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**Corporate office, Premises, Estate & Expenditure dept.
No.254-260 Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.
Ph: 044-2813 4300- (Ext: 4501,4401), 2813 4401, 2813 4501
Fax: 044 – 28134021
Email: hoestate@indianbank.co.in**

NOTICE INVITING TENDER

Name of The Work: INDIAN BANK invites applications for empanelment from Experienced, longstanding and well established Structural consultants for extending consultancy services to their renovation/structural rehabilitation projects in Chennai. The works are located in different places in and around Chennai.

The work involves analyzing the existing structure for its structural suitability for Office/residential use, suggesting bank the type of tests required for arriving at the required strengthening, preparing the detailed specification, estimation, and assisting the bank in getting the work executed.

The intending Structural Consultants who fulfill the following minimum criteria for Pre-qualification shall apply: -

- Should possess Degree/Post Graduate degree in Civil /Structural engineering
- Should have been in the field of structural engineering for the past minimum 5 Years
- Should have a full fledged Office setup in Chennai.
- Should have carried out at least 3 such structural consultancy works for renovation projects in the past 3 years.
- Shall be member of any professional institute in this field.

The Panel shall be kept valid for five years. However Indian Bank reserves the right to curtail or extend this period at its sole discretion.

The duly filled in application for empanelment addressed to the undersigned shall be submitted in a sealed envelope along with all the above details up to 03.10.2012 at 2.00 PM at Indian Bank, Corporate office, Premises, Estate & Expenditure dept. 1st floor, No.254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014 Super scribing

“Application for empanelment of Structural Engineers for renovation works at Indian Bank’s premises”.

The Bids will be opened at 4.00 PM(if possible) on the same day.

Assistant General Manager(P&E)
Indian bank, Corporate Office
Chennai.

IMPORTANT INSTRUCTIONS TO APPLICANTS WHO DOWNLOAD THE PQ DOCUMENT FROM WEB.

The applicants who have down-loaded the PQ from the web, should read the following important instructions carefully before submitting the PQ documents:-

- a) The applicants should see carefully & ensure that the **complete PQ document** contains **9** pages in total (counting from the Letter of Transmittal).
- b) The printout of PQ 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 PQ document is **missing**.
- d) The applicant should ensure that all pages in the down-loaded PQ document are **legible, clear** & are printed on a good quality paper.
- e) The applicant should ensure that **every page** of the down-loaded PQ document is **signed by applicant with stamp (seal)**
- f) The applicant should ensure that the down-loaded PQ document is **properly bound and sealed** before submitting the same.
- g) In case of any correction / addition / alteration / omission in the PQ 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 PQ document submitted and it is identical to the PQ document appearing on Website.
- i) The applicant should read carefully & **sign the declaration** before submitting the PQ document.
- j) In case of any doubt in the down-loaded PQ document, the same should be got clarified from CO:Estate,Premises and Expenditure Department of Indian Bank functioning at No.254-260, Avvai Shanmugam Salai, Royapettah, Chennai, Ph No: 2813 4300, 2813 4501 before submitting the PQ document.

LETTER OF TRANSMITTAL

To
The Asssitant General Manager(P&E)
Indian Bank, Corporate Office
No.254-260, Avvai Shanmugam Salai, Royapettah,
Chennai 14

**Sub: Pre qualification document for Structural
Consultancy works at Indian Bank.**

Sir,

Having examined the details given in pre-qualification Web-Notice and PQ document for the above work, I/we hereby submit the PQ 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 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 authorize Officials of Indian Bank 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 PQ document.(Applicable only in case of application on downloaded PQ 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)

DECLARATION

(TO BE GIVEN BY THE APPLICANT WHO HAVE DOWNLOADED THE PQ DOCUMENT FROM THE WEB)

It is to certify that

- 1) I / We have submitted the PQ 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 PQ document which **are same / identical** as available in the website.
- 3.) I / We have **not made any modification / corrections / additions etc** in the PQ 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 PQ document submitted by us are **clear & legible.**
- 5) I / We have **signed (with stamp) all the pages** of the PQ document before submitting the same.
- 6) I / We have **sealed** the PQ documents properly before submitting the same.
- 7) I / We have submitted the cost of PQ document.
- 8) I /We have read carefully & understood the instructions to all the applicants & to the applicants who have down-loaded the PQ document from the web.
- 9) In case at any stage later, it is found that there is difference in our downloaded PQ 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)

DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST THREE YEARS ENDED 31.03.2012

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

* Pertaining to Structural strengthening and allied works.

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

Signature of Applicant(s)

FORM- B

ADDITIONAL INFORMATION FOR COMPLETED WORKS

1. Name of work
2. Location
3. Client's name and address
4. Consultants name and address.
5. Type of structural strengthening of Buildings, if any.
6. Specialized service, if any, provided.
7. Whether done works related to provision of all infrastructural facilities .

SIGNATURE OF APPLICANT(S)

FORM C

PROJECTS UNDER EXECUTION OR AWARDED

SL NO	Name of work/project & location	Owner or sponsoring organizations	Cost of work (Rs. In Lakh)	Date of commencement as per contract	Stipulated Date of completion	Upto date percentage progress of work	Slow progress if any and reasons there of	Name and address/ Tel No of Officer to whom reference may be made	Remarks(Indicate whether any show cause notice issued or Arbitration initiated during the progress of work)
1	2	3	4	5	6	7	8	9	10

Signature of Applicant(s)

FORM 'D'

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 this work with Designation of individuals authorized to act for the organization.
6. 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 interior, Furniture and Furnishing works, you can claim specialization and interest
11. Any other information considered necessary but not included above.

SIGNATURE OF APPLICANT(S)

FORM E

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

Designation	Total Number	Names	Qualification	Professional Experience	Length of continuous service with employer
2	3	4	5	6	7

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

Signature of Applicant(s)