

Appendix A

AFFIDAVIT

(On Non Judicial Stamp paper of Rs. 100 /- in case the individual who is the sole proprietor of the firm)

.....s/o.....
..... age years, occupation business r/o
... do hereby state on oath as under:

That I am residing in locality of
District since last years.

That I am the sole proprietor of a proprietary concern name and style as
“.....” having it's office at
District dealing in business of Government, contracts and ancillary works
attached therefore.

Hence this affidavit.

Deponent _____

Note: This Affidavit should be notarized.

Appendix B

On a Non Judicial Stamp Paper of Rs. 100/-

Individual/Partnership/Private Ltd./Limited/Other

S.No.	Individual/Partner/Name of Director	Age	Share (Percentage)	Technical Experience Year... to Year.....	If Contractor have power of Attorney
1	2	3	4	5	6

Office of the District magistrate.....

Character Certificate



- 1. Name of the Applicant Shri/Smt -----
- 2. Father Husband's Name Shri -----
- 3. Age -----
- 4. Educational Qualification -----
- 5. Profession -----
- 6. Address (i)Permanent Address With Telephone (ii)Temporary Address with Telephone
- 7. Details of criminal cases

The details of the cases, criminal activities and anti-social acts registered against the person in the district should be given, if a criminal case is going on in the court, then its details should also be given. If blacklisted by the Irrigation Department, Public Works Department or other departments / corporations of the state government, then its details should also be given. The certificate should be issued only after specifically investigating the persons involved in mafia gangster activities and organized crimes and it must be mentioned in this column.

8 General reputation.....

9 Certificates :

Full factual information has been done by me regarding the work and conduct and character of Mr. Information about criminal cases against them has also been received from the police. After knowing all the facts, I certify that the work and conduct and character of Shri _____ is good, and that his work in the Irrigation Department, Public Works Department or any Department/Corporations of the State Government. In general, there is no objection to the work of the contractor.

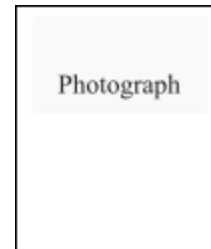
Date:.....

Note:

- 1. This certificate will be issued by the District Magistrate under his own signature, in his place the certificate will not be issued by any other officer.
- 2. Before giving the certificate and according to the need, the Senior Superintendent of Police / Superintendent of Police / Tehsildar / SDM / Additional District Officer or any other officer can get the report after getting the inquiry done.
- 3. Self-declaration affidavit can also be taken from concerned person.
- 4. This certificate will normally be valid for 2 years. If before this any criminal incident or any criminal case etc. is registered against the applicant or he is caught in any organized crime or in mafia activities or in anti-social activities, then it will be the responsibility of the police department to inform the district magistrate. / will give to the collector and the officials of the concerned department and the certificate will be cancelled immediately.
- 5. The entry of these certificates will be duly marked in a separate register in the office of the District Magistrate and in the office of the Senior Superintendent of Police / Superintendent of Police and a certified copy of the certificate issued must be kept in the register.
- 6. The final decision regarding issuance or cancellation of this certificate will be of the concerned District Magistrate / Collector.
- 7. An office copy of the certificate issued must be kept in the office of the Senior Superintendent of Police/Superintendent of Police and an entry will be made in a separate register, so that it remains in the record.
- 8. The person concerned will affix his/her latest passport size photograph attested by a Gazetted Officer at the designated place above the character

Solvency Certificate

- 1. Name of the applicant Person Form Name of the organization
- 2. Father's/Husband's Name
- 3. Residence
 - (a) Full Permanent Address with Telephone.....
 - (b) Temporary Address with Telephone.....
- 4. Business.....



5. Details of property - Full details regarding movable / immovable property / status should be given by the District Magistrate in the following way

1. Immovable Property - Full details of land / plot / house / shop / business establishment / industry business etc. Whether this property is in the name of the contractor or in the name of any other person, it should be clearly mentioned. A certificate issued by the competent authority in this regard should be attached. The valuation / market value of the property and if the property is mortgaged in a bank or any financial institution, its details should also be given.

2. Movable property - Full details of motor vehicles / machines and other movable property used in construction work should be given, whether this property is in the name of the contractor or in the name of any other person, it should be clearly mentioned. A certificate issued by the competent authority in this regard should be attached. What is the valuation / market value of the property. If this property is mortgaged in a bank or any institution, then its details should also be given.

3. If there is any money in the bank or financial institution, then the name / account number of the bank and the details of the amount kept in it should be given. For this the certificate issued by the bank or financial institution should be attached.

4. If the amount deposited in the bank is shown as status for the status certificate, then that amount should be deposited in the bank at least 3 months in advance and must remain in the bank till the completion of the work.

5. PAN number of the applicant

I have been informed of the facts about the movable and immovable property of Shri _____ and its details have been given as above. I certify that all the above facts are correct to the best of my knowledge and this certificate is being issued on the basis of factual report.

Note: 1. This certificate will be issued by the District Magistrate under his own signature, in his place the certificate should be issued by any other officer.

2. Before giving the certificate, according to the need, the Tehsildar / SDM / Additional District Magistrate / Bank Officer or any other officer can get the report after getting the inquiry done.

3. Self-declaration affidavit can also be taken from the person concerned.

4. This certificate will normally be valid for 2 years. If there is any important sale etc. or there is a deficiency before this, then it will be the responsibility of the concerned person to inform the District Officer / District Magistrate / Collector and the officers of the concerned department. and the amendment in the certificate will be issued.

5. The entry of this certificate will be duly marked in a separate register in the District Magistrate's office and a certified photo copy of the issued certificate must be kept in the register.

6. The final decision regarding issuance or cancellation of this certificate will be of the concerned District Magistrate, Collector.

7. The person concerned shall affix his/her latest passport size photograph attested by a Gazetted Officer at the designated place above the status certificate.

Appendix - D

Form of Certificate of Net Worth from Chartered Accountant

It is to certify that as per the audited balance sheet and profit & loss account during the financial year....., the net worth of Shri/Smt./Ms.(Name & Registered Address of individual / firm/ company), as on (The date of certificate) is Rs.after considering all liabilities. It is further certified that the net worth of the individual/firm/company has not eroded by more than 30% during the last three years ending on (the date of certificate).

Unique Document Identification Number (UDIN)

(Signature of Chartered Accountant) Name
of Chartered Accountant
Membership No. of ICAI Date
and seal

- Note: i. The date of certificate shall not be older than one month of the date of payment of processing fee.**
ii. The Bank must mention the validity period.

Appendix E

Details of work Experience in Last Seven Years

S.No.	Financial Year	Name of the Site	Name of the Department	Agreement No. with Date	Agreement Cost	Value of Work done according to Certified by the officer not below than Executive Engineer/Project Manager.	Month/Year of Start of the Work	Month/Year of Competition of Work
1	2	3	4	5	6	7	8	9

*Work experience must be Certified by the officer not below than Executive Engineer/Project Manager.

On a Non Judicial Stamp Paper of Rs. 100/-

Appendix F

Technical Staff

S.No.	Name	Designation	Age	Educational Qualification	Technical Qualification	Experience Year..... To year.....
1	2	3	4	5	6	7

*Attested Copy of Educational Qualification/Technical Qualification Must be Attached with ID proof. If the information submitted by the contractor or information comes to the notice of being false at any stage, his Enlistment will be cancelled with immediate effect.

Note :- This Affidavit should be notarized

On a Non Judicial Stamp Paper of Rs. 10/-

Appendix G

Details of Machinery/Tools/Equipments that is available with Firm/Contractor

S.No.	Name of Machinery/ Tools/Equipment & Plant's	No. of Machinery/ Tools/ Equipment & Plant's	Minimum Required Nos for Category / Class A+, I- 1, H-1 & other class. As per Table no-6 to 6F		Available No.	
1			Category-	Class-		
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Note :-This Affidavit should be Notarized.

On a Non Judicial Stamp Paper of Rs. 10/-
Note :- This Affidavit should be Notarized.

Appendix H

Affidavit

I _____ Resident of _____
_____ under oath declare that :

1. The oath-taker is a permanent resident of the above address.
2. The oath-taker Firm's Name is
3. Oath-taker or any partner of firm is not registered in any State Bar council.
4. Oath-taker or any relative of any member of Firm is not an employee .
5. Oath-taker firm is not black listed by any department.
6. Oath-taker firm or any member of proprietor firm is not involved Criminal Offences nor any F.I.R registered in any police station of the country. If the information submitted by the contractor is found being false at any stage, his Enlistment be cancelled and contractor/firm will be blacklisted with immediate effect and all the security deposit will be confiscated.

Date :-

Affidavit

I, _____, solemnly declare and affirm as follows:

1. That I am _____, residing at _____, Son/Daughter/Wife/Brother of _____.
2. That my _____ (Relationship with Applicant) _____, residing at _____ (Address with pin code, District, and State), expired on _____ (Date of Death) at _____ (Name of place).
3. That I am swearing this Affidavit to establish my relationship with the deceased.

The statements made above are true to my knowledge and belief, and I sign this Affidavit on this the _____ day of _____ (month), _____ (year) at _____ (Name of place).

DEPONENT

Identified by me:

Advocate

(Name of place)