

APPLICATION FORM FOR EMPANELMENT OF SURVEY FIRMS

<i>Sl. No.</i>	<i>Item</i>	
1.	Name of the firm	
1(a).	Address (Head of Office) Telephone No. Office : Mobile : Fax : E-mail :	
1(b).	Address (Head of Office)(in case of partnership firm) Telephone No. Office : Mobile : Fax : E-mail :	
1(c).	Authorised Contact Person (Name) Designation : Telephone No. Mobile : E-mail :	
2.	Name of the Individual, Proprietor, Partners, Directors & key employees with their qualification.	Please furnish the information in Annexure – I
3(a).	Whether individual/proprietary/partnership/ Company. (authenticated certificate of registration/partnership deed to be enclosed in case of partnership firm/ company)	
3(b).	Place & Year of establishment (in case of partnership firm/Company)	
4.	Registration with Tax Authorities concerned of the existing tax/taxes payable by the firm (If not applicable, Tax Exemption Certificate may be enclosed) : (i) Income Tax (PAN/TAN) No. : (ii) GST Registration No. : (Authenticated copies of certificates of registration with	

	relevant authorities to be enclosed)	
5.	Availability of organizational infrastructure in terms of qualified and experienced manpower (permanent employees)/ office/equipment infrastructure.	Please furnish the information in Annexure – II
6.	Details of work of major assignment undertaken (completed or ongoing) in the field of expertise applied for during the last 5 years.	Please furnish the information in Annexure – III

7. Value of works carried out in the last 5 years in related field :

<i>Sl. No.</i>	<i>Year</i>	<i>Description/Particulars of Works</i>	<i>Value of Works (Rs. In lakhs)</i>
1.	2020 – 2021		
2.	2021 – 2022		
3.	2022 – 2023		
4.	2023 – 2024		
5.	2024 - 2025		

Note :

Supporting documents of works being executed by the party (work order/completion certificate/certificate as sub-contractor/copy of power of attorney etc. as the case may be) to be submitted for each of the works carried out/executed as per Annexure – III

8. Banker's Certificate from any Scheduled Bank (Annexure – IV).
9. Banker's Cheque value should not be less than `50,000.00 (Rupees fifty thousand).
10. Audited accounts for the past 3 (three) years to be enclosed (in case of partnership firm/company).
11. Details of application fee paid : DD/Challan No. _____ dated _____ for Rs. _____

Place :

Date :

SIGNATURE

NAME & DESIGNATION

SEAL OF ORGANISATION

Enclosures :

ANNEXURE – I

Details of Personnel (Sl. No. 2)

<i>Sl. No.</i>	<i>Name & designation</i>	<i>Academic Qualifications</i>	<i>Number of Years of work related experience</i>	<i>Particulars of work done</i>	<i>Employed in your firm since</i>
1					
2					
3					
4					
5					
6					
7					

- Note : 1. Copies of certificates/agreements to authenticate that the employee(s) is/are engaged by the firm should be enclosed.
2. Copies of Certificates to authenticate academic qualifications should be enclosed.

Place :

Date :

SIGNATURE

NAME & DESIGNATION

SEAL OF ORGANISATION

ANNEXURE – II

Details of Organizational Infrastructure in terms of office/equipment infrastructure within the State (Sl. No. 5)

<i>Item</i>	<i>Details</i>	
Office Infrastructure		
Office Equipments		
Surveying Equipments		

Place :

Date :

SIGNATURE

NAME & DESIGNATION

SEAL OF ORGANISATION

ANNEXURE – III

Details of work of similar nature executed by the firm on their own or with power of attorney or as sub-contractor during the last 5 years (Sl. No. 6)

Sl. No.	Name of work	Name of Client with contact details	Scope of Services	Value in Rs.	Duration of Work	
					Date of commencement	Date of completion

Note: 1. Copies of work orders/appointment letters, satisfactory completion certificate obtained from the client to be enclosed. Please note without the copies of certificates, your application is liable to be rejected.

ANNEXURE – IV

Date : _____

TO WHOM IT MAY CONCERN

This is to certify that, to the best of my knowledge and information, Shri _____ S/o _____ resident of _____, a customer of our Bank is respectable and can be treated as good for any engagement upto a limit of Rs. _____/- (Rupees _____ only). This certificate is issued without any guarantee or responsibility on the Bank or any of its Officers.

This certificate is issued on the request of Shri _____ for obtaining enlistment/revalidation of empanelment as recognized Land Surveying Firm by Land Revenue & Settlement Department, Government of Mizoram to carry out land survey works under supervision.

Branch Manager

(On Applicant's Letterhead)

DECLARATION

1. I/We agree that the decision of the selection board under Land Revenue & Settlement Department, Government of Mizoram in empanelment of firms will be final and binding to me/us.
2. I/We declare that I/We have not been blacklisted by any Central/State Government/Public Sector Undertakings or a Corporation or any other Autonomous Organization of Central or State Government.
3. All the information furnished by me/us hereunder is correct to the best of my knowledge and belief.
4. I/We agree that I/we have no objection if enquiries are made about the work listed by me/us in the accompanying sheets.

Place :

Date :

SIGNATURE

NAME & DESIGNATION

SEAL OF ORGANISATION