

**Proforma of application for empanelment of contractors for Replacement of the existing 2 Nos lifts with new lifts.**

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

Last Date of Submission: **06.08.2010 (3.00 pm)**

Application to be Addressed to: Sh. K. Muralidhara Rao,  
Chief General Manager,  
Rajasthan Regional Office,  
NABARD,  
3, Nehru Place, Tonk Road,  
Jaipur-15 . (Raj.)

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To,

Sh. K. Muralidhara Rao,  
Chief General Manager,  
Rajasthan Regional Office,  
NABARD,  
3, Nehru Place, Tonk Road,  
Jaipur-15 . (Raj.)

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 2 nos lifts with new lifts** at the office of “NABARD, 3, Nehru Place, Tonk Road, Jaipur-302015”. The work involved is **Replacement of existing 2 nos lifts with new lifts**. Only firms who have executed 3 similar work individually costing Rs. 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 about their organisation, experience, technical personnel in their organisation, 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, beside 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 thereof.
5. Each page of the application shall be signed with seal and signature. The application shall be signed on behalf of the organisation 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 Rs. lakh.
10. Clarifications, if any required may be obtained from the office of “ The Chief General Manager, Rajasthan Regional Office, NABARD, 3, Nehru Place, Tonk Road, Jaipur -15 . (Raj.). Or the Chief Engineer, Construction Department, Head Office, NABARD, 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 Organisation(whether Sole Proprietorship/Partnership/Pvt. Ltd/ Limited/ Co-operative Body etc.,)	
3	Name of the Proprietor/Partners/Directors of the Organisation/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 Organisation 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 organisation/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 Rs. \_\_\_\_\_ lakh and above

Sr. No.	Name of work & Location	Nature of work involved in contract( eg. Residential , Offices, Industrial)	Name of the owner & Architect. Also indicate whether Govt., Sem 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 (Rs.)	Completion period- Stipulated/ Actual	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
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 Rs. \_\_\_\_\_ lakh and above.

Sr. No.	Name of work & Location	Nature of work involved in contract( eg. Residential , Offices, Industrial)	Name of the owner & Architect. Also indicate whether Govt., Sem 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 (Rs.)	Completion period- Stipulated/ Expected	Present stage of work with reasons , if the work is getting delayed	Any other relevant information
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	Qualifi- -action	Experi- -ence	Nature of work handled	Name of projetc s handled costing more than Rs. ____ lakh	Date from which emplyed in your organisation	Any other remarks

Signature of the applicant with Seal & Address

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