Annexure -I

BANK REFERENCE LETTER/SOLVENCY CERTIFICATE
(On Bank's Letter Head)

Certified that M/s ……at (address)

……is having an account in our bank

as per following particulars:-

1. Type of Account : Cash-Credit/Current/Savings
2. Bank Account No. ……
3. Cash-Credit/O.D. Limit (If any) :NO/YES, for Rs. ….……
4. Since when holding Account? ……
5. Financial Standing & Soundness : .SOUND/POOR
6. Dealing & Conduct of the Party : Satisfactory/Un-satisfactory
7. Any other comments ……

This is issued on the request of M/s ……...
for submission to M/s National Fertilizers , Panipat. (Haryana)

Date : **(Sig. of Bank Manager)**

Place : **Seal :**

Annexure-II

ELIGIBILITY CRITERIA OF PARTIES w.r.t. EXPERIENCE

Ref No.	NFP/PT/Elect/Prequalification/ARC/2014
Name of Contract	Prequalification of contractors for Elect. maint. of residential/non residential bldgs., street lights, plant lighting, HT/LT O/H lines etc. in plant & township for 3 years: 2014-2017
Estimated Cost	Rs.53.54(Rs. Fifty Three lakhs Fifty four Thousand)+ST

A. Commercial Criteria

S. No.	Description		Financial Year	Details & documents to be submitted by the contractor
1	Average annual financial turnover during last three years ending 31st March of the previous financial year, at least 30% of estimated cost i.e. Rs 16.06 Lacs		2011-12	
			2012-13	
			2013-14	
2	Experience of having successfully completed similar works during last seven years ending the day of month previous to the one in which applications are invited should be either of the following :-			
	a. Three similar* completed works each amounting not less than 40% amount of the estimated cost. (with performance/completion certificate) i.e. Rs 21.41 Lacs or more	1	Work Order Ref. No.	
			Name of Company	
			Contract Value	
			Contract Period	
		2	Work Order Ref. No.	
			Name of Company	
			Contract Value	
			Contract Period	
		3	Work Order Ref. No.	
			Name of Company	
			Contract Value	
			Contract Period	
	OR			
	b) Two similar* completed work each amounting not be than 50% amount of the estimated cost. (with performance/completion certificate).i.e. Rs 26.77 lacs or more	1	Work Order Ref. No.	
			Name of Company	
			Contract Value	
			Contract Period	
		2	Work Order Ref. No.	
			Name of Company	
			Contract Value	
			Contract Period	
	OR			
	c) One similar* completed work amounting not less than 80% of the estimated cost. (with performance/completion certificate i.e. Rs 42.84 lacs or more	1	Work Order Ref. No.	
			Name of Company	
			Contract Value	
			Contract Period	

* Similar work explained at point 2 below

B. Technical Criteria

1. Party should submit valid copy of "A" Class Electrical Contractor's License, issued by Chief Electrical Inspector to Govt. of Haryana (up to working voltage 11 KV) or Party should submit proof of having applied for one in Annexure XI.

2. Similar completed work means a single work order completed during last 7 years ending last day of the month previous to the one in which applications are invited, consisting of similar works as per list as explained below-

i) For 2(a) in commercial criteria, 3 work orders with each work order having 3 similar works as per similar list.

ii) For 2(b) in commercial criteria, 2 work orders with each work order having 3 similar works as per similar list.

iii) For 2(c) in commercial criteria, 1 work orders with each work order having 3 similar works as per similar list.

List of similar works-

1. Laying of various types of cables (HT, LT and Telephone) in ground, trenches, racks etc including jointing and termination.
2. Erection and maintenance of HT/LT overhead lines.
3. Erection and maintenance of street lighting system in factory and township.
4. Electrical wiring in plant buildings, offices and residential buildings.
5. Temporary laying and removal of power and control cables.
6. Installation of earth pit and maintenance of earthing system.
7. Cleaning of electrical equipments like Transformers, Motors, Cables, Trenches, Batteries etc.
8. Supply of skilled and unskilled manpower like electricians, welder, rigger etc.

Signature of the party/ contractor with seal

Annexure III

INFORMATION REGARDING TENDERER

A)	**In case of individual**	
i)	Name of Business	
ii)	Whether his Business is registered	
iii)	Date of commencement of business	
iv)	Whether he pays Income-Tax over Rs. 10,000/- per year	
B) In case of Partnership		
i)	Name of Partnership	
ii)	Whether the Partnership is registered	
iii)	Date of establishment of firm	
iv)	If each of the partners of the firm pays Income-Tax over Rs. 10,000/- a year and if not which of them pays the same	
C) In case of Limited Liability Company or Company Limited by Guarantee		
i)	Amount of paid up capital	
ii)	Name of Directors	
iii)	Date of Registration of Company	
iv)	Copies of the last two years' Balance Sheets of the Company	

(SIGNATURE OF TENDERER)

Name _____

Dated _____

DETAIL OF EXPERIENCE

Annexure IV

Tenderer shall give information of similar works done during the past seven years strictly as per Performa given below

Sr. No.	Full particulars of similar work carried out by Tenderer	Value of Contract	Contract Completion time	Actual completion time	Year of completion	Name & Postal Address of Client

Certified that the above information is correct.

(SIGNATURE OF TENDERER)

Name _____

Date _____

PRESENT COMMITMENTS Annexure V

Tenderer shall furnish the details of their present commitments strictly as per this Performa.

Sr. No.	Name of work	Name & address of Client with the name of person under whom the work is being executed	Contract Value	Brief description of work	Contracted date of completion with the date of start of work	% age completed as on date	Expected date of completion of balance work with approx. value of such balance work

Certified that the above information is correct.

(SIGNATURE OF TENDERER)

Name: _____

Date : _____

Annexure VI

INFORMATION REGARDING EQUIPMENT
WHICH THE TENDERER PROPOSES TO USE FOR THIS WORK

Sr. No	Description	Qty	Make	Cap.	Owner	Approx. date when it will be deployed at site	Period of attention at site

Certified that the above information is correct.

(SIGNATURE OF TENDERER)

Name :_____

Date _____

Annexure-VII

Party has to submit the following affidavit on Non Judicial stamp paper of Rs. 10/- duly verified and notarized by the Notary Public.

An Affidavit on Non-judicial Stamp Paper of Rs.10/- duly attested by Notary stating :

With reference to NIT/ Application No. _____ dt. _____ of National Fertilizers Ltd., Panipat for Prequalification of parties for " Electrical Maint. Of residential/non residential bldgs., street lights., plant lightings, HT/LT O/H lines etc. in plalnt & Town ship for 3 years 2014-17", I/We _____S/o Sh._____ R/o _____Proprietor / Partner / Authorized Representative of the firm M/s _____ do solemnly affirm and declare as under:-

i) That my/our firm/sister concern etc. has not been black listed or put on holiday by any Institutional Agency / Government Department / Public Sector Undertaking for participating in the Tender, in last 2 years.

ii) No other Firm / Sister Concerns / Associates belonging to the same group are participating / submitting the Tender for the job.

iii) That the information furnished by me/us in respect of above NIT/Application is true and correct and nothing has been concealed. In case any of information is found to be false and incorrect at any stage, NFL shall be fully competent to take the necessary action as deemed fit.

(Deponent)

Seal of the party/firm/company

Verification:

Verified that the contents given above are true and correct to the best of my/our knowledge and belief.

(Deponent)

Seal of the party/firm/company

Dated:

(Attested by the Notary Public)

Annexure VIII

Dated:_____

Subject: Prequalification for Prequalification of contractors for Elect. maint. of residential/non residential bldgs., street lights, plant lighting, HT/LT O/H lines etc. in plant & township for 3 years: 2014-2017

Ref. No. – NFL/PT/Elect./prequalification/ARC/2014

Submission of ESI Registration Number

It is certified that the applicant at present has got registered his firm/company under ESI ACT and hereby do undertake in the capacity of proprietor/authorized representative of the/company to submit the ESI Registration No. at the time of award of the job after the subject prequalification.

The above statement is true and is submitted against NIT REF. No. NFL/PT/Elect./prequalification/ARC/2014 for prequalification for the job"Elect. maint. of residential/non residential buildings, street lights, plant lighting, HT/LT O/H lines etc. in plant & township for 3 years: 2014-2017."

Date:_____ Signature of the Co./Firm

(Seal)

Annexure IX

Dated:_____

Subject: Prequalification for Prequalification of contractors for Elect. maint. of residential/non residential bldgs., street lights, plant lighting, HT/LT O/H lines etc. in plant & township for 3 years: 2014-2017

Ref. No. – NFL/PT/Elect./prequalification/ARC/2014

No Relation Certificate

It is certified that the applicant in any capacity and any employee of the applicant firm do not have relationship with any of the employees working in NFL.

The above statement is true and is submitted against the NIT Ref. No. NFL/PT/Elect./prequalification/ARC/2014 Dated _____ for prequalification for the job "Elect. maint. of residential/non residential bldgs., street lights, plant lighting, HT/LT O/H lines etc. in plant & township for 3 years: 2014-2017".

Date:_____

Signature of the Co./Firm

(Seal)

Annexure X

DECLARATION OF TENDERER FOR DOWNLOADING THE TENDER DOCUMENT

(To be submitted along with Tender Documents)

Tender No.: NFL/PT/Elect/Prequalification/ARC/2014 **Dated ----------**

Name of the Company: _____

Address: _____

City: _____

Pin Code: _____

Contact person Name: _____

Designation: _____

Phone: _____

Fax: _____

E-Mail address: _____

Maximum Annual turnover
In last three years _____**Year**_____

Maximum Single work order
In last three years: _____

Have you studied the Eligibility criteria for the Selected Tender? **Yes / No**

Is the company having valid registration with Provident Fund Authorities? **Yes / No**

Is the company fulfilling the minimum Annual Turnover in the NIT in any of the last three Preceding financial years? **Yes / No / Not Applicable**

Is the company meeting the minimum single work Order requirement of the value mentioned in the NIT in any of the last three preceding financial years? **Yes / No / Not Applicable**

Is the company meeting the technical qualifying Criteria mentioned in the NIT? **Yes / No / Not Applicable**

Confirm that you will furnish the documentary evidence against pre-qualification criteria along with your offer. **Yes / No / Not Applicable**

Name and Designation of the Authorized Company Official who has filled up the above details: _____

Do you confirm that the hard copy of tender being Submitted is identical to the one downloaded from our web-site? In case the same is found altered / modifies in any way, your offer shall be rejected Forthwith and you may be barred from participating in future tenders. **Yes / No**

Tender Fee of Rs._____is deposited in the shape of Pay Order / Demand draft No. _____ dated _____ of _____(Bank).

I / We agree to submit the attested hard copies of documents as per the Notice Inviting tender along with our offer. I / We undertake and confirm that in case we do not submit the documents with our offer or the documents are not found in order by NFL/ not acceptable to NFL, our tender shall be rejected by NFL without any correspondence in this regard.

(Signature of Contractor/Party)

Annexure XI

Dated:_____

Subject: Prequalification for Prequalification of contractors for Elect. maint. of residential/non residential bldgs., street lights, plant lighting, HT/LT O/H lines etc. in plant & township for 3 years: 2014-2017

Ref. No. – NFL/PT/Elect./prequalification/ARC/2014

Undertaking of having applied for "A" class contractor license.

It is certified that the applicant at present has already applied for New "A" class Electrical contractor license / applied for renewal of "A" class Electrical contractor license and hereby do confirm this undertaking in the capacity of proprietor/authorized representative of the/company.

The above statement is true and is submitted against NIT REF. No. NFL/PT/Elect./prequalification/ARC/2014 for prequalification for the job"Elect. maint. of residential/non residential buildings, street lights, plant lighting, HT/LT O/H lines etc. in plant & township for 3 years: 2014-2017."

Date:_____ Signature of the Co./Firm

(Seal)

Note: Party must also submit some documentary proof alongwith – Copy of challan