

Zonal Office Indore, अंचल कार्यालय इंदौर  
C-1, Aditya Enclave, H.I.G Main Road, Near L.I.G. Square, Indore  
सी, 1-आदित्य एन्क्लेव, एच.आई. जी मुख्य रोड, एल.आई.जी. चौक पास, इंदौर  
Madhya Pradesh, मध्य प्रदेश - 452001

**Application form for  
Empanelment of Contractors  
for Civil, Interior Furnishing and Electrical Works**

To be submitted to:

The Zonal Manager,  
Indian Bank,  
Zonal Office Indore,  
C-1, Aditya Enclave,  
H.I.G Main Road,  
Near L.I.G. Square, Indore  
Madhya Pradesh - 452001



Last date for submission of Application: 15:00 Hrs on 31.07.2025

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## **NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF CONTRACTORS FOR CIVIL, INTERIOR FURNISHING AND ELECTRICAL WORKS**

Indian Bank, Zonal Office Indore invites applications from eligible Contractors for empanelment for executing the works of the Bank's Branches/Offices/Residential Quarters. The applications are to be submitted in the prescribed format. The intention of this notice of empanelment is to maintain a separate panel of Contractors with Bank.

The different types of works to be executed under this empanelment are broadly classified as under:

- Civil & Structural Works
- Interior Decorations, Furnishing of Counters, Provision of furniture etc
- Electrical Works

### **A. Eligibility criteria for Civil & Structural Works:**

- Should have experience of **minimum 5 years in execution of Civil & Structural Works**,
- Should be empanelled in **at least 2 other PSBs/PSUs/Govt Establishments**,
- Should be profit making individual/organization during the **last 3 years**,
- Depending on the category under which the Contractor is to be empanelled, the experience may be **minimum 5 works in the last 3 years ending 31.03.2025**, in any of the following categories:
  1. Cat-A: Less than and including Rs.10 Lakh
  2. Cat-B: Above Rs.10 Lakh and less than and including Rs.25 Lakh
  3. Cat-C: Above Rs.25 Lakh and less than and including Rs.50 Lakh
  4. Cat-D: Above Rs.50 Lakh and less than and including Rs.80 Lakh
- Average Financial Turnover during the last 3 years, ending 31st March of the previous financial year, should be at least 30 % of the upper range of the category in which the contractor is to be empanelled, e.g. Less than and including Rs. 10 Lakh – the average turnover during the last 3 years should be Rs. 3.00 Lakh.
- Should be solvent to the extent of 40% of the upper range of the category in which the contractor is to be empanelled, e.g. Less than and including Rs. 10.00 Lakh, should be solvent to the extent of Rs. 4.00 Lakh. Copy of latest solvency certificate issued by a scheduled commercial Bank on or after 01.04.2025 to be furnished.
- The contractor should have **adequate tools and equipment** required for proper execution of work in the prescribed time.
- The contractor should have **sufficient number of technical and administrative personnel** for proper execution of contract. The contractor should submit a list of their employees.



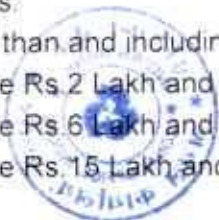


## B. Eligibility criteria Interior Decorations, Furnishing of Counters, Provision of furniture etc

- Should have experience of **minimum 5 years in execution of Interior Decorations, Furnishing of Counters, Provision of furniture etc.**
- Should be empanelled in **at least 2 other PSBs/PSUs/Govt Establishments,**
- Should be profit making individual/organization during the **last 3 years,**
- Depending on the category under which the Contractor is to be empanelled, the experience may be **minimum 5 works in the last 3 years ending 31.03.2025,** in any of the following categories:
  1. Cat-A: Less than and including Rs.10 Lakh
  2. Cat-B: Above Rs.10 Lakh and less than and including Rs.25 Lakh
  3. Cat-C: Above Rs.25 Lakh and less than and including Rs.50 Lakh
  4. Cat-D: Above Rs.50 Lakh and less than and including Rs.80 Lakh
- Average Financial Turnover during the last 3 years, ending 31st March of the previous financial year, should be at least 30 % of the upper range of the category in which the contractor is to be empanelled, e.g. Less than and including Rs. 10 Lakh – the average turnover during the last 3 years should be Rs. 3.00 Lakh.
- Should be solvent to the extent of 40% of the upper range of the category in which the contractor is to be empanelled, e.g. Less than and including Rs. 10.00 Lakh, should be solvent to the extent of Rs. 4.00 Lakh. Copy of latest solvency certificate issued by a scheduled commercial Bank on or after 01.04.2025 to be furnished.
- The contractor should have **adequate tools and equipment** required for proper execution of work in the prescribed time.
- The contractor should have **sufficient number of technical and administrative personnel** for proper execution of contract. The contractor should submit a list of their employees.

## C. Eligibility criteria for Electrical Works:

- Should have experience of **minimum 5 years in LT/HT substation installation works/ panel boards / associated cabling / earthing / wiring for air-conditioners/ liaisoning with local Electricity Board for obtaining of additional power / generators / motors/UPS/ lift installation or such other related works,**
- Should be empanelled in **atleast 2 other PSBs/PSUs,**
- Should be profit making individual/organization during the **last 3 years,**
- Depending on the category under which the Contractor is to be empanelled, the experience may be **minimum 5 works in the last 3 years ending 31.03.2025,** in any of the following categories:
  1. Less than and including Rs.2 Lakh
  2. Above Rs.2 Lakh and less than and including Rs. 6 Lakh
  3. Above Rs.6 Lakh and less than and including Rs.15 Lakh
  4. Above Rs.15 Lakh and less than and including Rs.30 Lakh



- Average **Financial Turnover** during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be at least 30 % of the upper range of the category in which the contractor is to be empanelled, e.g. Less than and including Rs. 2 Lakh– the average turnover during the last 3 years should be Rs. 0.60 Lakh.
- Should be solvent to the extent of 40% of the upper range of the category in which the contractor is to be empanelled, e.g. Less than and including Rs. 2 Lakh, should be solvent to the extent of Rs. 0.80 Lakh. Copy of latest solvency certificate issued by a scheduled commercial Bank on or after 01.04.2025 to be furnished.
- Should be in possession of "A" Grade License (or) respective license as per the voltage level issued by competent authority (Respective State Govt. Electrical Inspectorate).
- The contractor should have **adequate tools and equipment** required for proper execution of work in the prescribed time.
- The contractor should have **sufficient number of technical and administrative personnel** for proper execution of contract. The contractor should submit a list of their employees.

The application forms can be obtained from the office of Zonal Manager, Indian Bank, Premises Department, Zonal Office Indore, C-1, Aditya Enclave, H.I.G Main Road, Near L.I.G. Square, Indore, Madhya Pradesh, PIN – 452001, up to 17:00 Hrs on all working days during office hours from 15.07.2025 to 30.07.2025 & up to 13:00 Hrs on 31.07.2025 on payment of Rs 500/- (by way of Demand Draft) in the Name of Indian Bank payable at Indore.

The Application forms are also available on the website [www.indianbank.in](http://www.indianbank.in).

The applicant may download the Application form from the above website & submit the completed application form along with Demand Draft of Rs 500/- favoring Indian Bank to the below mentioned address.

The Contractors, who intend to apply for more than one category, have to apply for each category separately through separate application forms along with the separate application fee and submit in independent covers. This empanelment is valid for 5 years/till next notification. However, Bank reserves the right to reduce the empanelment period.

Application without complete information and certified photocopies of documents in support of fulfilling the empanelment criteria and Demand Draft will not be entertained.

If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from tendering / taking up the work in Indian Bank.

**Bank reserves the right to verify the particulars furnished by the applicant independently.**





Applications for empanelment supported by prescribed annexure should be submitted in sealed envelope duly superscribed **"Empanelment of Contractors for Category/Class Name (Civil / Interior / Electrical Works)"**.

The companies who are registered with Micro, Small & Medium Enterprises or also have the NSIC Certificate under Government Store Purchase Programme having certificate clearly indicating the category and amount of "Quantitative Capacity Per Annum" (amount of Quantitative Capacity Per Annum shall be more than the class of Work) are exempted from the submission of bid cost & EMD on submission of requisite proof in the form of valid certification from MSME and NSIC.

The contractors should submit their application for a specific class in which they wish to get empanelled. The contractors shall fulfill the eligibility criteria for the class they apply. However, contractors empanelled in higher class shall be eligible for works in the lower class also.

This panel will be used for works under Zonal Office Indore. The contractors should be ready to participate in the tender process as and when called by Bank's, Zonal offices. Hence, the contractor should have an office set up in Madhya Pradesh, preferably in any of the following districts that comes under the purview of Zonal Office Indore (Agar Malwa, Alirajpur, Barwani, Burhanpur, Dewas, Dhar, Harda, Indore, Jhabua, Khandwa, Khargone, Mandsaur, Neemuch, Ratlam, Shajapur, Ujjain)

**Bank reserves the right to reject any or all applications without assigning any reason.**

<b>Last Date for issuance of Application forms</b>	<b>: Dt. 31.07.2025</b>	<b>Time: - 13:00 hrs.</b>
<b>Last date for submission of filled in Application</b>	<b>: Dt. 31.07.2025</b>	<b>Time: - 15:00 hrs.</b>

The Zonal Manager,  
Indian Bank,  
Zonal Office, Indore,  
C-1, Aditya Enclave,  
H.I.G Main Road, Near L.I.G. Square,  
Indore, Madhya Pradesh, PIN – 452001



# INDIAN BANK

## EMPANELMENT OF CONTRACTOR FOR CIVIL/INTERIOR FURNISHING/ELECTRICAL WORKS APPLICATION FORM

SL No	Particulars	
1.	Category (Please tick appropriate box – Any One)	<input type="checkbox"/> Civil & Structural Works <input type="checkbox"/> Interior Furnishing <input type="checkbox"/> Electrical Works
2.	Class / Group (Please tick appropriate box – Any One)	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
3.	Name of the Firm	
4.	Address	
5.	Telephone Nos. Including Mobile	
6.	Email ID	
7.	Constitution of the Firm (Please enclose relevant documents like copy of partnership deed, Memorandum/articles of association etc.)	
8.	Year of Establishment	
9.	Name of Partners/Associates	
10.	Bio-data of Partners/Associates, Details may be given in the Enclosed format (Annexure - I, as given in "Prequalification of Architects")	
11.	Name and Value of Major interior works Completed during the last 5 years Details may be given in the enclosed format – Annexure II of "Selection of Contractors" (Please enclose copies of work order, completion certificate issued by the client etc.)	
12.	Name and Value of Major interior works in the hand - Details may be given in the enclosed format – Annexure III of "Selection of Contractors" of respective works (Please enclose copies of work orders)	
13.	Name and Value of other major construction works in the hand – Details may be given in the enclosed format – Annexure - III of "Selection of Contractors" of respective works (Please enclose copies of work orders)	
14.	Structure & Organization (Form A)	
15.	"A" Grade License (or) respective license as per the voltage level issued by competent authority (Respective State Govt. Electrical Inspectorate) – (Please enclose	



	copy of the certificate)	
16.	List of Technical & Administrative Personnel employed – Please attach separately (Form B)	
17.	List of Office Equipments owned by the Company (Form C)	
18.	Banker's Name	
19.	Latest ITCC to been closed	
20.	List of Empanelment with other organizations (Please enclose copies of letters issued by the organizations)	
21.	Details of solvency certificate (copy to be enclosed)	
22.	Details of IT return filed for the past three years (copy to be enclosed)	
23.	Details of confidential opinion obtained from other banks/PSU/Govt. Organizations (copy to be enclosed)	
24.	Details of audited balance sheet for the past three years (copy to be enclosed)	
25.	Particulars of participation in Competitions	
26.	Recommendations of Zonal office informing the maximum ceiling limit fixed for the firm	
27.	PAN	
28.	GST Registration Number	
29.	ESI & PF Registration No, if any	
30.	MSME Registration No, if any	

Note: Please enclose separate sheets, photographs, documents etc wherever required.

Signature(s) of applicant(s)





**Bio-data of the Partners/Associates**

SL No.	Particulars	
1.	Name	
2.	Associates with the firm, since	
3.	Year of opening/incorporation	
4.	Professional qualifications (please enclose copy of certificate)	
5.	Professional Experience	
6.	Professional Affiliation	
7.	Membership in	
8.	Details of Published papers in Magazines	
9.	Details of Cost effective methods/design adopted in the projects	
10.	Exposure to new materials/Techniques	



Signature(s) of applicant(s) Date:

Place:



## Details of all works of similar class completed during the last five Years.

Ending: .....

SL No.	Name of work/project & location	Owner or sponsoring organization	Agreement No	Scope of work*	Cost of work in Crores	Date of commencement as per contract	Stipulated Date of Completion	Actual date of completion	Litigation/ Arbitration pending/In progress with details**	Name and address/ Tel No of Officer to whom reference may be made	remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Note:\*

Indicate Number of units and Number of floors where repair/renovation works were carried out.

\*\*  
Indicate gross amount claimed and amount awarded by the Arbitrator

Signature(s) of applicant(s)





## List of Major works in hand

SL No.	Name of work/project & location	Owner or sponsoring organizations	Agreement No	Cost of work	Date of completion as per contract	Stipulated Date of Completion	Upto date percentage progress of work	Slow progress, if any and reasons thereof	Name and address/Tel No of Officer to whom reference may be made	Remarks (Indicate whether any show cause notice issued or Arbitration initiated during the progress of work)
	(2)	(3)		(5)	(6)	(7)	(8)	(9)	(10)	(11)



Signature(s) of applicant(s)

**FORM A**  
**STRUCTURE AND ORGANISATION**

1	Name and address of the applicant	
2	Telephone No./Fax No./e-Mail Address	
3	Legal Status (attach copies of original document defining the legal status)  An Individual A proprietary Concern A Firm in partnership A Limited Company or Corporation	
4	Particulars of registration with various Government bodies (Attach attested photo-copy)  a) Registration Number  b) Organization/Place of registration	
5	Names and Titles of Directors and officers with designation to be concerned with the work with Designation of individuals authorized to act for the organization	
6	Was the applicant ever required to suspend works for a period of more than six months continuously after commencement of works. If so, give the name of the project and give reasons thereof	
7	Has the applicant or any constituent partner in case of partnership firm/ Company, ever abandoned the awarded work before its completion? If so, give the Name of the project and give reasons thereof.	
8	Has the applicant or any constituent partner in case of partnership firm / Company, ever been debarred/ blacklisted for tendering in any organization at anytime? If so, give details	
9	Has the applicant or any constituent partner in case of partnership Firm or any Director in case of a Company or any criminal proceedings presently pending, ever been convicted by a court of law? If so, give details	
10	In which field of civil, electrical, interior, Furniture and Furnishing works, you can claim specialization and interest	
11	Any other information considered necessary but not included above	



Signature(s) of applicant(s)



## DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY THE FIRM/COMPANY

SLNO	Designation	Total Number	Names	Qualification	Professional Experience	Length of continuous service with employer
1	2	3	4	5	6	7

Note: additional information about Technical personnel, if any, may be submitted on separate sheet.



Signature(s) of Applicant(s)



FORM C

DETAILS OF TOOLS PLANT AND EQUIPMENT LIKELY TO BE USED IN CARRYING OUT THE WORK (IF APPLICABLE)

SL NO	Name of the Equipment/ Instrument	Nos	Capacity or Type	Age	Conditio n	Ownership status			Current location	Remar ks
						Presently owned	To be purchased	Leased		
1	2	3	4	5	6	7	8	9	10	11



Signature(s) of Applicant(s)



**FINANCIAL INFORMATION**

Financial Analysis – Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last 3 years ended 31.03.2011 duly certified by the Chartered Accountant, as submitted by the applicant to the Income -Tax Department (Copies to be attached).

YEARS		
2022-23	2023-24	2024-25

- (i) Gross Annual turn-over in \_\_\_\_\_ Works :
- (ii) Average of 3 years :
- (iii) Profit(+) or Loss(-) :
- (iv) Financial position :
- a) Cash :
- b) Current Assets :
- c) Current Liabilities :
- d) Working Capital(b-c) :
- e) Current ratio(b/c) :
- f) Acid Test Ratio(a/c) :

Please enclose:

- I. Income Tax Assessment orders/IT Returns submitted for the last 3 years.
- II. Solvency Certificate from Bankers (Scheduled bank) of Applicant.
- III. Audited Balance Sheet and P& L Account for the last 3 years.
- IV. If 2024-25 Balance Sheet is not finalized, then submit the Balance Sheet as on 31.03.2024
- V. Financial arrangements for carrying out the proposed work.

Signature(s) of Applicant(s)

Signature of Chartered Accountant with seal



FORM E

**PROFORMA ON ISO CERTIFICATION**

(If available)

1. Year of Certification :

2. Name and Address of Certifying Agency:

3. Name of Management Representative :

4. Validity of Certificate :

Note: Attested copy of certificate (attested by Government officer or Notary Public) to be enclosed.

Signature(s) of Applicant(s)



## IMPORTANT INSTRUCTIONS TO APPLICANTS WHO DOWNLOAD THE DOCUMENT FROM WEB

The applicants who have down-loaded the document from the web, should read the following important instructions carefully before submitting the documents:-

- a) The applicants should see carefully & ensure that the **document** contains **14 (fourteen)** pages in total.
- b) The printout of the document should be taken on "A4" size paper only & the printer settings etc are such that document is printed as appearing in the web & there is no change in formatting, number of pages etc.
- c) The applicant should ensure that no page in the down-loaded document is missing.
- d) The applicant should ensure that all pages in the down-loaded document are **legible, clear** & are printed on a good quality paper.
- e) The applicant should ensure that every page of the down-loaded document is signed by applicant with stamp (seal).
- f) The applicant should ensure that the down-loaded document is **properly bound and sealed** before submitting the same.
- g) In case of any correction / addition / alteration / omission in the document by the applicant, it shall be treated as non-authenticated and is not acceptable.
- h) The applicant shall furnish a declaration to the effect that no addition deletion / corrections have been made in the document submitted and it is identical to the document appearing on Website.
- i) The applicant should read carefully & **sign the declaration** given below in the page number "**19 & 20**" before submitting the document.
- j) In case of any doubt in the down-loaded document, the same should be got clarified from the Zonal Office, Indore before submitting the document.





## LETTER OF TRANSMITTAL

To  
The Zonal Manager,  
Indian Bank,  
Zonal Office, Indore.

Sir,

**Sub: Empanelment as \_\_\_\_\_ in your Bank**

Having examined the details given in Web-Notice for empanelment as \_\_\_\_\_ in your Bank, I/we hereby submit the documents (issued / downloaded from web) and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms \_\_\_\_\_ to \_\_\_\_\_ and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for empanelment and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorize the Zonal Manager, Indian Bank (or his representative) to approach the Bank issuing the solvency certificate to confirm the correctness thereof.
4. I/We also authorize the Zonal Manager, Indian Bank (or his representative) to approach individuals, employers, firms and corporation to verify our competence and general reputation.
5. I/We also submit prescribed declaration in respect of downloaded document. (Applicable only in case of application on downloaded document)
6. I/We submit the following certificates in support of our suitability, technical know-how & capability for having successfully completed the following works

SL NO	Name of Work	Certificate from

Enclosures:

Seal of applicant

Date of submission



Signature(s) of applicant(s)



## DECLARATION

(TO BE GIVEN BY THE APPLICANT WHO HAVE DOWNLOADED THE DOCUMENT FROM THE WEB)

It is to certify that

- 1) I / We have submitted the document in the proforma as **down-loaded directly from the web site & there is no change in formatting, number of pages etc.**
- 2) I / We have submitted document which **are same / identical** as available in the website.
- 3) I / We have **not made any modification / corrections / additions etc** in the documents downloaded from web by me / us.
- 4) I / We have checked that **no page is missing** and all pages as per the index are available & that all pages of document submitted by us are **clear & legible.**
- 5) I / We have **signed (with stamp) all the pages** of the document before submitting the same.
- 6) I/We have **sealed** the documents properly before submitting the same.
- 7) I /We have read carefully & understood the instructions to all the applicants & to the applicants who have down-loaded the document from the web.
- 8) In case at any stage later, it is found that there is difference in our downloaded documents from the original, BANK shall have the absolute right to take any action as deemed fit without any prior intimation to me / us.

Dated:

Signature(s) of applicant(s)



**General Instructions:**

1. The contractor should have an office set up in Madhya Pradesh, preferably in any of the following districts that comes under the purview of Zonal Office Indore (Agar Malwa, Alirajpur, Barwani, Burhanpur, Dewas, Dhar, Harda, Indore, Jhabua, Khandwa, Khargone, Mandsaur, Neemuch, Ratlam, Shajapur, Ujjain)
2. 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. Satisfactory completion certificates for works done for different employers should be furnished along with the application along with other supporting documents.
3. While deciding upon the selection of the Contractors, emphasis will be given on the ability, experience performance, value of works executed and competence to do good quality work in accordance with the specifications and within the time schedule.
4. Decision of the Bank in regards to selection of contractors will be final and binding. The Bank is not bound to assign any reason there for.
5. Applications containing false or inadequate information are liable for rejection.
6. Applicant who are debarred or whose performance are found poor during last 5 years by any Govt Organization/PSUs/PSBs will not be eligible to apply or if they had applied for empanelment their application will be rejected.
7. The performance of all the enlisted contractors shall be reviewed by the Bank once a year and their name shall be removed from the approved list of contractors in the event of occurrence of any one or more of the failure on their part as detailed below:
  - a) Is proved to be responsible for defects in two contracts awarded.
  - b) Persistency violates any important conditions of the contract like maintaining time schedule and business dealing etc.
  - c) Fails to abide by the condition of registration/empanelment or is found to have given false particulars at the time of registration/empanelment.
  - d) Is declared or is in process of being declared bankrupt/insolvent, would up, dissolved or petitioned
  - e) Persistently violates labor regulation and rules.

I/We have read and understood all the above instructions and shall comply the instructions.

Signature(s) of applicant(s)

Place:  
Date:

