

**NATIONAL AVIATION COMPANY OF INDIA LTD.  
 PROPERTIES & FACILITIES DEPT.  
 APPLICATION FOR ENLISTMENT AS CONTRACTOR**

**Supporting Documents be annexed with the application form.( Applications found deficient in any respect are liable to be rejected without further correspondence)**

**CLASS**  **Category**

1. Name of applicant .....
2. Nationality Indian  Other
3. Address i) Regd office.....  
 ii) Head Office.....  
 (Attach separate paper for addresses of other offices)
4. Telephone Number  Fax No.

E-mail address

5. Constitution: Individual  Sole Proprietorship Concern   
 Partnership Firm  Public Ltd. Company  Private Ltd. Company
6. If partnership firm, names of the partners/ If Company, name of directors  
 1..... 2.....  
 3..... 4.....  
 5..... 6.....
7. Is the individual/sole proprietor/any partner/director of company:
  - (a) Dismissed Government Servant Yes  No
  - (b) Removed from approved list of contractors Yes  No
  - (c) Demoted to a lower class of contractors Yes  No
  - (d) Having business banned/suspended by any government organisation in the past Yes  No
  - (e) Convicted by a court of law Yes  No
  - (f) Retired engineer/official from engineering deptt. of Govt. of India within last Two years Yes  No
  - (g) Director or partner of any other Company/firm enlisted with AIR INDIA or any other department Yes  No
  - (h) Member of Parliament or any State Legislative Assembly Yes  No

If answer to any of the above is 'Yes', furnish details on a separate sheet

8. (a) Name of person holding power of attorney .....
- (b) Nationality Indian  Other

**Contractor's Signature & Seal of the Company**

9. Name of Bankers with full address .....
10. Place of business .....
11. Full time technical staff in applicant’s employment Nos.
- (a) Graduate engineers with minimum 10 years’ experience
  - (b) Graduate engineers with minimum 5 years’ experience [excluding (a) above]
  - (c) Diploma engineers with minimum’ experience 5 years
  - (d) Furniture/Furnishing Designers

12. Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per requirements mentioned in the Enlistment Rules for the class & category applied for [Attach details on separate sheet] Yes  No

13. [For Electrical]
- i) Does the applicant possess valid Electrical License/appropriate licence Yes  No
  - ii) Do the permanent electricians possessing valid licence employed by the contractor Yes  No

14. (a) Whether already enlisted with AIR INDIA or any other department Yes  No

(b) If yes, give details:

- (i) Name of department .....
- (ii) Class & category .....
- (iii) Enlistment authority & address .....
- (iv) Enlistment No. & date .....
- (v) Date of validity
- (vi) Tendering limit .....

15. Is any person working with the applicant is a near relative of the officer/official of Air India  
If yes, give detail Yes  No

16. Enlistment Processing fee enclosed: -

Draft No.	Date	Amount	Issuing Bank & Branch	Branch drawn upon	In whose favour drawn

17. Details of Works completed, in progress and secured during the last 5 years (to be filled in proforma as given in Annexure –III). This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required.

**Contractor’s Signature & Seal of the Company**

18. Certificates from clients in original or attested copy as per proforma given in Annexure-IV for all eligible works.

19. Declaration :

- (i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in Air India as amended upto-date and shall abide by them.
- (ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I am/ we are liable to be debarred.
- (iii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in the Department under more than one name.
- (iv) We certify that none of the partners/Directors retired as Air India Employee in last two years. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of Air India.

(Strike out whichever is not applicable)

Signature(s) of applicant(s) :

Name	Signature	Address
1.		
2.		
3.		
4.		
5.		
6.		

Date :

No. of Documents attached

**Contractor's Signature & Seal of the Company**

**Documents attached for enlistment**

<b>S.No.</b>	<b>Document</b>	<b>Yes</b>	<b>No</b>
1.	Proof of constitution :		
	a) In case of sole proprietorship/HUF: an affidavit executed before a 1 <sup>st</sup> Class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF.	<input type="checkbox"/>	<input type="checkbox"/>
	b) In case of partnership firm: (Submit attested copies)		
	i) Partnership deed attested by Notary Public	<input type="checkbox"/>	<input type="checkbox"/>
	ii) Form "A" or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	iii) Form "B" or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	iv) Form "C" or equivalent form issued by Registrar of Firms	<input type="checkbox"/>	<input type="checkbox"/>
	c) In case of Private/Public Ltd Co. Article of Association duly attested by Notary Public.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Power of attorney, if any (Sl.no..8), attested by Notary Public	<input type="checkbox"/>	<input type="checkbox"/>
3.	Bankers' certificate from scheduled bank in the Performa given in Annexure-V. The certificate should be on the bank's letter-head and in sealed cover and shall be addressed to the concerned Enlistment Authority (Sl.no..9 Annexure I)		
4.	Technical Staff: (Sl.no..11 Annexure I)		
	i)List of full time technical staff/Designers with qualification and experience of each	<input type="checkbox"/>	<input type="checkbox"/>
	(ii) Attested copies of the degrees/diplomas of the technical staff/Designers.	<input type="checkbox"/>	<input type="checkbox"/>
	(iii) Declaration from the technical staff/Designers that they are employed with the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
	(iv)Documents like PF subscription ,Copy of Income Tax return with, IT form16 etc conclusively proving employment of technical staff with applicant (Onus of submitting adequate proof lies with applicant)	<input type="checkbox"/>	<input type="checkbox"/>
5.	<b>Tools &amp; Plants:</b>		
	(i)List of M/C, T&P i/c steel centering & shuttering, possessed by the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
	(ii)Full details and location of workshop including details of Machines & Equipment provided and proof of sufficient stock	<input type="checkbox"/>	<input type="checkbox"/>
6.	Materials as required for Furniture category.		
	(i)Copy of purchase document etc (Onus of submitting adequate proof lies with applicant.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Copy of PAN CARD	<input type="checkbox"/>	<input type="checkbox"/>
8.	Attested copies of valid Electrical/Lift Licenses (Sl.no..13(i)&(ii))	<input type="checkbox"/>	<input type="checkbox"/>
9.	Attested copy of Enlistment order (Sl.no..14)	<input type="checkbox"/>	<input type="checkbox"/>
10.	List of all near relatives working in NACIL, including their addresses.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Demand Draft for processing the case</b>	<input type="checkbox"/>	<input type="checkbox"/>
	Original or attested copies of certificates for works done, from concerned clients, in proforma as given in annexure-IV	<input type="checkbox"/>	<input type="checkbox"/>

Attested copies of award letters for works included in  
Annexure-III

**Contractor's Signatures &  
Seal of the Company**

**(1) In case of enlistment- Works completed, in progress & secured during the last five years or**

**(2) In case of revalidation-List of works completed, in progress & secured during last enlistment/revalidation period**

[Add additional sheets, if necessary]

S.No.	Name of work & Agreement No.	Date of start	Date of completion		Reasons for delay & compensation levied, if any	Tendered Amount	Gross Amount of the completed work	Net amount received	Name, designation & complete address of the authority for whom the work was done
			Stipulated	Actual					

**Contractor's Signatures & Seal of the Company**

CLIENT’S CERTIFICATE REG. PERFORMANCE OF CONTRACTOR

Name & address of the Client.....  
 Details of Works executed by Shri/M/s .....

1.Name of work with brief particulars	
2. Agreement No. and date	
3 Agreement amount	
4. Date of commencement of work	
5 Stipulated date of completion	
6 Actual date of completion	
7Details of compensation levied for delay (indicate amount) if any	
8 Gross amount of the work completed and paid	
9 Name and address of the authority under whom works executed	
10 Whether the contractor employed qualified Engineer/Overseer during execution of work ?	
11. i) Quality of work (indicate grading) ii) Amt. of work paid on reduced rates, if any.	Outstanding_Very Good/Good_Satisfactory/Poor
12. i) Did the contractor go for arbitration ? ii) If yes, total amount of claim iii) Total amount awarded	
13. Comments on the capabilities of the contractor.	
a) Technical Proficiency	Outstanding_Very Good/Good/Satisfactory/poor
b) Financial Soundness	Outstanding_Very Good/Good/Satisfactory/Poor
c) Mobilization of adequate T&P	Outstanding_Very Good/Good/Satisfactory/Poor

d) Mobilization of manpower	Outstanding/Very Good/Good/Satisfactory/poor
e) General behavior	Outstanding/Very Good/Good/Satisfactory/Poor

Note : All columns should be filled in properly

“Countersigned”

Signature of the Reporting Officer with Office seal

Officer of the rank of Superintending Engineer or equivalent

**FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information M/s./Sri.....having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs..... (Rupees.....). This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

(Signature)  
For the Bank

Note: 1) Bankers' certificates should be on letter head of the Bank, sealed in cover addressed to enlistment authority.  
2) In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

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