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PRE QUALIFICATION DOCUMENT FOR  
WATER PROOFING WORK CONTRACTOR

FOR

THE PROPOSED REFURBISHMENT WORKS AT **INDIAN BANK**

HEAD OFFICE BUILDING

66, RAJAJI SALAI, CHENNAI 600001

This document consists of 23 Pages

## INDIAN BANK

### Tender Document

1. DOC. ISSUED BY : INDIAN BANK, CORPORATE OFFICE,  
CHENNAI.
2. NAME OF THE WORK : REFURBISHMENT WORKS AT INDIAN BANK,  
HEAD OFFICE, BUILDING THIRD FLOOR,  
66, RAJAJI SALAI,  
CHENNAI – 600 001.
3. TENDER DOCUMENT ISSUED TO : M/S \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assistant General Manager (P&E)  
Indian, Bank, Corporate Office,  
Premises, Estate & Expenditure Dept,  
No. 254-260, Avvai Shanmugam Salai,  
Royapettah, Chennai – 600 014.  
Ph: 044 -28134300 (ext. 4501, 4401, 4306)  
Fax – 044-28134021  
Email: hoestate@indianbank.co.in

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## INDIAN BANK

Indian Bank, Corporate office, Premises, Estate & Expenditure dept.  
No.254-260 Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.

Ph: 044-28134300 / 4501,4401,4306.

Fax: 044 – 28134021

Email: [hoestate@indianbank.co.in](mailto:hoestate@indianbank.co.in)

### NOTICE INVITING TENDER

**Name of The Work:** INDIAN BANK invites sealed tender under 2 bid system for Water Proofing Tenderers of long standing and repute for Terrace water proofing work for the Proposed Refurbishment work at their Head Office Building, 66, Rajaji Street, Chennai 600 001.

The approximate cost of the Terrace water proofing work is Rs. 11.00 lakhs.

The completion period is 60 days from the date of commencement of work including monsoon period.

The intending Tenderers shall fulfill the following minimum criteria for Tender bidding for the above jobs: -

#### 1.0 EXPERIENCE

S.no	Eligible Work	Value (Rs.) lakh
1	Three similar completed works each costing not less than	4.4
2	Two similar completed works each costing not less than	5.5
3	One similar completed works each costing not less than	8.8

In the Last seven years ending 31.03.2012

2.0 **SIMILAR WORK MEAN:** “Works such as Terrace Water Proofing works for Office buildings (Non-residential)

3.0 **TURNOVER:** Minimum annual turnover from the waterproofing works for the last three years should not be less than Rs. 11 lakh as per the audited balance sheet.

4.0 **Profit / Loss:** - Bidder should be a Profit making firm and should not have made losses in the last three continuous financial years out of last five financial years.

5.0 **Solvency Certificate:** - The Tenderer should have a solvency of the amount of Rs. 4.4 lakh duly certified by any Scheduled Bank, obtained on or after 01.04.2012.

- 6.0 Interested parties meeting the above Tender criteria can download the tender document from banks website [www.indianbank.co.in/tenders](http://www.indianbank.co.in/tenders) and submit experience profile, proof of meeting the above criteria, attested copies of completion / work in progress certificates from the clients, audited certified balanced sheet for the last 5 (five) years, EPF / ST, Work Contract Registration Certificate, Registration Certificate of Registration as Tenderer with various PSUs, State PWDs, CPWD, MES, Railways and Autonomous Bodies, details of Technical and Administrative employees, etc., along-with non-refundable processing fees of Rs. 200/- (Rs. Two hundred only) by D.D. in favour of Indian Bank, Head Office Expenditure Department, Payable at Chennai along with duplicate copy of tender documents including drawings. Application not accompanied by any of the above documents and application fee & EMD will be rejected at the discretion of Indian Bank.
- 7.0 No Joint Venture or consortium of firms shall be allowed.
- 8.0 Indian Bank reserves the right to verify the authenticity of the documents submitted by the Tenderers. Indian Bank also reserves the right to reject any or all applications, split the works or cancel the process without assigning any reason whatsoever may be.
- 9.0 . The format duly filled in along with all documents and non-refundable processing fee of Rs. 200.00 (Rs Two Hundred only) in the form of Demand Draft in favour of Indian Bank, Head Office Expenditure Departmen, payable at Chennai shall be submitted along with EMD and documents to The Assistant General Manager (P&E) Indian Bank, Corporate Office, Premises, Estate & Expenditure dept, First Floor, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014 **on or before due date and time.**
- 10.0 The Tender Document Application along with its enclosures have to be submitted in duplicate.**
- 11.0 The Panel of pre- qualified Tenderer shall be initially valid for three year. However Indian Bank reserves the right to curtail or extend this period at its sole discretion.
- 12.0 The duly filled in application shall be submitted in a sealed envelop till 07.11.2012 upto 3.00 PM at Indian Bank, Corporate office, Premises, Estate & Expenditure dept. 1st floor, No.254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014

**Super scribing:**

“Tender document” hereinafter referred as Tender Document for empanelment of Terrace Water Proofing Works at Indian Bank, Head office, 3<sup>rd</sup> Floor, 66, Rajaji Salai, Chennai – 600 001.

- 13.0 The Bids will be opened at 3.30 pm on the same day

**Assistant General Manager (P&E)  
Indian Bank, Corporate Office,  
Chennai**

## **SECTION I**

### **INSTRUCTIONS TO BIDDERS**

#### **General**

#### **1.0 SCOPE OF TENDER BID**

- 1.1 The Employer, as defined in the Tender document, hereinafter called “the Owner,” wishes to receive Tender documents.
- 1.2 Throughout these bidding documents, the terms “bid” and “tender” and their derivatives (“bidder”/“tenderer”), “bided /tendered”, “bidding”/“tendering”, etc. are Synonymous. Day means calendar day. Singular also means plural.
- 1.3 The approximate Estimated Value of the works is as indicated in the Tender document
- 1.4 The Tender Document is called for short listing of the agencies for the works put to Notice Inviting Tender. Qualified bidder only eligible to participate in the financial bid by submitting the requisite EMD which will be intimated subsequently.

#### **2.0 ELIGIBLE BIDDERS**

- 2.1 This Invitation to Tender bid is open to all experienced and reputed water proofing terrace work Tenderer whether Individual or Sole Proprietor, Partnership firm, Private limited, or Public limited Company who satisfy the qualifying criteria. Joint ventures are not accepted.
- 2.2 The bidders are required to forward the documents as indicated in the Tender documents.

#### **3.0 QUALIFYING CRITERIA**

The bidders are required to satisfy the following criteria.

##### **3.1 Annual Financial Turnover**

The bidder should have achieved a minimum Average Annual Financial turnover from Water Proofing terrace work contracts as indicated in the Tender document during the last three financial years.

##### **3.2 Value of Similar work**

The Bidder should have satisfactorily completed similar work(s) as indicated in the Tender document during last seven years ending 31.03.2012.

##### **3.3 Credit facility (solvency)**

The bidder should have credit facility for a minimum value of Rs. 4.4 lakh should be given on banker’s letter head. **(Proforma- IV) obtained on or after 01.04.2012.**

##### **3.4 Profitability of the Bidder**

The Bidder should be a profit making firm and shall not have made losses in the three years as indicated in the Tender document.

### 3.5 Additional Requirement

Even though the bidders meet the above qualifying criteria, they are liable to be disqualified if they have

(a) Made misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;

(b) Records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.

(c) Their business banned by any Central Govt. Department/Public Sector Undertakings or Enterprises of Central Govt.

(d) Not submitted all the supporting documents or not furnished the relevant details as per the prescribed format.

(e) Any one of the partners ( in case of partnership firm) or any Directors in case of pvt ltd., or public ltd firm being convicted by a Court of law.

3.6 Bidder shall submit the general information about bidder as per **Proforma No- I.**

3.7 Bidder shall submit the list of major plant & machinery available with the firm as Per **Proforma No.-II.**

### 4.0 COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of the Tender documents, and the Employer will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

### 5.0 SITE VISIT

5.1 The bidder is advised to visit (**upon prior approval**), and examine the Site of Works and its surroundings and obtain for itself on its own responsibility and cost all information that may be necessary for preparing the bid and entering into a contract for construction of the Works.

5.2 The bidder and any of its personnel or agents will be granted permission by the Employer /Owner to enter upon its premises and lands for the purpose of such visit (**upon prior approval**), but only upon the express condition that the bidder, its personnel, and agents, will release and indemnify the Employer/Owner and its personnel and agents from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.

5.3 Before submitting a Bid, the Bidder shall be deemed to have satisfied himself by actual inspection of the site and locality of the works, that all conditions liable to be encountered during the execution of the works are taken into account and that the rates entered in the Price Bid document are adequate and all inclusive for the completion of work to the entire satisfaction of the Employer/Owner.

#### **5.4 BID OPENING**

Tender Bids will be opened at the address and (the date and time intimated in the Notice Inviting Tender (NIT)) mentioned in “Tender document” in presence of Bidders or authorized representatives of Bidders who wish to attend the opening of Bids.

#### **6.0 PROCESS TO BE CONFIDENTIAL**

- 6.1 Information relating to the examination, clarification, evaluation and comparison of bids, and recommendations for tender shall not be disclosed to bidders or any of their persons not officially concerned with such process until the tender process is finalized.

#### **7.0 EXAMINATION OF BIDS AND DETERMINATION OF RESPONSIVENESS**

- 7.1 The Employer shall examine the bids to determine whether they are complete, whether the documents have been properly signed and whether the bids are Generally in order and all documents as per Tender document have been submitted.
- 7.2 Prior to the detailed evaluation, Employer shall determine whether each bid is of Acceptable quality is generally complete and is substantially responsive to the Tender documents. For purposes of this determination, a substantially responsive bid is one that confirms to all the documents as specified in the tender document without material deviations, objections, Conditionality or reservation.

A material deviation, objection, conditionality or reservation is one;

- a) That affects in any substantial way the scope, quality or performance of the contract.
  - b) That limits in any substantial way, inconsistent with the bidding documents, the Employers' rights or the successful Bidder's obligations under the Tender document or
  - c) Whose rectification would unfairly affect the competitive position of other Bidders who are presenting substantially responsive bids.
- 7.3 If a bid is determined to be not substantially responsive, it shall be rejected by the Employer.

#### **8.0 EVALUATION OF TENDER DOCUMENT BIDS**

- 8.1 The bids, which are determined as substantially responsive, shall be evaluated based upon the criteria as given in qualifying criteria.
- 8.2 No Bidder is permitted to canvass to Employer on any matter relating to this Bid. Any Bidder found doing so is liable to be disqualified and his bid is liable to be rejected.
- 8.3 The Employer may visit few of the works completed by the bidders, whom they claim satisfying the eligibility criteria ( As a part of Tender process)



## 9.0 Name of Work

The Tender is for the works as indicated in NIT and it shall express that Tender document is applied for which value Rs.11.00 lakh. However the consideration of the bid shall be based upon available bid capacity of bidder.

Envelop containing Tender document duly filled in clearly marked as “Tender for the Proposed Terrace water proofing work at Indian bank Head office building. Bid shall be submitted along with letter as per **Proforma-A**.

- 10.0 The application should be type-written. The applicant should sign and stamp each page of the application.
- 11.0 Overwriting should be avoided. Correction, if any should be made by neatly crossing out, initialing, dating and rewriting. Pages of the tender documents are numbered. Additional sheets, if any, added by the Tenderer, should also be numbered by him.
- 12.0 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would tender him liable to be debarred from tendering / taking up of work in Indian bank. If such applicant happens to be Tendered/ enlisted contractor, his name shall be removed from the tender list of contractors..
- 13.0 Prospective applicants may request clarification on the tender document within ten days prior to the last date of submission of Tender application as mentioned in Notice for Tender. No request for clarification will be considered after that date.
- 14.0 All information called for in the enclosed forms should be furnished against the relevant columns. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a 'NIL' or 'NO SUCH CASE' entry should be made in that column. If any particulars! query is not applicable in case of the applicant, it should be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being rejected. Applications/Tender document submitted through Email and Fax without processing fees will not be entertained. The Application/Tender document received after the due date and time of submission shall not be considered.

## SECTION - II

### Tender Documents

#### INSTRUCTIONS TO BIDDERS

##### Clause Reference

- 1.0 The proposed Terrace water proofing works are at 3<sup>rd</sup> Floor of Indian Bank, Head Office Building, 66, Rajaji Salai, Chennai 600 001.
- 1.1 Name of the Employer: Indian Bank, Corporate Office, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.
- 1.2 Period of Completion is **60 days**.
- 1.3 The estimated cost of the works, substantially based on CPWD Schedule and prevailing market rates for non-schedule items.
- 2.0 **TURNOVER:** Average annual turnover on construction work in last 3 years ending 31-03-12 should not be less than Rs.11.00 lakhs. Bidder shall submit the details in **Proforma-III** along with certificate/document.
- 3.0 Documents showing completion of Terrace Water Proofing work under Central Govt. Dept. / State Govt. Dept. / Semi Govt. Dept. or PSU/ Autonomous Body / Hi-tech software firms shall be enclosed. Bidder shall submit the details in **Proforma-III (A)** along with Completion certificate/document of the previous employer for the work which satisfies Tender document.
- 3.1 Solvency Certificate: - The contractor should have a solvency of the amount of Rs. 4.4 lakh of the estimated value, duly certified by any Scheduled bank obtained on or after 01.04.2012  
Bidder shall submit the details of credit facility issued by bank in **Proforma-IV**.
- 3.2 Bidder should be a profit making firm and should not have made losses in the last three continuous financial years out of last five financial years.
- 3.3 General information about bidder along with self attested copies of constitution of firm, Memorandum & Articles of Association etc. along with Power of attorney as per **Proforma-I**.
- 3.4 List of all plants & machineries available either of own or through hire/lease for this work as per **Proforma – II**.
- 3.5 The Tenderer will have to submit performance guarantee for 10 years for the works completed as per the format by the bank, before submitting final bill of the work.
- 4.0 Date and Time of TENDER Opening: On 7.11.12 at 3.30 PM  
Indian Bank, Corporate Office, Premises, Estate & Expenditure department, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.

**FORM OF TENDER**

(On Firm's letter head)

To,

Indian Bank,  
Corporate Office  
Premises, Estate & Expenditure dept.,  
First Floor  
#254 – 260 Avvai Shanmugam Salai,  
Royapettah  
Chennai – 600 014.

Dear Sir,

I/We, \_\_\_\_\_ [Name and address of the Bidder] have read the various terms and conditions of the Bid documents together with Addendum no(s)/ Errata no(s) attached here with duly signed by me/us and agree to abide by the same.

I/We hereby declare that we are aware of the site of work and have made ourselves fully conversant of the conditions therein and including the topography of area, sources and availability of construction materials, rates of construction materials, water, electricity, all local taxes, royalties, octroi etc., availability of local labour (both skilled and unskilled), relevant labour rates and labour laws etc. that may be required by me / us for various purposes, climatic conditions, law and order situation and availability of working days.

Thanking you,

Yours Faithfully,

Signature \_\_\_\_\_ in capacity of \_\_\_\_\_ duly authorized to sign bids for and on behalf of:

\_\_\_\_\_ (In Block capital letters)

Date this \_\_\_\_\_ day of \_\_\_\_\_ 2012

**General Information**

All individual / firms applying for Tender are requested to complete the information in this form.

1	Name of Bidder	
2	Head Office Address	
3	Address on which Correspondence should be done	
	Tel. No.	
	Mobile no.	
	Fax No.	
	E-mail address	
4	Place of incorporation / registration	
5	Constitution of bidder	
	i) Specify, if the bidder is	
	a) An individual	
	b) A proprietary firm	
	c) A firm in partnership	
	d) A Limited Company or Corporation	
	ii) Attach a copy of Proprietorship or Partnership Deed or Article of Association or Incorporation of Company as the case may be	
6	Bank solvency	
7	Turn Over for the years given below	
	2007-2008	
	2008-2009	
	2009-2010	
	2010-2011	
	2011-2012	
8	Give particulars of registration with Govt. / Semi Govt. / Public Sector Undertakings / Local Bodies.	
9.	Other details: a) EPF No. b) Sales Tax No. c) Clearance of Sales Tax upto d) PAN No. e) Service Tax Registration No. (Copies to be enclosed)	
10.	Any other information considered necessary but not included above	
11.	Names and Titles of Directors and officers with designation to be concerned with this work with Designation of individuals authorized to act for the organization	
12.	Was the applicant ever required to suspend	

	works for a period of more than six months continuously after commencement of works. If so, give the name of the project and give reasons thereof.	
13.	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give the name of the project and give reasons thereof.	
14.	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	
15.	Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If So, give details	
16.	In which field of Water proofing, you claim specialization and interest?	

Note: Use separate sheets for providing more information if any.

**Date & Place**

**Signature & seal of the applicant**

**PROFORMA - II****List of major Plant and Machinery in possession of the firm**

<b>S. No.</b>	<b>Name of Plant &amp; Machinery / equipment</b>	<b>Nos. Available Owned</b>	<b>*Other than col. no. C</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
1			
2			
3			
4			
5			
6			

**Signature & seal of the applicant**

Date &amp; Place

Note:

- \* In case of any arrangement for getting the equipment on lease, etc., authenticated proof of the same is to be submitted.  
Use separate sheets for providing more information.

**PROFORMA II(a)****DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY  
THE FIRM / COMPANY**

<b>S.no</b>	<b>Designation</b>	<b>No of staffs</b>	<b>Names</b>	<b>Qualification</b>	<b>Professional Experience</b>	<b>Years of Experience in this firm</b>

**Date and Place****Seal and Signature of the applicant**

**FINANCIAL INFORMATION**

I Financial Analysis – Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last five years ended 31.03.2012 duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached). If the audited statement as of 31.03.2012 is not available, preceding 5 years statements may be furnished. Statement as on 31.03.2012 may be submitted immediately on finalization.

YEARS

-----  
07-08 08-09 09-10 10-11 11-12  
-----

- (i) Gross Annual turn-over in Works: mentioned in the NIT
- (ii) Profit  
or  
Loss
- (iii) Financial position:
  - (a) Cash
  - (b) Current Assets
  - (c) Current Liabilities
- IV) (a) Net Working capital (b-c)
  - (b) Current Ratio:  
Current Assets/Current Liabilities (b/c)
  - (c) Acid Test Ratio:  
Quick Assets/Current Liabilities (a/c)
- V. Income Tax clearance Certificate
- VI. Solvency certificate from Bankers (Scheduled Bank) of Applicant.
- VII. Financial arrangements for carrying out the proposed work

Date and Place

**SIGNATURE OF APPLICANT(S)****Signature of Chartered Accountant with seal of the Applicant**



**PROFORMA III (A)**
**DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST SEVEN YEARS ENDED 31<sup>th</sup> March 2012.**

SL NO	Name of work/project & location	Owner	Agreement No	Scope of work *	Cost of work (Rs. in lakh)	Date of commencement as per contract	Stipulated Date of completion	Actual date of completion	Litigation/ Arbitration pending / In progress with details **	Name and address/ Tel No of Officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

**Date & Place:**
**\* Pertaining to Define the works.**
**\*\* Indicate gross amount claimed and amount awarded by the Arbitrator**

Signature of Applicant(s)

**PROFORMA III (B)**
**PROJECTS UNDER EXECUTION OR AWARDED**

SL NO	Name of work/project & location	Owner	Agreement No	Cost of work (Rs. In lakh)	Date of comment as per contract	Stipulated Date of completion	Upto date percentage progress of work	Slow progress if any and reasons there of	Name and address/ Tel No of Officer to whom reference may be made	Remarks( Indicate whether any show cause notice issued or Arbitration initiated during the progress of work)
1	2	3	4	5	6	7	8	9	10	11

**Date and Place**
**Signature of Applicant(s)**

**Certificate of Credit Facility (Solvency)****(On Bank's letter Head)**

This is to certify that M/s \_\_\_\_\_ , is a reputed firm / company with a good financial standing.

The firm / company is enjoying a fund based credit facility of Rs. \_\_\_\_\_ to meet its working capital requirements.

**Signature****Name, Designation & Address of Bank****BANK'S SEAL****NOTE: The above certificate shall be from Scheduled Bank.**

**PROFORMA V****ADDITIONAL INFORMATION FOR COMPLETED WORKS**

1. Name of work
2. Location
3. Client's name and address
4. Consultants name and address.
5. Scope of work. (Amount to be furnished)
  - a. Terrace water proofing Work
6. Total amount of Water Proofing Work
7. Time taken for the Total Project.
8. Specialized service, if any, provided, with cost details,
9. Specialized Tools & Plant deployed for the project.
10. Project Management organization structure.
11. Number of shifts and its duration adopted in execution.
12. Systems adopted for timely completion of the project.

Date and Place

**SIGNATURE OF APPLICANT(S)**

**PERFORMANCE REPORT FOR WORKS REFERRED TO IN PROFORMA III (A) & (B)**

1. Name of the work/  
Project & Location.
2. Scope of work.
3. Agreement No.
4. Estimated Cost
5. Tendered Cost
6. Value of work done
7. Date of Start
8. Date of completion
  - a. Stipulated date of completion.
  - b. Actual date of completion.
9. Amount of compensation levied for delayed  
Completion if any.
10. Performance report based on  
Quality of Work, Time Management,  
and Resourcefulness : Very Good / Good / Fair

**Date and Place****SUPERINTENDING ENGINEER/  
CHIEF PROJECT MANAGER  
OR EQUIVALENT.**

## DECLARATION

(TO BE GIVEN BY THE APPLICANT WHO HAVE DOWNLOADED THE Tender DOCUMENT FROM THE WEB )

It is to certify that

- 1) I / We have submitted the TENDER document in the proforma as **downloaded directly from the web site & there is no change in formatting, number of pages etc.**
- 2) I / We have submitted TENDER document which **are same / identical** as available in the website.
- 3.) I / We have **not made any modification / corrections / additions etc** in the TENDER documents downloaded from web by me / us.
- 4) I / We have checked that **no page is missing** and all pages as per the index are available & that all pages of TENDER document submitted by us are **clear & legible.**
- 5) I / We have **signed (with stamp) all the pages** of the TENDER document before submitting the same.
- 6) I / We have **sealed** the TENDER documents properly before submitting the same.
- 7) I / We have submitted the cost of TENDER document.
- 8) I / We have read carefully & understood the instructions to all the applicants & to the applicants who have down-loaded the TENDER document from the web.
- 9) In case at any stage later, it is found that there is difference in our downloaded TENDER documents from the original, BANK shall have the absolute right to take any action as deemed fit without any prior intimation to me / us.

Dated:

Signature(s) of applicant(s)

**[ A ] CHECK LIST: Details of Enclosures.**

Sl.No	Description of item	Enclosed Page. no
1.	Tender Document including Letter of Proforma A	
2.	Audited Balance Sheet and Profit & Loss statement for the past five financial years duly certified by a Chartered Accountant.	
3.	Solvency certificate by a Scheduled Bank	
4.	Certificates / Reports for: a) Firm / Company registration b) Completion certificates c) Performance Reports d) Solvency Certificate	
5.	Details of key technical and administrative personnel employed by the firm/ company.	
6.	Any other important information.	
7	Have you enclosed the drawings placed in the website	

**[ B ] CHECK LIST: QUALIFICATION REQUIREMENTS**

1.	Do you satisfy requirement of Clause 3.1	Yes / No
2.	Do you satisfy requirement of Clause 3.3	Yes / No
3	Do you satisfy requirement of Clause 3.4.	Yes / No

**Date and Place**
**SIGNATURE OF APPLICANT(S)**

**ASSISTANT GENERAL MANAGER (P&E)  
INDIAN BANK  
CORPORATE OFFICE  
CHENNAI – 600 014**