

Annexure – I (1)

Experience of the Applicant Bidder/ Firm

1. Relevant Similar Services/works carried out in the **last ten years** by bidder in following format along with **copies of work orders and completion certificates** from clients -

1.1 Assignment Name

1.2 Location

1.3 Narrative Description of Project

1.4 Name of Employer

1.5 Address

1.6 Duration of assignment

1.7 Start Date (Month / Year)

1.8 Completion Date (Month / Year)

1.9 Approx. Value of Services

1.10 Name of Associated Bidders, if any

1.11 Name of main staff members involved and functions performed

1.12 Description of Actual Services Provided by the firm.

Section 4.

TECHNICAL BID

Annexure – I

Sl. No.	Requirement	COPY OF RELEVANT DOCUMENT	ENCLOSED YES/ NO	PAGE NO. OF BID DOCUMENT
1.	Work Experience of Bidder/Lead Partner	Brief of projects as per the format given at Annexure- I (1)		
2.	Composition of the team	List of Key Professionals/Associates as per Annexure - II, III		
3.	Financial Soundness	Copies of - Registration of firm/ companies/ valid document of creation of consortium (MOU/ agreement) along with registration with GST, Annual turnover of each of last three financial years (2023-24, 2022-23 and 2021-22) duly certified by CA/ Statutory authorities along with ITR for each of last three financial years (2023-24, 2022-23 and 2021-22) Copy of PAN along with Registration with ESI, EPF as applicable		
4.	EMD	Hard Copy of the Online Payment Document/ DD/ Bank Guarantee/Exemption certificate to be submitted to the Technical Officer (Civil), Civil Section, Birla Industrial and Technological Museum, 19 A, Gurusaday Road, Kolkata - 700019 on/before bid opening date/ time (as per clause 8 of Instructions to bidders)		
5.	Contact details	Contact details of the bidder e.g. mobile number and e-mail address.		

I have furnished all the information and details necessary and authorize you to approach any individual, employer, firm or corporation whether mentioned in the enclosed documents or not, to verify our competence and general reputation.

Name, Signature & Official Seal of the Bidder

Date:

Annexure – III
Details of Bidder, key Professionals / Associates/ Individual Member in the Team with their CV

Sl. No.	Particulars	Description
1.	Name of Individual / Associates / Firm	Name of the key professional (s)
2.	Date of Birth	
3.	Nationality	
4.	Qualifications	Summarize college/ university and other specialized education, names of board/university, year, and degrees obtained (copies of degree to be attached)
5.	Membership in Professional Societies	
6.	Employment Record	Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments (experience certificates to be attached)
7.	Years & details of experience	Total Sum of experience in years along with nature of experience.
8.	Details of Tasks to be undertaken in this Project	The role the Bidder/ professional will play in the present Project

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe the team member, his/her qualifications, and his/her experience.

Date: _____

(Signature of the bidder)