

सूचना NOTICE

नेशनल बैंक स्टाफ कॉलेज लखनऊ के लिए सिविल, विद्युत्, वार्षिक रखरखाव कॉन्ट्रैक्ट एवं अन्य कार्यों हेतु ठेकेदारों/कंसलटेंट का पैनल बनाना

Empanelment of Contractors/Consultants for Civil, Electrical and Other Works for National Bank Staff College Lucknow

राष्ट्रीय कृषि एवं ग्रामीण विकास बैंक (नाबार्ड) लखनऊ स्थित अपने ट्रेनिंग प्रतिष्ठान, राष्ट्रीय बैंक स्टाफ महाविद्यालय के लिए दो वर्ष की अवधि के लिए कार्यालय भवन और स्टाफ क्वार्टर्स में रिपेयर/ रेनोवेशन/मेंटेनेंस सम्बन्धी सेवाओं के लिए प्रतिष्ठित ठेकेदारों/सेवादाताओं/ कंसलटेंट का एक पैनल तैयार करना चाहता है. इम्पैनलमेंट 12 सेवाओं और 3 श्रेणियों में किया जाना है। हर सेवा के लिए आवेदनकर्ता 3 श्रेणियों में से अपनी क्षमता अनुसार किसी एक श्रेणी में आवेदन कर सकते हैं. आवेदक एक या अधिक सेवाओं के लिए आवेदन कर सकते हैं. ट्रेड मद/कार्य -सूची की श्रेणी के लिए कृपया अनुबंध - I देखें.

पैनल में शामिल होने के लिए आवेदकों को सभी विस्तृत जानकारी के साथ निर्धारित प्रपत्र में आवेदन प्रस्तुत करना होगा. आवेदन पत्र www.nabard.org/ www.nbsc.in/ eprocure.gov.in/epublish से डाउनलोड किये जा सकते हैं.

आवेदन, निर्धारित प्रपत्र में विधिवत रूप से मुहरबंद लिफाफे में प्रधानाचार्य, राष्ट्रीय बैंक स्टाफ महाविद्यालय, सेक्टर - H , LDA कॉलोनी, लखनऊ -226012 को प्रस्तुत किये जा सकते हैं. लिफाफों पर "ठेकेदारों/सेवादाताओं के इम्पैनलमेंट हेतु आवेदन" (कार्य इंगित किया जाये) स्पष्ट रूप से लिखा जाये.

आवेदन 01 अप्रैल 2026 को अपराह्न 3:00 बजे तक प्रस्तुत किये जा सकते हैं.

National Bank for Agriculture and Rural Development intends to prepare a panel of reputed contractors/service providers/ consultants, valid for two years, for undertaking repairs/ renovation/maintenance works in its Office Building & Staff Quarters for its training centre, National Bank Staff College (NBSC), Lucknow. The empanelment is to be done in 12 trades and in 3 categories. For each service applicant can apply from any of the 3 categories in any one category according to their capacity. The applicants can apply for one or more trades of work. For category of Trade items/work list please refer to Annexure I.

Applicants for empanelment should apply in the prescribed form, which, alongwith all the other details, can be downloaded from our websites: www.nabard.org/ www.nbsc.in/ eprocure.gov.in/epublish

The applications dully filled in the prescribed proforma may be submitted in a sealed cover clearly super-scribing it as "Application for Empanelment of Contractors/Service Providers for (Trade to be indicated)" to the Principal, National Bank Staff College, Sector-H, LDA Colony, Lucknow – 226012.

Last Date of submission of application is 01 April 2026 up to 3.00 PM.

पहले से सूचीबद्ध ठेकेदार नए सिरे से अपना आवेदन प्रस्तुत कर सकते हैं. किसी भी आवेदन या सभी आवेदनों को बिना कोई कारन बताए अस्वीकार करने का अधिकार राष्ट्रीय बैंक स्टाफ महाविद्यालय को होगा.	Already empaneled contractors will also submit applications afresh. National Bank Staff College reserves the right to reject any or all the applications without assigning any reasons thereof.
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Sd/-

Deputy General Manager (Administration)

National Bank Staff College

Lucknow



**NATIONAL BANK STAFF COLLEGE
LUCKNOW**

NOTICE

Inviting Applications for Empanelment of Contractors/Consultants for Civil, Electrical and Other Works for National Bank Staff College, Lucknow

NAME OF APPLICANT: _____

ADDRESS: _____

LAST DATE OF SUBMISSION: _____

**THE PRINCIPAL,
NATIONAL BANK STAFF COLLEGE,
SECTOR-H, LDA COLONY,
LUCKNOW**

CHECKLIST FOR SUBMISSION OF APPLICATION

Sr. No.	Particulars	Submitted (Yes/No)
1.	The application duly filled submitted in a sealed envelope	
2.	The application submitted on applicant's letterhead as per Annexure-VI	
3.	Application super-scribed as “Empanelment of Contractors/Consultants for Civil, Electrical, Annual Maintenance Contract and Other Works at National Bank Staff College, Lucknow” on the cover and addressed to Principal, National Bank Staff College, Sector-H, LDA Colony, Lucknow	
4.	Indicated on the top of the envelope the category and trade- code(s) in which empanelment is desired	
5.	Submitted copies of Work orders, Completion Certificates in support of experience	
6.	Submitted copies of Balance Sheet and Profit & Loss statement for the previous three years, duly certified by a practising Chartered Accountant, in support of Average Annual Turnover OR Banker’s Solvency Certificate in proof of having adequate financial standing.	
7.	Details of Labour License/ Electrical License / Membership etc. (wherever applicable) obtained from the Competent Authorities (a copy to be enclosed).	
8.	Copy of Permanent Account Number (PAN) of the proprietor/Partnership firm/Private Limited/Limited or Co-operative Body attached	
9.	Copy of Details of Registrations, if any, with (i) GSTIN (ii) Sales Tax Authority (TIN) (iii) Registration with ESIC (iv) Registration with EPFO enclosed	
10.	Information duly furnished in Annexures III, IV & V along with supporting documents	
11.	Bank details furnished in Annexure- VII	
12.	Copy of cancelled cheque	

Above checklist is indicative only. Applicants are advised to go through the application pro-forma carefully before submission.

All the desired documents should be as per the above checklist and sequence.

Notice Inviting Applications for Empanelment of Contractors/Consultants for Civil, Electrical and Other Works at National Bank Staff College, Lucknow

1) National Bank for Agriculture and Rural Development (NABARD) intends to prepare a panel of reputed contractors/consultants having specialisation in the trades mentioned in Annexure I for undertaking repairs/renovation/maintenance work in Office building and Staff Quarters for its Training Centre National Bank Staff College (NBSC), Lucknow.

2) The empanelment shall be valid for a period of 2 years i.e. from 01 Apr 2026 to 31 March 2028 subject to annual review every year. If the performance and dealings of the Contractor/Service Provider is found to be unsatisfactory, Bank reserves the right to delete their name from the empanelled list.

3) The panel would be prepared under five categories i.e. works costing –

(i) upto Rs 5.00 lakhs (Category-I)

(ii) upto Rs.10.00 lakhs (Category-II)

(iii) upto Rs.15.00 lakhs (Category-III)

Note: For some categories the empanelment is not done in all the 3 categories. Kindly read the Annexure-I carefully in this regard before submitting the applications.

4) The Contractors who are registered with the Government/Semi-Government Undertaking/s / Financial Institutions / Autonomous bodies / Reputed Corporate Sector institutions in the field of similar maintenance, supply and/or repair works/services as per the following criteria may apply in the prescribed form for the purpose. The contractors/service providers should meet the following minimum criteria:

PRE-QUALIFICATION CRITERIA

Criteria	Category –I (upto Rs. 5 lakhs)	Category – II (upto Rs. 10 lakhs)	Category –III (upto Rs. 15 lakhs)
(1) Minimum years of experience in works of similar nature	07 years	07 years	07 years
(2) EXPERIENCE: Experience of having successfully completed similar works during last five years ending 31 December 2025 (i.e. works prior to 1 January 2021 will not be considered) should be either of the following (Category-wise). For Architects/Interior Designers/ Project Management Consultants/ Electrical Consultants/ Fire Consultants the value of works will be total cost of project handled and not the consultancy fee.			
	Three similar completed works	Three similar completed works	Three similar completed works each

	each costing not less than Rs. 2.00 lakh	each costing not less than Rs. 4.00 lakh	costing not less than Rs. 6.00 lakh
	OR	OR	OR
	Two similar completed works each costing not less than Rs. 2.5 lakh	Two similar completed works each costing not less than Rs. 5.00 lakh	Two similar completed works each costing not less than Rs. 7.50 lakh
	OR	OR	OR
	One similar completed work costing not less than Rs. 4.00 lakh	One similar completed work costing not less than Rs. 8.00 lakh	One similar completed work costing not less than Rs.12.00 lakh
3) ANNUAL FINANCIAL TURNOVER : Average Annual financial turnover during each of the last 3 years, ending 31 March 2025, should be at least (Category- wise) :			
	Annual Financial turn-over of minimum Rs. 1.50 lakh each year	Annual Financial turn-over of minimum Rs. 3.00 lakh each year	Annual Financial turn-over of minimum Rs. 4.5 lakh each year
4) Technical Competence	The firm should have adequate technically qualified and experienced staff in the category for which empanelment has been applied for. For Architects/Interior Designers/ PMC - The Applicant must have at least One qualified Interior Designers/ Graduate Architects (having about 5 years' experience in their respective discipline) in his/their regular employment for not less than 2 years besides other staff. For Energy Auditors – Applicant must have one BEE Qualified/Certified Energy Auditor and one Energy Manager. For Electrical Consultants - The Applicant must have at least One qualified Electrical Engineer (with Masters Degree in Electrical Engineering and 3 years of experience besides other staff.) For Fire Consultants - The Applicant must have at least One qualified Fire Safety Engineer (with Masters Degree in Fire Engineering or a related technical field) and 3 years of experience besides other staff.)		
5) Membership *	Should be a member of the Indian Institute of Architects or Indian Council of Architecture or Institution of Engineers (India) or similar recognised professional bodies in the field of expertise.		

* Applicable for Architects/Interior Designers/ PMC.

Note: The following documents should invariably be attached along with application in support of experience, establishment and financial capability :

i) Copies of Work orders, Completion Certificates in support of experience.

ii) Copies of Registration Certificate, valid licenses for related trades and GSTIN Registration certificate.

iii) Copies of Balance Sheet and Profit & Loss statement for the previous three years, duly certified by a practicing Chartered Accountant, in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing. For Category-I and II, the agencies can submit other documents instead of balance-sheets etc.

5) The application duly filled in shall be submitted in a sealed envelope super subscribed as "Empanelment of Contractors/Consultants for Civil, Electrical and Other Works at National Bank Staff College, Lucknow" on the cover and addressed to Principal, National Bank Staff College, Sector-H, LDA Colony, Lucknow on or before 03:00 P.M., 01 April 2026. **Already enlisted contractors also need to apply afresh.**

6) NABARD encourages electronic mode of payment to vendors. For this purpose, please furnish the information in Annexure-VII.

7) The Bank reserves the right to reject any or all the applications without assigning any reason thereof.

Encl.:

Annexure-I (Trade wise list of Repair/Renovation/Maintenance works)

Annexure-II (General Instructions to the applicants for Empanelment)

Annexure-III (Basic Information)

Annexure-IV (Previous Experience)

Annexure-V (Technical and Skilled Personnel)

Annexure-VI (Pro-forma of covering letter to be submitted on applicant's letter-head)

Annexure-VII (Details of Bank account of the applicant)

ANNEXURE-I

Trade wise list of items for Repair/Renovation/Maintenance Work at NBSC Office Premises and Staff Quarters in Lucknow

Trade/Items of Work		Category –I (upto Rs. 5 lakhs)	Category – II (upto Rs. 10 lakhs)	Category – III (upto Rs. 15 lakhs)
		Trade Code		
SECTION- A (CIVIL WORKS)				
1.	General Civil, Sanitary, Plumbing & Carpentry works : 1) General repair & renovation works, minor structural repairs, plastering, water proofing works, flooring / dado work of Office Premises/Staff Quarters. 2) Stone works such as Granite/Marble/Kadappa/Tile works. 3) Painting External and Internal. 4) Repair, maintenance and construction of plumbing, sanitary and sewerage system for buildings and other ancillary structures. 5) Repair, maintenance and construction of all types of internal roads & pathways Carpentry works:	1 (A)	1 (B)	1 (C)
	1) Repair, painting, maintenance and construction of all types of wooden works including the fittings and fixtures attached to wooden works. 2) Ancillary civil related works connected with wooden, aluminium or steel works. 3) Supply and Repair of all types of wooden/steel dead stock articles/furniture such as chair, table, sofa set, cots etc. (Both Godrej and other than Godrej). 4) All types of wooden works related to interior decoration. 5) All types of repairs & maintenance required for locks, mortise lock, nightlatch, steel cupboards and Aluminium door and window work, venetian blinds etc. 6) Mild steel or Aluminium Works- Fabrication/ Installation			

	/Repair of partitions/doors/windows/UPVC windows/grills etc.			
2.	Specialized water proofing works: 1) Specialized agencies / authorized applicators of Chemical / Membrane / Injection grouting /other water proofing techniques. 2) Terrace / basement / retaining wall/ RCC water tanks / toilet, bathrooms/ external wall waterproofing works.	2 (A)	2 (B)	2 (C)
3.	Supply & Installation of Modular kitchen: 1) SS 304 grade trolleys and baskets. 2) Marine plywood with lamination. 3) Stainless Steel Modular Kitchen 4) Installation of electric chimneys. Etc.	3 (A)	3 (B)	3 (C)
4.	Interior Decoration works: 1) Interior decoration works of 1st class finish such as Italian marble works/artificial stone works etc. 2) Wooden/vinyl flooring works, carpets etc. 3) Aluminium/wooden partition walls, Veneer/laminate finishing works etc. 4) Gypsum/Wooden / Fiber/Glass/Metal/ Amstrong false ceiling/partition works. 5) Aluminum/PVC/ Wooden window works	4 (A)	4 (B)	4 (C)
5.	Specialized Structural Repair Works: 1) Extensive structural repairs / retrofitting of Office Premises / Staff Quarters. 2) Micro-concrete/Polymer modified mortar/injection grouting/fibre wrapping/jacketing of structural members etc.	5 (A)	5 (B)	5 (C)
SECTION B (ELECTRICAL AND ELECTRO MECHANICAL WORKS)				
6.	General electrical works : 1) Electrical Wiring Work including additions/alterations to electrical	6 (A)	6 (B)	6 (C)

	installations including supply of Electrical Fixtures and Fittings viz. LED, Lights, TV, Fridge, Cooler, Water cooler, Air- conditioners, batteries etc. of Office Premises / Staff Quarters. 2) Supply, installation, repairs and maintenance of electrical installations including panels, lighting, wiring, fittings, ceiling & exhaust fans, submersible pumps, monoblock pumps, storage & instant water heaters and other internal and external electrical installations etc.			
7.	Heating, Ventilation and Air Conditioning(HVAC) works : Repair/Service/ Operation & Maintenance of Central AC Plant/Package AC/AHU/Central Chilled Water Plant/AHU Motors/Ventilation system Pumps/ Pipings & Associated works, etc. including supply of spares.	7 (A)	7 (B)	7 (C)
8.	HT Installations : Supply/Repair/ Servicing/ Operation and Maintenance of 11 kV sub-station equipment including all types of Transformers, HT/LT Switchgears and other electrical installations	8 (A)	8 (B)	8 (C)
9.	Supply Installation Testing and Commissioning of Diesel Generator from OEM authorized vendors/maintenance/operations of DG Sets	NA	NA	9 (C)
SECTION C (ARCHITECT AND INTERIOR DESIGNING)				
10.	Architectural Designing/Interior Designing / Project Management Consultant *	10 (A)	NA	NA
SECTION D (ELECTRICAL & FIRE CONSULTANTS)				
11.	Electrical Consultants – Energy Audit, SLD Diagrams, Project Designs for HT and LT Installations	11 (A)	11 (B)	11 (C)
12.	Fire vendor for supply and maintenance of fire equipment and consultancy services	12 (A)	12 (B)	12 (C)

*** Services to be rendered by the Architects/Interior Designer/ Project Management Consultant**

1. To take instructions from the Bank and prepare alternative preliminary designs drawings and rough estimate of cost. These designs and drawings shall be modified as required till the same are approved by the Bank.
2. To design and prepare detailed working drawings, drawing up of the tender documents including specifications, schedule of quantities and detailed estimated cost.
3. To scrutinize the tenders received from different parties on the basis of the specifications and submit assessment reports together with recommendations.
4. To prepare contract documents, get them executed and prepared certified copies for the use of various offices including all drawings.
5. To supervise the work at site through duly qualified and responsible representatives of the firm till commissioning of the area.
6. To check the contractor's bills including final bill and certify for the payment.
7. To supply six sets of 'as built-drawings'.
8. To attend all other services connected with work normally rendered by the consultant/designer.
9. Services shall include visiting site as and when necessary during design stage and execution stages of work.

ANNEXURE-II

General Instructions to the applicants for Empanelment

- 1) National Bank Staff College, Lucknow intends to prepare a panel of reputed contractors for undertaking repairs/renovation/maintenance works and consultancy works related to Civil, Electrical and Other Works at Office premises and Staff Quarters at Lucknow. These works (which are likely to be executed) will have estimated cost from Rs 1.00 lakh to Rs.15 lakh from the empanelled agencies.
- 2) The Contractor for any particular work shall be selected from the respective panel of the Bank through competitive bidding.
- 3) Applicants are required to indicate on the top of the envelope the trade-code and category in which they desire empanelment as per list enclosed.
- 4) The applicants can apply for one or more trades/categories of empanelment, which may be clearly mentioned in Annexure – VI of the application document.
- 5) Intending applicants are required to furnish details about their Organisation, technical experience, competence and evidence of their financial standing as per the enclosed pro-forma (Annexure III, IV & V) in order to be considered for empanelment.
- 6) While deciding upon the selection of Contractors, emphasis will be given on the ability and the competence to do good quality work in accordance with the specifications and within the time schedule.
- 7) The vendor must have own adequate technical set-up within Municipal limits of Lucknow so that complaint / work may be attended to on time.
- 8) The vendor must have sufficient number of experienced personnel, technical know-how, equipment, instruments and other resources, to complete the awarded work well in time and as per specification.
- 9) The Bank reserves the right to inspect the facilities of the vendor/contractor to verify the genuineness and to ensure the conformity with the details given in the bid.
- 10) Information furnished in the pro-forma will be kept confidential.
- 11) The application form and each part of the pro forma viz. (i) Basic Information (ii) Previous Experience and (iii) Technical Personnel and Special Experience shall be signed by a person on behalf of the Organisation, who is duly authorised to do so.
- 12) If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the proforma's part number and serial number of item. Satisfactory completion certificates for works done for different employers should preferably be furnished along with the application.
- 13) Applications containing false or inadequate information are liable for rejection.

14) National Bank Staff College Lucknow reserves the right to reject any or all applications without assigning any reason thereof. Decision of the Bank in regard to selection of Contractors for empanelment will be final and binding.

15) Clarification, if any, may be obtained from Deputy General Manager (Admin), NBSC, Lucknow Phone no. 0522-2497000 on any working day (Monday to Friday) between 1000 hrs to 1700 hrs.

16) All applicants must fill the following format and paste it on the envelope while submitting their application:

Name of the Applicant:

Address:

Contact Number:

Application for the Trade: (Please mention applicable trade as per Annexure I)

Application for Category: (Please mention applicable category as per Annexure I)

Please Note: Multiple applications from a single applicant must be submitted in a separate sealed envelope.

ANNEXURE-III

Basic Information

1.	Trade(s) Applied for (Mention Trade code from Annexure-I)	
2.	The category for which application is being made (please tick relevant category):	
	Category – I (Upto Rs. 5 lakh)	
	Category – II (Upto Rs. 10 lakh)	
	Category – III (Upto Rs. 15 lakh)	
3.	Name of the Organisation/Firm/Vendor	
4.	Type of the Organisation (Whether Sole proprietorship, Partnership, Private Limited, Limited or Co-operative Body, etc.)	
5.	Name of the Proprietor/Partners or Directors in the Organisation	
5 (a)	Registered address of the applicant	
6.	(i) Details of Registration (Firm, Company, etc.), Registering Authority, Date, No. etc. (ii) Details of Labour License / Electrical License/ Membership etc. (if any) obtained from the Competent Authorities (a copy to be enclosed).	
7.	Experience in maintenance/ repair works/ effecting Supply/Consultancy etc. [In operation since (years)]	
8.	Details of Banker' Solvency Certificate (if any) & Name & Address of the Bankers	
9.	Permanent Account Number (PAN) of the proprietor/Partnership firm/Private Limited/Limited or Co-operative Body (copy of PAN to be attached)	
10.	Details of Registrations, if any, with (i) GST (ii) Registration with ESIC (iii) Registration with EPFO Enclose copies of relevant documents	
11.	Annual turnover during the last three years	(i) 2022-23 (ii) 2023-24 (iii) 2024-25
12.	I. Registered Office address, II. Contact number (Landline & Mobile) III. Fax number IV. E-mail id V. Website address (if any) VI. Office Address based at Lucknow through which the work will be handled and	

	the name of the Officer-in-Charge/ Top Executive	
13.	Whether working with any of the Govt./ Semi Govt. Undertakings/ PSU/ Financial Institution as approved contractors and if so, furnish details thereof	
14.	Whether any technical personnel are employed in the Organisation and if so, give details of their experience, qualification, etc.	
15.	Indicate if involved in any litigation at present in similar type of contracts.	
16.	Any Civil suit arisen in the contracts of works executed. If any, please give brief details.	
17.	Number of supplementary sheets attached to Annexure-III	

Place:

Date:

Signature of Applicant

ANNEXURE-IV

Previous Experience

1) List of important similar works executed by the Organization during the last 5 years:

Name of the Work	Name and address of the owner (Govt. or Semi-Govt/ Bank/ Public /Private Sector organization)	Nature & type of Works (in brief)	Location	The name & full address/contact number of the Officer under whom the work was carried out	Amount tendered
1	2	3	4	5	6

Duration		Actual cost of work	Work completion details (If work was left incomplete, or contract was terminated by either side give details thereof)
Stipulated time	Actual time taken		
7	8	9	10

2) List of important similar works on hand each worth Rs. _____ lakh and above:

Name of the Work	Name of the owner (Govt. or Semi- Govt/ Bank/ Public Organisation/Other)	Nature & type of Works (in brief)	Location	Amount tendered
1	2	3	4	5

Time stipulated for completion	Present stage of work
6	7

3) Number of supplementary sheets attached to Annexure-IV: _____

Date:

Place:

Signature of Applicant

ANNEXURE V

Technical and Skilled Personnel

Name	Qualification	Experience	Name of work handled	No. of years employed in your organisation	Value of works handled
1	2	3	4	5	6

- 1) Indicate other points, if any, to show technical and managerial competency or to indicate other important point in favour of the Organisation.
- 2) Submit list of Tools and Plant, Instruments, Machinery etc. which can be readily deployed on site.
- 3) Number of supplementary sheets attached to Annexure-V.

Date:

Place:

Signature of Applicant

ANNEXURE-VI

To be submitted on Contractor's/Vendor's own Letter head

No.

Date :

Principal,
National Bank Staff College,
Sector-H, LDA Colony,
Lucknow-226012

Dear Sir/Mam,

Empanelment of Contractors/Consultants for Civil, Electrical and Other Works for National Bank Staff College Lucknow- “_____” (write name of the trades & code number under which the applicant wants to be empanelled)

1) With reference to your advertisement on your website on _____ 2026 for the Empanelment of Contractors, I am/ We are pleased to offer myself / ourselves to be empanelled under “_____” (write name of the trade(s) under which the applicant wants to be empanelled) Trade, Category____, in your organization.

2) I am / We are already registered with “_____” (write the name of Govt./Semi Govt./ Govt. Undertakings with which the Applicant is registered) under class/category.....and the maximum financial limit under the said class/category is Rs. I am/We are enclosing a copy of the certificate to this effect issued by them. All the other desired information, documents and certificates as required by you, are enclosed herewith in the prescribed pro forma for your perusal.

3) I/We have read the instructions appended to the pro forma and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and National Bank Staff College, Lucknow on the basis of the information given by me/us will be treated as invalid.

4) I/We agree that the decision of National Bank Staff College, Lucknow in selection of the Contractors will be final and binding on me/us.

5) All the information furnished under Annexures III, IV & V is correct to the best of my/our knowledge.

6) I/We also agree that I/We have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets.

7) I / We, therefore, request you to kindly do the needful to empanel me / us under “_____” (write name of the trade/s under which the applicant wants to be empanelled) trade/s/ category _____.

Thanking You

Yours faithfully

(Signature of Authorized person on behalf of Firm/Agency/Contractor)

ANNEXURE-VII

Details of Bank Account

Name of Firm	
Name of Account Holder	
Address of firm	
Name of Bank Branch and Address	
Bank Code & Branch Code	
IFSC Code of Bank Branch	
Type of Account (Saving / Current / Cash Credit)	
Account Number	
PAN of firm	
GSTIN of the firm	

(A COPY OF CANCELLED CHEQUE UNDER WHICH ACCOUNT OF THE VENDOR IS OPERATED, A COPY OF PAN CARD, A COPY OF GSTIN MUST BE ENCLOSED)