

# **GUJARAT INTERNATIONAL FINANCE TEC-CITY COMPANY LIMITED (GIFTCL)**

## **BID DOCUMENT**



### **DEVELOPMENT OF SEZ NORTH GATE AT GIFT CITY ON EPC BASIS**

***JUNE 2026***

**VOLUME-3**

# **SECTION - 8**

## **QUALIFICATION INFORMATION**

**SECTION - 8: QUALIFICATION INFORMATION**

The information to be filled in by the bidder in the following pages will be used for Clause 3 of the Instructions to Bidders

1. Organization Documents
2. Financial Data & Minimum Average Annual Financial Turnover
3. Project Experience
4. Current Contract Commitments/Works in Progress
5. List of Equipments /Plant and Machinery
6. General Program / Method Statements/Quality Plan
7. Organization Structure for execution of Contract and Key Personnel
8. Proposed Environment Health Safety Plan (EHS) Plan
9. Details of any Arbitrations / Litigations
10. Average Annual Financial Turnover
11. Form To Seek References From Bankers And Previous/ Existing Employer's

### Format - 1: Organization Documents

(for the Bidders)

1.1. a. Constitution or legal status : (Attach copy of original document)

(Private Limited or Public Limited Company (National or International Company), limited liability partnership (LLP) etc.)

1. Memorandum of Association / Articles of Association
2. Company Incorporation Certificate
3. Business Commencement Certificate

- b. Place of registration :
- c. Principal place of business :
- d. Details of the Manufacturing unit :
- e. Power of Attorney of Signatory of the Bid: (Attach Copy)
- f. Bidder's Legal Name **[insert Bidder's legal name]**
- g. Bidder's actual or intended Country of Registration: **[insert actual or intended Country of Registration]**
- h. Bidder's Year of Registration: **[insert Bidder's year of registration]**
- i. Bidder's Correspondence Address:

Bidder's Authorized Representative Information:-

- j. Name: **[insert Authorized Representative's name]**
- k. Address: **[insert Authorized Representative's Address]**
- l. Mobile/Telephone/Fax numbers: **[insert Authorized Representative's telephone/fax numbers]**
- m. Email Address: **[insert Authorized Representative's email address]**

## VENDOR & CUSTOMER CREATION / INFORMATION FORM

<b>Name of Vendor / Customer</b>	:	
<b>Address</b>	:	
<b>Line 2</b>	:	
<b>Line 3</b>	:	
<b>Pincode</b>	:	
<b>Contact Number</b>	:	
<b>Contact Person Name</b>	:	
<b>Mail ID of contact Person</b>	:	
<b>Permanent Account Number</b>	:	
<b>Tax Account Number</b>	:	
<b>GST Number</b>	:	
<b>LUT Reference Number (for SEZ)</b>	:	
<b><u>Bank Details for RTGS / NEFT</u></b>		
<b>Benificiary Name</b>	:	
<b>Bank Name</b>	:	
<b>Branch</b>	:	
<b>Branch Address</b>	:	
	:	
<b>Bank Account Number</b>	:	
<b>IFSC Code</b>	:	
<b>BSR Code</b>	:	
<b>MICR Number</b>	:	

**Note: Kindly provide following along with vendor form**

- 1) Copy of cancelled cheque / Bank Mandate for mentioned Bank Account
- 2) Copy of PAN Card
- 3) Copy of GST Number Alloted

### Format - 2: Financial Data

The bidder shall supply the following information in the format shown:-

#### Financial Data

Name of Bidder

(a) .....

(b) Attach audited balance sheet including Auditor's Report for the past three years ending 31<sup>st</sup> March 2025 for the immediate previous year, Provisional Certificate can also be provided.

Firms owned by individuals and partnerships Firms, may submit their balance sheet certified by a qualified registered accountant, supported by copies of tax returns.

Summarise assets and liabilities in Indian Rupees for the past three years ending 31<sup>st</sup> March 2025 from the audited balance sheet.

Financial Information	Year 2025- 2024 Rs. In Lakhs	Year 2023- 2024 Rs. In Lakhs	Year 2022- 2023 Rs. In Lakhs
1. Total assets			
2. Current assets			
3. Total liabilities			
4. Current liabilities			
5. Share Capital			
6. Reserves and Surplus			
7. Networth = Share Capital + Reserves and Surplus – Miscellaneous Expenditure – Revaluation Reserves (if any)			
8. Profit before TAX			

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Financial Information	Year 2025-2024	Year 2023-2024	Year 2022-2023
	Rs. In Lakhs	Rs. In Lakhs	Rs. In Lakhs
9. Liquid Assets (i) Cash and Bank Balance (ii) Fixed Deposit (iii) Others (Please Specify)			

In case of difference from the audited annual reports, the audited figures will prevail.

- (c) Name, address and telephone, telex and fax numbers of the bidders' bankers who may provide references if contacted by the Employer (If necessary, use separate sheets to provide complete banker information).

Banker	Name of Banker	
	Address of Banker .....	
	Telephone	Contact name and title
	Facsimile	E-mail

- (d) Specify proposed sources of credit line to meet the cash flow demands of the Contract. Provide evidence of access to lines of credit. Enclose credit lines/letter of credit from bank

Source of Credit Line	Amount in Rs.
1.	
2.	

**Format - 3: Project Experience as Prime Contractor**

Project wise experience as a Prime Contractor on similar scope of works over the last five Years as on date of inviting tender

Name of Bidder								
Sr. No.	Name of Contract	Location of Contract	Employer's Name and Address with Phone No.	Date of Award	Similar Scope of Work**	Value of Contract (Rs. In Lakhs)	Project Completion Date*	Value of Balance Work as on date (Rs. in Lakhs)
1								
2								
3								
4								

\*Provide relevant proof of completion from Employer

\*\*Similar scope of work



**Format - 4: Current Contract Commitments/Works in Progress**

Bidders shall provide information on their current commitments on all contracts in progress, or tendered for or for which a Letter of Intent (LOI) or acceptance has been received, or for contracts approaching completion, but for which an unqualified full completion certificate has yet to be issued.

Name of Bidder
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Name of Contract*	Location of Contract	Employer's Name and Address with Phone No.	Date of Award	Value of Contract	Value of Certified Completed Work	Estimated Completion Date	Value of Balance Work in Hand for 08 (Eight) Calendar Months
				Rs. In Lakhs	Rs. In Lakhs		Rs. In Lakhs
1							
2							
3							
4							
5							
6							

\*Provide relevant proof (LoI etc.) from Employer based on the status of Work

The available bid capacity will be calculated as under:

Assessed Available Bid capacity =  $(A * N * 2 - B)$

Where,

A = Maximum value of all classes of supply & construction works executed in any one year during the last three years (updated to 2024-2025 price level) taking into account

the completed as well as works in progress. In connection with Bid Capacity calculations financial year 2024-2025 shall also be accepted towards calculation of 'A'.

N = Number of years prescribed for completion of the works for which bids are invited.

B = Value at 2024-2025 price level of existing commitments and on-going works to be completed during the Contract duration.

Note: The statements showing the value of completed works, existing commitments and on-going works as well as stipulated period of completion remaining for each of the works listed must be supported by a certificate from the concerned employer.

The Financial turnover & Cost of completed works of previous years shall be given weightage of 5% per year based on rupee value to bring them to 2024-2025 price level.

**Format - 5: List of Equipment/Plant and Machinery**

Availability of major equipment/plants and machinery required to carry out the contract works:

(Name of the Bidder)

Sr. No.	Item of equipment including make & capacity	Number	Availability Proposals			Remarks regarding condition/ source/ availability
			Owned/ Leased/ to be procured	Number and Capacity	Age and Condition	

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**Format - 6: General Program / Method Statements**

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Bidders shall provide information on the following to demonstrate the adequacy of his proposal to meet the technical specifications and the completion time:

- (a) General Programme / Method Statements
  - i. Tentative Construction Schedule describing execution of various construction activities in the bar chart:
  - ii. Construction Methodology (in maximum 1000 words)

(Attach descriptions, drawings and charts as necessary to comply with the conditions of the bidding documents)

**Format - 7: Organization Structure for execution of Contract and Key Personnel**

Bidders shall provide **Organization chart** of administration and execution of **the contract** showing the **deployment of various key personnel at site** with details of individual tasks; **Curriculum Vitae (CV) of the key personnel showing** age, qualification and experience etc. in similar works and proposed to be deployed on Site

(a) Organization chart (Provide as an organogram)

(b) Key Personnel at Site: (Provide in the following format)

Sr. No.	Name of Personnel	Firm	Qualification	Work Experience in Similar Works (Years)	Proposed Position	Tasks Assigned
1						
2						
3						
4						

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**Format - 8: Proposed Safety Plan**

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Bidders are requested to provide the following:

- (a) Proposed Safety Plan and Procedures that shall be followed during the execution of the bidden work
- (b) Safety Policy of the Organization
- (c) Safety Certifications and Accreditations
- (d) Safety Awards and Distinctions

**Format - 9: Details of any Arbitrations / Litigations**

Bidders shall provide details of Arbitration proceedings and or Court cases in which the bidders are involved in the past 5 years.

(For the individual Bidder)

(a) Contract related arbitrations / litigations:

Sr. No.	Name of Contract	Location	Employer's Name and Address with Phone No.	Period since under arbitration or litigation	Details of Litigation	Status

(a) Other arbitrations / litigations:

Sr. No.	Details of Litigation	Period since under arbitration or litigation	Disputed Amount	Status

**Format - 10: Average Annual Financial Turnover**
**(For all classes of supply & engineering works only)**

Bidders shall provide details in the following format:

	<b>FY 2024-2025**</b>	<b>FY 2023-2024*</b>	<b>FY 2022-2023*</b>
<b>Turnover (for all classes of supply and Engineering Works)</b>			
<b>Profit before Tax</b>			
<b>Networth</b>			

\*provide Certificate of Statutory Auditor of the Company

\*\*For the immediate previous year, Provisional Certificate can also be provided



**Format - 11: Letter of authority to seek references.**

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Bidders shall provide details in the following format:

To:

The General Manager (Procurement & Contracts),  
Gujarat International Finance Tec-City Company Limited,  
EPS - Building no. 49A, Block 49, Zone 04,  
Gyan Marg, GIFT City, Gandhinagar  
Taluka & District Gandhinagar – 382050  
GUJARAT STATE, INDIA

Sub: - A letter of authority to seek references from bankers and previous / existing  
Employer's.

Name of Work:- **“Development of SEZ North Gate at GIFT City on EPC basis”**

Dear Sir,

I/We **“Bidder's Name”** authorized **Gujarat International Finance Tec-City Company Limited (GIFTCL)** to collect information from our bankers and previous / existing Employer's.

Sign:

Date:

Stamp:

# **SECTION - 9**

## **APPENDIX TO BID**

## Appendix to Bid

Conditions	Data
<b>Name of Work:</b>	<b>Development of SEZ North Gate at GIFT City on EPC basis</b>
<b>Employer's name and address</b>	<b>The General Manager (Procurement &amp; Contracts)</b> Gujarat International Finance Tec-City Company Limited EPS Building No.49A, Block 49,Zone-IV, Gyan Marg, GIFT City, Gandhinagar Gujarat Pin-382050 Tel.: +91 79 61708300
<b>Engineer-in-charge name and address</b>	<b>President (Infrastructure)</b> Gujarat International Finance Tec-City Company Limited EPS Building No.49A, Block 49,Zone-IV, Gyan Marg, GIFT City, Gandhinagar Gujarat Pin-382050 Tel.: +91 79 61708300
<b>Engineer's Name and address</b>	<b>Sr. Vice President (Infrastructure-Civil)</b> Gujarat International Finance Tec-City Company Limited EPS Building No.49A, Block 49,Zone-IV, Gyan Marg, GIFT City, Gandhinagar Gujarat Pin-382050 Tel.: +91 79 61708300
<b>Time for Completion</b>	<b>Five (05) Calendar Months</b> from issuance of the Notice to Commence or as specified therein.  <b>Design Phase: One (01) month and Construction Phase: Four (04) months</b>
<b>Defects Liability Period</b>	<b>12 (Twelve) Months</b> from the date of handing over of Plant.
<b>Guarantee during Defect Liability Period</b>	The Contractor shall guarantee the works executed by him including any sub - Contractor appointed by him with the approval of Employer under the Contract, against any defects due to poor quality of materials used and/or due to poor workmanship in the works, during the construction period and thereafter 12 months from the date of satisfactory completion and taking over of the works by the Employer.
<b>Governing Law</b>	India
<b>Ruling language</b>	English
<b>Language for communications</b>	English
<b>Period for submission of Work</b>	The Contractor shall, within 15 days after the date

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Conditions	Data
<b>programs and cash flow estimates by the Contractor</b>	of the Letter of Intent, submit to the Engineer for his consent a detailed work programme, detailed methodology in such form and detail as acceptable to the Engineer, for the execution of the Works.
<b>Time for the Parties entering into a Contract Agreement</b>	Within 15 days after submission of PBG and other necessary documents as mentioned in the LOI or as decided by Employer.
<b>Time for access to the Site</b>	After the issuance of Notice to Commence by the Employer or as instructed by Engineer/Engineer in Charge.
<b>Employer's Duties and Authority</b>	As described in Volume 1 of the Tender
<b>Performance Security</b>	An amount of 10 (Ten) Percent of the Contract Price. This Performance Security shall be submitted within 15 days of issue of LOI valid till completion of Defects Liability Period plus 3 months or until the Contractor has executed and completed the Works and remedied any and all defects therein in accordance with the Contract whichever is later.
<b>Payment on Mobilization and Recovery</b>	Not Permitted
<b>Date of commencement of works</b>	Not later than 15 days from the date of Notice to Commence
<b>Delay damages for the Works</b>	1 % of the of the Total Price of contract as the case may be, per week of delay or part thereof from the scheduled completion time of that respective phase, as liquidated damage.
<b>Maximum amount of delay damages</b>	10 % of the Contract Price
<b>Retention Money</b>	5% (Five percent) of Contract Price from each invoice.
<b>Return of Retention Money</b>	Repayment of Retention Money will be as per GCC and SCC and on submission of No Claim / No Due Certificate by the Contractor.
<b>Limit of Retention Money</b>	5 % of the Contract Price
<b>Periods for submission of insurance:</b>	15 Days from the issuance of LOI
<b>Time for issue of Notice to Commence for the Works</b>	Within 15 days of execution of the Agreement or as decided by Employer.
<b>Price variation (firm price or otherwise):</b>	Firm Price.
<b>Minimum Amount of Third Party Insurance</b>	Minimum amount for Third Party Insurance 10% of contract price per occurrence with a limit of maximum payable for three occurrences at all times.
<b>Workmen compensation policy</b>	As per statutory provisions
<b>Price Adjustment (Escalation)</b>	No price adjustment(escalation) is allowed

Conditions	Data
Number of members of Arbitration Tribunal	Sole Arbitrator
Deduction of Income Tax at source (TDS)	As per the prevailing rate of Tax under the Rules of the Government of India and the Government of the State of Gujarat.
Deduction of Works Contract Tax at source	As per the prevailing rate of Tax under the Rules of the Government of India and the Government of the State of Gujarat.
Advance Payment	No advance payment will be made to the Contractor
Start Repayment of Advance Payment	Not applicable
Monthly Amortization of Advance Payment	Not applicable
Rate of Interest up to Delayed Payments	Not applicable
Currency of Payment	Indian Rupees.
Ceiling on Escalation	Not Applicable
Adjustment Formulae Coefficients	Not Applicable



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