**Annexure -A**

**APPLICATION FORM FOR REGISTRATION OF CONTRACTORS FOR CIVIL & ELECTRICAL WORKS.**

**1. Name of the Firm :** …………………………………………………………………………………………………..

**2. Name of the Proprietor / Partner(s) / Director(s) :** ………………………………………………………..

……………………………………………………………………………………………………………………………………………

**3. Name of the Contact person :** …………………………………………………………………………………………..

**4. Address of the Firm :** ………………………………………………………………………………………………………….

 ………………………………………………………………………………………………………….

**5. Telephone Nos. (Office) :**………………………………………… **6.Cell Phone Nos. :** ……………………………..

**7. Email :** …………………………………… **8. Website ID :** (*If any)*…………………….

**9. Residential Address :** …………………………………………………………………………………………………..

……………………………………………………………………………………………………..

**10. PAN/TAN No. :**…………………………………………………………………………………………………………

**11. Service Tax No. :**…………………………………………………………………………………………………..

**12. VAT No. :**…………………………………………………………………………………………………..

**Place of Business** : ....................................................................... ………………………….

**Name of the Banker with address:** ..................................................................................

**13. Is the Individual / Sole Proprietor / any Partner / Director of the /firm company :**

a) Dismissed Government Servant: Yes ............ No ..............

 b) Removed from approved list of contractors: Yes ............ No ..............

c) Demoted to a lower class of contractors: Yes ............ No ..............

d) Having business banned/suspended by any Government in the past: Yes ............ No ..............

e) Convicted by Court of Law: Yes ............ No ............

f) Ever black listed by any organization : Yes ............ No .........

*I hereby certify that the above information is true & correct as per my/our knowledge. I/we shall produce all original documents for verification as & when required.*

**Date & Place :**

**Name & Signature of the authorized signatory with seal :**

**Annexure -B**

FORMAT FOR SOLVENCY CERTIFICATE

(To be issued by a Nationalised Schedule Bank only)

 Reference No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ having their office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are a regular customer of our bank. They are solvent to an extent of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Rupees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only). The conduct of their Account is good.

It is certified that this certificate is issued without any risk and responsibility on the part of this Bank or any of it’s officials in any respect whatsoever, more particularly either as guarantor or otherwise. This certificate is issued at the specific request of the customer.

(Signature, Name & Designation of issuing authority with Seal)

**Annexure -C**

**National Centre for Antarctic & Ocean Research**

**Headland, Sada, Vasco-da-Gama, Goa 403 804**

**Work Experience Proforma**

Pl provide details of the civil/electrical work contracts which you have completed satisfactorily in the last five years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Name of work** | **Location of site** | **Value of work** | **Date of completion of work** | **Name of the Organization. Contact Person and contact numbers** |
|  |  |  |  |  |  |

**Name & Signature of the contractor with seal**

* **Enclose self certified copies of Work Orders & Work Completion Certificates.**

**Annexure -D**

**Documents required for registration of contractors :**

**The contractor should submit application with attested photo copies of the following documents in the order given below :-**

1. Application form.

2. Proprietorship/Partnership/Private Limited Co./An attested copy of affidavit/partnership deed/articles and memorandum of association.

3. Photographs of Proprietors/Partners/Directors/Chairmen.

4. Latest Bank solvency certificate with Bank Seal, as per Annexure-B.

 5. Last three years Income Tax Returns (ITR) .

6. Registration certificates with various departments, if any.

13. VAT Registration Certificate

14. Service Tax Registration Certificate.

15. PAN Card (of firm/individual)

**Original Certificates/Documents should be produced for verification as & when asked.**

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