



भारतीय रिज़र्व बैंक

Reserve Bank of India

संपदा विभाग / Estate Department

चेन्नै / Chennai - 600 001

टेलिफोन / Telephone: 044-2561 9830 / 044-2539 9200

वेबसाइट / Website : www.rbi.org.in ई-मेल / E-mail: estatechennai@rbi.org.in

EMPANELMENT NOTICE

The Reserve Bank of India, Chennai Regional Office, invites applications from eligible firms / contractors for empanelment in various trades of works / supplies which cost up to ₹50 lakh, for undertaking civil, electrical and other works / supplies at Bank's Main Office premises / residential colonies at Chennai and Holiday Home at Ooty. For trade details, minimum eligibility criteria and other requirements, firms / contractors may view / download the application form under the link "**Notice inviting application for empanelment of contractors - RBI, Chennai**" in the **Tenders** tab of the Bank's website www.rbi.org.in. Application form can be downloaded from website or collected from Estate Department, Reserve Bank of India, Fort Glacis, 16, Rajaji Salai, Chennai-600001 during office hours (10.00 a.m. to 05.00 p.m.) from January 06, 2023 to January 27, 2023. Last date for submission of filled-in application form is February 06, 2023 (by 04:00 pm).

Chennai

Date: January 06, 2023

Shri. S M N Swamy

Regional Director



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
CHENNAI**

Detailed Notice Inviting Application for Empanelment

Reserve Bank of India, Chennai, invites applications for Empanelment of Contractors/ Suppliers for a period of three years under various categories of civil, electrical and other works / supplies, costing up to Rs.50 lakh, at its Main Office premises / residential colonies at Chennai and Holiday Home at Ooty.

2. Empanelment shall be carried out for different categories under each trade/sub-trade based on the estimated cost of works / supplies. Detailed category-wise list of trades is given under [Annexure - A](#). The pre-qualification criteria and the requisite documents for Empanelment of contractors/ suppliers are detailed under [Annexure - B](#).

3. Contractors fulfilling the pre-qualification criteria mentioned in [Annexure - B](#), can download the application form under the link “**Notice inviting application for empanelment of contractors - RBI, Chennai**” in the **Tenders** tab of the Bank’s website www.rbi.org.in or collect it from Estate Department, Reserve Bank of India, Fort Glacis, Rajaji Salai, Chennai – 600 001 during office hours (10:00 a.m. to 05:00 p.m.) from January 06, 2023 to January 27, 2023. The detailed schedule of activities of the empanelment process are given in [Annexure - C](#).

4. Existing empanelled contractors are also required to apply afresh for the proposed empanelment.

5. Filled-in application form along with the documentary proof in support of the applicant’s possessing the required pre-qualification criteria for Empanelment, as specified in [Annexure-B](#), will have to be submitted in a sealed cover superscribing “Application for empanelment of contractors for trades costing up to ₹50 lakh” addressed to Shri. S M N Swamy, Regional Director for Tamil Nadu and Puducherry, Reserve Bank of India, Estate Department, 2nd Floor, Rajaji Salai, Fort Glacis, Chennai – 600 001 on or before February 06, 2023 by 04:00 p.m.

6. Intending applicants who are having their office at **Chennai alone**, are eligible to apply and are required to furnish details about their organisation, work experience, yearly turnover and evidence of their financial standing (solvency) as per the enclosed proforma, which will be kept confidential.
7. 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.
8. 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. Further, all the supporting documents submitted by the applicant shall be self-attested.
9. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on an additional sheet of paper duly signed stating therein the part of the statement and serial number.
10. Applicants have to attach Client's Certificate and Banker's Certificate / Solvency Certificate as per the format given in [Annexure - I](#) and [Annexure - II](#) along with the application form.
11. Client's Certificate for works carried out for Government/ Public Sector companies should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank and shall be submitted in a separate sealed envelope, superscribing "Client's Certificate". For works carried out for private companies, Client Certificate should be signed by authorized person and copies of TDS certificate should be submitted for proving the credentials / contract amount. Further, satisfactory completion certificates for works done for different clients should preferably be furnished along with the application.
12. The Bank shall obtain the confidential reports from the clients of the applicants and inspect the works to verify the various details and credentials.
13. Banker's Certificate / Solvency Certificate issued by the applicant's banker on the letter head of the bank, specifically for the purpose of the empanelment, for an amount equal to upper band of the category applied for, may be submitted in a sealed envelope superscribing "Solvency Certificate".
14. 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 application form has been issued to the contractors.

15. The applicant should not have been disqualified / debarred / terminated previously on account of poor or unsatisfactory performance / blacklisted from any Governments, Semi-governments, PSUs, Banks or any other organisations including any of the Offices / Branches of Reserve Bank of India. The applications received from such applicants will not be considered for Empanelment and will be rejected.

16. Application containing false / incorrect or inadequate information is liable to be rejected.

17. The panel shall remain valid for three years from the date of coming into existence subject to an annual review of performance.

18. All disputes arising out of or in any way connected with this empanelment process shall be deemed to have arisen at Chennai and only courts in Chennai shall have jurisdiction to determine the same.

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

20. Clarifications, if any, required may be obtained from the office of Estate Department, RBI, 2nd floor, Rajaji Salai, Chennai 600001. Phone: 044 2561 9830 / 044 2539 9200. E-mail: estatechennai@rbi.org.in

Regional Director for Tamil Nadu & Puducherry
Reserve Bank of India

Annexure - A

Sr. No.	Trade	Category
1	Civil, interior, fabrication and painting works.	<ul style="list-style-type: none"> • Up to ₹ 1 lakh • Up to ₹ 2 lakh • Up to ₹ 5 lakh • Up to ₹ 10 lakh • Up to ₹ 25 lakh • Up to ₹ 50 lakh
2	Supply of furniture and furnishings.	<ul style="list-style-type: none"> • Up to ₹ 1 lakh • Up to ₹ 2 lakh • Up to ₹ 5 lakh • Up to ₹ 10 lakh
3	Repair of furniture and furnishings.	<ul style="list-style-type: none"> • Up to ₹ 1 lakh • Up to ₹ 2 lakh • Up to ₹ 5 lakh • Up to ₹ 10 lakh
4	Special cleaning of water tanks.	<ul style="list-style-type: none"> • Up to ₹ 5 lakh
5	Structural repairs, rehabilitation and retrofitting works.	<ul style="list-style-type: none"> • Up to ₹ 10 lakh • Up to ₹ 25 lakh • Up to ₹ 50 lakh
6	General repairs and repainting.	<ul style="list-style-type: none"> • Up to ₹ 25 lakh • Up to ₹ 50 lakh
7	Specialised water proofing works.	<ul style="list-style-type: none"> • Up to ₹ 25 lakh • Up to ₹ 50 lakh
8	Relaying of bituminous / asphaltic roads.	<ul style="list-style-type: none"> • Up to ₹ 10 lakh • Up to ₹ 25 lakh • Up to ₹ 50 lakh
9	Supply, installation and maintenance of modular kitchen units.	<ul style="list-style-type: none"> • Up to ₹ 5 lakh • Up to ₹ 10 lakh • Up to ₹ 25 lakh

10	Supply, installation and maintenance of modular furniture and compactors.	<ul style="list-style-type: none"> • Up to ₹ 5 lakh • Up to ₹ 10 lakh • Up to ₹ 25 lakh • Up to ₹ 50 lakh
11	Making, supplying and fixing various kinds of nameboards, stickers, artistic paintings etc.	<ul style="list-style-type: none"> • Up to ₹ 1 lakh • Up to ₹ 2 lakh
12	Development and maintenance of garden and supply of potted plants, garden earth, manure etc.	<ul style="list-style-type: none"> • Up to ₹ 1 lakh • Up to ₹ 2 lakh • Up to ₹ 5 lakh • Up to ₹ 10 lakh • Up to ₹ 25 lakh • Up to ₹ 50 lakh
13	Supply of cleaning materials/dust bins/garbage bags etc.	<ul style="list-style-type: none"> • Up to ₹ 1 lakh • Up to ₹ 2 lakh • Up to ₹ 5 lakh • Up to ₹ 10 lakh • Up to ₹ 25 lakh
14	Supply/making and laying/fixing of carpets, curtains, venetian blinds, furnishing materials etc.	<ul style="list-style-type: none"> • Up to ₹ 1 lakh • Up to ₹ 2 lakh • Up to ₹ 5 lakh • Up to ₹ 10 lakh
15	Repairs and maintenance of portable fire extinguisher including supply of spare parts.	<ul style="list-style-type: none"> • Up to ₹ 1 lakh • Up to ₹ 2 lakh • Up to ₹ 5 lakh
16	Supply of spares and maintenance of Wet Riser and Down Comer system of firefighting.	<ul style="list-style-type: none"> • Up to ₹ 1 lakh • Up to ₹ 2 lakh • Up to ₹ 5 lakh
17	Supply of PET bubble top containers, base dispensers including printing of logo/ inscription.	<ul style="list-style-type: none"> • Up to ₹ 1 lakh • Up to ₹ 2 lakh
18	General Pest/Mosquito/Rodent/Vector control, post-construction anti-termite control/ special disinfection treatment and maintenance.	<ul style="list-style-type: none"> • Up to ₹ 1 lakh • Up to ₹ 2 lakh • Up to ₹ 5 lakh • Up to ₹ 10 lakh

		<ul style="list-style-type: none"> • Up to ₹ 25 lakh
19	Supply and installation of indoor/outdoor play equipment.	<ul style="list-style-type: none"> • Up to ₹ 1 lakh • Up to ₹ 2 lakh • Up to ₹ 5 lakh • Up to ₹ 10 lakh
20	Disposal of scrap items	<ul style="list-style-type: none"> • Up to ₹ 1 lakh • Up to ₹ 2 lakh • Up to ₹ 5 lakh
21	Supply of electrical fixtures and fittings and other electrical materials.	<ul style="list-style-type: none"> • Up to ₹ 2 lakh • Up to ₹ 5 lakh • Up to ₹ 10 lakh • Up to ₹ 25 lakh
22	Maintenance and repairs of electrical installations.	<ul style="list-style-type: none"> • Up to ₹ 2 lakh • Up to ₹ 5 lakh • Up to ₹ 10 lakh • Up to ₹ 25 lakh • Up to ₹ 50 lakh
23	Supply, installation, testing and commissioning of Air-conditioners and allied works.	<ul style="list-style-type: none"> • Up to ₹ 2 lakh • Up to ₹ 5 lakh • Up to ₹ 10 lakh • Up to ₹ 25 lakh
24	Supply, installation and maintenance of water pumps.	<ul style="list-style-type: none"> • Up to ₹ 2 lakh • Up to ₹ 5 lakh • Up to ₹ 10 lakh
25	Supply of home appliances.	<ul style="list-style-type: none"> • Up to ₹ 2 lakh • Up to ₹ 5 lakh • Up to ₹ 10 lakh • Up to ₹ 25 lakh
26	Architects / consultants for civil and interior works.	<ul style="list-style-type: none"> • Up to ₹ 25 lakh • Up to ₹ 50 lakh

Annexure - B

Pre-qualification criteria			
Sr. No.	Pre-qualification Criteria	Description	Documents required to be submitted to establish eligibility under Pre-qualification criteria
1.	Duration of past experience	Should have minimum 05 years of experience in executing similar works as on December 31, 2022. Applicant should furnish their Client list showing the details of work carried out by them during the last 05 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 05 years and it should have an office at Chennai, Tamil Nadu.	<p>a) Copy of certificate of registration/ incorporation.</p> <p>b) Copy of work orders /purchase orders awarded to the applicant during last 05 years and completion certificates of thereof along with copy of TDS certificate, as applicable.</p> <p>c) Client List, indicating details, as specified.</p>
2.	Minimum value of each completed work (qualifying)	<p>Experience of having successfully completed similar works during last 05 years as on December 31, 2022:</p> <p>i) Three similar completed works each costing not less than the amount equal to 40% of the upper band of the panel for which application is being made.</p> <p>For example, empanelment of contractors for works costing up to ₹ 50 lakh, cost of each work executed shall be minimum ₹ 20 lakh (40% of ₹ 50 lakh).</p>	<p>a) Copies of work orders / purchase orders in support of qualifying works / purchases.</p> <p>b) Copies of completion certificates.</p> <p>c) Client Certificate in the prescribed format for each of the qualifying works / purchases in a sealed envelope.</p> <p>d) Copies of TDS certificates.</p>

		<p>Or</p> <p>ii) Two similar completed works each costing not less than the amount equal to 50% of the upper band of the panel for which application is being made.</p> <p>For example, empanelment of contractors for works costing up to ₹ 50 lakh, cost of each work executed shall be minimum ₹ 25 lakh (50% of ₹ 50 lakh).</p> <p>Or</p> <p>iii) One similar work costing not less than the amount equal to 80% of the upper band of the panel for which application is being made.</p> <p>For example, empanelment of contractors for works costing up to ₹ 50 lakh, cost of each work executed shall be minimum ₹ 40 lakh (80% of ₹ 50 lakh)</p>	
3.	Yearly turnover	<p>The annual turnover per year shall not be less than 100% of the upper band of the panel category applied for.</p> <p>For example - Empanelment of contractors for works costing up to ₹ 5 lakh, then the required annual turnover shall not be less than ₹ 5 lakh for each of last 3 financial years 2019-20, 2020-21 and 2021-22.</p>	<p>Audited financial statements (Balance Sheet and Profit and Loss statements duly certified by Chartered Accountant) along with the Income Tax Returns for the last three years (FY 2019-20, 2020-21 and 2021-22).</p>

4.	Solvency	Should furnish solvency certificate issued by the applicant's banker, specifically for the purpose of the empanelment / work, for an amount equal to upper band of the panel category applied for.	Banker's Solvency Certificate on Bank's letter head in a sealed envelope.
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Annexure – C**Schedule of empanelment process**

Sr. No.	Particulars	Date
1.	Date of publication of notice inviting application	January 06, 2023
2.	Date of issue of application from RBI, Chennai / Date of availability of application for download from RBI website	January 06, 2023 to January 27, 2023
3.	Last date of submission of filled-in application along with the supporting documents to RBI, Chennai	February 06, 2023, by 04:00 p.m.



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
CHENNAI**

Application for empanelment of contractors for civil, electrical and other works / supplies, under various trades and categories, at Main Office premises / residential colonies of the Bank at Chennai and Holiday Home at Ooty (Valid for three years)

Issued to

M/s _____

Last date of submission: February 06, 2023, by 04:00 p.m.

**Application to be addressed to: Shri. S M N Swamy,
Regional Director for Tamil Nadu and Puducherry,
Reserve Bank of India,
Estate Department,
2nd floor,
Rajaji Salai,
Chennai -600001.**

Place _____

Date _____

(TO BE PASTED ON THE SEALED ENVELOPE)



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
CHENNAI**

Application for empanelment of contractors for civil, electrical and other works / supplies, under various trades and categories, at Main Office premises / residential colonies of the Bank at Chennai and Holiday Home at Ooty (Valid for three years)

Issued to

M/s _____

Contact Details:

Trades and categories of work applied for:

- 1.
- 2.
- 3.
- 4.

**Application to be addressed to: Shri. S M N Swamy,
Regional Director for Tamil Nadu and Puducherry,
Reserve Bank of India,
Estate Department,
2nd floor,
Rajaji Salai,
Chennai -600001.**

To
 Shri. S M N Swamy,
 Regional Director for Tamil Nadu and Puducherry,
 Reserve Bank of India,
 Estate Department, 2nd floor,
 Rajaji Salai, Chennai - 600 001.

Sir,

Application for empanelment of contractors for civil, electrical and other works / supplies, under various trades and categories, at Main Office premises / residential colonies of the Bank at Chennai and Holiday Home at Ooty (Valid for three years)

- 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 future contract made between ourselves and the Reserve Bank of India, Chennai 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 selection of the contractors will be final and binding on me/us and the empanelment would be **valid for three years**
- iii) All the information furnished 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 the information furnished herewith in the accompanying sheets.

Signature _____

Name _____

Designation _____

Address _____

Place _____

Date _____

Seal



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
CHENNAI**

PART - I

BASIC INFORMATION

Sl. No	Description	Details
1.	Name and Address of the organisation / applicant	
2.	Type of Organisation (Whether Proprietorship, Partnership / Private Limited / Limited or Body Corporate etc.) Please enclose related documents.	
3.	Name of the Proprietor / Partners / Directors of the organisation	
4.	Registration (firm, company etc) / Registration Authority, dated Number etc. (Please enclose relevant documents)	
5.	Whether the organization falls under the category of Micro, Small and Medium Enterprises (MSME). If so, enclose the MSME Registration Certificate	
6.	Experience in the respective field of work. Kindly enclose documents in support thereof.	----- Years
7.	Whether financially sound to undertake works costing up to ₹1 lakh / ₹2 lakh / ₹5 lakh / ₹10 lakh / ₹25 lakh / ₹50 lakh, if so, enclose Banker's Certificate (compulsory) and Income Tax Clearance Certificate / Income Tax Assessment Order / other IT documents of last 3 financial years.	

8.	Name and address of the Bank / Bankers	
9.	Yearly turnover of the firm / contractor for the last three years i.e., 2019-20, 2020-21, 2021-22 (Kindly enclose copies of audited final statements such as Balance Sheet, Profit and Loss statement and ITR forms in support thereof)	
10.	PAN Number (copy of PAN card should be enclosed)	
11.	GSTIN (copy of GST registration certificate should be enclosed)	
12.	Registered office address, telephone / Mobile Numbers and E-mail IDs	
12. a)	Office address through which the work will be handled	
12. b)	Whether working with any of the Government / Semi-Government Undertaking(s) as approved contractors, and if so, furnish details	
13.	Qualification and experience of the technical persons employed by the firm (Details to be furnished in Part III for trades with categories up to ₹ 10 lakh, 25 lakh and 50 lakh)	
14.	Please indicate if the organisation / applicant involved in any litigation during the last 5 years	
15.	Whether any Civil Suit / Litigation arisen in the contracts executed during the last 05 years / being executed. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and date and brief details of litigation. (Attach a separate sheet if necessary)	

Kindly write 'YES' for trades and the panel limit applied for, below the asterisk mark.

Kindly note that there are different panel limits for each trade. No change in this regard will be entertained later.

Name of the trade and panel categories		Up to ₹1 lakh	Up to ₹2 lakh	Up to ₹5 lakh	Up to ₹10 lakh	Up to ₹25 lakh	Up to ₹50 lakh
1.	Civil, interior, fabrication and painting works.	*	*	*	*	*	*
2.	Supply of furniture and furnishings.	*	*	*	*		
3.	Repair of furniture and furnishings.	*	*	*	*		
4.	Special cleaning of water tanks.			*			
5.	Structural repairs, rehabilitation and retrofitting works.				*	*	*
6.	General repairs and repainting.					*	*
7.	Specialised water proofing works.					*	*
8.	Relaying of bituminous / asphaltic roads				*	*	*
9.	Supply, installation and maintenance of modular kitchen units.			*	*	*	
10.	Supply, installation and maintenance of modular furniture and compactors			*	*	*	*
11.	Making, supplying and fixing various kinds of nameboards, stickers, artistic paintings etc.	*	*				
12.	Development and maintenance of garden and supply of potted plants, garden earth, manure etc.	*	*	*	*	*	*
13.	Supply of cleaning materials / dust bins / garbage bags etc.	*	*	*	*	*	

14.	Supply / making and laying / fixing of carpets, curtains, venetian blinds, furnishing materials etc.	*	*	*	*		
15.	Repairs and maintenance of portable fire extinguisher including supply of spare parts.	*	*	*			
16.	Supply of spares and maintenance of Wet Riser and Down Comer system of firefighting	*	*	*			
17.	Supply of PET bubble top containers, base dispensers including printing of logo / inscription	*	*				
18.	General Pest / Mosquito / Rodent / Vector control, post-construction anti-termite control / special disinfection treatment and maintenance	*	*	*	*	*	
19.	Supply and installation of indoor / outdoor play equipment.	*	*	*	*		
20.	Disposal of scrap items.	*	*	*			
21.	Supply of electrical fixtures and fittings and other electrical materials		*	*	*	*	
22.	Maintenance and repairs of electrical installations		*	*	*	*	*
23.	Supply, installation, testing and commissioning of Air-conditioners and allied works		*	*	*	*	
24.	Supply, installation and maintenance of water pumps		*	*	*		
25.	Supply of home appliances.		*	*	*	*	
26.	Architects / consultants for civil and interior works.					*	*

*** - indicated above are only the eligible limits for the prescribed panel of trades.**

Kindly mention the above applied trade(s) in the following table, specifying the panel limits indicating whether requisite documents have been attached for satisfying eligibility criteria for respective trade/categories. Attach additional sheet, if necessary.

Applicant applying for higher panel category will also be considered for lower panel categories automatically. If applicants are unwilling to be empanelled in lower panel categories, same may be indicated clearly by writing 'NO' below the asterisk mark in the table on pre-page.

Sr. No.	Name of the trade(s)	Limit up to which applied for	Whether requisite documents satisfying the eligibility are attached

Date:

Place:

Signature of the contractor / firm with name, address and seal

PART - II**a) Previous experience: Details of the work executed during the last 5 years (work completed as on December 31, 2022) as per the eligibility criteria**

Sr. No.	Name of the work & location	Nature & Description of work	Name & address of the owner for whom work was carried out (Details of contact person with Phone number shall be furnished).	The name and full address of the officer under whom the work was carried out.	Value of the work in ₹	Whether work completed on time. If not, reason for the delay	Date of start and completion -Proof for satisfactory completion of the work should be attached (signed by the competent person)
1	2	3	4	5	6	7	8

Note:

a) 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, waterproofing 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 contractor/firm with name, address and seal

PART – II**b) List of works on hand as on December 31, 2022**

Sr. No.	Name of work and location	Nature of work involved in the contract (e.g. residential, offices, industrial etc.)	Name of owner and Architect. Also indicate whether Government or semi Government or Government of India Undertaking or Private body with full address & full name of the official from the owner's side for whom the work was executed	Contract amount	Completion Period		Present stage of work with reason if the work is getting delayed	Any other relevant information
					Stipulated date of completion	Expected date of completion		
1	2	3	4	5	6	7	8	9

Signature of the contractor / firm with name, address and seal

PART – III

List of Technical Personnel, giving details about their technical qualifications, experience, etc. (For trades with categories up to ₹ 10 lakh, ₹ 25 lakh and ₹ 50 lakh)

Sr. No.	Name	Age	Qualification	Experience	Nature of works handled	Name of the projects handled costing more than ₹ ____ lakh	Date from which employed in your organisation	Any other remarks
1	2	3	4	5	6	7	8	9

Signature of the contractor/firm with name, address and seal

Annexure - I

CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR

Name and address of the Client -----

Details of works executed by M/s. / Shri / Smt. -----

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 and address of the authority under whom works executed	
10.	Whether the contractor employed qualified Engineer / Overseer during the 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

Signature of the Reporting Officer* with office seal

* For works carried out for Government / Public Sector Undertakings, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. In case of private entities, it should be signed by an authorised person.

Note:

- a) All columns should be filled in properly
- b) For works carried out for Private companies, Copy of TDS must be submitted for proving the credentials / contract amount.
- c) The Client Certificates should be submitted for each of the Prequalification work(s)

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 / Smt having marginally noted address, a customer of our bank are / is respectable and can be treated as good for any engagement up to a limit of ₹.....lakh (Rupees.....).

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

(Signature of the Branch Manager with seal)

Name of the Bank with address

Note:

1. Bankers' certificates should be on letter head of the Bank, sealed in cover addressed to enlistment authority.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

Checklist for documents

Sr. No.	Particulars of the documents	Submitted	Not submitted
1.	Duly filled in and signed Application Form		
2.	Trade License / certificate of incorporation / partnership deed		
3.	Copy of PAN Card & other related Income Tax documents		
4.	Copy of GST Registration Certificate		
5.	Copy of MSMED Registration Certificate, if any		
6.	Copy of PF Registration		
7.	Copy of ESIC Registration		
8.	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		
9.	Work Orders / Purchase Orders for qualifying works / purchases		
10.	Client's Certificates from different clients in sealed official cover of the client.		
11.	Copy of TDS Certificate as a proof of payment		
12.	Completion certificates, if any		
13.	Banker's Certificate in sealed official cover of the Bank		
14.	Valid licence from appropriate authority for trades such as Pest Control, Electrical works and other works, as applicable.		
15.	Other relevant documents, if any		

Place:

Signature of the applicant / contractor / firm with seal