

தமிழ்நாடு மத்தியப்  
பல்கலைக்கழகம்



**CENTRAL  
UNIVERSITY OF  
TAMIL NADU**

तमिलनाडु केन्द्रीय  
विश्वविद्यालय

ESTABLISHED BY AN ACT OF PARLIAMENT IN 2009

नीलक्कुड़ीपरिसर/Neelakudi Campus ,तिरुवारूर/Thiruvarur- 610 005

[estate@cutn.ac.in](mailto:estate@cutn.ac.in)

04366 277 466

### Estate Section

**Id no: CUTNCVLEmpanelment20212201**

**Ref. no: CUTN/ENGG/CVL/Empanelment/2021-22/01**

## **Empanelment of Contractors for Civil, Electrical and Garden works at Central University of Tamil Nadu, Thiruvarur.**



**तमिलनाडुकेन्द्रीयविश्वविद्यालय**  
संसदद्वारापारितअधिनियम2009 केअंतर्गतस्थापित  
**CENTRAL UNIVERSITY OF TAMIL NADU**  
(Established by an Act of Parliament, 2009)  
नीलक्कुड़ीपरिसर/Neelakudi Campus ,तिरुवारूर/Thiruvavarur- 610 005  
Estate Section  
[estate@cutn.ac.in](mailto:estate@cutn.ac.in) 04366 277 466

**EMPANLEMENT OF CONTRACTORS FOR CIVIL,  
ELECTRICAL AND GARDEN WORKS AT CENTRAL  
UNIVERSITY OF TAMIL NADU, THIRUVARUR.**

01	Id no.	:	CUTNCVLEmpanelment20212201
02	Ref. no	:	CUTN/ENGG/CVL/Empanelment/2021-22/01
03	Name	:	Empanelment of Contractor for Civil, Electrical and Garden works at Central University of Tamil Nadu, Thiruvavarur.
04	Registration fee (Non Refundable)	:	Civil- Rs.1000/-, Electrical- Rs.1000/-, Garden- Rs. 1000/- (In the form of Demand Draft drawn in favour of <b>Central University of Tamil Nadu</b> payable at <b>Thiruvavarur.</b> )
05	Validity of Empanelment		Three (03) Years
06	Date of issue	:	<b>17/03/2022</b>
07	Last date & Time for submission of documents	:	<b>07/04/2022 upto 03.00 PM</b>
08	Address for submission of application	:	<b>The Registrar, Central University of Tamil Nadu, Neelakudi campus, Thiruvavarur, Tamil Nadu - 610 005.</b> <b>With a mark of kind attention to:</b> The Executive Engineer, Engineering section, CUTN, Thiruvavarur.
• Bidders are advised to regularly check our website ( <a href="http://www.cutn.ac.in">www.cutn.ac.in</a> ) for any corrigendum/ amendments. All pages should be signed by Applicant. The application document contains <b>1 to 22</b> pages.			

Registrar(i/c),  
CUTN, Thiruvavarur



तमिलनाडुकेन्द्रीयविश्वविद्यालय  
संसदद्वारापारितअधिनियम2009 केअंतर्गतस्थापित  
CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)  
नीलक्कुडीपरिसर/Neelakudi Campus ,तिरुवारूर/Thiruvvarur- 610 005

Estate Section  
[estate@cutn.ac.in](mailto:estate@cutn.ac.in) 04366 277 466

**EMPANELMENT OF CONTRACTORS FOR CIVIL, ELECTRICAL  
AND GARDEN WORKS AT CENTRAL UNIVERSITY OF TAMIL  
NADU, THIRUVARUR.**

**01-GENERAL TERMS & CONDITION**

1.1 Applications are invited for empanelment of contractors for civil, electrical and garden works from any individual, sole proprietorship firm, partnership firm, public limited company, cooperative labour and construction society for execution of works upto Rs. 5 lakhs. The empanelled contractors have to abide by all the instructions made herein and as amended from time during the empanelment.

**02-APPLICABILITY**

- 2.1. Any empanelled are contractors who intended to work with Central University of Tamil Nadu Thiruvvarur. It is done to have a ready stock suitable and competent contractor for University works so as to minimize the requirement of verification of credentials of contractors at the time of individual tenders, at the same only those contractors are allowed to continue that remain active and perform well.
- 2.2. Any contractor is initialled to get empanelment in University provided the eligibility criteria any other conditions should satisfy. The empanelled contractors have to abide by all rules made here in and as amended from time to time during empanelment.
- 2.3. Any contractor having such individual as one of the partner /Directors who is dismissed as Govt. Servant on whose empanelment have been cancelled, demoted to lower class, or having business band/suspended by any Govt. Dept. in the past or connected by a court of law shall not be entitled for empanelment.
- 2.4. Any Engineers or other official employed in Engineering or Administrative duties in the Engineering Dept. of the Govt. of India / State Govt. or Central /State/PSU. is not allowed to work in this University either as contractor or as employee of contractor for a period of one year after retirement from service unless he has often prior permission on the consultant employer to do so.
- 2.5. A contractor is not permitted to have empanelment in more than one name.

**03-SCOPE OF EMPANELMENT**

- 3.1. The contractor empanelled with Central University of Tamil Nadu Thiruvvarur shall only empanelled for being considered for issue of tender document. To the terms & condition of individual notice inviting tender for each specific work shall not confirm any right on the contractor either to be necessarily issued tenders or award of work.

#### 04-TENDERING LIMIT

4.1 All the empanelled contractor will be eligible to participate in Limited Tender Works of up to Rs. 5,00,000/- (Five Lakhs)

#### 05-APPLICATION FORM

5.1 The application form for empanelment/revalidation is attached with this documents.

#### 06-QUALIFICATION FOR EMPANELMENT

6.1 The contractor desiring empanelment shall have to satisfy the minimum qualifying criteria (as specified below) before they can be considered for empanelment for Civil, Electrical and Garden works.

<b>Category</b>	<b>(a) Civil</b>	<b>(b) Electrical</b>	<b>(c) Garden</b>
<b>Tendering Limit of contract (Rs.)</b>	Upto Rs. 5,00,000/- (Five Lakhs)	Upto Rs. 5,00,000/- (Five Lakhs)	Upto Rs. 5,00,000/- (Five Lakhs)
<b>Past Exp. of completed work during last Seven years.</b>	<p>(i) Three similar completed works* experience, at least one of them should be for Central/State Government/Public sector undertakings/Autonomous Organisations of the Central/State Government each of value not less than Rs. 2,00,000/-.</p> <p>(Or)</p> <p>(ii) Two similar completed works* experience, at least one of them should be for Central/State Government/Public sector undertakings/Autonomous Organisations of the Central/State Government each of value not less than Rs. 3,00,000/-</p> <p>(Or)</p> <p>One similar completed work* experience in Central/State Government/Public sector undertakings/Autonomous Organisations of the Central/State Government value of cost not less than Rs. 4,00,000/-.</p>	<p>(i) Three similar completed works* experience, at least one of them should be for Central/State Government/Public sector undertakings/Autonomous Organisations of the Central/State Government each of value not less than Rs. 2,00,000/-.</p> <p>(Or)</p> <p>(ii) Two similar completed works* experience, at least one of them should be for Central/State Government/Public sector undertakings/Autonomous Organisations of the Central/State Government each of value not less than Rs. 3,00,000/-</p> <p>(Or)</p> <p>One similar completed work* experience in Central/State Government/Public sector undertakings/Autonomous Organisations of the Central/State Government value of cost not less than Rs. 4,00,000/-.</p>	<p>(i) Three similar completed works* experience, at least one of them should be for Central/State Government/Public sector undertakings/Autonomous Organisations of the Central/State Government each of value not less than Rs. 2,00,000/-.</p> <p>(Or)</p> <p>(ii) Two similar completed works* experience, at least one of them should be for Central/State Government/Public sector undertakings/Autonomous Organisations of the Central/State Government each of value not less than Rs. 3,00,000/-</p> <p>(Or)</p> <p>One similar completed work* experience in Central/State Government/Public sector undertakings/Autonomous Organisations of the Central/State Government value of cost not less than Rs. 4,00,000/-.</p>

<b>Banker's Certificate for financial soundness (Solvency) (Rs.)</b>	Rs.2,00,000/-	Rs.2,00,000/-	Rs.2,00,000/-
<b>Empanelment Processing Fee (Rs.) (Non refundable)</b>	Rs. 1000/-	Rs. 1000/-	Rs. 1000/-
<b>Average Annual Turnover during last three consecutive financial years</b>	Rs.2,50,000/-	Rs.2,50,000/-	Rs.2,50,000/-
<ul style="list-style-type: none"> <li>➤ Should submit valid/ recent PAN, GST copies.</li> <li>➤ Should submit copy of valid Electrical Licence (LT/ HT) for Electrical works, State PWD, CPWD, MES,etc, Registration certificate.</li> <li>➤ Should provide copies of clearance/ Audited balance sheet/ Annual IT returns of last consecutive 3 years (any one of above).</li> </ul>			

**Note:**

(\*) "Completed works" means,

- (a) **Civil:** Experience in Building construction works or Repair/ maintenance works of buildings or Interior works in Educational buildings/Institutional buildings/Public buildings/Hostels/Government quarters.
- (b) **Electrical:** Experience in Electrical works (New & repair works, Installation, Testing & Commissioning of LT & HT, etc) in Educational buildings/Institutional buildings/Public buildings/Hostels/Government quarters.
- (c) **Garden:** Experience in Garden development/ Horticulture works or Landscape works in Educational buildings/Institutional buildings/Public buildings/Hostels/Government quarters. Technical qualified agency should make a presentation before Financial bid opening.

Work Completion certificates issued by Competent Authority will only be considered. Competent Authority means officer not below the Rank of Executive Engineer/ Equivalent would be acceptable. Necessary documentary proof like "Work Completion Certificates" in case of works carried out for Government Departments and "TDS" in case of works carried out for private parties should be enclosed in addition to the work completion certificates.

6.2 The criterion for work experience, in case of empanelment, shall be the satisfactory completion of requisite number of Civil/ Electrical/ Garden works, as the case may be, of prescribed nature and magnitude executed on independent contract basis during the last Seven years w.e.f. the date of receipt of application for empanelment by appropriate authority. The works should have been executed in the same name and style in which the empanelment is sought.

- 6.3 The Comprehensive maintenance (with or without operation) works will be considered only if they have at least one of the following component for Electrical contractors.
- a) Electrical installation.
  - b) Sub-Station.
- 6.4 Experience of contractor shall be reckoned upto the date of receipt of the application in the designated office, for works done, original of attested copies of certificates from the officers, not below the rank of Executive Engineer or equivalent, under whom works were carried out, should be enclosed in prescribed Performa. In case of photo copy, the same shall be attested (in original) by contractor.
- 6.5 The financial soundness shall be judged on the basis of the Banker's Certificate (solvency) as the case may be, issued by the Bankers of the contractors on the format (attached herewith as Annexure-IV) such certificate shall be issued by a scheduled bank and shall be submitted, in original, addressed to the authority to whom the application for empanelment is to be submitted.
- 6.6 The criteria for empanelment/revalidation shall be as applicable on the date of empanelment /revalidation.

#### 07-EMPANLEMENT PROCEDURE

- 7.1 The Contractor shall have to submit the application in a prescribed form (Annexure-1(A) for Civil works), (Annexure-1(B) for Electrical works), (Annexure-1(C) for Garden works) complete with all documents as listed in (Annexure-II) to the O/o. The Registrar (i/c), Central University of Tamil Nadu, Thiruvarur.
- 7.2 The Name (s), address (es) of the applicant (s), telephone numbers, & email-ids shall be mandatory and their appearing in various documents should be consistent.
- 7.3 In case of incomplete application so if the applications are not accompanied with necessary documents the same are liable to be rejected by the authority receiving the empanelment application.
- 7.4 All verification, submission of report etc. are to be pursued by the applicant. Any delay on account of delay in verification, submission of reports, replies etc, will not entitle applicant for any type of empanelment.
- 7.5 If the empanelment authority finds the contractor suitable for empanelment, shall be issued empanelment order, against the application to the contractor, the decision of the empanelment authority shall be final and binding on the contractor.
- 7.6 The empanelment authority reserves the right to limit of contractors to be empanelled or any other manner decided by the department.

#### 08-ELECTRICAL LICENSE (FOR ELECTRICAL CATEGORY)

- 8.1 The contractors of Electrical category shall have to produce valid electrical license having permission to carry out the work on HT line or LT line or both HT/LT Line from the competent authority in the name of contractor. They shall keep valid license throughout the period of empanelment by getting it renewed at suitable intervals and submit an attested copy of the same to the empanelment authority after each renewal. For applying tenders for a work they shall have to possess electrical license of appropriate voltage issued by any State Govt. under section 45 of India Electricity Rules 1956 or as amended from time to time.

#### 09-PERIOD OF VALIDITY OF EMPANELMENT

- 9.1 The empanelment shall be valid for a period of **Three (03) years**. The empanelment can, however, be revalidated in accordance with rules in this regard. Each revalidation shall be for a period of one year from the date of expiry of the previous Empanelment/Revalidation. The empanelment

shall be opened to review by the empanelment authority and liable for termination, suspension of any other such action at any time, if considered necessary, by the empanelment authority, after issuance of show cause notice.

#### 10- PERFORMANCE REPORT.

10.1 The contractor should fill up the details of works of appropriate magnitude, completed during seven years, in the Performa as given in "Annexure-III"

#### 11- INTIMATION REGARDING CHANGE OF PERMANENT ADDRESS

11.1 While applying for empanelment, the contractor should mention the address of his registered office as well as head office. All documents i.e. Banker's Certificate, experience certificate etc, should bear one of the above addresses, otherwise the same shall not be accepted.

11.2 The contractor shall intimate the change, if any, in any of the above address, in advance of maximum within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax, GST authorities etc. Failure to do so may result in removal of his name from the approved list of contractors.

#### 12-DISCIPLINARY ACTION/DISQUALIFICATION/ SUSPENSION OF BUSINESS.

12.1 The contractor shall abide by all the rules of empanelment, and also by the terms and conditions of notice inviting tenders, etc. He shall execute the works with due diligence and strictly as per the conditions and specifications.

12.2 If required, the Empanelment Authority under his/her discretionary will appoint a committee to inspect the list of works submitted in the application with regard to quality, timely and satisfactorily completion etc. and shall have right to take disciplinary action against the Contractor, after the issuance of Show Cause Notice. The decision of the CUTN, Thiruvavur shall be final and binding on the Contractor.

12.3 Whenever report related to adverse performance, misbehaviour, direct or indirect involvement in threatening, making false complaints, filing legal suits for frivolous reasons, suppression of facts/information while bidding for works, hampering tendering process or execution of contract, or any act, omission or commission damaging the reputation of University officer, or any other type of complaint considered serious by the empanelment authority is received from any officer of CUTN against an empanelled contractor, he shall be served with suitable show cause notice by the empanelment authority, and thereafter action fore suspension of business may be taken by the empanelment authority, as deemed fit, pending full enquiry into the allegations.

The suspension of business shall automatically lapse at the end of 6 months from the date of suspension if the enquiry is not completed and final decision is not taken by the empanelment authority within this period.

The empanelment authority shall issue order for suspension of business with the contractor for a specified period if any of the charges are established on enquiry by the Empowered Committee. The suspension of business would entail ban on participation in the tendering process and award of contract for works during the period of suspension. It is made clear that if the contractor stood lowest in tenders received prior to the date of suspension of business, the work shall not be awarded to him, and the tenders shall be rejected and re-invited.

#### 13. CANCELLATION OF EMPANELMENT

The empanelment of contractor may be cancelled, if he:

(a) fails to execute a contract or executes or executed it unsatisfactorily; or

- (b) violates any important conditions of the contract; or
- (c) fails to abide by the conditions of empanelment; or
- (d) is found to have given false particulars at the time of empanelment; or
- (e) has indulged in any type of forgery or falsification of records; or
- (f) changes constitution of the firm without the prior approval of the empanelment authority; or
- (g) changes the name of the entity without the prior approval of the empanelment authority ; or
- (h) changes permanent address/business address without intimation to the empanelment authority;  
or
- (i) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- (j) violates the labour regulations and rules; or
- (k) is involved in complaints of serious nature received from any source, which have been proved; or
- (l) defaults in settlement of tax dues like income tax, GST, etc.; or
- (m) ceases to fulfill eligibility criteria based on which empanelment was done; or
- (n) does not start the work after the same is awarded to him on two occasions; or
- (o) fails to rectify construction/structural defects within a reasonable time not exceeding 1 month, pointed out to him by the engineer-in-charge from the date of completion of work; or
- (p) Any type of forgery or falsification of records, or,
- (q) Quoted for a tender under two or more firms where he is partner/ Director/Owner/GPA holder.

#### 14- REVISION OF RULES

14.1 CUTN, Thiruvarur reserves the right to modify, add, and /or delete and /or change either whole or part of the Empanelment Rule without any notice and the same shall be binding on the contractors empanelled with CUTN, Thiruvarur.



**APPLICATION FOR EMPANELMENT FOR WORKS UP TO 5 LAKHS.**

Photo

(A) Category: **Civil works****Supporting Documents to be annexed with the application form**

(Applications found deficient in any respect are liable to be rejected without further correspondence.)

Signature

1	(a) Name of the applicant		
	(b) Status of entity/constitution (individual/ sole proprietorship/ partnership Firm/ Limited Liability Partnership/ Company)		
	(c) Registration Number for Firm/ LLPIN for LLP/CIN for Company with date of registration		
2	Address		
	(a) Registered office		
	(b) Head Office		
3	Contact Details:		
	(a) Telephone Number		
	(b) Mobile Number		
	(c) Website URL (if any)		
	(d) E-Mail ID		
4	PAN No. (Individual/ Firm/Company)		
5	Income Tax Clearance/ Audited Balance Sheet/ Annual Income Tax Return of last Three years (Certificate attested copy to be enclosed) (any one of the above)		
6	Valid GST Registration Number		
7	Electrician & Labour License Certificate (if applicable)		
8	Is the individual / sole proprietor / any partner / director of 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	Yes	No

	by any Government in the past				
	(e) Convicted by court of law	Yes	No		
	(f) Retired engineer/official from Engineering Department of Government of India within last one year	Yes	No		
	(g) Member of Parliament or any State Legislative Assembly	Yes	No		
	If answer to any of the above is 'Yes' furnish details on a separate sheet.				
9	(a) Name of person holding power of attorney				
	(b) Nationality				
	(c) Liabilities (if any)				
10	Bank details for payment: (Please attach front page of Bank pass book):-				
	Sl. No.	Name of Bank	Branch/ Address of bank	Account Number	IFSC Code (11 digits)
	1				
	I hereby declare that the particular given above are correct & complete.				
11	Full time supervisors in the Applicants employment:-				
	Sl. No.	Qualification	Name	Experience in year	Date of Appointment
12	Does the applicant have sufficient T & P, Machinery, Equipment			Yes/ No	
13	For Electrical				
	(a) Does the applicant possess valid Electrical License		Yes	No	
	(b) If yes category & License No. (Copy of License should enclosed)				
14	Whether already enlisted with Central Government Institution, State/ central Government department or any other department: If yes, Give details.				
	(a) Name of department				
	(b) Class & Category				
	(c) Enlistment Authority & address				
	(d) Enlistment no. and date				
	(e) Date of validity and tendering limit				

15	Is any person working with the applicant a near relative of the officer/ official of CUTN, Thiruvapur. If yes give details.	
16	Details of work Completed, Ongoing works secured during the last Seven years (to be filled in the Performa as given in Annexure-III).	

**Certificate**

01. I/we certify that I/we have read the Empanelment Rules of the University and shall abide by them and amended from time to time.
02. I/we certify that the information given in the Application form is true to the best of my/ our knowledge. I/we also understand that incase any information is found wrong/ incorrect I/we am/ are liable for cancellation of empanelment and debarred for empanelment in future.
03. I/We have neither employed nor shall we employ any person within one year of his retirement from the Government except with the prior permission of the Government.
04. I/We undertake that, if I/We do not possess in my/our name a valid electrical license as required, I/We shall associate an agency having such a license for execution of work which requires such a license.
05. I/We undertake that the works have not been got executed through another contractor on back to back basis.

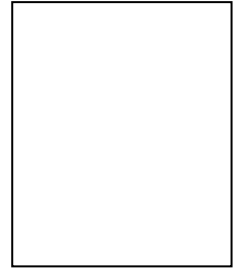
Date : .....

Place: .....

**(Signature of Contractor along with Stamp)**

**APPLICATION FOR EMPANELMENT FOR WORKS UP TO 5 LAKHS.**

Photo

(B) Category: **Electrical works**

**Supporting Documents to be annexed with the application form**

(Applications found deficient in any respect are liable to be rejected without further correspondence.)



Signature

1	(a) Name of the applicant		
	(b) Status of entity/constitution (individual/ sole proprietorship/ partnership Firm/ Limited Liability Partnership/ Company)		
	(c) Registration Number for Firm/ LLPIN for LLP/CIN for Company with date of registration		
2	Address		
	(a) Registered office		
	(b) Head Office		
3	Contact Details:		
	(a) Telephone Number		
	(b) Mobile Number		
	(c) Website URL (if any)		
	(d) E-Mail ID		
4	PAN No. (Individual/ Firm/Company)		
5	Income Tax Clearance/ Audited Balance Sheet/ Annual Income Tax Return of last Three years (Certificate attested copy to be enclosed) (any one of the above)		
6	Valid GST Registration Number		
7	Electrician & Labour License Certificate (if applicable)		
8	Is the individual / sole proprietor / any partner / director of 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) Retired engineer/official from Engineering Department of Government of India within last one year	Yes	No
	(g) Member of Parliament or any State Legislative Assembly	Yes	No
If answer to any of the above is 'Yes' furnish details on a separate sheet.			
9	(a) Name of person holding power of attorney		
	(b) Nationality		
	(c) Liabilities (if any)		
10	Bank details for payment: (Please attach front page of Bank pass book):-		
	Sl. No.	Name of Bank	Branch/ Address of bank
		Account Number	IFSC Code (11 digits)
	1		
I hereby declare that the particular given above are correct & complete.			
11	Full time supervisors in the Applicants employment:-		
	Sl. No.	Qualification	Name
		Experience in year	Date of Appointment
12	Does the applicant have sufficient T & P, Machinery, Equipment	Yes/ No	
13	For Electrical		
	(a) Does the applicant possess valid Electrical License	Yes	No
	(b) If yes category & License No. (Copy of License should enclosed)		
14	Whether already enlisted with Central Government Institution, State/ central Government department or any other department: If yes, Give details.		
	(a) Name of department		
	(b) Class & Category		
	(c) Enlistment Authority & address		
	(d) Enlistment no. and date		
	(e) Date of validity and tendering limit		

15	Is any person working with the applicant a near relative of the officer/ official of CUTN, Thiruvarur. If yes give details.	
16	Details of work Completed, Ongoing works secured during the last Seven years (to be filled in the Performa as given in Annexure-III).	

**Certificate**

01. I/we certify that I/we have read the Empanelment Rules of the University and shall abide by them and amended from time to time.
02. I/we certify that the information given in the Application form is true to the best of my/ our knowledge. I/we also understand that incase any information is found wrong/ incorrect I/we am/ are liable for cancellation of empanelment and debarred for empanelment in future.
03. I/We have neither employed nor shall we employ any person within one year of his retirement from the Government except with the prior permission of the Government.
04. I/We undertake that, if I/We do not possess in my/our name a valid electrical license as required, I/We shall associate an agency having such a license for execution of work which requires such a license.
05. I/We undertake that the works have not been got executed through another contractor on back to back basis.

Date : .....

Place: .....

**(Signature of Contractor along with Stamp)**

**APPLICATION FOR EMPANELMENT FOR WORKS UP TO 5 LAKHS.**

Photo

(C) Category: **Garden works****Supporting Documents to be annexed with the application form**

(Applications found deficient in any respect are liable to be rejected without further correspondence.)

Signature

1	(a) Name of the applicant		
	(b) Status of entity/constitution (individual/ sole proprietorship/ partnership Firm/ Limited Liability Partnership/ Company)		
	(c) Registration Number for Firm/ LLPIN for LLP/CIN for Company with date of registration		
2	Address		
	(a) Registered office		
	(b) Head Office		
3	Contact Details:		
	(a) Telephone Number		
	(b) Mobile Number		
	(c) Website URL (if any)		
	(d) E-Mail ID		
4	PAN No. (Individual/ Firm/Company)		
5	Income Tax Clearance/ Audited Balance Sheet/ Annual Income Tax Return of last Three years (Certificate attested copy to be enclosed) (any one of the above)		
6	Valid GST Registration Number		
7	Electrician & Labour License Certificate (if applicable)		
8	Is the individual / sole proprietor / any partner / director of 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) Retired engineer/official from Engineering Department of Government of India within last one year	Yes	No
	(g) Member of Parliament or any State Legislative Assembly	Yes	No
	If answer to any of the above is 'Yes' furnish details on a separate sheet.		
9	(a) Name of person holding power of attorney		
	(b) Nationality		
	(c) Liabilities (if any)		
10	Bank details for payment: (Please attached front page of Bank pass book):-		
	Sl. No.	Name of Bank	Branch/ Address of bank
			Account Number
			IFSC Code (11 digits)
	1		
	I hereby declare that the particular given above are correct & complete.		
11	Full time supervisors in the Applicants employment:-		
	Sl. No.	Qualification	Name
			Experience in year
			Date of Appointment
12	Does the applicant have sufficient T & P, Machinery, Equipment		Yes/ No
13	For Electrical		
	(a) Does the applicant possess valid Electrical License	Yes	No
	(b) If yes category & License No. (Copy of License should enclosed)		
14	Whether already enlisted with Central Government Institution, State/ central Government department or any other department: If yes, Give details.		
	(a) Name of department		
	(b) Class & Category		
	(c) Enlistment Authority & address		
	(d) Enlistment no. and date		
	(e) Date of validity and tendering limit		
15	Is any person working with the		



	applicant a near relative of the officer/ official of CUTN, Thiruvarur. If yes give details.	
16	Details of work Completed, Ongoing works secured during the last Seven years (to be filled in the Performa as given in Annexure-III).	

### Certificate

01. I/we certify that I/we have read the Empanelment Rules of the University and shall abide by them and amended from time to time.
02. I/we certify that the information given in the Application form is true to the best of my/ our knowledge. I/we also understand that incase any information is found wrong/ incorrect I/we am/ are liable for cancellation of empanelment and debarred for empanelment in future.
03. I/We have neither employed nor shall we employ any person within one year of his retirement from the Government except with the prior permission of the Government.
04. I/We undertake that, if I/We do not possess in my/our name a valid electrical license as required, I/We shall associate an agency having such a license for execution of work which requires such a license.
05. I/We undertake that the works have not been got executed through another contractor on back to back basis.

Date : .....

Place: .....

**(Signature of Contractor along with Stamp)**

**CHECK LIST OF DOCUMENTS & OTHER DETAILS**

<b>Sl.No.</b>	<b>Documents</b>	<b>Yes/ No/ NA</b>
01	Proof of constitution (Annexure-I Sl.No. 8)	
	<b>a) IN CASE OF SOLE PROPRIETORSHIP</b>	
	i) Affidavit for Proprietorship.	
	<b>b) IN CASE OF PARTNERSHIP FIRM (SUBMIT ATTESTED COPIES)</b>	
	i) Partnership deed attested by Notary Public.	
	ii) Registration Certificate	
	<b>c) IN CASE OF PRIVATE/ PUBLIC LTD CO.</b>	
	i) Article of association duly attested by Notary public	
02	Power of attorney, if any, attested by Notary public.	
03	Bankers Solvency Certificate	
04	Attested copies of work orders for work done during Last Seven years. (as required in Annexure-III)	
05	Attested copy of valid PAN card of the individual, partners and the firm.	
06	Character & Antecedent Certificate from the Class-I Gazetted officer/ Public Notary. (Annexure-V)	
07	Attested copy of valid Electrical License & labour License Certificate (as required in section 8.1)	
08	Income Tax Clearance/ audited Balance Sheet/ annual Income Tax Return of Last Three years (Certificate copy to be enclosed)	
09	Valid GST Registration Certificate (copy to be enclosed)	
10	Registration certificate of any other department where the applicant is already empanelled for CIVIL/ ELECTRICAL/ GARDEN works. i.e. Central Government institute/ CPWD/ PWD/ any other Govt./ Govt. undertaking department.	
11	Bank Details (Annexure-VI)	

**LIST OF WORKS SUCCESSFUL COMPLETED DURING  
LAST SEVEN YEARS**

**(Attach copies of work orders)**

<b>Sl. No.</b>	<b>Name of the work</b>	<b>Value of Contract (Rs.)</b>	<b>Date of Start</b>	<b>Date of completion as per agreement</b>	<b>Actual Date of Completion</b>	<b>Address/Location/Name of the Client</b>	<b>Value of Completed work(Rs)</b>

Date : .....

Place: .....

**(Signature of Contractor along with Stamp)**

**FORMAT -FORM OF BANKER'S CERTIFICATE FROM A NATIONALISED BANK**

*(To be addressed to the designated empanelment authority)*

*(On letter head of the Bank)*

This is to certify that to the best of our knowledge and information that M/s./Shri \_\_\_\_\_ (with address) a Customers of our bank are / is respectable and can be treated as good for any engagement upto a limit of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_).

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)

Name of Bank & Branch with seal

Date:.....

**Note:-** In case of partnership firm, certificate to include names of all partners as recorded with bank.

**CHARACTER/ ANTECEDENT CERTIFICATE OF CONTRACTOR**  
**TO WHOMSOEVER IT MAY CONCERN**

Certified that Shri/ Ms. .... S/o./ D/o .....  
having its office at ..... is engaged in the business of .....he/  
She know to me for the last ..... year ..... (Period of acquaintance should  
not be less than three years)

He/ She bears a good moral character.

There is nothing adverse against him/ her, for which he/ she may be considered unsuitable for  
empanelment as a contractor in Central University of Tamil Nadu, Thiruvarur.

Shri/ Ms. .... is not related to me.

**Note:-** To be issued by Gazetted Officer (not below the rank of Executive Engineer).

**MANDATE FORM FOR BILL PAYMENTS THROUGH EAT MODULE IN PFMS**

**Details of Account Holder**

<b>Sl. No</b>	<b>Particulars</b>	<b>Important Details (in block letters)</b>
1	Name of the Contractor/ Beneficiary	
2	Name of the Bank & Branch	
3	Bank Account Number	
4	IFSC Code (11 digits)	
5	PAN Number	
6	GST Number (If applicable)	
7	Email Id	
8	Mobile Number	
9	Address (Including city, Pin code etc.)	

I hereby declare that the particulars given above are correct and complete.

Date:

Signature