

**Indian Bank – Zonal Office, Bengaluru
Premises Section**

4th Floor, East Wing, Raheja Towers
No.26, 27 M G Road
BENGALURU – 560 001

**Application form for
Empanelment of Contractors**

Submit To:

The Zonal Manager,
Indian Bank,Zonal Office,
Premises Section
4th Floor, East Wing, Raheja Towers
No.26, 27 M G Road
BENGALURU – 560 001

Last date for submission of Application: **10/01/2020 upto 15.00 hrs**

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1) Notice Inviting Applications for empanelment of contractors

Indian Bank, Zonal Office, Bengaluru invites applications from eligible Contractors for empanelment for executing the works of the Bank's Branches/Offices/Residential Quarters. The applications are to be submitted in the prescribed format.

The intention of this notice of empanelment is to maintain a separate panel of Contractors with Bank.

All Contractors in the existing panel has to apply again for empanelment.

The application forms can be downloaded only from the Indian bank website www.indianbank.in between 11.12.2019 to 10.01.2020 and the applications will not be sold across the counters. The Contractors, who intend to apply for more than one category, have to apply for each category separately through separate application forms along with the separate application fee and submit in independent covers.

Application without prescribed fee, complete information and certified photocopies of documents in support of fulfilling the empanelment criteria will not be entertained. If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from tendering / taking up the work in Indian Bank. Bank reserves the right to verify the particulars furnished by the applicant independently.

Applications for empanelment supported by prescribed annexure should be submitted in sealed envelope duly super scribed "**Empanelment for (Category/Class Name)**" **along with the non-refundable application fee of Rs. 500/- (Rupees Five Hundred Only)** in the form of Demand Draft issued by any scheduled Bank favoring 'Indian Bank' payable at 'Chennai'.

This panel may be used for works in the entire Bengaluru Zone, including upcountry Branches of this Zone.

The applications will be received upto 15.00 HRS on all working days till 10.01.2020

Bank reserves the right to reject any or all applications without assigning any reason.

Start Date for downloading of Application forms: Dt. 11.12.2019

Last date for submission of filled in Application: Dt. 10.01.2020

2. Eligibility criteria for Empanlement:

a) Eligibility criteria for Civil Engineering works

- Minimum of 5 years of experience in execution of civil engineering works.
- Should be empanelled in **at least 2 other PSBs / PSUs / IT Firms / Government Establishments**
- Should be profit making individual/organization during the **last 3 years**
- Depending on the category under which the Contractor is to be empanelled, the experience may be **minimum 5 works each in the last 3 years ending 31.03.2019**, in any of the following class :
 - A) Less than and including Rs. 5 Lakh
 - B) Above Rs. 5 Lakh and less than and including Rs. 25 Lakh
 - C) Above Rs. 25 Lakh and less than and including Rs. 50 Lakh
 - D) Above Rs. 50 Lakh and less than and including Rs. 70 Lakh
- Average **Financial Turnover** during the last 3 years, ending 31st March of the previous financial year, should be **at least 30 %** of the upper range of the category in which the contractor is to be empanelled, For e.g. Less than and including Rs. 5 Lakh – the average turnover during the last 3 years should be Rs. 1.50 Lakh.
- Should be **solvent** to the extent of **40% of the** upper range of the category in which the contractor is to be empanelled, For e.g. Less than and including Rs. 5 Lakh, should be solvent to the extent of Rs. 2 Lakh. Copy of latest solvency certificate issued by a scheduled commercial Bank on or after 01.04.2019 to be furnished.
- The contractor should have **adequate tools and equipment** required for proper execution of work in the prescribed time
- The contractor should have **sufficient number of technical and administrative personnel** for proper execution of contract. The contractor should submit a list of their employees.

b) Eligibility criteria for Interior Furnishing Works

- Minimum of 5 years of experience in Execution of the interior furnishing works.
- Should be empanelled in **at least 2 other PSBs / PSUs / IT Firms / Government Establishments**
- Should be profit making individual/organization during the **last 3 years**
- Depending on the category under which the Contractor is to be empanelled, the experience may be **minimum 5 works each in the last 3 years ending 31.03.2019**, in any of the following class :
 - A) Less than and including Rs. 5 Lakh
 - B) Above Rs. 5 Lakh and less than and including Rs. 25 Lakh
 - C) Above Rs. 25 Lakh and less than and including Rs. 50 Lakh
 - D) Above Rs. 50 Lakh and less than and including Rs. 70 Lakh
- Average **Financial Turnover** during the last 3 years, ending 31st March of the previous financial year, should be **at least 30 %** of the upper range of the category in which the contractor is to be empanelled, For e.g. Less than and including Rs. 5 Lakh – the average turnover during the last 3 years should be Rs. 1.50 Lakh.
- Should be **solvent** to the extent of **40% of the** upper range of the category in which the contractor is to be empanelled, For e.g. Less than and including Rs. 5 Lakh, should be solvent to the extent of Rs. 2 Lakh. Copy of latest solvency certificate issued by a scheduled commercial Bank on or after 01.04.2019 to be furnished.
- The contractor should have **adequate tools and equipment** required for proper execution of work in the prescribed time
- The contractor should have **sufficient number of technical and administrative personnel** for proper execution of contract. The contractor should submit a list of their employees.

c) Eligibility criteria for Electrical Engineering works

- Minimum 5 years of experience in LT/HT substation installation works/ panel boards / associated cabling / earthing / wiring for air-conditioners/ liaisoning with local Electricity Board for obtaining of additional power / generators / motors/UPS/ lift installation or such other related works.
- Should be empanelled in **at least 2 other PSBs / PSUs / IT Firms / Government Establishments**
- Should be profit making individual / organization during the **last 3 years**
- Depending on the category under which the Contractor is to be empanelled, the experience may be **minimum 5 works in the last 3 years ending 31.03.2019**, in any of the following class :
 - A) Less than and including Rs. 2 Lakh
 - B) Above Rs. 2 Lakh and less than and including Rs. 5 Lakh
 - C) Above Rs. 5 Lakh and less than and including Rs. 15 Lakh
 - D) Above Rs. 15 Lakh and less than and including Rs. 30 Lakh
- Average **Financial Turnover** during the last 3 years, ending 31st March of the previous financial year, should be **at least 30 %** of the upper range of the category in which the contractor is to be empanelled, For e.g. Less than and including Rs. 2 Lakh – the average turnover during the last 3 years should be Rs. 0.60 Lakh.
- Should be **solvent** to the extent of **40% of the** upper range of the category in which the contractor is to be empanelled, For e.g. Less than and including Rs. 2 Lakh, should be solvent to the extent of Rs. 0.80 Lakh. Copy of latest solvency certificate issued by a scheduled commercial Bank on or after 01.04.2019 to be furnished.
- Should be in possession of “**A/B/C** ” **Grade Licence** issued by competent authority (Respective State Govt. Electrical Inspectorate)
- The contractor should have **adequate tools and equipment** required for proper execution of work in the prescribed time
- The contractor should have **sufficient number of technical and administrative personnel** for proper execution of contract. The contractor should submit a list of their employees.

d) Eligibility criteria for Air Conditioning Works

- Minimum 5 years of experience in the air-conditioning field.
- The contractor is empanelled for installation, testing & commissioning of floor / ceiling mounted package plants / ducting splits and design & installation of the ducting with supply / return air grills including volume control dampers split / window units and co-ordinate the work with respective interior / electrical contractors at site
- The supply and installation of window / split ACs as per Bank's requirements as per the need felt at any point of time.
- Should be empanelled in **at least 2 other PSBs / PSUs / IT Firms / Government Establishments**
- Should be profit making individual / organization during the **last 3 years**
- Depending on the category under which the Contractor is to be empanelled, the experience may be **minimum 5 works in the last 3 years ending 31.03.2019**, in any of the following class :
 - A) Less than and including Rs. 2 Lakh
 - B) Above Rs. 2 Lakh and less than and including Rs. 5 Lakh
 - C) Above Rs. 5 Lakh and less than and including Rs. 15 Lakh
 - D) Above Rs. 15 Lakh and less than and including Rs. 30 Lakh
- Average **Financial Turnover** during the last 3 years, ending 31st March of the previous financial year, should be **at least 30 %** of the upper range of the category in which the contractor is to be empanelled, For e.g. Less than and including Rs. 2 Lakh – the average turnover during the last 3 years should be Rs. 0.60 Lakh.
- Should be **solvent** to the extent of **40% of the** upper range of the category in which the contractor is to be empanelled, For e.g. Less than and including Rs. 2 Lakh, should be solvent to the extent of Rs. 0.80 Lakh. Copy of latest solvency certificate issued by a scheduled commercial Bank on or after 01.04.2019 to be furnished.
- The contractor should have **adequate tools and equipment** required for proper execution of work in the prescribed time
- The contractor should have **sufficient number of technical and administrative personnel** for proper execution of contract. The contractor should submit a list of their employees.

k) Application form for Contractors

| Sl.No | Particulars | |
|-------|---|--|
| 1. | Category (Please tick appropriate box – Any One) | <input type="checkbox"/> Civil Engineering <input type="checkbox"/> Interior Furnishing <input type="checkbox"/> Electrical Engineering <input type="checkbox"/> Air Conditioning Engineering |
| 2. | Class / Group (Please tick appropriate box – Any One) | <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D |
| 3. | Name of the Firm – M/s. | |
| 4. | Address | |
| 5. | Telephone Nos. Including Mobile | <input type="checkbox"/> |
| 6. | Fax No. Email Id | |
| 7. | Constitution of the Firm (Please enclose relevant documents like copy of partnership deed, Memorandum/Articles of Association etc.) | |
| 8. | Year of Establishment | |
| 9. | Name of Partners/Associates | |
| 10. | Bio-data of Partners/Associates, Details may be given in the Enclosed format (Annexure I) | |
| 11. | Name and Value of Major works Completed during the last 5 years Details may be given in the enclosed format – Annexure – II (Please enclose copies of work order, completion certificate issued by the client etc.) | |
| 12. | Name and Value of major works in the hand - Details may be given in the enclosed format – Annexure – III. (please enclose copies of work orders) | |
| 13. | Name and Value of other major works in the hand – Details may be given in the enclosed format – Annexure – III (Please enclose copies of work orders) | |

| | | |
|-----|--|--|
| 14. | “A” / “B” / “C” Grade licence issued by the competent Authority for Electrical Engineering Contractors only(please enclose copy of the certificate) | |
| 15. | List of Technical personnel employed – Please attach separately in Form B | |
| 16. | List of other personnel employed – Please attach separately in Form B | |
| 17. | List of Office Equipments owned by the Company in Form C | |
| 18. | Banker’s Name | |
| 19. | Latest ITCC to be enclosed | |
| 20. | List of Empanelment with other organizations. (Please enclose copies of letters issued by the organizations) | |
| 21. | Particulars of participation in Competitions | |
| 22. | If the firm is not having the office in Chennai then please indicate the time by which it is likely to open an office with documentary evidence. | |
| 23. | PAN Number | |
| 24. | GST Reg. Number | |
| 25. | Whether registered as MSME organization? If so provide the date of registration, validity & license no. | |

Note: Please enclose separate sheets, photographs, documents etc wherever required.

Signature(s) of applicant(s)

Annexure – I
Bio-data of the Partners/Associates

| SI.No. | Particulars | |
|--------|--|--|
| 1. | Name | |
| 2. | Associates with the firm, since | |
| 3. | Date of Birth | |
| 4. | Professional qualifications (please enclose copy of certificate) | |
| 5. | Professional Experience | |
| 6. | Professional Affiliation | |
| 7. | Details of Membership | |
| 8. | Details of Published papers in Magazines | |
| 9. | Details of Cost effective methods/design adopted in the projects | |
| 10. | Exposure to new materials/Techniques | |

Signature(s) of applicant(s)

Annexure – II

List of Major works completed during the last 5 years

| Sl.No. | Name of the Client | Nature of work | Estimated Value | Sq.ft. | Date of Start | Period of Completion | Actual date of Completion | Final Value of the project | Reasons for the Variation/ delay if any |
|--------|--------------------|----------------|-----------------|--------|---------------|----------------------|---------------------------|----------------------------|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) |
| | | | | | | | | | |

- Note : a) The credentials issued by the Clients shall be enclosed.
 b) The work should have been executed by the firm under the name in which they are submitting the applications.

Signature(s) of applicant(s)

Annexure – III

List of Major works on hand

| Sl.No. | Name of the Client | Nature of work | Estimated Value | Sq.ft. | Present Position | Scheduled date of Completion | Remarks |
|--------|--------------------|----------------|-----------------|--------|------------------|------------------------------|---------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| | | | | | | | |

Signature(s) of applicant(s)

FORM 'A'
STRUCTURE AND ORGANISATION

| | | |
|----|---|--|
| 1 | Name and address of the applicant | |
| 2 | Telephone No./Fax No./e-Mail Address | |
| 3 | Legal Status (attach copies of original document defining the legal status) (a) An Individual (b) A proprietary Concern (c) A Firm in partnership (d) A Limited Company or Corporation | |
| 4 | Particulars of registration with various Government bodies (Attach attested photo-copy) a) Registration Number b) Organization / Place of registration | |
| 5 | Names and Titles of Directors and officers with designation to be concerned with the work with Designation of individuals authorized to act for the organization | |
| 6 | Was the applicant ever required to suspend works for a period of more than six months continuously after commencement of works. If so, give the name of the project and give reasons thereof | |
| 7 | Has the applicant or any constituent partner in case of partnership firm/ Company, ever abandoned the awarded work before its completion? If so, give the name of the project and give reasons thereof. | |
| 8 | Has the applicant or any constituent partner in case of partnership firm / Company, ever been debarred/black listed for tendering in any organization at any time? If so, give details | |
| 9 | Has the applicant or any constituent partner in case of partnership Firm or any Director in case of a Company or any criminal proceedings presently pending, ever been convicted by a court of law? If so, give details | |
| 10 | In which field of civil, electrical, interior, Furnishing works, you can claim specialization and interest | |
| 11 | Any other information considered necessary but not included above | |

Signature(s) of applicant(s)

DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY THE FIRM / COMPANY

| Sl. No. | Designation | Total Number | Names | Qualification | Professional Experience | Length of continuous service with employer |
|---------|-------------|--------------|-------|---------------|-------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

Note : additional information about Technical personnel , if any , may be submitted on separate sheet.

Signature(s) of Applicant(s)

FORM 'C'
DETAILS OF TOOLS PLANT AND EQUIPMENT LIKELY TO BE USED IN CARRYING OUT THE WORK (IF APPLICABLE)

| Sl. No. | Name of the Equipment/ Instrument | Nos | Capacity or Type | Age | Condition | Ownership status | | | Current location | Remarks |
|---------|--------------------------------------|-----|---------------------|-----|-----------|--------------------|--------------------|--------|---------------------|---------|
| | | | | | | Presently owned | To be purchased | Leased | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | | | | | | |

Signature(s) of Applicant(s)

FINANCIAL INFORMATION

- I Financial Analysis – Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last 3 years ended 31.03.2015 duly certified by the Chartered Accountant, as submitted by the applicant to the Income -Tax Department (Copies to be attached).

YEARS

| | 2016-17 | 2017-18 | 2018-19 |
|--|---------|---------|---------|
|--|---------|---------|---------|

- (i) Gross Annual turn-over in _____ Works:
- (ii) Average of 3 years :
- (iii) Profit (+)
or
Loss (-)
- (iii) Financial position :
- Cash :
- Current Assets :
- Current Liabilities :

Please enclose :

- I. Income Tax Assessment orders/IT Returns submitted for the last 3 years.
- II. Solvency Certificate from Bankers (Scheduled bank) of Applicant.
- III. Audited Balance Sheet and P& L Account for the last 3 years

Signature(s) of Applicant(s)

PROFORMA ON ISO CERTIFICATION
(If available)

1. Year of Certification :

2. Name and Address of Certifying Agency:

3. Name of Management Representative :

4. Validity of Certificate :

Note : Attested copy of certificate

Signature(s) of Applicant(s)

IMPORTANT INSTRUCTIONS TO APPLICANTS WHO DOWNLOAD THE DOCUMENT FROM WEB.

The applicants who have down-loaded the document from the web, should read the following important instructions carefully before submitting the documents:-

- a) The applicants should see carefully & ensure that the **document** contains 20 **(Twenty)** pages in total.
- b) The printout of the document should be taken on 'A 4' size paper only & the printer settings etc are such that document is printed as appearing in the web & there is no change in formatting, number of pages etc.
- c) The applicant should ensure that **no page** in the down-loaded document is **missing**.
- d) The applicant should ensure that all pages in the down-loaded document are **legible, clear** & are printed on a good quality paper.
- e) The applicant should ensure that **every page** of the down-loaded document is **signed by applicant with stamp (seal)**.
- f) The applicant should ensure that the down-loaded document is **properly bound and sealed** before submitting the same.
- g) In case of any correction / addition / alteration / omission in the document by the applicant, it shall be treated as non – authenticated and is not acceptable.
- h) The applicant shall furnish a declaration to the effect that no addition deletion / corrections have been made in the document submitted and it is identical to the document appearing on Website.
- i) The applicant should read carefully & **sign the declaration** given below in the page number '21' before submitting the document.
- j) In case of any doubt in the down-loaded document, the same should be got clarified from ZO, Bengaluru, Premises Section, 4th Floor, East Wing, Raheja Towers, No.26, 27 M G Road, BENGALURU – 560 001, Ph No. 080 2295 8899/ 2295 8903/07/08/09, before from submitting the document.

LETTER OF TRANSMITTAL

To
The Zonal Manager,
Indian Bank, Zonal Office,
Premises Section, 4th Floor, East Wing, Raheja Towers,
No.26, 27 M G Road,
BENGALURU – 560 001

Sir,

Sub: Empanelment as _____ in your Bank

Having examined the details given in Web-Notice for empanelment as _____ in your Bank, I/we hereby submit the documents (downloaded from web) and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms _____ to _____ and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for empanelment and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorize the Corporate Office, Indian Bank (or his representative) to approach the Bank issuing the solvency certificate to confirm the correctness thereof.
4. I/We also authorize the Corporate Office, Indian Bank (or his representative) to approach individuals, employers, firms and corporation to verify our competence and general reputation.
5. I/We also submit prescribed declaration in respect of downloaded document. (Applicable only in case of application on downloaded document)
6. I/We submit the following certificates in support of our suitability, technical know-how & capability for having successfully completed the following works

| SL.NO | Name of Work | Certificate from |
|-------|--------------|------------------|
| | | |
| | | |

Enclosures:
Seal of applicant

Date of submission

Signature(s) of applicant(s)

DECLARATION

(TO BE GIVEN BY THE APPLICANT WHO HAVE DOWNLOADED THE DOCUMENT FROM THE WEB)

It is to certify that

- 1) I / We have submitted the document in the proforma as **down-loaded directly from the web site & there is no change in formatting, number of pages etc.**
- 2) I / We have submitted document which **are same / identical** as available in the website.
- 3) I / We have **not made any modification / corrections / additions etc** in the documents downloaded from web by me / us.
- 4) I / We have checked that **no page is missing** and all pages as per the index are available & that all pages of document submitted by us are **clear & legible.**
- 5) I / We have **signed (with stamp) all the pages** of the document before submitting the same.
- 6) I / We have **sealed** the documents properly before submitting the same.
- 7) I / We have read carefully & understood the instructions to all the applicants & to the applicants who have down-loaded the document from the web.
- 8) In case at any stage later, it is found that there is difference in our downloaded documents from the original, BANK shall have the absolute right to take any action as deemed fit without any prior intimation to me / us.

Dated:

Signature(s) of applicant(s)