



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण  
**INLAND WATERWAYS AUTHORITY OF INDIA**  
(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)  
(Ministry of Ports, Shipping and Waterways, Govt. of India)

Sanjay Nagar Colony (BSNL Telephone Exchange Building), Nati Imli, Varanasi

**Tender Ref No. IWAI/VNS/A&E (64)/OFFICE BUILDING/2024-25**

**Tender Id- 2025\_IWAI\_862607\_1**

**CORRIGENDUM**

With reference to check list of Tender Ref No. IWAI/VNS/A&E (64)/OFFICE BUILDING/2024-25 for the work of “**INTERIOR, PARTITION, FURNITURE FIXTURES FOR IWAI REGIONAL OFFICE VARANASI AT ADMINISTRATIVE BUILDING of MULTI MODEL TERMINAL, RAMNAGAR, VARANASI**” the Form 4A, 4B, 4C, 4D, 4E & 4F is hereby attached for further submission along with bid documents.

**Sd-**  
Director

**FORM 4A: LETTER OF BID**  
**(To be submitted on the letter head of the Bidder)**

**To,**

**The Director,  
IWAI, RO, Varanasi  
Sanjay Nagar Colony  
(BSNL Exchange),  
Varanasi - 221002**

**Sub:**.....(*insert name of the work*)

Dear Sir,

1. Having examined the information and instructions for submission of tender, General & Special Conditions of Contract, Technical, General and detailed specifications, Bill of Quantities (BoQ) agreement and bank guarantee forms, etc. for the above named works, I/ We .....(*Name of Bidder*) hereby tender for execution of the works referred to in the tender document in conformity with the said Conditions of Contract, Schedule of quantities for the sum as stated in BoQ of this tender document or such other sum as may be ascertained in accordance with the said conditions of contract.
2. I/ We undertake to complete and deliver the whole of the works comprised in the Contract within the time as stated in the tender and also in accordance in all respects with the specifications, Scope of work and instructions as mentioned in the tender document.
3. I / We am / are tendering for the works mentioned in the table below and submitting the EMD in the form of RTGS / NEFT/ BG in favor of IWAI FUND SD & EMD payable at Varanasi from Nationalized / Scheduled bank of India as per the details given therein:

<b>S. No.</b>	<b>RTGS / NEFT</b>		<b>Bank Guarantee</b>		<b>Total EMD (INR)</b>
	Amount (INR)	Details of RTGS / NEFT (No. and Date) and details of the bank (Name of bank, branch, address)	Amount (INR)	Details of the Bank Guarantee (No and Date) and details of the bank (Name of bank, branch, address)	
1					

4. I/ We agree to abide by this tender. I/ We agree to keep the tender open for a period of ..... days (*insert number of days of Bid Validity*) from the last date of Bid Submission or extension thereto as required by the IWAI and not to make any modifications in its terms and conditions.

5. I/ We agree, if I/ we fail to keep the validity of the tender open as aforesaid or I/ we make any modifications in the terms and conditions of my/ our tender, if I/ We fail to commence the execution of the works as above, I/ We shall become liable for forfeiture of my/ our EMD, as aforesaid and IWAI shall without any prejudice to another right or remedy, be at the liberty to forfeit the said EMD absolutely otherwise the said EMD shall be retained by IWAI towards part of security deposit to execute all the works referred to in the tender document upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered. Should this tender be accepted, I/ We agree(s) to abide by and fulfil all the terms and conditions and provisions of this tender. No interest is payable on EMD and/ or Security Deposit.
6. I/ We have independently considered the amount of Liquidated Damages shown in the tender hereto and agree that it represents a fair estimate of the loss likely to be suffered by IWAI in the event of works not being completed in time.
7. If this tender is accepted, I/ We undertake to enter into execute at my/ our cost when called upon by the employer to do so, a contract agreement in the prescribed form. Unless and until a formal Agreement is prepared and executed, this tender together with your written acceptance thereto shall constitute a binding contract.
8. **I/We also declare that the firm has not been debarred / blacklisted during the last three years.** Any such discovery relating to debarment or blacklisting is brought to knowledge of the Employer at any stage of the tender / contract would be punishable under existing law and would lead to rescinding or termination of the contract.
9. I/ We understand that IWAI is not bound to accept the lowest or any tender it may receive and may reject all or any tender without assigning any reason.
10. I/ We certify that the tender submitted by me / us is strictly in accordance with the terms, conditions, specifications etc. as contained in the tender document, and it is further certified that it does not contain any deviation to the aforesaid documents.

Date .....

Signature .....

Name .....

Designation .....

duly authorized to sign & submit  
tender for and on behalf of

(Name and address of firm)

M/s .....

Telephone no's.....FAX No.....

Email ID: .....

**FORM 4B: ELIGIBLE PROJECTS**  
**(To be submitted on the letter head of the Bidder)**  
**Format for Responsiveness of Bid (Eligible Projects) Project Specific**  
**Experience**

*[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an JV for carrying similar works under this assignment.]*

“Similar Works<sup>1</sup>” have been defined in Section III: Bid Data Sheet

S. No.	Client Name <sup>2</sup> , Name of work & location of project	Contract Value in INR	Date of start of work	Scheduled completion date	Actual completion date	Details of work (including Similar Work).	Remarks
		Financial <sup>3</sup> value of similar work satisfactorily completed					

**Firm's Name** : .....

**Authorized Signature** : .....

**Notes:**

- For the purpose of evaluation, Bidders should assume 7% inflation for Indian Rupees every year and 2% for foreign currency portions per year simple annually.

<sup>1</sup>Exhibit only those projects completed in the last Seven (7) years from the **Last Date of Bid Submission**.

<sup>2</sup>The Bidder shall submit proof of experience from the Client for meeting the minimum qualification details. The Client Certificate submitted by the Client shall contain the details as enlisted in Clause 3.2 of ITB. The works claimed by the Bidder, if not supported with proof of completion as laid down under Clause 3.2 of ITB from the Client will not be considered.

<sup>3</sup>Against the Contract of works having several components other than the Similar Works, only the relevant component shall be evaluated for contract value, payment value and the actual execution period for the relevant component only should be submitted / specified.

2. Bidders should mention the maximum value of similar works as defined in Clause 16.1.1 of ITB executed during the last seven years (adjusted last day of the month previous to the one in which this Tender is invited).
3. In case of foreign currency, it should first be escalated at the rate mentioned above and then the amount so derived shall be converted to INR at the exchange rate prevailing last day of the month previous to the one in which this Tender is invited.
4. Exchange rate should be taken from official website of RBI (<https://www.rbi.org.in/scripts/ReferenceRateArchive.aspx>)
5. In case exchange rate for the currency in consideration, is not available on RBI website (mentioned above), Bidders shall quote exchange rates from websites such as [www.xe.com](http://www.xe.com), [www.oanda.com](http://www.oanda.com), along with copy of the exchange rate used by the Bidder for the conversion.
6. Any additional comments / information to substantiate that the said work conforms to the specified similar works can also be indicated by the bidder, as deemed fit.

Please limit the description of each project in two A4 size sheet of paper. Descriptions exceeding two (02) A4 size sheet of paper may or may not be considered for evaluation.

**FORM 4C: AVERAGE ANNUAL TURNOVER**  
*(To be submitted on the letter head of Chartered Accountant/Statutory Auditor)*

Sl. No.	Financial Years	Annual Turnover in INR
1.	2021-22	
2.	2022-23	
3.	2023-24	
4.	Total (1+2+3)	
5.	Average Annual Turnover	

**Certificate from the Statutory Auditor**

This is to certify that .....[Name of the Firm][Registered Address] has received the payments shown above against the respective years.

**Name of Authorized Signatory**

**Designation:**

**Name of Firm:**.....

**(Signature of the Statutory Auditor Seal of the Firm)**

**Note:**

In case the Bidder does not have a statutory auditor, it may provide the certificate from a practicing chartered accountant.

**FORM 4D: POWER OF ATTORNEY**

***(To be executed on non-judicial stamp paper of appropriate value in  
accordance  
with relevant Stamp Act and duly notarized. The stamp paper to be in  
the name of the company who is issuing the Power of Attorney)***

Know all men by these presents, We, .....(*name of organization  
and address of the registered office*) do hereby constitute, nominate, appoint  
and authorize Mr./Ms. ....son / daughter / wife and presently  
residing at .....who is presently employed with / retained by us and holding  
the position of ....., ..... as our true and lawful attorney (hereinafter referred  
to as the "**Authorized Representative**"), with power to sub-delegate to any  
person, to do in our name and on our behalf, all such acts, deeds and things as  
are necessary or required in connection with or incidental to

submission of our Bid for  
".....(*insert name of the assignment*)". Theselection  
of Contractor for Inland Waterways Authority of India (the "Employer")  
including but not limited to signing and submission of all applications, Bids and  
other documents and writings, participating in pre-bid and other conferences  
and providing information / responses to the Employer, representing us in all  
matters before the Employer, signing and execution of all contracts and  
undertakings consequent to acceptance of our Bid and generally dealing with  
the Employer in all matters in connection with or relating to or arising out of  
our Bid for the said Project and / or upon award thereof to us till the entering  
into of the Contract with the Employer.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully  
done or caused to be done by our said Authorized Representative pursuant to and  
in exercise of the powers conferred by this Power of Attorney and that all acts,  
deeds and things done by our said Authorized Representative in exercise of the  
powers hereby conferred shall and shall always be deemed to have been done  
by us.

**IN WITNESS WHEREOF WE, .....THE ABOVE NAMED PRINCIPAL HAVE  
EXECUTED THIS POWER OF ATTORNEY ON THIS .....  
DAY OF ....., 2021  
For ...**

**(Signature, Name, Designation and Address)**

**Witnesses:**

- 1.....
2. ....

**Accepted**

**(Signature, name, designation and address of the Attorney)**

**Notes:**

1. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
2. *Wherever required, the Bidder should submit for verification the extract of the charter documents and other documents such as a resolution / power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant*
3. *For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate.*



**FORM 4E: DECLARATION BY THE BIDDERS**  
***(To be submitted on the letter head of the Bidder)***

**To,**

**Date:.....**

**The Director,  
IWAI, RO, Varanasi  
Sanjay Nagar Colony  
(BSNL Exchange),  
Varanasi - 221002**

**Kind Attention .....** *(insert name of authorized representative)*

**Sub: Declaration from the Bidder**

**Tender Reference No:.....**

Dear Sir,

This is with reference to the above mentioned Tender document.

We hereby make the following declarations:

1.	<input type="checkbox"/>	No alteration has been made in any form in the Tender document downloaded from the website of IWAI and e-procurement portal.
2.	<input type="checkbox"/>	I / We have not been debarred / blacklisted during the last three years
3.	<input type="checkbox"/>	I / We accept the payment terms of Terms of Reference.
4.	<input type="checkbox"/>	I / We provide our acceptance to all the Terms and Conditions of this tender document.
5.	<input type="checkbox"/>	I / We agree to disqualify us for any wrong declaration with respect to the submissions made by us for this tender and reject my/our tender summarily
6.	<input type="checkbox"/>	I / We agree to disqualify us from this tender and black list us for tendering in IWAI projects in future, if it comes to the notice of IWAI that the documents/submissions made by me/us are not genuine
7.	<input type="checkbox"/>	I / We confirm that I/we have noted / updated ourselves of all amendments / corrigendum / response to pre-submission queries etc. and bid is submitted incorporating the same.

**Yours Faithfully**

**(Signature of the Bidder, with Official Seal)**

**Note:** Please Tick the appropriate box in the above table.

**FORM 4F: BIDDER INFORMATION SHEET**  
***(To be submitted on the letter head of the Bidder)***

Bidder name: <i>[insert full name]</i>
Bidder's Party name: <i>[insert full name]</i>
Bidder's Party country of registration: <i>[indicate country of registration]</i>
Bidder's year of constitution: <i>[indicate year of constitution]</i>
Bidder's legal address in country of constitution: <i>[insert street/ number/ town or city/ country]</i>
Bidder's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above <input type="checkbox"/> In case of a Government-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and absence of dependent status 2. Included are the organizational chart, a list of Board of Directors, and the Beneficial Ownership.

**Yours Faithfully**

**(Signature of the Bidder, with Official Seal)**

**Note:** This Form shall be supplied with Identity proof of the authorized representative