

TENDER SCHEDULE FOR DIVISIONAL /BRANCH OFFICES under DO Srinagar

Sl No	Description	
1	Name of work :	S/I/T/C of 1ϕ (single phase)/ 3 ϕ (three phase) 40/25 kVA soundless / noiseless Diesel Generator set (D.G. Set) in Acoustic enclosure on hire basis.
2	Estimated rent per month	Rs. _____/-(Rs. _____) (depending up on the DO/BO)
3	Cost of tender document	Rs. 500/- (Rupees Five hundred only).
4	Earnest Money Deposit	Rs.2500/-(Rs. Two Thousand five hundred) per location.
5	Date of sale of tender document	From 09.02.2016 to 29.02.2016 between 10.00 AM and 3.00 PM on week days and between 10 AM and 1.30 PM on Saturdays (excluding Holidays and Sundays) from the above office on payment of non refundable tender cost by Demand Draft / Pay Order in favour of “ Life Insurance Corporation of India ” payable at JAMMU.
6	Last Date & Time of receiving / submission of tender document.	On 29.02.2016 up to 16.00 Hrs.
7	Date & Time of opening of Technical Bids	On 01.03.2016 at 11.00 Hrs
8	Date & Time of opening of Financial Bids.	Shall be intimated later on.
9	Time Limit for installation of the D.G. Set	45 (Forty Five) days from the date of acceptance letter.
10	Contract period	03 years (Initial).
11	Security Deposit	5 % of the estimated annual rent.
12	Notice period for Termination of contract.	03 (Three) months on either side..
13	Validity of tender	90 (Ninety five) days from the date of opening of Technical Bid.

Sr. Divisional Manager

LIFE INSURANCE CORPORATION OF INDIA
Divisional Office Cell, 18-A, Rail Head Complex, Jammu**INSTRUCTIONS TO BIDDERS**

1. The tender forms will be available from **09.02.2016 to 29.02.2016** between 10.00 AM and 3.00 PM on week days and between 10.00 AM and 1.30 PM on Saturdays (excluding Holidays and Sundays) on payment of Rs. 500/- (Rupees five hundred only) by Demand Draft / Pay order. (Non refundable) in favour of “**Life Insurance Corporation of India**” payable at **JAMMU**.
2. The last date for submission of filled in tenders (both technical and financial bids) is **29.02.2016 up to 4. 00 PM**. The offers received after the last date and time mentioned above will not be considered.
3. The filled in tenders should be submitted to the address given below :

Chairman Stores Committee

LIC of India, Divisional Office

18-A, Rail Head Complex, DO Cell- Jammu.

4. The technical bid will be opened by the “Tender Opening Committee” on **01.03.2016 at 11 AM** in the presence of bidders or their authorized representatives if they are willing to attend. After scrutiny of the technical bids, the date of opening of financial bids will be intimated to those bidders whose offers are found suitable.
5. **The tender form consists of the following documents. i.e.,**
 - i) **Instructions to bidders and Terms & Conditions.**
 - ii) **Technical part.**
 - iii) **Financial part.**

The offers are to be submitted in Two Bid system i.e., Technical Bid and Financial Bid. The Technical Bid consists of all the required information called for in the questionnaire. The envelope 1 – Technical Bid shall contain the addressee’s details and details of the bidder also.

6. The price bid shall contain only financial details i.e., rate and other financial implications. The Financial Bids will be placed in the Envelope - II and super scribed with addressee and bidders details.

7. EMD of Rs.2500/-(Rupees two thousand five hundred) in the form of Demand Draft / Pay Order in favour of “Life Insurance Corporation of India” payable at JAMMU and the cost of tender fee of Rs. 500/- (Rupees Five hundred only), the Miscellaneous Receipt of the tender fee deposited or D.D or Pay Order shall be submitted in sealed cover (Marked Envelope – III) super scribing as “Earnest Money Deposit” for

S/I/T/C of 40/25 kVA soundless / noiseless Diesel Generator set (D.G. Set) Single phase1 ϕ / Three phase (3 ϕ) in Acoustic enclosure on hire basis at Divisional Office Cell-Jammu, Branch Offices- Poonch, Doda, RS Pura, Jammu-BO1, Jammu- BO2 and Jammu-BO 3, Udhampur, Samba, Kathua , Anantnag, Budgam, Pulwama along with the “Technical and Financial Bid”. Please note that no interest is payable on the EMDs.

8. In case the tender form is downloaded from the corporation’s web site, the non- refundable tender fee of Rs. 500/- (Rupees Five hundred only), shall be remitted in the form of Demand draft / Pay order drawn in favour of “**Life Insurance Corporation of India**” payable at **JAMMU** .

9. All the three envelopes will be placed in a fourth envelope (**Envelope – IV**) and sealed and submitted to The Chairman Stores Committee at the address given at **page No. 2**. The envelope must be super scribed with

“Tender for SITC of 40/25 kVA soundless / noiseless Diesel Generator set (D.G. Set) Single phase 1ϕ/ Three phase 3 ϕ in Acoustic enclosure on hire basis at “Divisional Office/Branch Office” and the last date for submission is 29.02.2016 up to 4.00PM and technical bid to be opened on 01.03.2016 at 1100 hrs .

10. **Refund of EMD:** - EMD shall be refunded as under:

1. EMD of Non Eligible Firms / Agencies shall be refunded within 30 (Thirty) days from the date of opening of Technical Bid.
2. EMD of all unsuccessful Firms / Agencies shall be refunded within 30 (Thirty) days after awarding the contract to the successful bidder.
3. EMD of lowest bidder shall be refunded separately or adjusted along with the Security Deposit.
4. In case the lowest Firm / Agency refused to install the D.G. Set after issue of acceptance letter , a notice shall be served to them by giving 30 (Thirty) days time failing which their EMD amount lying / retained with us shall be forfeited without any further correspondence. **Sr. Divisional Manager is the competent authority to refund /forfeit the EMD amount.**

11. **The following documents should be enclosed along with the Technical Bid:**

- (a) Trade Licence Certificate.
- (b) Professional Licence No.
- (c) Service Tax Registration Certificate.
- (d) List of clients with D.G. Set supplied on hire basis with date and location of installation during last three years.
- (e) List of current contracts with capacity of D.G. Set.
- (f) Attested copies of work order.
- (g) Performance certificate issued by clients during last three years.
- (h) Income Tax return for the last three years.
- (i) Certified copy of average annual turn over of the firm / agency from CA
- (j) Sales Tax / VAT Registration and Clearance certificate.
- (k) PAN Card.

If any of the above documents are not enclosed along with the offer (i.e Technical Bid) by the Firms / Agency such firms shall be declared as Non bonafied / Non Eligible and their Financial Bid will not be opened.

12. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any over writing or use of white ink is to be duly initialed by the tenderer. **The Corporation reserves the right to reject the incomplete bids and bids lacking in details and without signatures.**

13. Tenderers should note that their tenders should remain open for consideration for a Minimum period of 90 (Ninety) days from the date of opening of “Technical Bids”.

14. Separate tender forms are to be submitted in case more than one tender is offered.
15. Tenders received late, not in properly sealed cover, received telegraphically & Conditional or not conforming to the prescribed conditions or not complete in all respects will be rejected.
16. If any of the dates mentioned above happens to be a holiday, the transaction will be made on the next working day.
17. Issue of tender document does not mean that the Firm / Agency is considered to be qualified. Any deficiency in any documents while tendering or in the services prior to/after tendering with LIC of India. It is the discretion of LIC to summarily reject/cancel the services/tender of the vendor without intimating any reason whatsoever.
18. The Tender Inviting Authority reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning reasons thereof. The tender inviting authority does not bind to accept the lowest tender.

Place:

Date:

Sr. Divisional Manager

Annexure – III

Sub : “ Tender for SITC of Single phase 1 ϕ /Three phase 3 ϕ - 40/25 kVA D.G set on hire basis” at DO/BOs.

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This tender consists of two parts, viz., Technical Bid including Instructions to Bidder. Terms and conditions and Financial Bid containing expected price only. **Separate Technical and Financial bid &EMD is to be submitted for each proposal.** The Technical Bid, Financial Bid and the Earnest Money Deposit (EMD) should be sealed in envelopes. The use of envelopes will be as under:

- (a) **Envelope marked as I :** The duly completed **Technical Bid** along with supporting documents be put in this envelope and sealed.
- (b) **Envelope marked as II :** The duly completed **Financial Bid** be put in this envelope and sealed.
- (c) **Envelope marked as III :** The DD or Bankers cheque for “ Earnest Money Deposit” and “Cost of tender document” or the **Miscellaneous Receipt of the required value be put in this Envelope and sealed.**
- (d) **Envelope marked as IV :** All the three envelopes shall be placed in envelope marked – IV and sealed (i.e. Envelopes marked as IV , will contain three envelopes marked as I , II & III) and submitted to LIC of India, in sealed condition “ Super scribing as

“Tender for SITC of Single1 ϕ / Three 3 ϕ - 40/25 kVA D.G. set on hire basis” at DO/BOs,
 Technical Bid to be opened on **01.03.2016 at 1100 Hrs.**

GENERAL TERMS & CONDITION

The scope of services and terms & conditions for hiring the D.G. Set are as under:

1. The terms and conditions along with the instructions will form part of the tender to be submitted by the tenderer to LIC of India, herein termed as Corporation.
2. Tender which is received on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.e. **29.02.2016 after 4.00PM** fixed for submission of tenders shall be termed as **‘LATE’** tender and will not to be considered. Such tender shall be returned to the concerned party without opening the same.

3. All Firms / Agency are requested to submit the tender documents (Technical Bid and Price Bid) duly filled in with the relevant documents / information at the following address:

Chairman Stores Committee,

LIC of India,

18-A, Rail Head Complex, Divisional Office- DO Cell Jammu.

4. All columns of the tender documents must be duly filled in and no column should be kept blank. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any over writing or use of white ink is to be duly initialed by the tenderer. The Corporation reserves the right to reject the incomplete bids and bids lacking in details and without signatures.

5. The offer should remain valid at least for a period of 90 (Ninety) days to be reckoned from the date of opening of "Technical Bid".

6. There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other condition, which **may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking "list of deviations"**.

7. The Technical bids will be opened on (Date & Time) in the presence of tenderers at our above office. All tenderers are advised in their own interest to be present on that date, at the specified time.

8. Canvassing in any form will disqualify the tenderer.

9. Income-Tax and Statutory clearances shall be obtained by the vendors at their own cost as and when required.

All payments to the successful vendor shall be made by Accounts Payee Cheques/NEFT/RTGS only.

10. In case the space in the tender document is found insufficient, the bidder may use separate sheets to provide full information.

11. The financial bids will be opened only if at least two Technical Bids are found suitable. In any case single Financial Bid shall not be opened.

12. Rates are to be quoted for running the D.G. Set monthly including rental charges for each rating of D.G. Set complete with all accessories on hire basis in sealed cover (Envelope – II), super scribing the rating of D.G. set.

13. The operator provided by the supplier, should possess the requisite & valid electrical License, for running D.G. Set.

14. All cost for maintenance and servicing of the generator including the cost of spare parts and periodical replacement of Mobile oil is to be borne by the D.G. set contractor.

15. The D.G. Sets should be maintained properly to keep those in satisfactory running condition at all 3 times for supplying emergency power for a load at least 90% of rated output of respective generators.

16. The permission of statutory authorities towards installation of D.G. Sets will be obtained by the supplier of D.G. Set at their cost.

17. The arrangements for providing accessories like cables, change-over switches etc., if required, will be made by the contractor at their own cost.

18. The arrangements for providing exhaust pipeline of the D.G. Set, as per requirement & Specification of Statutory Authorities will be made by the contractor at their own cost.

19. Mending of any damage caused to the LIC property during loading, unloading of the D.G. Set in LIC premises at the time of installation or taking out D.G set from LIC premises will be done by the Contractor to original finish, at their cost.
 20. The successful bidder should install and commission the D.G. Set in LIC premises within 45 (Forty five) days from the date of awarding the contract. Electricity Duty, if any, payable to the State Govt., depending on running hours of the D.G. Set shall be borne by the contractor. Installation of the energy meter with its calibration and registration with the Statutory Authority shall be done by the contractor at their cost.
 21. The DG set should consist of the meter which indicates hours of run/power cut suitably.
 22. The contract shall remain in force initially for a period of three years from the date of installation and satisfactory commissioning of the D.G. Set at site. However, the contract is subject to termination at any time if the services are not found satisfactory or for any other reason whatsoever by **serving three calendar months notice on either side. Also LIC of India can terminate the contract by serving three calendar months notice if the services of DG set are not required.** The contract may be renewed for further period of **two years** as mutually agreed rates / charges and keeping other terms & conditions unchanged, depending on satisfactory services rendered by the generator supplier and requirement of the office. In case of any major break-down of D.G. Sets requiring repairing time for more than one day, an alternative interim arrangement will be made by the generator provider immediately by providing a substitute generator of adequate capacity at no extra cost. For non-functioning of the D.G. Set or in the event of failure on the part of the generator supplier to provide an alternative interim generator of adequate capacity, within one day during power failure / load shedding, penalty deduction shall be made based on **Over Time rate** for running of DG set beyond normal hours and if the same is not restored within 24 hours, corporation will be free to hire another DG set from the market at the risk and cost of contractor limited to double the amount quoted by the contractor.
 23. **Tenders should be submitted along with the requisite Earnest Money Deposit amount in the prescribed mode. Tenders submitted without Earnest Money Deposit will be summarily rejected. The Earnest Money will not bear any interest.**
 24. The successful bidder will also have to remit performance Security Deposit by DD / Pay Order / Banker's Cheque for an amount equal to 5 % of accepted tender amount of a year within 15 days from the date of issue of acceptance letter. Work order for commencement of the work will be issued separately within seven days after the contractor remit the requisite performance Security Deposit. If the successful bidder agrees to convert the EMD amount to Security Deposit , in that case the contractor shall has to deposit an amount equal to 5% of accepted tender of a year less EMD amount deposited along with the tender within 15 days from the date of issue of acceptance letter. Please note that the Security Deposit will not bear any interest and the same will be refunded to the contractor within 30 (thirty) days after the closure of the contract.
 25. The successful bidder will have to execute an Agreement with the LIC of India, on Non - judicial stamp paper of requisite value and as per the draft of Agreement to be provided by the LIC of India, **within 14 (Fourteen) days from the date of issue of work order for commencement of the work.** No payment will be made until the Agreement is executed. Please note that necessary instructions for payment will be issued to concerned Divisional / Branch Office only after execution of agreement.
 26. In case the successful bidder remit the full amount of Security Deposit (i.e. 5 % of estimated annual rent of a year by DD / Pay Order / Banker's Cheque) in that case their EMD amount will be refunded after execution of the Agreement.
 27. The deployment of operator for running the generator should comply with the Labour Legislation Act. and Minimum wage Act of Govt. of India and the State Govt.
 28. The contractor will have to remove the D.G. Set from the LIC premises within 07 (Seven) days from the date of termination or closure of the contract at their cost , else demurrage charges @ Rs.1000/- (Rupees One thousand only) per day will be levied by the LIC of India, on the contractor.
The D.G. set shall have to be run in the event of load shedding / power cut / breakdown / single phasing / erratic power supply from supply Co. on all working days.
- ❖ Normal working hours on all working days shall be as under.
- a. From Monday to Friday - (i) 9.30 AM to 6.00 PM.
(When Office Hrs. is 10.00 AM to 5.00 PM).
(ii) 10.00 AM to 6.30 PM.
(When Office Hrs. is 10.30 AM to 5.30 PM).
 - b. Saturday (i) 9.30 AM to 2.30 PM.
(When Office Hrs. is 10.00 AM to 1.30 PM).
(ii) 10.00 AM to 3.00 PM.
(When Office Hrs. is 10.30 AM to 2.00 PM).

30. Please note that D G set shall comprise Diesel Engine of **Cummins / Kirloskar / Greaves / Ashok-Leyland / Mahindra & Mahindra** will only be accepted. The approval of make of Engine, Alternator & Enclosure must be obtained well before procurement. If the tenderer wishes to procure the D.G. Set other than approved make, they must submit the proposal along with copy of certification as mentioned & obtain approval of Chief Engineer / Sr. Divisional Manager well before procurement of D.G. Set. If at any stage it is found that DG set provided is not of our approved make, LIC reserves the right to ask the contractor to remove the DG set & provide new DG set as per approved makes.
31. The successful tenderer has to submit copies of invoices after procurement of D.G. Set. The name, address & phone no. of service centre shall also be mentioned.
32. Hiring charges shall be payable from the date of commissioning / date of energizing the electrical installation.
33. **The quoted rate for running the D.G set on monthly hire basis shall be inclusive of cost of DG set installation, operation (including operator) , cost of diesel price prevailing in the market at the date of opening of tender, lubricant, maintenance, tools, security etc. complete required for D G set operation. Please note that any variation (Increases / Decreases) in the price of diesel will be considered for payment / recovery as per the Govt. notification issued for diesel price.**
34. Price adjustment for the cost of running of DG set due to variation in diesel price- Price adjustment shall be reviewed in every six months on the basis of actual consumption of diesel for operation of DG in a given period. For adjustment on account of price variation in diesel price, quantity of diesel consumed shall be determined on the basis of standard fuel consumption chart on different percentage of load, supplied by the standard DG set manufacturer like Kirloskar/ Cummins etc whichever is lesser but not less than the estimated cost of tender per month. .
35. **A Log book shall be maintained for recording the daily running of DG set including over time which should be signed by authorized representative of LIC.**
36. The rate quoted shall be written in **FIGURES & WORDS** both & if there are any corrections same shall have to be initialed by the contractor. **Please note that quoted rates shall be inclusive of all prevailing taxes viz I.T., S.T. , Work contract tax Service tax or any other taxes , duties , levies etc as applicable & nothing extra shall be paid on any account.**
37. Bill shall be submitted in triplicate in the first week of the following month along with the Xerox copy of Log book and original Log book for certification and settlement of the bill. The payment will be made after deducting the Income Tax and Works contract Tax etc. at source as per the rules from the running bills. **No payment will be made until the Agreement is executed.**
38. If required Tenderer has to submit necessary approval from pollution control board / Directorate of electrical safety without any extra cost to LIC. Sound and pollution level shall be maintained within the prescribed limits.
39. Successful tenderer has to obtain policies to cover T.P., Fire and W.C. Insurance cover of suitable amount for each policy which shall remain in force till the contract, period and extension if granted. No payment shall be released, if the insurance lapses during contract period.
40. Tenderers are requested to visit to the site of work before quoting their rates.
41. The essential service electrical load shall be connected to D. G. set.
42. Agency has to arrange suitable foundation, earthing with copper earth plate and suitable size cable up to changeover switch provided in panel etc. as per relevant IS – Code which has to be certified / confirmed by the Engineer. Nothing extra shall be paid in this regard.
43. Unauthorized supply of power to other agency / firms from the D.G. set installed at our premises if any are found , penal action will be taken against the vendor as deemed fit.
44. LIC shall not be responsible for any injury partial or permanent or death of any worker at site due to accident or any other reasons or by personal negligence of the staff of the contractor. LIC of India will remain indemnified by the contractor on this account.

45. The firm shall be fully responsible for any liability / compensation in case of any accident or otherwise any untoward incident at his own risk for the staff deputed by the firm and LIC shall not give any compensation.
46. **First Aid box** shall be arranged by the contractor at site of work at their cost.
47. Timing may change according to the LIC's requirement.
48. The contractor shall not sublet the contract to any other party / contractor.
49. Contractor shall be solely responsible for payment of wages / salaries and allowances to his personnel that might become applicable under any Government order. LIC of India shall have no liability whatsoever in any manner.
50. For running the generator beyond the schedule hours, permission in writing shall be taken from the LIC of India and a copy of the same shall be produced while claiming the overtime charges.
51. LIC will provide suitable space for installation of New D.G. set but other infrastructures to be arranged by the vendor. **Only new DG set will be acceptable.**
52. **The following tests shall be performed at manufacture's outlet prior to packing & dispatch to site :-**
- (a) Load test at full load 50% load , 75% and 110% overload.
- (b) Fuel consumption at full load , 75% load , 50% load and 7.5% load.
- (c) Other routine test as per IS / BS on alternator , exciter and AVR. Original copies of the test certificates shall be submitted to LIC of India.
- (d) Noise level measurement.
53. In case of dispute, the matter shall be settled mutually, failing which the decision of the Sr. Divisional Manager, DO Srinagar, LIC of India, shall be final and binding on the bidders.
54. LIC of India, reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning reasons whatsoever. The tender inviting authority does not bind to accept the lowest tender.

Agreed & Confirmed

Signature of contractor

With Seal & Date

Sr. Divisional Manager

Annexure - IV

Ref: -----

Date: -----

To
M/S. _____

Dear Sir,

Re: Tender for SITC of Single phase 1 ϕ / Three phase 3 ϕ 40/25 kVA soundless / noiseless Diesel Generator set (D.G. Set) in Acoustic enclosure on hire basis at DO/BOs.

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Sealed tenders are invited on percentage rate basis for the subject works which should be carried out as per LIC terms and conditions of contract.

Tenders are available from undersigned office at above address on any working day during office hours.

You may collect the tenders and submit the same well in time. Tenderers may send their representative at the time of opening of tenders.

LIC reserves the right to refuse or accept any tender at his sole discretion without assigning any reasons whatsoever.

DETAILS.

- | | | |
|---|---|--|
| 1. Issue of tender document | : | From 09.02.2016 to 29.02.2016.
(1000 to 1500 hrs) between Mon-Fri
(1000 to 1330 hrs) on Saturday
(Excluding holidays and Sundays) |
| 2. Last date of submission of tender | : | Up to 16.00 hrs on 29.02.2016 |
| 3. Date of opening of technical bid | : | at 11.00-hrs on 01.03.2016 |
| 4. Earnest money deposit by cash or DD only | : | Rs 2500/- (Rs .Two thousand five hundred only) per tender |
| 5. Security deposit | : | 5 % of estimated annual rent i.e. Rs. _____ |
| 6. Time period for installation of the D.G. Set | : | 45 (Forty Five) days from the date of acceptance Letter. |
| 7. Notice period | : | Three calendar months on either side. |
| 8. Validity of tenders | : | 90 (Ninety) days from the date of opening of Technical Bid. |

Sr. Divisional Manager

ANNEXURES TO BE SUBMITTED BY THE FIRM / AGENCY UNDER TWO BID SYSTEM.

Re : Tender for SITC of Single phase 1 ϕ / Three phase 3 ϕ -40/25 kVA soundless / noiseless D.G. Set in acoustic enclosure on hire basis at DO/BOs under Divisional Office Srinagar

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TECHNICAL BID

TO BE SUBMITTED IN ENVELOPE – I

To _____
M/S. _____

Reference of Technical Bid No. -----.

Note: This reference no. to be filled up by the bidder in the Price Bid also

Sl No	Description	Remarks
1	Name of the Firms / Agency :	
2	Address & Phone No	
	Fax No.	
	E - Mail ID	
3	Name of the contact person.	
	Phone No.	
4	Name of the Proprietors / Partners	
5	PAN Card (Enclose attested copy).	
6	Trade Licence Certificate (Enclose copy).	
7	Sales Tax / VAT Registration and Clearance certificate (Enclose attested copy).	
8	Professional Licence No (Enclose copies).	
9	Service Tax Registration Certificate (Enclose attested copy).	
10	List of clients with D.G. Set supplied on hire basis with date and location of installation during last three years (Enclose as per annexure - A).	
11	List of contracts in hand (Enclose as per annexure - B).	
12	Copies of work order (Enclose attested copies).	
13	Income Tax return for the last three years (Enclose attested copies).	

Contd. to P/2.

Sl No	Description	Remarks
14	Average annual turn over of the firm / agency (Enclose Certified copy) .	
	i) F.Y 2013 to F.Y 2014	
	ii) F.Y 2012 to F.Y 2013	
	iii) F.Y 2011 to F.Y 2012	
	iv) F.Y 2010 to F.Y 2011	
	v) Average	
15	Performance certificate issued by clients during last three years (Enclose attested copies).	

Signature of vendor with seal.

Place :

Date :

List of works completed.

Annexure – A.

Sl No	Details of the Organisation / Firm		Capacity of D.G Set (KVA)	Type of D.G Set	Details of Order			
	Name of Firm / Agency	Postal Address/ e-mail/ Contact No			Reference No & Date	Date of Commencement	Contract period	Contract amount (Rs.)

Signature of the Firm / Agency
(With seal & date)

List of contracts in hand.

Annexure – B.

Sl No	Details of the Organisation / Firm		Capacity of D.G Set (KVA)	Type of D.G Set	Details of Order			
	Name of Firm / Agency	Postal Address/ e-mail/ Contact No.			Reference No & Date	Date of Commencement	Contract period	Contract amount (Rs.)

Signature of the Firm / Agency
(With seal & date)