

## **EMPANELMENT FORM FOR CONSTRUCTION/ EXECUTION AGENCY**

### **1. About the Organization**

1	Name of Organization:	
2	Mailing address of Organization:	
3	Contact details of Organization:	
4	Email Address of Organization:	
5	Location of offices in India/ Abroad	
6	Constitution of Organization: <b>(Attach Certificate of Incorporation MOA)</b>	
7	Year of Registration:	
8	Year of Completion of Business: (Since when) (If any break in operations in past period, please specify)	
9	PAN No of Organization:	
10	GST No of Organization:	
11	Do you fall under MSME category? If Yes, share Udyam Registration Number and attach the copy for our records.	
12	Whether organization is blacklisted by any state / centre / PSU / PSE / Any Government / Private Organization: If yes, please provide details	

### **2. About Authorized Signatory** (Authorized Signatory shall have authority of sign this application)

1	Name Authorized Signatory:	
2	Designation of authorized signatory	
3	Contact Details of Authorized Signatory:	
4	Email of Authorized Signatory:	

### **3. Financial Details of Organization**

#	Details (In Lakh)	2019-20	2020-21	2021-22	2022-23	2023-24
1	Paid-up Capital					
2	Net-Worth					

3	Income / Revenue					
4	PAT					
5	Borrowing					
6	Debt					
7	Debt Equity ratio					

(Note: - Copies of Balance Sheet, ITR to be attached)

#### 4. About Activities of Organization

#	Details
1	Present activity of organization (In brief): <b>(Company profile to be attached)</b>
2	Name of key personnel who are engaged of execute the present business activities in organization: <b>(Bio data to be attached)</b>

#### 5. About the business assignments executed in past three years:

#	Assignment Name with location	Approx. Value of Contract & Duration	Name of Client	Start Date / Completion Date	Description of Organization

Copies of orders/ completion certificates for the details given above shall be attached.

#### 6. Whether empaneled by any other Government organization/ Central/ State CPSE/PSU. If yes, please mention with supporting documents.

#### 7. The empanelment is for building related works pan India. The bidder to clearly specify the area/ region for association.

We confirm that:

- the above details are true & correct and any incorrect information found may lead to cancelation of our application of empanelment. Also NITCON Limited has the right to ask for more details, if required, at any time.
- empanelment shall be at the discretion of NITCON Limited & has a right to reject/put on hold, our application without assigning any reason and does not guarantee the award of assignment by NITCON Ltd.

- c. understood that NITCON Limited receives full right to cancel the empanelment at any time, with the issue of termination letter of empanelment.
- d. there is no pending dispute or enquiries in connection with cheating or misappropriation of funds on the name of organization.
- e. the organization has never been "Blacklisted" or "Reprimanded" either by Govt./ Govt. agencies/ Govt. bodies/ Semi government establishments/ Private entities.
- f. any of the Board of Directors/ Partners/ Executive officers are not having any legal proceedings against them.
- g. we shall abide by all the terms & conditions related to empanelment and shall maintain the secrecy of the documents exchanged between our organizations while working together.
- h. Agree to pay Rs. 25,000 (Rupees Twenty-five thousand only) plus GST @18% as empanelment fees for a period of one year to the following account:

Account Holder Name: NITCON Limited

Account No.: 60358187096

IFSC Code: MAHB0001306

MICR Code: 110014033

Branch Address: Bank of Maharashtra, Hall number-1, First Floor, Malik Buildcon Plaza-2, Plot no-06, Sector-12, Dwarka, New Delhi-110075

**Kindly submit the requisite documents along with the payment proof for empanelment purpose through hard copy at the below address latest by 10.02.2025:**

**Managing Director, NITCON Limited, 317A, 3<sup>rd</sup> floor, D21 Corporate Park, Sector 21, Dwarka, New Delhi -110077**

Signature  
Name

Date

Enclosure: Self attested documents as requested above

## I. Definitions

**In this empanelment, unless the context otherwise requires:**

- 1 “building” means a residential or non-residential structure consisting of foundation, walls, floors, roofs, and finishing, civil and electrical services, executed under a single contract.
- 2 “Building work” means any of following: -
  - a. construction of a residential or non-residential structure (consisting of foundation, walls, floors, roofs, door window, finishing, civil and electrical services etc.)
  - b. construction of balance work of a residential or non-residential structure as mentioned in (a) above in case of incomplete contract like foreclosed/rescinded contract,
  - c. addition of additional floors in respect of (a) or (b) mentioned above,
  - d. repair, maintenance, additions, alterations, renovations, up-gradations of buildings,
  - e. E&M services in buildings (Excluding the standalone works as mentioned at (f))

Following shall be excluded from the building work: -

- f. standalone works of supply of materials,
  - g. any works involving labour component only like housekeeping, sweeping, caretaking, watch & ward, operation and maintenance of electrical and mechanical services through original equipment manufacturers.
- 3 “work” means the work contracted with the owner to be executed under a single contract.
- 4 Category of Empanelment

S.No.	Category	Tendering Limits of Empanelled Contractors in INR Crores
1	Class I	25 Crores

S.No.	Category	Tendering Limits of Empanelled Contractors in INR Crores
2	Class II	15 Crores
3	Class III	5 Crore

## II. Eligibility criteria for enlistment

1 The status of an applicant for may be one of the following.

- a. An individual, who is a citizen of India
- b. Sole proprietorship
- c. Partnership firm\*
- d. Limited liability partnership\*
- e. Private limited company\*
- f. Public limited company\*

*\*To be registered with competent authority.*

2 The bidder should not have been blacklisted by any PSU or enterprise /Govt. department during last 03 years. [A written undertaking has to be given by the bidder on a stamp of Rs 100.0]

3 Work Experience

Bidder should have successfully completed building works during last five (5) years (5-year time period is considered from the date of actual completion of eligible work to the date of application, both days inclusive). The amount of completed work shall be brought to current value by enhancing the actual cost of work at simple rate of 7% per annum, calculated from the date of completion of work to the date of submission of application. Multiple contracts/work orders under one tender/NIT shall be treated as separate works.

***Three completed building works each costing not less than the amount equal to 40% (Forty Percentage) of the Tendering Limit value;***

**OR**

***Two completed building works each costing not less than the amount equal to 50% (Fifty Percentage) of the Tendering Limit value;***

**OR**

***One completed building work costing not less than the amount equal to 80% (Eighty Percentage) of the Tendering Limit value;***

Bidders are required to submit the corresponding Work Order copies & Execution/Completion Certificates issued by the respective clients. The Certificates should be issued by respective authority i.e., Government / Semi Government Institutions (Not below rank of Executive Engineer) of client. NITCON Limited may call for original certificates for verification.

- 4 Bidder should have Average Annual Turnover of not less than 30% of the Tendering limit value for the last five (5) financial years. [Turnover Certificate duly approved by Chartered Accountant to be submitted]
- 5 Bidder should have Net Worth of atleast 10% of the “Tendering Limit Value” as on last day of the previous financial year. [Net worth Certificate duly approved by Chartered Accountant to be submitted]

### **III. Engineering establishment, tools, plants and machinery**

The applicant shall submit an undertaking in the application form to hire or otherwise procure the required engineering establishment, tools, plants, and machinery, if not already available with him. In case the contractor fails to deploy the requisite engineering establishment, tools, plants, and machinery, either owned or hired as per requirement of work, then the contractor shall be liable for disciplinary action.

- IV. All the contractors are required to possess valid GST registration on the date of application for Empanelment.

***NOTE: The Bidder/ Firm shall clearly state the category in which the empanelment is being sought. A detailed checklist along with page no. has to be annexed to this application form providing compliances to all the criteria as listed above.***

***Standard works contract of CPWD shall form the basis of agreement signing at the time of award of works between NITCON and the empaneled contractors.***

***The empanelment shall be valid for one year from the date of empanelment. The empanelment may be renewed on conformance of the following:***

- (a) Submission of Empanelment fees***
- (b) Satisfactory performance***