



**DELHI METRO RAIL CORPORATION LIMITED**

**APPLICATION FORM FOR EMPALENMENT OF EXPERT AGENCY**

1. Organization Name: \_\_\_\_\_

2. (i) Registered Address: \_\_\_\_\_

\_\_\_\_\_

District: \_\_\_\_\_ State: \_\_\_\_\_

Pin Code: \_\_\_\_\_

Telephone: Telex Fax: \_\_\_\_\_

E-mail : \_\_\_\_\_

(ii) Name and contact number of Chief Functionary \_\_\_\_\_

Telephone: Telex Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

3. (i) Postal/Communication Address: \_\_\_\_\_

\_\_\_\_\_

District: \_\_\_\_\_ State: \_\_\_\_\_

Pin Code: \_\_\_\_\_

Telephone: Telex Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

(ii) Name and contact number of Chief Functionary \_\_\_\_\_

Telephone: Telex Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

4. Category: Government/ Semi Govt./Non Govt. Organization / Cooperative/Company/Others

(Please specify) \_\_\_\_\_

5. Registration Details:

(i) Act under which registered \_\_\_\_\_

(ii) Date of Registration \_\_\_\_\_

(iii) Registering Authority \_\_\_\_\_

6. Organizational Background: \_\_\_\_\_

(Use additional sheets, if required)

7. Information on the services carried out/ organized in the last three years (along with supporting documents).
  - (i) Name and location of the Organisation (where service was provided)
  - (ii) The period of service provided/engagement
  - (iii) The field in which service was provided
  - (iv) Details of key persons/instructor involved in the service
8. Certificate from the organisation/company about the satisfactory performance/completion of the service and certified copy of work order /MOU may also be attached.
9. Full details on the fixed & current assets available with the Organisation
10. Details of infrastructural facilities available with the organization.
11. Details of manpower availability with qualifications & experience
12. Categories of SHE services in which empanelment is desired

Date:

Signature & Name:

Place:

Designation:

Company official stamp

Address:

**Note: Self certified copies of the documents to be submitted along with the application**

- (i) Company/Firm Registration Certificate.
- (ii) Detailed company profile
- (iii) Approval/Authorisation certificate from the Government/Registered body for ISO/OHSAS certification
- (iv) Annual Audited Account of the organization for the last three years
- (v) List of organisation/company to whom service was provided with contact details.
- (vi) Certification from the organisation/company for satisfactory completion of the service
- (vii) List of expert/professional for Safety, Health & Environment service like training & certification along with their Biodata/resume & professional qualification certificates
- (viii) Copy of PAN Card & GST number in the name of the firm/agency
- (ix) Undertaking cum declaration as per enclosed format.

**Undertaking**

**(on Non-Judicial stamp paper of Rs 10/-)**

I, \_\_\_\_\_ S/o \_\_\_\_\_ \*(Designation) and authorized signatory of  
M/s \_\_\_\_\_ (Name of the Firm/company & address) do here by certify that the  
details provided to M/s Delhi Metro Rail Corporation Limited (DMRCL), Corporate Office M/s Delhi  
Metro Rail Corporation Ltd., Barakhamba Road, Fire Brigade Lane, New Delhi - 110001 for  
empanelment as expert agency for SHE services are true and correct to the best of my knowledge and  
belief and nothing has been concealed therein. In case any information is found to be wrong at any  
stage the registration for empanelment may be cancelled.

Signature of the authorized person along with the seal

\* This undertaking shall be notarised before submitting