

Detailed Advertisement for insertion in the website of our Bank



Indian Bank Management Academy
for Growth & Excellence (IMAGE)
MRC Nagar, RA Puram, Chennai 600 028
Phone No: 044-24955603; 24955605

IMAGE invites applications from contractors for pre-qualification and empanelment for the following services:

- ❖ **Catering arrangements (Vegetarian & non-vegetarian) for trainees and guests**
- ❖ **Maintenance of premises consisting of guesthouse (13 suites), hostel (67 rooms), staff quarters (6), college & auditorium blocks including conference halls, kitchens and dining halls, lawns, gardens, internal roads, drainage, plumbing, water supply, HT installations and other electrical installations/accessories/ lightings, operation of generators, lifts etc., involving a total area of about 1,64,000 sq.ft, room service and maintenance at Hostel rooms at Guest Suites, room services, cleaning and upkeep, laundry etc .**

The period of contract is 2 years.

Eligibility Criteria:

Contractors with experience in maintenance-cum-catering works value of **which is not less than Rs.40 lakhs on an average per annum**, in the last 3 years ended 31.03.2012 and willing to make **a security deposit of Rs.10 lakhs** with IMAGE during the contract period only need apply.

The pre-qualification application forms are available for downloading from the web site of our Bank www.indianbank.in or can also be had from the Chief Manager (Administration) IMAGE(address given above) during office hours on all working days up to and inclusive of **17.08.2012.**

Contractors satisfying the eligibility criteria may submit their applications with all credentials to The Chief Manager (Administration) IMAGE (address given above) before 4 p.m. on or before **21.08.2012.** All certificates/ documents submitted with the applications should be either copies certified by the concerned agencies or a Govt. Officer or self attested Photostat copies. Originals shall have to be produced for verification as and when required.

Applications without certified copies or self attested photocopies of documents, Certificates, Sales tax/income tax returns/audited balance sheets etc. in support of fulfilling prequalification criteria as above will not be considered.

Incomplete and late applications will be summarily rejected. IMAGE reserves the right to amend/modify any of the prequalification criteria or reject any or all applications without assigning any reason whatsoever.

The Service Provider should satisfy the following:

- a. Should be in the business of same line of activity for at least 3 years.
- b. Should have effective infrastructure for managing the catering and maintenance services.
- c. Should have credible supervisory infrastructure and network.
- d. Should have a Certificate of Registration issued by the Registrar of Companies or Registrar of Firms or letter of Proprietorship.
- e. Should possess PAN.
- f. Should have Audited Balance Sheet (last 3 years), if the turnover is more than Rs.60 lakhs or otherwise unaudited balance sheet.
- g. Should have Registration under Shops & Establishment Act and Certificate from ESI Corporation.
- h. Should have Certificate from EPF Organisation- EPF & Misc.Provision Act-1952 .
- i. Should be registered with the Govt. under Contract Labour (Regulation & Abolition) Act 1970.
- j. Should have Registration with appropriate authority for Service Tax.
- k. Should have Documents providing compliance of Minimum Wages Act, 1948 and Central Rules .

Date: 31.07.2012

PRINCIPAL



**INDIAN BANK MANAGEMENT ACADEMY
FOR GROWTH & EXCELLENCE (IMAGE)**
MRC Nagar, RA Puram, Chennai 600 028

**APPLICATION FORM FOR PRE-QUALIFICATION
AND EMPANELMENT OF CONTRACTORS FOR
CATERING AND MAINTENANCE CONTRACT**

01	Name of the Organisation	
02	Address & Telephone / Mobile / Fax Nos. / E-mail Id	
03	Year of Establishment	
04	Constitution (Proprietary concern/ Partnership firm/Limited Company).	
05	Name/s of Directors / Partners / Proprietor, their address and Phone No.	
06	Whether registered with the Registrar of Companies / Registrar of Firms. If so, mention No. & date	

07	<p>(a) Name and address of bankers</p> <p>(b) Enclose Solvency Certificate from the bankers (not less than Rs.40 lakhs)</p>	
08	Whether registered for Sales Tax purposes. If so, mention No. & date (wherever applicable).	
09	Whether an assessee of Income Tax? If so, mention Permanent Account Number and submit copies of latest IT returns.	
10	Documents submitted as a proof of average annual turnover of not less than Rs. 40.00 lakhs for the last 3 years ending 31.03.12.	
11	If you are registered in the panel of other organizations, furnish their names, category, addresses, telephone numbers and date of registration.(details may be furnished in a separate sheet if the list long)	
12	Apart from catering and maintenance / house keeping, are you engaged in any other business? If so, give details.	
13	<p>i) Detailed description and value of works done for others (other than Indian Bank) in the past.</p> <p>ii) Detailed description and value of works done for Indian Bank.</p>	

14	Specify the maximum value of work executed in a year.	
15	Furnish the names of three responsible persons who will be in a position to certify about the quality as well as past performance of your organization.	1. 2 3

Note: Where copies are required to be furnished, copies certified by the concerned agencies or a Government officer or self attested Photostat copies are to be furnished.

Place:

Signature:

Date:

Seal: