



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. Electrical Contractor

1. PWD Electrical License
2. Supervisor License
3. Income Tax Returns for three years
4. Shop Act License
5. LBT registration
 1. VAT registration
 2. PAN Card
 3. Government Approved Class Certification.
 4. Service Tax Registration.
 5. List of Tools and Tackles
 6. Company Profile
 7. Work Experience list with Site wise value of work
 8. Any other related documents

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.

Proposed Affidavit
TO BE SWORN ON A NON-JUDICIAL STAMP PAPER OF
RS.100/-

AFFIDAVIT

*I/we*Director/Proprietor/Partner of
..... (Mention name of firm/company/ Consortium and its complete
address) do hereby solemnly affirm and declare asunder:-

1. That *I/we *am/are registered as (mention name of *firm/ company/
Consortium) vide Registration No.....under the provisions of (Mention the name
of the Act) since (Date of registration).
2. That*I/ we.....have applied in response to the Invitation for Expression of Interest of
Director ----- for appointment for **{Applicant to mention the Category of
work applied for Category A:-**
3. That..... (mention name of firm/company/ Consortium)is eligible to submit the
aforesaid proposal as neither the applicant has been barred and/or blacklisted by the Central
Government and/or any State Government / or any autonomous body/ or any other private body of
India at any time prior to the date of submitting this affidavit.
4. That (mention name of firm/company/ Consortium)or any of its constituents
during the last three years has neither failed to perform on any agreement nor was expelled from
any project or agreement nor any agreement terminated for any breach by the applicants or any of
its constituents.
5. That an annexure attached to this affidavit gives list of all contracts of (Mention
name of firm/company/ Consortium) or any of its constituents that are in arbitration with the
Central Government and/or any State Government / or any autonomous body/ or any other private
body of India.

DEPONENT

VERIFICATION

*I/we..... the above named deponent do hereby verify that the contents of the
aforesaid paragraphs 1 to 4 are true and correct to the best of*my/our knowledge and belief and
nothing is concealed there from.

Verified at..... (Place) this..... Day of
2012. (*Strike off whichever is not applicable)

DEPONENT

Note: Deponent will be the authorized signatory of the Applicant

ANNEXURE 6

Applicants' Experience

(Details of major works (**maximum ten**) executed during the last ten years, **that may support evaluation criterion at Annexure 10/ 11**)

Name of Company/Firm:

<i>Sl. No.</i>	<i>Name of Work</i>	<i>Relevant Evaluation Criterion</i>	<i>Address and contact detail of client</i>	<i>Date of award and completion</i>	<i>Whether participated as single firm/ Lead member of consortium</i>	<i>Project Cost (Rupees in crores)</i>	<i>Cost of H/T work (Rupees in crores)</i>	<i>Cost of L/T Work (Rupees in crores)</i>	<i>Current Status of the Project</i>

Note:

The information is to be given by individual applicant or each member of the consortium including lead member separately.

The list of works is to be compiled as per the format above giving reference to specific evaluation criterion for which the work is being listed.

Copy of supporting documents (in the form of self-attested certificates / agreements / appointment orders / contract / certification provided by the Project owners) should be enclosed.

Where currency conversion is used, specify the exchange rate and its date.

ANNEXURE 7

Applicants' Experience: Project Sheet

(For each project, subject to a maximum of 10 largest similar projects)

Firm's Name:

1.	<i>Project name :</i>
2.	<i>Country:</i> <i>Location within country:</i>
3.	<i>Name of client :</i>
4.	<i>Address:</i>
5.	<i>Name of contact person:</i> <i>Title:</i> <i>Telephone no: Email:</i>
6.	<i>Approx. value of contract (Rupees in crores):</i>
7.	<i>Approx. value of the services provided by your firm under the contract (Rupees in crores):</i>
8.	<i>Start date (month /Year):</i> <i>Completion date (month/ year):</i>
9.	<i>Duration of assignment (months):</i>
10.	<i>Total No. of staff-months of the assignment:</i>
11.	<i>Name of associated Contractor, if any:</i>
12.	<i>No. staff-months provided by associated Contractor at site:</i>
13.	<i>Name of senior professional staff of your firm involved and functions performed:</i> <i>(indicate most significant profiles such as project Director / Coordinator, Team Leader)</i>
14.	<i>Narrative description of project and its nature:</i>
15.	<i>Total campus area (in acres):</i>
16.	<i>Total covered area (in sq.fts.):</i>
17.	<i>Brief description of the general specifications of the special features:</i>
18.	<i>Any green technologies /features used:</i> <i>(particularly for climate control; energy, solar panels management)</i>

Note:

The information is to be given by individual applicant or each member of the consortium including lead member separately.

Copy of supporting documents (in the form of certificates received) should be enclosed.

Where currency conversion is used, specify the exchange rate and its date

Detail of Turnover and Net-worth of Last 3 Years

Individual Applicants/ Each Constituent Member of consortium should provide details of turnover for last three years.

Attach proof of the financial statement* certified by auditor.

Financial Year	Turnover (Rupees in crores) from consultancy works	Net Worth (Rupees in crores)
2011-12		
2012-13		
2013-14		

* Complete balance sheet for the three financial years duly certified by the Chartered Accountant shall also to be attached

Applicants' Accomplishments in the last ten years

Name of Company/Firm:

List of National/ State level Awards conferred:

<i>Sl. No.</i>	<i>Name & country of Award</i>	<i>Work for which Awarded</i>	<i>Year of award</i>	<i>Prize (Rupees in Lacs)</i>

Project Competitions Won:

<i>Sl. No.</i>	<i>Name of Work</i>	<i>Address and contact detail of client</i>	<i>Date of award and completion</i>	<i>Whether participated as single firm/ Lead member of consortium</i>	<i>Prize Money (Rupees in lacs)</i>	<i>Project Cost (Rupees in Crores)</i>	<i>Cost of consultancy work (Rupees in crores)</i>	<i>Project area (Acres) / Constructed Area (sqm)</i>	<i>Current Status of the Project</i>

Innovations established (through published research or projects executed):

<i>Sl. No.</i>	<i>Acknowledged Innovation</i>	<i>Patent No. if Any</i>	<i>Name of Project/Journal</i>	<i>Address and contact detail of client/Journal volume</i>	<i>Current Status of the Project</i>

Narrative description of Innovation:**Description of actual services provided with in the assignment:****Note:**

The information is to be given by individual applicant or each member of the consortium including the lead member separately.

The List of Accomplishments to be compiled as per the format above.

Copy of supporting documents (in the form of certificates received) should be enclosed.

