



**Reserve Bank of India**  
**Estate Department, Bhopal**  
[www.rbi.org.in](http://www.rbi.org.in)

**Notice for inviting applications for empanelment of Contractors / Suppliers for Civil, Electrical and other works for the period April 01, 2026 to March 31, 2029 for Reserve Bank of India, Bhopal**

Reserve Bank of India, Bhopal invites sealed applications from eligible vendors for empanelment as Contractors / Suppliers valid for a period of 3 (three) years for Civil, Electrical and other works / Supply of material in different trade & categories.

2. To download the application form and for other details, interested vendors may visit 'Tender Section' of Bank's website: [www.rbi.org.in](http://www.rbi.org.in).

3. The Schedule of the empanelment process is tabulated below:

<b>Sr. No.</b>	<b>Particulars</b>	<b>Scheduled date and time</b>
i)	Date and time from when the application forms will be available for downloading from the Bank's website / to collect by hand from Estate Department, RBI, Bhopal	July 25, 2025, from 12.00 PM
ii)	Last date and time for submission of the filled in and sealed applications at Estate Department, RBI, Bhopal	August 25, 2025, till 03:00 PM
iii)	Date and time of opening of sealed applications	August 28, 2025, at 11:00 AM in, Estate Department, Bhopal

4. The Bank reserves the right to accept or reject any or all the applications received without assigning any reasons.

Regional Director  
Reserve Bank of India, Bhopal



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2. To download the application form and for other details, interested vendors may visit 'Tender Section' of Bank's website: [www.rbi.org.in](http://www.rbi.org.in).

3. Duly filled, signed, stamped and sealed application forms addressed to The Regional Director, Estate Department, 5th Floor, Reserve Bank of India, Hoshangabad road, Bhopal – 462011 may be forwarded on or before 15:00 Hrs of August 25, 2025. Application forms received after the said date and time will not be considered. Interested vendors may submit the sealed application forms in person or through courier / registered post. The sealed cover shall be super-scribed with **'Empanelment of Contractors / Suppliers for Civil, Electrical and others works for Reserve Bank of India, Bhopal'**.

4. The Bank reserves the right to accept or reject any or all applications without assigning any reason thereof. Decision of the Reserve Bank of India, Bhopal with respect to empanelment of the Contractors / Suppliers will be final and binding on the applicants.

5. This notice is available on the Bank's website ([www.rbi.org.in](http://www.rbi.org.in)) and in newspapers - Times of India (English version) and Dainik Bhaskar (Hindi version) dated July 25, 2025. Corrigendum, if any, will be published on the above website only and will not be published separately in newspapers.

Regional Director  
Reserve Bank of India, Bhopal

## **DISCLAIMER**

Reserve Bank of India, Bhopal has prepared this document to give background information about the empanelment to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believe it to be in order, neither Reserve Bank of India nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by Reserve Bank of India in submitting the application. The information is provided on the basis that it is non – binding on the Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents or advisors. Reserve Bank of India reserves the right to alter the timetable indicated in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.



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**Reserve Bank of India  
Estate Department  
Bhopal**

**Detailed Notice Inviting Applications for empanelment of Contractors /  
Suppliers for Civil, Electrical and other works for the Reserve Bank of India,  
Bhopal valid for the period from April 01, 2026 to March 31, 2029**

The Reserve Bank of India, Bhopal intends to prepare a panel of reputed Contractors, valid for three years from April 01, 2026 to March 31, 2029, for undertaking works / supplies in respect of various trades estimated to cost:

(i) Up to ₹1.00 lakh – Category I

(ii) Up to ₹2.00 lakh – Category II

(iii) Up to ₹10.00 lakh– Category III

(iv) Up to ₹25.00 lakh – Category IV

(v) Up to ₹50.00 lakh – Category V

\* (vi) Up to ₹75.00 lakh – Category VI

\* (vii) Up to ₹1 crore – Category VII

(\* The categories are applicable for Civil works only)

2. Schedule of the empanelment process is tabulated below

Sr. No.	Event	Date and Time
i)	Date & time of publication of the Notice Inviting Applications	July 25, 2025 from 12.00 PM
ii)	Date & time from when the application forms will be available for downloading from the Bank's website / to collect by hand from Estate Department, RBI, Bhopal	July 25, 2025 from 12.00 PM
iii)	Last date and time for submission of the filled in and sealed applications at Estate Department, RBI, Bhopal	August 25, 2025 till 03:00 PM
iv)	Date of opening of sealed applications	August 28, 2025 at 11:00 AM in, Estate Department, Bhopal

3. Name of trades (Category wise) for which empanelment is being done:

**A) CIVIL WORKS:**

Sr No.	Trades	Categories						
		I	II	III	IV	V	VI	VII
		Up to ₹1 lakh	Up to ₹2 lakh	Up to ₹10 lakh	Up to ₹25 lakh	Up to ₹50 lakh	Up to ₹75 lakh	Up to ₹1 Crore
1.	Civil (repairs, renovation, addition, alterations, modifications, modernization etc.) Interior, fabrication and Painting works							
2.	Development and Maintenance of Garden and Supply of Plants Pots, Garden Earth, Manure, horticultural works etc.							
3.	Disposal of Scrap Items (civil, electrical, general) and waste papers etc.;							
4.	General pest / Mosquito / Rodent / Vector control, post-construction anti-termite control / special disinfection treatment / fumigation etc.							
5.	Making, Supplying and fixing various kinds of name plates/ boards, stickers, artistic paintings, banners, display etc.							
6.	Repairs of furniture and furnishings							
7.	Cleaning of carpets/chairs/sofas/ venetian blinds/ electric and electronic equipment							
8.	Disposal of e-waste							
9.	External/Internal cleaning of Office/residential premises							
10.	External Repairs and Repainting	N.A.						
11.	Relaying of bituminous/ asphaltic roads/ drive - ways							
12.	Structural repairs, rehabilitation and retrofitting works.							
13.	Supply of Furniture							

14.	Supply, Installation and Maintenance of Modular Furniture (Workstations/ Cubicles etc.) and Compactors	N.A.						
15.	Supply, Installation and Maintenance of Modular Kitchen Units							
16.	Supply/ making and laying/ fixing of carpets, venetian blinds, furnishing materials etc.							
17.	Cleaning of water tanks/ overhead tank							
18.	Supply of Spares and Maintenance of Wet Riser and Down comer system of fire fighting							
19.	Specialized Water Proofing							
20.	Architectural Services							

## B) ELECTRICAL WORKS:

Sr No.	Trades	Categories				
		I	II	III	IV	V
		Up to ₹1 lakh	Up to ₹2 lakh	Up to ₹10 lakh	Up to ₹25 lakh	Up to ₹50 lakh
1.	General Electrical works including repairs, maintenance, renovation works viz. rewiring, cabling, panel works, electrical motors / pumps etc. and other electrical items.					
2.	Supply of Electrical Fixtures, Fittings and other Electrical Materials					
3.	Supply of Home Appliances					
4.	Supply and Maintenance of Gymnastic Equipment					
5.	Conducting electrical safety audit in large office complex/ residential colonies					
6.	Conducting energy audit in large office complex/ residential colonies					
7.	Supply and maintenance of water purifiers					
8.	Supply and maintenance of Chimneys and hobs					



9.	Supply, installation and maintenance of RFID based fixed asset management system					
10.	Supply, installation of inverters and batteries					
11.	Supply, Installation, Testing and Commissioning of Air Conditioners and allied works	N.A.				
12.	Supply and maintenance of Sub-station including HT / LT panel, ACB / VCB, LT / HT-Transformers, 33KV and 11KV substation equipment, DG Set up to 500KVA, HT / LT switchgears, HT / LT panels, HT / LT cables, Servo controlled stabilisers etc.					
13.	SITC of Solar Plant, Solar Street Lights					

**4. Pre-Qualification Criteria:** Contractors fulfilling the following pre-qualification criteria may collect application forms from Estate Department, Reserve Bank of India, Bhopal 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:

- (i) **Licenses:** Must have valid licenses for the related trade as applicable, PAN, GST, EPFO, ESIC, MSME (if applicable) certificates etc; issued by the respective issuing authorities.
- (ii) **Past Experience:** Should have a minimum 5 years of experience of executing similar works. Applicant should furnish a Client wise list showing the details of work carried out by them / supplies made by them along with copies of Work / Supply Orders and completion certificates signed by an officer equivalent to Executive Engineers or above. Client's report issued by private organization shall also be accompanied with relevant TDS certificates proofing the credentials/contract amount. 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., the applicant should have undertaken similar work(s)\* ending **June 30, 2025, from July 01, 2020.**

(iii) **Minimum value of each completed work (qualifying):** Experience of having successfully completed similar works during last 5 years ending **June 30, 2025, from July 01, 2020, should be either of the following:**

a) Three similar completed works each costing not less than the amount equal to 40% of the estimated cost.

*[In case of empanelment of contractors / suppliers, 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

b) 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

c) 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)].*

*The applicants shall submit copies of Work / Supply orders and completion certificates signed by an authorized official of the client equivalent or above Executive Engineer, in support of the above criteria.*

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

Category I Up to ₹ 1.00 lakh	Category II Up to ₹ 2.00 lakh	Category III Up to ₹10.00 lakh	Category IV Up to ₹ 25.00 lakh	Category V Up to ₹ 50.00 lakh	Category VI Up to ₹ 75.00 lakh	Category VII Up to ₹ 1 crore
i) Three similar completed works costing not less than ₹ 40,000/-	i) Three similar completed works costing not less than ₹. 80,000/-	i) Three similar completed works costing not less than ₹ 4.00 lakh	i) Three similar completed works costing not less than ₹10.00 lakh	i) Three similar completed works costing not less than ₹ 20.00 lakh	i) Three similar completed works costing not less than ₹ 30.00 lakh	i) Three similar completed works costing not less than ₹ 40.00 lakh
(OR)	(OR)	(OR)	(OR)	(OR)	(OR)	(OR)
ii) Two similar completed works not less than ₹ 50,000/-	ii) Two similar completed works not less than ₹. 1.00 lakh	ii) Two similar completed works not less than ₹ 5.00 lakh	ii) Two similar completed works not less than ₹ 12.50 lakh	ii) Two similar completed works not less than ₹ 25.00 lakh	ii) Two similar completed works not less than ₹ 37.50 lakh	ii) Two similar completed works not less than ₹ 50.00 lakh
(OR)	(OR)	(OR)	(OR)	(OR)	(OR)	(OR)
iii) One similar completed work costing not less than ₹ 80,000/-	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	iii) One similar completed works not less than ₹ 60.00 lakh	iii) One similar completed works not less than ₹ 80.00 lakh

(iv) **YEARLY TURN OVER:** The applicants should submit the audited financial statements (Balance Sheet and Profit and Loss Accounts) duly certified by a Chartered Accountant for the last three Financial Years i.e. 2022-23, 2023-24 and 2024-25\*. The annual turnover of the applicants shall not be less than that mentioned below under respective categories:

₹ 1.00 lakh	₹ 2.00 lakh	₹ 10.00 lakh	₹ 25.00 lakh	₹ 50.00 lakh	₹ 75.00 lakh	₹ 1.00 crore
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*\*If the audited yearly financial statements for the FY 2024-25 are not available, the applicant may submit the provisional statements / figures for FY 2024-25.*

(v) **SOLVENCY:** Should furnish Solvency Certificate issued by a Scheduled Commercial Bank, specifically for the purpose of the empanelment, for an amount equal to the upper band of the category for which the empanelment is requested.

₹1.00 lakh	₹2.00 lakh	₹10.00 lakh	₹25.00 lakh	₹50.00 lakh	₹75.00 lakh	₹1.00 crore
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(vi) **Service setup:** Full-fledged service setup should be available for the specified job either at Bhopal or at nearby city (within the state of Madhya Pradesh) / place wherefrom required quality after sales services can be regularly provided.

(vii) The intending vendors 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 vendor. For this purpose, the vendors shall be required to submit all the relevant mandatory information / documents in proof of their eligibility within the timeline specified herein in a sealed cover.

(viii) Copies of valid licenses for relevant trades as applicable, PAN, GST Registration, EPFO, ESIC, MSME (if applicable) etc. issued by respective statutory authorities valid in the state of Madhya Pradesh should be submitted. (Electrical license copies should be submitted for electrical works)

**5.** The application forms will be issued free of cost at Estate Department, Reserve Bank of India, Bhopal **from July 25, 2025 to August 22, 2025** on all working days **between 12:00 Hrs and 17:00 Hrs**. The last date for submission of filled in application forms is **August 25, 2025 up to 15:00 Hrs**. The sealed cover shall be super-scribed with 'Empanelment of Contractors / Suppliers for Civil, Electrical and others works for Reserve Bank of India, Bhopal'.

**6.** Application forms can also be downloaded from the Bank's website: [www.rbi.org.in](http://www.rbi.org.in). In case of downloaded application forms, the duly stamped and signed 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 addressed **to The Regional Director, Reserve Bank of India, Estate Department, 5th Floor, Hoshangabad road, Bhopal - 462011**. Separate box is kept for depositing

the applications for empanelment at Reserve Bank of India, Estate Department, 5th Floor, Hoshangabad road, Bhopal - 462011. The sealed cover shall be super-scribed with 'Empanelment of Contractors/ Suppliers for Civil, Electrical and others works for Reserve Bank of India, Bhopal'.

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

**Note: Contractors, who are already empanelled with the Bank, shall also be required to apply a fresh for fresh empanelment.**



**RESERVE BANK OF INDIA  
ESTATE DEPARTMENT  
BHOPAL**

**Applications for Empanelment of Contractors / Suppliers for Civil,  
Electrical and other works for Reserve Bank of India, Bhopal valid for  
the period from April 01, 2026 to March 31, 2029**

Issued to M/s / Shri. /Smt.

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Name of Trade (Civil / Electrical): \_\_\_\_\_

Category applied for: \_\_\_\_\_

Last date for submission: **August 25, 2025; 15:00 Hrs**

Application to be addressed to:

The Regional Director  
Reserve Bank of India  
Estate Department, 5<sup>th</sup> Floor  
Hoshangabad road,  
Bhopal – 462 011

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

To

The Regional Director  
Reserve Bank of India  
Estate Department, 5<sup>th</sup> Floor  
Hoshangabad road  
Bhopal.

Madam,

- i) I / We have read and understood the Notice Inviting Applications for Empanelment of Contractors / Suppliers 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, Bhopal on the 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 connection with empanelment of the Contractors / Suppliers will be final and binding on me / us.
- iii) All the information furnished under parts I, II and III are 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 / Suppliers

I / we hereby apply for empanelment in the Bank as Contractor / Supplier in the following trade(s) / sub-trade(s) and category (ies):

*Kindly refer **para (4): Pre-qualification Criteria** in Detailed Notice Inviting Applications for Empanelment of Contractors / Suppliers for Civil, Electrical and other works for Reserve Bank of India, Bhopal for the period April 01, 2026 to March 31, 2029*

**(Tick whichever applicable. Further, vendors applying for higher category will be automatically considered for lower categories if they fulfil the prescribed eligibility criteria unless otherwise the vendor has specifically indicated that they do not want to get empanelled under such lower categories.**

### CIVIL WORKS

Sr No.	Trades	Categories						
		I	II	III	IV	V	VI	VII
		Up to ₹1 lakh	Up to ₹2 lakh	Up to ₹10 lakh	Up to ₹25 lakh	Up to ₹50 lakh	Up to ₹75 lakh	Up to ₹1 Crore
1.	Civil (repairs, renovation, addition, alterations, modifications, modernization etc.) Interior, fabrication and Painting works							
2.	Development and Maintenance of Garden and Supply of Plants Pots, Garden Earth, Manure, horticultural works etc.							
3.	Disposal of Scrap Items (civil, electrical, general) and waste papers etc.;							
4.	General pest / Mosquito / Rodent / Vector control, post-construction anti-termite control / special disinfection treatment / fumigation etc.							
5.	Making, Supplying and fixing various kinds of name plates/ boards, stickers, artistic paintings, banners, display etc.							
6.	Repairs of furniture and furnishings							
7.	Cleaning of carpets/chairs/sofas/ venetian blinds/ electric and electronic equipment							
8.	Disposal of e-waste							



9.	External/Internal cleaning of Office/residential premises						
10.	External Repairs and Repainting	N.A.					
11.	Relaying of bituminous/ asphaltic roads/ drive - ways						
12.	Structural repairs, rehabilitation and retrofitting works.						
13.	Supply of Furniture						
14.	Supply, Installation and Maintenance of Modular Furniture (Workstations/ Cubicles etc.) and Compactors						
15.	Supply, Installation and Maintenance of Modular Kitchen Units						
16.	Supply/ making and laying/ fixing of carpets, venetian blinds, furnishing materials etc.						
17.	Cleaning of water tanks/ overhead tank						
18.	Supply of Spares and Maintenance of Wet Riser and Down comer system of fire fighting						
19.	Specialized Water Proofing						
20.	Architectural Services						

## **B) ELECTRICAL WORKS**

Sr No.	Trades	Categories				
		I	II	III	IV	V
		Up to ₹1 lakh	Up to ₹2 lakh	Up to ₹10 lakh	Up to ₹25 lakh	Up to ₹50 lakh
1.	General Electrical works including repairs, maintenance, renovation works viz. rewiring, cabling, panel works, electrical motors / pumps etc. and other electrical items.					
2.	Supply of Electrical Fixtures, Fittings and other Electrical Materials					
3.	Supply of Home Appliances					
4.	Supply and Maintenance of Gymnastic Equipment					

5.	Conducting electrical safety audit in large office complex/ residential colonies					
6.	Conducting energy audit in large office complex/ residential colonies					
7.	Supply and maintenance of water purifiers					
8.	Supply and maintenance of Chimneys and hobs					
9.	Supply, installation and maintenance of RFID based fixed asset management system					
10.	Supply, installation of inverters and batteries					
11.	Supply, Installation, Testing and Commissioning of Air Conditioners and allied works	N.A.				
12.	Supply and maintenance of Sub-station including HT / LT panel, ACB / VCB, LT / HT-Transformers, 33KV and 11KV substation equipment, DG Set up to 500KVA, HT / LT switchgears, HT / LT panels, HT / LT cables, Servo controlled stabilisers etc.					
13.	SITC of Solar Plant, Solar Street Lights					

**SIGNATURE OF CONTRACTOR/ SUPPLIER WITH SEAL**



**Reserve Bank of India  
Estate Department  
Bhopal**

**Applications for Empanelment of Contractors / Suppliers for Civil, Electrical and others works for Reserve Bank of India, Bhopal valid for the period  
from April 01, 2026 to March 31, 2029**

**GENERAL INSTRUCTIONS**

- 1) The Reserve Bank of India intends to prepare a panel of reputed Contractors / Suppliers for undertaking various Civil, Electrical and other works to be undertaken in the Bank's Main Office Premises and residential Bank's properties at various locations in **Bhopal**.
- 2) Details of various panel the Bank intend to prepare are as mentioned in the DETAILED NOTICE FOR EMPANELMENT OF CONTRACTORS / SUPPLIERS. Contractors / Suppliers who are registered with the Government / Semi-Government undertaking(s) as made similar supplies, Contractors / Suppliers have executed similar works, may apply in the prescribed format.
- 3) **Applicants are required to indicate by tick mark (✓) the trades and categories under which they desire to get empanelled. Further, vendors applying for higher category / eligibility will be automatically considered for lower category if they fulfil the prescribed criteria, unless otherwise the vendor has specifically indicated that they do not want to get empanelled under such lower categories.**
- 4) Intending applicants are required to furnish details about their Organization, work categories, experience, Annual financial 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 applicants shall submit the said Client's Certificate from at least **two or three as applicable** of their clients for whom they have carried out the eligible works in terms of Pre-Qualification Criteria prescribed in the Notice Inviting Application for empanelment 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 Contractors / Vendors for the work done or supplies made by them. **Client's Certificate issued by private organizations shall also be accompanied by the relevant TDS Certificates as proof for 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 certificates must be submitted along with their application in sealed cover addressed to **The Regional Director, Estate Department, Reserve Bank of India, Hoshangabad Road, Bhopal – 462 011.**

- 6) While deciding upon the selection of the Contractors / Suppliers, emphasis will be given on the ability, experience, performance, value of works executed / items supplied and competence to do good quality work in accordance with the specifications and within the specified time schedule.
- 7) During scrutiny, if any of the applicant is found not to possess the required pre-qualification or to have submitted false / incorrect information, his / her / their application will be liable for rejection. Applications of only those applicants who fulfil the specified Pre-Qualification Criteria and submit the required documents in support of the same shall be processed further.
- 8) Applicants who are debarred or whose performance are found poor during last 3 years by any government institution / PSU / Semi - Government organisation will not be eligible to apply Or if they have applied for empanelment their application will be rejected.
- 9) The panel shall remain valid for 3 (three) years with effect from the date of coming into existence, subject to periodical review of the performance of the empanelled Contractors / Suppliers as specified.
- 10) Vendors applying for categories III and above have to obtain digital certificates from MSTC Ltd. immediately after empanelment and also get acquainted with the systems and procedures of e-tendering in consultation with MSTC Ltd.
- 11) Application for empanelment should be submitted along with a covering letter. The application form shall be signed by a person on behalf of the vendor, who is duly authorised to do so. Each page of application shall be properly signed

and stamped. 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.

12) The performance of all the empanelled Contractors / Suppliers shall be reviewed by the Bank once a year and their name shall be removed from the approved list of Contractors / Suppliers 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 contractual obligation, etc.
- d. Fails to abide by the conditions of registration / empanelment or is found to have given false particulars / details / documents 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 in force from time- to - time.

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

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

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

16) Clarifications, if any, required may be obtained from the authorized officials of **Estate Department, Reserve Bank of India, Hoshangabad road, Bhopal – 462 011.**

17) **Contact telephone numbers: 0755- 2519509/ 2519569 / 2519598**

**SIGNATURE OF THE APPLICANT WITH SEAL  
NAME:  
ADDRESS:**



**RESERVE BANK OF INDIA**  
**Estate Department**  
**Bhopal**

**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 <b>Solvency Certificate from the Bank</b> and <b>Income Tax clearance certificate</b> and latest <b>GST Clearance Certificate</b> /other licences and certificates*	
7	Name, address, telephone, fax No. and mail ID of the Bankers	

8	Yearly turnover of the Organization for the last 3 years (Income Tax Year) Year 2022-23, 2023-24, 2024-25  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 Bhopal (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 Sanitary, Plumbing and Electrical related trades must submit photocopy of valid licence issued by appropriate authority in the state of Madhya Pradesh.

**SIGNATURE OF THE APPLICANT WITH SEAL**

**NAME:**

**ADDRESS:**



## Part II

### (a) Previous Experience:

List of important similar works executed / items supplied by the vendor / supplier (Works completed on or before June 30, 2025).

Sr. No.	Name of the work and Location	Nature of work involved in the contract (e.g. residential, offices etc. and No. of storeys)	Name and address of the owner. Also indicate whether Government or Semi-Government or Private body with full address	Contract amount (₹)	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 (a)	6 (b)	7	8

#### Note:

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

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

**SIGNATURE OF THE APPLICANT WITH SEAL**

**Part III**

**List of Technical Personnel, Giving Details about their Technical qualifications, Experience, etc including that in RBI.**

<b>Sr. No</b>	<b>Name</b>	<b>Age</b>	<b>Qualifications</b>	<b>Experience</b>	<b>Name of works handled</b>	<b>Name of the works costing more than ₹.....</b>	<b>Date from which employed in your organisation</b>	<b>Any other relevant information</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 WITH SEAL**

## ANNEXURE I

### CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR / SUPPLIER

(To be issued by the client on its letterhead)

**NAME and ADDRESS OF THE CLIENT:**

**DETAILS OF WORKS EXECUTED BY SHRI / SMT / M/S.**

**Shri. / Smt. / 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 and 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 Tand 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 & above

\*\* 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 Estate Department, Reserve Bank of India, Hoshangabad road, Bhopal – 462 011**

## ANNEXURE II

### **FORM OF BANKERS SOLVENCY CERTIFICATE FROM A SCHEDULED BANK**

(On bank's letter head)

To

**Regional Director  
Reserve Bank of India  
Estate Department  
Hoshangabad Road,  
Arera Hills, Bhopal,  
Madhya Pradesh - 462011.**

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  
(Rupees -----).

This certificate is issued without any guarantee or responsibility on the bank or any  
of the officers.

(Signature)

For the bank with name and seal

Note:

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

**The Regional Director, Estate Department, Reserve Bank of India,  
Hoshangabad Road, Bhopal – 462 011**

- 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**

<b>Sr. No.</b>	<b>Particulars of document</b>	<b>Submitted ✓</b>	<b>Not submitted ✓</b>
1	Formal letter requesting empanelment in official letterhead of the applicant		
2	Duly filled in and signed Application Form		
3	Trade License / certificate of incorporation / partnership deed		
4	Copy of PAN Card and other related Income Tax documents		
5	Copy of GST Registration Certificate		
6	Copy of MSME 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 Solvency 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 Sanitary and Plumbing and Electrical related trades must submit issued by appropriate authority and photocopy of valid license		

**Signature of the applicant with seal**