

**CENTRAL UNIVERSITY OF RAJASTHAN**  
**NH-8 Jaipur-Ajmer, Bandarsindri, Kishangarh, Dist. Ajmer**



## **TENDER DOCUMENT**

**FOR**

**SUPPLY AND INSTLLATION OF FURNITURE FOR VC  
SECRETARIAT AT NEW ADMINSTRATION BUILDING**

**CENTRAL UNIVERSITY OF RAJASTHAN**  
**NH-8 Jaipur-Ajmer, Bandarsindri, Kishangarh, Dist. Ajmer**

- 1) Nature of job : Supply and installation of Furniture for VC Secretariat at new administration building, Central University of Rajasthan.
- 2) Availability of tender document: Tender document can be downloaded from the University website [www.curaj.ac.in](http://www.curaj.ac.in) or CPP portal
- 3) Last date and time of submitting: 12.04.2018 up to 02.00 PM.
- 4) Amount of E.M.D. (Refundable): Rs. 25000/- (Twenty five thousand only)
- 6) Date and time of Opening Technical Bid 12.04.2018 at 03.00 PM.
- 7) PAN No
- 8) GST No

## **Central University of Rajasthan, Ajmer**

Name of Work: Supply and installation of Furniture for VC Secretariat at new administration building, Central University of Rajasthan, Bandar Sindari, Ajmer National Highway-8, Kishangarh, Distt: Ajmer (Rajasthan)

1. The document should be downloaded from the university website [www.curaj.ac.in](http://www.curaj.ac.in) or CPP Portal
2. The tender document in prescribed form, duly completed and signed, should be submitted in a sealed cover duly super subscribed "Supply and installation of Furniture for VC Secretariat at new administration building, Central University of Rajasthan, Bandar Sindari, Ajmer (Rajasthan)".
3. Tender document shall be received upto 02.00 PM on 12.04.2018 in the office of the Registrar, Central University of Rajasthan, Kishangarh, Ajmer and will be opened on the same day at 03.00 PM. The applicants shall mention on the sealed cover the name of the firm/Company's name, phone numbers & name of contact person.

**Registrar  
Central University of Rajasthan  
Kishangarh, Ajmer**

## **TENDER NOTICE**

Advt No.: CURAJ/R/F.98/2018/5172

Date: 22.03.2018

Sealed Tender is invited from the Manufacturers or Authorised Dealers of appropriate categories for “Supply and installation of Furniture for VC Secretariat at new administration building, Central University of Rajasthan, Bandar Sindari, Ajmer (Rajasthan)”. Detailed tender notice and document can be downloaded from the university website [www.curaj.ac.in](http://www.curaj.ac.in) or [CPPPortal](#) free of cost. The tender document should be submitted by 12.04.2018 upto 02.00 PM.

**Registrar  
Central University of Rajasthan  
Kishangarh, Ajmer**

**CENTRAL UNIVERSITY OF RAJASTHAN, AJMER**  
**Detailed Tender Notice**  
Invitation to Tender

1. The Registrar, Central University of Rajasthan, Kishangarh, Ajmer invites tender for the works of “Supply and installation of Furniture for VC Secretariat at new administration building, Central University of Rajasthan, Bandar Sindari, Ajmer (Rajasthan)” which can be downloaded from the **CENTRAL UNIVERSITY OF RAJASTHAN website** [www.curaj.ac.in](http://www.curaj.ac.in) free of cost. The time allowed for execution of the work is 60 days. Earnest money of Rs **25000/-** (Rs Twenty five Thousand only) (Refundable without interest) shall be deposited in the form of Demand Draft in favour of Central University of Rajasthan, Ajmer payable at Bandarsindari alongwith the Tender document.
2. Manufacturers or their Authorized Dealers should have the following requirements to make them eligible to qualify in the technical bid.
  - a) The applicant should have satisfactorily completed **three similar works** (at least one of them in Central Government/Central Autonomous Body/Central PSU/ Central Undertaking Body/Rajasthan State Government Department/Educational Institute) .Three similar works each of value not less than 40% of estimated cost or two similar works each of value not less than 60% of estimated cost or one work of value not less than 80% of estimated cost in last 5 years ending last day of the month previous to the one in which the bids are invited.
  - b) Should have average **annual financial Gross turnover not less than Rs. 50.00 Lacs** during the **last three years ending 31st March 2017**. Copy of Audited Financial Statements to be provided.
  - c) Should not have incurred any loss in more than **two years** during the last **three years ending 31st March, 2017**. Copy of Audited Financial Statements to be provided.
  - d) Manufacturers who have the following valid certifications, namely from **ISO 9001:2000, ISO 14001, ISO 18001 & BIFMA shall be preferred**. In case the applicant is authorised dealer, these certificates shall be obtained from the manufacturer and submitted with the tender document.
  - e) Manufacturers who have adopted environment friendly green manufacturing process (i.e. with green certification) shall be preferred. In case the applicant is authorised dealer, these certificates shall be obtained from the manufacturer and submitted with the tender document.
  - f) **Similar or Similar Nature of work means** Supply & Installation of Furniture in any Government Department/Educational Institute.
  - g) Manufacturer Authorization letter is to be furnished with the tender if authorized dealer of the manufacturer is participating in the tender on behalf of Original Manufacturer.
3. Application for Tender supported by prescribed annexure and Earnest money should be submitted in sealed envelope duly superscribed with the name of work, name & phone nos. of the applicant and due date of opening. The applications will be received up to 02.00 PM on 12.04.2018- in the office of the Registrar, Central University of Rajasthan, Kishangarh, Ajmer and it will be opened on the same day at 03.00 PM. Earnest Money of Rs 25000/- (Rs Twenty five Thousand only) (Interest Free), in the form of Demand Draft in favour of CENTRAL UNIVERSITY OF RAJASTHAN payable at Bandarsindari.
4. The prescribed tender documents should be submitted in one sealed envelope duly super scribed with “**Supply and installation of Furniture for VC Secretariat at new administration building Central University of Rajasthan, Ajmer (Rajasthan)**”. This sealed envelope should contain 2 sealed envelopes marked A & B as prescribed as under:
  - a) Envelop A containing Earnest Money of Rs 25000 /- in the form of Demand Draft in favour of CENTRAL UNIVERSITY OF RAJASTHAN payable at Bandarsindari. Tender shall be rejected if the Earnest money D.D.'s is not found in proper order. And also containing the Technical Bid along with the supporting documents, as mentioned at S.No.2 above.
  - b) Envelop B containing the Financial Bid.

5. The complete tender document is to be signed with seal & is to be placed in the technical bid envelope along with the necessary required documents.
6. If any information furnished by the applicant is found to be incorrect at a later stage, he shall be liable to be debarred from tendering/taking up of work in Central University of Rajasthan. The Central University of Rajasthan reserves the right to verify the particulars furnished by the applicant independently.
7. The Central University of Rajasthan reserves the right to reject any or all prospective applicants without assigning any reason and to restrict the list of tendered contractors to any number deemed suitable by it, if too many applications are received satisfying the basic PQ criteria.
8. The Bid shall be treated as a 2 Bid System. The Financial Bid shall be opened for the qualified bidders who have cleared the Technical Bid evaluation.
9. The bidder will submit the GST registration and PAN No. along with document of registration of the firm/company.

**Registrar**

## SECTION I

### BRIEF PARTICULARS OF THE WORK

1. The salient features of the work for which Tenders are invited are as under:

**Name of Work: Supply and installation of Furniture for VC Secretariat at new administration building, Central University of Rajasthan, Ajmer (Rajasthan).** Time allowed for supplying of items is 30 days to be counted from the date of placing of supply and installation order.

2. The work site is situated at Central University of Rajasthan, BandarSindri, Ajmer (Rajasthan). The Contact person shall be the Registrar, Central University of Rajasthan.

3. The tender is invited for **Supply and installation of Furniture for VC Secretariat at new administration building Central University of Rajasthan, Ajmer (Rajasthan).**

Note:

- The above components are mentioned to give the applicants only an idea of the type of work involved.
- Schedule of quantity mentioned in financial bid should be treated as Technical specifications.

**SECTION II**  
**INFORMATION & INSTRUCTIONS FOR APPLICANTS**

**1. GENERAL:-**

- 1.1. Letter of transmittal and forms for Tender are given in Section III.
- 1.2. All information called for in the enclosed forms should be against the relevant columns in the forms. 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 summarily disqualified. Applications made by telegram or telex or fax or email and those received late will not be entertained.
- 1.3. The application should be type-written; the applicant should sign each page of the application.
- 1.4. Overwriting should be avoided. Correction, if any, should be made by neatly by crossing out, signed and re-writing. Use of fluid (whitener) is not allowed and such tenders shall be rejected. Pages of the tender document are numbered. Additional sheets, if any added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.
- 1.5. The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of Tender document unless it is called for by the University.
- 1.6. Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering /taking up of the work in Central University of Rajasthan, Ajmer.
- 1.7. The tender document in prescribed form, duly completed and signed along with earnest money, should be submitted in a sealed cover. The sealed cover superscripted “**Supply and installation of Furniture for VC Secretariat at new administration building Central University of Rajasthan, Ajmer (Rajasthan)**” shall be received in the office of The Registrar, Central University, Kishangarh, Ajmer upto 02.00 PM on 12.04.2018. Documents submitted in connection with tender will be treated confidential and will not be returned.
- 1.8. Prospective applicants may request clarification of the project requirements and Tender document from the University.

**2. DEFINITIONS:**

- 2.1. In this document the following words and expressions have the meaning hereby assigned to them.
- 2.2. University means the Central University of Rajasthan, acting through the Vice-Chancellor, Central University of Rajasthan, Ajmer.



2.3.Applicant: Means the individual, proprietary firm, firm in partnership, limited company private or public or corporation.

2.4.“Year” means “Financial Year” unless stated otherwise.

### **3. METHOD OF APPLICATION:**

3.1. If the applicant is an individual, the application shall be signed by him above his full typewritten name and current address.

3.2. If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.

3.3. If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases, a certified copy of the partnership deed and current addresses of all the partners of the firm should accompany the application.

3.4. If the applicant is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

### **4. FINAL DECISION MAKING AUTHORITY.**

The Vice Chancellor, Central University of Rajasthan, Ajmer (Rajasthan) reserves the right to accept or reject any application and to annul the tender process and reject any or all applications at any time, without assigning any reason or incurring any liability to the applicants.

### **5. PARTICULARS PROVISIONAL**

The particulars of the work given in Section I are provisional. They are liable to change and must be considered only as advance information to assist the applicant.

### **6. SITE VISIT**

The applicant is advised to visit the site of work at his own cost, and examine it and its surroundings to himself collect all information that he considers necessary for proper assessment of the prospective assignment.

### **7. INITIAL CRITERIA FOR ELIGIBILITY IN FINANCIAL BID**

7.1. The applicant should have satisfactorily completed **three similar works** (at least one of them in Central Government/Central Autonomous Body/Central PSU/ Central Undertaking Body/Rajasthan State Government Department/Educational Institute) .Three similar works each of value not less than 40% of estimated cost or two similar works each of value not less than 60% of estimated cost or one work of value not less than 80% of estimated cost in last 5 years ending last day of the month previous to the one in which the bids are invited. Similar or Similar Nature of work shall be “Supply & Installation of Furniture in Government Department/Educational Institute”. In case, the applicant is an authorised dealer, the experience certificate shall pertain to the applicant and not the manufacturer.

7.2. The bidder shall provide copies of work orders as documentary proof for having executed similar works or completion certificate issued by the client. However, decision with regard to eligibility of the

applicant (s) will be taken by the University only, after necessary documents provided by the applicant have been examined.

7.3 The applicant should have an average annual financial turn over (gross) of Rs. 50 lakhs during the last three years ending 31<sup>st</sup> March 2017. Year in which no turnover is shown would also be considered for working out the average.

7.4. The applicant should not have incurred any loss in more than two years during the last three years ending 31<sup>st</sup> March 2017.

7.5. The applicant who have the following valid certificates shall be preferred

- i. ISO 9001:2000, ISO 14001, ISO 18001 & BIFMA.
- ii. It is also desirable that manufacturers shall have adopted environment friendly green manufacturing process (i.e. with green certification shall be preferred).

In case the applicant is authorised dealer, these certificates shall be obtained from the manufacturer and submitted with the tender document.

7.6. Bidder has to comply & quote as per technical specification attached as A- I.

## **8. EVALUATION CRITERIA FOR TENDER**

8.1. For the purpose of tender, applicants will be evaluated in the following manner:

8.1.1. The duly filled tender document should be submitted to the office of Registrar, Central University of Rajasthan, Kishangarh, Ajmer before the last date 12.04.2018 at 02.00 PM.

8.1.2. The tenderer /applicant should have submitted the earnest money of Rs 25000/- as demand draft in favour of CENTRAL UNIVERSITY OF RAJASTHAN payable at Kishangarh/ Bandarsindri.

8.1.3. The technical evaluation committee shall evaluate the application on the criteria given below:

S. No.	Criteria	S.No of the supporting document
<b>1</b>	Experience of similar work as per Para 7.1	
(a)		
(b)		
(c)		
(d)		
<b>2</b>	Manufactures Capability (ISO Certificates)	
(a)		
(b)		
(c)		
(d)		
<b>3</b>	Factory setup (Available Machinery)	
(a)		
(b)		
(c)		
(d)		
(e)		
(f)		
<b>4</b>	Financial Capabilities	
(a)	Annual average financial turnover not less than 50.00 Lacs for last three years.	
(b)	Profit & Loss in last 3 years	

FY	2014-15	2015-16	2016-17
Gross			
Turnover			
Profit/ Loss			

**8.1.4.** The supplier would be liable to disqualification if he has:

- i. made **misleading or false representation or deliberately suppressed the information** in the forms, statements and enclosures required in the pre-qualification document,
- ii. Record of poor performance such as abandoning work, not properly completing the contract, or financial failure/weakness etc.

**8.1.5.** The Financial Bid of those bidders who qualify in the technical bid shall be opened on 12.04.2018 at **03.00 PM**. The bidders or their representative are expected to be present at the time of opening of the Financial Bid.

## **9. LETTER OF TRANSMITTAL**

The applicant should submit the letter of transmittal attached with tender document.

## **10. AWARD CRITERIA**

(a) The University reserves the right, without being liable for any damages or obligation to inform the applicant,

(i) The University shall have the right at any time, by written notice, in the form of an amendment order, to make any changes it deems necessary, including, but not limited to, changes in specifications, design, delivery, testing methods, packing or destination. If any such required, changes cause an increase or decrease in the cost of or the time required for performance, an equitable adjustment shall be made in the contract price or delivery schedule, or both. Any claim by the Vendor for adjustment under this clause shall be deemed waived unless asserted in writing within ten (10) days from receipt by the Vendor of notice of change (amendment order). Price increase, extension of time for delivery and change in quantity shall not be binding on the University unless sufficiently justified by a vendor and accepted by the university in a form of amendment/ modified Order issued and signed by the University.

(ii) The University reserves the right to place the work order of the scope mentioned in the tender document for this work either to single or more than one bidders without being liable for any damages or obligation to inform the applicant.

(iii) The invited tender is an item rate tender. The acceptance of a tender will rest with the University who do not bind themselves to accept lowest tender and reserve to themselves the authority to reject any or all the tenders received without assigning any reasons. They also reserve the right of accepting the whole or any part of the tender and the Tenderers shall be bound to perform the same at the rates quoted. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect or there is any correction not duly signed and dated by the Tenderer are liable to be rejected. For this purpose Tenderer shall quote rates for various items, which will be self-sufficient to meet their whole, costs for executing any/ every item. No demand for variations in rates for items executed shall be entertained on the plea of the University deciding to delete, alter, or reduce the quantities specified in respect of the any item.

b. The Central University of Rajasthan shall issue award letter for the required quantity. However, the successful bidder shall be issued the time schedule for delivery / execution of the work in writing. The offer shall remain valid upto two months. The Central University of Rajasthan can also place subsequent orders on these rates during the period of contract.

c. The successful bidder shall ensure delivery and installation of material within 60 days of written order to do so.

d. Any effort on the part of the applicant or his agent to exercise influence or to pressurize the University would result in rejection of his application. Canvassing of any kind is prohibited.

e. The Earnest Money of all unsuccessful bidders shall be returned to them without any

interest. The Earnest Money of the successful bidder is liable to be forfeited, if the bidder fails to execute the work.

f. Security Money/Performance Security – The successful bidder shall furnish Performance Security in the form of DD /pay Order/BG/FDR favouring Central University of Rajasthan, an amount in INR equal to 5% of Purchase Order value.

The performance security shall remain valid for a period of 90 days, beyond the date of completion of all contractual obligations of the purchase order including warranty period.

## 11. RATES AND TAXES

a. The agency shall quote their rates in Rupees which shall include all taxes, transportation, installations excluding GST. GST, if any, shall be reimbursed separately.

b. The rates must be quoted in both word and figure.

## 12. ADVANCE PAYMENTS

No advance payment will be provided by the University.

## 13. TERM OF PAYMENT:

- i) 80% against certification of receipt of material in good condition, installation and due certification of the concerned authority and
- ii) Balance 20% after test run, within a month.

ii) Earnest Money Deposit along with tender shall be converted as a security deposit & successful bidder shall have to credit balance amount of security deposit @ 5% of the Gross value of P.O., either in the form of Bank Guarantee of Nationalized Bank/ DD /pay Order/Call Deposit /FDR while submitting agreement. The amount of security deposit shall be released after 90 days of expiry of warranty.

## 14. Penalty

(a) The penalty Clause is as under:-

Should the tenderer fail to deliver the goods within the period specified in the tender form, the University authority may, at his discretion, allow an extension in time subject to recovery from the tenderer as agreed liquid damages, and not by way of penalty, a sum equal to the percentage of the value of order which the tenderer has failed to supply for period of delay as stated below:-

(i) Delay up to one week	1%
(ii) Delay exceeding one week but not exceeding two weeks	2%
(iii) Delay exceeding two week but not exceeding one months	5%
(iv) Delay exceeding one month.	5% for each month & part thereof subject to maximum 10%

(b) In case of failure to supply the goods within the prescribed time and in accordance with the specifications given in the quotations, the University shall be free to cancel the order and make purchases from the next higher tenderer or from the open market as the case may be. In that case the loss sustained by the University shall be recovered from the defaulting supplier. The University will be at liberty to recover the loss from the payment of earnest money/or any other pending claims of the supplier without prejudice to its general right to effect recovery from the supplier.

#### **15. DELAY/Liquidated Damage Clause:**

The agency shall complete the work in the stipulated time period. In case of delay, a penalty of 1% per week for delay in execution (on part of the order delayed by the supplier) subject to a maximum of 5% of the total order value, shall be levied on the agency. The decision of Vice Chancellor shall be final and binding in this regard.

#### **16. WARRANTY**

a. All products / material shall carry a warranty of 12 months from the date of installation against any manufacturing defect in the product.

b. In case of any manufacturing defects found in the product, the same should be repaired/replaced and made good, on the cost of the supplier.

#### **17. JURISDICTION**

Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all actions and proceeding arising out of or relative to the contract (including any arbitration in terms thereof) shall lie only in the Court of Competent Civil jurisdiction in this behalf at Jaipur/Ajmer and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

#### **18. ARBITRATION**

All disputes and differences arising out of, or in any way, concerning this agreement (except those, the decision whereof is otherwise, hereinbefore provided for) shall be referred for sole arbitration by any person to be nominated by the Vice Chancellor, Central University of Rajasthan. The award of the arbitrator so appointed shall be final and binding on both the parties.

#### **19. RISK PURCHASE:**

In the event of the Bidder/Supplier's failure to supply the ordered equipment/stores of acceptable quality in scheduled delivery period, or the services as per the contract the purchaser reserves the right to procure the equipment/stores or services from any other source at the Bidder/Supplier's risk and cost and the difference in cost shall be borne by the Bidder/Supplier. Further, the purchaser shall retain the right or forfeiture of Performance Security and or any other action(s) as deemed fit.

**SECTION III**  
**PREQUALIFICATION INFORMATION**  
**LETTER OF TRANSMITTAL**

From:  
To,  
The Registrar  
Central University of Rajasthan  
Kishangarh, Ajmer  
Rajasthan

Subject: Submission of tender application for the work of Supply and installation of Furniture for VC Secretariat at new administration building Central University of Rajasthan, Ajmer (Rajasthan)

Sir,

Having examined the details given in tender press Notice and tender document for the above work, I/we hereby submit the tender document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms A to C and accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for tender and have no further pertinent information to supply.
3. I/We authorize the CENTRAL UNIVERSITY OF RAJASTHAN, AJMER to approach individuals, employees, firms and corporation to verify our competence and general reputation.
4. I/We submit the following documents in support of our suitability, technical knowhow and capability for having successfully completed the following works:

NOTE: Mention here the documents being enclosed with the application. The documents should pertain to Supply / Installation of Furniture in Government Building/ Educational Institution and should include work orders and completion certificates for such works.

**5. Following valid certifications, namely from ISO 9001:2000, ISO 14001, ISO 18001, BIFMA & Green Furniture Certification are enclosed.**

**6. Requisite Earnest Money of Rs. 25000/- in appropriate form as mentioned in the tender document are also enclosed herewith.**

7. Duly filled performa prescribed in para 8.1.3 for technical evaluation.

Enclosures.

Seal of applicant

Date of submission

Signature(s) of Applicant(s)

**FORM 'A'**

## FINANCIAL INFORMATION

**I. Financial Analysis** - Details to be furnished duly supported by copy of audited balance sheet/profit & loss account for the last three years, as submitted by the applicant to the income Tax Department (Copies to be attached)

FY	2014-15	2015-16	2016-17
Gross Turn over			
Profit. Loss			

II. The following certificates are enclosed:

(a) PAN No

(b) GST No

Signature of Applicant (s)



**FORM 'B'**

**DETAILS OF ALL WORKS OF SIMILAR NATURE / CLASS COMPLETED DURING THE LAST THREE YEARS ENDING LAST DAY OF THE MONTH December, 2017**

S.No	Name Of the project and location	Name of the organization	Cost of Work In Lacs	Date Of Comencement as per the contract	Stipulated date of Completion	Actual date Of completion	Litigation/arbitration pending / in progress with details *
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

\* Indicate gross amount claimed and amount awarded by the Arbitrator

Notes 1 to 4:

1. Please mention all works executed equal to or above the qualifying amount.
2. For stipulated date of completion, submit copy of work order.
3. For actual date of completion, submit copy of completion certificate from employer.
4. Please clearly indicate the works (in the above form) on the basis of which prequalification is being sought.

Signature of Applicant(s)

## PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "B"

This form must be submitted for the works on the basis of which the applicant is seeking prequalification.

1. Name of work/Project & Location
  2. Agreement No.
  3. Estimated Cost
  4. Tendered Cost
  5. Date of start
  6. Date of completion
- i. Stipulated date of completion ii. Actual date of completion
7. If stipulated date and actual dates are different, list the reasons for delay. Reasons for Delay (To be specified by the person signing this form)
- i. Period of delay attributable to Contractor
  - ii. Period of delay attributable to Employer
8. Amount of compensation levied for delayed completion, if any.
9. Performance report

i. Quality of work	Very good/Good/Fair/Poor
ii. Financial soundness	Very good/Good/Fair/Poor
iii. Technical Proficiency	Very good/Good/Fair/Poor
iv. Resourcefulness	Very good/Good/Fair/Poor
v. General behaviour	Very good/Good/Fair/Poor

Employer's representative is requested to specify the reasons for delay in case stipulated and actual date of completion are different.

NOTE: The works for which this form is submitted should be reflected in FORM 'B' also.

**FORM "C"**  
**STRUCTURE & ORGANISATION**

1. Name & Address of the applicant
2. Telephone No./Telex No./Fax No.
3. Legal status of the applicant (attach copies of original document) Defining the legal status
  - (a) An Individual
  - (b) A proprietary firm
  - (c) A firm in partnership
  - (d) A limited company or Corporation
4. Since when the applicant has been in business. Provide documentary proof.
5. Particulars of registration with various Government bodies (attach attested photocopy).

Organization/Place of registration

Registration No.

- (a)
- (b)
- (c)
- (d)

6. Names and Titles of Directors & Officers with designation to be concerned with this work
7. Designation of individuals authorized to act for the organization
8. Was the applicant ever required to suspend the works for a period of more than six months continuously after award of work. If so, give the name of the project and reasons of suspension of work.
9. 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 reasons for abandonment.
10. 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
11. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
12. Any other information considered necessary but not included above.

Signature of Applicant (s)