

ANNEXURE AND ATTACHMENTS OF NIT APPLICATION
EMPANELMENT OF ELECTRICAL CONSULTANT

S.No	Particular	Annexure	Attachment (Supported documents along with annexure)	Mandatory
1	Empanelment Notice Application Form (Total 11 pages application)	Annexure-A		Yes
2	Name of the Firm (Company/Proprietorship/Partnership/LLP)	Annexure-B (Seal & signed)		Yes
3	Constitution of the Firm/company registration/Pvt Ltd/ LLP/partnership deed/proprietorship Date, month & year of Establishment			Yes
4	Registration Number with Council of Consultant / Indian Institute of Architects (Copy of valid registration to be attached)			Yes
5	Details of GST registration: (Copy of valid registration to be attached) Details of PAN registration: (Copy of valid registration to be attached)			Yes
6	Name and value of major Building: Construction works completed during the last 7 years ending on 30.04.2026 along with supported documents.	Annexure-C (Seal & signed)		Yes
7	Name & value of the major Building Construction work on hand. along with supported documents	Annexure-D (Seal & signed)		Yes
8	Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit & Loss A/c. (Audited) for the last 3 years. (Certified CA copies of documents as evidence			Yes

9	Banker's Details Banker's Name: Full Postal Address: Telephone No.: Account No: Type of Account:			Yes
10	Name & value of other major works (other than building works) in hand.	Annexure-E (Seal & signed)		Yes
11	Details of features of green building provided in the buildings and Details of modern amenities provided in the building			
12	List of Technical Personnel employed & other Personnel employed	Annexure-F (Seal & signed)		Yes
13	List of Electrical/HVAC consultants engaged along with their license number by the Firm (Address, telephone numbers and email ID etc. are to be furnished)			Yes
14	List of office equipment's owned by the company			
15	Latest Income Tax Clearance Certificate to be enclosed			Yes
16	List of registration or empanelment with other Organizations: Weather registered/ empaneled with Central Govt./State Govt./ Financial Institutions/ PSU's/Public Sector Banks/ Public limited (Listed) company, furnish their names category and date of registration.	Annexure-G (Seal & signed)		Yes
17	Particulars of participation in competitions and awards if any received			
18	If the firm is not having its office in MP/CG, please indicate the time by which it is likely to open an office in months with documentary evidence. (A confirmation from the firm may be obtained stating that within 3 months of award of the project an			Yes

	proper office set up will be opened in _____)			
29	In formation 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-H (Seal & signed)		Yes
20	Furnish the names of -3- responsible persons along with their designation, address, contact no., etc., for whose organization, you have completed the above-mentioned jobs and who will be in a position to certify about the quality as well as performance of your organization.	Annexure-I (Seal & signed)		Yes
21	Declaration regarding near relatives working in the Bank	Annexure-J (Seal & signed)		Yes
22	Declaration	Annexure-K (Seal & signed)		Yes

ANNEXURE-B**EMPANELMENT OF ELECTRICAL CONSULTANCY FIRM-FORMAT FOR BIODATA OF PARTNERS/ASSOCIATES**

S.No	Particulars	Data to be filled by Electrical Consultant
1	Name of Firm(company/proprietorship/partnership/LLP)	
2	Address	
3	Name of Proprietor/Partners/Associates	
4	Name of contact person	
5	Contact number	
6	Mobile number	
7	Email id	
8	Associates with the firm since:	
9	Year of Establishment	
10	Date of Birth/ Age	
11	Professional Qualifications:	
12	Professional Experience	
13	Professional Affiliation	
14	Membership in	
15	Details of Published papers in Magazine:	
16	Details of cost-effective methods/ designs adopted in the projects:	
17	Exposure to new materials/ Techniques:	
18	Details of Features of green buildings provided in the buildings:	
19	Details of modern amenities provided in the buildings.	

Name & signed of Authorized Signatory

ANNEXURE – C

EMPANELMENT OF ELECTRICAL CONSULTANT/ FIRM FORMAT FOR LIST OF WORK COMPLETED

**LIST OF MAJOR WORKS COMPLETED IN CENTRAL GOVT./STATE GOVT./FINANCIAL INSTITU-
TIONS/PSUs/PUBLIC SECTOR BANKS/PUBLIC LIMITED(LISTED) COMPANY DURING LAST
7 YEARS (ENDING AS ON 30.06.2026)**

(Enclose supporting documents i.e. Work order, Proof of payment, Satisfactory Completion Certificate Obtained from the Clients)

S. No.	Name of the client & address & contact details	Nature of work	Features of green building and modern amenities provided	Location of the building/municipal limits	Estimated Value	Built up area in Sq.ft	Height of the building/other specification	Present Position	Date of Completion	Remarks

(Add separate sheet if required)

Note:

1. Information has to be filled up specifically in this format.
2. Name & signed of Authorized Signatory

ANNEXURE-D

EMPANELMENT OF ELECTRICAL CONSULTANT/FIRM FORMAT FOR LIST OF WORKS IN HAND

**LIST OF MAJOR WORKS ON HAND IN CENTRAL GOVT./STATE GOVT./FINANCIAL INSTITU-
TIONS/PSUs/PUBLIC SECTOR BANKS/PUBLIC LIMITED(LISTED) COMPANY DURING LAST
7 YEARS (ENDING AS ON 30.06.2026)**

(Enclose Copies of Work Orders Issued by Clients)

S. No.	Name of the client & addre ss & contac t details	Nature of work	Features of green building and modern amenities provided	Location of the building/ municipa l limits	Estimat ed Value	Built area Sq.ft up in	Height of the building/o ther specificat ion	Date of start	Period of comple tion	Actual date of compl etion	Final value of the proje ct	Reas ons for the variatio n/d elay if any.

(Add separate sheet if required)

Note:

1. Information has to be filled up specifically in this format.

Name & signed of Authorized Signatory

EMPANELMENT OF ELECTRICAL CONSULTANT/FIRM FORMAT FOR LIST OF OTHER WORKS IN HAND**LIST OF OTHER WORKS (OTHER THAN BUILDING WORKS) ON HAND AS ON 30.06.2026**

(Enclose Copies of Work Orders Issued by Clients)

Sr. No	Name of the client & address & contact details	Nature of work	Estimated Value	Present Position	Scheduled date of completion	Remarks

(Add separate sheet if required)

Note:

1. Information has to be filled up specifically in this format.

Name & signed of Authorized Signatory

ANNEXURE-F**DETAILS OF KEY PERSONNEL (PERMANENT EMPLOYEE) AND OTHER PERSONNEL EMPLOYED, GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN-HOUSE ESTABLISHMENT**

S. No.	Name	Qualification	Experience	Particulars of Work Done	Employed in Your Firm Since	Any Other Information

(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.
3. The details of the consultants (In-house / External) shall be furnished in separate sheets.

Name & signed of Authorized Signatory

ANNEXURE-G

DETAILS OF REGISTRATION OR EMPANELMENT WITH OTHER ORGANIZATIONS

S. No.	Name of firm	Name of company or organization where empanelled or registered	Contact Numbers of that company/organization	E-mail ID of that company/organization

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.

Name & signed of Authorized Signatory

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

Year	Awarded for or against Applicant	Name of Client	Cause of Litiga- tion and Matter of Dispute	Disputed Amount	Actual Awarded Amount

(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 & signed of Authorized Signatory

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

S. No.	Name of the Official	Organization & Address	Contact Numbers	E-mail ID

(Add separate sheet if required)

Notes:

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

Name & signed of Authorized Signatory

ANNEXURE-J

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 & signed of Authorized Signatory

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 Bank in selection of Architect 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 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. 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.

Place:

Name & signed of Authorized Signatory

Date:

CHECK LIST

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	
10	Enclosure I	
11	Enclosure J	
12	Enclosure K	