

Savitribai Phule Pune University

(Formerly University of Pune)



TENDER DOCUMENT

Name of Work: Providing Pre-Printed stationery to Examination Section of Savitribai Phule Pune University.

TENDERING PROCEDURE

1. GUIDELINES TO BIDDERS ON THE OPERATIONS OF ELECTRONIC TENDERING SYSTEM OF SAVITRIBAI PHULE PUNE UNIVERSITY

1.1 BLANK TENDER FORMS

Tender Form can be downloaded from the e-Tendering Portal of Government of Maharashtra i.e. <http://www.mahatenders.gov.in> after entering the details of payment towards Tender Fees as per the Tender Schedule.

1.2 PRE-TENDER CONFERENCE

1.2.1 Pre-tender conference will be held on 02/05/2017.@ 12: 00 hrs.

1.2.2 The prospective tenderers are free to ask for any additional information or clarification either in writing or orally concerning the work, and the reply to the same will be given by the **Examination Section, Savitribai Phule Pune University, Pune-411 007** and the same will be made available on e-tendering portal of Government of Maharashtra i.e. www.mahatenders.gov.in and this clarification referred to as common set of conditions/deviations (C.S.D.), shall form part of tender documents and which will also be common and applicable to all tenderers. The point/points, if any, raised in writing and/or verbally by the contractor in pre-tender conference and not finding place in C.S.D. issued after the pre-bid conference, is/are deemed rejected. No individual correspondence will be made thereafter with the contractor in this regard.

1.3 The tender submitted by the tenderer shall be based on the clarification and shall be unconditional.
Conditional tenders will be summarily REJECTED.

1.4 All tenderers are cautioned that tenders containing any deviation from the contractual terms and conditions, specifications or other requirements and conditional tenders will be treated as non responsive.

1.5 Tenderers should have valid class II / III Digital Signature Certificate (DSC) obtained from any Certifying Authorities. In case of requirement of DSC, interested Bidders should log on www.mahatenders.gov.in and follow the procedure mentioned in the document 'Procedure for application of Digital Certificate'.

1.6 For any assistance on the use of Electronic Tendering System, Users may call the number:
24x7 Help Desk Toll FREE No-18002337315

1.7 Tenderers should install the Mandatory Components available on the Home Page of www.mahatenders.gov.in under the section '**Mandatory Components**' and make the necessary Browser Settings provided under section '**Internet Explorer Settings**' <https://www.mahatenders.gov.in>.

2. PRE-REQUISITES TO PARTICIPATE IN THE TENDERS PROCESSED BY SAVITRIBAI PHULE PUNE UNIVERSITY:

2.1 ENROLMENT AND EMPANELMENT OF CONTRACTORS ON ELECTRONIC TENDERING SYSTEM:

The Contractors interested in participating in the Tender process of Savitribai Phule Pune University by using the Electronic Tendering System shall be required to enroll on www.mahatenders.gov.in the Electronic Tendering System to obtain user ID.

After submission of application for enrolment on the System, the application shall be verified by the authorized Representative of the contractor. If the information is found to be complete, the enrolment submitted by the Contractor shall be approved. The Contractors may obtain the necessary information on the process of enrollment either from Helpdesk Support team or enroll directly on Web site www.mahatenders.gov.in.

2.2 OBTAINING A DIGITAL CERTIFICATE

The Digital Certificates are issued by an approved Certifying Authority authorized by the Controller of Certifying Authorities of Government of India through their Authorized Representatives upon receipt of documents required to obtain a Digital Certificate.

Bid data/ information for a particular tender may be submitted using the Digital Certificate only, which is used to encrypt the data during the Bid Preparation. In case, during the process of preparing and submitting a Bid for a particular tender, the Contractor loses his/her Digital Signature Certificate

(i.e. due to virus attack, hardware problem, operating system problem), he will not be able to submit the Bid online. Hence, the Users are advised to store his Digital Certificate secure and if possible, keep a backup at safe place under adequate security to be used in case of need.

In case of online tendering, if the Digital Certificate issued to an Authorized User of a partnership firm is used for signing and submitting a bid, it will be considered equivalent to a no objection certificate / power of attorney to that User to submit the bid on behalf of the partnership firm. The partnership firm has to authorize as specific individual by an authorization certificate signed by the partner/s of the firm to use the digital certificate as per Indian Information Technology Act, 2000(In case the applicant is a partner, another partner is required to authorize in the same form.).

Unless the Digital Certificate is revoked, it will be assumed to represent adequate authority of the Authorized User to bid on behalf of the Firm for the tenders processed on the Electronic Tender Management System of Government of Maharashtra as per Indian Information Technology Act, 2000. The Digital Signature of the Authorized user will be binding on the Firm. It shall be the responsibility of partners of the firm to inform the certifying Authority or Sub-Certifying Authority, if the Authorized User changes, and apply for a fresh Digital Signature Certificate. The procedure for application of a Digital Signature Certificate will remain the same for the new Authorized User.

The same procedure holds true for the Authorized Users in a Private / Public Limited Company. In this case, the Authorization Certificate will have to be signed by the Director of the Company or the Reporting Authority of the Applicant. For information of the Process of application for obtaining Digital Certificate, the Contractors may visit the section 'Digital Certificate' on the Home Page of the Electronic Tendering System.

2.3 RECOMMENDED HARDWARE AND INTERNET CONNECTIVITY

2.3.1 To operate on the Electronic Tendering System, the Contractors are recommended to use computer System with at least 1 GB RAM and broadband connectivity with minimum 512 kbps bandwidth, Windows 7.0, Java 6.10 and I.E.7.0 and above.

2.3.2 To operate on the Electronic Tendering System of Government of Maharashtra, the Computer System of the Contractors is required be set up. The Contractors are required to install Utilities available under the section Mandatory Installation Components on the Home Page of the System. The utilities are available for download freely from the above mentioned section. The Contractors are requested to refer to the E-Tendering Toolkit for Bidders available online on the Home Page to understand the process of setting up the system, or alternatively, contact the Helpdesk support Team on information /guidance on the process of setting up the System.

3. STEPS TO BE FOLLOWED BY CONTRACTORS TO PARTICIPATE IN THE E-TENDERS PROCESSED BY MAHA TENDERS

3.1 PREPARATION OF ONLINE BRIEFCASE

All Contractors enrolled on the Electronic Tendering System of Government of Maharashtra are provided with dedicated briefcase facility to store documents / files in digital format. The Contractors

can use the online briefcase to store their scanned copies of frequently used documents / files to be submitted as a part of their bid response. The Contractors are advised to store the relevant documents in the briefcase before starting the Bid Preparation and submission stage. In Case, the Contractors have multiple documents under the same type (e.g. .multiple Work Completion Certificates), they are advised to either create a single pdf file of all the documents of same type or compress the documents in a single compressed file in .zip or .rar formats and upload the same.

It is mandatory to upload the documents using the briefcase facility. Therefore, the Contractors are advised to keep the documents ready in the briefcase to ensure timely bid preparation.

Note: Uploading of documents in the briefcase does not mean that the documents are available to Savitribai Phule Pune University at the time of tender Opening stage unless the documents are specifically attached to the bid during the online Bid Preparation as well as during Decryption.

3.2 ONLINE VIEWING OF DETAILED NOTICE INVITING TENDERS

The Contractors can view the Detailed Tender Notice along with the Time Schedule (Key Dates) for all the Live Tenders released by Savitribai Phule Pune University on the e-Tendering Portal on <http://www.mahatenders.gov.in> under the Organization Savitribai Phule Pune University.

3.3 DOWNLOAD OF TENDER DOCUMENTS

The Pre-qualification / Main Bidding Documents are available for free downloading. However to participate in the online tender, the bidder must purchase the bidding documents online by filling up details of Demand Draft towards the cost of tender form fee.

3.4 ONLINE BID PREPARATION

Submission of Bids will be preceded by online bid preparation and submission of the digitally signed documents within the Tender Time Schedule (Key dates) published in the Detailed Notice Inviting Tender. The Bid Data is to be prepared in the templates provided by the Savitribai Phule Pune University. In the Up loadable document type of templates, the Contractors are required to select the relevant document / compressed file (containing multiple documents) already uploaded in the briefcase.

3.5 SHORT LISTING OF CONTRACTORS FOR FINANCIAL BIDDINGPROCESS

The Tendering Authority of the Savitribai Phule Pune University will first open the Technical Bid documents of all Contractors in the presence of the contractors and after scrutinizing these documents, will shortlist the Contractors who are eligible for Financial Bidding Process. The short listed Contractors will be intimated by e-mail.

3.6 OPENING OF THE FINANCIAL BIDS

The Contractors must be present in the office of the Tender Opening Authority at the time of opening of Financial Bids. However, the results of the Financial Bids of all Contractors shall be available on the Savitribai Phule Pune University e-Tendering Portal immediately after the completion of opening process.

3.7 TENDER SCHEDULE (KEY DATES)

The Contractors are strictly advised to follow the dates and time allocated to each stage as indicated in the Time Schedule in the detailed tender notice. All the online activities are time tracked and the electronic Tendering System enforces time-locks to ensure that no activity or transaction can take place outside the Start and End Dates and time of the stage as defined in the Time Schedule. Savitribai Phule Pune University shall have a sole discretion to extend the date in the time schedule of the Tender stages.

4. SUBMISSION OF DOCUMENTS AND TENDER OPENING:

4.1 COVER I: DOCUMENTS TO BE UPLOADED AT THE TIME OF ONLINE SUBMISSION.

Scanned copies of the following documents shall be uploaded by the bidder in Cover No. 1 at the time of online submission of the bid:

4.1.1 Tender Form;

4.1.2Online Payment Receipt of Rs. 5,000/- (Rs. Five Thousand only) for the amount of Tender fees which is non-refundable.

4.1.3Online Payment Receipt of Rs. 2, 50,000/- (Rs. Two Lakh Fifty Thousand only) for the amount of earnest money.

4.1.4Valid certificate of Registration under Shops & Commercial Establishments Act, 1948 duly Renewed;

4.1.5Valid Registration Certificate under Employees Provident Fund and Misc. Provisions Act, 1952. Registration, which should be in the same name and style as the bidder's name and style;

4.1.6Valid Income Tax PAN Card of the Bidder Company /Firm;

4.1.7Valid authority in favor of the person signing the tender document;

4.1.8Valid Service Tax Registration Certificate covering security printing services which should be in the Same name and style as the bidder's name and style and Challans of Service Tax for last six Months;

4.1.9Valid Professional Tax Registration Certificate which should be in the same name style as the bidder's name and style and Challans of Service Tax for last six months;

4.1.10Certificate issued by the Chartered Accountant of annual turnover of the bidder, in respect of providing pre-printed stationary to Government/Semi-Government/Institutions/Public/ Private Universities which should be in the same name and style as the bidder's name and style;

4.1.11 Work done Certificates of the work of providing pre-printed stationary, during last three financial years with (i.e. 2014-15, 2015-16 and 2016-17.) the value of work along with duly filled form as per the format given in Annexure-I.

4.1.12 Experience Certificates obtained from the client whom pre-printed stationary supplied presently. Certificate should be in the same name and style as the bidder's name and style signed by competent authority of the client.

4.1.13 Declaration of the bidder to the effect that he possesses adequate infrastructure in terms of vehicles, electronic/non-electronic gadgets and other devices required for efficient services;

4.1.14 Declaration of the bidder of having more than five years experience of supplying pre-printed stationary to state/central Universities;

4.1.15 Valid certificate issued by Indian Bankers Association as security printer.

4.1.16 An affidavit as per format given in Annexure II regarding completeness, correctness and truthfulness of documents and statement submitted online in COVER No.1.

Note: -All documents from Sr. No. 4.1.1 to 4.1.16 shall be uploaded by the bidder at the time of online submission of the bid correctly and completely otherwise his financial bid will not be opened. Even though the Bidders meet the qualifying criteria, they are liable to be disqualified if they have made misleading or false representation in the Statements, attachments submitted as proof in support of the qualification requirements.

4.2 COVER II (FINANCIAL BID)

The bidder shall quote his financial offer duly signed in terms of item rates at the appropriate place of tender template in Excel Format File in BOQ and shall be filled in COVER No.2 (**In the Online Excel Format File Form only**).

The bidder should not quote his financial offer anywhere directly or indirectly in COVER No.1. The bidder shall quote for the work as per details given in the Tender Document and also based on the detailed set of conditions issued / additional stipulations made by the Savitribai Phule Pune University and made available to him on www.mahatenders.gov.in. The tender shall be unconditional.

4.3 OFF LINE SUBMISSION

Three sets of sample of every item shall be submitted in separate envelope to the Office of Director, Board of examination & Evaluation, Savitribai Phule Pune University, Pune-411 007, at the time of bid opening.

4.4 QUALIFYING CRITERIA

(A) The bidder shall have minimum annual turnover of Rs. 01 crore in each financial year viz 2014-15, 2015-16, 2016-17.

(B) The bidder shall have **five years** experience of supplying pre-printed stationary to Government/semi government/institutions/ public/private Universities.

(C) The bidder should have valid certificate as security printer, issued by Indian Bankers Association.

4.5 SUBMISSION OF TENDER

The bidder shall refer to Section “**Guidelines to Bidders on the Operation of Electronic Tendering System of www.mahatenders.gov.in**” for details.

4.6 OPENING OF TENDERS:

On the date, specified in the Time Schedule, following procedure will be adopted for opening of the tenders:

(A) COVER NO. 1 : (TECHNICAL BID)

First of all COVER No.1 of the bidders will be opened online in presence of the bidders present, to verify its contents as per requirements. If the various documents contained in this COVER do not meet the qualifying criteria prescribed by the Savitribai Phule Pune University, a note will be recorded accordingly by the tender opening committee and the said bidder's COVER No.2 will not be considered for further action and the same will be recorded accordingly. The decision of the tender opening committee in this regard will be final and binding on the bidders.

(B) COVER NO. 2: (FINANCIAL BID)

COVER No. 2 shall be opened online after opening of COVER No.1, only if the documents submitted in COVER No. 1 meet the qualifying criteria prescribed by the Savitribai Phule Pune University and contents of COVER No.1 are found to be acceptable to the Savitribai Phule Pune University. The quoted rates of the items in Financial Bid of the bidder shall then be read out from the template in the presence of bidders present at the time of opening of COVER No.2.

5. EARNEST MONEY

Earnest Money Rs.2,50,000/- (Rs.Two Lakh Fifty Thousand only) shall be paid by online (Earnest Money in the form of Cheque or Call deposit or Fixed Deposit or Cash will not be accepted.

The earnest money will be refunded within 90 Days after making an application by the bidders whose bids are not accepted. In case of successful bidder, the Earnest money will be refunded after payment of the initial security deposit and completion of the tender documents by the bidder. The amount of Earnest Money will be forfeited to the Savitribai Phule Pune University in case the successful bidder does not pay the amount of security deposit within specified time limit. Earnest Money Exemption Certificate shall not be accepted.

6. SECURITY DEPOSIT

The successful bidder has to deposit, security deposit amount of Rs. 2,50,000/- (Rs Two Lakh Fifty Thousand only) by way of a demand draft of any Nationalized/Scheduled Bank in the name of the **Finance & Accounts Officer, Savitribai Phule Pune University**. Security deposit has to be deposited by successful bidder within ten days after receiving purchase order from the Savitribai Phule

Pune University. On completion of the order, the amount of security deposit will be refunded to the contractor without interest, after submitting the application for the same by the bidder.

7. TIME LIMIT

The period as specified in the **Notice Inviting Tenders** shall be reckoned from the date mentioned in the purchase order for commencing the work.

8. TENDER RATE

No alteration in the form of tender and in any Schedule/Annexure of tender and no additions in the scope of special stipulation will be permitted.

9. CORRECTION

No corrections/alternations shall be made in the tender document.

10 TENDER ACCEPTANCE :

The successful bidder shall submit attested copies of all scanned documents uploaded online by him in Cover No.I, to the office of the Controller of Examinations, Savitribai Phule Pune University after opening of financial bids.

If all above documents meet the requirements of the Savitribai Phule Pune University, further process will be carried out. The decision of the tender opening authority in this regard will be final and binding on the contractor.

Acceptance of tender will rest with the Savitribai Phule Pune University. Savitribai Phule Pune University reserves the right to reject any or all tenders without assigning any reason thereof. The bidder whose tender is accepted will have to enter into an Agreement within 30 days of being notified to do so. In case of failure on the part of bidder to sign the Agreement within the stipulated time, the earnest money paid by him shall stand forfeited to the Savitribai Phule Pune University and the offer of the bidder shall be considered as withdrawn by him.

11. CONDITIONAL TENDER

11.1 Conditional tenders or the tenders which do not fulfill the condition of the Notice Inviting Tenders or the general rules and directions for the guidance of the bidder or are incomplete in any respect, shall be rejected without assigning any reason thereof.

11.2 The bidders shall be presumed to have carefully examined the conditions and specifications of the work and have fully acquainted themselves with all details and necessary information and data pertaining to the work, prior to tendering for the work. (Refer to the Notice Inviting Tenders for specifications of the work)

11.3 The information whatsoever supplied by the Savitribai Phule Pune University along with the tender document to mean to serve only as guidelines for the bidders while tendering and the Savitribai Phule Pune University does not take any responsibility, whatsoever, either for the accuracy of the information for or its comprehensiveness.

11.4 All scanned pages of tender documents, conditions, specifications, corrections slips etc. shall be initialed and stamped by the bidder. The tender should bear full signature of the bidder, or his authorized power of Attorney holder in case of a partnership firm.

11.5 The Income Tax at prevailing rates including surcharges or percentage in force from time to time or at the rate as intimated by the competent Income Tax authority shall be deducted from the bill amount whether from the measured bill amount or from the advance payment.

12. VALIDITY PERIOD

The offer shall remain open for acceptance for minimum period of **120 days** from the date of opening of COVER No.2 (Financial Bid) and thereafter until it is withdrawn by the bidder by notice in writing duly addressed to the authority opening the tender and sent by Registered Post Acknowledgment due.

GENERAL CONDITIONS OF CONTRACT

1. SCOPE OF THE WORK

The Contractor shall supply pre-printed stationery as per the specifications required by the Savitribai Phule Pune University and as per the terms and conditions of the tender document and purchase order. The Contractor shall not hand over the pre-printed stationery to any unauthorized person. The contractor shall print only ordered quantity of the pre-printed stationery for which purchase order has been issued by the Savitribai Phule Pune University.

2. MODE OF PAYMENT

2.1 The Bills of the Contractor will be paid after the successful delivery of the pre-printed stationery subject to submission of the bill supported by necessary documents and certificate of satisfactory completion of work.

2.2 The Savitribai Phule Pune University shall have a right to withhold the payment of bill incase the Contractor fails to produce the necessary documents. **The Contractor shall not have any right to claim interest, if any, for delay in making payment.**

3. RISK AND COST

In case of failure of the Contractor to provide satisfactory service, the Savitribai Phule Pune University reserves the right to get the work done from any other Contractor entirely at the risk and cost of the Contractor.

4. FORCE MAJEURE

Any event or circumstance beyond the control of the Parties, such as war, strike, riot, flood, earthquake, act of God etc. prevents one or both Parties from fulfilling their obligations under the Contract, decision of the Vice-Chancellor of the Savitribai Phule Pune University shall be a final and binding on the both the Parties.

5. AGREEMENT

The successful bidder will have to make an agreement in a prescribed format, on a stamp paper of Rs. 100/- (purchased by him at his own cost), with in fifteen days after the receipt of the Purchase Order and payment of security deposit.

The following documents shall form the parts of this Agreement and parties hereto shall abide the same:

A. BOQ

B. Notice Inviting Tenders;

C. Tender Document;

D. Minutes of Pre-bid meeting and the common set of conditions and deviations issued with reference to Pre-bid Meeting;

E. Letter of Negotiations, if any;

F. Purchase Order.

6. OFFER

The bidder shall read carefully all the conditions of the Tender and instructions given in the Tender before quoting his offer in the Financial Bid. He shall read description of the work and scope of the work, carefully and quote accordingly.

7. OTHER CONDITIONS

7.1 The Contractor shall be responsible to make all arrangements to ensure complete security and secrecy with regard to printing, storage, supply and safe custody of all documents of pre-printed stationery.

7.2 All risks in the transit of documents and pre-printed stationery will be to the Contractor's account.

7.3 The Savitribai Phule Pune University shall have right to inspect and verify the stock of pre-printed stationery to be supplied by the Contractor, by its Officer/s at any time without notice.

7.4 Upon completion of work, the Contractor shall furnish an undertaking that any shortage or deficit found by the Savitribai Phule Pune University, shall be made good by him, the plates used for printing have been destroyed and no stationery has been printed more than the specified quantity/number.

7.5 Any document/item of pre-printed stationery found to be defective and not conforming to the prescribed specifications, is liable to be rejected and shall be replaced by the Contractor at his cost and arrangement, within the time specified by the Savitribai Phule Pune University.

7.6 Rejected material shall be at the Contractor's risk and must be collected from the office of the Savitribai Phule Pune University, within a week from the date of rejection. If the Contractor fails to remove such rejected material, the University shall have the right to dispose of the same and the Contractor shall have no claim over the University in respect of the said rejected material and cost of disposal shall be deducted from the bill/security deposit.

- 7.7 In case of delay in supply of the pre-printed stationery, a penalty at the rate of 4% per week on the proportionate amount of the bill of the delayed supply will be imposed upon the Contractor by the Savitribai Phule Pune University.
- 7.8 If the Contractor commits breach of any of the terms and conditions of this contract, he shall be liable to be blacklisted by the Savitribai Phule Pune University and appropriate action against him shall be taken by the University.
- 7.9 The Contract will initially valid for one year and may be renewed in writing for further period of one year on same terms and conditions. The rates agreed and accepted herein shall remain unchanged. The Contractor shall not be entitled to raise any demand imposing additional financial burden on the Savitribai Phule Pune University on any count, excluding rise in material cost.
- 7.10 The contractor shall obtain all necessary permits/licenses for running the establishment from Municipal Corporation, other local authorities, State/Central Government Department, Labour Department, etc., at its own cost. Savitribai Phule Pune University will not be responsible for any breach of these rules and regulations by the contractor.
- 7.11 The contractor shall be solely responsible for all statutory payments to its employees /labour under all relevant statutes for the purposes of this Contract. Further, the agency shall keep the Savitribai Phule Pune University effectually indemnified against all claims for compensation under the provisions of any law for the time being in force / brought into force, directly or indirectly in carrying out the obligations under the contract and against all costs and expenditures incurred by Savitribai Phule Pune University in connection therewith. The Savitribai Phule Pune University shall be entitled to deduct or otherwise recover any amount from the dues money payable by the Savitribai Phule Pune University to the contractor on any account by way of compensation as aforesaid or any other nature and costs or expenses in connection with any claim thereto.
- 7.12 In case, any dispute arises as regards interpretation of any clause or term of this contract and any related document, the decision of the Vice- Chancellor of the Savitribai Phule Pune University will be final and binding on both the parties.
- 7.13 The Savitribai Phule Pune University shall not accept and entertain any claim in the event of the contractor's employee or representative or agent sustaining any injury, damage or loss either to person or property either inside or outside of the University premises. It shall be the sole responsibility of the contractor to repay all such expenses in respect of the employees/representatives/agents deployed by it.
- 7.14 The contractor will have to pay Income Tax, Professional Tax and other statutory charges, as applicable.
- 7.15 The Savitribai Phule Pune University reserves the right to reject any or all tenders. The Savitribai Phule Pune University may accept tender in full or part or may award part of the work to different bidders.

8. Termination of Contract:

The Savitribai Phule Pune University reserves the right to terminate this contract without notice and to forfeit whole of the security deposit, if the Contractor fails to supply the pre-printed stationery within the prescribed period or in accordance with the specifications or if he commits breach of any of the terms and conditions of this contract.

100 Rs. Bond Paper

Annexure II

AFFIDAVIT

I _____ age _____ years residing at _____
_____ by way of this affidavit do hereby
solemnly affirm and declare that I _____ Proprietor / Partner of
the _____ Firm and submitting the tender for the work of "Supply of
Pre-Printed Stationary to Examination Section of Savitribai Phule Pune University". The
documents, I have submitted in COVER No. 1 are true and correct. I further solemnly affirm that there is
no incorrect or misleading or incomplete information submitted in the documents. If the incorrect or
misleading or incomplete information found in the documents, I will be responsible for the legal
consequences and eligible for legal action.

Place :

Date :

Contractors Signature with Seal

ANNEXURE I
DETAILS OF WORKS
CARRIED OUT BY THE CONTRACTOR IN LAST THREE FINANCIAL YEARS
(Attach certified copies of **Work done** Certificates)

NAME OF THE CONTRACTOR

Sr. No.	Financial Year	Name of work	Name and address of the organization for whom the work was done	Purchase order / work order No. & Date	Date of commencement	Tendered cost (In lakhs)	Total cost of work done (In lakhs)	Date of completion
1	2	3	4	5	6	7	8	9
Total :(In words.....)								

Note : -Details shall be furnished in this format in the form of typewritten statements for each financial year. This form shall be signed by the tender and shall be scanned and uploaded / attached in Cover No.1. The work done certificates of concerned departments shall be also attached in support of the works claimed in this form. The work done certificates shall be duly signed by the competent officer of the concerned department.

Place :
Date :

Contractor signature with seal