

BIDDING FORMS

(The forms which are to be completed by the Bidder and submitted as part of his Bid are attached herewith)

Form – 1 Document checklist

SL. No.	Document to be submitted	Submitted(Yes/No)	Name of uploaded pdf
1.	Letter of technical bid(Form-2)		
2.	Notarized Power of attorney for the person signing the tender		
3.	Bank Gurantee for EMD (Form-3)		
4.	Bidders company/firm registration certificate/certificate of incorporation		
5.	Manufacturer's authorization (Form-4) (Applicable for bidder who is not manufacturer of offered product)		
6.	GST registration		
7.	Filled up Form ELI-1		
8.	Filled up Form LIT		
9.	Filled up Form FIN-1		
10.	Filled up Form FIN-2		
11.	Filled up Form FIN-3		
12.	Audited Balance sheet for last three years		
13.	Bank solvency certificate/other supporting document		
14.	Filled up Form EXP-1 & EXP-2		
15.	Order/Contract copies establishing supplying offered product in past		
16.	Performance certificate of offered product		
17.	Document establishing manufacturing unit details		
18.	GTP and drawings		
19.	Type test reports		
20.	Completion schedule bar chart		
21.	Additional documents if any		

Note: Bidders are requested to submit all required documents in e-tender portal and **physical copies** of i) Letter of technical bid, ii) EMD and iii) Power of Attorney(notarized) for bid signatory to Tender inviting authority.

M. S. Shetty
24/01/22

(In bidders
letterhead)

Form-2
Letter of technical
bid

Date:

To

The Chief General Manager
SLDC, AEGCL, Kahilipara
Guwahat—19, Assam

Bid Identification No: MD/AEGCL/SEM/SLDC/01/2021 Date 24/12/2021

Sir,

I/We the undersigned, declare that, we, [insert name of the bidder] having registered office at [insert address of the registered office] are established manufacturer/supplier of _____ items.

I/we have read the bid document and do not have any reservation to any of the clause therein. We offer to execute the work of:

Supply, Installation, Testing & Commissioning of 0.2s class ABT energy meters & 0.5s class LT energy meters at various GSS of AEGCL.

in conformity with the bid specification. Our Bid shall be valid for a period of **180(One Hundred Eighty)** days from the date fixed for the bid submission deadline and it shall remain binding upon us at any time before the expiration of that period.

Common Seal and Signature of the
authorised person: Name:
Designation:

Note:

- i) Insert name and address in appropriate places.
- ii) Strike out which is not applicable.

M. Bhuyan
24/01/22

Form - 3

Format for Bank Guarantee (Earnest money deposit)

Bank Guarantee

(To be stamped in accordance with Stamp Act)

(The non-Judicial Stamp Paper should be in the name of issuing Bank)

Bank's Name:

Address of Issuing Branch or Office:

Email id and phone no for correspondence:

Beneficiary: The Managing
Director, AEGCL Name and
Address of Purchaser

Bid Security No.:

We have been informed that *name of the Bidder* (Hereinafter called "the Bidder") intends to submit to you its bid against *Bid ref* for Supply, Installation, Testing & Commissioning of 0.2s class ABT energy meters & 0.5s class LT energy meters at various GSS of AEGCL

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 with address* 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 Form of 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 Purchaser 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.

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) twenty-eight days 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.

BG
expiry
date:
BG clam
date:

M. Bhuyan
24/01/22

Bank's seal and authorized

signature(s)

NOTE

1. *All italicized text is for use in preparing this form and shall be deleted from the final document. An amount is to be inserted by the Guarantor, representing the EMD amount as per bid.*
2. *This guarantee shall be valid upto 30 days beyond the bid validity.*
3. *For BG amount equal to or more than 50,000.00, BG should be signed by two bank officers to be valid.*
4. *Address of the banker with email and phone number for correspondence with banker should be clearly mentioned. Any correspondence related to the BG with the banker shall be made to the address mentioned in the BG.*

M. J. Shukla
24/01/22

Form 4

Manufacturer's

Authorization

(To be submitted in Manufacturer's Letterhead)

Bid No.: MD/AEGCL/SEM/SLDC/01/2021 Date 24/12/2021
To

The Chief General Manager
SLDC, AEGCL, Kahilipara
Guwahati-19

WE *[insert: name of Manufacturer]* who are established and reputable manufacturers of *[insert: name and/or description of the Goods]* having production facilities at *[insert: address of factory]* do hereby authorize *[insert: name & address of Bidder]* (hereinafter, the "Bidder") to submit a bid the purpose of which is to provide the following goods, manufactured by us, and to subsequently negotiate and sign the Contract:

1. -----
2. -----

We hereby extend our full guarantee and warranty in accordance with **Clause 5.11.0** of the Special Conditions of Contract, for the above specified Goods supporting the Supply of specified Goods and fulfilling the Related Services by the Bidder against this Bidding Documents, and duly authorize said Bidder to act on our behalf in fulfilling these guarantee and warranty obligations.

Further, we also hereby declare that we and *[insert: name of the Bidder]* have entered into a formal relationship in which, during the duration of the Contract (**including related services and warranty / defects liability**) we, the Manufacturer or Producer, will make our technical and engineering staff fully available to the technical and engineering staff of the successful Bidder to assist that Bidder, on a reasonable and best effort basis, in the performance of all its obligations to the Purchaser under the Contract.

For and on behalf of the Manufacturer

Common Seal and Signature of the
authorised person: Name:
Designation:

NOTE:

This MA should be signed by a person having either of the following-

- 1) Valid Power of attorney
- 2) Authorised by Managing Director
- 3) Member of Board of Directors

Form-ELI-1
Bidder's information Sheet

Sl no	Particulars	To be filled by the Bidders
1.	Name of the Bidder	
2.	GST Registration No.	
3.	PAN	
4.	Labour License Registration	
5.	Electrical License Registration	
6.	Employees Provident Fund if any	
7.	Income Tax Clearance Certificate	
8.	Bank Solvency Certificate	
9.	Date of Establishment/Incorporation	
10.	Postal Address	
11.	House No:	
12.	Street	
13.	City	
14.	P.S	
15.	District	
16.	PIN	
17.	Telephone No	
18.	E-mail Address	
19.	Website	
20.	Name of the Owner/Director/Partner	
21.	Name of the Banker with address and telephone No.	
22.	Contract Person Details.	Name, Designation Mobile No: etc

(Signature and common
seal) Name:
Designation:
on:
Date:

Form – LIT
Pending
Litigation

Year	Matter in dispute	Value of Pending Claim in Rupees	Value of Pending Claim as a Percentage of Net Worth

(Signature and common
seal) Name:
Designation:
on:
Date:

M. B. Singh
24/01/22

Form FIN – 1
Financial
Situation

Information from Balance Sheet

Financial Data for Previous 3 Years [Rupees]	Year 1 [Mention Financial Year]	Year 2 [Mention Financial Year]	Year 3 [Mention Financial Year]
Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			

Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

Note: To be supported by audited financial documents

(Signature and common
seal) Name:
Designation:
on:
Date:

Form FIN – 2
Average Annual
Turnover

Annual Turnover Data for the Last 3 Years	
Year	Amount (Rupees)
Average Annual Turnover	

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed.

(Signature and common
seal) Name:
Designation:
on:
Date:

14. Singh
24/01/22

Form FIN – 3
Financial
Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total cash flow demands of the subject contract or contracts with necessary supporting documents.

Financial Resources		
No	Source of financing	Amount (Rupees)
1		
2		
3		

(Signature and common
seal) Name:
Designation:
on:
Date:

H. Bhargava
24/01/22

Form – EXP-1

Bidder must fill this form to establish eligibility as per
clause 26.2

Sl. No.	Customer name	Contract No. and date	Work order value	Contractor/supplier	details of Product supplied and manufacturer of the product

Note: Order/contract copies are to be submitted as supporting document.

(Signature and common
seal) Name:
Designation:
on:
Date:

M. Bhargava
24/01/22

Form – EXP-2

Bidder must fill this form to establish eligibility as per clause 26.2

Sl. No.	Equipment/Product name	Contract No. and date	End Customer	Contractor/supplier	Completion date	Date of issue of performance certificate

Note: Following documents are to be submitted as supporting document:

- Relevant order/contract copies.
- Performance certificate (Should be in end customer's letterhead).

(Signature and common seal) Name:
Designation:
Date:

M. J. J. J.
24/01/22

Form – EXP-3

Bidder must fill this form to establish eligibility as per clause 26.2

Sl. No.	Customer name	Contract No. and date	Work order value	Contractor/supplier	Brief description of work	Completion date

Note: Following documents are to be submitted as supporting document:

- Relevant order/contract copies.
- Completion certificate or Delivery Challan with customer signature.

(Signature and common seal) Name:
Designation:
Date:

M. J. Singh
24/01/22