

Application format for Empanelment of CIVIL CONTRACTOR & ARCHITECTS / ELECTRICAL CONTRACTOR / UPS OEM VENDOR / Authorized Battery Dealers (for EXIDE/QUANTA/ROCKET brand only)

1. Name of the Organization and address of the Registered Office and offices and

(a)

(b)

Telephone No. (i) (ii) (iii)

Fax No. _____ E-mail :

2. Year of Establishment :

3. Status of the firm :
(Whether company / firm / Proprietary)

4. Name and Qualification of Directors / Partners / Proprietor

	Name	Designation	Qualifications
(i)			
(ii)			
(iii)			
(iv)			

(Please attach copy of certificate / Degree etc. regarding professional qualification)

5. Whether registered with the Registrar :
of Companies / Registrar of firms.
If so, mention number & date.
(Also enclose copy of Registration /
Articles and Memorandum of
Association)

6. Adequate & satisfactory evidence :
to indicate financial capacity of the
organization to undertake the said
works with names of Bankers &
their full address. (Attach copies of
Balance Sheet and Profit & Loss
or Receipts & Payment Account
for the last 2 years)

7. Permanent Account Number :

8. Whether registered with
 - a. Indian Institute of Architects / :
Council of Architecture /
Institution of Engineers / Other
Professional Institute

 - b. Indian Institute of Interior :
Designers. Give Registration
No. & attach copy herewith.

9. No. of years of experience in the field :

10. Whether willing to work anywhere :
in Punjab, Haryana, J & K, Himachal
& Chandigarh or mention
the places where you are willing
to work.

11. If Registered / empanelled with other :
organization such as Banks etc.
Furnish their names and date of
registration (attach copy of registration,
if any)

12. Mention fields of activities :

13. Detailed description and value of :
Works done and works on hand in

Last 5 years with Banks and Others.
(as per Annex. I & II attached)

14. Whether any Civil Suit / Litigation :
arisen in the projects executed
during last 10 years / being
executed now. If yes, please
furnish details.
15. List of important / major works on :
hand of Banks and Others (as per
Annex. III & IV attached)
16. Key Personnel Employed
(As per Annex.V)
17. Infrastructure of the firm Viz. office :
space, office equipment.
(As per Annex.VI attached herewith)
18. Whether related to any staff member :
of Bank of Maharashtra. If yes,
please elaborate.
19. Please give reference with address and telephone No. of two persons for whom
you have executed similar works of importance who may be directly contacted by
the bank about the ability, competence or capability.

(i)

(ii)

20. Any other information

Note : Where copies are required to be furnished, these are to certified copies preferably by the concerned agencies or a Govt. Officer.

In case you intend to give further / more information, please attach separate sheet/s

Signature and Seal of the Applicant

PROFORMA – I
PARTICULARS IN RESPECT OF ORDERS EXECUTED WITH BANKS

S.N o.	Name of Work / Project executed with Address	Short Description of work	Name & Address of Owner	Value of work Executed	Stipulated Time of Completion	Actual Time of Completion	Any other relevant information
1	2	3	4	5	6	7	8

Signature of the Applicant

Note : The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet.

PROFORMA – II
PARTICULARS IN RESPECT OF ORDERS EXECUTED WITH OTHERS

S.N o.	Name of Work / Project executed with Address	Short Descripti on of work	Name & Addre ss of Owner	Value of work Execut ed	Stipulate d Time of Completi on	Actual Time of Completi on	Any other relevant informati on
1	2	3	4	5	6	7	8

Signature of the Applicant

Note : The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet.

PROFORMA – III
PARTICULARS IN RESPECT OF ORDERS ON HAND WITH BANKS

S.N o.	Name of Work / Project executed with Address	Short Descripti on of work	Name & Addre ss of Owner	Value of work Execut ed	Stipulate d Time of Completi on	Actual Time of Completi on	Any other relevant informati on
1	2	3	4	5	6	7	8

Signature of the Applicant

Note : The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet.

PROFORMA – IV
PARTICULARS IN RESPECT OF ORDERS ON HAND WITH OTHERS

S.N o.	Name of Work / Project executed with Address	Short Description of work	Name & Address of Owner	Value of work Executed	Stipulated Time of Completion	Actual Time of Completion	Any other relevant information
1	2	3	4	5	6	7	8

Signature of the Applicant

Note : The list is to be substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet.

ANNEXURE – V
KEY PERSONNEL PERMANENTLY EMPLOYED

S.No	Name	Designation	Qualification	Experience	Years with the Firm	Name of project handled costing over Rs.20 lacs	Indicate special expertise such as Advance Mgt. Tech. like CPM/PERT & Projects in which such techniques were employed	Any Other information
1	2	3	4	5	6		7	8

Signature and Seal of Applicant

Note : **Information has to be filled up specifically in this format only.**
Please do not write as per attached sheet/ as per procedure.

ANNEXURE – VI

Details of infrastructure in Office

S.No.	Items	Numbers	Details
1	Office Premises, Area etc.		
2	Fax / M/C		
3	Telephones		
4	Other instruments		
5	Software used for planning, estimating, execution, supervision etc.		
6	Reference books used for estimates / rate analysis etc.		
7	Subscription to magazines, journals, institutes of technical nature		
8	Any other information		

Signature and Seal of Applicant

Note : **Information has to be filled up specifically in this format only.**
Please do not write as per attached sheet/ as per procedure.