



# **BANK OF INDIA**

## **ZONAL OFFICE, CHANDIGARH**

CONSTRUCTION OF ZONAL OFFICE BUILDING AT  
SECTOR-31-A, CHANDIGARH

**TENDER FOR  
HVAC WORK**

**VOLUME –II**  
**(PROFORMA -QUALIFICATION)**

**M/S THE DESIGN FORUM**

ARCHITECTS & PLANNERS  
SCO – 11 (IIND FLOOR), SECTOR-26,  
MADHYA MARG, CHANDIGARH - 160 019  
Ph. 0172-793255, FAX:0172-4633255  
Email :- thedesignforum@hotmail.com

**Part – 1 : Basic Information**

1.	Name of the Applicant and address of the Registered office.	
2.	Year of establishment (Enclose documentary evidence)	
3.	Type of the organisation (Whether sole proprietorship, Partnership, Private Ltd. or Co-operative body etc.)	
4.	Name of the Proprietor/Partners/Directors of Applicant with address and phone Numbers.	
	(a)	
	(b)	
	(c)	
5.	Details of registration – Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number.	
6.	Whether the firm has worked for the Government/ Semi-Government/Municipal Authorities or any other Banks etc. and if so, give details	
7.	No. of years of experience in the relevant field as on 31.03.2010.	
8.	Address of office through which the proposed work of the Bank will be handled and the name & designation of the officer in charge. How they will execute the project in case their office is outside the Chandigarh.	
9.	Adequate and satisfactory evidence to indicate financial capacity of the Applicant to undertake the said works with names of Bankers and their full addresses. (Solvency certificate from a bank & Income tax clearance certificate should be attached).	
10.	Yearly turnover of the Organisation during last 3 years. (year wise) (Enclose copy of audited Balance Sheet)	
12.	Number of supplementary sheets attached.	
13	Enclose Performance Certificates from previous clients during last 7 years.	
14.	Ability to provide Bank Guarantee or other equivalent form of security from a Nationalized Bank(specify the amount maximum).	
15.	Whether any Civil Suit/litigation /Arbitration arisen in the contracts executed during the last 7 years/being executed now. If yes, please furnish the details in the Performa given below.	

Sr. No.	Name of the project and employer	Nature of work	Work Order No. & date	Present stage of work	Value of contract (Rs.)	Brief details of litigation
1.	2.	3.	4.	5.	6.	7.

15. Whether registered for Service Tax purposes. Yes/No  
 If yes, mention number and date.  
 (Copies of latest Service Tax Clearance Certificate to be enclosed)
16. Whether registered for Sales Tax purposes. Yes/No  
 If yes, mention number and date.  
 (Copies of latest Sales Tax Clearance Certificate to be enclosed)
17. Whether an assessee of Income Tax purposes. Yes/No  
 If yes, mention permanent account number.  
 (Copies of latest Income Tax Clearance Certificate to be enclosed)
18. Furnish copies of audited Balance Sheet and Profit & Loss account (audited) for the last three years.
19. If you are registered in the panels of Govt./Public Sector Undertakings/Banks etc., furnish their names, category of empanelment and date of registration:  
 (i)  
 (ii)  
 (iii)
20. Specify the maximum value of work executed (in a single contract) in a year.
21. Give reference of two Respectable Officers with Designations from Govt./Semi Govt./ Public Sector Corporation Office / Nationalised Banks / IT organisations. with address and phone numbers .  
 (i)  
 (ii)

Signature of Authorised Signatory

**Part 2 : Work capability and previous experience.**

(a) List of important projects -[Air Conditioning (HVAC) work]- executed by the organization during last 7 years:

Sr. No	Name of the Project and location	Name & full postal address of the Client. Also indicate whether Govt. or Private body with full postal address.	Contract Amount (Rs.)	Completion period		Whether work was left incomplete or contract was terminated from either side. Give full details	Any other relevant information
				Stipulated	Actual		

Signature of Authorised Signatory

(b)List of important works IN HAND:

(Supporting documentary proof such as copies of work-order etc. must be enclosed)

Sr. No.	Name of the Project and location	Name & full postal address of the Client. Also indicate whether Govt. or Private body with full postal address.	Contract Amount (Rs.)	Completion period	Any other relevant information

Signature of Authorised signatory



**Part 3 : Technical personnel and special experience.**

**1. List of your technical personnel, giving details about their technical qualifications & experience including that in your establishment.**

Sr. No.	Name	Age	Qualifications	Experience	Nature of works handled	Name of the projects handled	Date from which employed in your organisation	Indicate special experience such as Advance Management techniques, ISO Certificate etc.
1.	2.	3.	4.	5.	6.	7.	8.	9.

Signature of Authorised Signatory

NOTES:

- 1.Information has to be filled up specifically in this format. Please do not write remark “As indicated in Brochure / as enclosed” unless unavoidable.
- 2.Information shall be limited to the Applicant. If any relevant data concerning the Group of Companies to which the Applicant belongs is desired to be given, the same shall be given separately in a supplementary sheet.

**2. References**

1. Please give references of two persons (Engineers, Architects or top officials of an organisation) for whom you have executed similar Projects of importance, who may be in a position to advise and confirm the Bank about the ability, competence and capability of your organisation.

**3. Work Force:**

Permanently Employed No. Any other years with the firm

**4. Number of supplementary sheets attached with Sr. Nos.**

Signature of Authorised Signatory