

APPLICATION FOR VENDOR REGISTRATION AT BRBNMPL, SALBONI

(To be submitted on applicant's letter head, duly signed & stamped)

Ref No:

Date:

The General Manager
Bharatiya Reserve Bank Note Mudran Pvt. Limited
Salboni – 721132
Dist. West Midnapore, West Bengal

Dear Sir,

Sub: Enlistment for Repair and Maintenance and other Civil Engineering Works at BRBNMPL Salboni for Class-I/ Class-II/ Class-III.

I / We am/are submitting herewith duly filled in Application Form for enlistment with you. Documentary proof as regards experience, credentials, financial capabilities etc. are enclosed herewith for your kind perusal.

The information furnished herewith in Annexure I & II are true and correct to the best of my / our knowledge and belief.

Yours faithfully,

(Signature of the Contractor with name)

Seal:

- Encl. : a) Annexure-I,
b) Annexure-II,
c) Application Fees of ₹ 500/- by D.D./B.C No..... dated
drawn at (Bank), (Branch)
d) Credentials (Supporting Documents) in sheets.

Enlistment Criteria for Civil Works – BRBNMPL, Salboni

Sl. No.	Description	Details		
01	Name of the Organisation	Bharatiya Reserve Bank Note Mudran Private Limited		
02	Type of Organisation	Bharatiya reserve Bank Note Mudran Private Limited (BRBNMPL) was established by Reserve Bank of India (RBI) as its wholly owned subsidiary on 3 rd February 1995. BRBNMPL has registered under the Companies Act 1956 with its Registered and Corporate office at Bangalore. The company manages two Presses, one at Mysore in Karnataka and the other at Salboni in West Bengal.		
03	Category	Civil Works - Original & Maintenance.		
04	Sub Category	Class – I : Above 10.00 Lakh upto 25.00 lakh Class – II : Above 5.00 Lakh upto 10.00 lakh Class – III : Upto 5.00 lakh		
05	Application for Enlistment	Single Application has to be submitted for different Class alongwith covering letter, Annexure-I, Annexure-II, Application fees (Rs.500/- non-refundable) and credentials (Evaluation Documents) but option for wiling class has to be mentioned.		
06	Brief description of works	BRBNMPL is situated in a self-sufficient satellite township with all amenities of under Salboni Police Station within Paschim Medinipur District. Our Premises is connected with NH-60 near Kamla & Barabakra by our private Road. There are approx. 1600 residential units and of approx. 25 KM service Roads. Enlistment of Contractors is called for issuing Tender Paper to participate in competitive bidding for any type of Civil Works. Beside this, Tender Paper may also be issued for community development works undertaken by BRBNMPL beyond our premises.		
07	Pre-qualification Criteria :			
A	Eligibility Criteria	Class - I	Class - II	Class - III
	i) Minimum work experience within last seven financial years from the date of application	a) Three works of min. work done value of ₹10.00 Lakh each. or b) Two works of min. work done value of ₹12.50 Lakh each. or c) Single work of min. work done value of ₹ 20.00 lakh each.	a) Three works of min. work done value of Rs 4.00 Lakh each. or b) Two works of min. work done value of ₹5.00 Lakh each. or c) Single work of min. work done value of Rs 8.00 lakh each.	a) Three works of min. work done value of ₹ 2.00 Lakh each. or Two works of min. work done value of ₹2.50 Lakh each. or b) Single work of min. work done value of ₹ 4.00 lakh each.
	ii) Minimum Turn over	Min. yearly turnover is ₹ 7.50 Lakh for last three financial years.	Min. yearly turnover is ₹ 3.00 Lakh for last three financial years.	Min. yearly turnover is ₹ 1.50 Lakh for last three financial years.
B	Preference	Preference shall be given to the Technically qualified Applicants, having Diploma & Degree in Civil Engineering.		

C	Disqualification for Enlistment	<p>i) Any Person or Organisation having any litigation with BRBNMPL.</p> <p>ii) Any person or Organisation having unauthorised possession over any Land/Property of BRBNMPL.</p> <p>iii) Non-completion of Work/Supply after issuing Work Order/Supply Order by BRBNMPL.</p> <p>iv) If anybody have any dues to BRBNMPL.</p> <p>v) If anybody have been accused by the legal authority.</p> <p>vi) Any Partner/Shareholder of any Firm violated above mentioned clauses.</p> <p>vii) If anybody submitted incomplete application & not enclosed all enclosures.</p> <p>Viii) Applications containing false or inadequate information / details are liable for rejection.</p>
D	Termination of Enlistment afterwards	<p>i) If anybody adopt any partner / Supervisor who is disqualified as per the Clause – 7.C above.</p> <p>ii) If anybody have taken any Sub contractor before or after issuance of L.O.I./W.O. for any job.</p> <p>iii) If anybody found to be trying to cheat BRBNMPL.</p> <p>iv) If anybody found to be showing bad behaviour with the concerned officials.</p> <p>v) If anybody is not interested to complete the job in time.</p> <p>vi) If anybody does not participate in our tender bidding for consecutive three times.</p>
08	Instructions to the Contractors	
	i) Validity of empanelment	The Validity of empanelment is for three years from the date of enlistment subject to satisfactory rendering of service.
	ii) Application should be addressed to	The General Manager, BRBNMPL, SALBONI, P.O.- R.B.N.M.L., Dist.- Paschim Medinipur, Pin – 721132.
	iii) Evaluation of Documents.	<p>a) Each page of the Application Form, Declaration and all enclosures shall be duly signed and stamped by one or more persons on behalf of the organization holding power of attorney (Who is authorised to do so).</p> <p>b) Applicant shall submit copies of EPF Registration Certificate, PAN CARD, Professional Tax Certificate, VAT Registration Certificate, Service Tax Registration No., Work Experience Certificate and proof of Status of the company.</p>
	iv) Right of the BRBNMPL	<p>a) Company reserves the right to reject any application without assigning any reason thereof. Company also reserves the right to revise the eligibility criteria as per company's own decision.</p> <p>b) BRBNMPL also reserves the right to verify statements / information submitted and inspects contractor's resources / facilities for performing the work.</p> <p>ii) Regarding enlistment decision of BRBNMPL is final & binding.</p>
	v) Application fees	₹ 500/- (Rupees five hundred only) as processing fees (non-refundable) in the form of Demand Draft payable to BRBNMPL at SBI Note Press Branch (Branch Code -3558), Salboni.

ANNEXURE –I
INFORMATION ABOUT THE TENDERER

(All information furnished below should be supported by the copy of relevant documents)

SL. NO.	PARTICULARS	INFORMATION TO BE FURNISHED BY THE BIDDER
01.	Name of the Firm.	
02.	Address for all correspondence with Telephone/ Mobile /Fax. No. & email ID	
03.	Type of Organization (Proprietorship/ Partnership/ Private Limited/Limited/ Co-operative etc.). (Copy of Registration Deed/Affidavit to be enclosed.)	
04.	Employee's Provident Fund Registration No.	
05.	Name and address of Provident Fund Registering authority	
06.	Permanent Account Number (PAN)	
07.	Valid VAT Registration NO., if any.	
08.	Professional Tax Registration No.	
09.	Service Tax Registration No. and validity period	
10.	Turn over for last three financial years from the date of application: Year 20xx-20xx: Year 20xx-20xx: Year 20xx-20xx:	
11.	Solvency Certificate from a Nationalised Bank to be submitted.	
12.	Experience in the field of Civil Construction works (only highest magnitude to be mentioned here) within last 07 years from the date of application	
13.	Any Civil suit/Litigation arisen/pending in any contract undertaken. (if yes, please furnish the details)	
14.	Are you blacklisted / delisted / banned by any Government or quasi government agency or PSU. At any point of time Yes / No	
15.	Any other relevant information, the bidder would like to furnish in connection with its credentials.	

It is certified that the information furnished in the above are true. I/We undertake that in the event of any information found to be false and/or inadequate, our application for Enlistment including future Tender/L.O.I./Work Order, if any shall summarily be rejected and Application Fees, E.M.D./Security Deposit, if any shall be forfeited without any reference to us.

Signature of the Applicant

Date:
Place:

Seal of company

ANNEXURE –II
Application for Empanelment

[The applicant should study carefully the Rules of Enlistment and list of documents to be annexed with the application form. Applications found deficient in any respect are liable to be rejected without any further correspondence. **Applicant should Tick Mark for willing Class of Enlistment.**]

CATEGORY/CLASS : CIVIL WORKS : CLASS-I/ CLASS-I I/ CLASS-III.

1. Name of applicant : Shri/M/s
2. Contact Person with. :
Mobile No. :
3. Nationality :
4. Office Address :

Site Office

Regd. Office

5. Telephone Number :
6. Fax No. :
7. Email ID :

8. Constitution – (Tick the appropriate)

- Government Concern Individual
- Sole Proprietorship Concern Partnership Firm
- Public Limited Company Private Limited Company

9. Name & educational qualification of Partners/Directors/Proprietor :

Sl. No.	Name	Designation in the company (Director/Partner/Proprietor)	Educational Qualification

10. Is the individual/ sole proprietor/any partner/directors of company:

Sl. No.	Particulars	Yes/No
(a)	Dismissed Government Servant	
(b)	Removed from approved list of Contractors	
(c)	Demoted to a lower class of Contractors	
(d)	Having business banned / suspended by any Government in the past	
(e)	Convicted by a court of law	
(f)	Retired Engineer/Official from Engineering Department of Govt. of India within last two years	
(g)	Director or Partner of any other Company/Firm enlisted with CPWD or any other Department	
(h)	Member of Parliament or any State Legislative Assembly	

If answer to any of the above is 'Yes', furnish details on a separate sheet.

11.(a) Name of person holding power of attorney :
 (b) Nationality (Indian/others) :
 (c) Liabilities :

12. Name of the Bankers with full address and Account Details:

13. Place of business:

14. Full time technical/qualified staff in applicant's employment:
 (including Civil Engineering Qualified persons, if any)

Name	Qualification	Experience	Name of work Handled	Number of years in Profession

15. List of Tools & Plants owned by the Firm :
 (attach details on separate sheet)

16. Financial Reports: Provide copies of last three
 Financial Years from the date of application
 IT Return including Annual Report/Balance Sheet/
 Profit and Loss Account. :

17. (a) Whether already enlisted with any other Organisation : Yes/No.
 (b) If yes, give details:

- (i) Name of Department :
- (ii) Class or category:
- (iii) Empanelment authority & address:
- (iv) Empanelment No. & date:
- (v) Date of validity:
- (vi) Tendering Limit:

18. Is any person working with the applicant is a near relative of the Employee of BRBNMPL : Yes/No.
If yes, give details:

19. Details of works completed and in progress during the last 07 years (upto last day of previous month of application date.)
(Documentary evidence of work completion certificate mentioning the work done value in case of completed work and work order with uptodate work done certificate mentioning the completed value in case of work in progress should be attached.)

Sl. No.	Name of the Client	Work Order reference	Brief description of the work	W.O. Value in Rs.	Date of commencement of work	Scheduled date of completion of work	Actual date of completion of work	Actual Value of Work done in Rs.

20. Certificates:

- (i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in BRBNMPL as amended upto date and shall abide by them.
- (ii) I/We certify that the information given is true to the best of our knowledge and also understood that if any of the information is found wrong. I am liable to be debarred.
- (iii) I/we certify that I/we will not get myself/ourselves registered as Contractor(s) in BRBNMPL under more than one name.

Signature(s) of applicant(s):

Sl. No.	Names	Address	Signature

Date:

Place:

Seal of the company

No. of documents attached: sheets.