

राष्ट्रीय कृषि और ग्रामीण विकास बैंक (नाबार्ड), गुजरात क्षेत्रीय कार्यालय
NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT
(NABARD), GUJARAT REGIONAL OFFICE

परिसर, सुरक्षा और अधिप्राप्ति विभाग (डीपीएसपी), अहमदाबाद
DEPARTMENT OF PREMISES, SECURITY AND PROCUREMENT (DPSP),
AHMEDABAD

राष्ट्रीय कृषि और ग्रामीण विकास बैंक, गुजरात क्षेत्रीय कार्यालय, नाबार्ड टावर, म्यूनिसिपल
गार्डन के सामने, उस्मानपुरा, अहमदाबाद - 380013

में

विभिन्न कार्यों हेतु ठेकेदारों की सूचीबद्धता के लिए सूचना

NOTICE FOR EMPANELMENT OF CONTRACTORS FOR VARIOUS
WORKS

AT

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT,
GUJARAT REGIONAL OFFICE, NABARD TOWER, OPP. MUNICIPAL
GARDEN, USMANPURA, AHMEDABAD-380013

NAME OF APPLICANT

ADDRESS

LAST DATE OF SUBMISSION: 25 January 2023 (15:00HRS.)

THE CHIEF GENERAL MANAGER

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT,
GUJARAT REGIONAL OFFICE, NABARD TOWER,
OPP. MUNICIPAL GARDEN, USMANPURA, AHMEDABAD-380013

Note: Tender is to be submitted in The Tender Box on, 2nd Floor at
NABARD Tower, Usmanpura, Ahmedabad-380013



05 जनवरी 2023

सूचना	NOTICE
<p>विभिन्न कार्यों हेतु ठेकेदारों को सूचीबद्ध करना</p> <p>राष्ट्रीय कृषि और ग्रामीण बैंक (नाबार्ड), गुजरात क्षेत्रीय कार्यालय, अहमदाबाद अपने कार्यालय और क्वार्टर्स, जो कि क्रमशः नाबार्ड टावर, उस्मानपुरा, अहमदाबाद और नाबार्ड विहार, नवरंगपुरा, अहमदाबाद में स्थित हैं, के लिए विभिन्न कार्यों हेतु "संलग्नक ए" में वर्णित कार्यों में विशेषज्ञता रखने वाले प्रतिष्ठित ठेकेदारों/वेंडरों/आपूर्तिकर्ताओं/सेवा प्रदाताओं को सूचीबद्ध करना चाहता है।</p> <p>एक आवेदक विभिन्न श्रेणियों के अंतर्गत एक से अधिक मदों / सेवाओं की आपूर्ति हेतु सूचीबद्धता के लिए आवेदन कर सकता है।</p> <p>यह सूचीबद्धता प्रतिवर्ष समीक्षा के अधीन दो वर्षों की अवधि अर्थात् 01 अप्रैल 2023 से 31 मार्च 2025 तक वैध रहेगी। यदि वेंडर/सेवा प्रदाता द्वारा प्रदत्त सेवाएँ किसी भी समय असंतोषजनक पाई जाती हैं अथवा किसी भी समय यह पाया जाता है कि वेंडर द्वारा सूचीबद्धता हेतु गलत जानकारी दी गई थी, तो नाबार्ड के पास इस प्रकार के वेंडर / सेवाप्रदाता को सूची में से हटाने का अधिकार सुरक्षित है।</p> <p>बैंक की अनुमोदित सूची में शामिल होने के इच्छुक वेंडर, आपूर्तिकर्ता, ठेकेदार और सेवा प्रदाता आदि, जो निविदा दस्तावेज़ में वर्णित पात्रता मानदंडों को पूरा करते हैं, वो देय तिथि को अथवा उससे पहले आवेदन कर सकते हैं। वेंडर द्वारा यह सुनिश्चित किया जाए कि उनका आवेदन देय तिथि को अथवा उससे पहले बैंक में पहुँच जाए। देय तिथि व समय के पश्चात प्राप्त आवेदनों और किसी भी रूप में अपूर्ण आवेदनों को बिना किसी सूचना के नकारा जाएगा।</p> <p>आवेदन प्रपत्र नाबार्ड की वेबसाइट आवेदन https://www.nabard.org से डाउनलोड किए जा सकते हैं। मुख्य महाप्रबंधक, नाबार्ड, गुजरात क्षेत्रीय कार्यालय, अहमदाबाद 380013 को संबोधित, विधिवत रूप से भरे हुए आवेदन मुहरबंद लिफाफे में</p>	<p>Empanelment of Contractors for Various Works</p> <p>National Bank for Agriculture & Rural Development (NABARD), Gujarat Regional Office, Ahmedabad intends to prepare a panel of reputed contractors / vendors / suppliers / service providers having specialization in the trades mentioned in "Enclosure A" for undertaking various types of works in Office Building located at NABARD Tower, Usmanpura, Ahmedabad and Officers' Quarters located at NABARD Vihar, Navrangpura, Ahmedabad.</p> <p>One applicant can seek empanelment for supply of more than one article or services under various categories.</p> <p>The empanelment will remain in force for two years i.e. 01 April 2023 to 31 March 2025, subject to annual review every year. If the services provided by the vendor / service provider are found to be unsatisfactory or at any time it is found that the information provided for empanelment or for any quotation is false, Bank reserves the right to remove such vendor / service provider from the empanelled list.</p> <p>Vendors, Suppliers, Contractors and Service Providers, etc. desirous of being empanelled in the Bank's approved list and those who are fulfilling the eligibility criteria as detailed in the tender document may apply on or before the due date. Vendor will be responsible to ensure that the application reaches the Bank on or before the due date and in time. Applications received after due date and time and which are incomplete in any respect, are liable to be rejected without any notice.</p> <p>Application form can be downloaded from the website https://www.nabard.org. The duly filled in application shall be submitted in a sealed envelope super-subscribed as "Application for Empanelment of contractors"</p>



<p>दिनांक 25 जनवरी 2023 अपराह्न 03:00 बजे तक या उससे पहले प्रस्तुत करें। लिफाफे पर बड़े अक्षरों में "विभिन्न कार्य हेतु ठेकेदारों को सूचीबद्ध करने हेतु आवेदन" लिखा होना चाहिए।</p> <p>जो वेंडर बैंक द्वारा पहले से ही सूचीबद्ध हैं और जिनकी सूचीबद्धता 31.03.2023 तक है, उन्हें भी पैनल में बने रहने के लिए पुनः आवेदन करना होगा।</p> <p>बैंक के पास यह अधिकार सुरक्षित है कि वह बिना कोई कारण बताए किसी भी अथवा सभी आवेदनों को नकार सकता है।</p> <p>भवदीय</p> <p>ह/-</p> <p>(एम पी पहाड़सिंह) उप महाप्रबंधक</p>	<p>for various Works" on the cover and addressed to Chief General Manager, NABARD, Gujarat Regional Office, Usmanpura, Ahmedabad-380013 on or before 25 January 2023, 15:00 hrs.</p> <p>The vendors who are already empanelled by the Bank and whose empanelment is up to 31.03.2023 are also required to apply afresh if they want to continue on the panel.</p> <p>The bank reserves the right to reject any or all the application without assigning any reasons thereof.</p> <p>Yours faithfully</p> <p>Sd/-</p> <p>(M P Pahadsingh) Deputy General Manager</p>
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National Bank for Agriculture and Rural Development (NABARD), Gujarat
Empanelment of contractors for various works
General Term and Conditions

National Bank for Agriculture and Rural Development, Gujarat RO intends to prepare a panel of contractors / vendors / suppliers / service providers for their projects likely to be taken up in the office premises and staff quarters in Ahmedabad.

The panel would be prepared under 2 **categories** i.e. expected/estimated cost of work up to:-

- (i) upto Rs 2.00 lakhs (Category-I)
- (ii) upto Rs.10.00 lakhs (Category-II)

Applicants should mark their category of application in Enclosure A.

The contractors/ vendors/ suppliers/ service providers who are registered with the Government/ Semi-Government Undertaking/s / Financial Institutions / Autonomous bodies / Reputed Corporate Sector institutions in the field as per the following criteria and having service set up/office at Ahmedabad wherefrom required services can be provided, may apply in the prescribed form for the purpose. The applicants should meet the following minimum criteria to be considered for empanelment:

Sl No	Pre-Qualification Criteria	Description
1	EXPERIENCE : Experience of having successfully completed similar works during last 07 years ending 31 December 2022 (i.e. works prior to 31 December 2015 will not be considered) should be either of the following (Category-wise) Note 1: Value of work means the actual cost of work (including GST). The value should be, as applicable to the category applied for Note 2: The full address of clients and their telephone numbers shall be indicated against each assignment.	Category-I: Atleast three similar completed works each costing not less than 0.80 lakhs or Atleast two similar completed works each costing not less than 1.00 lakhs or Atleast one similar completed works each costing not less than 1.6 lakhs Category-II: Atleast three similar completed works each costing not less than 4.00 lakhs or Atleast three similar completed works each costing not less than 5.00 lakhs or Atleast one similar completed works each costing not less than 8.00 lakhs Details to be provided in Annexure B (along with documentary proof) and copies of work order and completion certificates to be attached.
2.a.	Financial standing through the following:- (Attach documentary proof) Note: Annual Turnover should be duly certified by CA/Statutory Auditors	Category-I: The annual financial turnover of the bidder during each of the last three years (2019-20, 2020-21, 2021-22) shall not be less than 0.60 lakhs Category-II: The annual financial turnover of the bidder during each of the last three years (2019-20, 2020-21, 2021-22) shall not be less than 3.00 lakhs
2.b.		ITR of 3 financial years i.e. FY 2019-20, FY 2020-21, FY 2021-22



2.c.		Audited balance sheet and profit and loss account of 3 financial years i.e. FY 2019-20, FY 2020-21, FY 2021-22
3	Service Setup	The bidder must have full-fledged service setup in Ahmedabad and have registration and valid license for the trade/work, GST Registration, PAN etc. (Attach documentary proof)

The duly filled application form shall be submitted in a sealed envelope super-scribed as "Empanelment of Contractors for Various Works" on the cover and addressed to "Chief General Manager, National Bank for Agriculture and Rural Development, Gujarat Regional Office, NABARD Tower, Opp. Municipal Garden, Usmanpura, Ahmedabad-380013" on or before 3:00 PM on 25 January 2023.

3) The bank reserves the right to reject any or all the applications without assigning any reason thereof.

Enclosures and Annexures:

Enclosure A: Trade wise list of items along with description

Enclosure B: Basic Information (General and Financial details)

Enclosure C: Proforma for application for empanelment of contractors

Enclosure D : Details of Bank account of the applicant

Annexure A: List of staff with qualifications and experience

Annexure B: List of completed works

Annexure C: List of works ongoing works

Annexure D: List of available plants, machineries, equipment's etc. (if applicable)



Other Terms and Conditions:

1. The Bank reserves the right to inspect the facilities of the vendor to verify the genuineness and to ensure conformity with the details given in the bid.
2. The Bank reserves the right to reject any or all the applications without assigning any reason whatsoever thereof and will not entertain any correspondence in this relation.
3. Intending applicants are required to furnish details about their Organisation, technical experience, competence and evidence of their financial standing as per **Enclosure (B)** in order to be considered for empanelment.
4. While deciding upon the selection of Contractors, emphasis will be given on the ability and the competence to do good quality work in accordance with the specifications and within the time schedule.
5. Information furnished in the proforma will be kept confidential.
6. The entire application form and each part of the proforma shall be signed by a person on behalf of the Organisation, who is duly authorized to do so.

If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the proforma's part number and serial number of item.

7. Satisfactory completion certificates for works done for different organisations should preferably be furnished along with the application.
8. Clarification, if any, may be obtained from Assistant General Manager/ Manager/ Asst. Manager, NABARD, DPSP, Gujarat Regional Office, Ahmedabad Phone Nos.079-27554041/49 on any working day **between 11:00 AM and 05:00 PM.**
9. Intending applicants are required to submit their full bio-data giving details about their organisation, experience, technical personnel in their organisation, spare capacity, proven competence to handle major works etc. in the enclosed proforma.
10. The contractor/ vendor/ service provider for any particular work shall be selected from the respective panel of the Bank through competitive bidding/ nomination (as applicable) and such selected contractor/ vendor/ service provider are required to execute agreements as per Bank's format, if required.
11. All payments will be made by the Bank by adopting electronic clearing system and electronic fund transfer. For this purpose, please furnish the information in Enclosure (D).
12. Applications containing false and/or incomplete information are liable for rejection.
13. While filing up the application with regard to the list of important projects completed or on-hand, applicants shall only include those completed works which individually cost more 40% of the maximum value of work specified for the category to which the applications are submitted.
14. Disputes or differences whatsoever arising out of or relating to the construction, meaning, scope, operation or effect of the agreement or the validity or the breach thereof shall be resolved amicably between the Bank's representative and the vendor/ vendor's representative. In case of failure to resolve the disputes and differences amicably within 30 days of the receipt of notice by the other party, the same shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996 and the award made in pursuance thereof shall be final, conclusive and binding on the parties. The venue of the arbitration shall be at Ahmedabad.



Instructions to the Applicants for furnishing information as a part of qualification

1. Intending applicants are required to submit their full bio-data giving details about their organization, experience, technical personnel in their organization, spare capacity, competence and adequate evidence of their financial standing, etc. in the enclosed form which will be kept confidential. (Annexure A, B & C)
2. While deciding upon the selection of contractors great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies, besides the rate structure of the items.
3. 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.
4. Each page of the application shall be signed. The application shall be signed by person/ persons on behalf of the organization having necessary authorization/ power of attorney to do so.
5. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper stating therein the part of the proforma and serial number. Separate sheets shall be used for each part.
6. Any letter or document accompanying the pre-qualification form shall be submitted in duplicate.
7. Applications containing false and/or inadequate information are liable for rejection.
8. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall only include those works which individually cost not less than the specified amount.
9. Clarifications, if any required, may be obtained from the Assistant General Manager/ Manager/ Asst. Manager, National Bank for Agriculture and Rural Development, Gujarat Regional Office.

Signature of applicant

Seal

Address:



Enclosure (A)

Trade wise list of items for Supply, Maintenance and Repair Work at NABARD Tower and NABARD Vihar

S. No	Name Of Trade	Grade I	Grade II
		Upto Rs. 2 Lakhs	Above Rs. 2 Lakhs upto Rs. 10 Lakhs
		Agencies to tick respective fields in which they seek to apply	
1	General Civil Work including repair, renovation work, asphalt/ bituminous roads/ pavement/ resurfacing work/ cement concrete road etc		
2	Water proofing, sanitary, plumbing and waterproofing of terrace, sunk slab Installation of hardware, plumbing, Cleaning of overhead tanks and underground sumps etc		
3	External and Internal Painting work of Bank's premises including minor civil repair work , painting/ polishing of furniture and fixtures including steel cupboards, doors etc.		
5	Carpentry, including fabrication and repair of office furniture including office/executive chairs, Seat & Back, tables, cupboard, back self, sofa etc. sets, podium cum computer stand etc.		
6	Specialized Structural repair work to buildings		
7	Supply of display system such as boards/ sign boards (including illuminated boards) / white boards / name plates / metal plates / metal letter, flex banner printing, rubber stamp etc.		
8	M.S. steel / Aluminium fabrication work etc		
9	Supply, installation and repair of Modular Office furniture etc		
10	Repair of electrical nature, laying of internal cables/ conceal wiring etc.		

Eligibility Criteria: Only contractors/ vendors/ service providers having experience of similar works during the last 7 years, with financial capping as indicated in pre-qualification criteria of respective grade in which they seek to apply will be considered.

Note: The above list is only illustrative. The trades may include all the necessary items of similar nature, which are required by the Bank from time to time.



Enclosure B
Basic Information

A. General Information		
1.	Name of the applicant organization/ vendor/ supplier/ service providers	
2.	Address for communication and contact details	
3.	Telephone number (landline)	
4.	Telephone number (mobile)	
5.	Type of the organization (whether sole proprietorship, partnership, private limited or limited company or cooperative society, etc.)	
6.	Name of the proprietor/partners or directors in the organisation	1. 2. 3. 4. 5.
7.	Details of Registration – (whether partnership firm, company, society, etc.) Registering Authority, Date, Registration No., etc., mentioning the business/activity of the firm (A copy to be enclosed)	
8.	Whether empaneled with Government/ Semi Government/ Municipal Authorities or any other organization and if so, give the details of the same and nature of contract.	
9.	Number of years of experience in the field/ trade applied for (give separate for each trade). A list of important assignments may be indicated for the same along with supporting documents.	_____ Years
10	Have you in the past carried out any works for NABARD? If yes, give details.	
11	Address of Ahmedabad Office through which the proposed work	



	will be handled. The name, designation and contact details of the officer in charge	
B. Financial Information		
1	Permanent Account Number (PAN) of the proprietor/ partnership firm/ private limited company/ limited company/ cooperative society (Copy of PAN to be attached)	
2	GST No. (enclose copies of relevant documents)	
3	Balance sheet and profit & loss statement for the previous three years, duly certified by a practicing Chartered Accountant in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing.	
4	Annual turnover during the last three years	2019-20 (Rs.) _____ 2020-21 (Rs.) _____ 2021-22 (Rs.) _____
5	Indicate if involved in any litigation at present in similar type of contracts	
6	Any civil suit arisen in the contracts of works executed, if any, please given brief details	
7	Number of supplementary sheets attached to Enclosure (B)	

Place:

Date:

Signature of the Applicant



Enclosure (C)

**Proforma of application for empanelment of contractors for various works
(To be submitted on Contractor's own Letterhead)**

No. _____

Date : _____

The Chief General Manager
National Bank for Agriculture and Rural Development
Gujarat Regional Office, NABARD Tower,
Oppo. Municipal Garden, Usmanpura,
Ahmedabad-380013

Dear Sir,

Empanelment of contractors for various works

With reference to your advertisement published on ____ for the empanelment of contractors for various works, I am / We are pleased to offer myself / ourselves to be empanelled under category as indicated in "Enclosure A" (I, II: Indicate one or more as applicable), in your organization.

I am / We are already registered with "_____
_____" (write the name of Govt./ Semi Govt./ Govt.
Undertakings with which the Applicant is registered) under class/
category _____

(indicate financial range of category also). All the other desired information, documents and certificates as required by you, are enclosed herewith in the prescribed proforma for your perusal.

I/We have read and understood the Empanelment Notice and Instructions appearing in the application format and I/We understand that if any false information is detected at a later stage, any future contract made between me/ ourselves and NABARD, on the basis of the information given by me/us, will be treated as invalid by NABARD.

I/We agree that the decision of NABARD, Gujarat Regional Office, in selection of the will be final and binding on me/us.

All the information furnished in this application as also under Enclosures/ Annexures are correct to the best of my/our knowledge.



I/We also agree that I/We have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets.

I / We, therefore, request you to kindly do the needful to empanel me/ us under “ _____ ” (write name of the trade/s under which the applicant wants to be empanelled) trade/s category.

Yours faithfully

(Signature of Authorized person on behalf of the Firm / Agency / Contractor)

Signature

Name

Designation

Address

Seal of the Applicant

Place :

Date :



Enclosure (D)

Details of Bank Account	
1.	Name of the Vendor/Firm
2.	Address of the Vendor/Firm
3.	Name of the Account Holder
4.	Account Number
5.	IFS Code of the Bank Branch
6.	Name of the Bank, Branch and Address
7.	Type of Account (Saving/Current/Cash Credit)

Note : A copy of cancelled cheque in respect of the above account which is operated by the vendor must be enclosed.

Signature of applicant

Seal



ANNEXURE-A: Technical Personnel and Special Experience

List of applicant's technical personnel, giving details about their technical qualifications and experience including that in the applicant's organization.

S. No.	Name	Age	Qualification	Experience	Nature of works handled	Name of the assignments handled	Date from which employed in the present organisation
1	2	3	4	5	6	7	8

*** Use separate/additional sheets as per the requirement**

Signature of the applicant with full address and office seal

Note: Indicate other points (including clients' certificates), if any, relating to your technical and managerial competency which you would like to bring to our notice.



ANNEXURE-B: Construction Capacity and Previous Experience

List of important projects, especially civil, **executed** by the organisation/ applicant during the last seven years costing Rs. _____ (as indicated in qualification criteria) lakh and above (with emphasis on multi-storied building with controlled concrete and ancillary services)

Sr. No.	Name of the Work including name of the building and location.	Nature of work involved in the contract	Name Of The Owner And Indicate whether It Is A State Govt./ Govt Of India Undertaking Or Pvt. Body With Full Address and Telephone Numbers***	Completion Period		Value of the work ** (Rs. in lakh)
				Stipulated	Actual	
1	2	3	4	5	6	7

* Use separate /additional sheets as per the requirement

** Attach client's certificates

Signature of the applicant with full address and office seal



ANNEXURE-C

List of important contracts **ON HAND** costing Rs. _____ (as indicated in qualification criteria)* lakh and above (with emphasis on multi-storied buildings with controlled concrete and ancillary services)

Sr. No.	Name of the Work including name of the building and location.	Nature of work involved in the contract	Name Of The Owner And Indicate whether It Is A State Govt./Govt Of India Undertaking Or Pvt. Body With Full Address and Telephone Numbers.***	Stipulated date of completion	Expected date Of completion	Present stage of work with Reasons if the work is getting delayed	Value of the work ** (Rs. in lakh)
1	2	3	4	5	6	7	8

*** Use separate /additional sheets as per the requirement**

**** Attach clients certificates**

Signature of the applicant with full address and office seal



Annexure-D

List of available Plants, Machineries, Equipments, etc. (if applicable)

Sl. No.	Name of Plant/ Machinery/ Equipment and Accessories	Total No. of units/ Sq.mt.	No. of units/Sq.mt. that can be spared for Bank's work
1	2	3	4
1.	Concrete Mixers – with capacity		
2.	Vibrators		
	a) Needle type		
	b) Form work/ slab type		
3.	Weigh batcher with capacity		
4.	Concrete Cube Testing Equipment		
5.	Steel tubular scaffolding, also indicate with capacity		
6.	Slab shuttering area		
	a) Steel		
	b) Timber		
7.	Pumps with capacity		
8.	Air compressors		
9.	Welding, bar cutting and bending equipment		
10.	Floor Polishing machines		
11.	Hoists with capacity		

Signature of the Applicant

Seal

References:

Please give reference with full postal address of two persons (Engineers, Architects or top officials of an organization for whom the applicant has executed construction works of importance), who may be directly contacted by the Bank or by the Bank's Architects about the ability, competence or capability of the applicant's organization.



Annexure (E)

Checklist of Submission of Application for Empanelment

Sr. No.	Particulars	Submitted (Yes/No)
1.	The application duly filled in submitted in a sealed envelope	
2.	The application submitted on applicant's letterhead as per given format in Enclosure (C)	
3.	Application super-scribed as "Application for Empanelment of Various Works" on the cover and addressed to Chief General Manager, NABARD, Gujarat Regional Office, Usmanpura, Ahmedabad 380013	
4.	Trade and category in which empanelment is desired is indicated on top of the envelope	
5.	Copies of work orders, completion certificates in support of experience of related trade/ business submitted	
6.	Copies of balance sheet and profit & loss statements for the previous three years, duly certified by a practicing Chartered Accountant, in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing submitted	
7.	Copy of Permanent Account Number (PAN) of the Proprietor/ Partnership Firm/ Private Limited Company/ Limited Company or Cooperative Body attached	
8.	Copy of details of Registrations, if any, (i) Under Companies Act/ Cooperative Societies Act, (ii) GST - enclosed	
9.	Information duly furnished in Enclosure (B) along with supporting documents	
10.	Bank details furnished in Enclosure (D)	
11.	Copy of cancelled cheque enclosed	

Note: Checklist is indicative only. Applicant is requested to go through the application format carefully before submission, and submit all the information/ documents required.

