



भारतीय रिजर्व बैंक / Reserve Bank of India
संपदा अनुभाग / Estate Department
तिरुवनंतपुरम / Thiruvananthapuram

Notice for Empanelment of Contractors / Suppliers for Civil, Electrical and other works of Reserve Bank of India, Thiruvananthapuram

Reserve Bank of India, Thiruvananthapuram, invites applications for Empanelment of Suppliers and Contractors under various categories for maintenance and renovation works in its Office and Residential Premises at Thiruvananthapuram. The categories for supply / works range between Rs 2 lakhs and Rs 50 lakhs.

Interested suppliers/contractors may download the application form from the Bank's website at 'www.rbi.org.in' under the link 'Tenders' or collect the Application form from the Assistant General Manager, Reserve Bank of India, Estate Department, Main Office Building, Bakery Junction, Thiruvananthapuram - 695033, on any working day from October 30, 2024 to November 29, 2024 from 1100 hrs to 1600 hrs.

The applicants should submit the **completed application form along with requisite documents in a sealed cover superscribed "Empanelment 2025-2028 – Estate Department"** to the Regional Director, Reserve Bank of India, Estate Department, Main Office Building, Bakery Junction, Thiruvananthapuram - 695033 on or before **1600 hrs of November 29, 2024**.

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

Thiruvananthapuram
October 30, 2024

Regional Director for Kerala & Lakshadweep



भारतीय रिजर्व बैंक / Reserve Bank of India
संपदा अनुभाग / Estate Department
तिरुवनंतपुरम / Thiruvananthapuram

Application for Empanelment of Suppliers, Contractors for Civil, Electrical and other works in the Bank's properties at various locations in Thiruvananthapuram

Name of trade (applied for)

Category (applied for)

Issued to M/S

Last date for submission: November 29, 2024 up to 1600 hrs

Application to be addressed to:

The Regional Director
Reserve Bank of India
Estate Department
Bakery Junction
Thiruvananthapuram 695033

Place: Thiruvananthapuram

Date:



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
THIRUVANANTHAPURAM**

Application for Empanelment of Suppliers, Contractors for Civil, Electrical and other works in the Bank's properties at various locations in Thiruvananthapuram

Reserve Bank of India, Thiruvananthapuram, invites applications for Empanelment of Suppliers and Contractors under various categories for maintenance and renovation works in its Office and Residential Premises at Thiruvananthapuram.

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 supply/works costing up to ₹2 lakh
Category-II	For supply/works costing above ₹2 lakh and up to ₹5 lakh
Category-III	For supply/works costing above ₹5 lakh and up to ₹10 lakh
Category-IV	For supply/works costing above ₹10 lakh and up to ₹25 lakh
Category-V	For supply/works costing above ₹25 lakh and up to ₹50 lakh

b) List of Trades (Category wise)

Sr No	Name of trade	Panel I up to ₹2 Lakh	Panel II Above ₹2 Lakh up to ₹5 Lakh	Panel III Above ₹5 Lakh up to ₹10 Lakh	Panel IV Above ₹10 Lakh up to ₹25 Lakh	Panel V Above ₹25 Lakh up to ₹50 Lakh
A. Civil						
1	General Civil works including repairs/ maintenance works, renovation works, water proofing, carpentry, plumbing/ sanitary, painting works, structural repairs, cement concrete/ bituminous roads, pavements/ resurfacing works etc. at the Bank's main office building and four residential colonies	✓	✓	✓	✓	✓
2	General repairs and painting/repainting works at the Bank's main office building and four residential colonies	-	-	-	✓	✓



3	Installation of modular kitchen at the Bank's four residential colonies	-	✓	✓	✓	✓
4	Specialized Structural repair works for the Bank's main office building and four residential colonies	-	✓	✓	✓	-
5	Aluminium/ steel works and all type of fabrication works at the Bank's main office building and four residential colonies	✓	✓	✓	✓	-
6	Supply and fixing mosquito net panels for windows/ doors, blinds, carpets, mats, window/ door curtains, vinyl flooring etc. including its maintenance at the Bank's main office and four residential colonies	✓	✓	✓	✓	-
7	Horticultural and gardening works for the Bank's main office premises and four residential colonies	✓	✓	✓	✓	✓
8	Cleaning of overhead tanks and underground sumps of the Bank's main office premises and four residential colonies	✓	✓	-	-	-
9	Supply, installation and maintenance of firefighting installations and equipment including wet riser	✓	✓	✓	-	-
10	Supply of plumbing and sanitary fittings / fixtures for the Bank's main office premises and four residential colonies (Authorised dealers / stockists only)	✓	✓	-	-	-
B. Dead stock/ General						
11	Supply, installation including maintenance of modular workstations for Bank's Main office	✓	✓	✓	✓	-
12	Supply of wooden, steel and office furniture for the Bank's main office building and four residential colonies	✓	✓	✓	-	-
13	Repair and maintenance of steel, wooden, aluminium and other furniture and fixtures in the Bank's main office premises and four residential colonies	✓	✓	-	-	-
14	Supply and maintenance of LED boards, sign boards, name plates, banners etc. in the Bank's main office premises and four residential colonies	✓	✓	✓	-	-
15	Sale and disposal of waste paper, scrap etc. from the Bank's premises	✓	✓	-	-	-



16	Supply of garbage bags, toilet tissues, waste bins, plastic chairs and other miscellaneous items to the Bank's main office and four residential colonies	✓	✓	✓	✓	-
17	Pest control, pesticides and anti-termite treatment, fogging, rodent control services at the Bank's main office premises and residential colonies	✓	✓	-	-	-
18	Maintenance of coffee vending machines, fax machines and photocopiers - Main Office Building	✓	✓	-	-	-
19	Cleaning of Telephones, Computers (Monitor, CPU, Key Board & Mouse), Coffee vending machines, Hot and Cold Water Dispensers etc. located in the Bank's main office building	✓	✓	-	-	-
C. Electrical						
20	Electrical works such as Electrical re-wiring, renovations, alterations and additions in the Bank's main office and four residential colonies. AMC services by providing Electricians and spares. Also work involving Electrical panel works including LT switch gears & cabling works	✓	✓	✓	✓	-
21	Supply, installation, repair and servicing of domestic water pumps, air condition plant pump etc.	✓	✓	-	-	-
22	Supply of electrical goods for day to day maintenance works such as bulbs, tube lights, LED lights, and other light fittings and fixtures, wires, cables, switch gears, MCB, DBs, fans, geysers etc.	✓	✓	-	-	-
23	Supply, installation, servicing and maintenance of window AC, Split AC, package units, tower units, AC ducting works etc.	✓	✓	✓	✓	-

Note: Suppliers / Contractors can apply for more than one categories (if eligible) for empanelment.



3. The Pre-qualification criteria for empanelment of suppliers/contractors is detailed below:

Sl. No.	Pre-qualification criteria	Description	Documents to be submitted																								
1	Duration of past experience	Should have minimum 5 years of experience of executing similar works* (during last 5 years ending last day of month previous to the one of which applications are invited). Applicant 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. (i.e. If the advertisement is issued in the year 2010, then the applicant should have undertaken work in 2005).	a) Copy of certificate of registration/ incorporation, if any b) Copy of any work order and its completion certificate (along with copy of TDS certificate) received during last five years, issued by the client. c) Client List, indicating details, as specified, of works carried out for them																								
2	Minimum value of each completed work (Qualifying Works)	Experience of having successfully completed similar works during last 5 years ending September 30, 2024 should be either of the following: <table><tr><th>Categories No. Of Similar Completed Works/ Supplies</th><th>I: Up to ₹2 Lakh</th><th>II: ₹2-₹5 Lakh</th><th>III: ₹5- ₹10 Lakh</th><th>IV: ₹10- ₹25 Lakh</th><th>V: ₹25 -₹50 Lakh</th></tr><tr><td>03 (Three) nos. of similar completed works costing not less than:</td><td>₹0.80 Lakh</td><td>₹2 Lakh</td><td>₹4 Lakh</td><td>₹10 Lakh</td><td>₹20 Lakh</td></tr><tr><td>02 (Two) nos. of similar completed works costing not less than:</td><td>₹1 Lakh</td><td>₹2.5 Lakh</td><td>₹5 Lakh</td><td>₹12.50 Lakh</td><td>₹25 Lakh</td></tr><tr><td>01 (One) no. of similar completed works costing not less than:</td><td>₹1.60 Lakh</td><td>₹4 Lakh</td><td>₹8 Lakh</td><td>₹20 Lakh</td><td>₹40 Lakh</td></tr></table>	Categories No. Of Similar Completed Works/ Supplies	I: Up to ₹2 Lakh	II: ₹2-₹5 Lakh	III: ₹5- ₹10 Lakh	IV: ₹10- ₹25 Lakh	V: ₹25 -₹50 Lakh	03 (Three) nos. of similar completed works costing not less than:	₹0.80 Lakh	₹2 Lakh	₹4 Lakh	₹10 Lakh	₹20 Lakh	02 (Two) nos. of similar completed works costing not less than:	₹1 Lakh	₹2.5 Lakh	₹5 Lakh	₹12.50 Lakh	₹25 Lakh	01 (One) no. of similar completed works costing not less than:	₹1.60 Lakh	₹4 Lakh	₹8 Lakh	₹20 Lakh	₹40 Lakh	a) Copy of Work order issued by the client b) Copy of TDS Certificate c) Completion certificate issued by the Client
Categories No. Of Similar Completed Works/ Supplies	I: Up to ₹2 Lakh	II: ₹2-₹5 Lakh	III: ₹5- ₹10 Lakh	IV: ₹10- ₹25 Lakh	V: ₹25 -₹50 Lakh																						
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01 (One) no. of similar completed works costing not less than:	₹1.60 Lakh	₹4 Lakh	₹8 Lakh	₹20 Lakh	₹40 Lakh																						
3	Yearly turnover	Should have an annual turnover of amount equal to,	Chartered Accountant's certificate along with supporting Financial statements of last three years ending March 31, 2024.																								



		(i) 30% of estimated cost or more during the last three financial years ending 31st March if completion period of the proposed work is more than 2 years. (ii) 50% of estimated cost or more during the last three financial years ending 31st March if the completion period for the proposed work is more than 1 year and upto 2 years. (iii) 100% of estimated cost or more during the last three financial years ending 31st March if the completion period for the proposed work is upto 1 year. [In case of empanelment of contractors as the estimated cost ranges between a lower band and an upper band, then estimated cost fixed as the upper band of the range shall be considered for calculating turnover. For example, (i) Empanelment of contractors for works costing between ₹25-50 Lakh with duration for completing the work fixed as 6 months, then the required annual turnover shall be ₹50 lakh. (ii) Empanelment of contractors for works costing between ₹25 -50 Lakh with duration for completing the work fixed as 14 months, then the required annual turnover shall be ₹25 lakh].	
4	Solvency	Should furnish solvency certificate issued by the Applicant's 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	Service setup (for electrical, electromechanical, technology related tenders)	Full-fledged service setup should be available for the specified job either at Thiruvananthapuram or at nearby city/place wherefrom required quality after sales services can be regularly provided.	Proof for Full-fledged Service Set-up.



6	Registration and Licenses required	Applicant must have valid licenses for related trades as applicable (electrical contractor license, repair and maintenance of firefighting equipment, etc.), PAN, active GSTIN, EPFO, ESIC, MSME Certificate (if applicable) etc. Please note that PAN should be linked with 'AADHAR' in case of proprietors.	Copies of relevant certificate/ licenses, issued by the respective competent authority. In case, the Firm is MSME, it is required to submit Udyam Registration Certificate with "Udyog Aadhar Memorandum Number" issued by competent authority.
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*** Similar Works means – the details of works specified against each trade.**



4. Interested suppliers/contractors may **download the application form from the Bank's website at 'www.rbi.org.in' under the link 'Tenders' or collect the Application Form from the Assistant General Manager, Reserve Bank of India, Estate Department, Main Office Building, Bakery Junction, Thiruvananthapuram - 695033, on any working day from October 30, 2024 to November 29, 2024 from 1100 hrs to 1600 hrs.**

5. Already empanelled suppliers / contractors are also required to apply for fresh empanelment.

6. Interested applicants may apply for empanelment for single or multiple trades and either in any or all categories. The applicants are **mandatorily required to superscribe "Empanelment 2025-2028 – Estate Department" on the sealed cover containing the application and requisite documents. The Empanelment applications without sealed cover and superscription shall be summarily rejected without assigning any reason.**

7. Interested applicants should submit the **completed application form along with requisite documents in a sealed cover superscribed "Empanelment 2025-2028 – Estate Department"** to the Regional Director, Reserve Bank of India, Estate Department, Main Office Building, Bakery Junction, Thiruvananthapuram - 695033 on or before **1600 hrs of November 29, 2024.**

8. During scrutiny, if any of the applicant is found not to possess the required prequalification or to have submitted false/ incorrect information, his/her application will be liable for rejection. Applications of only those applicants who fulfil the specified Pre-Qualification Criteria and submit the required documents shall be processed further.

9. Regarding client's certificate, for works carried out for Govt./Public Sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. **For works carried out for private companies, copy of TDS certificates has to be submitted along with the client certificate for proving the credentials/contract amount.** The Bank reserves the right to independently verify the client's/ banker's reports.

10. The panel shall remain valid from April 2025 to March 2028, from the date of coming into existence subject to periodical review of performance as specified.

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

12. The application form shall be signed by a person on behalf of the organization who is duly authorized to do so.

13. In case of any clarification, applicants may contact to the following officials (RBI) before the scheduled time for submission of applications:

S/N	Name of the Person	Designation	Phone Number
1.	K Shaji Krishnan	Assistant General Manager	0471 - 2783030



2.	P S Santhoshkumar	Manager (Technical- Civil)	0471 - 2783048
3.	Shibu K S	Manager	0471 - 2783051
4.	K Suresh Kumar	AM (Technical – Electrical)	0471 – 2783035
5.	Ronnie Joseph	AM	0471 - 2783044

I/We have read and understood all the above instructions and shall comply with the instructions

Place:

Signature:

Date:

Name:

Seal of the applicant:



General Instructions to the Applicants

1. Applicants are required to **superscribe over the sealed cover “Empanelment 2025-2028 – Estate Department”**
2. The applicants who fulfil the eligibility criteria will be considered for empanelment.
3. The applicants are required to furnish details about their organization, technical experience, technical personnel, spare capacity, competence and evidence of their financial standing as per the enclosed proforma which will be kept confidential.
4. A format of **Client Certificate issued by Clients as per [Annex-I](#) and Banker’s Certificate (Solvency) as per [Annex-II](#)** are attached along with the blank application form. The applicant has to submit the said Client certificates **depending upon the qualifying works**, of their clients for whom they have carried out eligible works in terms of pre-qualification criteria described in the notice inviting application, in the sealed cover.
5. Similarly, the applicants have to obtain the said **Banker’s Certificate (Solvency) for an amount equivalent to the upper limit of the highest category for which empanelment is sought, from their banker/bankers on the bank’s official letterhead** and has to submit the same along with the application. Such certificates should be addressed to **The Regional Director, Reserve Bank of India, Estate Department, Bakery Junction, Thiruvananthapuram 695033** and should be submitted along with their application, in the sealed envelope.
6. Client certificate issued by a Government/Semi Government organisation or a PSU should be signed by an official of the rank of Executive Engineer or equivalent or higher rank and must be supported by adequate proof of payments received by the contractor for the work done by them.
7. Client's certificate issued by private organization shall also accompany TDS Certificates pertaining to respective period of work executed.
8. Applications received without the specified certificates in the specified format shall be rejected and the Bank shall have the right to independently verify the submitted certificates.
9. The applicants who have carried out any work for any office of the Reserve Bank of India during past five years shall provide the details of those works (if such works are more than five, 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 those contracts.
10. Satisfactory client certificates for works done for different employers should preferably be furnished along with the application.
11. **The application form shall be signed by a person on behalf of the organization, who is duly authorised to do so. Each page of the application shall be properly signed.**
12. 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 and sealed, stating therein the part of the statement, serial number and page number.
13. **Applicant who desires to apply for Pest Control, Sanitary & Plumbing and Electrical 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 of fire extinguishers etc., the applicant shall submit copy of the authorized applicator/ dealer certificate, issued by the respective manufacturer.

14. 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 good quality work in accordance with the specifications and within the time schedule.
15. The performance of all the enlisted contractors shall be reviewed by the Bank at least once a year and their name may 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 consecutively on three occasions in a period of one year or fails to execute any awarded contract.
 - b) Is proved to be responsible for doing defective works in two contracts awarded consecutively.
 - c) Persistently violates any important condition of the contract like maintaining time schedule and business dealings, etc.
 - d) Fails to abide by the condition of registration/ empanelment or is found to have given false particulars at the time of registration/ empanelment.
 - e) Is declared or is in the process of being declared bankrupt/ insolvent, wound up, dissolved or partitioned.
 - f) Persistently violates labour regulations and rules.
16. Application containing false or inadequate information is liable for rejection.
17. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.
18. **Authorized dealers and applicants should submit the necessary documentary evidence of their claim for confirmation.**
19. Clarifications, if any required, may be obtained from the Assistant General Manager, Reserve Bank of India, Estate Department, Bakery Junction, Thiruvananthapuram 695033

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

Place:

Signature:

Date:

Name:

Seal of the applicant:



Form of Application

The Regional Director
Reserve Bank of India
Estate Department
Bakery Junction
Thiruvananthapuram 695033

Sir,

Having read and understood the Empanelment Notice, General Instructions to the applicants, appended to the application proforma and all other relevant information.

i) I/we hereby apply for empanelment in the Bank as contractor/ supplier in the following trade(s) and category(ies):

Sl. No.	Application submitted for empanelment in	
	Trade(s)	Category(ies)

ii) I/We declare that all the information furnished are correct to the best of my/our knowledge and belief.

iii) I/We understand that if any false information is detected at a later date, any future contract made between ourselves and the Reserve Bank of India, Thiruvananthapuram on the basis of the information given by me/us will be treated as invalid by the Reserve Bank of India.



iv) I/We have provided the details of the qualifying works and the client's confidential report in the prescribed proforma.

v) I/We have provided my/ our banker's details and the Banker's Certificate in the prescribed proforma.

vi) 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.

vii) I/We agree that the decision of the Reserve Bank of India in empanelment of the contractors/ suppliers/vendor shall be final and binding on me/us.

Signature:

Name & Designation:

Address:

Email ID:

Mobile / Landline No.

Place:

Date:

Seal of the applicant

(Please Note: All fields are to be mandatorily filled)



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
THIRUVANANTHAPRAM**

Application for Empanelment of Suppliers, Contractors for Civil, Electrical and other works in the Bank's properties at various locations in Thiruvananthapuram

PART - I

Basic Information

Name of the trade:

Category Number:

Description	Details
1. Name & Address (Email ID, Telephone number) of the registered office of the organisation / applicant	
2. Type of Organisation	



(Whether Sole Proprietorship, Partnership /Private Limited / Limited or Body Corporate etc.) Please enclose relevant certificates	
3. Name of the Proprietor /Partners/Directors of the organization/firm	(i) (ii) (iii) (iv) (v)
4. Details of Registration (partnership firm, company etc.) - Registering Authority, date, Registration number etc. mentioning its business / activity. Please, enclose copy of the related certificate(s)/ Trade License (s) /GST Registration Certificate / MSMED Registration Certificate (if registered under MSMED ACT,2006)/ESIC Registration/ EPFO Registration etc./other licenses or certificates*	
5. Experience in the respective field of work. Please, enclose documents in support thereof.	_____ years
6. Address of the office through which the proposed work of Reserve Bank of India will be handled (Name, Designation of the Officer-in-charge, Mobile / Landline, Email ID)	
7. Whether financially sound to undertake works costing within the applied category(ies). If so, adequate and satisfactory evidence to indicate the financial capacity of the organization to undertake the said work with name of bankers and their full address, telephone number and e-mail ID. (Banker's certificate (Solvency) from the bank and TDS certificate shall be attached).	
8. Yearly turnover of the organization for the last 3 years ending March 31, 2024 (Income Tax Year) Audited balance sheet, copy of IT>Returns and P&L statement duly certified by a Chartered Accountant shall be submitted	2021-22: 2022-23: 2023-24:



9. Ability to provide Bank Guarantee or other equivalent forms of security from a Scheduled Bank.	
10. Details of PAN, GSTIN with documentary evidence.	PAN: GSTIN:
11. Copy of Electrical Contractor License (for applicants applying for electrical works)	
12. Whether working with any of the Government / Semi - Government Undertakings/ PSU/ Financial Institution as approved contractors and if so, furnish details.	
13. Details of Service Set-up at Thiruvananthapuram or nearby city (Local Office Address, if any)	
14. Whether any technical personnel are employed in the organization and if so, details of their experience, qualification, etc.	Details to be furnished in Part III
15. Details of skilled, unskilled, qualified licensed PWD Supervisor/Wireman (for applicants applying for electrical works)	
16. 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.	

*** 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 applicant with seal



Part II
Previous Experience

1. (a) List of important works executed by the Firm/Agency during the last 5 Years

Sl. No.	Name of the Work & Location	Nature & Specification of works	Name, address & telephone no. of the owner (Govt./Semi Govt./Pvt. Body)	Name, Full Address & Telephone No. of the officer/architect under whom the work was carried out	Contract Amount	Completion period		Whether the work was left incomplete or the contract was terminated from either side	Any other relevant information including reason, if any, for delay in completion of work
						Scheduled date of completion	Actual date of completion		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

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

Signature of Applicant

(with seal)

* Attach a separate sheet, if required.



Part II
Previous Experience

1. (b) List of important works currently undertaking

SI No.	Name of the Work & Location	Nature & Specification of works	Name, address & telephone no. of the owner (Govt./Semi Govt./Pvt. Body)	Name, Full Address & Telephone No. of the officer/architect under whom the work was carried out	Contract Amount	Completion period		Present stage of work with reasons if the work is getting delayed	Any other relevant information
						Scheduled date of completion	Expected date of completion		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

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

Signature of Applicant
(with seal)

* Attach a separate sheet, if required.

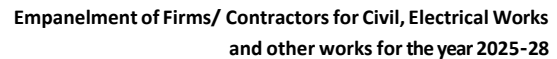


Part III
List of Technical Personnel, giving details about their technical qualifications, experience, etc.

SI No.	Name	Age	Qualification	Experience	Name of works handled	Name of the projects handled costing more than ₹.---- lakh	Date from which employed in your organization	Remarks

Signature of applicant (with seal)

Attach a separate sheet, if required.



CHECK LIST FOR DOCUMENTS SUBMITTED / NOT SUBMITTED

Sl No.	Documents required	Submitted (Please tick)	Page No., if any
1	Duly filled in & signed Application Form		
2	Copy of PAN		
3	Copy of GST Registration Certificate		
4	Copy of MSMED Registration Certificate , if any		
5	Copy of EPF Registration , if any		
6	Copy of ESIC Registration , if any		
7	Copies of the Audited Final Accounts (Balance Sheet & P&L statement etc.) the for last 3 years ending March 31, 2024	-	
	2021-22		
	2022-23		
	2023-24		
8	Banker's certificate (Solvency) for an amount equivalent to the upper limit of the highest category applied.		
9	Client Certificate(s) for the qualifying works including documentary evidence for proof of payments as specified and other supporting documents specified.		
10	Completion Certificate(s) for proof of experience including work orders, TDS certificates, etc.		
11	Dealership certificates (as applicable)		
12	Other relevant documents / certificates <i>(If submitted please mention above the name of the certificate)</i>		
13	Photocopy of valid license issued by appropriate authority for Pest Control, Sanitary & Plumbing and Electrical related trades etc.		

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Annex-I
CLIENT CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR/FIRM
(On the Client's letter head)

Signature of Reporting Officer (Client) with Office seal

Name and address of the Client (mandatory field):

E-mail address of the Client (mandatory field):

Contact No. (mandatory field):

Details of Works executed by Shri /M/s

1	Name of work with brief particulars	
2	Agreement No. and date	
3	Agreement amount	
4	Date of commencement of work	
5	Stipulated date of completion	
6	Actual date of completion	
7	Details of penalty 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 of claim	
	iii) Total amount awarded	



13	Comment 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
	e) General behavior	Outstanding / Very Good / Good// Satisfactory / poor

Note: All columns should be filled

Signature of the Reporting Officer* with office seal

Countersigned

Name & Signature of the applicant (with seal)

** Regarding performance report/clients certificate, for works carried out for Government/ public sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. For works carried out for private companies, Copy of TDS has to be submitted for proving the credentials/contract amount.*

(The client's reports must be enclosed with the application for empanelment in a sealed cover addressed to The Regional Director, Reserve Bank of India, Estate Department, Bakery Junction, Thiruvananthapuram 695033 for each of the qualifying works)



Annex-II
FORM OF BANKERS' CERTIFICATE

The Regional Director
Reserve Bank of India
Estate Department
Bakery Junction
Thiruvananthapuram 695033

This is to certify that to the best of our knowledge and information M/s / Shri / Smt -----
----- having their address at -----
-----, a customer of our bank are/is respectable and can be treated as good
for any engagement upto a limit of ----- (Rupees -----
-----).

This certificate is issued without any guarantee or responsibility of any of its officers.

Date:

(Signature)
For the Bank

Note:

1. Banker's certificate (Solvency) should be on letter head of the bank, addressed to –
The Regional Director, Reserve Bank of India, Estate Department, Bakery Junction,
Thiruvananthapuram.
2. In case of partnership firm, certificate should include names of all partners as recorded
with the bank



Annex-III

BRIEF PARTICULARS OF CONTRACTORS / SUPPLIERS

Name of the Agency :

GSTIN :

Permanent Account No. (PAN) :

Postal Address (with Pin code) :

Contact Person :

Telephone Number (land) :

Mobile Number :

E-mail ID :

Name of the Bank :

Name of the Branch :

Type of A/c :

A/c Number :

IFSC :

Whether MSMED registered? :

(Provide Identification Number) :

Company / Office Seal

Signature with date

(* should be in separate page)



Annex-IV

FORMAT FOR SUPERSCRIBING THE SEALED ENVELOPE

“Empanelment 2025-2028-Estate Department”

S.L No. of Trades/Categories: Example: SL No 3 (III, IV), 6(II), 21(I), etc.

From:

Applicant's Name
Address
Contact No. (mandatory field)

To:

The Regional Director
Reserve Bank of India
Estate Department
Bakery Junction
Thiruvananthapuram-
695033