



**SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.**  
(A wholly owned subsidiary of SBI)

Circle Office:  
SBI, LHO, 3<sup>rd</sup> Floor, Bhadra, Laldarwaja, Ahmedabad-1

**EMPANELMENT APPLICATION ID NO. : AHM202001012 DATED 20.01.2020**

**Category applied for: Contractor for Civil/ Interior/ Electrical/ IFMS  
(Housekeeping), Suppliers of ACs/Electrical Gadgets/Chairs up to  
Rs. \_\_\_\_\_**

SBI Infra Management Solutions Pvt. Limited, Circle Office, Ahmedabad invites applications for empanelment of Contractors (Civil/Interior/Electrical/Facility Management Services (Housekeeping) and Suppliers of Chairs, Air-Conditioners, Electrical gadgets like Light Fixtures/Fans/Geysers etc. and Electrical materials, petty contractors for repairing works etc.) for related works at Bank's branches/ offices/ residences all over Gujarat State including Union Territory of Daman & Diu, Dadra & Nagar Haveli. The eligibility criteria and application form will remain available on Bank's website [www.sbi.co.in](http://www.sbi.co.in) on continuous basis under "PROCUREMENT NEWS" section. LINK: <https://sbi.co.in/web/sbi-in-the-news/procurement-news>.

Duly filled application along with supporting documents should reach us on or before 03.02.2020 at 3:00 pm.

- (i) **Please note that those Contractors who are already empanelled with SBI IMS, Circle Office, Ahmedabad need not to apply again. However, if they want to upgrade their present empanelment category then only needs to apply a fresh with application fees.**
- (ii) **Those contractors who have already applied for empanelment as chair suppliers, Petty Contractors for works upto Rs. 1 Lakh against our earlier advertisement (Tender ID: AHM201901006) need not to apply again as their applications are under process. If they want to apply for higher category then they need not to pay online fees again alongwith fresh application.**
- (iii) **The applicants, who have already applied for empanelment of chairs, petty works up to Rs. 1 Lakh may however submit supplementary papers if they want to submit.**

Circle Head & VP (Civil)  
Date: 20.01.2020

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CIRCLE OFFICE  
SBI, LHO, 3<sup>rd</sup> Floor, Bhadra, Laldarwaja, Ahmedabad-1

SBI Infra Management Solutions Pvt. Limited, Ahmedabad on behalf of SBI publishes the eligibility criteria for empanelment of Contractors for undertaking Civil/Interior/Electrical/ /Facility Management Services (Housekeeping)/Supply of Chairs, Air-Conditioners etc., Electrical gadgets like Light Fixtures/Fans/Geysers etc. and Electrical materials, petty contractors for repairing works etc.) in different categories as under, separately, at Bank's branches/offices and residences in the state of Gujarat including Union Territory of Daman & Diu, Dadra & Nagar Haveli. The Contractors with necessary experience in the respective areas will be considered for the Bank's empanelment.

| SR. NO. | CLASSIFICATION OF WORK   | VALUE OF WORK  |
|---------|--|--|
| 1       | Contractors for Civil Works  | (a) upto Rs. 5 Lakh (C-1) (b) up to Rs. 20 Lakh (C-2)<br>(c) up to Rs. 50 Lakh (C-3) (d) up to Rs. 100 Lakh      |
| 2       | Contractors for Interior/Furniture Works   | (a) upto Rs. 5Lakh (F-1) (b) up to Rs. 20 Lakh (F-2)<br>(c) up to Rs. 50 Lakh (F-3) (d) up to Rs. 100 Lakh (F-4) |
| 3       | Contractors for Electrical Works   | (a) upto Rs. 5 Lakh (E-1) (b) up to Rs. 20 Lakh (E-2)<br>(c) up to Rs. 50 Lakh (E-3)                             |
| 4       | Chair Suppliers  | (a) upto Rs. 5 Lakh (C-1) (b) up to Rs. 10 Lakh (C-2)  |
| 5       | Suppliers for:<br>(i) Air-Conditioners<br>(ii) Electrical materials                                | (a) Up to Rs. 5 Lakh (SE-1) (b) up to 20 Lakh (SE-2)   |
| 6       | Integrated Facility Management Services (Housekeeping)   | (a) up to Rs. 5 Lakh/Month (IFMS-1) (b) up to Rs. 10 Lakh/Month (IFMS-2) (c) Up to Rs. 20 Lakh/Month (IFMS-3)    |
| 7       | Petty Contractors for maintenance work of Civil, Furniture work, Electrical, Air-Conditioners etc. | Up to Rs. 1.0 Lakh   |

Detailed application forms and further details for empanelment can be downloaded from Bank's website [www.sbi.co.in](http://www.sbi.co.in) under LINK: <https://sbi.co.in/web/sbi-in-the-news/procurement-news> or can be collected free of cost, in person from the above mentioned address of SBIIMSPL on all working days during office hours. **The application fees of Rs. 5,000/- (Five Thousand only) should be paid through SBI Collect by using SBI Internet Banking web-site [www.onlinesbi.com](http://www.onlinesbi.com) (Detailed flow chart about how to pay tender fees online mentioned below).**

## HOW TO MAKE ONLINE APPLICATION FEES

Go to SBI Internet Banking web site-<https://www.onlinesbi.com/>



Select SBI Collect from Top Menu



Click Check box to Proceed



Select "All India " in state Corporate/Institution and "Commercial Services" in type of Corporate / Institution after that click go



Select " SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD." IN Commercial Services Name and Submit



Select "Tender Application Fee" in Payment category and Enter "Tender ID " and Submit



The Vendor will have to fill up the fields properly and submit upon making the payment a receipt will be generated with a reference no. on submit. The Architects/Consultant has to enclose the online application payment receipt along with empanelment application.

**NOTICE FOR EMPANELMENT OF CONTRACTORS  
CIVIL/ INTERIOR/ ELECTRICAL/IFMS (HOUSEKEEPING) AND SUPPLIERS OF AIR-  
CONDITIONERS, ELECTRICAL GADGETS, CHAIRS ETC,**

**GENERAL CONDITIONS**

SBI Infra Management Solutions Pvt. Ltd, SBI, LHO, Ahmedabad invites applications for empanelment of Contractors for Civil/Interior/Electrical/ /Facility Management Services (Housekeeping) and Suppliers of Chairs, Air-Conditioners, Electrical gadgets like Light Fixtures/Fans/Geysers etc, petty contractors for repairing works etc. for related works in Bank's branches/ offices/ residences all over Gujarat including union territory of Daman & Diu, Dadra & Nagar Haveli.

The application fees of Rs. 5,000/- (Five Thousand only) should be paid through SBI Collect by using SBI Internet Banking web-site [www.onlinesbi.com](http://www.onlinesbi.com)

**Eligibility Criteria:**

- (1) Experience of having successfully completed similar works (single order) during last 7 years as on 31-12-2019 should be as per following:

| Sr. No. | Description of quantum of works               | Works up to      |                   |                   |                   |                    |                              |                               |                                |
|---------|---|------------------|-------------------|-------------------|-------------------|--------------------|------------------------------|-------------------------------|--------------------------------|
|         |   | Up to Rs. 5 Lakh | Up to Rs. 10 Lakh | Up to Rs. 20 Lakh | Up to Rs. 50 Lakh | Up to Rs. 100 Lakh | Up to Rs. 5 Lakh/ Month IFMS | Up to Rs. 10 Lakh/ Month IFMS | Up to Rs. 20 Lakh / Month IFMS |
| 1.      | Three similar work each costing not less than | 2 Lakh           | 4 Lakh            | 8 Lakh            | 20 Lakh           | 40 Lakh            | 2 Lakh /Month                | 4 Lakh / Month                | 8 Lakh / Month                 |
| 2.      | Two similar work costing not less than        | 2.5 Lakh         | 5 Lakh            | 10 Lakh           | 25 Lakh           | 50 Lakh            | 2.5 Lakh / Month             | 5 Lakh / Month                | 10 Lakh / Month                |
| 3.      | One similar work costing not less than        | 4 Lakh           | 8 Lakh            | 16 Lakh           | 40 Lakh           | 80 Lakh            | 4 Lakh / Month               | 8 Lakh / Month                | 16 Lakh / Month                |

Definition of similar works – Related works done in/ Commercial/ Hospital/ Nationalized Bank/ Institutional Organization/ Large Private sector establishment/ PSUs/ Central/ State Govt. Department etc.

- (2) Higher category empanelled contractor can participate in the lower category tenders. However, lower category contractor cannot participate in the higher category tenders.
- (3) Must have a valid PAN, GST as applicable.
- (4) The average annual financial turnover of Contractors (Civil/Interior/Electrical/ /Facility Management Services (Housekeeping)/Supply of Chairs, Air-Conditioners etc., Electrical gadgets like Light Fixtures/Fans/Geysers etc. and Electrical materials) during last 3 years ending 31.03.2019 should be at least equal to 30% of the category in which they wish to apply.

- (5) Contractor must submit separate application along with application fees for each work/ trade.
- (6) The Firm/ Agency/Organization should have well established office in at least (01) One city of Gujarat or in Daman & Diu or in Dadra & Nagar Haveli.
- (7) The applicant shall agree and authorize the SBIIMSPL to obtain the confidential report from the clients of the applicant, to obtain an idea about the quality of work executed and to obtain credit opinion from applicant's bank.
- (8) In case of Electrical Contractors the firm should have a valid Electrical license issued by the competent authority of the Central/State Govt. for Electrical works as applicable to the respective category of Contractors.
- (9) Should have experience of minimum of 07 years as on 31.12.2019.
- (10) **Additional criteria for supply of air-conditioners and maintenance:** Contractors should have valid authorization certificate issued by the AC manufacturing company only for sales/service of Hitachi/Carrier/Voltas/Bule Star/Trane/Daikin/Mitsubishi Electric/"O" General/Toshiba/Panasonic make.
- (11) **Additional criteria for IFMS:**  
Up to Rs. 5 Lakh/Month: minimum manpower on payroll 100, must have valid EPF and ESI registration, ISO Certification, Firm/Organization should have constituted a Sexual Harassment Committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Labour License under section 12(1) of then contract Labour regulation and Abolition) Act, 1970 and for Rs. 10 Lakh/Month & Rs. 20 Lakh/Month besides additional criteria firm/organization should have valid SA 8000, OHSAS 18001 and minimum manpower on payroll should be 200 for 10 Lakh/Month and 400 manpower for Rs. 20 Lakh/Month.
- (12) For petty contract works contractor must have valid GST number and have done similar type of works in any Nationalized Bank/PSUs/Private Sector Banks/Govt. Dppts./ Pvt. Companies, with minimum amount of Rs. 25,000/-.
- (13) For Chair suppliers, the contractor/ supplier must have valid ISO/ relevant certification.

Applications complete in all respect along with relevant documents & **in enclosed format** duly superscribing **"NOTICE FOR EMPANELMENT OF CONTRACTORS (CIVIL/ INTERIOR/ ELECTRICAL/AIR-CONDITIONERS/IFMS (HOUSEKEEPING) /CHAIRS)"** whichever applicable along with the Category applied for in sealed envelope should reach at the following address.

Circle Head & Vice President (CIVIL),  
SBI Infra Management Solutions Pvt. Ltd.,  
State Bank of India,  
Local Head Office,  
3<sup>rd</sup> floor, Bhadra,  
Ahmedabad- 380001  
Gujarat

The Bank/ SBIIMSPL reserves its right to accept or reject any or all the applications without assigning any reasons whatsoever there for.

INSTRUCTIONS TO ALL THE APPLICANTS  
CONTRACTORS FOR CIVIL/ INTERIOR/ ELECTRICAL/SUPPLIERS OF AIR-CONDITIONERS,  
ELECTRICAL GADGETS, CHAIRS/IFMS (HOUSEKEEPING)  
FOR EMPANELMENT

1. Intending applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing etc. in the enclosed form which will be kept confidential. The applications not accompanying online application fees receipt of Rs. 5000/- are likely to be rejected at the sole discretion of the Bank.
2. While deciding upon the empanelment of Firms/Organizations, great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with Bank as well as other agencies.
3. Decision of the SBIIMSPL in regard to selection of Firms/Organizations will be final. The Bank/ SBIIMSPL is not bound to assign any reason for acceptance/ rejection of any applications.
4. Each page of the application shall be signed. The application shall be signed by persons/ persons on behalf of the organization having necessary authorization/ Power of Attorney to do so (Certified copies to be enclosed).
5. If the space in the performa is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the performa and serial number. Separate sheets shall be used for each part. **However, the format shall be as per performa.**
6. Applications containing false, incomplete and/or inadequate information are liable to be rejected. Also mere fulfillment of eligibility criteria does not guarantee selection.
7. While filling up the application, clarification, if any, may be obtained from the office of Circle Head & Vice President (Civil), SBI Infra Management Solutions Pvt. Ltd., State Bank of India, Local Head Office, 3<sup>rd</sup> Floor, Bhadra, Ahmedabad.
8. Applicants / Contractors selected in the SBIIMSPL panel shall have to deposit a non-interest bearing amount as 'Security Deposit' as decided by the SBIIMSPL. Applicants selected in the SBIIMSPL panel will be informed about the same after finalization of the panel.
9. Canvassing in any form in connection with selection is strictly prohibited and the application of such persons/organizations who resort to canvassing will be liable to rejection.
10. Applicants/ Contractors, who are already empanelled with SBI and are on the present panel need to apply afresh and no separate intimation, will be given to them.

11. Firm/Organizations empanelled in a category shall also be considered for works under categories below it.

12. SBIIMSPL reserve its right to reject any/all the applications without assigning any reasons, whatsoever therefore. Incomplete/partly filled applications without relevant enclosures may not be considered for evaluation. Disputes, if any, regarding the empanelment shall be within the jurisdiction of Court in Ahmedabad.

13. It will not be binding on the SBIIMSPL to invite all the empanelled vendors to participate in bidding for various works. The Bank may prepare a select list of Contractors/Manufacturer/Supplier out of the empanelled vendors to participate in the bidding process of a/any work.

14. Bank is not responsible for the late receipt/ non receipt of application due to postal delay, strikes or any other reasons.

Signature of the Applicant with address & seal

**EMPANELMENT OF**  
**CONTRACTORS**  
**(CIVIL/ INTERIOR/ ELECTRICAL/SUPPLIERS OF AIR-CONDITIONERS,**  
**ELECTRICAL GADGETS, CHAIRS/IFMS (HOUSEKEEPING)**

**(Please strike-off which is not applicable)**

**APPLICATION FORM**

|   |  |   |
|---|--|---|
| 1 | a) Name of the applicant/Firm/<br>Organization   |   |
|   | b) Name of work applied for with<br>Category   |   |
|   | c) Full Postal Address of Firm   |   |
|   | d) Contact Details (i) Phone No.<br>(ii) Mobile<br>No.<br>(iii) Fax No.<br>(iv) e-mail Id  |   |
|   | e) Application fee details<br>DD/ Bankers cheque No.<br>Date   |   |
| 2 | Year of establishment<br><b>Please enclose documentary<br/>evidence ( ANNEXURE A)</b>  |   |
| 3 | Constitution of Firm<br><br><b>(Enclose certified copies of<br/>documents as evidence). (</b><br><b>ANNEXURE B)</b>  | Sole proprietorship/ Partnership<br>/Private Ltd. / Public Ltd. / Any other<br>(Please specify) |
| 4 | Name of the Proprietor/ Partners/<br>Directors of the organization/firm with<br>qualification.<br><b>Enclose certified copies of document<br/>as evidence. ( ANNEXURE C)</b> |   |



|    |   |   |
|----|---|---|
| 5  | Name/s of authorized signatory/Directors/Partners with designation and contact no.  |   |
| 6  | Mode of Authorization<br><b>Enclose certified copies of document as evidence ( ANNEXURE D)</b>  | Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other ( Please specify) |
| 7  | Details of registration with Registrar of Companies/ Registrar of Firms. Whether partnership firm, company, etc. Name of registering authority, date and registration number <b>Enclose certified copies of document as evidence. ( ANNEXURE E)</b>   |   |
| 8  | Whether registered with Govt./Semi Govt/Banks/CPWD/Municipal Authorities or any other Public Organization and if so, in which class and since when ? (Enclose certified copies of document as evidence). ( <b>ANNEXURE F)</b><br><br>Name of Organisation<br>Category<br>No. & Date of Registration<br><br>Name of Organisation<br>Category<br>No. & Date of Registration<br><br>Name of Organisation<br>Category<br>No. & Date of Registration | YES / NO  |
| 9  | No. of years of experience in the field and details of work in any other field.   |   |
| 10 | Yearly turnover of the organization during last 3 financial years (year wise) and furnish audited balance sheet and Profit & Loss A/c. (Audited) for the last 3 financial years. <b>(ANNEXURE G)</b>  | 2016-17<br>2017-18<br>2018-19<br><br>Average :  |

|    |  |   |
|----|--|---|
| 11 | <p>Banker's Details</p> <p>(i) Banker's Name</p> <p>(ii) Full Postal Address</p> <p>(iii) Telephone No.</p> <p>(iv) Account No.</p> <p>(v) Type of Account</p>   |   |
| 12 | PAN No. <b>Enclose certified copy of document as evidence ( ANNEXURE H)</b>  |   |
| 13 | <p>GST No.</p> <p><b>Please enclose documentary evidence ( ANNEXURE I)</b></p>   |   |
| 14 | Whether registration/ obtention of license from Govt. authorities e.g., labour deptt, EPF,ESIC, etc are in place.  |   |
| 15 | <p>Whether last three years IT returns filed (Pl. enclose certified copies of the I T return of F.Y. 2016-17, 2017-18, 2018-19)</p> <p><b>( ANNEXURE J)</b></p>  |   |
| 16 | <p>Details of major works executed &amp; completed during last 5 years.</p> <p><b>( ANNEXURE K)</b></p>  | Please fill up enclosed Annexure K & enclose copies of work completion certificates |
| 17 | <p>Details of major works on hand</p> <p><b>(ANNEXURE L)</b></p>   | Please fill up enclosed Annexure L & enclose copies of LOI /work order / agreement  |
| 18 | <p>Details of Key Personnel Permanently employed. <b>(ANNEXURE M)</b></p> <p>(i) Technical Personnel</p> <p>(ii) Other Personnel</p>   | Please also fill enclosed Annexure M  |
| 19 | Furnish the names of -3- responsible persons along with their designation, address, Tele. 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. |   |

|    |  |                                      |
|----|--|--------------------------------------|
| 20 | Whether any Civil Suit/litigation arisen in works 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 and status of pending litigation. | Attach a separate sheet if required. |
| 21 | 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.                 |                                      |
| 22 | Whether the applicant possess valid Electrical Contractor's license for Electrical Installation Enclose documentary proof.<br><b>(ANNEXURE-N)</b>  |                                      |
| 23 | Declaration regarding near relatives working in the Bank/ SBIIMSPL.  |                                      |
| 24 | <b>Category and value of work</b> in which Contractors (Civil / Interior / Electrical / Supply and maintenance of Air-Conditioners/IFMS (Housekeeping)/ Chair supplier are applying in this application.   |                                      |

I/We have read and understood the Press notice, Empanelment Notice & this Application form along with Annexure and my/our firm full fills the ELIGIBILITY CRITERIA as described in the notice.

I/We hereby confirm and certify that the information given above is correct and true and the enclosures annexed herewith are genuine to the best of my / our knowledge.

I/We are authorized to sign and submit these documents for Empanelment.

I /We understand that if at any stage it is found / noticed by the Bank/ SBIIMSPL that any information thus provided by us is untrue / incorrect partly or fully and in case of receipt of adverse / unsatisfactory report from other clients / Bankers, the Bank/ SBIIMSPL may not consider our application and / or may de-list us and / or may take any appropriate action against us.

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

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

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

SEAL OF THE FIRM

(SIGNATURE OF AUTHORIZED SIGNATORY)

PLACE :

NAME :

DATE:

**Note : Please enclose all the Annexures with relevant supporting documents.**

**ANNEXURE – K**

(FOR CONTRACTORS – **CIVIL/ INTERIOR/ ELECTRICAL/AIR-CONDITIONERS/IFMS**  
**(HOUSEKEEPING) /CHAIRS**)

(Please tick whichever applicable)

LIST OF MAJOR WORKS EXECUTED AND COMPLETED DURING LAST 7 YEARS AS ON  
31.12.2019:

(Enclose supporting documents)

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. For certificates, the issuing authority shall not be less than an Executive in charge.

| Sr. No. | Name of work/project with addresses | Name & full postal address of the Client. Specify whether Govt. Undertaking along with name, address and contact Nos. of -2- persons (Executive Engineers or top officials of the organization). | Contract amount (in Rs.) with copy of work order & completion certificate from project in-charge | Nature of Work | Stipulated time of completion (in months) Enclose clients certificate for satisfactory completion | Actual time of completion (in months) | Actual amount of the project cost, if increased, give reasons | Name & Address of Architect /Consultant | Remarks |
|---------|-------------------------------------|--|--|----------------|---|---------------------------------------|---|---|---------|
| 1       | 2                                   | 3  | 4  | 5              | 6   | 7                                     | 8   | 9                                       | 10      |
|         |                                     |  |  |                |   |                                       |   |   |         |

Name of Authorized signatory

Sign & seal of the applicant

**ANNEXURE – L**

(FOR CONTRACTORS – **CIVIL/ INTERIOR/ ELECTRICAL/AIR-CONDITIONERS/IFMS**  
**(HOUSEKEEPING) /CHAIRS**)

(Please tick whichever applicable)

LIST OF MAJOR WORKS ON HAND AS ON 31.12.2019:

| Sr. No . | Name of work/project with address | Name & full postal address of the owner. Specify whether Govt. under taking <i>along with name, address and contact Nos. of -2- persons (Engineers or top officials of the organization)</i> | Contract amount (Rs.) with copy of Work Order from project in-charge | Stipulated time of completion (Months ) | Present status of the project | Name & Address of Architect/co nsultant | Any other relevant information |
|----------|-----------------------------------|--|--|---|-------------------------------|---|--------------------------------|
| 1        | 2                                 | 3  | 4  | 5                                       | 6                             | 7                                       | 8                              |
|          |                                   |  |  |   |                               |   |                                |

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.

Name of Authorized Signatory

Sign & seal of the applicant

**ANNEXURE – M**

(FOR CONTRACTORS – **CIVIL/ INTERIOR/ ELECTRICAL/AIR-CONDITIONERS/IFMS**  
**(HOUSEKEEPING) /CHAIRS)**)

(Please tick whichever applicable)

**DETAILS OF KEY PERSONNEL (PERMANENT EMPLOYEE), GIVING DETAILS ABOUT**  
**THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN HOUSE**  
**ESTABLISHMENT**

| Sr<br>No | Name of Prop., Partners, Directors, Employees having Technical Qualification | Designation | Age | Qualification | Experience | Nature of works handled | Name of the projects handled along with amounts | Date from which employed in your organization | Indicate details of experience for similar projects |
|----------|--|-------------|-----|---------------|------------|-------------------------|---|---|---|
| 1        | 2  | 3           | 4   | 5             | 6          | 7                       | 8   | 9   | 10  |
|          |  |             |     |               |            |                         |   |   |   |

(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  
applicant

Sign & seal of the

**CHECK LIST**  
**(FOR CONTRACTORS – CIVIL/ INTERIOR/ ELECTRICAL/AIR-  
CONDITIONERS/IFMS (HOUSEKEEPING) /CHAIRS)**

*(Please tick whichever applicable)*

Name of the Firm/Establishment :

Name of Work :

Category Applied for :

| <b>SR.<br/>NO.</b> | <b>PARTICULARS</b> | <b>SUBMITTED (Y or N)</b> |
|--------------------|--------------------|---------------------------|
| 1                  | Application Form   |                           |
| 2                  | Annexure A         |                           |
| 3                  | Annexure B         |                           |
| 4                  | Annexure C         |                           |
| 5                  | Annexure D         |                           |
| 6                  | Annexure E         |                           |
| 7                  | Annexure F         |                           |
| 8                  | Annexure G         |                           |
| 9                  | Annexure H         |                           |
| 10                 | Annexure I         |                           |
| 11                 | Annexure J         |                           |
| 12                 | Annexure K         |                           |
| 13                 | Annexure L         |                           |
| 14                 | Annexure M         |                           |
| 15                 | Annexure N         |                           |

Name of Authorized Signatory

Date:

Place: