

Instructions to followed while filling the Civil Checklist form

- 1 All the Attachments are to be submitted to MSIL mail ID, Civil.msil@maruti.co.in along with duly filled form and attachments with stamp and Sign by the Proprietor on each page.
- 2 If any false/Incomplete information is found by any Agency, MSIL reserved the rights for cancellation of selection of such Party under any category.
- 3 Party will provide the scanned copy of the attachment duly certify by contractor Proprietor.
- 4 For work value upto 10 Crores, if any agency is working with any Automobile industry (OEM's + Ancillary of turnover greater than 1000 crores) continuously from last 10 years ,then it is mandatory to submit the past performance certificate on the letter head of that automobile industry.
- 5 Agency to ensure to fill 'Form-A (Top sheet- Project Detail)' with every Annexure, where Project detail/PO/Work Completion certificate along with Form-A has been asked to submit
- 6 May please Mention 'NA' in the column, against which agency is not applicable or not eligible.

- 7
- | | |
|---|---|
| <input checked="" type="checkbox"/> Construction Projects
<input type="checkbox"/> Pre-Engineered Building Works | <input type="checkbox"/> Interior Projects
<input checked="" type="checkbox"/> Plant Civil Maintenance Works |
|---|---|

Tick the Category, Under which Contractor want to get registered under MSIL. (More than One can be selected)

Ensure that Contractor should have sufficient experience under the selected category, and same need to mention in the form along with required Annexure

- 8 Documents to be submitted by Same Annexure name as mentioned against each category.

For Example

For Submitting the Balance sheet for FY 2015-16, File should be saved in the name of " Annexure-1 (a)", then Mail to Civil.msil@maruti.co.in along with form and other documents

Sr. no.	Item description	Date to be provided by Agency	Data to be filled by Agency	Documents to Submitted by mail, as attachment with following names
1	Name of Company	Full Name of Agency	XYZ	
2	Registered Office Address	Complete Address	ABC City	
3	Regional Office Address	Complete Address	ABC City	
4a	Turn over	For last three financial years: FY 2015-16:	123XXXXX	Annexure-1 (a) (Attach the Balance sheet and profit & loss Account statement for FY 2015-16)
		FY 2016-17:		Annexure-1 (b) (Attach the Balance sheet and profit & loss Account statement for FY 2016-17)
		FY 2017-18:		Annexure-1 (c) (Attach the Balance sheet and profit & loss Account statement for FY 2017-18)

- 9 For submitting the multiple documents against any category, File should be named by Annexure name then separated by the alphabet.

For Example

For submitting two projects documents against 'Experience in building Interior Projects', First PO/Work completion document should be saved in the name of "Annexure-5 (a)" and Second PO/Work completion document should be saved in the name of "Annexure-5 (b)".

Sr. no.	Item description	Date to be provided by Agency	Data to be filled by Agency	Documents to Submitted by mail, as attachment with following names
5b	Experience in building Interior Projects (only Agencies having prior experience in direct execution of interior/fitouts works are required to filled this .for other , please fill NA)	Details of 3 largest project executed in last three financial years (Mention value of project)	1	
			2	Annexure-5 (a)/(b)/(c) (Attach the PO/Work completion certificate for Interior Projects along with Form-A)
			3	

CIVIL Checksheet form (To be filled by Contractor)				
*Tick the Box for the category, under which contractor want to get registered in MSIL (More than One can be selected)				
<input type="checkbox"/> Construction Projects		<input type="checkbox"/> Interior Projects		
<input type="checkbox"/> Pre-Engineered Building Works		<input type="checkbox"/> Plant Civil Maintenance Works		
Sr. no.	Item description	Data to be provided by Agency	Data to be filled by Agency	Documents to Submitted by mail, as attachment with following names
1	Name of Company	Full Name of Agency		
2	Registered Office Address	Complete Address		
3	Regional Office Address	Complete Address		
4a	Turn over for last three financial years: (In Rs.)	FY 2015-16:		Annexure-1 (a) (Attach the Balance sheet and profit & loss Account statement for FY 2015-16)
		FY 2016-17:		Annexure-1 (b) (Attach the Balance sheet and profit & loss Account statement for FY 2016-17)
		FY 2017-18:		Annexure-1 (c) (Attach the Balance sheet and profit & loss Account statement for FY 2017-18)
4b	Net Worth (In Rs.)	Net worth of the company		Annexure-2 (attach the Proof document certified by the CA/Auditor)
5a	Experience with Building/Infrastructure construction works in Automobiles Companies (if any)	Single largest Automobile/ Industrial Building Project (Mention value of project)		Annexure-3(a)/(b) (Attach the PO/Work Completion Certificate of Project along with Form-A)
		Project with Automobile (OEM's only) in Last 2 years	1 2	Annexure-4 (a)/(b) (Attach the PO/Work Completion Certificate of Project along with Form-A)
5b	Experience in building Interior Projects (only Agencies having prior experience in direct execution of interior/fitouts works are required to filled this .for other , please fill NA)	Details of 3 largest project executed in last three financial years (Mention value of project)	1	Annexure-5 (a)/(b)/(c) (Attach the PO/Work completion certificate for Interior Projects along with Form-A)
			2	
			3	
5c	Experience in Pre-Engineered Building (PEB) Projects (only Agencies having prior direct supply and installation works experience in PEB building works are required to filled this .for other , please fill NA)	Details of 3 largest project executed in last three financial years (Mention value of project)	1	Annexure -6 (a)/(b)/(c) (Attach the PO/Work completion certificate for PEB Projects along with Form-A)
			2	
			3	
6a	Past performance - Other Places Except MSIL	Details of project executed in last three financial years (Mention the name, value of project and year of execution of projects)	1	Annexure-7 (a)/(b)/(c) (Attach the Past performance form of projects along with Form-A)
			2	
			3	
		Liquidation Damages Imposed in any project (Mention the project name, value of project and reason for same.)		

6a		Expulsion/ Rejection/ Blacklisting/ Legal dispute in any past project (Mention the project name, value of project and reason for Rejection/Blacklisting)		
		Detail of project left uncompleted if any (Mention the project name, value of project and reason for Uncompletion)		
6b	Past performance in MSIL	Details of project executed with MSIL in last three financial years:	1	Annexure-8 (a)/(b)/(c) (Attach the Past performance form of the projects along with Form-A)
			2	
			3	
		LD Imposed in any project (Mention the project name, value of project and reason for LD imposed)		
		Expulsion/Rejection /Blacklisting in any past project (Mention the project name, value of project and reason for Rejection/Blacklisting)		
		Detail of project left uncompleted if any (Mention the project name, value of project and reason for Uncompletion)		
7	Best quality project in last two year	Appreciation letter in terms of quality aspect or Reward	1	Annexure -9 (a)/(b)/(c) (Attach the Appreciation letter along with Form-A)
			2	
8	In-House design capability	Declare the In House Design Capability with Manpower Engaged in the Company	1	Annexure-10 (a)/(b) (attach the PO of projects executed with In-House design capacity, along with Form-A)
			2	
9	Detail of Project on Design & Build (D/B) Basis	Mention project along with the TURN OVER of the Project (Min. Three)	1	Annexure -11 (a)/(b) (Attach the PO for the project on Design & Build (D/B) Basis, along with Form-A)
			2	
			3	
10	Safety + Health + Environment (SHE) Policy	Declare the organization's written health and safety policy signed by CEO/MD		Annexure-12 (Attach the SHE Policy of the company)
11	ISO 14001, ISO 18001& ISO 9001 Certification	Declare about the Certification		Annexure-13 (Attach the ISO 14001/ISO 18001/ ISO 9001 certificate of the company)
12	Regular Manpower - In the Company			
	Project manager	Nos.		
	Site engineer	Nos.		
	Planning engineer	Nos.		
	Quantity surveyor	Nos.		
	Field surveyor	Nos.		

12	Site supervisor	Nos.		
	Safety Incharge	Nos.		
	Safety supervisor	Nos.		
13	Fatal incident input	Details of such projects for last 3 years (Mention the Project Name, Type of incident, any casualty, caounter measure taken)		Annexure- 14 (a)/(b) (Mention the Project Name, Type of incident, any casualty, caounter measure taken)
14	Tool & Equipment with party	Mention the entire equipment list own by party (i.e. JCB,TRACTOR,hywa,crane etc.)		Annexure -15 (Attach the list of Equipments own by the company)
15	PF & ESI Registration	Registration Certificate		Annexure -16 (Attach the Registration certificate)
16	Registration with Labour Department for Labour cess	Registration Certificate		Annexure -17 (Attach the Registration certificate)

Form A - Top Sheet for Project Details

(To be filled by Contractor)

1 Project Name : _____

2 Location of Project : _____

3 Client Name : _____

4 Value of Project : _____

5 Project start Date : _____

6 Project Completion Date : _____

7 Reason For delay in Project (if Any) : _____

8 Type of Project : Item Rate
: Turnkey

9 Major Scope of Project:

- | | | | |
|--------------------------|----------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | Civil work | <input type="checkbox"/> | Pre Engineered Building work |
| <input type="checkbox"/> | Interior work | <input type="checkbox"/> | Electrical and Utility work |
| <input type="checkbox"/> | Others, (PI Specify) | | |

* Related PO/Work Completion Certificate has been Enclosed at back for reference