



NATIONAL BANK FOR AGRICULTURE & RURAL DEVELOPMENT

APPLICATION FORM

FOR EMPANELMENT OF CONTRACTORS/SUPPLIERS/VENDORS/SERVICE PROVIDERS

FOR

VARIOUS TRADES/PROCUREMENT/SUPPLY, ETC.

**AT NABARD BIHAR REGIONAL OFFICE, 4th floor, B-block, Maurya Lok Complex, Dak
Bungalow Chauraha, Patna - 800001**

NAME OF APPLICANT _____

ADDRESS _____

LAST DATE FOR SUBMISSION: (03 June 2025) BY 05.00 PM

TO,

**THE CHIEF GENERAL MANAGER,
NABARD, BIHAR REGIONAL OFFICE,
4th FLOOR, BLOCK-B, MAURYA LOK COMPLEX,
DAK BANGLOW CHAURAHA,
PATNA - 800001**



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 Contractors/ Vendors/ Suppliers/ Service Providers for (trade to be indicated)" on the cover and addressed to Chief General Manager, NABARD, Bihar Regional Office, 4th floor, B-block, Maurya Lok Complex, Dak Bungalow Chauraha, Patna - 800001	
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 (2023-24, 2022-23 & 2021-22), duly certified by a practising 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) and KYC details 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 – furnished in Enclosure(E)	
9	Information duly furnished in Enclosure (B) along with supporting documents	
10	Bank details furnished in Enclosure (D)	
12	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.

Signature and seal to be affixed on all pages



National Bank for Agriculture & Rural Development (NABARD),
BIHAR REGIONAL OFFICE, 4th & 5th floor, B-block, Maurya Lok Complex,
Dak Bungalow Chauraha, Patna - 800001

General Conditions of Empanelment

National Bank for Agriculture & Rural Development (NABARD), Bihar Regional Office, Patna intends to prepare a panel of reputed contractors / vendors / suppliers / service providers having specialization in the trades mentioned in **Enclosure (A)** for undertaking various related works in Office building and staff quarters located in Patna. The office building is located at B-Block, Maurya Lok Complex. Our staff quarters are located at Exhibition Road, Jagat Apartment Bank Road, Udaygiri Apartment Sinha library road, Khajpura, Punaichak.

- a) The empanelment will remain in force for two years i.e. from date of empanelment 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.
- b) The vendor must have own adequate technical set up in Patna so that the complaints / works may be attended to well in time.
- c) The vendor must have sufficient number of experienced personnel, technical know-how, equipment's, instruments and other resources to complete the awarded work well in time and as per the specifications given by the Bank.
- d) The vendor must have an experience of having successfully completed similar works/ services in the last three years (as on 31 March 2024/2025). At least one work of substantial value should have been done in Autonomous body/Bank/financial Institution or any other reputed institution.
- e) The vendor may submit performance certificates from persons/ entities/ institutions for whom they have worked in the past. **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.**
- f) The Bank reserves the right to reject any or all the applications without assigning any reason whatsoever thereof and will not entertain any correspondence.
- g) 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, then 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 Patna.
- h) 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 mentioned above 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.



Application form can be downloaded from the website “<https://www.nabard.org>” or “<https://eprocure.gov.in>”. The application duly filled in shall be submitted in a sealed envelope super-subscribed as “Empanelment of contractors/ suppliers/ vendors/ service providers for ... (Trade to be indicated)” on the cover and addressed to Chief General Manager, NABARD, Bihar Regional Office, Tender Box, 4th floor, B-block, Maurya Lok Complex, Dak Bungalow Chauraha, Patna - 800001 on or before 05.00 PM, **03 June 2025**.

i) The vendors who are already empanelled by the Bank and whose empanelment is up to 31.03.2025 are also required to apply afresh if they want to continue on the panel.

j) The Bank will make all payments by adopting electronic clearing system and electronic fund transfer. For this purpose, please furnish the information in **Enclosure (D)**.

(k) The following is the Independent External Monitors (IEMs) appointed by the Central Vigilance Commission.

*Dr. Rabindra Kumar, IFoS (Retd)
37, Bhagirathi Puram, GMS Road,
Dehradun 248 001, Uttarakhand
Email Id: rabindra_us@yahoo.com
Mobile: 9411714138 8415080837*

Other Conditions:

I. 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.

II. 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.

III. Information furnished in the proforma will be kept confidential.

IV. 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.

V. 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 items. **Satisfactory “completion certificates” for works done for different organisations should preferably be furnished along with the application.**

VI. Clarification, if any, may be obtained from Assistant Manager/ Protocol & Security Officer, NABARD, Bihar Regional Office, DPSP, Patna, Phone Nos. +91 9960629569/ +91 9977406959 /9082541781 on any working day (i.e. Monday to Friday) between **10.00 AM and 05.00 PM**.

Enclosures:

Enclosure (A) - Trade wise list of items along with description

Enclosure (B) - Basic Information (General & Financial details)



Enclosure (C) - Covering letter to be submitted on applicant's letterhead

Enclosure (D) - Details of Bank account of the applicant

Enclosure (E) - Particulars of Registration Details (as applicable)

Enclosure (F) - List of works

Enclosure (G) - List of Technical personnel and experience

Enclosure (H) - KYC application form for Individuals and non-individuals



Enclosure (A)

ANNEXURE - Trade wise List of items of supply of Items/Service at NABARD Office at 4th floor, B-block, Maurya Lok Complex, Patna, Dak Bangalow Chauraha, Patna- 800001 and Five Staff Quarters located at Exhibition Road, Jagat Apartment Bank Road, Udaygiri Apartment Sinha library road, Khajpura, Punaichak.		
Sr. N.	Trade/Nature of Works	Description
1	Stationery items and Office Equipment Supplier	Providing office stationery items viz. papers, pens, folders, etc. and other items such as EPABX/PABX, paper shredder machines, clocks, calculators, telephone, weighing machines etc.
2	Mechanical/Electrical/Electronic equipment's Supplier	UPS/Batteries, Air conditioners, televisions, ceiling/pedestal/ wall mounted fans, geysers, water purifiers, water coolers, refrigerators, Washing Machines automated tea/coffee vending machines, dish wash machines, fly killer machines, etc.
3	Office Furniture supplier	Chairs, tables, workstations (modular), beds, sofa sets, dining sets, etc.
4	Office automation and security solutions	Access Control System, CCTV, etc.
5	Scrap dealers	Disposal of all types of Scrap.
6	Courier Services	Courier service (local as well as other places) etc.
7	Event Management Services	To manage events and various meetings/seminar conducted by Bank
8	Plumbing & sanitary fixtures	Suppliers of plumbing & sanitary fixtures for office/Quarters, etc.
9	Carpentry Items	Supply of range of tools and materials, including hand tools like hammers and chisels, power tools such as saws and drills, and various accessories like clamps and measuring tools along with safety equipment's.
10	Gym Equipment's Maintenance Service and Supplier	Suppliers/Serviceing of various types of gym related equipment and carrying out maintenance of Gym Equipment Services at Regional Office and all 05 Quarters under work contract basis
11	IT Hardware/software /Services	Suppliers for Computers, Hardware, Software's, MFDs, scanners, projectors, accessories, Cable supply & laying services, Conventional Desktop PCs, All-in-one PCs, laptops, printers, multifunction printers, 3-in-1 printers, scanners, ADF scanners, fax machines, LCD projectors, Keyboards, Monitors and other IT peripheral devices, network switches and associated works, servers, routers, firewall, network integration, data backup services etc.
12	Advertising Agencies	Various types of bank advertisements like press release, tenders, notices etc.



13	Fire Fighting Equipment's	Suppliers of firefighting equipment, etc.
14	Horticulture/ Gardening Services	To supply gardening equipment's/planters/plants etc. at Regional Office and all 05 Quarters.
15	Electrical maintenance Service	To carry out the maintenance of all HT/LT line & other electrical fittings at Regional Office and all 05 Quarters by providing requested certified Electrical staffs on manpower basis
16	Post construction anti- termite Service and pest control services	To carry out Pest Control and anti-termite Services at Regional Office and all 05 Quarters under work contract basis
17	General Insurance	Providing general insurance cover against receipt of premium for Bank's various properties such as office and staff quarters, furniture and fixtures, vehicles, etc. also, empanelment of licensed assessors for the general insurance.
18	Crockery & Cutlery items /Kitchen equipment Supplier	Supply for Office and Staff Quarters - Gas stove/burners, grinding machines, utensils, crockery, etc.
19	Photocopy/Spiral binding/Book binding	Spiral binding, binding works, laminations, printing etc.
20	Printing & Banner Works	Printing various publications / booklets. Preparation of banners for special occasions.
21	Cartridge suppliers for office printers	Providing and replacing cartridges of required make and model in the printers in office.
22	Sports, equipment services and maintenance etc	Supply and related services of sports items at office and staff qtrs.
23	FMCG items, cleaning material	Providing fast-moving consumable goods, cleaning materials at the Office and staff qtrs.
24	E-Waste	Providing E-waste services at office
25	Audio Visual equipment and related services	Audio Visual equipment and related services like PA system at Office
26	Laundry Services	To provide laundry services in Office/VOF/VEF of NABARD Bihar RO etc.
27	Water Tank/Sceptic Tank cleaning services	To provide services in NABARD staff quarters/Office premises.
28	Locksmith Services	Includes emergency lockout assistance, lock installation and repair, key cutting and duplication, re-keying, and security consultations etc.



Minor & Major Civil Contractors/Architect's/Consultants

29	Minor Civil/ Electrical Works (value up to Rs.2.00 lakhs)	To plan, design and prepare bill of materials and estimates of works costs for civil works including all masonry, plumbing, electrical, carpentry, and renovation works
30	Minor Civil/ Electrical Works (2.00 lakhs to Rs.5.00 lakhs)	To plan, design and prepare bills of materials and estimates of costs for civil works including all masonry, plumbing, electrical, carpentry and renovation works.
31	Minor/Major Civil/electrical Works (Rs.5.00 lakhs to 15.00 lakhs)	To plan, design and prepare bills of materials and estimates of costs for civil works including all masonry, plumbing, electrical, carpentry and renovation works.
32	Architecture Services	To plan, design, layouts and prepare architectural drawings in software, prepare bill of materials and estimates of costs for works entrusted to it with due regard to aesthetics, economy etc., and periodic inspection of works.
33	Structural Consultants	To plan, design and prepare bill of materials & estimates of costs and drawings in software for construction projects.
34	Electrical, Electromechanical and Air- conditioning consultants	To plan, design and prepare bills of materials & estimates of costs and drawings in software for all electrical, air-conditioning and electromechanical works.
35	Project Management Consultants/ Associates	To plan, design and prepare bill of materials & estimates of costs and drawings and day-to-day supervision, measurement, testing and quality control, bill certification and project scheduling, monitoring and control of time and cost for Structural Works, Civil and Electrical repair works, Interior design, Assistance in installation of solar power plant and furnishing works, etc.
36	Water proofing consultants	To plan, design and prepare bill of materials & estimates of costs, supervision, monitoring and certification of bills.
37	Fire Consultants	To conduct fire safety audit, maintenance of firefighting equipment's.



Eligibility Criteria

For the Trades 1 to 28

- i) The agency should have in the relevant trade with a minimum of 3 years of experience and a list of eligible work executed during the last three years. Last three years income tax returns, audited balance sheet, profit & loss account sheet to be attached along with the empaneled tender.
- ii) Details of work experience shall be supported by work orders and corresponding completion certificates.
- iii) The client-wise names of similar work(s), year(s) of execution of work(s) awarded, and actual value of executed work(s), reasons for delay (if any), names and full contact details of the officers/ authorities/ departments under whom the work(s) was/were executed should be furnished in the prescribed format.
- iv. Copy of Work order/Agreement/Completion certificates issued by the client should be enclosed with this tender and need to be produced in original before NABARD, whenever called for verification purposes.
- v. Bidders should have a current bank account with a scheduled commercial bank.

For the Trades 29 to 31

- i. Only civil/electrical contractors having experience of similar works during **the last 3 years**, with annual turnover of at least 30% of the estimated cost of tender during each of the last 3 years and having done at least:
 - a) Three similar works whose value is not less than 40% of the estimated cost of tender; or
 - b) Two similar works whose value is not less than 50% of the estimated cost of tender: or
 - c) one similar work whose value is not less than 80% of the estimated cost of tender
- ii. Last three years income tax returns, audited balance sheet, profit & loss account sheet to be attached along with the empaneled tender.

Trade 32: Architecture:

- i. Should be a member of the Institution of Engineers (India)/ Indian Institute of Architects or Council of Architect or similar professional bodies in the field of expertise. The copy of the membership certificate to be furnished. The details are to be filled in **Annexure D**.
- ii. Should have atleast two qualified Graduate Architects (having adequate experience in planning, designing, construction & renovation of buildings) on their regular establishment for not less than 3 years. Work orders and completion certificate issued by the clients should be enclosed.
- iii. Should submit audited balance sheets/P&L account for the last 3 financial years.
- iv. The copy of the membership certificate to be furnished. The details are to be filled in **Annexure E**.



Trade 33: Structural consultant

- i. Should be member of Indian Associations/Societies of Structural Engineers or should be registered/empaneled with municipal corporations/CPWD or other similar government organizations.
- ii. Should be a member of the Institution of Engineers (India)/ Indian Institute of Architects or Council of Architect or similar professional bodies in the field of expertise. The copy of the membership certificate to be furnished. The details are to be filled in Annexure E.
- iii. Should have at least two qualified structural engineers (having experience of at least 10 years as structural engineer) on their regular establishment.
- iv. Should have at least 03 years of experience in the field of Consultancy and conducting of Structural Audit of various Buildings. Should have services of Licensed Structural Engineer registered with appropriate authority.
- v. Should have experience of successfully conducting structural audit for government buildings, Banks/FIS premises, reputed private organizations etc., in last 03 years. Details may be furnished.

Trade 34: Electrical, Electromechanical and Air-conditioning consultants

- i. Electrical Consultants should have minimum three (3) years of relevant experience in providing Electrical safety auditing / consultancy services for HT installations.
- ii. Electrical Consultants should have supervising license from concerned licensing authority of the State or Central Govt.
- iii. Electrical Consultants should have completed minimum three (3) Electrical safety audits of HT installation in the past three (3) years in Offices of Listed Companies / Limited companies / PSUs / Government/ Semi - Government offices/ reputed Corporate Institutions.
- iv. Electrical Consultants should have an established Office in Patna.
- v. Should submit audited balance sheets/P&L account for the last 3 financial years.
- vi. The copy of the certificate and its details to be furnished. The details, if any is to be filled in **Annexure E**.

Air Conditioning Consultants

i)The consultant needs to have adequately qualified and experienced staff and should have successfully completed at least three works of providing consultancy service for design, erection & commissioning of (1) Central Air-conditioning plant in new building or (2) Retrofitting/repairs of AC plants in existing building or (3) full replacement of old AC plant in existing building, individually costing Rs.75.00 lakh or above for the Government/ Semi-Government/ Government of India Undertaking/ Private Corporate Bodies, during last 3 years.

ii)The consultant should have a separate in-house team of professionals consisting of at least an experienced/qualified Consultant and a Quantity Surveyor for designing, preparation of drawings, preparation of BoQ and tender documents.

iii)Should submit audited Balance Sheets/P&L account for the last 3 financial years.

iv)The copy of the certificate and its details to be furnished. The details, if any is to be filled in **Annexure E**.



Trade 35 & 36: Project Management Consultant (PMC) [Civil & Electrical] & Waterproofing Consultants

- i. Should have, during the last 03 years, experience in the relevant field of providing services as Project Management Consultants for renovation of buildings and water proofing works.
- ii. Should submit audited Balance Sheets/P&L account for the last 3 financial years.
- iii. Should have at least two qualified engineers in the relevant field on their regular establishment for not less than 03 years. The details, if any, is to be filled in **Annexure D**.

Trade 37: Fire Consultants

- i. Fire Consultants should have minimum three (3) years of relevant experience in providing Fire safety auditing/ consultancy services.
- ii. Fire Consultants should have supervising license from concerned licensing authority of the State or Central Govt.
- iii. Consultants should have completed minimum 5 years fire safety audits in the past five years in offices of listed companies/limited companies/PSUs/Govt. /Semi-Govt offices/reputed corporate institutions.
- iv. Should submit audited balance sheets/P&L account for the last 3 financial years.
- v. The copy of the certificate and its details to be furnished. The details, if any is to be filled in **Annexure E**.

For the Trades no: 31 to 36 (Architects/Consultants will be empaneled under the different categories based upon their eligibility and furnishing details of experience)

- i. **Category A** (Work value upto Rs.50 lakh): Experience of having successfully completed similar works in Govt/PSU/PSBs/Autonomous organizations during the last three years (ending 31.03.2025) should be either of following:
 - a. Three similar completed works whose individual work value is costing not less than Rs. **20 lakhs** or,p
 - b. Two similar completed works whose individual work value is costing not less than Rs. **25 lakhs** or,
 - c. One similar completed works whose individual work value is costing not less than Rs. **40 lakhs**.
- ii. **Category B** (Work value more than Rs. 50 lakh): Experience of having successfully completed similar works in Govt/PSU/PSBs/Autonomous organizations during the last three years (ending 31.03.2025) should be either of following:
 - a. Three similar completed works whose individual work value is costing not less than Rs. **80 lakhs** or,
 - b. Two similar completed works whose individual work value is costing not less than Rs. **100 lakhs** or,
 - c. One similar completed works whose individual work value is costing not less than Rs. **160 lakhs**.

Note: The consultants eligible under Category-B will automatically be eligible for works under Category-A.

Note: The above list is only illustrative. The trades may include all the necessary items 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/mobile)	
4	Type of the organization (whether sole proprietorship, partnership, private limited or limited company or cooperative society, etc.)	
5	Name of the proprietor/partners or directors in the organisation	1
		2
		3
		4
		5
6	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)	
7	Whether empanelled with Government/ Semi Government/ Municipal Authorities or any other organization and if so, give the details of the same and nature of contract	
8	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. 2023-24, 2022-23 & 2021-22 years	
9	Have you in the past carried out any works for NABARD? If yes, give details.	
10	Address of Patna Office through which the proposed work will be handled. The name,	



	designation and contact details of the officer in charge.	
B. Financial Information		
11	Permanent Account Number (PAN) of the proprietor/ partnership firm/ private limited company/ limited company/ cooperative society (Copy of PAN to be attached)	
12	GST No. (enclose copies of relevant documents)	
13	Balance sheet and profit & loss statement for the previous three years, duly certified by a practising Chartered Accountant in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing.	
14	Annual turnover during the last three years	2021-22 (Rs.
		2022-23 (Rs.
		2023-24 (Rs.
15	Indicate if involved in any litigation at present in similar type of contracts	
16	Any civil suit arisen in the contracts of works executed, if any, please given brief details	
17	Number of supplementary sheets attached to Enclosure (B)	

Place:

Date:

Signature of the Applicant



Criteria for empanelment

1. The contractor/vendor should enclose the proof of empanelment with Central Govt./State Govt./Financial Institutions/PSUs. The work orders/work completion certificates in this regard can also be enclosed as proof. These work orders/work completion certificates should be relevant to the “Description of works” mentioned in Enclosure A for the “Trade/Nature of works” for which contractor is applying for empanelment. The amount of experience relevant to the bank’s requirement shall be critical while empanelling the contractors/vendors. The decision of the bank in this regard is final.
2. The work experience should be between 01.04.2020 to 31.03.2024 i.e. last 3 years.
3. The vendor must have a service office at Patna and/or adjoining districts. The contractor must enclose proof of having an office of Patna during last 3 years. Proof can be electricity bills/rent agreement/copy of registration, duly notarised affidavit, etc.
4. The Contractors must have GST registration and PAN card. The copy of same must be enclosed as proof.
5. The contractors/vendors applying for “Trade/Nature of works” in **Enclosure A** for Sr.No. 1, 2, 3, 10, 11, and 14 therein must have registration for Provident Fund & ESI. A copy of same must be enclosed as proof.



Enclosure (C)

(To be submitted on Contractor's own Letterhead as the forwarding letter to the application)

No.

Date:

THE CHIEF GENERAL MANAGER,
NABARD, BIHAR REGIONAL OFFICE,
4th FLOOR, BLOCK-B, MAURYA LOK COMPLEX,
DAK BANGLOW CHAURAHA,
PATNA - 800001

Dear Sir,

Empanelment of Contractors for NABARD Regional Office, Patna – “_____”
(write name of the trade(s) & Code number under which the applicant wants to be empanelled)

1. With reference to your advertisement in the <https://www.nabard.org> and <https://eprocure.gov.in> on _____ 2025 for the Empanelment of Contractors, I am / We are pleased to offer myself / ourselves to be empanelled under “_____” (write name of the trade(s) under which the applicant wants to be empanelled) trade, Category _____, in your organization.

2. 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 _____. All the other desired information, documents and certificates as required by you, are enclosed herewith in the prescribed proforma for your perusal.

3. 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/ NABARD, based on the information given by me/us, and ourselves will be treated as invalid by NABARD.

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

5. All the information furnished in this application as also under **Enclosures (A), (B) & (D)** is correct to the best of my/our knowledge.

6. 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.



7. 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.

Thanking you

Yours faithfully

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



Enclosure (D)

Details of Bank Account

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

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



Enclosure (E)

Particulars of Registration Details (as Structural consultant
/Architects/Electrical consultant, Electromechanical and AC
consultant/PMC)

Sr.No	Name and address of authority(ies) with whom the firm is registered	REGISTRATION DETAILS	
		Year	Is copy of letter enclosed
(1)	(2)	(3)	(4)

*Copy of License issued by competent authority of govt. should be enclosed.

SIGNATURE and SEAL



* Note: Certificates from the clients should be furnished



Enclosure (G)

Technical Personnel and Experience

Sr. No.	Name	Qualification	Experience handling similar works	Nature of work handled in organization	Name of the project	Date from which employ ed	Any other remarks