



**STATE BANK OF INDIA
PREMISES & ESTATE DEPARTMENT,
1ST FLOOR, LOCAL HEAD OFFICE,
MOTI MAHAL MARG, HAZRATGANJ, LUCKNOW-226001
CONTACT NO.-0522-2295363/ 7570984242**

NOTICE INVITING APPLICATION
FOR EMPANELMENT OF CONTRACTORS FOR PEST CONTROL WORKS
IN BANK UNDER THE GEOGRAPHICAL AREA OF LUCKNOW CIRCLE

State Bank of India Local Head Office, Lucknow intend to empanel contractors/ vendors /agencies on an ongoing basis under various trades and categories i.e., for Pest Control works for its various Offices/Branches within the jurisdiction of Lucknow circle (consist of eight modules i.e. Prayagraj, Bareilly, Lucknow East, Lucknow West, Kanpur, Gorakhpur, Varanasi & Jhansi for a period of three years from the date of empanelment.

1. Name of Work	: Empanelment of Contractors/firms for Pest Control Works for State Bank of India, Lucknow Circle, SBI LHO Lucknow (U.P) Tender ID: LUC/EMP/PC/202506008
2. Availability of Empanelment Application forms:	Application forms and other documents can be downloaded from the Bank's website https://bank.sbi <link> SBI in the News>Show More >Empanelment of Vendors and SBI e-tender portal https://etender.sbi from 03.06.2025 to 24.06.2025 on 17:00 Hrs.
3. Last Date & Time of submission of application on online e-tender portal:	Online uploading of signed and scanned copies of all documents with application forms through the SBI e-tender portal https://etender.sbi Upto 17:00 Hrs on 24.06.2025.
4. Date and time of opening of online application:	24.06.2025 at 17:30 Hrs

5. Agency for arranging online bidding

M/s e-procurement Technologies Limited,
A-201/208, Wall Street-II, Opp. Orient Club,
Nr. Gujarat College, Ellis Bridge,
Ahmedabad – 380 006.
e-mail: etender.support@sbi.co.in
7859800621 , 7859800624 , 6352631766 , 7859800609 ,
7990334985 , 9510813528 , 9081000427

For Registration / DSC Verification / Profile Approval:

1. Sonu Tank: sonu@abcprocure.com
Mob. 06353217080

2. Satabdi Dey : satabdi@abcprocure.com
Mob. 090990 90830

For e-Tender Support:

If you need clarification regarding tender submission or technical support kindly contact following numbers:

Laxmi Karli	7859800624	Laxmi@eptl.in
Sujith Nair	6352632098	sujith@eptl.in
Mubassera Mansuri	7859800621	mubassera@eptl.in
Nandan Valera	9081000427 / 6352631766	nandan.v@eptl.in

All the existing empaneled Contractors who intend to be empaneled again need to apply afresh.

Incomplete applications as well as the applications not submitted in the given format late submission are liable to be rejected. Bank reserves the right to reject any or all the applications without assigning any reasons.

Applicant should submit single application for respective Trade/Services mentioning the highest category in the Trade/Services intended to be empaneled. If the applicant is not found eligible for the intended category, the applicant will be considered for empanelment in the successive lower categories as per his eligibility. Firm/Organizations shall **apply only for one category under same nature of work** as per the empanelment criteria and they will be automatically become part of lower category works. For example, if the vendor applied for category II of Pest Control Services and after scrutiny the firm found eligible for category - I, the firm will be automatically empaneled under the lower category i.e category-I.

Similarly, if a vendor applying for category-II is not qualifying for the eligibility criteria but fulfills the eligibility criteria of category- I of the same trade the he/she may be empaneled in the eligible category, if the vendor agrees for the same.

The eligibility criteria, terms and conditions, application format and other detail/requirement are as under:

The eligibility criteria, terms and conditions, application format and other detail/requirement are as under:

(I) MINIMUM ELIGIBILITY CRITERIA:

Sr. No.	Trade	Category	Specified Project Cost Limit (Amount in Rupees)	*Similar Work Executed/Completed During Last 7 Years	**Average annual Turnover of Last 3 Years
A	Pest Control	Category-I	Works upto Rs. 1.0 Lacs	One work of Rs. 0.80 lacs or Two works of Rs. 0.50 lacs or Three works of Rs. 0.40 lacs	Rs. 0.30 Lacs
		Category-II	Above Rs. 1.0 Lacs and upto Rs. 5.0 Lacs	One work of Rs. 5.0 lacs or Two works of Rs. 2.5 lacs or Three works of Rs. 2.0 lacs	Rs. 1.5 Lacs
B	<p>i. Applicants should have Office in Uttar Pradesh and must submit valid address proof like Registration certificate under Shops & Establishment Act from state Government/ GST/Electricity bill in the name of Firm/ESI/ EPF/ MSME etc. as on last date of submission of application.</p> <p>ii. The firm should have successfully rendered the excellent Pest Control services at least three years for Central Government Department / State-Govt. Deptt/ Semi Govt Deptt/ PSU / MNCs during the past 7 years ending 30.04.2025 shall alone apply.</p> <p>iii. Valid licence for carrying out commercial Pest Control Operation, issued by the concerned Department of the govt.</p> <p>iv. Copy of PAN & GST must be submitted</p> <p>v. Copy of ITR file for the last three year</p>				

Note-

- i. Merely empanelment of the firm/contractor/agency is not the guarantee of allotment of work.
- ii. The applicant /contractor empaneled in the above category must participate in the bidding process whenever services required by the SBI Offices/Branches.
- iii. Similar works shall mean the related to the Pest Control Services.
- iv. (*) Applicants should have experience in having successfully completed similar work of value prescribed in above table during last 7 years ending on 30/04/2025 for Government/Semi-Government/PSUs/Public Sector Banks / Public Limited (Listed) Companies. The information must be supported with the copies of work order as well as satisfactory completion certificate issued by the concerned organization.
- v. (**) Applicants should have minimum average annual turnover prescribed in above table during last 3 years ending on 31st March 2024.

The application not fulfilling any of the above minimum eligibility criteria will be summarily

rejected and no further processing will be carried out.

(II) GENERAL CONDITIONS:

- i. Contractor must submit valid documentary evidence/work completion certificates etc. meeting the above-mentioned criteria from the Govt./Semi-Govt./PSUs/PSBs/Public Limited (Listed) Companies during last 7 years (as on 30.04.2025)
- ii. The applicant should be bonafide resourceful and well experienced contractor/agency/firm registered with Banks/PWD/CPWD/MES/RLY/PSUs/MNCs for carrying out the captioned works.
- iii. The applicant should not have been disqualified / debarred / blacklisted from any Governments, Semi-governments, PSUs, Banks including any of the Offices/Branch of State Bank of India PAN India during last 7 years from the date of publication / application. A suitable declaration to be submitted on the Letter Head of the Firm duly signed by the Authorized Signatory only. The application of disqualified/debarred/blacklisted applicant shall be summarily rejected.
- iv. Definition of similar works: All qualitative successful completion of Pest Control works of specified magnitude for Govt./Semi-Govt. /PSUs / PSBs/ Public Limited Companies (Listed) which are acceptable to Bank.

Note: i) The works executed under sub-contracts will not be considered.

ii) The work order value should be exclusive of GST.

- v. The SBI may choose to carryout physical inspection of works mentioned by the applicants in their application forms in addition to calling for confidential reports from the respective employer/department to ascertain their capability and quality of works.
- vi. The performance of all the empaneled contractors shall be reviewed by the SBI at periodical interval of say 12 months or so and the contractors with unsatisfactory performance and those who do not to respond to three consecutive tender enquiries of the SBI without informing any valid reason will be removed from the panel without notice and no correspondence will be entertained in this regard. Such contractors shall not be eligible for fresh empanelment in the SBI till next empanelment, thereafter, if they wish they can apply afresh for empanelment in prescribed format.
- vii. The contractors should be equipped with necessary infrastructure like equipment, machinery and tools, labour strength etc.
- viii. The contractor is required to furnish their PAN No, GSTIN Registration details of firm with GSTIN No. etc. to the SBI.
- ix. The contractor should furnish the registration details for the EPF, ESI and the Labour license details under the Labour Contract Act as applicable to the related trades. Further, the selected contractors shall be bound to make payment to their workmen through their Bank account and preferably to have their Bank account in State Bank of India branches.
- x. The panel of contractors will be valid for the entire area within the geographical control of State Bank of India Lucknow Circle having its eight administrative offices i.e., Bareilly, Gorakhpur, Jhansi, Kanpur, Lucknow East, Lucknow West, Prayagraj and Varanasi and contractors will be entitled to participate anywhere within these area subject to receipt of NIT from the SBI.
- xi. The contractor will have valid e-mail ID, Mobile No. and Digital Certificate participate in the empanelment.
- xii. For assessing the Annual Turnover of the last 3 years, contractor must submit valid

- documents viz copy of Income Tax Return, copies of IT assessment order, Profit & Loss Account and Audited Balance Sheet/CA certified for the last 3 years (ending on 31.03.2024).
- xiii. The applicant shall agree and authorize the SBI to obtain the confidential report from the previous clients of the applicant to verify the quality of work executed by the contractors.
- xiv. All the pages of application shall be duly signed with stamp of firm and uploaded on <https://etender.sbi> by the contractors, else their application shall be summarily rejected.
- xv. **The intending applicants are categorically advised to submit the required documents strictly in the attached formats only through online portal “https://etender.sbi” and scanned copies (in PDF format only) to be attached wherever it is specified. The information required should be filled/typed in each and every column and rows of the Formats. The applications received with “partly filled formats” not containing desired information in each and every columns/ points/row of various annexures and where they have written “enclosed/ yes/ submitted/ uploaded etc.,” instead of filling the numerical/required data shall be treated as INCOMPLETE and such applications shall be summarily rejected without any reference to the applicant and at the applicant’s risk and responsibility.**
- xvi. The empanelment eligibility criteria mentioned above is minimum. Thus, the empanelment of contractors in each category shall be considered by the SBI purely on merits, performance of the contractor in timely execution of the project with quality, feedback / confidential reports of the firms/applicant received from previous clients etc. Hence, merely fulfilling the prescribed minimum prequalification criteria shall not entitle the contractor for their empanelment with the SBI.
- xvii. The SBI reserves its right to empanel contractor as per its needs in each category & trade. The empanelment of contractors shall be considered on merits within the sole discretion of the SBI and cannot be claimed as right by the applicant and no correspondence shall be entertained by the SBI in this regard.
- xviii. Canvassing in any form including bringing influence from any person/agency/Officials/ authorities shall lead to disqualification for the empanelment exercise.
- xix. The SBI reserves the right to accept or reject any or all the applications without assigning any reason thereof and no correspondence will be entertained in this regard.
- xx. Applications received after cutoff date will not be considered applicant shall not be entitled to raise any claim for the same and no correspondence shall be entertained in this regard.
- xxi. Applicant are advised to keep on visiting Bank website regularly for any corrigendum/ changes/ additions etc. as no further press notice will be published in this regard.
- xxii. **MSME Firms Exemptions: The firms applying under MSME category must be registered under Central Govt., in relevant category and will be exempted from (i) Turn over (ii) Experience in works; however, the firm should be well established for a minimum period of 3 years and fulfil all other terms & conditions.**
- xxiii. **Startups Exemptions: The firms applying under startups category must be registered under Central Govt., in relevant category and will be exempted from (i) Turn over (ii) Experience in works (iii) Establishment, however, the firm should fulfil all other terms & conditions.**
- xxiv. **The firms applying under MSME, or Start-ups shall be empanelled only for basic category (i.e, the firms who are exempted for turn over & experience shall be eligible for works up to 1.0 lakh category only). Category-I. The valid certificates should be produced.**

Assistant General Manager (P&E)
State Bank of India,
Premises & Estate Department

Process Compliance Statement (Annexure II)

(The bidders are required to print this on their company's letter head and sign, stamp before emailing)

To,
E-Procurement Technologies Ltd. (Auction Tiger)
B-704 Wall Street – II,
Opp. Orient Club,
Nr. Gujarat College, Ahmedabad – 380 006.
Gujarat State, India

Sub: EMPANELMENT OF CONTRACTORS / VENDORS / AGENCIES FOR-----

Category-----.

Dear Sir,

This has reference to the Terms & Conditions for the E-Tendering mentioned in the Tender document

This letter is to confirm that:

- 1) The undersigned is authorized representative of the company.
- 2) We have studied the Commercial Terms and the Business rules governing the E-Tendering as mentioned in RFP of SBI as well as this document and confirm our agreement to them.
- 3) We also confirm that we have a valid digital signature certificate (Class-III with signing and encryption) issued by a valid Certifying

Authority.

- 4) We, hereby confirm that we will honor the Bids placed by us during the E-Tendering process.

With regards,

Date:

Signature with company seal

Name:

Company / Organization:

Designation within Company / Organization:

Address of Company / Organization:

Scan it and send to this Document on nandan.v@eptl.in



APPLICATION FORM
TO BE FILLED IN ONLINE PORTAL (i.e., <https://etender.sbi>)

Sl No		Please fill the Data (Do not mention as enclosed/ Yes/ No/ Submitted, etc.)	Type of Document to be enclosed	Attachment
	Category Applied For (Please tick mark)	Category-I Category-II		
1.	Name of the Firm			
2.	Constitution of the Firm (Proprietorship/ Partnership/ Company)			
3.	Date, month & year of Establishment of the firm		Establishment/ companies registration/ partnership deed	
4.	Registration number with (Copy of valid registration to be enclosed.)		Copy of valid registration to be enclosed	
5.	GST Number		GST	
6.	PAN Number		PAN	
7.	ESI Number		ESI	
8.	EPF Number		EPF	
9.	MSME Registration, if so mention number & date (in same trade)		Enclose MSME valid certificate	
10.	Weather Startup firm, if so please furnish the number and date.		Enclose valid certificate	
11.	Contact person name			
12.	Mobile Numbers & Telephone numbers			
13.	Email ID			
14.	Registered Office Address			
15.	Communication Address			

16.	Local Address in Uttar Pradesh		Enclose valid proof	
17.	Name of Partners/ Associates/ Directors			
18.	Bio-data of Partners/ Associates/ Directors. Biodata to be given in the Uploaded format		Submit Attachment	
19.	Weather registered/ empanelled with Central Govt./State Govt./Financial Institutions/PSU's/MNCs, furnish their names category and date of registration.		Enclose letters of empanelment	
20.	Declaration regarding near relatives working in the Bank		Annexure 'A'	
21.	Names and addresses of the persons who will be in position to certify about the quality as well as performance of your organization.		Annexure 'B'	
22.	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed during last 7 years by an arbitrator. If so, submit the details		Annexure 'C'	
23.	Declaration under Rule 144 (XI) of General Financial Rules of 2017 vide order no. F.6/18/2019-PPD dated 23 July 2020`		Annexure 'D'	
24.	List of major works completed during the last 7 years i.e. from 01.05.2018 to 30.04. 2025		Annexure-'E'	
25.	List of Major works on hand as on 31.05.2025		Annexure-'F'	
26.	Amount of service tax/GST paid year wise during last 3 financial year ending on 31st March of the current year with income tax return Form ST-3 as document proof		Enclose ST-3 form	
27.	Turnover			
	FY 2021-22		Certificate issued by CA/ Profit & Loss statement	
	FY 2022-23		Certificate issued by CA/ Profit & Loss statement	
	FY 2023-24		Certificate issued by CA/ Profit & Loss	

			statement	
28	WORK-1: (mandatory)			
	(i). Work Order Details for Work-1 (a) Name of the Work (b) Work Order No (c) Work Order Amount (d) Work Order Date		Work order (work-1)	
	(ii). Work Completion Details for Work-2 (a) Work Completion Value (b) Work Completion Date (c) Client Name (d) Client Address (e) Client Mobile Number and landline (f) Client official email ID:		Completion Certificate (work-2)	
29	WORK-2: (Optional)			
	(i). Work Order Details for Work-2 (a) Name of the Work (b) Work Order No (c) Work Order Amount (d) Work Order Date		Work order (work 1)	
	(ii). Work Completion Details for Work-2 (a) Work Completion Value (b) Work Completion Date (c) Client Name (d) Client Address (e) Client Mobile Number and landline (f) Client official email ID:		Completion Certificate (work 3)	
30	WORK-3: (Optional)			
	(i). Work Order Details for Work-3 (a) Name of the Work (b) Work Order No (c) Work Order Amount (d) Work Order Date		Work order (work 1)	
	(ii). Work Completion Details for Work-3 (a) Work Completion Value (b) Work Completion Date (c) Client Name (d) Client Address (e) Client Mobile Number and landline (f) Client official email ID:		Completion Certificate (work 3)	
31	WORK-4: (Optional)			

	(i). Work Order Details for Work-4 (a) Name of the Work (b) Work Order No (c) Work Order Amount (d) Work Order Date		Work order (work 1)	
	(ii). Work Completion Details for Work-4 (a) Work Completion Value (b) Work Completion Date (c) Client Name (d) Client Address (e) Client Mobile Number and landline (f) Client official email ID:		Completion Certificate (work 3)	
32	Signed copy of Declaration		Annexure-“G”	
33	Details of Key Employees also mention total number of employees in the organization		Annexure-“H”	
34	Signed copy of Application		Signed copy of Empanelment Notice	
35	I hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my empanelment are correct and genuine. I am, therefore, liable to face appropriate actions as deemed fit by the Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine.			

DECLARATION:

- 1) All the information furnished by me/us here above is correct to the best of my knowledge and belief.
- 2) I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/annexures.
- 3) I/We agree that the decision of SBI in selection of contractors will be final and binding to me/ us.
- 4) I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, Banks including any of the Offices/Branch of State Bank of India Pan India during last 7 year from the date of application.
- 5) I/We hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my/our empanelment are correct and genuine. I am / We are, therefore, liable to face appropriate actions as deemed fit by the SBI in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine. I/We have read the instructions appended to the proforma and I/we understand that if any false information is detected later, the empanelment shall be cancelled at the discretion of the SBI.

PLACE:

SIGNATURE OF CONTRACTOR

DATE:

NAME & DESIGNATION SEAL OF ORGANISATION

ANNEXURE-A

DECLARATION REGARDING NEAR RELATIVES WORKING IN THE STATE BANK OF INDIA

Name of Bank Staff related to applicant	Designation	Office/Branch & Place of Posting	Relation with the Applicant

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory

Sign & seal of the applicant

ANNEXURE-B

DETAILS OF THREE RESPONSIBLE CLIENTS / PERSONS TO WHOM THE MAJOR WORKS CARRIED OUT BY THE APPLICANT

Sr. No.	Name of Officials	Organisation & Address	Contact No.	Email ID
1				
2				
3				

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory

Sign & seal of the applicant

ANNEXURE-C

**DETAILS OF LITIGATION / ARBITRATION CASES RESULTING FROM
THE CONTRACTS EXECUTED IN THE LAST SEVEN YEARS OR
CURRENTLY UNDER EXECUTION**

Sr. No.	Award for or against Applicant	Name of Client	Cause of Litigation and matter of Dispute	Disputed Amount	Actual Awarded Amount
1					
2					
3					

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Name of Authorized Signatory

Sign & seal of the applicant

ANNEXURE – D

Declaration-Cum- Certificate on the Letter Head of Bidder Regarding Restrictions on Procurement From Bidders From A Country Or Countries, On Grounds Of Defence In India, Or Matters Directly Related Thereto, Including National Security.

Restrictions under Rule 144 (XI) of General Financial Rules 2017 of Ministry of Finance, India order no. F. No 6/18/2019/PPD dated 23rd July 2020

I/We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India;

I/We, the bidder (Specify full name -----) certify that we are NOT from such a country OR, if from such a country, has been registered with Competent Authority.

I/We hereby certify that we fulfil all requirements in this regard and is eligible to be considered.

(Signature of Authorised Signatory along with Seal)

Name of authorised signatory:

Designation of Authorised signatory:

List of Evidences enclosed:

1. Copy of certificate of valid registration with the Competent Authority (Score out if not applicable)
2.
3.
4.

Date:

Place:

ANNEXURE – E

PARTICULARS IN RESPECT OF WORKS EXECUTED FOR THE LAST 7 YEARS INCLUDING WORK IN HAND

S. No.	Name of work/Project with address	Description of work executed with value	Name & address of client	Nature of work	Period of completion, date of commencement and scheduled period of completion	Actual time of completion, certificate must be furnished	Reasons for delay, if any	Name of the architect / consultant
1	2	3	4	5	6	7	8	9

(Add separate sheet if required)

Place:

Date:

Sign. & Seal of the Contractor

ANNEXURE -F**LIST OF WORKS IN HAND**

S. No	List/ Name of works/ Projects/ with address	Description of the Building works/ Nature of the work with value (Rs)	Name & address of the client	State and percent age of progress achieved	Date of commencement of the work	Schedule completion date & tentative date of completion	Reasons in case of unsatisfactory progress	Name & address of the architect/ consultant	Copy of work order i.e, documentary evidence
1	2	3	4	5	6	7	8	9	10
1									
2									
3									

(Add separate sheet if required)

Place:

Date:

Sign. & Seal of the Contractor

DECLARATION

1. All the information furnished by me/us here above is correct to the best of my knowledge and belief.
2. I/We also agree that I/We have no objection if inquiries 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/Annexures.
3. I/We agree that the decision of Bank in selection of contractors will be final and binding to me/us
4. I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, Banks/MNCs including any of the Offices/Branch of State Bank of India anywhere in India during last 7 year from the date of application.
5. I hereby confirm that all information, particulars, copies of certificates & testimonials in connection with my empanelment are correct and genuine. I am, therefore, liable to face appropriate actions as deemed fit by the Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine.
6. I/We have read and understood the empanelment notice and terms and conditions appended to the application proforma and I/We understand if any false information is detected at a later stage, any future contact made between ourselves and State Bank of India, LHO Lucknow on the basis of the information given by me/us will be treated as invalid by the State Bank of India.

Place:

Signature of the contractor with seal

Date:

ANNEXURE -H

DETAILS OF KEY PERSONNEL

1	PERSONNEL (Engineer/supervisor)	NAME	QALIFICATION	ANY OTHER
i)				
ii)				
iii)				
iv)				
v)				
vi)				

(Add separate sheet if required)

Place:

Date:

Sign. & Seal of the Contractor

ANNEXURE –I

DETAILS OF MAJOR EQUIPMENTS AVAILABLE

1	NAME OF EQUIPMENTS: -	QUANTITY/NO.	SPECIFICATION
i)			
ii)			
iii)			
iv)			

ANNEXURE – J

The Assistant General Manager (Premises and Estate)
State Bank Of India
1st Floor, Local Head Office,
Hazratganj, Moti Mahal Marg,
Lucknow – 226001

Date:
Ref. No.

Sir,

Sub: Application for empanelment of contractor for(write the nature of work & category)

1. I/We have read and understood the empanelment notice and terms and conditions appended to the application proforma and I/We understand if any false information is detected at a later stage, any future contact made between ourselves and State Bank of India, LHO Lucknow on the basis of the information given by me/us will be treated as invalid by the State Bank of India.
2. I/We agree that the decision of the State Bank of India in selection of the contractors will be final and binding on me/us.
3. All the information furnished is correct to the best of my/our knowledge and belief.
4. I/We also agree that I/We have no objection if inquiries 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.

Signature of the Applicant

Name:

Designation:

Address with Seal:

CHECKLIST

SR. NO.	PARTICULARS	SUBMITTED (Y or N)
1	Application Form (All pages filled in, signed and stamped)	
2	Enclosure A	
3	Enclosure B	
4	Enclosure C	
5	Enclosure D	
6	Enclosure E	
7	Enclosure F	
8	Enclosure G	
9	Enclosure H	
11	Enclosure I	
12	Enclosure J	