



सामान्य प्रशासन विभाग/General Administration Department
प्रधान कार्यालय ,पटना/Head office, Patna

8-B

**PARTICULARS OF THE FORM TO BE FURNISHED FOR THE
PURPOSE OF EMPANELMENT OF AGENCIES.**

1. Name of the Organization:
2. Address:
3. Year of Establishment:
4. Status of the firm(whether Company/Firm/Proprietary):
5. Name of Directors/Partners/Proprietor:
6. Whether registered with the Registrar of Companies/Registrar of Firms. If so, mention number and date.
7. Name and address of Bankers (Enclose Solvency Certificate of Rs.2.00 lakh from the Bankers.)
8. GST No. (Attachcopy of GST certificate):
9. PAN No.(Attachcopy of PAN certificate with Income tax return for last three consecutive years):
10. Furnish copies of audited Balance Sheet and Profit & Loss Account (audited) for the last three years. Average annual financial turnover should be minimum 5 lakhs.
11. If you are registered in the panel of other organizations/ statutory bodies, such as CPWD, PWD, MES, Banks etc., furnish their names, category and date of registration.



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12. What are your fields of activity? Mention the fields on preference basis.
13. (a) Detailed description and value of Similar nature of works done for others in the past.

(b) Detailed description and value of similar nature of works done for the Bank.
14. Specify the maximum value of work executed in a year.
15. Furnish the names of three responsible persons who will be in a position to certify about the quality as well as past performance of your organization.
Note: Where copies are required to be furnished these are to be certified copies preferably by the concerned agencies or a Government Officer.
16. Whether willing to work anywhere in Bihar & other states of India.
17. Provide draft of Rs.1,180/-only (GST Included) payable at **Dakshin Bihar Gramin Bank**, Patna (Non-refundable).
18. Please fill up/provide the rate chart given below:-

Sr.No.	Destination	Rate(₹)		
1.	Patna Local	0 to 500 gms	Additional 500 gms & part thereof	
2.	Bihar/Jharkhand			
3.	Kolkata			
4.	Rest of India			
5.	Parcel above 01 kg	by-	Surface	Air
6.	Rest of India			

- **All the fields are mandatory.**