**FORM ‘A’**

**APPLICATION FOR EMPANELMENT OF CONTRACTORS**

CATEGORY:

CLASS:

|  |  |  |  |
| --- | --- | --- | --- |
| **1**.Nameof the Applicant (Individual/Firm/Company)  **2.** Nationality  **3.** Address:  **i)** Registered Office  **4.** Contact Details  **i)** Telephone Number  **ii)** Fax Number  **iii)** Mobile Number  **iv)** Website URL ( if any)  **v)** Email Id  **5.**PANnumber (Individual/Firm/Company)  **6.**Constitution : | :  :  :  :  :  :  :  :  :  : | …………………………………………………………….  …………………………………………………………….  …………………………………………………………….  …………………………………………………………….  …………………………………………………………….  ……………………………………………………………..  ……………………………………………………………..  ……………………………………………………………..  ………………………………………………………………  ………………………………………………………………  ……………………………………………………………….  ………………………………………………………………. | |
| (Proof of Constitution enclosed) |  |  |  |
|  |  |

**7.**Name, scanned passport size photo and scanned signature of the individual(s)/Partner(s)/Director(s) (having white background and printed name at bottom)

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **2.** | **3.** | **4.** |
| Paste Photo | Paste Photo | Paste Photo | Paste Photo |
| Name | Name | Name | Name |
| Signature | Signature | Signature | Signature |

**8.**Is the Individual /Sole Proprietor/any Partner/ Director of Company:

* 1. Dismissed Government Servant: Yes …………….. No……………
  2. Removed from approved list of contractors

in any other Dept.(if applicable): Yes…………….. No…………..

* 1. Having business banned/suspended by

any Government in the past: Yes…………….. No…………..

* 1. Convicted by Court of Law:
  2. Retired Engineer/official from Engineering/Admin

Department of Government of India within

Last one year: Yes…………….. No…………..

* 1. Director or partner of any other company/firm

Enlisted with any other department: Yes…………….. No…………..

* 1. Member of parliament or any

State legislative assembly: Yes…………….. No…………..

If answer to any of the above is ‘Yes’ Furnish details on a separate sheet:

**9.a)** Name of person holding power of attorney (if any): ………………………………………………..

**b)**Nationality :

**`d)** Address & Contact No. :

**10.** Name of Banker with full address.

**11.** Place of Business.

**12.** Full Time Technical Staff in Applicant’s employment.

**13.** Whether enlisted with CPWD, MES or any other Dept? (If yes give details).

**14.** Is any Person working with the applicant a near relative of the official of HITES/HLL LifeCare? (If yes give details)

The requisite processing fees of Rs. -------------/- (Rupees ------------) only is herewith submitted in Demand Draft/pay Order No………………………………...dated……………………………………

**Note:-**

\*In case of sole proprietorship/HUF: an affidavit executed before a Notary Public that the applicant is the sole proprietor of the firm/Karta of HUF.

\*In case of partnership firm: (Submit attested copies)

\*Partnership deed attested by Notary Public.

\*In case of Private/Public Ltd. Co. Article of Association duly attested by Notary Public.

\*Power of attorney, if any attested by Notary public.

(Dated Signature& Seal of the Applicant)

**FORM ‘B’**

**STRUCTURE AND ORGANIZATION**

|  |  |  |
| --- | --- | --- |
| **1.** | Name and address of applicant |  |
| **2a.** | Telephone No. / fax No./ Mobile No. |  |
| **2b.** | Working E-mail ID\* |  |
| **3.** | Legal status of the applicant (attach copies of original documents defining the legal status) |  |
|  | The Applicant is : |  |
|  | **a)** An individual. |  |
|  | **b)** Proprietary Firm. |  |
|  | **c)** Firm in Partnership. |  |
|  | **d)** A Limited Company (Private or Public) or Corporation. |  |
| **4.** | Particular of Registration with various Government bodies/Organization.  (attach attested Photocopy) |  |
| **5.** | Name of Directors/ Partners with their addresses, Telephone numbers, Fax, Email. |  |
| **6.** | Designation of individuals authorized, to act for the Organization. |  |
| **7.** | Was the applicant ever required to suspend any construction for a period of more than six months continuously after  Commencement of the construction? If so, give the name of the project & reasons of suspension of work. |  |
| **8.** | Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reason for abandonment. |  |
| **9.** | Has the applicant or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details. |  |
| **10.** | Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details. |  |
| **11.** | Other Details:   1. EPF No. valid up to 2. Sales Tax No. valid up to |  |
| 1. Clearance of Sales Tax up to |  |
| 1. Pan No. |  |
| 1. Service tax Registration No.   (Copies to be enclosed) |  |
| **12**. | Any other information considered necessary but not included above. |  |

(Dated Signature & Seal of the Applicant)

**Note: a)** In “ Other details” if any of the registration/clearance is not applicable/ exempted/not available with applicant the applicant shall submit an affidavit/undertaking stating that the same will be obtained before participating in tender/award of work.

**b)**(\*) E-mail Address is mandatory. As the NITs will be sent to the empanelled contractors through E-mail only, responsibility of correctness of E-mail address shall rest on them only.

**FORM ‘C’**

**FINANCIAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. NO** | **Financial Year** | **Turnover(in Rs. Lakhs)** | **Profit/Loss(-) in Rs. Lakhs** |
| **1** | 2009-2010 |  |  |
| **2** | 2010-2011 |  |  |
| **3** | 2011-2012 |  |  |
| **4** | 2012-2013 |  |  |
| **5** | 2013-2014 |  |  |

Note: Certified copies of audited Balance Sheets/Chartered Accountants Certificates to be enclosed.

Signature of Chartered Seal and Signature of

Accountant with Seal Applicant with date

**FORM ’D’**

**DETAILS OF ALL SIMILAR WORKS COMPLETED**

**DURING THE LAST FIVE YEARS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Name of work/Project & Location** | **Owner or Organization with complete address** | **Value of work incroreson completion** | **Date of commencement as per contract** | **Stipulated date of completion as per contract** | **Actual date of completion** | **Litigation/ Arbitration pending/ in progress with details** | **Name and address/ telephone number of officer to whom reference may be made** | **Remarks** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** | **(8)** | **(9)** | **(10)** |
|  |  |  |  |  |  |  |  |  |  |

Place:

Date:

Dated(Signature & Seal of the Applicant)

**FORM ‘E’**

**PROJECT UNDER EXECUTION OR AWARDED**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Name of work/Project & Location** | **Owner or Organization with complete address** | **Value of work in crores at completion** | **Date of commencement as per contract** | **Stipulated date of completion as per contract** | **Litigation/Arbitration ending/ in progress with details** | **Name and address/ telephone number of officer to whom reference may be made** | **Remarks including upto date Progress** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** | **(8)** | **(9)** |
|  |  |  |  |  |  |  |  |  |

Place:

Date:

(Signature & Seal of the Applicant)

**FORM ‘F’**

PERORMANCE REPORT IN RESPECT OF M/S. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.** | Name of work/Project & Location |  | | | |
| **2.** | Agreement Number |  | | | |
| **3.** | Estimated Cost |  | | | |
| **4.** | Tendered Amount |  | | | |
| **4.a** | Completed Cost of work |  | | | |
| **5.** | Date of Start |  | | | |
| **6.** | Date of completion |  | | | |
|  | 1. Stipulated date of completion |  | | | |
|  | 1. Actual date of completion/ likely date of completion |  | | | |
| **7.** | Amount of compensation levied for delayed completion, if any. |  | | | |
| **8.** | Performance report |  | | | |
|  | 1. Quality of work. | Very good | Good | Fair/Satisfactory | Poor |
|  | 1. Resourcefulness | Very good | Good | Fair/Satisfactory | Poor |
|  | 1. Financial Soundness | Very good | Good | Fair/Satisfactory | Poor |
|  | 1. Technical Proficiency | Very good | Good | Fair/Satisfactory | Poor |
|  | 1. General Behavior | Very good | Good | Fair/Satisfactory | Poor |

Signature of

Dated: Executive Engineer/ Project Manager or Equivalent

With Seal

Note:

1. The Performance report is to be submitted separately for each work mentioned in form ‘D’ & ‘E’ This report should be signed by the authority of owner not less than the rank of Executive Engineer or equivalent.
2. The Performance report is to be submitted separately for each work executed/under execution for HLL Lifecare Limited/HITES duly signed by Executive Engineer/Project Manager or Equivalent
3. The Performance report is to be submitted in the above format. In case, different Performa is used the applicant shall ensure that the report/certificate shall contain the above information.

**FORM ‘G’**

**Affidavit to be filed by applicant contractor/firm**

(To Be Submitted on NON-JUDICIAL Stamp OF Minimum of Rs.50/- or as applicable for affidavit as per respective state Government rule)

I, ...................................................................... Sole proprietor/Director/Partner of M/s /Shri. ................................................................................................................................................................... Regd. Office at..........................................................................................................................................,

Do hereby solemnly affirm and declare that our firm is in possession of following Tools & Plants of Machinery.

**(Applicable for Civil Works & Composite work including services)\***

|  |  |  |
| --- | --- | --- |
| **S.No.** | **DescriptionofItem** | **Quantity** |
| **1.** | Total Station | ...............No. |
| **2.** | Builders Hoist/Tower Crane | ..............No. |
| **3.** | Concrete Mixers of full bag capacity | ...............No. |
| **4.** | Steel shuttering | ...............Sqm |
| **5** | Out of total quantities of steel shuttering at 4 above, quantities procured during last 2 years | ............ Sqm |
| **6.** | Steel props | .............cum space |
| **7** | Out of total quantities of Steel props at 6 above,  Quantities procured during last 2 years | .............cum space |
| **8.** | Mortar Mixers | ..............No. |
| **9** | Vibrators  (a)Needle vibrators(i)Oil  (ii)Electric  (b)Beam vibrators  (c)Slab vibrators  (d)Shutter vibrators | ..............No.  ..............No.  ..............No.  ..............No.  ..............No. |
| **10.** | Vibrocompactor | ..............No. |
| **11.** | Batching Plant(fully automatic minimum.......m3capacity)with pump | ..............No. |

**(Applicable for Electrical)\***

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Description of Item** | **Quantity** |
|  | Steel/AluminiumLadder1.5mto8m  1.5m  3.0m  .....m | ..............Sets  ..............Sets  ..............Sets  ..............Sets |
|  | Chase cutting machine | ..............Sets |
|  | Electrical wire drawing equipment | ..............Sets |
|  | Torque wrench for nut/bolt/screws | ..............Sets |
|  | Primary and secondary injection equipment | ..............Sets |
|  | Dielectric strength testing machine | ..............Sets |
|  | Magnetic dial indicator for alignment |  |
|  | Conduit Die Set | ..............Sets |
|  | Pipe Vice | ..............Sets |
|  | Bench Vice | ..............Sets |
|  | LTMeggar-1000Volts | ..............Sets |
|  | LTMeggar-500Volts | ..............Sets |
|  | Tong Tester | ..............Sets |
|  | Multi meter | ..............Sets |
|  | Hydraulically operated crimping machine | ..............Sets |
|  | Hand operated crimping machine | ..............Sets |
|  | Earth Tester | ..............Sets |
|  | Portable Drilling machine | ..............Sets |
|  | Overhead conductor puller | ..............Sets |
|  | Test bench for light fittings | ..............Sets |
|  | Cable fault location megger | ..............Sets |
|  | Core cutting machine | ..............Sets |
|  | Oil testing set | ..............Sets |
|  | Multi meter | ..............Sets |

**(Applicable for HVAC)\***

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Description of Item** | **Quantity** |
|  | Portable Drilling machine | ..............Sets |
|  | Pipe Vice | ..............Sets |
|  | Bench Vice | ..............Sets |
|  | Multi meter | ..............Sets |
|  | Tong tester | ..............Sets |
|  | Steel/Aluminum ladder | ..............Sets |
|  | Thermometer | ..............Sets |
|  | Anemometer | ..............Sets |
|  | Sound level meter | ..............Sets |

**(Applicable for Fire Protection System)\***

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Description of Item** | **Quantity** |
|  | Crane , slings, Rope, Steel rope, D-Shackle | ..............Sets |
|  | Painting-Brush, Sand paper | ..............Sets |
|  | Drilling Machine (dewalt) | ..............Sets |
|  | Grinding M/C | ..............Sets |
|  | Cutting M/C(dewalt) | ..............Sets |
|  | Welding M/C | ..............Sets |
|  | Screw M/C | ..............Sets |
|  | Chain Block | ..............Sets |
|  | Pulley | ..............Sets |
|  | Rope | ..............Sets |
|  | Spanner(double end and rings) | ..............Sets |
|  | Hammer | ..............Sets |
|  | Gas cutting set | ..............Sets |
|  | Chisel | ..............Sets |
|  | Hole saw cutter | ..............Sets |
|  | Scaffolding | ..............Sets |
|  | Ladder | ..............Sets |
|  | Lump | ..............Sets |
|  | Spirit level | ..............Sets |
|  | Derik | ..............Sets |
|  | Screw Spanner | ..............Sets |
|  | Pipe wrench | ..............Sets |
|  | Cutting player | ..............Sets |
|  | Screw driver, Tester | ..............Sets |
|  | Distribution Board with trip switch and indicator | ..............Sets |
|  | Multi meter | ..............Sets |
|  | Cables | ..............Sets |
|  | Cutting wheel | ..............Sets |
|  | Grinding wheel | ..............Sets |
|  | Drill bit | ..............Sets |
|  | Trolley-all kind of | ..............Sets |
|  | File | ..............Sets |
|  | Welding Rod | ..............Sets |
|  | Safety PPE(Helmet ,Shoes,Goggeles, Safety harness ,gloves etc) | ..............Sets |
|  | Mobile scaffold | ..............Sets |
|  | Fire extinguishers | ..............Sets |
|  | Steel tapes | ..............Sets |
|  | Painting / Coating thickness gauge | ..............Sets |
|  | Micrometers / Vernier calipers | ..............Sets |
|  | Hydraulic test machine | ..............Sets |
|  | Clamp –on – ammeter , megger | ..............Sets |
|  | Hammers | ..............Sets |
|  | Pressure gauge | ..............Sets |
|  | Flow meter | ..............Sets |

**(Applicable for LIFT)\***

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Description of Item** | **Quantity** |
| **1** | Original Lift Manufacturers |  |

**(Applicable for Pre Fab)\***

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Description of Item** | **Quantity** |
| **1** | Steel fabrication |  |
| **2** | Structural Design Software |  |
| **3** | Equipments available in civil/electrical category\*\* |  |

\*\* Maximum 5 Marks only

**(Applicable for Interior works)\***

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Description of Item** | **Quantity** |
| **1** | Erection Equipment | ..............Sets |
| **2** | Machine for cutting, grooving, molding &beading,etc | ..............Sets |
| **3** | Sawing Machine | ..............Sets |
| **4** | Planing Machine | ..............Sets |
| **5** | Welding sets | ..............Sets |
| **6** | Machines for screw driving | ..............Sets |
| **7** | Drilling Machine | ..............Sets |
| **8** | Equipments available in civil/electrical category\*\* |  |

\*\* Maximum 5 Marks only

\* Strike out whichever is not applicable

Deponent

Verification:-

Verified that my above statements are true and correct to the best of my knowledge and belief and nothing is concealed therein.

Date:-

Place:

Deponent

Identified by me

Dated signature with seal of 1st class Magistrate/Notary Public

**FORM ‘H’**

**AFFIDAVIT**

(To Be Submitted On NON-JUDICIAL Stamp OF Minimum of Rs.50/- or as applicable for affidavit as per respective state Government rule)

Affidavit of Mr.……………………………………...S/o………………………………..……………R/o……………..………………………

The deponent above named do hereby solemnly affirm and declare as under:-

1. That I am the Proprietor /Authorized signatory of M/s……………………. having its Head office/Regd. Office at………………………………………
2. That the information/ documents/ Experience certificate submitted by M/s……………….. along with this application for empanelment of contractors to HLL INFRA TECH SERVICES LIMITED (HITES) are genuine and true and nothing has been concealed.
3. I shall have no objection in case HLL INFRA TECH SERVICES LIMITED (HITES) verifies them from issuing authority (ies).I shall also have no objection in providing the original copy of the documents, in case HLL INFRA TECH SERVICES LIMITED (HITES) demand so for verification.
4. I hereby confirm that in case, any documents, information & /or certificate submitted by me are found to be incorrect/false/fabricated, HITES at its discretion may disqualify reject my application for empanelment out-rightly and debar me/M/s………….. From participating in any future tenders/Empanelment.

DEPONENT

I……………………., the Proprietor/ Authorized signatory of M/s …………………, do hereby confirm that content of the above Affidavit are true to my Knowledge and nothing has been concealed there from and that no part it is false.

Verified at ………………this………..day of …………..

DEPONENT

**Form “I”**

**FORM OF BANKER’S CERTIFICATE FROM A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information M/s./Sri………………having marginally noted address, a costumer 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.

This certificate is issued on the request of Shri/Smt./M/s…………………………..for obtaining empanelment of Contractor in HITES in………………………………….. (Name of category) Class………………

(Signature)

For the Bank

**Note: 1)** Banker’s certificates should be on letter head of the Bank, sealed in cover addressed to empanelment authority.

**2)** In case of Partnership firm, certificate to include names of all partners as recorded with the Bank.

**Form ‘J’**

**DECLARATION**

I,………………………………………….S/o Shri………………………………….Aged…………Years R/o………………Sole proprietor/Partner/Director (as the case may be ) of M/s/Shri……………………………………..(Name of firm/contractor with address)…………………do hereby solemnly affirm and declare that the following Technical staff (Engineers/interior designer), Accounts Staff & Administration Staff are working as full time staff with me/us/our firm.(Strike out whichever not applicable)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Name of Engineers/Supervisors** | **Qualifications** | **Passed out in Year** | **Working with we/us firm since** | **Experience in Bldg. work** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |
| **5.** |  |  |  |  |  |

I am deponent herein and I am fully acquainted with the facts of the affidavit.

Deponent

It is verified that my above statements are true and correct to the best of my knowledge and belief and nothing is concealed therein.

Date:

Place:

Authorized Signatory

**Form ‘K’**

# Key Staff Bio data

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Applicant | | | |
|  |  |  | |
| Position |  |  | |
|  |  |  |  |
| *Candidate Information* | Name of Candidate | Date of Birth | |
| Professional Qualifications | | |
| *Present employment* | Name of Employer | | |
| Address of Employer | | |
| Telephone | Contact (manager / personnel officer) | |
| Fax | Email ID | |
| Job title of candidate | Years with present employer | |

|  |
| --- |
| *Summarize professional experience over the last 15 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project* |

|  |  |  |
| --- | --- | --- |
| *From* | *To* | *Company / Project / Position / Relevant technical and managerial experience* |
|  |  |  |

**Certification**

I, working as…………….. in ………………here by submit that the above particulars of my qualifications & experience are true to the best of my Knowledge

Signature

**Form ’L’**

**LITIGATION DETAILS**

Court cases/ Arbitration

Bidder should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Bidder:- | | | | | | | |  |
| Year | Name  of  Work with Agreement No. | Name of  Client  with  Address | Title of the  Court case  /  Arbitration | Detail of  the Court  case /  Arbitration | Status  (Pending/  Decided) | Disputed  amount  (current  value in  INR) | Actual  Awarded  Amount (in  INR) | Remarks if any |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Place:

Date:

(Signature & Seal of the Applicant)

**Form ’M’**

**Details of ISO 9001-2008 Certification (Copy of certificate to be attached)**

* + - 1. **Certificate No :**
      2. **Name of Firm :**
      3. **Certified By :**
      4. **Scope :**
      5. **Date :**
      6. **Validity :**