



Local Head Office, 16, College lane, Chennai- 600 006,
Tel: 044 28308401 / 8403 / 8901 / 8903

NOTICE FOR EMPANELMENT

SBI invites applications for “Empanelment of Architects / Contractors / Consultants for Civil, Electrical, AC & Interior works and Vendors for supplying of Rental printers for Chennai Circle”. For details and application, log on to: <https://bank.sbi> > SBI in the News > Show more > Empanelment of vendors. Last date for submission is 23.08.2024. Corrigendum, if any, will be published only in website.

Chennai
01.08.2024

AGM (P&E) / AGM (ITSS)



EMPANELMENT OF ELECTRICAL CONTRACTORS / VENDORS FOR UNDERTAKING ELECTRICAL WORKS IN BRANCHES / OFFICES IN CHENNAI CIRCLE (TAMIL NADU & PONDICHERRY)

CATEGORY :

- I) ELECTRICAL WORKS VALUED UPTO Rs 3 Lakhs
- II) ELECTRICAL WORKS VALUED UPTO Rs 7 Lakhs
- III) ELECTRICAL WORKS VALUED UPTO Rs 20 Lakhs
- IV) ELECTRICAL WORKS VALUED UPTO Rs 25 Lakhs
- V) ELECTRICAL WORKS VALUED UPTO Rs 50 Lakhs
- VI) ELECTRICAL WORKS VALUED UPTO Rs 75 Lakhs
- VII) ANNUAL OPERATION & MAINTENANCE OF ELECTRICAL INSTALLATIONS VALUED UPTO Rs 5 Lakhs
- VIII) ANNUAL OPERATION & MAINTENANCE OF ELECTRICAL INSTALLATIONS VALUED UPTO Rs 15 Lakhs
- IX) ANNUAL OPERATION & MAINTENANCE OF ELECTRICAL INSTALLATIONS VALUED UPTO Rs 30 Lakhs

Note: Please select only one category from the above list.

Last date for submission of Applications: **3.00 p.m. on 23.08.2024**

The Assistant General Manager,
State Bank of India,
Premises & Estate Dept.
4th floor, Circle Top House
No. 16, College Lane,
Chennai - 600 006

Phone : 044 – 2830 8403 / 8404 / 8415 / 8416 / 8417

NOTICE INVITING APPLICATION

SBI, LHO Chennai invites applications for empanelment of Contractors for undertaking Electrical works in the Offices/ Branches of SBI in Tamil Nadu & Pondicherry. Duly completed applications in the prescribed format with required documents etc. should be submitted **on or before due date**.

The eligibility criteria, terms and conditions, application format and other details / requirements are as under:

1. **MINIMUM ELIGIBILITY CRITERIA:**

Contractors meeting the following eligibility criteria are eligible to submit their applications along with supporting documents. If the application is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected:

Sr. No.	Eligibility Criteria	Documents to be submitted
1.	The applicant should be a current legal entity with a minimum 5 years of experience in the field of Electrical works as on 31.05.2024	Copy of Shop establishment certificate issued by the local authorities or copy of partnership deed in case of partnership firm or Certificate of Incorporation and Certificate of Commencement of business in case of Public Limited Company or Certificate of incorporation in case Private Limited Company, issued by the Registrar of Companies. The copies should be self attested by the authorized person with seal and signature.
2.	The applicant should have an office in Tamilnadu /Pondicherry	Copy of Self certification along with location and contact details of the office to be enclosed along with latest Telephone bill or lease deed with landlord
3.	The applicant should have minimum average turnover as stipulated for each category exclusively from the similar works, during last three best financial years out of last 5 financial years. I) Electrical works valued up to Rs 3 Lakhs – Ave turnover Rs 1.00 lakhs	A certificate from the auditor confirming the turnover and profit details for the last 5 years shall be submitted for the last five financial years ie from 2019 to 2024. The firm/ contractor should be profit making during last two out of five financial years ending 31.03.2024. If required, Bank will advise the vendor

Sr. No.	Eligibility Criteria	Documents to be submitted
	<p>II) Electrical works valued upto Rs 7 lakhs - Ave turnover Rs 2.10 lakhs</p> <p>III) Electrical works valued upto Rs 20 lakhs -Ave turnover Rs 6.00 lakhs</p> <p>IV) Electrical works valued upto Rs 25 Lakhs – Ave turnover Rs7.50 lakhs</p> <p>V) Electrical works valued upto Rs 50 Lakhs – Ave turnover Rs15.00 lakhs</p> <p>VI) Electrical works valued upto Rs 75 Lakhs – Ave turnover Rs22.50 lakhs</p> <p>VII) Electrical works valued upto Rs 5 Lakhs – Ave turnover Rs1.50 lakhs</p> <p>VIII) Electrical works valued upto Rs 15 Lakhs – Ave turnover Rs4.50 lakhs</p> <p>IX) Electrical works valued upto Rs 30 Lakhs – Ave turnover Rs9.00 lakhs</p>	<p>to submit the audited Balance Sheet and profit and loss statement and Form 26AS.</p>
4.	<p><u>Minimum Work Experience:</u> Applicants should have experience in having successfully completed “Similar work” for Government / Semi-Government / Quasi Government / PSUs / PSBs / Government Financial Institutions / reputed Corporate Companies / IT firms & MNCs during the last 7 years ending on 31.05.2024. “Similar work” means undertaking Electrical works like Internal wiring, cabling, Panels, street lighting, etc., & External Electrical works like Substation erection, Overhead line works etc.,</p>	
	<p>I) ELECTRICAL WORKS VALUED UPTO Rs 3.00 Lakhs</p>	<p>A <u>copy of PO and satisfactory Completion Certificate</u> mentioning the value of completed work from the client to be submitted. i) Three similar works whose value is</p>

Sr. No.	Eligibility Criteria	Documents to be submitted
		Rs 1.20 lakhs each (OR) ii) Two similar works whose value is Rs 1.50 lakhs each (OR) iii) One similar work whose value is Rs 2.40 lakhs
	II) ELECTRICAL WORKS VALUED UPTO Rs 7.00 Lakhs	A copy of <u>PO and satisfactory Completion Certificate</u> mentioning the value of completed work from the client to be submitted. i) Three similar works whose value is Rs 2.80 lakhs each (OR) ii) Two similar works whose value is Rs 3.50 lakhs each (OR) iii) One similar work whose value is Rs 5.60 lakhs
	III) ELECTRICAL WORKS VALUED UPTO Rs 20 Lakhs	A copy of <u>PO and satisfactory Completion Certificate</u> mentioning the value of completed work from the client to be submitted. i) Three similar works whose value is Rs 8.00 lakhs each (OR) ii) Two similar works whose value is Rs 10.00 lakhs each (OR) iii) One similar work whose value is Rs 16.00 lakhs
	IV) ELECTRICAL WORKS VALUED UPTO Rs 25 Lakhs	A copy of <u>PO and satisfactory Completion Certificate</u> mentioning the value of completed work from the client to be submitted. i) Three similar works whose value is Rs 10.00 lakhs each (OR) ii) Two similar works whose value is Rs 12.50 lakhs each (OR) iii) One similar work whose value is Rs 20.00 lakhs

Sr. No.	Eligibility Criteria	Documents to be submitted
	V) ELECTRICAL WORKS VALUED UPTO Rs 50 Lakhs	<p>A copy of <u>PO and satisfactory Completion Certificate</u> mentioning the value of completed work from the client to be submitted.</p> <p>i) Three similar works whose value is Rs 20.00 lakhs each (OR)</p> <p>ii) Two similar works whose value is Rs 25.00 lakhs each (OR)</p> <p>iii) One similar work whose value is Rs 40.00 lakhs</p>
	VI) ELECTRICAL WORKS VALUED UPTO Rs 75 Lakhs	<p>A copy of <u>PO and satisfactory Completion Certificate</u> mentioning the value of completed work from the client to be submitted.</p> <p>i) Three similar works whose value is Rs 30.00 lakhs each (OR)</p> <p>ii) Two similar works whose value is Rs 37.50 lakhs each (OR)</p> <p>iii) One similar work whose value is Rs 60.00 lakhs</p>
	VII) ANNUAL OPERATION & MAINTENANCE OF ELECTRICAL INSTALLATION - WORKS VALUED UPTO Rs 5 Lakhs	<p>A copy of <u>PO and satisfactory Completion Certificate</u> mentioning the value of completed work from the client to be submitted.</p> <p>i) Three similar works whose value is Rs 2.00 lakhs each (OR)</p> <p>ii) Two similar works whose value is Rs 2.50 lakhs each (OR)</p> <p>iii) One similar work whose value is Rs 4.00 lakhs</p>
	VIII) ANNUAL OPERATION & MAINTENANCE OF ELECTRICAL INSTALLATION - WORKS VALUED UPTO Rs 15 Lakhs	<p>A copy of <u>PO and satisfactory Completion Certificate</u> mentioning the value of completed work from the client to be submitted.</p>

Sr. No.	Eligibility Criteria	Documents to be submitted
		<p>submitted.</p> <p>i) Three similar works whose value is Rs 6.00 lakhs each (OR)</p> <p>ii) Two similar works whose value is Rs 7.50 lakhs each (OR)</p> <p>iii) One similar work whose value is Rs 12.00 lakhs</p>
	<p>IX) ANNUAL OPERATION & MAINTENANCE OF ELECTRICAL INSTALLATION - WORKS VALUED UPTO Rs 30 Lakhs</p>	<p>A copy of PO and satisfactory Completion Certificate mentioning the value of completed work from the client to be submitted.</p> <p>i) Three similar works whose value is Rs 12.00 lakhs each (OR)</p> <p>ii) Two similar works whose value is Rs 15.00 lakhs each (OR)</p> <p>iii) One similar work whose value is Rs 24.00 lakhs</p>
5.	<p>Applicants should have their own Electrical team having suitable license issued by the Tamilnadu Electrical Inspectorate.</p>	<p>Self-attested copy of the <u>valid Electrical Contractor License</u> to be submitted.</p>

Note: Documentary evidence like certificates etc. must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the applicant. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be **highlighted**.

C. INSTRUCTIONS TO THE APPLICANTS:

- (i) The eligible and interested parties shall download prescribed application form and other details from our website →

<https://sbi.co.in/web/sbi-in-the-news/empanelment-of-vendors>

(ii) The contractor shall specify the category for which they are submitting the application for empanelment. The application in the prescribed format with all supporting documents in sealed envelope and superscribed as

'APPLICATION FOR EMPANELMENT OF CONTRACTORS FOR ELECTRICAL WORKS - CATEGORY : Rs LAKHS '

shall be submitted at the below office address before the due date and time for receipt of application.

The Assistant General Manager (P&E)
SBI – Local Head Office
Premises & Estate Dept.
Circle Top House, 4th Floor
No.16, College Lane, Nungambakkam,
Chennai – 600 006

(iii) **The applicants who are interested in applying for more than one Category should submit separate applications for each Category along with the certified copies of supporting documents.** Applicants mentioning more than one category in the same application shall be considered only for one category. Similarly applicants not mentioning the category for which they have applied will be considered for the lowest category only.

Note: Contractors who are empanelled for higher category will automatically become eligible for undertaking works under lower category. For eg. If a contractor is qualified in Rs50 lacs category, he is allowed to participate in tenders for Rs25 lacs, Rs20 lacs, Rs7 lacs and Rs3 lacs categories also.

(iv) **The contractors/vendors empaneled by SBI in the past for the individual trades like Civil, Interior, Electrical, AC works need to apply afresh for becoming the Electrical contractor.**

(v) All the pages of application shall be duly signed with stamp of firm by the contractors, else their application shall be summarily rejected.

(vi) The intended applicants are categorically advised to submit the empanelment documents strictly in the attached formats only.

(vii) Any addition/ alteration to the application format shall lead to rejection of the application submitted by the contractor for the empanelment under this notice.

(viii) The information required should be neatly filled/typed in **each and every columns and rows** of the Formats. **The applications received with “partly filled formats” or not containing desired information in each and every columns/points/row of various annexures shall be treated as INCOMPLETE and such applications shall be summarily rejected without any intimation/ reference to the applicant and at the applicant’s risk and responsibility.**

(ix) However, if the Bank desires to collect additional information from the applicant in connection with the empanelment process, the same will be intimated by email and the applicant shall submit the same within the time prescribed in the email.

(x) The applicants are categorically advised to refrain from mentioning the remark “AS PER ATTACHEMENT / ENCLOSURES” in their applications and annexures to avoid rejection of their applications.

(xi) All the details must be incorporated in the application form downloaded from the SBI’s website. Incomplete applications / not fully filled form will be rejected.

D. GENERAL TERMS & CONDITIONS

(i) The prequalification criteria mentioned in this notice inviting application is minimum requirement, in each category.

(ii) The empanelment of contractors in each category shall be considered purely on merits, performance of the contractor, verification of their credentials / inspection of work for quality, infrastructure feedback / confidential reports of the firms/applicant received from other employers etc. Hence, merely fulfilling the prescribed minimum prequalification criteria shall not entitle the contractor for their empanelment with SBI.

(iii) SBI reserves its right to empanel contractor as per its needs in each category. The applicant must fulfill the eligibility criteria for each Category of the work individually.

(iv) The empanelment of contractors shall be considered on merits within the sole discretion of SBI and cannot be claimed as right by the applicant and no correspondence shall be entertained by SBI in this regard.

(v) The applicant should be bona-fide resourceful and well experienced contractor/firm and should not have been disqualified/ debarred/ terminated on account of poor or unsatisfactory performance/ blacklisted from any Government, Semi-government, PSU, Banks or any other organizations including any of the Offices/Branch of State Bank of India during last 7 years as on 31.05.2024.

(vi) The application of disqualified/ debarred/ blacklisted/ terminated agency/ contractor/ vendor on account of poor or unsatisfactory performance shall be summarily rejected and if such cases are found at a later stage, their empanelment will be cancelled.

(vii) SBI may choose to carry out physical inspection of works mentioned by the applicants in their application forms, in addition to calling for confidential reports from the respective employer/client/department to ascertain their capability and quality of works. The applicant shall agree and authorize SBI to obtain the confidential report from the clients of the applicant contractors, to obtain credit opinion from the Bankers and to verify the work executed by the contractors.

(viii) The validity of the panel is 3 years from the date of approval by the Bank. However, the performance of all the empaneled contractors shall be reviewed peri-

odically and the contractors with unsatisfactory performance will be removed from the panel without notice and no correspondence will be entertained in this regard. Such contractors shall not be eligible for next one empanelment process to be done by SBI. Thereafter, if they wish they can apply afresh for empanelment.

(ix) The panel of contractors will be valid for the entire Chennai Circle (Tamil Nadu & Pondicherry) and contractors will be entitled to participate anywhere within these areas.

(x) Empanelment procedure is to create a panel of Contractors for undertaking Electrical works. Mere empanelling does not guarantee any work allotment to the panel contractors. The work allotment is done through an online tendering process for its projects among the panel contractors. Therefore, the contractor will have to submit valid e-mail ID, Mobile no. and shall possess a valid Digital Certificate (suitable for online tendering) to enable the firms for participation in the online procurement/e-tendering.

(xi) The contractors should be equipped with necessary infrastructure, machinery and tools, labour strength, etc. to carry out the Electrical works

(xii) Canvassing in any form including bringing influence from any person /agency /Officials /authorities shall lead to disqualification of the applicant.

(xiii) Bank reserves the right to accept or reject any or all the applications without assigning any reason thereof and no correspondence will be entertained in this regard.

(xiv) Any amendments/ corrigendum for empanelment of contractors/ vendors shall be published in Bank's website only. Therefore, applicants are requested to visit Bank's website regarding modifications/ corrigendum issued till the last day for the submission of the applications

Sd/-

ASSISTANT GENERAL MANAGER (P&E)

APPLICATION FORM FOR EMPANELMENT OF CONTRACTORS FOR ELECTRICAL WORKS VALUED UPTO Rs _____ Lakhs

Separate application shall be submitted for each category)
(Please strike-off whichever is not applicable)

1	a) Name of the Applicant / Firm / Organization	
	b) Registered Address of the Firm	
	c) Contact Details (i) Phone No. (ii) Mobile No. (iii) e-mail Id
	d) Local office Address in Tamilnadu or Pondicherry Enclose self attested copies of the lease deed or latest Telephone bill etc as proof - Mark as ENCLOSURE '1'	
2	i) Year of Establishment of Firm / Company. ii) Number of years in the field iii) Constitution of Firm Enclose self attested copies of documents like partnership deed or Company registration or shop establishment certificate by Municipal Authorities or MSME / SSI / Udyog registration Certificate - Mark as ENCLOSURE '2'	----- ----- i) Sole proprietorship ii) Partnership firm iii) Private Ltd. Company iv) Public Ltd. Company v) Any other (Please specify)

3	Name of the Proprietor / Partners / Directors of the Organization / Firm	
4	i) Name/s of Authorized Signatory / Directors / Partners ii) Designation iii) Contact number	
5	Mode of Authorization Enclose self attested copies of documents - Mark as ENCLOSURE '3'	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other (Please specify)
6	Turnover of the organization during the five (5) mentioned financial years (year wise) Enclose Self attested copies of a certificate from the auditor confirming the turnover and profit details along with the audited Balance Sheet and profit and loss statement and Form 26AS for the last five financial years ie from 2019 to 2024. – Mark as ENCLOSURE '4'	FY 2019-20 : ₹ FY 2020-21 : ₹ FY 2021-22 : ₹ FY 2022-23 : ₹ FY 2023-24 : ₹ Average : ₹
7	Registration with Government Authorities: (i) Income Tax (PAN) No. (ii) Goods & Service Tax (GST) No. (iii) Labour License (iv) ESI (v) EPF Enclose self attested copies of PAN, GST, ESI, EPF and labour license – Mark as ENCLOSURE '5'

8	<p>Whether the applicant possess valid Electrical Contractor's license (ESB / EA / ESA) issued by TN Electrical Inspectorate</p> <p style="text-align: center;">(OR)</p> <p>The applicant has an arrangement with reputed Electrical Contractor in the market with The arrangement letter signed by both the parties should be enclosed along with the copy of valid Electrical Contractor license (ESB / EA / ESA) issued by Government authorities.</p> <p>Enclose self-attested copies of the arrangement letter signed by both the parties along with the Electrical Contractor license of the engaged Contractor– Mark as ENCLOSURE '6'</p>	<p>YES / NO .</p> <p>If yes, License No:</p> <p>Validity of license:</p> <p>If tie-up arrangement with Electrical contractor then Electrical contractor license no: _____</p> <p>Validity: _____</p>
9	<p>Banker's Details</p> <p>Banker's Name:</p> <p>Full Postal Address:</p> <p>Telephone No.:</p> <p>Account No.:</p> <p>Type of Account:</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Savings / Current / OD / CC</p>

All the information furnished by me/us here above is correct to the best of my knowledge and belief.

PLACE:
DATE:

SIGNATURE OF CONTRACTOR
NAME & DESIGNATION
SEAL OF ORGANISATION

DECLARATION CUM UNDERTAKING

(printout to be taken in company's letterhead, signed, and enclosed with the application)

The Assistant General Manager,
State Bank of India,
Premises & Estate Department,
4th Floor, Local head office, Chennai 600 006

Dear Sir,

APPLICATION FOR EMPANELMENT OF CONTRACTORS FOR ELECTRICAL WORKS OF VALUE LAKHS

I/We have read and understood the instructions to the applicants and General terms and conditions mentioned in this Notice inviting application for the captioned subject and am/are applying for the empanelment.

While submitting this application,

1. I/We confirm that the undersigned is authorized to sign on behalf of the applicant and the necessary support document delegating this authority is enclosed along with the application form.
2. I / We do hereby solemnly declare that our Firm/ Company is not under liquidation and the said entity is not under court receivership of any similar proceedings under court of any competent jurisdiction at the time of submitting this application.
3. I/We certify that we have not made any changes in the contents of the Notice inviting application read with its amendments/clarifications provided by M/s SBI.
4. I/We hereby confirm that all information, particulars, copies of certificates and testimonials submitted in connection with my/our empanelment are correct and genuine. I am / We are, therefore, liable to face appropriate actions as deemed fit by SBI in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine at any point of time. 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, my/our empanelment shall be cancelled at the discretion of SBI.
5. I/We understand that SBI is not bound to accept all the applications it may receive and SBI reserves its right to reject all or any application without assigning any reason or giving any explanation whatsoever.
6. I/We hereby confirm that our name does not appear in any "**Caution**" list of RBI / IBA or any other regulatory body.

7. I/We also confirm that we have not been disqualified / debarred / **blacklisted** by any Bank / PSU / State or Central Govt departments including any of the Offices/Branch of SBI during last 7 year from the date of application , for any reasons.

8. I/We confirm that we do not have any **litigation / Arbitration cases** pending against us in any Bank / PSU / State or Central Govt departments.

9. I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexures.

10. I / We confirm that we do not have any near relatives working in the Bank.

11. I/We agree that the decision of SBI in selection of contractors for empanelment will be final and binding on me/ us.

Yours faithfully,

Signature of the Authorised signatory of the applicant

ANNEXURE – 7

LIST OF 5 MAJOR “ELECTRICAL WORKS” COMPLETED IN GOVERNMENT / SEMI-GOVERNMENT / PSUS / PSBS / GOVERNMENT FINANCIAL INSTITUTIONS / REPUTED IT FIRMS, CORPORATE COMPANIES & MNCS DURING LAST 7 YEARS (ENDING AS ON 31.05.2024)

(Enclose supporting documents i.e. Work order and Satisfactory Completion Certificate Obtained from the Clients)

Sr. No.	Name of the Client with address & contact details	Name of the work	Value of the work	Project commencement date	Project completion date	In case of delay, time extension granted without LD (Yes/ No)	If work left incomplete or terminated (Furnish reasons)
1							

(Add separate sheet for each work)

Notes:

1. Information has to be filled up specifically in this format.
2. The breakup of the value of the completed various trades like Civil, Interior, Electrical, AC works should be given
3. For Completion certificates, the issuing authority shall not be less than an Engineer in charge.
4. Only Electrical works will be considered in case of composite works.

LIST OF MAJOR “ELECTRICAL WORKS” UNDER EXECUTION
(Enclose Copies of Work Orders Issued by Clients)

Sr. No.	Name of the Client with address & contact details	Name of the work	Value of the work	Status of the project
1				
2				
3				
4				
5				

Notes:

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

ANNEXURE – 9

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

Sr. No.	Name of the employee	Educational qualification	Experience in years	Employed in your firm since
1				
2				
3				
4				
5				

Notes:

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

DETAILS OF THREE CLIENT PERSONNELS WHO WERE ASSOCIATED IN THE MAJOR “ELECTRICAL WORKS”

COMPLETED BY THE APPLICANT

Sr. No.	Name of the Official	Organization & Address	Contact Numbers	E-mail ID
1				
2				
3				

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

Year	Awarded for or against Applicant	Name of Client	Cause of Litigation and 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. If No litigation, please **submit blank document with your signature.**

ANNEXURE – 12

DECLARATION REGARDING NEAR RELATIVES WORKING IN THE STATE BANK OF INDIA

Name of Bank Staff Related to Applicant	Designation	Office/Branch & Place of Posting	Relation with the Applicant

Notes:

1. Information has to be filled up specifically in this format. **If No relatives are working, please submit blank document with your signature**

CHECK LIST OF DOCUMENTS TO BE SUBMITTED

(Please tick whichever applicable)

SR. NO.	PARTICULARS	SUBMITTED (Y or N)
1	Application Form (All pages filled in, signed and stamped)	
2	Declaration cum undertaking in letter head	
3	Enclosure 1	
4	Enclosure 2	
5	Enclosure 3	
6	Enclosure 4	
7	Enclosure 5	
8	Enclosure 6	
9	Annexure 7	
10	Annexure 8	
11	Annexure 9	
12	Annexure 10	
13	Annexure 11	
14	Annexure 12	

Date:

Place: