



**College of Agricultural Banking  
Reserve Bank of India  
University Road  
Pune - 411016**

College of Agriculture Banking Pune invites sealed applications for Empanelment of Contractors under various categories for Civil, Electrical & Composite works in its office & residential premises at Pune. All interested Contractors/Suppliers may download all the details from RBI website (<https://www.rbi.org.in>).

The Schedule of the tender is given below:

Name of Department	Premises Section
Name of Work	Empanelment of Contractors under various categories for Civil, Electrical & Composite Works in its office & residential premises at Pune
View Tender Date	14/10/2021
Start Date	14/10/2021
Last Date for submission of applications	5.00 PM of 08/11/2021

**Principal**



**College of Agricultural Banking  
Reserve Bank of India, Pune**

**Premises Section**

**NOTICE FOR EMPANELMENT OF CONTRACTORS FOR CIVIL, ELECTRICAL AND  
COMPOSITE WORKS**

College of Agricultural Banking, Reserve Bank of India, Pune (The Bank) invites sealed applications for Empanelment of Contractors under various categories for additions/alterations, repairs/ maintenance/ renovation works for Civil, Electrical works in its Office and Residential Premises at Pune and Suppliers of Electrical Items.

Interested Contractors/ Suppliers may visit web-site <https://www.rbi.org.in> for full details and or downloading the application form. The last date of submission of duly completed application form is **08.11.2021**.

**The Bank reserves the right to reject any or all the applications without assigning any reason thereof.**

**Principal**



**Reserve Bank of India  
College of Agricultural Banking, Pune**

**PREMISES SECTION**

**NOTICE FOR EMPANELMENT OF CONTRACTORS FOR CIVIL, ELECTRICAL AND  
COMPOSITE WORKS**

Reserve Bank of India, College of Agricultural Banking, University Road, Pune invites applications for Empanelment of Contractors under various categories for maintenance/ renovation works in its Office and Residential Premises at Pune.

2. The empanelment shall be carried out for different categories under each trade/sub trade based on the estimated cost of work/ supply. There are **five categories** based on the estimated cost of work/ supply, as detailed below:

a) **Details of Categories**

**Category-I – For works/ supply costing up to Rs 2 lakh,**

**Category-II – For works/ supply costing above Rs 2 lakh and up to Rs.5.00 lakh,**

**Category-III - For works/ supply costing above Rs 5 lakh and up to Rs 10 lakh,**

**Category-IV – For works/ supply costing above Rs 10 lakh and up to Rs 25 lakh and,**

**Category-IV– For works/ supply costing above Rs 25 lakh and up to Rs 50 lakh.**

b) **List of Trades (Category wise)**

Sr No.	Trades	Categories				
		I	II	III	IV	V
		Up to Rs 2 Lakh	Rs.2- 5 Lakh	Rs 5-10 Lakh	Rs 10-25 Lakh	Rs 25- 50 Lakh
1	Civil Works	Yes	Yes	Yes	Yes	Yes
2	Electrical Works	Yes	Yes	Yes	Yes	Yes
3	Composite Works	Yes	Yes	Yes	Yes	Yes

**c) The Details of Works included under each trade**

Sr No.	Trade	Works
1	Civil Works	Civil works will cover:- a) General Repair b) Repainting c) Plumbing & Sanitary Works d) Carpentry Works e) Paver Blocks f) Interior Works g) Steel/ aluminum fabrication works h) Repairs to Steel/ Wooden Furniture/ Chairs/ Tables/Workstations i) Repainting of Cupboards, furniture etc., j) Display systems/boards/white boards/name boards, k) Disposal of unserviceable articles/ scrap, l) Water proofing works, m) Structural repairs and rehabilitation works, n) Installation of/repairs to Modular Kitchen, o) Refilling & HPT of fire extinguishers, etc.
2	Electrical Works	Electrical works will cover:- 1. a)Repairing/addition/alteration of electrical installations (High Tension /Low Tension) b) High Tension /Low Tension cabling c) rewiring works, other general electrical works( supply and installation) d) AMC of High Tension /Low Tension installations e) Operation and maintenance of substation equipment/ pumping installation f) AMC of ACs g) Supply & maintenance of Telephone Wiring h) Attending repairs to water coolers i) Window ACs & Split ACs j) Repairs of ceiling/Pedestal/Exhaust fans, Geysers, Deep Freezers, Refrigerators, Microwave, Bain maries etc. 2. Supply of Fans, Geysers, Lamps, Telephone Instruments, Lighting Fixtures, Switches, MCBs, water pumps etc., Other electrical accessories.
3	Composite Works	Renovation/ addition/ alteration/installation works involving civil, electrical works, AC, interior partitions/ Carpentry/ Plumbing/Fabrication/ false ceiling etc. as one composite contract.

### 3. The Pre-qualification criteria for empanelment of contractors/ suppliers:

#### Pre-qualification criteria:

S. No.	PQ Criteria	Description	Required Documents to establish compliance to PQ criteria
1	Duration of past experience	Should have minimum 5 years of experience as on <b>September 30, 2021</b> of executing similar works* (during last 5 years). Applicants should furnish their Client lists showing the details of work carried out by them during the last 5 years .The list shall include details such as Name of the Client, Value of work executed, Date of Start and Finish of the work, Reasons of delay, if any etc. The Applicant should submit documentary evidence in support of minimum experience of 5 years ( <b>i.e. the applicant should have undertaken work before September 2016</b> ).	<p>a) Copy of certificate of registration/ incorporation/Shop Act, etc.</p> <p>b) Copy of work order and its completion certificate received during last 5 years ending in <b>September 30, 2021</b> issued by client.</p> <p>c) Client List, indicating details of works carried out for them</p>
2	Minimum value of each completed work	<p>Experience of having successfully completed similar works during last 5 years ending <b>September 30, 2021</b> should be either of the following :</p> <p>i) Three similar completed works (during the last 5 years) each costing not less than the amount equal to 40% of the upper limit of the respective category for which Empanelment is sought. [For example, Empanelment of contractors for works costing up to 5.00 Lakh, cost of each work executed shall be minimum Rs 2.00 Lakh (40% of Rs. 5 Lakh)]</p> <p>OR</p> <p>ii) Two similar completed works (during last 5 years) each costing not less than the amount equal to 50% of the upper limit of the respective category for which Empanelment is sought.[For example, Empanelment</p>	<p>a) Copy of work orders issued by client</p> <p>b) Completion certificate issued by client</p>

		<p>of contractors for works costing up to 5 Lakh, cost of each work executed shall be minimum Rs 2.5 Lakh (50% of Rs 5 Lakh]</p> <p>OR</p> <p>iii) One completed similar work (during last 5 years) costing not less than the amount equal to 80% of the upper limit of the respective category for which Enlistment is sought.[For example, Enlistment of contractors for works costing up to Rs. 5 Lakh, cost of work executed shall be minimum Rs. 4 Lakh (80% of Rs. 5 Lakh]</p>	
3	Annual Turnover	<p>Having minimum annual turnover of 100% of estimated cost for the last three financial years*</p> <p>The date for eligibility shall be considered as on <b>March 31, 2021</b>. [For example, Empanelment of contractors for works costing up to Rs. 5.00 Lakhs, then the required annual turnover shall be Rs. 5.00 Lakh.</p>	Chartered Accountant's certificate along with supporting Financial statements of last three years
4	Solvency	Should furnish solvency certificate issued by banker, specifically for the purpose of the Empanelment, for an amount equal to upper limit of the respective category for which Empanelment is sought.	Banker's solvency certificate
5	<b>Service setup (for electrical, electromechanical, technology tenders)</b>	Full-fledged service setup should be available for the specified job either at the concerned centre or at nearby city/place wherefrom required quality after sales services can be regularly provided.	<b>Copies of relevant certificate/licenses, issued by the respective authority.</b>

\* Similar Works means – the details of works specified against each trade.

Interested Contractors/ Suppliers may collect the Application Form from the office of **the Principal**, College of Agricultural Banking, Reserve Bank of India, Premises Section, University Road, Pune 411016 on any working day **from 14.10.2021 to 03.11.2021 during 9:45 AM to 5:45 PM**, or they may visit web-site <https://www.rbi.org.in> for full details and download the application form.

4. **Contractors those who are already empanelled with the Bank, are also required to apply afresh for empanelment.**
5. Interested applicants may apply for Empanelment for single or multiple trades/ sub trade and either in any or all categories. **In case the applicant intends to apply for more than one trade/ sub- trade, he/ she should submit separate applications for each trade/ sub-trade. The applicants are required to write the name of Trade/ Sub-trade and Category for which application is submitted on the envelope containing the PQ documents and on top of forwarding letter also.**

The interested applicants should submit their application form along with following documents to the Principal, College of Agricultural Banking, Reserve Bank of India, Premises Section, University Road, Pune 411016 **on or before 5.00 pm on 08.11.2021.**

6. The required documentary evidence in support of the applicant's possessing the required Pre-Qualification for enlistment, as specified above, along with a forwarding letter in a sealed cover super scribed "Empanelment of Contractors/ Suppliers – Pre-Qualification Documents".
7. Duly completed application form along with the required documents in sealed cover super scribed "Empanelment of Contractors/ Suppliers - Application Form"
8. **Contractors applying for category III, IV & V have to obtain digital certificates of level 3 type immediately after empanelment and also get acquainted with the systems and procedures of e-tendering in consultation with M/s MSTC Ltd.**
9. Intending applicants are required to submit their full bio-data giving their details about 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.
10. The panel shall remain valid for three years from the date of coming into existence subject to periodical review of performance.
11. Decision of the Bank in regard to selection of contractors for issue of tender forms will be final and binding. The Bank is not bound to assign any reason therefor.
12. Applications containing false and/or inadequate information are liable for rejection.
13. 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 costing not less than the prescribed limit of category.

Clarifications, if any, required may be obtained from the Principal, Reserve Bank of India,  
College of Agricultural Banking, University Road, Pune-411 016.

Signature of the applicant \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_





## **Form of Application**

Principal

College of Agricultural Banking  
Reserve Bank of India,  
Premises Section  
University Road  
Pune 411016

Dear Sir/Madam,

Having read and understood the Empanelment Notice, General Instructions to the applicants appended to the application proforma and all other relevant information, I/we hereby apply for enlistment in the Bank as contractor/ Supplier in the following trade(s)/ sub-trade(s) and category (ies):

Sl. No.	Application submitted for empanelment in	
	Trade (s) and Sub-trade (s)	Category (ies)
1		
2		
3		

- ii) All the information furnished under parts I, II & III are correct to the best of my/our knowledge and belief. I/We understand that if any false information is detected at a later date, any future contract made between ourselves and College of Agricultural Banking, Reserve Bank of India, Pune on the basis of the information given by me/us will be treated as invalid by the Reserve Bank of India.
- iii) I/we have provided the details of the qualifying works and the client's confidential report in the prescribed proforma.
- iv) I/ we have provided my/ our banker's details and the Banker's confidential report in the prescribed proforma.
- v) 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 in the accompanying sheets.
- iv) I/we agree that the decision of the Bank of India in empanelment of the contractors/ suppliers shall be final and binding on me/us.

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

Address \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

**SEAL of the Applicant**

**Reserve Bank of India**  
**College of Agricultural Banking, Pune**  
**Premises Section**

**NOTICE FOR EMPANELMENT OF CONTRACTORS FOR CIVIL, ELECTRICAL AND  
COMPOSITE WORKS**

**General Instructions to the Applicants**

a) **Details of Categories**

**Category-I – For works/ supply costing up to Rs 2 lakh,**

**Category-II – For works/ supply costing above Rs 2 lakh and up to Rs.5.00 lakh,**

**Category-III - For works/ supply costing above Rs 5 lakh and up to Rs 10 lakh,**

**Category-IV – For works/ supply costing above Rs 10 lakh and up to Rs 25 lakh and,**

**Category-IV– For works/ supply costing above Rs 25 lakh and up to Rs 50 lakh.**

b) **List of Trades (Category wise) when empanel is sought**

Sr No.	Trades	Categories (Yes or No)				
		I	II	III	IV	V
		Upto Rs.2.0 lakh	Rs.2-5 Lakh	Rs 5-10 Lakh	Rs 10-25 Lakh	Rs 25-50 Lakh
1	Civil Works					
2	Electrical Works					
3	Composite Works					

**c) The Details of Works included under each trade**

Sr No.	Trade	Works
1	Civil Works	Civil works will cover:- a) General Repair b) Repainting c) Plumbing & Sanitary Works d) Carpentry Works e) Paver Blocks f) Interior Works g) Steel/ aluminum fabrication works h) Repairs to Steel/ Wooden Furniture/ Chairs/ Tables/Workstations i) Repainting of Cupboards, furniture etc., j) Display systems/boards/white boards/name boards, k) Disposal of unserviceable articles/ scrap, l) Water proofing works, m) Structural repairs and rehabilitation works, n) Installation of/repairs to Modular Kitchen, o) Refilling & HPT of fire extinguishers, etc.
2	Electrical Works	Electrical works will cover:- 1. a)Repairing/addition/alteration of electrical installations (High Tension /Low Tension) b) High Tension /Low Tension cabling c) rewiring works, other general electrical works( supply and installation) d) AMC of High Tension /Low Tension installations e) Operation and maintenance of substation equipment/ pumping installation f) AMC of ACs g) Supply & maintenance of Telephone Wiring h) Attending repairs to water coolers i) Window ACs & Split ACs j) Repairs of ceiling/Pedestal/Exhaust fans, Geysers, Deep Freezers, Refrigerators, Microwave, Bain maries etc. 2. Supply of Fans, Geysers, Lamps, Telephone Instruments, Lighting Fixtures, Switches, MCBs, water pumps etc., Other electrical accessories.
3	Composite Works	Renovation/ addition/ alteration/installation works involving civil, electrical works, AC, interior partitions/ Carpentry/ Plumbing/Fabrication/ false ceiling etc. as one composite contract.

**Applicants are required to indicate on top of the application form the Trade/ Sub-trade and Category in which they desire Enlistment.**

3. The applicants are required to furnish details about their Organisation, technical experience, technical personnel, spare capacity, competence and evidence of their financial standing as per the enclosed proforma.

4. The format of Client's Certificate as per [Annexure-I](#) and Banker's Solvency Certificate as per [Annexure-II](#) is attached along with the blank application form. The applicant has to obtain the said

Client's Certificate for **all the qualifying works**, in terms of the pre-qualification criteria described in the notice inviting application, from his client(s) on their official letterhead and has to submit the same along with the application. Similarly, they have to obtain the Banker's Certificate from their banker/bankers on the Bank's official letterhead in bank's cover and has

to submit the same along with the application. Such Certificates should be addressed to the application inviting authority of Reserve Bank of India and should be submitted along with their application in a separate envelope.

5. Client's Certificate issued by a Government/Semi Government Organization or a PSU should be signed by an official of the rank of Executive Engineer or an officer in an equivalent or higher rank. The Bank reserves the right to independently verify the submitted certificates.
6. **The applicants who have carried out any work for any office of the RBI during the past five years shall provide the details of these works (if such works are more than 5, details of at least five works starting from the highest contract amount shall be furnished) in the specified format. The Bank shall verify the performance of the applicant on these contracts.**
7. The application form shall be signed by a person on behalf of the Organization, who is duly authorized to do so. **Each page of application shall be properly signed. If the application is signed by a person under power of attorney, required document giving the person the power of attorney shall be attached along with the application.**
8. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the part of the statement and serial number. Satisfactory completion certificates for works done for different employers should preferably be furnished along with the application.
9. Application containing false or inadequate information is liable for rejection.
10. Applicant who desires to apply for Sanitary & Plumbing, Electrical, electro-mechanical, etc. related trades or any such trade which needs a license from the competent authority must submit **photocopy of valid license issued by appropriate authority. For specialized works such as water proofing/ refilling/HPT of fire extinguishers etc., the applicant shall submit copy of the authorized applicator/ dealer certificate, issued by the respective manufacturer.**
11. While deciding upon the selection of the Contractors, emphasis will be given on the ability, experience, performance, value of works executed and competence to do quality work.
12. The performance of all the enlisted contractors shall be reviewed by the Bank at least once a year and their name shall be removed from the approved list of contractors in the event of occurrence of any one or more of the failure on their part as detailed below:
  - a) Fails to respond to the call notice inviting tenders /quotations on three occasions in a period of 1 year or fails to execute contracts awarded.
  - b) Is proved to be responsible for constructional defects in two contracts awarded.
  - c) Whose performance either in carrying out the work or in delivering materials as per specifications, are not found satisfactory in two contracts awarded /supply orders placed.

- d) Persistently violates any important conditions of the contracts like maintaining time schedule and business dealing, etc.
- e) Fails to abide by the condition of registration /Enlistment or is found to have given false particulars at the time of registration /Enlistment.
- f) Is declared or is in the process of being declared bankrupt /insolvent, wound up, dissolved or partitioned.
- g) Persistently violates labour regulation /rules.

12. The Bank reserves the right to reject any or all the applications.

Clarifications, if any, required may be obtained from the office of the Principal, College of Agricultural Banking, Reserve Bank of India, Premises Section, University Road, Pune 411016.

**I/ we have read and understood all the above instructions and shall comply with the instructions.**

**Place:**

**Date:**

**Sign:**

**Name:**

**Seal of the applicant:**

**Reserve Bank of India**  
**College of Agricultural Banking, Pune**  
**Premises Section**

**NOTICE FOR EMPANELMENT OF CONTRACTORS FOR CIVIL, ELECTRICAL AND  
COMPOSITE WORKS**

**Part I**

Basic Information	
Application submitted for empanelment in	
	Trade (s)
	Category (ies)
1	
2	

1	Name of the applicant/ Organisation	
2	Address of the Organisation/ applicant	
3	Type of organization (whether Proprietorship, Public Private Partnership/ Society /Pvt. Ltd/Ltd or Body Corporate copies of deeds, MOA etc.)	
4	Name of Proprietor/Partners/Directors in the Organization	i) ii) iii)
5	Details of Registration (Firm, Company etc.) Details of Registration - (whether Partnership firm, Company etc.) - Registering Authority, Date, Registration No. etc. mentioning the business/ activity of the firm.	
6	Experience in the respective field of work Please, enclose documents in support.	Years
7	Solvency Certificate (Please enclose Banker's Certificate (compulsory)/Solvency Certificate) and Income Tax Clearance Certificate/ Income Tax Assessment Order/ other IT documents)	
8	Name and address of the Bank/Bankers	

	Year Wise Turnover of the organization for last 3 years. (Kindly, enclose Audited Final Accounts in support)	2018-19 2019-20 2020-21
	a) Registered office address, Telephone/Mobile No & Email id b) Office address through which the work will be handled c) Details of the Contact Person (All fields are Mandatory) 1.Name 2.Designation 3.Mobile / Landline 4.Email	
9	Whether working with any of the Government/Semi-Government Undertaking/s as approved contractors and if so, furnish details.	
10	Whether any technical personnel are employed in the organization and if so, give details of their experience, qualification etc.	
11	Ability to provide Bank Guarantee or other equivalent forms of security from a Scheduled – Commercial /Cooperative Bank	
12	Indicate if involved in any litigation, or any civil suits pending in any of the works executed during last 5 years/being executed. If yes, please furnish the name of the project, employer, and nature of work, contract value, work order and date and brief details of litigation. Attach a separate sheet if required.	
13	Number of supplementary sheets attached for Part-I	

\*Applicant who desires to apply for Pest Control, Sanitary & Plumbing and Electrical related trades must submit photocopy of valid license issued by appropriate authority.

Place \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

**Signature of the applicant**  
**(with seal)**



## Part II

### Previous Experience:

#### **1. (a) List of important works Executed by the Firm during the last 5 Years (Costing upto Rs. 5 Lakh, above 5-10/10-25/25-50)**

\* The details of previous experience and work for Reserve Bank of India in any of the centers may be separately provided (In tabular form as per the following format)

Sr No.	Name of the Work & Location	Nature of work involved in the contract (e.g. residential, offices, industrial, etc.)	Name of owner and Architect. Also indicate whether Govt./Semi Govt. or Govt. undertaking or /Pvt.Body with full name & address of official from the owners side for whom the work was executed	Contract Amount	Schedule Completion Period		Whether the work was left incomplete or contract was terminated from either side. Give full	Any other relevant information including reason, if any, for delay in completion of work
					Stipulated	Actual		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

\_\_\_\_\_  
Signature of the Applicant

\*Attach a separate sheet, if required.

(With Seal)

**1. (b) List of Works in Hand (Costing Rs 1.0 Lakh and Above)**

\* The details of previous experience and work for Reserve Bank of India in any of the centers may be separately provided (In tabular form)

Sr No.	Name of the Work & Location	Nature of work involved in the contract (e.g. residential, offices, industrial, etc.)	Name of owner and Architect. Also indicate whether Govt./Semi Govt. or Govt. undertaking or /Pvt.Body with full name & address of official from the owners side for whom the work was executed	Contract Amount	Schedule Completion Period		Present stage of work with reason if the work is getting delayed	Any other relevant information
					Stipulated date of completion	Expected date of completion		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

---

**Signature of the Applicant**

\*Attach a separate sheet, if required.

**(With Seal)**

**PART III**

**List of Technical Personnel, Giving Details about their Technical Qualifications, Experience etc. (For Category Rs 10 Lakh – Rs 50 Lakh)**

<b>Sr No.</b>	<b>Name</b>	<b>Age</b>	<b>Qualification</b>	<b>Experience</b>	<b>Nature of works handled</b>	<b>Name of the projects handled costing more than 10 Lakh</b>	<b>Date from which employed in your organization</b>	<b>Any other remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>

\_\_\_\_\_  
**Signature of the Applicant**

\*Attach a separate sheet, if required.

**(With Seal)**

**Annexure – I Client's Certificate Regarding Performance of Contractor (on Client's Letterhead)**

Principal  
Reserve Bank of India  
College of Agricultural Banking  
Pune

Dear Sir,

**Client's Certificate Regarding Performance of M/s**

1.	Name of work with brief particulars	
2.	Agreement No.& date	
3.	Agreement amount	
4.	Date of commencement of work	
5.	Stipulated date of completion	
6.	Actual date of completion	
7.	Details of compensation levied for delay (indicate amount) if any	
8.	Gross amount of the work completed and paid **	
9.	Name & address of the authority under whom works executed	
10.	Whether the contractor employed qualified Engineer/overseer during execution of work?	
11.	i) Quality of work (indicate grading)	Outstanding/Very Good/Good/Satisfactory/Poor
	ii) Amount of work paid on reduced rates, if any	
12.	i) Did the contractor go for arbitration?	
	ii) If Yes, total amount claim	
	iii) Total amount awarded	
13.	Comments on the capabilities of the contractor	
	a) Technical Proficiency	Outstanding/Very Good/Good/Satisfactory/Poor
	b) Financial Soundness	Outstanding/Very Good/Good/Satisfactory/Poor
	c) Mobilization of adequate T & P	Outstanding/Very Good/Good/Satisfactory/Poor
	d) Mobilization of Manpower	Outstanding/Very Good/Good/Satisfactory/Poor

**Note:** All columns should be filled in properly, Please tick one of the multiple options.

1. Signature of the Reporting Officer\*with office seal

2. Countersigned With Official Seal \*Officer of the rank of Executive Engineer or equivalent.

**\*\* Supported by adequate proof of payments received by the contractor for the work done by them.**

**Annexure II**

**FORM OF BANKERS' SOLVENCY CERTIFICATE**

Principal  
College of Agricultural Banking  
Reserve Bank of India  
Premises Department  
University Road  
Pune 411016

This is to certify that to the best of our knowledge and information M/s. /Shri.....  
having marginally noted address, a customer of our bank are/is respectable and can be  
treated as good for any engagement up to a limit of Rs. ....(Rupees  
.....) . This certificate is issued without any guarantee or  
responsibility on the Bank or any of the officers.

(Signature)

For the Bank with Name & Seal

## Check list for documents Submitted or Not Submitted

<b>Sr No.</b>	<b>Document</b>	<b>Submitted (√)</b>	<b>Not Submitted (√)</b>
1	Formal letter requesting enlistment in official letterhead of the applicant		
2	Duly filled in & signed Application Form		
3	Trade License/ certificate of incorporation/partnership deed		
4	Copy of PAN Card & other related Income Tax documents		
5	Copy of GST Registration Certificate		
7	Copy of MSME Registration Certificate, if any		
8	Copies of the Audited Final Accounts for last 3 years and a certificate issued by Chartered Accountant indicating the turnover for last three years.		
9	Client's Certificates from clients for all the qualifying works		
10	Banker's solvency certificate		
11	Work Completion certificates, as applicable		
12	Other relevant certificates, (If submitted please mention the name of the certificate above)		
13	Applicant who desires to apply for Pest Control, Sanitary & Plumbing and Electrical related trades must submit photocopy of valid license issued by appropriate authority		
14	Labour License, if applicable		

**Signature of the applicant**

**Seal**