

List 'A'

RENEWAL OF ENLISTMENT: CYCLIC PERIOD ENDING 31 DEC 2025
REVISION OF MONETARY CLASSIFICATION
REVISION OF CATEGORIES OF ENLISTMENT
FRESH ENLISTMENT OF CONTRACTORS

- 1) A contractor, who is not enlisted with the OFK and Sister factories, who is enlisted but has not executed the standing security deposit, while submitting a tender shall be required to furnish Earnest Money Deposit (EMD) along with the tender. However, if the tender submitted by such a contractor is accepted, he will be required to lodge, Security Deposit (Individual Security Deposit for the specific work) within thirty days of the receipt by the contractor of notification of acceptance of his tender. The Earnest Money will be refunded to the contractor after the Security Deposit is lodged by the contractor.
- 2) In case of a contractor who is enlisted with OFK and Sister factories and who has lodged the "Standing Security Deposit", if the tendered cost of work exceeds the financial limits of the contractor (i.e. his class of enlistment) and the Accepting Officer decides to accept his tender, such a contractor shall be required to lodge with the Accepting Officer concerned, "Additional Security Deposit", equal to the difference between the "Individual Security Deposit" and the "Standing Security Deposit" already lodged by him, within thirty days of the receipt by him of notification of acceptance of his tender, failing which this sum will be recovered in the same manner as stipulated in Para 1 hereinbefore. Specialist firms will also be required to deposit Earnest Money and Individual Security Deposit in the same manner as stipulated in Para 1 here in before.
- 3) The criteria of up gradation/ reclassification in all classes shall be same as fresh enlistment.
- 4) The contractors who are classified in lower class will be refunded the old Standing Security Deposits already deposited on receipt of fresh Standing Security Deposit as per the revised scales.
- 5) The present enlistment of contractors (in respect of contractors of class 'E' to 'C') is valid up to 31 Dec 2020 and the next cyclic period will start from 01 January 2021 to 31 December 2025. Since renewal of enlistment is also due for next cyclic period, it has been decided that renewal of enlistment and reclassification in revised tendering limits shall be done simultaneously. With a view to ensure completion of the process of renewal & reclassification well before expiry of the validity period of 31 December 2020, the Registering Authorities will take necessary action within the time Schedule indicated in succeeding paragraphs.
- 6) Copy of revised application for enrolment as contractor (IAFW-2190) is enclosed herewith as Appendix 'A'. Rationalization of categories of enlistment shall be applicable to existing enlistment as well as fresh enlistment. The reclassification/renewal/fresh enlistment shall be carried out as per the revised categories of enlistment. The original enlistment categories will be amalgamated with the revised categories of enlistment appropriately.

Format for Renewal/ Fresh enlistment/ Reclassification.

- 7) The format for the application for renewal (Appendix 'A') and enrollment/ reclassification/ up gradation (Appendix 'B') will be as indicated along with this letter along with the documents stated therein.

Renewal/ reclassification

- 8) The process of renewal/reclassification/fresh enlistment will be carried out as indicated below: -
 - a) First stage – Class 'A' 'B' 'C' 'D' 'E'

Time Schedule

- 9) The following time schedule is laid down for the various activities involved in renewal only:

Sl. No	Activity	First Stage (latest by)
(a)	Receipt of applications from contractors	30 th November 2020
(b)	Issue of renewal/ non-renewal	31 st December 2020
(c)	Last date for appeal by the contractors against non-renewal of enlistment/ reclassification in lower class	31 st March 2021
(d)	Decision on appeal/ representation	30 th June 2021

The time schedule can be changed with the Approval of Registering Authority i.e. General Manager/ OFK.

Criteria for Renewal

- 10) All contractors who apply for renewal will be re-enlisted in appropriate class/ categories of enlistment on the basis of submitted documents. Renewal of enlistment of all contractors who submit required documents and fulfill the criteria of renewal shall be carried out except those falling under the following categories. Renewal of enlistment of such contractors shall be carried out only after obtaining approval of General Manager/ OFK: -
- Contractors whose contracts have been cancelled and unrealized recoveries exist there to and cases, where cancellation of contract has been declared invalid/illegal in arbitration/court of law.
 - Contractors in whose completed works during the last 5 years, serious defects were noticed which are substantially attributed to the performance of Contractors, established through Court of Inquiry or Tech Boards and disciplinary action is pending.
 - Contractors who could not secure any work in the last 5 years ending last date of receipt of application for renewal either in Ordnance factories, MES or any Govt Dept/ Public Sector Undertaking/ AWHO/ ANWHO/ DGsNP/CGEWHO; or in case they could not secure any work, they have not participated in tendering in Ordnance Factory or have participated in tendering but have not been in first three lowest quotation.
 - Contractors who are habitual litigants.
 - Contractors who are already removed on account of any default on their part, or banned, but period of ban is not yet over. Contractors where ban would be over after the stipulated date, the stipulated date would be deemed to be extended accordingly.
 - Contractors not found fit for renewal for reasons other than (a) to (e) above, i.e. unethical conduct.
 - Contractors who are already removed on account of any default on their part, or debarred, but period of debarment is not yet over. Contractors against whom the debarment would be over after the stipulated date(s), the stipulated date(s) would be deemed to be extended accordingly.

Notes: Regarding (a) to (e) above, action shall to be taken to obtain the explanation of the contractor(s) by serving notice to him bringing out the issue as applicable and allowing 4 weeks time to furnish replies. The issue shall be decided taking into account the replies of the contractor(s). In respect of (d) above, a contractor will be considered a habitual litigant if he moves the court more than once ignoring arbitration clause and the court does not uphold his view.

Fresh Enlistment

- It has also been decided to allow fresh enlistment from 01 Jan 2021 in respect of the contractors who have already satisfactorily completed at least one work of **requisite value** in Ordnance Factories, OFK, MES, Central Govt Deptts, State Govt Deptts & Public Undertakings during the last 5 years up to 31 July 2020 and fulfill the criteria laid down in Appendices B-1 & B-2 on revised tendering limits. **The contractor having worked either on basis of power of attorney or under any other capacity or on the basis of job order etc shall not be enlisted in any case.**
- The contractors who have adequate experience of execution in private sector, AWHO, ANWHO/ CGEWHO etc can also be considered for enlistment after verification of receipt of payments against works executed by them from the Income Tax Return filed / TDS for the last 5 years subject to the condition that such enlistment shall not be available for class higher than class 'C' having tendering limit of Rs 100 Lakhs and fulfillment of all other eligibility criteria.
- Application for enrolment as contractor/ fresh enlistment is enclosed as Appendix "B". The applicant firm must have completed at least one work of requisite value and have average annual turnover for two consecutive financial years not less than the amount corresponding the class.
- The work experience should be of works completed in Ordnance Factories, MES or DGMAP or any Central Government Department or State Government Department or Central / State PSUs/ AWHO/ ANWHO/ CGEWHO during the last five years ending 31 Mar 2020.

- 18) The average annual turnover for two consecutive financial years shall be any of the two consecutive years in the last five years ending March 2020. The turnover shall be assessed based on audited balance sheet and turnover certificate submitted. Both these documents should be from the same Chartered Accountant. In case the balance sheets are not audited balance sheets, Form 26AS and/ or annual GST return shall be considered to ascertain the turn over. Hence earliest consecutive years to be considered shall be 2015-16 & 2016-17 and the last ones shall be 2018-19 and 2019-20.
- 19) All documents related to work experience and turnover (except Form 26AS and portal generated GST return) shall be got independently verified from the client/ issuing authority. For documents in support of work experience, TD certificates for IT/ Sales Tax/ VAT/ GST shall also be asked from applicant firms. Registering Authorities may seek clarification from the Chartered Accountant in case of any doubt.
- 20) Electrical license is not required for enlistment/ renewal/ reclassification/ up gradation for Electrical works. However at the time of enlistment/ renewal/ reclassification/ up gradation, declaration/ undertaking from the applicant firm shall be submitted in the affidavit form whereby the firm shall undertake to either obtain valid electrical license of required class in its name or engage an agency having valid electrical license of required class through proper agreement/MOU for execution of all electrical works to the extent Rule 29 under part III of Central Electricity Authority (Measures Relating to safety and Electric Supply) Regulation, 2010 is applicable forming either in full or part of the scope of work of contract awarded to him and that all such Electrical works shall be executed by him through such agency only (either self or other agency) having Electrical license of required class.
- 21) Graduate Engineer and diploma holder engineer having degree / diploma from the Govt. recognized Institutions in the following discipline desirous of getting enlisted as proprietorship firm or partnership/ Ltd/ Pvt Ltd firms shall be eligible to be enlisted in class 'D' and 'E' directly without fulfilling the eligibility criteria of work experience and turnover: -

(a) Civil Engineering (b) Electrical Engineering (c) Mechanical Engineering.

- (i) Following shall be the criteria for post qualification experience for 'D' and 'E' classes as mentioned below: -

Class	Experience (In years)	
	Degree	Diploma
'D'	4	6
'E'	3	5

- (ii) Period of apprenticeship, whether during study of course or afterward, shall also be counted towards experience.
- (iii) In case of partnership/ Pvt Ltd/ Ltd firms all partner/ directors shall be engineers and shall fulfill the aforesaid criteria individually.
- (iv) Applicant shall submit the original experience certificate from the client/ company and the same shall be independently verified by OFK. OFK shall also get the copy of qualification certificate verified from original by head of contract section and the official verifying the same shall endorse it with name and stamp on the copy of certificate held in record. OFK will also ensure that the qualification certificate bear all essential information like AICTE approval/ registration number, branch / discipline year of passing and carry seal of the institution. The details of AICTE approval of institution shall be verified from the available online source.
- (v) Such firm shall not be permitted for change in constitution shall be permitted with the restriction that the engineer partner(s) in revised constitution shall remain higher than that of any other incoming partner(s) taken individually. Necessary endorsement shall be made in the letter of enlistment.

- 22) The partners/ directors in the existing firm actively associated in the affairs of the firm can be considered for enlistment as a new firm based on experience in the old firm but not necessarily in the same class of enlistment in exceptional cases only with the prior approval as under : - Class 'E' to 'A' - General Manager, O F Khamaria.

Explanation – Expression 'Actively involved' for the purpose of this Para means the partner/ director who has got executed the works under his administrative/ business control, who has stake in the partnership or the company and who has been so associated in such capacity for at least last five years.

- 23) Applications for renewal of enlistment shall be received up to **30th November 2020** and issue of enlistment letter shall be completed including allotting index number by 31st December 2020 after approval of Registering Authority i.e. General Manager/ OFK. Application for fresh enlistment/ up gradation/ reclassification will be received even after 30th November 2020.
- 24) Fresh enlistment will also be valid up to 31st December 2025 at par with other enlisted contractors.

Action to be taken

- 25) The contractors shall be deemed to be brought in the revised classification/ tendering limits w. e. f. date of issue of letters to the contractors by the Registering Authority intimating their revised classification. The revised tendering limits for purpose of selection of contractors, revised scale of earnest money revised scale of security deposits will be applicable in tenders to be issued on or after 01 Jan 2021. In tenders issued up to 31 Dec 2020, existing tendering limits, existing scale of earnest money & existing scale of security deposits shall be followed. Additional Security Deposit, in respect of contractors who have been reclassified and have deposited revised Standing Security Deposit will be calculated as per revised scales.
- 26) Action for renewal-cum-reclassification shall be taken by OFK in respect of class in respect of class 'E' to 'A' contractors. If any ordnance factories formation is disbanded/ reorganized, the contractors enlisted with that formation may get their enlistment transferred to any one other formation at their willingness. In such cases, the contractor will have to submit fresh Bond to Secure Performance of Agreement. They will also have to submit fresh Standing Security if CF&A (Fys) also changes and his old standing security will be refunded revised scale of security deposits will be applicable in tenders to be issued on or after 01 Jan 2021. In tenders issued up to 31st Dec 2020, existing tendering limits, existing scale of earnest money & existing scale of security deposits shall be followed. Additional Security Deposit, in respect of contractors who have been reclassified and have deposited revised Standing Security Deposit will be calculated as per revised scales.
- 27) Any contractor, whose renewal is not completed by the stipulated date as above, shall be served with show cause notice citing specific reasons of default in connection with non-submission of requisite documents and bringing out the reason(s) for removal. However in case the reply after examining is not found convincing, firm shall be removed from the approved list.

ENLISTMENT OF CONTRACTORS: REVISED MONETARY LIMIT (UPPER TENDERING LIMIT) SCALE OF STANDING SECURITY DEPOSIT - REVISED SCALES

**REVISED MONETARY LIMITS OF CONTRACTORS/
STANDING SECURITY DEPOSIT/ MINIMUM RESERVE.**

Class	Upper Tendering limit	Value of Standing Security Deposit	Limit of minimum reserves/ total of movable or immovable property or fixed assets (in case of companies) (80% of minimum reserve/ assets shall be in the shape of immovable property)
	(Rs)	(Rs)	(Rs)
1	2	3	4
A	750 Lakhs	7 Lakhs	75,00,000.00 (Seventy Five Lakhs)
B	300 Lakhs	4 Lakhs	60,00,000.00 (Sixty Lakhs)
C	100 Lakhs	1.75 Lakhs	25,00,000.00 (Twenty Five Lakhs)
D	50 Lakhs	1.00 Lakhs	12,50,000.00 (Twelve Lakhs Fifty Thousand)
E	25 Lakhs	50,000.00	8,00,000.00 (Eight Lakhs)

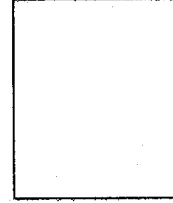
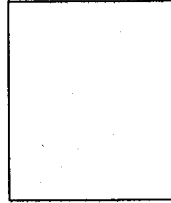
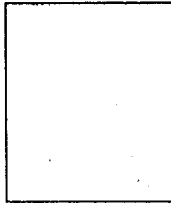
Appendix - B-2

CRITERIA OF WORK EXPERIENCE AND TURNOVER FOR FRESH ENLISTMENT

CLASS	TENDERING LIMIT (Rs)	FINANCIAL SOUNDNESS	Past Experience of Completed Works & Annual Turn Over in last Five Years
1	2	3	4
A	7.5 CRORE	(a) Solvent up to Rs.2.00 Crores Or Financially sound for engagement up to Rs.7.50 Crores (b) Working capital not less than Rs.30.00 Lakhs	Two works costing not less than Rs.4.00 Crores each OR One work costing not less than Rs.6.00 Crores AND Average annual turnover for two consecutive financial years shall not be less than Rs.6.00 Crores
B	3.0 CRORE	(a) Solvent up to Rs.1.00 Crores Or Financially sound for engagement up to Rs.3.00 Crores (b) Working capital not less than Rs.12.00 Lakhs	Two works costing not less than Rs.1.50 Crores each OR One work costing not less than Rs.2.50 Crores AND Average annual turnover for two consecutive financial years shall not be less than Rs.300.00 Lakhs
C	100 LAKHS	(a) Solvent up to Rs.40.00 Lakhs Or Financially sound for engagement up to Rs.100.00 Lakhs (b) Working capital not less than Rs.10.00 Lakhs	Two works costing not less than Rs.50.00 Lakhs each OR One work costing not less than Rs.80.00 Lakhs AND Average annual turnover for two consecutive financial years shall not be less than Rs.100.00 Lakhs
D	50 LAKHS	(a) Solvent up to Rs.20.00 Lakhs Or Financially sound for engagement up to Rs.50.00 Lakhs (b) Working capital not less than Rs.7.50 Lakhs	Two works costing not less than Rs.25.00 Lakhs each OR One work costing not less than Rs.40.00 Lakhs AND Average annual turnover for two consecutive financial years shall not be less than Rs.50.00 Lakhs
E	25 LAKHS	(a) Solvent up to Rs.10.00 Lakhs Or Financially sound for engagement up to Rs.25.00 Lakhs (b) Working capital not less than Rs.5.00 Lakhs	Three works costing not less than Rs.7.50 Lakhs each OR Two works costing not less than Rs.10.00 Lakhs each OR One work costing not less than Rs.20.00 Lakhs AND Average annual turnover for two consecutive financial years shall not be less than Rs.25.00 Lakhs

**APPLICATION FOR RENEWAL OF ENLISTED CONTRACTOR
FOR THE NEXT CYCLIC PERIOD 01ST JAN 2021 TO 31ST DEC 2025**

I/We _____ presently enlisted with Index No. _____, with following proprietor/ partner/ director whose photograph are affixed below, am/ are desirous of being re-enlisted on the on the OFK list of contractor for the _____ (Civil/ Electrical work).



Name:..... Name:..... Name:.....

(Please paste passport size coloured photographs of proprietor/ all partners/ all directors with signature of each person across his/ her photograph)

1. List of works completed during the preceding 5 years and list of works in hand as on date of application as per Annexure-I.
2. PROPERTY DETAIL DECLARATION
 - (a) Affidavit attached (as per Annexure-II)
 - (b) Original valuation report from registered valuer attached (as applicable).
 - (c) Documents of ownership attached (as applicable) (Please see para 3 & 4 of instructions at the end of application.

(Note: Original valuation Report from registered valuer shall be required only if the contractor desires to change the immovable property shown as minimum reserve. In case there is no change in the immovable property shown now vis-à-vis that as shown in during last renewal/ fresh enlistment, only self attested copy of valuation report submitted with endorsement that the self attested present valuation is not less than the amount shown in the report.)
3. Present constitutional status (indicate name of sole proprietor/ partners/ directors (Please see para 5 of instructions at the end of application).
4. Registered address of the firm as per GST & PAN:
5. Details of registration of DSC with OFB e-procurement portal (<https://eprocure-ofb.gov.in>) in website (Enclose copy of web page print out duly signed)
 - (a) Name of firm/ contractor and address.
 - (b) Mobile number and land line number.
 - (c) E-mail address.

Contd/-

6. GSTIN: _____ (Enclose copy of GST registration certificate)
7. AADHAR No. : (Aadhar no. of sole proprietor/ all partners/ all directors to be mentioned)
8. Relationship with OFK registered contractors:
 - (a) Name of registered firm:
 - (b) Nature of Relationship:
 - (c) Particulars of his/ their registration:
9. Details of contracts which were cancelled in last five years ending 31 Mar 2020 (as per Annex-III).
10. Please intimate change if any with regard to details submitted against serial no. 8 of the application form submitted during enlistment / last up gradation.
11. I/ we hereby agree with and reaffirm the contents at serial no. 9 to 14 of our application form for enlistment. In addition we reaffirm that I/ we are fully equipped and active in e-tendering as per details given herein. I/ We agree that I/ We shall not qualify for renewal if not considered equipped and ready in all respect of e-tendering.
12. I/ we understand and agree that the registering authority has the right as he may decide, not to re-enlist me/ us or to re-enlist in lower class.
13. I/ We forward through e-mail (ofkeo.ofb@gov.in) the scanned copies of this application along with enclosures stated hereinbefore and shall send the originals by registered post/ speed post to the Registering authority (RA) within one week of date of sending email on the e-mail (ofkeo.ofb@gov.in).

Encls: Sheets

* Signature of Contractor(s)
Sole proprietor/ Partners/ Directors

* All partners and directors are required to sign.

List of work executed and completed during the preceding 5 years and list of works in hand as on 30 Apr 2020.

SI No	CA No & Name of Work	Amount of Contract	Formation or officer of other Deptt	Date of commencement	Original date of completion/ extended date of completion	Actual date of completion (In case of WIP, % progress)	Remarks, whether performance security clause exist in the contract (Yes/ No)
1	2	3	4	5	6	7	8

* Signature of Sole proprietor/ Partner/ Director

* All partners and directors are required to sign.

1. In case no work was executed/ completed in the OFK in the last 5 years, you may show details of work carried out in sister ordnance factories, MES, other Govt. Deptt or Public sector undertaking/ AWHO/AFNHB/ CGEWHO in the last 5 years. Self attested copies of work order and completion certificates will be submitted in support of completed work.
2. The work experience should be of works completed in OFK, sister ordnance factories, MES, other Govt. Deptt or Public sector undertaking/ AWHO/AFNHB/ CGEWHO during last 5 years ending 31 Mar 2020.
3. In case no work was carried out in the OFK in the last 5 years, you may show details of work carried out in sister ordnance factories, MES, other Govt. Deptt or Public sector undertaking/ AWHO/AFNHB/ CGEWHO during last 5 years, please submit details of tenders of MES in which you have actively participated & have been in first three lowest but were not able to secure any contract (Copies of web pages from e-procurement portal to be enclosed).
4. All documents related to the work experience shall be got independently verified from the client/ issuing authority. For documents in support of experience, TDS certificates for IT/ sales tax/ VAT/ GST shall also be asked from applicant firms. Registering authority may seek clarification from the Chartered Accountant in case of any doubt.

TO WHOMSOEVER IT MAY CONCERN

I _____ S/O _____, Aged ____ Years,
resident of _____ (partner/ proprietor of M/s _____)
do hereby solemnly declare and affirm that I possess an immovable property with details _____
situated at _____ Tehsil _____, Distt _____ whose
valuation certificate from Registered valuer declaring the value of Rs. _____ is attached herewith.

I further declare

- (a) That the aforesaid immovable property is free from mortgage, hypothecation or any other dispute and encumbrances and clearly belongs to me.
- (b) That the aforesaid immovable property has not been shown for seeking enlistment of a sister concern in Ordnance factory or MES or any other department of Central Govt or State Govt/ UT Govt.
- (c) That the aforesaid immovable property will not be sold, transferred, gifted or otherwise disposed off without prior approval of the Registering Authority in OFK.
- (d) That irrespective of my share in the partnership firm, my whole property may be utilized by the Government for realizing their dues/ recovery, if the firm fails to deposit the same. (To be included only in case of partnership firms)

Deponent

Date:

Verified on _____ that the above contents of the affidavit are true and correct and no part thereof is false and that nothing material has been concealed or falsely stated therein.

Deponent

Date:

Attested by me

Notary

Seal & Signature

(Note: In case of Pvt Ltd or Ltd Company, the wording in top paragraph shall be suitably modified as the property is to be in the name of Company itself)

DETAILS OF CANCELLED CONTRACT

1	SI No.
2	CA No & Name of Work
3	Amount of Contract
4	Formation (Name of Accepting officer and addressed)
5	Date of commencement
6	Original date of completion
7	Extended date of completion
8	Date of Cancellation
9	Whether Arbitration involved
10	Present position of Arbitration
11	Status of Award
12	Present position of Court Case Post Award (a applicable)
13	Remarks

* Signature of Sole proprietor/ Partner/ Director

* All partners and directors are required to sign.

INSTRUCTIONS FOR FILLING UP THE APPLICATION FOR RENEWAL OF ENLISTMENT

1. List of work executed (completed) during the preceding five years and under progress shall be as per Annexure-I. Self attested copies of work order and completion certificates will be submitted in support of completed work.
2. Declaration of immovable and / or movable property shall be as per Annexure-II in the form of affidavit on a non-judicial stamp as per appropriate value.
3. Following (any one) shall be enclosed as documentary proof of ownership of immovable property: -
 - (a) Registered sale deed or conveyance deed.
 - (b) Registered lease deed (provided the lease period is beyond 31 December 2025).
 - (c) Gift/ Inheritance deed duly supported with mutation record.
 - (d) In case of agriculture land, copy of any authentic record issued by Revenue Authority of the concerned State/ UT not below the rank of Tehsildar, duly showing the property identification detail like Khata No., Khasra No. etc.
4. Anyone of the following shall be enclosed as documentary proof of present ownership of immovable property: -
 - (a) Latest Electricity bill/ water bill.
 - (b) Property Tax paid receipt.
 - (c) Landline telephone bill/ Gas connection bill.
5. In case the present constitutional status is different than that at the time of submission of application form for fresh enlistment/ up gradation/ last renewal, affidavit of constitution as per present constitutional status shall be forwarded along with self attested copies of following documents as applicable: -
 - (a) Present partnership deed
 - (b) Dissolution deed of previous partnership deed
 - (c) Present Memorandum & Article of Association
 - (d) Registration certificate of Registrar of firms
6. Please attach self attested copy of GST registration certificate.
7. In respect of details to be provided under serial no. 9 (Annex-IV of Appx 'A') of the application , following documents shall be attached; as applicable:
 - (a) Copy of court order for stay on recovery
 - (b) Copy of court order for stay on conclusion of Risk and cost contract, if any
 - (c) Copy of court order vide which implementation of award has been stayed (if award is in favour of Govt.), if any.
8. In case of there is change in particulars/ details with respect to that given in serial no.8 of the application form submitted during enlistment/ last up gradation (IAFW-2190), declaration in affidavit form should be given afresh as per current detail.

APPLICATION FOR ENROLLMENT AS CONTRACTOR

I/We am/are desirous of being registered on the OFK List of contractors to undertake the following categories of work (delete those inapplicable) :

(a) Civil Engineering Works:

(All new works/ repair works related to Buildings/ Roads/ Sewage disposal etc. will be considered for this category. Supply of Building materials etc. will not be considered.)

(b) Electrical Engineering Works

(All Electrical new works/ repairing works related to Buildings/ substations/ LT/HT lines etc. will be considered for this category. Supply of Electrical materials etc. will not be considered for this category)

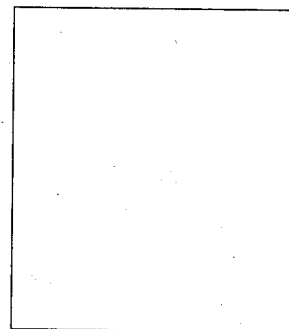
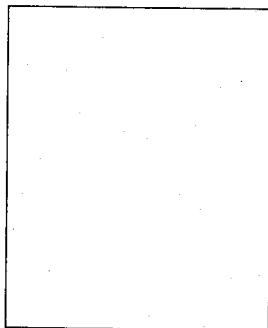
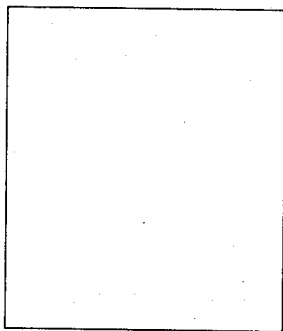
Up to a value of Rs and give below statement of my/our capabilities and resources.

1. PARTICULARS OF CONTRACTOR:

(a) Name

(b) Proprietor/ Partners/Director:

(c) Photographs (please paste colour photograph of Proprietor/ all Partners/ all Directors with signature of each across his/ her photograph)



Name:.....

Name:.....

Name:.....

(d) Address for Assessment of Income Tax:

.....
.....

(e) Address of Business premises:

.....
.....

(f) Aadhaar number of proprietor/ all partners/ all directors:

.....
.....

2. CONSTITUTIONAL STATUS & DETAILS:

- (a) Whether the firm is sole proprietorship concern/ partnership concern/ Pvt Ltd/ Limited Company:
(Enclose copy of affidavit/ partnership deed/ Memorandum & Article of Association)
- (b) Registration with Registrar of firms:
(Enclose copy of registration certificate with registrar of firms, in case of firm being partnership/ Limited/ Pvt Ltd concern)
- (c) For Limited/ Pvt Ltd Companies:
(Enclose copies of Balance sheets of last five financial years duly audited by Chartered Accountant)

3. PARTICULARS OF PROPERTY :

- (a) **Movable:**
(Attach Banker's Reference/ affidavit).....
.....
.....
.....
- (b) **Immovable:**
.....
.....
.....

(Attach certificate from DC/ Collector of first class magistrate/ valuation report from Registered valuer, Affidavit of ownership and copy of document in support of ownership)

4. PARTICULARS OF EXPERIENCE/ TURNOVER/FINANCIAL SOUNDNESS:

- (a) Work carried out:
(Enclose a list showing clearly the name of the work, name of client/ Department, Contract/ Order No. and the amount, the locality, when executed viz dates of commencement and completion, compensation levied if any etc as per Annex-I)
- (b) Turnover achieved:
(Enclose original turnover certificates issued by chartered Accountant showing turnover for two consecutive financial years along with self attested copies of balance sheets duly audited by the Chartered Accountant in support of claim of eligibility)
- (c) Limit of Solvency declared by Bank:
(Enclose original solvency certificate issued by a scheduled Bank declaring solvency limit and containing name of signatory, his/ her SS Number and seal of the Bank)
- (d) Limit of working capital declared by Bank:
(Enclose original working capital certificate issued by a scheduled Bank declaring working capital limit and duly containing name of signatory, his/ her SS Number and seal of the Bank)

5. **PARTICULARS OF CONTRACTOR'S ORGANISATION:**

(a)	Head/ Registered Office with telephone & Fax No.	:	
(b)	Branch Office with telephone & Fax No.	:	
(c)	Email & website Address	:	
(d)	Workshop	:	
(e)	Particulars of persons holding Power of Attorney	:	
(f)	Name of Bankers	:	
(g)	Particulars of all companies or firms Or Association of persons in which the applicant is substantially interested in his individual or fiduciary capacity	:	
(h)	Whether controlled as a member of any Builders Association? If so give the name of the Association and the date of enrolment	:	

6. **PARTICULARS OF SUPERVISORY STAFF:**

- (a) Do you supervise personally?
- (b) Name and permanent address of Agents
- (c) Qualification
- (d) Function
- (e) Powers

7. **Income Tax PAN.**

8. **GST No.:**

9. **EPF Code / Regn No.**

10. **ESIC Regn No.**

11. **RELATIONSHIPS WITH OFK REGISTERED CONTRACTORS:**

- (a) Name of related firm
- (b) Nature of relationship.....
- (c) Particulars of his/ their registration.....