**LETTER OF APPLICATION**

(ON THE LETTER HEAD OF APPLICANT)

**Annexure -1**

To

**The Registrar**

**Gulati Institute of Finance and Taxation Chavadimukku, Sreekariyam Thiruvananthapuram -695017**

**Sub: Selection of Web Designing Firm for Redesigning GIFT Website**

Sir,

Having examined the details given in Notice for Pre-qualification and Application documents for the above work, we hereby submit our qualification and relevant documents.

1. We hereby certify that all the statements made and information supplied in the enclosed form 'A' to E' and accompanying statements are true and correct.
2. We have furnished all information and details necessary for pre-qualification and have no further pertinent information to furnish.
3. We have submitted the requisite documents/certificates / performance reports and authorize the Registrar, GIFT Or their representatives to approach individuals, employers, firms and corporations to verify our submittals, competency and general reputation.
4. We hereby confirm that, we have read and understood all the stipulations given in the notification shall be final and binding on us.

Enclosures: 1. Form A to E

2. Other Enclosures (Attach list of such enclosure separately) Date of Submission: Time of Submission:

**(Signature of Applicant)**

**(Seal of Applicant)**

 Name:

Designation:

**FORM-A**

**STRUCTURE AND ORGANISATION**

|  |  |  |
| --- | --- | --- |
| 1. | Name and address of applicant |  |
| 2. | Telephone No. / Fax No. / E-mail |  |
| 3. | Legal status of the applicant (attach copies of original documents defining the legal status) |  |
| 4. (a)(b)(c)(d) | **The applicant is:**An IndividualA proprietary FirmA Firm in partnershipA Limited Company (private or public /or Corporation |  |
| 5. | Name of Proprietor / Partners / Directors with their addresses, Mobile & Land phone numbers, Fax,E-mail address |  |
| 6. | Designation of individuals authorized to act for the organization. |  |
| 7. | Whether the applicant ever required to suspend any work for a period of more than six months continuously after commencement of the work? If so, give the name of the project& reasons of suspension of work. |  |
| 8. | Has the applicant of any partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment. |  |

**Seal and Signature of Applicant/Bidder**

|  |  |  |
| --- | --- | --- |
| 9. | Has the applicant, or any partner in case of partnership firm ever been debarred / black listed for tendering in any organization at any time? If SO,give details. |  |
| 10. | Has the applicant or any partner in case of partnership firm, ever been convicted by a court of Law?If so, give details. |  |
| 11. | Other details:EPF No & validity: GST No & validity: PAN No.: |  |
| 12. | Any other information considered necessary but not included above. |  |

**Seal and Signature of Applicant/Bidder**

**FORM-B**

**FINANCIAL INFORMATION**

* 1. Financial Analysis: Details furnished should be duly supported by figures in Balance Sheet / Profit & Loss account for the last five years and duly certified by the Chartered Accountant, as submitted by the applicant to the Income tax Department (certified copies to be attached).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Financial Year** | **Gross Annual****Turnover on Construction work.** | **Profit / Loss** | **Net Worth** |
| (i) | 2021-22 |  |  |  |
| (ii) | 2020-21 |  |  |  |
| (iii) | 2019‐ 20 |  |  |  |
| (iv) | 2018‐ 19 |  |  |  |
| (v) | 2017‐ 18 |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Average of above five years** |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* 1. Financial arrangement for carrying out the works.
	2. The following certificates are to be enclosed.
1. Tax deducted at sources, certificates from the client for the last five years.
2. Copy of Income tax returns.
3. C. A. Certificate with Gross Annual Turnover & profit & loss statement for the said 5 years

**Seal and Signature of Applicant/Bidder**

**FORM - C**

**LIST OF SIMILAR WORKS COMPLETED DURING LAST FIVE**

**YEARS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl No. | Description of the work with Contract No. | Name and address of the employerwith contact No. | Date of award | Stipulated date of completion | Actual date of comple tion | Cost of compl eted work | Reason for delays, penalty, if any | Any other relevant information |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Signature of Applicant/Bidder With seal**

**Note: -**

**The copies of certificates of ongoing/awarded works issued by the owner shall be attached. Only those works shall be considered for evaluation for which copies of the certificates issued by the owner/client are attached**.

 **FORM-D**

**List of key personnel permanently employed (on letter head)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.****No.** | **Name** | **Designation** | **Qualification** | **Work Experience** | **Date of joining in the firm** | **Other relevant information****, if any** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |

**Signature &**

**seal of the applicant/ Bidder**

Date

 Place

**FORM - E**

**Declaration / Undertaking to be furnished by the Bidder**

(ON NON- JUDICIAL STAMP PAPER OF APPROPRIATE VALUE DULY NOTORISED)

This is to certify that We, M/s (Name of the Applicant with address) in submission of the application for Pre- qualification/Empanelment of Web Designing Agencies/Companies for GIFT Projects:

1. Have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;
2. Do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.;
3. Have never been banned by any Central/State Govt. Departments/Public Sector Undertakings or Enterprises of Central/State Govt.;
4. Have submitted all the supporting documents and furnished the relevant details as per the prescribed format.; and
5. Have submitted all the information and the requisite documents with the Bid and further certify that we are fully responsible for the correctness of the information and documents submitted by us.
6. Shall comply with the GIFT IT Policy

**Signature of Applicant / Bidder With seal**

**Note:**

Exceptions of the above, if any, shall be clearly mentioned with details by the applicant for evaluation/consideration if any