

EKLAVYA FOUNDATION
Jamnallal Bajaj Parisar, Jatkhedi, Bhopal 462026
Tel: +91 0755-2977770, 71,72,73

Application Form for Empanelment of Civil Contractors, for Undertaking Civil Works, Maintenance and Repair Works of Properties of Eklavya Foundation at Bhopal and Narmadapuram (Hoshangabad) in MP

Issued to
M/s

Last date of submission: February 7, 2023 up to 5.00 pm

Application to be addressed to:

**The Executive Officer,
Eklavya Foundation,
Jamnallal Bajaj Parisar,
Jatkhedi, Bhopal 462026**

Place: Bhopal

Date:

EKLAVYA FOUNDATION

ELIGIBILITY CRITERIA FOR EMPANELMENT OF CIVIL CONTRACTORS

1. TYPE OF WORK

The contractor must be capable of undertaking all kinds of civil work (New work, Renovation, General Repairs & Maintenance etc.) including painting, Waterproofing Work, Structural Repairing Work, Steel Fabrication Work, Plumbing, Sanitary Installation, Carpentry work etc..

2. CONTRACTOR REGISTRATION

Civil contractors registered in class 'C' with MP Public Works Department and those registered in equivalent category in other government departments / government undertakings. Copy of the registration certificate should be enclosed with the application as **Annexure 1**.

3. PAST EXPERIENCE

The Contractor must have experience of having successfully completed civil works during last three years as on 31/12/2022 having completion values as follows.

- i) Four completed works not less than Rs. 2 lakhs each OR
- ii) Three completed works not less than Rs. 2.5 lakh each OR
- iii) Two completed works not less than Rs. 3.50 lakh.

Details of work should be given in the **Annexure 2**. Client's certificate will be annexed for each work as **Annexure 2-A, 2-B, 2-C**, etc..

4. SOLVENCY

The contractor will be required to submit solvency certificate issued by the applicant's banker for minimum Rs. 5.00 lakh (**Annexure 3**).

5. YEARLY TURN OVER for the last 3 years (Financial Years 2021-22, 2020-21 & 2019-20)

Minimum Rs. 5.00 lakh in any of the years above

(Turnover certificate from a chartered accountant shall be submitted as per **Annexure 4**)

6. STATUTORY REGISTRATIONS

Contractor must have GST No., PAN (Income Tax Department) and registration with ESI and Labour Department. Photocopies of registrations should be enclosed with the application (as Annexures 5-A, 5-B, 5-C, etc.).

SIGNATURE OF APPLICANT WITH SEAL

Note: If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the part of the statement and serial number.

To,
The Executive Officer,
Eklavya Foundation,
Jamnallal Bajaj Parisar,
Jatkhedi, Bhopal 462026

Sub: Application Form for Empanelment of Civil Contractors, for Undertaking Civil Works, Maintenance and Repair Works of Properties of Eklavya Foundation at Bhopal and Narmadapuram (Hoshangabad) in MP

Sir,

i) I/We hereby submit application for empanelment as civil contractors.

ii) I/We have read and understood the Empanelment Notice and Instructions appended to the application proforma and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and the Eklavya Foundation on the basis of the information given by me/us will be treated as invalid by the Eklavya Foundation.

iii) I/we agree that the decision of the Eklavya Foundation in selection of the contractors will be final and binding on me/us.

iv) All the information furnished are correct to the best of my/our knowledge and belief.

v) 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.

Signature _____

Name _____

Address _____

Place _____

Date _____

SEAL

EKLVYA FOUNDATION

Empanelment of Civil Contractors

APPLICATION FORM

1	Name & Address of the organisation/applicant	
2	Type of the organisation (whether Sole Proprietorship/ Partnership/ Private Limited/ Limited or Co-operative Body etc.) Please enclose the related certificate / document.	
3	Name of the Proprietor/Partners/Directors of the organization	
4	Details of Institutional Registration, if any, (firm, Company, etc.)/ Registering Authority, date, Registration number etc. Please enclose related document/certificate	
5	Contractor Registration Please attach copy as Annexure 1	
6	Experience in the respective field of work. (As per format in Annexure 2) Please, enclose client certificates in support thereof (Annexures 2-A, 2-B, 2-C, etc.).	
7	Whether financially sound to undertake works for the value up to which the application is made. If so, enclose Banker's Certificate (As per format in Annexure 3)	
8	Name, address, telephone, fax no. & mail ID of the Bankers	
9	Yearly turnover of the Organization for the last 3 financial years Year 2021-22 Year 2020-21 Year 2019-20 Turnover Certificate from Chartered Accountant to be submitted as Annexure 4	

10	<p>Details of GSTN, PAN, ESI / Labour Department Registration, etc. Please enclose documentary evidence.</p>	<p>GSTN</p> <p>PAN</p> <p>ESI Registration</p> <p>Labour Department</p> <p>Refer to Annexure 5-A, 5-B, 5-C,</p> <p>.....</p>
11	<p>Nos. of supervisors, skilled workers, semi-skilled workers, unskilled workers available for civil work</p>	<p>Supervisors Nos.</p> <p>Skilled Workers Nos.</p> <p>Semi-skilled Workers Nos.</p> <p>Unskilled Workers Nos.</p>
12	<p>Indicate if involved in any litigation, or any civil suits pending in any of the works executed during last 5 years/being executed. If yes, please furnish the name of the project, employer, and nature of work, contract value, work order and date and brief details of litigation. Attach a separate sheet if required.</p>	

Date:

SIGNATURE OF APPLICANT

Place:

NAME

SEAL

ANNEXURE 2

Details of Works Executed During Last Three Years Ended 31/12/2022

SN	Name of the work	Name and address of the Owner / Employer	Amount of Completed Work Rs.	Whether work completed in time (Give stipulated time & actual time taken)		Client Certificate
				Months		
				Stipulated	Actual	
1						Annexure 2-A
2						Annexure 2-B
3						Annexure 2-C
4						Annexure 2-D
5						Annexure 2-E

Note: Please add more rows if required

ANNEXURE – 2-
A/B/C/D/E/.../.../.....
CLIENTS CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR

NAME & ADDRESS OF THE CLIENT:

DETAILS OF WORKS EXECUTED BY Mr./Mrs./Ms./M/s

1.	Name of work with brief particulars	
2.	Agreement No. and date	
3.	Agreement amount	
4.	Date of commencement of work	
5.	Stipulated date of completion	
6.	Actual date of completion	
7.	Details of compensation levied for delay (indicate amount) if any	
8.	Gross amount of the work completed and paid**	
9.	Quality of work(indicate grading)	Outstanding /Very Good /Good /Satisfactory /poor
10.	Comments on the capabilities of the Contractor	
	a) Technical Proficiency	Outstanding / Very Good / Good / Satisfactory / Poor
	b) Financial soundness	Outstanding / Very Good / Good / Satisfactory / Poor
	c) Mobilization of adequate T&P	Outstanding / Very Good / Good / Satisfactory / Poor
	d) Mobilization of manpower	Outstanding / Very Good / Good / Satisfactory / Poor

Signature of the Authorised Officer* with office seal

* Officer of the rank of Executive Engineer or equivalent

(Reports must be in sealed cover addressed to The Executive Officer, Eklavya Foundation, Jamnalal Bajaj Parisar, Jatkhedhi, Bhopal 462026)

FORM OF BANKERS CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s / Shri -----

_____ having their address at _____

_____, a customer of our bank are/is

respectable and can be treated as good for any engagement up to a limit of -----

_____ (Rupees _____).

This certificate is issued without any guarantee or responsibility or any of its officers.

(Signature)
For the bank

Note :

1. Bankers certificate should be on letter head of the bank, sealed in cover addressed to –
The Executive Officer, Eklavya Foundation, Jamnalal Bajaj Parisar, Jatkhedhi, Bhopal
462026
2. In case of partnership firm, certificate should include names of all partners as recorded
with the bank