

# PROFORMA FOR TENDERER / BID SUBMISSION FORM

## Tenderer's Information

Particulars	Details
Name of Firm / Company	
Registered Address	
Correspondence Address	
Contact Person	
Designation	
Mobile Number	
Telephone / Fax	
E-mail Address	
Type of Firm	<input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Pvt. Ltd. <input type="checkbox"/> Public Ltd.
Year of Establishment	
GST Registration No.	
PAN No.	
MSME / UDYAM Registration No. (if applicable)	
Electrical Contractor License No. (if applicable)	

## 2. Bid Details

Particulars	Details
Name of Work	Supply, Installation, Testing and Commissioning of 125 kVA DG Set
Tender Notice No. & Date	
EMD Amount & Details	₹ _____ (DD / BG / e-payment Ref. No. _____)
Tender Fee (if any)	₹ _____ (Receipt No. _____)
Validity of Offer	120 days from date of opening
Completion Period	_____ days from date of order

## Technical Credentials

Description	Yes / No / Details
Are you OEM / authorized dealer?	
Authorization letter from OEM enclosed?	
Have you supplied similar DG sets earlier?	
Details of 3 major DG supplies in last 5 years (attach copies of work orders / completion certificates)	

#### 4. Financial Credentials

Year	Turnover (₹ in Lakhs)	Audited (Yes/No)
2022-23		
2023-24		
2024-25		

(Attach copies of audited balance sheets / CA certificate)

#### 5. Declaration by Tenderer

1. I / We have carefully examined the tender document, scope of work, and all conditions of contract.
2. I / We agree to abide by the terms and conditions contained in the tender document.
3. I / We declare that all information provided is true and correct to the best of my / our knowledge.
4. I / We understand that if any information is found false or misleading, our bid may be rejected and we may be debarred from future tenders.
5. I / We have not been blacklisted / debarred by any government department or PSU.
6. I / We agree to execute the work as per specifications and within the stipulated time period.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

#### Signature of Tenderer / Authorized Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal of Firm: \_\_\_\_\_

#### 📎 Attachments Checklist (to be enclosed with this Proforma)

Sl. No.	Document	Attached (Yes/No)
1	Copy of EMD / Bid Security	
2	GST Registration & PAN	
3	OEM Authorization Letter	
4	Experience Certificates	
5	Financial Statements (CA Certified)	
6	Technical Compliance Sheet	
7	Signed Copy of Tender Document	