

Technical Bid – Document I

Government of India
Embassy of India
Address: 12 Natal Road, Belgravia, Harare, Zimbabwe
Tel: 00263795955/56

Invitation and Instruction to Bidders

1. General Information:

Name of work : Digging of Borewell at 15 Chester Road, Harare

Embassy of India at Harare, Zimbabwe has the pleasure to invite you for and on behalf of the President of India to submit a Tender in single stage two bid (Technical & Financial Bid) system, on Fixed Price Lumpsum.....basis for the above mentioned work.

A. Technical Bid Document:

- Document – I : Invitation and Instruction to Bidders
- Document – II : Eligibility Documents.
- Document -III : Conditions of contract including standard formats for BG/ Guarantee etc
- Document – IV : Technical Specifications
- Civil, Sanitary, Drainage & Disposal & Schedule of Finishes. Electrical, Air-conditioning. Fire Fighting, Security Items etc. Details / specification and List of makes/brands etc. to be attached by Bidder as per the scope of work & schedule of quantity.
- Document – V : Architectural , Structural Drawings, Arrangement drawings etc.

B. Financial Bid Document:

- Document –VI : Form of Tender (Lump sum fixed price to be quoted on this form by Bidder)
- Document – VII : Scope of work and Schedule of quantity. Quantity and Rate to be quoted by Bidder on Schedule of Items.

2. Issue, Receipt and Opening of Tender Document

- (i) Cost of Tender documents shall be Nil. Tender Document can be downloaded from the Mission's website. The hard of the same can also be obtained from **Head of Chancery, 12 Natal Road, Belgravia, Harare** at above Office address.

- (ii) The Tender shall be submitted before 3.00 PM. on or before **14 September 2018** at the Mission. Any Tender received after this date and time will not be considered. Tender shall be opened on the last day of submission **14 September 2018** at 4.30 PM.
- (iii) The Tender shall remain valid for a period of One Hundred Eighty (180) days from the last date of submission or any extended period.
- (iv) The bidder must submit with his tender an Earnest Money Deposit (EMD) to Employer in the form of a demand draft drawn on any acceptable Bank or a Bank guarantee in favour of Employer. This EMD must be valid for **180 Days** and shall be as per the **proforma annexed** with tender documents. EMD of unsuccessful bidder will be returned after the award of work while EMD of successful bidder can be adjusted against retention money at discretion of Employer. The value of Earnest Money Deposit will be Amount in Local Currency (Equivalent to 2% of Estimated cost for works).
- (v) Forfeiture of Earnest Money
 - (a) If any bidder withdraws his tender before the expiry of the validity period, or before the issue of letter of acceptance, whichever is earlier, or makes any modification in the terms and conditions of the tender which are not acceptable to the employer, then the Employer shall, without prejudice to any other right or remedy, be at liberty to forfeit the entire earnest money absolutely.
 - (b) If Lowest Bidder fails to furnish the prescribed Performance Guarantee within the prescribed period or sign the agreement in time or doesn't respond to request for clarification of its proposal or fails to provide required information during evaluation process or is found to be non-responsive. The Earnest Money is absolutely forfeited automatically without any notice.
 - (c) In case the contractor fails to commence the work on commencement date as specified in the tender documents or such time period as mentioned in letter of award or from the date of handing over to the site, whichever is later, the Employer shall without prejudice to any right or remedy, be at liberty to forfeit whole of the Earnest Money and Performance Guarantee.
- (vi) The Tender shall be submitted in sealed envelopes as described below:-

Envelope “A” Earnest money Deposit (EMD)

Envelope “B” Technical Bid Documents

Envelope “C” Financial Bid Document

The envelopes containing “A”, “B” & “C” of offers shall be duly superscripted with above titles and description of work. Envelopes A, B and C to be put in another sealed envelope with the name of work written on top. The envelope “A” containing EMD shall be opened first. Bidders who have submitted valid EMD as mentioned shall be considered successful for opening of Technical Bids. Technical bids (Envelope B) of successful bidders shall be opened immediately. Both EMD and Technical bids envelopes shall be opened in presence of bidders or their representatives. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the Employer. Qualified bidders will be informed and Financial bid (Envelope C) of qualified bidders shall then be opened at notified time, date and place in presence of bidders or their representatives.

3. Evaluation of Bids

3.1. Evaluation of technical Bids – This will be evaluated as per the parameters and terms and condition on Eligibility Document.

3.2. Evaluation of Financial Bids

(i) The Lumpsum Fixed Price/amount shall be quoted on the “**Form of Tender**”, with suitable entries, including appropriate signatures, made in all blank spaces. The form shall not be altered. The Tenderer shall strictly comply with all the conditions stated in the Tender Documents. The **Form of Tender** must be signed by a person or persons authorized to sign the Tender and shall be dated. Evidence or signature authority, such as a Power of Attorney, shall be provided with the Tender.

(ii) The quantity and unit rates of each items should be quoted in **Schedule of Quantity**. The unit rate quoted on Schedule of Quantity shall be used towards authorised deviation /variations from the parameters, drawings and specification, scope of work as contained in the tender documents. **The Schedule of Quantity is only limited for the purpose of assessing the quantum of work involved by the Bidders. It is not meant for subsequent measurement and payment in the course of execution of the work. The total amount (General Summary) worked out from Schedule of Quantity should be transferred to Form of Tender by Bidder.**

(iii) **Decision on bid will be taken based on the final price quoted on the Form of Tender.** Any mismatch in the final quoted price on **Form of Tender** and Total amount worked out on rates in **Schedule of Quantity**, the final price quoted on **Form of Tender** shall be considered for comparison of bids and decision on bid.

(iv) If amount quoted on Form of tender is more than amount worked out on schedule of quantity, The rates on **Schedule of Quantity** shall not be altered/adjusted. If amount quoted on Form of Tender is less than amount worked out on Schedule of quantity, The Rates on schedule of quantity shall be adjusted in the ratio to match with quoted final price on the **Form of Tender**.

(v) The Employer will not be bound to accept the lowest or any tender nor to give a reason for the rejection of any Tender.

(vi) The Tenderer must submit with his offer a list of Sub Contractors and Specialist names he proposes to use on the Works. The employer, however, will always have the right to accept or reject any pre-approved subcontractor even after formal award of Contract and/or commencement of work with or without cause.

(vii) The successful Tenderer shall be responsible for co-ordinating his work with various Sub-contractors and other bid-pack Contractors employed on the Works co-ordinating his work between various trades, obtaining all the necessary information from subcontractors for the purpose of the overall programming of his works; supplying all the normal attendance to all subcontractors and assuming the overall responsibility for the aforesaid.

Technical bid – Document II

Terms and conditions of contract:-

(i) Quoted price shall be Lumpsum Fixed Price inclusive of all taxes. Item/quantity indicated in the schedule of items / scope of work are tentative and some variation during execution may take place. Nothing extra is payable for such variation. Contractor shall quote his Lumpsum Fixed Price Amount based on the Scope of work and Schedule of Quantity and after assessing the quantum of work after site visit and any other document/sketch/ drawing/ specification as supplied with tender documents. He shall note that items/quantities supplied in Scope of work / Schedule of Items are estimated and indicative only. He shall complete all the works as defined broadly in the scope of work supported by drawings/ sketches/items in schedule of quantity/ specifications etc as supplied in the tender documents and after assessing the quantum of work after site visit within the quoted Lumpsum Fixed Price.

(ii) VAT, Income Tax and all other taxes shall be paid to govt or local authority by contractor as these are deemed to be included in their quoted price.

(iii) Commencement Date:-Commencement date of the works shall be effected after fifteen **(15)** days from the date of issue of acceptance letter of intent or handing over the site, whichever is later. This 15 days period will be defined as the mobilisation period.

(iv) Period of completion for the work is 10 days and shall be counted from commencement date. Liquidated damage shall be levied on contractor for delay in completion. The rate of liquidated damage shall be calculated @ 0.5% of contract amount per week limited to maximum 10% of contract amount. This shall be computed on per day basis.

(v) Defects notification period shall be one year from date of practical completion of work. Contractor shall be bound to remove/ rectify / replace any defects / defective work which is noticed during defects notification period at his own risk and cost.

(vi) Performance Guarantee:- Performance guarantee @ 5% of contract amount in the form of irrevocable Bank guarantee shall be deposited within 15 days of issue of Letter of intent. Letter of award of work shall be issued on receipt of performance guarantee. The performance Bank Guarantee shall be initially valid up to stipulated date of completion plus 60 days beyond that. In case the time of completion is extended then the validity of Performance Bank Guarantee shall be extended to cover such enlarged time for completion of work. The performance guarantee shall be released on record of satisfactory practical completion of work.

The Performance Bank guarantee shall be absolutely forfeited in case of any of the following (a) Work is not commenced on the commencement date (b) Contractor fails to maintain the satisfactory progress of work and delays the completion of work beyond extended date of completion granted by Employer if any. (c) Contractor does not complete the work and abandons the work. (d) Contract is terminated or rescinded by employer due to non performance or any other fault of contractor.

(vii) Retention money (Security Deposit):- Retention money @ 5 % of contract amount from each bill for payment shall be deducted. 50% of retention money shall be released on record of practical completion of the work. The entire balance retention money shall be released at the end of defects notification period after satisfactory performance of work / workmanship of the work during defects notification period. The retention money can be converted in Bank Guarantee of equivalent amount.

The Retention money (Security deposit) shall be absolutely forfeited in case of any of the following (a) Work is not commenced on the commencement date (b) Contractor fails to maintain the satisfactory progress of work and delays the completion of work beyond extended

date of completion granted by Employer (c) Contractor does not complete the work and abandons the work. (d) Contract is terminated or rescinded by employer due to non performance or any other fault of contractor.

(viii) Contractor's all risk policy:- A suitable Contractor's all risk policy shall be obtained by contractor at his own expense as per the prevailing local practice/local law before commencement of work. Mission shall be indemnified from any mishappening/accident/damage at site during contract and till end of defects notification period. The value of Risk Policy shall be Contract amount + 15%. No bill payment shall be released to contractor unless he obtains the policy and submit the same to Employer.

(ix) Workmen Compensation policy:- A suitable Workmen Compensation policy as per prevailing local practice/local law shall be obtained by contractor at his own expense before commencement of work. Mission shall be indemnified from any mishappening/accident at site during contract period and till end of defects notification period. No bill payment shall be released to contractor unless he obtains the policy and submit the same to employer.

(x) No mobilization advance shall be paid.

(xi) Escalation on rates due to any reason such as increase in market price of any consumable/material/equipment/ labour rate/ levy of any new taxes/cess or hike in any taxes/cess or due to delay in works shall not be admissible.

(xii) Each Running bill payment shall be made for at least 4% of physical progress.

(xiii) Specification: The item of work / materiel used in the work shall be complying with the standard of quality like British standard / American standard / Indian Standard or equivalent. The material used /or workmanship should be of equivalent or high standard than in case of substituting existing item. Sound engineering practice should be adopted in all items of work execution.

(xiv) Contractor is bound to complete the work once they deposit the performance bank guarantee and signs the contract agreement. In case of non-completion of work or showing no intention to complete the work within stipulated time of completion of work or within approved extended time of completion of work, the mission shall be at liberty to forfeit retention money, performance guarantee and any other dues of contractor available with department.

(xv) On completion of work, contractor shall submit all equipment manuals, guarantee cards, specifications etc. The final bill of work shall be paid only after completion of work and depositing all documents as above.

Bank Guarantee Proforma for Earnest Money Deposit/Tender Security

Bank Guarantee No.....

Brief description of contract:-

Name and Address of Beneficiary:-

Date :

Whereas M/s (Name of Contractor with address)_____ have submitted their tender for (Name of work)_____ and one of the tender conditions is for the M/s (Name of Contractor with address)_____ to submit a Bank Guarantee for **Earnest Money Deposit** amounting to **Local Currency – (Local Currency _____ Only)**. In fulfilment of the tender conditions, we, (Name of Bank with address)_____ hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount of **Local Currency -----/- (Local Currency _____ Only)**.

This guarantee is valid for a period of **180 Days** and any claim and statement hereunder **Local Currency** must be received at the above mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

Notwithstanding anything to the contrary contained hereinabove, the maximum liability under this guarantee is restricted to **Local Currency _____/- (Local Currency _____ Only)**

Notwithstanding anything to the contrary contained hereinabove, this guarantee is valid from (*date of issue*) _____ up to the (date after **180 days** from *date of issue*) _____ and claims under this guarantee should be submitted not later than (date after **180 Days** from *date of issue*)_____.

This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

This guarantee shall be governed and construed in accordance with the laws of the _____ and is governed by the United Rule for Demand Guarantee (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the _____ - Courts.

Date _____ *Signatures*_____

Bank Guarantee Proforma for Performance Bank Guarantee

Bank Guarantee No.....

Brief description of contract:-

Name and Address of Beneficiary:-

Date :

Whereas M/s (Name of Contractor with address)_____ have submitted their tender for (Name of work)_____ and one of the tender conditions is for the M/s (Name of Contractor with address)_____ to submit a **Performance Bank Guarantee** amounting to **Local Currency - (Local Currency _____ Only)**. In fulfilment of the tender conditions, we, (Name of Bank with address)_____ hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount of **Local Currency -----/- (Local Currency _____ Only)**.

This guarantee is valid for a period of **180 Days** and any claim and statement hereunder must be received at the above mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

Notwithstanding anything to the contrary contained hereinabove, the maximum liability under this guarantee is restricted to **Local Currency _____/- (Local Currency _____ Only)**

Notwithstanding anything to the contrary contained hereinabove, this guarantee is valid from (*date of issue*) _____ up to the (date after **180 days** from *date of issue*) _____ and claims under this guarantee should be submitted not later than (date after **180 Days** from *date of issue*)_____.

This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

This guarantee shall be governed and construed in accordance with the laws of the _____ and is governed by the United Rule for Demand Guarantee (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the _____ - Courts.

Date _____ *Signatures*_____

Technical Bid – Document III

Name of work : Digging of Borewell at 15 Chester Road, Harare

Eligibility Document

1. CRITERIA FOR ELIGIBILITY

(i) The applicant should have valid certificate from Govt. authority or local state authority for taking up building construction/renovation work at (Location).

(ii) The applicant should have satisfactorily completed three similar works each costing not less than **Amount (40% of Approved Estimated Cost)** or completed two similar works each costing not less than **Amount (50% of Approved Estimated Cost)** or one similar work costing not less than **Amount (80% of Estimated Cost)** during the last 5 years ending last day of the month previous to the one in which bids were invited. *The above costing is excluding VAT.*

Similar works means – Digging of borewell, etc. Certificate for completed similar work in proforma D shall be referred. The work in which compensation has been levied for delayed completion shall not be considered for eligibility. Under the para (12) of performance report in proforma D, if any of the parameter has been graded fair or below for a work, that work shall not be considered for eligibility.

(iii) The applicant should have had average annual financial turn-over of **Amount (30% of Approved Estimated Cost) (excluding VAT)** on Construction works during the immediate last three consecutive financial years. This should be duly audited by a Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.

(iv) The applicant should be a profit making individual / company / firm. He/they should not have incurred any financial loss during the last five consecutive financial years. This fact shall be duly certified by the Chartered Accountant.

(v) The applicant should have bank solvency of **Amount (40% of Approved Estimated Cost) (excluding VAT)** certified by their banker.

(vi) The applicant should own construction equipment required for the proper and timely execution of work. Else, he should certify that he would be able to manage the equipment by hiring etc. and submit the list of firms from whom he proposes to hire.

(vii) The applicant should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The applicant should submit a list of employees who would be involved in this work.

(viii) The applicant should submit list of all completed works in the last 5 years and list of all works in hand.

(ix) ~~Joint Venture (JV) firms formed specifically for this tender shall not be permitted. JV qualifying as a single entity i.e JV meeting all eligibility criteria like a single entity shall be permitted. JV partners meeting eligibility criteria on individual basis separately shall not be permitted.~~

2. EVALUATION CRITERIA FOR ELIGIBILITY

(i) For the purpose of eligibility, application will be evaluated in following manner:

The documents submitted by the applicant will be scrutinized for the criteria prescribed above and the applicant's eligibility for the work will be determined.

(ii) Even though applicants may satisfy the above requirements, he would be liable to disqualification if he has:

- a) Made misleading or false representation or deliberately suppressed information in the forms, statements and enclosures required in the pre-qualification document.
- b) Record of poor performance such as abandoning work, not properly completing the contract or financial failures / weaknesses.
- c) has disclosed bid price before opening of financial bid.

3. FINANCIAL INFORMATION

Applicant should furnish the following financial information:

Annual financial statement for the last five financial years (**Form B**). This should be supported by audited balance sheets and profit and loss accounts duly certified by a Chartered Accountant, as submitted by the applicant to the Income Tax Department.

4. EXPERIENCE IN CIVIL WORKS (BOREHOLE PROJECT) HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS.

Applicant should furnish the following:-

(i) A list of all works of similar nature successfully completed during the last five years as per the press notice condition (**in Form 'C'**).

(ii) Particulars of completed similar works and performance of applicant duly authenticated / certified by an officer not below the rank of Project Manager or equivalent should be furnished separately for each work completed (**in Form 'D'**). This form will be considered for eligibility under similar work criteria.

(iii) List of the projects under execution or awarded (**in Form 'E'**)

5. ORGANISATION INFORMATION

Applicant is required to submit the following in respect of his organization (**in form 'F' and 'F-1'**).

a) Name and postal address including telephone, fax number, e-mail etc.

b) Copies of original documents defining the legal status place of registration and principal place of business including the registration and permission from the **Government/** local authorities for taking up construction works in (**Country Name**).

c) Name and title of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.

d) Information on any litigation in which the applicant was involved during the last five years, including any current litigation.

e) Authorization for Employer to seek detailed references.

f) Number of Technical and Administrative employees in parent company, subsidiary company **(in Form 'F-I')**

6. CONSTRUCTION PLANT AND MACHINERY

Applicant should furnish the list of construction plant and equipment available with the contractor likely to be used in carrying out the work **(in Form 'FII')**.

7. Bank solvency should be submitted in Form 'G'.

8. LETTER OF TRANSMITTAL

The applicant should submit the letter of transmittal attached with eligibility document **Form 'A'**.

9. AWARD CRITERIA

(i) The employer reserves the right without being liable for any damages or obligation to inform the applicant to: -

a) Amend the scope and value of contract.

b) Reject any or all the applications without assigning any reason.

(ii) For any of the above actions, the Employer shall neither be liable for any damages nor be under any obligation to inform the Applicants of the grounds for the same.

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

Form A
LETTER OF TRANSMITTAL

From

.....
.....
.....

To

Government of India
Embassy of India
12 Natal Road, Belgravia, Harare

Name of work : Digging of Borewell at 15 Chester Road, Harare

Sir,

Having examined the details given in the press notice and document for the above work / we hereby submit the eligibility application and relevant documents and information.

1. I / We hereby certify that all the statements made and information supplied in the enclosed forms 'A to G' and accompanying statements are true and correct.

2. I / We have furnished all information and details necessary for eligibility and have no further pertinent information to supply.

(i) I / We submit the requisite certified solvency certificate and authorize **The Head of Chancery, Embassy of India, Harare**, to approach the bank issuing the solvency certificate to confirm the correctness thereof. We also authorize **Embassy of India, Harare**, to approach my / our bankers, individuals, employers, firms and corporations to verify my / our statements, competency and general reputation.

(ii) I / We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following similar works. (Certificate from Project Manager in Proforma D in respect of each work mentioned below should be enclosed.)

Name of work	Certificate from/Nature of work	Contract amount

Date of submission:

Signature(s) of Bidder(s).

Enclosures:

Date of Submission:

GENERAL

1.a) Name of Contractor _____

b) Registered Address _____

Registered Address in Harare

c) Telephone No. _____

Fax No. _____

d) E-mail: _____

e) Contact Names of Senior representative of Main Contractors / Partners

2. Type of Works carried out:

3. What is the nature of the Company / Firm? (Give details on separate sheets, if necessary)

a) Independent _____

b) Supported by technical resources from some other source.

4. Name, Address and experience of Consultants/Sub-contractors are Enclosed at page's
no. to

Form "B"

1. Financial Statement:

a) Authorized Capital (Give break up) _____

b) Issued and paid up Capital _____

Annual turnover for construction work excluding VAT for the last immediate five financial years	In country of origin (in case based out of <i>Location Country</i>)	<u>In Location Country</u>	In other Country/ Countries

Provide copies of annual reports or audited balance sheets, Profit and loss accounts along with Audit reports and statement for the last five years. A certificate from Chartered Accountant authenticating the annual turnover (excluding VAT) shall also be enclosed.

2. Details of loans and other financial commitments

3. Current Financial Position
as on date

Currency

Amount

- a) Cash & Bank Balance
- b) Current Assets
- c) Current Liabilities
- d) Working Capital
- e) Net Worth

4. a) Name and Address of Auditors

b) Can the Employer make a reference to the Auditors directly?

No/Yes

Written permission enclosed at page

5. Applicant's financial arrangements for the proposed work of Indian Embassy

Currency Amount

a) Own resources

b) Bank Credits

c) Others (Specify)

6. Certificate of financial

soundness from the Banker/s
of applicant.

Enclosed at page

7. Solvency Certificate
(as per the proforma enclosed)

Enclosed at page

8. a) Name and address of the
Bankers (from whom references
can also be obtained).

b) Can such reference be obtained
directly by the Employer?

No/Yes

Authorization letter
enclosed at page

9. Business Association to which the
Company belongs;

10. Number of years experience as a Contractor briefly as follows

Enclosed at pagesto

a) In USA _____

b) In country of origin _____

c) Internationally - Countries Experience No of years.

_____	_____	_____
_____	_____	_____

Signature of Applicant (s)

Form “C”

(a) Similar Works completed in **Location Country** during the last 5 years as per press notice condition

Title, Location and Brief Description of work	Value in <u>Local Currency</u>	Client	Consultant	Contract Period for Completi on	Actual period for Completi on	Litigation / Arbitration pending, with details	Client certificate at page

Signature of Applicant (s)

FORM 'D'

PERFORMANCE REPORT OF SIMILAR WORKS AS DEFINED IN ELIGIBILITY CRITERIA

1. Project Name and Location:
2. Clients, Owners references name.
3. Project Architects
4. Name of Contractor
5. Total Cost of Project(**Local Currency**) excluding VAT
6. Date of Commencement, Date of Completion, Current Status
7. Amount of compensation levied for delayed completion if any
8. Amount of reduced rate items, if any
9. Size of Building in Square Meters
10. No. of Floors & No. of Basement
11. Type of Work - (Please also specify whether building meets similar work definition i.e Building Renovation work / building modernisation work / construction of office building / construction of shopping mall / construction of residential apartment etc. etc.).

12. Performance reports

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

Dated:

Project Manager or equivalent

Form “E”

(a) Similar Works now proceeding in **Location Country**

Title, Location and Brief Description of work	Value in <i>Local Currency</i>	Client	Consultant	Due date for completion	Up to date progress in percentage	Slow progress if any, and reasons thereof	Client certificate at page No.

Signature of Applicant (s)

FORM 'F'

STRUCTURE AND ORGANISATION

1. Name and address of applicant :

2. Telephone No. :

Fax No. :

Email address :

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. Particulars of registration with various
Government bodies (attach attested photocopy)

S.No.	Organization / place of registration	Registration No.
i		
ii		
iii		
iv		

5. Name and Titles of Directors and officers with
designation to be concerned with this work.

6. Designation of individuals authorized to act for the
organization.

7. Was the applicant ever required to suspend
construction for period of more than six months
continuously after commencing construction?
If so, give the name of the project
and reason for not completing the work.

8. 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.

FORM 'F-I'

DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK

S. No.	Designation	Total Number	Number available for this work	Name	Qualification	Professional experience and details of work carried out	How these would be involved in this work	Remarks

Signature of Applicant(s)

FORM 'F-II'

**DETAILS OF CONSTRUCTION PLANT AND EQUIPMENT LIKELY TO BE USED
IN CARRYING OUT THE WORK**

S. No.	Name of equipment	Nos.	Capacity	Age	Condition	OWNER SHIP STATUS	Current location	Remarks

Signature of Applicant(s)

FORM 'G'

PROFORMA FOR SOLVENCY CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information that M/s /Mr..... having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement upto a limit of **Local Currency**..... (**Local Currency**..... only).

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signatures)
For the Bank

NOTE (1) Bankers certificates should be on letter head of the Bank, sealed in cover addressed to tendering authority.

(2) In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

Technical Specifications
(Detail to be provided by Mission)

-NIL-

Drawings
(Drawings to be provided by Mission)

-NIL-

FORM OF TENDER

for

Name of Work:

Employer:

Government of India,
Embassy of India
Address: 12 Natal Road, Belgravia, Harare

Gentlemen,

I/We, the undersigned, am/are willing to contract for and complete the whole of the work in full and in accordance with the Drawings/Specification/Scope of work/Schedule of quantity/assessment of work after site visit and to the employer's entire satisfaction for the sum stated below and enter into a Contract and complete the whole of the works within the time stated below.

AMOUNT OF CONTRACT

Lumpsum Fixed price Contract throughout the whole of the Contract Period and work designed by the Employer.

UNITED STATES

DOLLARS.....
.....
.....(US.\$.....
)

(Inclusive of VAT)

TIME FOR COMPLETION

I/We, the undersigned, further undertake to complete the whole of the Works within 180 days from the Date for Possession of the Site.

LIQUIDATED AND ASCERTAINED DAMAGES

I/We, the undersigned, understand the liquidated and ascertained damages will be applicable at the rate as mentioned in terms and conditions of contract.

PERFORMANCE GUARANTEE

I/We, the undersigned, further undertake to find a Surety and to provide a Performance Guarantee as per the Form of Performance Guarantee which is appended hereto, Subject to approval the Surety will be:

Name :
.....

Address :
.....

I/We, agree that this Tender will remain valid for a period of 180 (One Hundred and Eighty) Days from the date of Opening of Tenders.

NAME OF CONTRACTOR :
.....

SIGNATURE OF CONTRACTOR :
.....

ADDRESS :
.....
.....
.....
.....

DATE :
.....

TELEPHONE/FAX NOS. :
.....

EMAIL ADDRESS :
.....

Scope of Work:

(To be defined by Mission)

- (i) Drilling of borewell of about 100 meter deep with casing 140 mm #10 top to botton
- (ii) To put submersible pump of not less than 1.5 horse power of a reputed brand like CRI, Greaves etc.
- (iii) The Poly pipe 40mm # 10 which will connect pump from surface the length of the pipe is less than 3 meter of the depth of the borewell.
- (iv) PVC pipe of 40 mm #10 from borewell to the tank which is about 40 meter in length.
- (iv) To establish one DB Board. From DB board to supply 2.5 mm armour cable approx length (3 meter).
- (v) From supply to pump the, 2.5mm 4 core flex Sub Cable (length equal to poly pipe at sl. No. (iii).
- (vi) To put float switch with electric wire of 1.5 mm 3 core.
- (vii) Miscellaneous work if any to make it operational.

**Schedule of Quantity
(To be prepared by Mission)**

-NIL-