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## DATA SHEET:1: Similar Experience/Work Commitments

Name of bidder M/s.....

*Applicants and each partner should provide information on their Work commitments*

Name of Contract executed / under execution	Address of Owner/ Purchaser	Date of award	Value of work	Date of	
				Completion	Estimated completion
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

The necessary certificates from concerned Authority must be furnished in support of each work completed or presently at hand.

(Place and Date)

Signature.....

## DATA SHEET 2: Financial Data with Credit Facilities currently enjoyed by the bidder

Name of Bidder M/s.....

*Applicants, including each Partner of a joint venture, should provide financial information to demonstrate that they meet the requirements stated in the Instructions to Bidders summarizing actual assets and liabilities in Indian Rupees). Based upon known commitments, summarize projected assets and liabilities for the next two years. Each Applicant or Partner of a joint venture must fill in this form.*

### **FINANCIAL POSITION OF APPLICANT**

**Fill in the blanks for each of the last 3 (three) financial years, duly certified by Chartered or Public Accountant or Chamber of Commerce or Banks.**

	Year I	Year II	Year III
1. Share Capital			
	(original currency:_____)		
	Year I	Year II	Year III
	(equivalent in US \$:_____)		
2. Paid up Capital			
	(original currency:_____)		
	(equivalent in US \$:_____)		
	Year I	Year II	Year III
3. Free Reserve (gross)			
	(original currency:_____)		
	(equivalent in US \$:_____)		
	Year I	Year II	Year III
4. Unallocated balance surplus			
	(original currency:_____)		
	(equivalent in US \$:_____)		
	Year I	Year II	Year III
5. Expenses not written off			
	(original currency:_____)		
	(equivalent in US \$:_____)		
	Year I	Year II	Year III
6. Total current assets			
	(original currency:_____)		
	(equivalent in US \$:_____)		
	Year I	Year II	Year III
6.1 Total cash and deposits			
	(original currency:_____)		
	(equivalent in US \$:_____)		
	Year I	Year II	Year III
6.2 Deposits with bids or otherwise as			

guarantees (due within ninety (90) days)	(original currency:_____)		
	(equivalent in US \$:_____)		
	Year I	Year II	Year III
6.3 Amounts receivable from completed contracts (due within ninety (90) days)			
	(original currency:_____)		
	(equivalent in US \$:_____)		
	Year I	Year II	Year III
6.4 Amounts receivable from completed contracts after retention (due within ninety (90) days)			
	(original currency:_____)		
	(equivalent in US \$:_____)		
	Year I	Year II	Year III
6.5 Stocks and bonds at present market value			
	(original currency:_____)		
	(equivalent in US \$:_____)		
	Year I	Year II	Year III
6.6 Any other current assets (due within ninety (90) days)			
	(original currency:_____)		
	(equivalent in US \$:_____)		
	Year I	Year II	Year III
7 Closing stock if any			
	(original currency:_____)		
	(equivalent in US \$:_____)		
	Year I	Year II	Year III
8. Total current liabilities (give in details)			
	(original currency:_____)		
	(equivalent in US \$:_____)		
	Year I	Year II	Year III
9. Total assets			
	(original currency:_____)		
	(equivalent in US \$:_____)		
	Year I	Year II	Year III
10. Total liabilities			
	(original currency:_____)		
	(equivalent in US \$:_____)		
	Year I	Year II	Year III
11. Contingent Liability (give in details)			
	(original currency:_____)		
	(equivalent in US \$:_____)		
	Year I	Year II	Year III
12. Total profit before tax			
	(original currency:_____)		
	(equivalent in US \$:_____)		

	Year I	Year II	Year III
13. Total profit after tax			
	(original currency:_____)		
	(equivalent in US \$:_____)		
14. Total loss (gross)			
	(original currency:_____)		

	Year I	Year II	Year III
15. Turnover from Contracting during the financial year.			
	(original currency:_____)		
	(equivalent in US \$:_____)		
16. Amount of balance			
	(original currency:_____)		
	(equivalent in US \$:_____)		

17. Date of balance

.....	.....	.....
(Day)	(Month)	(Year)

18. Exchange rate adopted for the equivalent in US\$:

.....

19. Bank references and address:

.....

.....

20. Credit Line Instruction

(list names of institutions and maximum Credit Line; attach respective letters from sureties)

Maximum Amount in US\$ / INR

.....

.....

21. Current Solvency Certificate

(Certificate indicating amount.)

**Notes:**

Item 1: The amount for share capital shall include retained earnings.

Item 19 : Attach respective letters from banks (Bank Credit Letter).

.....

(Place and Date) (Name and Signature of Authorized Representative)

**NB: This Data Sheet shall be duly certified by the Chartered Accountant with UDIN.**

(Place and Date)

Signature\_\_\_\_\_

**DATA SHEET: 3 : Proposed Site Organization/ Other Information**

Name of bidder M/s.....

*Bidder should provide the following information proposed by him.*

- A. Preliminary Site Organization Chart**
- B. Narrative Description of Site Organization Chart**
- C. Description of Quality Assurance at Site**
- D. Description of Relationship between Head Office and Site Management .**
- E. Registration of the Company ..... (Copy of certificate to be furnished).**
- F. Registration under GST..... (Copy of certificate to be furnished).**
- G. E.P.F. and M.P. Act '52 ..... (Copy of certificate to be furnished).**

(Place and Date)

Signature \_\_\_\_\_

#### DATA SHEET: 4: Contractors Authorised Representative (s) and Key Personnel

Name of bidder M/s.....

Designation	Name of (i) Nominee (ii) Alternate	Summary of Qualification Experience and Present Occupation and Nationality	Period of Involvement
Head Office			
Site Office			
Sub-contractors			
1.			
2.			
3.			

- The bidder shall list in this Schedule the Contractor's Authorised Representative(s) and Key Personnel (including first nominee and the second choice alternate) which he or his main Subcontractors will employ from Head Office and from Site Office to direct and execute the Work, together with their qualifications, experience, positions held and their nationalities. If applicable the site office personnel shall be divided into local and foreign employees. Curriculum Vitae of relevant staff listed are to be attached as Form 2B.
- An organization chart shall demonstrate the proposed project performance, in particular, on Site.
- Maximum number of expatriate key personnel .....  
Maximum number of local key personnel .....

Number of sheets, constituting this Schedule.....

.....  
(Place and Date)

.....  
(Signature)

### DATA SHEET: 4(i): Personnel Candidate Data

Name of bidder M/s.....

Position		Candidate ( ) Prime ( ) Alternative	
Candidate information	Name of candidate		Year of birth
	Professional qualifications		
Present employment	Name of employer		
	Address of employer		
	Telephone Fax	Contact (manager/personnel officer)	
	Present job title of candidate	Years with present employer	

Summarize professional experience to meet the specified requirements, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

From : mon/yr	To: mon/yr	Company	Project(country)/Position/Relevant technical and management experience

.....  
(Place and Date)

.....  
(Signature)







**DATA SHEET: 5 : Contractor's Proposed Equipment**

Name of bidder M/s.....

The bidder shall submit a detailed list of the equipment which he proposes to use for fabrication in the workshops and at site and for erection of the Works at the Site. The information shall provide a list of proposed equipment with indication of their principal characteristics, age, condition, and local or foreign origin. In case the proposed equipment belongs to third parties, the bidder shall submit a statement declaring that the equipment will remain available during the time necessary to comply with the requirements of the Contract. The description shall include the type, power, and capacity of the equipment. In addition, the bidder shall submit Letters of Intent for the timely delivery of equipment of relevant suppliers, and un-priced lists for all equipment proposed to be purchased by the bidder.

The "Contractor's Equipment" listed in these Schedules shall include all mobile and movable equipment such as trucks, cranes, etc.; all plant facilities such as diesel generators; vehicles such as pick-ups, sedans, jeeps, etc.; and all Contractor's warehouses, stores, workshops, offices and camp facilities to serve for the completion of the Work.

The attached Schedule shall be used for submission of the information requested above.

.....  
(Place and Date)

.....  
(Signature)

### DATA SHEET 5(i) : OFFSITE Workshop Equipment Capabilities

Name of bidder M/s.....

*The bidder should indicate availability of all critical equipment, which he proposes to use for the Contract, in separate sheets in a form as shown below:*

No.	Name of Equipment	Capacity or production rate	Nos. of unit	Year of manufacture	Current ownership *1	Current location

\*1: Classify as I owned (or name of Partner), or II to be leased and III to be purchased

Number of sheets, constituting this Schedule ,.....

.....  
(Place and Date)

.....  
(Signature)

## DATA SHEET 5(ii) : ONSITE Equipment Capabilities

Name of bidder M/s.....

*The bidder should indicate availability of all critical equipment, which he proposes to use for the Contract, in separate sheets in a form as shown below:*

No.	Name of Equipment	Capacity or production rate	Nos. of unit	Year of manufacture	Current ownership *1	Current location (country)

**\*1: Classify as I owned (or name of Partner), or II to be leased and III to be purchased**

NB : If the Contractor proposes any special methodology of construction for any of the structures, a note to its effect to be attached and technical details and justification also to be furnished.

.....  
(Place and Date)

.....  
(Signature)

### DATA SHEET : 5(iii): ONSITE Equipment Mobilization / Demobilization Schedule

Name of bidder M/s.....

*The bidder should indicate his proposed mobilization /demobilization schedule of critical equipment, which he proposes to use for the Contract, in separate sheets in a form as shown below:*

No.	Name of Equipment	Capacity or production rate	Nos. of unit	Date of Mobilization to Site	Date of Mobilization (available for Work) on Site	Date of De-mobilization from Site	Remarks

\*1: Classify as I owned (or name of Partner), or II to be leased and III to be purchased

.....  
(Place and Date)

.....  
(Signature)

NB : If the Contractor proposes any special methodology of construction for any of the structures, a note to its effect to be attached and technical details and justification also to be furnished.

**DATA SHEET 6(i) : Plant, Machinery and Manufacturing facilities**

Name of bidder M/s.....

*The bidder should indicate availability of all Plant, Machinery and Manufacturing facilities which he proposes to use for the Contract, in separate sheets in a form as shown below:*

No.	Name of Plant etc.,	Capacity or production rate	Nos. of unit	Year of manufacture	Current ownership *1	Current location (country)

\*1: Classify as I owned (or name of Partner), or II to be leased and III to be purchased

Number of sheets, constituting this Schedule .....

(Place and Date)

Signature \_\_\_\_\_

**DATA SHEET 6(ii): Testing Equipment/ Testing facilities**

PAGE \_\_\_\_ OF \_\_\_\_ PAGES

Name of bidder M/s.....

List the detailed breakdown of equipments and facilities for testing of the equipment and other auxiliaries on site.

The equipment and instrumentation listed should be grouped under headings with cross-reference to the relevant tests or standards detailed in the Technical Specifications.

(Place and Date)

Signature-----



### DATA SHEET 7: Origin of Major items of the Plant Equipment

Name of bidder M/s.....

Bidder shall provide the procurement schedule of the materials that are to be used for the Works in accordance with the following format:

Bidder shall insert the required information on the names of manufacturers, and place of manufacture, of major items of the Plant in the form below.

Description of Plant Item	Name of Manufacturer	Address of Place of Manufacture

References for the previous experience should be enclosed for each item and place of manufacture together with Quality Assurance standards employed.

(Place and Date)

Signature \_\_\_\_\_



### DATA SHEET 9 : Phase-wise Requirement of Electric Power

Name of bidder M/s.....

Power Location	Power Requirement		Remarks
	KVA	Contract Months	

(Place and Date)

Signature \_\_\_\_\_

### DATA SHEET 10 : Proposed Sub-contractors / Vendors.

Name of bidder M/s.....

Section of Works	Approximate Value	Name(s) & Address(es) of Sub-Contractors/ Vendors	Description & Location of Similar works Previously Executed

(Place and Date)

Signature \_\_\_\_\_

## DATA SHEET 11 : CONSTRUCTION METHODOLOGY

Name of bidder M/s.....

### i) General

The bidder shall submit, in outline form, descriptions of proposed method, sequences, facilities and layouts to be used for construction. The information should be submitted in sufficient detail to allow an assessment of the general adequacy of the Bidder's proposals. Sketches, drawings and diagrams should be included where necessary for clarification of the description. The required number and classification of manpower, equipment and materials to be used for each particular activity shall be described. Details and descriptions shall be provided as set in the following paragraphs.

### ii) GENERAL PLAN OF OPERATIONS

The Bidder shall submit a general plan of operations that explains clearly and in detail the erection methods on which his Tender is based. This plan shall include drawings, specifications, and a description of the adopted erection methods.

The description shall be given for major items of the project.

The procedure shall include information on each activity with regard to required completion of erection of major plant and equipment, the required number and classification of manpower; number, type, power and capacity of materials and Contractor's equipment to be used.

The data and information will be considered for purposes of Tender evaluation by the Employer.

**For example:**

**Activity:**.....

**Working Procedure** .....

**and Timing Sequence:** .....

Manpower		Classification	Number Foreign	Number Local
		.....	.....	.....
		.....	.....	.....
		.....	.....	.....
Equipment	type	Power	Capacity	Number
	.....	.....	.....	.....
	.....	.....	.....	.....
	.....	.....	.....	.....
Materials		Type	Make	Quantity
		.....	.....	.....
		.....	.....	.....
etc.		.....	.....	.....

Number of sheets, constituting this Schedule, .....

**iii) DESCRIPTION, LOCATION AND DRAWINGS OF FACILITIES**

The bidder shall submit drawings of the proposed facilities and plant including a comprehensive site installation plan in accordance with the requirements of the Contract Documents. They shall also indicate the size and location of work areas, facilities, plant, temporary roads and all other measures, and any other fact of interest that would permit the Corporation to understand precisely the manner in which the Work will be done.

In addition, the bidder shall describe and submit sketches of the storage requirements for the "Plant" to be installed in the Project facilities.

Number of sheets, constituting this Schedule.....

(Place and Date)

Signature

\_\_\_\_\_

## DATA SHEET 12: Quality Assurance Plan

Name of bidder M/s.....

*Bidder should provide the information and **Description of Quality Assurance plan** to be adopted by him*

*A) At their Factory/ Works during manufacturing.*

*B) At Work Site during execution.*

(Place and Date)

Signature \_\_\_\_\_

## DATA SHEET 13 : HEALTH AND SAFETY/ENVIRONMENTAL PROTECTION

Name of bidder M/s .....

The Bidder shall submit a statement of the policy he proposes to adopt in regard to health and safety conditions on the Site and environmental protection. The statements shall be entitled HEALTH AND SAFETY STATEMENT and ENVIRONMENTAL PROTECTION STATEMENT. The Bidder shall list below the documents submitted in support of the policy as well as any other relevant references.

The information should be submitted in sufficient detail to allow an assessment of the general adequacy of the Bidder's proposals. Diagrams should be included where necessary for clarification of the description (e.g. organisational relationships, flowcharts for risk assessment).

Details and descriptions shall be provided of the following:

### 1.HEALTH AND SAFETY

- a. General
  - The Bidder's health and safety policy.
  - An outline of the Health and Safety Plan to be drawn up under the Contract.
- b. Safety
  - Qualifications and experience of the Safety Officer and his Deputy.
  - Procedures for identification of safety risks including hazardous equipment and materials, fire, and explosives.
  - Proposals for training workers in safe working practices.
  - Procedures for ensuring implementation of safe working practices.
- c. First Aid
  - Proposals for provision of first aid facilities and skills (cross-reference to Data Sheet No. 6).
  - Proposals for ambulance service and medical evacuation.
  - Proposals for training workers in first aid.
- d. Medical
  - The qualifications and experience of the Medical Officer and his Deputy.
  - The number and qualifications of any other medical staff to be provided by the Contractor.
  - Any other medical facilities to be provided in addition to the first aid provisions required by the Contract.
- e. Welfare on Site
  - Proposals for provision of changing facilities, rest areas, washing areas, drinking water and sanitation for workers at work sites.

### 2.ENVIRONMENTAL PROTECTIONS

Details and description shall be provided for the following:

- a. General
  - The Bidder's environmental policy.
  - An outline of the Environmental Protection Plan to be drawn up under the Contract.
  - Qualifications and experience of the staff member nominated as Environmental Officer.
- b. Solid Waster Disposal



- Proposals for collection, treatment and disposal of soil waste of all types.
- c. Liquid Waste Disposal
  - Sanitary installations and sewage treatment (cross-reference Data Sheet 6).
  - Disposal of used oils, hydraulic fluid etc.
- d. Prevention of Pollution
  - Proposals to identify and implement working practices and physical measures that will minimise the risk of pollution.
- e. Emergency Response
  - Equipment, systems and training for emergency response for pollution events, including spills of any hazardous materials.
- f. Haul Traffic Planning
  - Location of haulage routes for bulk materials, including both and river transport and transshipment locations.
- g. Site Restoration
  - Qualifications and experience of any land reclamation specialist proposed by the Bidder.
  - Proposals for measures to ensure full restoration of all land used temporarily to its original condition of better.
- h. Community Relations
  - Proposals for establishment and maintaining good community relations.

The Employer and the Engineer –in-Charge reserve the right to inspect the Contractor's compliance with these statements throughout the construction period.

The Bidder's signature below shall be confirmation that the statements have been submitted in accordance with the requirements of Conditions of Contract, and the Specifications.

1. HEALTH AND SAFETY STATEMENT
2. ENVIRONMENTAL PROTECTION STATEMENT

Number of sheets, constituting this Schedule.....

(Place and Date)

Signature \_\_\_\_\_

## DATA SHEET 14: Confirmation of the Site Visit and Project Appreciation by the Bidder

Name of bidder:

We

.....  
.....(Name of Bidder)

whose registered office is at .....

declare herewith that our representatives have visited the site of the works on  
.....

day of ..... 20....., and that we have fully informed ourselves of all conditions, local and otherwise, which may affect the preparation of this Bid and the performance of the works.

Subsequent to the site visit we have prepared the attached Project Appreciation Report in accordance with the Instructions to Bidders.

Give names and positions of the representative(s) who took part in the site visit(s):

Name: .....

Signature: .

Position: .....

Date:

Representative of:

Address/email/Contact no:

Name: .....

Signature:

Position: .....

Date:.

Representative of: ...

Address/email/Contact no:

Name: .....

Signature:

Position: .....

Date:

Representative of:

.....

Address/email/Contact no:

(Place and Date)

Signature \_\_\_\_\_

# **DATA SHEET : 15(i):Delivery (Supply) Schedule:**

(IN THE FORM OF BAR CHART)

Name of bidder

Sl. No.	Key Activities of Work	Quantity.	Unit	Time Periods in Months From date of Letter of Award	Remarks
				1 2 3 4 5 6 7 8 9 .....39	
<i>I</i>	<i>II</i>	<i>III</i>	<i>IV</i>	<i>V</i>	<i>VI</i>

**Note:-** The successful bidder(s) shall have to adhere to sequence of his construction works as fixed by the Corporation so as to match with the overall implementation schedule of the Project.

(Place & Date) :

Signatures \_\_\_\_\_

## DATA SHEET: 15(ii): Construction (Erection) Programme

(IN THE FORM OF BAR CHART)

Name of bidder: M/s.....

Sl. No.	Key Activities of Work	Quantity.	Unit	Time Periods in Months From date of Letter of Award	Remarks
				1, 2, 3, 4, 5, 6, 7, 8, 9 .....39	
<i>I</i>	<i>II</i>	<i>III</i>	<i>IV</i>	<i>V</i>	<i>VI</i>

**Note:-** The successful bidder(s) shall have to adhere to sequence of his construction works as fixed by the Corporation so as to match with the overall implementation schedule of the Project.

(Place & Date) :

Signature \_\_\_\_\_

## DATA SHEET 16: CURRENT LITIGATION HISTORY

Name of bidder or partner of a joint venture

*Bidders, or each of the Partners of a joint venture, should provide information on current litigation and/or arbitration. A separate sheet should be used for each Partner of a joint venture.*

<i>Name of client, cause of litigation and subject of dispute</i>	<i>Disputed Amount (current value)</i>	<i>Litigation going on since (mo\yr)</i>
1	2	3

(Place & Date) :

Signature\_\_\_\_\_

### DATA SHEET 17 : Additional/ Supplemental Information

Name of bidder or partner of a joint venture

*Add any further information that the Applicant considers to be relevant to the evaluation of application for pre-qualification. If the Bidder wishes to attach other documents, list them below.*

*Bidders should not enclose testimonials, certificates, and publicity material with their bids, they will not be taken into account in the evaluation of qualifications and will be discarded.*

(Place & Date) :

Signature\_\_\_\_\_

### DATA SHEET: 18: Schedule of Deviations from Specifications

All departures from the Specification shall be set out by the tenderer, clause by clause, in the Schedule. Unless specifically mentioned in this schedule, the tender shall be deemed to conform to purchaser's specification.

Sl No.	Clause No. .... Volume No..... Section ..... Page Reference.....	Requirement as per Bid Specifications	Deviation & Exception from Bid Specification	Reasons / Justifications for deviation

Certified that the above listed deviations and exceptions are exhaustive and the contract shall be executed as per the tender specifications, excepting for the above deviations and exceptions in the event of placing an order on us.

Note: Commercial & Technical deviations if any to be submitted in a separate sheet.

(Place & Date) :

Signature\_\_\_\_\_