



Hidayatullah National Law University (HNLU)
Sector 40, Uparwara, Nava Raipur Atal Nagar, Raipur Chhattisgarh
492002, India

Empanelment of Contractors/ Suppliers for Civil, Electrical, Repair and Maintenance, Interior Designing, Housekeeping, Supply of various items and Other Works, Raipur

HNLU intends to prepare a panel of reputed contractors, vendors, suppliers, service providers, dealers, scrap dealers, etc., valid for One year, for procurement of various articles/ services for its office, office building and staff quarters in Raipur. The nature, trade and description of such articles/services are given in Para 2 (A) in General Conditions of Empanelment of the Tender Notice. Applicants can seek empanelment for supply of more than one articles or services under various categories.

The application for empanelment should be made in the prescribed format which, along with the other relevant details, including general conditions of empanelment, can be downloaded from the University's website (<https://www.hnlu.ac.in/tenders>) and tender wizard portal (<https://www.tenderwizard.com>)

The applications, duly filled in the prescribed format and complete in all respects, may be submitted in a sealed cover clearly super-scribing it as "Application for Empanelment of Contractors/ Vendors/ Suppliers/ Service Providers" to the Registrar, HNLU, Sector-40, Uparwara, Nava Raipur – 492002.

The last date for submission of application is **up to 2:00 pm on 21 January 2023.**

The University reserves the right to reject any or all the applications without assigning any reasons therefor.

Registrar
HNLU, Raipur



Hidayatullah National Law University (HNLU)
Sector 40, Uparwara, Nava Raipur Atal Nagar, Raipur Chhattisgarh
492002, India

NOTICE FOR EMPANELMENT
OF
CONTRACTORS/ SUPPLIERS FOR CIVIL, ELECTRICAL, REPAIR AND MAINTENANCE,
INTERIOR DESIGNING, HOUSEKEEPING, SUPPLY OF VARIOUS ITEMS AND OTHER
WORKS, RAIPUR
at
HNLU, Sector-40, Uparwara, Nava Raipur – 492002
purchase@hnl.ac.in

NAME OF APPLICANT _____

ADDRESS

DATE OF ISSUE : 29 DECEMBER 2022
LAST DATE FOR SUBMISSION : 21 January 2023 by 1400 hrs
DATE AND TIME OF OPENING : 21 January 2023 by 1500 hrs

THE REGISTRAR
HNLU, Sector-40, Uparwara,
Nava Raipur – 492002



Hidayatullah National Law University (HNLU)
Sector 40, Uparwara, Nava Raipur Atal Nagar, Raipur Chhattisgarh
492002, India

Form of Application

THE REGISTRAR

HNLU, Sector-40,Uparwara,
Nava Raipur – 492002

Madam/Dear Sir

Having read and understood the Empanelment Notice, General Instructions to the applicants appended to the application and all other relevant information, I/we hereby apply for enlistment in the University as contractor/ Supplier in the following trade(s)/ sub- trade(s) and category (ies):

(Tick whichever applicable) refer para A, B, C under General Conditions of Empanelment

Sr. No.	Trades	As mentioned at point (A)	Category I	Category II	Category III	Category IV
1	Civil Works	1.1				
		1.2				
		1.3				
		1.4				
		1.5				
		1.6				
2	Electrical Works	2.1				
		2.2				Not Required
		2.3				Not Required
		2.4				
		2.5				
3	Other Works	3.1				Not Required
		3.2				Not Required
		3.3				Not Required
		3.4				
		3.5				Not Required
		3.6				Not Required
		3.7				
		3.8				Not Required
		3.9				

		4.0				
		4.1				
		4.2				
		4.3				Not Required

(Applicant applying for higher category will be considered for lower category automatically)

- ii) All the information furnished under parts 1, 2 & 3 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 HNLU, Raipur on the basis of the information given by me/us will be treated as invalid by HNLU.
- iii) I/we have provided the details of the qualifying works and the client's confidential report in the prescribed pro-forma.
- iv) I/ we have provided my/ our Bankers details and the Banker's confidential report in the prescribed pro-forma.
- v) I/we also agree that I/we have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished in the accompanying sheets.
- iv) I/we agree that the decision of the Hidayatullah National Law University in empanelment of the contractors/ suppliers shall be final and binding on me/us.

Signature_____

Name & Designation_____

Address Place_____

Date_____

General Conditions of Empanelment

Application for Empanelment of contractors/suppliers for Civil, Electrical, Repair/Renovation and Maintenance, Interior designing, Housekeeping, supply of various items and other works at HNLU, Raipur.

1. Hidayatullah National Law University, Raipur invites sealed applications for Empanelment of Contractors under various categories for Civil, Electrical and Other work category. Application is available on University's website <https://www.hnlu.ac.in> Tender wizard portal <https://www.tenderwizard.com> . The last date of submission of duly completed application form is 21 January 2023 by 1400 hrs.
2. The empanelment shall be carried out for different categories under each trade/sub trade based on the estimated cost of work/ supply. There are four categories based on the estimated cost of work/ supply, as detailed below:

(A) The Details of Works included under each trade (Table no 1)

Sr. No.	Trades	Sub category	Additional documents required addition to eligibility criteria
1	Civil Works	1.1 <u>General repair and maintenance</u> General repair, maintenance works like painting, plumbing, carpentry, renovation, civil masonry works.	NA
		1.2 <u>Fabrication & aluminium works</u> General repair & MS fabrication, MS structure works, aluminum window, cabin, door works, fencing etc.	NA
		1.3 <u>Supply of furniture</u> Supply of furniture items like beds, sofa sets, chairs, table, dining sets, cots, workstation (modular), modular furniture etc.	Proof of having showrooms, or warehouse, shop floor, authorised dealers
		1.4 <u>Civil interior works</u> Works like wooden flooring, wooden works, polishing work. blinds, name plates, signboards, glass, curtains, UPVC window & door	NA.
		1.5 <u>Waterproofing</u> Waterproofing works and chemical treatment works though (authorised applicator)	Proof of authorised applicator, tie up with OEM, applicator.
		1.6 <u>Supply of civil items</u> Supply of carpentry and plumbing related items.	Proof of shop, Warehouse.
2	Electrical Work	2.1 <u>General repair and maintenance</u> General electrical repair and maintenance works, wiring, panel works, cable laying, LAN	Electrician license, Supervisory license for carrying out

		cabling, telephone cabling, pump repair, transformer, circuit breakers maintenance, repair of electrical gadgets.	works in LT & HT (400 V – 11 kV)
		2.2 <u>Telecommunication system works</u> Supply, repair and maintenance works of telecommunication equipment's EPABX system, intercom, CCTV, conference system, wireless set etc.	Authorised dealership letter form OEM, authorised service provider letter is required.
		2.3 <u>AC & HVAC works</u> Repair and maintenance works of split, Window, cassette AC, tower AC and HVAC related system	NA
		2.4 <u>Supply of electrical items</u> Supply of electrical items for day to day, maintenance works. i.e. tube lights, fans, exhaust fan, geysers, switch, sockets, cables, fuses etc.	Proof of shops, showrooms, go down, authorised dealership from OEM, traders.
		2.5 <u>Supply of electrical Gadgets</u> Supply of electrical items like TV, Fridge, Washing Machine, AC, Heater, Microwave Oven, Water Purifier, Digital Display Units, Audio Systems, UPS, Fly Killing Machine, Water Purifier, Water coolers, Dish Wash Machine etc.	Proof of shops, showrooms, go down, authorised dealership from OEM.
3	Other Work	3.1 <u>Horticulture works</u> Supply of plats, fertilizers, seeds, pots, planters and horticulture related items	Having nursery setup in Raipur or tie up with nursery in Raipur.
		3.2 <u>Potted Flower/Florist</u>	
		3.3 <u>Housekeeping items</u> Supply of housekeeping material like cleaning material and consumables for day today maintenance works.	Proof of shop, nursery, Authorised supplier, wholeseller etc.
		3.4 <u>Pest control works/Sanitization (Covid-19 & Other diseases)</u> Pest control services, fogging, anti-termite treatments, rodent treatments, fumigation, fogging with Virax II 256 chemical.	IPA certified firm
		3.5 <u>Scrap disposal</u> Disposal of the scrap material, metal, electronics items, unusable items, paper	Scrap dealer or firm having setup or tie-up with e-disposal firms.
		3.6 <u>Cleaning works</u> Water Tank's cleaning works of overhead and underground tanks, water tanker supplier	NA

		3.7 Firefighting equipment's Supply and maintenance of the firefighting equipment's i.e. fire extinguisher, fire alarm systems, fire hydrant, fire pump, other firefighting equipment.	Proof of shops, authorized dealership from OEM or tie- up
		3.8 Cleaning of carpets/ chairs/ sofa venetian blinds/ Personal Computers/ Printers/ Photocopier Machines, etc.	NA
		3.9 Supply of Nameplates, Flex Banners and Electrical/Electronic signage(Signboards)	
		4.0 Printing Printing of University's various publications for internal circulation & wider circulation. University's letterheads, envelopes of various sizes, registers, visiting cards, etc.	
		4.1 IT Hardware, Software & Services Conventional Desktop PCs, All-in-one PCs, Laptops, Printers, multifunction printers, 3-in-1 printers, scanners, ADF scanners, fax machines, LCD projectors, Multi-Function Devices (MFDs), Keyboards, Monitors, Cartridges and other IT peripheral devices, network switches and associated works, servers, routers, firewall, network integration, data backup services, etc.	Proof of shops, showrooms, go down, authorised dealership from OEM, traders
		4.2 Office Stationery purchases All office stationery items like white paper, ledger paper, register, pens, writing pads, envelopes, file boards, plastic folders, spring files, computer stationery such as carbon/carbon less paper, making of self-inking rubber stamps, company seal, etc. Computer consumables like pen drives/USB flash drives, CDs, DVDs, etc.	
		4.3 Xeroxing/Spiral Binding Xerox works including servicing, rate contract, spiral binding, binding works etc.	

B) Details of Categories (Applicant applying for higher category will be considered for lower category automatically)

Category-I – For procurement of goods, services & works costing up to Rs 2 lakh,

Category-II – For procurement of goods, services & works costing above Rs 2 lakh and up to Rs 5 lakh,

Category-III - For procurement of goods, services & works costing above Rs 5 lakh and up to Rs 10 lakh,

Category-IV – For procurement of goods, services costing above Rs 10 lakh and up to Rs 25 lakh (for procurement of works upto Rs 50 lakh)

(C) Requirement of Empanelment in following List of Trades (Category-wise)

Sr. No.	Trades	As mentioned at point (A)	Categories			
			Category I	Category II	Category III	Category IV
1	Civil Works	1.1	Yes	Yes	Yes	Yes
		1.2	Yes	Yes	Yes	Yes
		1.3	Yes	Yes	Yes	Yes
		1.4	Yes	Yes	Yes	Yes
		1.5	Yes	Yes	Yes	Yes
		1.6	Yes	Yes	Yes	Not Required
2	Electrical Works	2.1	Yes	Yes	Yes	Yes
		2.2	Yes	Yes	Yes	Not Required
		2.3	Yes	Yes	Yes	Not Required
		2.4	Yes	Yes	Yes	Yes
		2.5	Yes	Yes	Yes	Yes
3	Other Works	3.1	Yes	Yes	Yes	Not Required
		3.2	Yes	Yes	Yes	Not Required
		3.3	Yes	Yes	Yes	Not Required
		3.4	Yes	Yes	Yes	Yes
		3.5	Yes	Yes	Yes	Not Required
		3.6	Yes	Yes	Yes	Not Required
		3.7	Yes	Yes	Yes	Not Required
		3.8	Yes	Yes	Yes	Not Required
		3.9	Yes	Yes	Yes	Not Required
		4.0	Yes	Yes	Yes	Yes
		4.1	Yes	Yes	Yes	Yes
		4.2	Yes	Yes	Yes	Yes
		4.3	Yes	Yes	Yes	Not Required

3. Prequalification Criteria

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

Sr. No.	Pre-qualification Criteria	Description	Required documents to establish compliance to pre-qualification criteria
1	Duration of Past experience	Should have minimum 3 years of experience as on November 30, 2022 of executing similar works* (during last 3 years). Applicants should furnish their Client lists showing the details of work carried out by them during the last 3 years. (i.e. the applicant should have undertaken work before November 30, 2022).	a) Copy of certificate of registration/ incorporation/Shop Act, etc. b) Copy of work order and its completion certificate received during last 3 years ending in November 30, 2022 issued by client.
2	Minimum value of each completed work	Experience of having successfully completed similar works during last 3 years ending November 30, 2021 should be either of the following: i) Three similar completed works (during the last 3 years) each costing not less than the amount equal to 40% of the upper limit of the respective category for which Empanelment is sought. [For example, Empanelment of contractors for works costing up to 5.00 Lakh, cost of each work executed shall be minimum Rs 2.00 Lakh (40% of Rs. 5 Lakh)] OR ii) Two similar completed works (during last 3 years) each costing not less than the amount equal to 50% of the upper limit of the respective category for which Empanelment is sought. [For example, Empanelment of contractors for works costing up to 5 Lakh, cost of each work executed shall be minimum Rs 2.5 Lakh (50% of Rs 5 Lakh)] OR iii) One completed similar work (during last 3 years) costing not less than the amount equal to 80% of the upper limit of the respective category for which Enlistment is sought. [For example, Enlistment of contractors for works costing up to Rs. 5 Lakh, cost of work executed shall be minimum Rs. 4 Lakh (80% of Rs. 5 Lakh)]	a) Copy of work orders issued by client along WITH Work Completion certificate issued by client certifying cost of work and performance.

3	Annual Turnover	Having minimum annual turnover of 30% of the upper limit of the respective category for which Enlistment is sought for the last three financial years. The date for eligibility shall be considered as on March 31, 2022. [For example, Empanelment of contractors for works costing up to Rs. 5.00 Lakhs, then the required annual turnover shall be Rs. 1.50 Lakh for last 3 financial years 2021-22, 2020-21 and 2019-2020.].	Chartered Accountant's certificate along with supporting Financial statements of last three years 2021-22, 2020-21 and 2019-2020.
4	Solvency	Should furnish solvency certificate issued by University, specifically for the purpose of the Empanelment, for an amount equal to upper limit of the respective category for which Empanelment is sought. [For example, Empanelment of contractors for works costing up to Rs. 5.00 Lakhs, then the solvency certificate shall be Rs. 5 lakhs.]	Bank solvency certificate. As per the <u>Annexure II</u>
5	Registration and Licenses required	Must have valid licenses for related trades as applicable, PAN, GST, EPFO, ESIC, MSME Certificate (In case contractor is MSME), etc. registration with respective registering authorities.	Copies of relevant certificate/ licenses, issued by the respective authority

*** Similar works means the details of work specified in each trade.**

- Interested Contractors/ Suppliers may download Application Form from University's website <https://www.hnlu.ac.in> and Central Public Procurement Portal (CPPP) <https://www.tenderwizard.com>
- 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, he/ she should submit separate documents for each trade separately. The applicants are required to enclose Annexure IV for each sub-category application along with required pre- qualification as well as additional documents mentioned in Table 1 of general conditions of empanelment.
- The interested applicants should submit following the complete set of documents to the office of Registrar, HNLU, Sector-40, Uparwara, Nava Raipur-492002 on or before 02:00 pm on 21 January 2022.
- The required documentary evidence in support of the applicant's possessing the required Pre-Qualification for enlistment, as specified above, along with a forwarding letter in a sealed cover super scribed "Empanelment of Contractors/Vendors/ Suppliers/ Service Providers - Pre- Qualification Documents".

5. Duly completed application form along with the required documents in sealed cover super scribed “Empanelment of Contractors/ Vendors/ Suppliers/ Service Providers - Application Form”.
6. During scrutiny, if any of the applicant is found not to possess the required pre-qualification or to have submitted false/ incorrect information, his 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.
7. Applicant whose firms/companies are debarred/blacklisted 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.
8. The panel shall remain valid for one year from the date of coming into existence subject to periodical review of performance as specified.
- 9. Contractors applying for category III, & IV (i.e. works above 5 lakhs) have to obtain digital certificates from M/s C1 India Pvt. Ltd. immediately after empanelment and also get acquainted with the systems and procedures of e-tendering in consultation with M/s C1 India Pvt. Ltd.**
10. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall only include those works which individually costing not less than the prescribed limit of category.
11. The University reserves the right to reject any or all the applications without assigning any reason thereof.
12. The application form shall be signed by a person on behalf of the organization who is duly authorized to do so.
13. The applicant is required to submit the required & relevant documents only as per required eligibility criteria. The applicant submitting unnecessary, irreverent documents will not be consider for evaluation or may asked to submit desired documents.
14. Prices of supplied items shall be atleast 10 percent below of MRP and for non MRP items, contract shall be awarded after evaluating competitive price prevailing in the Market.
15. The applicant is required to attach the checklist copy as per the **annexure IV** to each category to which he desires to apply.

Signature of the applicant_____

Name of the organization_____

Address_____

Date_____

General instructions to the Applicants

1. A format of Client's Certificate as per [Annexure-II](#) and University Certificate as per [Annexure-III](#) is attached along with the blank application form. The applicant has to 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 have to obtain the said Banker's Certificate from their Banker's on the Banker's official letterhead in Bank sealed cover and has to submit the same along with the application. Such Certificates should be addressed to the application inviting authority of HNLU and should be submitted along with their application in a separate sealed envelope.
2. 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.
3. 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.
4. Application containing false or inadequate information is liable for rejection.
5. The performance of all the empanelled contractors shall be reviewed by the University at least twice 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 06 months 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/Enlistment or is found to have given false particulars at the time of registration/Enlistment.
 - f) Is declared or is in the process of being declared bankrupt /insolvent, wound up, dissolved or partitioned.
 - g) Persistently violates labour regulation /rules.

6. The University reserves the right to reject any or all the applications.

Clarifications, if any, required may be obtained from the office of HNLU, Sector-40, Uparwara, Nava, Raipur -492002.

For any query contact Mr. Kailash Sarode (Mob No: 7587017924 between 10 am to 5 pm on Monday- Friday) and email on purchase@hnlu.ac.in

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

Place:

Date:

Signature of applicant

Check list for documents Submitted or Not Submitted

Sr. No.	Document	Submitted (√)	Envelope
1.	Duly filled in & signed Application Form		In separate envelope Say Envelope A
2.	Trade License/ certificate of incorporation/partnership deed		
3.	Copy of PAN Card & other related Income Tax documents		
4.	Copy of GST Registration		
5.	Copy of MSME Registration Certificate, if registered		
6.	Copies of the Audited Final Accounts for last four years and a certificate issued by Chartered Accountant indicating the turnover for last four financial years.		
7.	Banker's solvency certificate in sealed official cover of the Bank as per <u>Annexure III</u>		
8.	Duly filled <u>Annexure I</u>		
9.	Work Completion Certificates (must contain work order no, work order amount, completion date) & Client's Certificates from clients for all the qualifying works as per <u>Annexure II</u> for every individual sub-category along with <u>Annexure IV</u> on top.		Envelope 1 Envelope 2 . . Envelope N

Separate envelope for each application to subcategory under different trade with all supporting documents.

For example, if applicant desire to apply for empanelment under Sub Category 1.1 under civil trade for Category I (0-2 lakh) and for Sub category 2.1 under civil trade for Category II (2-5 lakh), supporting documents with Annexure IV on top will be kept in separate sealed envelope for both Sub Category 1.1 & 2.1.

All Envelope A + Envelope 1+ Envelope 2 +..... Envelope N will be put in big envelope and will be submitted to the HNLU, Raipur office.

Signature of the applicant

Details of Applicant

A. Particulars of Firm:

Sr. No.	Particulars	To be filled by Tenderer
1.	Name of firm	
2.	Composition of the firm (Whether partnership / proprietorship / Public Ltd.)	
3.	Names of the proprietor/ partners / Directors of the firm	
4.	GST Number	
5.	Address of the Firm for communication	
6.	Telephone/mobile no	
	Email	

B. The details of Bankers are as below:

Sr. No.	Particulars (submit the crossed cancelled cheque)	To be filled by tenderer
1	Name of the Bank	
2	Branch Address	
3	Telephone and fax number	
4	Account No	
5	IFSC Code	

Place:

Date:

Signature of the applicant

Annexure II

Client's Certificate Regarding Performance of Contractor (on Client's Letterhead)

Registrar
HNLU, Sector-40, Uparwara,
Nava Raipur -492002

Dear Sir

Client's Certificate Regarding Performance of M/s:

1	Name of work with brief particulars	
2	Agreement/work order No.& 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	Outstanding/Very Good/Good/Satisfactory/Poor
12	i) Did the contractor go for arbitration?	
	ii) If Yes, total amount 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

Note: All columns should be filled in properly, please tick one of the multiple options.

1. Signature of the Reporting Officer*with office seal
2. Countersigned with Official Seal *Officer of the rank of Executive Engineer or equivalent.

Annexure III

FORM OF BANKER'S SOLVENCY CERTIFICATE

Registrar

HNLU, Sector-40, Uparwara,

Nava Raipur -492002

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

(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

Annexure IV

Note: To be enclosed with documents of each sub-category to which applicant desired to apply. If you select higher category

For applicant purpose (Tick only one option)

Particular	Select any one	
Trade (Select anyone)	Civil Works / Electrical Works / Other Works	
Category (Select anyone)	Upto 2 lakh/2-5 lakh/5-10 lakh/10-25 lakh or 50 lakh (Works)	
Subcategory (Select anyone) For each sub- category separate <u>Annexure III</u> will be attached	Civil Works: 1.1/1.2/1.3/1.4/1.5/1.6 Electrical Works: 2.1/2.2/2.3/2.4/2.5 Other Works: 3.1/3.2/3.3/3.4/3.5/3.6/3.7/3.8/3.9/ 4.0/4.1/4.2/4.3	
Eligible work completion as per eligible criteria) with amount	Name of work	Work order Amount
Additional eligibility criteria document in respective sub-category enclosed		

***Applicant applying for higher category will be considered for lower category automatically.**

Signature of applicant with date and seal

For office use only (DO NOT FILL)

Checklist	Remarks
Is firm is having 3-year experience in applied category	
Is firm having required turnover for eligible work	
Is firm having desired work order/ completion certificate as per the eligibility criteria	

Firm is found eligible for the applied category

(Yes/No): Remarks: