

TENDER NOTICE

Life Insurance Corporation of India intends to invite item rate tender through **e-TENDERING FOR PROPOSED S.I.T.C. OF 50 KWp GRID INTERACTIVE ROOF TOP SOLAR POWER PLANT at DIVISIONAL OFFICES IN KARNATAKA (DHARWAD PH-II, RAICHUR, BELGAUM ,BANGALORE II AND JEEVAN MANGAL BUILDING ,BANGALORE), and S.I.TC of 80 KWp GRID INTERACTIVE ROOF TOP SOLAR POWER PLANT AT JEEVAN SAMRIDHI BUILDING AT VISA KHAPATANAM** (Estimated value of work **Rs. 187.00 Lakh**).

For further details and tender documents, please visit website <http://www.tenderwizard.com/LIC>. The last date for submission of tender is **15.12.2017**. Further communications, corrigendum's, Amendments, if any and extension of date for submission of tender in case required, will be hosted in the above given web site only.

Life Insurance Corporation of India reserves the right to extend the date of submission of Tender/re-invite the Tender in case of inadequate selection in the Pre-qualification Bid.

Date : 29.11.2017

Chief Engineer



Engineering Dept., South Central Zonal Office, “Jeevan Bhagya”, Saifabad,
Hyderabad – 500 063 Tel 040-23230322 / 23235572, Fax : 040-23242654
E-mail: scz_engineering@licindia.com

PRE QUALIFICATION NOTICE

Life Insurance Corporation of India intends to invite item rate tender for the proposed e-TENDER FOR PROPOSED through e-TENDERING FOR PROPOSED S.I.T.C. OF 50 KWp GRID INTERACTIVE ROOF TOP SOLAR POWER PLANT at DIVISIONAL OFFICES IN KARNATAKA (DHARWAD PH-II, RAICHUR, BELGAUM, BANGALORE II AND JEEVAN MANGAL BUILDING, BANGALORE), and S.I.T.C of 80 KWp GRID INTERACTIVE ROOF TOP SOLAR POWER PLANT AT JEEVAN SAMRIDHI BUILDING AT VISAKHAPATANAM

The details are as follows.

S. No	DESCRIPTION OF THE WORK	Estimated cost (Rs. In lakh)	Completion period in days	Min. Bank Solvency (Rs. In lac)	Avg. Annual turnover last 2 years (Rs. In lac)	Min. Value of similar work completed in last 2 years.	Bidding capacity
1	Proposed e-TENDERING FOR S.I.T.C. OF 50 KWp GRID INTERACTIVE ROOF TOP SOLAR POWER PLANT at DIVISIONAL OFFICES IN KARNATAKA (DHARWAD PH-II, RAICHUR, BELGAUM, BANGALORE II AND JEEVAN MANGAL BUILDING, BANGALORE), and S.I.T.C of 80 KWp GRID INTERACTIVE ROOF TOP SOLAR POWER PLANT AT JEEVAN SAMRIDHI BUILDING AT VISAKHAPATANAM.	187.00	90 days from the work order date.	23.00	374.00	1. One work of 25 KWp during last two years for 30 KWp spv plants. 2. One work of 40 KWp or two works of 25 KWp during last two years for 50 KWp spv plants. 3. Copy of the certificate of electrical inspector. 4. Should have installed 20 KWp in any Govt/semi govt/PSU/big corporate house	Equal to or more than Rs. 187.00 lakh

Note: For working contractors of LIC of India, the above mentioned pre-qualification criteria (excluding Bidding Capacity) shall be relaxed by 15% provided they have executed similar nature of work elsewhere also. (Working contractors of LIC of India means the Contractors who have executed similar nature of job in LIC during the last four years prior to date of publication of this PQN and fulfilling all the eligibility criteria.) .

Bidding Capacity = [A x N x 2] - B, Where,

A= Maximum value of **Turn Over** in any one year during the last two years prior to date of publication of this PQN, taking into account the completed as well as the works in progress.

N= Number of years prescribed for completion of work for which this PQN is being published i.e. **0.250 Years (Three Months)**

B=Value of existing commitments and on going works to be completed during the period of completion of work for which bids have been invited **(3 months for this work)**

Only contractors who have carried out similar nature of Works **(SITC of roof top grid connected SPV plants in PSU)** and fulfilling above criteria shall participate in the e-tendering process.

The Tender Documents consist of BID I, BID II and BID III. The tenderer shall go through the BID I and BID II and quote their offer in BID III. The Tenderer shall go through the BID I , BID-II & BID III of the Tender before submitting the Tender.

Contractor has to submit the Tender as under :

(1) BID I : Prequalification Bid (Enrolment form with Annexures). The Tenderer shall fill in the enrolment form and upload the supporting documents / attachments. The scanned copy of the Demand Draft/Pay Order/Banker's Cheque/ Bank Guarantee of EMD shall be uploaded in BID I.

(2) BID II : Big Sealed envelope consisting of two separate sealed envelope as per following :-

(a) Earnest Money Deposit of Rs. **2,81,000.00 (Rupees Two Lakh Eighty One thousand Only)** in the form of Demand Draft/Pay Order/Banker's Cheque in favour of "Life Insurance Corporation of India" payable at **Hyderabad**. OR 50% amount i.e. **Rs. 1,40,500.00** in the form of Bank Guarantee of any Nationalised/Scheduled Bank & another 50% i.e. **Rs. 1,40,500.00** amount in the form of Demand Draft/Pay Order/Banker's Cheque drawn in favour of "Life Insurance Corporation of India" payable at **Hyderabad**.

(b) **Contractor registered with MSME/NSIC .Our tender is SIT&C of solar plant which comes under works contract. If vendor is having certificate from MSME/NSIC which includes SIT&C of Solar Plants instead of procurement will be considered for exemption of EMD .The latest certificate to be up loaded with separately in the given template.**

(c) **EMD: MSME/NSIC certificate details sheet included and to be filled up by contractor before uploading tender.**

- (3) BID III : FINANCIAL BID consisting of documents and schedule of quantities. The Tenderer shall download the documents, fill in their relevant information, sign & stamp and upload in the portal. The item rate in words and figure shall be quoted in the templet provided. No other document, conditions shall be uploaded alongwith documents of FINANCIAL BID.

Note (a) Any agency applied and fulfilling the selection criteria may not be considered for enlistment if unsatisfactory performance report/s is/are received for the Completed projects from their previous Employer.

(b) The Chief Engineer reserve the right to not open Financial bid of Tender or any/all the Applicants at his sole discretion without assigning any reason whatsoever.

(c) Only for pre-qualification criteria of minimum value of similar nature of work done 2 years period will be considered; for all other purpose including Bidding capacity, preceding 2 years period only will be considered.

Date:29.11.2017

CHIEF ENGINEER



South Central Zonal Office, “JEEVAN BHAGYA”, Saifabad, Hyderabad
e-Tendering Programme

System Tender No.

1. Online bids are hereby invited for the works mentioned below through online e-Tendering System portal <http://www.tenderwizard.com/LIC> **from the intended vendors.**

TENDER FOR PROPOSED e-TENDERING FOR PROPOSED S.I.T.C. OF 50 KWp GRID INTERACTIVE ROOF TOP SOLAR POWER PLANT at DIVISIONAL OFFICES IN KARNATAKA (DHARWAD PH-II, RAICHUR, BELGAUM ,BANGALORE II AND JEEVAN MANGAL BUILDING ,BANGALORE), and S.I.TC of 80 KWp GRID INTERACTIVE ROOF TOP SOLAR POWER PLANT AT JEEVAN SAMRIDHI BUILDING AT VISAKHAPATANAM

Sr. No.	Name of Work	Estimated Cost	Earnest Money Deposit (EMD)
1.	As mentioned above	Rs.187.00 lakh	Rs. 2,81,000.00

2. Possession of Digital Signature Certificate (DSC) and registration of the contractors on the portal i.e. <http://www.tenderwizard.com/LIC> is a prerequisite for e-Tendering.
3. Last Dates of various activities by bidder:
- Downloading of Tender Documents : From: **29.11.2017 Upto 17.00 Hrs on 13.11.2017 @ 15.00 hrs.**
 - Pre Bid Date & Time: at 11.00 Hrs on **07.12.2017**
 - Tender Closing Date & Time: up to **15.12.2017 15:00 Hrs**
 - Manual submission of EMD : **15.12.2017** up to 15.00hrs
 - Opening of BID I & BID II : From 15:30 Hrs. on **15.12.2017**

Note : Pre Bid meeting shall be held at The Chief Engineer, L.I.C. of India, SCZO, Engineering Department, South Central Zonal Office, “Jeevan Bhagya”, Secretariat Road, Saifabad, Hyderabad – 500 063 Tel: 040-23230322 / 23235572, Fax: 040-23242654, E-mail: scz_engineering@licindia.com

For Registration and for further details on e-tendering, please visit website above mentioned portal (website) or below mentioned Helpdesk details.

Office Address : Antras Systems limited
e-Tender helpdesk #24, Sudha Complex,
03rd Stage, 04th Block, Basaveshwaranagara, Bangalore - 560079,
Help Desk Contact Details:
Tel: 080-40482000/121/133/140
Mobile: 9686115304/9686115323
E-mail: lokesh.hr@antaressystes.com
raghuprashanth@antaressystems.com

Key Dates:

Sr. No.	Department Stage	Contractor Stage	Start Date and Time	Expiry Date and Time
1	Release of Tender document	-	29.11.2017 10.00 Hrs	29.11.2017 17.00 Hrs
2	-	Downloading of Tender Document	29.11.2017 10.01 Hrs	13.12.2017 15.00 Hrs
3	Pre Bid meeting		11.00 Hrs on 07.12.2017	--
4	-	Online submission of tender documents	29.12.2017 10.01 Hrs	15.12.2017 15.00 Hrs
5	Online Opening of BID I & BID II	-	15.12.2017 15.30 Hrs	15.12.2017

NOTE: The date of opening of BID III (Financial BID) shall be intimated at a later date to contractors, who fulfill the selection criteria,

**LIFE INSURANCE CORPORATION OF INDIA
INSTRUCTIONS IN REGARD TO SUBMISSION OF TENDERS**

NOTE: Tenderer should note that non-compliance of the following instructions will render the tender liable for rejection.

1. Address to which the BID No. II i.e. EMD in a sealed envelop marked BID No. II is to be submitted:

The Chief Engineer, L.I.C. of India, SCZO, Engineering Department, South Central Zonal Office, "Jeevan Bhagya", Secretariat Road, Saifabad, Hyderabad - 500 063

2. Last date for receipt of tenders **15.12.2017** as per Key Dates. **up to 15.00 hours.**
3. Tenderer should ensure that the tender is received before the due date and time specified in the Key Dates of online tender.
4. Tenderer should fill in all the relevant information in prescribed templates/forms and put his Digital signature on the relevant places as required in the e-tendering System.
5. The schedule of Quantities should be filled in as per the format given in the online e-Tender.
6. Tenderer should note that he is to quote item rates only.
7. No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate uploaded documents.
8. Proforma of Articles of Agreement should not be filled in by the tenderer. While the contract shall be deemed to have come into existence on issue of letter of acceptance to the successful tenderer, formal agreement shall be signed thereafter with the successful tenderer on non-judicial stamp paper of requisite value as per the proforma of Articles of Agreement. This clause is applicable to contracts of completion period exceeding six months.
9. Earnest Money will be accepted only in the form of Demand Draft/Pay Order/Banker's Cheque of any Nationalised Bank/Approved Scheduled Bank drawn in favour of "LIFE INSURANCE CORPORATION OF INDIA" payable at **Hyderabad** OR 50 % of the EMD in the form of Bank Guarantee and 50 % in the form of CROSSED DEMAND DRAFT/ Pay Order/ Banker's Cheque of any of the Nationalised Banks / Approved Scheduled Banks drawn in favour of the "LIFE INSURANCE CORPORATION OF INDIA" payable at **"HYDERABAD"** only, and not in favour of any other Authority or location. Any tender, which is not accompanied by Earnest Money Deposit, shall be summarily rejected. No interest will be paid for the period during which the earnest money lies in deposit with the Employer.
10. The tender shall be accompanied by a certified true copy of Power of Attorney in favour of the signatory to the tender documents. If the tender is submitted on behalf of a firm, it must be signed either by all partners or person holding a valid power of attorney from all partners constituting the firm. The person signing the tender on behalf of another partner(s) or on behalf of a firm on Company shall attach with the Tender a proper Power of Attorney duly executed in his favour by such other person(s) or by all the partners in accordance with the Constitution of the Company / Articles of Association, stating that he has the authority to sign on behalf of such other person(s) of the firm or the Company as the case may be, in all matters pertaining to the contract including the Arbitration Clause. The tenderers can submit the scan copy of the same on the online portal.
11. Contractors are warned that Cash, or Encashable Cheque, or Bank or Insurance Guarantee, or Fixed Deposit receipt in lieu of the aforementioned form of Earnest Money remittance will not be accepted

12. Tenders containing errors are liable to be considered non-bonafide at the discretion of the Chief Engineer
13. Tenderer should note that tender should remain open for consideration for a minimum period of **SIX MONTH** from the date fixed for the receipt of tenders.
14. The Life Insurance Corporation of India reserves the right to accept any tender or to accept tenders in part; to reject any or all tenders without assigning reasons thereof.
15. Contractors should fill in their “**item rate against each location in the SCHEDULE OF QUANTITIES or prescribed form provided on online portal in both FIGURES and WORDS.** Tenders containing the item rate only in figures are liable to be considered non-bonafide at the discretion of the Chief Engineer and entail forfeiture of Earnest Money Deposit.
16. If on check there are differences between the rates/ Percentage given by the contractor in words and figures or in the amount worked out or no rate /amount quoted by him, the following shall be considered:
 1. When there is a difference between the rates/ Percentage in figures and in words, the rates which correspond to the amounts worked out by the contractor, shall be taken as correct.
 2. When the amount of an item is not worked out by the contractor or it does not correspond with the item rate written either in figures or in words, then the item rate quoted by the contractor in words shall be taken as correct.
 3. When the item rate quoted by the contractor in figures and in words tallied but the amount is not worked out correctly, the item rate quoted by the contractor shall be taken as correct and not the amount.

**INFORMATION & INSTRUCTIONS TO THE BIDDERS
FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS)**

Special Conditions & instructions for using online Electronic Tendering System (eTS) through portal (website) <http://www.tenderwizard.com/LIC> adopted by Life Insurance Corporation of India (LIC), South Central Zone, Hyderabad as given in the subsequent pages will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

- **Registration of the Contractors/Bidders:** All the Contractors intending to participate in the tenders floated online using Electronic Tendering System (ETS) are required to get registered on the eTender Portal (website) <http://www.tenderwizard.com/LIC>.

~~Only after the concerned officer of LIC Division approves the Registration / Empanelment of the contractor online, the contractor shall be allowed to participate in the tenders floated by the department using the Electronic Tendering System.~~

After successful Registration on above mentioned portal **contractor will** get a User ID and Password to access the website.

- **Viewing of Online Tenders:** The contractors/bidders can view tenders floated on online Electronic Tendering System (ETS) hereinafter referred as “eTendering System” through portal (website) at <http://www.tenderwizard.com/LIC>. They can view the details like Tender Notice, Terms and Conditions, drawing (if any) and any other information. To download through they need to login on to the above portal and can download the tender documents of an eTender.
- **Obtaining a Digital Certificate and its Usage:** On e-Tendering System the bids should be Encrypted and Signed electronically with a Digital Signature Certificate (DSC) to establish the identity of the bidder on online Portal. The Digital Signature Certificate (DSC) has two keys i.e. Public Key and Private Key. The Public Key is used to Encrypt (code) the data and Private Key is used to decrypt (decode) the data. The Encryption means conversion of normal text into coded language whereas decryption means conversion of coded language into normal text. These Digital Signature Certificates (DSCs) are issued by an approved Certifying Authority, by the Controller of Certifying Authorities (CCA India), Government of India.
- The contractors may obtain Class III digital certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities on the portal <http://cca.gov.in>. or may obtain information and application format and documents required for issue of digital certificate from our Service Provider for Electronic Tendering System (ETS):

M/S .Antares systems limited
E-Tender helpdesk
#24, Sudha Complex,
03rd Stage, 04th Block,
Basaveshwaranagara,
Bangalore - 560079,

Help Desk Contact Details:
Tel: 080-40482000/121/133/140
Mobile: 9686115304/9686115323
E-mail: lokesh.hr@antaressystes.com
raghuprashanth@antaressystems.com

- The Bid (Online Offer) for a particular eTender may be submitted only using the Digital Signature Certificate (DSC), which is used to Encrypt (codified) the data and sign the Hash (Impression of your data) during the stage of Bid Preparation and Hash submission. In case, during the process of a particular eTender, the user loses his Digital Certificate (i.e. due to virus attack, hardware problem, operating system problem), he may not be able to submit the bid online. Hence, the users are advised to keep their Digital Signature Certificates in safe custody.
- The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.
- Bidders participating in e-tendering shall check his/her validity of Digital Signature Certificate before bidding in the specific work floated online at the eTendering Portal (website) through <http://www.tenderwizard.com/LIC>.
- **Submission of Earnest Money Deposit:**

Contractors have to deposit EMD of required amount and in the form as stated in of DD/ or 50 % DD and 50 % BG in a sealed envelope on and before of required amount as mentioned in the respective eTender in the form of "CROSSED DEMAND DRAFT " of any of the Nationalized Banks drawn in the favour of the "Life Insurance Corporation of India" payable at "HYDERABAD" only, and not in the favour of any other Authority or Location .

- Refund of Earnest Money Deposit to the unsuccessful bidders will be made through RTGS/NEFT.

A scanned copy of DD against EMD should be uploaded mandatory while Bid Preparation stage (as per the Key Dates mentioned in eTender and Tender document) and **original D.D./BG should be submitted to The Chief Engineer, L.I.C. of India, SCZO, Engineering Department, South Central Zonal Office, "Jeevan Bhagya", Secretariat Road, Saifabad, Hyderabad - 500 063 in the sealed envelope (BID II) on or before the due date mentioned in Key Dates of eTender, otherwise your BID I & II will not be opened.**

- **Submission of Tender Document Fees:**

- The Contractors have to submit a Demand Draft of requisite amount as mentioned in the particular e-Tender against the Tender Document Cost of any of the Nationalized Banks drawn in the favour of the "Life Insurance Corporation of India" payable at "Hyderabad" only, and not in the favour of any other Authority or Location.
- The scanned copy of the Demand Draft against Tender Document Fees should be uploaded mandatory during "Bid Hash Submission" stage (as per the due date mentioned in Key Dates of eTender and original DD should be submitted to **The Chief Engineer, L.I.C. of India, SCZO, Engineering Department, South Central Zonal Office, "Jeevan Bhagya", Secretariat Road, Saifabad, Hyderabad - 500 063** in the sealed envelope on or before the due date mentioned in Key Dates of respective eTender, otherwise your Tender will not be opened.
- If the tenders are cancelled or recalled on any grounds, the tender document fees will not be refunded to the agency.

- **Submission of Tender Processing Fees:**

- ~~Tender Processing Fee to be paid online through e-payment debit card/credit card facility/net banking available on e-tendering website.~~

~~For further clarification kindly contact our Helpdesk as mentioned above.~~

- **Tender Download:**

- The Eligible Bidders can download the Tender Document online from above eTendering Portal <http://www.tenderwizard.com/LIC> before the Tender closing date & time mentioned in the eTender floated.

- **Submission of Bid Hash of online bids:**

- The bidders are required to prepare their bids on online eTendering Portal as mentioned above. During bid preparation the bidders have to send their Public Key of DSC hence they are advised to procure DSCs at earliest to participate in the eTender. They are required to upload the scan copies of Demand Draft for Tender Document Fees and Earnest Money Deposit. Also bidders are required scan and upload any other documents related to their credentials and submit wherever asked online. The bidders have to prepare their commercial bid online during in this stage only and seal (Encrypt) and digital sign the online bid with their Digital Signature Certificates. The Bidders should take note of any corrigendum being issued on the web portal on a regular basis. They should view and note down or take a printout the Bid Hash submitted and ensure that it matches during "Re-Encryption of Bids" stage. The bidders will not be able to change their technical details and offer (rates) after expiry of due date and time on online portal.

- **Generation of Super Hash:** After the time of submission of Bid Seal (Hash) by the Contractors/Bidders has lapsed, the bid round will be closed and a "Digitally signed tender Super-Hash" will be generated by concerned LIC Department official. This is equivalent to sealing the tender box.

- **Re-Encryption of Bids:** Once the Generation of Super Hash stage is completed the Contractors/bidders have to decrypt their bids as they are in encrypted mode by their DSC and re-encrypt with Department user's Public Key which will be included in the eTender. During this process they need use their DSC for decryption of Bids and signing of Bid Hash once again for security. The electronic bids of only those Contractors/bidders who have submitted their bid seals (hashes) within the stipulated time, as per the tender time schedule (Key Dates), will be accepted by the system. A Contractor who does not submit his bid seal (hash) within the stipulated time will not be allowed to submit his bid (Re-Encryption). This stage could be considered as transfer of control to LIC Department user.

- Pre-bid discussion with all applicants on key dates.
- **Opening of Tender (Electronic offers):** (a) EMD Bid & Pre-qualification Bid shall be opened on key dates. (b) The date of opening of Price/Financial Bid shall be intimated to the Eligible Bidders.

TENDER EVALUATION PROCEDURE

Tenders are invited in Three Bid tendering system.

1.BID I (Pre-qualifying): This bid will be online filled in enrolment form with credentials of contractors including copy of DD/Pay Order/Banker's Cheque/BG of EMD of **Rs. 2,81,000.00** "Pre-qualification" will be selection of contractors on the basis of minimum bank solvency, Annual turnover & Value of work done of similar nature as mentioned in the selection Criteria. All the necessary required papers i.e. self attested copies of annual turnover (certified by Chartered Accountant), Bank solvency (**issued latest or within three months prior to date of this tender notice**), copy of work/ works executed, Completion Certificates. All required scanned documents duly self attested only to be uploaded online.

2 BID II (Technical & E.M.D. Bid) : Earnest Money Deposit of **Rs. 2,81,000.00 (Rupees Two Lakh Eighty One Thousand Only)** in the form of Demand Draft/Pay Order/Banker's Cheque in favour of "Life Insurance Corporation of India" payable at **Hyderabad**. OR 50% amount i.e. **Rs. 1,40,500.00** in the form of Bank Guarantee of any Nationalised/Scheduled Bank & another 50% amount i.e. **Rs. 1,40,500.00** in the form of Demand Draft/Pay Order/Banker's Cheque drawn in favour of "Life Insurance Corporation of India" payable at **Hyderabad**. On the due date of opening of Pre-qualification Bid, the BID II will be opened first and the Pre-qualification Bid (BID No.I) of contractors whose EMD found in order shall be opened online.

3 BID III (Financial Bid) : The Price Bid consists of letter to contractor, letter from contractor, Appendix to Condition of Contract, Schedule of Quantities etc . The agency shall fill **item** rates both in words and figures. **The agency shall note that no condition shall be mentioned in the Price Bid. The conditional Tender is liable to be rejected.** The Financial Bid will be opened on the scheduled date. Date of opening of FINANCIAL BID will be conveyed to the agencies who qualify in BID I & II. The **item** rates quoted in Tender shall remain valid for **6 months** from the last date of submission of Tender.

Note:

- 1. The EMD of the contractors who do not qualify in Prequalification Bid will be released without opening Financial bid.**

LIFE INSURANCE CORPORATION OF INDIA.
South Central Zonal Office, "JEEVAN BHAGYA", Saifabad, Hyderabad

INSTRUCTIONS FOR FILLING AND SUBMISSION OF PRE-QUALIFICATION BID

The Enrolment Form along with the Annexure A1, A2 and B to G shall be completely filled in all respect along with these instructions for filling and uploading of Enrolment Form.

1. Contractors to note that all particulars required as per the form and Annexures 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 Pre-qualifying Bid of the eligible agencies, which fulfill the selection criteria, shall be evaluated. Please note that no enquiries or correspondence regarding the selection for issue of tenders shall be entertained.
4. Latest Solvency Certificate from any Nationalised/Scheduled Bank of an amount of **Rs.23.00 Lakh** as mentioned in the pre-qualification tender notice should be uploaded submitted along with BID DOCUMENT NO. I.
5. The Contractors are advised to follow the instructions given below :
 - (a) Enrolment Form shall be filled online in the e-tendering portal in capital letters **or and** 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 Tenderer 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**.
 - (d) The annual turnover should be based on latest Income Tax Clearance Certificate duly cleared by Income Tax Department or audited balance sheet, copy of which should be enclosed.
 - (e) Copy of Agreement in case of works carried out for private agencies **should be enclosed**.
6. All the documents uploaded are to be self attested by the authorized signatory.
7. Please note that the submission of PQ BID does not confer any right to claim for selection for further tendering process.
8. Chief Engineer reserves the right to reject the PQ BID of the applicant without as-signing any reason whatsoever.

Encl: Enrolment Form with Annexure A1, A2 and B to **G**

CHIEF ENGINEER