



Facilities Management Department, Baroda Corporate Centre, Mumbai

**BANK OF BARODA**



**NOTICE FOR PRE- QUALIFICATION FOR EMPANELMENT OF MANUFACTURERS /  
SUPPLIERS  
FOR SUPPLY OF MODULAR FURNITURE  
AT BANK'S VARIOUS OFFICES / BRANCHES PAN INDIA  
PRE QUALIFICATION DOCUMENT**

**Issue Date- 25.10.2021**

**Last date of submission of application – 15.11.2021 up to 03:00 p.m.**

**Pre bid meeting – 01.11.2021 11.00 AM**



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## PREQUALIFICATION DOCUMENT

### **NOTICE FOR PRE- QUALIFICATION OF MANUFACTURERS / SUPPLIERS FOR SUPPLY OF MODULAR FURNITURE AT BANK'S VARIOUS OFFICES / BRANCHES PAN INDIA**

Bank of Baroda, a body corporate constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act 1970, having its Corporate Office at C26, G-Block, Baroda Corporate Centre, Bandra Kurla Complex, Bandra East, Mumbai – 400051(hereinafter referred to as the “Bank”) which expression unless repugnant to the context or meaning thereof shall mean and include its successors and assigns, invites applications for Pre-Qualification from Manufacturers / Suppliers of repute for supply and installation of Modular Furniture at various branches located at different places all over India.

Bank of Baroda is one of the largest Public Sector Banks in India with international operations in 23 countries. In India, the Bank has an extensive branch network of approx 8400 branches distributed in Banks -18- Zonal offices.

<b>Sr. No.</b>	<b>ZONAL OFFICES PAN INDIA</b>	<b>REGIONS COVERED</b>
1.	PATNA ZONE	Patna, Bhubaneshwar, Muzaffarpur, Purnea, Sambalpur
2.	LUCKNOW ZONE	Ayodhya, Fatehpur, Gorakhpur, Kanpur Dehat, Prayagraj, Rae Bareli
3.	KOLKATA ZONE	Kolkata, Burdwan, Guwahati, Jorhat, Siliguri
4.	MUMBAI ZONE	Mumbai, Mumbai metro east, Mumbai metro south
5.	BENGALURU ZONE	Bengaluru central, Bengaluru north, Bengaluru rural, Mandya, Mysuru
6.	BHOPAL ZONE	Bhopal, Indore, Jabalpur, Raipur, Bilaspur, Durg
7.	HYDERABAD ZONE	Guntur, Rajahmundry, Tirupathi, Vijaywada
8.	AHMEDABAD ZONE	Ahmedabad, Anand, Bhuj, Gandhinagar, Sabarkantha, Mehsana
9.	RAJKOT ZONE	Bhavnagar, Bhuj, Jamnagar, Junagadh
10.	PUNE ZONE	Amravati, Aurangabad, Jalgaon, Kolhapur, Nagpur, Nashik, Panji, Pune city, Solapur
11.	MEERUT ZONE	Agra, Aligadh, Bareilly, Dehradun, Hadwani, Merrut, Moradabad
12.	MANGALURU ZONE	Gulbarga, Hassan, Hubballi, Mangaluru city, Udupi
13.	CHANDIGADH ZONE	Amritsar, Hissar, Jalandhar, Karnal, Ludhiana
14.	NEW DELHI ZONE	Delhi, Gurgaon, Chandigarh, Jalandhar, Karnal



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15.	JAIPUR ZONE	Jaipur, Ajmer, Bharatpur, Bhilwara, Bikaner, Jodhpur, Kota, Udaipur
16.	BARODA ZONE	Baroda, Bharuch, Godhra, Navasari, Surat, Valsad
17.	CHENNAI ZONE	Chennai, Coimbatore, Ernakulam, Madurai
18.	ERNAKULUM ZONE	Calicutt, Thrissur, Trivandrum

**[A] Important Dates:**

#	Particulars	Timeline
1	Tender Issuance Date	
2	Tender Coordinator Name, Contact details (Bank)	1. Mr. Kiran Kumar, Chief Manager, FM Dept 2. Email: <a href="mailto:em.bcc@bankofbaroda.co.in">em.bcc@bankofbaroda.co.in</a> 3. Postal Address: (Facilities Dept.), 1st Floor, Bank of Baroda, C-26, G-Block, Baroda Corporate Centre, BKC, Mumbai – 400051
3	Last Date of written request for clarifications before the Pre-bid Meeting	<b>30/10/2021</b> <a href="mailto:em.bcc@bankofbaroda.com">Email-em.bcc@bankofbaroda.com</a>
4	Online Pre-bid Meeting & Venue details	<p>Pre bid meeting will be held online through Bank's Online Meeting Platform (i.e. Microsoft Teams) on 01/11/ 2021 at 11:00AM.</p> <p>Bidder to submit maximum two participant's names, contact numbers, designations and e-mail IDs on <a href="mailto:em.bcc@bankofbaroda.com">em.bcc@bankofbaroda.com</a> at least one day before the scheduled teleconferencing date.</p> <p>Meeting invite Link will be sent by the Bank to bidder's provided email IDs to join the Online Meeting as per the schedule mentioned above.</p> <p>Bidder representatives will have to click the Bank provided link (provided in the e-mail) to join the On-Line Pre-bid meeting.</p>
5	Last Date of Submission of Online Tender (Closing Date)	<b>15:00 Hrs on 15/11/ 2021</b> Mode: Online URL: : <a href="https://www.tenderwizard.com/BOB">https://www.tenderwizard.com/BOB</a>
6	Eligibility Cum Technical Bid Opening Date (Online)	<b>15:30 Hrs on 15/11/ 2021</b> Mode: Online URL: <a href="https://www.tenderwizard.com/BOB">https://www.tenderwizard.com/BOB</a> 1. The meeting will be held online through Bank's Online Meeting Platform (i.e.

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		Microsoft Teams). 2. Bidders are requested to send bid submission confirmation with their email address for attending online bid opening meeting. on <a href="mailto:em.bcc@bankofbaroda.com">em.bcc@bankofbaroda.com</a> id after Tender submission time is over
8	Application Money	N.A
9	Bid Security (Earnest Money Deposit)	<b>NIL</b>
10	Minimum requirement for Online Tender response submission	1. Computer / Laptop (Notebook) with internet connection. 2. Operating system - Windows 7 or above 3. Digital certificate (DC) - Class III, Signing + Encryption. (DC to be organizational type if bidder is participating on behalf of an organization) 4. Web Browsers: Internet Explorer 9.0 (32-bit Browser only) & above.
11	Mode of bid submission & online portal's URL	Mode: Online URL: <a href="https://www.tenderwizard.com/BOB">https://www.tenderwizard.com/BOB</a>
12	Support details of Online Portal facilitator	ITI Limited, Tenderwizard Helpdesk Team Email: <a href="mailto:eprocurebob@etenderwizard.com">eprocurebob@etenderwizard.com</a> Phone: +91-11-49424365 Mr. Krunal Mahajan: +91-8800907637 For more details, check under contact us at home page of e-procurement portal <a href="https://www.tenderwizard.com/BOB">https://www.tenderwizard.com/BOB</a>

Manufacturers / Suppliers who are desirous of tendering for supply of modular furniture and fulfil the following minimum requirements shall be eligible to apply:

- Average Annual financial turnover of the firm during **last -3- Financial years, ending 31.03.2021**, should be at least **₹ 60.00 Lacs** supported with audited balance sheets.
- Experience of having successfully completed similar work\* during **last -7- years ending 30.09.2021** should be either of the following:
  - a) One Similar work\* each costing not less than **₹ 160.00 Lacs**  
OR
  - b) Two similar works\* each costing not less than **₹ 100.00 Lacs**  
OR
  - c) Three similar work\* each costing not less than **₹80.00 lacs**

(\***Similar work shall mean supply and installation of Modular Furniture to any**

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**Govt / Semi Govt / PSU / Financial Institution / Private companies having turnover more than Rs. 100 Crores)**

- Applicant should enlist the names of the Zonal offices for which they intended to apply as per Annexure-C.
- Applicant should have offices/sales offices & maintenance centres on the location/Zone they have applied for.
- Having sufficient number of experienced personnel, technical know-how, equipment, instruments and other resources, to complete the project well in time with superior quality of materials & workmanship as per standard specifications.
- Applications by those Manufacturers / Suppliers who do not submit performance certificate from their previous employers are liable to be summarily rejected.

**Bidders have to keep checking our website for any additional instructions/ Addendum, till tender submission time. Bidders who submit applications without attaching the addendum if any will be rejected.**



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## **Instructions to Bidders - E TENDERING**

### **General Instructions**

To view the Tender Document along with this Notice and its supporting documents, kindly visit following e-Tendering website of Bank of Baroda:

[www.tenderwizard.com/BOB](http://www.tenderwizard.com/BOB)

The bidders participating first time for e-tendering on Bank of Baroda e-tendering portal will have to complete the Online Registration Process on the e-tendering portal. A link for enrolment of new bidders has been provided on the above link. All bidders interested in participating in the online e-tendering process are required to procure Class III Digital Signatures e-Token having -02- certificates inside it, one for Signing/Verification purpose and another for Encryption/Decryption purpose. The bid should be prepared & submitted online using the bidder's authorized Class III Digital Signature (Individual certificate is allowed for proprietorship firms) Digital e- Token.

If any assistance is required regarding e-tendering (registration / upload / download / Bid Preparation / Bid Submission) please contact Tender wizard Help Desk as per following:

**Helpdesk Contact No.:+9149424365**

**email:**[eprocarebob@etenderwizard.com](mailto:eprocarebob@etenderwizard.com)

Primary Contact Number

- Mr. Krunal Mahajan: +91800907637

Alternate Contact Numbers

- Mr. Sandeep Gautam :+91-8800496478
- Mr. Kamal Mishra :+918800115821

Contact No. for other activities

- Registration Help Desk : +91-11-49424365

(Kindly put "REGISTRATION/PROFILE UPDATE" in the subject line of the email to[eprocarebob@etenderwizard.com](mailto:eprocarebob@etenderwizard.com))

- e-procurement queries : +91-11-49424365

(Kindly put "E-PROCUREMENT QUERIES" in the subject line of the email to[eprocarebob@etenderwizard.com](mailto:eprocarebob@etenderwizard.com))

*Note: please note support team will be contacting through email and whenever required through phone call as well. Depending on nature of assistance support*

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*team will contact on the priority basis. It will be very convenient for bidder to schedule their online demo in advance with support team to avoid last minute rush.*

### **Downloading of Tender Document**

The tender document is uploaded / released on Bank of Baroda e-tendering portal link as mentioned above. Tender document and supporting documents may be downloaded from same link. Subsequently, bid has to be prepared and submitted ONLINE ONLY as per the schedule given in Notice Details. The Tender document will be available online only. Tenderdocument will not be sold / issued manually.

Only those tender offers shall be accepted for evaluation for which Earnest Money Deposit (EMD)/Exemption Certificate is deposited as per the terms mentioned in this Tender.

### **Preparation & Submission of Bids**

The bids (Pre-Qualification, Technical as well as Commercial) shall have to be prepared and subsequently submitted online only. Bids not submitted "ONLINE" or by any other means shall be summarily rejected. No other form of submission shall be permitted.

### **Do's and Don't for Bidder**

- ▶ Registration process for new Bidders should be completed within first week of release of tender.
- ▶ The e-procurement portal is open for upload of documents from the start of the bid submission date. Hence bidders are advised to start the process of upload of bid documents well in advance.
- ▶ Bidders have to prepare for submission of their bid documents online well in advance as
  - The encrypt/upload process of soft copy of the bid documents large in number to e-procurement portal may take longer time depending upon bidder's infrastructure and connectivity.
  - To avoid last minute rush & technical difficulties faced by bidders in uploading/submission of bids, bidders are required to start the uploading of all the documents required -01- week in advance for timely online submission of bid.
- ▶ Bidders to initiate uploading of few primary documents during the start of the tender submission and any request for help/support required for uploading the documents / understanding the system should be taken up with e-procurement service provider well in advance.
- ▶ Bidders should not raise request for extension of time on the last day of submission due to non-submission of their bids on time as Bank will not be in a position to provide any support at the last minute as the portal is managed by e-procurement service provider.





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- ▶ Bidder should not raise request for offline submission or late submission since ONLINE submission is accepted only.
- ▶ Partly or incomplete submission of bids by the bidders will not be processed and will be summarily rejected.

### **Guidelines to Bidders for Electronic Tendering System**

#### **Pre-requisites to participate in the Tenders**

##### Registration of bidders on e-procurement portal of Bank of Baroda:

The bidders unregistered on e-procurement portal of Bank of Baroda and interested in participating in the e-tendering process shall be required to enroll/register on the e-procurement portal. To enroll, bidders have to generate User ID and password on [www.tenderwizard.com/BOB](http://www.tenderwizard.com/BOB). The bidders may obtain the necessary information on the process of registration/enrolment either from Helpdesk Support Team: +91-11-49424365 or may download Vendor Help Manuals available under “Help Manuals/ Latest Circulars/ Formats” on home page of e-procurement portal i.e. [www.tenderwizard.com/BOB](http://www.tenderwizard.com/BOB).

#### **Preparation of Bid & Guidelines for Digital Certificate**

The Bid Data that is prepared online is required to be signed & encrypted and the hash value of the Bid Data is required to be signed electronically using a Class III Digital Certificate. This is required to maintain the security of the Bid Data and also to establish the identity of the Bidder transacting on the System. This Digital Certificate should be having Two Pair (1. Sign Verification 2. Encryption/Decryption). Encryption Certificate is used to encrypt the data / information and Signing Certificate to sign the hash value during the Online Submission of Tender stage.

The Digital Certificates are issued by an approved Certifying Authority authorized by the Controller of Certifying Authorities of Government of India through their Authorized Representatives upon receipt of documents required to obtain a Digital Certificate.

Bid data / information for a particular Tender must be submitted only using the Digital Certificate. In case, during the process of preparing and submitting a bid for a particular tender, the bidder loses his / her Digital Signature Certificate (i.e. due to virus attack, hardware problem, operating system problem), he / she may not be able to submit the Bid online. Hence, the bidders are advised to store his / her Digital Certificate securely and if possible, keep a backup at safe place under adequate security to be used in case of need.

In case of online tendering, if the Digital Certificate issued to an authorized user of a partnership firm is used for signing and submitting a bid, it will be considered equivalent to a no objection certificate / power of attorney to that user to submit the bid on behalf of the Partnership Firm. The Partnership Firm has to authorize a specific individual via an authorization certificate signed by a partner of the firm (and in case the applicant is a partner, another partner in the same firm is required to





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authorize) to use the digital certificate as per **Indian Information Technology Act, 2000**.

Unless the Digital Certificate is revoked, it will be assumed to represent adequate authority of the Authority User to bid on behalf of the Firm for the Tenders processed on the Electronic Tender Management System of Bank of Baroda as per **Indian Information Technology Act, 2000**. The Digital Signature of this Authorized User will be binding on the Firm. It shall be the responsibility of Partners of the Firm to inform the Certifying Authority or Sub Certifying Authority, if the Authorized User changes, and apply for a fresh Digital Signature Certificate. The procedure for application of a Digital Signature Certificate will remain the same for the new Authorized User.

The same procedure holds true for the Authorized Users in a Private / Public Limited Company. In this case, the Authorization Certificate will have to be signed by the Director of the Company or the Reporting Authority of the Applicant.

The bidder should ensure while procuring new digital certificate that they procure a pair of certificates (two certificates) one for the purpose of Digital Signature, Non-Repudiation and another for Key Encipherment.

### **Recommended Hardware and Internet Connectivity**

To operate on the Electronic Tendering System, the bidders are recommended to use Computer System with at least 2 GB of RAM and broadband connectivity with minimum 1 Mbps bandwidth. However, Computer Systems with latest i3 / i5 Intel Processors and Broadband/4G connection is recommended for better performance.

- **Operating System Requirement**

Windows 7 & above

- **Browser Requirement (anyone from following)** Microsoft Internet Explorer (IE)

version 9 and above Mozilla Firefox - Latest version

Google Chrome - Latest version

- **Browser settings**

1. Disable the 'Popup Blocker' in the browser under Tools. Make sure this is in 'Turn Off' mode.
2. Add the e-procurement domain name in the 'Compatibility View' list of your browser Turn off the 'Smart Screen Filter' in the browser.

- **Supported File Types**

1. General Documents such as DOC, XLS, JPG, BMP, GIF, PNG, PDF, ZIP formats are allowed
2. Files with .EXE, .PSD extensions are not allowed

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3. File size not to exceed 5 MB per attachment
  4. All uploaded files should be virus free and error free
- **Minimum System Configuration**
    1. CPU speed of 2.0 GHz
    2. USB Ports
    3. 2 GB of System Memory (RAM)
    4. Anti-virus software should be enabled and updated regularly
  - **Requirement of utility software**
    1. Java Run Time Engine (JRE – 1.8.0) or higher.
    2. Microsoft Office 2003 with MS Word and MS Excel
    3. Adobe Acrobat Reader, PKI Installation Driver for Digital Signature

### **Steps to participate in the e-Tenders**

#### Online viewing of Detailed Notice Inviting Tenders

The bidders can view the Detailed Tender Notice along with the Time Schedule (Key Dates) for all the Live Tenders released by Bank of Baroda on the home page of bank's e-Tendering Portal on [www.tenderwizard.com/BOB](http://www.tenderwizard.com/BOB).

#### Download of Tender Documents

The Pre-qualification / Main Bidding Documents are available for free downloading. However, to participate in the online tender, the bidder must pay application money via Demand Draft/NEFT/RTGS mode & submit the details in the e-procurement portal.

#### Online Submission of Tender

Submission of bids will be preceded by Online Submission of Tender with digitally signed Bid Hashes (Seals) within the Tender Time Schedule (Key dates) published in the Detailed Notice Inviting Tender. The Bid Data is to be prepared in the templates provided by the Tendering Authority of BOB. The templates may be either form based, extensible tables and

/ or upload-able documents. In the form-based type of templates and extensible table type of templates, the bidders are required to enter the data and encrypt the data/documents using the Digital Certificate / Encryption Tool wherever applicable.

#### Close for Bidding

After the expiry of the cut-off time of Online Submission of Tender stage to be completed by the Bidders has lapsed, the Tender will be closed by the Tender Authority.

#### Online Final Confirmation

After submitting all the documents bidders need to click on "Final Submission" tab. System will give pop up "You have successfully completed your submission" that assures submission completion.

#### Short listing of Bidders for Commercial Bidding Process



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The Tendering Authority will first open the Technical Bid documents of all Bidders and after scrutinizing these documents will shortlist the Bidders who are eligible for Commercial Bidding Process. The short-listed Bidders will be intimated by email.

#### Tender Schedule (Key Dates)

The bidders are strictly advised to follow the Dates and Times as indicated in the Time Schedule in the detailed tender Notice for the Tender. All the online activities are time tracked and the electronic Tendering System enforces time-locks that ensure that no activity or transaction can take place outside the Start and End Dates and time of the stage as defined in the Tender Schedule.

At the sole discretion of the tender Authority, the time schedule of the Tender stages may be extended.

#### **Important Points:**

The Bid hash values are digitally signed using valid Class – III Digital Certificate issued by any Certifying Authority. The bidders are required to obtain Digital Certificate well in advance.

- a. The bidder may modify bids before the deadline for Online Submission of Tender as per Time Schedule mentioned in the Tender documents.
- b. This stage will be applicable during Pre-bid / Pre-qualification and Financial Bidding Processes.

Steps by step detailed Vendor Manual are available on homepage under Support section related to activities like Java Settings, Registration, Login Process, Tender Participation, Bid Download, upload & Submission, Corrigendum/Addendum, Clarifications, Re-submissions etc. on e-procurement portal i.e. [www.tenderwizard.com/BOB](http://www.tenderwizard.com/BOB)

*Note: Bank and ITI Limited shall not be liable & responsible in any manner whatsoever for any failure to access & bid on the e-tender platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the event. Bidders are advised to ensure system availability and prepare their bid well before time to avoid last minute rush. Bidders can fix a call with support team members in case guidance is required by calling on helpdesk number.*

#### Instruction to the applicants for furnishing information as a part of application for pre-qualification.

1. Intending Applicants are required to submit their applications with full bio-data giving detail about their organization, experience, technical personnel in their



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- organization, competence and adequate evidence of their financial standing, etc. in the enclosed form which will be kept confidential.
2. Bidder should submit their Eligibility Cum Technical and Commercial bids Online i.e. through <https://www.tenderwizard.com/BOB/>
  3. While deciding upon pre-qualification of contractors, emphasis will be given to the applicant having offices/ supply centers all over India and the ability and competence to do good quality work of supplying & installing the modular furniture with in the stipulated time schedule.
  4. Decision of the Bank in regard to selection Manufacturers / Suppliers for issue of tender documents will be final. Bank is not bound to assign any reason for acceptance/rejection of any application.
  5. Applications containing false, incomplete and / or inadequate information are liable to be rejected. Also more fulfillments of eligibility criteria does not guarantee selection. Applications not revealing material & relevant facts are also liable to be rejected.
  6. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall include those works only which are individually costing not less than 00 lacs
  7. The Applicant should not have been black-listed by any Government/PSU or Private Organization or terminated from Bank of Baroda in **last 7 years**.
  8. Applications of agencies who failed to fulfill their commitments to bank during the currency of their previous contract for any procurement shall not be considered for evaluation of this prequalification. A self-declaration in this regard to be furnished by the bidder.
  9. Agencies who have been blacklisted/barred by any organization during last -10-years shall be liable to be rejected.

For any further information on the tender, following offices / persons to be contacted:

Bank of Baroda, Baroda Corporate Centre, Banda Kurla Complex, Mumbai

1. **Mr. Sabyasachi Mohanty**, Senior Manager (Elec Engg.)  
Ph.: 022-66985102  
Email: [em.bcc@bankofbaroda.co.in](mailto:em.bcc@bankofbaroda.co.in)
2. **Mr. Kiran Kumar**, Chief Manager (Civil Engg)  
Ph. : 022-66985177  
Email : [em.bcc@bankofbaroda.co.in](mailto:em.bcc@bankofbaroda.co.in)



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Canvassing in any form in connection with pre- qualification is strictly prohibited and the application of such persons/ organization who resort to canvassing will be liable to be rejected.

The applications, which are received after due date and time for submission of tender, are liable to be rejected.

Bank reserves the right to reject any / all applications without assigning any reason, whatsoever. Disputes, if any, regarding the pre-qualification shall be with in the jurisdiction of courts in Mumbai.

Qualified agencies shall be invited for participating in the tendering for finalizing rate contract for each zone.

**Criteria given above is for one zone. In case agency desires to participate in the tendering for more than one zone, they should fulfill criteria in proportion to the number of zones they intend to bid for. For example, criteria for average turnover in last 3 years is 60 Lacs for one zone. If a bidder intends to participate in 4 zones, the said turnover criteria proportionate to 240 Lacs. The same applies to similar works completed as well.**

Please note to give the details of zones for which they intend to participate for bidding in the Annexure-C

**ANNEXURE A**

Important: Attach copies of the supporting documents.

1	a) Name of the applicant / organization b) Address of the Registered Office (Phone Nos, Fax Nos & Email ID & Contact Person)	
2	Year of establishment	
3	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.) (Enclose certified copies of documents as evidence)	
4	Name & qualification of the Proprietor / Partners / Directors of the Organization / Firm a) b) c) Enclose certified copies of document as evidence	
5	Details of registration – Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number. Enclose certified copies of document as evidence	
6	Whether registered with Government / Semi – Government / Municipal Authorities of any other Public Organization and if so, in which class and since when? (Enclose certified copies of document as evidence)	
7	a. No. of years of experience in the field and details of work in any other field. b. Whether ISO certified, furnish the details.	
8	Area of business activities other than manufacturing of chairs, if any, and place of business.	
9	Registration of firm under Shop & Establishments Act, 1948	
10	[a] Yearly turnover of the organization during last 3 financial years (year wise) (Avg. turnover of last 3 years should not be less than 60.00 Lacs) and furnish audited Balance Sheet and Profit & Loss A/c for the last –3- financial years. [b] Average turnover in 2018 – 2019 2019 – 2020 2020 - 2021	
11	Name & Address of Bankers	1. 2. 3.

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	(Solvency certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the organization)	
12	Enclose copy of acknowledge of latest income tax return filed with I.T. authorities.	
13	PAN No.	
14	Details of registration for sales tax.	
15	GST Registration No.	
16	Excise No.	
17	Detailed description and value of works done (Proforma-1) and works on hand (Proforma-2)	
18	Empanelment with other Companies/PSUs	
19	Other infrastructural information to be used/ referred for this project (Proforma-4) List of available plants, machineries, equipments etc.	
20	Furnish the names of –3- responsible persons along with their designation, address, Tel.No. etc., for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your organization.	1. 2. 3.
21	Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place, and status of pending litigation.	
22	Information relating to any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
23	Have you been ever disqualified (blacklisted) or levied penalty by any bank/PSU in past 10 years for non fulfillment of the contractual obligations. If yes, please provide details.	
24	Applications of agencies who failed to fulfill their commitments to bank during the currency of their previous contract for any procurement shall not be considered for evaluation of this prequalification. A self-declaration in this regard to be furnished by the bidder	
25	Have you in past carried out any work for Bank of Baroda or its subsidiaries? If yes, give details.	



26	Escalation Matrix along with details of communications	
27	Certification like BIFMA/IGBC/Green Guard Compliance etc.	

Suppliers of who are not furnishing above information will be summarily rejected.

**PROFORMA – 1**

**LIST OF PROJECTS EXECUTED BY THE ORGANISATION DURING LAST 7 YEARS**

**( Minimum Value of Work done not less than ₹ 80.00 Lacs in one year )**

Sl No	Name of work with address.	Name & full postal addresses of the owner. Specify	Contract Amount In Rs.	Stipulated time of completion (Years)	Actual time of completion (years)	Any other relevant information. Actual amount of the Project, if increased, give reasons.	Enclose clients certificate for satisfactory completion.
1	2	3	4	5	6	7	8

**Notes:**

- 1) Information has to be filled up specifically in this format. Please do not write remark "As indicated in brochure".
- 2) Date shall be reckoned as on **30.09.2021**
- 3) For certificates, the issuing authority shall not be less than an Executive in charge.



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**PROFORMA - 2**  
**LIST OF IMPORTANT WORKS ON HAND Min Value of work (Rs. 80.00 lacs)**

Sl. no	Name of work/ project with address.	Name & full postal address of the owner. Specify whether Govt. undertaking along with name, address and contact nos. of –2- persons (top officials of the organization)	Contract Amount In Rs. with copy of Work Order & completion certificate from project in- charge.	Stipulated time of completion (Years)	Present status of the project	Any other relevant Information.
1	2	3	4	5	6	7

**Note:**

Information has to be filled up specifically in this format. Please do not write remark “ As indicated in Brochure”

I/We confirm that to the best of my knowledge this information is authentic and accept that any deliberate concealment will amount to disqualification by the Bank at any stage.

Seal & Signature of Tenderer



*Facilities Management Department, Baroda Corporate Centre, Mumbai*



Facilities Management Department, Baroda Corporate Centre, Mumbai

### **PROFORMA - 3**

#### **Details of Infrastructure**

<b>Sr.No.</b>	<b>Items</b>	<b>Numbers</b>	<b>Details</b>
1	Offices in India		
2	Manufacturing facilities in India		
3	Services Centers in India		
4	Any other information		

(Please enclose this information in the PART I (technical bid) of the bid. Bid of Manufacturers / Suppliers who are not furnishing above information will be summarily rejected).

I/We confirm that to the best of our knowledge this information is authentic and accept that any deliberate concealment will amount to disqualification by the Bank at any stage.

**Stamp and Signature of the Bidder**

**Seal & Signature of Tenderer**



Facilities Management Department, Baroda Corporate Centre, Mumbai

**Annexure –B**

**Check List**

Sr. No.	Particulars (Ensure whether the following have been enclosed)	Yes/No (Select From Drop Down Menu)
1.	Self-Certified letter of unconditional acceptance of all Term & Conditions	
2.	Proof for having assessed by the Income Tax department for 3 consecutive years (2018-19, 2019-20, 2020-21) and audited balance sheets for last 3 years.	
3.	Documentary proof related to being in manufacturing & supply of modular furniture business at least for a period of last 3 years as of <b>September 2021</b> .	
4.	Mandatory Certification :	
a	ISO 9001-2015	
b	ISO14001-2015	
c	ISO 45001 :2018	
d	Manufacturing certificate/ license from respective state	
5.	List of offices / centers across India	
6.	Documentary evidence of satisfactory completion of project. (Work Order copy and completion certificate from client)	
7.	Self-certified letter that any maintenance / repair problem would be resolved within 48 hours (including procuring spare part)	
8.	Escalation Matrix along with details of communications	
9.	Any other Certification (optional)	
a.	BIFMA	
b.	GRIHA/IGBC	
c	GREEN GUARD Compliance	



Facilities Management Department, Baroda Corporate Centre, Mumbai

**BIDDERS BANK ACCOUNT DETAILS**

Sr. No.	Details	
1	Complete Bank account No:	
2	Beneficiary Name (As per Bank Pass Book):	
3	Address:	
4	BANK & Branch Name:	
5	Bank Address & Phone Number:	
6	MICR Code:	
7	Branch Code:	
8	IFSC Code:	
9	CONTACT NO. & E-MAIL ID:	



Facilities Management Department, Baroda Corporate Centre, Mumbai

### ANNEXURE-C

Sr. No.	Name of Zone	Bidders Interested in Applying (Please select Yes/No from Drop Down Menu)
1.	Ahmedabad	
2.	Baroda	
3.	Bangaluru	
4.	Bhopal	
5.	Chandigarh	
6.	Chennai	
7.	Ernakulam	
8.	Hyderabad	
9.	Jaipur	
10.	Kolkata	
11.	Lucknow	
12.	Mangaluru	
13.	Meerut	
14.	Mumbai	
15.	New Delhi	
16.	Patna	
17.	Pune	
18.	Rajkot	