

PRESCRIBED FORM

Pro-forma of Application Form for Empanelment of Computer hardware, software, computer peripherals and other IT related services suppliers

1. The Reserve Bank of India, Guwahati intends to prepare a panel of reputed computer hardware suppliers who will be able to supply computer hardware, software, computer peripherals and other IT related services.
2. Intending applicants are required to furnish details of their organizations, technical experience, competence and evidence of their financial standing as per the enclosed pro-forma.
3. The intending applicant must have a working office within the municipal limit of Guwahati.
4. While deciding upon the selection, emphasis shall be given on the ability and competence of to do good quality work in accordance with the specifications and within the time schedule.
5. The application form shall be signed by a person on behalf of the organization who is duly authorized to do so.
6. If 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 part number of the application form and serial number of item.
7. Applications along with the covering letter and other related documents shall be submitted in a sealed cover.
8. Applications containing false or in adequate information shall be liable for rejection.
9. The Bank reserves the right to reject any or all applications without assigning any reason thereof.
10. Decision of the Bank with regard to selection of the suppliers shall be final and binding.
11. Information furnished in the application shall be kept confidential.
12. Each part of the application viz. (i) Basic Information (ii) Previous experience and (iii) Technical Personnel and Special Experience shall be signed by any one or more persons on behalf of the organization holding the power of attorney to do so.

Part (i)

1. Name of the Organisation:
2. Type of organization, whether proprietorship, Partnership, Public/private limited company etc. :
3. Name of the Proprietor / Partners/Directors in the organisation:
4. Registration (firm, company etc.):
Registration Authority, Date Number etc.
5. In operation since (years):
6. Experience in supplying computer hardware: _____ years
7. Whether financially sound to undertake supply:
8. Name and address of the Banker's:
9. Annual turnover of the organization for the Last 5 years:
- 10(a). Registered Office Address and telephone/fax:
- 10(b). Office address through which work to be handled with telephone/fax/ name of the Officer In-charge:
11. Indicate, if involved, in any litigation at present in similar type of contract:
12. Any civil suit contracted in last 10 years:
13. Number of supplementary sheet attached with Part (1)

Place:

Date:

Signature of the applicant

Part (ii)

Previous Experience S No.	Name and address of the organization to which supplied	Date/Period of Supply	Type of items	Number of items	Amt.	Whether work completed in time	Remarks
1	2	3	4	5	6	7	8

2. Number of supplementary sheet attached to Part (ii)

Place:

Date:

Signature of the applicant

Part (iii)

Technical Personnel and Special Experience of the Applicant

Name and other details of the technical personnel in your employment

Name	Qualifications	Experience	Nature of Work	No. of years employed in your organization
1	2	3	4	5

2. Indicate other points, if any, to show technical and managerial competency or to indicate other important points in favour of the organization

3. Number of supplementary sheet attached to part (iii)

Place:

Date:

Signature of the applicant

Declaration to be filled in and signed by the intending Applicant

1. I/ we have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, in future, contract made between ourselves and the Reserve Bank of India, Guwahati on the basis of the information given by me /us will be treated as invalid by the Reserve bank of India.

2. I/we agree that the decisions of the Reserve Bank of India in selection of the suppliers will be final and binding on me/us.

3. All the information furnished under Part (i), (ii) and (iii) is correct to the best of my knowledge and belief.

4. 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 enquires on the information furnished herewith in the accompanying sheets.

Place:

Date:

Signature of the applicant