**ANNEXURE-A**

 Date: /04/2022

To,

 **General Manager (Premises)**

 **North Eastern Development Finance Corporation Ltd. (NEDFi)**

**NEDFi House, G.S. Road, Dispur, Guwahati-781006**Tel: 0361 – 2222200, Fax: 0361 –2237733/34

**Application for Pre-qualification as Interior Contractors for Interior Furnishing Works & Electrical Works for NEDFi’s Guwahati branch at Guwahati**

Dear Sir,

 We submit our Application for pre-qualification as Interior Contractor for carrying out the proposed Interior Furnishing, Electrical Works and other services at NEDFi’s branch premise at Guwahati.

We have read and understood the instructions and the Terms & Conditions mentioned in the related notice and the Application form. We declare that the information furnished in the application and the supplementary sheets is correct to the best of my knowledge and belief.

Signature of applicant

Designation:

Place:

**General:**

1. **North Eastern Development Finance Corporation Ltd** invites Tender from reputed Interior contractors to carry out the Interior Furnishing, Electrical works and other services at NEDFi’s Guwahati branch premise at BSNL Office, CTO Bldg., Panbazar, Guwahati-781001.

**Eligibility:**

1. The contractor should have necessary experience, infrastructure, Licenses and qualified personal & financial strength to execute the Interior Furnishing & Civil/ Electrical and other services as applicable as per the below prescribed standards and the time frame;
2. The Contractor (firm/Company) should be in operation for not less than 5 **(five)** completed years as on the date of this notice;
3. Only contractors with minimum 5 (five) years of experience in interior works having successfully completed a single work similar to what is described above and valued at least Rs. 25 lakhs or two works similar to what is described above and each valued at least Rs.20 lakhs within last 3 (three) FYs need to apply. Completion certificate from the clients/Architects stating the works executed should be submitted along with pre-qualification papers;
4. Cost of tender document is Rs. 1,000/- (Indian Rupees One Thousand only) in the form of Demand Draft drawn in favour of the NEDFi, payable at Guwahati. The firm/company needs to submit EMD amounting Rs.25,000/- by way of demand draft in favour of NEDFi payable at Guwahati. Tender without EMD & Tender fee will not be accepted for evaluation. **Bidder can also pay Tender fee and EMD in the following account: NEDFi, Ac. no. 10055610554, IFSC Code:SBIN0007700, GMC branch, Guwahati**
5. The firm/company should preferably be profit making;
6. The firm/company should have necessary licenses for carrying out the related work and should not have been debarred / disqualified by any of the Government or statutory Authority from undertaking the work.

# **Other Guidelines**

1. Bidder should submit in the prescribed format. Each page of the Tender Document and Supporting Document should be signed by the person having necessary Authority / Power of Attorney to do so.
2. The Proforma of the Tender to be submitted is also available in our Organization Website “[www.nedfi.com](http://www.nedfi.com)”

3. If the space in Proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of proforma and serial number.

4. Application containing false and / or incomplete information is liable for rejection.

1. The Firm must not have been black-listed by any of the Public sector Banks, PSUs or central Govt. department. An undertaking on the Firm’s Letter head has to be given by the Applicant.

6. NEDFi reserves the right to accept or reject any or all the Applications without assigning any reasons whatsoever and decision of the Organization shall be final.

## Application Form

* 1. Basic Details:

|  |
| --- |
| 1.Application for Pre-Qualifications as Contractors for Interior Furnishing, InternalElectrical and other services for NEDFi’s branch premise at Guwahati. |
| 2.Name of the organizations |  |
| 3.Address of the Contact Details: | Address: |
|  | Telephone No:  |
|  | Fax No: |
|  | E-Mail ID: |
| 4. Name, Designation & Cell No. of the contact person : |  |
| 5. Constitution of the Firm: |  |
| 6. Year of Establishment: |  |
| 7. Name & address of the Banker’s:  | A. |
|  | B. |
|  | C. |
| 8. Particulars of any legal suit in respect of any of the contracts of works executed.  |  |

# B. Details of Key Persons

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Name*** | ***Designation & No. of Years with the Organization*** | ***Academic Qualification*** | ***Age*** | ***Experience*** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |

# C. Details of Other Staff

|  |  |  |
| --- | --- | --- |
|  | ***No. of Regular Employees*** | ***No. On Contract / On Call*** |
| 1. Civil & Interior Supervisors / Engineers |  |  |
| 2. Masons  |  |  |
| 3. Plumbers |  |  |
| 4. Electricians |  |  |
| 5. Carpenters |  |  |
| 6. Labors / Helpers |  |  |
| 7. Others (Pl. Specify)  |  |  |
| **Total** |  |  |

# D. Financial Status of the Firm

 **(in Rs. Lacs)**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Financial Year*** | ***Capital & Reserves*** | ***Turnover / Total Income*** | ***Profit / Loss*** |
| 2018 - 2019 |  |  |  |
| 2019 – 2020 |  |  |  |
| 2020 – 2021 |  |  |  |

# E. Particulars of Empanelment as Contractor for Civil & Interior Furnishing Work

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name of the Organisation*** | ***Address*** | ***Date of Empanelment and Valid Till*** | ***Value of Similar Work Done in the Last Two Years*** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
|  |  |  |  |

## Check List of Documents Enclosed with the Application Form

(Please teak the certificates / documents attached)

* 1. Partnership Deed / Memorandum and Articles of Association.

* 2. Income Tax Clearance Certificate.
* 3. GST Registration Certificate.
* 4. Work Contract Tax Registration Certificate.
* 6. Work Contract Tax Clearance Certificate.
* 7. EPF Registration Certificate.
* 8. Copies of proof regarding the work executed like work order & completion certificate.
* 9. Copy of Electrical Contractor License.
* 10. Photographs of major work executed recently.
* 11. Certified copies of audited balance sheets / chartered accountants

 certificates.

* 12. Demand draft / pay order/ Cheque of Rs.1000.00 in favour of NEDFi

 payable at Guwahati.

* 13. Other (Pl. Specify)
* 14. Other (Pl. Specify)
* 15. Power of Attorney in the name of person signing the application
* 16. Solvency certificate from any nationalized Bank for executing works of over Rs.30 lakhs.