



भारतीय रिज़र्व बैंक बेंगलूरु

विभिन्न कार्यों एवं सेवाओं के लिए ठेकेदारों को सूचीबद्ध (इम्पेनलमेंट) करना

- 1) भारतीय रिज़र्व बैंक, बेंगलूरु कार्यालय अपने बेंगलूरु स्थित कार्यालय और आवासीय इमारतों / परिसरों में विभिन्न कार्यों / सेवाओं/ सामग्रियों/ वस्तुओं की आपूर्ति और खरीद के लिए ठेकेदारों को सूचीबद्ध करने के लिए मुहरबंद आवेदन आमंत्रित करता है, जिसकी अवधि 3 वर्षों के लिए होगी।
- 2) इच्छुक आवेदक बैंक की वेबसाइट 'www.rbi.org.in' में 'निविदाएं' लिंक के अंतर्गत 'भारतीय रिज़र्व बैंक, बेंगलूरु में विभिन्न कार्यों एवं सेवाओं के लिए ठेकेदारों को सूचीबद्ध (इम्पेनलमेंट) करना' से आवेदन प्रपत्र डाउनलोड कर सकते हैं अथवा इसे महाप्रबंधक, भारतीय रिज़र्व बैंक, संपदा विभाग, 10/3/8, नृपतुंगा रोड, बेंगलूरु – 560 001 के कार्यालय से 24 अक्टूबर 2025 से 24 नवम्बर 2025 के बीच किसी भी कार्य दिवस में पूर्वाह्न 11:00 बजे से अपराह्न 05:00 बजे के बीच प्राप्त कर सकते हैं।
- 3) आवेदकों को आवश्यक दस्तावेजों सहित विधिवत भरे हुए आवेदन प्रपत्र मुहरबंद लिफाफों में, जिन पर "सूचीबद्धता 2026-2029 – संपदा विभाग, भारतीय रिज़र्व बैंक, बेंगलूरु" लिखा हो, उन्हे संपदा विभाग, भारतीय रिज़र्व बैंक, 10/3/8, नृपतुंगा रोड, बेंगलूरु – 560 001 में अनिवार्य रूप से प्रस्तुत करना होगा। आवेदन प्रस्तुत करने की अंतिम तिथि 24 नवम्बर 2025 (अपराह्न 5:00 बजे तक) है।
- 4) जांच के दौरान, यदि किसी भी आवेदक को आवश्यक पूर्व-योग्यता नहीं होने या, झूठी/ गलत जानकारी प्रस्तुत किया हुआ पाया जाता है, तो संबंधित आवेदन को अस्वीकृत कर दिया जाएगा। केवल ऐसे आवेदकों के आवेदन को आगे संसाधित किया जाएगा, जो पूर्व उल्लिखित योग्यता मापदंडों को पूरा करते हैं और आवश्यक दस्तावेज प्रस्तुत करते हैं।
- 5) पैनल गठन होने की तिथि से 3 (तीन) वर्षों के लिए वैध रहेगा, बशर्ते कार्यक्षमता की समय-समय पर समीक्षा की जाएगी जैसे निर्दिष्ट किया गया है।
- 6) जिन ठेकेदारों को पहले से ही भारतीय रिज़र्व बैंक, बेंगलूरु कार्यालय द्वारा पैनल में शामिल किया गया है, उन्हें भी वर्तमान पैनल के लिए अपना आवेदन प्रस्तुत करना होगा।
- 7) भारतीय रिज़र्व बैंक किसी भी आवेदन को बिना किसी भी कारण बताए अस्वीकृत करने का अधिकार रखता है।

क्षेत्रीय निदेशक
भारतीय रिज़र्व बैंक, बेंगलूरु
दिनांक: 24 अक्टूबर 2025



Reserve Bank of India, Bengaluru
भारतीय रिज़र्व बैंक, बेंगलुरु

EMPANELMENT OF CONTRACTORS FOR VARIOUS WORKS & SERVICES

Reserve Bank of India, Bengaluru Office invites sealed applications for empanelment of suppliers / contractors / firms (hereafter referred to as 'Contractors') having their establishment at Bengaluru for supply & procurement of various works/ services/ articles/ miscellaneous items for the Bank's Main Office Premises and residential buildings/ colonies at various locations in Bengaluru for the period of 3 years.

Application Form along with the details regarding trades, categories, minimum eligibility criteria and other requirements are enclosed/ mentioned on the subsequent pages in this document.

Applicants must submit duly filled Application Form along with the requisite documents in a sealed cover with superscription "Empanelment 2026-2029 - RBI, Estate Department, Bengaluru" to the Regional Director, Reserve Bank of India, Estate Department, 10/3/8, Nrupathunga Road, Bengaluru - 560001. Last date for submission of application is November 24, 2025 (by 05:00 PM).

INDEX

S. N.	Particular	Page No.
Empanelment of Contractors for various Works & Services		
1	Notice for Empanelment - Details of Categories, Pre-qualification Criteria, etc.	3-8
2	Application Form (Proforma)	9-12
3	General Instructions to the Applicants	13-15
4	Part I - Basic Information	16-18
5	Part II - Previous Experience	19-20
6	Part III - List of Technical Personnel, Technical Qualifications, Experience, etc.	21
7	Annexure – I - Client's Certificate Regarding Performance of Contractor	22-23
8	Annexure II - Form of Bankers' Certificate	24
9	Annexure III - Check list for documents Submitted or Not Submitted	25
10	Annexure IV - Format for Superscribing the Sealed Cover	26
11	Contact Matrix - Contact persons for queries	27

EMPANELMENT OF CONTRACTORS FOR VARIOUS WORKS & SERVICES

Reserve Bank of India, Bengaluru Office invites sealed applications for empanelment contractors having their establishment at Bengaluru for supply and procurement of various works/ services/ articles/ miscellaneous items for the Bank's Main Office Premises and residential buildings/ colonies at various locations in Bengaluru for the period of 3 years.

2. The empanelment shall be carried out for 6 (Six) different categories under each trade based on the estimated cost of work/ supply, which are detailed below:

Category	Ceiling limit of Category
Category - I	For works/ services costing up and including ₹2 Lakh
Category - II	For works/ services costing up and including ₹5 Lakh
Category - III	For works/ services costing up and including ₹10 Lakh
Category - IV	For works/ services costing up and including ₹25 Lakh
Category - V	For works/ services costing up and including ₹50 Lakh
Category - VI	For works/ services costing up and including ₹100 Lakh

3. Category wise list of trades / details of work / supply is given below:

Sr. No.	Trade / Details of work/ supply	[Categories upto and including]					
		I	II	III	IV	V	VI
		₹2 Lakh	₹5 Lakh	₹10 Lakh	₹25 Lakh	₹50 Lakh	₹100 Lakh
1	General civil works including repairs, renovations, carpentry, fabrication, sanitary & plumbing works, repair of furniture, road works, external/ internal repainting works, water proofing works, etc.						
2	Structural repairs and rehabilitation & retrofitting related works						
3	Supply of steel, wooden furniture/ chairs, tables, workstations, name plates, boards, banners white boards, display systems, weighing machines, modular workstations, modular furniture, storage cabinet, compactors, etc.						
4	Supply of furnishings such as carpets, rugs, blinds, curtains, drapes, bedlinen, blankets, upholstery fabrics and other miscellaneous goods.						

5	SITC, Maintenance, Operation and Repairs of manual/ mechanical organic waste converter/ plant						
6	Collection, segregation and disposal of all types of waste such as biodegradable, non-biodegradable, bio-medical, hazardous, etc.						
7	Pest Control including anti termite treatment, rodent control treatment and fumigation, etc.						
8	SITC, Maintenance, Operation and Repairs of Sewage Treatment Plant, Water Treatment Plant, Reverse Osmosis Plant, Water Softeners, etc.						
9	SITC, Maintenance and Repairs of Gas Bank						
10	External Cleaning - Providing mechanized and manual housekeeping services like polishing, scrubbing, vacuuming, dusting, sweeping and thorough cleaning in common areas, cleaning of Water Tanks. Internal Cleaning - Providing mechanized and manual housekeeping services like vacuuming, dusting, cleaning washrooms and thorough cleaning in houses, cleaning of carpets/ chairs/ sofa/ venetian blinds, etc.						
11	Maintenance services for the entire garden/lawn including all horticultural operations, supplying flowering/ exotic plants, landscaping etc.						
12	SITC, Maintenance and Repairs of Air Conditioning Equipment (HVAC works, Windows, split, package and tower units, AC Ducting work)						
13	SITC, Maintenance and Repairs of Water Purifier of various types						
14	Telephone wiring works/ Maintenance of EPBAX system & telephone lines						
15	SITC, Maintenance and Repairs of Diesel Generator sets						
16	SITC, Maintenance and Repairs of electric equipment such as TV, refrigerators, AC, fans, geysers, lamps, telephones, photo copier machines, etc.						
17	SITC, Maintenance and Repairs of public address system, video phone, conferencing system, etc.						

18	SITC, Maintenance and Repairs of various security systems (CCTV, Surveillance Equipment, Access Control Systems, Detection Devices, Biometric Systems, Burglar Alarm)						
19	Supply of Security tools and Equipments such as evac chair, fire extinguishers, Hand Held Metal Detector, Door Frame Metal Detector, etc.						
20	SITC, Maintenance and Repairs of Fire Hydrant Wet Riser Fire Fighting System/ Sprinkler System and other Fire Fighting Equipments such as Fire Alarm, etc.						
21	Maintenance of Centralised AC System by engaging qualified technicians						
22	Maintenance of Substation and other electrical equipment by engaging qualified electricians						
23	SITC, Maintenance and Repairs of Chimney/ hobs and hoods						
24	Supply of Integrated Facility Management Services (IFMS) in the Bank' Premises which includes (a) Gardening Works (b) Electrical Works (c) Plumbing and Sanitary Works (d) Carpentry Works (e) Housekeeping, Cleaning of Office/ Residential / Blocks (General & Common area, i.e., Internal & External Cleaning, etc.) (f) Maintenance of RO/ UV Purifier (g) Supervision of Annual Maintenance Contracts, etc.						

Important Instructions:

- Application for empanelment shall be submitted in **PROFORMA** only.
- Interested applicants can apply for empanelment for single or multiple trades / types of works and either in any or all categories.
- **Applicant intending to apply for multiple trades / types of works shall submit separate application for each trade / type of work with separate set of documents in respect of the requisite experience & eligibility criteria.**
- **The contractors already empaneled are also required to submit applications afresh.**

3. PRE-QUALIFICATION CRITERIA:

Duration of past experience: The contractor should have minimum 5 years of experience of executing similar works[#] (during last 5 years ending September 30, 2025. Applicants should furnish their Client list showing the details of work carried out by them during the last 5 years. The list shall include details such as Name of the Client, Value of work executed, Date of Start and Finish of the work, Reasons of delay, if any etc. Applicant should submit documentary evidence in support of minimum experience of 5 years (i.e. the contractors should have undertaken work in September 30, 2020 or earlier).

Required documents:

- a) Copy of Certificate of Registration/ Incorporation, if any.
- b) Copy of any work order issued in September 2020 or before and its completion certificate along with copy of TDS certificate.
- c) Client list, indicating details, as specified, of works carried out for them.

Minimum value of each similar completed work: Experience of having successfully completed similar works during the last 5 years ending September 30, 2025 should be either of the following three conditions:

- i) Three similar completed works each costing not less than the amount equal to 40% of the upper limit of the respective category for which Enlistment is sought Or
- ii) Two similar completed works each costing not less than the amount equal to 50% of the upper limit of the respective category for which Enlistment is sought Or
- iii) One similar work costing not less than the amount equal to 80% of the upper limit of the respective category for which Enlistment is sought.

Minimum requirement for each category is detailed in the following table:

Minimum value of each similar completed work required	Categories up to and including					
	₹2 Lakh	₹5 Lakh	₹10 Lakh	₹25 Lakh	₹50 Lakh	₹100 Lakh
Three (3) similar work of the amount mentioned or above	₹0.8 Lakh	₹2 Lakh	₹4 Lakh	₹10 Lakh	₹20 Lakh	₹40 Lakh
Two (2) similar work of the amount mentioned or above	₹1 Lakh	₹2.5 Lakh	₹5 Lakh	₹12.5 Lakh	₹25 Lakh	₹50 Lakh
One (1) similar work of the amount mentioned or above	₹1.6 Lakh	₹4 Lakh	₹8 Lakh	₹20 Lakh	₹40 Lakh	₹80 Lakh

Required documents: (a) Copy of work order (b) Copy of TDS certificate (c) Completion certificate.

Annual Turnover: Should have minimum Annual Turnover of amount equal to 100% of the upper limit of the respective category for which Enlistment is sought during each of the last three financial year ending March 31, 2025.

[For example, an empanelment of contractors for works costing up to ₹25 Lakhs, required annual turnover shall at least be ₹25 Lakh during each of the last 3 financial year ending March 2025]

Required documents: Chartered Accountant's certificate along with supporting financial statements of last 3 financial years

Solvency: Should furnish Solvency Certificate issued by the Applicant's Banker, specifically for the purpose of the empanelment, for an amount equal to upper limit of the respective category for which empanelment is sought.

[For example, empanelment of contractors for works costing up to ₹25 Lakhs, required Solvency Certificate shall be at least of ₹25 Lakh]

Required documents: Banker's Solvency Certificate.

Registration and Licenses required:

- Must have valid licenses for related trades, as applicable.
- PAN, GST, EPFO, ESIC, MSME, etc. registration with respective registering authorities
- A valid registration with Government e-Marketplace (GeM) Portal.

Required documents: Copies of relevant certificate/ licenses, issued by the respective authority.

Similar Works means the works similar to that specified in each Trade / Details of work/ supply.

4. Interested contractors may collect Application Form from the office of the General Manager, Reserve Bank of India, Estate Department, 10/3/8, Nrupathunga Road, Bengaluru - 560001 on any working day from 24/10/2025 to 24/11/2025 (11:00 AM to 05:00 PM) or may visit website <https://www.rbi.org.in> for full details and downloading the Application Form.

5. Applicants are mandatorily required to superscribe "**Empanelment 2026-2029 - RBI, Estate Department, Bengaluru**" on the sealed cover containing the application and requisite documents (Please refer Annexure IV for the format of superscribing sealed cover). An application received without sealed cover & superscription shall be summarily rejected without assigning any reason.

6. Interested applicants can apply for empanelment for single or multiple trades / types of works and either in any or all categories. **Applicant intending to apply for multiple trades / types of works shall submit separate application for each trade / type of work with separate set of documents in respect of the requisite experience & eligibility criteria.** Applicants are required to tick mark against the category and trade/ type of work for which the Applicant intends to apply (in PROFORMA).

7. Interested applicants should submit the duly filled Application Form along with the complete set of documents to the office of Regional Director, Reserve Bank of India, Estate Department, 10/3/8, Nrupathunga Road, Bengaluru - 560001 on or before November 24, 2025 by 5:00 p.m. either by hand delivery or post.

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

9. Regarding Client's Certificate, for works carried out for Government/ 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 has to be submitted along with the Client Certificate for proving the credentials/ contract amount. Reserve Bank of India reserves the right to independently verify the client's/ Banker's reports.

10. The panel shall remain **valid for 3 (three) years** from the date of coming into existence subject to periodical review of performance as specified.

11. Reserve Bank of India reserves the right to reject any or all the applications without assigning any reason thereof.

12. The Application Form shall be signed by a person on behalf of the organization who is duly authorized to do so.

13. Contractors already empaneled by Reserve Bank of India, Bengaluru Office shall also submit their application for the current empanelment.

PROFORMA

APPLICATION FORM FOR EMPANELMENT

The Regional Director
Reserve Bank of India,
Estate Department,
10/3/8, Nrupathunga Road,
Bengaluru - 560001

Madam/ Sir,

- i) Having read and understood empanelment notice, general instructions/ guidelines to the applicants appended to the Application Form and all other relevant information, I/we hereby apply for empanelment in Reserve Bank of India, Bengaluru as Contractor/ Supplier in the following trade(s)/ work(s)/ supply(ies) and category/ies:

Sr. No.	Trade / Details of work/ supply	Tick mark (<input checked="" type="checkbox"/>) against the Category & Trade for which the Applicant intends to apply [Categories up to and including]					
		I	II	III	IV	V	VI
		₹2 Lakh	₹5 Lakh	₹10 Lakh	₹25 Lakh	₹50 Lakh	₹100 Lakh
1	General civil works including repairs, renovations, carpentry, fabrication, sanitary & plumbing works, repair of furniture, road works, external/ internal repainting works, water proofing works, etc.						
2	Structural repairs and rehabilitation & retrofitting related works						
3	Supply of steel, wooden furniture/ chairs, tables, workstations, name plates, boards, banners white boards, display systems, weighing machines, modular workstations, modular furniture, storage cabinet, compactors, etc.						

4	Supply of furnishings such as carpets, rugs, blinds, curtains, drapes, bedlinen, blankets, upholstery fabrics and other miscellaneous goods.						
5	SITC, Maintenance, Operation and Repairs of manual/ mechanical organic waste converter/ plant						
6	Collection, segregation and disposal of all types of waste such as biodegradable, non-biodegradable, bio-medical, hazardous, etc.						
7	Pest Control including anti termite treatment, rodent control treatment and fumigation, etc.						
8	SITC, Maintenance, Operation and Repairs of Sewage Treatment Plant, Water Treatment Plant, Reverse Osmosis Plant, Water Softeners, etc.						
9	SITC, Maintenance and Repairs of Gas Bank						
10	External Cleaning - Providing mechanized and manual housekeeping services like polishing, scrubbing, vacuuming, dusting, sweeping and thorough cleaning in common areas, cleaning of Water Tanks. Internal Cleaning - Providing mechanized and manual housekeeping services like vacuuming, dusting, cleaning washrooms and thorough cleaning in houses, cleaning of carpets/ chairs/ sofa/ venetian blinds, etc.						
11	Maintenance services for the entire garden/lawn including all horticultural operations, supplying flowering/ exotic plants, landscaping etc.						
12	SITC, Maintenance and Repairs of Air Conditioning Equipment (HVAC works, Windows, split, package and tower units, AC Ducting work)						
13	SITC, Maintenance and Repairs of Water Purifier of various types						
14	Telephone wiring works/ Maintenance of EPBAX system & telephone lines						
15	SITC, Maintenance and Repairs of Diesel Generator sets						

16	SITC, Maintenance and Repairs of electric equipment such as TV, refrigerators, AC, fans, geysers, lamps, telephones, photo copier machines, etc.						
17	SITC, Maintenance and Repairs of public address system, video phone, conferencing system, etc.						
18	SITC, Maintenance and Repairs of various security systems (CCTV, Surveillance Equipment, Access Control Systems, Detection Devices, Biometric Systems, Burglar Alarm)						
19	Supply of Security tools and Equipments such as evac chair, fire extinguishers, Hand Held Metal Detector, Door Frame Metal Detector, etc.						
20	SITC, Maintenance and Repairs of Fire Hydrant Wet Riser Fire Fighting System/ Sprinkler System and other Fire Fighting Equipments such as Fire Alarm, etc.						
21	Maintenance of Centralised AC System by engaging qualified technicians						
22	Maintenance of Substation and other electrical equipment by engaging qualified electricians						
23	SITC, Maintenance and Repairs of Chimney/ hobs and hoods						
24	Supply of Integrated Facility Management Services (IFMS) in the Bank' Premises which includes (a) Gardening Works (b) Electrical Works (c) Plumbing and Sanitary Works (d) Carpentry Works (e) Housekeeping, Cleaning of Office/ Residential / Blocks (General & Common area, i.e., Internal & External Cleaning, etc.) (f) Maintenance of RO/ UV Purifier (g) Supervision of Annual Maintenance Contracts, etc.						

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

Bengaluru on the basis of the information given by me/us will be treated as invalid by the Reserve Bank of India.

- iii) I/ we have provided the details of the qualifying works and the client's confidential report in the prescribed proforma.
- iv) I/we have provided my/ our banker's details and the Banker's confidential report in the prescribed proforma.
- v) 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 in the accompanying sheets.
- vi) I/we agree that the decision of the Reserve Bank of India in enlistment of the contractors/ suppliers/Vendor shall be final and binding on me/us.

Signature:

Name & Designation _____

Address _____

E-mail _____

Mobile/ Landline No _____

Place _____

Date _____

Seal of the Applicant

GENERAL INSTRUCTIONS TO THE APPLICANTS

- 1) The applicants are required to furnish details about their organization, technical experience, technical personnel, spare capacity, competence and evidence of their financial standing as per the enclosed proforma which will be kept confidential.
- 2) A format of Client's Certificate as per Annexure-I is attached along with the blank Application Form. Applicant has to obtain the said Client's Certificate for all the qualifying works, in terms of the pre-qualification criteria described in the notice inviting application, from his client(s) on their official letterhead in official sealed cover and submit the same along with the application.
- 3) A format of Banker's Certificate as per Annexure-II is attached along with the blank Application Form. Applicant has to obtain the Banker's Certificate from their banker/ bankers on the Bank's official letterhead in bank's sealed cover and has to submit the same along with the application. Such Certificates should be addressed to the application inviting authority of Reserve Bank of India and should be submitted along with their application in a separate sealed envelope.
- 4) 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 an officer in an equivalent or higher rank and must be supported by adequate proof of payments received by the contractor for the work done by them. The Client's Certificate issued by the private organizations shall necessarily accompany Tax Deducted at Source (TDS) Certificates. Applications received without specified certificate shall be liable for rejection. The Reserve Bank of India reserves the right to independently verify the submitted certificates.
- 5) Applicants who have carried out any work for any office of the Reserve Bank of India during past 5 (five) years shall provide the details of those works [if such works are more than 5 (five), details of at least 5 (five) works starting from the highest contract amount shall be furnished] in the specified format.
- 6) Application form shall be signed by a person on behalf of the Organization, who is duly authorized to do so. Each page of application shall be properly signed. If application is signed by a person under power of attorney, required document giving the person the power of attorney shall be attached along with the application.

- 7) If the space in Application Form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein part of the statement and serial number. Completion certificates for works done satisfactorily for different employers should preferably be furnished along with the application.
- 8) Application containing false or inadequate information is liable for rejection and debarment from further empanelment.
- 9) Applicant who desires to apply for Pest Control, Electrical or any such trade/ work/ supply which needs a license from the Competent Authority (e.g. appropriate license for working in areas with High Tension lines such as Substation/ license for Technical staff operating Sewage Treatment Plant, Water Treatment 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.
- 10) 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.
- 11) The performance of all the empaneled contractors shall be reviewed at least once a year and their name shall be removed from the approved list of contractors in the event of occurrence of any one or more of the failures on their part as detailed below:
 - a) Fails to respond to the call notice inviting tenders /quotations on 3 (three) occasions in a period of one year or fails to execute contracts awarded.
 - b) Is proved to be responsible for constructional defects in two contracts awarded.
 - c) Whose performance either in carrying out the work or in delivering materials as per specifications, are not found satisfactory in two contracts awarded /supply orders placed.
 - d) Persistently violates any important conditions of the contracts like maintaining time schedule and business dealing, etc.
 - e) Fails to abide by the condition of registration/Enlistment or is found to have given false particulars at the time of registration/Enlistment.
 - f) Is declared or is in the process of being declared bankrupt /insolvent, wound up, dissolved or partitioned.
 - g) Persistently violates labour regulation /rules.

12) Reserve Bank of India reserves the right to reject any or all the applications.

I/ we have read and understood all the above instructions and shall comply to the instructions.

Place:

Sign:

Date:

Name:

Seal of the applicant



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT, BENGALURU**

**APPLICATION FOR EMPANELMENT OF CONTRACTORS FOR ELECTRICAL,
HOUSEKEEPING & OTHER MISCELLANEOUS WORKS**

Part I - Basic Information

1	Name of Applicant/ organisation	
2	Address of Applicant/ organisation	
3	Type of organization (whether Proprietorship, Partnership /Pvt. Ltd/ Ltd or Body Corporate etc.)	
4	Name of Proprietor/ Partners/ Directors in organization	i) ii) iii)
5	Details of registration (Firm, Company etc.) Registering Authority, Date, Number etc. (Please enclose copy of related Certificate/s, Trade License/s, GST Registration certificate, MSMED Registration Certificate (if registered under MSMED ACT, 2006)/ ESIC Registration/ EPFO Registration, etc. / other licenses or certificates.) *	

6	Experience in the respective field of work (Please enclose documents in support)	_____ Years									
7	Whether financially sound to undertake works costing upto ₹5 Lakh; above ₹5 Lakh and upto ₹25 Lakh; above ₹25 Lakh and upto ₹50 Lakh; above ₹50 Lakh and upto ₹100 Lakh. If so, enclose Banker's Certificate (mandatory) and Income Tax Clearance Certificate/ Income Tax Assessment Order/ other IT documents.										
8	Name and address of the Bank/ Banker										
9	Year Wise Turnover of the organization for last 3 (three) financial year (Enclose Audited Final Accounts/ Turnover Certificate in support)	<table border="1"> <thead> <tr> <th>Financial Year</th> <th>Turnover (in Lakhs)</th> </tr> </thead> <tbody> <tr> <td>2022-23</td> <td></td> </tr> <tr> <td>2023-24</td> <td></td> </tr> <tr> <td>2024-25</td> <td></td> </tr> </tbody> </table>		Financial Year	Turnover (in Lakhs)	2022-23		2023-24		2024-25	
Financial Year	Turnover (in Lakhs)										
2022-23											
2023-24											
2024-25											
10	<p>A) Registered office address, Telephone/ Mobile No & Email ID</p> <p>B) Office address through which the work will be handled</p> <p>C) Details of the Contact Person (All fields are Mandatory)</p> <p>1) Name :</p> <p>2) Designation :</p> <p>3) Mobile/ Landline :</p> <p>4) Email :</p>										

11	Whether working with any of the Government/ Semi-Government Undertaking/s as approved contractors and if so, furnish details.	
12	Whether any technical personnel are employed in organization and if so, give details of their experience, qualification etc.	
13	Ability to provide Bank Guarantee or other equivalent forms of security from a Scheduled Bank (Yes/ No)	
14	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.	
15	Number of supplementary sheets attached for Part-I	
16	Permanent Account Number (PAN) (Mention PAN & attach a copy of PAN)	

* Applicant who desires to apply for Pest Control, Electrical or any such trade/ work/ supply which needs a license from the Competent Authority (e.g. appropriate license for working in areas with High Tension lines such as Substation/ license for Technical staff operating Sewage Treatment Plant, Water Treatment 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.

Place _____

Date _____

Signature of Applicant with seal

Part II
Previous Experience

1. (a) List of Works of Higher Values Executed by the Firm during the last 5 Years

* The details of previous experience and work for Reserve Bank of India in any of the centers may be separately provided (In tabular form as per the following format)

Sr No.	Name of the Work & Location	Nature & Specification of works	Name, address & telephone No. of the owner. (Govt./ Semi Govt./ Pvt. Body)	Name, Full Address & Telephone No. of the officer/ architect under whom the work was carried out	Contract Amount	Completion Period		Whether the work was left incomplete or contract was terminated from either side.	Any other relevant information including reason, if any, for delay in completion of
						Stipulated	Actual		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Signature of the Applicant
(With Seal)

*Attach a separate sheet, if required.

1. (b) List of Works of Higher Values in Hand

* The details of previous experience and work for Reserve Bank of India in any of the centers may be separately provided (In tabular form)

Sr No.	Name of Work & Location	Nature & Specification of works	Name, address & telephone No. of the owner. (Govt./ Semi Govt./ Pvt. Body)	Name, Full Address & Telephone No. of the officer/ architect under whom the work was carried out	Contract Amount	Completion period stipulated	Present stage of work
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature of the Applicant
(With Seal)

*Attach a separate sheet, if required.

PART III

List of Technical Personnel, their Technical Qualifications, Experience, etc.

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 organization	Any other remarks
1	2	3	4	5	6	7	8	9

Signature of the Applicant
(With Seal)

*Attach a separate sheet, if required.

ANNEXURE I**CONFIDENTIAL****Client's Certificate Regarding Performance of Contractor**

(To be issued by the client on its letterhead)

The Regional Director
Reserve Bank of India,
Estate Department,
10/3/8, Nrupathunga Road,
Bengaluru - 560001

Madam/ Sir,

Client's Certificate regarding Performance of

1.	Name of work with brief particulars	
2.	Agreement No. & 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 if any (amount)	
8.	Gross amount of the work completed and paid #	
9.	Name & address of the authority under whom works executed	
10.	Whether the contractor employed qualified Engineer/ overseer during execution of work?	
11.	i) Quality of work (indicate grading)	Outstanding/ Very Good/ Good/ Satisfactory/ Poor

	ii) Amount of work paid on reduced rates, if any	
12.	i) Did the contractor go for arbitration?	
	ii) If Yes, total amount 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

Note: All columns should be filled in properly, please tick one of the multiple options.

1. Signature of the Reporting Officer* with office seal

2. Countersigned with Official Seal

***Officer of the rank of Executive Engineer or equivalent.**

Supported by adequate proof of payments received by contractor for work done.

Client's report issued by Pvt. Organization shall also accompany TDS Certificates.

(Reports must be submitted in client's official sealed cover and to be addressed to the enlistment authority).

ANNEXURE II

FORM OF BANKERS' CERTIFICATE

The Regional Director
Reserve Bank of India,
Estate Department,
10/3/8, Nrupathunga Road,
Bengaluru – 560001

This is to certify that to the best of our knowledge and information M/s / Shri
..... 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 ₹.....
(Rupees). This certificate is
issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)

For the Bank with Name & Seal

Note:

- 1) Bankers' certificate should be on letter head of the bank, sealed in cover addressed to enlistment authority – The Regional Director, Reserve Bank of India, Estate Department, 10/3/8, Nrupathunga Road, Bengaluru – 560001.
- 2) In case of partnership firm, certificate should include names of all the partners as recorded with the bank.

Annexure III

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	Banker's Certificate in sealed official cover of the bank		
12	Work Completion Certificates, if any		
13	Any other relevant certificates, (If submitted please mention the name of the certificate)		
14	Applicant who desires to apply for Pest Control, Electrical or any such trade/ work/ supply which needs a license from the Competent Authority (e.g. appropriate license for working in areas with High Tension lines such as Substation/ license for Technical staff operating Sewage Treatment Plant, Water Treatment Plant) must submit photocopy of valid license issued by appropriate authority.		

Signature of the applicant and Seal

Annexure IV

FORMAT FOR SUPERSCRIBING THE SEALED COVER

EMPANELMENT OF CONTRACTORS - 2026 - 2029 RBI, ESTATE DEPARTMENT, BENGALURU	
From: Applicant Name: Address: Trade / Details of work/ supply: Contact Number/s (Mandatory Field): Email ID (Mandatory Field):	To: The Regional Director Reserve Bank of India Estate Department 10/3/8, Nrupathunga Road Bengaluru - 560001

CONTACT MATRIX

- For any clarifications, please contact the office of the General Manager, Estate Department, Reserve Bank of India, 10/3/8, Nrupathunga Road, Bengaluru – 560001.
- E-mail ID - estatebangalore@rbi.org.in
- The contact persons are detailed below:

S. N.	Name of the officer	Area/ Type	Contact
1	Mr. Abhishek B. Sathe, AM	General Query	080-22180-588
2	Mr. Karan, Manager	General Query	080-22180-262
3	Mr. Rama Krishna S. T., Manager	Electrical	080-22180-260
4	Ms. Mohana Priya S, Manager	Housekeeping/ Horticulture/ Integrated Services	080-22180-291
5	Mr. Mitesh Kumar Singh, AM	Civil	080-22180-256
6	Mr. Purushotam Kumar, AM	Civil	080-22180-269