

Application form for Empanelment of Electrical Consultant

Ref: HO/EST/VSN/01/2011-12 dt 01.10.2011

Estate Department
Indian Bank, Corporate Office
254-260, Avvaishanmugam Salai
Royapettah
Chennai –600 014
Tel : 044- 2813 4306
Fax : 044- 2813 4021

Email : ibhoproject@gmail.com

Last date for submission of Application: **02.00 pm on 21-10-2011**

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NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ELECTRICAL CONSULTANT

Indian Bank, Chennai wishes to empanel electrical consultant for the proposed installation of HT out door Automatic Voltage Controller/Stabilizer at their new corporate office at Royapettah ,Chennai under two Bid system.

The premises is situated at Door nos 254-260, Avvaishanmugam salai, Royapettah, Chennai - 14. The works are required to be **completed within 90 days** time.

For the purpose of undertaking the proposed work, it is intended to pre-qualify experienced H.T electrical Consultant.

The application forms can be obtained from the office of Dy.General Manager (P&E), 1st floor, A wing, 254-260 Avvai Shanmugam Salai, Royapettah, Chennai – 600014.

The Application forms are also available on the banks website www.indianbank.in under tender/notice page from 07.10.2011 to 17.10.2011.

Application without 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.

The duly completed application form (Pre –qualification Bid) in the prescribed format with all supporting documents should be submitted in a sealed cover and super scribed as ‘ **Application for PRE-QUALIFICATION FOR ELECTRICAL CONSULTANT for the proposed work of installation of HT out door automatic voltage controller/stabilizer at new corporate office at Royapettah ,Chennai.**’

The financial bid cover (page 18 &19) of this document shall be placed in a separate sealed cover super scribing “ Financial Bid” .

Both the pre- qualification Bid cover and financial Bid Cover shall be placed in a 3rd cover & super scribed as '**PRE-QUALIFICATION BID & FINANCIAL BID FOR ELECTRICAL CONSULTANT for the proposed work of installation of HT out door automatic voltage controller/stabilizer at new corporate office at Royapettah ,Chennai.**' Should be addressed to The Deputy General Manager, Premises ,Estate and Expenditure Dept., 1st floor, A wing, 254-260 Avvaishanmugam salai, Royapettah, Chennai – 600014.

The applications will be received upto 14.00 HRS on all working days during the office hours until 21.10.2011.

Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof and Bank's decision of selection / rejection of the applicant will be final in this regard.

Last Date for issuance /downloading of Application forms : Dt. 17.10.2011 Time : 14.00 hrs.

Last date for submission of filled in Application : Dt. 21.10.2011 Time : 14.00 hrs.

The applications will be opened in the presence of applicants/their authorized representatives at 3.30 PM ,on the same day i.e on 21.10.2011. Date of opening of financial bid will be informed to the pre –qualified applicants in due course.

Deputy General Manager,
Premises ,Estate and Expenditure Dept.,
1st floor, A wing, 254-260 ,
Avvaishanmugam salai,
Royapettah,
Chennai – 600014.

Phone: 044 – 2813 4306/ 2813 4501

Fax : 044 - 2813 4021

**SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS OF ELECTRICAL WORKS
AT THE NEW CORPORATE OFFICE , CHENNAI.**

Scope of the work:

The Work involves mainly installation of HT out door automatic voltage controller/stabilizer at the new corporate office at Royapettah, Chennai and to make related changes/additions /alterations if any to the existing electrical system to suit statutory requirements/its final approval.

Purpose : To increase/Boost the incoming HT voltage to the premises.

Eligibility:

Only those consultants (Individuals/ Firm/Company) who fulfill the following criteria are eligible to respond to the Advertisement . Offers received from the consultants who do not fulfill all or any of the following eligibility criteria are liable to be rejected.

S No	Criteria Description	Documents to be submitted as a proof
01	Persons who have Graduate / Post Graduate in respective Branch of Engineering either from India or abroad	Bio- data of the applicant
02	should have considerable experience as Practicing Engineer for a period of Minimum 5 years under HT (High Tension) installations including HT voltage stabilizers.	Bio- Data of applicant & Certificate from organizations where consultancy services rendered
03	The applicant should have the experience/providing consultancy for minimum 3 HT works in the last 5 years ending with 31.03.11.	Previous work orders/ Audited Balance Sheet for the last 3 years ending with 31.03.2011/IT returns
04	Should be empanelled in Nationalised Banks/ PSU/Central /State Government organizations and rendering consultancy services	Certificate of registration from Nationalised Banks/ PSU/Central government organizations and satisfactory report for the works completed/consultancy services rendered.
05	Should be Member of Institution of Engineers or any other professional institutes	Proof of document
06	Should be Income tax assessee and have service tax registration	IT returns for last 3 years and service tax registration copy.

Terms of Execution of Work

The consultant is expected to guide the Bank and ensure that the Voltage regulator/Stabilizer is successfully installed and made functional in the required time frame and in a cost effective manner.

The contract with the consultant will last till the settlement of final bills of Contractor/ completion of defect liability period.

Restrictions

The consultant must provide professional, objective and impartial advice and at all times hold the Bank's interest paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.

Consultant shall not be hired for any assignment that would be in conflict with their prior or current obligations to other Banks, or that may place them in a position of not being able to carry out the assignment in the best interest of the bank.

GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

1. The details of the applicants and their experience shall be furnished in the prescribed "Application Format" only. Wherever required and if the space provided is not sufficient, particulars can be furnished in the Annexure but such details shall be clearly mentioned in the respective columns of the Application format. Applicants shall enclose latest copies of the brochures and technical documents giving additional information about them. The authorized person of the firm / company shall sign in all the pages of the application with seal of the firm.
2. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions or site visits will be reimbursed by the Bank.
3. Documentary proof with respect to the pre-qualification criteria shall be furnished along with the application form. In this regard, copies of work orders and completion certificates obtained from clients, registration certificates, audited financial documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.
4. This pre-qualification process is only for the above said work. However, Bank reserves its right to utilize the pre-qualification panel for inviting tenders for other works.
5. The evaluation will be mainly based on the eligibility criteria, other factors like timely completion, resources of the applicant, pre-qualification with other Banks, PSUs, Govt. Institutions etc, manpower & logistic support of the applicants, their financial capabilities, quality consciousness etc will be considered added qualifications. The works undertaken by them will be inspected by appropriate authority for which necessary arrangements shall be made by them.
6. Decision of the Bank regarding selection / rejection for pre-qualification will be final and binding and no further correspondence will be entertained. The pre-qualified contractors will only be informed by post. If, any information or detail furnished by the applicants is found to be false at any time in future or any information is withheld, which comes to the notice of the Bank at a later date, the pre-qualification of such applicant will be canceled immediately.
7. Applications received after due date and time shall summarily be rejected.
8. The applicant shall furnish the list of his relatives working in Indian Bank with their present place of posting.
9. The applicant shall furnish the list of retired Government / PSU/ Banks employees, employed by him with full details of their previous employment.

10. Selection Process:

Bank will evaluate the pre-qualification applications based on the eligibility criteria set forth to shortlist qualified applications.

- 10.1 All applications, which meet the above requirements, will be evaluated under the following criteria by scoring method on the basis of details furnished by them.

SI No	Criteria	Rules for awarding Marks	Maximum Percentage Marks
a)	Experience in HT installation work	Minimum 5 marks and 1 mark for every additional year more than 5 years	30
b)	Experience in erecting/rendering consultancy for similar nature of work	One similar nature of work – 3 marks, more than one work – 5 marks	05
c)	Empanelment with Nationalised Banks/ PSU/Central government organizations	Only one organization – 2 marks and for every additional organization one extra mark	05
d)	Satisfactory report from the organizations where earlier works are carried out	Government/semi Govt /PSU/reputed private Organizations including PSU banks-05	05
f)	No. of years of providing consultancy services	Minimum 5 marks and 1 mark for every additional year more than 3 years.	10
g)	Location	Base & Branch in Chennai -05 Only Branch in Chennai -02	05
h)	Evaluation by internal committee	Marks will be assigned by an internal committee based on the team composition, experience in handling PSU/ Banks/ government works, technical qualifications of promoters, empanelment in Public Sector Banks/PSU/Central government/reputed private organisations panel .	40
	TOTAL		100

- 10.2 The decision of the Bank to accept or reject any application will be final. The Bank reserves the right to reject any or all applications without assigning any reason.
- 10.3 The Bank reserves the right to modify any or all of the pre-qualification criteria.

LETTER OF TRANSMITTAL

To

Deputy General Manager,
Premises ,Estate and Expenditure Dept.,
1st floor, A wing, 254-260 ,
Avvai Shanmugam salai,
Royapettah,
Chennai – 600014.

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 (issued / 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 also authorize the Deputy General Manager (P&E) , Indian Bank (or his representative) to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/We also submit prescribed declaration in respect of downloaded document. (Applicable only in case of application on downloaded document)
5. 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)
Name :
Designation:

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.

Place :

Date :

Seal :

Signature(s) of applicant(s)

Name :

Designation :

INDIAN BANK
EMPANELMENT OF ELECTRICAL CONSULTANTS – APPLICATION FORM

Sl.No	Particulars	
1.	Name of the Firm	
2.	Address	
	Registered Office	
	Administrative Office	
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.	Name and Value of Major consultancy works carried out under (HT) installations 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.)	
10.	Name and Value of major Electrical works (HT) in the hand for which consultancy being extended – (please enclose copies of work orders)	
11.	Registration with Authorities	
	Income Tax No PAN/GIR	
	Service Tax No	
	H T Electrical License no and validity of the same (if any)	
12.	List of Technical personnel employed – Please separately	
13.	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	

14.	Banker's Name	
15.	Latest ITCC to be enclosed	
16.	List of Empanelment/Registration with Government/Public Sector Banks (Please enclose copies of letters issued by the organizations)	
17.	Field of Core Competence (Mention the fields on preference basis)	
18.	Details list of relatives working in INDIAN BANK(applicable to consultant and his experts and other personnel and sub consultants):	
19.	Any Pending or past litigation (with in 3 years)? If yes, please explain with present status	
20.	Any claims/complaints received in the last three years	
21.	Any other information considered necessary but not included above	

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

DECLARATION:

- All the information furnished by me / us here is correct to the best of my/our knowledge and belief.
- I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexures.
- I / we agree that the decision of INDIAN BANK in selection of consultants will be final and binding to me / us.
- I / we have read the instructions appended to the proforma and I / we understand that if any false information is detected at a later date the pre-qualification shall be cancelled at the discretion of the bank.

Place:

SIGNATURE OF THE APPLICANT

NAME & DESIGNATION

Date :

Annexure – I
Bio-data of the Partners/Associates

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

Place :

Signature(s) of applicant(s)

Date :

Name :

Seal :

Designation:

Annexure – II

List of Major consultancy works undertaken during the last 5 years

S no	Name of the Client	Nature of work	Estimated Value	Date of Start	Period of Completion	Actual date of Completion	Final Value of the work	Reasons for the Variation/ delay if any
(1)	(2)	(3)	(4)	(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)

Seal :

Date :

DETAILS OF KEY TECHNICAL 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)

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 31.03.2011 duly certified by the Chartered Accountant, as submitted by the applicant to the Income -Tax Department (Copies to be attached).

YEARS		
2008-09	2009-10	2010-11

- (i) Gross Annual turn-over in
_____ Works:

- (ii) 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 (for individuals/Firms/ Companies)
- II. Audited Balance Sheet and P& L Account for the last 3 years

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 **19 (nineteen)** 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, if the same not **initialed** by the applicant.
- 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 '**12**' before submitting the document.
- j) In case of any doubt in the down-loaded document, the same should be got clarified from the Corporate Office, 254-260, Avvaishanmugam Street, Royapettah, Chennai -14 before submitting the document.

FINANCIAL BID FOR ELECTRICAL CONSULTANTS

(to be submitted in a separate sealed cover)

A)	ESTIMATION AND TENDERING	Fee in % In figures & words
I	<p>To inspect the premises and submit preliminary report based on visual inspection.</p> <p>To prepare detailed report and estimate after receiving clients views on preliminary report.</p> <p>To prepare the detail drawings, plan/specifications for various materials, brands etc. to use in the work.</p> <p>To obtain approval of the client.</p> <p>To prepare detailed estimate and assist the client in getting the financial approval for the work.</p>	
II	<p>To evolve tender documents for the works of civil (including foundation works) , electrical works to enable client to invite the tenders in 2 bids i.e. Technical Bid & Price Bid.</p> <p>To scrutinize and to evaluate the tenders.</p> <p>To assist and advise the client in short-listing the technical bids of contractor.</p> <p>To assist the client in scrutinizing & evaluating the price bids and to advise the client about the reasonableness of rates and award of work to lowest contractor.</p> <p>To obtain necessary approvals/permissions from Statutory bodies for execution of works/connections.</p>	
	Fees in terms of % of cost of the project for Part `A`	
B)	SUPERVISION	
	<p>To instruct the contractor about the execution of the work.</p> <p>To finalise time schedule (bar chart)</p> <p>To visit the site regularly to exercise proper quality control on workmanship, materials etc.</p> <p>To record the measurements of the work.</p> <p>To certify the bills submitted by the contractor.</p>	

	<p>The Contractor's bills should be certified within 15 working days from the date of receipt of the bill for interim bills and within 30 days for final bill.</p> <p>The electrical Consultant has to visit the site at least twice a week or more no. of times if required by the client and as per the progress of work.</p> <p>To post adequate technical staff in the field of Civil and electrical work to monitor the quality control progress and to guide the contractor for proper execution of the work as per the specification of the work. (The Consultant fee should be inclusive of charges of all such staff)</p> <p>To reply various queries raised by CVC, if the work comes under scrutiny.</p> <p>To prepare periodic review of Excess/Extra/Saving items and obtain sanctions of Competent Authority and to keep financial control on the work.</p> <p>Since the work has to be done in accordance with the guidelines framed by Central Electricity Authority (CEA), It will be responsibility of the Consultant to prepare reply to the various queries raised by CEA during the course of their inspection and assist the client in rectification of deficiencies if any pointed out by CEA .</p> <p>No fees will be paid on cost of branded items directly purchased by the client.</p>	
	Fees in terms of % of the cost of the project for part `B'	
	TOTAL (A) + (B)	%

NOTE :

- 1) The Consultant shall be responsible for overall quality and speed of work. If any queries are raised by Central Vigilance commission , the consultant should assist the Bank in framing the reply. Also the work has to be done in accordance with the guidelines framed by Central Electricity Authority (CEA).It will be responsibility of the Consultant to reply to the various queries raised by CVC/CEA.
- 2) The retention money of 5% will be retained from the Consultant's bill and shall be released only after satisfactory completion of the work and after the queries (if any) are replied properly and accepted by CEA/CVC.
- 3) Income Tax will and other statutory taxes will be deducted from the bills of Consultant as per the rules in force time to time.