

# Section 4 - Bidding Forms

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# Letter of Technical Bid

Date: .....

Contract Package No.: .....

Invitation for Bid No.: .....

To:.....

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB);
- (b) We offer to execute in conformity with the Bidding Documents the following Works:  
.....
- (c) Our Bid consisting of the Technical Bid and the Price Bid shall be valid for a period of . . . . . days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) We, including any subcontractors or suppliers for any part of the contract, do not have any conflict of interest in accordance with ITB 3.3;
- (e) We are not participating, as a Bidder in more than one bid in this bidding process in accordance with ITB 3.3 (e).
- (f) If our Bid is accepted, we commit to mobilizing key equipment and personnel in accordance with the requirements set forth in Section 5 (Employer's Requirements) and our technical proposal, or as otherwise agreed with the Employer.

Name .....

In the capacity of .....

Signed .....

Duly authorized to sign the Bid for and on behalf of .....

Date.....

## Bank Guarantee

..... *Bank's Name, and Address of Issuing Branch or Office*.....

**Beneficiary:** ..... *Name and Address of Employer* .....

**Date:**.....

**Bid Security No.:** .....

We have been informed that . . . . . *name of the Bidder*. . . . . (hereinafter called "the Bidder") has submitted to you its bid dated . . . . . (hereinafter called "the Bid") for the execution of . . . . . *name of contract* . . . . . under Invitation for Bids No. . . . . ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we . . . . . *name of Bank*. . . . . hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of . . . . . *amount in figures* . . . . . (. . . . . *amount in words* . . . . . ) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Letter of Technical Bid and Letter of Price Bid; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the Employer during the period of bid validity, (i) fails or refuses to execute the Contract Agreement, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB, or (iii) fails or refuses to furnish the domestic preference security, if required.

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the Contract Agreement signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; and (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy your notification to the Bidder of the name of the successful Bidder; or (ii) forty-five days (45) after the expiration of the Bidder's bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458<sup>1</sup>.

. . . . . *Bank's seal and authorized signature(s)* . . . . .

**-- Note --**

*All italicized text is for use in preparing this form and shall be deleted from the final document.*

<sup>1</sup>*Or 758 as applicable.*

# Technical Proposal

## Technical Proposal - Personnel

### Form PER – 1: Proposed Personnel

Bidder shall provide the details of the proposed personnel and their experience records in the relevant Information Forms below for each candidate:

<b>1.</b>	<b>Title of position*</b>
	<b>Name</b>
	<b>Qualification</b>
	<b>Experience</b>
<b>2</b>	<b>Title of position*</b>
	<b>Name</b>
	<b>Qualification</b>
	<b>Experience</b>
<b>3</b>	<b>Title of position*</b>
	<b>Name</b>
	<b>Qualification</b>
	<b>Experience</b>
<b>..</b>	.....
<b>n</b>	..... Add raw as required

\*As listed in Section 5 (Employer's Requirements).

## Technical Proposal - Equipment

### Form EQU: Equipment

The Bidder shall provide adequate information and details to demonstrate clearly that it has the capability to meet the equipment requirements indicated in Section 5 (Employer's Requirements), using the Forms below. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Bidder.

<b>Item of Equipment</b>		
<b>Equipment Information</b>	Name of manufacturer	Model and power rating
	Capacity	Year of manufacture
<b>Current Status</b>	Current location	
	Details of current commitments	
<b>Source</b>	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

In case of lease & rented, agreement with the owner has to be submitted including details of equipment.

Omit the following information for equipment owned by the Bidder.

<b>Owner</b>	Name of owner	
	Address of owner	
	Telephone	Contact name and title
	Fax	Telex
<b>Agreements</b>	Details of rental / lease / manufacture agreements specific to the project	

**Technical Proposal – Site Organization****Technical Proposal – Method Statement****Technical Proposal – Mobilization Schedule****Technical Proposal – Construction Schedule**

## Bidders Qualification

To establish its qualifications to perform the contract in accordance with Section 3 (Evaluation and Qualification Criteria) the Bidder shall provide the information requested in the corresponding Information Sheets included hereunder.

### Form ELI - 1: Bidder's Information Sheet

Bidder's Information	
<b>Bidder's legal name</b>	
<b>Bidder's legal address in country of constitution</b>	
<b>Bidder's authorized representative</b> (name, address, telephone numbers, fax numbers, e-mail address)	
<p><b>Attached are copies of the following original documents.</b></p> <p><input type="checkbox"/> 1. In case of single entity, articles of incorporation or constitution of the legal entity named above, in accordance with ITB 3.1 and 3.2.</p> <p><input type="checkbox"/> 2. Authorization to represent the firm or JV named in above, in accordance with ITB 17.2.</p> <p><input type="checkbox"/> 3. In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB 3.1.</p>	

**Form ELI - 2: JV Information Sheet**

Each member of a JV and Specialist Subcontractor must fill in this form

<b>JV / Specialist Subcontractor Information</b>	
<b>JV Partner's legal name</b>	
<b>JV Partner's legal address</b>	
<b>JV Partner's authorized representative information</b> (name, address, telephone numbers, fax numbers, e-mail address)	



**Form LIT – 1: Pending Litigation and Arbitration**

Each Bidder or member of a JV must fill in this form if so required under Criterion 2.2 of Section 3 (Evaluation and Qualification Criteria).

Pending Litigation and Arbitration			
<p><b>Choose one of the following:</b></p> <p><input type="checkbox"/> No pending litigation and arbitration.</p> <p><input type="checkbox"/> Below is a description of all pending litigation and arbitration involving the Bidder (or each JV member if Bidder is a Joint Venture).</p>			
Year	Matter in Dispute	Value of Pending Claim	Value of Pending Claim as a Percentage of Net Worth

**Form FIN - 1: Historical Financial Performance**

Each Bidder or member of a JV must fill in this form

<b>Financial Data for Previous 3 Years [INR]</b>		
<b>Year 1: 2015-16</b>	<b>Year 2: 2016-17</b>	<b>Year 3: 2017-18</b>

**Information from Balance Sheet**

<b>Total Assets</b>			
<b>Total Liabilities</b>			
<b>Net Worth</b>			
<b>Current Assets</b>			
<b>Current Liabilities</b>			

**Information from Income Statement**

<b>Total Revenues</b>			
<b>Profits Before Taxes</b>			
<b>Profits After Taxes</b>			

- Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last \_\_\_\_ years, as indicated above, complying with the following conditions.
- Unless otherwise required by Section 3 of the Bidding Document, all such documents reflect the financial situation of legal entity or entities comprising the Bidder and not the Bidder's parent companies, subsidiaries or affiliates.
  - Historic financial statements must be audited by a certified accountant/Chartered Accountant.
  - Historic financial statements must be complete, including all notes to the financial statements.
  - Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

**Form FIN - 2: Average Annual Construction Turnover**

Each Bidder or member of a JV must fill in this form

The information supplied should be the Annual Turnover of the Bidder or each member of a JV in terms of the amounts billed to clients for each year for work in progress or completed at the end of the period reported.

<b>Annual Turnover Data for the Last 3 Years</b>	
<b>Year</b>	<b>Amount</b>
2015-16	
2016-17	
2017-18	
<b>Average Annual Construction Turnover</b>	

### Form FIN – 3: Availability of Financial Resources

Specify proposed sources of financing, such as liquid assets<sup>1</sup>, lines of credit, and other financial resources (other than any contractual advance payments) available to meet the financial resources requirement indicated in Form Fin – 4. Documentary evidence for source of financing/lines of credit which is not reflected in balance sheet has to be disclosed.

Financial Resources		
No.	Source of financing	Amount
1		
2		
3		

<sup>1</sup> *Liquid Assets mean cash and cash equivalents, short-term financial instruments, short term available-for-sale-securities, marketable securities, trade receivables, short-term financing receivables and other assets that can be converted into cash within one year.*

**Form FIN- 4: Financial Resources Requirement**

Bidder (or each JV partner) should provide information indicated below in order to calculate the aggregated financial resources requirement, which equals the sum of: (i) the Bidder's (or each JV partner's) current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued and (ii) financial resources requirement for subject contract as determined by the Employer. Bidder must also disclose any other financial obligations that could materially affect the implementation of subject contract if such contract were to be awarded to the Bidder.

<b>Financial Resources Requirement</b>						
<b>No</b>	<b>Name of Contract</b>	<b>Employer's Contact (Address, Tel, Fax)</b>	<b>Contract Completion Date</b>	<b>Remaining Contract Period in months (A)<sup>1</sup></b>	<b>Outstanding Contract Value (B)<sup>2</sup></b>	<b>Monthly Financial Resources Requirement (B / A)</b>
1						
2						
3						
4						
A. Cumulative Financial Resources Requirement for Current Contract Commitments <sup>3</sup>						INR .....
B. Financial Resources Requirement for Subject Contract (Employer to specify)						INR 990 lacs
<b>Financial Resources Requirement (Sum of A and B)</b>						<b>INR.....</b>

<sup>1</sup> Remaining contract period to be calculated from 28 days prior to bid submission deadline.

<sup>2</sup> Remaining Outstanding Contract Values to be calculated from 28 days prior to the bid submission deadline

<sup>3</sup> Bidder should calculate this amount based on the sum of Monthly Financial Resources Requirements for Each Current Works Contract based on the following calculation:

Estimated Contract Value (Inclusive of Taxes and Duties)  
Completion Period in Months

**Form EXP – 1: Contracts of Similar Size and Nature**

Fill up one (1) form per contract.

<b>Contract of Similar Size and Nature</b>		
<b>Contract No. . . . . of . . . . .</b>	<b>Contract Identification</b>	
<b>Award Date</b>	<b>Completion Date</b>	
<b>Total Contract Amount</b>		
<b>If partner in a JV or subcontractor, specify participation of total contract amount</b>	<b>Percent of Total</b>	<b>Amount</b>
<b>Employer's Name Address Telephone/Fax Number E-mail</b>		
<b>Description of the similarity in accordance with Criteria 2.4.2 of Section 3</b>		

**Form EXP - 2: Construction Experience in Key Activities**

Fill up one (1) form per contract

Contract with Similar Key Activities		
<b>Contract No. . . . . of . . . . .</b>	<b>Contract Identification</b>	
<b>Award Date</b>	<b>Completion Date</b>	
<b>Total Contract Amount</b>		
<b>If partner in a JV or subcontractor, specify participation of total contract amount</b>	<b>Percent of Total</b>	<b>Amount</b>
<b>Employer's Name Address Telephone Number Fax Number E-mail</b>		
Description of the key activities in accordance with Criteria 2.4.3 of Section 3		