

GENERAL INFORMATION

1	Name of the Applicant / Firm / Organization	
2	Registered Address of the Firm/Company <i>(Please attach address proof as supporting document as Annexure - I)</i>	
3	CONTACT DETAILS Landline No - Mobile No - Email Id -	
4	EMD Details (i) Amount (Rs.) – (ii) Demand Draft No. - (iii) Name of the Bank - (iv) Date – <i>(Please submit EMD Details as Annexure – II. If exempted, please submit requisite proof in the form of copy of self-attested valid certification from MSE, UDYAM and NSIC Certificate.)</i>	
5	Year of Establishment <i>(Enclose certified copies of documents as evidence – Annexure – III)</i>	
6	Constitution of Firm <i>(Enclose certified copies of documents as evidence – Annexure – IV)</i>	Sole Proprietorship / Partnership / Private Ltd. / Public Ltd / Any other (Please specify)
7	Name of the Proprietor/ Partners / Directors of the Organization / Firm with Qualification <i>(Enclose certified copies of documents as evidence – Annexure – V)</i>	
8	Name/s of Authorized Signatory/ Directors / Partners with Designation and Contact No.	



9	Mode of Authorization (Enclose certified copies of documents as evidence – Annexure – VI)	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify)
10	Details of Registration with Registrar of Companies/ Registrar of Firms. (Enclose certified copies of documents as evidence – Annexure - VII)	
11	Whether registered as MSME Organization? If so, provide the date of registration, validity & License No (Enclose certified copies of documents as evidence – Annexure - VIII)	
12	Whether empanelled with any Public Sector Banks / Public Sector Undertakings / Central Govt Department / State Govt. Departments or any other reputed MNCs and if so, in which class and since when? (Enclose Empanelment letters issued by the Organizations – Annexure - IX)	YES / NO
13	Number of years of experience in this field. (Enclose evidence to meet the eligibility criteria as Annexure – X)	
14	Yearly turnover of the Organization during last 3 years (Year Wise) and furnish audited Balance Sheet Statement and Profit & Loss A/c. (Audited) for the last 3 years. (Enclose certified copies of documents as evidence – Annexure - XI)	2022 - 23 :Rs..... 2023 - 24 :Rs..... 2024 – 25 :Rs..... Average :Rs.....
15	Banker's Details – (Please attach copy of cancelled cheque as proof – Annexure - XII) (i) Banker's Name: (ii) Account No.: (iii) Type of Account: (iv) IFSC :



<p>16</p>	<p>Registration with the Government Authorities (Enclose certified copies of documents as evidence – Annexure – XIII)</p> <p>If firm is exempt from ESI & EPF registration as per extant guidelines, fill N.A. and an undertaking is to be submitted stating the same.</p> <ul style="list-style-type: none"> • Income Tax (PAN) No. • Goods & Service Tax (GST) No. • Labour License • ESI • EPF • Required License 	
<p>17</p>	<p>Whether last three years IT returns filed FY 2022-23 (AY 2023-24) FY 2023-24 (AY 2024-25) FY 2024-25 (AY 2025-26)</p> <p>(Enclose certified copies of IT Return – As evidence – Annexure – XIV)</p>	
<p>18</p>	<p>Name & Value of Major Works Completed during the last 7 years.</p>	<p><i>Please fill up the details in the format enclosed as Form - A & enclose copies of work order and satisfactory completion certificates issued by Client, etc with this tender as Annexure – XV.</i></p> <p><i>Please enclose documentary proof to satisfy minimum eligibility criteria as mentioned in NIT</i></p>
<p>19</p>	<p>Name & Value of Major Works under execution</p>	<p><i>Please fill up the details in the format enclosed as Form - B & enclose copies of work order issued or agreement signed with the Client with this tender as Annexure - XVI</i></p>
<p>20</p>	<p>Furnish the names of -3- responsible persons along with their designation, address, contact no., etc., for whose organization, you have completed the above-mentioned jobs and who will be in a position to certify about the quality as well as performance of your organization.</p>	<p><i>Please fill up the details in the format enclosed as Form – C and enclose the details as Annexure - XVII</i></p>

21	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last five years by an arbitrator. If so, the details of such litigation are required to be submitted.	<i>Please fill up the details in the format enclosed as Form – D and enclose the details as Annexure - XVIII</i>
22	Solvency Certificate	<i>Please fill up the details in the format enclosed as Form – E and enclose the details as Annexure - XIX</i>
23	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.	
24	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	

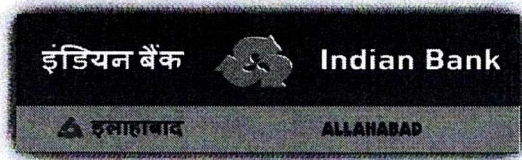
DECLARATION –

1. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
2. I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexures.
3. I/We agree that the decision of Indian Bank in selection of tenderers will be final and binding to me/ us.
4. I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, Banks including any of the Offices / Branch of Indian Bank Pan India during last 5 years from the date of application.
5. I/We hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my/our empanelment are correct and genuine. I am / We are, therefore, liable to face appropriate actions as deemed fit by the Indian Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine. I/We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, the empanelment shall be cancelled at the discretion of the Indian Bank.

PLACE –

DATE –

Name of Contractor with seal and Signature



FORM - A

LIST OF MAJOR WORKS COMPLETED IN LAST 7 YEARS

S.NO	NAME OF CLIENT	NATURE OF WORK	ESTIMATED VALUE	DATE OF START	PERIOD OF COMPLETION	DATE OF COMPLETION	FINAL VALUE OF THE PROJECT	REASONS FOR THE VARIATION (IF ANY)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

(Add Separate Sheet if required)

NOTE –

The supporting documents like Work Order, Completion Certificate issued by the Clients & copy of invoice accepted by Client shall be enclosed.

Name of Authorized Signatory

Sign & seal of the applicant



FORM - B

LIST OF MAJOR WORKS UNDER EXECUTION

S.NO	NAME OF CLIENT	NATURE OF WORK	ESTIMATED VALUE	PRESENT POSITION	SCHEDULE DATE OF COMPLETION	REMARKS IF ANY
(1)	(2)	(3)	(4)	(5)	(6)	(7)

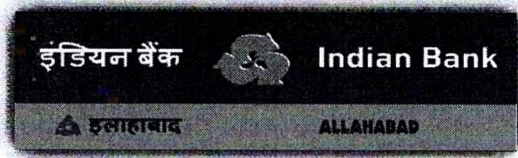
(Add Separate Sheet if required)

NOTE –

1. The supporting documents like Work Order issued by the Clients shall be enclosed.

Name of Authorized Signatory

Sign & seal of the applicant



FORM - C

DETAILS OF THREE RESPONSIBLE CLIENTS / PERSONS TO WHOM THE MAJOR WORKS CARRIED OUT BY THE APPLICANT

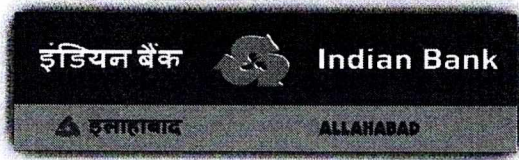
S. No.	Name of the Official	Organization & Address	Contact Numbers	E-mail ID

(Add separate sheet if required) Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory

Sign & seal of the applicant



FORM – D

DETAILS OF LITIGATION / ARBITRATION CASES RESULTING FROM THE CONTRACTS EXECUTED IN THE LAST FIVE YEARS OR CURRENTLY UNDER EXECUTION

Year	Award for or against Applicant	Name of Client	Cause of Litigation & Matter of Dispute	Disputed Amount	Actual Awarded Amount

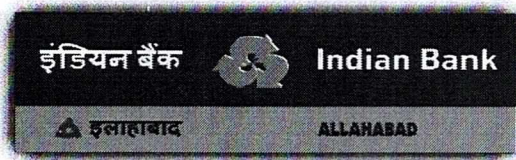
(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory

Sign & seal of the applicant



FORM - E

SOLVENCY CERTIFICATE FORMAT

This is to certify that to the best of our knowledge and information M/s..... (Firm Name) having their address at, is a reputed firm / company with a good financial standing.

The firm / company can be treated as good upto a sum of Rs.....(Rupees in words... Only).

It is clarified that this information is furnished without any risk and responsibility on our part in any respect whatsoever more particularly either as guarantor or otherwise. This certificate is issued at the specific request of the customer.

Seal and Signature of Bank's Official

Note: -

1. **Solvency Certificate should be issued on letter head of the Scheduled Commercial Bank.**
2. In case of partnership firm, certificate should include names of all partners as recorded with the Bank.



FORMAT OF WORK COMPLETION CERTIFICATE(TO BE ISSUED ON LETTER HEAD OF ORGANIZATION)

TO WHOMSOEVER IT MAY CONCERN

Date -

This is to certify that M/s , having their registered office at who were awarded the work of have successfully executed and completed the work as detailed below:

1	Work Order No & Date	:	
2	Name of Work	:	
3	Brief Scope of Work	:	
4	Location of Work	:	
5	Value of Work as per Work Order	:	
6	Date of Commencement of Work	:	
7	Revised Value as per execution	:	
8	Completion Period	:	
9	Date of Actual Completion of Work	:	
10	Whether any Penalty / Liquidated Damages imposed. If Yes, please give the reasons	:	
11	Whether the contractor employed qualified Engineer/Overseer during execution of work	:	
12	Quality of work (indicate grading)	:	Outstanding / Very Good / Good / Satisfactory / Poor
13	Did the contractor go for arbitration? If Yes, then :		
	i) Total amount of claim	:	
	ii) Total amount awarded	:	
14	Comments on the capabilities of the Contractor		Please tick one of the multiple options
	a) Technical Proficiency :	:	Outstanding / Very Good / Good / Satisfactory / Poor
	b) Financial Soundness	:	Outstanding / Very Good / Good / Satisfactory / Poor
	d) Mobilization of Man Power	:	Outstanding / Very Good / Good / Satisfactory / Poor
	d) General Behaviour	:	Outstanding / Very Good / Good / Satisfactory / Poor

Signature of Reporting Officer* with Office Seal

* Officer not below the rank of Assistant Engineer or an Officer in a equivalent or higher rank for works carried out in Government Department / PSU's, Officer not below the rank of Sr. Manager of the Concerned Department / Branch Head in PSBs. For works carried out for Private companies, Copy of TDS has to be submitted for proving the credentials/contract amount. (Report must be submitted in Client's Official Letter Head and to be addressed to the enlistment authority: The Zonal Manager, Indian Bank, Zonal Office RAIPUR)

LIST OF ENCLOSURES

ANNEXURE NO.	PARTICULARS	TICK IF ENCLOSED
I	Documentary Proof showing Registered Address	
II	Valid certificate from MSE, UDYAM and NSIC issued by Govt. of India	
III	Documentary Proof showing Year of Establishment of the Firm	
IV	Evidence showing Constitution of the Firm	
V	Certified Copies mentioning Name of Proprietor / Partner / Director of the Firm	
VI	Document showing appointment of Authorized Signatory of the Firm	
VII	Document showing details of Registration with Registrar of Firms / Companies	
VIII	Certificate of being registered as MSME Organization, if mentioned.	
IX	Empanelment Letters	
X	Document showing experience in the field	
XI	Audited Balance Sheet & Profit & Loss Statement for FY 2022-23, FY 2023- 24 & FY 2024-25.	
XII	Copy of Cancelled Cheque	
XIII	Documentary Proof of Registration in Various Govt. Authorities (PAN, GSTIN, Labour License, ESI & EPF)	
XIV	Copies of Income Tax Returns of last three financial years	
XV	FORM – A along with Copies of Work Order / Completion Certificate of the Works Completed in last 7 years to satisfy eligibility criteria mentioned in the Notice	
XVI	FORM – B along with Copies of Work Order under Execution issued by PSBs / PSUs / Central Govt. Departments / State Govt. Departments	
XVII	FORM – C details of three responsible clients / persons to whom the major works carried out by the applicant	
XVIII	FORM – D details of litigation / arbitration cases resulting from the contracts executed in the last five years or currently under execution	
XIX	FORM - E Solvency Certificate Format	

Note: In absence of any of the above enclosures, your application is likely to be rejected.

Place :
Date :

SIGNATURE
SEAL OF ORGANISATION