

**APPLICATION FORMAT for Empanelment of Architect Consultants**

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1. Name of the Applicant :  
Address :  
  
Telephone No. :  
Office :  
Residence :  
Mobile :  
Fax :  
E-Mail :
  
2. a) Status of the Firm (Whether company / Partnership / Proprietary) :  
  
b) Name of the Proprietor / Partners Directors (with professional Qualifications, if any) :  
  
c) Year of establishment :
  
3. Whether registered with Registrar of Companies / firm. If so, No & date:
  
4. Registration with Tax Authorities :  
  
a) Income Tax No PAN / GIR No. :  
(furnish copies of Income Tax returns)  
  
b) Sales / Commercial Tax : TNGST No  
(Furnish the latest copies of the returns filed) CST No.  
  
c) Registration Number with Council of Architects :  
in case of Architects or professional bodies  
in case of other consultants
  
5. a) Names of the Bankers with address :  
  
I)  
  
II)  
  
b) Enclose solvency certificate from the bankers :

*Application for Empanelment*

6. Turnover of the Company / Firm (Please attach copy of audited Balance sheet and profit and loss account for three years)

Sl. No	Year	Turnover
1	2016-17	
2	2015-16	
3	2014-15	

7. Registration with Government / Public Sector / Banks

Name of the Organisation	Nature of Works	Value of Works	Date of Registration

8. What are your fields of activities? Mention the fields on

preference basis 1)

2)

3)

9. Details of the works executed during the last 2 years (for CLASS-D contractors) / 5 years (for class – ABC contractors and consultants) ( please mention only such works which qualifies for eligibility criteria)

*Application for Empanelment*  
**DOCUMENT FOR EMPANELMENT**

Sl. No	Name of work	Work executed for (name of the organization with address, concerned office and telephone number)	Nature of work (in brief)	Location of the work	Actual value of the works	Stipulated time for completion	Actual time for completion	If work left incomplete or terminated (furnish reason)

Note : Copies of satisfactory completion certificate obtained from the client shall be enclosed

10. Details of present works under execution (enclose copies of work order issued by clients)

11. Key Personnel permanently employed in your organization:

Sl No	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Any other

12. Furnish the names of three responsible clients / persons to whom the major works carried out by the applicant with address and telephone number who will be in position to certify about the quality as well as past performance of your organization.

Name of the Official	Organization & Address	Contact Numbers

**DOCUMENT FOR EMPANELMENT**

13. In case of Electrical contractor copy of valid license issued by the Electrical Inspectorate to be enclosed.

14. Furnish the details of litigation / Arbitration cases resulting from the contracts executed in the last seven years or currently under execution in the following format.

Year	Award far or Against applicant	Name of clients, cause of litigation and matter of dispute	Disputed Amount	Actual Awarded Amount

**DECLARATION**

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief
2. I / We have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures
3. I / We agree that the decision of **Repco Home Finance Ltd** in selection of contractors will be final and binding to me / us
4. I / We have read the instructions appended to the proforma and I/We understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the bank.

Place  
Date :

SIGNATURE OF CONTRACTOR  
NAME & DESIGNATION  
SEAL OF ORGANISATION

**FOR OFFICE USE ONLY**

**1. Name of the Agency :**

**2. Category & Class of work for which  
Empanelment is sought :**

**3. Views of Empanelment committee:**

**4. Reasons for rejection if any :**

**5. Recommended Status :**  
(Recommended for empanelment /  
Not recommended)

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**SIGNATURE OF COMMITTEE MEMBERS**