# 7. Annexures

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**Annexure - 0**

**ACKNOWLEDGEMENT**

It is hereby acknowledged that I/We have gone through all the points listed under “Specification, Guidelines, Terms and Conditions” of tender document. I/We totally understand the terms and conditions and agree to abide by the same.

**SIGNATURE OF TENDERER ALONG WITH SEAL OF THE COMPANY WITH DATE**

## **Annexure - 1:** Financial Information

### 

Details furnished below are to be supported duly by figures in Balance Sheet, Profit & Loss Account for the last 5 years as certified by the Chartered Accountant and submitted by the bidder to the Income Tax Department

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Details** | **2012-2013** | **2013-2014** | **2014-2015** | **2015-2016** | **2016-2017** |
| 1) Gross annual turnover  for works of similar nature |  |  |  |  |  |
| 2) Profit/Loss |  |  |  |  |  |
| 1. Financial position    1. Cash    2. Current assets    3. Current liabilities    4. Working capital    5. Current Assets to Liabilities Ratio |  |  |  |  |  |

Documents to be attached along with the above statement:

* 1. Up-to-date Income Tax Clearance Certificate
  2. Certificate of Financial soundness from the bankers of the Bidders
  3. Financial Arrangements for carrying out the proposed work
  4. Any other relevant documents

(Signature of Bidder)

## **Annexure - 2:** Details regarding works of similar nature executed

## in the past 2 years

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. no | Name of the work | Client’s  organization | Cost of work  (in Crores) | Starting  date | Ending date | Details of officer to  whom reference can be made | Remarks |
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Documents to be attached along with the above statement:

1. Purchase orders

b) Any other relevant documents

(Signature of bidder)

## **Annexure - 3:** Projects of similar nature currently under execution

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. no | Name of the work | Client’s  organization | Cost of work  (in Crores) | Starting  date | Expected Date of completion | Details of officer to  whom reference can be made | Remarks |
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Documents to be attached along with the above statement:

1. Purchase orders

b) Any other relevant documents

(Signature of bidder)

## **Annexure - 4:** Performance Report for works referred in Annexures - 2 and 3

(Please furnish the following details for each individual project from the Client)

1. Name and location of project:
2. Agreement No.:
3. Estimated Cost
4. Tendered Cost:
5. Date of Start:
6. Date of Completion
   1. Stipulated date:
   2. Actual date:
7. Performance report by client:
8. Quality of Work: (Excellent/Very Good/Good/Fair/Poor)
9. Approach to problem solving: (Excellent/Very Good/Good/Fair/Poor)
10. Resourcefulness: (Excellent/Very Good/Good/Fair/Poor)

Date: (Signature of the client with seal)

## **Annexure - 5:** Structure of the Organization

1. Name and address of bidder :
2. Telephone No./Fax No./Email address :
3. Legal status (Attach copies of original document defining the legal status).
4. An Individual/ Consortium:
5. A Proprietary/ Partnership agency:
6. A Trust:
7. A Limited Company or Corporation:
8. Particulars of Registration with various Government bodies & Statutory Tax Authorities (attach attested photocopy)
   1. Registration Number:
   2. Organization/Place of registration:
   3. Date of validity:
9. Names and titles of Directors & Officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.
10. Were you or your company ever required to suspend the work for a period of more than six months continuously after you commenced the works? If so, give the name of the project and reasons for not completing the work.
11. Have you or your constituent partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reasons for not completing the work.
12. Have you or your constituent partner(s) been debarred/blacklisted for tendering in any organization at any time? If so, give details.
13. Area of specialization and Interest
14. Any other information considered necessary but not included above.

## **Annexure - 6:** Details of Technical and Administrative Personnel

Total personnel in the bidder’s organisation relevant to this project (program managers, architects, coders)

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. no | Designation | Total No. of employees in this category | Number available for this project |
| 1 | Program manager |  |  |
| 2 | Architect |  |  |
| 3 | Coder |  |  |
|  | Add more, if needed |  |  |

Personnel who will be working in this project

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Qualification | Professional experience | Capacity in which employee will be involved in this project |
|  |  |  | Program manager |
|  |  |  | Architect |
|  |  |  | Coder |
|  |  |  | Coder |
|  |  |  | Coder |
|  |  |  | Coder |

Documents to be attached along with the above statement:

1. Representative resumes of staff mentioned in above table

b) Any other relevant documents

(Signature of the bidder)

## **Annexure - 7**: Financial bid

Staffing cost

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No | Designation | Cost per month  per person (in INR) | Number | Cost per month (in INR) |
| 1 | Program manager |  | 1 |  |
| 2 | Architect |  | 1 |  |
| 3 | Coder |  | 4 |  |
| Total (without taxes) | | | |  |
| Total (inclusive of all taxes) | | | |  |

The above costs are valid for a period of 36 months from the start date of the contract.

The above costs will be the only payment made to the ASP. The project manager and the architect will be expected to travel to Delhi/Chennai 3 or 4 times a year. All such incidental expenses should be included by the ASP in the staffing cost quoted above.

## **Annexure - 8:** Compliance matrix

|  |  |  |
| --- | --- | --- |
| No | Yes/No | Reference (supporting document and page no) that proves compliance |
| 2.1.1 |  |  |
| 2.1.2 |  |  |
| 2.1.3 |  |  |
| 3.1.1 |  |  |
| 3.1.2 |  |  |
| 3.1.3 |  |  |
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| 3.1.7 |  |  |
| 3.2.1.1 |  |  |
| 3.2.1.2 |  |  |
| 3.2.1.3 |  |  |
| 3.2.1.4 |  |  |
| 3.2.1.5 |  |  |
| 4.1.3.1 |  |  |
| 4.1.3.2 |  |  |
| 4.1.3.3 |  |  |
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| 4.1.3.10 |  |  |
| 4.1.3.11 |  |  |
| 4.1.3.12 |  |  |
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| 4.1.3.14 |  |  |
| 4.1.3.15 |  |  |
| 4.1.3.16 |  |  |
| 4.1.3.17 |  |  |
| 4.1.3.18 |  |  |