

**National Bank for Agriculture and Rural Development  
Uttarakhand Regional Office, Dehradun**



**NOTICE FOR EMPANELMENT OF CAR RENTAL  
AGENCIES/VENDORS/SERVICE PROVIDERS FOR HIRING OF  
CARS/VEHICLES BY NABARD, UTTARAKHAND REGIONAL OFFICE,  
DEHRADUN**

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|   |   |
|---|---|
| Last date and time for submission of applications | 19 <sup>th</sup> June, 2019 at 1500 Hrs |
|---|---|

The Chief General Manager  
NABARD  
Uttarakhand Regional Office  
Plot no. 42, IT Park  
Sahastradhara Road  
Dehradun  
Uttarakhand – 248001



**NOTICE FOR EMPANELMENT OF CAR RENTAL  
AGENCIES/VENDORS/ SERVICE PROVIDERS FOR HIRING OF CARS/  
VEHICLES BY NABARD, UTTARAKHAND REGIONAL OFFICE,  
DEHRADUN**

National Bank for Agriculture and Rural Development (NABARD), Uttarakhand Regional Office intends to prepare a panel of reputed CAR RENTAL AGENCIES/VENDORS/SERVICE PROVIDERS for hiring of cars at NABARD, Uttarakhand located at Plot No. 42 IT Park, Sahastradhara Road, Dehradun. The panel will remain in force till 31 March 2021.

The CAR RENTAL AGENCIES/ VENDORS/ SERVICE PROVIDERS, who are registered with the Government/ Semi-Government Undertakings / Financial Institutions, with a minimum of 3 years' experience (as on 31 March 2019) in the field of providing car rental services as per following minimum criteria:

- (1) The agency should have a permanent registered office/ garage (owned or rented) in a reputed locality in Dehradun within the radius of 10 KM from NABARD Uttarakhand Regional Office, Dehradun.
- (2) Should have a sufficient number of well-maintained vehicles, of which 3-4 cars should preferably be Maruti Ciaz/ Honda City / Skoda Rapid/ Maruti Swift Dzire /Hyundai Verna/ Hyundai Creta etc.
- (3) Should have successfully provided similar service to Public Sector Banks / Public Sector Undertakings / State / Central Government Departments during the preceding 3 years.
- (4) Average Annual financial turnover during the last 3 years, ending 31 March 2019, should be at least Rs.10.00 Lakh.

Note: The following documents should invariably be attached along with application in support of experience and financial capability:

- i. Copies of the RC books regarding proof of ownership of cars.
- ii. Copies of Certificates in support of previous experience.
- iii. Copies of IT returns for the 03 preceding years in support of Average Annual Turnover OR Banker's Certificate in proof of having adequate financial standing.
- iv. Copies of Work orders, Work Certificates in support of previous experience.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

**National Bank for Agriculture and Rural Development**

प्लॉट नम्बर-42, आई.टी. पार्क, सहास्रधारा रोड, देहरादून -248001 • टेली: +91 135 2607741 • फ़ैक्स: +91 135 2607743 • ई मेल: [dehradun@nabard.org](mailto:dehradun@nabard.org)  
Plot no-42, IT Park, Sahastradhara Road, Dehradun-248001 • Tel.: +91 135 2607741 • Fax: +91 135 2607743 • E-mail: [dehradun@nabard.org](mailto:dehradun@nabard.org)



Application forms will be issued free of cost from DPSP, NABARD Uttarakhand Regional Office, Plot no. 42, IT Park, Sahastradhara Road Dehradun on working days (Monday to Friday) between 10.00 a.m. and 4.00 p.m. The Application form can also be downloaded from the website <https://www.nabard.org>. The application, duly filled in all aspects, shall be submitted in a sealed envelope super subscribed as “**NOTICE FOR EMPANELMENT OF CAR RENTAL AGENCIES/ VENDORS/ SERVICE PROVIDERS FOR HIRING OF CARS/ VEHICLES BY NABARD, UTTARAKHAND REGIONAL OFFICE, DEHRADUN**” on or before 03.00 p.m. by 19/06/2019.

The Bank reserves the right to reject any or all the applications without assigning any reason thereof.

Sd/-  
**(K. S. Kumaraswamy)**  
**Deputy General Manager**

Encl:

1. Checklist
2. General description of works
3. General instructions to applicants
4. Enclosure (B) – Basic Information
5. Enclosure (C) – Letter to be submitted on Contractor’s own letter head
6. Enclosure (D) – Bank Details
7. Annexure-I – Bank’s Certificate
8. Annexure-II – Previous Experience
9. Annexure-III – Client’s Certificate on performance

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

**National Bank for Agriculture and Rural Development**

प्लॉट नम्बर-42, आई.टी. पार्क, सहास्रधारा रोड, देहरादून -248001 • टेली: +91 135 2607741 • फ़ैक्स: +91 135 2607743 • ई मेल: [dehradun@nabard.org](mailto:dehradun@nabard.org)  
Plot no-42, IT Park, Sahastradhara Road, Dehradun-248001 • Tel.: +91 135 2607741 • Fax: +91 135 2607743 • E-mail: [dehradun@nabard.org](mailto:dehradun@nabard.org)

**CHECKLIST OF SUBMISSION OF APPLICATION/DOCUMENTS FOR  
EMPANELMENT**

| <b>S. No.</b> | <b>Particulars</b>   | <b>Submitted (Yes/No)</b> |
|---------------|--|---------------------------|
| 1             | The application, duly filled, is submitted in a sealed envelope.   |                           |
| 2             | The application is submitted on applicant's letterhead as per given format in Enclosure (C).   |                           |
| 3             | Application super-scribed as "Application for EMPANELMENT OF CAR RENTAL AGENCIES/VENDORS/SERVICE PROVIDERS FOR HIRING OF CARS/VEHCILES BY NABARD" on the cover and addressed to Chief General Manager, NABARD, Uttarakhand Regional Office, Plot no. 42, IT Park, Sahstradhara Road, Dehradun, Uttarakhand-248001. |                           |
| 4             | Copies of work orders, completion certificates in support of experience of car rental services enclosed.   |                           |
| 5             | Copies of IT returns or balance sheet and profit & loss statements for the previous three years, duly certified by a practicing Chartered Accountant (CA), in support of Average Annual Turnover OR Banker's Solvency Certificate as a proof of having adequate financial standing submitted.                      |                           |
| 6             | Copy of Permanent Account Number (PAN) of the Proprietor/Partnership Firm/Private Limited Company/Limited Company or Co-operative Body attached.   |                           |
| 7             | Copy of details of Registrations, if any, (i) Under Companies Act/Co-operative Societies Act, (iii) GST-enclosed.  |                           |
| 8             | Information duly furnished in Enclosure (B) along with supporting documents.   |                           |
| 9             | Bank details furnished in Enclosure (D).   |                           |
| 10            | Copy of cancelled cheque enclosed.   |                           |
| 11            | Copies of the RC books regarding proof of ownership of minimum 10 cars of 2016 make onwards.   |                           |

Note: Checklist is indicative only. The applicant is requested to go through the application format carefully before submission, and submit all the information/documents required.

**NABARD, UTTARAKHAND REGIONAL OFFICE, PLOT NO. 42, IT PARK,  
SAHSTRADHARA ROAD, DEHRADUN, UTTARAKHAND**

**General Description of Works**

1. Hiring of cars shall be done by NABARD Uttarakhand Regional Office, Dehradun for local as well as outstation trips/tours.
2. The agency will provide cars as per the rates agreed upon and accepted by NABARD as and when NABARD invites the quotations.
3. It is desirable that the agency intending to apply for empanelment should have ownership of a sizable number of good quality of vehicles of required brand and models. The agency will provide vehicles of 2016 make onwards to NABARD.
4. The vehicles to be supplied should be maintained neat and tidy and must have proper upholstery. The vehicles will be provided with the following items:
  - (i) 02 Mineral water bottles – 500 ml (of reputed brands eg: Bisleri, Aquafina, Kinley etc)
  - (ii) Mobile charging facility
  - (iii) 02 Newspapers (01 English/Hindi and 01 Business Newspaper of the date)
  - (iv) 01 Box of Paper Napkins/Tissues
5. Booking of vehicles will be done by authorized officials of the Bank through verbal/e-mail/SMS/Whatsapp/telephonic message. On receiving the booking, a confirmatory message has to be sent by the agency immediately. The agency must message the vehicle type, vehicle number, driver name and driver's mobile number to the authorized Bank official atleast 04 hours in advance of the reporting time of the car.
6. The agency may also be required, at times, to provide vehicle at short notice from the Bank (say within an hour) in case of emergencies.
7. If the driver details are not communicated to the required persons in time by SMS/telephonically, then the Bank could deduct Rs. 50/- (Rupees Fifty only) as inconvenience charged per trip.
8. Vehicle not reporting or reporting late for duty could attract a penal deduction of minimum Rs. 500/- (Rupees Five Hundred only) for the booking or as desired by NABARD from the bill amount yet to be paid.
9. The agency shall ensure that the vehicles provided should not be more than 03 (Three) years old and should be Euro/Bharat Stage IV compliant under

pollution control, and Bharat Stage VI compliant as and when government norms are introduced in future.

10. The duty slip will be signed by the officials using the car and the total no. of kilometres travelled along with the journey start and end time must be clearly mentioned. The bills will not be settled unless the signed duty slip, complete in all aspects, is submitted along with the bill. The onus of ensuring that the duty slip is correctly filled-in and signed shall lie upon the vehicle driver.
11. The bills shall be submitted by the agency on a weekly basis and would be settled normally within a reasonable period of time. Adequate care must be taken that bills once settled are not raised again. Such bills will be automatically rejected unless a valid reason is provided. All payments will be made through e-payment mode only, after due statutory deductions.
12. The driver must report for duty in clean uniform and in neat turn out. He must be polite, courteous and service-oriented at all times. The driver, deputed for the journey must possess a valid driving license and must keep it along with him during the duty period.
13. The driver should maintain a proper record of mileage on a daily basis and get the same authenticated by the user officer/staff. The payment of bill will be subject to the submission of this record, authenticated by the officer using the vehicle.
14. The driver should display their valid Driving License (DL) prominently on the dash board of the car, as is now mandated for all taxis. Further, the driver must ensure that his mobile phone is always switched on.
15. The vehicles are expected to report atleast 20 minutes before the time indicated for commencement of journey. The driver should be knowledgeable of the local routes and the routes of the place/s to be visited. The driver is expected to wait at the vehicle while the guest is away. In case the driver is not found near the vehicle, the Bank may hire another vehicle without giving any rent for the said journey. If the vehicle is found to be sub-standard, then it can be sent back for which no compensation shall be paid by the Bank.
16. The drivers will carry proper placards (made of fiber or sturdy material) indicating clearly the name of the officials and organization etc when they proceed to the airport/railway station for receiving the officials.
17. The drivers shall always be available with the cars and would not proceed for lunch/tea etc without obtaining prior permission of the concerned officials.

18. The vehicles shall have the required fuel and lubricants for the whole duration of the hire. The vehicles must not be stopped midway during the journey at petrol pumps for filling up on fuel. The driver shall not, under any circumstance, ask the guest/s for any monetary help or advance of any kind including fuel and toll charges.
19. The agency will also have to make alternate arrangements in case of breakdown of his vehicle/s. In case of failure, the agency will be responsible to compensate all expenses incurred by the Bank in this regard and the same shall be deducted from the bill of the agency. The decision of the Bank in this regard will be final and binding on the agency.
20. The agency should be registered under the Shop & Establishment Act and have necessary certificate to run Tours and Travel services. The agency should be registered with the Goods and Services Tax (GST) Department. If not, the agency is required to undertake registration and obtain the 15 digit GST Code Number and issue invoices/challans/bills. These documents should be serially numbered, and it should contain the name and address of the service provider, service receiver, description of service, value of service and service tax payable thereon.
21. All the vehicles provided must have comprehensive insurance cover, as per the Motor Vehicles Act. The vehicles should have all the necessary documents like copies of RC book, insurance, Pollution Control Certificate, necessary permit etc during the period of hire. The agency shall ensure that the drivers are in possession of a valid Driving License.
22. The agency shall arrange to obtain police verification certificate regarding the antecedents of the persons engaged by them at their own cost. The agency shall also ensure compliance with all regulations of Dehradun RTO and other safety and security regulations that are in place and will be held responsible for any deviation/non-adherence to any rules/regulations.
23. All the wages and allied benefits like PF, ESI contributions, gratuity, bonus, accident insurance etc due to the drivers, if any, are to be paid by the agency and the agency shall remain liable to the authorities concerned for compliance of the respective rules/laws and the agency will also remain liable for any contravention thereof. NABARD, in no way, shall remain liable for compliance with any statutory requirement in this regard.
24. In case the agency is not able to provide the category of car for which booking has been made by the Bank, he has to provide higher category of vehicle. However, payment will be made for the category of vehicle booked by the Bank.

25. All incidental charges such as parking charges, toll charges etc shall be borne by the agency and it may claim reimbursement for the same along with the bill, subject to submission of documentary proof.
26. The hiring agency or its agents/employees/drivers committing any breach of terms and conditions mentioned herein and /or rendering unsatisfactory services, in the opinion of the Bank, shall render itself liable for summary termination of the agreement forthwith without any notice or any compensation in lieu thereof.
27. The agency shall indemnify the Bank for payment of any loss, damage and legal actions and cost/compensation/charges/fines/claims owing to violation of any traffic rules, accidents or any other eventuality.
28. In the event that the parties cannot amicably settle a dispute, the parties agree to resolve the same by arbitration proceedings within the Dehradun jurisdiction.
29. The Bank reserves the right to inspect the services of the vendor/contractor to verify the genuineness and to ensure the conformity with the details furnished in the application.



**NABARD, UTTARAKHAND REGIONAL OFFICE, PLOT NO. 42, IT PARK,**  
**SAHASTRASHARA ROAD, DEHRADUN**

**General Instructions to applicants**

1. The empanelment will remain in force till 31<sup>st</sup> March 2021 subject to annual review every year. NABARD reserves the right to remove such vendor / service provider from the empaneled list, if the services provided by the vendor / service provider are found to be unsatisfactory or at any time it is found that the information provided for empanelment or for any quotation is false.
- 
2. The agency should have a permanent registered office/ garage (owned or rented) in a reputed locality in Dehradun **within the radius of 10 km from NABARD Uttarakhand Regional Office, Dehradun.**
3. The agency must have sufficient number of well-maintained vehicles, experienced personnel, technical know-how and other resources to complete the awarded work well in time and as per the specifications given by the Bank.
4. The agency must have experience of having successfully completed similar works/ services in the last three years (as on 31/03/2019). At least one work should have been contracted with Autonomous body/ Bank/ Financial Institution or any other reputed institution.
5. The agency may submit performance certificates from persons/ entities/ institutions for whom the agency has worked in the past.
6. NABARD reserves the right to inspect the facilities of the vendor to verify the genuineness and to ensure conformity with the details given in the bid.
7. NABARD reserves the right to reject any or all the applications without assigning any reason whatsoever thereof and will not entertain any correspondence.
8. Disputes or differences whatsoever arising out of or relating to the construction, meaning, scope, operation or effect of the agreement or the validity or the breach thereof shall be resolved amicably between the NABARD's representative and the agency/ agency's representative. In case of failure to resolve the disputes and differences amicably within 30 days of the receipt of notice by the other party, the same shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996 and the award made in pursuance thereof shall be final,

conclusive and binding on the parties. The venue of the arbitration shall be at Dehradun.

9. Agency, Vendors, Suppliers, Contractors and Service Providers, etc. desirous of being empaneled in the Bank's approved list and those who are fulfilling the eligibility criteria as mentioned above may apply on or before the due date. Agency/ Vendor will be responsible to ensure that the application reaches the Bank on or before the due date and in time. Applications received after due date and time and incomplete in any respect, are liable to be rejected without any notice.
  10. Application form can be downloaded from the website **<https://www.nabard.org>**. The application duly filled in shall be submitted in a sealed envelope super-subscribed as "EMPANELMENT OF CAR RENTAL AGENCIES/ VENDORS/ SERVICE PROVIDERS FOR HIRING OF CARS/ VEHICLES BY NABARD, UTTARAKHAND REGIONAL OFFICE" and addressed to The Chief General Manger, NABARD, Plot no. 42 IT Park, Sahastradhara Road, Dehradun, Uttarakhand-248001 on or before 03:00 pm on 19/06/2019 .
  11. The Agency/ vendors who are already empaneled by NABARD are also required to apply afresh if they wish to continue on the panel.
  12. All payments will be made by NABARD through electronic clearing system and electronic fund transfer. For this purpose, the information in Enclosure (D) may please be enclosed.
- Other Conditions:**
13. Intending applicants are required to furnish details about their Agency, technical experience, competence and evidence of their financial standing as per Enclosure (B) in order to be considered for empanelment.
  14. While deciding upon the selection of Contractors, emphasis will be given on the ability and the competence to render quality service in accordance with the specifications and within the time schedule.
  15. Information furnished in the proforma will be kept confidential.
  16. The entire application form and each part of the proforma shall be signed by a person on behalf of the Agency, who is duly authorized to do so.
  17. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating

therein the proforma's part number and serial number of item. **Satisfactory completion certificates for works done for different organizations should preferably be furnished along with the application.**

18. Clarification, if any, may be obtained from Assistant General Manager/ Manager/ Asst. Manager, DPSP, NABARD, Uttarakhand Regional Office, Dehradun, Phone Nos. 0135-2609007, 0135-2609016 on any working day (Monday to Friday) between 10.00 AM and 03.00 PM.

**Enclosure (B)**

**Basic Information**

**A. General Information**

|   |   |                            |
|---|---|----------------------------|
| 1 | Name of the applicant organization/vendor/supplier/service provider   |                            |
| 2 | Address for communication and contact details   |                            |
| 3 | Telephone number (landline)   |                            |
| 4 | Telephone number (mobile)   |                            |
| 5 | Type of the organization (whether sole proprietorship, partnership, private limited etc)  |                            |
| 6 | Name of the proprietor/partners or directors in the organization  | 1.<br>2.<br>3.<br>4.<br>5. |
| 7 | Details of Registration - (whether partnership firm, company, society etc)<br>Registering Authority, Date, Registration No etc mentioning the business/activity of the firm.<br><br>(A copy to be enclosed) |                            |
| 8 | Whether empaneled with Government/Semi Government/Municipal Authorities or any other organization and if so, give the details of the same and nature of contract.   |                            |
| 9 | Number of years of experience in the field/trade applied for. A list of important assignments may be indicated for the same along with supporting documents.  | _____ Years                |

|    |   |  |
|----|---|--|
| 10 | Have you in the past carried out any works for NABARD? If yes, give details   |  |
| 11 | Address of Dehradun office through which the proposed work will be handled. The name, designation and contact details of the officer in charge. |  |

### **B. Financial Information**

|    |  |   |
|----|--|---|
| 12 | Permanent Account Number (PAN) of the proprietor/partnership firm/private limited company/limited company (Copy of PAN to be attached)   |   |
| 13 | GST No. (enclose copies of relevant documents)   |   |
| 14 | Balance sheet and profit & loss statement for the previous three years, duly certified by a practicing Chartered Accountant in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing. |   |
| 15 | Annual turnover during the last three years  | 2016-17 (Rs ..... )<br>2017-18 (Rs ..... )<br>2018-19 (Rs ..... ) |
| 16 | Indicate if involved in any litigation at present in similar type of contracts   |   |
| 17 | Any civil suit arisen in the contracts of works executed, if any, please give brief details  |   |
| 18 | Number of supplementary sheets attached to Annexure I  |   |

**Place:**

**Date:**

**Signature of the Applicant**

**Enclosure (C)**

**(To be submitted on Contractor's own Letterhead)**

No. \_\_\_\_\_

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

The Chief General Manager  
NABARD  
Uttarakhand Regional Office  
Plot no. 42, IT Park  
Sahastradhara Road  
Dehradun  
Uttarakhand - 248001

Dear Sir,

**NOTICE FOR EMPANELMENT OF CAR RENTAL AGENCIES/ VENDORS/  
SERVICE PROVIDERS FOR HIRING OF CARS/ VEHICLES BY NABARD,  
UTTARAKHAND REGIONAL OFFICE, DEHRADUN**

1. With reference to your advertisement in the Newspaper on \_\_\_\_\_ 2019 for the Empanelment of Contractors, I am / We are pleased to offer myself / ourselves to be empaneled under "**SERVICE PROVIDERS FOR HIRING OF CARS/ VEHICLES**" in your organization.
2. I am / We are already registered with " \_\_\_\_\_ " (write the name of Govt./ Semi Govt./ Govt. Undertakings with which the Applicant is registered) under class/category \_\_\_\_\_. All the other desired information, documents and certificates as required by you, are enclosed herewith in the prescribed proforma for your perusal.
3. I/We have read and understood the Empanelment Notice and Instructions appearing in the application format and I/We understand that if any false information is detected at a later stage, any future contract made between me/ ourselves and NABARD, on the basis of the information given by me/us, will be treated as invalid by NABARD.
4. I/We agree that the decision of NABARD, Uttarakhand Regional Office, Dehradun in selection of the Contractors will be final and binding on me/us.

5. All the information furnished in this application as also under Enclosures (B), (C) & (D) and Annexure I, II & III is correct to the best of my/our knowledge.
6. I/We also agree that I/We have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets. /
7. I/ We, therefore, request you to kindly do the needful to empanel me/ us.

Thanking you

Yours faithfully

**(Signature of Authorized person on behalf  
of the Firm / Agency / Contractor)**

**Enclosure (D)**

**Details of Bank Account**

|   |   |  |
|---|---|--|
| 1 | Name of the Vendor/Firm                       |  |
| 2 | Name of the Account Holder                    |  |
| 3 | Address of the Vendor/Firm                    |  |
| 4 | Name of the Bank, Branch and Address          |  |
| 5 | Branch Code                                   |  |
| 6 | IFS Code of the Bank Branch                   |  |
| 7 | Type of Account (Savings/Current/Cash Credit) |  |
| 8 | Account Number                                |  |

Note: A copy of a cancelled cheque in respect of the above bank account, which is operated by the vendor, must be enclosed.

**Place:**

**Date:**

**Signature of the Applicant**



**ANNEXURE –I**

**Form of Bankers Certificate from Scheduled Bank**

This is to certify that to the best of our knowledge and information M/S/Shri \_\_\_\_\_ having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only).

|   |  |
|---|--|
| Name of the Firm / Agency / Contractor                      |  |
| Category (Individual /Partnership/Proprietor/ Company etc.) |  |
| Registered Address of the Firm                              |  |
| Name of the Bank's branch and Address                       |  |
| IFSC Code of the Bank's Branch                              |  |
| Type of Account (Current/Saving/Cash Credit)                |  |
| Account Number  |  |
| PAN Number  |  |
| Other details if any  |  |

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

**Signature**

**For Scheduled Bank**

Bankers' certificates should be on letter head of the Bank, sealed in cover addressed to

The Chief General Manager  
NABARD  
Uttarakhand Regional Office,  
Plot no. 42, IT Park  
Sahastradhara Road  
Dehradun  
Uttarakhand - 248 001

**In case of partnership firm, certificate to include names of all partners as recorded with the Bank.**

**ANNEXURE II**

**Previous Experience**

**A. List of important similar contracts executed by the agency during last 03 years:**

| Name of the work | Name and address of Autonomous bodies/Bank or Financial Institutions or any other reputed organization. | Nature of work | Location | Name and full address of office under whom work was carried out | Amount (in Rs.) | Please state whether work was left incomplete, or contract was terminated by either side, giving details thereof |
|------------------|---|----------------|----------|---|-----------------|--|
| 1                | 2   | 3              | 4        | 5   | 6               | 7  |
|                  |   |                |          |   |                 |  |

**B. List of important similar contracts on hand:**

| Name of the work | Name and address of Autonomous bodies/Bank or Financial Institutions or any other reputed organization. | Nature of work | Location | Name and full address of office under whom work was carried out | Amount (in Rs.) | Please state whether work was left incomplete, or contract was terminated by either side, giving details thereof |
|------------------|---|----------------|----------|---|-----------------|--|
| 1                | 2   | 3              | 4        | 5   | 6               | 7  |
|                  |   |                |          |   |                 |  |

**Date:**

**Place:**

**Signature of the Applicant**

**ANNEXURE III**

**Client's Certificate on Performance of Contractors**

**Name of Client with full address:**

**Details of work executed by M/S \_\_\_\_\_**

| <b>S. No.</b> | <b>Particulars</b>                              | <b>Remarks</b>                               |
|---------------|---|--|
| 1             | Name of work with brief particulars             |  |
| 2             | Agreement No. and date                          |  |
| 3             | Agreement amount (in Rs.)                       |  |
| 4             | Whether the contractor employed qualified staff |  |
| 5             | (i). Quality of work (indicate grading)         | Outstanding/Very Good/Good/Satisfactory/Poor |
|               | (ii). Did the contractor go for arbitrations?   |  |
|               | (iii). If yes, total amount of claim            |  |
|               | (iv). Total amount awarded (in Rs.)             |  |
| 6             | Comments on the capabilities for                |  |
|               | a). Car/Vehicle hiring services                 | Outstanding/Very Good/Good/Satisfactory/Poor |

|                                    |   |
|------------------------------------|---|
| b). Financial soundness            | Outstanding/Very<br>Good/Good/Satisfactory/Poor |
| c). Mobilization of manpower       | Outstanding/Very<br>Good/Good/Satisfactory/Poor |
| d). Skills and behavior of drivers | Outstanding/Very<br>Good/Good/Satisfactory/Poor |

Note: All columns should be duly filled in properly. Please tick one of the multiple options, wherever applicable.

**Signature of the reporting officer with office seal**

**Countersigned with office seal**