APPLICATION FORM FOR EMPANELMENT OF AGENCIES FOR VARIOUS WORK(S)/SUPPLIES/SERVICES

|  |  |  |
| --- | --- | --- |
| Sno. | Organization Profile | Details of Organization |
| 1 | Name of Organization | Company Registration Certificate/Memorandum & Articles of Association etc., document to be submitted (self attested photocopy) |
| 2 | Correspondence address |  |
|  | Correspondence address / Contact Details |  |
|  | Telephone No, |  |
|  | Fax No. |  |
|  | Mobile /Phone No. |  |
|  | Email |  |
| 3 | Contact Person (s) |  |
| 4 | Name(s) of the partner in India |  |
| 5 | Experience i.e., details of work/orders executed in Govt. / Semi Govt. / PSU / private companies/institutions etc., (Copies of LOI, Work Completion Certificate etc., should be enclosed) |  |
| 6 | Permanent Account No. of Organization (PAN) / TIN / VAT/GST | Self attested photocopy should be enclosed. |
| 7 | Annual Accounts and Annual turnover for the last three years | Chartered Accountant certified Annual Accounts/ IT Returns should be submitted |
| 8 | Number of office(s) in India with locations |  |
| 9 | Total no. of Employees |  |
| 10 | Indicate specifically the kind of work(s)/Services/Supplies for which you wish to be empanelled by Tick marking the relevant WORKCODE indicated against the column | SITCMECH | SOVM | SITCCEE | SOVEEM | GOS | CWRM | EWRM | AMC (please indicate the specific type of AMC(s)) |
| Minor | Major | Minor | Major |
|  |  |  |  |  |  |  |  |  |  |
| 11 | Self certification that never been blacklisted by any Govt. Organization | To be submitted on company letterhead |
| 12 | Self declaration to the effect that none of their relatives work in VITM and its Satellite units |  |
| 13 | Any other relevant details. |  |

I/we hereby certify that the information given above is true and nothing has been corrected therein. It is further certified that neither the organization nor any of the officials of the organization have resorted to unethical practices and no investigation/ enquiry proceedings have ever been initiated by the Government investigation agencies/ Vigilance agencies/courts.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LIST OF DOCUMENTS TO BE ENCLOSED WITH APPLICATION FORM.

1. Covering Letter
2. Status of the Firm / Registration certificate / Memorandum & Articles of Association
3. Income Tax Returns.
4. Last 3 years balance sheet and Profit & Loss Account
5. LOIs &Work Completion certificates of major work executed.
6. Certificate from the organizations for having completed the projects satisfactorily.

**TERMS AND CONDITIONS FOR EMPANELMENT OF AGENCIES:**

1. The company should provide copies of their registration, Permanent Account No. (PAN), Tan identification number (TIN), Service Tax no. and VAT no. etc. wherever applicable.
2. The work/services should be of high quality and only the branded materials will be used. In case the work is not upto the standard, penalty as considered appropriate, will be imposed.
3. The agencies should enclose copies of clearances from various Govt. Departments like fire control etc. wherever applicable.
4. The empanelment will be valid for a period of one year. However, VITM reserves the right to annul the empanelment at any time without assigning any reason or call for a fresh empanelment.
5. VITM reserves its right not to accept offers from agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by the Government Investigating Agencies/Vigilance Cell/courts.
6. Assessment of the proposals will be done by a Committee constituted for the purpose. The committee will evaluate proposals of eligible agencies based on profile track record and other related issues and may call for additional information, if required. Agencies having in-house expertise/facilities will be given preference.
7. Performance of the agency will be reviewed periodically and those agencies whose performance is not up to the mark and those agencies who are not regular in participation in the VITM’s tender process may be taken off from the empanelled list.

VITM reserves the right to cancel partially/entire process of empanelment without any notice at any point of time.