

**LRSI**

**LALA RAM SARUP INSTITUTE OF TUBERCULOSIS &  
RESPIRATORY DISEASES, NEW DELHI**

**Tender**

**For**

**Supply of Furniture for Private Ward at LRS Institute of Tuberculosis &  
Respiratory Diseases New Delhi**

**Volume-I**

**Prequalification Document**

**JANUARY 2012**



**HSCC (INDIA) LTD.  
(CONSULTANTS & ENGINEERS FOR MEGA HOSPITALS & LABORATORIES)  
E-6(A), sector-1, NOIDA(U.P) 201301 (India)**

Phone : 0120-2542436-40

Fax : 0120-2542447

**PQ tender No. HSCC/LRSI/PG-1/106/FUR/2012**

LALA RAM SARUP INSTITUTE OF TUBERCULOSIS & RESPIRATORY DISEASES  
**Ministry of Health & Family Welfare**  
**GOVERNMENT OF INDIA**

**Tender No : LRSI/PG-1/106/2012**

**Date : 12.01.2012**

Bids are invited on behalf of Director, Lala Ram Sarup Institute of Tuberculosis & Respiratory Diseases, New Delhi, from the eligible Suppliers/contractors for the following works:

S.N O	Name of Work	Estimated Cost (Rs in Lakhs.)	Earnest Money in Rs	Cost of document (Rs.)	Period of Completion	Sale of Tender	Date of submission & opening
1	Supply of Furniture for Private Ward at LRS Institute of Tuberculosis & Respiratory Diseases New Delhi.	79.00	158000/-	5000/-	3 months	17.01.2012 to 30.01.2012	31.01.2012 at 15.00 hrs & opening on 31.01.2012 at 15.30 hrs
2	Supply Installation, Testing & Commissioning of Gas Manifold system for private ward. at LRS Institute of Tuberculosis & Respiratory Diseases New Delhi	15.00	30000/-	5000/-	6 weeks		
3	Supply Installation Testing & Commissioning of Laundry Equipments at LRS Institute of Tuberculosis & Respiratory Diseases New Delhi	70.00	140000/-	5000/-	10 weeks		

For details in regard of eligibility, bid security, purchase & submission of tender document, please refer detail advertisement and tender documents made available at HSCC website [www.hsccltd.co.in](http://www.hsccltd.co.in)

Perspective bidders are advised to regularly scan through HSCC website as corrigendum/amendments etc, if any, will be notified on the HSCC website and separate advertisement will not be made for this.

**GM (PG-1)**

LALA RAM SARUP INSTITUTE OF TUBERCULOSIS & RESPIRATORY DISEASES  
**Ministry of Health & Family Welfare**  
**GOVERNMENT OF INDIA**

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Bids are invited on behalf of Director, Lala Ram Sarup Institute of Tuberculosis & Respiratory Diseases, New Delhi, from the eligible Suppliers/contractors for the following works:

Sl. No.	Name of Work	Estimated Cost (Rs.)	Bid Security (Rs.)	Cost of document (Rs.)	Period of Completion
1	Supply of Furniture for Private Ward at LRS Institute of Tuberculosis & Respiratory Diseases New Delhi.	79.00 lakhs	158000/-	5000.00	3 months

**1. Eligibility Criteria:**

- (a) Average annual financial turnover during the last three years [2008-2009, 2009-2010 & 2010-2011] of 30% of estimated cost.
  - (b) The experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following: -
    - i) Three similar completed works each costing not less than the amount equal to 40% of estimated cost.
    - ii) Two similar completed works each costing not less than the amount equal to 50% of estimated cost.
    - iii) One similar completed work costing not less than the amount equal to 80% of estimated cost.
  - (c) Minimum solvency certificate from banker for 30% of estimated cost.
  - (d) Profit / loss: The Company should have positive Net Worth and should not have incurred any loss in more than two years in last Five years ending 31<sup>st</sup> March 2011 duly certified by the Chartered Account.
2. Applicants may obtain the tender documents on any working day between **10.00 AM and 4.00 PM** from 17.01.2012 to 30.01.2012 on written request from **HSCC corporate office situated at Plot no. E-6(A), Sector-1, Noida, UP-201301** against a non refundable fee as specified above for above stated works separately payable in cash or in the form of Demand Draft/ Banker's Cheque in favour of **HSCC (INDIA) Limited** from any nationalized bank/ scheduled bank payable at **NOIDA / DELHI**. The applicant may collect the documents in person with authorization letter or on request, HSCC will promptly dispatch the documents by courier on payment of an extra amount of **Rs. 500/-** over & above the said document fee as indicated above, but under no circumstances HSCC will be held responsible for late delivery or loss of the documents so mailed.
  3. Pre-bid meeting shall be held on 23.01.2012 at 14.30 hrs at **HSCC (INDIA) Limited, E 6A, Sector-1 Noida-201301**.
  4. Tender complete in all respect must be submitted in sealed envelopes, which must be either delivered by hand or by registered mailed to **HSCC Corporate Office** so as to reach not later than **15.00 hours** on 31.01.2012. (Under no circumstances HSCC will be held responsible for late delivery or loss of the documents so mailed). Technical bid shall be opened on the same day **at 15.30 hours**.
  5. LRSI/HSCC reserves the right to accept or reject any/all bids without assigning any reason.
  6. Copy of tender document is available for viewing on HSCC web site [www.hsccltd.co.in](http://www.hsccltd.co.in) Prospective bidders are advised to regularly scan through HSCC website as corrigendum/amendments etc. if any will be notified on the company's website and separate advertisement will not be made for this.

**GM (PG-1)**

## INSTRUCTION TO APPLICANTS

PROJECT NAME: Supply of Furniture at **Lala Ram Sarup Institute of Tuberculosis & Respiratory Diseases New Delhi.**

Completion period: within 3 (Three Months Calendar months

EMPLOYER/CLIENT: Director, **Lala Ram Sarup Institute of Tuberculosis & Respiratory Diseases New Delhi**

1. Scope of Bid :

1.1 For & on behalf of Director, **Lala Ram Sarup Institute of Tuberculosis & Respiratory Diseases New Delhi (The Employer/Client)**, HSCC (I) Ltd (**The Consultant**) intends to invite bids from eligible contractors/firms for above works details as under

1.2 Brief Details :

**Supply, of Modular Furniture & associated works etc at Lala Ram Sarup Institute of Tuberculosis & Respiratory Diseases New Delhi.**

**Above works to be executed for Lala Ram Sarup Institute of Tuberculosis & Respiratory Diseases New Delhi**

Tender is open to all agencies / firms having sound background and Specialisation in carrying out similar works.

### 2.0 SUBMISSION OF APPLICATION:

2.1 Application for tender must be submitted complete in all respect in sealed envelopes which must be either delivered by hand or by registered mail, at GM (PG-1) HSCC (India) Ltd, Plot No. 6(A), Block-E, Sector-1, NOIDA, U.P.-201301, so as to reach not later than designated date & time and be clearly marked “Application for tender for “Supply of Furniture at **Lala Ram Sarup Institute of Tuberculosis & Respiratory Diseases New Delhi**”

2.2 The name and mailing address of the Applicant should be clearly marked on the envelope.

2.3 All the information asked for pre-qualification and bids shall be answered in the ENGLISH language by all the agencies/firms.

- 2.4 Failure to provide information in the stipulated format enclosed or to provide timely clarification or substantiation of the information supplied (considered essential to evaluate the Applicant's qualification) shall result in disqualification of the Applicant.

**3.0 MINIMUM PRE-QUALIFICATION CRITERIA:**

3.1 Pre-Qualification will be based on meeting all the minimum criteria for pre-qualification and other qualification criteria regarding the Applicant's work experience, personnel and equipment capabilities and financial position as demonstrated by the Applicant's responses in the forms attached to the Letter of Application.

3.2 The Applicant should meet the following minimum criteria for Pre-Qualification :

- (i) Average Annual Financial Turnover during the last three financial years i.e. 2008-09, 2009-10 & 2010-11 should be at least 30% of the estimated cost.
- (ii) Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following :

Three \*similar completed works costing not less than the amount equal to 40% of the estimated cost.

or

Two \*similar completed works costing not less than the amount equal to 50% of the estimated cost.

or

One \*similar completed work costing not less than the amount equal to 80% of the estimated cost.

And

One Completed work of any nature (either part of (ii) above or a separate one) costing not less than the amount equal to 40% of the estimated cost with some Central/State Government Organisation/Central Autonomous Body/Central Public Sector Undertaking.

\* Similar works means:

Supply & Installation of Modular Type office and Laboratory/Hospital furniture works. Agency/applicants should execute both office as well as Laboratory/Hospital furniture works. Agency/applicants executed either of the works shall not be considered. Separate work order & completion certificate for office and Laboratory/Hospital furniture to be submitted and combined completed value shall be considered for both office and Laboratory/Hospital furniture to arrive at completed cost.

A Certificate from client for completion of work(s) against single work order must be submitted along with application. Own works/ Certification of the agencies shall not be considered for prequalification. TDS certificate required to be submitted along with completion certificate, if experience of having Private sector work,

- (iii) The Company should have positive Net Worth and should not have incurred loss in more than Two years in last Five years ending 31<sup>st</sup> March 2011 duly certified by the Chartered Account.

3.3 Agency must have their own manufacturing unit since 07 years with following facilities, own machineries including ownership proof along with affidavit and installed machinery photograph to be submitted and registrations for Package-I

- ISO- 9001-2000
- ISO- 14001-2000
- OHSAS- 18001
- Computerized controlled through feed multistation edge bending machine capable of gluing & cutting, flush trimming, scrapping end trimming & butting in one feed operation.
- Computer controlled press brake for sheet metal bending
- Converised powder coating plant with baking oven and powder applicators and with 7 stage pre treatment plant
- CNC controlled Hot press Machine for laminate
- CNC controlled press brake for sheet metal bending
- Vacuum membrane press
- Factory act licence
- Excise registration
- PF registration

3.4 The firm should submit an affidavit duly notarized that they have not abandoned any work of Union Government/ State Governments/ PSU's etc. during the last 5 years. They should also submit an affidavit that they have not been blacklisted, debarred, declared non performer or expelled by Union Government/ State Governments/ PSU's etc. during the last 5 years

3.5 The applicant should provide information regarding litigation/ Arbitration cases for the last five years as per ANNEXURE-V

**3.5 Financial Capabilities:** The Applicant should submit Audited Balance Sheets for the last three financial years i.e. 2008-09, 2009-10 & 2010-11. The applicant should not have incurred any loss in more than two years during the last five years ending 31<sup>st</sup> March 2011 (Fill enclosed ANNEXURE-III).

**3.6 Minimum Solvency Requirement:**

A solvency certificate from applicant's Bank (Nationalized/Scheduled) that applicant is solvent for 30% of the Project Estimated Cost. The certificate should be not more than one year old.

**3.7 Bidding Capacity:** The bidding capacity of the contractor/firms should be equal to or more than the estimated cost of the work. The bidding capacity shall be worked out by the formula as below:

$$\text{Bidding Capacity} = (A * N * 2) - B$$

Where

A= Maximum Value of construction works executed in any one year during the last 7 years taking in to account the completed as well as work in progress.

N= Number of years prescribed for completion of work for which bids has been invited.

B= Value of existing commitments and on going works to be completed during the period of completion of work for which bids have been invited.

NOTE: Bidders are requested to submit details of calculation along with all supporting documents in respect of arriving value of bid capacity ( Fill enclosed Annexure-IX also)

#### **4.0 PERSONNEL, EQUIPMENT AND FINANCIAL CAPABILITIES**

4.1 **Personnel Capabilities:** The firm should have suitable qualified and experienced personnel for the successful completion of the works. List of employees and bio-data of key officials shall be submitted stating clearly how these would be involved in this work. ( Fill enclosed ANNEXURE-I).

4.2 **Equipment Capabilities:** The Applicant should submit the list of equipments for successful completion of project. (Fill enclosed ANNEXURE-II)

#### **5.0 EXPERIENCE OF EXECUTING OF PROJECTS OF SIMILAR NATURE & COMPLEXITY**

The applicant shall submit information about their past experience of **projects** of similar nature and complexity with information about magnitude of the Projects, Type of Projects, Completion Certificate from Client, Time Overrun if any, Cost over run if any , ( Fill enclosed ANNEXURE-IV). Client/Consultant reserves the right to verify all credentials submitted by tenderer. Site visits and factory visit to be done if required

#### **6.0 OTHER INFORMATION TO BE SUBMITTED ALONGWITH APPLICATION**

6.1 Registration/ Licence : The firm should have Works Contract Tax/VAT Registration with the appropriate Authorities In case the firm is not registered at the time of submission of bid, they will get themselves registered with the concerned authorities in case they are awarded the work

6.2 The applicant should provide information regarding litigation/ Arbitration cases for the last five years as per ANNEXURE-V

6.3 The applicant shall submit the supporting documents regarding the information given in the ANNEXURE-I to ANNEXURE-V

6.4 The contractor will indemnify HSCC/LRSI/Ministry of Health & Family Welfare/Principle employer/client, as the case may be, against all penal action that may be levied/effected by any concerned authority for default in any labour regulation/PF/ESI and other statutory requirements of the relevant Acts/Laws related to the work of the contractor and will bear the legal charges, if any, and will pay the legal charges/dues directly to the concerned authority

#### **7.0 Even though the Applicants meet the above criteria, they are subject to be disqualified, if they have:**

- made misleading or false representation in the form, statement and attachments submitted; /or

- Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc. /or
- The performance of any agency already worked/ working with HSCC is not found satisfactory./or
- found to have been black listed in any of the works.

**8.0** The applicants are advised to visit the site to get first hand information as regards its approach, accessibility, working conditions, site conditions, availability of labour and material etc. and other matters affecting cost and work. All costs incurred in connection with submission of the pre-qualification application shall be borne by the applicant irrespective of the outcome.

**9.0** If any information furnished by the applicant is found incorrect at a later stage, applicant shall be liable to be debarred from tendering in HSCC. The department reserves the right to verify the particulars furnished by the applicant independently.

**10.0** The competent authority to pre-qualify shall have the power to relax any condition/criterion for pre-qualification if it considers expedient to do so.

**11.0** Even though the agency meets all the criteria, the Employer / Consultant reserves the right to accept or reject any applicant/disqualify any agency without assigning any reason whatsoever.

**12.0 UPDATING QUALIFICATION INFORMATION**

12.1 Applicants shall be required to update the financial information used for Pre-Qualification as and when asked for and at the time of submitting their bids, to confirm their continued compliance with the pre-qualification criteria and verification of information provided.

**13.0 GENERAL**

13.1 Only agencies / firms who have been pre-qualified under this procedure will be considered for further opening of bid. Firm may submit only one bid for any work. If a firm submitting more than one bid all bids of the party will be rejected.

13.2 The Employer / Consultant reserves the right to :

- (a) Reject or accept any application without assigning any reason or incurring any liability thereof
- (b) Cancel the tendering process and reject all applications
- (c) Split the works into different packages if required
- (d) Amend the scope and value of any contract under this project.

13.3 Joint venture companies or experience of any work done in joint venture shall not be considered.

13.4 No correspondence either from successful / pre-qualified applicant or unsuccessful



applicant will be entertained in this regard.

- 13.5 Check list format attached at Annexure VI must be filled and enclosed along with the application.

GM (PG-1)

**For & on behalf of HSCC (I) Ltd.**

### LETTER OF APPLICATION

[NOTE : On the letterhead paper of the applicant including full postal address, telephone no., fax no., telex no. and cable address]

Date: \_\_\_\_\_

HSCC(I) Ltd.  
Plot No. 6(A), Block(E), Sector-I  
NOIDA, U.P.-201301

Sirs,

1. Being duly authorised to represent and act on behalf of ..... (hereinafter referred to as “the Applicant”) and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby apply to be pre-qualified by yourselves as a bidder for the

-----  
----- **its**  
**maintenance during the Defect Liability period**

Pre-Qualification Number	Client Name
HSCC/LRSI/PG-1/106/FUR/2012	<b>Director, Lala Ram Sarup Institute of Tuberculosis &amp; Respiratory Diseases New Delhi</b>

2. Attached to this letter are copies or original documents defining :
- (a) the applicants legal status
  - (b) the principal place of business
  - (c) the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms)
  - (d) application form no. 1 to 6
3. Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization or any individual or authorized

representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. Your agency and its authorized representatives may contact the following persons for further information:

General, Personnel, Technical and Financial Enquiries	
Contact 1 :	Telephone 1 :
Contact 2 :	Telephone 2 :

5. This application is made in the full understanding that :

(a) Bids submitted by applicants will be subject to verification of all information submitted at the time of bidding

(b) Your agency reserves the right to :

- amend the scope and value of the contract / bid under this project ; in such event, bids will only be called from pre-qualified bidders who meet the revised requirements ; and
- reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons or incurring any liability thereof ; and

(c) Your agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant

6. The undersigned declare that statements made and the information provided in the duly completed application are , true and correct in every detail.

Sealed & Signed
Name
For and on behalf of

# APPLICATION FORM NO. 1

## GENERAL INFORMATION

All individual firms applying for pre- qualification are requested to complete the information in this form. Information to be provided for all owners or APPLICANTS who are partnerships or individually-owned firms.

1.	Name of firm
2	Head office address
3	Telephone   Contact
4	Fax   E-mail No.
5	Place of incorporation/ Registration   Year of incorporation/ registration 

**Authorized Signatory of bidder**

## **APPLICATION FORM NO. 2**

### **STRUCTURE AND ORGANIZATION**

1. Name & address of the applicant
2. Telephone No. / Telex No. / Fax No.
3. Legal status of the applicant (attach copies of original document defining the legal status)
  - (a) An individual
  - (b) A proprietor firm
  - (c) A firm in partnership
  - (d) A Limited Company or Corporation.
4. Particulars of registration with various Government bodies (attach attested photocopy)

Organisation /Place of registration	Registration No.
-------------------------------------	------------------
5. Name and Titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorised to act for the organisation
7. Was the applicant ever required to suspend construction for a period of more than six months continuously after you commenced the construction? If so, give the name of the project and reasons of suspension of work.
8. Has the applicant ever abandoned the awarded work before its completion ? If so, give name of the project and reasons for abandonment.
9. Has the applicant ever been debarred / black listed for tendering in any organisation at any time If so, give details.
10. Has the applicant ever been convicted by a court of law? If so, give details.
11. Any other information considered necessary but not included above.

### **Authorized Signatory of bidder**

**PERSONNEL CAPABILITIES**

Sl. No.	Designation	Total Number	Number available for this work	Name	Qualification	Professional experience	Remarks

**Authorized Signatory of bidder**

**EQUIPMENT CAPABILITIES**

Sl. No.	Name of Equipment	Nos	Capacity or Type	Age	Condition	Remarks

**Authorized Signatory of bidder**

**FINANCIAL CAPABILITIES****(Rs. In lacs)**

Financial Year	Annual Turn Over in Indian Rupees ( or equivalent to Indian Rupees ) as per Audited Balance Sheet
2008-2009	Rs.
2009-2010	Rs.
2010-2011	Rs.
Average Annual Turnover over the past three years	Rs.

Financial Information in Rs. Equivalent	For year 2006-2007	For year 2007-2008	For year 2008-2009	For year 2009-2010	For year 2010-2011
1. Total Assets					
2. Current Assets					
3. Total Liabilities					
4. Current Liabilities					
5. Profit before Tax					
6. Profit after Tax					
7. Net Worth					

**NOTE : The above data is to be supported by audited balance sheets**

1. Attach copies of audited balance sheets duly certified by the chartered accountant for all three years ( 2008-09, 2009-10 & 2010-11). Audited Balance sheet should mention the membership number of chartered accountant issued by ICAI along with full address.
2. Attach recent solvency certificate from bankers

**Authorized Signatory of bidder**

**APPLICATION FORM NO. 6****ANNEXURE - IV****EXPERIENCE OF COMPLETION OF PROJECTS OF SIMILAR NATURE & COMPLEXITY**

(During last seven years ending last day of month previous to the one in which applications are invited)

Sl. No.	Name of work / project and location	Owner or sponsoring organization	Cost of work in Lakhs	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Name and address/ telephone number of officer to whom reference may be made	Remarks

**NOTE :** Please attach supporting documents (completion certificates along with order copies) for the above information

**Authorized Signatory of bidder**



**APPLICATION FORM NO. 7**

**ANNEXURE - V**

Litigation Details  
Court Cases/arbitration

Name of Bidder
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Year	Name of the work	Name of the Client, with Address	Title of the court Case/Arbitration	Detail of the Court/ Arbitrator	Status Pending/ Decided	Disputed Amount (Current Value, the equivalent) in case of Court Cases/arbitration	Actual Awarded Amount (Rs) in decided Court Cases/arbitration

**Authorized Signatory of bidder**

### Check-List

S.No	Criteria	Requirements	Page no. at which required information is available (To be mentioned)	Indicate Eligibility Y / N
1	Average Turnover for last three years	Copies of audited balance sheets certified by the chartered accountant along with Membership no for all three years (2008-09 ,2009-10 & 2010-11).		
2	Experience	During last seven years +Similar work completed, 3 nos. of value not less than 40% of the estimated cost +Similar work completed, 2 Nos. of value not less than 50% of the estimated cost +One Similar work completed of value not less than 80% of the estimated cost		
3.	Experience	One Completed work of any nature (either part of (ii) above or a separate one) costing not less than the amount equal to 40% of the estimated cost with some Central/State Government Organisation/Central Autonomous Body/Central Public Sector Undertaking.		
4	Experience	A Certificate from client for completion of work(s) against single work order must be submitted along with application		
5	Personnel Capabilities	List of suitable qualified and experienced personnel in relevant field		
6	Equipment Capabilities	List of equipment required and proposed to be deployed & source of such equipments		
7	Financial Capability	Company should have positive Net Worth and should not have incurred loss in more than Two years in last Five years ending 31 <sup>st</sup> March 2011 duly certified by the Chartered Account.		
8	Solvency Certificate	Solvency certificate from applicant's bank for 30% of the estimated project cost. The certificate should be not more than one year old.		
9.	Abandoning / Blacklisting	Information regarding not abandoned /Black listing for any work of Union Govt./State Govt./ PSU's etc. during last 5 years and  The applicant should provide information regarding litigation/ Arbitration cases for the last five years as per ANNEXURE-V		
11	Bid Security	In terms of BG/DD		
12	Tender Documents	All volumes of tender documents submitted in the respective envelopes as specified in tender		
13	Registration/Licence	The firm should have Works Contract Tax/VAT Registration with the appropriate Authorities		

**Authorized Signature of Bidder with stamp**

**UNDERTAKING**

We \_\_\_\_\_ do hereby undertake to engage a specialised \_\_\_\_\_ agency after approval of HSCC for undertaking the execution of \_\_\_\_\_ works of (\_\_\_\_\_ Name of the project\_\_\_\_\_) whose minimum qualification shall be as under:

- (i) Average Annual Financial Turnover during the last three financial years i.e. 2008-2009, 2009-2010 & 2010-11 should be at least 30% of estimated price of \_\_\_\_\_ works.
- (ii) Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following :  
  
Three similar completed works each costing not less than the amount equal to 40% of estimated price of \_\_\_\_\_ works.  
or  
Two similar completed works each costing not less than the amount equal to 50% of estimated price of \_\_\_\_\_ works.  
or  
One similar completed work costing not less than the amount equal to 80% of estimated price of \_\_\_\_\_ works.
- (iii) We shall be solely responsible for successful execution of \_\_\_\_\_ work.

**PROJECT UNDER EXECUTION OR AWARDED**

Sl.No	Name of Work/ Project & location	Owner of sponsoring Organization	Cost of Work	Date of Commencement As per contract	Stipulated Date of completion	Uptodate Percentage Progress of work	Slow Progress, If any, & reasons thereof	Name & address/ Telephone No. of officer to whom reference may be made	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Certified that above lists of works is complete and no work has been left out and that the information given is correct to my knowledge and belief.

Signature of Applicant