender for the aforesaid work.
2. Tender Documents can be collected from General Administration Department, Central Bank of India, Regional Office-Delhi South, 3rd floor, Plot no 4, Block no 54, D B Gupta Road, Karol Bagh, New Delhi - 110005 or can be downloaded from the link :

<http://www.centralbankofindia.co.in/en/active-tender>

3. The sealed Tender in the prescribed tender form in one envelope comprising **PART -1 (Technical Bid= This Tender document + Documents conforming to Eligibility criteria + EMD) & PART-2 (PRICE BID)** should be submitted to should be submitted to CM-GAD, Central Bank of India, Regional Office-Delhi South, 3rd floor, Plot no 4, Block no 54, D B Gupta Road, Karol Bagh, New Delhi - 110005 super scribed "SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF AIR-CONDITIONERS IN CENTRAL BANK OF INDIA'S GULMOHAR PARK BRANCH, NEW DELHI".

The Tender documents are to be submitted in a single sealed envelope comprising of two small envelopes having Technical bid and price bid. Vendors confirming to eligibility criteria mentioned in this tender document shall apply for the tender. Any question/doubts related to tender document may be clarified with Bank over phone on 011-42827320(10am to 5pm). The bids shall not include any conditions whatsoever. Only unconditional tenders will be accepted. Any conditional tender will be liable for rejection. Any bidder desirous of imposing any condition having financial implication should read the tender appropriately and should not put any condition in the tender.

4. The envelope should be submitted to the above office on and before 3.30 PM of 17.06.2022. The Technical Bid of tender will be opened at 4.30 PM on 17.06.2022 or subsequent date under advice to the tenderers at above mentioned address in presence of tenderers or their authorized representatives who choose to be present. Date of Opening of Price Bids will be informed in advance to technically qualified bidders.
5. Tenders received late on account of any reason whatsoever shall not be entertained.
6. The Defect Liability Period of the said work shall be for 1 year from the date of work completion and handing over of site by contractor duly accepted by Bank.
7. Validity of the Tender shall be 120 days after the deadline for submission of bids prescribed by Bank.
8. The Employer does not bind himself to accept the lowest or any tender and reserves the right to accept or reject any or all tenders, either in whole or in part, without assigning any reason for doing so.
9. Any addendum/corrigendum thus issued shall be part of the Tender Documents and shall also be posted only on the Bank's website. Therefore applicants are requested to visit the Bank's website regarding modifications / corrigendum issued.
10. For any further information on the tender, Central Bank of India, General Administration Department, Regional Office-Delhi South may be contacted.

**CM-GAD**

**Central Bank of India,**

**Regional Office-Delhi South**

## FORM OF TENDER

Chief Manager-GAD  
Central Bank of India,  
Regional Office-Delhi South

Reg: Tender for Supply, Installation, Testing& Commissioning of Air-Conditioners works in Central Bank of India's Gulmohar Park Branch at New Delhi - 110049.

Dear Sir / Madam,

1. Having examined the requirement and scope of work, having visited the site and having satisfied ourselves as to the location of the site and working conditions, I/We hereby offer to execute the above works at the respective rates which I/We have quoted, for the said scope of work.
2. I/We shall execute works at my/our tendered rates together with any variations in quantities approved by the Employer.
3. In the event of this tender being accepted, I/We agree to enter into and execute the necessary contract agreement required by you. I/We agree not to employ Sub-Contractors other than those that may be approved by you.
4. I/We agree to pay and bear Income-tax, VAT, Works Contract Tax, Labour Welfare Fund Charges, Octroi duties and all other taxes etc. as prevailing from time to time on such items for which such taxes and charges are levied by the appropriate authorities. **The rates shall be quoted in all inclusive except GST.**
5. I /We understand that you are not bound to accept the lowest offer or bound to assign any reasons for rejecting our tender.
6. I /We agree to keep our offer open for 120 days after the deadline for submission of bids prescribed by Bank.
7. **Mention here MAKE & MODEL of AC for which BID is quoted -**

**MAKE -**

**MODEL-**

Thanking you,

Signature of Tenderer with Seal & Address

Date:

## ELIGIBILITY CRITERIA

### 1. ELIGIBILITY CRITERIA FOR APPLYING TO TENDER

Only those applicants/bidders who have executed similar type of works shall furnish documentary evidence of complying with the following criteria, shall apply:

- 1.1. The tenderer must be a reputed Original Equipment Manufacturer/their authorized distributors/dealer/agency of Bank's approved makes of ACs. [Approved makes - Carrier, Daikin, Voltas, Hitachi]. Valid documentary evidence like OEM certificate, authorization letter from OEM etc. to be submitted. The tenderer should have a registered office in India and branch office in Delhi-NCR. The certificate to this effect should be submitted.
- 1.2. The tenderer should possess Permanent Account Number (PAN), Tax Deduction Account Number (TAN) and GST number issued by the relevant tax department of Govt. of India.
- 1.3. The applicant should have average annual financial turnover of Rs. 4 Lakhs or above during last five financial years ending 31.03.2021 (for those who have filed the return and get the required audit done) else average Annual financial turnover of the firm for the last five (5) years ending 31.03.2020. This should be duly audited and certified by Chartered Accountant, if applicable as per norms.
- 1.4. The applicant should have satisfactorily completed "similar" i.e. Supply, Installation, Testing & Commissioning of Air-Conditioners in offices / Bank branches etc. of magnitude as specified below during the last 5 years ending 31.05.2022. This should be certified by Competent Officer of the Organization under whose supervision the work/ project has been done.
  - (i) One similar completed work costing not less than Rs.3,06,000/-(Three Lakhs six thousand only) during the last 5 years ending 31.05.2022. (It is mandatory to attach work order / completion certificates or any other relevant document duly signed/attested by competent authority of employer as a proof of execution of above work to be accepted at sole discretion of Bank).
  - OR
  - (ii) Two similar completed work each costing not less than Rs.1,91,000/- (one lakhs ninety one thousand only) during the last 5 years ending 31.05.2022. (It is mandatory to attach work order / completion certificates or any other relevant document duly signed/attested by competent authority of employer as a proof of execution of above work to be accepted at sole discretion of Bank).
  - OR
  - (iii) Three similar completed work each costing not less Rs.1,53,000/-(one lakhs fifty three thousand only) during the last 5 years ending 31.05.2022. (It is mandatory to attach work order / completion certificates or any other relevant document duly signed/attested by competent authority of employer as a proof of execution of above work to be accepted at sole discretion of Bank).

#### Notes:

1. The above said works should have been completed by the contractor in Central / State Govt. / Autonomous Body / PSU / Bank / Financial Institutions / Educational institutes/Private Organization etc.
2. Similar Works means: Supply, Installation, Testing & Commissioning of Air-Conditioners works.
3. All documents should be duly signed by the contractor taking the responsibility of the same.
4. The applicant should not have been disqualified / debarred / terminated on account of poor or unsatisfactory performance / blacklisted from any of the public sector banks / public sector organizations / government / semi-government organizations including any of the offices / branch of Central Bank of India during last 5 years as on the date of publication of this tender notice.

Only such contractors who fulfill the aforesaid eligibility criteria need to apply

## 2. EVALUATION CRITERIA:

For the purpose of Tender, the short listed eligible applicants will be evaluated in the following manner:

- 2.1. Tenders without EMD Fees shall be out-rightly rejected and shall not be evaluated for Technical eligibility unless otherwise exempted.
- 2.2. The initial eligibility criteria prescribed above (in respect of experience of similar class of works completed) shall first be scrutinized and the applicant's eligibility for Tender for the work is determined.
- 2.3. Only the applicants who meet the eligibility criteria specified as above will be evaluated on the basis of details and documents furnished by them. Format-

Sr No.	Type of Work	Name & address of the client	Actual value of Work done (Rs.)	Stipulated time of completion (mth/yrs )	Actual time of completion	Any other relevant information
1						
2						
3						

*(Kindly submit the copy of work order & work completion certificate or any other relevant documents acceptable to Bank for above works).*

- 2.4. If necessary, the authorized representatives of Bank will visit all / few projects / sites which are recently executed / being executed by the applicants, in order to evaluate the performance of the applicants.

On the basis of the eligibility criteria mentioned above and after the evaluation of the applicants based on the site visit report, if any, credentials submitted by the applicants, confidential reports obtained from various clientele (wherever necessary), Tender Bid Part-II (Price Bid) of only Technically qualified Contractors shall be opened on the date which will be informed in due course.

- 2.5. Work shall be awarded as per evaluation criteria to an eligible bidder.
- 2.6. Multi brand vendor submitting the quote shall supply only the brands quoted. Change of brands will not be allowed and decision on same shall be at the discretion of Bank only.
- 2.7. The cost of A.C (inclusive of the transportation, packing & forwarding & onsite warranty) + cost of the Turnkey job (i.e. installation, testing, commissioning, cabling, electrical fittings, civil works etc,) but excluding GST will be evaluated.



## **ANNEXURE-I**

### **INSTRUCTIONS TO TENDERERS**

#### **A. LOCATION:**

The site is located at Central Bank of India's Gulmohar Park Branch at Bank Bhawan, D.D.A. Shopping Centre, Gulmohar Park, New Delhi-110049.

Tenderers must get acquainted with scope of work (as per BoQ), conditions of contract and other conditions carefully before tendering. No request for any change in rates or conditions for want of information on anything whatsoever in these Tender documents shall be entertained after receipt of tenders.

The tenderers are advised to inspect the site to ascertain the nature of site, works, access there to, location for execution of the work. The tenderers must examine and inspect the site of the work and acquaint themselves with all local laws, regulations and practices and should apply for the Tender accordingly.

#### **B. SUBMISSION OF TENDER:**

1. Tender must be submitted in original and as per details given hereunder. The rates shall be filled in the Financial/Price Bid given in the Tender Document.
2. The Tender comprising two separate sealed envelopes comprising Technical & Price bids respectively are to be kept in a large single sealed envelope.
3. Any conditions/stipulations mentioned in the tender may not be taken into consideration for evaluation of the tenders.
4. Tenderers are requested to quote strictly as per the terms and conditions, specifications, standards given in the tender document and not to stipulate any deviations.
5. Addenda to this tender document, if issued by Bank, must be signed and submitted along with the tender document.
6. All pages of this document are to be signed by the bidder in token of his acceptance of the conditions thereof. All pages of tender documents shall be signed at the lower right hand corner or signed wherever required in the tender documents by the tenderer or by a person holding power of attorney authorizing him to sign on behalf of the tenderer before submission of tender.
7. Rates to be quoted in figures. The Tenderer should quote in English in figures in such a way that interpolation is not possible. The final total tender amount shall be quoted in figures and words. The tendered amount for the work shall be entered in the tender and duly signed by the Tenderer.
8. Corrections and Erasures:

All corrections and alterations in the entries of tender papers should be signed and dated in full by the Tenderer. Corrections to be made with white fluid and over writings are not permitted.

9. The tender shall contain the names, residence and place of business of person or persons submitting and signing the tender and shall be signed by the Tenderer with his usual signature. Partnership firms shall furnish the full names of all partners in the tender. It should be signed in the name of the partnership by all the partners or by duly authorized representative/s followed by the name and designation of the person/s signing. Tender by a Company or Corporation shall be signed by an authorized representative, and a power of Attorney on their behalf shall accompany the tender in Envelope. A copy of the partnership deed of the firm with names of all partners shall be furnished.
10. In quoting rates, the tenderers are advised to take into account all factors including any fluctuations in market rates. No claim for enhanced rates will be entertained on this account after acceptance of the tender or during the currency of the contract.
11. The rate to be quoted by the tenderer shall be firm and shall cover and include cost of all materials required for upkeep of the premises, wages to the laborers, supervisors, equipment deployed, contractors profit, transportation charges and all statutory levies, taxes such as "Octroi, sales tax, VAT, excise duty, PF, ESI but **excluding GST**.
12. The tenderer shall note that no claim for enhancement of rates/cost escalation, on the ground that cost of materials, labor has increased, existing statutory levies have been increased, after tender, or in any other ground, will be entertained on any account.
13. Before tendering, the tenderers are advised to inspect the site of work and its environments and be well acquainted with the actual working and other prevailing conditions. The tenderer should specifically note that it is tenderers responsibility to provide all items which are not specifically mentioned in the scope of works, but which are necessary to complete the subject services.
14. The bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
15. The contractor has to maintain an attendance register of the persons employed and the same will be inspected daily by the Bank's Officer-incharge.
16. If any of the labour employed by the contractor is found to be under performing or any misbehavior is found / reported while on duty, Bank reserves the right to ask for a suitable substitute.
17. No alterations or additions are to be made by the Contractors to the tender document. Violation of this instruction will attract rejection of the tender at the discretion of the Bank.
18. Witness:

Witness and sureties shall be persons of status and propriety and their names, occupation and address shall be stated below their signatures.

19. **SCOPE OF WORK:**

The contractor selected for execution of the work shall be conversant with all codes of practice, rules of local authorities and procedures for obtaining approvals from any authority or as the case may be.

The work shall include the following items of work broadly:

**The works shall include Supply, installation, testing and commissioning of Air-Conditioners works in branch / office premises including civil, copper piping, drain piping, MS structural works, electrical and all other works required for successful running of all the air-conditioners. The work shall be executed as per the directions of Engineer-in-Charge as per the Bank's requirement and tender specifications. Works not covered in the specifications shall be carried out as per relevant Indian Standards Code of Practice and specifications of materials with prior approval of Bank.**

**20. TENDERER SHALL VISIT THE SITE**

The intending tenderer shall visit the site and make themselves thoroughly acquainted with work to be executed, local site condition, nature and requirements of the works, facilities of transport condition, effective labor and materials, access and storage for materials. The successful tenderer will not be entitled to any claim of compensation for difficulties faced or losses incurred on account of any site condition which existed before & after the commencement of the work or which in the opinion of the Employer/Architects might be deemed to have reasonably been inferred to be so existing before commencement of work. It is the responsibility of contractor to secure and safely keep all their materials during the execution of work till work is completed and handed over duly accepted by Bank.

21. Any printing or typographical errors /omissions in tender document shall be referred to the Employer and his interpretation regarding correction shall be final and binding on Contractor.

**22. TRANSFER OF TENDER DOCUMENTS:**

Transfer of tender document purchased by one intending Tenderer to another is not permitted

23. RETENTION DEPOSIT: 10% of the value of actual verified work done. (To be deducted from each bill).

24. RELEASE OF RETENTION DEPOSIT: After 1 year from the date of completion of work including testing and handing over the site by contractor duly accepted by Bank provided attending to the work defects by contractor arising in this 1 year upto the Bank's satisfaction. Necessary deduction from retention money shall be made from the expenses done by Bank in rectification of defects, if not attended by contractor.

25. Defect Liability Period: 1 year from the date of completion of work including testing and handing over of site by contractor duly accepted by Bank.

**26. VALIDITY:**

Tenders submitted by Tenderers shall remain valid for acceptance for a period up to the end of 120 days after the deadline for submission of bids prescribed by Bank. The tenderers shall not be entitled to revoke or cancel their tenders or to vary the tender given or any terms thereof during the period of validity without the consent in writing of Owner.

**27. RIGHT TO ACCEPT OR REJECT TENDER:**

The acceptance of a tender will rest with the Employer who does not bind himself to accept lowest tender and reserve to themselves the authority to reject any or all the tenders received. They also reserve the right of accepting the whole or any part of the tender and the Tenderers shall be bound to perform the same at the rates quoted. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect or there is any correction not duly signed and dated by the Tenderer are liable to be rejected. The job may be awarded to one or more agencies by dividing the work at the entire discretion of the Employer. The quoted rates shall hold good for such eventuality.

28. TIME SCHEDULE:

The said work shall be completed in 20 days from the date of commencement of work.

29. LIQUIDATED DAMAGES FOR DELAYED COMPLETION:

If the contractor fails to complete the work by the scheduled date of completion or within any sanctioned extended time, he will have to pay 0.5% of the accepted tender amount per week as liquidated damages for each week beyond the scheduled date of completion or the extended period of completion for works remaining incomplete. The above penalty shall be imposed for period of delay attributable to Contractor for the entire scope of work assigned to them for project completion. The decision of Bank in this regard shall be final & binding. The maximum liquidated damages recoverable shall be 5% of accepted tender amount.

30. WATER AND ELECTRICITY:

Electricity and water for execution of work shall be arranged by the Bank.

31. SIGNING OF THE CONTRACT:

The successful Tenderer shall be required to execute an agreement in the pro-forma approved and provided by Bank within 7 days from the date of receipt of the notice of acceptance of tender or letter of intent. On acceptance of the tender, the name of the accredited representatives of the Contractor, who would be responsible for taking instructions from the Employer as the case may be, shall be communicated to the Employer.

32. Bank is not concerned with any rise or fall in the prices of any materials or labour. The rates quoted shall include charges including any enhanced labour rates etc. which may be enacted from time to time by the State and/or the Central Government and shall remain valid till Completion of the work. Under no circumstances shall bank be held responsible for compensation or loss to the contractor due to any increase in the cost of labour or material etc. No Price Variation Adjustments shall be admissible.

33. Permission/ approval if so required from any civic, local, government, municipal, competent authorities shall be the entire responsibility/scope of the contractor and Bank shall not make any payment in this regard which may be noted.

34. The said premises in which awarded work is to be executed may have functional Bank's office / branch or other agencies / contractor may also be working at site. As such said works are to be done causing minimum disturbance to the office and Bank staff. Contractor to take up the said works strictly as per Bank's instructions & priority and in coordination with other agencies, failing which Bank may take appropriate action including imposing penalty / cancellation of order.

35. Extra item is to be executed only after obtaining rate approval from Bank by submitting rate analysis based on the latest available DSR or if the rate is not derivable from DSR or tender, then it should be based on prevailing market rates with submission of bills in original for material & labor.

36. No compensation whatsoever of any type at any stage shall be done to Contractor for any avoidable / unavoidable conditions in start / during execution / completion of work.

37. EMD of only successful bidder will be kept for the period of work completion, testing and its verification. It will be released along with Final Bill. Retention Deposit shall be kept with Bank upto DLP provided conditions at point no. 24 above are fulfilled.

38. Forfeiting of EMD: (a) if a Bidder (i) withdraws its tender during the period of tender validity; or (ii) does not accept the correction of arithmetic errors; or (b) in case of a successful Bidder, if the Bidder fails: (i) to sign the Contract; or (ii) to furnish security deposit.

39. Terms & Conditions not specifically mentioned here shall be governed by latest available CPWD-GCC.
40. Details of civil suits or any other litigation, if any that arouse during execution of the contract / work in last 5 years. Based on the details submitted herein, it will be sole discretion of Bank to consider or not consider the tenderer. – Proforma 2.
41. Central Bank of India will not be held responsible for the tender documents sent through post / courier but not received in our office by the scheduled date and time. Their offers will not be considered on any account even if the tender documents were dispatched by the tenderers before the due date. The cost of post /courier will be borne by the intending tenderers

Signature of the applicant

### DETAILS OF REGISTRATION

Sr. no	Name of organisation / department	Registration no.	Date / year of registration	Enclosed proof	
				Y	N
1.	Income tax department (mention PAN no. with copy of latest income tax clearance certificate)				
3	GST registration				
4.	Details of EPF account and registration				

### FINANCIAL STATUS

Sr. 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	2015 – 2016				
2	2016 – 2017				
3	2017 – 2018				
4	2018 – 2019				
5	2019 – 2020				
6	2020 – 2021  (for those who have filed the return and get the required audit done)				

Furnish copies of audited Balance Sheet and Profit & loss account (audited) for the last five years.

PROFORMA –1

PARTICULARS IN RESPECT OF WORK EXECUTED

Sr. No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner	Value of work executed	Stipulated time of completion	Date of completion	Any other relevant information
1							
2							
3							
4							

Signature of the Applicant

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**Note** The contractor shall mention only those works executed during last 5 years which fulfills the eligibility criteria on this page.

The list is to be substantiated with the **documentary evidence such as work order and completion certificates and/or other relevant documents to be accepted at sole discretion of Bank** in absence of which the application is liable to be rejected.

PROFORMA –2

PARTICULARS OF CIVIL SUITS OR ANY OTHER LITIGATION, IF ANY IN LAST 5 YEARS

Sr. No	Name of the work/ project executed with address	Short description of work executed	Name and address of employer/owner	Date of Work order	Date of Completion of Work	Value of Work Executed	Relevant information regarding civil suits with its present stage.
1							
2							
3							

Signature of the Applicant

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Use separate sheet ,if required.