

**Indian Bank - Zonal Office
Premises Department
Thiruvananthapuram-600 014**

Application form for Empanelment of Architects / Contractors

Submit To:

The Deputy General Manager,
Indian Bank, Zonal Office,
Indian Bank Towers, M G Road
Thiruvananthapuram - 695 001

Last date for submission of Application: **28.02.2017 up to 15.00 hrs**

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1) Notice Inviting Applications for empanelment of contractors

Indian Bank, Zonal Office invites applications from eligible Contractors for empanelment for executing the works of the Bank's Branches/Offices/Residential Quarters.

he 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 Architects / Contractors in the existing panel have to apply again for empanelment.

The application forms can be downloaded ONLY from the Indian bank website www.indianbank.in between 30.01.2017 to 28.02.2017 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 'Thiruvananthapuram'.

This panel may be used for works in the entire state of Kerala.

The applications will be received up to **15.00 HRS on all working days till 28.02.2017**

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

Start Date for downloading of Application forms: Dt. 30.01.2017

Last date for submission of filled in Application: Dt. 28.02.2017

2. ELIGIBILITY CRITERIA FOR EMPANELMENT:

A. Eligibility criteria for Architects :

- Persons who have Graduate / Post Graduate Diploma in Architecture / Respective Branch of Engineering either from India or abroad and / or have done considerable extent of work as Practicing Architect / Practicing Engineer for a period of **more than 5 years**
- Member of the Indian Institute of Architects / Institution of Engineers for consultancy or any other professional institutes
- Member of Council of Architecture or any other professional institute
- Should be empanelled in **at least 2 other PSBs / PSUs**
- Depending on the category under which the Architect / Consultant is to be empanelled, the experience may be **minimum 3 works in the last 3 years ending (as specified)**, in any of the following categories :
 1. Less than and including Rs. 10 Lakh
 2. Above Rs. 10 Lakh and less than and including Rs. 25 Lakh
 3. Above Rs. 25 Lakh and less than and including Rs. 40 Lakh

B) 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 31.03.2016**, in any of the following class :
 - A) Less than and including Rs. 10 Lakh
 - B) Above Rs. 10 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. 80 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. 10 Lakh – the average turnover during the last 3 years should be Rs. 3 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. 10 Lakh, should be solvent to the extent of Rs. 4 Lakh. Copy of latest solvency certificate issued by a scheduled commercial Bank on or after **01.04.2016** 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 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 31.03.2016**, in any of the following class :
 - A) Less than and including Rs. 10 Lakh
 - B) Above Rs. 10 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. 80 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. 10 Lakh – the average turnover during the last 3 years should be Rs. 3 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.10 Lakh, should be solvent to the extent of Rs. 4 Lakh. **Copy of latest solvency certificate issued by a scheduled commercial Bank** on or after **01.04.2016** 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.

D) 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 31.03.2016**, 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. 6 Lakh
 - C) Above Rs. 6 Lakh and less than and including Rs. 15 Lakh
 - D) Above Rs. 15 Lakh and less than and including Rs.40 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 **01.04.2016** 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.

INDIAN BANK
E) EMPANELMENT OF ARCHITECTS – APPLICATION FORM

Sl.No	Particulars	
1.	Name of the Firm	
2.	Address	
3.	Telephone Nos. Including Mobile	
4.	Fax No.	
5.	Constitution of the Firm (Please enclose relevant documents like copy of partnership deed, Memorandum/articles of association etc.)	
6.	Year of Establishment	
7.	Name of Partners/Associates	
8.	Bio-data of Partners/Associates, Details may be given in the Enclosed format (Annexure I)	
9.	Registration Number with Council of Architects / Indian Institute of Architects (please enclose copy of the certificate)	
10.	Name and Value of Major Construction 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.)	
11.	Name and Value of major interior works in the hand - Details may be given in the enclosed format – Annexure – III. (please enclose copies of work orders)	
12.	Name and Value of other major construction works in the hand – Details may be given in the enclosed format – Annexure – III (Please enclose copies of work orders)	
13.	List of Technical personnel employed – Please attach separately	
14.	List of other personnel employed – Please attach separately	
15.	List of consultants engaged by the firm – Please attach separately	
16.	List of Office Equipments owned by the Company.	
17.	Banker's Name	
18.	Latest ITCC to be enclosed	
19.	List of Empanelment with other organisations. (Please enclose copies of letters issued by the organisations)	
20.	Particulars of participation in Competitions	
21.	If the firm is not having the office in Mumbai then please indicate the time by which it is likely to open an office with documentary evidence.	

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

Signature(s) of applicant(s)

F) 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	
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 organisations. (Please enclose copies of letters issued by the organisations)	
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.	Service TAX Registration 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
 (Separate sheet may used for each individual)

Sl.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, Mechanical 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 **31.03.2016** duly certified by the Chartered Accountant, as submitted by the applicant to the Income -Tax Department (Copies to be attached).

YEARS

	2013-14	2014-15	2015-16
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(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
- IV. If 2015 Balance Sheet is not finalized, then submit the Balance Sheet as on **31.03.2013**

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) Additional information / data may be submitted along with the relevant application / annexure as the case may be.
- h) 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.
- i) 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.
- j) The applicant should read carefully & **sign the declaration** given below in the page number '**20**' before submitting the document.
- k) In case of any doubt in the down-loaded document, the same should be got clarified from the Indian Bank, Premises Department, Zonal Office, Indian Bank Towers, M G Road, Thiruvananthapuram – 695 001 (Phone No: 0471-2578603/4/5/6 (Mob: 94955 56222) before submitting the document.

LETTER OF TRANSMITTAL

To

The Deputy General Manager,
Indian Bank, Zonal Office,
Indian Bank Towers,
M G Road,
Thiruvananthapuram - 695 001

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 Zonal 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 Zonal 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)