

APPLICATION FOR EMPANELMENT OF CONTRACTORS

Sl. No.	Particulars to be filled by the Applicant	
1	Name of the applicant	
2	Nature of work applied for (Civil, Interior, Electrical Installation works)	
3	Postal Address	
4	Phone No.	
5	Land line No. with STD code	
6	Mobile	
7	Fax No	
8	E-mail id *	
9	Year of establishment (Please enclose documentary evidence)	
	(i) Constitution of the firm (Enclose certified copies of documents as evidence)	Sole proprietorship/Partnership/ Private Ltd./Ltd.Co/ Any other (Please specify)
	ii) Name of proprietor / Partners/Directors of the organization/firm Enclose certified copies of document as evidence	
	iii) Name/s of authorized signatory with designation	
	iv) Mode of Authorization Enclose certified copies of document as evidence	
	v) Details of registration-whether partnership firm, company, etc . Name of registering authority, date and registration number (<u>Note: Partnership firms not registered with the appropriate authority need not apply</u>) Enclose certified copies of document as evidence	
10	Whether registered with Govt /Semi Govt / Banks / PWD / Municipal Authorities or any other Public Organization and if so, in which class and since when. Enclose certified copies of document as evidence Name of organization Category No.& Date of Registration Name of organization Category No.& Date of Registration Name of organization Category No.& Date of Registration	
11	No. of years of experience in the field and details of work in any other field	

12	Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and profit & Loss A/c(Audited) for the last 3 years	2012-13 2011-12 2010-11 Average:
	(i)Banker's details a) Banker's Name b) Full Postal Address c) Telephone d) Account No e) Type of Account	
	(ii)Bank Solvency Limit (Please enclose latest Solvency certificate from the Banker)	
13	Whether registered for Sales tax purpose. If so, mention TIN Please enclose documentary evidence	
14	Whether registered for Service tax. If so, mention service tax registration No. and date Please enclose documentary evidence	
15	Whether an assesses of Income Tax. If so, mention PAN along with copy of Pan card.	
16	Whether last 3 years IT returns filed (Pl. enclose certified copies of the IT return of the year 2012-13,2011-12, 2010-11)	
17	Whether willing to work anywhere in Kerala state or mention places where you are willing to work.	
18	Detailed description and high value of works done during the last 5 years as per Annexure I	
19	Names & addresses of the persons/ organizations who will be in a position to certify about the quality as well as performance of your organization	
20	Details of technical staff as per Annexure II . Does the applicant have sufficient workforce, plant & machinery, equipment etc. (provide details in Annexure II)	
21	Whether any Civil Suit / litigation arisen in contracts executed during the last 10 years. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and brief details of	

	litigation. Give name of the Court, place, status of pending litigation	
22	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
23	Does the applicant possess valid Electrical license (for electrical installation). Enclose the certificate.	

Declaration

I / We declare that the information given above are true to the best of my/our knowledge. I / we also understand that if at any stage it is found/noticed by the Bank that any information thus provided by me / us is untrue / incorrect partly or fully and in case of receipt of adverse /unsatisfactory report from other clients/Bankers, the Bank may not consider my/ our application and/or may de-list me/ us and /or may take any appropriate action against us.

I/We also understand that partly / wrongly filled application and / or applications not in prescribed pro-forma and / or applications not accompanying relevant documents / enclosures / annexed documents are liable to be summarily rejected by the Bank.

I / We also declare that I / we will not get myself / ourselves registered as contractor(s) in Kerala Gramin Bank in more than one name.

I/ We agree and authorize the Bank to obtain the confidential report from my / our clients, to obtain credit opinion from the Bankers and to verify the work executed by us.

I/ We submit all the Certificates and documents as mentioned in the Checklist of the Eligibility Criteria and General Conditions for Empanelment.

I/ We confirm that all the Rules prevailing in the concerned state, the Labour Laws, Risk Insurance obligations, State & Central Govt. statutory requirements etc are complied by me/ us.

I/We understand that this is merely an application and does not entitle me / us to be necessarily qualified by the Bank and the Bank reserves the right to reject all and / or any application without assigning any reason whatsoever.

Place:

Date:

Signature of the applicant(s) with seal

CHECK LIST

Name of the applicant	
Name of work	
Category	

1. Application Form
2. Annexure 1
3. Annexure 2

ENCLOSURES:

Sl. No:	Particulars	Submitted	Checked	Verified
			(For office use only)	
1	Copy of Registration of Company / Memorandum of Articles/Association of Articles/ Partnership Deed			
2	Solvency Certificate (Mandatory)			
3	I.T. Registration and Assessment order			
4	S.T. Registration and Assessment Order			
5	Copies of Mandatory Registration Certificate with EPF/ESI and Labour Commissioner			
6	Balance Sheet and Profit & Loss Account for the last 3 years			
7	Copies of Empanelment and registration details with other Dept/Organization			
8	Work Completion Certificates, category wise			
9	Copy of the Electrical Contractors License			
10	Photographs of completed works			
11	Signature in Applications and Annexure I & II			

✓ the column under the head 'SUBMITTED'

ANNEXURE – I

PARTICULARS IN RESPECT OF WORKS EXECUTED FOR THE LAST 5 YEARS (ie, 01.04.2009 to 31.03.2013) INCLUDING WORKS IN HAND

Name of the Applicant :
Name of Work :
Category :

Sl. No.	Name of work / project with address	Description of work executed	Name and address of the clientele	Nature of work	Period of completion of work as per tender	Actual time of completion	Name of Architect / Consultant with address	Value of work
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

NOTE:

1. Credential issued by the clients shall be enclosed.
2. Works should have been executed by the firm under the name for which the application is submitted.
3. Information has to be filled up specifically in this format. The works executed and completed with the organizations of the central / state government departments, statutory bodies, public sectors such as CPWD, PWD, Irrigation, PHE, MES, Railways, Nationalised Banks etc. be given in the above list. Works executed for the private parties / private organizations would not be considered.
4. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Place:
Date:

Signature of the applicant(s) with seal

ANNEXURE II

KEY PERSONNEL PERMANENTLY EMPLOYED IN THE ORGANISATION

Sl.No	Name	Designation	Qualification	Experience	Years with the firm	Remarks
1.	Technical					
2.	Administration					
3.	Workers/Labourers					

(Please enclose the proof of permanent employees)

List of equipment / machinery in possession of the firm / hired.

Sl. No.	List of Major constructional equipment in possession of the firm including testing of project	Total Nos.	Years with the firm

1. Information has to be filled up specifically in this format. Please do not write any remarks in REMARKS column.

2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Place:
Date:

Signature of the applicant(s) with seal