



भारतीय रिज़र्व बैंक/ Reserve Bank of India  
संपदा विभाग/ Estate Department  
भुवनेश्वर/ Bhubaneswar

**Application for Empanelment of Contractors and Suppliers for Civil, Electrical and Other Works for Reserve Bank of India, Bhubaneswar**

Reserve Bank of India, Bhubaneswar invites applications for empanelment of suppliers & contractors for undertaking Civil, Electrical and other general works in Bank's Main Office Premises and three residential colonies located at Nayapalli, Vidyut Marg and Baramunda at Bhubaneswar, Odisha. The panel will remain in force **for a period from January 01, 2027 to December 31, 2029.**

2. The document containing application form, may be downloaded from the website <https://www.rbi.org.in> from **July 30, 2026 after 18:00 Hrs.** The last date for submission of duly filled forms together with all supporting documents, by the eligible contractors is **August 31, 2026, till 17:00 hrs.** The duly filled application forms together with all supporting documents shall be submitted at **Estate Department, 1<sup>st</sup> Floor, Reserve Bank of India, Bhubaneswar only.**

3. During scrutiny, if any of the applicant is found not to possess the required pre-qualification or to have submitted false/ incorrect information, the related application will be liable for rejection. **Applications of only those applicants who fulfill the specified Pre-Qualification Criteria and submit the required supporting documents shall be processed further.**

4. Contractors already empaneled by Reserve Bank of India, Bhubaneswar Office shall also submit their application for the current empanelment.

5. The panel shall remain valid for 3 (three) years from the date of coming into existence subject to periodical review of performance as specified.

6. Reserve Bank of India reserves the right to reject any or all the applications without assigning any reason thereof.

7. Interested applicants may apply for empanelment for single or multiple trades / types of works and either in any or all categories.

**8. Applicant intending to apply for multiple trades / types of works shall submit separate application for each trade / type of work with separate set of documents in respect of the requisite experience & eligibility criteria.**

**Important Dates**

|                                                            |                                                   |
|------------------------------------------------------------|---------------------------------------------------|
| Start Date for Downloading of Application from RBI Website | <b>July 30, 2026, after 18:00 hrs.</b>            |
| Last date for Submission of Application                    | <b>On or before 17:00 hrs. on August 31, 2026</b> |
| Date of opening of Sealed Applications                     | <b>15:00 hrs. on September 03, 2026</b>           |

General Manager (Officer-in Charge)  
Reserve Bank of India  
Bhubaneswar



भारतीय रिज़र्व बैंक/ Reserve Bank of India  
संपदा विभाग/ Estate Department  
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## Disclaimer

Reserve Bank of India, Bhubaneswar (the Bank) has prepared this empaneled document. The information is provided to prospective Applicants to enable them to apply for Empanelment of Contractors and Suppliers for Civil, Electrical and Other Works for Reserve Bank of India, Bhubaneswar.

This empanelment is neither an agreement with any party, nor invitation to any party to perform work of any kind. The purpose of this empanelment is to share requirements of the Bank with all interested parties in order to enable them to submit their application. While the Bank has taken due care in the preparation of the information contained herein, the Bank does not claim that the information is exhaustive. Respondents to this empanelment are required to make their own inquiries and they should not rely solely on the information in this empanelment document. The Bank is not responsible if no due diligence is performed by the Respondents. No reimbursement of cost of any type or on any account will be paid to persons or entities submitting their documents.

Any amendments / corrigendum to the empanelment, if any, issued in future will only be notified on the RBI Website and will not be published in the newspaper.

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**Reserve Bank of India  
Estate Department  
Bhubaneswar**

**Section - I**

**Details of Categories and Trades**

1. The Reserve Bank of India intends to prepare a panel of Contractors/ Suppliers for undertaking various works for its Main Office Premises and three residential premises located at Nayapalli, Vidyut Marg and Baramunda at Bhubaneswar, Odisha and invites applications in the prescribed proforma for the same.
2. The Empanelment shall be carried out for different categories under each trade based on the estimated cost of work/ supply. There are **six categories** based on the estimated cost of work/ supply, as detailed below:

| <b><u>Details of Categories</u></b>                                           |
|-------------------------------------------------------------------------------|
|                                                                               |
| Category-I – For works/ supply costing up to ₹2 lakhs.                        |
|                                                                               |
| Category-II - For works/ supply costing above ₹2 lakhs and up to 10 lakhs.    |
|                                                                               |
| Category-III – For works/ supply costing above ₹10 lakhs and up to ₹25 lakhs. |
|                                                                               |
| Category-IV – For works/ supply costing above ₹25 lakhs and up to ₹50 lakhs.  |
|                                                                               |
| Category-V – For works/ supply costing above ₹50 lakhs and up to ₹75 lakhs.   |
|                                                                               |
| Category-VI – For works/ supply costing above ₹75 lakhs and up to ₹100 lakhs. |

**a. List of Trades (Category wise) - Civil**

| Sr. No. | Trades                                                                                                                                                                                                                                                                   | Categories     |                                |                                 |                                 |                                 |                                  |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|
|         |                                                                                                                                                                                                                                                                          | I              | II                             | III                             | IV                              | V                               | VI                               |
|         |                                                                                                                                                                                                                                                                          | Up to ₹2 lakhs | Above ₹2 lakhs up to ₹10 lakhs | Above ₹10 lakhs up to ₹25 lakhs | Above ₹25 lakhs up to ₹50 lakhs | Above ₹50 lakhs up to ₹75 lakhs | Above ₹75 lakhs up to ₹100 lakhs |
| 1.      | Civil works (repair, renovation and Interior works) including sanitary and plumbing work / structure rehabilitation work / carpentry and furniture / wooden glass panel repair work/ Painting works / recovery painting of Bank's building and residential colonies etc. | YES            | YES                            | YES                             | YES                             | YES                             | YES                              |
| 2.      | Bituminous carpeting / re-carpeting including road repair etc.                                                                                                                                                                                                           | YES            | YES                            | YES                             | YES                             | YES                             | YES                              |
| 3.      | Specialized Waterproofing                                                                                                                                                                                                                                                | YES            | YES                            | YES                             | YES                             | YES                             | YES                              |
| 4.      | Steel Fabrication                                                                                                                                                                                                                                                        | YES            | YES                            | YES                             | N/A                             | N/A                             | N/A                              |
| 5.      | Supply of furniture viz. sofa, chair, workstations etc. for Office and residential colonies                                                                                                                                                                              | YES            | YES                            | YES                             | N/A                             | N/A                             | N/A                              |
| 6.      | Supply / cleaning of carpets / chair / sofa / venetian blinds etc                                                                                                                                                                                                        | YES            | YES                            | YES                             | N/A                             | N/A                             | N/A                              |
| 7.      | Disposal of waste materials (wooden / paper / electronic/                                                                                                                                                                                                                | YES            | YES                            | YES                             | N/A                             | N/A                             | N/A                              |

|    |                                                                                                                                  |     |     |     |     |     |     |
|----|----------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|-----|-----|
|    | electrical etc.), lifting and cleaning of garbage in office premises and residential quarters.                                   |     |     |     |     |     |     |
| 8. | Horticultural maintenance work including supply of seeds / saplings/pots / seedlings/Vertical Garden etc. for horticultural work | YES | YES | YES | N/A | N/A | N/A |
| 9. | Supply, installation, and maintenance of firefighting equipment. i.e. Wet riser, Sprinkler system, Fire extinguisher etc         | YES | YES | YES | N/A | N/A | N/A |

**b) List of Trades (Category wise) – Electrical**

| Sr. No. | Trades                                                                                                                                                              | Categories     |                                |                                 |                                 |                                 |                                  |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|
|         |                                                                                                                                                                     | I              | II                             | III                             | IV                              | V                               | VI                               |
|         |                                                                                                                                                                     | Up to ₹2 lakhs | Above ₹2 lakhs up to ₹10 lakhs | Above ₹10 lakhs up to ₹25 lakhs | Above ₹25 lakhs up to ₹50 lakhs | Above ₹50 lakhs up to ₹75 lakhs | Above ₹75 lakhs up to ₹100 lakhs |
| 1.      | Electrical works (repairing & renovation in Office Premises and residential colonies).                                                                              | YES            | YES                            | YES                             | YES                             | YES                             | YES                              |
| 2.      | Supply of electrical materials including fan, light, bulb, panels, wiring, fitting/fixture HT/LT cables, pumps/ motors, day-to-day electrical stock materials, etc. | YES            | YES                            | YES                             | N/A                             | N/A                             | N/A                              |

|    |                                                                                                                                                                |     |     |     |     |     |     |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|-----|-----|
| 3. | Operation and Maintenance of HT/LT Substation and other electrical equipment viz transformers, panels, capacitor banks etc. by engaging qualified electricians | YES | YES | YES | N/A | N/A | N/A |
| 4. | Supply of electrical/electronic gadgets viz. TV sets, refrigerator, washing machine, microwave, water geysers, induction heater, Digital Display units etc.    | YES | YES | YES | N/A | N/A | N/A |
| 5. | Illumination of office building and residential colonies on various occasions.                                                                                 | YES | YES | YES | N/A | N/A | N/A |
| 6. | Supply of UPS/Lift ARD's/ inverter batteries.                                                                                                                  | YES | YES | YES | N/A | N/A | N/A |
| 7. | Supply and maintenance of EPABX system, telephone instruments, Telephone Line wiring works etc.                                                                | YES | YES | YES | N/A | N/A | N/A |
| 8. | Supply, installation, and maintenance of automatic Glass sliding gate, motorized gate, and boom barrier.                                                       | YES | YES | YES | N/A | N/A | N/A |
| 9. | Supply, installation, and maintenance of Electrical Chimney                                                                                                    | YES | YES | YES | N/A | N/A | N/A |
| 10 | Supply, installation, and maintenance of Gym Equipment                                                                                                         | YES | YES | YES | N/A | N/A | N/A |
| 11 | Supply, installation and maintenance of water purifiers, water coolers etc.                                                                                    | YES | YES | YES | N/A | N/A | N/A |

|    |                                                                                                                                                  |     |     |     |     |     |     |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|-----|-----|
| 12 | Supply, installation and maintenance of Air conditioning units (Window, split, tower, Ductable, cassette, package, VRF etc.)                     | YES | YES | YES | N/A | N/A | N/A |
| 13 | HVAC works related with repair, supply, installation testing and commissioning of various types of air-conditioning systems or their components. | YES | YES | YES | YES | YES | YES |
| 14 | Operation and Maintenance of Centralised AC System by engaging qualified technicians.                                                            | YES | YES | YES | N/A | N/A | N/A |
| 15 | Supply, installation, and maintenance of CCTV surveillance system                                                                                | YES | YES | YES | N/A | N/A | N/A |
| 16 | Conducting electrical safety audit in large office complex                                                                                       | YES | YES | N/A | N/A | N/A | N/A |
| 17 | Conducting energy audit in large commercial / Office building                                                                                    | YES | YES | N/A | N/A | N/A | N/A |

**c) List of Trades (Category wise) – Integrated Civil & Electrical**

| Sr. No. | Trades                                                                                | Categories     |                                |                                 |                                 |                                 |                                  |
|---------|---------------------------------------------------------------------------------------|----------------|--------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|
|         |                                                                                       | I              | II                             | III                             | IV                              | V                               | VI                               |
|         |                                                                                       | Up to ₹2 lakhs | Above ₹2 lakhs up to ₹10 lakhs | Above ₹10 lakhs up to ₹25 lakhs | Above ₹25 lakhs up to ₹50 lakhs | Above ₹50 lakhs up to ₹75 lakhs | Above ₹75 lakhs up to ₹100 lakhs |
| 1.      | Renovation work for Civil & Electrical (for Office Building and Residential Colonies) | YES            | YES                            | YES                             | YES                             | YES                             | YES                              |

**Note:**

- “YES” indicated are the eligible limits for the prescribed panel of trade.
- “N/A” indicated above are the ineligible limits for the prescribed panel of trade.
- The empanelment does not give right to claim for allocation of work.
- Authorised Dealers / Distributors need to submit certificate or any other similar document in support thereof.

**Important Instructions:**

- Application for empanelment shall be submitted in the prescribed Bank's Format only.
- **Similar work means the details of work specified in each trade. For Example, for the trade of Civil works (repair, renovation and Interior works), similar work means execution of Civil works including allied works such as sanitary, plumbing, structural rehabilitation, carpentry, furniture, wooden/glass panel repairs, and painting works. Experience confined solely to any work mentioned above shall not be considered as similar work. The agency shall be capable of executing all works covered under this trade.**
- Interested applicants may apply for empanelment for single or multiple trades / types of works and either in any or all categories.
- **Applicant intending to apply for multiple trades / types of works shall submit separate application for each trade / type of work with separate set of documents in respect of the requisite experience & eligibility criteria.**
- **For each of the trades applied, separate set of documents in respect of the requisite experience, application form & eligibility criteria must be submitted.**
- The contractors already empaneled are also required to submit applications afresh.

**Sign & Seal of the applicant**

**Place:**

**Name:**

**Date:**

**Address:**

**Email:**

**Contact No**

**Section – II**  
Pre-Qualification Criteria

**Applicants must fulfil following pre-qualification criteria by furnishing documentary evidence in support of the same. In the event of their failure to do so, the Bank reserves the right to Reject the application.**

The prequalification criteria for issue of applications for various trades are as under:

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Past Experience</b>                      | <p>The contractor should have minimum 5 years of experience of executing similar work(s). The list shall include details such as Name of the Client, Value of work executed, Date of Start and Finish of the work, Reasons of delay, if any etc. Applicant should submit documentary evidence in support of minimum experience of 5 years (i.e. <b>the contractors should have undertaken work on or before June 30, 2021</b>).</p> <p><b><u>Required documents:</u></b></p> <ul style="list-style-type: none"> <li>➤ Copy of any work order issued on or before June 2021 along with the work completion certificate.</li> <li>➤ Client list, indicating details, as specified, of works carried out for them.</li> </ul>                                                                                                                                                      |
| <b>Minimum value of each completed work</b> | <p>Experience of having successfully completed similar works during last 5 years ending <b>June 30, 2026</b>, should be either of the following:</p> <p>(i) Three similar completed works, as per the trade, each costing not less than the amount equal to 40% of the estimated cost. [In case of empanelment of contractors as the estimated cost ranges between a lower band and an upper band, then 40% of the upper band of the range shall be considered. For example, empanelment of contractors for works costing between ₹25-50 Lakh, cost of each work executed shall be minimum ₹20 lakh (40% of ₹50 lakh)]</p> <p style="text-align: center;"><b>Or</b></p> <p>ii) Two similar completed works, as per the trade, each costing not less than the amount equal to 50% of the estimated cost. [In case of empanelment of contractors as the estimated cost ranges</p> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>between a lower band and an upper band, then 50% of the upper band of the range shall be considered. For example, empanelment of contractors for works costing between ₹25-50 Lakh, cost of each work executed shall be minimum ₹25 lakh (50% of ₹50 lakh)].</p> <p style="text-align: center;"><b>Or</b></p> <p>iii) One similar work, as per the trade, costing not less than the amount equal to 80% of the estimated cost. [In case of empanelment of contractors as the estimated cost ranges between a lower band and an upper band, then 80% of the upper band of the range shall be considered. For example, empanelment of contractors for works costing between ₹25 -50 Lakh, cost of the work executed shall be minimum ₹40 lakh (80% of ₹50 lakh)].</p> <p><b>NB:</b></p> <ul style="list-style-type: none"> <li>➤ In case of Client's Certificate issued by the private organizations, the contractor shall mandatorily submit Tax Deducted at Source (TDS) Certificates along with the work order and completion certificate. Applications received without the specified certificate shall be liable for rejection.</li> <li>➤ The Bank reserves the right to independently verify the submitted certificates along with copy of TDS certificate in case of client certificate issued by private organizations.</li> </ul> |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### Illustrations for minimum value of each completed work

| Category I                        | Category II                       | Category III                      | Category IV                       | Category V                                  | Category VI                                 |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|---------------------------------------------|---------------------------------------------|
| Up to ₹2 lakhs                    | Above ₹2 lakhs up to ₹10 lakhs    | Above ₹10 lakhs up to ₹25 lakhs   | Above ₹25 lakhs up to ₹50 lakhs   | Above ₹50 lakhs up to ₹75 lakhs             | Above ₹75 lakhs up to ₹100 lakhs            |
| i) Three similar completed works, | i) Three similar completed works, | i) Three similar completed works, | i) Three similar completed works, | i) Three similar completed works, each work | i) Three similar completed works, each work |

|                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                            |                                                                                          |                                                                                            |                                                                                          |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| each work costing not less than ₹80,000/-                                              | each work costing not less than ₹4,00,000/- (₹4 Lakh)                                                                                                                                                                                                                                                                                                                                                                                                                                         | each work costing not less than ₹10,00,000/- (₹10 Lakh)                                    | each work costing not less than ₹20,00,000/- (₹20 Lakh)                                  | costing not less than ₹30,00,000/- (₹30 Lakh)                                              | costing not less than ₹40,00,000/- (₹40 Lakh)                                            |
| <b>(OR)</b>                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                            |                                                                                          |                                                                                            |                                                                                          |
| ii) Two similar completed works, each work costing not less than ₹1,00,000/- (₹1 Lakh) | ii) Two similar completed works, each work costing not less than ₹5,00,000/- (₹5 Lakh)                                                                                                                                                                                                                                                                                                                                                                                                        | ii) Two similar completed works, each work costing not less than ₹12,50,000/- (₹12.5 Lakh) | ii) Two similar completed works, each work costing not less than ₹25,00,000/- (₹25 Lakh) | ii) Two similar completed works, each work costing not less than ₹37,50,000/- (₹37.5 Lakh) | ii) Two similar completed works, each work costing not less than ₹50,00,000/- (₹50 Lakh) |
| <b>(OR)</b>                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                            |                                                                                          |                                                                                            |                                                                                          |
| iii) One similar completed work costing not less than ₹1,60,000/- (₹1.6 Lakh)          | iii) One similar completed work costing not less than ₹8,00,000/- (₹8 Lakh)                                                                                                                                                                                                                                                                                                                                                                                                                   | iii) One similar completed work costing not less than ₹20,00,000/- (₹20 Lakh)              | iii) One similar completed work costing not less than ₹40,00,000/- (₹40 Lakh)            | iii) One similar completed work costing not less than ₹60,00,000/- (₹60 Lakh)              | iii) One similar completed work costing not less than ₹80,00,000/- (₹80 Lakh)            |
| <b>ANNUAL TURN OVER</b>                                                                | The applicant should submit the audited financial statements (Balance Sheet and Profit & Loss Accounts) duly certified by the Chartered Accountant for the last three Financial Years i.e. 2023-24, 2024-25 and 2025-26. certificate of turnover issued by a Chartered Accountant should be enclosed as proof of their credit worthiness and turnover for the last three years. The yearly turnover per year shall not be less than the below mentioned amount for the respective categories: |                                                                                            |                                                                                          |                                                                                            |                                                                                          |
| Category I                                                                             | Category II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Category III                                                                               | Category IV                                                                              | Category V                                                                                 | Category VI                                                                              |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |             |            |             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------|------------|-------------|
| ₹2 Lakh                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ₹10 Lakh                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | ₹25 Lakh     | ₹50 Lakh    | ₹75 Lakh   | ₹100 Lakh   |
| <b><i>*If the audited yearly financial statements for the FY 2025-26 are not available, the applicant may submit the provisional statements/figures for FY 2025-26.</i></b>                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |             |            |             |
| <b>Solvency/Banker's Certificate</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Should furnish solvency certificate issued by the Applicant's banker ( <b>issued on or after July 30, 2026</b> ), specifically for the purpose of the empanelment/work, for an amount equal to upper band of the range if the estimated cost ranges between a lower band and an upper band/estimated cost of the work.                                                                                                                                                                                                                                 |              |             |            |             |
| Category I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Category II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Category III | Category IV | Category V | Category VI |
| ₹2 Lakh                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ₹10 Lakh                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | ₹25 Lakh     | ₹50 Lakh    | ₹75 Lakh   | ₹100 Lakh   |
| <b>NB :</b> However, The Solvency Certificate submitted for the highest category of any trade applied for by the bidder shall also be considered valid for all other trades falling under lower categories. For example, if a bidder applies for a trade in the category 'Above ₹75 lakhs and up to ₹100 lakhs' and another trade in the category 'Above ₹10 lakhs and up to ₹25 lakhs', the Solvency Certificate of ₹100 lakh submitted for the higher category shall be accepted for the lower category as well. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |             |            |             |
| Service setup (For Electrical and Electromechanical works)                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Full-fledged service setup should be available for the specified job either at Bhubaneswar, Odisha or <b>within a radius of 100KM from RBI, Bhubaneswar</b> wherefrom required quality after sales services can be regularly provided.<br><br><b>OR</b><br><b>Shall ensure to setup its office in Bhubaneswar, Odisha within two (02) months of the receiving the letter for empanelment.</b> In connections with this, the applicants may submit an undertaking/declaration in their letter head regarding the service set-up in Bhubaneswar, Odisha. |              |             |            |             |

- The intending contractors shall have to satisfy the Bank with documentary evidence in support of their possessing required eligibility (as specified above) and in the event of their failure to do so, the Bank reserves the right not to process their application. For this purpose, the contractors shall be required to

submit all the relevant mandatory information / documents in proof of their eligibility within the prescribed timeline in a sealed cover.

- Copies of valid licenses for related trades as applicable, PAN, GST Registration, etc. issued by respective statutory authorities (Electrical license copies should be submitted for electrical work) shall be required to submit with the application in the sealed cover within the prescribed timeline.
- Application forms can also be downloaded from the website <https://www.rbi.org.in>. **The soft copy of the application form may be forwarded to the prospective contractor/supplier, on request, to their email ID only from July 30, 2026 after 18:00 Hrs. on all working days between 10:00 hrs and 17:00 hrs.**
- The complete information / documentary proof of their being eligible for the work, will have to be submitted along with the filled in application form in a sealed cover to The General Manager (O-i-C), Reserve Bank of India, Estate Department, 1<sup>st</sup> Floor, Main Building, Pandit J. N. Marg, Bhubaneswar-751 001. The Bank reserves the right to reject the application form which does not meet the eligibility criteria.
- The last date for submission of filled in application forms is **August 31, 2026 up to 17:00 hrs.**
- The Bank reserves the right to reject any or all applications without assigning any reason thereof.

**Note: Contractors already empanelled presently and those whose earlier applications have not been considered favourably can also submit fresh application.**

**Section - III**  
General Instructions

1. The Reserve Bank of India intends to prepare a panel of reputed contractors/suppliers for undertaking repair /renovation/ modernization/maintenance and repair / repainting work of Bank's Main office Premises, three residential colonies located at Nayapalli, Vidyut Marg and Baramunda at Bhubaneswar and any other locations as advised by the Bank.
2. Panel of works are as mentioned in the DETAILED NOTICE FOR EMPANELMENT OF CONTRACTORS. Contractors who are registered with the Government / Semi-Government undertaking/s as Maintenance Contractors or have executed similar maintenance and repair works, may apply in the prescribed format.
3. The Bank will also insist to the Successful Bidder to submit the bills along with necessary supportive documents, after due verification from Bank's Engineer/ caretaker/ other such Bank officials, as the case may be, latest by 07 (Seven) days of the completion of the work.
4. Applicants are required to indicate "YES" for the trades and categories in which they desire to empanel. **However, Applicant intending to apply for multiple trades / types of works shall submit separate application for each trade / type of work with separate set of documents in respect of that trade with requisite experience & eligibility criteria.**
5. **For each of the trades applied, separate set of documents in respect of the requisite experience, application form & eligibility criteria must be submitted.**
6. In case, the Applicant has not submitted the requisite documents mentioned in the Pre-Qualification Criteria in respect of any trade/category applied for empanelment, the said application will not be considered for further evaluation. The Bank's decision in this regard shall be final and binding on the Applicant.
7. Intending applicants are required to furnish details about their organization, work experience, yearly turn over, technical personnel in their organization, competence and adequate evidence of their financial standing in the enclosed proforma which will be kept confidential.
8. **A format of Client's Certificate as per [Annexure-I](#) and Solvency/Banker's Certificate as per [Annexure-II](#) is attached along with the blank application form.** The applicant must obtain the said Client's Certificate for all the qualifying works, in terms of the pre-qualification criteria described in the notice inviting application, from

his client(s) on their official letterhead in their official sealed cover and has to submit the same along with the application. **Similarly, they must obtain the said Banker's Certificate (on or after July 30, 2026) from their banker/ bankers on the bank's official letter head in bank's sealed cover and has to submit the same along with the application.** Such Certificates should be addressed to the application inviting authority of Reserve Bank of India and should be submitted along with their application in a separate sealed envelope.

9. Client's Certificate issued by a Government/Semi Government Organization or a PSU should be signed by an official of the rank of Executive Engineer or an Officer in an equivalent or higher rank and must be **supported by adequate proof of payments received by the contractor** for the work done by them.
10. Client's Certificate issued by the private organizations shall necessarily accompany Tax Deducted at Source (TDS) Certificates. Applications received without the specified certificate shall be liable for rejection. The Bank reserves the right to independently verify the submitted certificates.
11. The applicants who have carried out any work for any office of the Reserve Bank of India during past five years shall provide the details of these works (if such works are more than 5, details of at least five works starting from the highest contract amount shall be furnished) in the specified format. The Bank shall verify the performance of the applicant on these contracts.
12. The application form shall be signed by a person on behalf of the Organization, who is duly authorized to do so. **Each page of application shall be properly signed. If the application is signed by a person under power of attorney, required document giving the person the power of attorney shall be attached along with the application in the prescribed format [Annexure - IV](#).**
13. 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. Satisfactory completion certificates for works done for different employers should preferably be furnished along with the application.
14. Application containing false or inadequate information is liable for rejection.
15. **The applicant who is applying for higher category can be empaneled in lower category on his specific request.**

16. Applicant who desires to apply for Electrical related trades or any such trade which needs a license from the competent authority must submit **photocopy of valid license issued by appropriate authority. For specialized works such as water proofing/ refilling of fire extinguishers etc., the applicant shall submit a copy of the authorized applicator/ dealer certificate, issued by the respective manufacturer.**
17. 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.
18. The performance of all the enlisted contractors shall be reviewed by the Bank at least once in 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 failures on their part as detailed below:
- a. Fails to respond to the call notice inviting tenders/ quotations on three occasions in a period of 1 year or fails to execute contracts awarded.
  - b. Is proved to be responsible for constructional defects in two contracts awarded.
  - c. Whose performance either in carrying out the work or in delivering materials as per specifications, are not found satisfactory in two contracts awarded/ supply orders placed.
  - d. Persistently violates any important conditions of the contracts like maintaining time schedule and business dealing, etc.
  - e. Fails to abide by the condition of registration/ empanelment or is found to have given false particulars at the time of registration/ empanelment.
  - f. Is declared or is in the process of being declared bankrupt/ insolvent, wound up, dissolved or partitioned.
  - g. Persistently violates labor regulation /rules.
19. If any empaneled contractor withdraws or declines to execute the work after the opening of the Financial Bid for any particular trade, such withdrawal shall be treated as a default. In such an event, the Bank reserves the right to debar the concerned contractor from participating in the next two consecutive tenders floated by the Bank for the same trade during the currency of the empanelment period, without prejudice to any other action that the Bank may deem fit under the terms and conditions of the tender.

20. **The Bank reserves the right to reject any or all the applications without assigning any reason thereof.**
21. The bidder shall submit an undertaking regarding declaration of debarment by public institutions and (**as per [Annexure – III\(A\)](#)** on the letterhead) and Undertaking / Declaration / Certificate by the Bidder regarding country sharing land border with India (**as per [Annexure – III\(B\)](#)** on the letterhead).
22. The Applicant shall furnish any Civil Suit/ Litigation/disputes/ suspension/ penalty arisen in the contracts executed during the last 3 years ending on June 30, 2026 / being executed in their respective letter head. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and date and brief details of litigation otherwise mention “Nil”.
23. The Contractor shall also furnish any other disputes with statutory authorities which are pending otherwise mention “Nil, in their respective letter head.
24. **Debarment Clause:** An applicant is liable for debarment/disqualification from empanelment on the following grounds:
- A.** If it is determined that the applicant has committed the following acts or omissions in contravention of the code of integrity:
- i. making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
  - ii. any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
  - iii. any collusion, bid rigging or anticompetitive behaviour that may impair the transparency, fairness and the progress of the procurement process.
  - iv. improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
  - v. any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract: which can affect the decision of the procuring entity directly or indirectly.
  - vi. any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
  - vii. obstruction of any investigation or auditing of a procurement process.

- viii. making false declaration or providing false information for participation in a tender process or to secure a contract.
- ix. failed to disclose conflict of interest.
- x. failed to disclose any previous transgressions made in respect of the provisions of sub-clause (i) with any public institution / entity in India or any other country during the last three years or of being debarred by any public procuring institution / entity.

**B.** For any actions or omissions by the applicant other than violation of code of integrity, which in the opinion of the Bank warrants debarment, for the reasons like supply of sub-standard material, non-supply of material, abandonment of works, substandard quality of works, failure to abide by the terms of the tender etc.

**C.** If the applicant has been convicted of an offence— (a) under the Prevention of Corruption Act, 1988; or (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

25. Applicants who are debarred or whose performance are found poor during last 3 years by the any government institute/ PSU/ Semi Government organisation will not be eligible to apply or if they had applied for empanelment, their application will be rejected. All the applicants have to submit the undertaking regarding declaration of debarment by public institution(s).

26. **Minimum Wages:** The contractor is bound to follow all Labour rules and regulations as envisaged in the Payment of Wages Act 1936 and Minimum Wages Act 1948, or any other law, as applicable, and ensure payment of minimum wages which should be based on total Man days and/or working hours, which are revised time to time by Government of India.

27. The contractor shall abide by all the laws of the land in respect of labour act, PF, ESI, minimum wages etc. The Bank shall not be responsible for any claim on any account for not abiding the labour laws. The contractor shall give the details of the staff going to be deployed for Bank's information.

28. **Engagement of Contract Labour:** The contractor shall abide by and fulfil all requirements laid down under the Contract Labour (Regulation and Abolition) Act, 1970 and the rules framed there-under. The contractor shall submit to the Bank the

maximum number of labourers to be engaged on a single day in the job. Any subsequent increase should be informed to the Bank without delay, if the number of labourers employed for the job is twenty or more, the contractor shall obtain required license from the Regional Labour Commissioner. The contractor should ensure payment of minimum wages to all his labourers / workmen staff employed by him. He shall submit a certificate to the effect that, he has actually paid all the dues of all the labourers of all designations / descriptions engaged by him for completion of the awarded job / work / project at the rate which is not less than that prescribed under Minimum Wages Act, 1948 and they have complied with the provisions of CLRA Act, with regard to providing the essential amenities to the contract labour. Further, he may facilitate Bank's representative(s) to verify and certify the veracity of such certificate.

29. It is to inform that, at present, **Bank invites bids for works with estimated cost more than Rs 5.00 Lakh only through e-tendering mode on Central Public Procurement Portal (CPPP).** However, Bank reserves the right to invite bids/tenders/quotations through any mode (physical or electronic) on any portal it may deem fit. **The applicants who are applying in the category above Rs 5 lakh, are required to register themselves on Central Public Procurement Portal (CPPP) within 45 days from the date of empanelment.**
30. The contractor shall submit necessary insurance covers (i.e., Contractor All Risk Policy, Workmen Compensation Policy, Third Party Liability, etc) with Reserve Bank of India as the first name, at their cost, before commencement of the work.
31. The contractor shall facilitate the Bank's Engineer for inspecting the work(s) awarded / entrusted to him / her / them at any point of time during the progress / after completion of the work.
32. The contractor shall indemnify the Bank against any expenses arising out of any injury or loss to the persons or property and in respect of any claim made in respect of injury or damage under any Acts of the Government or otherwise and in respect of any award of compensation or damages consequent upon such claim. All safety codes at workplace shall be strictly adhered to.
33. Any damage to the Bank's property / third party caused by the contractor or persons employed by him / her during execution of the work entrusted to him / her / them by the Bank, shall be made good by the contractor at his risk and cost.

The bills for works completed along with requisite documents shall be submitted to the Bank latest by 07 (Seven) days of the completion of the work.

34. Payments for the value of work done by the contractor shall be made by the Bank through NEFT / RTGS within forty-five days from the date of submission of invoice / bill along with necessary documents and as per terms of conditions in the tenders / quotations and statute, based on the certification by the Bank's Engineer.

35. The contractor shall abide by all the laws of the land in respect of Labour Acts, PF, ESI, Minimum Wages, etc.

36. The contractor shall bear in mind that the work(s) must be carried out without causing disturbance to the staff members of the Bank, residents in residential colonies and members of public.

37. Workmen will not be allowed to stay within the Bank's premises beyond working hours, without express permission from Bank's officials / Engineer.

38. The Contractor shall indemnify and keep indemnified the Reserve Bank of India against:

- a. Any claim arising out of third-party loss/ damage to life or property caused by during execution of the work.
- b. Any claim arising out of loss/ damage to the workmen engaged by the contractor during execution of the work.
- c. Any claim due to non-compliance of applicable Wages, PF/ Labour laws, ESI, Regulations, etc.

39. Day-to-day cleaning of the area of works and surroundings, disposing and clearing of the debris and surplus materials away from the Bank's premises, properly barricading and protecting the finishes in and around the area of work executed, etc. have to be done by the contractor at his / her / their risk and cost.

40. In all matters of dispute arising from the work, the Bank's decision shall be taken as final and will be binding on the contractor.

#### **41. Settlement of disputes by Arbitration:**

- Any claims, dispute and/or difference arising out of or relating to this contract like specifications, estimates, instructions, orders, quality of workmanship or

materials used on the work, interpretation of the terms mentioned in the tender document, validity or termination of this Agreement etc. will be resolved through joint discussion among the Authorized Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the General Manager (O-i-C)/Regional Director, Reserve Bank of India, Bhubaneswar. In case the Agency does not agree to such appointment, both the parties will appoint an arbitrator each and the arbitrators then will appoint the Presiding Arbitrator. The Arbitrator may give interim awards and/or directions, as may be required. The award of the Arbitrator/panel of Arbitrators shall be final and binding on both the parties. The Arbitration and Conciliation Act, 1996 shall be applicable. In case of any unresolved dispute between the Agency and Reserve Bank of India, it shall fall within the jurisdiction of the courts in Bhubaneswar, Odisha and will be governed by the relevant statutory provisions in force in India.

- It is agreed that the Contractor shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence and shall until the decision of the arbitrator is given, abide by the decision of the Employer. No award of the arbitrator shall relieve the Contractor of his obligations to adhere strictly to the Employer's instructions with regard to the actual carrying out of the works. The place of Arbitration shall be Bhubaneswar, Odisha.

**42. Abiding by the provisions of Sexual Harassment of Women (Prevention, Prohibition and Redressal) Act, 2013 at workplace:**

- The Applicant shall be solely responsible for full compliance with the provision of 'Sexual Harassment for women at workplace (Prevention, Prohibition & Redressal) Act, 2013'. In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Applicant shall ensure appropriate action under the said Act in respect of the complaint.

- Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- The Applicant shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employee of the Applicant, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the Applicant is proved.
- The Applicant shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
- The Applicant shall provide a complete and updated list of its employees who are deployed within the Bank's premises.

#### **43. Non-disclosure:**

The Applicant shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/ systems/ equipment etc., which may come to the possession or knowledge of the Successful Bidder during the course of discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Applicant shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under the contract or to comply with applicable laws. The Applicant shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The Applicant shall indemnify the Bank for any loss suffered by it as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Applicant and the Bank shall be entitled to claim damages and pursue legal remedies. The Applicant shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Applicant's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

44. Clarifications, if any, required may be obtained from the **Estate Department, Main Building, 1<sup>st</sup> floor, Pandit J. N. Road, Bhubaneswar-751 001** during office working hours. The contact person's details are:

- |                          |                |
|--------------------------|----------------|
| 1) Shri Manoj Pati       | +91 9437492745 |
| 2) Shri Rajesh Satapathy | +91 7684074612 |
| 3) Shri Ashutosh Panda   | +91 7008266433 |

**I/ we have read and understood all the above instructions and shall comply with the instructions.**

**Place:**

**Sign & Seal of the applicant**

**Date:**

**Name:**

**Address:**

**Email:**

**Contact No**



Reserve Bank of India  
Estate Department  
Bhubaneswar

**Section – IV**  
**Application Form**

Name of the Contractor/Supplier: \_\_\_\_\_

Name of Trade (Civil/Electrical/Other works): \_\_\_\_\_

Category/Trade applied for: \_\_\_\_\_

Last date for submission: **August 31, 2026, up to 17:00 hrs**

Application to be addressed to:

The General Manager (O-i-C)  
Reserve Bank of India,  
Estate Department,  
1<sup>st</sup> Floor, Main Building,  
Pandit J. N. Marg,  
Bhubaneswar-751 001

**Place :**

**Date :**

To,

The General Manager (O-i-C)

Reserve Bank of India,

Estate Department,

1<sup>st</sup> Floor, Main Building,

Pandit J. N. Marg,

Bhubaneswar-751 001

Sir,

- a. 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 further contact made between ourselves and the Reserve Bank of India, Bhubaneswar on this basis of the information given by me/us will be treated as invalid by the Reserve Bank of India.
- b. I/We agree that the decision of the Reserve Bank of India in selection of the contractors will be final and binding on me/us.
- c. All the information furnished under Part A, B and C is correct to the best of my/our knowledge and belief.
- d. 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 this information furnished herewith in the accompanying sheets.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

SEAL

### **Trades and category of Empanelment of Contractors**

Contractors may select (“YES”) one or more categories for the respective trade which they apply for empanelment:

#### **a. List of Trades (Category wise) - Civil**

| Sr. No. | Trades                                                                                                                                                                                                                                                                   | Categories     |                                |                                 |                                 |                                 |                                  |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|
|         |                                                                                                                                                                                                                                                                          | I              | II                             | III                             | IV                              | V                               | VI                               |
|         |                                                                                                                                                                                                                                                                          | Up to ₹2 lakhs | Above ₹2 lakhs up to ₹10 lakhs | Above ₹10 lakhs up to ₹25 lakhs | Above ₹25 lakhs up to ₹50 lakhs | Above ₹50 lakhs up to ₹75 lakhs | Above ₹75 lakhs up to ₹100 lakhs |
| 1       | Civil repair, renovation and Interior works) and Interior works including sanitary and plumbing work / structure rehabilitation work / carpentry and furniture / wooden glass panel repair work/ Painting works / recovery painting of Bank's building and colonies etc. |                |                                |                                 |                                 |                                 |                                  |
| 2       | Bituminous carpeting / re-carpeting including road repair etc.                                                                                                                                                                                                           |                |                                |                                 |                                 |                                 |                                  |
| 3       | Specialized Waterproofing                                                                                                                                                                                                                                                |                |                                |                                 |                                 |                                 |                                  |
| 4       | Steel Fabrication                                                                                                                                                                                                                                                        |                |                                |                                 | N/A                             | N/A                             | N/A                              |
| 5       | Supply of furniture viz. sofa, chair, workstations etc. for Office and residential colonies                                                                                                                                                                              |                |                                |                                 | N/A                             | N/A                             | N/A                              |

|   |                                                                                                                                                         |  |  |  |     |     |     |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|-----|-----|-----|
| 6 | Supply / cleaning of carpets / chair / sofa / venetian blinds etc.                                                                                      |  |  |  | N/A | N/A | N/A |
| 7 | Disposal of waste materials (wooden / paper / electronic/electrical etc.), lifting and cleaning of garbage in office premises and residential quarters. |  |  |  | N/A | N/A | N/A |
| 8 | Horticultural maintenance work including supply of seeds / saplings/pots / seedlings/Vertical Garden etc. for horticultural work                        |  |  |  | N/A | N/A | N/A |
| 9 | Supply, Installation, and maintenance of firefighting equipment. i.e., Wet riser, Sprinkler system, Fire extinguisher etc.                              |  |  |  | N/A | N/A | N/A |

**b. List of Trades (Category wise) – Electrical**

| Sr. No. | Trades                                                                                 | Categories     |                                |                                 |                                 |                                 |                                  |
|---------|----------------------------------------------------------------------------------------|----------------|--------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|
|         |                                                                                        | I              | II                             | III                             | IV                              | V                               | VI                               |
|         |                                                                                        | Up to ₹2 lakhs | Above ₹2 lakhs up to ₹10 lakhs | Above ₹10 lakhs up to ₹25 lakhs | Above ₹25 lakhs up to ₹50 lakhs | Above ₹50 lakhs up to ₹75 lakhs | Above ₹75 lakhs up to ₹100 lakhs |
| 1       | Electrical works (repairing & renovation in office building and residential colonies). |                |                                |                                 |                                 |                                 |                                  |
| 2       | Supply of electrical materials including fan,                                          |                |                                |                                 | N/A                             | N/A                             | N/A                              |

|   |                                                                                                                                                                |  |  |  |     |     |     |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|-----|-----|-----|
|   | light, bulb, panels, wiring, fitting/fixture HT/LT cables, pumps/ motors, day-to-day electrical stock materials, etc.                                          |  |  |  |     |     |     |
| 3 | Operation and Maintenance of HT/LT Substation and other electrical equipment viz transformers, panels, capacitor banks etc. by engaging qualified electricians |  |  |  | N/A | N/A | N/A |
| 4 | Supply of electrical/electronic gadgets viz. TV sets, refrigerator, washing machine, microwave, water geysers, induction heater, Digital Display units etc.    |  |  |  | N/A | N/A | N/A |
| 5 | Illumination of office building and residential colonies on various occasions.                                                                                 |  |  |  | N/A | N/A | N/A |
| 6 | Supply of UPS/Lift ARD's/ inverter batteries.                                                                                                                  |  |  |  | N/A | N/A | N/A |
| 7 | Supply and maintenance of EPABX system, telephone instruments, Telephone Line wiring works etc.                                                                |  |  |  | N/A | N/A | N/A |
| 8 | Supply, installation, and maintenance of automatic Glass sliding gate, motorized gate and boom barrier.                                                        |  |  |  | N/A | N/A | N/A |

|    |                                                                                                                                                  |  |  |            |            |            |            |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------|--|--|------------|------------|------------|------------|
| 9  | Supply, installation, and maintenance of Electrical Chimney                                                                                      |  |  |            | <b>N/A</b> | <b>N/A</b> | <b>N/A</b> |
| 10 | Supply, installation, and maintenance of Gym Equipment's                                                                                         |  |  |            | <b>N/A</b> | <b>N/A</b> | <b>N/A</b> |
| 11 | Supply, installation, and maintenance of water purifiers/RO's/water coolers etc.                                                                 |  |  |            | <b>N/A</b> | <b>N/A</b> | <b>N/A</b> |
| 12 | Supply, installation, and maintenance of Air conditioning units (Window, split, tower, Ductable, cassette, package, VRF etc.)                    |  |  |            | <b>N/A</b> | <b>N/A</b> | <b>N/A</b> |
| 13 | HVAC works related with repair, supply, installation testing and commissioning of various types of air-conditioning systems or their components. |  |  |            |            |            |            |
| 14 | Operation and Maintenance of Centralised AC System by engaging qualified technicians.                                                            |  |  |            | <b>N/A</b> | <b>N/A</b> | <b>N/A</b> |
| 15 | Supply, installation, and maintenance of surveillance / CCTV system                                                                              |  |  |            | <b>N/A</b> | <b>N/A</b> | <b>N/A</b> |
| 16 | Conducting electrical safety audit in large office complex                                                                                       |  |  | <b>N/A</b> | <b>N/A</b> | <b>N/A</b> | <b>N/A</b> |
| 17 | Conducting energy audit in large commercial / Office building                                                                                    |  |  | <b>N/A</b> | <b>N/A</b> | <b>N/A</b> | <b>N/A</b> |

**c. List of Trades (Category wise) – Integrated Civil & Electrical**

| Sr. No. | Trades                                                                                | Categories     |                                |                                 |                                 |                                 |                                  |
|---------|---------------------------------------------------------------------------------------|----------------|--------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|
|         |                                                                                       | I              | II                             | III                             | IV                              | V                               | VI                               |
|         |                                                                                       | Up to ₹2 lakhs | Above ₹2 lakhs up to ₹10 lakhs | Above ₹10 lakhs up to ₹25 lakhs | Above ₹25 lakhs up to ₹50 lakhs | Above ₹50 lakhs up to ₹75 lakhs | Above ₹75 lakhs up to ₹100 lakhs |
| 1.      | Renovation work for Civil & Electrical (for Office Building and Residential Colonies) |                |                                |                                 |                                 |                                 |                                  |

**Note:**

- “N/A” indicated above are the ineligible limits for the prescribed panel of trade.
- For each of the trades applied, separate set of documents in respect of the requisite experience, application form & eligibility criteria must be submitted.
- However, The Solvency Certificate submitted for the highest category of any trade applied for by the bidder shall also be considered valid for all other trades falling under lower categories. For example, if a bidder applies for a trade in the category ‘Above ₹75 lakhs and up to ₹100 lakhs’ and another trade in the category ‘Above ₹10 lakhs and up to ₹25 lakhs’, the Solvency Certificate of ₹100 lakh submitted for the higher category shall be accepted for the lower category as well.
- Similar work means the details of work specified in each trade.
- Similar work means the details of work specified in each trade. For Example, for the trade of Civil works (repair, renovation and Interior works), similar work means execution of Civil works including allied works such as sanitary, plumbing, structural rehabilitation, carpentry, furniture, wooden/glass panel repairs, and painting works. Experience confined solely to any works mentioned above shall not be considered as similar work. The agency shall be capable of executing all works covered under this trade.
- The applicant who is applying for higher category can be empaneled in lower category on his specific request

**SIGNATURE OF THE APPLICANT  
WITH SEAL**



**Reserve Bank of India  
Estate Department  
Bhubaneswar**

**Section - V**

**Part A**

Basic Information and Check list of documents to be Submitted

**Trade:** \_\_\_\_\_

**Category (ies):** \_\_\_\_\_

|     |                                                                                                                                                                                  |  |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1.  | Name of the Organization / applicant and Address of the Organization / applicant                                                                                                 |  |
| 2.  | Type of organization (whether Proprietorship, Partnership/Pvt. Ltd/Ltd or Body Corporate etc.)                                                                                   |  |
| 3.  | Signed copy of Application Form                                                                                                                                                  |  |
| 4.  | Name of Proprietor/Partners/Directors in the Organization                                                                                                                        |  |
| 5.  | Proof against – “Applicant should be a company registered under Companies Act or a partnership firm registered under Indian Partnership Act or a registered proprietary concern” |  |
| 6.  | Copy of MOA (in case of company)                                                                                                                                                 |  |
| 7.  | Copy of AOA (in case of company)                                                                                                                                                 |  |
| 8.  | Certificate of Incorporation                                                                                                                                                     |  |
| 9.  | Partnership Deed (in case of partnership firm)                                                                                                                                   |  |
| 10. | Firm or proprietorship registration certificate                                                                                                                                  |  |
| 11. | MSME registration certificate (only in case of MSMEs)                                                                                                                            |  |
| 12. | GSTIN registration Certificate                                                                                                                                                   |  |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 13. | ESIC registration Certificate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 14. | EPFO registration Certificate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 15. | PAN Card copy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 16. | List of similar works along with copies of work orders/client certificates in support of having 5 years' experience.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| 17. | List of similar works of Work Orders for all qualified works (40%/50%/80% of estimated value)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 18. | Client's Certificates for all qualified works (40%/50%/80% of estimated value) ( <a href="#">Annexure-I</a> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 19. | Income Tax Return/ other IT documents for last 03 Financial years (FY) i.e. FY 2023-24, FY 2024-25, FY 2025-26.<br><b>In case of non-filing of IT return for FY 2025-26, the applicant should submit IT Return for FY 2022-23 and submit an undertaking to submit the IT Return for FY 2025-26, if empaneled, after the due filing of the same.</b>                                                                                                                                                                                                                                                                 |  |
| 20. | Year Wise Turnover of the organization for last 3 years. (Kindly, enclose Audited Final Accounts in support)<br>1) FY 2023-24<br>2) FY 2024-25<br>3) FY 2025-26<br><br>Audited balance sheet duly certified by a Chartered Accountant / turnover certificate shall be submitted.<br>Certificate of turnover issued by a Chartered Accountant should be enclosed as proof of their credit worthiness and turnover for the last three years.<br><b>(If the audited yearly financial statements for the FY 2025-26 are not available, the applicant may submit the provisional statements/figures for FY 2025-26).</b> |  |
| 21. | Solvency / Banker's certificate issued by the Applicant's banker ( <b>On or after July 30, 2026</b> ), specifically for the purpose of                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |

|     |                                                                                                                                                                                                                                                                                                                                                                |                        |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|     | the empanelment/work, for an amount equal to upper band of the range as detailed in the Pre-Qualification Criteria ( <a href="#">Annexure-II</a> )                                                                                                                                                                                                             |                        |
| 22. | <a href="#">Annexure - III (A)</a> : Undertaking regarding declaration of debarment by public institutions<br><br><b>and</b><br><a href="#">Annexure - III (B)</a> : Undertaking / Declaration / Certificate by the Applicant regarding country sharing land border with India                                                                                 |                        |
| 23. | <a href="#">Annexure – IV</a> : Power of Attorney in the prescribed format shall be submitted in favor of the person signing the empaneled documents (in case of a company)                                                                                                                                                                                    |                        |
| 24. | <a href="#">Annexure – V</a> : Undertaking regarding compliance of statutory requirements.                                                                                                                                                                                                                                                                     |                        |
| 25. | Any Civil Suit/ Litigation/dispute/ suspension/ penalty arisen in the contracts executed during the last 3 years ending on June 30, 2026 / being executed. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and date and brief details of litigation in the respective letter head otherwise mention “Nil” |                        |
| 26. | Any other disputes with statutory authorities are pending may be furnished in the respective letter head otherwise mention “Nil”                                                                                                                                                                                                                               |                        |
| 27. | Any bank having declared any loan of the Applicant as NPA in the last three years, if any, otherwise mention “Nil”                                                                                                                                                                                                                                             |                        |
| 28. | a) Registered office address, Telephone/Mobile No & Email id<br>b) Office address through which the work will be handled<br>c) Details of the Contact Person (All fields are Mandatory)<br>1.Name<br>2.Designation<br>3.Mobile / Landline                                                                                                                      | a)<br><br>b)<br><br>c) |

|     |                                                                                                                                                                                                                                   |  |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|     | 4.Email                                                                                                                                                                                                                           |  |
| 29. | Whether working with any of the Government / Semi- Government Undertaking/s as approved contractors and if so, furnish details.                                                                                                   |  |
| 30. | Whether any technical personnel are employed in the organization and if so, give details of their experience, qualification etc.<br><b>(Details to be furnished in Part C)</b>                                                    |  |
| 31. | Details of Full-fledged service setup for the specified job either at Bhubaneswar, Odisha or at nearby city/place wherefrom required quality after sales services can be regularly provided. (Documentary evidence/Undertakings). |  |
| 32. | Details of skilled, unskilled, qualified licensed PWD Supervisor/ Wireman (for electrical works)                                                                                                                                  |  |
| 33. | Details of skilled, semi-skilled, unskilled labours engaged in civil works. EPF/ESIC registration documents mandatory.                                                                                                            |  |
| 34. | Copy of Electrical Contractor License (for applicants applying for electrical works)                                                                                                                                              |  |
| 35. | Number of supplementary sheets attached.                                                                                                                                                                                          |  |
| 36. | <b>Any other document/s required to be submitted, as mentioned above or as demanded by the Bank.</b>                                                                                                                              |  |

*\* Attach copy of relevant valid license, if applicable and professional qualification, if any from the competent authority for undertaking major (HT/LT equipment/DG sets and minor electrical work, repair and maintenance of firefighting equipment, repair and maintenance of telephone lines, water proofing.*

**Place:**

**Date:**

---

**Signature of the applicant  
(with seal)**

## **Section – VI**

### **Part B**

#### **(a) Previous work experience**

List of important similar works executed by the bidder.

[(Works completed on or before June 30, 2021)]

| <b>Sr. No.</b> | <b>Name of client</b> | <b>Nature of work involved in the contract</b> | <b>year(s) of execution of work (s) awarded</b> | <b>Actual value of executed work(s)</b> | <b>Names including mobile number/email id and full contact details of the officers/ authorities/ departments under whom the work(s) was/were executed</b> |
|----------------|-----------------------|------------------------------------------------|-------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
|                |                       |                                                |                                                 |                                         |                                                                                                                                                           |
|                |                       |                                                |                                                 |                                         |                                                                                                                                                           |
|                |                       |                                                |                                                 |                                         |                                                                                                                                                           |
|                |                       |                                                |                                                 |                                         |                                                                                                                                                           |
|                |                       |                                                |                                                 |                                         |                                                                                                                                                           |
|                |                       |                                                |                                                 |                                         |                                                                                                                                                           |

\* Supporting documents shall be furnished.

**Place:**

**Signature and Name of the  
authorized person  
of the firm/bidder with office seal**

### (b) Qualifying Works

List of important works executed by the Firm/Contractor/applicant during the last 5 Years **(Works completed between July 01, 2021 and June 30, 2026)**

| Sr. No. | Name of client | Nature of work involved in the contract | Year(s) of execution of work (s) awarded | Actual value of executed work(s) | Names including mobile number/email id and full contact details of the officers/ authorities/ departments under whom the work(s) was/were executed |
|---------|----------------|-----------------------------------------|------------------------------------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                |                                         |                                          |                                  |                                                                                                                                                    |
|         |                |                                         |                                          |                                  |                                                                                                                                                    |
|         |                |                                         |                                          |                                  |                                                                                                                                                    |
|         |                |                                         |                                          |                                  |                                                                                                                                                    |
|         |                |                                         |                                          |                                  |                                                                                                                                                    |
|         |                |                                         |                                          |                                  |                                                                                                                                                    |

a) Attach copy of relevant valid license, if applicable and professional qualification, if any from the competent authority for undertaking major (HT/LT equipment/DG sets and minor electrical work, repair and maintenance of firefighting equipment, repair and maintenance of telephone lines, water proofing etc.

b) Documentary evidence of having carried out said works (Such as work order, completion certificate etc.) should be submitted.

c) 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.

Note: Documentary evidence of having carried out said works (Work order, completion certificate etc.) should be submitted.

---

**Signature of the Applicant**

**(With Seal)**

(c) List of important works (ON HAND)

| Sr. No. | Name of client | Nature of work involved in the contract | Year(s) of execution of work (s) awarded | Actual value of executed work(s) | Names including mobile number/email id and full contact details of the officers/ authorities/ departments under whom the work(s) was/were executed |
|---------|----------------|-----------------------------------------|------------------------------------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                |                                         |                                          |                                  |                                                                                                                                                    |
|         |                |                                         |                                          |                                  |                                                                                                                                                    |
|         |                |                                         |                                          |                                  |                                                                                                                                                    |
|         |                |                                         |                                          |                                  |                                                                                                                                                    |
|         |                |                                         |                                          |                                  |                                                                                                                                                    |
|         |                |                                         |                                          |                                  |                                                                                                                                                    |

**Note:**

- Attach copy of relevant valid license, if applicable and professional qualification, if any from the competent authority for undertaking major (HT/LT equipment/DG sets and minor electrical work, repair and maintenance of firefighting equipment, repair and maintenance of telephone lines, water proofing etc.
- Documentary evidence of having carried out said works (Such as work order, completion certificate etc.) should be submitted.
- 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.

Note: Documentary evidence of having said works (Work order etc.) should be submitted.

---

**Signature of the Applicant  
(With Seal)**

## **Section – VII**

### **Part C**

List of Technical Personnel, Giving Details about their Technical Qualifications, Experience, etc. (For Category ₹10Lakh - ₹100 Lakh)

| Sr. No. | Name | Age | Qualification | Experience | Name and nature of the Works handled | Name of the projects costing more than Rs. ____ lakh | Date from which employed in your organization | Any other remarks/<br>Any specific qualification |
|---------|------|-----|---------------|------------|--------------------------------------|------------------------------------------------------|-----------------------------------------------|--------------------------------------------------|
| (1)     | (2)  | (3) | (4)           | (5)        | (6)                                  | (7)                                                  | (8)                                           | (9)                                              |
|         |      |     |               |            |                                      |                                                      |                                               |                                                  |

\*Attach a separate sheet, if required.

---

**Signature of the Applicant**

**(With Seal)**

**Confidential**

Client's Certificate Reg. Performance of Contractor  
(On Client's Letter Head)

The General Manager (O-i-C),  
Reserve Bank of India  
Bhubaneswar

Dear Sir,

**Client's Certificate Regarding Performance of M/s \_\_\_\_\_**

|     |                                                                                      |                                              |
|-----|--------------------------------------------------------------------------------------|----------------------------------------------|
|     | Name of work with brief particulars                                                  |                                              |
| 1.  | Agreement No.& date                                                                  |                                              |
| 2.  | Agreement amount                                                                     |                                              |
| 3.  | Date of commencement of work                                                         |                                              |
| 4.  | Stipulated date of completion                                                        |                                              |
| 5.  | Actual date of completion                                                            |                                              |
| 6.  | Details of compensation levied for delay (indicate amount) if any                    |                                              |
| 7.  | Gross amount of the work completed and paid **                                       |                                              |
| 8.  | Name & address of the authority under whom works executed                            |                                              |
| 9.  | Whether the contractor employed qualified Engineer/overseer during execution of work |                                              |
| 10. | i) Quality of work (indicate grading)                                                | Outstanding/Very Good/Good/Satisfactory/Poor |
|     | ii) Amount of work paid on reduced rates, if any                                     |                                              |
| 11. | i) Did the contractor go for arbitration?                                            |                                              |
|     | ii) If Yes, total amount claim                                                       |                                              |
|     | iii) Total amount awarded                                                            |                                              |
| 12. | 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<br>Good/Good/Satisfactory/Poor |
|  | d) Mobilization of Manpower       | Outstanding/Very<br>Good/Good/Satisfactory/Poor |
|  | e) General behavior               | Outstanding/Very<br>Good/Good/Satisfactory/Poor |

**Note:** All columns should be filled in properly.

Signature of the Reporting Officer\* with office seal

**Name: -**

**Designation: -**

**Contact No: -**

\*Officer of the rank of Executive Engineer or equivalent.

\*\* Supported by adequate proof of payments received by the contractor for the work done by them.

**Note:**

- The performance/completion certificates obtained from clients can be in any format other than the one specified above, but the certificates should mandatorily contain the information sought above. If the certificates uploaded are not able to establish the information sought above, those will not be accepted.
- Client's report issued by Private Organization shall also accompany TDS Certificates.

(Reports must be submitted in client's official sealed cover and to be addressed to the General Manager (O-i-C), Reserve Bank of India, Estate Department, 1<sup>st</sup> floor, Main building, Pandit J.N. Marg, Bhubaneswar- 751001).

**Form of Bankers' Certificate from A Scheduled Bank**

This is to certify that to the best of our knowledge and information M/s .....  
 .....having marginally noted 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 on the Bank or any of the officers.

**(Signature)**

For the Bank with name & seal

Note:

*1. Banker's certificates (issued on or after July 30, 2026) should be on letter head of the Bank, sealed in cover addressed to:*

The General Manager (O-i-C), Reserve Bank of India, Estate Department, 1<sup>st</sup> Floor, Main Building, Pandit J. N. Marg, Bhubaneswar-751 001

2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

### **Annexure – III (A)**

Undertaking regarding Declaration of debarment by public institutions/Clients and non-violation of statutory provisions.

To,

The General Manager (O-i-C)  
Reserve Bank of India  
Estate Department  
Bhubaneswar- 751001

#### **Application for Empanelment of Contractors and Suppliers for Civil, Electrical and Other Works for Reserve Bank of India, Bhubaneswar**

1. I/We.....(Name of the Applicant) declares that

- a) I/we or any of our allied firm\* is/are not debarred / suspended / blacklisted by any public institution / entity in India including Reserve Bank of India at any location in India or any other country as on.....(last date of submission of application).
- b) I/We or any of our allied firm\* have not made any transgression in respect of the code of Integrity (as mentioned in the empanelment application) with any public institution / entity in India or any other country in last three years as on.....(last date of submission of application).
- c) we will inform the Bank in writing, in case, I/we or any of our allied firm\* is/are debarred/ suspended/ blacklisted by any public institution / entity in India or any other country on or before award of work for the captioned work.
- d) do not have any proceedings pending or order passed by any Authority/Court for violation/deficiency of statutory provisions such as EPF, ESI, Bonus, Minimum Wages, or other payments in last three years as on.....(last date of submission of application).
- e) have not rescinded/abandoned any contract awarded by any of our clients before the expiry of prescribed period of contract in last three years as on.....(last date of submission of application).
- f) have been maintaining a clean tract record without any involvement in unlawful/ illegal activities or financial Banking frauds. We do not have any case with the Police/ Court/ Regulatory authorities against the Applicant or proprietor/partners/directors in case of Proprietorship/Partnership firm/company respectively involving the above.

2. I/We.....(Name of the Applicant) declare that I/we or our allied firm\*.....(Name of the allied firm(s) is/ are debarred / suspended / blacklisted by..... (Name and address of public institution in India or any other country) and the same effective up to.....(date). A copy of such letter is attached for your information and record.

(seal and signature of the Applicant)

Date

Place

(Note: strike out one of the above two declarations which is not applicable)

\*Allied firm: A firm would be termed as "allied firm if the management is common, or substantial or majority shares are owned by the banned/ suspended firm and by virtue of this it has a controlling voice. Further all successor firms will also be considered as allied firms.

### **Annexure – III (B)**

Undertaking / Declaration / Certificate by the Applicant regarding country sharing land border with India

(To be submitted by Applicant on their letter head duly sealed and signed by the authorized signatory)

To

The General Manager (O-i-C)

Reserve Bank of India

Estate Department

Bhubaneswar- 751001

### **Application for Empanelment of Contractors and Suppliers for Civil, Electrical and Other Works for Reserve Bank of India, Bhubaneswar**

Dear Sir,

I / We ..... (Name and address, including Country of location of applicant) have read and understood the contents of the Office Memorandum (OM) F. No. 6/18/2019-PPD dated July 23, 2020 and its subsequent orders / revision issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Government of India regarding the restrictions on procurement from a Applicant of a country which shares a land border with India.

2. I / We certify that ..... (Name of the applicant)

- i. is not from a country sharing land border with India, or
- ii. is from a country sharing land border with India and has been registered with the Competent Authority, the certificate of which is enclosed, or
- iii. is from a country sharing land border with India where Government of India has extended lines of credit, or
- iv. is from a country sharing land border with India where Government of India is engaged in development projects.

(Strikeout whichever of the above is not applicable).

3. I /We further certify that ..... (Name of Applicant) fulfils all requirements in this regard and is eligible to be considered under the provision of the above referred Office Memorandum and its subsequent orders / revision. I/We also undertake that even in case of contracts where we are permitted by the Bank/RBI to sub-contract I/we .....(Name of Applicant) will not sub-contract any work to a

contractor from country(ies) sharing land border with India, unless such contractor fulfils all the requirements contained in the above referred office memorandum / order.

4. I/We know and understand that, if this Undertaking / Declaration / Certificate submitted by us is found to be false, the Bank shall be free to reject / terminate our empanelment application/ Work Order and that the Bank shall also be free to initiate any legal action in accordance with law including forfeiting of Earnest Money Deposit / Performance Bank Guarantee / Security Deposit and / or debarring us from participating in tenders invited by the Bank in future.

Signature and name of the authorized signatory of the firm with Rubber Stamp

Date:

Place:

#### **Annexure – IV**

##### Format for Power of Attorney for Signing of Proposal

(On Non-Judicial Stamp Paper of appropriate value)

Know all men by these presents,  
We.....(Name  
of the Applicant and address of their registered office) do hereby constitute, appoint  
and authorize Mr./Ms. ....  
..... (Name and residential address of Power of Attorney holder) who is presently  
employed with us and holding the position of  
..... as our attorney, to  
do in our name and on our behalf, all such acts, deeds and things necessary in  
connection with or incidental to our application for the “**Empanelment of Contractors  
and Suppliers for Civil, Electrical and Other Works for Reserve Bank of India,  
Bhubaneswar**” including signing and submission of all documents and providing  
information / responses to RBI, representing us in all matters before RBI, and generally  
dealing with RBI in all matters in connection with our proposal for the said  
empanelment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney  
pursuant to this Power of Attorney and that all acts, deeds and things done by our  
aforesaid attorney shall and shall always be deemed to have been done by us.

#### **Note:**

Power of Attorney should be properly stamped and notarized.

Power of Attorney furnished shall be irrevocable.

Signature/(s) of the Applicant

Name/(s)

Stamp/Seal of the Applicant

(NB: This guarantee will require stamp duty as applicable in the state, where it is  
executed and shall be signed by the official whose signature and authority shall be  
verified).

**Annexure – V**

Undertaking regarding compliance of statutory requirements

***(To be submitted by the applicant on their letterhead)***

I / we ..... (Name of the firm) undertakes that

a) we shall fully comply with all the statutory requirements as applicable for any work awarded to us, irrespective of the contract amount.

b) we shall indemnify Reserve Bank of India, Bhubaneswar against any liability / claims, whatsoever arising out of non-compliance of any statutory requirement claimed by Reserve Bank of India, Bhubaneswar without any protest or demur whatsoever.

**(Seal and signature of the applicant)**

Date:

Place: