



# INDIAN BANK

**REQUEST FOR QUOTATION (RFQ) FOR  
PROVIDING THIRD PARTY CONSULTANCY SERVICES FOR BILL  
CERTIFICATION**

**REPAIR AND RENOVATION WORKS**

**IN BANK'S AUDITORIUM**

**AT**

**IMAGE CAMPUS, M.R.C. NAGAR,**

**R.A.PURAM, CHENNAI-600028**

## **TECHNICAL BID**

**(To be submitted in sealed envelope)**

**Last date for submission of Application: 03.00 pm on 28.10.2020**

**Date : 15.10.2020**



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**INDIAN BANK**

**REQUEST FOR QUOTATION (RFQ) FOR PROVIDING THIRD PARTY  
CONSULTANCY SERVICES FOR BILL CERTIFICATION FOR  
MEASUREMENTS SUBMITTED THE CONTRACTOR**

- 1.0 INDIAN BANK invites bids from reputed and well established Technical Consultants or Public Sector undertakings for providing Third Party Consultancy to Check the Bill Measurements for the ongoing repair & renovation works in its existing Auditorium at IMAGE Campus, M.R.C. Nagar, R.A.puram, Chennai-600028 and certifying the bills to Bank.
- 2.0 INDIAN BANK, Chennai has an existing Auditorium which is located in its own premises. The building is a RCC framed structure with G+2 floors. The Auditorium has seating for 875 approx.
- 3.0 Bank has already appointed an Architect cum PMC & a Contractor to carry out repair and renovation works in the Auditorium by tender process.
- 4.0 The works being carried out by the contractor in the Auditorium are Civil, Plumbing, Roofing, Interior, Acoustic, HVAC, Electrical & Solar panel works. The project value is Rs.3.85 crores approximately for completion of the said works.
- 5.0 Now, Bank intends to appoint a Third party consultant to check the measurement of the bills raised by the contractor & certified by the PMC.
- 6.0 The contract period will commence from the date of awarding of work. The contract period is till completion of the project and certification of the final bill.
- 7.0 **Consultants who fulfill the eligibility criteria as in point no.7 page no.10, only need to apply.**
- 8.0 Requirement for Technical Consultant is as follows.

- Minimum One qualified Civil Engineer having Degree in Civil Engineering (10 years experience)

The duties and scope of Technical Consultant are given separately.

The above requirement is the visualized minimum. However more engineers and other categories of staff may have to be employed if necessary, for satisfactory completion of measurement, as and when advised by the Bank with in the overall fees quoted and accepted.

- 9.0 Copies of the certificates of educational qualifications of the engineers are to be attached to the Technical Bid documents for verification.
- 10.0 Only such consultant/ firm who fulfill the criteria need apply. Joint ventures are not accepted.

- 11.0 The **Technical Bid and Price Bid** can be downloaded from bank's website <http://www.indianbank.in/tender> from **15.10.2020 to 28.10.2020**.
- 12.0 An application fee of Rs.1,000/- (non- refundable) in the form of Demand Draft in the name of 'Indian Bank' payable at Chennai shall be submitted along with Bid documents. In case of absence of application fee, application will not be considered.
- 13.0 The completed Technical Bid and Price Bid Document **will be received upto 15.00 hrs on 28.10.2020** at Indian Bank, Corporate Office, Premises, Estate & Expenditure dept, First Floor, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.

Note:

1. Applications without complete information and certified photocopies of documents in support of fulfilling the Pre-qualification criteria will not be entertained.
2. If any information furnished by the applicant is found to be incorrect at a later stage, he shall be liable to be debarred from tendering/taking up the work in Indian Bank.
3. The Bank reserves the right to verify the particulars furnished by the applicant independently.
4. Selection of Consultant will be finalized after inspection of works and obtaining confidential reports from previous employers for only those firms who fulfill the aforesaid Pre-qualification criteria.
5. After scrutiny of the technical bids, the price bids of the Technical Consultants fulfilling the eligibility criteria alone would be opened by the Tender Opening Committee constituted for the purpose. The price bids will be opened on the same day or on another date with prior intimation to the Technical Consultants whose technical bids are acceptable to the Bank.
6. The application forms have to be submitted in a prescribed format in two bid system viz. technical and price bid.
7. Queries if any in this regard may be sent before **21.10.2020** through email to [hoestate@indianbank.co.in](mailto:hoestate@indianbank.co.in)

#### ASSISTANT GENERAL MANAGER (P&E)

Indian Bank, Corporate Office,  
Premises, Estate & Expenditure Dept,  
First Floor, A Wing, No. 254-260,  
Avvai Shanmugam Salai,  
Royapettah, Chennai – 600 014.  
Ph: 044 -28134300 (ext. 4305, 4401)  
Email: [hoestate@indianbank.co.in](mailto:hoestate@indianbank.co.in)





**INDIAN BANK**

**INVITATION FOR PREQUALIFICATION**

**1.0 IMPORTANT INSTRUCTIONS TO APPLICANTS.**

The applicants, should read the following important instructions carefully before submitting the Technical Bid documents:-

- a) The applicants should diligently ensure that the **Complete Technical Bid document** contains **24 pages** in total.
- b) The printout of Technical Bid document should be taken on 'A4" 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 Technical Bid document is **missing**.
- d) The applicant should ensure that all pages in the down-loaded Technical Bid document are legible, clear & are printed on a good quality paper.
- e) The applicant should ensure that **every page** of the down-loaded Technical Bid document is **signed by applicant with stamp (seal)**
- f) The applicant should ensure that the down-loaded Technical Bid document is properly **bound and sealed** before submitting the same.
- g) In case of any correction / addition/ alteration/ omission in the Technical Bid 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 Technical Bid document submitted and it is identical to the Technical Bid document appearing on Website.
- i) The applicant should read carefully & **sign the declaration** given on the page No. '17' before submitting the Technical Bid document.
- j) In case of any doubt in the down-loaded Technical Bid and Price Bid document, the same should be got clarified from Chief Manager, Premises Estate & Expenditure dept, Indian Bank, Corporate Office, First Floor, No. 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014., Phone: 2813 4300 (ext. 4401, 4498, 4305), before submitting the BID document.

- 2.0 The company or firm or any other person shall not be permitted to seek pre qualification for the work in case his near relative (s) (directly recruited or on deputation in INDIAN BANK) is / are posted in any capacity either non-executive or executive employee. Near relative for this purpose is / are defined as:

- i) Member of Hindu Undivided family (HUF)

- ii) Husband and wife
- iii) The one is related to other in the manner as father, mother, son (s) & son's wife (daughter-in-law) Daughter's husband (son-in-law), brother (s), brother's wife (sister-in-law), sister's husband (brother-in-law)

The applicant principal consultant shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him or who are near relative to any executive employee / Officer in the INDIAN BANK.

The certificate in case of Proprietorship Firm shall be given by the proprietor; for Partnership firm, certificate shall be given by all partners and in case of Limited Company, by all Directors or the Company.

- 3.0 The applications will be opened at the Premises Estate & Expenditure Dept, Corporate office on **28.10.2020 at 15:30 hrs.**
- 4.0 INDIAN BANK (referred to as BANK) reserves the right to verify the particulars furnished by the applicant independently. If any information furnished by the applicant is found to be incorrect at a later date, he / she/ they shall be liable to be debarred from tendering / taking up the work in BANK and the tender / work will be cancelled, whenever it is so noticed. The department will not pay any damages to the company or firm or the persons concerned. The Company or Firm or person will be also debarred for further participation in the tender in the BANK. Further, any breach of this condition by the applicant would also render him liable to be removed from the approved list of consultants of BANK.
- 5.0 The bank reserves the right to reject any application without assigning any reason and to restrict the list of qualified project management consultants.

**ASSISTANT GENERAL MANAGER (P&E)**

Indian Bank, Corporate Office,  
Premises Estate & Expenditure Dept,  
First Floor, A Wing, No. 254-260,  
Avvai Shanmugam Salai,  
Royapettah, Chennai – 600 014.  
Ph: 044 -28134300 (ext. 4401, 4498, 4305, 4306, 4501)  
Email: [hoestate@indianbank.co.in](mailto:hoestate@indianbank.co.in)



## SECTION – I

### INFORMATION AND INSTRUCTIONS TO APPLICANTS

#### 1.0 GENERAL

- 1.1 Letter of Transmittal and forms for pre-qualification are attached (Section II). This should be signed and submitted along with the Technical Bid documents.
- 1.2 All information called for in the enclosed forms should be furnished against the respective columns in the forms. **If information is furnished in a separate document, reference to the same should be given against respective columns.** Such separate documents shall be chronologically placed at the end of the prescribed application. If information is 'nil' or 'no such case', if any particulars / query is not applicable in case of the applicant, it should be stated as 'not applicable'. However, the applicants are cautioned that not giving complete information called for in the application forms required, not giving it clear terms or making change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. **Applications made other the above mode of submission and those received late will not be entertained and summarily rejected.**
- 1.3 The downloaded application should be filled legibly in pen. The applicant should sign each page of the application.
- 1.4 Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initialing / authenticating, dating and rewriting. All supporting documents of the Technical Bid criteria shall be numbered and submitted along with the Technical Bid document as a package with signed letter of transmittal.
- 1.5 References, information and certificates from the respective clients certifying eligibility/ suitability, technical know-how or capability of the applicant should be signed by an Officer not below the rank of Superintending Engineer / Chief Project Manager/ Deputy General Manager or equivalent.
- 1.6 The applicants are advised not to attach superfluous / additional information beyond the requirements of the Pre- qualification document. No further information will be entertained after Technical Bid document is submitted, unless it is called for by BANK.
- 1.7 The TECHNICAL BID document duly completed and signed shall be submitted in sealed cover. The sealed cover super-scribed "**Quotation for Providing Third Party Consultancy Services for Bill Certification of Measurements for Repair And Renovation Works in Bank's Auditorium at IMAGE Campus,**

**M.R.C. Nagar, R.A.Puram, Chennai-600028'** shall be submitted before the due date.

(i) **The documents shall be submitted in 3 covers as detailed below:-**

- a) Cover No.1 super-scribed "**Application fee for TECHNICAL BID documents**" containing DD / Pay Order for Rs.2000/-. Application without Tender Fee will be summarily rejected.
- b) Cover No.2 super-scribed "**TECHNICAL BID documents**" for providing Technical Consultancy services. **It shall contain duly filled in TECHNICAL BID document along with all supporting documents in duplicate.**
- c) Cover No.3 super-scribed "**PRICE BID documents**" for providing Technical Consultancy services. **It shall contain only duly filled in PRICE Bid document.**
- d) Sealed covers 1, 2 & 3 as mentioned above shall be inserted in another cover marked cover No.4 super-scribed "**Quotation for Providing Third Party Consultancy Services for Bill Certification of Measurements for Repair And Renovation Works in Bank's Auditorium at IMAGE Campus, M.R.C. Nagar, R.A.Puram, Chennai-600028**".

(ii) **The documents shall be opened in the following order.**

- a) Cover No.4 containing cover No.1, 2 & 3.
- b) Cover No.1, containing the COST of TECHNICAL BID documents. In case the cost of application is not received or not submitted in the prescribed manner, the cover No.2 & 3 shall not be opened and application shall not be considered for evaluation.
- c) Cover No.2 containing the TECHNICAL BID documents and supporting documents.
- d) After scrutiny of the technical bids, the Cover No.3 PRICE BIDs fulfilling the eligibility criteria and confirming alone will be opened.

1.8 Documents submitted in connection with pre-qualification will be treated as confidential and treated as Bank's property.

**2.0 DEFINITIONS:**

2.1 In this document the following words and expressions have the meaning hereby assigned to them:

2.2 **EMPLOYER:** Means INDIAN BANK acting through the Asst. General Manager, Premises Estate & Expenditure Department.

2.3 **Project Management Consultant (PMC) cum Architect** shall mean the existing consultant appointed by the Bank for this work.

2.4 **Contractor** shall mean the existing contractor appointed by the Bank for this work.

### 3.0 METHOD OF APPLICATION:

3.1 If an individual makes an application, it shall be signed by him above his full written name and current address.

3.2 If a proprietary firm makes the application, it shall be signed by the proprietor above his full written name & the full name of his concern with its current address.

3.3 If the application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full written names and current addresses or alternatively by the partner holding power of Attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with the Form A from Registrar of Firms and current addresses of all the partners of the firm shall also accompany application.

3.4 If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application/ duly passed resolution, in which case a certified copy of the power of attorney shall accompany the application. The applicant shall also furnish a copy of the Memorandum and Articles of Association duly attested by a **Notary Public**.

### 4.0 FINAL DECISION MAKING AUTHORITY:

The BANK reserves the right to accept or reject any application and to annul the pre-qualification process and reject any or all applications at any time, without thereby incurring any liability to the affected applicants or specifying the grounds for the Employer's action.

### 5.0 PROVISIONAL PARTICULARS:

The particulars of the work given are provisional and must be considered only as advance information to assist the applicant in submitting the Technical Bid document.

### 6.0 SITE VISIT:

The applicant is advised to visit and examine the site of work and its surroundings and obtain for himself on his own responsibility, all information that may be



necessary for pre-qualification after obtaining prior approval from Bank. The cost of visiting the site, etc., shall be applicant's own expenses.

#### 7.0 CRITERIA FOR ELIGIBILITY FOR PRE-QUALIFICATION.

- 7.1 The applicant should be a well established and reputed firm / company / individual with a minimum period of 7 years experience in supervising and managing civil, interior, electrical, air-conditioning, plumbing, audio/ video, acoustics and landscaping works as **Technical Consultant (Architect/ PMC/ PSUs)**.
- 7.2 The Technical Consultants should have completed atleast 2 nos. of renovation/ construction/ Interior works, of value not less than Rs.1.00 crore per project during the last 7 (seven) years ended 30.09.2020, of Central/ State Govt. or Public Sector Undertakings.
- 7.3 The applicant should own adequate tools & equipments including office infrastructure required in **Chennai** for taking proper measurement within the prescribed time.
- 7.4 The applicant should have sufficient number of Technical and Administrative employees for completion of their work.
- 7.5 The applicant's performance for each work completed, as mentioned in sl.no.7.2, should be certified by an Officer not below the rank of Superintending Engineer / Chief Project Manager/ Deputy General Manager or equivalent. **In case, the performance report for completed works, is not furnished, that work will not be considered for evaluation.**

The BANK, however, reserve the right to restrict the list of pre-qualified consultants to any number as deemed suitable by it.

#### 8.0 DISQUALIFICATION :

Even though an applicant may satisfy the above requirement, he would be liable for disqualification if he has:

- a. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the TECHNICAL BID documents.
- b. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/ weaknesses/ litigations pending against the PMC/ its directors etc.
- c. Canvassing in connection with the tenders is prohibited and the Tenders submitted by the consultant who resorts to canvassing are liable for rejection.



## 9.0 ORGANISATIONAL INFORMATION:

Applicant is required to submit the following information in respect of his organization **(in Form “D” and “E”)**

- Name and postal address, Telephone / Mobile & Fax number, E-mail etc.
- Authenticated copies of original documents defining the legal status, place of registration and principal places of business.
- Names and title of Directors and Officers who will be involved with the work, with designation of individuals authorized to act for the organization.
- Information on any litigation in which the applicant was involved during the last five years, including any current litigation.
- Authorization for employer to seek detailed references.
- Number of Technical and Administrative Employees in parent company, subsidiary company and how they would be involved in this work **(in Form “E”)**

## 10.0 LETTER OF TRANSMITTAL:

The applicant should submit the letter of transmittal attached with Technical Bid document.

## 11.0 AWARD CRITERIA:

### 11.1 The Employer reserves the right to:-

- Amend the scope and value of the contract.
- Reject any or all of the applications with out assigning any reason whatsoever.

### 11.2 For any of the above actions, the Employer shall neither be liable for any damages, nor be under any obligation to inform the applicants of the grounds for the same.

### 11.3 For selection of lowest bidder the percentage of fee quoted by the consultant in the price bid format (Table) shall only be considered.

The Technical Consultancy Fees quoted is inclusive of all expenses incurred by the Consultant but not limited to, all out of pocket expenses, printing & stationeries for certification purposes, communication, travel, boarding / lodging, food & accommodation and any other cost incurred by the consultant in carrying out the services for self & his employee etc.,. **NO** additional cost other than quoted whatsoever will be entertained during the services.



- 11.4 Efforts on the part of the applicant or his agent to exercise influence or to pressurize the Employer would result in rejection of application. Canvassing of any kind will lead to disqualification.

## **12.0 PENALTY**

If any delay in execution is attributable to the fault of the Technical Consultant, Bank shall be entitled to recover damages at the rate of 0.5% of the total fees per Fortnight of delay limited to maximum of 5%.

## **13.0 TERMS OF PAYMENT**

- 13.1 70% payment against progressive bills after 15 days of payment of the respective bills to the contractor/s.
- 13.2 Balance 30% after settlement of final bills of contractors.

## **14.0 CHANGES IN THE PROJECT**

Bank without invalidating this agreement, may order changes in the project within the general scope of this agreement consisting of additions, alterations, deletions or other revisions.

## **15.0 TERMINATION OF CONTRACT**

If the Technical Consultant fails to perform any of its obligations under this agreement and if Bank is dissatisfied with the services of the Consultant, Bank may terminate the services of the Technical Consultant with a notice to wind up within a period of one month, after seven days of written notice if during the notice period too, the Technical Consultant fails to perform such obligations or make good such deficiencies as pointed out to the Technical Consultant by the Bank in writing.

## **16.0 ARBITRATION CLAUSE**

- 16.1 All disputes or differences of any kind whatsoever which may at any time arise between the parties hereto touching or concerning the works or the execution or maintenance thereof of this contract or the rights or the construction remaining operation or effect thereof or to the rights or liabilities of the parties arising out of or in relation thereto whether during or after determination, foreclosure or breach of the contract (other than those in respect of which the decision of any person is by the contract expressed to be final and binding) shall after written notice by either party of the contract to the other of them and to the Appointing Authority who shall be appointed for this purpose by the Bank be referred for adjudication to a sole arbitrator to be appointed as hereinafter provided.





- 16.2 For the purpose of appointing the sole arbitrator referred to above, the Appointing Authority will send within thirty days of receipt by him of the written notice aforesaid to the Technical Consultant a panel of three names of persons who shall be either Fellows of Institution of Engineers or Institute of Architects of India or retired Judges of High Court and presently unconnected with the organization for which the work is executed.
- 16.3 The Technical Consultant shall on receipt by him of the names aforesaid, select any one of the persons named to be appointed as a Sole Arbitrator and communicate his name to the Appointing Authority who shall thereupon without any delay appoint the said persons as the sole arbitrator. If the Technical Consultant fails to communicate such selection as provided above within the period specified, the Appointing Authority shall make the selection and appoint the selected person as the sole arbitrator.
- 16.4 If the Appointing Authority failed to send to the Technical Consultant the panel of three names as aforesaid within the period specified, the Technical Consultant shall send to the Appointing Authority a panel of three names of persons with qualifications as given in para 16.2 before, who shall all be unconnected with either party. The appointing Authority shall on receipt by him of the names as aforesaid select any one of the persons and appoint him as the sole arbitrator within 30 days of receipt by him of the panel and inform the Technical Consultant accordingly, the Technical Consultant shall be entitled to appoint one of the persons from the panel as the sole arbitrator and communicate his name to the Appointing Authority.
- 16.5 If the Arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reasons whatsoever another sole arbitrator shall be appointed as aforesaid.
- 16.6 The work under the contract shall, however, continue during the arbitration proceedings and no payment due or payable to the Technical Consultant shall be withheld on account of such proceedings.
- 16.7 The arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing.
- 16.8 The arbitrator may from time to time, with the consent of the parties extend the time for making and publishing the award.
- 16.9 The arbitrator shall give a separate award in respect of each dispute of difference referred to him. The Arbitrator shall decide each dispute in accordance with the terms of contract and give a reasoned award. The venue of arbitration shall be Chennai only.



- 16.10 The fees, if any, of the Arbitrator shall, if required to be paid before the Award is made and published, be equally shared by the parties. The costs of the reference and of the Award including the fees, if any of the Arbitrator who may direct to and by whom and in what manner such costs or any part thereof shall be paid may fix or settle the amount of costs to be so paid.
- 16.11 The award of the Arbitrator shall be final and binding on both the parties.
- 16.12 Subject to the aforesaid the provisions of The Arbitration and Conciliation Act 1996 or any statutory, modification or enactment thereof and the rules made thereunder, and for the time being in force, shall apply to the arbitration proceedings under this Clause.
- 16.13 Submitting to arbitration may be considered as an additional remedy and it does not preclude to seek redressal through other legal recourse.

#### 17.0 BRIEF SCOPE OF THE TECHNICAL CONSULTANT:

The basic scope of this work is “ **3<sup>rd</sup> party measurement checking**” on behalf of Bank shall include, inter alia the following:

- a) They have to verify the quantity measurements of work bills submitted by the contractor. The certification of all the bills should be done after the certification of the Architect cum PMC appointed for this project. Certification for measured bills may be scrutinized by Engineers or Architects of Bank.
- b) In case of necessity, the Technical consultant under this contract have to attend to the inspection, carried out by the Statutory Authorities, Electrical Inspectorate in case of electrical, Lift, DG set, Fire, etc. Government Authorities, Bank and Agencies like Chief Technical Examiner (CTE) of Central Vigilance commission (CVC), New Delhi or any other Authorities connected with any of the works involved in the project.
- c) Final settlement of the bills for the jobs shall be completed within **three months (03)** from the date of completion of the work.

The above is only illustrative. The Technical consultant will have to enter into agreement with the Bank specifying the duties and terms and conditions specific to the project and as per Indian Bank's Association guidelines.



## SECTION II

### PREQUALIFICATION INFORMATION





CO: PREMISES, ESTATE & EXPENDITURE

**LETTER OF TRANSMITTAL**

Date :

TO

**ASSISTANT GENERAL MANAGER (P&E)**

Indian Bank, Corporate Office,  
Premises, Estate & Expenditure Dept,  
First Floor, A Wing, No. 254-260,  
Avvai Shanmugam Salai,  
Royapettah, Chennai – 600 014.

Sub: Submission of documents for selection of Third Party Consultancy services for Bill certification for Repair And Renovation Works in Bank's Auditorium at IMAGE Campus, M.R.C. Nagar, R.A.Puram, Chennai-600028

Sir,

Having examined the details given in selection Notice and TECHNICAL BID document for the above work, I / we hereby submit the documents and other relevant information.

1. I / We hereby certify that all the statement made and information supplied in the enclosed forms A to E and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I / We also submit prescribed declaration in respect of downloaded TECHNICAL BID document.
4. 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

It is to certify that

- 1) I / We have submitted the TECHNICAL BID document in the proforma as **downloaded directly from the web site & there is no change in formatting, number of pages etc.**
- 2) I / We have submitted TECHNICAL BID document which **are same / identical** as available in the website.
- 3) I / We have **not made any modification / corrections / additions etc** in the TECHNICAL BID 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 TECHNICAL BID document submitted by us are **clear & legible.**
- 5) I / We have **signed (with stamp) all the pages** of the TECHNICAL BID document before submitting the same.
- 6) I / We have **sealed** the TECHNICAL BID documents properly before submitting the same.
- 7) I / We have submitted the cost of TECHNICAL BID document.
- 8) I / We have read carefully & understood the instructions to the applicants.
- 9) In case at any stage later, it is found that there is difference in our downloaded TECHNICAL BID documents from the original, BANK shall have the absolute right to take any action as deemed fit without any prior intimation to me / us.
- 10) I/ We hereby certify that none of my relative (s) as defined above is / are employed in Indian Bank. In case at any stage, it is found that the information given by me is false / incorrect, BANK shall have the absolute right to take any action as deemed fit without any prior intimation to me”

Dated:

Signature(s) of applicant(s)



**FORM 'A'**

**DETAILS OF PROJECT EXECUTED FOR RENOVATION/ CONSTRUCTION WORKS OF VALUE NOT LESS THAN 1.00 CRORE DURING THE LAST 7 (SEVEN) YEARS ENDED 30.09.2020 OF CENTRAL/ STATE GOVT. OR PUBLIC SECTOR UNDERTAKINGS.**

Sl. No.	Name of work/project & location	Owner or sponsoring organizations	Scope of work	Cost of work (Rs. in lakh)	Date of commencement as per contract	Stipulated Date of completion	Actual date of completion	Litigation/Arbitration pending / In progress with details *	Name and address/ Tel. No. of Officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10	11

\* Indicate gross amount claimed and amount awarded by the Arbitrator

Signature of Applicant(s)

**FORM 'B'**

**ADDITIONAL INFORMATION FOR COMPLETED WORKS**

(To be submitted separate sheet for each work / project )

Sl. No.	PARTICULARS	DETAILS
1.	Name of work	
2.	Location / address	
3.	Client's Name and address	
4.	Consultant's name and address	
5.	Type of Management system adopted	
6.	Specialized service, if any, provided with cost details	
7.	Brief on the outlay of management system and its duration adopted in execution	
8.	Whether bill measurements are completed in given time frame	

**SIGNATURE OF APPLICANT(S)**



**FORM 'C'**

**PERFORMANCE REPORT FOR WORKS REFERRED TO IN FORM 'A'**  
 (Separate sheet to be used for each work / project)

SL.NO.	PARTICULARS	DETAILS
1.	Name of the work/ Project & Location	
2.	Estimated Cost	
3.	Tendered Cost	
4.	Value of work done	
5.	Date of commencement	
6.	Date of completion	
( a )	Stipulated date of completion	
( b )	Actual date of completion	
7.	Amount of compensation levied for delayed completion if any	
8.	Performance Report based on Quality of work, time Management and Resourcefulness	<b>Very Good / Good / Fair/ Not Satisfactory</b>

Date:

SUPERINTENDING ENGINEER/  
 CHIEF PROJECT MANAGER/  
 DEPUTY GENERAL MANAGER  
 OR EQUIVALENT





**FORM 'D'**

**STRUCTURE AND ORGANIZATION**

SL.NO	PARTICULARS	DETAILS
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 Status) ( a) Individual (b) Proprietary Concern (c) A Firm in partnership (d) A Limited Company or Corporation	
4.	Particulars of registration with various Government bodies (attach attested photocopy) ( a) Registration Number ( b) Organization / Place of Registration	
5.	Name and Titles of Directors and Officers with designation to be concerned with this 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 6 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 details:	
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 ever been convicted by a court law or any criminal proceedings presently pending? If so, give details:	
10.	Any other information considered necessary but not included above.	

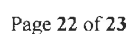
**SIGNATURE OF APPLICANT(S)**



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

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

**Signature of Applicant(s)**



**[ A ] CHECK LIST : DETAILS OF ENCLOSURES**

Sl. No.	Description of item	Enclosed Page No.
1	TECHNICAL BID Document including Letter of Transmittal and Forms A to E	
2	Power of Attorney as required in Para 3.3 / 3.4 under section – I	
3	Certificate of Registration as required in Para 3.3 under Section – I	
4	Memorandum of Articles of Association as required in Para 3.4 under Section – I	
5	Name and Address of the Bankers of the applicant	
6	Certificates / Reports for: a) Firm / company Registration b) Completion certificates c) Performance Reports	
7	Details of key technical and administrative personnel employed by the firm / company	
8	Any other important information	

**[B] CHECK LIST: QUALIFICATION REQUIREMENTS – ELIGIBILITY CRITERIA**

1	Do you satisfy requirement of Clause 7.1	Yes / No
2	Do you satisfy requirement of Clause 7.2	Yes / No
3	Do you satisfy requirement of clause 7.3	Yes / No
4	Do you satisfy requirement of Clause 7.4	Yes / No