



**Indian Bank – Zonal Office Ranchi**

## **Application form for Empanelment of Contractors for Civil, Interior Furnishing and Electrical Works**

Submit To:

The Zonal Manager,  
Indian Bank, Zonal Office Ranchi,  
4<sup>th</sup> floor, SPG Mart,  
Bahu-Bazar, Ranchi,  
Jharkhand- 834001

Last date for submission of Application: **15.12.2025 upto 17.00 hrs**



APPLICATION FORM FOR EMPANELMENT OF CONTRACTORS,

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**NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF CONTRACTORS FOR CIVIL, INTERIOR FURNISHING AND ELECTRICAL WORKS:**

Indian Bank, Zonal Office Ranchi invites applications from eligible Contractors for empanelment for executing the works of the Bank's Branches / Offices under Zonal Office Ranchi. The applications are to be submitted in the prescribed format. The intention of this notice of empanelment is to maintain a separate panel of Contractors with Bank.

The different types of work to be executed under this empanelment are broadly classified as under:

- Civil and Structural Works
- Interior Decorations, Furnishing of counters, Provision of Furniture, e.t.c.
- Electrical Works.

**A. Eligibility criteria for Civil and Structural works :**

- Minimum of **5 years of experience** in execution of civil and structural works.
- Should be **empaneled in at least 2 other PSBs / PSUs / Govt. Organizations.**
- Should be profit making individual/organization during the **last 3 years**
- Depending on the category under which the Contractor is to be empaneled, the experience may be **minimum 5 works each in the last 3 years ending 31.03.2025**, in any of the following class
  - A) Less than and including Rs. 10 Lakh
  - B) Above Rs. 10 Lakh and less than and including Rs. 25 Lakh
  - C) Above Rs. 25 Lakh and less than and including Rs. 50 Lakh
  - D) Above Rs. 50 Lakh and less than and including Rs. 80 Lakh
- Average **Financial Turnover** during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be **at least 30 %** of the upper range of the category in which the contractor is to be empaneled, For e.g. Less than and including Rs. 10 Lakh – the average turnover during the last 3 years should be Rs. 3.00 Lakh.
- Should be **solvent** to the extent of **40% of the** upper range of the category in which the contractor is to be empaneled, For e.g. Less than and including Rs. 10 Lakh, should be solvent to the extent of Rs. 4 Lakh. Copy of latest solvency certificate issued by a scheduled commercial Bank on or after 01.10.2025 to be furnished.
- The contractor should have **adequate tools and equipment** required for proper execution of work in the prescribed time
- The contractor should have **sufficient number of technical and administrative personnel** for proper execution of contract. The contractor should submit a list of their employees.



## B. Eligibility criteria for Interior Decorations, Furnishing of Counters, Provision of Furniture e.t.c.

- Minimum of **5 years of experience** in execution of civil and structural works.
- Should be **empaneled in at least 2 other PSBs / PSUs / Govt. Organizations.**
- Should be profit making individual/organization during the **last 3 years**
- Depending on the category under which the Contractor is to be empaneled, the experience may be **minimum 5 works each in the last 3 years ending 31.03.2025**, in any of the following class
  - A) Less than and including Rs. 10 Lakh
  - B) Above Rs. 10 Lakh and less than and including Rs. 25 Lakh
  - C) Above Rs. 25 Lakh and less than and including Rs. 50 Lakh
  - D) Above Rs. 50 Lakh and less than and including Rs. 80 Lakh
- Average **Financial Turnover** during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be **at least 30 %** of the upper range of the category in which the contractor is to be empaneled, For e.g. Less than and including Rs. 10 Lakh – the average turnover during the last 3 years should be Rs. 3.00 Lakh.
- Should be **solvent** to the extent of **40% of the** upper range of the category in which the contractor is to be empaneled, For e.g. Less than and including Rs. 10 Lakh, should be solvent to the extent of Rs. 4 Lakh. Copy of latest solvency certificate issued by a scheduled commercial Bank on or after 01.10.2025 to be furnished.
- The contractor should have **adequate tools and equipment** required for proper execution of work in the prescribed time
- The contractor should have **sufficient number of technical and administrative personnel** for proper execution of contract. The contractor should submit a list of their employees.

## C. Eligibility criteria for Electrical Works

- Minimum 5 years of experience in LT/HT substation installation works/ panel boards / associated cabling / earthing / wiring for air-conditioners/ liaisoning with local Electricity Board for obtaining of additional power / generators / motors/UPS/ lift installation or such other related works.
- Should be empaneled in **at least 2 other PSBs / PSUs / Govt. Organizations.**
- Should be profit making individual / organization during the **last 3 years**
- Depending on the category under which the Contractor is to be empaneled, the experience may be **minimum 5 works in the last 3 years ending 31.03.2025**, in any of the following class :
  - A) Less than and including Rs. 2 Lakh
  - B) Above Rs. 2 Lakh and less than and including Rs. 6 Lakh
  - C) Above Rs. 6 Lakh and less than and including Rs. 15 Lakh
  - D) Above Rs. 15 Lakh and less than and including Rs. 40 Lakh



- Average **Financial Turnover** during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be **at least 30 %** of the upper range of the category in which the contractor is to be empaneled, For e.g. Less than and including Rs. 2 Lakh – the average turnover during the last 3 years should be Rs. 0.60 Lakh.
- Should be **solvent** to the extent of **40% of the** upper range of the category in which the contractor is to be empaneled, for e.g. Less than and including Rs. 10 Lakh, should be solvent to the extent of Rs. 4 Lakh. Copy of latest solvency certificate issued by a scheduled commercial Bank on or after 01.10.2025 to be furnished.
- Should be in possession of **“A” Grade License** issued by competent authority (Respective State Govt. Electrical Inspectorate)
- The contractor should have **adequate tools and equipment** required for proper execution of work in the prescribed time
- The contractor should have **sufficient number of technical and administrative personnel** for proper execution of contract. The contractor should submit a list of their employees.

The application form can be obtained from the office of Zonal Manager, Indian Bank Zonal Office Ranchi, Premises Department, 4<sup>th</sup> Floor, SPG Mart, Bahu Bazar, Ranchi- 834001, upto 17:00 Hrs on all working days during office hours from 01.12.2025 to 14.12.2025 and up to 13:00 Hrs on 15.12.2025 on payment of Rs. 500.00 (by way of Demand Draft) in the name of Indian Bank payable at Ranchi.

The application forms are also available on the website [www.indianbank.bank.in](http://www.indianbank.bank.in)

**The applicant may download the application forms form from the above mentioned website and submit the completed application form along with Demand Draft of Rs. 500.00 favoring Indian Bank to the below mentioned address. The Contractors, who intend to apply for more than one category, have to apply for each category separately through separate application forms along with the separate application fee and submit in independent covers. The empanelment is generally valid for 5 years/till next notification.**

Application without prescribed fee, complete information and certified photocopies of documents in support of fulfilling the empanelment criteria will not be entertained. If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from tendering / taking up the work in Indian Bank. Bank reserves the right to verify the particulars furnished by the applicant independently.

Applications for empanelment supported by prescribed annexure should be submitted in sealed envelope duly super scribed **“Empanelment for (Category/Class Name)” along with the non-refundable application fee of Rs. 500/- (Rupees Five Hundred Only)** in the form of Demand Draft issued by any scheduled Bank favoring 'Indian Bank' payable at Ranchi.



The companies who are registered with Micro, Small & Medium Enterprises or also have the NSIC Certificate under Government Store Purchase Programme having certificate clearly indicating the category and amount of "Quantitative Capacity Per Annum" (amount of Quantitative Capacity Per Annum shall be more than the class of Work) are exempted from the submission of bid cost & EMD on submission of requisite proof in the form of valid certification from MSME and NSIC.

The contractors should submit their application for a specific class in which they wish to get empaneled. The contractors shall fulfill the eligibility criteria for the class they apply. However, contractors empaneled in higher class shall be eligible for works in the lower class also.

Applications for empanelment supported by prescribed annexure should be submitted in sealed envelope duly super-scribed "**Empanelment for .....Vendor and suppliers**".

Bank reserves the right to verify the financial particulars of bidders through CIBIL or other any reports at every 2/3 years interval and if found NPA then bank reserve the right to De- panel the Contractor.

This panel will be used for works under Zonal Office Ranchi. The contractors should be ready to participate in the tender process as and when called by Bank's, Zonal offices. Hence, the contractor should have an office preferably set up in Jharkhand.

**Bank reserves the right to reject any or all applications without assigning any reason.**

**Start Date for downloading of Application forms: Dt. 01.12.2025**

**Last date for submission of filled in Application: Dt. 15.12.2025**

**The Zonal Manager,  
Indian Bank, Zonal Office Ranchi,  
4<sup>th</sup> floor, SPG Mart,  
Bahu-Bazar, Ranchi,  
Jharkhand- 834001**



**INDIAN BANK**  
**EMPANELMENT OF CONTRACTOR FOR CIVIL / INTERIOR FURNISHING / ELECTRICAL WORKS**  
**APPLICATION FORM**

Sl.No	Particulars	
1.	Category (Please tick appropriate box – Any One)	<input type="checkbox"/> Civil and Structural works <input type="checkbox"/> Interior Furnishing <input type="checkbox"/> Electrical Works
2.	Class / Group (Please tick appropriate box – Any One)	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
3.	Name of the Firm – M/s.	
4.	Address	
5.	Telephone Nos. Including Mobile	
6.	Fax No.  Email Id	
7.	Constitution of the Firm (Please enclose relevant documents like copy of partnership deed, Memorandum/Articles of Association etc.)	
8.	Year of Establishment	
9.	Name of Partners/Associates	
10.	Bio-data of Partners/Associates, Details may be given in the Enclosed format (Annexure I- as given in Prequalification of Architects)	
11.	Name and Value of Major works Completed during the last 5 years Details may be given in the enclosed format – Annexure – II of Selection of Contractors (Please enclose copies of work order, completion certificate issued by the client etc.)	
12.	Name and Value of major works in the hand - Details may be given in the enclosed format – Annexure – III Selection of Contractors. ( please enclose copies of work orders)	
13.	Name and Value of other major works in the hand – Details may be given in the enclosed format – Annexure – III ( Please enclose copies of work orders)	



14.	Structural and Organization (Form A)	
15.	"A" Grade license or respective license as per the voltage level issued by the competent Authority (Respective State Govt. Electrical Inspectorate) - please enclose copy of the certificate.	
16.	List of Technical and Administrative personnel employed – Please attach separately in Form B	
17.	List of Office Equipment owned by the Company in Form C	
18.	Banker's Name	
19.	Latest ITCC to be enclosed	
20.	List of Empanelment with other organizations. ( Please enclose copies of letters issued by the organizations)	
21.	Details of Solvency Certificate (Copy to be enclosed)	
22.	Details of the IT Returns filed for the past three years (Copy to be enclosed)	
23.	Details of confidential opinion obtained from other bank/ PSU / Govt. Organizations (Copy to be enclosed)	
24.	Details of Audited Balance Sheet for the Past three years (Copy to be enclosed)	
25.	Particulars of participation in Competitions	
26.	Recommendation of Zonal Office informing the maximum ceiling limit fixed for the Firm	
27.	PAN Number (Copy to be enclosed)	
28.	GST Registration Number (Copy to be enclosed)	
29.	ESI & PF Registration No, if any (Copy to be enclosed)	
30.	MSME Registration No, if any (Copy to be enclosed)	

Note: Please enclose separate sheets, photographs, documents etc wherever required.

Signature(s) of applicant(s)



**Annexure – I**  
**Bio-data of the Partners/Associates/Directors**

Sl.No.	Particulars	
1.	Name	
2.	Associates with the firm, since	
3.	Date of Birth	
4.	Professional qualifications (please enclose copy of certificate)	
5.	Professional Experience	
6.	Professional Affiliation	
7.	Details of Membership	
8.	Details of Published papers in Magazines	
9.	Details of Cost effective methods/design adopted in the projects	
10.	Exposure to new materials/Techniques	

Signature(s) of applicant(s)



## Annexure – II

### Details of all work of similar class completed during the last 5 years As on 31.03.2025

Sl.No.	Name of Work / Project & Location	Owner or Sponsoring organization	Agreement Number	Scope of Work*	Cost of works in Crores	Date of Commencement as per contract	Stipulated Date of Completion	Actual Date of Completion	Litigation/ Arbitration pending/ in progress with details**	Name & Address/ Telephone No of Officer to whom reference may be made	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

\*Indicates number of units and number of floors where repair / renovation works were carried out.

\*\*Indicates gross amount claimed and amount awarded by the arbitrator.

Note : a ) The credentials issued by the Clients shall be enclosed.

b ) The work should have been executed by the firm under the name in which they are submitting the applications.

Signature(s) of applicant(s)

**Annexure – III**

**List of Major works in hand as on 30.09.2025**

Sl.No.	Name of Work / Project & Location	Owner or Sponsoring organization	Agreement Number	Cost of Work	Date of Commencement as per contract	Stipulated Date of Completion	Upto date percentage progress of work	Slow progress if any and reason thereof	Name & Address/ Telephone No of Officer to whom reference may be made	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Signature(s) of applicant(s)



**FORM 'A'**  
**STRUCTURE AND ORGANISATION**

1	Name and address of the applicant	
2	Telephone No./Fax No./e-Mail Address	
3	Legal Status (attach copies of original document defining the legal status) (a) An Individual (b) A proprietary Concern (c) A Firm in partnership (d) A Limited Company or Corporation	
4	Particulars of registration with various Government bodies (Attach attested photo-copy)  a) Registration Number b) Organization / Place of registration	
5	Names and Titles of Directors and officers with designation to be concerned with the work with Designation of individuals authorized to act for the organization	
6	Was the applicant ever required to suspend works for a period of more than six months continuously after commencement of works. If so, give the name of the project and give reasons thereof	
7	Has the applicant or any constituent partner in case of partnership firm/ Company, ever abandoned the awarded work before its completion? If so, give the name of the project and give reasons thereof.	
8	Has the applicant or any constituent partner in case of partnership firm / Company, ever been debarred/black listed for tendering in any organization at any time? If so, give details	
9	Has the applicant or any constituent partner in case of partnership Firm or any Director in case of a Company or any criminal proceedings presently pending, ever been convicted by a court of law? If so, give details	
10	In which field of civil, electrical, interior, Mechanical Furnishing works, you can claim specialization and interest	
11	Any other information considered necessary but not included above	

Signature(s) of applicant(s)



FORM 'B'

DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY THE FIRM / COMPANY

Sl. No.	Designation	Total Number	Names	Qualification	Professional Experience	Length of continuous service with employer
1	2	3	4	5	6	7

Note : additional information about Technical personnel , if any , may be submitted on separate sheet.

Signature(s) of Applicant(s)



FORM 'C'

DETAILS OF TOOLS PLANT AND EQUIPMENT LIKELY TO BE USED IN CARRYING OUT THE WORK (IF APPLICABLE)

Sl. No.	Name of the Equipment/ Instrument	Nos	Capacity or Type	Age	Condition	Ownership status			Current location	Remarks
						Presently owned	To be purchased	Leased		
1	2	3	4	5	6	7	8	9	10	11

Signature(s) of Applicant(s)

**FINANCIAL INFORMATION**

- I Financial Analysis – Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last 3 years ended 31.03.2025 duly certified by the Chartered Accountant, as submitted by the applicant to the Income -Tax Department (Copies to be attached).

## YEARS

	2022-23	2023-24	2024-25

- (i) Gross Annual turn-over in  
\_\_\_\_\_ Works:

- (ii) Average of 3 years :

- (iii) Profit (+)

or

Loss (-)

- (iii) Financial position :

Cash :

Current Assets :

Current Liabilities :

Please enclose :

- I. Income Tax Assessment orders/IT Returns submitted for the last 3 years.
- II. Solvency Certificate from Bankers (Scheduled bank) of Applicant.
- III. Audited Balance Sheet and P & L Account for the last 3 years
- IV. If 2025 Balance Sheet is not finalized, then submit the Balance Sheet as on 31.03.2024

Signature(s) of Applicant(s)



**PROFORMA ON ISO CERTIFICATION**

(If available)

1. Year of Certification :
2. Name and Address of Certifying Agency:
3. Name of Management Representative :
4. Validity of Certificate :

Note : Attested copy of certificate

Signature(s) of Applicant(s)



## IMPORTANT INSTRUCTIONS TO APPLICANTS WHO DOWNLOAD THE DOCUMENT FROM WEB.

The applicants who have down-loaded the document from the web, should read the following important instructions carefully before submitting the documents:-

- a) The applicants should see carefully & ensure that the **document** contains 19 **(Nineteen)** pages in total.
- b) The printout of the document should be taken on 'A 4' size paper only & the printer settings etc are such that document is printed as appearing in the web & there is no change in formatting, number of pages etc.
- c) The applicant should ensure that **no page** in the down-loaded document is **missing**.
- d) The applicant should ensure that all pages in the down-loaded document are **legible, clear** & are printed on a good quality paper.
- e) The applicant should ensure that **every page** of the down-loaded document is **signed by applicant with stamp (seal)**.
- f) The applicant should ensure that the down-loaded document is **properly bound and sealed** before submitting the same.
- g) In case of any correction / addition / alteration / omission in the document by the applicant, it shall be treated as non – authenticated and is not acceptable.
- h) The applicant shall furnish a declaration to the effect that no addition deletion / corrections have been made in the document submitted and it is identical to the document appearing on Website.
- i) The applicant should read carefully & **sign the declaration** given below in the page number '19' before submitting the document.
- j) In case of any doubt in the down-loaded document, the same should be got clarified from the Indian Bank Zonal Office Ranchi, Estate Department, 4<sup>th</sup> Floor, SPG Mart, Bahu Bazar, Ranchi, Jharkhand-834001, before submitting the document.



## LETTER OF TRANSMITTAL

To

The Zonal Manager,  
Indian Bank, Zonal Office Ranchi,  
4<sup>th</sup> Floor, SPG Mart,  
Bahu bazar,  
Ranchi- 834001.

Sir,

**Sub: Empanelment as \_\_\_\_\_ in your Bank**

Having examined the details given in Web-Notice for empanelment as \_\_\_\_\_ in your Bank, I/we hereby submit the documents (downloaded from web) and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms \_\_\_\_\_ to \_\_\_\_\_ and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for empanelment and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorize the Corporate Office, Indian Bank (or his representative) to approach the Bank issuing the solvency certificate to confirm the correctness thereof.
4. I/We also authorize the Corporate Office, Indian Bank (or his representative) to approach individuals, employers, firms and corporation to verify our competence and general reputation.
5. I/We also submit prescribed declaration in respect of downloaded document. (Applicable only in case of application on downloaded document)
6. I/We submit the following certificates in support of our suitability, technical know-how & capability for having successfully completed the following works

SL.NO	Name of Work	Certificate from

Enclosures:

Seal of applicant

Date of submission

Signature(s) of applicant(s)



## **DECLARATION**

(TO BE GIVEN BY THE APPLICANT WHO HAVE DOWNLOADED THE DOCUMENT FROM THE WEB)

It is to certify that

- 1) I / We have submitted the document in the proforma as **down-loaded directly from the web site & there is no change in formatting, number of pages etc.**
- 2) I / We have submitted document which **are same / identical** as available in the website.
- 3) I / We have **not made any modification / corrections / additions etc** in the documents downloaded from web by me / us.
- 4) I / We have checked that **no page is missing** and all pages as per the index are available & that all pages of document submitted by us are **clear & legible.**
- 5) I / We have **signed (with stamp) all the pages** of the document before submitting the same.
- 6) I / We have **sealed** the documents properly before submitting the same.
- 7) I / We have read carefully & understood the instructions to all the applicants & to the applicants who have down-loaded the document from the web.
- 8) In case at any stage later, it is found that there is difference in our downloaded documents from the original, BANK shall have the absolute right to take any action as deemed fit without any prior intimation to me / us.

Dated:

Signature(s) of applicant(s)

