

पैकेज सबस्टेशन / ट्रांसफॉर्मर की एएमसी हेतु निविदा सूचना

बैंक ऑफ बड़ौदा, अंचल कार्यालय, लखनऊ अपने कार्यालय बड़ौदा हाउस भवन, वी -23, विभूति खंड, गोमती नगर, लखनऊ -226010 तीन वर्षों के लिए पैकेज सबस्टेशन / ट्रांसफॉर्मर की एएमसी के लिए 2 बिड सिस्टम में मुहरबंद निविदाएं आमंत्रित करता है।

बैंक की वेबसाइट से डाउनलोड कर विधिवत भरी हुई निविदा, महाप्रबंधक, बैंक ऑफ बड़ौदा, अंचल कार्यालय, तृतीय तल बड़ौदा भवन, वी-23, विभूति खंड, गोमती नगर लखनऊ के कार्यालय में दिनांक 16.09.2023 दोपहर 03.00 बजे तक या उससे पूर्व डाले जाने चाहिए।

इस संबंध में कोई संशोधन होने पर केवल बैंक की वेबसाइट पर सूचित किया जाएगा। विस्तृत विवरण के लिए हमारी वेबसाइट www.bankofbaroda.com/tender.asp के टेंडर भाग पर लागू इन करें।

महाप्रबंधक

Tender Notice for AMC of Package Substation/ Tranformer at Baroda House

Bank of Baroda, Zonal Office, Lucknow invites sealed tender in 2 bid systems from reputed Canteen Contractors for AMC for Package Substation / Transformer at Baroda House, Bank of Baroda, V-23 Vibhuti Khand, Gomti Nagar, Lucknow for a minimum period of 3 years.

Duly completed tender forms, which can be downloaded from Bank's website, should be submitted in Tender Box kept at the office of **The General Manager, Bank of Baroda, Zonal office, V-23, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 on or before 16.09.2023 by 3.00 PM.**

Corrigendum, if any, will be issued on Bank's Website only.

For further details log on our website www.bankofbaroda.com/tender.asp

General Manager

BANK OF BARODA

Zonal office, Estate Management Deptt. "Baroda House" V-23, Vibhuti khand, Gomti Nagar, Lucknow, Uttar Pradesh-226010

TECHNICAL BID

NAME OF WORK: Comprehensive AMC of Package Sub-Station/ Transformer (HT/LT) and attached equipments.

1. Annual Maintenance Contract of Package Sub-Station (HT/LT), switchgears, ACBs, relays and attached equipments.
2. Site: "Baroda House" Bank of Baroda, V-23, Vibhuti khand, Gomti Nagar, Lucknow, Uttar Pradesh-226010.
3. Contact Person at Site:

Mr. S R Meena- Chief Manager (Estate Management Dept)

Bank of Baroda,

Zonal office, V-23

Vibhuti Khand

Gomti Nagar, Lucknow 226 010

Email: em.upu@bankofbaroda.com OR pe.upu@bankofbaroda.com

Tel- 0522-6677741/7660

4. AMC Period –Three years
5. Estimated Cost-`15.00 Lacs
6. Last date and time for sale of Tender Document up to : 16th September 2023 till 3:00 PM
Venue -Zonal office, 3rd Floor, Baroda House" Bank of Baroda, V-23, Vibhuti khand, Gomti Nagar, Lucknow, Uttar Pradesh-226010.
7. Pre-Bid Meeting: 11th September 2023 at 03:00 PM on above address.
8. Cost of Tender: NIL. Tender can downloaded from Bank's website free of cost.
9. Earnest Money to be deposited by Demand Draft :`15,000/- in favour of Bank of Baroda, Lucknow payable at Lucknow. The cost of Tender and EMD should be kept along with Technical Bid. Application without EMD and cost of Tender will be rejected.
10. Date and Venue of opening of Technical bid: 16th September 2023 by 03:30PM.

Venue - Zonal office, 3rd Floor, Baroda House, Bank of Baroda, V-23, Vibhuti khand, Gomti Nagar, Lucknow, Uttar Pradesh-226010.

Date and Time for opening of Financial Bid: To be informed to technically qualified bidders only. Financial Bids of only technically successful bidders will be opened.

- EMD to be made by Demand Draft in favour of "Bank of Baroda", payable at Lucknow.

- Tenderer should confirm that they have visited the site and inspect Equipments for AMC.

GENERAL TERMS AND CONDITIONS

Sealed Quotation in Two Bid system (Technical & Financial) are hereby invited from the Contractors with reputed firm who have worked for Govt. organization/Semi Govt./PSU/Large Private Organization and having successfully carried out SITC work of Supply, installation, testing and commissioning of Transformers, rating ranging from 750KVA and above or provided AMC Work for similar capacity or more for Transformer in last 7 years from 31st March 2023.

Annual Maintenance Contract (Comprehensive) of Package Sub-Station (HT/LT), switchgears, ACBs, relays, Capacitor Panel, Bus- Bar, Rising Main Chamber and attached equipments.

The Contractor have successfully carried out Supply, installation, testing and commissioning of Transformers, rating ranging from 750KVA or provided AMC Work for similar capacity or more for Transformer in last 7 years from 31st March 2023 for Govt. organization/Semi Govt./PSU/Large Private Organization.

The Technical Bid shall consist of EMD of ` 15,000/- (Fifteen thousand only) and all documents establishing the eligibility criteria as stated above. The Financial Bid is to be submitted in a separate cover and it shall consist of this entire document with BOQ.

The Contractors are required to produce proof for fulfilling these conditions along with valid Electrical License while submitting the Tender Document.

1. Time period of the Contract: 3 years (36 months)
2. Bids must be submitted by 16/09/2023 by 3:00PM as per schedule time and date specified on the cover page.
3. Bidders may inspect the site before quoting the rates. You may contact the contact person (mentioned on the first page), for any clarification.
4. GST/Sales tax or any other tax or duties on material and on services in respect of this contract will be payable by the Contractor and nothing extra will be paid by Bank of Baroda for increase in such taxes/GST or duties even if imposed or levied either before or after the Tenders are opened or during the currency of contract, over and above the Tendered cost.
5. Full Earnest Money is liable to be forfeited, if the contractor selected for the work fails to start the work within 10 days from the date of issue of Work Award letter.
6. Tenderers, which do not fulfill all or any of the conditions or are incomplete in any respect, are liable to summarily rejection.

7. The Earnest Money, to be paid by demand draft or pay order of a schedule bank and drawn in favour of Bank of Baroda, payable at Lucknow should accompany the Tender in separate envelope along with Technical Bid part. Tenders received without Earnest Money will be invalid and will be rejected.
8. Bank of Baroda does not bind himself to accept the lowest or any Tender and reserves to himself the right of accepting the whole or any part of the Tender and the Tenderer shall be bound to perform the same at the rates quoted.
9. Canvassing/Recommendation in connection with the Tenders is prohibited and the Tenders submitted by the Contractor who resort to canvassing are liable for rejection.
10. Tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
11. Bidders shall quote rates both in figures and words. He shall also workout the amount for each item of work and shall write in both figures and words.
12. Before Tendering, the Tenderer shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools and plants (T&P) etc., conditions affecting accommodations and movement of labour etc., required for the satisfactory execution of the work contract. Contractor may also inspect all equipments for assessing present condition of electric installation. No claim whatsoever on such account shall be entertained by the Bank of Baroda in any circumstances.
13. Except writing rates and amount in the Tender, the Tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of Tenders. Tenderers who are desirous to offer rebate, the same should be brought out separately in the covering letter and submitted along with the Tender except wherever needed after referring the details of the Tender and if asked for.
14. The Security Deposit shall be released after one month of satisfactory completion of AMC.
15. The performance security shall be submitted within 14 days after issuing Work Order in one of the following forms:
 - a. A Performance Bank Guarantee amounting 5% of Total Contract value from a scheduled bank in the approved format by Bank. The performance Bank Guarantee may also be submitted in the form of FDR. BG / FDR shall be valid for the entire Contract Period. EMD shall be part of Security Deposit.
16. The Contractors, to whom the work is awarded will have to execute an Indemnity Bond in favour of Bank of Baroda indemnifying the authorities staff and individuals of Bank of Baroda against theft, loss of material,

damages of any kind, including fire caused by any mishandling/mistakes, mis-operating, or improper maintenance, to the plant, installations, buildings and appurtenances and that all such damages will be made good by him/his firm/his partners at his/their own risk and cost. Any cement or other material required for making good the damages will be brought by the contractor at his own cost and risk.

17. Unsuccessful Bidder's EMD will be discharged/returned as promptly as possible as but not later than 30 days after the expiry of the period of bid validity prescribed by the purchaser.
18. Bank of Baroda reserves the right to accept or reject any Tender in full or in part without assigning any reason.
19. 3-month notice will be given by either party for termination of the contract during the tenure of contract for breach of clause or otherwise.
20. Bank reserves all the rights to extend the AMC period beyond 3 years if found satisfactory on mutual agreed terms for another 1 year.
21. GST/Sales tax or any other tax or duties on material and on services in respect of this contract will be payable by the Contractor and nothing extra will be paid by Bank of Baroda for increase in such GST/taxes of duties even if imposed or levied either before or after the tenders are opened or during the currency of contract, over and above the tendered cost.
22. Tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
23. The tenderer shall quote rates both in figures and words. He shall also workout the amount for each item of work and mention the same in both figures and words. On check if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed:
24. When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the tenderer shall be taken as correct.
25. When the amount of an item is not worked out by the tenderer or it does not correspond with the rate written either in figures or in words, the rate quoted by the tenderer in words shall be taken as correct.
26. When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly the rate quoted by the tenderer shall be taken as correct and not the amount.

27. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools and plants (T&P) etc., conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the Bank of Baroda in any circumstances.
28. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the tender except wherever needed after referring the details of the tender and if asked for.
29. All standard procedures either technical or security measures to be followed by AMC Vendor.
30. For the above maintenance any or all (routine, special) Tools, plants, Instruments etc. etc. and consumable items viz. grease, oil, cloth, dhoti etc. needed are to be arranged by the contractor at his own cost.
31. The rates quoted will be deemed to have included all the necessary T and P/Labour required for satisfactory operation and Annual Maintenance Contract of HT & LT Sub-station, Transformer, Switch gear and up to outgoing of Distribution system etc. as defined in scope of work.
32. Repairing of fault in U/G cables including digging of earth and refilling of earth is to be arranged by the contractor under this contract free of cost
33. Replacement of thimbles of all types in case of burnt thimbles during the period is to be done by the contractor including providing of thimbles free of cost.
34. Maintenance record to be maintained
 - a. The firm will be responsible for the security/insurance of their staff working at site and Bank of Baroda will not be responsible in any manner in case of any accident/ mis-happening.

Payment terms: AMC charges shall be payable in two installments on half yearly basis subject to satisfactory services.

Documents Required to be submitted along with Technical Bid:

1. Copy of Certificates for SITC of 750 KVA or Above.
2. Copy of Electrical License.
3. EMD of ` 15,000/- in favour of Bank of Baroda, Lucknow payable at Lucknow.

SCOPE OF WORK TO BE CARRIED OUT UNDER THE CONTRACT

1. Annual Maintenance Contract of Package Sub-Station (HT/LT), switchgears, ACBs, relays, Capacitor Panel, Bus-Bar Chamber and attached equipments.
2. Contract Duration: The contract shall be for a period of Three years.

Description of Substation:

1. **Metering & HT Panels:**
From out going of 11 KV meter power comes to a HT panel board having VCB, Relays, PT & CTs etc.
2. **Transformer (One)**
From the HT panel, there is one out going through HT cable to one Air-Cooled transformer of 11 KV/415V, 1250KVA capacity with transformer protection relays installed. Outgoing of transformer is taken to main L.T. panel through LT cables.

The Technical Specifications including model no. of transformer are as follows:-

Transformer: (Make-ABB)

Air-Cooled Transformer (Dry Type).

CSS 20070171

Breakers: - Mfg Year-2007

IEC61330

1no. VCB- Vacuum Circuit Breaker

TYPE CSS SN 7.10

2 no. ACB-Air Circuit

Breaker

11KV/433V, 1250KVA

MCCB 63A,3P

RMC (CCV) 11KV, 630A

MCCB 32A,3P

2000A, 433V

3. **LT Panel System**
Outgoing of transformer is taken to LT panels through LT ACBs, Capacitor Panel, Bus-Bar Chamber from where it is distributed to many other sub- LT panels, and distribution boards in complete building for further distribution to power points, light points, machines, pumps etc.
4. However the Contractor is suggested to visit the site and thoroughly inspect the equipments installed before submitting the Tender.

Works To be carried out:

1. Minimum 3 servicing (for every 4 months) of all the said equipments must be carried out in a year. If required, more servicing may be carried out and same is covered in the AMC. The schedule of AMC servicing should be informed by the vendor before 1 week to the Bank. Out of 3 servicing ,at least 1 servicing of Transformer in a year will be carried out by ABB's authorizes service engineer and for Rising Main minimum 1 annual servicing through original manufacturer's or their authorize service providers.
2. Checking the HT Panel and recording the observations made any abnormality to be corrected immediately.

3. Checking of transformer for abnormal rise in temperature, load etc and any abnormality observed to be corrected immediately.
4. Checking the LT panels, Capacitor Bank, Bus-Bars, ACB & MCCBs. and recording the observations made and any abnormality to be corrected immediately.
5. Checking Function of cooling fan, hooter/Buzzer if available.
6. Keeping all the meters and indications of HT and LT panels intact.
7. Cleaning, Transformer, HT panels, LT panels etc.
8. Repairing etc. is to be done immediately if on inspection any defect is found.
9. Attending the daily routine complaints of electrical lighting or power point received from the users.
10. Checking and operating switch gear and trip circuit of HT panel for its proper functioning. In case of defective/mal-functioning to be rectified immediately.
11. Checking and operating switch gear and trip circuits of main LT panel. In case of defective/mal-functioning to be rectified immediately.
12. Checking and operating each switch gear and trip circuit of LT panels for their proper functioning. In case of defective/mal-functioning to be rectified immediately
13. Servicing of VCBs including testing of all relays and calibrating them with relay test kit.
14. Cleaning of interior of HT & LT panel and tightening of all nuts and bolts including bus bar bolts, cable connections, switch connections etc.
15. Checking the earth pits and recording the value of earth resistance. In-case high, taking the corrective action to bring it up permissible limits testing of earthing of each panel on HT and LT. In case improper need to be corrected.
16. Cleaning of interior of bus bar chambers and tightening all nuts and bolts including checking and correcting of earth strip.
17. Checking of ACB/MCCBs ON/OFF operation manually & electrically if available.
18. Checking of ACB relay setting as per load conditions
19. AMC also involve liasoning with LESU/State Govt.Department/officials for continuous supply of electricity from Sub station of Vibhuti Khand to our

Building including connecting DO. Contractor to bear expenditure/charges if any for maintaining smooth supply of electricity to our Building. Bank will only pay statutory bill if any raised by Govt Deptt. on production of original Bill/receipts/voucher in this regard.

20. If the total cost of materials for replacement for purpose of AMC exceed from ` 8.00 lacs in 3 years than excess amount above 8.00 lacs shall be reimbursed to contractor at end of contract.

NOTE:

1. For the above maintenance any or all (routine, special) Tools, plants, Instruments, stairs (for example for repair/replacement of lights etc. on ceiling at heights such as reception area), etc., and consumable items viz. grease, oil, cloth, dhoti etc. needed are to be arranged by the contractor at his own cost. Bank will not provide anything to the contractor. All the materials required for replacement/repair will be procured by the Contractor at their own cost. Contractor will quote rate for AMC accordingly. Contractor will store all the required accessories for replacement for maintaining the continuous electric supply to offices.
2. After taking over the AMC, the contractor will give in writing within 30 days to Bank a schedule for routine maintenance of the complete system under the contract. He will not bring the emergent situations for repair, which was not in the list except in rare cases.
3. The rates quoted will be deemed to have included all the necessary T and P/Labour, materials required for satisfactory operation and Annual Maintenance Contract of Package Sub-Station (HT/LT), switchgears, ACBs, relays and attached equipments.
4. Replacement of thimbles of all types in case of burnt thimbles during the period is to be done by the contractor including providing of thimbles free of cost.
5. Contractor should carry out small new or modified extension or Connection as and when required. All materials are to be arranged by Contractor.

Manpower- Contractor will depute at their cost engineer, electrician, labours etc at site attending all defects during maintenance/ breakdown. The electrical engineer and Electrician should be well versed with Electric Equipments and will be stationed at site till restoration of electric supply. For major breakdown contractor will engage at their own cost additional man powers including specialist for speedy restoration of power supply to building. The entire infrastructure viz Ladder, Rope, Testing equipments, safety equipments, materials etc required for restoration of supply of power will be arranged by contractor at their own cost.

Penalty Clause:

1. If work is not done as per the given schedule, then a penalty @ Rs. 1,000/- , per schedule for not following the schedule will be imposed and deducted from the AMC amount payable to the contractor..
2. When the system remains non-functional for 24 hours or more: If the contractor is not able to locate and rectify the fault and the reasons are

attributable to non performance of contractor, as assessed by officials nominated by BOB, a penalty will be levied @ Rs. 3000/- (Rs. Three thousand) per day.

3. If contractor is not able to rectify the fault then the same may be got done through some other agency at the risk and cost of contractor and amount will be deducted from AMC bill and penalty as stipulated above will also be imposed.
4. During any breakdown, monthly, quarterly, half yearly and yearly maintenance (all to be carried out Sunday or holiday), if required, more skilled/un-skilled workers may be deployed by the contractor to complete the work without much interruption of electricity supply to different/any part of the building.
5. In case of break down immediate action must be taken to rectify the fault and restore the supply within reasonable time as considered by Bank Failing which penalty clause will be invoked.
6. Contractor to provide complete tool kit for his worker's/ electrician.
7. If unsatisfactory performance continues, then AMC is liable to be terminated after annual reviewing performance of the Contractor.

General Precautions

1. Contractor is to ensure that all the installations and accessories provided for different installations are in their positions, levels, directions etc.
2. The Contractor should have their maintenance people accessible either by person or by phone during or after office hours and if called for one to attend to work for repairing, rectification or servicing or as required for the smooth functioning of sub-station, etc.
3. The firm will be responsible for the security/insurance of their staff working at site and BOB will not be responsible in any manner in case of any accident /mis-happening. Contractor will arrange Workman Compensation Insurance in joint name of Bank of Baroda for AMC Period for 5 lacs for Contract Period.

DECLARATION BY THE TENDERER

I, -----, declare that I have submitted my Tender for the work Described in the Tender after acquainting myself fully with the details of work involved and after Understanding the responsibilities to be discharged by me under this contract and have read the complete Tender very carefully.

Signature of The
Tenderer

Seal of Firm/Company

MODEL ARTICLES OF AGREEMENT

Articles of Agreement made this -----day between Bank of Baroda (hereinafter called 'The Employer') of the one part and M/s----- --- (hereinafter called 'The Contractor') of the other part.

1.1 Whereas The Employer's desires to engage one contracting agency for AMC work at Lucknow.

- 1.2 In response to the tenders invited by Employer, the Contractor have inspected the site and surroundings of the works specified in the tender documents and have before accepting the Contract, satisfied themselves by careful examination about the nature of the work and nature of the site and local conditions, quantities nature and magnitude of work, the availability of labour and material necessary for the execution of work, the means of access to work site, the supply of power and water thereto and the accommodation they may require and have made local and independent enquiries and obtained complete information as to the matters and things referred to or implied in the Contract or having any connection therewith and have considered the nature and extent of all probable and possible situations, delays, hindrances or interferences to or with the execution and completion of work to be carried out under the Contract being awarded hereunder and have examined and considered all other matters, conditions and things and probable and possible contingencies thereto affecting the execution and completion of work and which might have influenced them in accepting the Contract.
- 1.4 The following documents annexed hereto shall form the integral part of this agreement as if these were fully incorporated herein and this Agreement together with all its Annexure are hereinafter referred to as the Contract.
- 1.4.1 Executed Tender copy
- 1.4.2 Security of Rs
- 1.4.3 Performance bank guarantee of ` _____
- 1.4.4 Minutes of Meeting dated _____ bearing no -----
- 1.4.5 Letter of Intent no. _____
- 1.5 The Employer has accepted the offer of the Contractor and the Contractor has agreed to execute the said works, subject to the terms and conditions contained herein and those referred in para 1.5 above for the provision and the execution of the works mentioned in the Contract to an amount of Rs -----
----- (inclusive of all Taxes)

NOW THESE PRESENTS WITNESSETH AND IS HEREBY AGREED AND DECLARED AS FOLLOWS

- 1.6 The Contractors shall provide, execute and complete all the works mentioned in the Contract and shall do and perform all other acts and things mentioned or described in the Contract or which are to be implied there from or may be reasonably necessary for the completion of the said works and the times and in the manner and subject to the terms and conditions or stipulations mentioned in the Contract. Rates are firm up to 36 months from date of commencement of work.

- 1.7 It has been understood by the parties hereto that the Employer will have right to make reasonable changes in the drawings and designs during the progress of the works without prejudice to the Contract. Notwithstanding anything to the contrary contained in any of the Annexure hereto the Contractors shall commence the work as per point of letter of intent dated and shall complete the same on or before ----- and the time shall be the essence of the Contract. In consideration of the due provision, execution and completion of all the works, in terms of the Contract the Employer does hereby agree with the Contractors that the Employer will pay to the Contractors the respective amounts for the work actually done by them and approved by the Employer. Such payments shall be made at such time and in such a manner as provided for in the Contract.
- 1.8.1 The Contractors do hereby agree to pay such sums as may be due to the Employer for the service rendered or material supplied by the Employer to the Contractors as set out in the Contract.
- 1.8.2 The contractors do hereby agree that the amount of liquidated damages/penalty specified conditions of contract/special conditions of contract represents a genuine and fair estimate of the loss likely to be suffered by the Employer in the event of the works not being completed in time.
- 1.9 It is specifically and distinctly understood and agreed between the Employer and the Contractors that the Contractors shall have no right, title or interest in the site made available by the Employer for the execution of the work or in the building, structures or works executed on the said site by the Contractors in the goods articles, materials etc brought on the said site (Unless the same specifically belongs to the Contractors) and the Contractors shall not have or deemed to have any lien or charge whatsoever for unpaid bills and it will not be entitled to assume or retain possession or control of the site or structure and the Employer shall have an absolute and unfettered right to take full possession of the site and to remove the Contractors, their servants, agents and materials belonging to the Contractors lying in the site.
- 1.10 The Contractors and its agent/servants/workers/employees shall be allowed to enter upon the site for execution of the works only for the purpose of executing the contract work and shall not have any claim, right title or interest in the site or the structures erected thereon and shall not enter upon the site of construction for any other purpose without assigning any reason thereof.
- 1.11 The dispute or differences if any, relating to this agreement or any document appended hereto shall be settled by arbitration under the provisions of Indian Arbitration & Conciliation Act, 1996 or any rules and regulations framed there under and the venue of arbitration shall be the city of Lucknow/or decided by Arbitrator.

In Witness WHEREOF the parties have executed these presents of the day and the year first above written.

Signed and delivered for and on
behalf of Employer
Witnesses

Signed and delivered for
and on behalf of Contractor
Witnesses

- 1.
- 2.

BASIC INFORMATION

(To be submitted alongwith technical bid after filling the information)

1	(a)Name of the applicant/organization	
	(b)Address of the Registered Office (with phone numbers, fax numbers & e-mail ID)	
	(c) Address of Office at Lucknow, if any	

	(with phone numbers, fax numbers & e-mail ID)	
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) (Enclose certified copies of documents as evidence)	
5	Details of registration – Whether Partnership firm, company, etc. Name of Registering Authority, Date and Registration number. (Enclose certified copies of documents 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 documents as evidence)	
7	Number of years of experience in the field and details of work in any other field	
8	Yearly turnover of the organization during last 3years (year-wise) and furnish audited balance sheet and Profit & Loss a/c (audited) for the last 3 years.	
9	Name and address of Bankers (Solvency certificate from bank to be enclosed for indicating satisfactory financial capacity of the organization)	

10	Details of PAN NO and enclose copy of PAN card	
11	Details of GST Registration with a copy	
12	Details of registration for payment of service tax Service Tax No.	
13	Detailed description and value of works done (Proforma 1) and works in hand (Proforma 2)	
14	Details of Key Personnel Permanently employed (Proforma 3)	
15	Other infrastructural information to be used/referred for this project (Proforma 4)	
16	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.	
17	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.	
18	Information relating to whether 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.	

Note- Attach extra sheets with S.No. if the space found less

Sign. & seal of the applicant

Proforma – 1

- a) LIST OF SIMILAR PROJECTS EXECUTED BY THE ORGANISATION DURING THE LAST 7 YEARS EACH COSTING 40% and ABOVE

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	Contract amount (Rs) with copy of work order and completion certificate	Stipulated time for completion	Actual Date and time for completion of Project	Any other relevant information. Actual amount of project. If increased,	Enclose clients certificate for satisfactory completion	Remarks
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		numbers of – 2- persons (Executive Engineers & top officials of the organisation)	from project in- charge)			give reasons.		
1	2	3	4	5	6	7	8	9
1.								
2.								
3.								

Notes:

1. Information has to be filled up specifically in this format. Please do not write remark “As indicated in Brochure”.
2. For certificates, the issuing authority shall not be less than an Executive In charge.

Sign. & seal of the applicant

Proforma – 2

LIST OF IMPORTANT WORKS IN HAND EACH COSTING 40% and above OF PROJECT COST

Sr. No.	Name of work/project with address.	Name & full postal address of the owner. Specify whether Govt. under taking along with name, address and contact nos. of –2- persons (Engineers or top	Contract Amount with copy of Work Order from project in-charge.	Stipulated time of completion (Years)	Present status of the project	Any other relevant information.

		officials of the organization)				
1	2	3	4	5	6	7
1.						
2.						
3.						
4.						

Notes:-

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

Sign. & seal of the applicant

Bank of Baroda

Proforma-3

Details of Key Personnel

S. No	Name and Designation	Age	Qualification	Experience	Nature of works handled	Name of the Projects handled WITH AMOUNT	Date from which employed in your organization	Indicate details of experience for similar projects
1.								
2.								
3.								
4.								

Note-Please furnish information in this proforma only. Do not write as per enclosed sheet/bro

Bank of Baroda

Proforma-4

Details of Infrastructure in office

S.No.	Items	No.	Details
1	Office Infrastructure		
2	Workshop Facilities (a) Location (b) Land Area (c) Type of Structure (d) Type of Facilities		
3	List of Major Equipment/Instrument in Possession of the Firm		

Sign. & seal of the applicant

Date and Place

Note-Please furnish information in this proforma only. Do not write as per enclosed sheet/brochure