



TRAVANCORE DEVASWOM BOARD

DEVASWOM BOARD HEAD QUARTERS, NANTHANCODE, THIRUVANANTHAPURAM 695 003

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

**For Appointment of Masterplan Consultant for
various buildings in Kottarakkara Sree Maha
Ganapathy Temple.**

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

1. TDB invites Expression of Interest offers from practicing reputed planners/Architect registered with the Council of Architecture for **"Master Plan of Temple Premises along with Architectural Planning and Engineering consultancy services for the construction of various buildings in Kottarakkara Sree Mahaganapathi Temple"** as per schedule as under:

| | | |
|---|---|---|
| Name of work | : | Master Plan of Temple premises along with Architectural planning and Engineering consultancy services for the construction of various building in Kottarakkara Mahaganapathy temple |
| Client/Owner | : | Travancore Devaswom Board |
| Brief Scope of work | : | 1) Preparation of Master Plan and preliminary Estimate for project in phase-wise. 2) Site Development |
| Time for completion of work | : | 12 Months |
| Defect Liability period | : | 12 Months |
| Non-refundable cost of tender/Bid Document of | : | Rs.2500+(GST RS.450/-) in the form of DD in favour of Executive Engineer, Travancore Devaswom Board, Thiruvananthapuram |
| Last date and time of submission of bid | : | Upto 5.00PM on 21-1-2021 |
| Date and time for Pre-bid meeting. | : | 11.00AM on 12.1.2021 |
| Date & time of opening of Technical bid | : | 11.00AM on 22.1.2021 |

The tender document can be downloaded from the websites travancoredevaswomboard.org "Corrigendum, if any, would appear only on the TDB web site and not be published"

2.0 Minimum Qualification Criteria

The interested Planners/Architects firms for participation in the tender should meet the following minimum qualifying criteria:

2.1 Technical Criteria

Experience of having successfully completed works during the last 7 years ending last day of the month previous to the one in which applications are invited:

- a) Three similar completed works for Master Planning for a temple or a religious / public space of area not less than 2 sq.km with an average foot print of 5000 people daily
or
- b) Two similar completed works for Master Planning for a temple or a religious / public space of area not less than 3 sq.km with an average foot print of 5000 people daily
or
- c) One similar completed work for Master Planning for a temple or a religious / public space of area not less than 5 sq.km with an average foot print of 5000 people daily

2.2 Annual Turnover

Average annual financial turnover of Planners/Architect firms should be not less than 3 crores during the immediate last 3 consecutive financial year.

2.3 Deleted

2.4 Similar Works

Similar works means project consisting of Religious Building like Temples , Public spaces or Institutional Complexes with an average foot print of 5000 people daily

- 2.5 Joint venture / consortia of firms / companies shall not be allowed to participate in the Bidding process and if it is found at any stage before and after award of work, the EMD, any other security deposit and / or any other sums payable to such JV / Consortia shall stand forfeited. Further contract, if already awarded, without the prejudice of any other rights or remedy available to TDB under any of the clauses of this GCC, shall stand terminated.

2. The intending tenderer(s) must read the terms and conditions of this GCC carefully. He should only submit his bid if eligible and in possession of all the documents required.
4. Information and Instructions for tenderer(s) posted on website shall form part of bid document.
5. The bid document consisting of scope of work and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website travancoredevaswomboard.org.
6. Those Master planner/Architect not registered on the website mentioned above, are required to get registered beforehand. If needed they can be impacted training on online bidding process as per details available on the website.
7. The intending tenderer(s) must have valid class-III digital signature to submit the bid.
8. Planners/Architect firm must ensure to quote rate in percentage.
9. Notwithstanding anything stated above, TDB reserves the right to assess the capabilities and capacity of the tenderers to perform the contract in the overall interest of TDB.
10. The tenderer(s) is/are required to quote strictly as per the terms and conditions, specifications, Standards given in the tender documents and not to stipulate any deviations.
11. The tenderer(s) if required, can participate in the pre-bid meeting on 12/01/2021 to seek clarifications at the Office of The Chief Engineer, Travancore Devaswom Board, Nanthancode, Trivandrum, 695003. No individual advice will be sent to any bidder.
12. TDB reserves the right to reject any or all tenders or cancel/withdraw the invitation for the Bids without assigning any reason whatsoever and in such case no tender/intending tenderer shall have any claim arising out of such action.
13. List of Documents to be submitted within the period of bid submission:
 - a. Demand Draft of any nationalized or approved Scheduled bank against EMD.
 - b. Demand Draft of any nationalized or approved Scheduled bank towards cost of Bid Document.
 - c. Letter of acceptance of tender condition, in the prescribed format as Annexure-I in the section of Kottarakkara Sree Maha Ganapathy Temple.
 - d. Copy of GST registration Number.
 - e. Any other details as per tender, if any

14.a. **Earnest Money Deposit**

Earnest Money Deposit of amount as mentioned in "Tender" required to be submitted along with the tender shall be in the form of Demand Draft payable at place as mentioned in Tender in favour of Travancore Devaswom Board from any Nationalized or approved Scheduled bank. The Bank Guarantee towards EMD is also acceptable (in the prescribed format as per Section-6 of GCC) issued from any Nationalized Bank.

The EMD shall be valid for a minimum period of 180(One hundred eighty) days from last day of bid The EMD shall be submitted In original to the Office of the Executive Engineer, Travancore Devaswom Board, Thiruvananthapuram.

- iii) The EMD of the successful consultant will be discharged after the consultant has furnished the required acceptable performance guarantee and has signed the contract agreement whichever is later.
- iv) No interest shall be paid by the TDB on the EMD.
- v) The EMD may be forfeited.
 - a) If a consultant withdraws the bid after bid opening during the period of validity;
 - b) In the case of a successful consultant; if the consultant fails to sign the Agreement within the 10 days from the date of issue of LOA or furnish the required performance security or fail to commence the work within the stipulated time period prescribed in the contract.
- 15. Interested Architect firm/consultant who wish to participate in the bid has also to make following payments in the form of Demand Draft of any Nationalized or approved Scheduled Bank and to be submitted.

18. Set of Tender Documents:

The following documents will constitute set of tender documents:

- a) Notice Inviting Tender
- b) Quoting Sheet for Tenderer
- c) General Conditions of Contract
- d) Special conditions of Contract (SCC)
- e) Site Layout/Plan, Drawings If available
- f) Integrity Pact
- g) Corrigendum, if any
- h) Other documents, if any

19. Mode of Submission

The tenderer must submit the Technical bids in separate sealed envelopes addressed to Chief Engineer, Travancore Devaswom Board, Nanthancode Thiruvananthapuram PIN- 695003

- a. Demand Draft/Pay order or Banker's Cheque / FDR /Bank Guarantee of any Nationalized or approved Scheduled Bank against EMD.
- b. Demand Draft/Pay order or Banker's Cheque of any Nationalized or approved Scheduled Bank towards cost of Bid Document.
- c. All the documents related with minimum qualifying criterion clause no.2.0 to 2.4
- d. Letter of Acceptance of tender condition in the prescribed format as Annexure-I in the section of Kottarakkara Sree Mahaganapathy temple.
- e. Technical bid Format Form A to I duly filled stamp and signed.
- f. Any other details as per Tender document.

The envelope containing Technical bid should also indicate clearly the name of the tenderer and his address. In addition the left hand top corner of the envelope or container should indicate the name of the work, name of the document in the envelope with bid opening date and time and addressed to address mentioned above and shall reach on or before up to 15.00 hrs. The ~~Online~~ bid shall be opened at 15.30 hrs on the same day.

Technical bid documents submitted by intending tenderers shall be opened only of those tenderers, whose Earnest Money Deposit, Cost of Bid

Document and Tender Processing Fee and other documents placed in the envelope are found in order.

The Financial bid of those tenderers whose documents are found to be in order shall be opened. The date of opening of Financial bid shall be informed to the tenderer by Fax / E mail.

The bid submitted shall become invalid, if :

- i) The tenderer is found ineligible.
 - ii) The tenderer does not upload all the documents (including service tax registration) as stipulated in the bid document.
 - iii) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically in the office of tender opening authority.
 - iv) Tenders in which any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.
20. Before the last time and date of submission of bid as notified, the tenderer can submit revised bid any number of times.
 21. The bid for the works shall remain open for acceptance for a period of 150 days from the last date of submission of bid including the extension given, if any. In case any tenderer withdraws his bid before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to the TDB, then the TDB shall, without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money as aforesaid. Further the tenderers shall not be allowed to participate in the re-bidding process of work.
 22. The acceptance of any or all tender(s) will rest with the TDB who does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all of the tenders received without assigning any reason thereof.
 23. On acceptance of tender, the name of the accredited representative(s) of the Planners/Architect who would be responsible for taking instructions from Engineer-in-Charge or its authorized representative shall be intimated within 07 days of issue date of letter of award by TDB.
 24. Date of Start of work shall be reckoned from the 10th day after issue of the letter of Award by the TDB.
 25. The award of consultancy work, execution and completion of work shall be governed by tender documents consisting of (but not limited to) Letter of Award/Letter of work order, Price bid, Special Conditions of Contract, General Conditions of Contract etc. The tenderers shall be deemed to have gone through the various conditions while making/preparing their technical & financial proposals & submitting the Bid(s) including site conditions,

topography of the land, drainage and accessibility etc. or any other condition which in the opinion of tenderer will affect his price/rates before quoting their rates.

26. METHOD OF APPLICATION:

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

- (i) If the bidder 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.
- (ii) If the bidder 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 address of all the partners of the firm should accompany the application.
- (iii) If the bidder 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.

27. FINANCIAL INFORMATION

Bidder should furnish the following financial information:

- (a) Annual financial statement for the last three years (in Form "G"). This should be supported by audited balance sheets and profit and loss accounts (with all schedules attached) duly certified by a Chartered Accountant.
- (b) Name & Address of the bankers.

28. EXPERIENCE IN WORKS HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS

Bidder should furnish the following:

- (a) List of all similar works successfully completed during the last seven years (in form "E").
- (b) List of the projects under execution or awarded (in Form "F").

Particulars of completed works and performance of the tender duly authenticated / certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work completed or in progress of concerned Clients covering the required information as asked for in Form 'E & F'). The work completion/ experience certificates issued by other than Govt. Dept./PSU shall be supported by the copies of the TDS certificates issued by the owner of the project.

29. The value of executed works shall be brought to the current level by enhancing the actual value of work done at simple rate of 7% per annum, calculated from the date of completion to last date of submission of tender.

ACCEPTANCE OF TENDER CONDITIONS

From: (On the letter head of the company by the authorized officer having power of attorney)

To
TDB

Sub: Master Plan of Temple Premises along with Architectural planning and Engineering Consultancy services for the construction of Various Buildings in Kottarakkara Sree Mahaganapathi Temple

Sir,

- 1 This has reference to above referred tender. I/We are pleased to submit our tender for the above work and I/We hereby unconditionally accept the tender conditions and tender documents in its entirety for the above work.
- 2 I/we are eligible to submit the bid for the subject tender and I/We are in possession of all the documents required.
- 3 I/We have viewed and read the terms and conditions of TDB carefully. I/We have downloaded the following documents forming part of the tender document:
 - a) Notice Inviting Tender
 - b) Quoting Sheet for Tenderer
 - c) General Conditions of Contract
 - d) Special conditions of contract(SCC)
 - e) Site Layout/Plan, Drawings if available
 - f) Integrity Pact
 - g) Corrigendum, if any
 - h) Other documents, if any
- 4 I/we have uploaded the mandatory scanned documents such as cost of bid document, EMD, e-tendering Processing Fee and other documents as per Notice Inviting e-tender

Yours faithfully,

(Signature of the tenderer)
With rubber stamp

Dated _____

INTEGRITY PACT

BETWEEN

TRAVANCORE DEVASWOM BOARD (TDB) hereinafter referred to as "**The Chief Engineer**" (which expression, unless repugnant to the context thereof, shall mean and include its legal representatives, heirs and assigns)

AND

.....hereinafter referred to as "**The Bidder/Contractor**" (which expression, unless repugnant to the context thereof, shall mean and include its legal representatives, heirs and assigns)

Preamble

The Chief Engineer intends to award, under laid down organizational procedures, contract(s) for (**Name of the contract**)..... (**hereinafter referred to as the „Project“**). The Chief Engineer necessarily requires full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

Section 1 – Commitments of the Chief Engineer

- (1) The Chief Engineer commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
 - a. No employee of the Chief Engineer, personally or through family members or through any other channel, will in connection with the tender for or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit, which the person is not legally entitled to.
 - b. The Chief Engineer will, during the tender process treat all Contractor(s)/Bidder(s) with equity and reason. The Chief Engineer will in particular, before and during the tender process, provide to all Contractor(s)/Bidder(s) the same information and will not provide to any Contractor(s)/Bidder(s), confidential/additional information through which the Contractor(s)/Bidder(s) could obtain an

advantage in relation to the tender process or the contract execution.

- c. The Chief Engineer will exclude from the process all known prejudiced persons. **The Chief Engineer shall obtain bids from only those parties who have been short-listed or pre-qualified or through a process of open advertisement/ web publishing or any combination thereof.**
- (2) If the Chief Engineer obtains information on the conduct of any of its employees, Contractor(s) and/or Bidder(s), which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Chief Engineer will inform the Chief Vigilance Officer and **subject to its discretion, can additionally** initiate disciplinary actions.
- (3) The Chief Engineer will enter into agreements with identical conditions with all Contractor(s)/Bidder(s) **for the different Work Packages in the aforesaid Project.**
- (4) The Chief Engineer will disqualify from the tender process all Contractor(s)/Bidder(s) in the range of Rs 50 crores and above, who do not sign this Pact or violate its provisions.

Section 2 - Commitments of the Bidder(s) / Contractor(s)

- (1) The Bidder(s) / Contractor(s) commit(s) itself/themselves to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
- (a) The Bidder(s) / Contractor(s) will not, directly or through any other person or firm offer, promise or give to any of the Chief Engineer's employees involved in the tender process or the execution of the contract any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage, of any kind whatsoever, during the tender process or during the execution of the contract.
- (b) The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- (c) The Bidder(s)/Contractor(s) will not use improperly, for purpose of competition or personal gain, or pass on to others, any

information or document provided by the Chief Engineer as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

- (d) The Bidder(s) / Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s) / Contractor(s) of Indian Nationality shall furnish the name and address of the foreign Chief Engineers, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s) / Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Suppliers" is annexed and marked as Annex-"A".
 - (e) The Bidder(s) / Contractor(s) will, when submitting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- (2) The Bidder(s) / Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3: Disqualification from tender process and/or exclusion from future contracts.

- (1) If the Bidder(s) / Contractor(s), before awarding the Project or during execution has committed a transgression by violating Section 2 above or in any other form so as to put his reliability or credibility in question, the Chief Engineer, at its sole discretion, is entitled to disqualify the Bidder(s) / Contractor(s) from the tender process or terminate the contract, if already awarded, for that reason, without prejudice to any other legal rights or remedies available to the Chief Engineer under the relevant clauses of GCC/SCC of the tender/contract.
- (2) If the Contractor(s)/Bidder(s) has committed a transgression through a violation of any of the terms under Section 2 above or in any other form such as to put his reliability or credibility into question, the Chief Engineer will also be entitled to exclude such Contractor(s)/Bidder(s) from future tenders/contract award processes. The imposition and duration of the exclusion will be determined by the Chief Engineer, keeping in view the severity of the transgression. The severity will be determined by the circumstances of the case, in particular, the number of transgressions and/or the amount of the damage.
- (3) If it is observed after payment of final bill but before the expiry of validity of Integrity Pact that the contractor has committed a transgression, through a violation of any of the terms under Section

2 above or any other term(s) of this Pact, during the execution of contract, the Chief Engineer will be entitled to exclude the contractor from further tender/contract award processes.

- (4) The exclusion will be imposed for a minimum period of six (6) months and a maximum period of three (3) years.
- (5) If the Contractor(s)/Bidder(s) can prove that he has restored/recouped the damage to the Chief Engineer caused by him and has installed a suitable corruption prevention system, the Chief Engineer may, at its sole discretion, revoke or reduce the exclusion period before the expiry of the period of such exclusion.

Section 4: Compensation for Damages

- (1) If the Chief Engineer has disqualified the Bidder(s)/Contractor(s) from the tender process prior to the awarding of the Project according to Section 3, the Earnest Money Deposit (EMD)/ Bid Security furnished, if any, along with the offer, as per terms of the Invitation of Tender, shall also be forfeited. The Bidder(s)/Contractor(s) understands and agrees that this will be in addition to the disqualification and exclusion of the Contractor(s)/Bidder(s) as may be imposed by the Chief Engineer, in terms of Section 3 above.
- (2) If, at any time after the awarding of the Project, the Chief Engineer has terminated the contract according to Section 3, or if the Chief Engineer is entitled to terminate the contract according to Section 3, the Security Deposit/Performance Bank Guarantee furnished by the contractor, if any, as per the terms of the Devaswom Board College/Contract shall be forfeited without prejudice to any other legal rights and remedies available to the Chief Engineer under the relevant clauses of General/ Special Conditions of Contract. The Contractor(s)/Bidder(s) understands and agrees that this will be in addition to the disqualification and exclusion of the Bidder(s)/Contractor(s), as may be imposed by the Chief Engineer in terms of Section 3 above.

Section 5: Previous transgression

- (1) The Bidder(s)/Contractor(s) herein declares that it has committed no transgressions in the last 3 years with any other Company in any country conforming to the anti corruption approach as detailed herein or with government/ any other Public Sector Enterprise in India that could justify its exclusion from the tender process.
- (2) If at any point of time during the tender process or after the awarding of the Contract, it is found that the Bidder(s)/Contractor(s) has made an incorrect statement on this subject, he can be disqualified from the tender process or if, as the

case may be, that the Contract, is already awarded, it will be terminated for such reason and the Bidder(s)/Contractor(s) can be black listed in terms of Section 3 above.

Section 6 - Criminal charges against violating Bidder(s) / Contractor(s)/ Subcontractor(s)

If the Chief Engineer obtains knowledge of conduct of a Bidder/Contractor or any employee or a representative or an associate of a Bidder/Contractor, which constitutes a criminal offence under the IPC/PC Act, or if the Chief Engineer has substantive suspicion in this regard, the Chief Engineer will forthwith inform the same to the Chief Engineer, TDB.

Section 7 - Duration of the Integrity Pact

This Pact shall come into force when both parties have legally signed it. The Pact shall expire, in case of the Contractor(s), 3 (three) months after the last payment under the Contract is made and in case of the unsuccessful Bidder(s), 2 (two) months after the contract for the project has been awarded.

If any claims is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by TDB. ←

The Bidder(s)/Contractor(s), however, understands and agrees that even upon the completion of the Project and/or the last payment under the Contract having been made, if any transgression/violation of the terms of this Pact comes/Is brought to the notice of the Chief Engineer, it may, subject to its discretion, blacklist and/or exclude such Bidder(s)/Contractor(s) as provided for in Section 3, without prejudice to any other legal right or remedy so available to the Chief Engineer .

Section 8 – Other provisions

- (1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Chief Engineer, *...*
- (2) Changes and supplements as well as termination notices need to be made in writing.
- (3) If the Bidder/Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement shall remain valid and binding. In such a case, the parties will strive to come to an agreement in accordance to their original intentions.
- (5) Wherever he or his as indicated in the above sections, the same may be read as he/she or his/her, as the case may be.

(For & On behalf of the Chief Engineer)

(For & On behalf of Bidder/ Contractor)

(Office Seal)

(Office Seal)

Place _____

Date _____

Witness 1:
(Name & Address)

Witness 2:
(Name & Address)

AFFIDAVIT

(To be submitted by bidder on non-judicial stamp paper of Rs. 100/- (Rupees Hundred only) duly attached by Notary Public)

(To be submitted in Envelop-1)

Affidavit of Mr.S/o R/o

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor/Authorized signatory of M/s Having its Head Office/Regd. Office at
2. That the information/documents/Experience certificates submitted by M/s..... along with the tender for (Name of work)..... To TDB Ltd. are genuine and true and nothing has been concealed.
3. I shall have no objection in case TDB verifies them from issuing authority(ies). I shall also have no objection in providing the original copy of the document(s), in case TDB demand so for verification.
4. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect / false / fabricated, TDB at its discretion may disqualify / reject / terminate the bid/contract and also forfeit the EMD / All dues.
5. I shall have no objection in case TDB verifies any or all Bank Guarantee(s) under any of the clause(s) of Contract including those issued towards EMD and Performance Guarantee from the Zonal Branch /office issuing Bank and I/We shall have no right or claim on my submitted EMD before TDB receives said verification.
6. That the Bank Guarantee issued against the EMD issued by (name and address of the Bank) is genuine and if found at any stage to be incorrect / false / fabricated, TDB shall reject my bid, cancel pre-qualification and debar me from participating in any future tender for three years.

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

Verified atthis.....day of

DEPONENT ATTESTED BY (NOTARY PUBLIC)

FORMATS

**Format part of technical
proposal Form A to I**

GENERAL INFORMATION

| | | |
|----|--|--|
| 1. | Name of Applicant/Company | |
| 2. | Address for correspondence | |
| 3. | Contact Person: Telephone Nos. Fax Nos. Mobile | |
| 4. | Type of Organization: a) An individual b) A proprietary firm c) A firm in partnership (Attach copy of Partnership) d) A Limited Company (Attach copy of Article of Association) e) Any other (mention the type) | |
| 5. | Place and Year of Incorporation | |
| 6. | Details of Registration/Membership with council of Architects or Institute of Engineers or such other Institute. (Attach copy) | |
| 7. | Name of Director/Partners in the organization and their status along with their qualifications. | |
| 8. | Name(s) of the persons along with their qualification and designation, who is authorized to deal with TDB (Attach copy of power of Attorney) | |

| | | |
|-----|--|--|
| 9. | Organization Chart of Key Personnel | |
| 10. | Details of Awards/Appreciations supported with document to be submitted. | |
| 11. | Any other Information | |

Organization setup of the company

(Details to be furnished in the following format)

| S.No. | Name | Designation | Qualification | Professional Experience and details of work carried out | Registration No. with validity | Years with firm | Remarks |
|-------|------|-------------|---------------|---|--------------------------------|-----------------|---------|
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Note:

1. Certificates of qualification are required to be attached.

Details of Specialist Associate Architect working on regular Basis with firm:

| S. No. | Specialization | Name of Associate | No. of Joint Works Undertaken |
|--------|---------------------------------|-------------------|-------------------------------|
| A. | Urban Designer/ Town Planner | | |
| B. | Architect | | |
| C. | Draftsman | | |
| D. | Electrical Services | | |
| | Vastu Expert | | |
| E. | Estimator | | |
| F. | HVAC consultant | | |
| G. | Any other relevant information. | | |

Details of Office Space and Infrastructure with firm:

| S. No. | Criteria | Details |
|--------|--------------------------|---------|
| 1. | Office Space (Sqm) | |
| 2 | Computers, Plotters etc. | |
| 3. | Software | |
| | | |

Details of work completed during the last 7 years
(Details to be furnished in the following format)

| S.No | Name of work | Scope of Services | Value of Construction | Date of start/ completion | Name & Address of the client | Remarks |
|------|--------------|-------------------|-----------------------|---------------------------|------------------------------|---------|
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Note

1. The following documents are to be enclosed for each of the above work:
 - i) Completion Certificate
 - ii) Copy of Award letter
 - iii) Other relevant documentary evidence, if any.

Details of on-going work
(Details to be furnished in the following format)

| S.No. | Name of work | Scope of Services | Value of Construction | Date of Start / %completion | Name & Address of the client | Remarks |
|-------|--------------|-------------------|-----------------------|-----------------------------|------------------------------|---------|
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Note:

1. The scope of services means whether the consultancy job included completed architectural planning and drawings, preparation of estimates or any other allied services (Please specify).
2. The following documents are to be enclosed for each of the above work:
 - i) Copy of Award letter
 - ii) Other relevant documentary evidence, if any
 - iii) In case of on-going work with TDB performance certificate
in Performa as per form I be attached

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Form G

Turn over for last three years:

| S.No. | Financial Year | Fees Earned | Remarks |
|-------|----------------|-------------|---------|
| 1 | 2017-2018 | | |
| | 2016-2017 | | |
| | 2015-2016 | | |

Note:

In addition to the above the applicant has to submit the following documents/ Information:

1. Copy of Balance Sheet(s).
2. Copy of valid Service Tax Number.
3. Copy of PAN/ TAN card.
4. Details of litigations, if any.
5. Other relevant details, if any.

**Signature of Chartered
Accountant with Seal**

**Seal and Signature of
Applicant /Firm**

AFFIDAVIT

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM RS.10/-DULY CERTIFIED BY NOTARY PUBLIC)

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

I, the deponent above named do hereby solemnly affirm and declare a under:

- 1. That I am the Proprietor/ Authorized signatory of M/s..... having its Head Office/ Regd. Office at.....
2. That the information/ documents/ Experience certificates submitted by M/s..... along with this tender to TDB Ltd. are genuine and true and nothing has been concealed.
3. I shall have no objection in case TDB verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case TDB demand so for verification.
4. I hereby confirm that in case, any document, information &/Or certificate submitted by me found to be incorrect/false/fabricated, TDB at its discretion may disqualify / reject my application for pre-qualification out rightly and also debar me / M/s..... from participating in any future tenders/ PQ.

DEPONENT

I,..... the Proprietor / Authorized signatory of M/s..... do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false. Verified at..... this..... day of.....

DEPONENT

PERFORMA OF PERFORMANCE CERTIFICATE IN RESPECT OF PERFORMANCE ON PROJECTS UNDER EXECUTION OF TDB

Name of the Tender Inviting Authority of TDB:

(This Performa shall be furnished for each project under execution with TDB as mentioned below)

| | | |
|----|--|--|
| 1 | Project Title & Location | |
| 2 | Contracted Amount as per LOI | |
| 3 | Date of Start/Commencement as per LOI | |
| 4 | Stipulated date of completion | |
| 5 | Physical Progress stipulated on last Date of Submission of Tender(% of total work) | |
| 6 | Physical Progress achieved on the Last Date of Submission of Tender(% of total work) | |
| 7 | Financial Progress stipulated on the last Date of Submission of tender(% of total work) | |
| 8 | Financial Progress achieved on the Last Date of Submission of Tender(% of total work) | |
| 9 | The % variation in BOQ at the time of actual execution of the Project. | |
| 10 | Delay in Submission of Structural and other drawing by the Planner /Architecture firm for the Project. | |

Certificate of Performance by the Engineer-in-charge:

1. Performance of the Contractor in above written Project is Satisfactory/not Satisfactory
(Strike through whichever is not applicable)

2. This certificate is being issued on the request of contractor only to participate in the specific tender of TDB & not for any other purpose.