APPLICATION FOR
EMPANELMENT OF CONTRACTORS

FOR DISCIPLINES NAMELY:

- CIVIL WORKS
  - BUILDING WORKS
  - HIGHWAYS & BRIDGES
  - SITE DEVELOPMENT WORKS
  - ROADS IN HILLY TERRAIN

LAST DATE OF SUBMISSION: 11th May 2015

ENGINEERING PROJECTS INDIA LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
CORE 3, SCOPE COMPLEX, 7 LODHI ROAD, NEW DELHI – 110003
# EMPANELMENT OF CONTRACTORS (2015-2017)

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NOTICE FOR INVITING APPLICATIONS FOR EMPANELMENT OF CONTRACTORS (2015-2017)

ENGINEERING PROJECTS INDIA Ltd. (EPIL) invites fresh applications from reputed, experienced and Indian registered contractors / firms for prequalification on “All India Basis” for the following disciplines & categories given in the table below. The pre-qualified contractors are required for submitting bids against deposit/tendered works of various Ministries(s) & Department(s) and for forming pre-tender tie-ups/ association.

All the Existing Empanelled / Registered Contractors with EPI prior to our Notice for Pre-Qualification of contractors vide NIT No: DLI/CON/ PQ_CONTRACTORS Dtd 08.03.2013 have been annulled. All the contractors who are empanelled (2013-15) with upgradation /extension letters with validity upto 30.09.2015 need to apply afresh alongwith requisite fees. Those Contractors who have submitted fees of ₹10000/- (Rupees Ten Thousand only) against our Notice no. DLI/CON/GEN/290 dated 09.01.2015 & 20.02.2015 for extension of their validation or upgradation need to submit additional Registration fees of ₹5000/-(Rupees Five Thousand only) along with requisite documents. Those Contractors who have submitted documents for extension of validity without any fees need to submit full registration fees of ₹15000 /-(Rupees fifteen thousand only) along with documents.

All the contractors who have received the Empanelment Letter issued by EPI with validity upto 31.10.2016 need not to apply again until and unless they want to Upgrade or intend to apply for Empanelment in other Categories.

Those Contractors who had applied and not received Empanelment letter from EPI till date due to non-compliance of techno-commercial fulfillment, may apply afresh with updated documents and registration fees of ₹15,000/- (Rupees Fifteen Thousand only).

<table>
<thead>
<tr>
<th>DISCIPLINES</th>
<th>CATEGORIES</th>
<th>MONETARY LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil works</td>
<td>C-1</td>
<td>Group -I ₹5 Crores up to ₹10 Crores</td>
</tr>
<tr>
<td></td>
<td>Building Works</td>
<td>Group -II ₹10 Crores up to ₹25 Crores</td>
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<tr>
<td></td>
<td></td>
<td>Group –III ₹25 Crores up to ₹50 Crores</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Group –IV ₹50 Crores up to ₹100 Crores</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Group –V ₹100 Crores up to ₹200 Crores</td>
</tr>
<tr>
<td>Civil works</td>
<td>C-2</td>
<td>MONETARY LIMITS</td>
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</tr>
<tr>
<td>Highways and Bridges</td>
<td>Group –VI</td>
<td>₹200 Crores up to ₹300 Crores</td>
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<tr>
<td></td>
<td>Group –VII</td>
<td>₹300 Crores and above</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Civil works</th>
<th>C-3</th>
<th>MONETARY LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Development Works</td>
<td>Group –I</td>
<td>₹5 Crores up to ₹10 Crores</td>
</tr>
<tr>
<td></td>
<td>Group –II</td>
<td>₹10 Crores up to ₹25 Crores</td>
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<tr>
<td></td>
<td>Group –III</td>
<td>₹25 Crores up to ₹50 Crores</td>
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<tr>
<td></td>
<td>Group –IV</td>
<td>₹50 Crores up to ₹100 Crores</td>
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<tr>
<td></td>
<td>Group –V</td>
<td>₹100 Crores up to ₹200 Crores</td>
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<tr>
<td></td>
<td>Group –VI</td>
<td>₹200 Crores up to ₹300 Crores</td>
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<tr>
<td></td>
<td>Group –VII</td>
<td>₹300 Crores and above</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Civil works</th>
<th>C-4</th>
<th>MONETARY LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roads in Hilly Terrain</td>
<td>Group –I</td>
<td>₹5 Crores up to ₹10 Crores</td>
</tr>
<tr>
<td></td>
<td>Group –II</td>
<td>₹10 Crores up to ₹25 Crores</td>
</tr>
<tr>
<td></td>
<td>Group –III</td>
<td>₹25 Crores up to ₹50 Crores</td>
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<tr>
<td></td>
<td>Group –IV</td>
<td>₹50 Crores up to ₹100 Crores</td>
</tr>
<tr>
<td></td>
<td>Group –V</td>
<td>₹100 Crores up to ₹200 Crores</td>
</tr>
<tr>
<td></td>
<td>Group –VI</td>
<td>₹200 Crores up to ₹300 Crores</td>
</tr>
<tr>
<td></td>
<td>Group –VII</td>
<td>₹300 Crores and above</td>
</tr>
</tbody>
</table>
The contractors should meet the minimum qualifying criteria as mentioned in PQ Document for the respective disciplines & category under different monetary groups for getting pre-qualified. The detailed NIT and PQ document can be downloaded from websites www.epi.gov.in and www.eprocure.gov.in. The contractors should bid considering their eligibility & apply for the specific discipline & category of works only. Contractors who want to apply for more than one discipline & category should do so through separate application including Registration fee.

Application complete in all respects should reach Group General Manager (Contracts), ENGINEERING PROJECTS (INDIA) LIMITED., Scope Complex core 3,7 Lodhi Road, New Delhi - 110003 along-with non-refundable Registration fees of ₹15,000/- (Rupees Fifteen Thousand only) payable in the form of Demand Draft/ Pay Order in favor of “ENGINEERING PROJECTS (INDIA) LIMITED” payable at New Delhi.

No Joint venture or Consortium of firms shall be allowed and the contractors should meet the above criteria by themselves.

The value of free issue materials shall be taken while evaluating completion cost of project. The value of such materials incorporated in the project should be certified by the chartered accountant/owner.

The desired contractors should apply on the prescribed documents as per the PQ document along-with documentary evidence for the following:

2) Completion Certificates from Clients / Owners,
3) Plant & Machinery holding,
4) Manpower details,
5) Details of pending litigation etc.
6) Evidence of being profit making organization (Should not have incurred loss for more than one years during last three years)
7) EPF Regn. No
8) PAN No.
9) VAT Regn. No., Service Tax Regn No..
10) Bank Solvency Certificate of specified amount as per table issued after 31st December 2014.

* Applicant may also submit CA certificate/provisional Balance sheet against their turnover for year ending 31.03.2015 failing which their average turnover of 2011-12, 2012-13, 2013-14 will be considered.

Last date of receipt of pre-qualification application is 11th May 2015 up to 5:00 pm. The delayed application shall not be considered.
The short-list of Empanelled contractors shall be valid for **TWO YEARS**. However, EPI reserves the right to curtail or extend this period at its sole discretion.

Corrigendum / addendums, if any to this NIT shall only be posted on EPI’s website.

Group General Manager (Contracts)
ENGINEERING PROJECTS INDIA LTD
CORE-3, SCOPE COMPLEX, 7 LODHI ROAD
NEW DELHI 110003
SECTION-2
INFORMATION & INSTRUCTIONS FOR APPLICANTS

1. INTRODUCTION

ENGINEERING PROJECTS INDIA Ltd. (EPIL) invites fresh applications from reputed, experienced and Indian registered contractors / firms for prequalification on “All India Basis” for the following disciplines & categories given in the table below. The pre-qualified contractors are required for submitting bids against deposit/tendered works of various Ministries(s) & Department(s) and for forming pre-tender tie-ups/ association.

<table>
<thead>
<tr>
<th>DISCIPLINES</th>
<th>CATEGORIES</th>
<th>MONETARY LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil works</td>
<td>C-1</td>
<td>Group -I</td>
</tr>
<tr>
<td>Civil works</td>
<td>Building Works</td>
<td>₹5 Crores up to ₹10 Crores</td>
</tr>
<tr>
<td>Civil works</td>
<td>C-2</td>
<td>Group -I</td>
</tr>
<tr>
<td>Civil works</td>
<td>Highways and Bridges</td>
<td>₹5 Crores up to ₹10 Crores</td>
</tr>
</tbody>
</table>
The short-list of Empanelled contractors shall be valid for **TWO YEARS**. However, EPI reserves the right to curtail or extend this period at its sole discretion.

### 2. MINIMUM QUALIFICATION CRITERION

- The contractors should meet the following minimum qualifying criteria for different monetary groups limits for getting pre-qualified for Empanelment:
A. Civil Works (Category C-1: Buildings Works), C-2: Highways and Bridges & C-4: Roads in Hilly Terrain)  

(Figures are in ₹Crores)

<table>
<thead>
<tr>
<th>Group</th>
<th>Pre-qualification limit (Project Cost between)</th>
<th>Average Annual Turnover during last 3 years ending 31.03.15*</th>
<th>Past experience in completed similar works during last 7 years ending on 31.12.14 (To fulfill either of three options)</th>
<th>Latest Bank Solvency (Issued After 31.12.2014)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Single Project</td>
<td>Two Projects each at Least</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>05-10</td>
<td>2.25</td>
<td>6.00</td>
<td>3.75</td>
</tr>
<tr>
<td>II</td>
<td>10-25</td>
<td>5.25</td>
<td>14.00</td>
<td>8.75</td>
</tr>
<tr>
<td>III</td>
<td>25-50</td>
<td>11.25</td>
<td>30.00</td>
<td>18.75</td>
</tr>
<tr>
<td>IV</td>
<td>50-100</td>
<td>22.50</td>
<td>60.00</td>
<td>37.50</td>
</tr>
<tr>
<td>V</td>
<td>100-200</td>
<td>45.00</td>
<td>120.00</td>
<td>75.00</td>
</tr>
<tr>
<td>VI</td>
<td>200-300</td>
<td>75.00</td>
<td>200.00</td>
<td>125.00</td>
</tr>
<tr>
<td>VII</td>
<td>300-above</td>
<td>105.00</td>
<td>280.00</td>
<td>175.00</td>
</tr>
</tbody>
</table>

* Note: Applicant may also submit CA certificate/provisional Balance sheet against their turnover for year ending 31.03.2015 failing which their average turnover of 2011-12, 2012-13, 2013-14 will be considered.

Additional criteria for Civil work

“One Completed similar work costing not less than the amount equal to 40% of the project cost (average of column “Pre-qualification limit (Project Cost between))” “with some Central Government Department/State Government Department/Central Autonomous Body/Central Public Sector undertaking.”

For Group VII: One work with Central Government Department/State Government Department/Central Autonomous Body/Central Public Sector undertaking.” Should be for value of not less than ₹140 Crs.

- The definition of similar works for different categories of works is as under:
### DISCIPLINES

#### CATEGORY

**DEFINITION OF SIMILAR WORKS**

<table>
<thead>
<tr>
<th>DISCIPLINES</th>
<th>CATEGORY</th>
<th>DEFINITION OF SIMILAR WORKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil works</td>
<td>C-1: Buildings Works</td>
<td>• Buildings Work (Residential &amp; Non-residential), Office Buildings, Industrial structure.</td>
</tr>
</tbody>
</table>
| Civil works | C-2 : Highways & Bridges | • Construction of Highways  
• Construction of Bridges, ROBs, Flyovers.  
• Minimum span 6 meters and above. |
| Civil works | C-4 : Roads in Hilly Terrain | • Construction of Roads in Hilly Terrain |

### B. Civil works (CATEGORY C-3: SITE DEVELOPMENT WORKS)

(Figures are in ₹Crores)

<table>
<thead>
<tr>
<th>Group</th>
<th>Pre-qualification limit(Project Cost between)</th>
<th>Average Annual Turnover during last 3 years ending 31.03.15*</th>
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<td>60.00</td>
<td>37.50</td>
</tr>
</tbody>
</table>
Additional criteria for Civil work

“One Completed similar work costing not less than the amount equal to 40% of the project cost (average of column “Pre-qualification limit (Project Cost between)”) “with some Central Government Department/State Government Department/Central Autonomous Body/Central Public Sector undertaking.”

For Group IV: One work with Central Government Department/State Government Department/Central Autonomous Body/Central Public Sector undertaking.” Should be value of not less than ₹30.00 Crs.

- The definition of similar works for different categories of works is as under:

<table>
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<tr>
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<th>DEFINITION OF SIMILAR WORKS</th>
</tr>
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<tbody>
<tr>
<td>Civil works</td>
<td>C-3 : Site Development works</td>
<td>In a single contract: Site development works like Earth-filling, cutting, leveling, External Water supply &amp; Sewerage system, Storm Water Drainage and Roads for campus / industrial plant / townships/Institutes/Industrial area excluding external electrification.</td>
</tr>
</tbody>
</table>

No Joint venture or Consortium of firms shall be allowed and the contractors should meet the above criteria by themselves.

1. The value of free issue materials (if any) shall be taken while evaluating completion cost of project. The value of such materials incorporated in the project should be certified by the chartered accountant/owner.

2. All the Existing Empanelled / Registered Contractors with EPI prior to our Notice for Pre-Qualification of contractors vide NIT No: DLI/CON/ PQ_CONTRACTORS Dtd 08.03.2013 have been annulled. All the contractors who are empanelled (2013-15) with upgradation /extension letters with validity upto 30.09.2015 need to apply afresh alongwith requisite fees. Those Contractors who have submitted fees of ₹10000/- (Rupees Ten Thousand only) against our Notice no. DLI/CON/GEN/290 dated 09.01.2015 & 20.02.2015 for extension of their validation or upgradation need to submit additional Registration fees of ₹5000/- (Rupees Five Thousand only) along with requisite documents. Those Contractors who have submitted documents for extension of validity without any fees need to submit full registration fees of ₹15000/- (Rupees fifteen thousand only) along with documents. All the contractors who have received the Empanelment Letter issued by EPI with validity upto 31.10.2016 need not to apply again until and unless they want to Upgrade or intend to apply for Empanelment in other Categories. Those Contractors who had applied and not received Empanelment letter from EPI till date due to non-compliance of techno-commercial fulfillment, may apply afresh.
with updated documents and registration fees of ₹15,000/- (Rupees Fifteen Thousand only).

3. The desired contractors should apply on the prescribed documents as per the PQ. The desired contractors should apply on the prescribed documents as per the PQ document along with documentary evidence for the following:

1. Audited Balance Sheet for the last three years i.e 2011-12, 2012-13 & 2014-15*.
2. Completion Certificates from Clients / Owners,
3. Plant & Machinery holding,
4. Manpower details,
5. Details of pending litigation etc.
6. Evidence of being profit making organization (Should not have incurred loss for more than one years during last three years)
7. EPF Regn. No
8. PAN No.

* Applicant may also submit CA certificate/provisional Balance sheet against their turnover for year ending 31.03.2015 failing which their average turnover of 2011-12, 2012-13, 2013-14 will be considered.

4. The past experience in similar nature of work should be supported by certificates issued by an Officer not below the rank of Executive Engineer or equivalent. In case the work experience of other than Govt./Semi Govt./PSUs, the completion certificate shall be supported with copies of

- Work order and full payment TDS certificates issued by owner for the work executed duly certified by Chartered Accountant.

5. The gross annual turnover should be certified by the Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.

6. The applicant should own sufficient construction equipment for the proper and timely execution of the work. The applicant should submit details of same with PQ Application.

7. The applicant should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The applicant should submit details of same with PQ Application.

8. All the applications received, will be evaluated on the basis of information and documents provided by the applicant. In case the applicant is not found suitable for the Group, his application shall be considered for the prequalification in lower monetary group (if available). In case the applicant is found suitable for lower monetary group, he shall be pre-qualified for lower group.
9. Under no circumstances the Registration fees can be adjusted against the pending dues of Contractors working with EPI and the Registration fee is required to be submitted in the form as mentioned in Notice for Pre-qualification.

10. The contractor pre-qualified for Empanelment in higher Group (monetary limit) can also participate for tenders of lower Groups (monetary limits) for the same Discipline and Category.

11. The Empanelled contractors shall be required to submit bids against deposit works of various ministries & departments, tendered works and for forming pre-tender tie-ups/ association on the Terms & Conditions of Tender Documents to be issued by EPI on project to project basis.

12. The Empanelled contractors shall be required to submit EMD for each tender separately details of which shall be stipulated in Tender Documents.

13. It is intended to call bids for different disciplines, categories of works and groups from the contractors who are Empanelled.

14. EPI reserves the right to call open tenders in which contractors/ agencies not pre-qualified in this process but meeting the minimum qualification criteria for the tender can participate. For such tenders, the pre-qualified contractors under this process meeting the stipulated criteria of tender can also participate.

15. The tender to be invited by EPI from the Empanelled contractors and shall be available on www.epi.gov.in. and www.eprocure.gov.in.

16. The Empanelled contractors are advised to check the details from EPI’s Website regularly and no claim of Empanelled contractors shall be entertained whatsoever, due to non receipt of information about the tender of EPI.

17. All information called for in the enclosed forms should be furnished against the relevant columns. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a ‘NIL’ or ‘NO SUCH CASE’ entry should be made in that column. If any particulars / query is not applicable in case of the applicant, it should be stated as “not applicable”. The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being rejected. Applications made by telegram or telex, E-mail, and those received late or without Registration fees will not be entertained.

18. The application should be type-written. The applicant should sign and stamp each page of the application.
19. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the pre-qualification documents are numbered. Additional sheets, if any, added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.

20. References, information and certificates from the respective clients certifying suitability, technical know how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer or equivalent.

21. The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the works. The applicants are however, advised not to furnish superfluous information. No information shall be entertained after submission of pre-qualification documents unless it is called for by the EPI.

22. Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from pre-qualification / tendering / taking up of work in EPI. If such applicant happens to be pre-qualified/ enlisted contractor in more than one Group/ Category his name shall be removed from all the Groups/ Categories of the pre-qualified list of contractors.

23. Prospective applicants may request clarification on the pre-qualification document within seven days prior to the last date of submission of Pre-qualification application as mentioned in Notice for Pre-qualification. No request for clarification will be considered after that date.

24. Pre-qualification letters will be sent to only those successful applicants who meet the qualifying criteria.

3. DEFINITIONS

In this document the following works and expressions have the meaning hereby assigned to them:


2. “APPLICANT” Means the individual, proprietary firm, firm in partnership, limited company, private or public or corporation.

3. “YEAR” means “Financial Year” unless stated otherwise.

4. METHOD OF APPLICATION

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

3. If the applicant 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.

4. If the applicant 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.

5. FINAL DECISION MAKING AUTHORITY

EPI reserve the right to modify the eligibility criteria, to decide on cut off date of implementation, to accept or reject any application, to annul the PRE-QUALIFICATION process, to reject all applications or accept new applications at any time, without assigning any reason or incurring any liability to the applicants.

6. EVALUATION CRITERIA FOR PRE-QUALIFICATION

1. For the purpose of pre-qualification, applicants will be evaluated on the basis of minimum stipulated financial and past experience criteria. The details of plant & machinery holding, manpower employed, pending litigations shall also be evaluated for pre-qualification of the firms.

2. Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:
   - Record of poor performance such as abandoning work, not properly completing the contract, delay in completion of works, or financial failures / weaknesses etc.
   - Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the PRE-QUALIFICATION documents.
7. FINANCIAL INFORMATION

Applicant should furnish the following financial information:

1. **Annual financial statement for the last three years** This should be supported by audited balance sheets and profit and loss accounts (with all schedules attached) along-with details required for assessing the net worth duly certified by a Chartered Accountant, as submitted by the applicant to the Income Tax Department.

2. Name & Address of the bankers.

8. EXPERIENCE IN WORKS HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS

1. Applicant should furnish the following:
   - List of all similar works successfully completed during the last seven years
   - List of the projects under execution or awarded

2. Particulars of completed works and performance of the applicant 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 (preferably in Form “F” or as per Performa of concerned Clients covering the required information as asked for in Form 'F'). The work completion/ experience certificates issued by other than Govt. Deptt./PSU shall be supported by the copies of the TDS certificates issued by the owner of the project.

3. 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 receipt of application for pre qualification.

4. Construction/Development of ‘Own Real Estate’ by developers shall not be accepted as eligible project to meet the qualifying requirement of past experience as construction contractor.

9. AVAILABILITY OF EQUIPMENT RESOURCE

- Applicant is required to furnish the details of Plants & Machineries available with the applicant as on date in FORM - G.
10. ORGANIZATION INFORMATION

Applicant is required to submit the following information in respect of his organization.

1. Name & Postal Address, including Telephone and Telex, Fax numbers, E-Mail address etc.
2. Copies of original documents defining the legal status, place of Registration and principal places of business.
3. Name of Directors and Officers concerned with the work, with designation of individuals authorized to act for the organization.
4. Information on any litigation in which the applicant was involved during the last five years, including any current litigation.
5. Authorization for EPI to seek detailed references.

11. LETTER OF TRANSMITTAL

1. The applicant should submit the letter of transmittal attached with pre-qualification documents (SECTION-4) duly signed by him.

2. 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.

12. CANCELLATION OF EMPANELMENT

1. The Empanelment of contractor shall be cancelled by EPI in case of their poor performance, abandoning of the allotted work, and abnormal delay in completion of work, bankruptcy and for activities detrimental to the interest of EPI. The decision of EPI in this regard shall be final and binding on the contractor.

2. The pre-qualified contractor/ firm shall not effect any change in the constitution of the firm without the prior approval of EPI. Such proposal, if any shall be submitted in advance furnishing full details of the proposed change along with all supporting documents. Any change in the constitution of the firm/company without the prior approval of EPI will render the contractor/ firm liable for removal from the approved list of contractors. The discretion to allow/disallow the proposed change shall vest solely with EPI. In case, the original partners/ constitution change by more than 50% either due to substitution or due to retirement or death the enlistment of the firm/ contractor by that name shall be cancelled.

3. In case of change of name of the pre-qualified firm/contractor without change of constitution/partners the same shall be intimated along with proof of such change to EPI immediately but in no case later than 30 days from the date of such change occurs failing which the enlistment of the firm/ contractor by that name shall be cancelled.
Empanelment Documents should be submitted in Bound manner. PQ Applications are liable to be discarded if the applications are not submitted in the desired manner.

Order in which the documents to be submitted is as under:

<table>
<thead>
<tr>
<th>Document Category</th>
<th>Annexure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of Transmittal as per Section -4</td>
<td></td>
</tr>
<tr>
<td>Application for Empanelment of contractor (Form ‘A’)</td>
<td>Annexure –I</td>
</tr>
<tr>
<td>Structure and Organization (Form ‘B’)</td>
<td>Annexure –II</td>
</tr>
<tr>
<td>Financial information (Form ‘C’)</td>
<td>Annexure –III</td>
</tr>
<tr>
<td>Details of similar works completed during the last 7 years (Form ‘D’)</td>
<td>Annexure -IV</td>
</tr>
<tr>
<td>Project under execution or awarded (Form ‘E’)</td>
<td>Annexure -V</td>
</tr>
<tr>
<td>Completion Certificates</td>
<td>Annexure -VI</td>
</tr>
<tr>
<td>Performance report (Form 'F')</td>
<td>Annexure -VII</td>
</tr>
<tr>
<td>Undertaking (Form ‘G’)</td>
<td>Annexure -VIII</td>
</tr>
<tr>
<td>Plant &amp; Machineries (Form ‘H’)</td>
<td>Annexure -IX</td>
</tr>
<tr>
<td>Affidavit (Form ‘I’)</td>
<td>Annexure -X</td>
</tr>
<tr>
<td>Man Power details</td>
<td>Annexure -XI</td>
</tr>
<tr>
<td>Pending Litigation</td>
<td>Annexure -XII</td>
</tr>
<tr>
<td>EPF registration no.</td>
<td>Annexure -XIII</td>
</tr>
<tr>
<td>PAN</td>
<td>Annexure -XIV</td>
</tr>
<tr>
<td>Vat registration</td>
<td>Annexure-XV</td>
</tr>
<tr>
<td>Certificate of incorporation</td>
<td>Annexure -XVI</td>
</tr>
<tr>
<td>Power of attorney</td>
<td>Annexure -XVII</td>
</tr>
<tr>
<td>Memorandum &amp; Articles of Association</td>
<td>Annexure -XVIII</td>
</tr>
<tr>
<td>Service Tax registration</td>
<td>Annexure -XIX</td>
</tr>
<tr>
<td>Document in support of Applicant legal status</td>
<td>Annexure -XX</td>
</tr>
<tr>
<td>Any other documents</td>
<td>Annexure -XXI</td>
</tr>
</tbody>
</table>
SECTION-3
APPLICATION FOR EMPANELMENT OF CONTRACTORS (2015-2017)

FORM ‘A’

NAME OF APPLICANT

DISCIPLINE: ________________________________

MONETARY GROUP & CATEGORY IN WHICH APPLICANT IS INTERESTED FOR EMPANELMENT

: Monetary Group -------
: Category------------

(To be selected from table given in Section 1 Detailed NIT)

e.g. If an applicant is interested for PRE-QUALIFICATION in Discipline Civil Works, Category C-1 (Building works Group -I : ₹5 Crs upto ₹ 10 Crs. it is to be written as :

<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>Civil Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP / Monetary Limit</td>
<td>Group -I : ₹5 Crs upto ₹ 10 Crs.</td>
</tr>
<tr>
<td>CATEGORY</td>
<td>C-1-Building works</td>
</tr>
</tbody>
</table>

The requisite Registration fees of ₹15, 000/- (Rupees fifteen Thousand only) are herewith submitted in Demand Draft / Pay Order No. __________ dated __________.

[SIGNATURE OF APPLICANT]
## FORM ‘B’

### STRUCTURE AND ORGANIZATION

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>1.</strong></td>
<td>Name and address of applicant.</td>
</tr>
<tr>
<td><strong>2a.</strong></td>
<td>Telephone No. / Fax No. / Telex No.</td>
</tr>
<tr>
<td><strong>2b.</strong></td>
<td>Working E – Mail ID</td>
</tr>
<tr>
<td><strong>3.</strong></td>
<td>Legal status of the applicant (attach copies of original documents defining the legal status)</td>
</tr>
<tr>
<td></td>
<td>The applicant is:</td>
</tr>
<tr>
<td>(a)</td>
<td>An Individual</td>
</tr>
<tr>
<td>(b)</td>
<td>A Proprietary Firm</td>
</tr>
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<td>(c)</td>
<td>A Firm in Partnership</td>
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<tr>
<td>(d)</td>
<td>A limited Company (Private or Public) or Organization</td>
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<td><strong>4.</strong></td>
<td>Particulars of Registration with various Government bodies/ Organization. (attach attested photocopy)</td>
</tr>
<tr>
<td><strong>5.</strong></td>
<td>Name of Directors/ Partners with their addresses, Telephone numbers, Fax, Email.</td>
</tr>
<tr>
<td><strong>6.</strong></td>
<td>Designation of individuals authorized to act for the Organization.</td>
</tr>
<tr>
<td><strong>7.</strong></td>
<td>Was the applicant ever required to suspend any construction for a period of more than six months continuously after commencement of the construction? If so, give the name of the project &amp; reasons of suspension of work.</td>
</tr>
</tbody>
</table>
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.**

9. **Has the applicant, or any constituent partner in case of partnership firm ever been debarred / black listed for tendering in any organization at any time? If so, give details.**

10. **Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.**

11. **Other details:**
   a) EPF No.
   b) Sales Tax No.
   c) Service Tax Regn no.
   d) PAN No.
   e) VAT Regn No
   *(Copies to be enclosed)*

12. **Any other information considered necessary but not included above.**

<table>
<thead>
<tr>
<th>Seal of the Applicant</th>
<th>Signature of Applicant</th>
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</table>

**Note:** a) In "other details" if any of the registration/clearance is not applicable /exempted/not available with applicant the applicant shall submit an affidavit/undertaking stating that the same will be obtained before participating in tender/award of work.
FORM ‘C’

FINANCIAL INFORMATION

I. Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet / Profit & Loss Account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (certified copies to be attached)

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<tr>
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(i) Gross Annual turnover on construction works.

(ii) Profit / Loss

(iii) Net Worth (Paid up capital + reserves) (as on 31.03.15*)

(iv) Latest Bank Solvency

* Note: Applicant may also submit CA certificate/provisional Balance sheet against their turnover for year ending 31.03.2015 failing which their average turnover of 2011-12, 2012-13, 2013-14 will be considered.

II. Financial arrangements for carrying out the works (Own arrangements & Fund based & Non Fund based sanctioned limits).

III. The following certificates are to be enclosed.

- Tax deducted at source, certificates in respect of completion certificate issued other than Govt./PSUs.
- Solvency from Bankers of Applicant.

SIGNATURE OF CHARTERED ACCOUNTANT WITH SEAL

SEAL AND SIGNATURE OF APPLICANT

Page 25 of 33
FORM ‘D’

DETAILS OF ALL OF SIMILAR WORKS COMPLETED DURING THE LAST SEVEN YEARS

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Work / Project &amp; Location</th>
<th>Owner or Organization</th>
<th>Value of work in lakhs at completion</th>
<th>Date of commencement as per contract</th>
<th>Stipulated date of completion</th>
<th>Actual date of completion</th>
<th>Litigation/Arbitration pending / in progress with details</th>
<th>Name and address / telephone number of officer to whom reference maybe made</th>
<th>Remarks</th>
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<tbody>
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</tbody>
</table>

Signature of Applicant
# FORM ‘E’

## PROJECT UNDER EXECUTION OR AWARDED

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of work / Project &amp; Location</th>
<th>Owner or organization</th>
<th>Value of work in lakhs</th>
<th>Date of commencement as per contract</th>
<th>Stipulated date of completion</th>
<th>Up to date percentage of progress of work</th>
<th>Slow progress if any, &amp; reasons thereof</th>
<th>Name &amp; Address/ Telephone No. of officer to whom reference may be made</th>
<th>Remarks</th>
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</table>

**Signature of Applicant**
**FORM ‘F’**

**PERFORMANCE REPORT IN RESPECT OF M/S. ________________**

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of Work / Project &amp; Location</td>
</tr>
<tr>
<td>2.</td>
<td>Agreement Amount</td>
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<tr>
<td>3.</td>
<td>Estimated Cost</td>
</tr>
<tr>
<td>4.</td>
<td>Tendered Amount</td>
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<tr>
<td>4a</td>
<td>Completed cost of work</td>
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<td>5.</td>
<td>Date of Start.</td>
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<td>6.</td>
<td>Date of completion.</td>
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<tr>
<td>6i</td>
<td>Stipulated date of completion.</td>
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<tr>
<td>6ii</td>
<td>Actual date of completion/ likely date of completion</td>
</tr>
<tr>
<td>7.</td>
<td>Amount of compensation levied for delayed completion, if any.</td>
</tr>
<tr>
<td>8.</td>
<td>Performance report</td>
</tr>
<tr>
<td>(a)</td>
<td>Quality of work. Very Good, Good, Fair, Poor</td>
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<tr>
<td>(b)</td>
<td>Resourcefulness Very Good, Good, Fair, Poor</td>
</tr>
<tr>
<td>(c)</td>
<td>Financial soundness Very Good, Good, Fair, Poor</td>
</tr>
<tr>
<td>(d)</td>
<td>Technical Proficiency Very Good, Good, Fair, Poor</td>
</tr>
<tr>
<td>(e)</td>
<td>General Behavior Very Good, Good, Fair, Poor</td>
</tr>
</tbody>
</table>

**Note:**

1. The performance report is to be submitted separately for each work mentioned In Form ‘D’ & ‘E’. This report should be signed by the authority of owner not less than the rank of Executive Engineer or equivalent.

2. The performance report is to be submitted separately for each work executed/under execution for EPI duly signed by Regional Head/ED/GGM.

3. The performance report preferably be submitted in the above Performa. In case, different Performa is used the applicant shall ensure that the report/ certificate shall contain the above information.
FORM ‘G’

UNDERTAKING
(TO BE SUBMITTED ON FIRM/COMPANY’S LETTER HEAD)

I...................., the proprietor/ Authorized signatory Of M/s................

having its Regd./ Head office at ..................... do hereby confirm/ declare

that M/s............... or its directors / partner has never executed* /
executing* construction work with EPI.

Signature of Applicant with seal

* tick which ever is applicable
FORM ‘H’

DETAILS OF PLANT & MACHINERIES AVAILABLE WITH APPLICANT

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Equipment</th>
<th>Make/model/ Capacity</th>
<th>Quantity</th>
<th>Condition</th>
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<tbody>
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Signature of Applicant
FORM ‘I’

AFFIDAVIT
(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM ₹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, Application for Empanelment of contractors (2015-2017)” to EPI Ltd. are genuine and true and nothing has been concealed.

3. I shall have no objection in case EPI verifies them from issuing authority(ies). I shall also have no objection in providing the original copy of the document(s), in case EPI 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, EPI 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 …………………
LETTER OF TRANSMITTAL
[ON THE LETTER HEAD OF APPLICANT]

From:

To

GGM (Contracts)
ENGINEERING PROJECTS (INDIA) LIMITED
Core 3, scope complex Lodhi Road,
NEW DELHI – 110 003


Sir,

Having examined the details given in Notice for Pre-qualification and Pre-qualification Application documents for the above work, we hereby submit our qualification and relevant documents.

1. We hereby certify that all the statements made and information supplied in the enclosed forms ‘A’ to ‘I’ and accompanying statements are true and correct.
2. We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. We have submitted the requisite banker’s certificate/ performance reports and authorize the ENGINEERING PROJECTS (INDIA) LIMITED or their representatives to approach individuals, employers, firms and corporations to verify our submittals, competency and general reputation.
4. We hereby confirm that we have read and understood all the stipulations given in this prequalification documents and the decision of EPI with regard to our prequalification shall be final and binding on us.
5. We have submitted the following certificates in support of our meeting the minimum qualifying criteria of completed work(s) specified in Section 2 for having successfully completed the following works:

<table>
<thead>
<tr>
<th>NAME OF WORK</th>
<th>CERTIFICATE FROM</th>
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<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<td>3.</td>
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</tbody>
</table>

Enclosures:

Date of Submission:

(Seal of Applicant) (Signature of Applicant)