



**BANK OF BARODA**



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

**Last date of submission of application – 21.02.2019 up to 03:00 p.m.**  
**Pre bid meeting – 12.02.2019 11.00 AM**



## **PREQUALIFICATION DOCUMENT**

### **NOTICE FOR PRE- QUALIFICATION OF MANUFACTURERS / SUPPLIERS FOR SUPPLY OF CHAIRS 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 office chairs 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 5,450 branches distributed in Banks -13- 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	Allahabad, Faizabad, Fatehpur, Gorakhpur, Kanpur, Lucknow, Rae Bareli, Sultanpur, Varanasi
3.	KOLKATA ZONE	Kolkata, Burdwan, Guwahati
4.	MUMBAI ZONE	Mumbai
5.	BENGALURU ZONE	Bengaluru, Hyderabad, Hubbell, Vijayawada, Vishakhapatnam
6.	BHOPAL ZONE	Bhopal, Indore, Jabalpur, Raipur
7.	PUNE ZONE	Pune, Aurangabad, Nagpur, Panaji
8.	AHMEDABAD ZONE	Ahmedabad, Anand, Bhuj, Gandhinagar, Jamnagar, Rajkot, Mehsana
9.	NEW DELHI ZONE	Delhi, Gurgaon, Chandigarh, Jalandhar, Karnal
10.	JAIPUR ZONE	Jaipur, Ajmer, Bharatpur, Bhilwara, Bikaner, Jodhpur, Kota, Udaipur
11.	BARODA ZONE	Baroda, Bharuch, Godhra, Navasari, Surat, Valsad
12.	CHENNAI ZONE	Chennai, Coimbatore, Ernakulam, Madurai
13.	BAREILLY ZONE	Agra, Bareilly, Deharadun, Haldwani, Moradabad, Shahjahanpur

Application form has to be downloaded from the Bank's website [www.bankofbaroda.com](http://www.bankofbaroda.com) (tender section). Application form available on website alone needs to be used. Tender forms will be available on the bank's website from 01.02.2019 till 21.02.2019 upto **3:00 p.m.** Pre bid meeting is scheduled on 12.02.2019 @ 11.00 am

Seal & Signature of Tenderer



Manufacturers / Suppliers who are desirous of tendering for supply of office chairs and fulfill the following minimum requirements shall be eligible to apply:

- Average Annual financial turnover of the firm during last -3- years, ending 31st march 2018, should be at least ₹ 30.00 Lacs supported with audited balance sheets.
- Experience of having successfully completed similar work\* during last -7- years (as on 31.12.2018) should be either of the following:
  - a) One Similar works\* each costing not less than ₹ 80.00 Lacs (in one financial year for a single organization)
  - OR
  - b) Two similar works\* each costing not less than ₹ 50.00 Lacs (in one financial year for two organization)
  - OR
  - c) Three similar work\* each costing not less than ₹40.00 lacs (in one financial year for three organization)

**(\*Similar work shall mean supply and installation of CHAIRS to any Govt / Semi Govt / PSU / Financial Institution / Private companies or any reputed firm.)**

- Applicant should enlist the names of the Zonal offices for which they intended to apply.
- Applicant should have offices/sales offices & maintenance centers on the location/Zone they have applied for.
- Having sufficient number of experienced personnel, technical know- how, equipments, 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.

Applications complete in all respect along with relevant documents & information in Bank's format duly superscribing Prequalification of Manufacturers / Suppliers for Supply of office chairs at Bank's various offices / Branches located at different places all over India in sealed envelope should reach at the following address on or before 21.02.2019 @ 3.00 p.m.

**The Asstt. General Manager (FM & Security)**  
**Bank of Baroda**  
**5<sup>th</sup> floor, Baroda Bhavan,**  
**R.C. Dutta Road, Alkapuri,**  
**Vadodara -395007**

**All the pages of tender documents are to be signed and stamped by the tenderer.**



Last date of receipt of applications in the prescribed form is **21.02.2019 up to 03:00 p.m.**  
Applications will be opened on **21.02.2019 at 03:30 p.m.**

Pre bid meeting is scheduled on 12.02.2019 @ 11.00 AM

**Bidders have to keep checking our website for any additional instructions/ Addendum, if any till 48 hours of tender submission time. Bidders who submit applications without attaching the addendum if any will be rejected.**



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

1. Intending Applicants are required to submit their applications in Duplicate with full bio-data giving detail about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing, etc. in the enclosed form which will be kept confidential.
2. 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 chairs with in the stipulated time schedule.
3. 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.
4. Each page of the application shall be signed by person/persons on behalf of the organization having necessary authorization / Power of Attorney to do so. (Certificate copies to be enclosed)
5. If the space in the proforma is insufficient for furnishing full detail, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheet shall be used for each part. However the format shall be as per proforma.
6. Applications containing false, incomplete and / or inadequate information are liable to be rejected. Also more fulfillments of eligibility criteria does not guarantee selection.
7. 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 40 lacs.
8. The Applicant should not have been black-listed by any Government/PSU or Private Organization or terminated from Bank of Baroda.

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

M/s. Bank of Baroda, Baroda Bhavan, R C Dutt Road, Alkapuri, Vadodara - 395007

1. **Mr. Dhananjay K. Purekar**, Chief Manager (Civil Engr)  
Ph.: 0265-2316585  
Email: [pe.bcc@bankofbaroda.co.in](mailto:pe.bcc@bankofbaroda.co.in)
2. **Mr. Rahul Damare**, Sr. Manager (Civil Engr)  
Ph. : 0265-2316597  
Email : [pe.bcc@bankofbaroda.co.in](mailto:pe.bcc@bankofbaroda.co.in)



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 Vadodara.



**ANNEXURE A**

**PART I – TECHNICAL BID**

**Mandatory information required for Prequalification of the bidder**  
(To be furnished on the letterhead of the bidder)

Important:

1. Please type or handwrite in capital letters.
2. Attach copies of the supporting documents.
3. Please use addition sheets if required.

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 30.00 Lacs) and furnish audited Balance Sheet and Profit & Loss A/c for the last –3- financial years.	

Seal & Signature of Tenderer



	[b] Average turnover in 2015 – 2016 2016 – 2017 2017 – 2018	
11	Name & Address of Bankers (Solvency certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the organization)	1. 2. 3.
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.	Attach a separate sheet if required.
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 or levied penalty by any bank/PSU in past for non fulfillment of the contractual obligations. If yes, please provide details.	
24	Have you in past carried out any work for Bank of Baroda or its subsidiaries? If yes, give details.	

NOTE: - Attach extra sheets with Sr. No if the space is found less.

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

**Seal & Signature of Tenderer**





**PROFORMA – 1**

**LIST OF PROJECTS EXECUTED BY THE ORGANISATION DURING LAST 7 YEARS**  
**( Minimum Value of Work done not less than ₹ 40.00 Lacs in one year )**

Sl No	Name of work with address.	Name & full postal address 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 **31.12.2018**.
- 3) For certificates, the issuing authority shall not be less than an Executive in charge.



**PROFORMA - 2**  
**LIST OF IMPORTANT WORKS ON HAND Min Value of work (Rs. 40.00 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.



**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



**Annexure –B**

**Check List**

<b>Sr. No.</b>	<b>Particulars (Ensure whether the following have been enclosed)</b>	<b>Yes</b>	<b>No</b>	<b>Pg No.</b>
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 (2015-16, 2016-17, 2017-18) and audited balance sheets for last 3 years.			
3.	Documentary proof related to being in supply of chairs business at least for a period of last 3 years as of December 2018.			
4.	Certification :			
a	ISO 9001-2008			
b	ISO14001-2004			
c	OHSAS18001-2007			
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			



**BIDDERS BANK ACCOUNT DETAILS**

<b>Sr. No.</b>	<b>Details</b>	
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:	