



ISO 9001:2008

MEP ENGINEERS & CONSULTANT

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Dear Sir/Madam

As per your demand here we are sending our registration form to you. These duly filled by you and send to us Hard Copy with following documents,

Our Registration Fees will be 10,000+ Service Tax.

- A. Material vendors
1. VAT registration
 2. PAN Card
 3. Income Tax Returns for three years
 4. Shop Act License
 5. LBT registration

Thank You,

Gajanan Enterprises.

Format of Letter of Expression of Interest
[On Company's/Firm's/Lead Member's (in case of Consortium) letterhead]

Reference:

Date:

Director,
Gajanan Enterprises,
Office No 12, D-Wing, 4th Floor,
K.K.Market, Balajinagar,
Pune Satara Road PUNE 411037

SUBMISSION OF EXPRESSION OF INTEREST

Dear Sir,

We hereby submit our expression of interest for ----- services as explained in the Invitation for Expression of Interest for the afore-mentioned project. In support we submit all the necessary information and relevant documents (one original and one copy) for our participation in the procedure for short listing of applicants as a part of the selection process of**{applicant are required to mention the Category of work they would like to apply for..... (Example- Category A)}**.

The submission is made by us, on behalf of in the capacity of..... duly authorized to submit the expression of interest.

(In case of a consortium, following paragraph should be added)

This submission is made on behalf of the proposed consortium comprising and.....(applicant to state the name of each member)of which(applicant to insert name of lead member of joint venture) has agreed to act as lead member.

We hereby submit our willingness to get shortlisted for our participation in the process for identifying the ----- for

We understand that ----- reserves the right to reject the submission, without assigning any reason.

Yours faithfully,

Signature of Applicant:

(Should be signed by authorized representative of Applicant or the lead member in case Applicant is a consortium)

Name of Signatory:

Designation:

Name and address of firm:

Contact number:

Fax:

Email:

Enclosures:

1. Copy of Board Resolution/Power of Attorney or Authority letter authorizing the representative to sign on behalf of the Company/Firm or the Consortium as the case may be.
2. Confirmation by the Consortium members authorizing the Lead Member to sign on behalf of the Consortium.

Format for letter of consortium
(On each Company / Firm's letter head)

Reference:

Date:

Director,
Gajanan Enterprises,
Office No 12, D-Wing, 4th Floor,
K.K.Market, Balajinagar,
Pune Satara Road PUNE 411037

SUBMISSION OF EXPRESSION OF INTEREST (By Consortium)

Dear Sir,

We wish to confirm that our company / firm has formed / intends to form a consortium withand..... (Members to insert names of all other members of the group) for getting shortlisted for selection as a consultant for
{Applicant to mention the Category of work applied for ie Category A:-

The consortium will be led by (Name of the lead member) whom we hereby authorize to act on our behalf for the purpose of applying for Expression of Interest. In the event of our group being invited to submit proposals against Gajanan Enterprises issued by ----- for the subject work, we agree to be jointly and severally liable to -----, its successors and assigners for all obligations, duties and responsibilities arising or imposed by any contract for subsequently entered into between ----- and our group. We agree not to change any condition of formation of consortium till the completion of this project.

Yours faithfully,

Signature of Applicant:
Name of Signatory:
Designation:
Name and address of firm:
Contact number:
Fax:
Email:

Enclosures:

1. Copy of Board Resolution/Power of Attorney or Authority letter authorizing the representative to sign on behalf of the Company/Firm or the Consortium as the case may be.

Details of Applicant

1.	Name of Applicant:
2.	<p>State the structure of the applicant's organization : (applicants to indicate as appropriate)</p> <p style="padding-left: 40px;">Public Sector Organization/ Educational Institute Individual company Firm Consortium</p>
3.	<p>Individual applicant or lead member (in case of consortium) to provide this information:</p> <ol style="list-style-type: none"> 1. Name of the company / firm: 2. Individual applicant company / lead member of consortium: 3. Legal status of company: 4. Registration No. with the Country of Registration: 5. Year of Registration: 6. Registered address: 7. Principal place of business: 8. Address of Branch Offices (own): 9. Name and address of Principal/ Parent Company (if applicable) : 10. Name of contact person: 11. Contact person's designation: 12. Address, telephone, fax no., email address of contact person: 13. Name of contact person (at Pune Office, if any): 14. Contact person's designation (at Pune Office, if any): 15. Address, telephone, fax no., email of contact person (at Pune Office, if any):
4.	<p>For applicants who are in consortium, state the following information for each member of consortium (include additional sheet if required):</p> <ol style="list-style-type: none"> 1. Name of Company / Firm: 2. Legal status of company: 3. Registration No. with the Country of Registration: 4. Year of Registration: 5. Registered Address: 6. Principal Place of Business: 7. Address of Branch Offices (own): 8. Whether wholly owned subsidiary or foreign company: Yes/No 9. Name and address of Principal/Parent Company (if applicable) : 10. Name of contact person: 11. Contact person's designation: 12. Address, telephone, fax no., email address of contact person: 13. Name of contact person (at Pune Office, if any): 14. Contact person's designation (at Punjab Pune, if any): 15. Address, telephone, fax no., email of contact person (at Pune Office, if any)
5.	Does application contain the Board Resolution/Power of Attorney/ Authority Letter, which empowers the person or persons to sign the letter of application?

	<p>Yes/No If no, give reasons</p>
6.	<p>Individual applicant / each member of consortium should compile a list showing their previous experience of work as per Performa at Annexure 6 and 7 in the manner and for the period indicated in the Performa (attach separate sheets duly referred as in response to question 8)</p> <p>Do you authorize ----- to make enquires with any of the clients listed by the applicant? Yes/No</p> <p>Have you (each constituent member in case of consortium) provided information regarding previous experience of work as per Annexure 6 & 7? Yes/No</p>
7.	<p>Whether Individual applicant or members of consortium have in-house facility of all Services and related staff? Yes/No</p> <p>If no, whether necessary legal agreements with various services consultancy organizations for a period of minimum 5 years from date of application are attached with this EOI application? Yes/No</p>

Note:

Please provide sufficient information and valid proof for each parameter/factor assigned for calculating the marks in the evaluation criteria. If sufficient information and valid proof is not available about some parameter/factor during evaluation, 0 marks shall be assigned to that parameter/factor.

Applicants' Management Structure with Details of Key Personnel

Individual Applicants or each constituent member of consortium should provide details of the following

- company's ownership,
- current management structure,
- details of key personnel
- its principal's management,
- organization structure,
- details of key personnel.