



**Indian Bank, Zonal Office
Agra**

**Empanelment of
Civil, Furnishing and Interior works Contractors
And
Electrical Works Contractors**

Applications to be submitted to:

The Zonal Manager
Indian Bank, Zonal Office Agra
Plot GP 56, First Floor, Cross Road Mall,
Pt. Deen Dayal Upadhyay Puram, Sikandra, Agra 282007

Last date for submission: 04.07.2022 up to 03:00 P.M.



NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF CONTRACTORS / VENDORS

1. Indian Bank invites sealed applications from eligible firms in prescribed format for empanelment of Contractors / Vendors for executing various works of the Bank's Branches / Offices under its Agra Zone. Empanelment will be for a maximum period of 03 years or earlier as per requirement of fresh panel by the Bank. The Type / Category for which empanelment will be done are as under -

	TYPE	CATEGORY	
A	Civil, Furnishing and Interior work Contractors	A	Less than and including Rs. 10 Lac.
		B	Above Rs. 10 Lac and less than and including Rs. 25 Lac
		C	Above Rs. 25 Lac and less than and including Rs. 50 Lac
B	Electrical Work Contractors	A	Less than and including Rs. 2 Lac
		B	Above Rs. 2 Lac and less than and including Rs. 6 Lac
		C	Above Rs. 6 Lac and less than and including Rs. 15 Lac

2. Eligible Contractors / Vendors desirous of empanelment in the above mentioned Type / Categories can download the application from the Bank's website www.indianbank.in/tenders/# only. Applications will not be available across counters. All Contractors in the existing panel will have to apply again for empanelment.
3. Applicants must fulfil the eligibility criteria for the specific Type and Category in which they wish to get empanelled. **However, contractors empanelled in higher category shall be eligible for works in the lower category also.**
4. All applications must be accompanied with a non-refundable application fee of Rs. 500/- (Rupees Five Hundred Only) in the form of Demand Draft issued by any scheduled Bank favouring 'Indian Bank' payable at 'Agra'.
5. Applicants registered as Micro, Small & Medium Enterprises or having NSIC Certificate under Government Store Purchase Programme having certificate clearly indicating the category and amount of "Quantitative Capacity Per Annum" (amount of Quantitative Capacity Per Annum shall be more than the class of Work) are exempted from the submission of application fees on submission of requisite proof in the form of valid certification from MSME and NSIC.
6. Duly completed applications in the prescribed format with all supporting documents should be submitted in a sealed cover duly super scribed "**Application for Empanelment for Contractors / Vendors (Type -)**" and **must be received at the following address on or before 04.07.2022 up to 15:00 Hrs -**

The Zonal Manager

Indian Bank, Zonal Office Agra

Plot GP 56, First Floor, Cross Road Mall,

Pt. Deen Dayal Upadhyay Puram, Sikandra, Agra 282007

7. Any application received after the due date and time is liable to be rejected. **Bank will not be responsible for late receipt / non-receipt due to postal delay, strike or any other reason whatsoever. In case Bank Holiday occurs on last date of submission of applications due to any reason, the next working day shall be reckoned as the last date of submission.**
8. Any Addenda to this advertisement shall publish on Bank's website only. Please read website carefully before submission of applications.
9. The Sealed applications shall be opened on 05.07.2022 at 16:00 Hrs at the above address. Bank reserves the right to accept or reject any or all the applications without assigning any reason thereof.

Date : 16.06.2022



Zonal Manager

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

1. Applicants while downloading the application format from Bank's website should ensure that complete document is downloaded and no page is missing. The printout should be taken on A4 size good quality paper, without any change in format. All prints must be legible and clear. Overwriting, correction / addition / alteration / missing text etc. are not acceptable.
2. Intending Applicants are required to submit their applications with full details about their organization, experience, technical personnel, competence and adequate financial standing, etc. in the prescribed form along with documentary evidences which will be kept confidential. All applicants should necessarily submit certified copies of PAN, GST etc and documentary proof for all the pre-qualification criteria including previous work orders and completion certificates.
3. Application for each contractor type has to be submitted separately mentioning therein the category / categories for which application is made. Awarding of contracts would be based upon the respective categories.
4. The applications must be submitted in the prescribed format. If the space in the pro-forma is insufficient for furnishing full details, additional sheets of paper can be attached, mentioning thereupon the relevant part of the pro-forma and the serial number. However the applicants should not modify or alter the prescribed format
5. Each page of the application must be signed with designation under official seal. The application shall be signed by persons / persons on behalf of the organization having necessary authorization / Power of Attorney to do so (Certified copies to be enclosed). All the documents submitted along with the application should be suitably numbered.
6. This panel will be used for carry out various works of the Bank's Branches / Offices under its Agra Zone. **Hence, the contractor/ vendor must have own adequate technical set up and registered office / Branch Office in the Geographical Jurisdiction of Indian Bank Agra Zone as under –**

District of Uttar Pradesh Covered under Agra Zone of the Bank					
1	Agra	4	Firozabad	7	Farrukhabad
2	Aligarh	5	Etah	8	Mathura
3	Hathras	6	Etawah	9	Mainpuri

7. If applicant or any constituent partner in case of partnership firm or Company has ever been debarred/ black listed for tendering in any organization at any time and / or any criminal proceedings are pending or has ever been convicted by any court of law then such applicant **NEED NOT TO APPLY**. If the applicant hides any facts in this regard and if the same come to notice after empanelment, it shall be immediately cancelled. Bank also reserves the right to verify the financial particulars of bidders through CIBIL or other any reports periodically and in case of adverse reports to cancel empanelment at any stage.
8. Applications containing false / incomplete and / or inadequate information are liable to be rejected.
9. The evaluation will be based on the experience of similar works, reputation, empanelment in other banks, PSUs, manpower, logistical support of applicant, financial capabilities etc as per the credentials submitted and if found necessary may also include inspecting the works executed by them. Preference will be given to those contractors /vendors, who have history of timely completion of work. Mere fulfilment of eligibility criteria does not guarantee empanelment. Decision of the Bank in regard to selection of contractor for Empanelment will be final and binding. The Bank is not bound to assign any reason for acceptance / rejection of any applications and no further correspondence will be entertained.



10. Canvassing in any form in connection with selection is strictly prohibited and such applicants who resort to canvassing will be liable to rejection.
11. Clarifications required if any, may be sought from the office of the Zonal Manager, Indian Bank, Zonal Office, Agra, Plot GP 56, First floor, Cross Road Mall, Pt. Deen Dayal Upadhyay Puram, Sikandra, Agra-282007 UP. The bank will not bear any cost on account of application or the applicant for seeking clarifications or attending discussions.
12. It will not be binding on the Bank to invite all empanelled contractors / vendors to participate in bidding for various works. The Bank may prepare a select list out of the empanelled vendors to participate in the bidding process for work depending upon the exigencies, nature and magnitude of work. No representation from empanelled agencies shall be entertained in this regard.
13. Dispute, if any will be subject to Agra Jurisdiction only.

BROAD SCOPE OF WORK

1. Civil works includes civil engineering works like earthwork, masonry, plastering, painting, flooring, plumbing & sanitary, water proofing, and other allied works for branches, residences and offices of the Bank.
2. The Electrical Contractors will be mainly used for internal and external electrification, associated cabling, earthing, wiring for air-conditioners, UPS, liaisoning with govt./private organizations for obtaining additional power, breakdown/normal repairs, and other allied works for various branches /offices of the bank.
3. Furnishing work broadly includes erection of partitions, counters, cabins, panelling, false ceiling, cavity flooring, other furniture and fabricated workstations and other similar / allied works for furnishing of branches/offices/residences of the Bank. The scope of Furnishing Contractor shall also include the scope of work of above Civil & Electrical contractors.

ELIGIBILITY CRITERIA

FOR CIVIL, FURNISHING AND INTERIOR WORKS CONTRACTORS -

- Should be empanelled in at least 2 other PSBs / PSUs.
- Should have experience of minimum 05 years in Execution of the Civil/interior furnishing works as stated in broad scope of work.
- Should be profit making during the last 3 years.
- The experience must be minimum 05 works during the last 3 year period ending 31.03.2022, in the category for which they wish to get empanelled or in any higher category.
- 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. 10 Lac – the average turnover during the last 3 years should be Rs. 03.00 Lac.

- Should be solvent at least 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. 10 Lac, should be solvent to the extent of Rs. 04 Lac. Copy of latest (not more than 06 months earlier) solvency certificate issued by a scheduled commercial Bank 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.

FOR ELECTRICAL WORKS CONTRACTORS

- Should be empanelled in at least 2 other PSBs / PSUs.
- Should have experience of minimum 05 years in Execution of Electrical work contracts as stated in broad scope of work.
- Should be profit making during the last 03 years.
- The experience must be minimum 05 works during the last 3 year period ending 31.03.2022, in the category for which they wish to get empanelled or in any higher category.
- Average Financial Turnover during the last 03 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 Lac – the average turnover during the last 3 years should be Rs. 0.60 Lac.
- Should be solvent at least 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 Lac, should be solvent to the extent of Rs. 0.80 Lac. Copy of latest (not more than 06 months earlier) solvency certificate issued by a scheduled commercial Bank to be furnished.
- **Should be in possession of “A” grade License (or) respective license as per the voltage level issued by competent authority (Respective State Govt. Electrical Inspectorate)**
- 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.



APPLICATION FOR EMPANELMENT OF CONTRACTORS

To
The Zonal Manager
Indian Bank, Zonal Office
Plot GP 56, First floor, Cross Road Mall,
Pt. Deen Dayal Upadhyay Puram, Sikandra,
Agra-282007 Uttar Pradesh
Dear Sir,

Sub: Empanelment as _____ for Indian Bank Agra Zone

With reference to the Web-Notice dated 16.06.2022, for empanelment of Contractors, I / we hereby submit the application in the prescribed format for empanelment as under -

	Particular	
1	Type (Please tick appropriate box – Any One)	Civil /Interior Furnishing work <input type="checkbox"/> Electrical Works <input type="checkbox"/>
2	Category (Please tick appropriate box – Any One) (Contractors empanelled in higher category shall be eligible for works in the lower category also)	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
3	Details of fees attached (DD No. & Amount) or, Exemption from fees claimed (with relevant evidencing documents)	
4	Name of the Applicant	
5	Main office Address:	
6	Address of office within the Geographical Jurisdiction of Agra Zone of Indian Bank	
7	Telephone Nos. Including Mobile	
8	Fax and Email Id	

9	<p>Legal Status</p> <p>(a) An Individual</p> <p>(b) A proprietary Concern</p> <p>(c) A Firm in partnership</p> <p>(d) A Limited Company or Corporation</p> <p>(Please enclose relevant documents as evidence like copy of partnership deed, Memorandum/Articles of Association etc.)</p>	
10	Year of Establishment	
11	<p>Particulars of registration with various Government bodies (Attach attested photo-copy)</p> <p>(a) Registration Number</p> <p>(b) Organization / Place of registration</p> <p>(c) Valid up to</p>	
12	Name of Promoters/Partners / Directors etc.	
13	<p>Bio-data of Partners/Associates</p> <p>(Details may be given in (Annexure- I)</p>	Please attach separately in Annexure -I
14	Names and designations of persons to be contacted for award / execution of contracts.	
15	Number of years of experience	
16	<p>Details of Empanelment with other PSBs / PSUs / and other organisations if any.</p> <p><i>(Please enclose copies of empanelment letters)</i></p>	
17	<p>Work experience during the last 5 years</p> <p>(All projects / works awarded including completed, aborted, in progress abandoned, delayed etc)</p> <p><i>(Please enclose copies of work order, completion certificate issued by the client etc.)</i></p>	Details may be given in Annexure – II

18	Furnish the names of three responsible persons along with their designation, address, telephone etc for whose organizations you have completed the work orders. (For enquiry about your performance)	1 2 3
19	Name and Value of major works in hand – (Please enclose copies of work orders	Details may be given in Annexure – III.
20	Details of Personnel permanently employed and other relevant information	Details may be given in Annexure –IV
21	Name and address of Bankers	Bank: Branch: IFSC Code:
22	Solvency certificate details (Solvency certificate not more than 06 months old to be attached)	
23	PAN & Copy of Latest ITCC to be enclosed (Income tax clearance certificate issued by tax authority)	PAN
24	GST Registration Number	
25	Whether registered as MSME organization? If so provide the date of registration, validity & Udyog Registration / license no.	
26	Profit during last three years (Rs in Lac) (Please attach copies of audited balance sheets & profit and loss account, if not yet audited for 2020-21, then CA certificate to be provided)	2020-21 2019-20 2018-19
27	Turnover during last three years (Rs in Lac) (Please attach copies of audited balance sheets & profit and loss account, if not yet audited for 2020-21, then CA certificate to be provided)	2020-21 2019-20 2018-19

28	Have you in Past carried out any works for Indian Bank or Allahabad Bank or their subsidiaries in the past? If yes give details.	
29	Was the applicant ever required to suspend works for a period of more than six months continuously after commencement of work? If so, give the name of the project and give reasons thereof	
30	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.	
31	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	
32	Has the applicant or any constituent partner in case of partnership firm / Company, ever been penalized for non-execution or delayed / improper execution of any project / work awarded at any time? If so, give details.	
33	Information whether any litigation is pending before any arbitrator for adjudication or else any litigation was disposed off during the last 10 years by any arbitrator. If so, the details of such litigation are required to be submitted.	
34	Whether any civil suit / litigation had arisen in works executed during the last 10 years. If yes, please furnish the name of the project, employer, and nature of work, contract value, work order and brief details of the litigation. Give name of the court, place and status of the litigation.	
35	Whether the applicant or any constituent partner in case of partnership Firm or any Director in case of a Company has any criminal proceedings presently pending, ever been convicted by a court of law? If so, give details	
36	Details about near relatives working in the Bank	
37	Details of Electrical Contractors Licence issued by the competent Authority (Applicable for Electrical Works Contractors only). (please enclose copy of valid license)	

38	Any other information considered necessary but not included above	
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Declaration

1. I / We have read and understood the empanelment notice and this application form along with annexure. I / We understand that any addendum / corrigendum will be issued on Bank's website only and the applicant has to refer the same before final submission of the application.
2. I / We also understand that partly or wrongly filled application and / or application not on the prescribed format and / or applications not accompanied with relevant documents / enclosures / annexure are liable to be summarily rejected.
3. I / We am /are authorized to sign and submit these documents for empanelment
4. I / We hereby confirm and certify that the information given above is correct and true and the enclosures annexed herewith are genuine to the best of my / our knowledge. I / We confirm that all the rules prevailing in the state, the labour laws, Risk insurance obligations, State and Central Government statutory requirements are complied by me / us.
5. I / We also understand that if any stage it is found / noticed by the Bank that any information particulars, copies of certificates and testimonials thus provided by me / us is untrue / incorrect / not genuine partly or fully I/ We will be liable to face appropriate action as deemed fit by the Bank and in case of receipt of adverse / unsatisfactory report from other clients or Govt. Bodies / other agencies, bank may cancel my / our empanelment.
6. I / We understand that this is merely an application and does not entitle me / us to be necessarily empanelled by the Bank and the Bank reserves the right to reject all / or any application without assigning any reason thereof. I / We agree that the decision of the Bank in selection of contractors for empanelment will be final and binding to me / us.

Place-

Date-

Signature of the Applicant(s)

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

Annexure - I
Bio-Data of the Promoters/Partners/ Directors etc.

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	

Signature of applicant(s)

Annexure - II
Work Experience during last 05 years as on 31.03.2022

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

Note:

- a) The work order and completions certificate (where applicable) issued by the Clients shall be enclosed.
- b) The work should have been executed by the contractor under the name in which they are submitting the applications.

Signature of applicant(s)

Annexure - III
Major work in hand

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

Note: Please enclose copy of work order issued by the Clients.

Signature of applicant(s)

Annexure - IV
Details of Key Personnel permanently employed

Sl. No.	Name & Designation	Age	Qualification	Experience	Nature of works Handled	Name & Value of projects handled	Date from which continuously Employed	Details of experience for similar projects

WORK FORCE
(Number of persons permanently Employed)

Masons	Carpenters	Mechanics	Electricians	Mate / Helpers	Others

WORKSHOP FACILITIES

	Location	Land / Area	Type of Structure	Type of Facilities	Machines / Tools & Equipments
a)					
b)					
c)					

EMPANELMENT OF CONTRACTORS

Signature of applicant(s)