

**Proforma of application for empanelment of contractors for Replacement of the existing 1 number lift with a new lift.**

Name of the work : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last Date of Submission: **15.11.2010 (3.00 pm) (Extended upto 03.12.2010 (3.00 pm))**

Application to be Addressed to: Shri V Mohandoss,  
Chief General Manager,  
NABARD, Bihar Regional Office,  
Mauryalok Complex, B Block,  
4th & 5th Floor,  
Dak Bungalow Road,  
Patna - 800001

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To :

Shri V Mohandoss,  
Chief General Manager,  
NABARD, Bihar Regional Office,  
Mauryalok Complex, B Block,  
4th & 5th Floor, Dak Bungalow Road,  
Patna - 800001

I/ We have read and understood the advance tender notice and instructions to the applicants. I/We do hereby declare that the information furnished in the proforma from page s 2 to 6 and in the supplementary sheets from pages .....to..... is correct to the best of my/our knowledge and belief.

Yours faithfully,

Signature (With seal & Stamp)

Name :

Designation :

Address :

**Instructions to the applicants for furnishing information as a part of pre-tender qualification.**

1. The bank is preparing a panel of reputed contractors for its proposed work of **Replacement of existing 1 no lift with a new lift** at the office of “NABARD, Bihar Regional Office, Mauryalok Complex, B Block, 4th & 5th Floor, Dak Bungalow Road, Patna - 800001. The work involved is **Replacement of existing 1 no lift with a new lift**. Only firms who have executed 3 similar work individually costing ₹ 15 lakh during last five years only will be considered for empanelment.
2. Intending applicants are required to submit their full bio-data giving details of their organization, experience, technical personnel in their organization, spare capacity, competence and adequate evidence of their financial standing etc., in the enclosed statement which will be kept confidential.
3. While deciding upon the selection of contractors emphasis will be given on ability and competence of applicants to do good quality work within specified time schedule and in close coordination with other agencies, besides the rate structure of the items.
4. Decision of the Bank in regard to selection of contractors for issue of tender forms will be final. The Bank is not bound to assign any reason therefor.
5. Each page of the application shall be signed with seal and signature. The application shall be signed on behalf of the organization having necessary authorisation/Power of Attorney to do so.
6. If the space in the proforma is insufficient for furnishing full details, the information shall be supplemented on separate sheets of paper stating therein the part of the statement and serial number. Separate sheets shall be used for each part.
7. Any letter or document accompanying the pre-tender qualification form shall be submitted in duplicate.
8. Applications containing false / and/or inadequate information are liable for rejection.
9. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall include only those work which individually cost not less than ₹ 15/- lakh.
10. Clarifications, if any required may be obtained from the office of “The Chief General Manager, NABARD, Bihar Regional Office, Mauryalok Complex, B Block, 4th & 5th Floor, Dak Bungalow Road, Patna - 800001, or, The Chief Engineer, Construction Department, NABARD, Head Office, Bandra Kurla Complex, Bandra (E), Mumbai.

Signature of the applicant with Seal & Address

**Part - I - Basic Information**

Sr. No	Description	To be filled-in by the applicant
1	Name of the applicant/Organisation and address of the registered office.	
2	Type of the Organization (whether Sole Proprietorship/Partnership/Pvt. Limited / Limited / Cooperative Body etc.,)	
3	Name of the Proprietor /Partners /Directors of the Organization/Firm (a) (b) (c)	
4	Details of registration( whether partnership firm, company etc.) - registration authority Date, registration number., etc mentioning the business activity of the firm	
5	Experience in the field (in years)	Details to be furnished in Part-II(a)
6	Technical Personnel available in the organization	Details to be furnished in Part-III
7	Address of the office through which proposed work of NABARD will be handled and the name and designation of Officer -In-charge.	
8	Adequate and satisfactory evidence to indicate financial capacity of the Organization to undertake the said work with names of Bankers and their full address. (Solvency certificate from the bank and Income tax clearance certificate shall be attached).	
9	Details of factory and its location, machinery, technical personnel employed	
10	Yearly turnover of the organization /company during last five years (year-wise)	
11	Ability to provide Bank Guarantee or other equivalent form of security from a scheduled bank.	
12	Whether any Civil Suit/Litigation arisen in the contracts executed . If yes, please furnish the name of the project, employer, nature of work, contract value, work order and date and brief details of litigation.	

Signature of the applicant with Seal &amp; Address

**Part -II- Experience**

## (a) Previous Experience

List of important works executed by the firm during last five years costing ₹ 15/- lakh and above

Sr No	Name of work and location	Nature of work involved in contract ( eg Residential / Offices / Industrial	Name of the owner & Architect. Also indicate whether Govt/GoI undertaking or Private body with full address & full name of the official from the owner side for whom the work was executed	Contract Amount (₹)	Completion Period		Whether the work was left incomplete or contract was terminated from either side (give full details)	Any other relevant information including reasons, if any, for delay in completion of work
					Stipulated	Actual (give clients' reports, if any)		
1								
2								
3								
4								
5								

Signature of the applicant with Seal & Address

**Part -II-Experience**

## (b) Current Experience

List of important works on hand being executed by the firm  
costing ₹ 15/- lakh and above

Sr No	Name of work and location	Nature of work involved in contract ( eg Residential / Offices / Industrial	Name of the owner & Architect. Also indicate whether Govt/GoI undertaking or Private body with full address & full name of the official from the owner side for whom the work is being executed	Contract Amount (₹)	Completion Period		Present stage of work with reasons, if the work is getting delayed	Any other relevant information
					Stipulated	Actual		
1								
2								
3								
4								
5								

Signature of the applicant with Seal & Address

**Part- III - Technical Personnel and Experience.**

List of Technical Personnel, giving details about their technical qualifications, experience etc.

Sr No	Name	Age	Qualifications	Experience	Nature of work handled	Name of projects handled costing more than ₹ 15/- lakh	Date from which employed in your organization	Any other remarks
1								
2								
3								
4								
5								

Signature of the applicant with Seal & Address

Note: Indicate other points, if any to show your technical and managerial competency to emphasize any important point in your favour.