



---

## **Expression of Interest (EoI)**

---

Empanelment of Contractor for all civil infrastructure work invited by Samagra Shiksha

### **State Project Director**

Gujarat Council of school Education – Samagra Shiksha  
Vidhya Samiksha Kendra, Sector – 19,  
Gandhinagar – 382019

---

## Table of Contents


<b>1</b>	<b>Notice Inviting EoI.....</b>	<b>5</b>
1.1	Notice Inviting EoI (Newspaper copy) .....	5
1.2	Information and instruction for empanelment.....	6
<b>2</b>	<b>Letter of Invitation .....</b>	<b>7</b>
2.1	General: .....	7
2.2	Empanelment Fee:.....	8
2.3	Empanelment Security: .....	8
2.4	Submission of Empanelment proposal:.....	9
2.5	Verification of proposal: .....	10
2.6	General Information: .....	10
<b>3</b>	<b>Submission of proposal .....</b>	<b>12</b>
3.1	Proposal under various Category: .....	12
3.2	Selection of Category:.....	12
3.3	Prequalification Criteria for all Category:.....	12
3.4	Deciding Empanelment of contractor .....	14
<b>4</b>	<b>General information, Terms and conditions.....</b>	<b>15</b>
4.1	Background: .....	15
4.2	Objectives:.....	15
4.3	Eligibility for Bidding:.....	15
4.4	Empanelment Duration: .....	15
4.5	Empanelment Renewal:.....	15
4.6	Upgradation of Category during Empanelment Duration: .....	15
4.7	Termination of Empanelment: .....	16
4.8	Penalty:.....	16
4.9	Right to reject:.....	16
4.10	Jurisdiction: .....	16
4.11	Dispute: .....	16
4.12	Resolution Of Disputes: .....	16
4.13	Mandatory Documents for Quoting the Works Tender: .....	17
<b>5</b>	<b>STANDARD FORMS.....</b>	<b>18</b>
	Request letter for Empanelment.....	18
	Form – 1: Selection of Category .....	19

---

Form – 2: Bidder’s general information.....	20
Form – 3: Average Annual Financial Turnover Certificate .....	21
Form – 4: Satisfactorily Completion of one similar Building work .....	22
Form – 5: Cumulative Quantities of work executed in any one year out of last five years and in current year.....	23
Form – 6: Cumulative Quantities of work executed in any one year out of last five years and in current year.....	24
Form – 7: Staff Details (Project Manager).....	25
Form – 7a: Format of CV for Project Manager.....	26
Form –8: Staff Details (Civil Engineer).....	27
Form –8a: Format of CV for staff (Civil Engineer).....	28
Form – 9: Bank Solvency.....	29
Form – 10: Undertaking for Cash Investment.....	30
Form – 11: Non- Blacklisting.....	31
Form – 12: Litigation / Arbitration History .....	32
Form – 13: Power of Attorney for signing the proposal .....	33
<b>6 Documents To Be Furnished .....</b>	<b>34</b>

## 1 Notice Inviting EoI

### 1.1 Notice Inviting EoI (Newspaper copy)

 <p>समग्र शिक्षा Samagra Shiksha</p>	<p><b>State Project Director, Gujarat Council of school education, Vidya Samiksha Kendra, Sector 19, Gandhinagar</b></p>
<p>The State Project Director, Samagra Shiksha, Gandhinagar invites Expression of Interest (EoI) for Empanelment of Civil contractor for various Infrastructure works undertaken by Gujarat Council of School Education in Financial Year (2026-27). The interested bidder may submit the request from the date cited below.</p>	
<b>Schedule For Application</b>	
Start Date for submission of Applications	01/04/2026
<p><b>Application Procedure:</b></p> <ol style="list-style-type: none"><li>1. The Interested bidder may submit the application for empanelment as per the “EoI Empanelment” Document available on Samagra Shiksha Website (<a href="https://samagrashiksha.ssagujarat.org/en/home">https://samagrashiksha.ssagujarat.org/en/home</a>) and by Visiting Samagra Shiksha office in person.</li><li>2. The Empanelment shall be made as per the Categories defined as per “EoI Empanelment” Document.</li><li>3. The interested bidder may follow the terms and conditions mentioned under “EoI Empanelment” Document.</li><li>4. Prescribed application forms, document required, eligibility criteria and detailed terms &amp; conditions can be obtained from the office of Samagra Shiksha at Vidhya Samiksha Kendra, Sector-19, Gandhinagar during office hours</li></ol>	
<p><b>Sd/- State Project Director GCSE-SS, Gandhinagar</b></p>	

## 1.2 Information and instruction for empanelment.

State Project Director, GCSE-SS invites EoI from the reputed, experienced firms /companies (bidders) for the work mentioned below:

1.	Name of Work	Empanelment of Contractor for all civil infrastructure work invited by Samagra Shikhsa
2.	Criteria for Empanelment	As per clause 3.3
3.	Empanelment fee	<b>₹ 5000/- (non-refundable)</b> DD of approved bank (as per GR of Finance department, GOG) in favour of “State Project Director, GCSE-SS” payable at Gandhinagar (to be enclosed with the EoI documents of Part- A)
4.	Period of Empanelment	up to 30 <sup>th</sup> September 2026
5.	Place and mode of Submission of EoI fee, Empanelment Security and other application documents in Hard Copy	By RPAD / Speed Post / In person only Addressed to: State Project Director, GCSE-SS, Vidhya Samiksha Kendra, Sector – 19, Gandhinagar – 382019
6.	Submission of application along with EoI fee, Empanelment Security and other application documents in soft copy	Email Id: ssamloe2026@gmail.com

***\*Conditional proposal will not be accepted. State Project Director reserves the rights to reject any or all the proposal without assigning any reasons thereof.***

## 2 Letter of Invitation

**State Project Director**

**Gujarat Council of School Education – Samagra shiksha**

**Vidhya Samiksha Kendra, Sector – 19,**

**Gandhinagar – 382019**

**Name of Work:** Empanelment of Contractor for all civil infrastructure work invited by Samagra Shiksha

### 2.1 General:

2.1.1 You are hereby invited to submit technical proposals for Empanelment of Contractor for all civil infrastructure work invited by Samagra Shiksha in the state of Gujarat.

2.1.2 Bidders shall be empanelled under four (4) categories as specified below:

Category	Financial Limit
Category - 01	Amount of Work Up to 150 Lakh
Category - 02	Amount of work Up to 300 Lakh
Category - 03	Amount of work Up to 700 Lakh
Category - 04	Amount of work more than 700 Lakh

2.1.3 The purpose of this EoI is to empanel Reputed, experienced, technically and financially sound companies / firms / contractors:

- I. State Project Director intends to taking up of project for various civil infrastructure works are undertaken across the State of Gujarat, including construction of new school, KGBV, Model School, Hostel buildings, strengthening and improvement of existing school infrastructure, upgradation of infrastructural facilities, and provision of basic amenities.
- II. Empanelment of Reputed, experienced, technically and financially sound companies / firms / contractors for above mentioned project work.
- III. State Project Director intends to empanel all the technical qualified companies / firms / contractors in specified category.
- IV. The State Project Director shall e-invite multiple tenders on project-to-project basis from the category wise empaneled Agency /Firm during the validity of their empanelment.
- V. Empanelment does not assure the guarantee to get the work.
- VI. The empanelment application shall be submitted with effect from 01/04/2026 and up to 30/09/2026.

2.1.4 The following documents have been enclosed to enable you to submit the proposal:

- I. Empanelment Fee, Empanelment security
- II. Standard Forms for bid submission.
- III. Declaration, undertaking, MoU

2.1.5 To obtain first-hand information on the assignment and the local condition, it is considered desirable that a representative of your firm visits the office of the State Project Director, GCSE-SS, Gandhinagar before the proposal is submitted.

Your representative shall meet the following officials.

**State Project Engineer,**

**4th Floor, Vidhya Samiksha Kendra,**

**Sector – 19, Gandhinagar – 382019**

## **2.2 Empanelment Fee:**

2.2.1 Empanelment fee is **Rs. 5,000.00 (Non-refundable)**.

2.2.2 Empanelment fee shall be paid in form of **Demand draft (D.D)** in favour of “**State Project Director, GCSE-SS**” Payable at Gandhinagar.

2.2.3 The demand draft for Empanelment fee shall be drawn from any of the banks as approved vide GR of the Finance department, Government of Gujarat.

2.2.4 Empanelment fee shall submit in physical while submitting application for the empanelment and scan copy in online submission.

2.2.5 The Empanelment application submitted without Empanelment fee shall not be considered for the qualification.

## **2.3 Empanelment Security:**

2.3.1 The successful bidder shall deposit the Empanelment security (refundable) as cited below:

<b>Category</b>	<b>Security Amount</b>
Category – 01	Rs. 3.0 Lakh
Category - 02	Rs. 6.00 Lakh
Category - 03	Rs. 14.00 Lakh
Category - 04	Rs. 20.00 Lakh

2.3.2 The Bidder Shall Deposit the Empanelment security in form of Demand Draft / Fix Deposit Receipt (FDR) / Bank Guarantee in favour of “The State Project Director, GCSE-SS, Gandhinagar.” Payable at Gandhinagar Valid for Empanelment period 1 Years + 6 Months = 18 Months.

2.3.3 The Demand draft / Fix Deposit Receipt (FDR) / Bank Guarantee for Empanelment security shall be drawn from any of the banks as approved vide GR of the Finance department, Government of Gujarat and shall submitted in physical while submitting application and scan copy in online submission.

2.3.4 The Empanelment Security shall be release within 30 days from the completion of Empanelment period.

2.3.5 In the event that the empanelment application is rejected, the submitted performance security shall be released within a period of 15 days.

## 2.4 Submission of Empanelment proposal:

2.4.1 The Empanelment proposal shall be submitted as below:

- I. Part- A “Empanelment Fee & Empanelment Security”
- II. Part- B “Technical Bid”

### 2.4.2 PART-A “Empanelment Fee & Empanelment Security”

- I. The Part-A shall contain the original Empanelment Fee and Empanelment Security. Empanelment Fee and Empanelment Security instrument shall be placed in single sealed envelope superscripted as “Empanelment Security, Empanelment Fee” and shall be submitted.

### 2.4.3 PART -B “Technical Bid”

- I. The technical bid shall contain bidder’s information in formats as prescribed with necessary supporting documents pertaining to but not limited to,

Form	Particulars
-	Request letter for Empanelment (on Firm letter head)
Form – 1	Selection of Category
Form – 2	Bidder’s general information
Form – 3	Average Annual Financial Turnover Certificate
Form – 4	Satisfactorily Completion of one similar Building work
Form – 5	Cumulative Quantities of work executed in any one year out of last five years and in current year
Form – 6	Cumulative Quantities of work executed in any one year out of last five years and in current year
Form – 7	Staff Details (Project Manager)
Form – 7a	Format of CV for staff (Project Manager)
Form – 8	Staff Details (Civil Engineer)
Form – 8a	Format of CV for staff (Civil Engineer)
Form – 9	Bank Solvency
Form – 10	Undertaking for Cash Investment
Form – 11	Non- Blacklisting
Form – 12	Litigation / Arbitration History
Form – 13	Power of Attorney for signing the proposal

- II. Documents pertaining to technical bid of the bidder shall be submitted **duly notarized** in the prescribed format within the stipulated time in a separate envelope marked as **“Technical bid - Eligibility Documents”**.
- III. Both the envelopes shall be placed in another envelope with due mention of Name of EoI and to be submitted in the office of the State Project Director, GCSE-SS, Vidhya Samiksha Kendra, Sector – 19, Gandhinagar – 382019, during the office hours.
- IV. The technical bid along with necessary supporting documents shall be submitted online as well as in physical form.

- V. In case of any discrepancy between online (via email) submitted and physically submitted documents, the documents submitted in online (via email) shall be considered for evaluation.

## **2.5 Verification of proposal:**

- 2.5.1 At first, the envelope containing the instruments of Empanelment fee and Empanelment security shall be verified.
- 2.5.2 Upon verification of Empanelment fee and Empanelment security, envelope containing eligibility documents shall be opened only of those bidders whose Empanelment fee and Empanelment security instrument are found to be in order.
- 2.5.3 After opening of technical bid, if certain clarity is required, it will be intimated to the Bidder, and it should be clarified by Bidder within 48 hours. If anyhow bidders not respond and submit the clarification in stipulated time frame, The department will take decision as per discretion of State Project Director, Gandhinagar.
- 2.5.4 Bidders which do not fulfil all or any conditions or are submitted incomplete in any respect will be rejected.
- 2.5.5 Conditional proposal will not be accepted and will be rejected outright.

## **2.6 General Information:**

- 2.6.1 The EoI notice shall form a part of EoI document.
- 2.6.2 The Bidders are advised to carefully read the EoI documents.
- 2.6.3 In case of any dispute or clarification in EoI Document, the decision of State Project Director shall be final.
- 2.6.4 The State Project Director reserves the right to reject any or all proposals without assigning any reason whatsoever.
- 2.6.5 The onus of providing, all necessary company / project related information in prescribed formats to demonstrate Earnestness and Competency of the Applicant and to allow proper evaluation, will rest entirely on the Applicant.
- 2.6.6 If the proposal is submitted in company's name, a "Power of attorney", in favour of the person who is authorised to sign the bid document on behalf of the company, must accompany the Bid Document.
- 2.6.7 The documents submitted by bidders must be completed in all respect leaving no scope for ambiguity.
- 2.6.8 Failure to provide information which is essential to evaluate the bidders' qualifications or to provide timely clarification or substantiation of the information supplied may result in disqualification of the applicant / rejection of application at any stage.

- 2.6.9 If the bidder submits a proposal without valid documents and without proof of eligibility criteria, the bid will be rejected.
- 2.6.10 If State Project Director is convinced that an Applicant has resorted to material misrepresentation or provided fraudulent information / statement, the said Applicant will be liable for disqualification / rejection at any stage.
- 2.6.11 The State Project Director reserves the right to accept or reject any application and to annual the Empanelment process and reject all application at any time without thereby incurring any liability to the affected Applicant(s) or any obligation to inform the affected Applicant(s) on the grounds for their action.
- 2.6.12 No applicant shall contact office of state project Director on any matter related to its application after the time of submission of application, unless requested so in writing. Any effort by applicant to influence office of state project Director in their decision in respect of empanelment process will result in rejection of the Applicant's application.
- 2.6.13 Canvassing in any form by the bidder or by any other bidders on their behalf may lead to disqualification of their application.
- 2.6.14 The bidder shall bear all costs associated with the preparation and submission of EoI. Client will in no case be responsible or liable for those costs and expenses regardless of the outcome of the Empanelment process.
- 2.6.15 Client reserves its right to call for clarifications / original of the supporting document for verification, as deemed fit and to cross check for any details as furnished by the bidders from past – executed projects / Clients / Consultants etc. Bidder(s) shall have no objection whatsoever in this regard.

### 3 Submission of proposal

#### 3.1 Proposal under various Category:

- 3.1.1 The bidder, while submitting proposal will have to select the specific category (Category -1, Category -2, Category -3, Category -4) for which bidder is applying for.
- 3.1.2 For a particular category, if the bidder has opted to apply for a higher/highest category and is qualified for the selected category, then the bidder shall automatically qualify for lower category.
- 3.1.3 On the other hand, if the bidder fails to qualify in the category selected by him then the bidder will not be considered for lower category.
- 3.1.4 If bidder submits required document for the highest category and wish to get empanelled for lower categories too, the same document shall prevail valid.
- 3.1.5 The bidders satisfying the eligibility criteria shall only be considered for further stages of Empanelment.

#### 3.2 Selection of Category:

<b>Name of work:</b> <b>Empanelment of Contractor for all civil infrastructure work invited by Samagra Shikhsa</b>		
<b>Category</b>	<b>Financial Limit</b>	<b>Please select (√) the category / categories applying for</b>
Category - 01	Amount of Work Up to 150 Lakh	
Category - 02	Amount of work Up to 300 Lakh	
Category - 03	Amount of work Up to 700 Lakh	
Category - 04	Amount of work more than 700 Lakh	

#### 3.3 Prequalification Criteria for all Category:

<b>Sr</b>	<b>Minimum qualification Required</b>	<b>Category -01</b>	<b>Category -02</b>	<b>Category -03</b>	<b>Category -04</b>
		<b>Amount of work Up to 150 Lakh</b>	<b>Amount of work Up to 300 Lakh</b>	<b>Amount of work Up to 700 Lakh</b>	<b>Amount of work above 700 Lakh</b>
1.	Minimum Registration of Class (Issued by Road & Building Department / WRD)	C	B	A	AA
2.	Special Category Certificate - Building (Issued by Road & Building Department)	-	III	II	I

Sr	Minimum qualification Required	Category -01	Category -02	Category -03	Category -04
		Amount of work Up to 150 Lakh	Amount of work Up to 300 Lakh	Amount of work Up to 700 Lakh	Amount of work above 700 Lakh
3.	Average Annual Financial Turnover of last 5 financial year for the civil engineering construction work. #	450 Lakh	900 Lakh	2100 Lakh	3500 Lakh
4.	Satisfactorily Completion of one similar Building work in last five year # (RCC Frame structure with Minimum G+1 storey)	150 Lakh	300 Lakh	700 Lakh	1750 Lakh
5.	Cumulative Quantities of work executed in any one year out of last five years and in current year before the submission of the bid: Cement Concrete (Including RCC & PCC)	2656 Cmt	5312 Cmt	12392 Cmt	30983 Cmt
6.	Cumulative Quantities of work executed in any one year out of last five years and in current year before the submission of the bid: Masonry	1520 Cmt	3040 Cmt	7092 Cmt	17730 Cmt
7.	1 No. Project Manager (B.E Civil) Having Experience of	5 years	7 years	9 years	11 years
8.	1 No. Civil Engineer (B.E Civil / DCE) Having Experience of	3 years / 5 years	5 years / 7 years	7 years / 9 years	9 years / 11 years
9.	Bank Solvency Amounting 20% Of the Estimated Amount	90 Lakh	180 Lakh	420 Lakh	700 Lakh
10.	Undertaking For (25%) Cash Investment or Credit Certificate from Bank.	120 Lakh	230 Lakh	530 Lakh	880 Lakh
11.	GST Certificate	Yes	Yes	Yes	Yes
12.	PAN Card	Yes	Yes	Yes	Yes
13.	Affidavit For Not Black Listed	Yes	Yes	Yes	Yes
14.	Information on Litigation history	Yes	Yes	Yes	Yes
15.	Power of attorney to sign the bid	Yes	Yes	Yes	Yes

# For arriving to the present value as requested under Sr no. 3, 4 of eligibility criteria, the enhancement factors shall be applied as below for all Categories:

<b>Sr</b>	<b>Financial Year</b>	<b>Enhancement Factor</b>
1	2025-26 (Base Year)	1.00
2	2024-25	1.10
3	2023-24	1.21
4	2022-23	1.33
5	2021-22	1.46
6	2020-21	1.61

1. Joint venture is not allowed.

### **3.4 Deciding Empanelment of contractor**

- 3.4.1 The proposal received shall first be evaluated as per the evaluation criteria mentioned at **Clause: 3.3**
- 3.4.2 The bidders shall be empanelled on the basis of evaluation of submitted proposal.
- 3.4.3 The only bidders shall be empanelled who meet the criteria mentioned under **Clause: 3.3 category wise.**

**Yours' Faithfully,**

**SD/-**

**State Project Director, GCSE-SS  
Vidhya Samiksha Kendra,  
Sector – 19, Gandhinagar – 382019**

## **4 General information, Terms and conditions**

### **4.1 Background:**

- 4.1.1 Samagra Shiksha is under implementation by Gujarat Council of School Education, Gandhinagar. Under this programme construction Works such as Classrooms, Toilet Block, KGBV, Secondary School, MDM Kitchen, BRC bhavan, Model schools, Hostel Buildings, repairing of schools under mission schools of excellence and other building works are undertaken through Contractor
- 4.1.2 In view of the implementation of flagship schemes and ongoing infrastructure activities, empanelment of Civil contractor is essential prerequisite for reducing the time frame for engagement of contractor and boost the overall contractor onboard activity.

### **4.2 Objectives:**

- 4.2.1 The objective of this Expression of Interest to Empanel a qualified, experienced, and technically competent agency for various infrastructure works undertaken by Samagra Shiksha.
- 4.2.2 By empanelling contractors for all civil infrastructure works, the timeframe from tender invitation to contractor onboarding will be significantly reduced. Similarly, this will enable faster commencement of work in schools that are currently deprived of basic infrastructure

### **4.3 Eligibility for Bidding:**

- 4.3.1 Any firms / bidders are only eligible to compete in their own names in this application and accordingly letter of Empanelment shall be issue to agency. However, agency may designate only one representative on appropriate power of attorney acceptable to State Project Director (hereinafter referred to as the client) who may manage all corresponds with State Project Director on his behalf.

### **4.4 Empanelment Duration:**

- 4.4.1 The empanelment shall be valid up to **30/09/2026** or up to the end of the respective financial year from the date of issuance of the Letter of Empanelment (LoE).

### **4.5 Empanelment Renewal:**

- 4.5.1 For renewal of empanelment, bidders shall submit a fresh application on or before the expiry of the empanelment period. The renewal shall be subject to satisfactory performance during the empanelment period, submission of all required documents, and fulfilment of eligibility criteria as prescribed. The authority reserves the right to accept or reject any application for renewal without assigning any reason thereof.

### **4.6 Upgradation of Category during Empanelment Duration:**

- 4.6.1 For Upgradation of empanelment Category, bidders shall submit a fresh application for Category Upgradation. The Upgradation shall be subject to satisfactory performance during the empanelment period, submission of all required documents, and fulfilment of eligibility criteria as prescribed. The authority reserves the right to accept or reject any application for renewal without assigning any reason thereof.

#### **4.7 Termination of Empanelment:**

- 4.7.1 During the period of empanelment, if the services of Empanelled firms / Bidders are not found satisfactory, the empanelment will be terminated at any time without giving any reason.
- 4.7.2 On the termination of empanelment, the Performance security shall be forfeited.

#### **4.8 Penalty:**

- 4.8.1 In the event that any information or document submitted by the contractor for empanelment is found to be false, fabricated, or forged at any stage, the authority shall have the right to forthwith forfeit the Empanelment Security and initiate appropriate legal and administrative action as per sole discretion of State Project Director.
- 4.8.2 Without prejudice to the above, the authority shall have the right to debar the contractor for a period of three (3) years from the date of issuance of the debarment order, from participating in any tenders or works invited under Samagra Shiksha.
- 4.8.3 In the event of non-performance, delay in execution of work, execution of work of substandard quality, or breach of any terms and conditions of the empanelment, the authority shall have the right to impose such penalties as deemed appropriate, including forfeiture of Empanelment Security, recovery of losses, and/or initiation of de-empanelment proceedings as per sole discretion of State Project Director.
- 4.8.4 The decision of the State Project Director in this regard shall be final and binding upon the contractor.

#### **4.9 Right to reject:**

- 4.9.1 Right to reject any OR all offers failing to comply the EoI conditions is reserved by State Project Director, Gandhinagar.

#### **4.10 Jurisdiction:**

- 4.10.1 In the event of any dispute on difference arising out of this EoI, the jurisdiction of the court shall be Gandhinagar.

#### **4.11 Dispute:**

- 4.11.1 In the event of any problem, dispute or difference arising out of or under this EoI the decision of State Project Director, Gandhinagar OR any officer authorized by State Project Director shall be the final and binding to the parties/agencies.

#### **4.12 Resolution Of Disputes:**

- 4.12.1 If any dispute arises between the Parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one Party hereto has been legitimate, both Parties here to shall endeavour to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts [which attempt shall continue for not less than 30 (thirty) days], give 15 days' notice thereof to the other Party in writing.

- 4.12.2 In the case of such failure the dispute shall be referred to a sole arbitrator or in case of disagreement as to the appointment of the sole arbitrator to three arbitrators, two of whom will be appointed by each Party and the third appointed by the two arbitrators.
- 4.12.3 The place of the arbitration shall be Gandhinagar, Gujarat.
- 4.12.4 The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.
- 4.12.5 The proceedings of arbitration shall be in English language.
- 4.12.6 The arbitrator's award shall be substantiated in writing. The arbitration tribunal shall also decide on the costs of the arbitration procedure. The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

#### 4.13 Mandatory Documents for Quoting the Works Tender:

- 4.13.1 Bidders intending to submit proposals for the works tender invited by Samagra Shiksha are required to furnish the following documents along with their submission. These documents are essential for evaluating the bidder's eligibility, technical capability, and financial capacity to execute the proposed work.

Sr	Particulars	Document required
1	Letter of Empanelment	Letter issued by GCSE-SS
2	Tender Fee	DD issued from Approved Bank by Finance department, GoG
3	Bid Security / EMD	DD / FDR issued from Approved Bank by Finance department, GoG or Exemption certificate issued by GCSE-SS
4	Annual financial Turnover Certificate issued by C.A of last five years	Certificate issued by registered C.A on the letterhead of C.A / C.A Firm duly sign and seal by C.A / Authorized Representative.
5	Existing Commitment and on-going works	List of Works along with Workorders and up to date financial progress in prescribed format.
6	MoU with Electrical Contractor	MoU between Civil contractor and Electrical contractor on Rs. 300/- non judicial stamp paper with detail roles and responsibility and validity of MoU. The electrical contractor shall have "B" / "A" class of registration from Road and Building department only.
7	Affidavit For Not Black Listed	Affidavit for not blacklisting as per given format.
8	Undertaking For (25%) Cash Investment or Credit Certificate from Bank.	Undertaking for 25% cash investment / Bank Certificate as per given format.

## 5 STANDARD FORMS

### Request letter for Empanelment

To,

Date: \_\_\_\_ / \_\_\_\_ / 2026

State Project Director,

Gujarat Council of School Education, Samagra shiksha

Vidhya Samiksha Kendra, Gandhinagar

Subject: Request for Empanelment of our firm under Category -\_\_\_\_\_

Respected Sir,

We, \_\_\_\_\_, hereby submit our application for Empanelment of Contractor for all civil infrastructure work invited by Samagra Shiksha.

We affirm that all information, documents, and credentials submitted along with this application are true, correct, and authentic to the best of our knowledge. We acknowledge that any misrepresentation, forgery, or submission of false information may result in forfeiture of empanelment security, debarment, and any other legal action as deemed appropriate by the authority.

We undertake full responsibility for the accuracy, completeness, and integrity of all the documents and information submitted in support of this empanelment application.

Our firm possesses the requisite experience, technical expertise, and resources to execute the works efficiently and in accordance with the standards and guidelines of your esteemed organization. We hereby request you to consider our application for empanelment and provide us an opportunity to contribute to your projects.

We assure the authority of our commitment to maintaining the highest standards of quality, compliance, and professional integrity in all works undertaken.

Thanking you,

**Name of the Bidder:**

**Address:**

**Bidder Authorized Person Signature:**

**Seal of the Bidder:**

**Date:**

**Place:**

**Form – 1: Selection of Category**

<b>Category</b>	<b>Financial Limit</b>	<b>Please select (√) the category / categories applying for</b>
Category - 01	Amount of Work Up to 150 Lakh	
Category - 02	Amount of work Up to 300 Lakh	
Category - 03	Amount of work Up to 700 Lakh	
Category - 04	Amount of work more than 700 Lakh	

**Name of the Bidder:**

**Address:**

**Bidder Authorized Person Signature:**

**Seal of the Bidder:**

**Date:**

**Place:**

**Sign and Seal of Notary**

**Form – 2: Bidder’s general information**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of the Firm :	
2.	Registered address of the firm :	
3.	Communication address of the firm Head office :	
4.	Communication address of the firm branch office (if any) :	
5.	Firm Telephone No. :	
6.	Firm email address :	
7.	Name of the person authorized to bid / sign the bid on behalf of firm :	
8.	Mobile no. of the authorized person :	
9.	Email address of the authorized person :	
10.	Type of Firm :	
11.	Year of establishment :	
12.	Registered Certificate Class :	
	Name of Issuing Authority :	
	Expiry Date :	
13.	Registered Special Category :	
	Name of Issuing Authority :	
	Expiry Date :	
14.	PAN No. :	
15.	GST registration No. :	
16.	Acceptance of the terms and conditions of the EoI :	Yes / No

It is certified at the above information is true to the best of my knowledge and belief. If any information furnished above found in corrector false in that case, I (Bidder) shall be liable for penal action as decided by State Project Director.

**Note: The bidder shall provide all necessary documents Notarised in support of the information provided above.**

**Name of the Bidder:**

**Address:**

**Bidder Authorized Person Signature:**

**Seal of the Bidder:**

**Date:**

**Place:**

**Sign and Seal of Notary**

**Form – 3: Average Annual Financial Turnover Certificate**

<b>Sr. No.</b>	<b>Financial Year</b>	<b>Turnover (Rs.)</b>
1.	2024-25	
2.	2023-24	
3.	2022-23	
4.	2021-22	
5.	2020-21	
<b>Average annual:</b>		

For \_\_\_\_\_

Chartered Accountants

Firm Registration No. \_\_\_\_\_

Name:

Membership Number:

UDIN:

Place:

**Name of the Agency:**

**Address:**

**Name of Authorized Person Signature:**

**Signature of Authorized Person:**

**Seal of the Bidder:**

**Note: The bidder shall provide CA certified copy of turnover certificate along with the audit reports for the respective years in support of the information provided above.**

**Sign and Seal of Notary**

**Form – 4: Satisfactorily Completion of one similar Building work**

❖ **Details of Completed RCC Frame structure with Minimum G+1 story Buildings in Last 5 years (i.e., 2020-21 to 2025-26)**

Sr. No	Financial year	Name of the Project mentioning all features, scope of services and location	Name & full postal address of Client.	Total Estimated value of work (Rs)	Total Final value of work (Rs)	Completion period		Detail scope of Work
						Date of Workorder	Date of Actual Completion	
1	2	3	4	5	6	7	8	9

Submit your completed assignment/project relevant details in copy & in Online along with necessary certificates.

(Work Order / Completion certificate / 3A Certificate for each project from any Government, semi-Government organisation)

**Name of the Agency:**

**Address:**

**Name of Authorized Person Signature:**

**Signature of Authorized Person:**

**Seal of the Bidder:**

**Sign and Seal of Notary**

**Form – 5: Cumulative Quantities of work executed in any one year out of last five years and in current year.**

❖ **Details of Quantities of work executed for “Cement Concrete (Including RCC & PCC) works” (i.e. 2020-21 to 2025-26)**

Sr. No	Financial year	Name of the Project mentioning all features, scope of services and location	Name & full postal address of Client.	Total Estimated value of work (Rs)	Total Final value of work (Rs)	Total Quantity of Cement Concrete work	Cumulative Quantity of Cement Concrete work	Completion period		Detail scope of Work
								Date of Workorder	Date of Actual Completion	
1	2	3	4	5	6	7	8	9	10	11

Submit your completed assignment/project relevant details in copy & in Online along with necessary certificates.

(Work Order / Completion certificate / 3A Certificate for each project from any Government, semi-Government organisation)

**Name of the Agency:**

**Address:**

**Name of Authorized Person Signature:**

**Signature of Authorized Person:**

**Seal of the Bidder:**

**Sign and Seal of Notary**

**Form – 6: Cumulative Quantities of work executed in any one year out of last five years and in current year**

❖ **Details of Quantities of work executed for “Masonry (All Types of Masonry) works” (i.e. 2020-21 to 2025-26).**

Sr. No	Financial year	Name of the Project mentioning all features, scope of services and location	Name & full postal address of Client.	Total Estimated value of work (Rs)	Total Final value of work (Rs)	Total Quantity of Masonry work	Cumulative Quantity of Masonry work	Completion period		Detail scope of Work
								Date of Workorder	Date of Actual Completion	
1	2	3	4	5	6	7	8	9	10	11

Submit your completed assignment/project relevant details in copy & in Online along with necessary certificates.

(Work Order / Completion certificate / 3A Certificate for each project from any Government, semi-Government organisation)

**Name of the Agency:**

**Address:**

**Name of Authorized Person Signature:**

**Signature of Authorized Person:**

**Seal of the Bidder:**

**Sign and Seal of Notary**

**Form – 7: Staff Details (Project Manager)**

<b>Sr</b>	<b>Designation</b>	<b>Name of Person</b>	<b>Education</b>	<b>Experience</b>	<b>Associated with firm from the date</b>	<b>Remarks</b>
1	Project Manager					

**Name of the Agency:**

**Address:**

**Name of Authorized Person Signature:**

**Signature of Authorized Person:**

**Seal of the Bidder:**

**Sign and Seal of Notary**

**Form – 7a: Format of CV for Project Manager**

Name:

Profession / Present Designation:

Years with firm / Organization:

Area of Specialization:

Proposed position of team:

Key qualification:

(Under this heading, give outline of staff member’s experience and training most pertinent to assigned work on proposed team. Describe degree of responsibility held by staff member on relevant previous assignment and give dates and locations. Use up to half a page)

Education:

(Under this heading, summarize college / University and other specialized education of staff member, giving names of schools / colleges etc. date attended, and degrees obtained. Use up to a quarter page)

Employment Record:

(Under this heading, list of all positions held by staff members since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience also give types of activities performed and client references, where appropriate. Use up to three quarters of a page)

Languages:

(Indicate proficiency in speaking, reading and writing of each language by “excellent”, “good” or “poor”)

Signature of Staff Member & Date

*(Please provide, Education Certificates and Employment experience certificates)*

**Name of the Agency:**

**Address:**

**Name of Authorized Person Signature:**

**Signature of Authorized Person:**

**Seal of the Bidder:**

**Sign and Seal of Notary**

**Form –8: Staff Details (Civil Engineer)**

<b>Sr</b>	<b>Designation</b>	<b>Name of Person</b>	<b>Education</b>	<b>Experience</b>	<b>Associated with firm from the date</b>	<b>Remarks</b>
1	Civil Engineer					

**Name of the Agency:**

**Address:**

**Name of Authorized Person Signature:**

**Signature of Authorized Person:**

**Seal of the Bidder:**

**Sign and Seal of Notary**

**Form –8a: Format of CV for staff (Civil Engineer)**

Name:

Profession / Present Designation:

Years with firm / Organization:

Area of Specialization:

Proposed position of team:

Key qualification:

(Under this heading, give outline of staff member’s experience and training most pertinent to assigned work on proposed team. Describe degree of responsibility held by staff member on relevant previous assignment and give dates and locations. Use up to half a page)

Education:

(Under this heading, summarize college / University and other specialized education of staff member, giving names of schools / colleges etc. date attended, and degrees obtained. Use up to a quarter page)

Employment Record:

(Under this heading, list of all positions held by staff members since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience also give types of activities performed and client references, where appropriate. Use up to three quarters of a page)

Languages:

(Indicate proficiency in speaking, reading and writing of each language by “excellent”, “good” or “poor”)

Signature of Staff Member & Date

*(Please provide, Education Certificates and Employment experience certificates)*

**Name of the Agency:**

**Address:**

**Name of Authorized Person Signature:**

**Signature of Authorized Person:**

**Seal of the Bidder:**

**Sign and Seal of Notary**

**Form – 9: Bank Solvency**

*(Bidder shall submit the certificate issued by Bank in name / Favor of State Project Director and shall be valid up to 01 years from the last date of bid submission)*

**Name of the Agency:**

**Address:**

**Name of Authorized Person Signature:**

**Signature of Authorized Person:**

**Seal of the Bidder:**

**Sign and Seal of Notary**

**Form – 10: Undertaking for Cash Investment**

I, the undersigned do hereby undertake that our firm M/s \_\_\_\_\_ would invest a minimum cash up to 25% of the value of the work during implementation of the contract awarded on the basis of this Empanelment.

(Signed by an Authorized officer of the firm)

**Name of the Agency:**

**Address:**

**Name of Authorized Person Signature:**

**Signature of Authorized Person:**

**Seal of the Bidder:**

**Sign and Seal of Notary**

**Form – 11: Non- Blacklisting**

*(To be submitted on non-judicial stamp paper of Rs. 300/-, duly signed and authenticated by authorized notary public)*

We \_\_\_\_\_ having our registered office at \_\_\_\_\_ hereby declare that;

We are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of the foregoing reasons;

We have not been, and neither our directors and officers have been convicted of any criminal offence related to their professional conduct or the making of false Statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of 10 (ten) years preceding the last date of online bid submission, and have not been otherwise disqualified pursuant to debarment proceedings;

We do not have a conflict of interest in the procurement in question as specified in the bidding document. We comply with the code of integrity as specified in the bidding document.

We have not been blacklisted or debarred by authority or Government/Government Agency/Central government/Public Sector Undertaking or by any department of any State Government in India as on the bid submission date in India.

**Name of the Agency:**

**Address:**

**Name of Authorized Person Signature:**

**Signature of Authorized Person:**

**Seal of the Bidder:**

**Form – 12: Litigation / Arbitration History**

*(To be submitted on non-judicial stamp paper of Rs. 300/-, duly signed and authenticated by authorized notary public)*

<b>Year</b>	<b>Client</b>	<b>Award for work</b>	<b>Name of client/cause of litigation and matter in Disputed (Amount in Rs.)</b>

Note: Self certificate if there is no arbitration/litigation history than certify as a NIL. If any such history may be found from any other source than bidder shall be debarred from participating in any of the tender of State Project Director and block contract for the period of three years thereafter or any decision taken by State Project Director shall be bind to Agency.

**Form – 13: Power of Attorney for signing the proposal**

*(To be submitted on non-judicial stamp paper of Rs. 300/-, duly signed and authenticated by authorized notary public)*

Know all men by these presents, we ..... (name and address of the registered office) do hereby constitute, appoint and authorized Mr. / Ms..... (name and residential address) who is presently employed with us and holding the position of .....as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our application for Empanelment of Contractor for all civil Infrastructure works invited by Samagra Shiksha”, including signing and submission of all documents and providing information / responses to GCSE-SS representing us in all matters before GCSE-SS, and generally dealing with GCSE-SS in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds, and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

**Name of the Bidder:**

**Address:**

**Bidder Authorized Person Signature:**

**Seal of the Bidder:**

**Date:**

**Place:**