



## **ENROLMENT OF VENDORS**

**NAME OF WORK: ENROLLMENT OF VENDERS/CONSULTANTS FOR OBTAINING FIRE SAFETY CERTIFICATE FOR VARIOUS BUILDINGS IN KOLKATA .**

**THIS DOCUMENT CONTAINS PRE-QUALIFICATION CRITERIA. THIS DOCUMENT IS TO BE STAMPED & SIGNED ON EACH PAGES BY SELECTED AGENCIES ONLY AS & WHEN ASK FOR.**

**LAST DATE OF PHYSICAL SUBMISSION OF DULY FILLED IN ENROLMENT FORM at the following address by **17.30hrs on 17.11.2023.****

**Life Insurance Corporation of India.  
Eastern Zonal office.  
Engineering Department.  
"HINDUSTHAN BUILDING"  
4, C.R. Avenue (4<sup>TH</sup> floor)  
Kolkata - 700072**



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ENROLLMENT OF VENDERS/CONSULTANTS  
**LIFE INSURANCE CORPORATION OF INDIA**  
EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
"HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
PHONE: 033-22129077/22127443,  
E-mail: ez\_engineering@licindia.com  
AN ISO 9001:2015 CERTIFIED DEPARTMENT



Life Insurance Corporation Of India, Eastern Zonal Office,  
Engineering Department, Hindusthan Building, 4th Floor,  
4, Chittaranjan Avenue, Kolkata- 700072, Phone: 033 2212-7443,  
Email:ez\_engineering@licindia.com,  
Website: www.licindia.in/tenders

Life Insurance Corporation of India intends to form a panel of vendors for obtaining the Fire Safety Certificate from the statutory authority/body for various Buildings in Kolkata. The enrolment form and other documents are available on **website** [www.licindia.com/Tender](http://www.licindia.com/Tender)

Description of Works	<b>ENROLLMENT OF VENDERS/CONSULTANTS FOR OBTAINING FIRE SAFETY CERTIFICATE FOR VARIOUS BUILDINGS IN KOLKATA</b>
Sale Period (Downloading)	02.11.2023 to 16.11.2023.
Filled in Enrolment Form submission closing date & time	17.11.2023 upto 17.30 hours
Contact Person E-mail:	Ez_engineering@licindia.com

Note: Any addendum/corrigendum/sale date extension in respect of above Notice shall be issued on website: [www.licindia.com/Tender](http://www.licindia.com/Tender) only, Interested vendors are therefore requested to regularly visit the said website to keep themselves updated.

**Dated : 02.11.2023**

**CHIEF ENGINEER**



EZ\Engg\Fire Safety\

Dt. 02.11.2023

To

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

Dear Sirs,

Re : Enrolment of vendors/Consultants for obtaining the Fire Safety Certificate for various Buildings at Kolkata

-----

LIC of India intends to empanel the vendors/Consultants for **obtaining Fire Safety Certificate for various existing Buildings at Kolkata**. LIC of India invites application from the interested firms who have obtained the Fire Safety Certificate for existing high rise Buildings and are enlisted with Banks, Central or State Public Sector undertaking, CPWD or Central or State Govt and fulfill our following pre-qualification criteria may apply in the prescribed enrollment form.

**PREQUALIFICATION CRITERIA :**

- (1) The Firm shall have registration of State/Central Government as a Fire Safety Certificate vendor.
- (2) The Firm should have successfully obtained the Fire Safety Certificate for minimum 5 Nos existing Buildings with height more than 15 Mtr. in Kolkata within a definite time schedule.
- (3) The Firm shall be well conversant with the Rules and Regulations of West Bengal Fire Safety & Services.

For more details and **Enrolment Form** please visit at [www.licindia.in](http://www.licindia.in) (Tenders).

**Duly filled in enrolment form along with supporting documents shall be submitted in a sealed cover superscribing "ENROLLMENT OF VENDERS FOR OBTAINING FIRE SAFETY CERTIFICATE FOR VARIOUS BUILDINGS IN KOLKATA" within 17.11.2023 upto 17:30 hrs at the office of the The Chief Engineer, LIC of India, Eastern Zonal Office, Hindusthan Building (4<sup>th</sup> Floor), 4, C.R. Avenue, Kolkata-700072.-**

**Last date for submission of Enrolment Form addressing to the Chief Engineer, LIC Of India, Hindusthan Building, 4, C. R Avenue, 4th Floor, Kolkata-700072 by upto 17:30 hrs on 17.11.2023.**

The Chief Engineer reserves the right to reject/issue of tender to any agency at his sole discretion without assigning any reason whatsoever.

**Dated: 02/11/2023.**

**CHIEF ENGINEER**



**PRE-QUALIFICATION CRITERIA FOR ENLISTMENT OF VENDORS/CONSULTANTS FOR OBTAINING FIRE SAFETY CERTIFICATE FOR EXISTING BUILDINGS IN KOLKATA**

**NOTES:**

**A. WORKS EXPERIENCE:**

1. The applicant shall have minimum experience of five years in the field of obtaining Fire Safety certificate for commercial buildings from the West Bengal Fire Authority/Body.
2. The applicant shall also be conversant with the requirements for obtaining the Fire Safety Certificate from WB Fire and Safety Services Dept.
  - (1) The applicant shall have good liaison with the Fire Safety & Services Department. The applicant shall have in house team of qualified and experienced staff to execute the Fire Safety Audit and also conversant of various rules and regulations.

The applicant shall submit proof of annual turn over for the last five financial years i.e. Financial Year between **2018-2019, 2019-2020, 2020-2021, 2021-2022 & 2022-2023 (Scanned copy of certificate from Chartered Accountant to be uploaded).**

**Please note that in case final audited account statements are not available for the last year, then provisional account statements can be submitted duly certified by Chartered Accountant.**

**3. Similar nature of work:**

**(a) Have completed the process of submission of an Application for Fire Safety Recommendations till obtaining the Final Fire Safety Certificate within the definite time frame.**

4. The applicants/bidders need to submit completion certificate for all qualifying works, containing the details such as Date of Commencement & Completion, Details of similar nature of works, Final Completion Cost duly certified by Authorized Officials in case of Govt./Semi Govt. or Public Sector Undertaking.
5. In case, qualifying works are from Private Sector, the applicants/bidders to submit payment received details duly certified by Chartered Accountant. If called for documents such as copy of final bill or other relevant documents, to be submitted for verification.

**6. Key Activities :**

Applicants/bidders should have completed following activities for the existing Building within definite time line period.

- (a) Submission of an Application to West Bengal Fire Safety & Security Department for obtaining The Fire Safety Recommendations. Copy of drawings available with LIC shall be shared with the vendor.
- (b) Arranging visit of the Fire Safety Department to the Building. The limitations of providing fire fighting arrangements as per NBC and/or as Rules and Regulations of West Bengal Fire Safety & Services Department shall be stressed upon on the visiting officials as well as higher officials of the Fire Service Dept.
- (c) To ensure that unrealistic on non practical requirement is not stated in Fire Safety Recommendations
- (d) Submission of an Application for Fire Safety Audit with compliance.



**B. DISQUALIFICATION:**

Even if an applicant/bidder meets the Qualification Criteria, they shall be subject to disqualification if they or anyone of the constituent partner/Director is found to have.

- i) Made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirement and/or
- ii) Records of poor performance during last five years, as on the date of NIT, such as abandoning the work, rescission of the contract for reason which are attributable to non performance of the contractor, inordinate delays in completion, consistent history of litigation resulting in awards against the contractor or any of the constituents, of financial failure due to bankruptcy and so on.

**C. JOINT VENTURE:** Joint Ventures applicants will not be considered.

**D. PERFORMANCE REPORT:** for Qualifying works shall be called from Client as per Proforma – Annexure- "III"



## INSTRUCTIONS FOR FILLING AND SUBMISSION OF ENROLMENT FORM

The Enrolment Form along with the Annexure A1, A2 and B to G, GST registration, Annexure-I,II,III shall be completely filled in all respect submitted to **The Chief Engineer, Engineering Department, Eastern Zonal Office, Hindusthan Building, 4 C R Avenue, Kolkata-700 072** along with these instructions for filling and submission of Enrolment Form on or before **17:30 hrs on 17/11/2023**. Please note that no consideration will be given for postal delays.

1. Applicant to note that all particulars required as per the form and Annexure shall be filled in completely in relevant strictly as per the format.
2. The forms not submitted strictly as per the above instructions within stipulated period are liable to be rejected,
3. The eligible agencies, which will be selected for issue of tenders after scrutiny of enrolment forms, shall be informed by a letter. Please note that no enquiries or correspondence regarding the selection for issue of tenders shall be entertained.
4. The ~~Contractors~~ Applicants are advised to follow the instructions given below:
  - (a) Enrolment Form shall be filled-up in clean handwriting in capital letters or typed.
  - (b) Full address of the site of work, owner or authority under whom the works have been carried out should be given (Please refer Annexure D & E).
  - (c) The agencies should ensure to submit the satisfactory Completion Certificate giving the value of work, year of completion and it should also tally with the value of final bill in Annexure D.
5. Please note that the submission of this enrolment form does not confer any right on you to claim issue of tenders and the Chief Engineer reserves the right not to issue tender to any / all applicants without assigning any reason whatsoever.

Encl: Enrolment Form with Annexure A1, A2 and B to G, GST Registration, Annexure-I,II & III.

### Signature of Contractor

Note: **These instructions for filling and submission of Enrolment Form shall also be signed and submitted along with Enrolment Form with Annexure A1, A2 and B to G, GST Registration, Annexure-I,II & III.**



## **ENROLLMENT OF VENDERS FOR OBTAINING FIRE SAFETY CERTIFICATE FOR VARIOUS BUILDINGS IN KOLKATA**

The envelope containing documents should be superscribed "**ENROLLMENT OF VENDERS FOR OBTAINING FIRE SAFETY CERTIFICATE FOR VARIOUS BUILDINGS IN KOLKATA**

It should contain all the relevant information of the firm of the vendor. The vendor should fill up all the details with the supporting documents given in Annexure.

1. **The Applicants shall have the followings :**

- i) **Valid Contractor License approved by government/ any Government authority.**
- ii) **Valid TRADE LICENSE CERTIFICATE**
- iii) **Valid GST Registration**
- iv) **Valid PAN Card.**
- v) **Valid registration with West Bengal Fire Safety & Services Dept. as certified Fire Safety Auditor should be approved by government/ any Government authority.**

**If any of the above documents are not enclosed with the enrolment form , their empanelment shall not be considered.**

The name of all empanelled contractors shall be published in our website within 45 days (approximately) from the date of this publication.

Last date of submission of Enrollment Form / /2023 and the same shall be submitted at the following addresses :-

**The Chief Engineer Engineer,  
LIC of India, Engineering  
Department, \*EASTERN ZONAL OFFICE, KOLKATA, " HINDUSTHAN BUILDING", 4TH FLOOR,  
ENGINEERING DEPTT., 4 CHITTARANJAN AVENUE, KOLKATA-700 072.  
Phone no;- 033- 2212-9077  
Email: ez\_engineering@licindia.com**

**Note : These instructions for filling and submission of Enrollment Form shall also be signed and submitted along with Enrollment Form with Annexure A to G, GST Registration, Annexure-I,II & III.**

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**FORM FOR ENROLMENT OF VENDORS**

Please note that all documents required to be submitted along with filled in Enrolment form are to be self attested by the authorized person of the applicant with an undertaking that full responsibility is taken by him/her on behalf the applicant for veracity of submitted documents.

I / We \_\_\_\_\_ am / are desirous of carrying out the above mentioned work and hereby apply for the **“ENROLLMENT OF VENDORS / CONSULTANTS FOR OBTAINING FIRE SAFETY CERTIFICATE FOR VARIOUS BUILDINGS IN KOLKATA”**. I/We give the following details for your consideration:

SI.No	QUERY		ANSWER
1	Name of the firm		:
2	Address:		
3	Local Address:		
4	<b>PAN No</b>		
	<b>Valid EPF Registration No</b>		
	<b>Goods &amp; Service Tax (GST) No.</b>		
5	<b>Contact Details</b>	<b>Office Phone No.</b>	
		<b>Residence Phone No.</b>	
		<b>Mobile No.</b>	
		<b>Fax No.</b>	
		<b>Email</b>	
6	Telegraphic Address, if any		
7	Month and year in which the firm was established in present name		
8	Particulars of old firm (if present firm is new)if main partners of the present firm were working as construction contractors, in some other name in the past (The partnership deed of old firm be enclosed).		
9	Particulars of sister construction firms, if any		
10	i) What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.		
	ii) Enclose copy of partnership deed, Articles of Association or Affidavit in case of sole proprietorship as per <b>Annexure A-1.</b>		
	iii) Fill-in enclosed <b>Annexure A-2.</b>		



11	Fill and enclose <b>Annexure B</b> giving details of enrolment with LIC of India in the past and with other organizations.		
12	Has the applicant or his partners or Directors been black listed in the past by any Central or State Govt. Deptt. / Organization(undertakings, boards, corporations, local bodies etc)		
13	i) Annual Turn Over considering <b>average of last three financial years ending 31<sup>st</sup> March,2023</b> i.e. Financial Year between <b>2018-2019, 2019-2020, 2020-2021 &amp; 2021-2022, 2022-2023</b> (enclose documentary evidence or proof to support figures duly certified by Chartered Accountant with membership no.)	YEAR	Rs. in Lakh
		i	
		ii	
		iii	
		iv	
		v	
	ii) What evidence of proof is enclosed to support the amounts of yearly turnover		
	iii) Enclose latest income tax clearance Certificate		Certificate enclosed for Assessment year _____
	iv) Enclose statement of Accounts of last 05 years as mentioned above duly certified by the Chartered Accountant (i.e. <b>2018-2019, 2019-2020, 2020-2021 &amp; 2021-2022 &amp; 2022-2023</b> ).		
14	i) Name and complete postal address of bankers		
	ii) NEFT and Bank Account Details ( Photocopy of cancelled cheque should be attach):		Name of Bank:  Account No:  IFSC Code:
	<del>iii) Enclose solvency certificate indicating amount. (The certificate should not be more than One Year old). Please provide following details about solvency certificate</del> a) Complete address if the Bank who has issued solvency certificate:  b)Telephone No. of the Bank connecting Branch Head:		



	<p>e) <del>E-mail ID of the Bank:</del></p> <p style="text-align: center;"><b>OR</b></p> <p><del>Enclosed Net Worth certificate as per Pre-qualification criteria which is certified by Chartered Accountant (Sample Form for Net Worth Certificate Annexure II is attached)</del></p>	
	<p>iv) <del>Bank Guarantee limit with Various banks.</del></p>	<p>i) Rs.....Lac with.....</p> <p>ii) Rs.....Lac with.....</p> <p>iii) Rs.....Lac with .....</p>
	<p>v) <del>Payment received details certified by Chartered Accountant of Qualifying works executed for private sector. (Form no. 26AS and Form no. 16A for the relevant period of qualifying Private works)</del></p>	
15	<p>i) <del>Enclose list of immovable properties with complete postal addresses, full description &amp; reasonable market value of property duly supported by certificate of D.M./Collector/First Class Magistrate/ approved valuer.</del></p>	
	<p>ii) <del>Whose supporting certificate is enclosed</del></p>	<p>Rs. _____</p> <p>of _____</p> <p>Date _____</p>
16	<p>i) <del>Particulars of movable properties along with Banker's reference</del></p>	
	<p><del>Value of tools &amp; plants</del></p>	Rs.
	<p><del>Other Assets</del></p>	Rs.
	<p><del>Total</del></p>	Rs.
	<p>ii) <del>Whose reference is enclosed?</del></p>	
17	<p>Fill in and enclose list of tools/measuring instruments as per <b>Annexure-C</b> enclosed.</p>	
18	<p>Fill in &amp; enclose <b>Annexure-D</b> giving full particulars about major works completed during past <b>Seven years</b>  <b>NOTE: List of only those works which are carried out by firm requesting for enrolment is to be given (As per Annexure-III).</b></p>	
19	<p><b>Work in Progress:</b></p>	
	<p>i) Whether full details of major</p>	



	work on hand given in <b>Annexure-‘E’</b>		
	ii) Are copies of work orders for such large works enclosed		
20	Whether full information regarding permanent technical staff employed given in <b>Annexure ‘F’</b>		
21	i) <del>How do you normally carry out works of Fire Alarm System, Fire Fighting System, Public Address System-</del>		
	ii) <del>Who is the proficiency certificate and what is his experience of this work is.</del>		
22	i) <del>How do you normally get work of <b>Electrical installations</b> carried out</del>		
	ii) <del>Who is the license holder &amp; what is his experience</del>		
23	Any <b>other information</b> the applicant might like to give		



**DECLARATION**

I/We agree to notify the officer accepting this application and registering my/our names on list of contractors of Life Insurance Corporation of India, of any changes in the foregoing particulars as and when they occur and to verify and confirm.

I/We understand and agree that the appropriate Life Insurance Corporation of India Authority has the right as he may decide, not to issue tender form in any particular case and also to suspend, remove or blacklist my/our name from Life Insurance Corporation of India list of ~~contractors~~ Vendors/Consultants in the event of my/our furnishing false particulars in the enrolment form or submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of appropriate Life Insurance Corporation of India Authority shall be final and conclusive.

I/We certify that the particulars furnished in the enrolment forms are correct and that should it be found that I/We have given a false certificate or that if I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, the Life Insurance Corporation of India may remove my/our name from the list of contractors and any contract that I/We may be holding at the time may be rescinded.

PLACE :

DATE :

GNATURE OF APPLICANT CONTRACTOR



**ANNEXURE – A1**

**A F F I D A V I T**

(On Non Judicial Stamp paper of **Rs. 100/-** in case the individual who is the sole proprietor of the firm)

I ..... s/o  
 ..... age ..... years, occupation business r/o  
 ..... do hereby state on oath as under:

That I am residing in ..... locality of District  
 ..... since last ..... years.

That I am the sole proprietor of a proprietary concern name and style as  
 “.....” having it’s office at .....  
 District ..... dealing in business of Government, civil contracts and  
 ancillary works attached therefore.

Hence this affidavit.

Deponent \_\_\_\_\_

**Note: This Affidavit shall be notarized.**



**ANNEXURE A2**

**CONSTITUTION OF FIRM –  
SOLE PROPRIETORSHIP/PARTNERSHIP/LTD.CO./OTHER**

DETAILS OF CONSTITUTENTS

Sr. No	Name of sole partner or Director / other High Officials	Age	Share	Technical Experience			Whether power of attorney Holder
				Year to Year to	As Employee	As contractor	
1	2	3	4	5	6	7	8

SIGNATURE OF CONTRACTOR



**ANNEXURE – B**

**PARTICULARS OF ENROLMENT WITH LIC AND OTHER ORGANIZATION**

- I. ENROLMENT WITH LIC :
- Name of works for 1)  
 Which enrolled by 2)  
 L.I.C. in the past 3)  
 4)
- Sr. Nos. for which tenders were submitted :  
 Sr. Nos. for which work-order was received:

II. ENROLMENT WITH OTHER ORGANISATIONS:

Sr. No.	Name & Address of Authority with whom you are enrolled	FIRST TIME ENROLMENT		LAST RENEWAL OR ENROLMENT			
		Year to year	Is copy of letter enclosed	Year to year	Class or Category	Limit (Rs. in Lac)	Is copy of letter enclosed
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

SIGNATURE OF CONTRACTOR





ANNEXURE-C

**PARTICULARS OF MEASURING INSTRUMENTS AND TOOLS**

Sr- No.	Item	Specification	Quantity	Estimated Value	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1					

SIGNATURE OF CONTRACTOR



**LIFE INSURANCE CORPORATION OF INDIA**  
 EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
 "HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
 PHONE: 033-22129077/22127443,  
 E-mail: ez\_engineering@licindia.com  
 AN ISO 9001:2015 CERTIFIED DEPARTMENT

ANNEXURE – D

### LIST OF MAJOR WORKS COMPLETED DURING LAST SEVEN YEARS

The detail address along with Phone No. and E-mail ID of the Authority under whom works was carried out must be given.

Sr. No.	Name and Complete Postal Address of			Order			Value of work as per final bill (Rs. in Lac)	Commencement of work, month Year	Completion of work, month Year	Penalty levied for delay of completion, if any
	Site of Work & Nature of Work	Owner	Authority under whom work was carried out	Ref. No. & Date	Contract Amount (Rs. in Lac)	Is copy enclosed				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

SIGNATURE OF CONTRACTOR

CONTRACTOR

CHIEF ENGINEER



**LIFE INSURANCE CORPORATION OF INDIA**  
 EASTERN ZONAL OFFICE, ENGG. DEPTT. (4<sup>TH</sup> FLOOR)  
 "HINDUSTHAN BUILDING", 4, C.R. AVENUE, KOLKATA – 700072  
 PHONE: 033-22129077/22127443,  
 E-mail: ez\_engineering@licindia.com  
 AN ISO 9001:2015 CERTIFIED DEPARTMENT

**ANNEXURE – E****LIST OF WORK IN HAND**

The detail address along with Phone No. and E-mail ID of the Authority under whom works was carried out must be given.

Sr. No.	Name and Complete Postal Address of			Order			Date of commencement of work	Scheduled date of completion of work	Progress made and expected date of completion and reasons for delay, if any
	Site of Work & Nature of Work	Owner	Authority under whom work was carried out	Ref. No. & Date	Amount (Rs. in Lac)	Is copy enclosed			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

**SIGNATURE OF CONTRACTOR**

CONTRACTOR

CHIEF ENGINEER



**ANNEXURE – F**

**PARTICULARS OF PERMANENT TECHNICAL STAFF**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Age</b>	<b>Academic Qualification</b>	<b>Service with the Firm</b>	<b>Details of Experience Year to Year</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>

**SIGNATURE OF CONTRACTOR**



**ANNEXURE – G**

**PRE-QUALIFICATION BID CHECKLIST**

**ENROLMENT CHECKLIST**

Sr. No.	Description of Enclosure	Refer Item of form	Uploaded YES/NO
1	PAN, GST Registration & EPF Registration no.	4	
2	Partnership deed / Articles of Association / Affidavit (★) (★) Annexure A-1	10 (ii)	
3	Annexure (A-2) as supplied	10 (iii) (Particulars of Partners)	
4	Annexure – B (as supplied)	11 (Particulars of enrolment in LIC and other Organization)	
5	Proof of Turnover	13 (i)	
6	Latest I.T.C.C.	13 (iii)	
7	NEFT Details	14 (ii)	
8	<del>Solvency Certificate/Net Worth Certificate</del>	14 (iii)	
9	Certificate of Bank Guarantee	14(iv)	
9a	Form no 26AS and Form No 16A For the relevant period ofqualifying Private works.	14(v)	
10	Immovable Property certificate	15(ii)	
11	Movable Property certificate	16 (ii)	
12	(★) Annexure 'C' (as supplied)	17 (Particulars of measuring instruments and tools )	
13	(★) Annexure 'D' (as supplied)	18 (List of major works completed during last 7 years)	
14	(★) Annexure 'E' (as supplied)	19 (i) (List of work in hand)	
15	(★) Copies of work order	19 (ii)	
16	(★) Annexure 'F' (as supplied)	20 (Particulars of permanent technical staff)	
17	Annexure 'I' (Banker's Certificate from Bank )		

**SIGNATURE OF THE CONTRACTOR**



**ANNEXURE- "I"**

To,  
The Chief Engineer,  
LIC of India,  
Eastern Zonal Office,  
Hindusthan Building (4<sup>th</sup> Floor),  
4, C.R. Avenue,  
**Kolkata- 700072.**

**BANKERS CERTIFICATE FROM A BANK**

This is to certify that to the best of our knowledge and information that M/s / Shri..... having marginally noted address as a customer of our Bank are/is respectable and can be treated as good for any engagement up to a limit of Rs..... (Rupees.....)

This certificate is issued without any guarantee or responsibility on the Bank or any of the Officers.

Date:  
Place:

(Signature of Authorized Officials)  
For the Bank.

**NOTE:**

1. Banker's Certificate should be on letterhead of the Bank, addressed to Tender Issuing Authority..
2. In case Partnership firm, certificate should include names of all partners as recorded with the Bank.
3. The Bid will not be considered valid if any change to the above format is made.



**ANNEXURE – "II"**

**FROM FOR CERTIFICATE OF NETWORTH FROM CHARTERED ACCOUNTANT**

It is to certify that as per the audited Balance Sheet and Profit & Loss Account during the Financial Year ..... the Net Worth of M/s..... (Name & Registered Address of Individual/Firm/Company) as on 31<sup>st</sup> March ..... (~~previous financial year~~ from the year in which NIT is published/ application invited for Empanelment) is Rs..... (Rupees.....) after considering all liabilities.

It is certified that computation of Net Worth based on my/our scrutiny of the Book of Accounts, Records and Documents is true and correct to the best of my/our knowledge.

(Signature of Chartered Accountant)  
 Name of Chartered Accountant:  
 Membership No. of ICAI:  
 Date:  
 Seal

**NOTE:**

1. The Net Worth certificate should be on letter head of the Chartered Accountant.
2. In case of Bidder is Partnership firm, Certificate should include names of all partners as recorded with the Chartered Accountants.



**ANNEXURE- "III"**

**PERFORMANCE REPORT OF WORKS REFERRED IN QUALIFICATION BID**

1.	Name of work/project & location:	
2.	Agreement No.	
3.	Estimated Cost:	
4.	Tendered Cost:	
5.	Date of start	
6.	Date of Completion	
	i) Stipulated date of completion	
	ii) Actual date of completion	
7.	If actual date of completion is beyond original stipulated date of completion:  a) Extended Period without imposition of penalty/Liquidated damages for..... Numbers of days/Months  b) Extended Period with Penalty/Liquidated damages for..... Number if days/Months	
8.	Performance Report:	
i)	Contractors Site Organization	a) Well Organized b) Adequate c) Poorly Organized
ii)	Quality of measuring instruments/tools	a) Good b) Satisfactory c) Poor
iii)	Deployment of experienced and expert team for execution of testing	a) Good b) Satisfactory c) Poor
iv)	Labour Relations and facilities	a) Good b) Satisfactory c) Poor
v)	Attitude towards settlement of disputes and differences	a) Co-operative b) Non Co-operative
vi)	<del>Safety Record</del> <del>a) Were there any accidental / structural collapses at site.</del> <del>b) If answer to (a) is Yes, state whether due to:</del>	<del>i) Yes ii) No  i) Negligence ii) Improper work iii) Reasons beyond control</del>

Any other remarks: .....

Dated

Signature of Authorized Official

(Note: This format shall be part of Pre-Qualification Form and the Bidder shall be obtain Performance Certificate from the Employer in above format and submit along with pre-qualification documents).





### GST REGISTRATION DETAILS FORMAT

SR. No.	Requirement	Submissions
1.	Name of Construction Associate as per GST Registration Certificate	
2.	Address as per GST Registration Certificate	
3.	City	
4.	Police Station	
5.	Postal Code	
6.	Region / State (to provide complete State name)	
7.	Permanent Account Number	
8.	GST IN ID / PROVISIONAL ID Number (copy of acknowledgement is required)	
9.	Business nature as per Registration with GST	
10.	Service Accounting Code / HSN Code	
11.	Contact Person	
12.	Phone Number / Mobile Number	
13.	E-mail ID	
14.	Compliance Rating if updated by GST IN	

NB: The specific details should also be asked for all new contracts and it should be an integral part of the Contract Document.

~~As per GST Act, there is no such condition which makes him mandatorily register in the state where they are making supplies. Rather, GST registration should be obtained by a taxable person under GST in each of the State or Union Territory, from where the taxable supply of goods or services is made.~~

~~As such, vendor, if making inter-state supplies he shall charge IGST and if making intra-state supplies he shall charge CGST plus SGST/UTGST in his invoice.~~