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## INSTRUCTIONS TO THE TENDERERS/BIDDERS FOR E-SUBMISSION OF BIDS (EOI) ONLINE THROUGH E-PROCUREMENT SITE

<https://eprocure.gov.in/eprocure/app>

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This NIT for expression of interest (EOI) has been published on the Central Public Procurement (CPP) Portal (URL: <https://eprocure.gov.in/eprocure/app>). The tenderers/bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates (DSC). The instructions given below are meant to assist the tenderers/bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

### REGISTRATION

- 1) Applicants/Tenderers/bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link **“Click here to Enrol”** on the CPP Portal. Enrolment is free of Charge.
- 2) As part of the enrolment process, the applicants/tenderers/bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Applicants/Tenderers/bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the applicants/tenderers/bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by applicants/tenderers/bidders. Please note that the tenderers/bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidders then log in to the site through the secured log-in by entering their user ID & password and the password of the DSC / e-Token.

### SEARCHING FOR EOI DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate applicants/tenderers/bidders to search active tenders by several parameters. These parameters could include organization's name, location, date, value, etc. There is also an option of **'Advanced Search'** for tenders, wherein the applicants/tenderers/bidders may combine a number of search parameters such as organization's name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the applicants/tenderers/bidders have selected the EOI they are interested in, they may download the required documents (EOI). These EOI can be moved to the respective "My Tenders" folder. This would enable the CPP Portal to intimate the tenderers/bidders through SMS / e-mail in case there is any corrigendum issued to the EOI document.
- 3) The bidder should make a note of the unique tender (EOI), ID assigned to each or tenders (EOI), in case they want to obtain any clarification / help from the Helpdesk.

### PREPARATION OF BIDS (EOI)

- 1) Applicants/Tenderers/bidders should take into account any corrigendum published on the EOI document before submitting their bids (EOI). Please go through the EOI advertisement and read the document carefully to understand the documents required to be submitted as part of the bid (EOI).

Please note the enclosed cover in which the bid documents have to be submitted, the number of documents - including the names and contents of each of the documents that need to be submitted.

- 2) Applicants/Tenderers/bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally they can be in PDF / XLS / RAR / DWF formats as mentioned. **Bid documents may be scanned with 100 dpi with black and white option.**
- 3) If there are any clarifications, this may be obtained through the Tender site, or through "the contact details. Applicants/Tenderers/bidders should take into account the corrigendum published before submitting the EOIs online.
- 4) It is construed that the applicants/tenderers/bidders has read all the terms and conditions before submitting their EOI. Bidders should go through the EOI schedules carefully and upload the documents. Any ignorance in this regard shall not be entertained.
- 5) The applicants/tenderers/bidders will submit the bids through online e-tendering system to the EOI Inviting Authority (EIA) well before the bid submission end date & time (as per Server System Clock). The EIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 6) All the documents being submitted by the applicants/tenderers/bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained by using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 7) The uploaded EOI documents should become readable after the BID (EOI) opening by the authorized tender/bid openers.
- 8) Upon the successful and timely submission of bids (EOI), the portal will give a successful tender/bid submission message & a tender/bid summary will be displayed with the tender/bid (EOI) no. or Name of Work and the date & time of submission of the tender/bid with all other relevant details.
- 9) The bid (EOI) summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid (EOI) opening meetings.

#### **ASSISTANCE TO TENDERERS/BIDDERS**

- 1) Any queries relating to the EOI / tender document and the terms and conditions contained therein should be addressed to the **Tender Inviting Authority (TIA), National Council of Science Museums (NCSM), 33, Block- GN, Sec- V, Bidhan Nagar, Kolkata – 700 091 West Bengal Ph. 033–2357 5545/9347/0850, Fax- 033-2357 6008 Email at: [sciencecentre@ncsm.gov.in](mailto:sciencecentre@ncsm.gov.in), official website: [www.ncsm.gov.in](http://www.ncsm.gov.in)**
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed call to the 24x7 CPP Portal Helpdesk Ph. **1800-3070-2232.**

## NOTICE INVITING EXPRESSION OF INTEREST (ONLINE)

Ref. No: I-15014/76/17

Dated 01.03.2017

1. **National Council of Science Museums (NCSM)**, an autonomous organisation under the Ministry of Culture, Govt. of India, is the apex body of Science Centres in India.
2. Online **EOI (Expression of Interest)** are hereby invited from reputed and experienced Engineering/Technical contractors capable of carrying out the work of **“Construction of Sub-Regional Science Centre at Bodhgaya, Gaya, Bihar”** with excellent finishing quality. Documents are to be submitted online to the Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app> in **single cover system**, before the prescribed date & time in EOI using the valid Digital Signature certificate (DSC) obtained from the authorized agencies of NIC.
3. Above work comprises of RCC Framed Building works pertaining to Science Museums/Centres, Institutions etc. including Internal and External Electrical works, Sanitary & Plumbing including Infrastructure works of landscaping, Internal Roads & Pathways, external electrification, external sewerage, compound wall, storm water drain, car parking, STP & WTP etc.
4. The place of work would be at: **Sujata By-Pass Road  
Near Mahabodhi Temple (01 Km)  
Bodhgaya, Gaya, Bihar**
5. **Important Information & Dates:**

Dates & Time For:-	:	Dates and Time
EOI Publishing Date	:	04 Mar 2017 (as per Portal Time)
EOI Download Start Date	:	06 Mar 2017 (as per Portal Time)
EOI Download End Date	:	18 Mar 2017 upto 06:00 P.M.
EOI Submission Start Date	:	06 Mar 2017 (as per Portal Time)
EOI Submission End Date	:	20 Mar 2017 upto 06:00 P.M.
Last date of submitting EOI processing fee and physical documents as per Cover detail, specified in EOI document (Superscribing Name of Work, EOI No. and Date/Time of Opening) in a separate sealed envelope to the EIA with Complete postal address).	:	23 Mar 2017 upto 03:00 P.M.
Date of Opening of EOI	:	<b>24 Mar 2017 at 11:00 A.M.</b>
Details of Submission of Hard Copies/Address of EOI Inviting Authority		<b>Director National Council of Science Museums (NCSM), 33, Block- GN, Sec- V, Bidhan Nagar, Kolkata – 700 091</b>

## 6. BRIEF DETAILS OF WORK:

Sl. No.	Name of work and Location	Estimates Cost (Rs.)	Processing Fees (Non-Refundable)	EOI Inviting Authority (EIA)
1	<b>Construction of Sub-Regional Science Centre at Bodhgaya, Gaya, Bihar</b>	<b>Rs.3.25 Cr. (Approx.)</b>	<b>Rs.1000/-</b> (Rupees one thousand only) in the form of <b>Demand Draft</b> from any Nationalized / Scheduled Bank in favour of " <b>National Council of Science Museums (NCSM)</b> " payable at Kolkata	Director NCSM (Hqrs), Kolkata

## 07. ELIGIBILITY CRITERIA:

The agency must fulfill the criteria mentioned below and submit the documents in support of the following:

### 07.1 Financial :-

07.1.1 Average Financial Turn Over during the last 03 (three) years should be at least 50% of the value of the estimated project cost.

07.1.2 Current Banker's Solvency Certificate to the tune of minimum **50%** of the estimated cost, for adequate financial soundness indicating Fund and Non-fund based limit from Nationalised / Scheduled Bank, not older than 06 (Six) months.

### 08. Technical (Part-A) (For Construction):-

08.1 Registration/Empanelment with other Govt. Departments/Agencies, if any. Please provide proof of registration / empanelment.

08.2 The agency should have experience of having successfully executed **similar works** with Central / State Govt. Departments, PSUs, Autonomous Bodies, Reputed Private Sector (BSE /NSE listed), during the last 05 years since Jan 2012 ending last day of month previous to one in which EOIs are invited either of the following:-

8.2.1 **3(three)** similar completed works (at least one of them should be in Central Government / Central Autonomous Bodies/ State PWD/ Central Public Sector Undertakings) each costing not less than 40% of estimated cost.

**OR**

8.2.2 **2(two)** similar completed works (at least one of them should be in Central Government / Central Autonomous Bodies/ State PWD / Central Public Sector Undertakings) each costing not less than 50% of the estimated cost.

**OR**

8.2.3 **1(one)** similar completed work (in Central Government/ Central Autonomous Bodies/ State PWD/ Central Public Sector Undertakings) of aggregate cost not less than 80% of the estimated cost.

**8.3 Similar work : Similar work means Civil works for RCC Framed Building works pertaining to Museums, Science Museums, Institutions, Planetarium, Auditorium, Theatre etc including Internal and External Electrical works, Sanitary & Plumbing and any other work not indicated above but required in totality for overall completion of work.**

**8.4 Agencies must also fulfil the following qualification criteria along with given at Sl. No.: 08.2 during last five years since Jan 2012**

- (a) Mention the numbers of completed works only. Agency may indicate their **only five** major works in last five years in case if the number of completed works are more than 05.
- (b) Enclosure of any unnecessary documents unless specified will attract the cancellation of its candidature.
- (c) Agency must fill up the form given in **Annexure – “D”** along with supporting documents.

**8.5.1** Similar works undertaken at present (ongoing works)

8.5.1 (a) Mention only top five major ongoing works

8.5.1 (b) Agency must fill up the form given in **Annexure – “E”** along with supporting documents.

**8.5.1.1 Documents to be submitted against completed work experience**

08.6.1 Copies of Award Letter / Contract / Work Orders / Purchase Order.

08.6.2 Completion certificate along with performance Certificate, photograph (if available) and payment certificate (true copy) or any other document evidencing completed value of work to be submitted, giving name of work, value of work, completion period etc. **NCSM Authority reserves the right to verify the submitted documents with original at any stage.**

- 8.6.3 If the submitted experience certificates for satisfactory completion are issued by the private client, then in support of the authentication of the submitted experience certificates, notarized TDS Certificates / or a Chartered Accountants (duly indicating the Membership No. Date and Place of signing) Certificate stating the cost of the completed project issued by the concerned authorities for the subject work shall also be submitted along with the documents.
- 8.6.4 Agency is not in the negative/black list of any State / Central Government Department / PSU/Autonomous organization. An affidavit on a non-judicial stamp paper of value Rs. 100/- is to be furnished certifying the same. (As per format given in **Annexure – “C”**)

**09. General :-**

- 09.1 Legal status of the firm indicating registration details, partnership deed, power of attorney (in case of partnership firm), affidavit in case of proprietorship firm, memorandum and article of association in case of company.
- 09.2 Certified I.T. return for the last 03 (three) years and copy of PAN Card.
- 09.3 Audited Balance Sheet and P/L Statement for last 03 (three) consecutive Years.
- 09.4 EPF Registration / Code No.
- 09.5 Sale Tax/VAT Registration Certificate/TIN
- 09.6 Service Tax Registration.
- 09.7 Notarised document for possession of equipment's. All such equipment's shall be in good working condition.
- 09.8 List of Technical Personnel along with their Qualification & Experience.
- 09.9 No Real Estate/Housing experience shall be considered.
- 09.10 No Joint Venture /Consortium of any form shall be considered for experience as well as for participation in the EOI.
- 09.11 In support of above, document/details shall be submitted along with the EOI **as per Cover details** given at **Sl. No.: 20 &** Declaration at Annexure 'A' & 'B' and Affidavit at Annexure 'C'.
- 10.** EOI submitted along with all requisite documents will be evaluated by the Technical Committee of **NCSM** at its sole discretion and pre-qualified agencies will be intimated only for participation in e-tender at specified date and time which will be intimated through <https://eprocure.gov.in/eprocure/app>.

11. Canvassing in any form whether directly or indirectly, in connection with the submission of EOI is strictly prohibited and the EOIs submitted by the agencies who resort to canvassing will be liable for rejection.
12. If the Applicant gives wrong information in his EOI or creates circumstances for the acceptance of his EOI, the Employer reserves the right to reject such EOI at any stage.
13. Applicants/Tenderers/Bidders are advised to follow the instructions provided for submission of Mandatory documents for Evaluation of the NIT for the e-submission of the EOI online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app> before proceeding with the EOI. Agencies are advised to submit the requisite details / credentials, in the appropriate given cover only. However, submission of applications through using default samples given by NIC in **My Document List / Other Important Documents**, its sub-folders, will not be taken into cognizance and shall be ignored during evaluation.
14. Agency should **upload** as well as **submit** the entire EOI document duly signed along with all corrigendum / addendums, if any, published later on, as it is downloaded from the Portal, as a token of acceptance, as per cover details given.
15. **The EOI shall be valid for a period of 90 days from the date of opening of the EOI or any extension thereto.**
16. EOI documents in which the EOI is submitted by an Applicant shall become the property of the Employer and the Employer shall have no obligation to return the same to the Applicant, no claim on this score shall be entertained.
17. **NO CONDITIONAL/ INCOMPLETE EOI** will be accepted under any circumstances.
18. **NCSM reserves the right to:**
  - 18.1 Accept or reject any or all the applications received, at its own discretion, without assigning any reasons whatsoever. EOIs, in which additional conditions put forth by the agencies, shall be summarily rejected.
  - 18.2 Evaluate the EOIs as per laid down norms, procedures, guidelines, works manual and GCC of NCSM etc. by a designated committee with approval of Competent Authority against which no interim queries / correspondence will be entertained.
  - 18.3 Ask for further Clarifications / verification etc. anytime, as and when required during the process.
  - 18.4 Be at liberty to cancel the Advt. / Enlistment of the Agency against the above Notice, anytime without assigning any reason whatsoever
  - 18.5 For the above no claim on any ground shall be entertained.

**19. Procedures for Submission of EOI / e-Tenders in e-Procurement system in CPPP are as below:-**

19.1 Applicants shall submit the mandatory documents in Original as detailed in EOI Notice comprising of **EOI Processing Fee, Declaration & Affidavit** & relevant documents in sealed envelope by due date and time to the TIA along with the scanned copies uploaded in the Portal without which the EOI/Tender will be considered invalid. **EOI Processing Fee (Non-Refundable) of Rs.1000/- (One Thousand Only) shall be paid through Demand Draft payable in favour of 'National Council of Science Museums (NCSM),' payable at Kolkata. The original payment instrument should reach the EOI inviting authority within the stipulated time as mentioned in EOI.**

19.2 Other Documents to be uploaded / submitted online by the intending Applicant are clearly spelt out in the EOI document / Additional Instruction to Applicant. Applicant will submit the physical document duly page numbered, as indicated in EOI to TIA before the due date and time which will be referred for comparing with the uploaded copies.

**20. Summarized List of Documents / Cover Details for EOI are indicated below :-**

20.1

Sl. No.	Number of Cover.	Description	Documents for Online submission	Documents for Offline/Hard copy submission to EIA
1.	1(One)	EOI/Tender Processing Fee.	Scanned copy of EOI/Tender Processing Fee of Rs.1000/-	Original copy of EOI/Tender Processing Fee.
		Declaration & Affidavit	Scanned copy of Declaration as per (Annexure-A), (Annexure-B) & Affidavit as per (Annexure – C)	Original copy of Declaration as per (Annexure-A & B) & Affidavit as per (Annexure – C)
		<b>Financial Criteria</b>		
		i) Average Annual Turnover	Scanned copy of Affidavit /Certificate From Chartered Accountant with Membership No. & Seal, mentioning Financial Turnover of last 03 consecutive Years along with copy of P/L account	Audited Balance Sheet & P/L Account Statement for the last three years along with the copy of Chartered Accountant Certificate Uploaded in the portal.
			Scanned copy of Certified copy of Turn-Over	Copy of Turn-Over of the last 03 financial years certified by Chartered Accountant with Membership No.
		ii) Bank's solvency	Scanned copy of Copy of Banks solvency issued from Bank as stipulated in EOI	Copy of Banks solvency issued from Bank as stipulated in EOI

		<b>Technical Criteria</b>		
		(i) Similar completed works	Scanned copy of Certificate for completed works, LOI, photographs, etc. related to similar work during last 05 years with a covering page of <b>Annexure – D</b>	Certificate for completed works, LOI, photographs, etc. related to similar work during last 05 years with a covering page of <b>Annexure – D</b>
		(ii) Similar ongoing works	Scanned copy of Certificate to similar works for completed works (in case of final bill, summarised copy of bill may be given) during last 05 years with a covering page of <b>Annexure – E</b>	Certificate to similar works (summarized copy of final bill statement) or certificate for completed works, LOI, photographs, etc. related to similar work during last 05 years with a covering page of <b>Annexure – E</b>
		<b>Statutory Documents</b>		
		Statutory documents & Affidavits etc.	As indicated in the Bid (EOI) document -company Details, <b>PAN, ITR, VAT/TIN, Service Tax, EPF, ESI</b> , Statement for Manpower, Equipment Details (affidavit/invoice)	As indicated in the EOI – Company’s documents, details thereof along with supporting documents.
		EOI Document & corrigendum, if any, etc.	Digitally signed and uploaded, as it is downloaded from the Portal, as a token of acceptance.	No Hard copy

**21.** If the document asked for submission online is submitted in hard copy only without uploading in portal, the bid (EOI) shall become invalid and will not be considered under any circumstances.

21.1 The Museum/Centre does not bind itself to accept the any bids (EOIs) and the right to reject or accept any or all the e-bids or EOIs received without assigning any reason whatsoever

21.2 Bids (EOIs) incorporating additional conditions are liable to be rejected.

## 22. Opening & Evaluation of EOI :

- 22.1 EOI will be opened online. **EOI Processing Fee, Declaration & Affidavit etc., must be submitted in physical form / hard copy to the office of the EOI inviting authority by the due date & time.** Evaluation will be done on the basis of uploaded documents only which will be compared from the Hard copy / Original copies of Technical bid submitted by the due date.
- 22.2 If any discrepancy is noticed between the Eligibility documents as uploaded at the time of submission of EOI and hard copies as submitted physically in the office of EIA by due date and time, **the evaluation will be done on the basis of uploaded documents in CPP Portal only.**
- 22.3 Any discrepancy(s) if found in the submitted documents (as detailed in the mode of submission in the CPP Portal) between the uploaded Soft copy (at the time of submission of EOI) and the hard copy submitted (physically in the office of EIA by due date and time), the EOI shall be rejected /cancelled.
- 22.4 Clarifications, if any required will be sought on the submitted documents in the portal and may be obtained by email or through portal regarding eligibility of applicants.
- 22.5 Every bid (EOI) shall be evaluated based on documents of respective tender and no reference shall be drawn from other document(s) uploaded in the Portal earlier.
23. Applicants will submit the requisite details / credentials, in the sealed given cover only. However, submission of EOIs through using default samples given by NIC in **My Document List** / Other Important Documents, its sub-folders, will not be taken into cognizance and shall be ignored during evaluation.
24. The tenderer(s) must declare in writing that neither he/she nor any of them is in anyway related to any officer in the National Council of Science Museums, Kolkata, or any of its constituent units as per the format given in **Annexure – “B”**
25. For the purpose of opening of the e-bid (EOI), it is clarified that only on receiving the **(i) EOI document processing fee (non-refundable) physically at National Council of Science Museums (NCSM), Kolkata** as per clause- 6, before the bid opening date, the **Bid (EOI) Envelope** will be opened.
26. **It may be noted that the Bid (EOI) Envelope which are not found in order as per the requirements of National Council of Science Museums (NCSM) will be summarily rejected.**

(To be submitted on Agency’s Letter Head in the Portal as well as hard copy to the TIA)

Ref:

Date :

**DECLARATION**

We, M/s. ...., hereby solemnly declare as follows, in respect of the EOI No. .... :-

- a) That, we have downloaded all the documents from CPP e-Procurement Portal of NIC and all the uploaded information / statements are true to the best of our knowledge.
- b) That, our firm is not involved in any **Litigation or Arbitration** with NCSM or any of its constituent units during the last 05 (five) years.

Yours faithfully,

Signature of the  
Agency with Seal

(Format for Declarations & Undertaking to be typed on bidder agency's letterhead and to be submitted with bid (EOI) document in the Portal as well as hard copy to the EIA)

**DECLARATION -1**

This is to certify that neither I/we/any of us is in anyway related to any employee in the National Council of Science Museums, Kolkata, or any of its constituent units.

Date: (Signature of the Applicant)  
with company seal/rubber stamp  
Place:

**DECLARATION -2**

I/We hereby declare that I/we have not quoted any extra terms & condition along with the bid (EOI) documents.

Date: (Signature of the Applicant)  
with company seal/rubber stamp  
Place:

**UNDERTAKING**

I/We undertake that the physical processing fee instrument shall be deposited by me/us with the office inviting the bid (EOI) before the bid opening date otherwise the office inviting the bid (EOI) shall be liable to reject the bid(EOI).

Date: (Signature of the Applicant)  
with company seal/rubber stamp  
Place:

(Affidavit to be submitted by the Agency on a non-judicial stamp paper of value Rs. 100/- duly notarized, in the Portal as well as hard copy to the TIA)

Ref:

Date:

**AFFIDAVIT**

I/We, ....., S/O.....  
Resident of .....  
Contractor / Partner or sole Proprietor (strike out which is not applicable)  
of firm M/s.....do hereby solemnly affirms  
and declare that our Individual / Firm / Companies is **not blacklisted** by any State  
/ Central Govt. Deptt. or any PSUs.

DEPONENT

Place :

Date :

Address :

.....  
.....

**DETAILS TO BE FURNISHED FOR COMPLETED WORKS DURING LAST FIVE YEARS SINCE JAN 2012**

Sl. No.:	Details	Work -1	Work -2	.....
1.	<b>Project name &amp; Location:</b>			
2.	<b>Owner or client:</b> (Name and Address, contact Number of Officer to whom reference can be made)			
3.	<b>Project description:</b> 1. Type of Building: 2. Built Up Area (in sq. mts): 3. Number of Floors: 4. Type of Structure Load bearing/RCC/Steel: 5. Information to illustrate the attention to detail construction quality (close up photographs):			
4.	<b>Whether For Government/Semi Government/ Government undertaking/ Government autonomous bodies/Otherwise : Please Mention</b>			
5.	<b>Tendered Project Cost:</b>			
6.	<b>Actual Project Cost:</b>			
7.	<b>Actual Cost with breakup of Utilities Works such as HVAC, Electrical, Fire Protection etc. (Excluding civil &amp; Structural Works)</b>			
8.	<b>Structural Steel Fabrication Work (in Tons)</b>			
9.	<b>Project duration (as per contract):</b> (in months)			
10.	<b>Start date (dd/mm/yy):</b>			
11.	<b>Actual date of Completion (dd/mm/yy):</b>			
12.	<b>Actual duration (Months):</b>			
13.	<b>Reasons for delay (if any):</b>			
14.	<b>Any penalty/ Bonus:</b>			
15.	<b>Any litigation/Arbitration/claim/Dispute pending (with details of claim and award if any):</b>			

**I/We certify that above information furnished by me/us is true and correct to the best of my information and knowledge.**

(Signature of the Applicant & date)  
with company seal/rubber stamp

**INFORMATION ABOUT ALL ONGOING WORKS:**

Sl. No.:	Details	Work -1	Work -2	.....
1	a) <b>Project name &amp; Location</b>			
2	b) <b>Owner or client: (Name and Address, contact Number of Officer to whom reference can be made):</b>			
3	c) <b>Project details in brief:</b>			
4	Stipulated start date			
5	d) Actual Start date			
6	e) Time period			
7	g) Stipulated completion date			
8	f) Present Status of work in Percentage completion:			
9	i) Work Order Value (in lakhs)			
10	i) Work done value (RA bill) of work (in lakhs):			
11	k) Type/nature of works details			
12	l) slow progress if any and Reasons for Delay, if any:			

**Note:**

- 1) Original or attested scanned copies of initial work order from client have to be uploaded.
- 2) The certificate shall mention Name of work, Work order value, duration, Client name & Address, Location of work, Stipulated start and completion date, Actual Start and Completion date, Reasons for Delay (if any), Nature of Work etc.
- 3) Attach Photographs of the projects.

**I/We certify that above information furnished by me/us is true and correct to the best of my information and knowledge.**

(Signature of the Applicant & date)  
with company seal/rubber stamp