



CONDITIONS FOR EMPANELMENT

1. Contractors to note that all particulars required as per the form and Annexure shall be filled in completely in all respects strictly as per the format.
2. The forms not submitted strictly as per the above instructions within stipulated time period are liable to be rejected
3. The eligible Firms/ Suppliers/ Service Providers/ Vendors who will be selected for issuance of tenders after scrutiny of enrolment forms, shall be informed through letter. Please note that no enquiries or correspondence regarding the selection for issue of tenders shall be entertained.
4. Enrolment Form should be filled-up in clean handwriting in capital letters or typed.
5. The annual turnover should be based on Last THREE YEARS Income-tax Clearance Certificate, duly cleared by Income-tax Department.
6. The firm/supplier/Service Provider should be in profession for last 3 years. (Copy of registration certificate must be enclosed)
7. Annual Turnover of the firm/supplier/Service Provider/Vendor should be not less than Rs. 2 lacs for small jobs, Rs. 2 lacs to Rs. 10 lacs for medium jobs and above Rs. 25 lacs for big jobs in any of 3 financial years. (Attach Balance Sheet for the last three years).
8. The firm/supplier/ Service Provider/Vendor on the approved panel of at least three department out of which at least one should be Public Sector or Government undertaking.
9. The firms/supplier/Service Provider should have registration in compliance of law of land (Copies of proof to be enclosed)
10. Affix your Firm/Company seal with authorized signature on every page

Sr. Divisional Manager

Note-

1. Firms/ Suppliers/ Service Provider who are on Divisional Office existing panel should also apply for fresh empanelment.
2. Firms/ Suppliers/ Service Provider who have been blacklisted / removed earlier should not apply. If applied, their application will not be considered.