

**APPLICATION FOR
PRE-QUALIFICATION OF CONTRACTORS
FOR CONSTRUCTION / UPGRADATION / REPAIRS
OF SCHOOLS**



GOA STATE INFRASTRUCTURE DEVELOPMENT CORPORATION

(A Government of Goa Enterprise)

**1st Floor, Spaces Building,
Patto, Panaji, Goa 403 001**

Tel: 0832-2493550-59, Fax: 0832-2438261

Website: www.gsidcltd.com

APPLICATION FOR PRE-QUALIFICATION OF CONTRACTORS

FOR CONSTRUCTION / UPGRADATION / REPAIRS OF SCHOOLS

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SECTION-1

GOA STATE INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

(A Government of Goa Undertaking)

1st Floor, Spaces Building, Patto, Panaji-Goa

Tel- (0832) 2493550-59 Fax – (0832) 2438261 Email – email@gsidcltd.com



PREQUALIFICATION OF CONTRACTORS

No. GSIDC/ENGG./NIT-31/2017-2018

Date : 15/06/2017

Goa State Infrastructure Development Corporation Limited (GSIDC), a special purpose vehicle floated by the Government of Goa, invites prequalification applications from reputed, experienced contractors having completed Similar Work/s in India for the work of **Construction / Upgradation / Repairs of Schools**.

The detailed Pre-Qualification Notice and Document can be downloaded from GSIDC's website <http://www.gsidcltd.com>. Corrigendum/Addendums, if any to this notice shall only be posted on GSIDC's website at <http://www.gsidcltd.com> and shall not be published. Applicant who had applied before need not apply again.

MANAGING DIRECTOR

GOA STATE INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

(A Government of Goa Undertaking)

1st Floor, Spaces Building, Patto, Panaji-Goa

Tel- (0832) 2493550-59 Fax – (0832) 2438261 Email – email@gsidcltd.com

**PREQUALIFICATION NOTICE**

No. GSIDC/ENGG./NIT-31/2017-2018

Date : 15/06/2017

Goa State Infrastructure Development Corporation Limited (GSIDC), a special purpose vehicle floated by the Government of Goa, invites prequalification applications from reputed, experienced contractors having completed similar work/s in India. The prequalification application is invited for the following works:-

Sr. No.	Name of Work	Estimated cost	Cost of Pre-qualification Document (Non-Refundable fees) (in Rs.)
A.	Construction / Upgradation /Repairs of Schools	Above Rs. 2.00 crore to Rs. 4.00 crore	3,000.00
B.	Construction / Upgradation /Repairs of Schools	Above Rs. 50.00 lakhs and upto Rs. 2.00 crore	2,000.00
C.	Construction / Upgradation /Repairs of Schools	Upto Rs. 50.00 lakh	1,000.00
D.	Construction / Upgradation /Repairs of Schools	Upto Rs. 25.00 lakh	1,000.00

MINIMUM ELIGIBILITY CRITERIA FOR APPLICANTS

Sr No	Name of work	Technical Criteria	Financial Criteria	
			Annual Turn Over	Bank Solvency
A	Construction/ Upgradation/ Repairs of Schools	The applicant should have in the last 7 years ending 31 st May 2017 successfully completed at least one similar work of value not less than Rs. 2.4 crore or two similar works each of value not less than Rs. 1.6 crore or three similar works each of value not less than Rs. 80.00 lakh	The applicant should have an average annual turnover of atleast Rs. 1.00 crore in the last 5 consecutive financial years. The attested copies of original Audited Profit & Loss Account and original balance sheet statement for the last five	The applicant should have a solvency of not less than Rs. 1.00 crore from a Nationalized/Scheduled bank valid on date of opening as specified in the certificate failing which it shall be reckoned as valid for a period of one year from

		<p>OR</p> <p>Having PWD Goals registration in Class 1A Buildings.</p> <p>Attested copies of original completion certificates should be submitted along with the prequalification documents.</p>	<p>consecutive financial years should be submitted along with the prequalification documents.</p>	<p>the date of issue of Solvency Certificate. The attested copy of original solvency certificate as specified should be submitted along with the prequalification documents.</p>
B	Construction/Upgradation/Repairs of Schools	<p>The applicant should have in the last 7 years ending 31st May 2017 successfully completed at least one similar work of value not less than Rs. 1.2 crore or two similar works each of value not less than Rs. 80 lakh or three similar works each of value not less than Rs. 40.00 lakh</p> <p>OR</p> <p>Having PWD Goals registration in Class 1B Buildings</p> <p>Attested copies of original completion certificates should be submitted along with the prequalification documents</p>	<p>The applicant should have an average annual turnover of atleast Rs. 50.00 lakh in the last 5 consecutive financial years. The attested copies of original Audited Profit & Loss Account and original balance sheet statement for the last five consecutive financial years should be submitted along with the prequalification documents</p>	<p>The applicant should have a solvency of not less than Rs. 50.00 lakh from a Nationalized/Scheduled bank valid on date of opening as specified in the certificate failing which it shall be reckoned as valid for a period of one year from the date of issue of Solvency Certificate. The attested copy of original solvency certificate as specified should be submitted along with the prequalification document</p>
C	Construction/Upgradation/Repairs of Schools	<p>The applicant should have in the last 7 years ending</p>	<p>The applicant should have an average annual</p>	<p>The applicant should have a solvency of not</p>

		<p>31st May 2017 successfully completed at least one similar work of value not less than Rs. 30.00 lakh or two similar works each of value not less than Rs. 20.00 lakh or three similar works each of value not less than Rs. 10.00 lakh</p> <p style="text-align: center;">OR</p> <p>Having PWD Goal registration in Class 2 Buildings</p> <p>Attested copies of original completion certificates should be submitted along with the prequalification documents</p>	<p>turnover of atleast Rs. 12.5 lakh in the last 5 consecutive financial years. The attested copies of original Audited Profit & Loss Account and original balance sheet statement for the last five consecutive financial years should be submitted along with the prequalification documents</p>	<p>less than Rs. 12.5 lakh from a Nationalized/Scheduled bank valid on date of opening as specified in the certificate failing which it shall be reckoned as valid for a period of one year from the date of issue of Solvency Certificate. The attested copy of original solvency certificate as specified should be submitted along with the prequalification document</p>
D	Construction/Upgradation/Repairs of Schools	<p>The applicant should have in the last 7 years ending 31st May 2017 successfully completed at least one similar work of value not less than Rs. 15 lakhs or two similar works each of value not less than Rs. 10.00 lakh or three similar works each of value not less than Rs. 5.00 lakh</p> <p style="text-align: center;">OR</p>	<p>The applicant should have an average annual turnover of atleast Rs. 6.25 lakh in the last 5 consecutive financial years. The attested copies of original Audited Profit & Loss Account and original balance sheet statement for the last five consecutive financial years should be</p>	<p>The applicant should have a solvency of not less than Rs. 6.25 lakh from a Nationalized/Scheduled bank valid on date of opening as specified in the certificate failing which it shall be reckoned as valid for a period of one year from the date of issue of Solvency Certificate.</p>

		Having PWD Goal registration in Class 2 Buildings Attested copies of original completion certificates should be submitted along with the prequalification documents	submitted along with the prequalification documents	The attested copy of original solvency certificate as specified should be submitted along with the prequalification document
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Note:

- (1) Only completed works shall be considered towards satisfying criteria of similar work.
- (2) All the documents should be attested by Government Gazetted Officer or duly notarized.

The applicants should meet the minimum qualifying criteria for the work as mentioned in the Pre-Qualification Document for getting pre-qualified. The detailed Pre-Qualification Document can be downloaded from GSIDC's website www.gsidcltd.com

The desirous contractors should apply on the prescribed documents as per the PQ criteria along with documentary evidence for the following

- (1) Audited Balance Sheet for the last five years i.e. 2011-2012, 2012-2013, 2013-14, 2014-15 and 2015-16.
- (2) Completion Certificates from Clients/Owners,
- (3) Plant & Machinery holding,
- (4) Manpower details,
- (5) Details of pending litigation etc.
- (6) Bank Solvency Certificate.
- (7) Bidders shall submit undertaking that they are not black listed/debarred from any Government/Semi Government organization.

The documents being submitted by bidders shall be duly signed by bidder and certified /attested by Notary.

Corrigendum/addendums, if any to this notice shall only be posted on GSIDC's website at <http://www.gsidcltd.com> and shall not be published. Applicant who had applied before need not apply again. For further clarification, applicants may contact the following address;

Managing Director, GSIDC Ltd.

1st Floor, Spaces Building, Patto, Panaji-Goa
Tel- (0832) 2493550-59 Fax – (0832) 2438261 Email – email@gsidcltd.com

SECTION-2

PRE-QUALIFICATION OF CONTRACTORS

1.0 INTRODUCTION

1.1 **Goa State Infrastructure Development Corporation (GSIDC)**, a special purpose vehicle floated by the Government of Goa, invites prequalification applications from reputed, experienced Indian Contractors/firms working on Similar Work/s in India for Construction / Upgradation / Repairs of Schools

Only pre-qualified Contractors will be invited to submit bids against Notice Inviting Tender for above works that will be issued shortly after the prequalification process is completed.

1.2 The Name of Work and Estimated cost & construction period for Pre-qualification shall be as under:

SR. NO.	NAME OF WORK	ESTIMATED COST	CONSTRUCTION PERIOD
A.	Construction / Upgradation / Repairs of Schools	Above Rs.2.00 crore to Rs.4.00 crore	04 months
B.	Construction / Upgradation / Repairs of Schools	Above Rs.50.00 lakh and Upto Rs.2.0 crore	03 months
C.	Construction / Upgradation / Repairs of Schools	Upto Rs.50.00 lakh	02 months
D.	Construction / Upgradation / Repairs of Schools	Upto Rs.25.00 lakh	01 month

1.3 SCOPE OF WORK: Scope of work will be as per detailed tenders issued for the works.

1.4 Time of Completion: The entire work shall be completed in time period mentioned against each work.

2.0 INFORMATION AND INSTRUCTIONS FOR APPLICANTS

2.1 ELIGIBILITY CRITERIA

As per detailed prequalification notice.

Note:

- (1) Only completed works shall be considered towards satisfying criteria of similar work.
- (1) All the documents should be attested by Government Gazetted Officer or duly notarized.

2.1.1 Desired agencies/contractors should apply on the prescribed documents as per the PQ document clearly stating the work applied for, along-with documentary evidence for the following:

- (1) Audited Balance Sheet for the last three years 2013-14, 2014-15 and 2015-16.
- (2) Completion Certificates from Clients/Owners,
- (3) Plant & Machinery holding,
- (4) Manpower details,
- (5) Details of pending litigation etc.
- (6) Bank Solvency Certificate.
- (7) Bidders may mention their bidding capacity mentioning the work in hand.

2.1.2 The past experience in Similar Works should be supported by certificates from the Client issued by an officer not below the rank of Executive Engineer or equivalent. In case the work experience certificate is issued by Client other than Govt. /Semi Govt./PSUs, such works shall be supported on TDS certificate issued by Client.

2.2 All the applications received, will be evaluated on the basis of information and documents provided by the applicant.

2.3 The processing fee of Rs.2000.00 for each work applied for, is **non refundable** and the processing fee is required to be submitted in the form mentioned in Notice for Pre-Qualification. The applicant shall clearly state the work/works applied for in the transmittal note and eligibility documents for each work be submitted in a separate envelope.

2.4 The tender to be invited for this work by GSIDC from the pre-qualified contractors shall be available on websites of GSIDC i.e. www.gsidcltd.com. The pre-qualified contractors are advised to check the details from GSIDC's Website regularly and no claim of pre-qualified contractors shall be entertained whatsoever, due to non receipt of information about the tender of this work.

2.5 Forms for giving details for pre-qualification and Letter of transmittal are given in Section 3 and 4 respectively.

- 2.6 All information called for in the enclosed forms should be furnished against the relevant columns. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a „NIL“ or „NO SUCH CASE“ entry should be made in that column. If any particulars/query is not applicable in case of the applicant, it should be stated as “not applicable”. The applicants are cautioned that not giving complete information as called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the application being rejected. Applications made by telegram or telex, E-mail, and those received late or without processing fees will be summarily rejected.
- 2.7 The application should not be handwritten. The applicant should sign and stamp each page of the application.
- 2.9 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the pre-qualification documents are numbered. Additional sheets, if any, added by the contractor, should be also numbered. They should be submitted as a package with signed letter of transmittal. If the bidder is using additional sheets, the same shall be mentioned in covering letter of the bidder.
- 2.9.1 The applicant may furnish in his application, any additional information which he thinks is necessary to establish his capabilities to successfully complete the works. The applicants are however, advised not to furnish superfluous information. No information shall be entertained after submission of pre-qualification documents unless it is expressly called for by GSIDC.
- 2.10 Any information furnished by the applicant, found incorrect either during the scrutiny of the application or at a later date, would render the applicant liable to be debarred from pre-qualification/tendering/taking up of work from GSIDC.

DEFINITIONS

- 2.11 In this document the following words and expressions will have the meaning hereby assigned to them:
- (i) **“EMPLOYER” OR “GSIDC”**: means Goa State Infrastructure Development Corporation Limited.
 - (ii) **“CLIENT”**: means the Employer(s) under whom the applicant has executed the work for which he has submitted the experience certificate in terms of Clause 2.3.2 or otherwise mention in the pre-qualification document.

- (iii) **"APPLICANT"** means the individual proprietary firm, firm in partnership, limited company, private or public or corporation.
- (iv) **"YEAR"** means "Financial Year" unless stated otherwise.
- (v) **"SIMILAR WORK"** means "Work of similar nature" as mentioned in this document.

2.12 **METHOD OF APPLICATION:**

- (i) If the applicant is an individual, the application shall be signed by him above his full typewritten name and current address.
- (ii) If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its permanent registered address of conducting business.
- (iii) If the applicant is in form of a registered partnership, the application shall be signed by all the partners of the partnership firm above their full typewritten names and addresses along with the registered address of the partnership firm or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should be attached with the application. In both cases, a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
- (iv) If the applicant is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a certified copy of the power of attorney. The applicant should also furnish a duly notarized copy of the Memorandum and the Articles of Association.
- (v) The processing fee of Rs.2000.00 for each work applied for, is non refundable and the processing fee is required to be submitted in the form mentioned in Notice for Pre-Qualification. The applicant shall clearly state the work/works applied for in the transmittal note and eligibility documents for each work be submitted in a separate envelope.

2.13 **FINAL DECISION MAKING AUTHORITY**

GSIDC reserves the right to modify the eligibility criteria, to decide on cut off date of implementation, to accept or reject any application, to annul the PRE-QUALIFICATION process, to reject all applications or to recall fresh applications at any time, without assigning any reason or incurring any liability to the applicants.

2.14 **EVALUATION CRITERIA FOR PRE-QUALIFICATION**

2.14.1 For the purpose of pre-qualification, applicants will be evaluated on the basis of minimum stipulated financial and technical eligibility criteria.

2.14.2 Even though an applicant may satisfy the above requirements, he would still be liable to be disqualified, in case, the clients/departments where he has/had worked, has informed GSIDC in writing or otherwise, about the:

- (a) Record of poor performance such as abandoning work, not properly completing the contract, delay in completion of works etc.
- (b) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the PRE-QUALIFICATION documents.

2.15 **FINANCIAL INFORMATION**

Applicant should furnish the following financial information:

- (a) **Annual financial statement for the last Three years.**
This should be supported by attested copies of audited balance sheets and profit and loss accounts.

2.16 **WORKS HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS**

2.16.1 Applicant should furnish the following:

- (a) List of all Similar Works as defined in Clause 2.12 (v) successfully completed during the last seven years.
- (b) List of the projects under execution or awarded.

2.16.2 The value of executed works shall be brought to the current level by enhancing the actual value of work done at the simple rate of 7% per annum, calculated from the date of completion to last date of receipt of application for pre-qualification.

2.17 **AVAILABILITY OF EQUIPMENT RESOURCE**

Applicant is required to furnish the details of Plants & Machineries available with the applicant as on date.

2.18 **LETTER OF TRANSMITTAL**

The applicant should submit the letter of transmittal attached with Pre-Qualification document duly signed by him.

2.19 Any effort on the part of the applicant or his agent to exercise influence or to pressurize the Employer would result in rejection of his application. Canvassing of any kind is prohibited.

2.20 **CANCELLATION OF PRE-QUALIFICATION**

The pre-qualification of the applicant shall be cancelled by GSIDC in case details as mentioned in Clause 2.15.2 is brought to the notice of GSIDC or subsequent bankruptcy of applicant or for any activities detrimental to the interests of GSIDC. The decision of GSIDC in this regard shall be final and binding on the contractor.

3. CRITERIA FOR ELIGIBILITY

3.0 The applicant should fulfill technical criteria mentioned for each work.

3.1 The applicant should fulfill financial criteria mentioned for each work.

3.2 The applicant should have a solvency of amount for each work as mentioned above certified by his Bankers.

SECTION-3

FORM "A"

APPLICATION FOR PRE-QUALIFICATION OF CONTRACTORS

NAME OF APPLICANT _____

NAME OF THE WORK _____

The requisite processing fees of Rs. is herewith submitted in Demand Draft/Pay Order No. _____ dated _____.

[SIGNATURE OF APPLICANT]

FORM "B"

STRUCTURE AND ORGANIZATION

1. Name and address of applicant.
2. Telephone No./Fax No./E-Mail/Telex No.
3. Legal Status of the applicant
(attach copies of original documents defining the legal status)

The applicant is:

- (a) An individual.
 - (b) A Proprietary Firm.
 - (c) A Firm in Partnership.
 - (d) A Limited Company (Private or Public) or Corporation.
4. Particulars of Registration with various Government bodies/Organization. (attach attested photocopy)
 5. Name of Directors/Partners with their addresses, Telephone numbers, Fax, Email.
 6. Designation of individuals authorized to act for the Organization along with POA
 7. Was the applicant ever required to suspend any construction for a period of more than six months continuously after commencement of the construction? If so, give the name of the project & reasons of suspension of work.
 8. Has the applicant or any constituent 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.
 9. Has the applicant or any constituent 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 constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
 11. Any other information considered necessary but not included above.

Seal of the Applicant

Signature of Applicant

Note: In "other details" if any of the registration/clearance is not applicable/exempted/not available with applicant the applicant shall submit an affidavit/undertaking stating that the same will be obtained before participating in tender/award of work.

FORM "C"

FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information that M/s./
Shri..... having marginally noted address, a customer of our bank are/is respectable and
can be treated as good for any engagement upto a limit of
Rs..... Rupees.....)

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)

For the Bank

NOTE

1. Bankers certificates should be on letter head of the Bank, sealed in cover addressed to tendering authority.
2. In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

FORM "D"

FINANCIAL INFORMATION

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

		2013-2014	2014-2015	2015-2016	Average annual turnover
		a	b	c	(a+b+c)/3
(i)	Gross Annual turnover on construction works.				
(ii)	Profit/Loss				
(iii)	Latest Bank Solvency				

- II. Financial arrangements for carrying out the works (Own arrangements & fund based & Non Fund based sanctioned limits).

- III. The following certifications are to be enclosed.

- a) Tax deducted at source, certificates in respect of completion certificate issued other than Govt./PSUs
- b) Solvency from Bankers of Applicant. (as per attached format)

Signature of Chartered Accountant with Seal

Seal and Signature of Applicant

FORM "E"

**DETAILS OF ALL OF SIMILAR WORKS COMPLETED
DURING THE LAST SEVEN YEARS**

SI.No.	Name of work/Project & Location	Owner or Organization	Value of work in lakhs at completion	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/Arbitration/otherdisputes pending/inprogresswithdetails.	Name and address/telephone number of officer to whom reference may be made.	Remarks.
1	2	3	4	5	6	7	8	9	10

Signature of Applicant

FORM "F"

PROJECT UNDER EXECUTION OR AWARDED

SI.No.	Name of work/Project & Location	Owner or Organization	Value of work in lakhs at completion	Date of commencement as per contract	Stipulated date of completion	Upto date percentage of progress of work	Slow progress if nay, & reasons thereof	Name and address/telephonenumberof office to whom referencemaybemade.	Remarks.
1	2	3	4	5	6	7	8	9	10

Signature of Applicant

FORM "G"

**DETAILS OF MINIMUM CONSTRUCTION PLANT AND EQUIPMENT
OWNED/LEASED BY THE APPLICANT**

Sl. No.	Name of Equipment

FORM "H"

DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK

S. No	Designation	Total number	Qualifications	Professional experience and details of work carried out
1	2	3	4	5

FORM "I"

AFFIDAVIT

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM ` 10/- DULY CERTIFIED BY NOTARY PUBLIC)

Affidavit of Mr..... S/o..... R/o

I, the deponent above named do hereby solemnly affirm and declare a under:

1. That I am the Proprietor/Authorized signatory of M/s having its head office/Regd. Office at
2. That the information / documents / Experience Certificates submitted by M/s Along with this „Application for Pre-Qualification of Contractors“ to GSIDC Ltd. are genuine and true and nothing has been concealed.
3. I shall have no objection in case GSIDC verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case GSIDC demand so for verification.
4. I hereby confirm that in case, any document, information &/Or certificate submitted by me found to be incorrect/false/fabricated, GSIDC at its discretion may disqualify/reject my application for pre-qualification out rightly and also debar me/ M/s From participating in any future tenders/PQ.

DEPONENT

I, the Proprietor/Authorized signatory of M/s do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified at this day of

DEPONENT

SECTION-4

LETTER OF TRANSMITTAL
[ON THE LETTER HEAD OF APPLICANT]

From:

To

The Managing Director,
Goa State Infrastructure Development Corporation Ltd.
1st Floor, Spaces Building,
Panaji, Goa.

SUB: PRE-QUALIFICATION OF CONTRACTORS FOR CONSTRUCTION / UPGRADATION / REPAIRS OF SCHOOLS.

Sir,

Having examined the details given in Notice for Pre-qualification and Pre-qualification 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 forms "A" to "I" 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 supply.
3. We have submitted the requisite banker's certificate/performance reports and authorize the Goa State Infrastructure Development Corporation Limited 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 this prequalification documents and the decision of GSIDC with regard to our prequalification shall be final and binding on us.
5. We are applying for the following work/works and non-refundable processing fee is being submitted with this application.

SR. NO.	NAME OF WORK	Non refundable processing fee of 2000.00 per work in the following form
A.		
B.		
C.		

Enclosures : Date of Submission

(Seal of Applicant)

(Signature of Applicant)