

## **CHECK LIST**

Documents to be **uploaded only** in the website by the Tenderer

Following Annexures duly filled and signed are to be **uploaded online only** prior to Closing of Tender. Original copy of all the documents to be submitted to office **within 7 days whenever demanded by the Railway.** Annexures are available at Upload/View Document menu in Home Page of IREPS portal for works tender.

1. The details of the **works completed** by the tenderer during the last three years to be filled in **Annexure-I.**
2. The details of **Plants and Machinery** with the tenderer to be filled in Annexure-**II.**
3. Details of **Personnel and Organization** of the Tenderer to be filled in Annexure-**III.**
4. Details of **Works presently on hand** of the Tenderer to be filled in Annexure-**IV.**
5. The details regarding **Association of Railway Officer(s)** with the tenderer to be filled in Annexure- **V.**
6. List of the **Arbitration cases** of the Tenderer during last Five years to be filled in Annexure-**VI.**
7. List of the **Court cases** of the Tenderer during last Five years to be filled in Annexure- **VII.**
8. **NEFT MANDATE FORM.** All Payments to the agency (including the refund of the Earnest Money of the unsuccessful bidder preferably) will be remitted through NEFT. The Tenderer is required to submit Bank details and A/C No. etc. in Annexure-**VIII.**
9. **Format for affidavit** to be uploaded by Tenderer Along with the tender documents (Annexure-**IX**).

**ANNEXURE-I****DETAILS OF WORKS COMPLETED BY THE TENDERER DURING LAST THREE YEARS**

SN	NAME OF WORK AND CONTRACT AGREEMENT NUMBER	NATURE OF WORK	NAME AND ADDRESS OF CLIENT/ DEPT.	ORIGINAL CONTRACT VALUE	DATE OF AWARD OF WORK	SCHEDULED DATE OF COMPLETION	ACTUAL DATE OF START OF WORK	ACTUAL DATE OF COMPLETION	PAYMENT RECEIVED UP TO DATE	FINAL VALUE OF CONTRACT
1	2	3	4	5	6	7	8	9	10	11

Signature of the Tenderer  
with Date and stamp

**ANNEXURE-II****DETAILS OF PLANT AND MACHINERY WITH THE TENDERER**

List of plant and Machinery available on hand (own) and proposed to be inducted (own and hired) for the subject work should be given separately

SN	DESCRIPTION OF PLANT AND MACHINERT	NO. OF SUCH PLANT AND MACHINER T	DATE OF PURCHAS E AND OWNER	MANUFACTU RER AND DATE OF MANUFACTU RE	DRIVEN BY PETROL/DIE SEL/ELECTRI C	CONDITION OF THE PLANT AND MACHINERT	WHERE CAN IT BE INSPECTE D	OWNED/PROP SED TO BE OWNED FOR THE WORK	FROM WHOM IT WOULD BE HIRED
1	2	3	4	5	6	7	8	9	10

Signature of the Tenderer  
with Date and stamp

**ANNEXURE-III****DETAILS OF PERSONNEL AND ORGANIZATION OF THE TENDERER**

List of Personnel and Organisation available on hand (own) and proposed to be engaged for the subject work should be given

SN	NAME OF PERONNEL	AGE	TECHNICAL QUALIFICATI ON	RELATION WITH THE TENDERER	COMMENCEMENT OF PRESENT EMPLOYMENT	TOTAL EXPERIENCE	EMOLUMENT
1	2	3	4	5	6	7	8

Signature of the Tenderer  
with Date and stamp

**ANNEXURE-IV****DETAILS OF WORKS THE TENDERER PRESENTLY ON HAND**

SN	NAME OF THE WORK AND CONTRACT AGREEMENT NUMBER	NATURE OF THE WORK	NAME AND ADDRESS OF CLIENT/DEPT .	ORIGINAL CONTRACT VALUE	DATE OF AWARD OF THE WORK	SCHEDULED DATE OF COMPLETION	PAYMENT RECEIVED UP TO DATE	APPROXIMATE VALUE OF BALANCE WORK	REMARKS
1	2	3	4	5	6	7	8	9	10

Signature of the Tenderer  
with Date and stamp

**ANNEXURE-V****DECLARATION REGARDING ASSOCIATION OF RAILWAY OFFICERS WITH THE TENDERER**

S N	NAME OF OFFICER	RELATION OF THE OFFICER WITH THE TENDERER	DESIGNATION AND PLACE OF POSTING OF THE OFFICER WHILE WORKING ON RAILWAYS	DATE OF RETIREMENT OF THE OFFICER	PARTICULARS OF THE PERMISSION TAKEN FOR ASSOCIATION WITH THE TENDERER	HAS ALL NECESSARY CERTIFICATES ENCLOSED
1	2	3	4	5	6	7

Signature of the Tenderer  
with Date and stamp

**ANNEXURE-VI**

**LIST OF ARBITRATION CASES OF THE TENDERER DURING LAST FIVE YEARS**

SL NO	NAME OF WORKS	VALUE OF THE WORK	NAME OF CLIENT/ DEPTT.	AMOUNT OF CLAIM PREFERRED WITH DATE	CLAIM OF THE DEPTT, IF ANY	BRIEF REASON FOR THE DISPUTE	PRESENT POSITION OF THE CASE
1	2	3	4	5	6	7	8

Signature of the Tenderer  
with Date and stamp

**ANNEXURE-VII**

**LIST OF COURT CASES OF THE TENDERER DURING LAST FIVE YEARS**

SL NO	NAME OF WORKS	VALUE OF THE WORK	NAME OF CLIENT/DEPTT.	NAME OF THE COURT	REFERENCE AND DATE OF FILING THE CASE	RELIEF SOUGHT	BRIEF REASON FOR THE DISPUTE	PRESENT POSITION OF THE CASE
1	2	3	4	5	6	7	8	9

Signature of the Tenderer  
with Date and stamp



**NEFT MANDATE FORM**

FROM:

Date:

**TO  
FA&CAO,  
EASTERN RAILWAY,  
KOLKATA**

**Sub:-Willingness to Receive Payment through RBI's NEFT System.**

We refer to the National Electronic Fund Transfer (NEFT) System being set up by Eastern Railway, Kolkata for remittance of our payments using RBI's NEFT scheme and confirm that we are agreeable to our payments being made through the above scheme to our under noted Account:

**NAME OF ORGANISATION AND ADDRESS :**

**MICR CODE OF BANK :**

**BANK NAME :**

**BRANCH NAME :**

**BANK ADDRESS :**

**BRANCH TELE/FAX NO. :**

**BANK ACCOUNT NO. :**

**TYPE OF ACCOUNT :**

A Xerox copy of the cheque leaf is attached herewith for necessary action at your end.

**Enclo : As stated above**

**Signature & Stamp**

Confirmed by Bank.