

## ***Work Completion Certificate Sample***

**Name Of the Work:**

**Ref No of the Work**

**Contract Period:**

**Date of Completion :**

**Firm In which Work Done:**

**Place of work**

**Value of Work executed**

**Rs.**

**Place**

**Date**

**Signature of the Competent Authority of the  
Firm where worked**

(The work completion certificate has to be in the Letter Pad of the company where the work was executed along with details of full address, Contact Phone, Fax, Cell Numbers, Email, etc of the Certifying company)

**OFFICE OF THE GENERAL MANAGER /TOWNSHIP ADMINISTRATION,  
NEYVELI LIGNITE CORPORATION LIMITED, NEYVELI-607801**

**OPEN TENDER NOTICE**

**SEALED** tender in single cover consisting of Two Inner sealed covers as Technical Cover (as Part I) and Price Cover (as Part II) superscribing Tender reference, Name of the work and Part Number will be received by **GM/TA** NLC Ltd, Neyveli up to the Time and date indicated below for the following work in Neyveli Township area.

The tender documents can be obtained from the Office of the General Manager/TA Block-10, Neyveli, on payment of the cost of tender documents in cash remitted to the Accounts Centre/T.A, NLC Limited or crossed Demand Draft drawn in favour of Director/Finance/NLC Ltd, Neyveli and payable at Neyveli.

No other mode of payment will be accepted. If documents are required by post, an additional amount of Rs.50 by demand draft shall be enclosed. NLC does not take any responsibility for Postal delay/Loss/Damage on both ways.(or) The tender documents for this tender can be downloaded from NLC website [www.nlcindia.com](http://www.nlcindia.com) (in Tender Section) and used for tendering. In the case of using the downloaded documents the tender document cost shall have to be submitted along with the Bid in the First cover. In case of downloaded documents, cost of document shall be furnished in the Part-I cover. The Tender Document cost shall be only in the form of crossed Demand Draft drawn in favour of DIRECTOR/FINANCE/NLC, Ltd and payable at Neyveli or Cash receipt from NLC/TA Account Centre Neyveli. The Bids without Tender document cost will be summarily rejected.

**Sealed Details of the Bid:**

**Technical Cover(Part I):** Should contain Tender document cost in the case of using downloaded documents, EMD, documentary evidence for Pre-qualification requirement and commercial conditions if any. Any bid without proper documentary evidence for prequalification requirements and EMD will not be considered for further evaluation. Also if there is any Technical/Commercial deviation the same should be mentioned and kept in the Technical cover itself.

**Price Cover(Part II):** It should contain Tender Schedule, Special conditions, quoted offer and other tender documents duly signed.

**PQ Condition 1:**

Bidder should have executed any civil works within the last (5) Five years, from the original Scheduled date of tender opening in Govt/Quasi Govt/PSU/Public Limited Company for a minimum value of Rs.30,600.00 in a single agreement in their own name/in the name of any one of the partners/his firm in case of partnership firm.

**PQ Condition 2:**

NIL

The Quotation must be submitted in the prescribed schedule only and must accompany with necessary Earnest Money Deposit Receipt after remitting the same in N.L.C. Cash Counter (or) in any of the following forms. Demand Draft / Guarantee Bond from any Nationalised Scheduled banks. Guarantee Bonds from the Bank should be executed on a Non-Judicial Stamp Paper for Rs.80/- Tender without full EMD as stipulated are liable for summary rejection.

The work completion certificate from the competent authority should also be enclosed along with the tender documents. Pre-qualification documents in original have to be submitted for verification on demand failing which the offer is liable for rejection.

The firms registered with NSIC are exempted from furnishing Bid Guarantee, Cost of tender Documents provided that such small scale units are registered under single point registration scheme of NSIC and are valid on the scheduled date of tender opening and the product range mentioned in the certificate is the same or similar to this tender requirements. The NSIC copies duly attested by any Notary Public (or) Gazetted Officers (or) Practicing Chartered Accountant with seal and date shall only be accepted.

The firms registered with NSIC / MSME are exempted from furnishing Bid Guarantee (EMD) upto the Monetary Limit for which the Unit is registered with NSIC / MSME, provided that such small scale units are registered under single point registration scheme of NSIC / MSME and are valid on the scheduled date of tender opening and the product range mentioned in the certificate is the same or similar to our requirements. Submission of Bid Guarantee is exempted if the following agencies compete in tender: (i) NSIC / MSME upto the monetary limit for which the unit is registered with. (ii) Central Government Departments. (iii) Government funded Educational / Research Institutions

**GM/TA** reserves the right to reject any Quotation without assigning any reason thereof

**TENDER OPENING DETAILS**

**Tender No** 058/RB/13-14      **Tender value** 76,452.86

**Name of the work:**

CLEANING, UPKEEPING AND PERIPHERAL CLEANING WORK INCLUDING SUPPLY OF  
REQUIRED CLEANING MATERIALS AT NLC LIBRARY AT BLOCK-18, NEYVELI  
DURING 2013-14

**Period of work** 6- Months from Date of HANDING OVER SITE

**EMD Rs.** 2,000.00

**Ten Doc Cost Rs.** 200.00

**Tender Sales Closes ON** 20-SEP-13      **UPTO** 4.00 P.M

**Doc Receipt Closes ON** 21-SEP-13      **UPTO** 3.00 P.M

**Tender/PartI Opens ON** 21-SEP-13      **AT** 3.15 P.M

**GM/TA**

**To Note Please:** Tenderers who are downloading the tender documents from NLC Web site/obtained the document directly are advised to visit the Website frequently, for noting the Corrigendum if any, issued subsequently with regard to above tender, till the last date for sale of Tender Documents, and the tenders received without considering the subsequent Corrigendum will summarily be rejected.

OFFICE OF THE GENERAL MANAGER /TA OFFICE,  
NLC LTD, NEYVELI-607801

Tender No 058/RB/13-14

DATE: 03-SEP-13

Name of the work:

CLEANING, UPKEEPING AND PERIPHERAL CLEANING WORK  
INCLUDING SUPPLY OF REQUIRED CLEANING MATERIALS AT  
NLC LIBRARY AT BLOCK-18, NEYVELI DURING 2013-14

Tender Value:Rs. 76,452.86

Check List for Downloading and Submitting the Tender Documents:

For Technical Cover/Part I:

1. Part-I NIT
2. Fly slip to accompany the Part I : F-35
3. Proforma for filling up PQ details : F-88
4. Check List for Part I : F-31
5. Invitation to Tender : F-84
6. Instructions to Tenderers : F-85
7. Instruction for Bidders : F-63
8. Form of Tender : F-86
9. Form of Agreement : F-62
10. Appendix - I : F-68

For Price Cover/Part II

1. Offer of Tenderer in Percentage(%) : F-87
2. Fly slip accompanying the Part II (Price Cover) : F-36
3. Schedule of Rates 2 Pages
4. Special Conditions 3 Pages
5. No of Drawings 0 Nos.
6. Part II-price cover Check List : F-14
7. General Conditions Part - A : F-64
8. General Conditions Part - B : F-89
9. Additional General Conditions : F-64-A

NOTE: a) It is instructed to enclose separately the

i) Part I documents alone in the Part I Cover

ii) Part II documents alone in the Part II Cover

Enclosing all the documents in a single cover will  
result in summarily rejection of the bid.

b) Part I cover and Part II cover is to be enclosed  
in a cover with Tender No. Superscribed for which  
they are applying.