

General Instruction for guidance of Applicants for Empanelment of Contractors

- 1 The application shall be submitted to the Chairman/General Manager, Tripura Gramin Bank, Head Office, Abhoynagar, Agartala
- 2 Application shall be submitted only in the prescribed Format to the above mentioned address Strictly within Office hours
- 3 Existing Contractors presently associated with the Bank should also apply for updation, review And renewal of the empanelment.
- 4 Criteria mentioned are just minimum requirement. The Bank at its discretion may upgrade the Criteria. No complaint on this account will be entertained.
- 5 The Bank reserve the right to visit the establishment/workshop/completed works of the applicant Of any trade before finalization of enlistment.
- 6 Sealed Envelopes containing the application for enlistment should be super scribed by the **Empanelment for Contractors** followed by **Name of Trade** and **Category** for which Enlistment is applied for.
- 7 Documentary proof with respect to the details furnished in the application form regarding Eligibility criteria shall be furnished along with the application form.
- 8 The application shall be signed by the person/s on behalf of the Organization having necessary Authority/Power of Attorney to do so. Each page of the application shall be signed and copy of Power of Attorney shall be furnished with the application.
- 9 Accepting the application for empanelment by the Bank would not guarantee the award of Contract.
- 10 The Contractors who intend to apply for more than one category have to apply for each category Using separate application Form.
- 11 Contractors shall also authorize the Bank to approach his employers, Client, Corporations, Organization etc. to verify contractors general reputation.
- 12 The empanelment shall be made for a specific category. However, contractors empanelled In higher category shall be eligible for the works in the lower category.
- 13 If information and details furnished by applicants are found to be false an any time in Future or any information withheld which comes to the notice of the Bank at later date, the Empanelment of such applicant will be cancelled immediately. In complete application will Be similarly rejected .
- 14 The ability and competence of the applicant to render required services within the specified Time frame will be major factor while deciding the empanelment of contractors
- 15 The Bank reserve the right to accept or reject any or all the application without assigning Any reasons whatsoever and decision of the Bank in regard to selection of Contractor shall Be final.

Dated:

General Manager
Tripura Gramin Bank

Annexure - A

Tripura Gramin Bank invites application from intending Contractors/Suppliers for empanelment With the Bank for its Head Office for the following categories :

1	Interior & Furnishing Works including Civil, Sanitary plumbing, Furniture, Electrical ,Air-Conditioning and other associated works(Composite Work)
2	Interiors & Furnishing excluding other works
3	Civil & Carpentry Works
4	Maintenance of Sanitation and plumbing installations
5	Electrical Works/Maintenance and repairs of Electrical installation viz. pumps,electrical motors and supply of Electrical fixtures and fittings
6	Air-Conditioning Works
7	Supply, Repairs ,Maintenance and up-keeping of Wooden/Steel and allied Office furniture And glass panel doors and windows/Glow sign Board and various signage's/Pest and Rodent Control/Disposal of Scrap and waste papers/Old Furnitures/miscellaneous works etc.

Annexure – B

APPLICATION FORM

APPLIED FOR EMPANELMENT OF CONTRACTORS FOR THE TRADE OF

Sl No as per Table No.1

1 Name of Organization/Applicant-----

2 Address :

3 Telephone Nos :

Residence :

Office :

Mobile :

Fax :

E-Mail :

4 Year of establishment :

5 Status of the Firm : Company/Partnership/Proprietor

6 Name of Proprietor :

7 Whether registered firm.

If so, Number & Date :

8 Income Tax No: PAN/GIR No :
(Furnish copies of IT returns of last year)

9 Details of Service Tax No. VAT/TIN/ NO :

EPF Registration No. : -----

10 Name of Bankers with Address :

1)

2)

Signature of the Applicant

TRIPURA GRAMIN BANK

VENDOR REGISTRATION FORM

DECLARATION

(This declaration should be completed by the proprietor ,partner and director and/or authorized signatory who has the authority to do so)

I/We.....decl
are and confirm that the information furnished and attachments submitted with the are true and correct
To the best of my knowledge.

I/We are aware that any false information provided herein will result in the rejection of my/our application for registration of empanelment.

I/We shall be bound the acts of the duly authorized signatory who has signed this application and of any other person, who in future, may be appointed by us in his place whether or not an intimation of such changes has been given.

I/We undertake to communicate promptly to Tripura Gramin Bank any changes in the conditions or working of the firm

I/We have read and understood Tripura Gramin Banks General Conditions of Contract and agree to abide by the same in all respect

1 Name :

2 Designation in firm :

3 Date :

4 Place :

**Authorized Signature of
Vendor Company with Seal**