

**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY**

**ESTATE OFFICE**

**REQUEST FOR PROPOSAL**

**EO/A/ACAD/WKS-234/25-26**

**Name of Work: Program Management consultancy for ‘Comprehensive interior upgradation and refurbishment of auditorium, seminar rooms, conference room, atrium and VIP lounge including civil furniture, PHE, MEP, HVAC and LMS works of Victor Menezes convention centre at IIT Bombay’.**

**Content of Bid Documents:**

**ENVELOP 1 consisting of**

**Part 1:**

**Dates to Remember:**

**Request For Proposal**

**Eligibility Criteria (To be submitted in Envelop No. 1)**

**Information and Instructions to the Bidders.**

**ENVELOP 2 consisting of**

**Part 2: Technical Bid consisting of**

**General Conditions of Consultancy Contract,**

**Technical Bid & Financial Bid (To be submitted in Envelop No. 2)**

Part 1: Eligibility Document  
(To be submitted in Envelop No. 1)

**Name of Work: Program Management consultancy for ‘Comprehensive interior upgradation and refurbishment of auditorium, seminar rooms, conference room, atrium and VIP lounge including civil furniture, PHE, MEP, HVAC and LMS works of Victor Menezes convention centre at IIT Bombay’.**

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## 1. Dates to Remember:

Date of publication in CPP Portal/ IITB Website	27 <sup>th</sup> February, 2026
Pre-bid meeting	09 <sup>th</sup> March, 2026 at 03:00 p.m.
Complete Tender (Technical + Financial bid) hard copy has to be submitted at Estate office on	<b>20<sup>th</sup> March, 2026 between 09:15 a.m. to 11:15 a.m.</b> in the conference room of the Estate Office
Opening of Technical bid	<b>20<sup>th</sup> March, 2026 at 11:30 a.m.</b>
Opening of Financial bid	Date & time of opening of financial bid shall be communicated after the eligibility criteria verification

## 2. Invitation of Proposal (here in after called RFP)

**Name of Work:** Program Management consultancy for 'Comprehensive interior upgradation and refurbishment of auditorium, seminar rooms, conference room, atrium and VIP lounge including civil furniture, PHE, MEP, HVAC and LMS works of Victor Menezes convention centre at IIT Bombay.

Superintending Engineer on behalf of the Director, IIT Bombay, invites bids in two envelopes from the eligible consultants/firms (hereinafter called bidder), as per this bid format (hereinafter called Request for Proposal or RFP) consisting of Envelop 1 & Envelop 2.

1	Name of Work	Program Management consultancy for 'Comprehensive interior upgradation and refurbishment of auditorium, seminar rooms, conference room, atrium and VIP lounge including civil furniture, PHE, MEP, HVAC and LMS works of Victor Menezes convention centre at IIT Bombay.
2	Anticipated cost of construction work on which consultancy is required:	<b>Rs.28,20,32,886/- including 18% GST</b>
3	Duration of the Consultancy	The duration of the Consultancy is 12 months (including possible extension period) or settlement of final bill whichever is earlier. <b>Note that the scheduled renovation/construction contract is for 12 months.</b>
4	Performance Guarantee	5% of the tendered consultancy fee

### 3. Eligibility Criteria:

For further clarification, you may contact the **Superintending Engineer, Estate Office, Indian Institute of Technology Bombay, Powai, Mumbai 400076**. Contact details: Email to: [supengg@iitb.ac.in](mailto:supengg@iitb.ac.in) with a copy to [exengr.civil@iitb.ac.in](mailto:exengr.civil@iitb.ac.in), [abmundhe@iitb.ac.in](mailto:abmundhe@iitb.ac.in), [priyachudnaik@iitb.ac.in](mailto:priyachudnaik@iitb.ac.in) and [drestate@iitb.ac.in](mailto:drestate@iitb.ac.in).

Bidders who fulfill the following criteria only shall be considered for consideration and opening of the Envelope 2.

- a. The consultant should have full functioning office at least for the past 5 years within **200 Km radius of IIT (B)** to deal independently with project located in IITB Powai.
- b. Should have experience in the field of Construction Management and Construction Supervision for at least 10 years as on 31.03.2025.
- c. **Experience** of having successfully supervised 2 similar works costing not less than **Rs.28.00 Crores** each in the last **five** years ending **31.12.2025** and
- d. **At least one of the above works** should be done for Central Government/ Central Autonomous Body/ Central Public Undertaking where in the jurisdiction of Chief Technical Examiner of Central Vigilance Commission applies.
- e. **Similar work shall mean** “Construction Management & Supervision Service (CM&S) of construction, renovation, interior works having minimum 4 (four) upper storeys and Height of 16 meters (Above Plinth Level) including Finishing works, Water Supply & Sanitary installations, Internal Electrical Installation & Cable laying, Firefighting system, Automatic Fire Alarm& PA System, ELV, BMS, HVAC etc. and Site Development Works, all executed under one agreement”.
- f. The consultant/ bidder should not have incurred any loss in more than two years during available last five consecutive years ending 31<sup>st</sup> March 2025, as duly certified by the Chartered Accountant. **In addition, the bidder should not have incurred loss in any of the preceding two years.**
- g. **Latest Bank solvency certificate** from any schedule bank for **Rs.56 lakhs**.
- h. **Average Annual Turnover** not less than **Rs.1.25 Crores** from consultancy works for immediate last 3 consecutive years ending 31.03.2025.

#### Availability of RFP Documents:

**RFP documents** consisting of the set of terms & conditions to be fulfilled by the consultant are to be downloaded from IIT (B) website <https://www.iitb.ac.in/deanpl/tender.html>, <https://www.iitb.ac.in/resources/vendors-tenders>,

***The interested bidders are required to furnish the following documents along with the Bids.***

- a. Proof of constitution of the firm & year of incorporation.
- b. Organization structure.
- c. PAN number and IT clearance.
- d. GST registration No.
- e. Average annual turnover certificate by chartered accountant.
- f. Latest Bank Solvency Certificate issued by a scheduled bank/ nationalized bank.
- g. List of similar works carried out by them for the last five years indicating, the organization for whom executed, value of work, completion time (Stipulated & Actual).
- h. List of similar works in-hand indicating, the organization for whom the work is executed, value of work, completion time (stipulated & actual present status of the work).

- i. Performance certificates issued by the client.
- j. List of technical staff they possess with details of qualification & experience.
- k. Name of the proposed Project Manager with qualification & experience details.
- l. List of documents as per eligibility criteria (Form 'A' to Form 'G').

Note: Eligibility shall be decided after verification of the credentials & inspection of works carried out, if felt necessary, through an expert committee constituted by IITB.

#### 4. General Information and Instructions to the Bidders

##### Definitions:

- 1) Indian Institute of Technology Bombay (hereinafter called IIT(B)): IIT(B) is an educational institute for higher studies established by Government of India under Institutes of Technology Act 1961.
- 2) Director IIT(B) (hereinafter called Director) is the Director of IIT(B) or his successor as appointed by Govt of India
- 3) Superintending Engineer appointed by Director as a nodal officer/Engineer on behalf of Director to take care of development of Repair and maintenance works in Infrastructure facilities in IIT (B). He also shall be the signatory to the consultancy contract on behalf of IITB and nodal officer for the administration of the consultancy contract.
- 4) Consultant, unless otherwise specified under different context in the contract shall mean the consultant or any consulting firm appointed by IITB for the subject work for which this RFP has been issued.
- 5) Anticipated Construction Contract value: It is value of the construction work to be carried out by the construction contractor related to the subject work.
- 6) Bid Value of the Consultancy: It is the total fee that would be worked out based on the percentage fee quoted by the bidder and the Anticipated Construction Contract value.
- 7) Actual value of the construction work: It is the actual value of work done under the construction contract for which the Construction management and Supervision consultant has been engaged.
- 8) Contractor: Construction contractor on whom the construction work has been awarded, which is the subject matter of this RFP.
- 9) The Project Architect means the Architectural Consultants to whom IITB has entrusted the architectural, structural and services design of the Project.
- 10) "Party" means the IITB or the Consultant, as the case may be, and Parties means both of them.
- 11) "Services" means the work to be performed by the Consultant pursuant to this agreement,
- 12) "Applicable Law" means the laws and any other instruments having the force of law in India, as they may be issued and in force from time to time. The legal disputes/arbitration shall be resolved within the jurisdiction of Mumbai.
- 13) "Officer In Charge" means an Officer/Engineer of IITB so nominated by Superintending Engineer responsible to direct, supervise and be in charge of the Services to be performed by the Consultant under the Contract.
- 14) "Personnel" means persons hired by the Consultant as employees and assigned to the performance of the Services or any part thereof. as described in Appendix –B hereto.
- 15) "Site" means the property belonging to the IITB on which the Services will need to be performed.
- 16) "Month" shall mean a calendar month.
- 17) "Construction Period" period of completion from the commencement of main works is **12 months.**

### **Preamble:**

**Indian Institute of Technology Bombay (IITB)** set up by an Act of Parliament, was established in 1958, at Powai, a northern suburb of Mumbai. Today the Institute is recognized as one of the centers of academic excellence in the country. Over the years, there has been dynamic progress at IIT Bombay in all academic and research activities. It is planned to have improvements to keep the Institute at par with the best institutions in the world.

**1. Brief Scope of the Work:** Program Management consultancy for ‘Comprehensive interior upgradation and refurbishment of auditorium, seminar rooms, conference room, atrium and VIP lounge including civil furniture, PHE, MEP, HVAC and LMS works of Victor Menezes convention centre at IIT Bombay.

### **Role of the Consultant**

- i) The role of the successful consultant/ firm is to provide a complete Construction Management and Supervision Services for construction required for project from the commencement to completion stage of construction and handing over the facility to IITB, broadly enumerated as below, but not limited to the following:
  - a. Construction supervision work
  - b. Quality Assurance & Control
  - c. Cost monitoring
  - d. Construction material
  - e. Labour machinery and equipment requirement
  - f. Monitoring progress
  - g. Progress report: records
  - h. Other statutory documents/records as desired by CVC for its inspection at site (List approved Appendix – E) shall be maintained at site by consultant and made available to client at the end of project.
  - i. Coordination of site visit of architect/ designer/ consultants.
  - j. Checking of Contractors Bills, Measurement of work: Certification of contractor’s measurement.
  - k. CPM scheduling.
  
- ii) For consideration of eligibility, the bidders shall have to furnish an undertaking as under: -  
“I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another consultant on back-to-back basis. Further that, if such any violation comes to the notice of Superintending Engineer, then I/We shall be debarred for tendering in IIT (B) in future.
  
- iii) The time allowed for carrying out the work will be 12 months (including possible extension period) or settlement of final bill whichever is earlier from the date of start as defined in bid or from the first date of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the bid documents.
  
- iv) The site of work- Available.

- v) **Pre-bid meeting** shall be held at the office of Superintending Engineer Conference Room, 1<sup>st</sup>Floor, Estate Office, IIT Bombay, Powai, Mumbai 400 076 **on 09<sup>th</sup> March, 2026 at 03:00 p.m** to clear the doubts of intending bidder, if any. Subsequent to the Pre-Bid meeting clarifications to the queries shall be uploaded in the Institute website <https://www.iitb.ac.in/deanpl/tender.html> & <https://www.iitb.ac.in/resources/vendors-tenders> Queries are to be submitted by email at [drestate@iitb.ac.in](mailto:drestate@iitb.ac.in) prior to the meeting or in hard copy prior to the meeting. Prospective bidders should take note of clarifications to the queries, the Addendum / Corrigendum transpired at the Pre-bid Meeting shall form part of the bid document.

### 1.1 Submission of Bid

Bidder shall submit, Part 1 Eligibility Criteria and Technical Bid to be placed in one envelop & Part 2 Consultancy Contract Document, & Financial Bid to be placed in separate envelop, written in English.

#### A. Technical Bid (Part 1)

Bidder is expected to examine all terms and instructions included in the documents furnished with offer. Failure to provide requisite information may result in rejection of Bid.

Bidder shall submit the credentials/bio data of the proposed Project Manager, Senior Engineers, Junior Engineer conforming their qualifications, experience and working knowledge with Government Depts. for scrutiny and interview with IITB and shall be approved by IITB for deployment for Consultancy work prior to issue of Acceptance/Work order and bio data/CV in line with the IITB requirement for other personnel's also to be submitted for approval.

- a. The key professional staff, listed in the offer, shall be available for the entire duration of the execution of the Assignment. These shall preferably be the permanent employees of the firm.
- b. Proposed staff must have relevant educational qualification and experience, preferably under conditions similar to those prevailing at the locations of the assignment.
- c. No alternative to key professional staff may be proposed and only one curriculum vitae (CV) may be submitted for each position. The firm's personnel shall have a good working knowledge of English.

Technical Bid should provide the following information, but not limited to,

- i. A description of the methodology (workplace), which the Consultant proposes to employ in performing the Assignment, duly illustrated with bar charts of activities, Critical Path Method (CPM) or Project Evaluation and Review Technique (PERT) or any other type of graphics.
- ii. Curricula Vitae (C.V.) recently signed by the proposed key professional staff and countersigned by an authorized officer of the Consultant. Key information should include: years with the firm/entity and degree of responsibility held in various assignments during the last ten years.
- iii. Confirmation/ submission on salient technical conditions mentioned in offer document.
- iv. Quality assurance system/ programme proposed to be employed in design, engineering, procurement, inspection, & management activities.

**The Technical Bid shall not include any financial information.**

## **B. Financial Bid (Part 2)**

While submitting the Financial Bid, Bidder is expected to take into account, besides technical requirements, commercial conditions specified in the offer document.

The Financial Bid consists of:

- a. **Refer Section II-A:** Progress Dependent payment shall be quoted % (percentage) of actual work done. The amount/ rates quoted in the Bid shall be both in figures and words.
- b. Lowest Bid Value of the Consultancy shall be considered for acceptance.

The Financial Bid, for the assignment and for additional works shall be all-inclusive and should cover, but not be limited to, remuneration for staff (in the field and at headquarters), gratuity, provident fund, travel assistance, out-of-pocket expense, overheads, profits, accommodation (housing), transportation (for mobilization and demobilization), communication, equipment (vehicles, office equipment, furniture, consumable, etc.), the printing of documents, surveys, training. The Financial Bid shall also include the tax liability (**except GST, which shall be paid separately**) and cost of insurance of the Consultants' firm and his personnel specified in **Appendix 'B'**.

### **2. Submission, Receipt & Opening of Bids**

2.1 The original of the Part 1 Eligibility Criteria & Part 2 Consultancy Contract Document, Technical Bid & Financial Bid must be prepared in indelible ink. The Bids should contain no inter-lineation or overwriting except as necessary to correct errors made by the Consultants themselves. Any such corrections must be initialled by the person or persons signing the Bids.

2.2 An authorized representative of the firm must initial all pages of the Bids. The representative's authorization shall be confirmed by a written power of attorney accompanying the Bids.

### **2.3 Part 1 Eligibility Criteria & Technical Bid & Part 2 Consultancy Contract Document Financial Bid shall be placed in a single sealed envelope, which will bear the address and information.**

2.4 The completed Bid must be delivered at the submission address on or before the time and date. Any Bid received after the closing time for submission will be returned unopened/ not be accepted/ rejected.

2.5 The Bid must be valid for 90 of days from the date of its submission during which you must maintain the availability of the key professional staff proposed for the Assignment. The IITB will make its best effort to conclude the Bid evaluation process within this period.

### **3) Submission of Bids – Place and Time:**

Bid documents related to "**Technical Bid**" to be placed in **Envelope- 1**, "**Financial Bid**" to be placed in **Envelope -2 respectively**. The bids shall be received in the office of Superintending Engineer, 1st Floor, Conference Room, in Estate Office IIT Bombay **on 20<sup>th</sup> March, 2026 between 09:15 a.m. to 11:15 a.m.** The Envelopes -1 "Technical Bid shall be opened by **Superintending Engineer** or his authorized representative in his office on the same day at 11:30 hrs. The time and date of opening of- Envelopes -2 "Financial Bid" (Part-2) shall be communicated at later date.

### **4) Performance Guarantee:**

The Consultant whose bid is accepted will be required to deposit performance guarantee equal to 5% (Five percent) of the Bid Value of the Consultancy within 15 days from the date of issue of acceptance letter from Superintending Engineer. This guarantee shall be in the form of an irrevocable Bank Guarantee bond of any Scheduled Bank in accordance with the form prescribed or in cash or in the form of Govt. security, fixed deposit receipt of any Scheduled bank. This period can be further extended by Superintending Engineer up to a maximum period of 15 days on written request of the consultant.

**5) Validity Period of the Bids:**

The bid for the works shall remain open for acceptance for a period of Ninety (90) days from the date of opening of the Financial Bid. If any, tenderer withdraws his tender before the said period or issue of letter of acceptance which-ever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the department (IITB). Further, the tenderer shall not be allowed to participate in the re-tendering process of the work.

- 6) This RFP shall form a part of the contract document. The successful bidder on acceptance of his bid by the Accepting Authority, shall, within 15 days from the stipulated date of start of the work, sign the contract document as per the standard format given in this RFP.
- 7) The fee in the Price Bid shall be quoted in figures and words.
- 8) Superintending Engineer does not bind himself to accept the lowest or any other bid and reserves the authority to reject any or all the bids without assigning any reason.
- 9) Canvassing whether directly or indirectly in connection with tenders is strictly prohibited.
- 10) It will be obligatory on part of the tenderer to sign the bid document on all pages.

Superintending Engineer

Indian Institute of Technology Bombay

## 5. LETTER OF TRANSMITTAL

To,

Superintending Engineer

Estate Office, Indian Institute of Technology Bombay

Powai, Mumbai - 400 076.

**Subject:** Program Management consultancy for 'Comprehensive interior upgradation and refurbishment of auditorium, seminar rooms, conference room, atrium and VIP lounge including civil furniture, PHE, MEP, HVAC and LMS works of Victor Menezes convention centre at IIT Bombay.

Having examined the details given in Tender Notice and Tender document for the above project. I/ We hereby submit the relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed Forms "A" to "G" and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for Tender and have no further pertinent information to supply.
3. I/We also IITB, Mumbai or their authorized representatives to approach individuals, employers and firms to verify our competence and general reputation.
4. I/We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following projects along with prescribed format.

Sr. No.	Name of Work	Certified by/ from

Enclosures:

Signature(s) of Applicant(s)

Seal of Applicant

Date of Submission:

**FORM "A"**

**ORGANIZATION STRUCTURE**

1.	Name & Address of the Applicant with Telephone No./ Fax No./ Email ID (Within 200 KM radius of IITB)	
2.	a. Year of Establishment	
	b. Date & Year of commencement of practice	
	c. Address of local office (in Mumbai)	
3.	Legal status of the Applicant (attach copies of original document defining the legal status)	
	a. A proprietary firm	
	b. A firm in partnership	
	c. A limited company or corporation/ Joint Venture/ Consortia	
4.	Names of Directors & other Executives with designation	
5.	Designation of individuals authorized to act for the organization.	
6.	Total No. of Technical Staff:	
	a. Project Manager (BE Civil degree or equivalent+ as per Appendix B)	
	b. Sr. Civil Engineer (BE Civil degree or equivalent + as per Appendix B)	
	c. Jr. Engineer Civil (BE Civil + 3 Years or Diploma Engineer + as per Appendix B)	
	d. Quantity Surveyor (BE Civil Degree + 5 Years or Diploma Engineer + 10 Years of experience)	
	e. Sr. Engineer Electrical/ Mechanical (BE Electrical/ Mechanical or equivalent + as per Appendix B)	
	f. Jr. Engineer Electrical (BE Electrical+ 3 Years or Diploma Engineer + 7 Years of experience)	
	g. Safety & Labour welfare officer (Degree with certificate on Safety with 3/5 years of experience)	
	h. Administrative Assistant (Degree 3 Years' experience of MS office)	
	i. Project BIM Coordinator (Degree Civil Engineering with three years of experience in development of BIM models)	
	j. Project Schedule Coordinator (Degree/ Diploma Civil Engineering with three years of experience in development of Primavera Schedules)	
7.	Was the bidder ever required to suspended the project for more than six months continuously after you commenced the planning, if so, give the name of the project and reasons of & suspension of project.	
8.	Has the applicant, or any partner in case of	

	partnership firm, ever abandoned the awarded project before its completion? If so, given name of the project and reason for abandonment.	
9.	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred/blacklisted for competing 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.	In which field of consultancy, the applicant has specialization & interest.	
12.	Any other information considered necessary but not included above.	

**FORM "B"**

**DETAILS OF TECHNICAL PERSONNEL**

Sr.No	Details of Technical Personnel	Experience			Total No. of Personnel strength as on 31.12.2025	Remarks
		10 Years & above	5 Years & above	Less than 5 Years		
1.	Project Manager					
2.	Structural Engineering					
3.	Project Schedule Coordinator					
4.	Public Health Engineering					
5.	Electrical Engineer					
6.	Mechanical Engineer					
7.	HVAC					
8.	Fire Fighting/ Engineering					
9.	Safety & Labour Welfare officer					
10.	Administrative/ Support Staff					
	Office Equipment's					
	Computers					
	a.					
	b.					
	c.					
	d.					
	e.					
	f.					
	g.					
11.	h. Software(s) Available					

Indicate persons served/ retired from central/ state government services.

**FORM "C"**

**Format of Curriculum Vitae (CV) of Key Technical Personnel's (Senior Technical personnel such as Project Manager, Senior Engineer, Safety & Labour officer) (This form is to be furnished by Consultant/ Agencies applying for the Eligibility, furnish separately for each)**

Name of Firm:

Professional:

Date of Birth:

Years with Firm:

Nationality:

Detailed Task Assigned:

Key Qualification:

(Give an outline of staff member's experience and training relevant to responsibility in context of assignment. Describe degree of responsibility held by staff member on relevant previous assignment and give dates and location. Use up to half a page)

Education:

(Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree(s) obtained. Use up to a quarter page)

Employment Record:

(Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, name(s) of employing organization(s), title of positions held and location of assignments. For experience in last ten years, also give type of activities performed and client references, where appropriate. Use up to three quarter of a page)

Working knowledge of Central/State Govt. Procedures:

Name of Central/State Govt. Project executed indicating the Dept. address, telephone no., email id (for reference) GRIHA-Certification, Name of the project.

Language:

(Indicate proficiency in speaking, reading and writing of English language: Excellent, Good, Fair or Poor)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these biodatas correctly describe my qualification, my experience and myself.

Date:

Signature

Attested by

(Authorized signatory of consultant)

**FORM “C-I”**

**LIST OF DOCUMENTS MAINTAINED AT SITE**

<b>Sr. No.</b>	<b>Name of Documents</b>	<b>Details of Documents maintained</b>
A	Labour	
	1.	
	2.	
B	Materials	
	1.	
	2.	
C	Stage Passing	
	1.	
	2.	
D	Others	
	1.	
	2.	
E	CVC Documents	

**Note: Format is indicative. Details of documents at site w.r.t CVC to be indicated.**

**FORM "D"**

**DETAILS OF ALL WORK OF SIMILAR NATURE OF ASSIGNMENT COMPLETED DURING THE LAST THREE YEARS ENDING LAST DAY OF THE MONTH MARCH-2025**

<b>Sr. No.</b>	<b>Description</b>	<b>1</b>	<b>2</b>	<b>3</b>
1.	Name of work/ Project & Location			
2.	Name & Address of Employer/ Organization, Telephone No. of officer to whom reference may be made.			
3.	Cost of work in Rs. Lakhs (Attach copy of Work Order)			
4.	Date of Commencement as per Contract			
5.	Stipulated Date of Completion			
6.	Actual Date of Completion			
7.	Litigation/ Arbitration pending/ in progress with details			
8.	Service rendered			
9.	Name of Project in Charge & Key Staff & Nos. of Staff involved.			
10.	Any other information			

**FORM "D-I"**

**LIST OF WORK EXECUTED WITH CENTRAL GOVERNMENT**

<b>Sr. No.</b>	<b>Description</b>	<b>1</b>	<b>2</b>	<b>3</b>
1.	Name of work/ Project & Location			
2.	Name & Address of Employer/ Organization, Telephone No. of officer to whom reference may be made.			
3.	Cost of work in Rs. Lakhs (Attach copy of Work Order)			
4.	Date of Commencement as per Contract			
5.	Stipulated Date of Completion			
6.	Actual Date of Completion			
7.	Litigation/ Arbitration pending/ in progress with details			
8.	Service rendered			
9.	Name of Project in Charge & Key Staff & Nos. of Staff involved.			
10.	Any other information			

**FORM “D-II”**

**LIST OF WORK SUBJECTED FOR CENTRAL VIGILANCE COMMISSION**

<b>Sr. No.</b>	<b>Description</b>	<b>1</b>	<b>2</b>	<b>3</b>
1.	Name of work/ Project & Location			
2.	Name & Address of Employer/ Organization, Telephone No. of officer to whom reference may be made.			
3.	Name of Project in Charge & Key Staff & Nos. of Staff involved.			
4.	Any other information			

**FORM "E"**

**DETAILS OF ALL ONGOING WORK IN HAND AS ON DATE**

<b>Sr. No.</b>	<b>Description</b>	<b>1</b>	<b>2</b>	<b>3</b>
1.	Name of work/ Project & Location			
2.	Name & Address of Employer/ Organization, Telephone No. of officer to whom reference may be made.			
3.	Cost of work in Rs. Lakhs (Attach copy of Work Order)			
4.	Date of Commencement as per Contract			
5.	Stipulated Date of Completion			
6.	Actual Date of Completion			
7.	Status of Work in % as on July-2022			
8.	Litigation/ Arbitration pending/ in progress with details*			
9.	Service rendered			
10.	Name of Project in Charge & Key Staff & Nos. of Staff involved.			
11.	Any other information			

**\* Indicate gross amount claimed & amount awarded by the Arbitrator.**

**(Note: Add additional sheet for indicating more works, if any)**

**FORM “F”**  
**PERFORMANCE REPORT OF WORK**  
**(To be issued by the employer)**

<b>Sr. No.</b>	<b>Description</b>	
1.	Name of work/ Project & Location	
2.	Agreement No.	
3.	Estimated Cost	
4.	Tendered Cost	
5.	Date of Commencement	
6.	Date of Completion	
	a. Stipulated Date of Completion	
	b. Actual date of Completion	
7.	Amount of reduced rate items, if any	
8.	Performance Report	
	a. Quality of Work	Excellent/ Very Good/ Good/ Fair/ Poor
	b. Financial Soundness	Excellent/ Very Good/ Good/ Fair/ Poor
	c. Technical Proficiency	Excellent/ Very Good/ Good/ Fair/ Poor
	d. Resourcefulness	Excellent/ Very Good/ Good/ Fair/ Poor
	e. General Approach & behavior	Excellent/ Very Good/ Good/ Fair/ Poor

**Dated:**

**Signature & Seal of Executive Engineer or Equivalent**

**FORM “G”**

**FINANCIAL INFORMATION**

**Financial Analysis-** Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five years duly certified by Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

<b>Particular</b>	<b>Financial Year</b>				
	2020-21	2021-22	2022-23	2023-24	2024-25
a. Gross Annual Turnover on Construction work (In lakhs)					
b. Profit/ Loss					
c. Certified by					

Chartered Accountant certified copy to be submitted

The following certificates are enclosed:

- a. Current Income Tax Clearance Certificate/ Profit & Loss Account
  
- b. Solvency Certificate from banker of applicant

Signature of Chartered Accountant with seal

