

**NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
NORTH EASTERN REGIONAL CENTRE
JAWAHARNAGAR, GUWAHATI - 22**

File No. NIRDPR/NERC/Admn(A)/CivilEmpanelment/A.E/220/2024-25

Date: 26-12-2024

**NOTICE INVITING APPLICATIONS FOR EMPANELMENT
OF REGISTERED CIVIL CONTRACTORS**

The National Institute of Rural Development & Panchayati Raj (NIRDPR), North Eastern Regional Centre (NERC), invites fresh applications for the empanelment of civil contractors registered under STATE PWD / CPWD / MES / RAILWAYS / Telecom Department / PHED for carrying out its minor repair / renovation / improvement / maintenance works.

Interested parties having substantial previous experience in similar nature of completed work in their own name or firm may download the application form along with the terms and conditions from **www.nirdnerc.nic.in** and submit the filled up form with all the relevant documents duly self-attested on or before 31th January, 2025 up to 5:00 PM.


Assistant Director

**APPLICATION FORM FOR EMPANELMENT OF CIVIL CONTRACTOR AT
NIRDPR-NERC**

1. Name of the Firm / Contractor:

2. Address:

To affix a
passport size
photograph

3. Telephone Nos.: (O) _____ (R) _____ (M) _____

4. Status of the Firm / Contractor: _____
(Regd. Company/Partnership Firm/Proprietorship)

5. Name of the Proprietor/Partners/Directors: _____

6. Name of the authorized representative, if any: _____

7. Details of Registration with CPWD / MES etc. (enclose photocopy): _____

8. PAN Card (enclose photocopy): _____

9. Income Tax Return for the financial year 2023-24 (enclose photocopy): _____

10. GST Registration No. (enclose photocopy): _____

11. Bank Details:

- Bank Account No. (Saving/Current): _____
- Name of the Bank & Branch: _____
- IFSC: _____

12. Organization(s) in which work has been undertaken and completed (give details in a separate sheet): _____

13. Official Email ID (for further communications): _____

I do hereby declare that the information given above are true to the best of my knowledge and belief. In the event of any of information found wrong, my candidature / application will be rejected.

(Seal)

Signature of Applicant/Representative

Date:

Name: _____

TERMS AND CONDITIONS:

1. The applications for empanelment should be completed in all respects.
2. The application shall not be considered if it is not enclosed with any of the requisite documents.
3. The selected contractor/firm should deposit an amount of Rs. 10,000/- (Rupees ten thousand only) by cash or DD/Banker's cheque (from Nationalized Bank only) towards refundable security deposit. This deposit will bear no interest.
4. The selected firm/contractor will be empanelled for a period of one year which may be extended with mutual agreement on satisfactory performance.
5. The Director, NIRDPR-NERC has the right to reject any or all the applications without assigning any reason.
6. When an empanelled contractor is awarded with any work order, he will have to comply with the following:
 - a) The work should be completed within the stipulated time as mentioned in the work order as and when placed by the Institute;
 - b) The rate should not exceed the quoted rate / total expenditure as per actual measurement.
 - c) The materials should be of best quality, ISI marked, new and genuine.
 - d) All the items should be shown to the office for verification etc. before use.
 - e) The work should be guaranteed for one year against any defect.
 - f) No assistance of any kind will be provided by NIRDPR.
 - g) Water/Electricity, if needed, should be arranged by the Contractor on his own.
 - h) The bill should be submitted in duplicate for payment after completion of work satisfactorily and
 - i) All statutory taxes shall be deducted from the bill.

Declaration: I hereby declare that I have read and agree to the terms and conditions mentioned above.

Date: __ / __ / ____

Signature of Applicant: _____