



Notice for Empanelment of Contractors / Suppliers for Civil, Electrical, and other works of Reserve Bank of India, Ahmedabad

Reserve Bank of India, Ahmedabad invites sealed applications for empanelment of contractors / suppliers for various Civil, Electrical, and other works in Bank's properties located at Ahmedabad.

The supplies / works will range upto ₹100 lakh in different trades and categories.

The panel will remain in force for a period of three years i.e., **from April 01, 2027, to March 31, 2030.**

Interested contractors / suppliers may download the application form from the Bank's website at '<https://www.rbi.org.in>' under the link '**Tenders**' or collect the Application form from the following address:
Deputy General Manager, Reserve Bank of India, Estate Department, Fourth Floor, Near Gandhi Bridge, Ashram Road, Ahmedabad-380009.

Interested contractors / suppliers may apply for empanelment for single or multiple trades for the categories indicated in the tender form.

For a trade, the application may be submitted for any category, or more than one category or for all categories, as per their eligibility / willingness.

Note: Applying for higher amount trade shall make the contractors / suppliers eligible to participate in the lower amount trade.

Last date of Submission of Sealed Cover is up to 05:00 PM on November 23, 2026.

The applicants must submit the completed application form along with requisite documents in a **sealed cover superscribed "Empanelment for 2027-2030 – Estate Department"** to the following address on or before 05:00 PM of November 23, 2026.

Regional Director, Reserve Bank of India, Estate Department, Fourth Floor, Near Gandhi Bridge, Ashram Road, Ahmedabad-380009

The Bank reserves the right to reject any or all the applications without assigning any reason thereof. Decision of the Reserve Bank of India, Ahmedabad in empanelment of the contractors / suppliers will be final and binding on the applicants. Any extension / amendment in this regard shall be published on the Bank's Website.

Regional Director
Gujarat, Union Territory of Dadra & Nagar Haveli, and Daman & Diu
Date: October 23, 2026



**Reserve Bank of India
Estate Department
Ahmedabad**

Application for Empanelment of Contractors / Suppliers for Civil, Electrical, and other works for the period from April 01, 2027, to March 31, 2030

**The Regional Director,
Reserve Bank of India,
Estate Department,
Main Office Building,
Near Gandhi Bridge,
Ashram Road,
Ahmedabad-380009**

Name of Applicant: _____

Address: _____

Contact Number: _____

E-Mail Address: _____

Name of Trade: _____

Category: _____

Place:

Date:

Last date of Submission of Sealed Cover is up to 05:00 PM on November 23, 2026.

Index

Section No.	Particular	Page No.
Section – 1	Detailed Notice with Trades and Category of Empanelment of Contractors	3 - 7
Section – 2	Pre-Qualification Criteria	8 - 10
Section – 3	General Instructions for the Applicants	11 - 12
Section – 4	Statutory Provisions and other Instructions for the Applicants	13 - 18
Section – 5	Form of Application	19 - 26
Annex - I	Client Certificate regarding Performance of Contractor / Firm	27 – 28
Annex - II	Form of Bankers' Certificate from Scheduled Bank	29
Annex – III	Brief Particulars of Contractors / Suppliers (Mandate Form)	30
Annex - IV	Undertaking regarding declaration of debarment by public institution(s)	31
Annex - V	Undertaking regarding compliance of statutory requirements	32
Check List for Documents Submitted / Not Submitted		33

Section – 1

Detailed Notice with Trades and Category of Empanelment of Contractors / Suppliers for Civil, Electrical, and other works for the period from April 01, 2027, to March 31, 2030

Reserve Bank of India, Ahmedabad intends to prepare a panel of reputed contractors, valid for three years (subjected to annual review), for undertaking works / supplies in respect of various trades costing:

Categories	Trade (Costing)
Category – 1	Upto ₹ 2 Lakhs
Category – 2	Above ₹ 2 Lakhs upto ₹ 5 Lakhs
Category – 3	Above ₹ 5 Lakhs upto ₹ 10 Lakhs
Category – 4	Above ₹ 10 Lakhs upto ₹ 25 Lakhs
Category – 5	Above ₹ 25 Lakhs upto ₹ 50 Lakhs
Category – 6	Above ₹ 50 Lakhs upto ₹ 75 Lakhs
Category – 7	Above ₹ 75 Lakhs upto ₹100 Lakhs

Sr. No.	Name of Trade	I	II	III	IV	V	VI	VII
		Upto ₹ 2 Lakhs	Above ₹ 2 Lakhs upto ₹ 5 Lakhs	Above ₹ 5 Lakhs upto ₹ 10 Lakhs	Above ₹ 10 Lakhs upto ₹ 25 Lakhs	Above ₹ 25 Lakhs upto ₹ 50 Lakhs	Above ₹ 50 Lakhs upto ₹ 75 Lakhs	Above ₹ 75 Lakhs upto ₹ 100 Lakhs
	Civil Works							
1	General Civil Work including repair, renovation work, water proofing, Carpentry, sanitary, plumbing and waterproofing of terrace / sunk slab, Structural repair work to buildings, Installation of hardware, plumbing, asphalt / bituminous roads / pavement/ resurfacing work / C.C. Road. Installation of aluminium/uPVC windows, External and Internal Painting work of Bank's premises including minor civil repair work, polishing of wooden furniture etc.	✓	✓	✓	✓	✓	✓	✓
2	Planning, Designing, Supplying and Installation of Modular Work Stations / Modular Furniture / Storage Compactors – Supply of modular work stations / storage compactors and installation including allied work. (The Contractor shall be responsible for the submission of detailed drawings pertaining to this work.)	NA	NA	✓	✓	✓	✓	✓
3	Structural repairs, rehabilitation & retrofitting related works	NA	NA	NA	✓	✓	✓	✓
4	Supply and repair of Steel office furniture including office/executive chairs, Seat & Back, tables, cupboard, back self, sofa sets, podium cum computer stand etc.	✓	✓	✓	NA	NA	NA	NA
5	Supply, installation and maintenance of venetian blinds, vertical blinds, roller curtains, zebra blinds, carpets, vinyl, items of furnishings and glasses etc.	✓	✓	✓	NA	NA	NA	NA
6	Supply of display system such as boards/ sign boards (including illuminated boards) / white boards / name plates / metal plates / metal letter, flex banner printing, rubber stamp etc.	✓	✓	NA	NA	NA	NA	NA
7	M.S steel/ Aluminium fabrication work, Carpentry work including providing of	✓	✓	✓	✓	✓	NA	NA

Sr. No.	Name of Trade	I	II	III	IV	V	VI	VII
		Upto ₹ 2 Lakhs	Above ₹ 2 Lakhs upto ₹ 5 Lakhs	Above ₹ 5 Lakhs upto ₹ 10 Lakhs	Above ₹ 10 Lakhs upto ₹ 25 Lakhs	Above ₹ 25 Lakhs upto ₹ 50 Lakhs	Above ₹ 50 Lakhs upto ₹ 75 Lakhs	Above ₹ 75 Lakhs upto ₹ 100 Lakhs
	modular Kitchen, Aluminium fabrication work, (Cabin, workstations etc.), repair of existing wooden furniture etc.							
8	Cleaning of overhead tanks and underground sumps	✓	✓	NA	NA	NA	NA	NA
9	Disposal of Scrap & waste and unserviceable articles	✓	✓	✓	NA	NA	NA	NA
10	Supply, repair & maintenance of Fire-fighting installations including wet riser, pump and sprinkler, fire extinguishers and allied systems etc.	✓	✓	NA	NA	NA	NA	NA
11	Civil & Electrical (Composite works) –							
	Civil – General Civil Work including repair, renovation work, water proofing, Carpentry, sanitary, plumbing, and waterproofing, Structural repair work, Installation of hardware, plumbing, Installation of aluminium/CPVC windows, Internal Painting work, polishing of wooden furniture, supply and installation of blinds and glass film etc. Electrical – Supply, Installation, Testing and Commissioning (SITC) /Maintenance/Repairs of Electrical installations like Distribution Boards (DBs), light fittings, fixtures, fans, wall clocks, wires, cables, switches, Electrical cabling works, Electrical wiring works, Telephone instruments, PA system, small scale CCTV system etc.	NA	NA	NA	NA	NA	✓	✓
	Electrical Works							
12	Electrical repairs, rewiring, cabling, panel works, etc.	✓	✓	✓	✓	✓	NA	NA
13	Maintenance of Air Conditioning Equipment (Windows, split, cassette AC units, tower ac, package/ductable ac units, VRF system, Precision AC)	✓	✓	✓	✓	NA	NA	NA
14	Supply, installation and Maintenance	✓	✓	✓	✓	NA	NA	NA

Sr. No.	Name of Trade	I	II	III	IV	V	VI	VII
		Upto ₹ 2 Lakhs	Above ₹ 2 Lakhs upto ₹ 5 Lakhs	Above ₹ 5 Lakhs upto ₹ 10 Lakhs	Above ₹ 10 Lakhs upto ₹ 25 Lakhs	Above ₹ 25 Lakhs upto ₹ 50 Lakhs	Above ₹ 50 Lakhs upto ₹ 75 Lakhs	Above ₹ 75 Lakhs upto ₹ 100 Lakhs
	of Solar Water Heater System and Solar Based Power generation systems							
15	Telephone Wiring works/ Maintenance of EPBAX system & telephone lines	✓	✓	NA	NA	NA	NA	NA
16	Supply and Installation of split AC, Cassette AC, tower ac, package/ductable ac units, VRF system, Precision AC, CFU, AHU etc. & AC ducting work.	✓	✓	✓	✓	✓	NA	NA
17	Supply of electronic equipment such as TV, Refrigerators, Microwave, water purifiers/RO, water dispensers, water coolers, water geysers, chimneys, and other consumer articles etc.	✓	✓	✓	NA	NA	NA	NA
18	Supply & Maintenance of public address system, video door phone, Conferencing system, etc.	✓	✓	✓	NA	NA	NA	NA
19	Supply of Electrical materials including panels, wiring, fitting/fixture, HT/LT cables, lights, fans, switchboards, etc.	✓	✓	✓	✓	NA	NA	NA
20	Supply of UPS Batteries	✓	✓	✓	✓	NA	NA	NA
21	Supply/Maintenance of Security Equipment such as DFMD, CCTV, HHMD, Boom Barrier etc.	✓	✓	✓	✓	NA	NA	NA
22	Operation and Maintenance of Substation and other electrical equipment by engaging qualified electricians	✓	✓	✓	✓	✓	NA	NA
23	Maintenance of Chimney/hobs and hoods	NA	NA	NA	NA	NA	NA	NA
24	Conducting electrical safety audit in large office complex	✓	NA	NA	NA	NA	NA	NA
25	Conducting energy audit in large commercial / Office building	✓	NA	NA	NA	NA	NA	NA
26	Supply and maintenance of water pumps, pressure pumps, submersible pumps & all other type of pumps.	✓	✓	✓	NA	NA	NA	NA
27	Maintenance of Diesel generators	✓	✓	NA	NA	NA	NA	NA

Sr. No.	Name of Trade	I	II	III	IV	V	VI	VII
		Upto ₹ 2 Lakhs	Above ₹ 2 Lakhs upto ₹ 5 Lakhs	Above ₹ 5 Lakhs upto ₹ 10 Lakhs	Above ₹ 10 Lakhs upto ₹ 25 Lakhs	Above ₹ 25 Lakhs upto ₹ 50 Lakhs	Above ₹ 50 Lakhs upto ₹ 75 Lakhs	Above ₹ 75 Lakhs upto ₹ 100 Lakhs
28	Consultancy for MEP services (Mechanical, Electrical, Energy, plumbing, HVAC) – Required for category up to 1.	✓	✓	NA	NA	NA	NA	NA

Section – 2

Pre-qualification criteria for empanelment

The Pre-qualification criteria for empanelment of contractors / suppliers is detailed below:

Sl. No.	Pre-Qualified Criteria	Description	Documents to be submitted
1	Duration of past experience	• The Applicant should have minimum 5 years of experience of executing similar works (Similar works means - the details of works specified against each trade during last 5 years ending last day of month previous to the one of which applications are invited). • The Applicant should furnish their client lists showing the details of work carried out by them during the last 5 years. 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. • The Applicant should submit documentary evidence in support of minimum experience of 5 years. (i.e., If the advertisement is issued in the year 2026, then the applicant should have undertaken work in 2021).	• Copy of certificate of registration/incorporation, if any. • Copy of any work order and its completion certificate (along with copy of TDS certificate) received during last five years, issued by the client. • Client List, indicating details, as specified, of works carried out for them.
2	Minimum value of each completed work (qualifying)	• Experience of having successfully completed similar works during last 5 years ending last day of month previous to the one of which applications are invited should be either of the following:	• Copy of work order issued by the client. • Copy of TDS Certificate. • Completion certificate issued by the Client.

No. of Similar Completed Works	Category - I upto ₹2 Lakh Rs. (In Lakh)	Category - II ₹2-₹5 Lakh Rs. (In Lakh)	Category - III ₹5-₹10 Lakh Rs. (In Lakh)	Category - IV ₹10 - ₹25 Lakh Rs. (In Lakh)	Category - V ₹25-₹50 Lakh Rs. (In Lakh)	Category - VI ₹50-₹75 Lakh Rs. (In Lakh)	Category - VII ₹75-₹100 Lakh Rs. (In Lakh)
Three (3) nos. of similar completed works each costing not less than the amount equal to 40% of the estimated cost	0.8	2	4	10	20	30	40
Or							
Two (2) nos. of similar completed works each costing not less than the amount equal to 50% of the estimated cost.	1	2.5	5	12.5	25	37.5	50
Or							
One (1) similar work costing not less than the amount equal to 80% of the estimated cost.	1.6	4	8	20	40	60	80
3	Yearly turnover	In case of empanelment of contractors as the estimated cost ranges between a lower band and an upper band, then estimated cost fixed as the upper band of the range shall be considered for calculating turnover. For example, (i) Empanelment of contractors for works costing between ₹25-50 Lakh, then the required annual turnover shall be ₹50 Lakh. (ii) Empanelment of contractors for works costing between ₹50-75 Lakh, then the			• Chartered Accountant's certificate along with supporting financial statements of last three years. [i.e., April 01, 2023, to March 31, 2024; April 01, 2024, to March 31, 2025; & April 01, 2025, to March 31, 2026]		

		required annual turnover shall be ₹75 lakh.	
s4	Solvency	The Applicant should furnish solvency certificate issued by the Applicant's banker, specifically for the purpose of the Empanelment, for an amount equal to upper limit of the respective category for which empanelment is applied for.	Banker's Solvency Certificate (Annex II)
5	Service setup (for electrical, electromechanical, technology related tenders)	Full-fledged service set up should be available for the specified job either at Ahmedabad at nearby city / place wherefrom required quality after sales services can be regularly provided.	Proof for Full-fledged Service Set-up.
6	Registration and Licenses required	The Applicant must have valid licenses for related trades as applicable (electrical contractor license, repair, and maintenance of firefighting equipment, etc.), PAN, active GSTIN, EPFO, ESIC, MSME Certificate (if applicable), CPPP and GeM Registration etc. Please note that PAN should be linked with 'Aadhaar' in case of proprietors.	Copies of relevant certificate/licenses, issued by the respective competent authority. In case, the Firm is MSME, it is required to submit Udyam Registration Certificate with "Udyog Aadhaar Memorandum Number" issued by competent authority.

Section - 3

General Instructions for the Applicants

1. Interested suppliers/contractors may download the application form from the Bank's website at 'www.rbi.org.in' under the link '**Tenders**' or collect the Application Form from the **Deputy General Manager, Reserve Bank of India, Estate Department, 4th Floor, Near Gandhi Bridge, Ashram Road, Ahmedabad-380009**, on any working day from **10:00 AM to 06:00 PM**.
2. Already empaneled contractors / suppliers are also required to apply for fresh empanelment.
3. Interested applicants may apply for empanelment for single or multiple trades and either in any or all categories. In case the applicant intends to apply for more than one trade and more than one (1) category, he/she should submit separate application for each trade. The applicants are required to write the name of Trade and Category(ies) for which application is submitted on the envelope containing the Pre-Qualification documents and on top of forwarding letter also.
4. The applicants are mandatorily required to superscribe "**Empanelment for 2027-2030 – Estate Department**" – As per **Annex IV** on the sealed cover containing the completed application form along with requisite documents to the Regional Director, Reserve Bank of India, Estate Department, Main Office Building, Near Gandhi Bridge, Ashram Road, Ahmedabad-380009 on or before **05:00 PM of November 23, 2026**.
5. During scrutiny, if any of the applicant is found not to possess the required prequalification or to have submitted false/incorrect information, his/her application will be liable for rejection. Applications of only those applicants who fulfil the specified Pre-Qualification Criteria and submit the required documents shall be processed further.
6. Regarding client's certificate, for works carried out for Govt./Public Sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. For works carried out for private companies, copy of TDS certificates must be submitted. The Bank reserves the right to independently verify the client's/ banker's reports.
7. The panel shall remain valid from **April 01, 2027, to March 31, 2030**, or from the date of coming into existence till March 31, 2030, subject to periodical review of performance as specified.
8. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.
9. The application form shall be signed by a person on behalf of the organization who is duly authorized to do so.
10. In case of any clarification, applicants may contact the following officials before the

scheduled time for submission of applications:

- a. Shri Lavkesh Meena, Manager (Tech-Civil) - 079-27548424
- b. Shri Pankaj Dandaliya, Manager (Tech – Elect.) - 079-27548423
- c. Shri Balram Panchal, AM (Tech-Civil) - 079-27548426

Section-4

Statutory Provisions and Other Instructions for the Applicants

1. The applicants who fulfil the pre-qualification criteria will be considered for empanelment.
2. The applicants are required to furnish details about their organization, technical experience, technical personnel, spare capacity, competence, and evidence of their financial standing as per the enclosed proforma which will be kept confidential.
3. A format of **Client Certificate issued by Clients as per [Annex-I](#) and Banker's Certificate (Solvency) as per [Annex-II](#)** are attached along with the blank application form. The applicant has to submit the said Client certificates **depending upon the qualifying works**, of their clients for whom they have carried out eligible works in terms of pre-qualification criteria described in the notice inviting application, in the sealed cover.
4. Similarly, the applicants have to obtain the said **Banker's Certificate (Solvency) for an amount equivalent to the upper limit of the highest category for which empanelment is sought, from their banker/bankers on the bank's official letterhead** and has to submit the same along with the application. Such certificates should be addressed to **The Regional Director, Reserve Bank of India, Estate Department, Main Office Building, Near Gandhi Bridge, Ashram Road, Ahmedabad-380009** and should be submitted along with their application, in the sealed envelope.
5. Client certificate issued by a **Government / Semi Government organization, or a PSU should be signed by an official of the rank of Executive Engineer or equivalent or higher rank** and must be supported by adequate proof of payments received by the contractor for the work done by them.
6. Client's certificate issued by **private organization shall also accompany TDS Certificates** pertaining to respective period of work executed.
7. Applications received without the specified certificates in the specified format shall be rejected and the Bank shall have the right to independently verify the submitted certificates.
8. 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 those works (if such works are more than five, details of at least five works starting from the highest contract amount shall be furnished) in the specified format.
9. **The application form shall be signed by a person on behalf of the organization, who is duly authorised to do so. Each page of the application shall be properly signed and stamped.**
10. 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, and sealed, stating therein the part of the statement, serial number, and page number.

11. **Applicant who desires to apply for any such trade which needs a license from the competent authority must submit photocopy of valid license issued by appropriate authority.**
12. **For specialized works such as water proofing / refilling of fire extinguishers etc., the applicant shall submit copy of the authorized applicator / dealer certificate, issued by the respective manufacturer.**
13. While deciding upon the selection of the contractors, emphasis will be given on the ability, experience, performance, value of works executed and competence to do good quality work in accordance with the specifications and within the time schedule.
14. **The performance of all the enlisted contractors shall be reviewed by the Bank at least once a year and their name may be removed from the approved list of contractors in the event of occurrence of any one or more of the failure on their part as detailed below:**
 - a. Fails to respond to the call notice inviting tenders consecutively on three occasions in a period of one year or fails to execute any awarded contract.
 - b. Is proved to be responsible for doing defective works in two contracts awarded consecutively.
 - c. Persistently violates any important condition of the contract like maintaining time schedule and business dealings, etc.
 - d. Fails to abide by the condition of registration/ empanelment or is found to have given false particulars at the time of registration/ empanelment.
 - e. Is declared or is in the process of being declared bankrupt / insolvent, wound up, dissolved or partitioned.
 - f. Persistently violates labour regulations and rules.
 - g. 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.
 - h. 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.
15. **Compliance with Labour Laws and Statutory Obligations:**

The Contractor shall strictly abide by all applicable labour laws, rules, and regulations enacted by the Central and State Governments. These include, but are not limited to, the Code on Wages, 2019, Industrial Relations Code, 2020, Code on Social Security, 2020 and Occupational Safety, Health and Working Conditions Code, 2020 and such other regulations as applicable from time to time.

- (a) **Licensing and Registration:** For the supply of manpower, the Contractor must possess and maintain valid:
- (i) Occupational Safety, Health and Working Conditions Code, 2020;
 - (ii) Registration with the relevant Labour Department;
 - (iii) Valid Registration/Codes with the Employees' State Insurance Corporation (ESIC) and the Provident Fund (PF) authorities.

Failure to maintain valid licenses or registrations shall be deemed a material breach of contract.

- (b) **Deployment of Staff:** Prior to the commencement of duties, the Contractor must furnish complete details of the staff proposed to be deployed (including names, roles, and skill levels) for the Bank's records and verification. The Bank reserves the right to reject any personnel deemed unsuitable.

16. **Prevention of Sexual Harassment:**

The Contractor shall strictly comply with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013:

- (a) **Internal Mechanism:** The Contractor shall constitute an Internal Complaints Committee (ICC) to address complaints of sexual harassment involving its employees within the Bank's premises. The Contractor must ensure appropriate action is taken under the Act.
- (b) **Complaints Against Bank Employees:** Any complaint of sexual harassment lodged by a Contractor's employee against a Bank employee shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- (c) **Liability:** The Contractor shall be solely responsible for any monetary compensation required to be paid if an incident involves its employees (e.g., monetary relief to a Bank employee if sexual violence by a Contractor's employee is proved).
- (d) **Awareness:** The Contractor is responsible for educating its workforce on the prevention of sexual harassment and related workplace conduct issues.

17. **Indemnity and Non-Liability of the Bank**

- (a) The Bank shall not be held responsible or liable for any claims, disputes, legal proceedings, or penalties arising from the Contractor's failure to comply with any labour laws, statutory obligations, or the terms of this contract.
- (b) The Bank shall in no way be made liable for the acts, commissions, or omissions of the Contractor or the laborers engaged by the Contractor.
- (c) The Contractor shall indemnify and keep indemnified the Bank against all liabilities, costs, charges, and expenses incurred or suffered by the Bank on account of any negligence, default, or non-compliance by the Contractor

regarding statutory payments (including PF, ESI, Minimum Wages, etc.) or labour laws. Any such amount paid by the Bank due to the Contractor's default shall be recoverable from the Contractor as a debt due to the Bank.

- (d) The Bank shall not be responsible for payment of any compensation for death injury or accident any of the maintenance staff deputed by the contractor which may arise in course of their duties.

18. Valid Registration on GeM and CPPP:

All prospective Contractors/Suppliers must possess a valid and active registration on the Government e-Marketplace (GeM) (i.e., <https://gem.gov.in/>) and/or the Central Public Procurement Portal (CPPP) (i.e., <https://etenders.gov.in/eprocure/app>) for the participation in e-tendering process. Contractors / Suppliers are advised to utilize these platforms for all future procurement-related activities to ensure compliance and transparency.

For any technical related queries please call at 24 x 7 Help Desk Numbers: 0120-4001002, 0120-4001005, 0120-4493395.

19. The Contractor shall, at his own expense, effect and maintain Third party liability insurance policy, Employee compensation policy, as applicable, and Comprehensive All Risks Policy, suitably covering all injury or damage to person and property, etc. for each and every work awarded by the Bank.

20. Settlement of disputes by Arbitration:

If a dispute of any kind arises between the Bank and the contractor/ counterparty in connection with or arising out of the contract or the execution of the works, the parties must attempt to resolve it amicably by way of mutual discussions, in good faith, within a period of 30 days from the date on which any party gives the other party a notice to negotiate /engage in amicable discussions.

If an amicable settlement is not forthcoming within the aforesaid period, then the dispute shall then be referred to and finally resolved through arbitration or conciliation as per the Arbitration and Conciliation Act 1996, as amended from time to time. The award passed by the arbitrator shall be binding on the parties and shall apply to the contract.

In cases where the Bank has challenged an arbitral award and, as a result, the amount of the arbitral award has not been paid, 75% of the arbitral award (which may include interest up to date of the award) shall be paid by the Bank to the contractor against an irrevocable Bank Guarantee (BG), The BG shall be valid till the dispute is finally decided by a court of competent jurisdiction. The BG, initially, may be valid for at least five years from the date of payment and shall be renewed for a further period, as may be indicated by the Bank, before the expiry date of the BG. In case of failure of contractor to extend the BG, the Bank may invoke the BG. The BG shall only be for the said 75% of the arbitral award as above and not for the interest which may become payable to the Bank

should the subsequent court order require refund of the said amount. A proforma bank guarantee in respect of the arbitral award is given at Annexure 27. The BG shall only be for the said 75% of the arbitral award as above and not for the interest which may become payable to the Bank should the subsequent court order require refund of the said amount.

21. Non-Disclosure and Confidentiality:

The contractors / suppliers are obliged under Code of Integrity for Public Procurement to Suo-moto proactively declares any conflicts of interest in any execution of contract. Failure to do so would amount to violation of this code of integrity.

Any bidder must declare, whether asked or not in a bid document, any previous transgressions of such a code of integrity with any entity in any country during the last three years or of being debarred by any other procuring entity. Failure to do so would amount to violation of this code of integrity.

To encourage voluntary disclosures, such declarations would not mean automatic disqualification for the bidder making such declarations. The declared conflict of interest may be evaluated and mitigation steps, if possible, may be taken by the procuring entity. Similarly, voluntary reporting of previous transgressions of Code of Integrity elsewhere may be evaluated and barring cases of various grades of debarment, an alert watch may be kept on the bidder's actions in the tender and subsequent contract.

22. Incorrect Tax Claims and Statutory Non-Compliance:

The contractor shall warrant that all invoices, bills, and claims submitted to the Bank shall strictly adhere to the provisions of the relevant taxation Acts. The contractor shall ensure that:

- (a) The Goods and Services Tax Identification Number (GSTIN) quoted is valid, active, and matches the registered entity details at the time of supply.
- (b) The Harmonized System of Nomenclature (HSN) code specified corresponds accurately to the goods/services supplied.
- (c) The rate of various taxes charged is strictly in accordance with the applicable statutory notification relevant to the specified HSN code or relevant notifications by the Government.
- (d) All other particulars, including place of supply, tax head (CGST/SGST/IGST), and cess, are correctly computed, and stated.

The Bank reserves the unilateral right to recover the excess amount paid (being the difference between the tax charged and the tax legally payable) by adjusting such sum against any current or future dues payable to the contractor, or by demanding immediate refund.

23. Social Media Policy

The contractor shall ensure that the workers deployed are adhering to the social media

policy. Any official information or material that has come in the possession of workers during the course of their duties, whether confidential or otherwise shall not be posted on social media. Where such information or material is intended to be posted, the same shall be submitted to the Bank along with a specific request for seeking prior permission from the Bank. The Bank shall not be required to provide any reason for refusal of the permission. The contractor is responsible for all the content posted and should always be aware that they carry an indirect liability on posts on the social media, if used inappropriately by a third person. Personal information like telephone numbers, mailing addresses or email addresses of other employees or individuals associated or dealing with the Bank should not be posted on Social Media platform. The Bank's logo or any other image of the Bank should not be used on Social Media sites. Use of any photographs or videos taken on the Bank's premises or associated with the Bank's events without the explicit consent of the Bank is prohibited unless explicitly and specifically permitted by the Bank.

24. **The Bank reserves the right to reject any or all the applications without assigning any reason thereof.**
25. **Authorized dealers and applicants should submit the necessary documentary evidence of their claim for confirmation.**
26. Clarifications, if any required, may be obtained from the Deputy General Manager, Reserve Bank of India, Estate Department, Fourth Floor, Main Office Building, Near Gandhi Bridge, Ashram Road, Ahmedabad-380009.

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

Signature:

Name:

Seal of the applicant:

Place:

Date:

Section - 5

Form of Application

The Regional Director,
Reserve Bank of India,
Estate Department,
Main Office Building,
Near Gandhi Bridge,
Ashram Road,
Ahmedabad-380009

Dear Sir,

Having read and understood the Empanelment Notice, General Instructions to the applicants, appended to the application proforma and all other relevant information.

I/we hereby apply for empanelment in the Bank as contractor/ supplier in the following trade(s) and category(ies):

Sl. No.	Application submitted for empanelment in	
	Trade(s)	Category / Categories

I/We declare that all the information furnished are correct to the best of my/our knowledge and belief.

I/We understand that if any false information is detected at a later date, any future contract made between ourselves and the Reserve Bank of India, Ahmedabad on the basis of the information given by me/us will be treated as invalid by the Reserve Bank of India.

I/We have provided the details of the qualifying works and the client's confidential report in the prescribed proforma.

I/We have provided my/ our banker's details and the Banker's Certificate in the prescribed proforma.

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

I/We agree that the decision of the Reserve Bank of India in empanelment of the contractors/ suppliers/vendor shall be final and binding on me/us.

Signature:

Name & Designation:

Address:

Email ID:

Mobile / Landline No.

Place:

Date:

Seal of the applicant

(Please Note: All fields are to be mandatorily filled)

PART - I

Basic Information

Name of the trade Applied for:

Category Number Applied for:

Sr. No.	Description	Details
1.	Name & Address (Email ID, Telephone number) of the registered office of the organisation / applicant	
2.	Type of Organisation (Whether Sole Proprietorship, Partnership /Private Limited / Limited or Body Corporate etc.) Please enclose relevant certificates	
3.	Name of the Proprietor/Partners/Directors of the organization/firm	
4.	Details of Registration (partnership firm, company etc.) ➤ Registering Authority, date, Registration number etc. mentioning its business / activity. ➤ Please, enclose copy of the related certificate(s)/ Trade License (s) /GST Registration Certificate / MSMED Registration Certificate (if registered under MSMED ACT, 2006)/ESIC Registration/ EPFO Registration etc./other licenses or certificates*	
5.	Experience in the respective field of work. Please, enclose documents in support thereof.	
6.	Address of the office through which the proposed work of Reserve Bank of India will be handled (Name, Designation of the Officer-in-charge, Mobile / Landline, Email ID)	
7.	Whether financially sound to undertake works costing within the applied category(ies). If so, adequate, and satisfactory evidence to indicate the financial capacity of the organization to undertake the said work with name of bankers and their full address, telephone number and e-mail ID. (Banker's certificate (Solvency) from the bank and TDS certificate shall be attached).	

8.	Yearly turnover of the organization for the last 3 years ending March 31, 2026 (Income Tax Year) Audited balance sheet, copy of IT>Returns and P&L statement duly certified by a Chartered Accountant shall be submitted	2023 – 2024: 2024 – 2025: 2025 – 2026:
9.	Ability to provide Bank Guarantee or other equivalent forms of security from a Scheduled Bank.	
10.	Details of PAN, GSTIN with documentary evidence.	PAN: GSTIN:
11.	Electrical Contractor License (for applicants applying for electrical works)	CPPP Copy & No. of GEM
12.	Whether working with any of the Government / Semi - Government Undertakings/ PSU/ Financial Institution as approved contractors and if so, furnish details.	
13.	Details of Service Set-up at Ahmedabad or nearby city (Local Office Address, if any)	
14.	Whether any technical personnel are employed in the organization and if so, details of their experience, qualification, etc.	Details to be furnished in Part III
15.	Details of skilled, unskilled, qualified licensed PWD Supervisor/Wireman (for applicants applying for electrical works)	
16.	Indicate if involved in any litigation, or any civil suits, pending in any of the works executed during last 5 years/being executed. If yes, please furnish the name of the project, employer, and nature of work, contract value, work order and date and brief details of litigation. Attach a separate sheet if required.	

*** Applicant who desires to apply for Plumbing and Electrical related trades must submit photocopy of valid license issued by appropriate authority.**

Place:

Date:

Signature of applicant with seal

Part II - Previous Experience

1. (a) List of important works executed by the Firm/Agency during the last 5 Years

S r. N o .	Name of the Work & Locati on	Nature & Specifi cation of works	Name, addres s & teleph one no. of the owner (Govt./ Semi Govt./P vt. Body	Name, Full Address & Telephon e No. of the officer/ar chitect under whom the work was carried out	Cont ract Amo unt in ₹.	Completion period		Whether the work was left incomplete, or the contract was terminated from either side	Any other relevant informati on including reason, if any, for delay in completi on of work
						Sched uled date of compl etion	Actual date of comple tion		

S r. N o .	Name of the Work & Locati on	Nature & Specific ation of works	Name, addres s & teleph one no. of the owner (Govt./ Semi Govt./P vt. Body	Name, Full Address & Telephon e No. of the officer/ar chitect under whom the work was carried out	Cont ract Amo unt in ₹.	Completion period		Whether the work was left incomplete, or the contract was terminated from either side	Any other relevant informati on including reason, if any, for delay in completi on of work
						Sched uled date of compl etion	Actual date of comple tion		

Note: The details of previous experience and work for Reserve Bank of India in any of the centres may be separately provided (in tabular form as per the following format) *

Signature of Applicant
(with seal)

***Attach a separate sheet, if required.**

1. (b) List of important works currently undertaking

Sr. No.	Name of the Work & Location	Nature & Specification of works	Name, address & telephone no. of the owner (Govt./Semi Govt./Pvt. Body)	Name, Full Address & Telephone No. of the officer/architect under whom the work was carried out	Contract Amount	Completion period		Present stage of work with reasons if the work is getting delayed	Any other relevant information
						Scheduled date of completion	Actual date of completion		

Note: The details of previous experience and work for Reserve Bank of India in any of the centres may be separately provided (in tabular form as per the following format) *

**Signature of Applicant
(with seal)**

*** Attach a separate sheet, if required**

Part III

List of Technical Personnel, giving details about their technical qualifications, experience, etc.

Sl No.	Name	Age	Qualification	Experience	Name of works handled	Name of the projects handled costing more than ₹ lakh	Date from which employed in your organization	Remarks

Signature of applicant (with seal):

***Attach a separate sheet, if required.**

Annex - I

CLIENT CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR/FIRM

(On the Client's letter head)

Signature of Reporting Officer (Client) with Office seal

Name and address of the Client (mandatory field):

Details of Works executed by Shri /M/s:

E-mail address of the Client (mandatory field):

Contact No. (mandatory field):

Details of Works executed by Shri /M/s

1	Name of work with brief particulars	
2	Agreement No. and date	
3	Agreement amount	
4	Date of commencement of work	
5	Stipulated date of completion	
6	Actual date of completion	
7	Details of compensation levied for delay (indicate amount) if any:	
8	Gross amount of the work completed and paid	
9	Name & address of the authority under whom works executed	
10	Whether the contractor employed qualified Engineer/Overseer during execution of work?	
11	i) Quality of work (indicate grading)	Outstanding / Very Good / Good// Satisfactory / poor
	ii) Amount of work paid on reduced rates, if any	
12	i) Did the contractor go for arbitration?	
	ii) If yes, total amount of claim	
	iii) Total amount awarded	
13	Comments on the capabilities of the Contractor	
	a) Technical Proficiency	Outstanding / Very Good / Good// Satisfactory / poor
	b) Financial soundness	Outstanding / Very Good / Good// Satisfactory / poor
	c) Mobilization of adequate T&P	Outstanding / Very Good / Good// Satisfactory / poor
	d) Mobilization of manpower	Outstanding / Very Good / Good// Satisfactory / poor
	e) General behavior	Outstanding / Very Good / Good// Satisfactory / poor

*Note: All columns should be filled

**Signature of the Reporting Officer*
with office seal**

*Regarding performance report/clients' certificate, for works carried out for Government/ public sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. For works carried out for private companies, Copy of TDS has to be submitted for proving the credentials/contract amount.

- (i) All columns should be filled in properly.
- (ii) The Client Certificates should be submitted in a sealed cover addressed to the Regional Director, Reserve Bank of India, Estate Department, Main Office Building, Near Gandhi Bridge, Ashram Road, Ahmedabad-380009 for each of the Prequalification work/s.

Annex - II

FORM OF BANKERS' CERTIFICATE FROM SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s / Shri / Smt having marginally noted address, a customer of our bank are/is respectable and can be treated as good any engagement up to a limit of Rs.....(Rupees.....)

This certificates issued without any guarantee or responsibility on the Bank or any of the officers.

(Signature)

For the Bank

Note:

- i. Bankers' certificates (Solvency) should be on letter head of the Bank, sealed in cover addressed to enlistment authority.
- ii. In case of partnership firm, certificate should include names of all partners as recorded with the bank

Annex - III

BRIEF PARTICULARS OF CONTRACTORS / SUPPLIERS (Mandate Form)

1. Name of the Agency :
2. GSTIN :
3. Permanent Account No. (PAN) :
4. Postal Address (with Pin code) :
5. Contact Person :
6. Telephone Number (land) :
7. Mobile Number :
8. E-mail ID :
9. Name of the Bank :
10. Name of the Branch :
11. Type of A/c :
12. A/c Number :
13. IFSC :
14. Whether MSMED registered? :
15. (Provide Identification Number) :

Company / Office Seal

Signature with date

Annex - IV

Undertaking regarding in tender regarding declaration of debarment by public institution(s):

(To be submitted by the applicant on their letterhead)

1. I / we (Name of the firm) declares that

- (a) I / we or any of our allied firm* is / are not debarred / suspended / blacklisted by any public institution / entity 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 with any public institution / entity in India or any other country in last three years as on (last date of submission of application).
- (c) I/we or any of our allied firm* is/ are not debarred by any procuring entity for violation of Public Procurement (Make in India) Order, 2017 as on last date of submission of the bid.)
- (d) I / 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 other country at the earliest.

2. I / we (Name of the firm) declare that I /we or our allied firm* (Name of the allied firms(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.

Annex - V

**Undertaking regarding compliance of statutory requirements
(To be submitted by the applicant on their letterhead)**

1. 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, Ahmedabad against any liability / claims, whatsoever arising out of non-compliance of any statutory requirement claimed by Reserve Bank of India, Ahmedabad without any protest or demur whatsoever.

(Seal and signature of the applicant)

Date:

Place:

CHECK LIST FOR DOCUMENTS SUBMITTED / NOT SUBMITTED

(Please submit the application of Empanelment in the same order as mentioned below)

Sr. No.	Documents	Submitted / Not Submitted
1.	Duly filled & Signed Application Form	
2.	Certificate of Incorporation / Partnership Deed, if applicable	
	Brief Particulars of Contractors / Suppliers (as per Annex – III)	
3.	Copy of PAN	
4.	Copy of GST Registration Certificate	
5.	Copy of MSMED Registration Certificate, if any	
6.	Copy of EPF Registration, if any	
7.	Copy of ESIC Registration, if any	
8.	Copy of Work order issued by the client. (refer pre-qualification Criteria)	
9.	Completion certificate issued by the Client (refer pre-qualification Criteria)	
10.	Copy of TDS Certificate (refer pre-qualification Criteria)	
11.	Duly filled Annex-I – Client Certificate Regarding Performance of Contractor/Firm (On the Client's letter head)	
12.	Audited Balance Sheet duly certified by Chartered Accountant or Annual Financial Turnover certificate issued by the Chartered Accountant of last 3(three) years ending March 31, 2026. [i.e., April 01, 2023, to March 31, 2024 April 01, 2024, to March 31, 2025 April 01, 2025, to March 31, 2026]	
13.	Income Tax Returns for the last three financial years ending March 31, 2026	
14.	Banker's solvency certificate in sealed official Cover of the bank as per Annexure-II	
15.	Proof of Full-fledged Service Set-up	
16.	Duly filled Part- I	
17.	Duly filled Part- II	
18.	Duly filled Part- III	
19.	Duly filled Annexure IV: Undertaking regarding declaration of debarment by public institution(s)	
20.	Duly filled Annexure V: Undertaking regarding compliance of statutory requirements	
21.	Details of GeM registration	
22.	Details of CPPP registration	

Signature of the applicant (with seal):

Name and address:

Mobile No.:

E-mail:

FORMAT FOR SUPERSCRIBING THE SEALED ENVELOPE

“Empanelment for 2027-2030 - Estate Department”

S.L No. of Trades/Categories:

To,

The Regional Director,
Reserve Bank of India,
Estate Department,
Main Office Building,
Near Gandhi Bridge,
Ashram Road,
Ahmedabad-380009

From,

Applicant's Name Address:

Contact No.: **(mandatory)**

E-mail ID: **(mandatory)**