



NIT
Empanelment of contractors for

ठेकेदारों की सूची (पैनल) बनाने के लिए आवेदन आमंत्रित

(I) Civil, Interior & furnishing (II) Electrical works (III) Air conditioning Work,

(I) सिविल, इंटीरियर, फर्निशिंग (II) इलेक्ट्रिकल एवं (III) एयर कंडीशनिंग कार्य

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Sr. No..... (For office use only)

APPLICATION FOR EMPANELMENT OF CONTRACTORS IN DELHI-NCR AREA

Name of the Applicant: M/s.

Category applied For:

Last date of submission: 18.01.2022

Central Bank of India
Zonal Office
General Administration Department,
Plot no 4 Block no. 54, D B Gupta Road,
Karol Bagh, New Delhi

Empanelment of Contractors

Central Bank of India is in process of empanelling contractors in the field of **(I) Civil, Interior & furnishing Work (II) Electrical works** and **(III) Air conditioning Work** for refurbishing / renovation / repairs of offices / premises under **Delhi-NCR area**.

- 1.0 Application forms are invited for empanelment of experienced, reputed and competent contractors.
- 2.0 Contractors shall apply for empanelment in prescribed format, which can be down loaded from the web site.
- 3.0 The various categories contractors proposed to empanelled are given in enclosed chart. The eligibility criteria shall be as under :-

3.1 For civil, Interior & furnishing works :-

- The firm (Contractors) should have minimum 5 years “similar work” experience ending 30.11.2021 in the respective field applied for.
- The (contractors) should have in last 5(five) years carried out **(i)** at least 1(one) work costing not less than the amount equal to 80% of the upper limit in the category applied for **or (ii)** at least 2(two) similar works costing not less than the amount equal to 50% of the upper limit in the category applied for **or (iii)** at least 3(three) similar works costing not less than the amount equal to 40% of the upper limit in the category applied.
- The firm (contractors) must have executed work for foreign / private / public sector banks or public / private sector organization having local office (place of application).
- The average Annual financial turnover of the firm for the last 5(five) years, ending 31.03.2021 (for those who have filed the return and get the required audit done) else average Annual financial turnover of the firm for the last 5(five) years ending 31.03.2020 should be at least 2 times of the upper limit in the category (a) & (b) and at least 1.5 times to the upper limit in the category (c) of page no. 7 of this document.
- The contractors should have PAN and GST Numbers applicable as per Govt.Rules & Regulations.
- Definition of “similar works” – Civil. Interior, Furnishing, etc. works.

3.2 (II) For Electrical works

- The firm (Contractors) should have minimum 5 years “similar work” experience ending 30.11.2021 in the respective field applied for.
- The (contractors) should have in last 5 (five) years carried out **(i)** at least 1 (one) work costing not less than the amount equal to 80% of the upper limit in the category applied for **or (ii)** at least 2(two) similar works costing not less than the amount equal to 50% of the upper limit in the category applied for **or (iii)** at least 3 (three)similar works costing not less than the amount equal to 40% of the upper limit in the category applied.
- The firm (contractors) must have executed work for foreign / private / public sector banks or public / private sector organization having local office (place of application)
- The average Annual financial turnover of the firm for the last 5(five)years, ending 31.03.2021 (for those who have filed the return and get the required audit done) else average Annual financial turnover of the firm for the last 5(five)years ending 31.03.2020 should be at least 2 times of the

upper limit in the category (a) & (b) and at least 1.5 times to the upper limit in the category (c) of page no. 7 of this document.

- Definition of “similar works” – Electrical & allied works, data cabling, etc. works.
- The contractors should have PAN and GST Numbers, Government Electrical License applicable as per Govt. Rules & Regulations.

3.4. **For Air conditioning works**

- The firm (Contractors) should have minimum 5 years “similar work” experience ending 30.11.2021 in the repair, servicing & maintenance of various types of air conditioners and plants.
- The (contractors) should have in last 5 (five) years carried out **(i)** at least 1 (one) work costing not less than the amount equal to 80% of the upper limit in the category applied for or **(ii)** at least 2(two) similar works costing not less than the amount equal to 50% of the upper limit in the category applied for **or (iii)** at least 3 (three) similar works costing not less than the amount equal to 40% of the upper limit in the category applied.
- The firm (contractors) must have executed work for foreign / private / public sector banks or public / private sector organization having local office (place of application).
- The average Annual financial turnover of the firm for the last 5(five) years, ending 31.03.2021 (for those who have filed the return and get the required audit done) else average Annual financial turnover of the firm for the last 5(five) years ending 31.03.2020 should be at least 2 times of the upper limit in the category (a) & (b) of page no. 7 of this document.
- The contractors should have PAN and GST Numbers, Government Electrical License applicable as per Govt. Rules & Regulations.
- Definition of “similar works” - Repair, servicing & maintenance of various types of air conditioners and plants.

(Note: Contractors, those who are already empanelled have to submit fresh application)

4.0 The contractors who intend to apply for more than one category have to apply for each category using separate application form and fee.

- 5.0 Contractors shall also authorize the Bank to approach his Employers, Clients, Corporations, Organization, etc. to verify contractor’s general reputation / competence. Contractor will not raise any objection if Bank approaches his Employers, Clients, Corporations, and Organizations etc. to verify contractor’s general reputation / competence.
- 6.0 The Bank reserves the rights to accept or reject any application without assigning any reason.
- 7.0 Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, **copies of the work order and completion certificate and / or such documents** shall be submitted. Incomplete application or application without proper proof for establishing their credentials will be rejected and no correspondence will be entertained in this regard. Decision of Bank in this regard shall be final and binding.
- 8.0 The empanelment shall be made for a specific category. However, contractor empanelled in higher category shall be eligible for the works in the lower category.

- 9.0 If information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at later date, the empanelment of such applicant will be cancelled immediately.
- 10.0 The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems/ equipment etc. which may come to the possession or knowledge of the Contractor during the course of discharging contractual obligations in connection with this agreement, to any third party, and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall indemnify the Employer for any loss suffered by him as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to his/her employees to ensure that the obligations of non- disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.
- 11.0 Empanelment does not confer any legal right to get work. All statutory dues and other compliances to be done by Contractor. Bank will not be liable for any of the non-compliance and will recover the amount paid with penalty / interest, if borne by the Bank.
- 12.0 Relationship: This agreement does not intent to create, constitute or evidence any partnership, joint venture and trust or employer / employee relationship amongst the parties.
- 13.0 Blacklist: The Bank reserves its sole right to blacklist the contractor in the event of unsatisfactory performance of contractor or non-compliance of the work order and to inform Regulatory/Govt. Authorities/IBA etc. Decision of Bank in this regard shall be final and binding on the contractor.
- 14.0 The applicant should not have been disqualified / debarred / terminated on account of poor or unsatisfactory performance / blacklisted from any of the public sector banks / public sector organizations / government / semi-government organizations including any of the offices / branch of Central Bank of India during last 5 years as on the date of publication of this notice. A suitable declaration to be submitted on the Letter head of the firm duly signed by the Authorized Signatory of Contractor.
- 15.0 It is necessary that contractors / vendors must have office at Delhi/NCR.
- 16.0 Bank will be at liberty to terminate the work order and depanel the contractor in case of any unsatisfactory performance of non-compliance of work order.
- 17.0 In the event of any dispute the jurisdiction will be of Courts at Delhi only.
- 18.0 Details of civil suits or any other litigation, if any that arouse during execution of the contract / work in last 5 years. – Proforma 4.
- 19.0 Any amendments / corrigendum for empanelment of contractors shall be published in Bank's website only. Therefore applicants are requested to visit the Bank's website regarding modifications / corrigendum issued.
- 20.0 After scrutiny of all the details and documents submitted by contractor, only eligible firms who qualify the requisite criterion of selection will be notified. Decision of Bank in this regard is final and binding. The list of empanelled firms shall be reviewed/ updated at least once in two years. Firms, not found to comply with the criteria at the time of review, shall be removed from the panel.
- 21.0 The Bank shall not be bound to empanel any or all applicants and reserves the right to reject any applicant(s) or revoke the empanelment without assigning any reason thereof. Empanelment should not be construed by the applicants as an assurance of contract award or accreditation by the Bank.
- 22.0 Completed empanelment document shall be submitted up to the last date given in advertisement, during office hours to the office of **Asst. General Manager – BSD/GAD, plot no. 4, block no. 54, D B Gupta Road, Karol Bagh, New Delhi-110005** on / before **January 18, 2022**.

GUIDELINES FOR SUBMISSION OF APPLICATION FORM FOR EMPANELMENT OF CONTRACTORS

1. The application shall be downloaded from the live tender section of Bank's website as given in advertisement. The application will not be available in Bank. [Website – www.centralbankofindia.co.in]
2. Vendors confirming to eligibility criteria mentioned in this application shall apply for the process. Any question/doubts related to document may be clarified with Bank over phone on **011-42827824 / 825 (10am to 5pm)**. The applications shall not include any conditions whatsoever. Only unconditional forms will be accepted. Any conditional form will be liable for rejection.
3. Application form for empanelment shall be submitted in sealed envelope super scribing **'Application for Empanelment as Contractors ForCategory.....'**
4. The application shall be submitted strictly in the format as mentioned along with the supporting documents.
5. The application shall be signed by the person/s on behalf of the organization having necessary Authority/ Power of Attorney to do so. Each page of the application shall be signed and copy of Power of Attorney / Memorandum of association (Wherever applicable) shall be furnished along with application.
6. If the space in proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of proforma and serial number. Separate sheets may be used for each part of application. While filling up the application with regard to list of important projects completed or on hand the applicant shall only include major works handled by the firm.
7. The ability and competence of the applicant to render required services within the specified time frame will be a major factor while deciding the empanelment of contractors.
8. The various categories of contractors proposed to be empanelled shall be as per enclosed chart. The detailed eligibility criteria are given on page 3 & 4 of the format. However Bank reserves the right to enhance the criteria in case of more number of applications in a given category.
9. The applicant should ensure that the application is hand delivered at the given address within prescribed date and time as mentioned in the advertisement. The application shall not be accepted by post / courier.
10. Application containing false and/ or incomplete information is liable for rejection. The applicant should enclosed fees draft (non-refundable) for Rs. 1,000/- in favor of Central Bank of India, Delhi. (Exemption: Submission of valid Micro and Small Enterprises (MSEs) certificate as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department). The Bank reserves right to accept or reject any or all the application without assigning any reasons whatsoever and decision of the Bank in regard to selection of Contractors shall be final.
11. Last date and time to accept the application is the last date given in advertisement, during office hours.

List of categories of vendors / contractors

The categories for the Contractor's panel would be as under:

Civil, Interior, Furnishing & Composite works (works and goods)

- a) Petty works costing up to Rs. 2.5 lakh**
- b) Projects/work costing above Rs. 2.5 lakh and up to Rs. 5.0 lakh**
- c) Projects/work costing above Rs. 5.0 lakh and up to Rs. 25.0 lakh**

Electrical work (works and goods)

- a) Petty works costing up to Rs. 2.5 lakh**
- b) Projects/work costing above Rs. 2.5 lakh and up to Rs. 5.0 lakh**
- c) Projects/work costing above Rs. 5.0 lakh and up to Rs. 25.0 lakh**

Air conditioning work (repairs / maintenance)

- a) Petty works costing up to Rs. 2.5 lakh**

Air conditioning work (Non-consultancy services)

- a) AMC costing up to Rs. 2.5 lakh**
- b) AMC costing above Rs. 2.5 lakh and up to Rs. 10.0 lakh**

The applicant is required to tick the category applying for.

The contractors who intend to apply for more than one category have to apply for each category using separate application forms and fees.

“Civil Works” or — “Works” means activity involving construction, fabrication repair, overhaul, renovation, decoration, installation, erection, excavation, dredging and so on, which make use of a combination of one or more of engineering / architectural design, material and technology, labour, labour machinery and equipment.

“Goods” (only in the context of Civil, Furnishing and Electrical work) includes articles, material, furniture, fixtures, raw material, spares, instruments, machinery, equipment, assemblies, sub-assemblies, accessories, or such other categories of goods or intangible products purchased or otherwise acquired for the use of Bank but excludes books, publications, periodicals, etc. for a library. The term goods” also includes works or services which are incidental or consequential to the supply of such goods, such as, transportation, insurance, installation, commissioning, training and maintenance.

Non-consultancy Services - means services in which physical aspects of the activity predominate such as hiring services for annual maintenance.

To,

**Asst. Gen. Manager – BSD,
Central Bank of India,
Zonal Office
Delhi**

Ref: **Application for empanelment as contractors.**

Dear Sir,

I / we have read and understood the instructions and the Terms & Conditions mentioned in the application form. I / we do hereby declare that the information furnished in the application and the supplementary sheets are correct to the best of my knowledge and belief.

I / we authorise Bank to approach our clients to verify the facts submitted by us.

Signature of applicant with seal

Name:

Designation:

Address:

Place

Date:

Information to be furnished by the applicants

1	Name of the Organisation		
2	Address with telephone no. and e-mail address if any.	Postal address	
		Telephone nos. / mobile nos.	
		E-mail address	
3	Year of establishment		
4	Status of the firm (Enclose copy)		Proprietorship / partnership / limited / trust / any other (please specify)
5	Name of Directors/ Partners / Proprietor		i) ii) iii)
6	Name and address of Bankers		i) ii) iii) iv)
7	Name of major Projects (i) at least 1(one) work costing not less than the amount equal to 80% of the category applied for or (ii) at least 2(two) similar works costing not less than the amount equal to 50% of the category applied for or (iii) at least 3 (three) similar works costing not less than the amount equal to 40% of the upper limit in the category applied. (Details to be furnished in proforma 1)		i) ii) iii)
8	Important major projects on which the firm is engaged at present and their estimated cost, stage of work viz. planning and construction, the full address of clients shall be indicated against each project. (Details to be furnished in proforma 3)		i) ii)
12	If you are registered in Panel of other Organisation/ Statutory bodies such CPWD, PWD, MES, Banks, etc, furnish their name, Category and date of registration.		i) ii) iii)

...7...

DETAILS OF DIRECTORS / PARTENERS

Sr. no.	Name of partners / directors	Academic qualification	Official designation	Address / phone / fax / e-mail
1.				
2.				
3.				
4.				
5.				
6.				

DETAILS OF REGISTRATION

Sr. no	Name of organisation / department	Registration no.	Date / year of registration	Enclosed proof	
1.	Registrar of firms and societies				
2.	Income tax department (mention PAN no. with copy of latest income tax clearance certificate)				
3.	Goods and Services Tax (GST) (Enclose copy of registration certificate)				
4.	Work contract tax registration (Enclose copy of latest Sales tax clearance certificate)				
6.	Details of EPF account and registration				

FINANCIAL STATUS

Sr. no	Financial year	Turnover of the firm (in Rs. lacs)	Profit / loss	Enclosed certified copies of audited balance sheets / chartered accountant's certificate.	
				Yes	No
1	2015 – 2016				
2	2016 – 2017				
3	2017 – 2018				
4	2018 – 2019				
5	2019 – 2020				
6	2020 – 2021 (for those who have filed the return and get the required audit done)				

Furnish copies of audited Balance Sheet and Profit & loss account (audited) for the last five years.

PROFORMA –1
PARTICULARS IN RESPECT OF WORK EXECUTED

Sr. No	Name of the work / project executed with address	Short description of work executed	Name and address of owner and consultant	Value of work executed	Stipulated time of completion	Date of commencement	Date of completion	Any other relevant information
1								
2								
3								
4								

Signature of the Applicant

Note The contractor shall mention only those works executed during last 5 years which fulfills the eligibility criteria on this page.
The list is to substantiated with the **documentary evidence such as work order and completion certificates acceptable to Bank** in absence of which the application is liable to be rejected.
Other works should be mentioned on separate sheet.

PROFORMA - 2
LIST OF KEY PERSONAL PERMANANTLY EMPLOYED

Sr. no.	Name	Designation	Qualification	Experience	Years with the Firm	Any other information
1						
2						
3						
4						
5						

Signature of the Applicant

PROFORMA –3
PARTICULARS IN RESPECT OF WORK IN HAND

Sr. No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner and consultant	Value of work executed	Stipulated time of completion	Status Of Work	Any other relevant information
1							
2							
3							
4							

Signature of the Applicant

PROFORMA –4
PARTICULARS OF CIVIL SUITS OR ANY OTHER LITIGATION, IF ANY IN LAST 5 YEARS

Sr. No	Name of the work/ project executed with address	Short description of work executed	Name and address of employer/owner	Date of Work order	Date of Completion of Work	Value of Work Executed	Relevant information regarding civil suits with its present stage
1							
2							
3							
4							

Signature of the Applicant

Use separate sheet ,if required.

OTHER INFORMATION

1. Work force permanently employed
 - i) Mason
 - ii) Carpenters
 - iii) Mechanics
 - iv) Electricians
 - v) Mates / helpers
 - vi) Others

2. Work shop / manufacturing / servicing unit facilities
 - i) Location
 - ii) Area
 - iii) Type of structure
 - iv) Type of facilities

3. List of major equipment in possession of the firm

List of Documents enclosed with application form.

1. Status of the Firm / Registration certificate / Memorandum of association
2. Income Tax clearance certificate.
3. Copy of PAN Card
4. Copy of GST Registration
5. EPF registration certificate
6. Copies of proof regarding the work executed like work order and completion certificate.
7. Electrical contractor licence (wherever applicable).
8. Photograph of major work executed.
9. Certified copies of audited balance sheets / chartered accountants certificates.
10. Copy of power of attorney (wherever applicable)
11. Tender Fees in the form of Demand draft / pay order of Rs. 1,000/- in favour of Central Bank of India payable at New Delhi.

Note - Please tick the certificates / documents attached.

Blacklisted contractor should not apply for the process.