



बेटी बचाओ
बेटी पढ़ाओ

भारतीय रिज़र्व बैंक संपदा कक्ष, रायपुर

रायपुर में बैंक की संपत्तियों में विभिन्न कार्यों के लिए आर्किटेक्ट और ठेकेदारों/ आपूर्तिकर्ताओं का पैनलीकरण

भारतीय रिज़र्व बैंक, रायपुर बैंक के रायपुर/ नवा रायपुर स्थित बैंक की संपत्तियों में विभिन्न श्रेणियों के कार्य के लिए वास्तुकारों और ठेकेदारों/ आपूर्तिकर्ताओं के पैनलीकरण के लिए मुहरबंद आवेदन आमंत्रित करता है। यह पैनल 31 मार्च 2029 तक प्रभावशील रहेगा।

2. इच्छुक फर्म बैंक की वेबसाइट 'www.rbi.org.in' पर 'टेंडर' (Tenders) लिंक के अंतर्गत आवेदन पत्र डाउनलोड कर सकती हैं अथवा 22 सितंबर 2026 से 22 अक्टूबर 2026 तक किसी भी कार्य दिवस पर संपत्ति प्रकोष्ठ (Estate Cell), भारतीय रिज़र्व बैंक, सेक्टर-24, अटल नगर, नवा रायपुर से आवेदन पत्र प्राप्त कर सकती हैं।
3. आवेदकों को पूर्ण रूप से भरा गया आवेदन पत्र आवश्यक दस्तावेजों के साथ एक मुहरबंद लिफाफे में, जिस पर "रायपुर में बैंक की संपत्तियों में विभिन्न कार्यों के लिए वास्तुकारों और ठेकेदारों/ आपूर्तिकर्ताओं का पैनलीकरण (अवधि 2026-29)" अंकित हो, संपदा कक्ष (Estate Cell), भारतीय रिज़र्व बैंक, सेक्टर-24, अटल नगर, नवा रायपुर-492101 को जमा करना होगा। आवेदन जमा करने की अंतिम तिथि 22 अक्टूबर 2026 (14:00 बजे तक) है।
4. आवेदकों को आवेदन जमा करने से पूर्व नियमों और शर्तों, पूर्व-अर्हता (Pre-qualification) मानदंड आदि को ध्यानपूर्वक पढ़ लेना चाहिए। जांच के दौरान, यदि कोई आवेदक आवश्यक पूर्व-अर्हता रखने में असफल पाया जाता है या यह पाया जाता है कि उसने असत्य/गलत जानकारी प्रस्तुत की है, तो उसका आवेदन निरस्त किया जा सकता है। केवल उन्हीं आवेदकों के आवेदन, जो निर्दिष्ट पूर्व-अर्हता मानदंडों को पूरा करते हैं और आवश्यक दस्तावेज जमा करते हैं, को आगे की प्रक्रिया के लिए विचार किया जाएगा।
5. भारतीय रिज़र्व बैंक बिना कोई कारण बताए किसी भी या सभी आवेदनों को अस्वीकार करने का अधिकार सुरक्षित रखता है।

महाप्रबंधक (प्रभारी अधिकारी)
भारतीय रिज़र्व बैंक, रायपुर, छत्तीसगढ़



भारतीय रिज़र्व बैंक
संपदा कक्ष, रायपुर

रायपुर में बैंक की संपत्तियों में विभिन्न कार्यों के लिए आर्किटेक्ट और ठेकेदारों/ आपूर्तिकर्ताओं का
पैनलीकरण

Application for Empanelment of Architects and Contractors/ Suppliers for various
works in Bank's Properties at Raipur

(आवेदित) ट्रेड(डों) के नाम

Name of trade(s) (applied for) _____

(आवेदित) श्रेणियों के नाम

Category(ies) (applied for) _____

Issued to M/s _____ को जारी

जमा करने की अंतिम तिथी
Last date of submission

22 अक्टूबर 2026 को 14:00 बजे तक
October 22, 2026 up to 14:00 Hrs.

पूर्ण रूप से भरा हुआ फॉर्म निम्नलिखित को प्रस्तुत किया जाए:
Duly filled in Application form to be addressed to:

महाप्रबंधक (प्रभारी अधिकारी)
संपदा कक्ष
भारतीय रिज़र्व बैंक
सेक्टर-24, अटल नगर
नवा रायपुर- 492101

General Manager (Officer-in-charge)
Estate Cell
Reserve Bank of India
Sector-24, Atal Nagar
Nava Raipur - 492101

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Notice Inviting Applications

Reserve Bank of India, Raipur, invites sealed applications for Empanelment of Architects and Suppliers/Contractors under various categories of works in its properties at Raipur/ Nava Raipur. The empanelment shall be carried out for different categories under each trade/sub-trade based on the estimated cost of work/ supply. The panel shall remain in force till March 31, 2029.

2. Interested firms may collect the application form from Estate Cell, Reserve Bank of India, Sector-24, Atal Nagar, Nava Raipur, on any working day between September 22, 2026 and October 22, 2026 (till 1200 Hrs.). The application form may also be downloaded from the Bank's website: www.rbi.org.in. The sealed envelope containing the duly filled application form and requisite documents must be submitted to Estate Cell, Reserve Bank of India, Sector-24, Atal Nagar, Nava Raipur- 492101.

3. Interested applicants may apply for empanelment for single or multiple trades and either in any or all categories. Applicants are mandatorily required to superscribe **"Empanelment of Architects and Suppliers/Contractors for various works in RBI, Raipur for the period 2026-29"** – As per [Annex VII](#) on the sealed envelope containing the application and requisite documents. The Empanelment applications without sealed cover and superscription shall be summarily rejected without assigning any reason.

4. The duly completed application (i.e. both pre-qualification criteria and application form) should be addressed to the General Manager (Officer in-Charge), Estate Cell, Reserve Bank of India, Sector- 24, Nava Raipur, Chhattisgarh- 492101, the last date for the submission being October 22, 2026 up to 14:00 Hrs.

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

6. For any clarifications, applicants may contact the following technical officers of the Bank:

(i) Ankit Vijaykumar Shukla
Manager(Tech.-Electrical)
ankitshukla@rbi.org.in
Mob. 8655506855

(ii) Purushotam Kumar,
Assistant Manager (Civil)
purushotamk@rbi.org.in
Mob. 7045966130



SCHEDULE OF EMPANELMENT PROCESS

1. Mode of Application	Only in Sealed Cover Application
2. Date of Notice inviting Application	September 22, 2026
3. Date of start of Application forms available to be collected from Estate Cell, Reserve Bank of India, Sector-24, Atal Nagar, Nava Raipur or for downloading from RBI Website	September 22, 2026 from 16:00 Hrs.
4. Date and time of Pre-bid meeting	October 06, 2026 at 15:00 Hrs. (Offline) Venue: Estate Cell, Reserve Bank of India, Sector-24, Atal Nagar, Nava Raipur.
5. Last date of submission of application at RBI, Raipur	October 22, 2026, up to 14:00 Hrs.
6. Date of Opening of Sealed Applications	October 22, 2026, at 16:00 Hrs.

Important Instructions:

- 1) Applicants are requested to read the empanelment document carefully before submitting the applications.
- 2) For each of the trade applied, separate set of documents in respect of the requisite experience & eligibility criteria must be submitted.
- 3) The contractors already empanelled are also required to submit applications afresh.
- 4) The Bank reserves the right to reject any or all applications without assigning any reason thereof.

General Manager (Officer in-Charge)
Reserve Bank of India, Raipur

Place – Nava Raipur

Date – September 22, 2026

**General instructions and Terms & Conditions**

The empanelment is for undertaking Civil, Electrical and other Works including renovation / modernization / maintenance and repair / repainting works of Bank's properties at various locations in Raipur and Nava Raipur for following nature of works. The panel will remain in force for three years from the date in which it comes to exist.

2. Interested architects, contractors and suppliers fulfilling the pre-qualification criteria as below may apply for empanelment for single or multiple trades for the categories indicated in the in the following table and also in the application form. For any particular trade, the application may be submitted for any category, for more than one category or for all categories, as per their eligibility / willingness:

3. Trade List-**A. Architects**

Trade S.No.	Trade	Tick against the Category for which the Applicant intends to apply		
		Panel I Up to ₹ 50 Lakhs	Panel II Above ₹ 50 Lakhs and up to ₹ 100 Lakhs	Panel III Above ₹ 100 Lakhs and up to ₹ 500 Lakhs
1	Empanelment of Consultants (Architects and Interior Designers including structural designers) The principal Architect or the architectural firm must be a valid member of the Council of Architecture (CoA), India, with an active and up-to-date registration certificate	✓	✓	✓



B. Civil

Trade S.No.	Trade	Tick against the Category for which the Applicant intends to apply					
		Panel I Up to ₹ 2 Lakhs	Panel II Above ₹ 2 Lakhs and up to ₹ 5 Lakhs	Panel III Above ₹ 5 Lakhs and up to ₹ 10 Lakhs	Panel IV Above ₹10 Lakhs and up to ₹ 25 Lakhs	Panel V Above ₹25 Lakhs and up to ₹ 50 Lakhs	Panel VI Above ₹ 50 Lakhs and up to ₹ 100 Lakhs
2	General Civil works including repairs/ maintenance works, renovation works, water proofing, carpentry, plumbing/ sanitary, internal/external painting / repainting (internal and external) works, cement concrete/ bituminous roads, pavements/ resurfacing works, Fabrication work etc.	✓	✓	✓	✓	✓	✓
3	Specialized Structural repair/ rehabilitation / retrofitting works including waterproofing works and chemical treatment works	✓	✓	✓	✓	✓	✓
4	MS/ Aluminium/ steel works and all type of fabrication works	✓	✓	✓	✓	✓	✓
5	Cleaning of overhead tanks and underground sumps	✓	✓	✓	✓	✓	✓
6	Supply, installation and maintenance of firefighting installations and equipment	✓	✓	✓	✓	✓	✓
7	Providing Housekeeping / Supply of Labour Services	✓	✓	✓	✓	✓	✓
8	Conducting Water Audit	✓	✓	✓	✓	✓	✓



C. Dead Stock/ General

Trade S.No.	Trade	Categories					
		Panel I Up to ₹ 2 Lakhs	Panel II Above ₹ 2 Lakhs and up to ₹ 5 Lakhs	Panel III Above ₹ 5 Lakhs and up to ₹ 10 Lakhs	Panel IV Above ₹ 10 Lakhs and up to ₹ 25 Lakhs	Panel V Above ₹ 25 Lakhs and up to ₹ 50 Lakhs	Panel VI Above ₹ 50 Lakhs and up to ₹ 100 Lakhs
9	Supply and fixing mosquito net panels for windows/ doors, blinds, carpets, mats, window/ door curtains, vinyl flooring, Bedsheets, Blankets, etc. including its maintenance	✓	✓	✓	✓	✓	✓
10	Supply/ Repair of wooden, steel and office furniture	✓	✓	✓	✓	✓	✓
11	Horticultural, Landscaping and gardening works including supply of cut-flowers, bouquets, floral decoration, ornamental/potted, floral and non-floral plants etc.	✓	✓	✓	✓	✓	✓
12	Supply and maintenance of LED boards, sign boards, name plates, banners etc.	✓	✓	✓	✓	✓	✓
13	Sale and disposal of unserviceable articles, scrap and waste materials etc.	✓	✓	✓	✓	✓	✓
14	Cleaning and Maintenance of dead stock articles including Sofa Sets, Carpets, Rugs etc.,	✓	✓	✓	✓	✓	✓
15	Pest control, pesticides and anti- termite treatment, fogging, rodent control services	✓	✓	✓	✓	✓	✓
16	Cleaning of Telephones, Computers (Monitor, CPU, Keyboard & Mouse), Coffee vending machines, Hot and Cold-Water Dispensers etc.	✓	✓	✓	✓	✓	✓
17	Supply and Maintenance of Gym Equipment	✓	✓	✓	✓	✓	✓



D. Electrical

Trade S.No.	Trade	Categories					
		Panel I Up to ₹ 2 Lakhs	Panel II Above ₹ 2 Lakhs and up to ₹ 5 Lakhs	Panel III Above ₹ 5 Lakhs and up to ₹ 10 Lakhs	Panel IV Above ₹ 10 Lakhs and up to ₹ 25 Lakhs	Panel V Above ₹ 25 Lakhs and up to ₹ 50 Lakhs	Panel VI Above ₹ 50 Lakhs and up to ₹ 100 Lakhs
18	Supply, Installation, Testing and Commissioning (SITC) / Annual Maintenance contract / Maintenance/ Repairs of Electrical installations like Distribution Boards (DBs), LT Panels, HT panels, Transformers, Circuit Breakers, Lightning Arresters, DG sets, UPS, Earth pits etc. including day to day Electrical cabling works, Electrical re- wiring, renovations, alterations and additions, Electrical wiring works, electric motor/ pumps etc.	✓	✓	✓	✓	✓	✓
19	Supply, installation, repair and maintenance of domestic water pumps, air conditioning plant pump etc.	✓	✓	✓	✓	✓	✓
20	Supply, installation, servicing and maintenance of various electrical and electronic items/appliances such as, bulbs, tube lights, LED lights, other light fittings and fixtures, wires, cables, switch gears, MCB, DBs, fans, geysers, water coolers, water dispensers, RO, induction, fans, heaters, geyser, TV, Refrigerator, mixer-grinder, toaster, hand dryers, Chimney etc.	✓	✓	✓	✓	✓	✓
21	Supply, Installation, Testing and Commissioning (SITC) /Maintenance/ Annual Maintenance contract /Repairs of HVAC works like AHUs, Ducting, Thermal insulation etc. and air coolers, desert coolers, split ACs, window ACs, VRF ACs, package ACs, Cassette ACs, Tower ACs, air purifiers etc.	✓	✓	✓	✓	✓	✓



Trade S.No.	Trade	Categories					
		Panel I Up to ₹ 2 Lakhs	Panel II Above ₹ 2 Lakhs and up to ₹ 5 Lakhs	Panel III Above ₹ 5 Lakhs and up to ₹ 10 Lakhs	Panel IV Above ₹ 10 Lakhs and up to ₹ 25 Lakhs	Panel V Above ₹ 25 Lakhs and up to ₹ 50 Lakhs	Panel VI Above ₹ 50 Lakhs and up to ₹ 100 Lakhs
22	Supply, Installation, Testing and Commissioning (SITC) /Maintenance/ Annual Maintenance Contract/Repairs of Electronic / Telecommunications equipment and systems like Conference system, EPABX system, PA system, photocopy machines, Fax machines, projectors, CCTV system, Fire Alarm system, Security alarm system, Video door phone system, telephone instruments, EPABX etc.	✓	✓	✓	✓	✓	✓
23	Supply, installation, testing, commissioning, repairs and maintenance of DFMD /HHMD/X-Ray Baggage Scanners/ Turnstile /Walkie - Talkie etc. and their AMCs	✓	✓	✓	✓	✓	✓
24	Supply, Installation, Testing and Commissioning (SITC) /Maintenance/Repairs of water pumping system including submersible pump, bore well pumps, mono-block pumps, condenser/chiller pumps and motors, water level controllers, valves, hydro pneumatic systems etc.	✓	✓	✓	✓	✓	✓
25	Supply & Installation of SMF/Fire retardant casting batteries for UPS, Tubular batteries for DG sets, Inverters, UPS etc.	✓	✓	✓	✓	✓	✓
26	Servicing & Maintenance of D.G. sets up to 1000 KVA & Diesel Engine Pumps	✓	✓	✓	✓	✓	✓
27	Supply, Installation, Testing, Commissioning & Maintenance of Solar Water Heater system and Solar Photovoltaic system	✓	✓	✓	✓	✓	✓



Trade S.No.	Trade	Categories					
		Panel I Up to ₹ 2 Lakhs	Panel II Above ₹ 2 Lakhs and up to ₹ 5 Lakhs	Panel III Above ₹ 5 Lakhs and up to ₹ 10 Lakhs	Panel IV Above ₹ 10 Lakhs and up to ₹ 25 Lakhs	Panel V Above ₹ 25 Lakhs and up to ₹ 50 Lakhs	Panel VI Above ₹ 50 Lakhs and up to ₹ 100 Lakhs
28	Conducting Electrical Safety Audit	✓	✓	✓	✓	✓	✓
29	Conducting Fire Audit	✓	✓	✓	✓	✓	✓
30	Conducting Energy Audit	✓	✓	✓	✓	✓	✓

3. **Pre-qualification (PQ) criteria** for empanelment is detailed below:

a) Trade A: Architects

(1)	Duration of past experience	Minimum five (5) years in the field of architectural/interior designing works as on the last day of the month preceding the month of publishing of this empanelment notice ((i.e. the first work order should be on or before August, 2021). <u>Documents to be submitted:</u> a) Copy of certificate of registration / incorporation. b) Copy of work orders issued for works undertaken and its completion certificates along with the copies of TDS Certificates (Form 16A / Form 26AS etc.) during this period.
(2)	Number of minimum works of similar nature executed	Minimum 3 (three) works of architectural/interior designing of similar nature during last five (5) years.



(3)	Minimum cost of each completed eligible work of architectural/interior designing of similar nature (qualifying works)	Category			
		No. of Similar Completed Works	I. Upto ₹ 50 Lakh	II. Above ₹ 50 Lakh and up to ₹ 100 Lakh	III. Above ₹ 100 Lakh and up to ₹ 500 Lakh
		Three (03) similar completed works, each costing not less than	₹20 Lakh	₹40 Lakh	₹200 Lakh
		Two (02) similar completed works, each costing not less than	₹25 Lakh	₹50 Lakh	₹250 Lakh
		One (01) similar completed work costing not less than	₹40 Lakh	₹80 Lakh	₹400 Lakh
<u>Documents to be submitted:</u> a) Copy of work order(s) of qualifying work(s) b) Copy of TDS certificate(s) (Form 16A / Form 26AS etc.) during the payment period of qualifying work(s) c) Client List, indicating 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.), of works carried out for them. d) Client Certificate (s) issued by the Clients as per the format enclosed for the qualifying work(s)					
(4)	Membership	Should be member of the Council of Architecture, India with valid registration <u>Documents to be submitted:</u> Copy of membership certificate			

b) Trade B- Civil, Trade C- Dead Stock/ General and Trade D- Electrical

(1)	Duration of past experience	Should have minimum 5 years of experience of executing similar works (Similar Works means – the details of works specified against each trade applied for empanelment) during last 5 years ending last day of month previous to the one of which applications are invited. For empanelment in Electrical Safety Audit Trade – The Applicant should have experience of carrying out at least two electrical safety audits in Banks, Financial Institutions, major hotels or multi-storey office buildings or any other electrical installations with minimum of connected load of 500 kW or above in last 5 years. For empanelment in Energy Audit Trade – should be accredited energy auditor by Bureau of Energy Efficiency and should have the experience
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		of carrying out at least one energy audit in in Banks, Financial Institutions, major hotels or multistorey office buildings or any other installations with minimum of connected load of 942 KVA (in single connection) or above in last 5 years. The Applicant should submit documentary evidence in support of minimum experience of 5 years. (i.e. the first work order should be on or before August 31, 2021) <u>Documents to be submitted:</u> a) Copy of certificate of registration / incorporation. b) Copy of work orders issued for works undertaken and its completion certificates along with the copies of TDS Certificates (Form 16A / Form 26AS etc.) during this period. c) Client List, indicating 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.), of works carried out for them. d) Client Certificate (s) issued by the Clients as per the format enclosed for the qualifying work(s)																												
(2)	Minimum cost of each completed eligible work (qualifying works)	<table><tr><th>Category No. of Similar Completed Works</th><th>I Up to ₹ 2 Lakhs</th><th>II Above ₹ 2 Lakhs and up to ₹ 5 Lakhs</th><th>III Above ₹ 5 Lakhs and up to ₹ 10 Lakhs</th><th>IV Above ₹ 10 Lakhs and up to ₹ 25 Lakhs</th><th>V Above ₹ 25 Lakhs and up to ₹ 50 Lakhs</th><th>VI Above ₹ 50 Lakhs and up to ₹ 100 Lakhs</th></tr><tr><td>Three (03) similar completed works, each costing not less than</td><td>₹0.8 Lakh</td><td>₹2 Lakh</td><td>₹4 Lakh</td><td>₹10 Lakh</td><td>₹20 Lakh</td><td>₹40 Lakh</td></tr><tr><td>Two (02) similar completed works, each costing not less than</td><td>₹1 Lakh</td><td>₹2.5 Lakh</td><td>₹5 Lakh</td><td>₹12.5 Lakh</td><td>₹25 Lakh</td><td>₹50 Lakh</td></tr><tr><td>One (01) similar completed work costing not less than</td><td>₹1.6 Lakh</td><td>₹4 Lakh</td><td>₹8 Lakh</td><td>₹20 Lakh</td><td>₹40 Lakh</td><td>₹80 Lakh</td></tr></table>	Category No. of Similar Completed Works	I Up to ₹ 2 Lakhs	II Above ₹ 2 Lakhs and up to ₹ 5 Lakhs	III Above ₹ 5 Lakhs and up to ₹ 10 Lakhs	IV Above ₹ 10 Lakhs and up to ₹ 25 Lakhs	V Above ₹ 25 Lakhs and up to ₹ 50 Lakhs	VI Above ₹ 50 Lakhs and up to ₹ 100 Lakhs	Three (03) similar completed works, each costing not less than	₹0.8 Lakh	₹2 Lakh	₹4 Lakh	₹10 Lakh	₹20 Lakh	₹40 Lakh	Two (02) similar completed works, each costing not less than	₹1 Lakh	₹2.5 Lakh	₹5 Lakh	₹12.5 Lakh	₹25 Lakh	₹50 Lakh	One (01) similar completed work costing not less than	₹1.6 Lakh	₹4 Lakh	₹8 Lakh	₹20 Lakh	₹40 Lakh	₹80 Lakh
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		<u>Documents to be submitted:</u> Copy of work order(s) of qualifying work(s) Copy of TDS certificate(s) (Form 16A / Form 26AS etc.) during the payment period of qualifying work(s) Client Certificate (s) issued by the Clients as per the format enclosed for the qualifying work(s)
(3)	Yearly Turnover for the last 3 Financial Years i.e. 2023-24, 2024-25, 2025-26 (if turnover certificate of 2025-26 is not available then turnover of 2022-23 is to be provided)	Should have an annual turnover of amount equal to 100% of the upper limit of the respective category for which Empanelment is sought or more during the last three financial years ending March 31, 2025 /2026 (as applicable). [For example, Empanelment of contractors for works costing between ₹ 50 - ₹ 100 Lakh, then the required annual turnover shall be ₹ 100 Lakh.] <u>Documents to be submitted:</u> Audited balance sheet duly certified by a Chartered Accountant (CA) or turn over certificate from a CA along with copies of ITRs shall be submitted.
(4)	Solvency	Should furnish solvency certificate issued by the Applicant's banker (refer Annexure VI), specifically for the purpose of the empanelment/work, for an amount equal to 100% of the upper limit of the respective category for which Empanelment is sought or more. [For example, Empanelment of contractors for works costing between ₹ 5- ₹ 10 Lakhs, then the required solvency shall be ₹ 10 Lakh.] <u>Documents to be submitted:</u> Solvency certificate issued by the applicant's banker. which must be issued after the date of publication of this Notice Inviting applications for empanelment, i.e., after September 22, 2026.
(5)	Service setup (for electrical, electromechanical, technology related tenders)	Full-fledged service setup should be available for the specified job either at Raipur or at nearby city/place (within the radius of 100 Km from RBI Raipur) wherefrom required quality after sales services can be regularly provided. <u>Documents to be submitted:</u> Proof for Full- fledged Service Set-up.



(6)	Registration and Licenses required	Must have valid licenses for related trades as applicable (electrical contractor license, license for pest control treatment, repair and maintenance of firefighting equipment, etc), PAN, active GSTIN, EPFO, ESIC, MSME Certificate (Udyam Registration in case contractor is MSME), e-waste certificate (for disposal of electronic waste) etc, Registration with respective registering authorities. Please note that PAN should be linked with 'AADHAR' in case of proprietors. <u>Documents to be submitted:</u> Copies of relevant certificate/ licenses, issued by the respective competent authority. In case, the Firm is MSME, it is required to submit Udyam Registration Certificate with "Udyog Aadhar Memorandum Number" issued by competent authority.
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1. Intending applicants are required to submit their full bio-data giving details about their organisation, experience, technical personnel in their organisation, spare capacity, proven competence to handle major works, in-house computer aided design facilities etc. in the enclosed proforma.
2. The application shall be signed by the person/s on behalf of the organisation having necessary Authorisation/ Power of Attorney to do so. Each page of the application shall be signed (copy of Power of Attorney/ Memorandum of Association shall be furnished along with the application).
3. If the space is insufficient for furnishing full details required, such information may be supplemented on a separate sheet of paper, duly signed and sealed.
4. While filing up the application with regard to the list of important projects completed or on hand, applicants shall only include those works which individually cost not less than required as per PQ criteria.
5. The applicant shall have registered office with necessary equipment and supporting staff at senior and middle level and independent telephone and e-mail facility at their office.
6. During scrutiny, if any of the applicant is found not to possess the required prequalification or to have submitted false/ incorrect information, his/her application will be liable for rejection. Applications of only those applicants who fulfil the specified Pre-Qualification Criteria and submit the required documents shall be processed further.
7. Decision of the Bank in regard to selection of the Architect/ contractor/ supplier shall be final. The Bank is not bound to assign any reasons therefor.



8. A format of Client's Certificate is attached along with blank application form ([Annex I](#)).
The applicant has to submit the said Clients certificate from at least two 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. Aforementioned certificate must be submitted along with their application in sealed cover addressed to The General Manager (Officer-in-charge), Estate Cell, Reserve Bank of India, Sector-24, Atal Nagar, Nava Raipur– 492101. Applications received without the specified certificates in the prescribed format shall be liable for rejection.
9. Regarding client's certificate, for works carried out for Govt./ Public Sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. For works carried out for private companies, copy of TDS certificates has to be submitted along with the client certificate for proving the credentials/contract amount. The Bank reserves the right to independently verify the client's reports.
10. The applicants who have carried out any work for any office of the RBI during past five years shall provide the details of these works (if such works are more than 5, details of at least five works starting from the highest contract amount shall be furnished) in the specified format. The Bank shall verify the performance of the applicant on these contracts.
11. Similarly, the applicants (applying for Civil, Dead Stock/ General and Electrical trades) have to obtain the said Banker's Certificate (Solvency) for an amount equivalent to the upper limit of the highest category for which empanelment is sought, from their banker/bankers on the bank's official letterhead and has to submit the same along with the application. Such certificates should be addressed to The Regional Director, Reserve Bank of India, Estate Cell, Sector- 24, Nava Raipur, Chhattisgarh- 492101 and should be submitted along with their application, in the sealed envelope.
12. If considered necessary, Bank shall depute team of officers for inspection of few works of the firms proposed to be empanelled.
13. Applicant who desires to apply for Pest Control, Electrical, refilling of fire extinguishers, various Audit (Water, Energy, Electrical Safety audit) or any such trade which needs a license from the Competent Authority (e.g. for Sewage Treatment Plant, Water Treatment Plant – license for technical staff operating the plant) must submit photocopy of valid license issued by appropriate authority. For specialized works, the applicant shall submit



copy of the authorized applicator/ dealer certificate, issued by the respective manufacturer.

14. Work orders or experience certificates related strictly to Annual Maintenance Contracts (AMC) will not be considered for evaluation under the core work trade/renovation categories. Such AMC experience shall strictly be evaluated and validated only for standalone, routine repair and maintenance works.
15. The preparation of this panel is strictly for the purpose of shortlisting reputable and competent firms/contractors for various civil, electrical, and other works. Enlistment in this panel does not confer any right, claim, or guarantee upon the empanelled firm for the automatic allocation of work or award of contracts. The Bank reserves the right to invite sealed tenders, financial bids, or limited quotations from this empanelled list as per its administrative requirements. The final selection for any specific work will be based on the competitive bidding process.
16. While deciding upon the selection of the Architects/ contractors/ suppliers, emphasis will be given on the ability, experience, performance, value of works executed and competence to do good quality work.
17. The Architect/ contractor/ supplier shall be selected from the panel for different works. Such selected architects/ contractors/ suppliers shall be required to execute an agreement with the Bank in the prescribed proforma as and when directed to do so by the Bank. The Bank reserves its right to appoint any Architect/ contractor/ supplier from outside the panel in case of requirement.
18. Services to be rendered by the **Architect**
 - (i) to take instructions from the Bank and prepare sketch designs, making revisions till sketch designs are finally approved by the Bank and making preliminary estimates of cost
 - (ii) to submit required drawing to the Local Authority and obtain approval, if required
 - (iii) to nominate and instruct consultants, as and when necessary
 - (iv) to prepare interior/renovation/architectural working drawings, structural drawings including design and all other drawings for various trades
 - (v) to draw detailed specifications, estimates, draft tender for various trades
 - (vi) to prepare and supply 3 sets of all drawings for execution
 - (vii) to visit site and supervise the work as and when required by the Bank
 - (viii) to submit Completion drawings, if required



- (ix) any other services connected with the said works usually and normally rendered by the Architects and not referred to in above.

19. Performance Bank Guarantee and Security Deposit: No security deposit or guarantee is required at the stage of submitting this empanelment application. However, successful empanelled firms who are subsequently awarded specific contracts through the bidding process must strictly submit the Earnest Money Deposit (EMD), Security Deposit, or Performance Bank Guarantee (PBG) as stipulated in that specific tender document. The financial security must be deposited in the prescribed format within the given timeframe, failing which the work order shall be cancelled.

20. Prohibition of Sub-Letting and Assignment: The empanelled firm shall execute the awarded works utilizing its own infrastructure, supervisory staff, and workforce. Under no circumstances shall the empanelled contractor sublet, transfer, assign, or outsource the contract, either fully or partially, to any third party or sub-contractor without the prior express written consent of the Bank. Any unauthorized sub-letting shall lead to immediate termination of the contract and potential debarment.

21. Debarment Clause: An applicant is liable for debarment/disqualification from empanelment on the following grounds:

A. If it is determined that the applicant has committed the following acts or omissions in contravention of the code of integrity:

- a) making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
- b) any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
- c) any collusion, bid rigging or anticompetitive behaviour that may impair the transparency, fairness and the progress of the procurement process.
- d) improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
- e) any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract: which can affect the decision of the procuring entity directly or indirectly.
- f) any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
- g) obstruction of any investigation or auditing of a procurement process.
- h) making false declaration or providing false information for participation in a tender process or to secure a contract;
- i) failed to disclose conflict of interest.



- j) failed to disclose any previous transgressions made in respect of the provisions of subclause (i) with any public institution / entity in India or any other country during the last three years or of being debarred by any public procuring institution / entity.

B. For any actions or omissions by the applicant other than violation of code of integrity, which in the opinion of the Bank warrants debarment, for the reasons like supply of sub-standard material, non-supply of material, abandonment of works, substandard quality of works, failure to abide by the terms of the tender etc.

C. If the applicant has been convicted of an offence— (a) under the Prevention of Corruption Act, 1988; or (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

22. Applicant who are debarred or whose performance are found poor during last 3 years by the any government institute/ PSU/ Semi Government organisation will not be eligible to apply or if they had applied for empanelment their application will be rejected. All the applicants have to submit the undertaking regarding declaration of debarment by public institution(s).

23. **Minimum Wages:** The contractor is bound to follow all Labour rules and regulations as envisaged in the latest Labour Code, Payment of Wages Act 1936 and Minimum Wages Act 1948, or any other law, as applicable, and ensure payment of minimum wages which should be based on total Man days and/or working hours, which are revised time to time by the Competent Authority. The contractor is bound to submit the evidence of payment made to its employees.

24. The contractor shall abide by all the laws of the land in respect of labour act, PF, ESI, minimum wages etc. The Bank shall not be responsible for any claim on any account for not abiding the labour laws. The contractor shall give the details of the staff going to be deployed for Bank's information.

25. For supply of manpower, both skilled or unskilled, the contractors should have license, Registration with Labour Department, registration with ESIC, PF etc. and should comply with all the acts, law, regulations etc. for engaging the labour on daily basis.

26. **Engagement of Contract Labour:** The contractor shall obtain a license as contemplated under the latest Contract Labour (Regulation and Abolition) Act or any other law, as applicable, failing which he alone would be responsible for actions/proceedings ensuing thereto. The Bank shall not be held responsible for acts, commissions or omissions of the contractor and shall in no way made liable to the labourers engaged by the contractor.



- 27. The Sexual Harassment of women at workplace:** The Contractor/ Agency shall comply with the provisions of “the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect to the complaint.
- 28.** Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- 29.** The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank’s employee, if sexual violence by the employee of the contractor is proved. The contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
- 30. Confidentiality/Non-Disclosure Clause:** The Architect/ Contractor/ Supplier shall not disclose directly or indirectly any information, materials and details of the Bank’s infrastructure / systems / equipment, etc., which may come to the possession or knowledge of the Architect/ Contractor/ Supplier during the course of discharging its contractual obligations in connection with any agreement executed between the Architect/ Contractor/ Supplier and the Reserve Bank of India, Raipur, to any third party and shall at all times hold the same in strictest confidence. The Architect/ Contractor/ Supplier shall treat the details of the contract executed between the Architect/ Contractor/ Supplier and the Reserve Bank of India, Raipur as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Architect/ Contractor/ Supplier shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Reserve Bank of India, Raipur. The Architect/ Contractor/ Supplier shall indemnify the Reserve Bank of India, Raipur for any loss suffered by the Reserve Bank of India, Raipur as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Architect/ Contractor/ Supplier and the Reserve Bank of India, Raipur shall be entitled to claim damages and pursue legal remedies. The Architect/ Contractor/ Supplier shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information



under this agreement are fully satisfied. The obligations of Architect/ Contractor/ Supplier with respect to non-disclosure and confidentiality will survive the expiry or termination of any agreement executed between the Contractor and the Reserve Bank of India, Raipur.

31. Empanelment Review- The performance of all the empanelled architects/ contractor/ supplier shall be reviewed by the Reserve Bank of India at least once a year and their name shall be removed from approved panel in the event of occurrence of any one or more of the failures on their part as detailed below:

- (i) Fails to respond to the call notice inviting tenders /quotations or fails to take part in design competition (if any) on 3 (three) occasions in a period of one year or fails to execute contracts awarded.
- (ii) Is proved to be responsible for constructional defects in two contracts awarded.
- (iii) Fails to perform as per the requirements of any awarded work/contract. persistently violates any of the important conditions of the contract/work like maintaining time schedule and business dealings, etc.
- (iv) Fails to abide by the condition of registration/empanelment or is found to have given false particulars at the time of registration/empanelment.
- (v) Is declared or is in process of being declared bankrupt/insolvent, wound up, dissolved or partitioned.
- (vi) Persistently violates labour regulation /rules.

32. It is to inform that, at present, Bank invites bids for works with estimated cost more than ₹ 5.00 Lakh only through e-tendering mode on Central Public Procurement (CPP) portal. However, Bank reserves the right to invite bids/tenders/quotations through any mode (physical or electronic) on any portal it may deem fit. The applicants who are applying in the category above ₹ 5 lakh, are required to register themselves on CPP portal within 15 days from the date of empanelment, failing which Bank may delist their names from Empanelment list.

33. Any queries relating to the process of online registration or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. For any technical related queries please call at 24 x 7 Help Desk Number (0120-4001 002, 0120-4001 005, 0120-4493395) or contact technical support through email at **support-eproc(at)nic(dot)in**.

34. All disputes arising out of or in any way connected with this empanelment process or any agreement executed between the Contractor and the Reserve Bank of India, Raipur shall be deemed to have arisen at Raipur.



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

Place:

Date:

Signature

Name

Seal of the applicant

**Application Form**

The General Manager (Officer-in-charge)
Estate Cell
Reserve Bank of India
Sector-24, Atal Nagar,
Nava Raipur - 492101

Sir,

I/We have read and understood the instructions and the terms and conditions appended to the Application Form and all other relevant information. I/we hereby apply for empanelment in Reserve Bank of India, Nava Raipur as an architect/ contractor/ supplier in the following category(ies):

A. Architects

Trade S.No.	Trade	Tick against the Category(ies) applying for		
		Panel I Up to ₹ 50 Lakhs	Panel II Above ₹ 50 Lakhs and up to ₹ 100 Lakhs	Panel III Above ₹ 100 Lakhs and up to ₹ 500 Lakhs
1	Empanelment of Consultants (Architects and Interior Designers including structural designers) The principal Architect or the architectural firm must be a valid member of the Council of Architecture (CoA), India, with an active and up-to-date registration certificate	☐	☐	☐

B. Civil

Trade S.No.	Trade	Tick against the Category(ies) applying for					
		Panel I Up to ₹ 2 Lakhs	Panel II Above ₹ 2 Lakhs and up to ₹ 5 Lakhs	Panel III Above ₹ 5 Lakhs and up to ₹ 10 Lakhs	Panel IV Above ₹ 10 Lakhs and up to ₹ 25 Lakhs	Panel V Above ₹ 25 Lakhs and up to ₹ 50 Lakhs	Panel VI Above ₹ 50 Lakhs and up to ₹ 100 Lakhs
2	General Civil works including repairs/ maintenance works, renovation works, water proofing, carpentry, plumbing/ sanitary, internal/external painting /	☐	☐	☐	☐	☐	☐



Trade S.No.	Trade	Tick against the Category(ies) applying for					
		Panel I Up to ₹ 2 Lakhs	Panel II Above ₹ 2 Lakhs and up to ₹ 5 Lakhs	Panel III Above ₹ 5 Lakhs and up to ₹ 10 Lakhs	Panel IV Above ₹ 10 Lakhs and up to ₹ 25 Lakhs	Panel V Above ₹ 25 Lakhs and up to ₹ 50 Lakhs	Panel VI Above ₹ 50 Lakhs and up to ₹ 100 Lakhs
	repainting (internal and external) works, cement concrete/ bituminous roads, pavements/ resurfacing works, Fabrication work etc.						
3	Specialized Structural repair/ rehabilitation / retrofitting works including waterproofing works and chemical treatment works	☐	☐	☐	☐	☐	☐
4	MS/ Aluminium/ steel works and all type of fabrication works	☐	☐	☐	☐	☐	☐
5	Cleaning of overhead tanks and underground sumps	☐	☐	☐	☐	☐	☐
6	Supply, installation and maintenance of firefighting installations and equipment	☐	☐	☐	☐	☐	☐
7	Providing Housekeeping / Supply of Labour Services	☐	☐	☐	☐	☐	☐
8	Conducting Water Audit	☐	☐	☐	☐	☐	☐



C. Dead Stock/ General

Trade S.No.	Trade	Tick against the Category(ies) applying for					
		Panel I Up to ₹ 2 Lakhs	Panel II Above ₹ 2 Lakhs and up to ₹ 5 Lakhs	Panel III Above ₹ 5 Lakhs and up to ₹ 10 Lakhs	Panel IV Above ₹10 Lakhs and up to ₹ 25 Lakhs	Panel V Above ₹25 Lakhs and up to ₹ 50 Lakhs	Panel VI Above ₹ 50 Lakhs and up to ₹ 100 Lakhs
9	Supply and fixing mosquito net panels for windows/ doors, blinds, carpets, mats, window/ door curtains, vinyl flooring, Bedsheets, Blankets, etc. including its maintenance	☐	☐	☐	☐	☐	☐
10	Supply/ Repair of wooden, steel and office furniture	☐	☐	☐	☐	☐	☐
11	Horticultural, Landscaping and gardening works including supply of cut-flowers, bouquets, floral decoration, ornamental/potted, floral and non-floral plants etc.	☐	☐	☐	☐	☐	☐
12	Supply and maintenance of LED boards, sign boards, name plates, banners etc.	☐	☐	☐	☐	☐	☐
13	Sale and disposal of unserviceable articles, scrap and waste materials etc.	☐	☐	☐	☐	☐	☐
14	Cleaning and Maintenance of dead stock articles including Sofa Sets, Carpets, Rugs etc.,	☐	☐	☐	☐	☐	☐
15	Pest control, pesticides and anti- termite treatment, fogging, rodent control services	☐	☐	☐	☐	☐	☐
16	Cleaning of Telephones, Computers (Monitor, CPU, Keyboard & Mouse), Coffee vending machines, Hot and Cold-Water Dispensers etc.	☐	☐	☐	☐	☐	☐
17	Supply and Maintenance of Gym Equipment	☐	☐	☐	☐	☐	☐



D. Electrical

Trade S.No.	Trade	Tick against the Category(ies) applying for					
		Panel I Up to ₹ 2 Lakhs	Panel II Above ₹ 2 Lakhs and up to ₹ 5 Lakhs	Panel III Above ₹ 5 Lakhs and up to ₹ 10 Lakhs	Panel IV Above ₹10 Lakhs and up to ₹ 25 Lakhs	Panel V Above ₹25 Lakhs and up to ₹ 50 Lakhs	Panel VI Above ₹ 50 Lakhs and up to ₹ 100 Lakhs
18	Supply, Installation, Testing and Commissioning (SITC) / Annual Maintenance contract / Maintenance/ Repairs of Electrical installations like Distribution Boards (DBs), LT Panels, HT panels, Transformers, Circuit Breakers, Lightning Arresters, DG sets, UPS, Earth pits etc. including day to day Electrical cabling works, Electrical re- wiring, renovations, alterations and additions, Electrical wiring works, electric motor/ pumps etc.	☐	☐	☐	☐	☐	☐
19	Supply, installation, repair and maintenance of domestic water pumps, air conditioning plant pump etc.	☐	☐	☐	☐	☐	☐
20	Supply, installation, servicing and maintenance of various electrical and electronic items/appliances such as, bulbs, tube lights, LED lights, other light fittings and fixtures, wires, cables, switch gears, MCB, DBs, fans, geysers, water coolers, water dispensers, RO, induction, fans, heaters, geyser, TV, Refrigerator, mixer-grinder, toaster, hand dryers, Chimney etc.	☐	☐	☐	☐	☐	☐
21	Supply, Installation, Testing and Commissioning (SITC) /Maintenance/ Annual Maintenance contract /Repairs of HVAC works like AHUs, Ducting, Thermal insulation etc. and air coolers, desert coolers, split ACs, window ACs, VRF ACs, package ACs, Cassette ACs, Tower ACs, air purifiers etc.	☐	☐	☐	☐	☐	☐



Trade S.No.	Trade	Tick against the Category(ies) applying for					
		Panel I Up to ₹ 2 Lakhs	Panel II Above ₹ 2 Lakhs and up to ₹ 5 Lakhs	Panel III Above ₹ 5 Lakhs and up to ₹ 10 Lakhs	Panel IV Above ₹ 10 Lakhs and up to ₹ 25 Lakhs	Panel V Above ₹ 25 Lakhs and up to ₹ 50 Lakhs	Panel VI Above ₹ 50 Lakhs and up to ₹ 100 Lakhs
22	Supply, Installation, Testing and Commissioning (SITC) /Maintenance/ Annual Maintenance Contract/Repairs of Electronic / Telecommunications equipment and systems like Conference system, EPABX system, PA system, photocopy machines, Fax machines, projectors, CCTV system, Fire Alarm system, Security alarm system, Video door phone system, telephone instruments, EPABX etc.	☐	☐	☐	☐	☐	☐
23	Supply, installation, testing, commissioning, repairs and maintenance of DFMD /HHMD/X-Ray Baggage Scanners/ Turnstile /Walkie - Talkie etc. and their AMCs	☐	☐	☐	☐	☐	☐
24	Supply, Installation, Testing and Commissioning (SITC) /Maintenance/Repairs of water pumping system including submersible pump, bore well pumps, mono-block pumps, condenser/chiller pumps and motors, water level controllers, valves, hydro pneumatic systems etc.	☐	☐	☐	☐	☐	☐
25	Supply & Installation of SMF/Fire retardant casting batteries for UPS, Tubular batteries for DG sets, Inverters, UPS etc.	☐	☐	☐	☐	☐	☐
26	Servicing & Maintenance of D.G. sets up to 1000 KVA & Diesel Engine Pumps	☐	☐	☐	☐	☐	☐



Trade S.No.	Trade	Tick against the Category(ies) applying for					
		Panel I Up to ₹ 2 Lakhs	Panel II Above ₹ 2 Lakhs and up to ₹ 5 Lakhs	Panel III Above ₹ 5 Lakhs and up to ₹ 10 Lakhs	Panel IV Above ₹ 10 Lakhs and up to ₹ 25 Lakhs	Panel V Above ₹ 25 Lakhs and up to ₹ 50 Lakhs	Panel VI Above ₹ 50 Lakhs and up to ₹ 100 Lakhs
27	Supply, Installation, Testing, Commissioning & Maintenance of Solar Water Heater system and Solar Photovoltaic system	☐	☐	☐	☐	☐	☐
28	Conducting Electrical Safety Audit	☐	☐	☐	☐	☐	☐
29	Conducting Fire Audit	☐	☐	☐	☐	☐	☐
30	Conducting Energy Audit	☐	☐	☐	☐	☐	☐

- I. I/We do hereby declare that the information furnished in the application form is correct to the best of my/our knowledge and belief.
- II. I/we agree that the decision of the Reserve Bank of India in selection of the Architect/ contractor/ supplier will be final and binding on me/us.
- III. 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.

Address:

Signature along with seal of the firm:

Place and Date:

Name & Designation:



Basic Information

1	Name and registered office address, phone numbers & email ID (Attach an attested photocopy of Certificate of Registration)	
2	Type of organization (whether Proprietorship, Partnership/Pvt. Ltd/Ltd or Body Corporate etc.) Related certificate / document to be compulsorily enclosed	
3	Name of Proprietor / Partners / Directors in the Organization	
4	Details of Registration (Firm, Company etc.) Registering Authority, Date, Number etc. Please, enclose copy of the related Certificate(s) / Trade License(s) / PAN / GST Number / UDYAM Registration Certificate (if registered under MSMED ACT, 2006) etc./other licenses or certificates* (Applicant who desires to apply for Architect, Pest Control, Sanitary & Plumbing, Electrical related trades or Fire Fighting equipment trades must submit photocopy of valid license issued by appropriate authority) Relevant certificates to be compulsorily attached	
5	Details of experience (if applying for multiple trades, provide details of experience in each trade) Supporting documents to be compulsorily enclosed	
6	Address of the office through which the proposed work of Reserve Bank of India will be handled (Name, Designation of the Officer-in-charge, Mobile / Landline, Email ID)	
7	Names, qualification and experience of all technical personnel in the firm	Details to be furnished in the prescribed proforma (Annex II).
8	Important large projects executed during last 5 years by the firm together with approximate cost of individual project. The full address of the clients for whom the works have been executed along with phone number.	Details to be furnished in the prescribed proforma – (Annex III).
9	Works on which the firm is engaged at present and their estimated cost (stages of work viz. Planning and Construction). The full address of the clients shall be indicated against each project.	Details to be furnished in the prescribed proforma (Annex IV).
10	Name, address, telephone no. & email ID of the applicant's Bankers	



11	Yearly turnover of the organization for the last 3 years (Financial year) 2023 -- 2024 2024 – 2025 2025 – 2026 Audited balance sheet duly certified by a Chartered accountant shall be submitted along with the copies of income tax clearance certificate /Income tax assessment orders for the above-mentioned periods	
12	Whether working with any of the Govt. / Semi-Govt. undertakings / PSU / Financial Institution as approved contractors and if so, furnish details thereof	
13	Indicate if involved in any litigation, or any civil suits pending in any of the works executed during last 5 years/being executed. If yes, please furnish the name of the project, employer, and nature of work, contract value, work order and date and brief details of litigation. Attach a separate sheet if required.	

Place:

Date:

Signature of the applicant
with full address & office Seal

**Annexure I****CLIENT's CERTIFICATE****(On Client's Letter Head)**

The General Manager (Officer-in-charge)

Estate Cell

Reserve Bank of India

Sector-24, Atal Nagar,

Nava Raipur – 492101

Dear Sir,

Client's Certificate Regarding Performance of M/s _____

Name of work with brief particulars:		
1.	Agreement No.& date	
2.	Agreement amount	
3.	Date of commencement of work	
4.	Stipulated date of completion	
5.	Actual date of completion	
6.	Details of compensation levied for delay (indicate amount) if any	
7.	Gross amount of the work completed and paid **	
8.	Name & address of the authority under whom works executed	
9.	Whether the contractor employed qualified Engineer/overseer during execution of work	
10.	i) Quality of work (indicate grading)	Outstanding/Very Good/Good/Satisfactory/Poor
	ii) Amount of work paid on reduced rates, if any	
11.	i) Did the contractor go for arbitration?	
	ii) If yes, total amount claim	
	iii) Total amount awarded	
12.	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

Name-

Designation-

Contact No-

Email ID-

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

*Officer of the rank of Executive Engineer or equivalent.

(Reports must be submitted in client's official sealed cover and to be addressed to the General Manager (Officer in-Charge), Estate Cell, Reserve Bank of India, Sector-24, Atal Nagar, Nava Raipur, 492101)



Annexure II

List of technical personnel, giving their technical qualifications, experience (including that in the present organization).

Sr. No.	Name	Age	Qualification	Experience in years	Nature of works handled	Name of the projects handled with cost details	Date from which employed in the present organisation.	Indicate special experience, if any.
1	2	3	4	5	6	7	8	9

Attach separate sheet if required

Mention other points, if any, to show technical and managerial competency to indicate any important point in your favour

Place:

Date:

Signature of the applicant with full address and office seal



Annexure III

List of important projects/ works executed by the organization during last five years

Sr. No.	Name of the project and location	Nature of work involved in the contract (e.g. residential, offices etc.)	Name of the owner with full address and details of contact person name with phone number, mail id.	Cost of project in lakhs.	Completion period		Any other relevant information
					Stipulated	Actual	
1	2	3	4	5	6	7	8

Attach separate sheet if required

Place:

Date:

Signature of the Applicant with full address and office seal



Annexure IV

List of important projects/ works on hand being executed by the organization

Sr. No.	Name of the project and location	Nature of the work involved in the contract (e.g. Residential , offices etc.)	Name of the owner with full address and details of contact person name with phone number, mail ID	Cost of project in lakhs.	Completion period		Present stage of work with reasons if the work is getting delayed.	Scale of fees awarded
					Stipulated	Expected		
1	2	3	4	5	6	7	8	9

Attach separate sheet if required

Place:

Date:

Signature of the Applicant with full address and office seal



Annexure V

Check list for documents Submitted or Not Submitted

S. N.	Document	Submitted (√)	Not Submitted (√)
1	Formal letter requesting empanelment in official letterhead of 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 (Those who have applied for such registration may also apply for consideration for empanelment only after the submission of documentary proof of registration)		
6	Copy of MSME Registration Certificate, if registered		
7	Copy of PF Registration with EPFO		
8	Copy of ESIC Registration		
9	Copies of Audited Final Accounts for last 3 (three) years and a certificate issued by Chartered Accountant indicating the turnover for last 3 (three) financial years		
10	Client's Certificates from clients for all the qualifying works in sealed official cover of the client.		
11	Completion Certificate(s) for proof of experience including work orders, TDS certificates, etc.		
12	Banker's certificate (Solvency) for an amount equivalent to the upper limit of the highest category applied.		
13x	Any other relevant certificates, (If submitted please mention the name of the certificate)		

Signature of the applicant and Seal



Annexure-VI

FORM OF BANKERS' SOLVENCY CERTIFICATE FROM A SCHEDULED BANK

(On Bankers' Letter Head)

To,

The General Manager (Officer-in-charge)

Estate Cell

Reserve Bank of India

Sector-24, Atal Nagar,

Nava Raipur – 492101.

This is to certify that to the best of our knowledge and information M/s. / Shri _____ a customer of our bank having marginally noted address, are/is respectable and can be treated as good for any engagement up to a limit of ₹..... (Rupees).

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

For the Bank with Name, Designation and Seal

Note:

1. Bankers' solvency certificate should be on letter head of the Bank
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.



Annexure VII

FORMAT FOR SUPERSCRIBING THE SEALED COVER

EMPANELMENT OF ARCHITECTS AND CONTRACTORS/ SUPPLIERS FOR VARIOUS WORKS IN BANK'S PROPERTIES AT RAIPUR 2026 - 2029	
RBI, ESTATE CELL, RAIPUR	
From: Applicant Name: Address: Trade(s) and Category(ies) applied: Contact Number/s (Mandatory Field): Email ID (Mandatory Field):	To: The General Manager (Officer-in-charge) Estate Cell Reserve Bank of India Sector-24, Atal Nagar Nava Raipur - 492101