



Indian Overseas Bank

Regional Office – Trivandrum
IOB Building, MG Road
Thiruvananthapuram – 695 001
Email: 0809gad@iob.bank.in

EMPANELMENT OF CONTRACTORS AND VENDORS

This document consists of the following:

- a. Notice Inviting Applications for Empanelment of Contractors and Vendors.
- b. Empanelment Rules and Instructions to the Intending Applicants.
- c. Scope, Eligibility Criteria and Related Details.
- d. Application Format for Empanelment.

**LAST DATE FOR SUBMISSION OF FILLED IN FORMS
WITH PROOF DOCUMENTS**

05.08.2025 04.00 PM





NOTICE FOR EMPANELMENT OF CONTRACTORS AND VENDORS

The General Administration Department of Indian Overseas Bank, Regional Office, Trivandrum is managing Bank's estate at Trivandrum and various branches in Trivandrum Region at present spread across Trivandrum, Kollam & Pathanamthitta Districts.

The intention of this notice of empanelment is to maintain separate panel of Contractors / Vendors / Suppliers with Bank's Regional Office for various trades of work in the Regional Office Estate and various branches in Trivandrum Region.

The panel will also be used for various trades of work being carried out by Bank's Regional Office at Trivandrum and various branches in Trivandrum Region and other Regional Offices in Kerala, if required, on a case-to-case basis.

Contractors / Vendors / Suppliers who wish to carry out work in our Trivandrum Region need only respond. The details of various trades of works are as under:

I. Contractors / Vendor / Supplier

1. Interior Furnishing Contractors
2. Electrical Contractors
3. Petty Contractors
4. Air conditioning Unit suppliers and AMC vendors
5. Sign Board suppliers
6. Printers for printing various forms and registers

The categories of contractors depending on the financial capabilities, further sub-divisions etc., along with their code numbers are detailed elsewhere in this document. The eligible and interested Contractors, Vendors / Suppliers may collect the "**Document forms for Empanelment**" from the Office / website of Bank namely www.iob.bank.in and a document fee as detailed below by way of Demand Draft favoring "**Indian Overseas Bank, Regional Office, Trivandrum** " **payable at Trivandrum** may be submitted along with the duly filled in document.

S. No	Collection of documents from	Application fee amount (By means of Demand Draft / Cash)
1	IOB, Regional Office, Trivandrum	500/-
2	IOB Website www.iob.bank.in / Tenders column	300/-
	The units registered under Single Point Registration Scheme of National Small Industries Corporation (NSIC) / (Udyog Aadhaar Memorandum) under MSME Act are eligible to exemption from Tender cost.	

All contractors, and supplier/vendors in the existing panel in nearby regions / Central Office should also apply again for fresh empanelment.





The document submitted without the prescribed fee will be liable for rejection. The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super-scribed as "Application for EMPANELMENT of (Category: - 2026)" and **shall be submitted to the Indian Overseas Bank, General Administration Department, Regional Office Trivandrum, IOB Building, MG Road, Thiruvananthapuram – 695 001, on or before 05.08.2026 04.00 PM**

The eligibility criteria of applications shall be evaluated as on 30.06.2026.

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof and their decision of selection will be final.

Date: 09.07.2026

CHIEF REGIONAL MANAGER





EMPANELMENT RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

1. **Applicability:**

The empanelment (enlistment) of contractors is undertaken to maintain a ready pool of competent, reliable, and qualified contractors for the General Administration Department (GAD), Indian Overseas Bank, Regional Office, Thiruvananthapuram. This enables the Bank to minimize the time required for verification of contractors' credentials whenever tenders are invited for individual works.

The GAD, IOB Regional Office, Thiruvananthapuram, empanels contractors who are willing and capable of executing various works for the Bank. However, only those contractors who remain active and consistently demonstrate satisfactory performance will be considered for participation in tendering processes. Inclusion in a particular category of the approved contractor list does not automatically entitle a contractor to receive or participate in every tender invitation. The Bank reserves the right to restrict participation based on performance, capability, eligibility, and project-specific requirements.

Contractors are liable to be removed from the approved list if they are found to be inactive, fail to meet the Bank's expectations in terms of quality, workmanship, or timely completion of works, or are involved in any malpractice, misconduct, or unethical practices.

As a general practice, routine works and procurements of the Bank are awarded through competitive tenders or quotations invited from empanelled contractors and vendors. However, in the case of urgent requirements or works of a minor nature, the Bank may, depending on the exigencies of the situation, award work or procure supplies from any empanelled agency on a nomination basis. The Bank also reserves the right to adopt an open tendering process for any work, considering its nature, complexity, or magnitude, in accordance with the Bank's policies and the guidelines issued by the Central Vigilance Commission (CVC).

Applications for enlistment may be submitted by any eligible Indian entity, including individual contractors, sole proprietorship firms, partnership firms, limited liability partnerships (LLPs), private limited companies, and public limited companies

Applicants must satisfy the prescribed eligibility criteria and comply with all other applicable conditions for enlistment under GAD, IOB, Trivandrum Region. Empanelled contractors shall abide by all prevailing rules, regulations, and amendments issued by the Bank from time to time during the validity of their enlistment.





No engineer or any other official employed by the Bank in engineering, administrative, or allied capacities shall be permitted to undertake Bank works, either directly as a contractor or indirectly as an employee of a contractor, for a period of two years from the date of retirement from the Bank's service, unless prior written permission has been obtained from the Bank. If, at any stage, it is found that a contractor or any of its employees has violated this condition, the contractor shall be liable for removal from the Bank's approved list of empanelled contractors.

Further, a contractor shall not be permitted to obtain or maintain empanelment with the Bank under more than one name, entity, or address. Any instance of multiple enlistments under different identities may result in cancellation of empanelment and such other action as deemed appropriate by the Bank.

2. Scope of Empanelment:

The enlistment in GAD, IOB, Trivandrum Regional Office will entitle the contractor to be considered for issue of tender documents subject to other conditions that may be stipulated in the Notice Inviting Tenders (NIT). However, it shall not confer any right on the contractor either to be necessarily issued with the tender documents or for award of work.

3. The details of the applicants and their experience shall be submitted in the Bank's prescribed "Application Format" only. Wherever required and if the space provided is not sufficient, particulars can be furnished as Annexures, but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the Applicant or their authorized representative along with their company seal.
4. The Contractors/Vendors/ Suppliers, who intend to apply for more than one category / group, have to apply for each category / group using separate application forms along with separate Demand Draft and submit in independent covers super scribing in the envelope the category of work applied for. If any applicant had selected multiple options for empanelment in single application, only the first option will be considered by Bank for empanelment.
5. No costs incurred by the applicant in applying /providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Bank.
6. Documentary proof with respect to the prequalification criteria shall be furnished along with the completed application form. In this regard, copies of the work orders and completion certificates and or such other documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.
7. The authorized person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.





8. The empanelment will be made for a specific category depending on the credentials submitted and acceptable to Bank, as on cutoff date.
9. For consideration of experience, works should have been executed in same name & style of the firm in which empanelment is sought.
10. Contractors existing in the panel are also required to participate in fresh process as existing panels will be treated as cancelled once the fresh panel is formed.
11. The empanelment shall be based on compliance of application to the stipulated evaluation/eligibility criteria mentioned against each category.

If found necessary, Bank may also consider inspecting the works undertaken by the applicants, for which necessary co-ordination shall be made by them. Based on the details furnished in acceptable format, inspection of works (if any) and eligibility criteria as on cutoff date, the applicants will be empaneled.

Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empaneled contractors will only be informed by post.

12. The contractor if shortlisted will have to comply with Labour Laws/ Bye laws as prevalent or amended from time to time.
13. If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank later, the empanelment of such applicant will be cancelled immediately.
14. Applicants whose near relatives are working in Indian Overseas Bank, will not be considered for empanelment, till such time their relatives work in Indian Overseas Bank.
15. Applications received after the due date and time are liable to be rejected.
16. The Applicants having their Office in the geographical jurisdiction of Tamil Nadu having Office at Trivandrum, Theni and nearby districts will be preferred. The empanelment shall be valid for a period of three years from the date of intimation letter to the shortlisted contractors/ vendors.
17. In case of any high value works (at Bank's discretion), Bank may undertake the works by project specific pre-qualification exercise.

Applicant Obligations:

1. The applicant should intimate change of address to the Bank. Failure to do so may result in removal of his name from the empaneled list.
2. The registration with various authorities like license if required, Council of Architecture, GST, etc shall be possessed during the empanelment period.
3. The applicant should not indulge in unethical practices.
4. The applicant should execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.
5. The applicant should co-ordinate with Bank Officials / Architects / Consultants/ Contractors, if any, for smooth completion of the works.





6. Any Change in Constitution of firm without prior approval will render the applicant to be removed from the panel. In case of conversion of a firm into two or more firms, fresh empanelment is essential.

Disciplinary Actions:

The panel contractor / consultant / vendor / supplier should abide by all rules and regulations, terms and conditions of the contract. He / She should execute the works satisfactorily, on time and with good quality. The Bank will have the right to demote a contractor / consultant to a lower category, suspend business with him for any period, debar him / remove his name from the approved list of contractors / consultants, after issue of a show cause notice, as the case may be. Decision of the Bank will be final and binding.

Removal from the Empanelment list:

The Bank may remove the name of a contractor, consultant, vendor, or supplier from its approved list if he/she fails to execute a contract or executes it unsatisfactorily on more than one occasion, persistently violates important contract conditions, furnishes false particulars at the time of empanelment, indulges in any form of forgery or falsification of records, or defaults in statutory tax obligations such as Income Tax, GST, or other applicable taxes.

Revision of above rules of Empanelment:

Regional Manager, Indian Overseas Bank, Trivandrum Regional Office, Trivandrum may modify, add, delete and / or change any of the above rules and the same shall be binding on all the empaneled Contractors / Consultants / Vendors / Suppliers.

Indian Overseas Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.

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SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS

CONTRACTORS / VENDORS

Empanelment of Contractors is sought for the following categories of works:

S N	CATEGORY	Description
1	Interior Furnishing Contractors	Contractors for Interior Furnishing Works broadly is to undertake original interior furnishing works, alterations and renovations involving erection of partitions, cabins, workstations, false ceiling, flooring, counters, paneling, storage units, furniture, blinds etc.
2	Electrical Contractors	Contractors for doing various Electrical works in coordination with the Interior Contractor and other Contractors valid Electrical License in case of Electrical Contractor
3	Petty Contractors	Contractors for doing petty and routine maintenance works, or other small repair and maintenance works of electrical, civil, plumbing, carpentry, and miscellaneous nature required at the Bank's branches, offices, and other premises.
4	Air-conditioning Units Suppliers & AMC Vendors	Vendors may be enlisted for the supply, installation, testing, commissioning, servicing, repair, maintenance, and AMC of air conditioning units at the Bank's branches, offices, ATMs, residential premises, and other establishments.
5	Sign Board Suppliers	Vendors supplying Sign Boards & providing of AMC for the same
6	Printing for various Forms & Registers	Vendors / printers for printing and supplying of various forms and Registers

General Eligibility:

The applicant should have the following minimum eligibility criteria:

- The applicant should have successfully undertaken similar works for Government Departments, Public Sector Undertakings (PSUs), Central/State Autonomous Bodies, Financial Institutions, Banks, or other reputed organizations during the three years immediately preceding the cut-off date.
- The applicant should possess a valid Permanent Account Number (PAN) and Income Tax registration details. The applicant shall also be registered with the relevant statutory authorities for GST and other applicable registrations, except in the case of petty contractors where such registrations are not mandatory under the prevailing guidelines. Copies of PAN, Income Tax Returns, GST Registration Certificate, and other applicable statutory registrations shall be submitted along with the application.
- Vendors should be Original Equipment Manufacturers (OEMs) or authorized dealers/distributors approved by the OEMs, as applicable. They should have an established presence in the field for a minimum period of five years and possess an adequate dealer and service network within the geographical jurisdiction of the Trivandrum Region, including Trivandrum, Theni, and nearby districts. Documentary evidence in support of the same shall be enclosed.





d. All prospective Annual Maintenance Contract (AMC) contractors, including their employees, representatives, and agents, shall be subject to verification by the Bank's Security Department and/or the Police Authorities, wherever considered necessary, upon their selection through the tendering process.

Scope of Work

1. Interior Furnishing Contractors:

The scope of work of Contractors for Interior Furnishing Works broadly is to undertake original interior furnishing works, alterations and renovations involving erection of partitions, cabins, workstations, false ceiling, flooring, counters, paneling, storage units, furniture, blinds etc.

The applicant / firm / company shall be registered with GST etc., as per extant laws. Please note that **compliance** to ESI / EPF regulations would be compulsory, while executing work for Bank.

The contractors who will be required to undertake comprehensive works covering civil, interior and electrical works shall submit necessary documentary evidence for carrying out the respective works, at the tender stage.

The prospective contractors shall have to comply with General Eligibility Criteria as above.

2. Electrical Contractors:

Contractors for doing various Electrical works in coordination with the Interior Contractor and other Contractors at the Offices / Branches.

The Contractor should have the Valid Electrical License in case of Electrical Contractor and copy should be submitted along with the application.

The prospective contractors shall have to comply with General Eligibility Criteria as above.

3. Petty Contractors:

Contractors may be enlisted for carrying out petty and routine maintenance works required at the Bank's branches, offices, residential quarters, ATMs, and other premises. Such works may include, but are not limited to, minor civil repairs, plumbing works, electrical maintenance, carpentry works, painting touch-ups, masonry repairs, lock repairs, chair and furniture repairs, binding works, blinds servicing, signboard/display board maintenance, and other day-to-day upkeep activities necessary for the smooth functioning of the Bank's establishments.

The scope shall also cover miscellaneous repair and maintenance works of a minor nature that may arise from time to time and require prompt attention to ensure safety, operational efficiency, and proper upkeep of the Bank's assets. Contractors engaged for such works shall possess the requisite skills, tools, and manpower to undertake small-value repair and maintenance jobs efficiently





4. Air-conditioning Suppliers and AMC Vendors:

The Bank intends to empanel vendors for the supply, installation, testing, and commissioning of air conditioning units at its branches, offices, ATMs, residential premises, and other establishments within the Trivandrum Region. The empanelled vendors may be engaged for the procurement and installation of various types of air conditioning systems as per the Bank's requirements from time to time.

Companies, agencies, OEMs or their authorized dealers/franchisees having well-established facilities in the field of air conditioning systems, and possessing prior experience in the supply and execution of similar works, are eligible to apply. The selected vendors shall also provide AMC services, including preventive and breakdown maintenance, to ensure efficient operation of the installed units. The prospective vendors shall comply with the General Eligibility Criteria stipulated above.

5. Sign Board Suppliers:

The Bank intends to empanel vendors for the design, manufacture, supply, and installation of sign boards at its branches, offices, ATMs, and other establishments within the Trivandrum Region. The empanelled vendors may be entrusted with the execution of new sign boards, replacement of existing signage, branding works, and related display solutions as per the Bank's specifications and requirements.

Vendors having prior experience in the supply, fabrication, and installation of sign boards and similar signage-related works are eligible to apply. The prospective vendors shall satisfy the General Eligibility Criteria prescribed by the Bank.

6. Printing of Forms & Registers:

The Bank intends to empanel vendors/printers for the printing, binding, and supply of various forms, registers, stationery items, books, and other printed materials required by its branches, offices, and other establishments.. The empanelled vendors may be entrusted with printing works of varying specifications and quantities, as per the Bank's requirements from time to time.

Vendors having experience in printing and supplying similar forms, registers, and other printed materials to Banks, Government Departments, Public Sector Undertakings, Financial Institutions, or other reputed organizations are eligible to apply. The prospective vendors shall comply with the General Eligibility Criteria prescribed by the Bank and fulfil all applicable statutory and quality requirements.

NOTE:

Eligible agencies shall be empaneled based on their product/service profile, infrastructure, experience, business turnover, and past performance. Applicants shall submit details of their organization, major clients, and completed works along with supporting documents. Contractors must possess a valid PAN and Income Tax registration, and shall also hold a valid GST registration, except petty contractors where exempt under applicable guidelines. Applications not meeting these statutory requirements will not be considered. All payments by the Bank shall be made through electronic modes in accordance with applicable rules.

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APPLICATION FORMAT

APPLICATION FOR EMPANELMENT OF:

(Please tick appropriate box)

- ☐ **CONTRACTORS**
☐ **VENDORS / SUPPLIERS**

1	CATEGORY (Please tick appropriate box - Any ONE)	CONTRACTORS: ☐ Interior Furnishing Works ☐ Electrical Works ☐ Petty Contractors VENDORS / SUPPLIERS: ☐ Air-conditioning Units ☐ Sign Board ☐ Printing of Forms & Registers
2	Name of the Applicant / Firm / Company	
3	Registered Address: Address for Communication:	
4	<u>Contact Information</u> Office Phone Number: Residence Phone Number: Mobile Number: E-Mail:	
5	Status of the Firm: (Please tick appropriate box)	☐ Company ☐ LLP ☐ Partnership ☐ Proprietary Firm ☐ Individual ☐ Self Help Group (Attach proof)





6	Name of the Proprietor / Partners / Directors with professional qualifications (if any): Category: • MSME/MSE/Udyog Aadhar General or SC/ST or OBC (reqd. as per Ministry norms)	(Attach proof)	
7	Year of Establishment:		
8	<u>Registration Details</u> Companies/ Firm Registration Number & Date: Income Tax PAN, TIN: GST No.: Technical Affiliation Details: (Council of Architecture) Others, if any:	(Attach proof)	
9	Income Tax Turnover of the Company / firm (Please attach copy of audited balance sheet and profit & loss account / IT Returns for three years)	2023-24: Rs. 2024-25: Rs. 2025-26: Rs.	
10	Registration with Government Organizations / PSUs / PSBs viz., CPWD, MES, Banks etc. Furnish Names, Category, Registration Details etc.	1. 2. 3. 4.	
11	Key Personnel Details (Enclose Proforma 1)	YES	NO
12	Details of works done in last 3 years. Please attach proof in support. (FILLED UP PROFORMA 2A, 2B & 2C SHALL BE ENCLOSED. Proof not mandatory for those applying for Petty Contractors panel.	1. 2. 3. PORFORMA 2A, 2B, 2C Enclosed:	





		YES ☐
		NO ☐
13	Details of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization	1. 2. 3.
14	Whether Exemption from NSIC/Udyog Aadhaar etc. If not Details of Application Fee	Yes ☐ No ☐ DD No & date: Issuing Bank / Branch

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / Annexures.
3. I / We agree that the decision of Indian Overseas Bank in selection of contractors will be final and binding to me / us.
4. I / We have read the instructions and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the Bank.
5. In case of Architects, I/We accept the Bank's payment terms as detailed in Annexure I and to execute the work as per guidelines stipulated in the construction manual of Indian Bank's Association including main functions of Architects covering civil, electrical, sanitary, plumbing, air-conditioning, lift etc. given in Annexure II.



Place :
Date :

SIGNATURE OF THE APPLICANT
NAME & DESIGNATION
SEAL OF ORGANISATION



PROFORMA – I

S. No	Name	Qualifications	Experience	Particulars of Work Done	Employed in Your Firm Since	Any Other
1						



**PROFORMA – 2A:**

WORK EXPERIENCE- 1
(Qualifying for Empanelment)

Work experience should be accompanied by the copy of its award letter, work completion certificate and performance certificate.

Bank Reserves the right to verify the details furnished by the Applicant, with the Organization which awarded the contract, if it desires.

1	Details of the Organization which awarded the Contract Work.	
a	Name of the Organization for which works were done:	
b	Address of the Organization:	
c	Name of Contact Person(s) of that Organization:	
d	Contact Number(s) of the In charge:	
2	Name of Contract and location of Work:	
3	Period of Contract:	
4	Nature of Contract Work in Brief:	
5	Actual Value of the Contract Work:	
6	Stipulated Time for Completion:	
7	Actual Time for Completion:	
8	Whether Work Left Incomplete or Terminated?	(If YES, please furnish details / reasons below)
9	Enclosed copy of	
	a) Work order	☐ YES ☐ ☐ NO
	b) Completion certificate	
	c) Performance certificate	☐ YES ☐ ☐ NO
		☐ YES ☐ ☐ NO

SIGNATURE OF APPLICANT WITH SEAL



**PROFORMA - 2B:****WORK EXPERIENCE- 2****(Qualifying for Empanelment)**

Work experience should be accompanied by the copy of its award letter, work completion certificate and performance certificate.

Bank Reserves the right to verify the details furnished by the Applicant, with the Organization which awarded the contract, if it desires.

1	Details of the Organisation Which Awarded the Contract Work.	
a	Name of the Organisation for which works were done:	
b	Address of the Organisation:	
c	Name of Contact Person(s) of that Organisation:	
d	Contact Number(s) of the In charge:	
2	Name of Contract and location of Work:	
3	Period of Contract:	
4	Nature of Contract Work in Brief:	
5	Actual Value of the Contract Work:	
6	Stipulated Time for Completion:	
7	Actual Time for Completion:	
8	Whether Work Left Incomplete or Terminated?	☐ NO ☐ YES (If YES, please furnish details / reasons below)
9	Enclosed copy of a) Work order b) Completion certificate c) Performance certificate	☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO

SIGNATURE OF APPLICANT WITH SEAL

**PROFORMA – 2C:**

WORK EXPERIENCE- 3
(Qualifying for Empanelment)

Work experience should be accompanied by the copy of its award letter, work completion certificate and performance certificate.
 Bank Reserves the right to verify the details furnished by the Applicant, with the Organization which awarded the contract, if it desires.

1	Details of the Organisation Which Awarded the Contract Work.		
a	Name of the Organisation for which works were done:		
b	Address of the Organisation:		
c	Name of Contact Person(s) of that Organisation:		
d	Contact Number(s) of the In charge:		
2	Name of Contract and location of Work:		
3	Period of Contract:		
4	Nature of Contract Work in Brief:		
5	Actual Value of the Contract Work:		
6	Stipulated Time for Completion:		
7	Actual Time for Completion:		
8	Whether Work Left Incomplete or Terminated?	☐ YES ☐ NO	☐
		(If YES, please furnish details / reasons below)	
9	Enclosed copy of	☐ YES ☐ NO	☐
	a) Work order		
	b) Completion certificate	☐ YES ☐ NO	☐
	c) Performance certificate	☐ YES ☐ NO	☐
		NO	

SIGNATURE OF APPLICANT WITH SEAL



Checklist (To be filled by Applicants)

- | | |
|---|--------|
| 1. Have you mentioned the category for which you have applied in the application form? | Yes/No |
| 2. Have you signed in all the sheets? | Yes/No |
| 3. Whether copy of PAN/GST Registration copy is enclosed? | Yes/No |
| 4. Whether requisite application fee by cash/DD is paid? | Yes/No |
| 5. Whether enclosed valid Electrical License in case of Electrical Contractor / valid registration with Council of Architecture in case of Architects / registration with Institution of Engineers for Engineering Consultants? | Yes/No |
| 6. Whether enclosed proof for year of establishment? | Yes/No |
| 7. Whether proof for average annual financial turnover enclosed? | Yes/No |
| 8. Whether Proforma - 1 and Proforma - 2A, 2B & 2C filled up? | Yes/No |
| 9. Whether documentary proofs as for having satisfactorily undertaken the works (as detailed in Proforma -2A, 2B & 2 C) are enclosed? | Yes/No |

If yes, number of certificates enclosed:

Name of the Applicant / Firm / Company :

Category / Applied For :

For Office Use Only:

- | | |
|---|--------|
| 1. Whether the applicant satisfies relevant work experience for the specific category? | Yes/No |
| 2. Whether the applicant possesses PAN / GST / Council of Architecture / License Certificate if any, as applicable? | Yes/No |
| 3. Whether the applicant satisfies the minimum financial turnover? | Yes/No |
| 4. Whether the applicant has enclosed all necessary certificates? | Yes/No |

5. Whether the application is accepted / rejected?

ACCEPTED / REJECTED

• ve.

