Reserve Bank of India/ भारतीय रिज़र्व बैंक
Estate Department / संपदा विभाग
Guwahati / गुवाहाटी

वित्तीय वर्ष 2027-30 (01 अप्रैल 2027 - 31 मार्च 2030) के लिए भारतीय रिज़र्व बैंक गुवाहाटी में सिविल, विद्युतीय कार्यों तथा जड़वस्तुओं की आपूर्ति के लिए फर्मों/ठेकेदारों का सूचीबध्यकरण

सूचीबध्यकरण हेतु सूचना

भारतीय रिज़र्व बैंक, गुवाहाटी मुख्य कार्यालय परिसर और आवासीय भवनों/कॉलोनियों का नवीनीकरण/ आधुनिकीकरण/ रखरखाव और मरम्मत/पुनर्रंगाई कार्यों सहित विभिन्न सिविल, विद्युतीय कार्यों को करने तथा विभिन्न जड़वस्तुओं की खरीद के लिए ठेकेदारों/फर्मों को सूचीबध्यकरण हेतु आवेदन पत्र आमंत्रित करता है।

2. फर्मों/ठेकेदारों की यह सूची 03 वर्ष की अवधि तथा 01 अप्रैल 2027 से 31 मार्च 2030 तक वैध रहेगा। सूची में शामिल होने के लिए इच्छुक आपूर्तिकर्ता/ठेकेदार आवेदन पत्र/एम्पैनलमेंट दस्तावेज़ में दर्शाई गई श्रेणियों के लिए एक या एकाधिक ट्रेडों में आवेदन कर सकते हैं। आवेदन किसी विशिष्ट ट्रेड में किसी भी श्रेणी के लिए, एक से अधिक श्रेणी के लिए या सभी श्रेणियों के लिए उनकी पात्रता/इच्छा के अनुसार प्रस्तुत किया जा सकता है।

3. एम्पैनलमेंट दस्तावेज़, आवेदन पत्र और अन्य अपेक्षित दस्तावेज़ **30 सितम्बर 2026 को प्रातः 11:00 बजे** से आरबीआई (RBI) की वेबसाइट www.rbi.org.in. पर देखने/डाउनलोड करने के लिए उपलब्ध होंगे। इच्छुक आवेदकों को आवश्यक पूर्व-योग्यता दस्तावेजों के साथ विधिवत हस्ताक्षरित, मुहरबंद तथा विधिवत पूर्ण किए गए आवेदन पत्र / एम्पैनलमेंट दस्तावेज़ की भौतिक प्रतियां (physical copies) **सीलबंद लिफाफे** में जमा करनी है, जिस पर "**वित्तीय वर्ष 2027-30 के लिए भारतीय रिज़र्व बैंक गुवाहाटी में सिविल, विद्युतीय कार्यों तथा जड़वस्तुओं की आपूर्ति के लिए फर्मों/ठेकेदारों का सूचीबध्यकरण**" लिखा होना चाहिए और इसे "**क्षेत्रीय निदेशक, भारतीय रिज़र्व बैंक, संपदा विभाग, पान-बाज़ार, स्टेशन रोड, गुवाहाटी, असम-781001**" को संबोधित किया जाना चाहिए।

4. सूचीबध्यकरण प्रक्रिया का संक्षिप्त कार्यक्रम इस प्रकार है:

a) आवेदन करने हेतु सूचना की तिथि (पूरे एम्पैनलमेंट दस्तावेज़ के साथ) जो बैंक की वेबसाइट (www.rbi.org.in) से डाउनलोड करने के लिए उपलब्ध होगी:	30 सितम्बर 2026 प्रातः 11:00 बजे से
b) ऑफ़लाइन पूर्व-प्रस्तुतीकरण बैठक की तिथि और स्थान:	06 अक्तूबर 2026 प्रातः 11:00 बजे से, चौथी मंजिल, संपदा विभाग, मुख्य कार्यालय भवन, भारतीय रिज़र्व बैंक, गुवाहाटी में
c) आवेदन की सीलबंद भौतिक प्रति जमा करने की आरंभ तिथि:	30 सितम्बर 2026 प्रातः 11:00 बजे से
d) आवेदन की सीलबंद भौतिक प्रति जमा करने की अंतिम तिथि:	28 अक्तूबर 2026 14:00 बजे तक

5. इच्छुक आवेदकों को सलाह दी जाती है कि वे अपना आवेदन जमा करने से पहले एम्पैनलमेंट दस्तावेज़ को ध्यान से पढ़ें। आवेदन जमा करने से आवेदक द्वारा सूचीबध्यकरण प्रक्रिया के लिए बैंक के नियमों और शर्तों की स्वीकृति की पुष्टि हो जाएगी।

6. कोई भी ठेकेदार/फर्म जो वित्त वर्ष 2027-30 के लिए बैंक के साथ सूचीबद्ध होना चाहता है, उसे नया आवेदन जमा करना होगा, चाहे वे वर्तमान में या पहले हमारे साथ सूचीबद्ध रहे हों।

7. आवेदकों को अपना आवेदन/अपेक्षित दस्तावेज केवल बैंक के निर्दिष्ट प्रारूप में सीलबंद कवर में जमा करना आवश्यक है। आवेदन/दस्तावेजों का प्रत्येक पृष्ठ विधिवत भरा, हस्ताक्षरित और सीलबंद होना चाहिए। **किसी अन्य प्रारूप में प्रस्तुत आवेदन/अपेक्षित दस्तावेज बैंक द्वारा स्वीकार नहीं किए जाएगा।**

8. जांच के दौरान, यदि किसी आवेदक के पास आवश्यक पात्रता मानदंड नहीं है या उसने नक़ली/ गलत जानकारी प्रस्तुत की है, तो आवेदन अस्वीकार कर दिया जाएगा। साथ ही, बैंक बिना कोई कारण बताए किसी भी या सभी आवेदनों को अस्वीकार करने का अधिकार सुरक्षित रखता है।

9. वित्त वर्ष 2027-30 के लिए सिविल, इलेक्ट्रिकल कार्यों तथा जड़वस्तुओं की आपूर्ति के लिए शामिल फर्मों/ठेकेदारों की अंतिम सूची बनाने का अधिकार बैंक के पास सुरक्षित है।

10. कृपया ध्यान दें कि सूची में शामिल होने से आवेदक को काम के आवंटन के लिए दावा करने का अधिकार नहीं मिलता है।

11. सूचीबध्यकरण प्रक्रिया में कोई भी संशोधन/शुद्धिपत्र, यदि कोई हो, केवल आरबीआई वेबसाइट (www.rbi.org.in) अधिसूचित किया जाएगा और यह समाचार पत्र में प्रकाशित नहीं किया जाएगा।

क्षेत्रीय निदेशक
भारतीय रिज़र्व बैंक
उत्तर पूर्वी राज्य

Reserve Bank of India/ भारतीय रिज़र्व बैंक
Estate Department / संपदा विभाग
Guwahati / गुवाहाटी

Empanelment of Firms/ Contractors for Civil, Electrical Works and Supply of Deadstock Articles for FY 2027-30 (April 01, 2027 - March 31, 2030)

Name of the Applicant's Firm/ Contractor: _____

Address: _____

e-mail ID & Contact Number: _____

Name of the Trade(s) and category(es) applied for: _____

_____

_____

_____

Signature & Sign of Applicant's Firm/ Contractor: _____

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DISCLAIMER

Reserve Bank of India, Estate Department, Guwahati, has prepared this document to give background information to the interested parties on the activity of empanelment of firms/ contractors. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believes it to be accurate, neither Reserve Bank of India nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries. Respondents to this empanelment activity are required to make their own inquiries and they should not rely solely on the information contained in the blank documents /forms. The Reserve Bank of India is not responsible if no due diligence is performed by the Respondents.

The information is provided on the basis that it is non – binding on Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents, or advisors.

Reserve Bank of India reserves the right not to proceed with this empanelment activity or to change the configuration of the activity, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.

INDEX

S/N	Particulars	Page No
1	Chapter-I: Schedule of Activities	04
2	Chapter-II: Detailed Notice for Empanelment	05-06
3	Chapter-III: Eligibility Criterions for Empanelment	07-09
4	Chapter-IV: Important Instructions for Empanelment	10-11
5	Chapter-V: General Instructions to Applicants	12-18
6	Chapter-VI: Form of Application	19-21
7	Chapter-VII: Declaration Form	22
8	Chapter-VIII: Part I- Basic Information to be Provided by Applicant	23-24
9	Chapter-VIII: Part II- Details of Past Experience	25-26
10	Chapter-VIII: Part III- List of Technical Personnel, Giving Details about their Technical Qualifications, Experience, etc.	27
11	Annexure I: Client's Certificate Regarding Performance of Contractor	28-29
12	Annexure II: Form of Banker's Certificate from a Scheduled bank	30
13	Annexure III: Undertaking Regarding Declaration of Debarment by Public Institution(s)	31
14	Annexure IV: Undertaking regarding Compliance of Statutory Requirements	32
15	Annexure V: Check List for Documents 'Submitted' or 'Not Submitted'	33

CHAPTER I:

GO TO INDEX

SCHEDULE OF ACTIVITIES

Applications are invited from eligible Contractors / Firms for the "Empanelment of Contractor" activity for carrying out civil & electrical works and to purchase Deadstock Articles through "**Application in Sealed Cover**" i.e. the applicant needs to submit the Physical copy of their application at Reserve Bank of India, Guwahati. The last date for submission of application is October 28, 2026.

The scheduled timelines for the said empanelment activity are as follows:

1. Name of the Activity:	Empanelment of Firms/ Contractors for Civil, Electrical Works and Deadstock Articles for FY 2027-30 (April 01, 2027 - March 31, 2030)
2. Mode for submission of Application:	**Application in Sealed Cover** Applicant needs to submit physical copy of application in the Bank's specified formats only, duly filled in, signed & sealed and addressed to 'The Regional Director, Reserve Bank of India, Estate Department, Guwahati, Assam- 781001". ***Applicants are required to submit their application in the Bank's specified formats only. Application submitted in any other format will not be accepted by the Bank.***
3. Date of Notice inviting application (along with complete empanelment document) available to download from the Bank`s website (www.rbi.org.in):	September 30, 2026 from 11:00 Hours onwards
4. Date and venue of the Off-line Pre-Submission Meeting:	October 06, 2026 at 11:00 onwards at 4th Floor, Estate Department, Main office Building, Reserve Bank of India, Guwahati
5. Start Date for submission of sealed Physical copy of application:	September 30, 2026 from 11:00 Hours onwards
6. Last date for submission of sealed Physical copy of application:	October 28, 2026 up-to 14:00 Hours
7. Publication of final list of empanelment vendors/ firms:	The newly empaneled firms/vendors will be intimated separately

Any amendments / corrigendum to the empanelment activity, if any, issued in future will only be notified on the RBI Website and will not be published in the newspaper.

CHAPTER- II

GO TO INDEX

DETAILED NOTICE FOR EMPANELMENT

Reserve Bank of India, Guwahati invites applications for empanelment of contractors/ firms for carrying out various Civil & Electrical works including renovation / modernization /maintenance and repair/ repainting works and to purchase various Deadstock Articles for the Bank's properties (Bank Main Office Premises and Residential Buildings/ Colonies) at various locations in Guwahati.

2. The panel will remain valid for the period of **03 years starting from April 01, 2027 to March 31, 2030.** Interested suppliers/contractors may apply for empanelment for single or multiple trades for the categories indicated 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. The Empanelment will be carried out for different categories under multiple trades based on the estimated cost of work/ supply. There are **Seven categories** based on the estimated cost of work/ supply, as detailed below:

Details of Categories
Category-I : For supply costing up to ₹1 Lakh
Category-II : For works/ supply costing up to ₹2 Lakh.
Category-III : For works/ supply costing more than ₹2 up to ₹5 Lakh.
Category-IV : For works/ supply costing more than ₹5 up to ₹10 Lakh.
Category-V: For works/ supply costing more than ₹10 up to ₹25 Lakh.
Category-VI : For works/ supply costing more than ₹25 up to ₹50 Lakh.
Category-VII : For works/ supply costing more than ₹50 up to ₹100 Lakh.

4. Also, the empanelment will be carried out for the following trades on the basis of functions/ works/ jobs among following various price categories.

S/N	Type of Trade	CATEGORIES						
		I	II	III	IV	V	VI	VII
		Up to ₹1 Lakh	Up to ₹2 Lakh	>₹2-₹5 Lakh	>₹5-₹10 Lakh	>₹10-₹25 Lakh	>₹25 - ₹50 Lakh	>₹50 - ₹100 Lakh
1.	**Civil Works**: (such as addition/ alteration works, repairs/ maintenance work etc.)	N/A	✓	✓	✓	✓	✓	✓

2.	**Electrical Works**: (Such as addition/ alteration works, repairs/ maintenance work etc.)	N/A	✓	✓	✓	✓	✓	N/A
3.	**Composite Civil & Electrical Works both**: (Such as addition/ alteration works, repairs/ maintenance works etc. and it will include both civil and electrical works together during carrying out of the proposed work)	N/A	N/A	✓	✓	✓	✓	✓
4.	**Supply of Deadstock Articles – Civil** (Such as Furniture-furnishing, interior & exterior decorative items etc.)	✓	N/A	N/A	N/A	N/A	N/A	N/A
5.	**Supply of Deadstock Articles – Electrical** (Such as AC, fridge, light fixtures etc. electrical deadstock items.)	✓	N/A	N/A	N/A	N/A	N/A	N/A

Note:

• N/A indicated above are the ineligible limits for the prescribed panel of trade.

• The empanelment does not give right to claim for allocation of work.

• Authorized Dealers / Distributers need to submit certificate or any other equal document in support thereof.

CHAPTER-III

GO TO INDEX

ELIGIBILITY CRITERIONS FOR EMPANELMENT

1. Details of Past Experience:

Experience of having successfully completed similar works for related trade during the last **05 (Five) years up-to the date of August 31, 2026**. Applicants are required to furnish their Client list showing the details of work carried out by them during the last 05 years. The list shall include details such as Name of the Client, Value of work executed, Date of Start and Finish of the work, Reasons of delay, if any, etc. The Applicant should submit documentary evidence in support of minimum experience of 5 years.

Required Document: Past Work Experience details as per the format in "Chapter VIII – Part I" along with the proof for the same.

2. Minimum Value of Each Similar Completed work (Qualifying):

Experience of having successfully completed similar works during the last **05 years up to the date of August 31, 2026**, should be either of the following three conditions:

Categories / No. Of Similar Completed Works/ Supplies	I: Up to ₹1 Lakh	II: Up to ₹2 Lakh	III: >₹2-₹5 Lakh	IV: >₹5-₹10 Lakh	V: >₹10-₹25 Lakh	VI: >₹25-₹50 Lakh	VII:>₹50-₹100 Lakh
03 (Three) nos. of similar completed work/ supply (in case of Deadstock Articles) costing not less than:	₹0.40 Lakh	₹0.80 Lakh	₹2 Lakh	₹4 Lakh	₹10 Lakh	₹20 Lakh	₹40 Lakh
02 (Two) nos. of similar completed work/ supply (in case of Deadstock Articles) costing not less than:	₹0.50 Lakh	₹1 Lakh	₹2.5 Lakh	₹5 Lakh	₹12.50 Lakh	₹25 Lakh	₹50 Lakh
01 (One) no. of similar completed work/ supply (in case of Deadstock Articles) costing not less than:	₹0.80 Lakh	₹1.60 Lakh	₹4 Lakh	₹8 Lakh	₹20 Lakh	₹40 Lakh	₹80 Lakh

Required Document: Client's Certificate as per the format in Annexure-I

Note: 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 for proving the credentials/ contract amount.

3. Yearly Turnover for the Last 3 Financial Years (Income Tax Year):

Applicant 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 (i.e. FY 2025-26, FY 2024-25, FY 2023-24) ending March 31, 2026.

[For example, empanelment of contractors for works costing up-to ₹10 Lakh, then the required Annual Turnover for the Last 3 Financial Years shall be minimum ₹10 Lakh.]

Required Document: Audited Balance Sheet duly certified by a Charted Accountant or Turn over Certificate from a CA along with copies of ITRs for the Last 3 Financial Years shall be submitted.

4. Solvency:

Applicant should furnish Solvency Certificate issued by the Applicant's Banker (should be a Scheduled Commercial Bank), 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 up-to ₹10 Lakh, then the required solvency shall be ₹10 Lakh.]

Required Document: Solvency/ Banker's Certificate as per the format in Annexure-II issued by the applicant's Banker (should be a Scheduled Commercial Bank).

5. Service Setup (for Electrical, Electro-mechanical, Technology related works):

Full-fledged service setup should be available for the specified job either at the concerned centre i.e. Guwahati or at nearby city/place wherefrom required quality after sales services can be regularly provided.

Required Document: Proof for Full-fledged Service Set-up.

6. Registration/ Licenses:

Applicant must have valid licenses for related trades as applicable (electrical contractor license, repair and maintenance of firefighting equipment, etc.), PAN, active GSTIN, EPFO, ESIC, MSME Certificate (if applicable) etc. **Please note that PAN should be linked with 'AADHAR' in case of proprietors.**

Required Document: 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.

CHAPTER-IV

GO TO INDEX

IMPORTANT INSTRUCTIONS FOR EMPANELMENT

Reserve Bank of India, Guwahati invites applications for empanelment of contractors/ firms for carrying out various Civil & Electrical works and to purchase various Deadstock Articles for the Bank's properties (Bank Main Office Premises and Residential Buildings/ Colonies) at various locations in Guwahati for the period of **03 years starting from April 01, 2027 to March 31, 2030.**

2. The interested applicants should submit physical copies of duly signed & sealed and duly completed application form along with the required Pre-Qualification Documents, in sealed cover super scribing "***Empanelment of Firms/ Contractors for Civil, Electrical Works and Supply of Deadstock Articles for Reserve Bank of India, Guwahati for FY 2027-30***" and addressed to "***The Regional Director, Reserve Bank of India, Estate Department, Pan-bazar, Station Road, Guwahati, Assam-781001***" on or before 14:00 Hours on October 28, 2026.

3. The applications should be submitted by filling up the pro-forma(s) and other requisite documents downloaded from the Bank's website only. If the space in the specification form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed. No separate pro-forma needs to be enclosed by the applicants.

4. Applicants are required to submit their application in the Bank's specified formats only. Application submitted in any other format will not be accepted by the Bank.

5. **Each page of the application/ documents shall be signed**. The application shall be signed by person / persons on behalf of the organization having necessary authorization / power of attorney to do so.

6. In case of any clarification, applicants may contact to the following officials/staffs before the scheduled time for submission of applications:

S/N	Name of the Person	Phone Number	e-mail ID
1.	Shri Ramanand Hawelikar	+91 9096892894	rshawelikar@rbi.org.in
2.	Shri Sk Azahar Ali	+91 8787480922	skazaharali@rbi.org.in

e-mail ID of Estate Department: ***estateguwahati@rbi.org.in***

7. An **Off-line Pre-Submission** meeting will be held on **October 06, 2026 from 11:00 Hours** at "4th Floor, Estate Department, Main Office Building, RBI Guwahati". Interested applicants may remain present at the meeting to clarify empanelment related quarries.

8. Contractors who are presently empaneled with us for FY 2024-27 and who have been previously empaneled with the Bank will not be considered favorably. Any contractor who wishes to be empaneled with the Bank for FY 2027-30 are required to submit fresh application whether they were presently or previously empaneled with us.

9. In case of poor response for any trade in a category, Bank may decide to merge that trade with a similar trade in that category. Also, if required, Bank reserves the right to opt for 'Open' tendering irrespective of number of empaneled vendors in any trade/category.

10. During scrutiny, if any of the applicant is found not to possess the required eligibility criteria or to have submitted false/ incorrect information, the application will be liable for rejection. Applications of only those applicants who fulfil the specified eligibility criteria and submit the required documents shall be processed further.

11. While deciding upon the selection of contractors, emphasis will be given on the ability and competence to do good quality work in accordance with the specifications and within the time schedule and in close co-ordination with other agencies, besides the rate structure of the items. If found necessary, some of the works carried out by the applicants will be inspected by the Bank's Engineers to assess the suitability of the firms / contractors.

12. The Bank reserves the right to reject the application form(s) which does not meet the eligibility criteria. Also, the Bank reserves the right to reject any or all applications without assigning any reason thereof.

13. Bank reserves the right for making the final list for empanelment of Firms/ Contractors for Civil, Electrical works and Supply of Deadstock Articles for FY 2027-30 (April 01, 2027 - March 31, 2030).

Place: Guwahati
Date: September 30, 2026

Regional Director
Reserve Bank of India
North Eastern States

CHAPTER-V

GO TO INDEX

GENERAL INSTRUCTIONS TO APPLICANTS

The Reserve Bank of India, Guwahati intends to prepare a panel of reputed contractors/ suppliers for undertaking, inter-alia, renovation/ modernization/ maintenance and repair/ repainting work of the Bank's properties and to purchase various Deadstock articles at Guwahati.

2. Interested applicants may apply for Empanelment for single or multiple trades under any or all categories. The applicants are required to write the name of Trade and Category for which application is submitted on the envelope containing the eligibility documents.

3. Intending applicants are required to furnish details about their Organization, Technical experience, technical personnel, spare capacity, competence, Yearly Turnover and evidence of their financial standing (Solvency) along with the documentary evidence as per the enclosed pro-forma which will be kept confidential.

4. A format of Client's Certificate / Performance certificate and Banker's Certificate is attached along with the Application form. The 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 their official sealed cover and has to submit the same along with the application. Similarly, they have to obtain the said 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.

a) Client's Certificate issued by a Government/Semi Government Organization 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.
b) Applications received without the specified certificate shall be liable for rejection.

The Bank reserves the right to independently verify the submitted certificates.

5. 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). The Bank shall

verify the performance of the applicant on these contracts.

6. The 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 the 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 the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the part of the statement and serial number. Satisfactory completion certificates for works done for different employers should preferably be furnished along with the application.

8. Application containing false or inadequate information is liable for rejection.

9. Authorized Dealer/Distributor shall submit the required documentary proof in support of dealership of OEM.

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 in accordance with the specifications and within the time schedule.

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

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

i. 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.
ii. Any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained, or an obligation avoided.
iii. Any collusion bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.
iv. 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.
v. Any financial or business transactions between the applicant/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.

vi. Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.

vii. Obstruction of any investigation or auditing of a procurement process.

viii. Making false declaration or providing false information for participation in a tender process or to secure a contract.

ix. Failing to disclose any previous transgressions made in respect with any public institution/ entity in India or any other country during the last three years or 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, sub-standard quality of works, failure to abide by the terms of the tender, etc.

C) If the bidder has been convicted of an offence under- (i) the Prevention of Corruption Act, 1988; or (ii) 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 contact.

12. Applicant who are debarred or whose performance are found poor during last 3 years by the any government institute/ PSU/ Semi Government organization 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).

13. Enlisted Contractor must comply with the provisions of **Payment of Wages Act 1936, Minimum wages Act 1948**, Gratuity Act 1972, Stamp Act 1899, EPF Act 1952, ESI Act 1948, Payment of Bonus Act 1965 etc. & all applicable statutory rules/ guidelines. Notices /penalty, if any, issued /imposed by any statutory norms/requirements shall be paid by the contractor, without any claim to the Employer.

14. Enlisted Contractor must comply with the **compliance of Contract Labour (Regulation and Abolition) Act 1970**, Contract Labour (Regulation and Abolition) Central Rules, 1971 & Assam Labour Contract (Regulation and Abolition) Rules 1971 The Bank shall not be held responsible for acts, commissions or omissions of the contractor and shall in no way made liable to the laborers engaged by the contractor.

15. Enlisted 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. 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.

16. Enlisted Contractor must comply with provisions of "**the Sexual Harassment of women at the work place (Prevention, Prohibition and Redressal) Act 2013**". The applicant/Contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

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. 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.

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.

17. **Empanelment Review:** The performance of all the enlisted contractors shall be reviewed by the Bank at least once a year and their name may be removed from the approved list of contractors in the event of occurrence of any one or more of the failure on their part as detailed below:

a) Fails to respond to the call notice inviting tenders /quotations consecutively on three occasions in a period of 1 year or fails to execute contracts awarded.

b) Is proved to be responsible for constructional defects or doing defective work consecutively 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 /Empanelment or is found to have given false particulars at the time of registration /Empanelment.

f) Is declared or is in the process of being declared bankrupt /insolvent, wound up, dissolved or partitioned.

g) Persistently violates labour regulation /rules or any other statutory guidelines.

21. 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 **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 ₹5.00 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**.

22. The enlisted Contractor shall, at his own expense, effect and maintain Comprehensive All Risks Policy, suitably covering all injury or damage to person and property, etc. for each and every work awarded by the Bank.

23. **Settlement of disputes by Arbitration:** All disputes and differences of any kind whatever arising out of or in connection with the Contract or the carrying out of the works (whether during the progress of the works or after their completion and whether before or after the determination, abandonment or breach of the contract) shall be referred to and settled by the Bank who shall state his decision in writing. Such decision may be in the form of a final certificate or otherwise. The decision of the Bank with respect to any of the expected matters shall be final and without appeal. But if either the Employer or the Contractor be dissatisfied on a matter, question of dispute of any kind except any of the excepted matters then and in any such case either party (the Employer or the Contractor any such case either party (the Employer or the Contractor may within 28 days after receiving notice of such decision give a written notice to the other party requiring the matters in dispute be arbitrated upon such written notice shall specify the matters which are in dispute or difference of which such written notice has been given and no order shall be and is hereby referred to the Arbitration and final decision of an arbitrator to be agreed upon and appointed by both the parties or, in case of disagreement as to the appointment of a single arbitrator, to the

appointment of two arbitrators, one to be appointed by each party, which arbitrators shall before taking upon themselves the burden or reference appoint an Umpire.

24. The Arbitrator or Arbitrators, as the case may be, shall have power to open up, review and revise any Certificate, opinion, decision requisition or notice, save in regard to the excepted matters referred to in the preceding clause, and to determine all matters to dispute which shall be submitted to arbitration and of which notice shall have been given as aforesaid.

25. The Arbitrator or Arbitrators, as the case may be, shall make his or their award within one year (or such further extended time as may be decided by him or them as the case may be with the consent of the parties) from the date of entering on the reference. In case during the arbitration proceedings the parties mutually settle, compromise or compound their dispute or difference, the reference to arbitration and the appointment of the Arbitrator or Arbitrators, as the case may be, shall be deemed to have been revoked and the arbitration proceedings shall stand withdrawn or terminated with effect from the date on which the parties file a joint memorandum of settlement thereof, with the Arbitrator or Arbitrators as the case may be.

26. Upon every of any such reference, the cost of an incidental to the reference and Award respectively shall be in the discretion of the Arbitrator or Arbitrators, as the case may be who may determine the amount thereof or direct the same to be taxed as between attorney and client or as between 1st party and 2nd party and shall direct by whom and to whom and in what matter the same shall be borne and paid. This submission shall be deemed to be a submission to arbitration within the meaning of the Indian Arbitration Act (latest amendment) or any statutory modification thereof. The Award of the Arbitrator or Arbitrators, as the case may be, shall be final and binding parties. It is agreed that the contractor shall not delay the carrying out of the works by reasons of any such matter, question or dispute being referred, to arbitration, but shall proceed with the works with all due diligence and shall, until the decision of the Arbitrator or Arbitrators, diligence and shall, until the decision of the Arbitrator or Arbitrators, as the case may be, is given, abide by the decision of the Bank and no Award of the Arbitrator or Arbitrators, as the case may be shall relieve the Contractor of his obligations to adhere strictly to the Bank's instructions with regard to the actual carrying out of the works. The employer and the Contractor hereby also agree that arbitration under this clause shall be a condition precedent to any right of action under the Contract.

27. **Confidentiality/Non-Disclosure Clause**: The Contractor 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 Contractor during the course of discharging its contractual obligations in connection with any agreement executed between the Contractor and the Reserve Bank of India, Guwahati, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract executed between the Contractor and the Reserve Bank of India, Guwahati as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor 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, Guwahati. The Contractor shall indemnify the Reserve Bank of India, Guwahati for any loss suffered by the Reserve Bank of India, Guwahati 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 Contractor and the Reserve Bank of India, Guwahati shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of nondisclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations 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, Guwahati.

28. The Bank reserves the right to reject the application form(s) which does not meet the eligibility criteria. Also, the Bank reserves the right to reject any or all applications without assigning any reason thereof. Bank reserves the right for making the final list for empanelment of Firms/ Contractors for Civil, Electrical works and Supply of Deadstock Articles for FY 2027-30 (April 01, 2027 - March 31, 2030).

I /we hereby declare that I / we have read and understood the above instructions, terms and conditions, etc. provided for guidance and have accordingly submitted my application.

Name of the Applicant's Firm/ Contractor: _____

Address: _____

Place:

Date: **Sign & Seal of the Applicant:**

CHAPTER-VI

GO TO INDEX

FORM OF APPLICATION

To,

Date:
Place:

Smt. Sushmita Phukan
Regional Director,
Estate Department,
Reserve Bank of India, Guwahati

Application for Empanelment of Firms/ Contractors for Civil, Electrical Works and Supply of Deadstock Articles for FY 2027-30 (April 01, 2027 - March 31, 2030)

Madam,

Having read and understood the details Empanelment Notice, General Instructions to the applicants appended to the application pro-forma and all other relevant information, I/we hereby apply for Empanelment in the Bank as Contractor/ Supplier in the following trade(s) and category (ies):

S/N	Type of Trade	CATEGORIES						
		I	II	III	IV	V	VI	VII
		Up to ₹1 Lakh	Up to ₹2 Lakh	>₹2-₹5 Lakh	>₹5-₹10 Lakh	>₹10-₹25 Lakh	>₹25 - ₹50 Lakh	>₹50 - ₹100 Lakh
1.	**Civil Works**: (such as addition/ alteration works, repairs/ maintenance work etc.)	N/A						
2.	**Electrical Works**: (such as addition/ alteration works, repairs/ maintenance work etc.)	N/A						
3.	**Composite Civil & Electrical Works both**:	N/A	N/A					

	(such as addition/ alteration works, repairs/ maintenance works etc. and it will include both civil and electrical works together during carrying out of the proposed work)							
4.	**Supply of Deadstock Articles – Civil** (such as Furniture-furnishing, interior & exterior decorative items etc.)		N/A	N/A	N/A	N/A	N/A	N/A
5.	**Supply of Deadstock Articles – Electrical** (such as Furniture-furnishing, interior & exterior decorative items etc.)		N/A	N/A	N/A	N/A	N/A	N/A

Note:

- N/A indicated above are the ineligible limits for the prescribed panel of trade
- For each of the trade applied, separate set of documents in respect of the requisite experience, application form & eligibility criteria must be submitted.
- Applicants should not keep any Column or Row blank in the above table. Applicants should mark tick (✓) in the trades or categories they wish to apply and should mark cross (X) in the trades or categories they did not apply.

1) I/we have provided the details of the qualifying works and the client's confidential report in the prescribed pro-forma in sealed envelope.

2) I/ we have provided my/ our Banker's details and the Banker's confidential report in the prescribed pro-forma in sealed envelope.

3) I /we hereby declare that I / we have read and understood the above instructions, terms and conditions, etc. provided for guidance and have accordingly submitted my application.

Name of the Applicant's Firm/ Contractor: _____

Address: _____

Place:

Signature: _____

(By authorized signatory)

Date:

Name of the Signatory: _____

_____

Sign & Seal of the Applicant's Firm/ Contractor

CHAPTER-VII

GO TO INDEX

DECLARATION FORM

To,

Date:
Place:

Smt. Sushmita Phukan
Regional Director,
Estate Department,
Reserve Bank of India, Guwahati

Application for Empanelment of Firms/ Contractors for Civil, Electrical Works and Supply of Deadstock Articles for FY 2027-30 (April 01, 2027 - March 31, 2030)

Madam,

1) I/We have read and understood the empanelment notice and instructions terms and conditions appended to the application pro-forma & Empanelment Documents and have accordingly submitted my application. I/We do hereby declare that the information furnished in the pro-forma and in the supplementary sheets are correct to the best of my/our knowledge and belief.

2) 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, Guwahati on the basis of the information given by me/us will be treated as invalid by the Reserve Bank of India.

3) 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.

4) I/we agree that the decision of the Reserve Bank of India in Empanelment of the contractors/ suppliers shall be final and binding on me/us.

5) I/we hereby declare that applying for the empanelment will confirm my acceptance of the Bank's terms & conditions for the empanelment activity.

Name of the Applicant's Firm/ Contractor: _____

Address: _____

Place:

Signature: _____
(By authorized signatory)

Date:

_____
Sign & Seal of the Applicant's Firm/ Contractor

CHAPTER-VIII

GO TO INDEX

PART-I

BASIC INFORMATION TO BE PROVIDED BY APPLICANT

S/N	PARTICULARS	INFORMATION
1.	Name of the Organization / applicant and Address of the Organization / applicant	
2.	Type of organization (whether Proprietorship, Partnership/Pvt. Ltd/Ltd or Body Corporate etc.	
3.	Name of Proprietor/Partners/Directors in the Organization	(a) (b) (c)
4.	Details of Registration (Firm, Company etc.) Registering Authority, Date, Number etc. Please, enclose copy of the related Certificate(s)/ Trade License(s) / Certificate of Registration for GST (compulsory) / MSMED registration Certificate (Udyam Registration Certificate) etc./other licenses and certificates.	
5.	Details of PAN, GST numbers with documentary evidence.	
6.	Experience in the respective field of work. Please, enclose documents in support.	_____Years
7.	Whether financially sound to undertake works costing up to ₹…….. Lakh; (If so, enclose Banker's Certificate (compulsory) and Income Tax Clearance Certificate/ Income Tax Assessment Order / other IT documents.	
8.	Name & Address of the Bankers	
9.	Year Wise Turnover of the organization for last 3 Financial years. (Kindly, enclose Audited Final Accounts in support)	a) FY 2023-24: b) FY 2024-25: c) FY 2025-26:
10.	a) Registered office address, Telephone/Mobile No & Email id b) Office address through which the work will be handled c) Details of the Contact Person (All fields are Mandatory) 1.Name 2.Designation 3.Mobile / Landline 4.Email	

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 the organization and if so, give details of their experience, qualification etc.	
13.	Indicate if involved in any litigation, or any civil suits pending, or has been charged on the offence(s) under the (i) Prevention of Corruption Act, 1988; or (ii) The Indian Penal Code or any other law for the time being in force, 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.	
14.	Details of service setup at Guwahati or nearby city (documentary evidence / undertaking)	
15.	Details of skilled, unskilled, qualified licensed PWD Supervisor/ Wireman (for electrical works)	
16.	Details of skilled, semi-skilled, unskilled labours engaged in civil works. EPF/ESIC registration documents mandatory.	
17.	Number of supplementary sheets attached	

Place:

Date:

Signature: _____

(By authorized signatory)

Name of the Applicant: _____

_____

Sign & Seal of the Applicant's Firm/ Contractor

PART II

DETAILS OF PAST EXPERIENCE

(a) List of Works of Higher Values Executed by the Applicant during last 5 Years

S/N	Name of the Work & Location	Nature & Specification of works	Name, address & telephone No. of owner. Also specify whether Govt./Semi Govt./ Pvt. Body	Contract Amount (₹)	Completion period		Whether work was left incomplete, and contract terminated by either of the side? Give details	Any other relevant detail / reason, if any, delay of completion
					Stipulated	Actual		

*Attach a separate sheet, if required.

Note: Documentary evidence of having carried out said works (Work order, completion certificate etc.) should be submitted

Place:
Date:

Signature of the Applicant
(With Seal)

(b) List of Works of Higher Values in Hand of the Applicant

S/N	Name of the Work & Location	Nature & Specification of works	Name, address & telephone No. of owner. Also specify whether Govt./Semi Govt./ Pvt. body	Contract Amount (₹)	Completion period	Present stage of work

*Attach a separate sheet, if required.

Note: Documentary evidence of having carried out said works (Work order etc.) should be submitted

Place:
Date:

Signature of the Applicant
(With Seal)

GO TO INDEX

PART III

List of Technical Personnel, Giving Details about their Technical Qualifications, Experience, etc.

Sr. No.	Name	Age	Qualification	Experience	Name and nature of Works handled	Name of the projects costing more than ₹ ___ lakh	Date from which employed in your organization	Any other remarks Any specific qualification

*Attach a separate sheet, if required.

Place:
Date:

Signature of the Applicant
(With Seal)

Confidential **Annexure-I**

CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR

(On Client's Letter Head)

The Regional Director,
Reserve Bank of India
Guwahati-781001

Madam,

Client's Certificate Regarding Performance of M/s _____

Name & Address of the Client: _____

_____

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 (indicate amount) if any	
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
	e) General behavior	Outstanding/Very Good/Good/Satisfactory/Poor

Signature of the Reporting Officer* with Office Seal

Name:
Designation:
Contact No:
e-mail ID:

(*) Regarding performance report/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 for proving the credentials/contract amount.

(i) All columns should be filled in properly.

(ii) The Client Certificates should be submitted in a sealed cover addressed to "Regional Director, Estate Department, Reserve Bank of India, Pan Bazar, Station Road, Guwahati, Assam- 781001" for each of the Prequalification work/s.

Annexure-II

FORM OF BANKER'S CERTIFICATE FROM A SCHEDULED BANK

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

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

Signature of Bank Official with Office Seal

Name:

Designation:

Contact No:

e-mail ID of bank:

Note:

*1) **Banker's Certificate should be on Letter Head of the Scheduled Bank**, sealed in cover addressed to – Regional Director, Estate Department, Reserve Bank of India, Pan Bazar, Station Road, Guwahati, Assam- 781001.*

*2) **In case of Partnership Firm, Certificate should include names of all partners** as recorded with the bank.*

Annexure-III

Undertaking Regarding Declaration of Debarment by Public Institution(s)

(To be submitted by the applicant on their Letter Head)

1. I / we ..... (Name of the firm) declares that

a) I / we or any of our allied firm* is / are not debarred / suspended / blacklisted by any public institution / entity in India or any other country as on ……. (last date of submission of application).

b) I / we or any of our allied firm* have not made any transgression in respect of the code of integrity with any public institution / entity in India or any other country in last three years as on ..... (last date of submission of application).

c) I / we will inform the Bank in writing, in case, I / we or any of our allied firm* is / are debarred / suspended / blacklisted by any public institution / entity in India or other country at the earliest.

2. I / we ..... (Name of the firm) declare that I /we or our allied firm* ..... (Name of the allied firms(s)) is / are debarred / suspended / blacklisted by ……. (Name and address of public institution in India or any other country) and the same effective up to ..... (date).

A copy of such letter is attached for your information and record.

(Seal and signature of the Applicant)

Date:
Place:

Note*: Strike out one of the above two declarations which is not applicable.*

*Allied firm: A firm would be termed as “allied firm” if the management is common, or substantial or majority shares are owned by the banned / suspended firm and by virtue of this it has a controlling voice. Further all successor firms will also be considered as allied firms.

Annexure-IV

Undertaking regarding Compliance of Statutory Requirements

(To be submitted by the Applicant on their Letter Head)

I / we ..... (Name of the Firm) undertakes that

a) We shall fully comply with all the statutory requirements as applicable for any work awarded to us, irrespective of the contract amount.

b) We shall indemnify Reserve Bank of India, Guwahati against any liability / claims, whatsoever arising out of non-compliance of any statutory requirement claimed by Reserve Bank of India, Guwahati without any protest or demur whatsoever.

Date:
Place:

(Seal and Signature of the Applicant)

Annexure-V

Check List for Documents 'Submitted' or 'Not Submitted'

S/N	Particulars of Document	Submitted (√)	Not Submitted (√)
1.	Every Page of Empanelment Document duly filled, signed & sealed		
2.	Application Form, duly filled, signed & sealed (Chapter- VI)		
3.	Declaration Form, duly filled, signed & sealed (Chapter- VIII)		
4.	General Instructions to Applicants, duly filled, signed & sealed (Chapter- V)		
5.	Trade License/ certificate of incorporation/ partnership deed (if applicable)		
6.	Copy of PAN Card & other related Income Tax Documents		
7.	Copy of GST Registration Certificate		
8.	Copy of PF Registration (if applicable)		
9.	Copy of ESIC Registration (if applicable)		
10.	Copy of UDYAM Registered MSME Certificate (if applicable)		
11.	Proof of Service Set-up at Guwahati or nearby cities (if applicable)		
12.	Copies of the Audited Final Accounts for last 3 years and A certificate issued by Chartered Accountant indicating the turnover for last three years.		
13.	Basic information to be provided by Applicant, duly filled, signed & sealed (Chapter VIII- Part I)		
14.	Details of Past Experience, duly filled, signed & sealed (Chapter VIII- Part II)		
15.	Details of Technical Personnel, Technical Qualifications & Experience, duly filled, signed & sealed (Chapter VIII- Part III)		
16.	Client's Certificates from clients for all the qualifying works in sealed official cover of the client, duly filled, signed & sealed (Annexure-I)		
17.	Work orders for all qualifying works along with their completion certificates, duly signed & sealed		
18.	Completion certificates, if any (Duly Signed & sealed)		
19.	Banker's certificate in sealed official cover of the bank, duly filled, signed & sealed (Annexure-II)		
20.	Undertaking regarding declaration of debarment by public institution(s), duly filled, signed & sealed (Annexure-III)		
21.	Undertaking regarding compliance of Statutory Requirements, duly filled, signed & sealed (Annexure-IV)		
22.	Other relevant certificates, (If submitted please mention the name of the certificate above) duly signed & sealed		

(Signature and Seal of the Applicant)

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