

Checklist available on the website only for guidance of the bidders who are submitting the bid in PMGSY but this will not be treated as SBD clauses

S. No	Requirements	Bidder has to submit scanned copy on-line duly signed by him or his authorized signatory
1	Cost of Bid Document non-refundable as per NIT refer clause 8.2 and 12.1(II) of ITB.	Bidder has to pay the Cost of Bid document in the Govt. Account of <u>PMGSY e-tender online Account- through PMGSY e-tender portal by Internet Banking only.</u> All concerned please note that the bidding process will not move onward if the Bid Security (EMD) is not paid through PMGSY e-tender portal by Internet Banking. Payment Slip will be generated when payment made through PMGSY e-tender portal by Internet Banking.
2	Acceptable EM/BID Security as provided in clause-16 and 12.1(III) of ITB as specified in NIT	Bidder has to Pay the EMD/Bid Security in the Govt. Account of <u>PMGSY e-tender online Account- through PMGSY e-tender portal by Internet Banking only.</u> All concerned please note that the bidding process will not move onward if the Bid Security (EMD) is not paid through PMGSY e-tender portal by Internet Banking. Payment Slip will be generated when payment made through PMGSY e-tender portal by Internet Banking.
3	Part I and Part-II Bid being properly submitted through e-procurement system by the bidder as provided in Clause -12.1 and 18.2 of ITB	Bidder has to submit on-line scanned copy of <u>FORM OF BID FOR PART I OF THE BID</u> and <u>FORM OF BID FOR PART II OF THE BID</u> of the Bid Exactly as per attached format with the Technical bid document and <u>FORM OF BID FOR PART II OF THE BID</u> with the Financial Bid as per attached format also and it should be duly signed by the bidder .
4	Name of the bidder appearing in the bid form is the same as the name whose electronic signature has been used for up loading the bid.	Name of the bidder must be same as in the bid form as his DSC otherwise bid may be rejected. Bidder must submit his authorized address mobile no; Fax no, e-mail-id for communication.
5	Section-3 prescribed Qualification format completely filled up in all	Bidder has to submit on-line scanned copy of Qualification information Section-3 each column

	aspects is submitted as provided in Para 4.1 and 12.1(IV) of ITB. Section-3 Must be submitted on-line.	<p>duly filled up completely and signed by the bidder. Do not write “<i>attached</i>” otherwise bid may be disqualified. Filling of this section is mandatory. <i>All bidders are advised to get this format typed separately with each column filled up and submit required document in support of filled up data.</i></p> <p><i>Fill-up details of all on-going works, Bid already submitted but not accepted, bid for which letter of acceptance has been issued but bond not signed, in section-3 column 1.3.3 of qualification information Section-3 format. Do not conceal any information. In Bid, capacity calculation, bid already submitted amount would not be deducted because it is not guaranteed that the said bid will be awarded to the bidder but amount of all awarded work will be deducted.</i></p> <p><i>Submit the required document in support of information given in qualification information Section-3 format clearly mentioning the name of clause of section-3 for which the documents are i.e. 1.1, 1.2, 1.3, 1.3.1 etc otherwise bid may be rejected.</i></p> <p><i>Submit the certificate from Ex.En. for all on-going works otherwise bid will be rejected or otherwise submit an affidavit that there is no any ongoing works pending, or no any bids have been submitted in any other department or if any bid submitted but not finalized or letter of acceptance has been issued for such and such amount but contract bond not signed.</i></p>
6	Bidder should have valid registration with Employees Provident Fund organization under EPF and Miscellaneous Provisions Act, 1952. as per clause 4.1.1 of ITB	Bidder has to submit on-line scanned copy of EPF registration certificate duly signed by him or an under taking/Affidavit that he or his firm/Company is not eligible for EPF registration due to less than 20 employees are working in his firm/Company.
7	Copy of documents defining the legal status, place of business, written power of attorney or the signatory of the bid to commits the bidder as provided in Para 4.2(a) of ITB	Bidder has to submit on-line his registration certificate in UP PWD/UP RED, in appropriate class (A, or B as per limit) or equivalent category in CPWD/MES/ P&T/Railways and other State Govt. and Central Govt. Departments in similar

		<p>class. <u>(Non-registered bidders may submit bids; however, the successful bidders must get registered in appropriate class with appropriate authorities before signing the contract).</u></p> <p>Partnership deed (if any), Valid registration certificate from the Registrar firm, Written power of attorney duly signed by the Registrar firm (if any). Memorandum of Company (if any), Registration certificate as per company act, Authorized Director name to sign the documents. All documents must be up loaded on-line duly signed by the bidder.</p>
8	<p>(a) Achieved minimum annual financial turn over in any one year in last five years 75% (60% in case of Naxal / LWE affected districts) for Package value more than 200 Lakh and 60% (50% in case of Naxal / LWE affected districts) for package value up to Rs.200.00 Lakh excluding maintenance cost updated to current price level as per clause 4.4A (a) of ITB in which 50% of should be Civil Engg. works as provided in Para 4.2(b) of ITB.</p>	<p>Bidder has to submit on-line scanned copy of certificate of annual turnover by the Chartered Accountant for the last five financial years with the breakup of at least 50% of which is from Civil Engineering construction works in each year. This document must be up loaded on-line duly signed by the bidder.</p> <p>This document is mandatory.</p>
9	<p>(b) Satisfactorily completed as a prime contractor at least one similar work of value equal to one-third (one-fourth in case of Naxal / LWE affected districts) of package value excluding maintenance cost as per clause 4.4A (b) of ITB as provided in Para 4.2(c) of ITB.</p>	<p>Bidder has to submit on-line scanned copy of certificate of Work experience certificate of similar nature work equal to required value of last five years issued by not below the rank of Executive Engineer. The certificate should bear the date of start, due date of completion as per contract bond, actual date of completion, actual value of final payment, Contract bond number, Amount of contract bond. This document must be up loaded on-line duly signed by the bidder.</p>
10	<p>(i) A Copy of PAN issued by the IT authority as per clause 4.4 B-a(i) of ITB</p>	<p>Bidder has to submit on-line scanned copy of PAN of the Company/Firm/Contractor duly signed by him.</p> <p><i>Don't upload the individual's PAN of the Partners/Directors of Firms/Company.</i></p>

11	(ii) An affidavit that the information furnished by the bidder with this bid is correct in all aspects as per clause 4.4 B-a (ii) of ITB.	Bidder has to submit on-line scanned copy of Affidavit of correctness exactly on the format prescribed in the bid document and original copy to concerning SE RED/PWD----- Circle at the time of signing the contract bond along with <i>Self-attested bid id sheet generated when the bid successfully submitted by the bidder.</i> Affidavit of Correctness must be up loaded on-line duly signed by the bidder.
	<u>(iii) Other certificate as defined in the Bid Data Sheet as per clause 4.4 B-a (iii) of ITB.</u>	
12	(a) Copy of GST registration	Bidder has to submit on-line scanned copy of GST registration of contractor/Firm/Company duly signed by him.
13	(b) Copy of Labour registration of Firm/Contractor	Bidder has to submit on-line scanned copy of Labour registration certificate of Company/Firm/Contractor in labour department duly signed by him.
14	Availability of Key equipment for construction work, either owned or on-lease or on-hire, including establishing field laboratory requirement Para {4.4-B (b)-(i)} of ITB as provided in Para 4.2(d) of ITB.	Bidder has to submit on-line scanned copy of Affidavit of availability of key equipment either by own or to be taken on lease or to be purchased along with proof of ownership, Affidavit from the leaser and lease. All documents must be up loaded on line duly signed by the bidder. <i>Submit the leaser affidavit from whom you will hire the required Tools and Plants and affidavit from yourself that you will hire such T& P or otherwise an affidavit from yourself that you will purchase the mentioned T&P after award of work also Submit an affidavit about your own T&P. Submit documentary proof of all T&P like RC, Invoice etc.</i>
15	Qualification and experience of the Key-site management and technical personnel proposed for the contract as defined in sub -clause Para {4.4B (b)-(ii)} of ITB as provided in Para 4.2(e) of ITB.	Bidder has to submit an affidavit on-line of availability of key site management and technical personnel along with proof of payment their salary either acquaintance roll or pay certificate and their qualification information. All documents must be up loaded on line duly signed by the bidder. <i>Submit the Technical staff's affidavit that they are</i>

		<i>working with you, Affidavit from yourself that they are working with you, their degree and certificate, Proof of payment of their salary.</i>
16	An under taking from the bidder that the bid will be valid up to 90 days from the last date of submission of bid as per clause 15.1 and 12.1(V) of ITB.	Bidder has to submit an affidavit or undertaking on line that the bid will be valid up to 90 days. This document must be up loaded on-line duly signed by the bidder.
17	Report on the financial standing of the bidder such as profit and loss statements and auditor's report for the past three years as provided in Para 4.2(f) of ITB.	Bidder has to submit on-line scanned copy of Loss and profit statement and complete audit report (3CB and 3CD) of at least last three year of last five year duly signed by the bidder otherwise bid may be disqualified.
18	Access to line of credit from the bank as provided in Para 4.2(g) and 4.4B (a)-(iii) of ITB & as stated in qualification information.	Bidder has to submit on-line scanned copy of ACCESS TO OR AVAILABILITY OF CREDIT FACILITIES (BANK CERTIFICATE) exactly on the attached format with Bid document and not more than three month old. This document must be up loaded duly signed by the bidder otherwise, bid may be disqualified.
19	Authority to seek reference from the bidder's Bankers as provided in Para 4.2(h) of ITB	Bidder has to submit on-line scanned copy of Authority to Seek reference Certificate from his bankers exactly on the attached format with Bid document. This document must be up loaded duly signed by the bidder otherwise, bid may be disqualified.
20	The bidder must produce an affidavit stating that the near relations defined as first blood relations, and their spouses, of the bidder of the following departmental officers with the following ranks from the departments listed below: Divisional Accountant, ,Junior Engineer, Assistant Engineer, Executive Engineer, Superintending Engineer, Chief Engineer, Director-cum-Chief Engineer or Engineer in Chief of U.P. Rural Engineering Department/ UPPWD	Bidder has to submit on-line scanned copy of an affidavit stating that the near relations defined as first blood relations, and their spouses, of the bidder of the following departmental officers are working as Divisional Accountant, Junior Engineer, Assistant Engineer, Executive Engineer, Superintending Engineer, Chief Engineer, Director-cum-Chief Engineer or Engineer in Chief of U.P. Rural Engineering Department/ UPPWD. This document must be up loaded on line duly signed by the bidder.

	as per clause 4.4 B-c(i) of ITB	
21	The bidder must produce an affidavit stating the names of retired gazetted officer (if any) in his employment who retired within the last two years with the following ranks from the departments listed below: Junior Engineer, Assistant Engineer, Executive Engineer Superintending Engineer, Chief Engineer, Department - U.P. Rural Engineering Services, UPPWD, UP Irrigation and Central Govt. Engineering Department as per clause 4.4 B-c (ii) of ITB	Bidder has to submit on-line scanned copy of an affidavit stating the names of retired gazetted officer (if any) in his employment who retired within the last two years with the following ranks from the departments listed below: Junior Engineer, Assistant Engineer, Executive Engineer Superintending Engineer, Chief Engineer, Department - U.P. Rural Engineering Services, UPPWD, UP Irrigation and Central Govt. Engineering Department. This document must be up loaded on line duly signed by the bidder.
22	Information regarding any litigation or arbitration resulting from contracts executed by the bidder in the last five years or currently under execution as provided in Para 4.2(i) of ITB	Bidder has to submit on-line scanned copy of an information regarding litigation, arbitration, black listing, debarring etc. This document must be up loaded on line duly signed by the bidder.
23	Proposal for sub-contracting components of the works amounting components more than 25 % of the bid price as provided in Para 4.2(j) of ITB.	Bidder has to submit on-line scanned copy of proposal for sub-contracting if any. This document must be up loaded on line duly signed by the bidder.
24	Proposed methodology and programme of construction as provided in Para 4.2(k) of ITB	Bidder has to submit on-line scanned copy of Bar chart, Details methodology of the proposed programme of construction, Cash flow chart and Quality Management Plan proposed for completion of the work as per technical specifications and within the stipulated period of completion. These documents must be up loaded on line duly signed by the bidder.
25	In case of Joint Venture certified copy of Joint Venture Agreement must be submitted on line as per Para 4.3 and 4.4(D) of ITB	Joint venture is not allowed up to 10 crore works. For the package value more than 10 crore in case of joint venture bidders, the bidder has to submit on-line the scanned copy of the documents required as per clause 4.3 and 4.4(D) of ITB
26	General points to be followed by the bidder while submitting the	1. Do not upload the T-4, T-5 and T-6, which are not required in PMGSY tenders.

	<p>bid.</p>	<ol style="list-style-type: none"> 2. Do not submit unnecessary Documents, Affidavits etc that are not required. 3. Do not submit the Bid Capacity calculation sheets along with your technical bid. Bid appraisal committee will itself calculate your bid capacity? 4. Get Qualification information Section-3 format typed on separate paper, fill-up each & every column precisely, and upload the filled-up format duly signed by you. Filling of this section is mandatory. 5. Submit only those documents required as per above checklist. 6. Submit the PAN of the Contractor/Firm/Company. 7. While submitting your bid never try to conceal any information, which will cause disqualification as well as black listing/debarring latter on. 8. All affidavit submitted by the Bidder must bear the, readable Name and Seal of the attestation officer (Magistrate/ Sub-Judge/ Notary Public). S.No. of register as well as registration number of Notary Public must be mentioned otherwise all such Affidavit will be treated as False affidavit. 9. Any affidavit issued before tender process will not be acceptable and any affidavit which is used earlier cannot be reused such type of affidavit will be treated as state revenue loss. 10. Before submission of bid, you must be sure that your document is complete in all aspect. 11. Do not rely only upon the Operator.
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Instruction to Bidder for Bid Submission

Clause 12.1 of ITB The Bid submitted by the Bidder shall be in two separate parts:

Part I This shall be named Technical Qualification Part of Bid and shall comprise of:

- I. Form of bid for **Part I** and **Part II** of the bid, as per format given in section 6 (to be submitted on-line along with technical bid).
- II. Cost of Bid Document (Tender Fee): - To be deposited in the account of **PMGSY e-tender online Account- by Internet Banking only** towards the **non-refundable cost of bid document (Tender Fee) (Clause 8.2 of ITB), which will be generated when payment made through PMGSY e-tender portal by Internet Banking.**
- III. Bid Security (EMD): - To be deposited in the account of **PMGSY e-tender online Account- by Internet Banking only** towards the **Bid security/EMD, which will be generated when payment made through PMGSY e-tender portal by Internet Banking** as per clause 16.2 of ITB.
Payment receipt will be generated if payment is made through PMGSY e-tender portal
- IV. Authorized address and contact details of the Bidder having the following information:
Address of communication:
Telephone No.(s):
Office:
Residence:
Mobile No.:
Facsimile (FAX) No.:
Electronic Mail Identification (E-mail ID):
Qualification information, supporting documents, scanned copy of original affidavit and undertaking as specified in Clause 4 of ITB.
- V. Undertaking that the bid shall remain valid for the period specified in clause 15.1 of ITB.
- VI. Any other information/documents required to be completed and submitted by bidders, as specified in the Appendix to ITB, and
- VII. Scanned copy of the affidavit affirming that information he has furnished in the bid is correct to the best of knowledge and belief of the bidder.

Part II. It shall be named Technical-Financial Part of Bid and shall comprise of:

- (i) Form of Bid for Part-II of the bid as specified in Section 6; (*Part II format must be uploaded in Technical bid as well as in Financial Bid*)
- (ii) Priced bill of quantities for items specified in Section 7;

12.2 The documents and details mentioned in clause 12.1 Part I above shall be submitted online on website www.pmgsytendersup.gov.in. Details and process of online submission of the tender and relevant documents are given in the website mentioned above. The above are to be submitted in the manner as prescribed below:

- (a) The following details shall be entered on line in the prescribed formats:
- (i) Form of bid for Technical Qualification Part I of the bid, as per format given in Section 6.
 - (ii) Form of bid for Technical-Financial Part II of the bid, as per format given in Section 6.
- The entry of **percentage rate** for the work shall be made by the bidder on line.

*(If option **is** not available on-line, scanned copy of the Part I and Part II shall be up loaded with Technical Bid as well as Part II with Financial Bid)*

Technical Qualification Part I bid will consist as per (b) and (c) scanned copy up loaded on - line

(b) Scanned copies of the following documents shall be uploaded on the website www.pmgsytendersup.gov.in at the appropriate place in the PDF form.

- (i) Copy of PAN Card of the Company/Firm/Contractor issued by Income Tax Authorities (Clause 4.4B (a) (i) of ITB).
 - (ii) Self-attested copy of valid registration certificate of appropriate class **registered with UP PWD/UP RED, in appropriate class (A, or B as per limit) or equivalent category in CPWD/ MES/ P&T/ Railways and other State Govt. and Central Govt. Departments.** Non-registered bidders may submit bids; however, the successful bidders must get registered in appropriate class with appropriate authorities before signing the contract. (Clause 3 of ITB), (In case of Partnership deed (if any), Valid registration certificate from the Registrar firm, Written power of attorney duly signed by the Registrar firm (if any).Memorandum of Company (if any), Registration certificate as per company act, Authorized Director name to sign the documents as per clause 4.2(a) of ITB.
 - (iii) Annual turnover by the Chartered Accountant for the last five financial years with the breakup of at least 50% of which is from Civil Engineering construction works in each year. (Clause 4.4A (a) and 4.2(b) of ITB). Along with complete auditor report (**3CB** and **3CD**) at least of 3 years of last five years as per clause 4.2(f) of ITB.
 - (iv) Affidavit regarding correctness certificates exactly in the attached format {Clause 4.4 B (a) (ii) of ITB.
 - (v) Any other information/documents required to be completed and submitted by bidders, as specified in the Appendix to ITB, and
- (c)** *Scanned copies of the Certificates showing details of similar nature of works, work in hand and machineries owned or on lease or possessed on hire and other following documents should also be uploaded after converting the same to PDF.*

- (i) Qualification information shall be furnished by the Contractor in **section-3 Format** (Each column and row of section-3 format must be filled up with supporting documents, scanned copy of original affidavit and undertaking as specified in Clause 4 of ITB. Attached word should not be written in the format otherwise bid might be declared disqualified.
- (ii) Form of bid for **Part I and II** of the bid, as per format given in section-6(to be submitted on line) and original at the time of agreement.

(If option is not available on-line, scanned copy of Part I and Part II shall be up loaded with Technical Bid and Part II in Financial Bid also).

- (iii) Similar nature of works executed certificate issued by Executive Engineer {Clause 4.4 A (b) of ITB and 4.2(c)} of ITB.
- (iv) On-going works in hand. Certificate issued by Executive Engineer (Clause 4.4 of ITB).
- (v) Bids for the work submitted but not finalized. (Clause 4.4 of ITB.). Statements in affidavit. Letter of acceptance issued but contract bond not signed (Clause 4.4 of ITB.) Statements in shape of affidavit.
- (vi) Affidavit for Machineries owned/brought on hire/ lease with proof of ownership, Affidavit from leaser and lease {Clause 4.4B (b) (i) and 4.2(d)} of ITB.
- (vii) Affidavit for availability of technical personnel for constructions work with proof of education, salary payment etc. as per clause 4.4B (b) (ii) and 4.2(e) of ITB.
- (viii) An affidavit that the Bidder will be able to invest a minimum of cash up to the percentage (defined in the Appendix to ITB) of the contract price of works, during the implementation of the works as per clause 4.2(g) of ITB.
- (ix) Scanned copy of Bank Credit facilities as per format provided in bid documents and original certificate at the time of agreement as per clause 4.4B (a) (iii) and 4.2(g) of ITB.
- (x) Scanned copy of authority to seek references from the Bidder bankers on attached format in bid documents as per clause 4.2(h) of ITB.
- (xi) Affidavit from Bidder for information regarding litigation or arbitration during the last five years and about proposal for sub-contracting as per clause 4.2(i) of ITB.
- (xii) Proposal for Subcontracting as per clause 4.2(j) of ITB.
- (xiii) Proposed methodology, programme, cash inflow etc. as per clause 4.2(k) of ITB.
- (xvi) Each Bidder is required to furnish an affidavit on a single non-judicial stamp paper of Rs. 10/- as per clause 4.4B(c) (i) and (ii) of ITB.
 - (a) The Bidder or his spouse near relative (defined as first blood relations) posted in any capacity in UPRED/UPWD as listed in the Appendix to ITB.
 - (b) Without Government permission, any person who is retired as gazetted officer within the last two years of the rank and from the departments listed in the Appendix to ITB.
- (xvii) An affidavit that Bid is valid for 90 days and Bidder has neither criminal record nor registered in any bar council on non-judicial stamp paper of Rs. 10/- and original affidavit at the time of agreement.
- (xix) Self-attested copy of GST registration certificate of Contractor/Firm /Company.
- (xx) Self-attested copy of Labour registration certificate of Contractor/ Firm/ Company issued by Labour department.
- (xxi) Self-attested copy of EPF registration certificate issued by EPF authority or an under taking/Affidavit that he or his firm is not eligible for EPF registration due to less than 20 employees.
- (xxii) Authorize address of the Bidder: email-id, mobile no, fax no. and contact address of residence and office written on his letter pad.
- (xxiii) Any other documents as specified in the Bid Data Sheet.

(d) Submission of Original Documents:

The bidders are required to submit the following document at the time of signing of the contract bond in the office of the concerning Superintending Engineer RED/PWD .

- (i) Affidavit regarding correctness** of information furnished with bid as per-provisions of Clause 4.4(B) (a) (ii) of ITB with the office specified in the Bid Data Sheet,
- (ii) Self-attested bid id sheet generated when the bid successfully submitted by the bidder.**

These documents must match the scanned copies submitted along with the bids online. In case, of any deficiency in this respect, it will be treated as mis-representation by such bidder. Such a bidder shall be liable to be debarred for participating in bids under PMGSY for five years.

Employer Office: - SUPRINTENDING/ EXECUTIVE ENGINEER, RURAL ENGINEERING DEPARTMENT/ PUBLIC WORKS DEPARTMENT of Concerned Circle/Division as the case may be.