



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
HYDERABAD**

**Empanelment of Suppliers/Contractors for Civil, Electrical and Others Works
for Reserve Bank of India, Hyderabad**

Reserve Bank of India, Hyderabad invites applications for empanelment of suppliers & contractors for undertaking Civil, Electrical and other general Works/procurement in Bank's properties at various locations in Hyderabad. The panel will remain in force for period of three year from **April 01, 2023 to March 31, 2026**. Interested contractors/suppliers may apply for empanelment for a single or multiple trade/s under any category as provided in the document.

The document containing application form, may be downloaded from June 01, 2022 to June 30, 2022. The last date for submission of duly filled forms together with all supporting documents, by the eligible contractors, is **July 12, 2022 till 14:00 hrs.**



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
HYDERABAD**

Detailed Notice Inviting Applications for Empanelment of Civil / Electrical Contractors / Suppliers for the period from April 01, 2023 to March 31, 2026

The Reserve Bank of India, Hyderabad intends to prepare a panel of reputed contractors, valid for three years, for undertaking works/supplies in respect of various trades costing:

- (i) Up to Rs.2.00 lakh – Category I
- (ii) Rs.2.00 lakh to Rs.10.00 lakh– Category II
- (iii) Rs.10.00 to Rs.25.00 lakh – Category III
- (iv) Rs.25.00 lakh to Rs.50.00 lakh – Category IV

A: CIVIL WORKS

		Work Costing			
		Category I	Category II	Category III	Category IV
Sl. No.	Trade	Up to ₹ 2 lakh	₹ 2 lakh to ₹ 10 lakh	₹ 10 lakh to ₹ 25 lakh	₹ 25 lakh to ₹ 50 lakh
1	General civil works, including repairs, renovations & interior works				
2	General repairs and external/internal repainting works				
3	Sanitary and plumbing works				
4	Specialized Waterproofing works				
5	Steel/Aluminium Fabrication works				
6	General maintenance, cleaning and up keeping of Bank's properties (External/Internal cleaning of (Office and Residential Colonies/flats))				
7	Pest Control, Anti Termite Treatment, Rodent control treatment and fumigation				
8	Miscellaneous works – Name Plates, Boards, Banners, display systems etc.				
9	Landscaping, Gardening and Maintenance				

10	Carpentry and furniture repair work				
11	Cleaning of carpets/chairs/sofa/venetian blinds/Pc's/Printers/Xerox machines				
12	Structural consultants/Structural Engineers				
13	Supply of Office Furniture, Modular Furniture/Accessories, furnishing items etc.				
14	Disposal of scrap/waste and waste paper etc.				

B: ELECTRICAL WORKS

		Work Costing			
		Category I	Category II	Category III	Category IV
Sl. No.	Details of the work	Up to ₹ 2 lakh	₹ 2 lakh to ₹ 10 lakh	₹ 10 lakh to ₹ 25 lakh	₹ 25 lakh to ₹ 50 lakh
1	Electrical repairs, rewiring, cabling, panel works, etc.				
2	Maintenance of Air Conditioning Equipment (Windows, split, package and tower units)				
3	Supply and installation of Solar Water Heater System and Solar Based Power generation systems				
4	Supply and installation of water purifiers Servicing and maintenance thereof				
5	Telephone Wiring works/ Maintenance of EPBAX system & telephone lines				
6	Operation & Maintenance of DG Sets				
7	Supply of electric equipment such as TV, Refrigerators/AC equipment etc.				
8	Supply & Maintenance of public address system, video phone, Conferencing system, etc.				
9	Supply of Electrical materials including panels, wiring, fitting/fixture, HT/LT cables, pumps/motors, etc.				
10	Supply of UPS Batteries				
11	Supply/Maintenance of Security Equipment				
12	Supply/Installation/repairs/Maintenance of Wet Raiser type Fire Fighting System/ Sprinkler System, etc.				

13	Disposal of Electrical scrap/waste and waste paper etc.				
14	Supply/ Maintenance of Sewerage Treatment Plant (STP)				
15	Operation and Maintenance of Centralised AC System by engaging qualified technicians				
16	Operation and Maintenance of Substation and other electrical equipment by engaging qualified electricians				
17	Maintenance if Chimney/hobs and hoods				
18	Cable TV connection and internet connection and service				
19	AC Ducting work				
20	Supply of cartridges and maintenance of photo copiers				
21	Supply and Maintenance of Gymnastic equipment				

Pre-Qualification Criteria: Contractors fulfilling the following pre-qualification criteria can collect application forms from the Estate Department, Reserve Bank of India, Hyderabad by furnishing documentary evidence in support of their possessing required eligibility criteria and in the event of their failure to do so, the Bank reserves the right to refuse issuance of blank application forms.

The prequalification criteria for issue of applications for various trades are as under:

1) **Past Experience:** Should have minimum 5 years of experience of executing similar works during last 5 years ending **May 31, 2022**. Applicant should furnish their Client list 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.

2) **Minimum value of each completed work (qualifying):** Experience of having successfully completed similar works during last 5 years ending **May 31, 2022** should be either of the following:

(i) Three similar completed works each costing not less than the amount equal to 40% of the estimated cost. [In case of empanelment of contractors as the estimated cost ranges between a lower band and an upper band, then 40% of the upper band of the range shall be considered. For example, empanelment of contractors for

works costing between ₹ 25-50 Lakh, cost of each work executed shall be minimum ₹ 20 lakh (40% of ₹ 50 lakh)]

Or

ii) Two similar completed works each costing not less than the amount equal to 50% of the estimated cost. [In case of empanelment of contractors as the estimated cost ranges between a lower band and an upper band, then 50% of the upper band of the range shall be considered. For example, empanelment of contractors for works costing between ₹ 25-50 Lakh, cost of each work executed shall be minimum ₹ 25 lakh (50% of ₹ 50 lakh)].

Or

iii) One similar work costing not less than the amount equal to 80% of the estimated cost. [In case of empanelment of contractors as the estimated cost ranges between a lower band and an upper band, then 80% of the upper band of the range shall be considered. For example, empanelment of contractors for works costing between ₹ 25 -50 Lakh, cost of each work executed shall be minimum ₹ 40 lakh (80% of ₹ 50 lakh)].

Accordingly, the prospective contractors for empanelment may meet the following criteria for various categories as under:

Category I	Category II	Category III	Category IV
Up to ₹ 2.00	Above ₹ 2.00	Above ₹10.00	Above ₹ 25.00
lakh	lakh and up to &	lakh and up to &	lakh and up to &
	including	including	including
	₹.10.00 lakh	₹. 25.00 lakh	₹, 50.00 lakh
i) Three similar completed works costing not less than ₹.	i) Three similar completed works costing not less than ₹. 4.00	i) Three similar completed works costing not less than ₹.10.00	i) Three similar completed works costing not less than ₹. 20.00
80,000/-	Lakh	Lakh	Lakh
(OR)	(OR)	(OR)	(OR)
ii) Two similar completed works not less than ₹.	ii) Two similar completed works not less than ₹.	ii) Two similar completed works not less than ₹.	ii) Two similar completed works not less than ₹.
1.00 lakh	5.00 lakh	12.50 lakh	25.00 lakh
(OR)	(OR)	(OR)	(OR)
iii) One similar completed work costing not less than ₹.1.60 lakh	iii) One similar completed work costing not less than ₹.8.00 lakh	iii) One similar completed work costing not less than ₹.20.00 lakh	iii) One similar completed work costing not less than ₹.40.00 lakh

3) **YEARLY TURN OVER:** The applicant should submit the audited financial statements (Balance Sheet and Profit & Loss Accounts) duly certified by the Chartered Accountant for

the last three Financial Years i.e. 2019-20, 2020-21 and 2021-22*. The yearly turnover per year shall not be less than the below mentioned amount for the respective categories:

₹ 2.00 lakh	₹ 10.00 lakh	₹ 25.00 lakh	₹ 50.00 lakh
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*If the audited yearly financial statements for the FY 2021-22 are not available, the applicant may submit the provisional statements/figures for FY 2021-22.

- 4) **SOLVENCY** : Should furnish solvency certificate issued by the Applicants banker, specifically for the purpose of the empanelment/work, for an amount equal to upper band of the range if the estimated cost ranges between a lower band and an upper band/estimated cost of the work.

₹ 2.00 lakh	₹ 10.00 lakh	₹ 25.00 lakh	₹ 50.00 lakh
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- 5) **Service setup** (for electrical, electromechanical, technology related tenders): Full-fledged service setup should be available for the specified job either at Hyderabad or at nearby city/place wherefrom required quality after sales services can be regularly provided.

- 6) The intending contractors shall have to satisfy the Bank with documentary evidence in support of their possessing required eligibility (as specified above) and in the event of their failure to do so, the Bank reserves the right not to process their application even though blank application has been issued to the contractor. For this purpose, the contractors shall be required to submit all the relevant mandatory information / documents in proof of their eligibility within the timeline in a sealed cover

- 7) Copies of valid licenses for related trades as applicable, PAN, GST Registration, etc. issued by respective statutory authorities. (Electrical license copies should be submitted for electrical work)

The application forms will be issued free of cost at Estate Department, Reserve Bank of India, Hyderabad **from June 01, 2022 to June 30, 2022** on all working days **between 11.00hrs and 17.00hrs**.

Application forms can also be downloaded from the website <https://www.rbi.org.in>. In case of downloaded application form, the complete information / documentary proof of their being eligible for the work, will have to be submitted along with the filled in application form in a sealed cover to The Regional Director, Reserve Bank of India, Estate Department 1st Floor, Saifabad, Hyderabad - 500004. Separate tender box kept for the purpose at Estate Department 1st Floor, RBI, Saifabad, Hyderabad – 500004. The Bank reserves the right to reject the application form which does not meet the eligibility criteria.

The last date for submission of filled in application forms is **July 12, 2022 up to 14.00 hrs**.

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

Note: Contractors already empanelled presently and those whose earlier applications have not been considered favourably can also **submit fresh application**.



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
HYDERABAD**

**APPLICATIONS FOR EMPANELMENT OF CIVIL AND ELECTRICAL CONTRACTORS /
SUPPLIERS**

Issued to M/s _____

Name of Trade (Civil/Electrical): _____

Category applied for: _____

Last date for submission: **July 12, 2022, 14:00 hrs**

Application to be addressed to:

The Regional Director for Andhra Pradesh & Telangana

Reserve Bank of India

Estate Department, First Floor

Saifabad,

Hyderabad- 500 004

Place _____

Date _____

To

The Regional Director for Andhra Pradesh & Telangana
Reserve Bank of India
Estate Department, 1st Floor
Saifabad
Hyderabad.

Sir,

i) I/We have read and understood the Empanelment Notice and Instructions appended to the application proforma and I/We understand that if any false information is detected at a later date, any further contact made between ourselves and the Reserve Bank of India, Hyderabad on this basis of the information given by me/us will be treated as invalid by the Reserve Bank of India.

ii) I/We agree that the decision of the Reserve Bank of India in selection of the contractors will be final and binding on me/us.

iii) All the information furnished under parts I, II & III is correct to the best of my/our knowledge and belief.

iv) 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 this information furnished herewith in the accompanying sheets.

Signature: _____

Name: _____

Designation: _____

Address: _____

Place: _____

Date: _____

SEAL

Trades and category of Empanelment of Contractors

Contractors may select (tick mark ✓) one or more categories for which they apply for empanelment

A: CIVIL WORKS

		Work Costing			
		Category I	Category II	Category III	Category IV
Sl. No.	Trade	Up to ₹ 2 lakh	₹ 2 lakh to ₹ 10 lakh	₹ 10 lakh to ₹ 25 lakh	₹ 25 lakh to ₹ 50 lakh
1	General civil works, including repairs, renovations & interior works				
2	General repairs and external/internal repainting works				
3	Sanitary and plumbing works				
4	Specialized Waterproofing works				
5	Steel/Aluminium Fabrication works				
6	General maintenance, cleaning and up keeping of Bank's properties (External/Internal cleaning of (Office and Residential Colonies/flats))				
7	Pest Control, Anti Termite Treatment, Rodent control treatment and fumigation				
8	Miscellaneous works – Name Plates, Boards, Banners, display systems etc.				
9	Landscaping, Gardening and Maintenance				
10	Carpentry and furniture repair work				
11	Cleaning of carpets/chairs/sofa/venetian blinds/Pc's/Printers/Xerox machines				
12	Structural consultants/Structural Engineers				
13	Supply of Office Furniture, Modular Furniture/Accessories, furnishing items etc.				
14	Disposal of civil scrap/waste and waste paper etc.				

B. ELECTRICAL WORKS

		Work Costing			
Sl. No.	Details of the work	Category I Up to ₹ 2 lakh	Category II ₹ 2 lakh to ₹ 10 lakh	Category III ₹ 10 lakh to ₹ 25 lakh	Category IV ₹ 25 lakh to ₹ 50 lakh
1	Electrical repairs, rewiring, cabling, panel works, etc.				
2	Maintenance of Air Conditioning Equipment (Windows, split, package and tower units)				
3	Supply and installation of Solar Water Heater System and Solar Based Power generation systems				
4	Supply and installation of water purifiers Servicing and maintenance thereof				
5	Telephone Wiring works/ Maintenance of EPBAX system & telephone lines				
6	Operation & Maintenance of DG Sets				
7	Supply of electric equipment such as TV, Refrigerators/AC equipment etc.				
8	Supply & Maintenance of public address system, video phone, Conferencing system, etc.				
9	Supply of Electrical materials including panels, wiring, fitting/fixture, HT/LT cables, pumps/motors, etc.				
10	Supply of UPS Batteries				
11	Supply/Maintenance of Security Equipment				
12	Supply/Installation/repairs/Maintenance of Wet Raiser type Fire Fighting System/ Sprinkler System				
13	Disposal of Electrical scrap/waste and waste paper etc.				
14	Supply/ Maintenance of Sewerage Treatment Plant (STP)				
15	Operation and Maintenance of Centralised AC System by engaging qualified technicians				
16	Operation and Maintenance of Substation and other electrical equipment by engaging qualified electricians				
17	Maintenance if Chimney/hobs and hoods				
18	Cable TV connection and internet connection and service				

19	AC Ducting work				
20	Supply of cartridges and maintenance of photo copiers				
21	Supply and Maintenance of Gymnastic equipment				

SIGNATURE OF APPLICANT WITH SEAL



भारतीय रिज़र्व बैंक / Reserve Bank of India
संपदा विभाग / ESTATE DEPARTMENT
हैदराबाद / HYDERABAD

Application for Empanelment of Civil & Electrical contractors for undertaking renovation /modernization/ repair and maintenance works of Bank's properties at various locations in Hyderabad

GENERAL INSTRUCTIONS

1) The Reserve Bank of India intends to prepare a panel of reputed contractors for undertaking renovation/ modernization/maintenance and repair / repainting work of Bank's properties at various locations in **Hyderabad**.

2) Panel of work are as mentioned in the DETAILED NOTICE FOR EMPANELMENT OF CONTRACTORS. Contractors who are registered with the Government / Semi-Government undertaking/s as Maintenance Contractors or have executed similar maintenance and repair works, may apply in the prescribed format.

3) Applicants are required to **indicate (tick mark ✓)** the trades and categories in which they desire to empanel.

4) Intending applicants are required to furnish details about their Organization, work experience, yearly turn over, technical personnel in their organization, competence and adequate evidence of their financial standing in the enclosed proforma **which will be kept confidential**.

5) A format of Client's Certificate as per [Annexure-I](#) and Banker's certificate as per [Annexure-II](#) is attached along with blank application form. The applicant has to submit the said Client's certificate from at least **two or three as applicable** of their clients for whom they have carried out eligible works in terms of pre-qualification criteria described in the notice inviting application in a sealed cover.

Client's 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 and must be supported by adequate proof of payments received by the contractor for the work done by them. **Client's report issued by private organization shall also be accompanied with relevant TDS Certificates proofing the credentials/contract amount.**

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. Aforementioned certificate must be submitted along with their application in sealed cover addressed to **The Regional Director, Reserve Bank of India, Estate Department, 1st Floor, Saifabad, Hyderabad – 500 004.**

6) 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 specified time schedule.

7) Application should be submitted along with a covering letter. The application form shall be signed by a person on behalf of the Organization, who is duly authorised to do so. Each page of application shall be properly signed and stamped.

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.

9) The performance of all the enlisted contractors shall be reviewed by the Bank 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 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.

10) Application containing false or inadequate information is liable for rejection.

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

12) Authorized dealers and Applicators should submit the necessary documentary evidence of their claim for confirmation.

13) Clarifications, if any, required may be obtained from The Office of the Regional Director for AP & Telangana, Reserve Bank of India, Saifabad, Secretariat road, Hyderabad – 500 004.

14) Contact telephone numbers: 040-23267103, 040-23267106

SIGNATURE OF APPLICANT WITH SEAL

NAME:

ADDRESS:



RESERVE BANK OF INDIA
Estate Department, Hyderabad

APPLICATION FORM

Part I - Basic Information

Name of TRADE:

Category Number:

1	Name of the applicant/ organisation and address of the registered office	
2	Type of Organisation (Whether Sole Proprietorship / LLP / Pvt Ltd /Public Ltd, Body Corporate) Please enclose related certificate.	
3	Name of the Proprietor / Partners / Directors of the organization	
4	Details of Registration (whether Partnership firm, Company etc.), Registering Authority, date, Registration No. etc. mentioning the business /activity of the firm. Please enclose related certificate in support thereof.	
5	Experience in the respective field of work. Please enclose documents in support thereof.	
6	Adequate and satisfactory evidence to indicate financial capacity of the organisation to undertake works for the value up to which the application is made. If so, enclose Solvency Certificate from the Bank and Income Tax clearance certificate and latest GST Clearance Certificate /other licences and certificates*	
7	Name, address, telephone, fax no. & mail ID of the Bankers	
8	Yearly turnover of the Organization for the last 3 years (Income Tax Year) Year 2019-20, 2020-21, 2021-22 Audited balance sheet duly certified by a Chartered Accountant / turnover certificate along with ITs shall be submitted.	
9	Details of PAN, GST Numbers with Documentary evidence.	
10	Copy of Electrical Contractor License (for applicants applying for electrical works)	

11 (a)	Registered Office address E-mail id, Fax and telephone number	
11 (b)	Office address, through which the work will be handled and the name and designation of the Officer-in Charge/ Top Executive	
12	Whether working with any of the Govt./ Semi Govt. Undertakings/ PSU/ Financial Institution as approved contractors and if so, furnish details thereof.	
13	Details of Service Set-up at Hyderabad (factory, its location, machinery, Technical Personnel employed etc.)	
14	Technical personnel available in the organization and if so, details of their experience, qualification (Details to be furnished in Part III)	
15	Details of skilled, qualified licensed PWD Supervisor/Wireman (for applicants applying for electrical works)	
16	Whether any Civil Suit /Litigation arisen in the contracts executed during the 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	

*Applicants who desire to apply for Pest Control, Sanitary & Plumbing and Electrical related trades must submit photocopy of valid licence issued by appropriate authority.

SIGNATURE OF APPLICANT WITH SEAL

NAME:

ADDRESS:

Part II

(a) Previous Experience

List of important works executed by the Firm during last five years costing Rs. 2.00 lakh and above (Works completed on or before May 31, 2022)

S.No.	Name of the work and Location	Nature of work involved in the contract (e.g. residential, offices etc. and no. of storeys)	Name & address of the owner. Also indicate whether Government or Semi-Government or Private body with full address	Contract amount (Rs.)	Completion	Period	Whether work was left incomplete or contract was terminated from either side? Give full details	Any other relevant information including reason, if any, for delay in completion
					Stipulated	Actual		
1	2	3	4	5	6	7	8	9

Note:

- Attach copy of relevant valid license, if applicable and professional qualification, if any from the competent authority for undertaking major (HT/LT equipment/DG sets and minor electrical work, repair and maintenance of firefighting equipment, pest control treatment, repair and maintenance of telephone lines, water proofing etc.
- Documentary evidence of having carried out said works (Such as work order, completion certificate etc.) should be submitted.
- 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.

Signature of the applicant with seal

b) List of important ON HAND works costing Rs.2.00 lakhs and above (with emphasis on multi-storied building with controlled concrete and ancillary services).

S.No.	Name of the project and Location	Nature of work involved in the contract (e.g. residential, offices etc. and no. of storeys)	Name of the owner and architect. Also indicate whether Government or Semi- Government or Private body with full address	Contract amount (Rs.)	Completion Period		Present stage of work with reasons if work is getting delayed.	Any other relevant information
					Stipulated	Actual		
1	2	3	4	5	6	7	8	9

Signature of the applicant with seal

Part III

List of Technical Personnel, Giving Details about their Technical qualifications, Experience, etc. (For categories Rs.10.00 lakh to Rs.25.00 lakh and Rs.25 lakh to Rs.50 lakh)

Sr. No	Name	Age	Qualification	Experience	Name of Works handled	Name of the projects costing more than Rs. _____ Lakh	Date from which employed in Organization	Any other relevant information
1	2	3	4	5	6	7	8	

Signature of the applicant with Seal

ANNEXURE I

CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR

(To be issued by the client on its letterhead)

NAME & ADDRESS OF THE CLIENT:

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 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 of 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
	e) General behaviour	Outstanding / Very Good / Good / Satisfactory / Poor

Note: All columns should be filled in properly

Signature of the Reporting Officer* with office seal

“Countersigned”

* 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.

Client's report issued by private organization shall be accompanied by TDS Certificates (Reports must be submitted in **sealed cover addressed to The Regional Director for AP & Telangana, Reserve Bank of India, Estate Department, 1st Floor, Saifabad, Hyderabad - 500 004**

ANNEXURE II

FORM OF BANKERS CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s / Shri -----
----- having their address at -----
-----, a customer of our bank are/is
respectable and can be treated as good for any engagement up to a limit of Rs 2.00 lakh, Rs
10.00 lakh, Rs 25.00 lakh, Rs 50.00 lakh (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

Note:

a) Bankers Certificate should be on letter head of the bank, sealed in cover addressed to:

**The Regional Director for AP & Telangana, Reserve Bank of India, Estate
Department, 1st Floor, Saifabad, Hyderabad-500 004**

b) In case of partnership firm, certificate should include names of all partners as recorded
with the bank.

Checklist for documents submitted or not submitted

S.No	Particulars of document	Submitted ✓	Not submitted ✓
1	Formal letter requesting empanelment 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		
6	Copy of MSMED Registration Certificate, If any		
7	Copy of PF Registration		
8	Copy of ESIC Registration		
9	Copies of the Audited Final Accounts for last 3 years and a certificate issued by Chartered Accountant indicating the turnover for the last 3 Years		
10	Client's Certificates from two (2) different clients in sealed official cover of the client. (Each certificate must accompany photocopy of TDS/ documents as a proof of payment		
11	Banker's certificate in sealed official cover of the Bank		
12	Completion certificates, if any		
13	Other relevant certificates (If submitted mention the name of the certificate above)		
14	Applicant who desires to apply for pest control, Sanitary & Plumbing and Electrical related trades must submit issued by appropriate authority and photocopy of valid license		

Signature of the applicant with seal