



**INDIAN BANK: ZONAL OFFICE**  
**COIMBATORE**

**EMPANELMENT OF**  
**INTERIOR FURNISHING CONTRACTORS**

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**COIMBATORE**

Indian Bank invites application from eligible **Interior Furnishing Contractors** for Empanelment. The Pre-Qualification eligibility criteria and the details of empanelment are given below.

- Should be empanelled in at least 2 other Public Sector Banks / PSUs.
- Should have experience of minimum 5 years
- Should be profit making 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 31.03.2011., in any of the following **categories**:
  1. Less than and including a 5.00 Lakh
  2. Above a 5 Lakh and less than and including a 25 Lakh
  3. Above a 25 Lakh and less than and including a 50 Lakh
  4. Above a 50 Lakh and less than and including a 70 Lakh
- **Attested copies of all relevant documents should be enclosed with the applications.**
- **Average Financial Turnover** during the last 3 years ending 31<sup>st</sup> 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 eg: For Less than and including a 5.00 lakh category, the average turn over during the last 3 years should be minimum a 1.50 lakh.
- **Category should be mentioned specifically in the application (Ser. No – 13).** Those who wish to apply for more than one category may mention so in the application form. In such case **Solvency certificate** should be submitted accordingly covering the limit of the higher category as the case may be as per details given below.
- **Should be solvent** to the extent of **40 % of the upper range of the category** in which the contractor is to be empanelled. For eg: For Less than and including a 5.00 lakh category, the contractor should be solvent to the extent of a 2.00 lakh. Copy of the latest solvency certificate issued by a scheduled commercial Bank to be furnished after the cut off date prescribed by the Bank i.e, **on or after 15.05.2011.**
- 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. Details are to be furnished in the format in **page No. '9'.**
- **The contractor** should have adequate tools and equipments required for proper execution of work within the prescribed time. Details should be furnished in the format in **page No. '10'.**

- The following documents / formats are given below.
  - (1) Application form.
  - (2) Letter of Transmittal
  - (3) Declaration for those who download documents from Bank web site.
  - (4) Annexure - I
  - (5) Annexure - II
  - (6) Financial Information
  - (7) Pro-forma on ISO certification
  - (8) Important instructions to applicants who download PQ documents from web site.
- Applications forms can be purchased from Indian Bank, Zonal office, 359 Dr. Nanjappa Road, Coimbatore – 18, on payment of a 500/- by way of DD favouring Indian Bank, Zonal Office payable at Coimbatore from **05.08.2011 to 24.08.2011**. The down loaded applications should accompany the cost of application as mentioned above. Downloaded applications without the necessary fees will be rejected. Filled in applications with all credentials should be submitted before **3.00 P M on 26.08.2011**. Applications will be opened at **1530 Hrs on 26.08.2011**.
- Those who are already in the panel should also submit fresh application for renewal subject to eligibility conditions.
- Contractors who wish to apply for both **civil and furnishing** may submit separate application forms with credentials for the category of work as the case may be. However such applicants need to submit the required **Solvency certificate** (original) as per category applied for (whichever is higher) with one application and enclose **attested copy** with the other application form.

Coimbatore,  
05.08.2011

**DEPUTY GENERAL MANAGER**

**INDIAN BANK**  
**EMPANELMENT OF INTERIOR FURNISHING CONTRACTORS**

S No	Particulars	Details
1	Name and address of the applicant	
2	Tele. No / FAX No. / E-mail address	
3	Legal Status (attach copies of original document defining 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 photocopy)	
	(a) Registered Number	
	(b) Organization / Place of Registration	
5	Names and Title of Directors and officers with designation to be concerned with this 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 criminal proceedings presently pending, ever been convicted by a court of law? If so, give details.	
10	In which field of Civil, Interior, Furniture and Furnishing works you can claim specialization and interest.	
11	Details of solvency certificate	
12	Any other information considered necessary but not included above.	
13	Category under which application is submitted	
14	PAN Number (Please enclose copy)	
15	Service tax No (Please enclose copy)	
16	VAT No. (Please enclose copy)	
17	Furnish names and full addresses (with telephone numbers) of <b>two</b> of your clients who will be in a position to certify about the quality as well as performance of your organization	01.  02.

Note : Additional sheets may be used if necessary.

Date:

SIGNATURE OF APPLICANT (S)

**LETTER OF TRANSMITTAL**

**To**

**The Zonal Manager  
Indian Bank**

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**Sub: Empanelment as Interior Furnishing Contractor in your Bank.**

Sir,

Having examined the details given in Web-Notice for empanelment as **Interior Furnishing Contractor** in your Bank, I / We hereby submit the documents (issued / downloaded from web site) and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for prequalification and have no further pertinent information to supply.
3. I/We submit the requisite certified Solvency certificate and authorize the Zonal Manager, Indian Bank (or his representative) to approach the Bank issuing the solvency certificate to confirm the correctness thereof.
4. I/We also authorize Zonal Manager, 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.

S No	Name of the Work	Certificate from

Enclosures:  
Seal of applicant

Date:

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 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 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 document before submitting the same.
- 6) I / We have **sealed** the documents properly before submitting the same.
- 7) I / We have submitted the cost of document.
- 8) I / We have read carefully & understood the instructions to all the applicants & to the applicants who have down-loaded the document from the web.
- 9) 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)

**ANNEXURE – I**

**LIST OF MAJOR WORKS COMPLETED DURING LAST 3 YEARS**

**(Details to be submitted for each project separately)**

<b>S No</b>	<b>Particulars</b>	<b>Details</b>
01	Name of the work/ Project & Location	
02	Client Name & Address	
03	Estimated Cost	
04	Tendered Cost	
05	Value of work done	
06	Date of commencement	
07	Date of completion	
08 (a)	Stipulated date of completion	
(b)	Actual date of completion	
09	Final value of the project	
10	Reasons for variation / delay if any	

- 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 application.  
c) Additional sheets may be enclosed as per requirements.  
d) **Copies of necessary work orders must be enclosed for each work.**  
e) **Details of minimum 5 works are to be enclosed as per eligibility criteria**

**Date:**

**Signature of the applicant(s)**



**ANNEXURE – II**

**LIST OF MAJOR WORKS ON HAND**

<b>S No</b>	<b>Particulars</b>	<b>Details</b>
01	Name of the client	
02	Nature of work	
03	Estimated Value	
04	Present Position	
05	Scheduled date of completion	
06	Remarks	

**Note:** (a) **Separate sheet should be used for each work.**  
(b) Additional sheets may be enclosed as per requirement.  
(c) **Copies of necessary work orders must be enclosed for each work.**

**Date:**

**Signature of the applicant(s)**

DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY THE FIRM / COMPANY						
Sl No	Designation	Total No.	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.						
Date: SIGNATURE OF THE APPLICANT(S)						

DETAILS OF TOOLS AND EQUIPMENT LIKELY TO BE USED IN CARRYING OUT THE WORK										
S 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
Date:										
SINGANTURE 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		
SNo	Items	2008-09	2009-10	2010-11
(i)	Gross Annual Turn over in _____ works			
(ii)	Profit (+) or Loss (-)			
(iii)	Financial Position			
	(a) Cash			
	(b) Current Assets			
	(c) Current Liabilities			

**Please enclose:**

- I. Income Tax Assessment orders / IT Returns submitted for the last 3 years.
- II. Audited Balance Sheet and P& L Account for the last 3 years

Date:

**SIGNATURE OF APPLICANT(S)**

### PROFORMA ON ISO CERTIFICATION

S No	Particulars	Details
1	Year of Certification	
2	Name and Address of Certifying Agency	
3	Name of the Management Representative	
4	Validity of Certificate	

Note: Attested copy of certificate (attested by Government officer or Notary Public) to be enclosed.

Date:

Signature of Applicant(s)

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

The applicants who have down-loaded the 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 **13 pages** in total except cover page.
- b) The printout of 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 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.
- 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 PQ document appearing on Website.
- i) The applicant should read carefully & **sign the declaration** given on the page number '**6**' before submitting the document.
- j) In case of any doubt in the down-loaded document, the same should be got clarified from the **Zonal Office, Premises Department, 359, Dr. Nanjappa Road (Second Floor), Coimbatore – 641 018, Phone: 0422 – 2230302, Mob: 094420 02625 before submitting the document.**

Date:

Signature of Applicant(s)