



**BANK OF BARODA, BARODA CORPORATE CENTRE, MUMBAI  
INVITES**

**APPLICATIONS FOR EMPANELMENT OF CONTRACTORS, VENDORS AND CONSULTANTS OF REPUTE HAVING PRESENCE IN MUMBAI FOR VARIOUS WORKS RELATED TO UPKEEP, MAINTENANCE AND REPAIR OF BANK'S RESIDENTIAL (NEARLY 1050 FLATS) AND COMMERCIAL PREMISES LOCATED AT VARIOUS LOCATIONS IN MUMBAI**

**Availability of documents on website: 21.08.2019 to 12.09.2019**

**Last date & time of submission of application - 12.09.2019 up to 02:30 p.m.**

**Seal & Signature of applicant**

Note: All pages of application are to be stamped, signed and submitted by the applicant



**APPLICATIONS FOR EMPANELMENT OF CONTRACTORS, VENDORS AND CONSULTANTS OF REPUTE HAVING PRESENCE IN MUMBAI FOR VARIOUS WORKS RELATED TO UPKEEP, MAINTENANCE AND REPAIR OF BANK'S RESIDENTIAL (NEARLY 1050 FLATS) AND COMMERCIAL PREMISES LOCATED AT VARIOUS LOCATIONS IN MUMBAI.**

Bank of Baroda invites applications for Empanelment of **Mumbai based** Contractors/vendors/Consultants of repute for the maintenance and upkeep of bank's nearly 1050 flats & office buildings at Bandra Kurla Complex, Borivali, Kadivali, Bhandup, Ville Parle, South Mumbai, Navi Mumbai, Versova, Malad, Andheri, Jogeshwari etc. scattered in Mumbai. The category wise requirement in various disciplines are as under.

Sr. No.	Trades in which empanelment to be done	Category
1.	Civil (repair, addition/alteration/strengthening including painting/white washing, steel fabrication, doors, grills etc.)	A,B,C
2.	Electrical (repairing/material supplier)	A,B,C
3.	Furnishing & carpentry (Interior furnishing and renovation work for premises such as loose furniture, partitions, wooden/ veneered paneling , false ceiling, renovation works and paneling works such as wooden flooring, ACP panelling , Structural glazing's etc.	A,B,C
4.	Structural Consultants	A,B,C
5.	Water proofing	A,B,C
6.	Electrical Consultants	A,B,C
7.	Energy auditors (BEE CERTIFIED )	B,C
8.	Plumbing and sanitary works	B,C
9.	Carpet, curtain & vanishing blinds supply/cleaning /repairing contractors	B,C
10.	Painting / white washing	B,C
11.	Air Conditioner supply / repairing/maintenance (Authorised dealers/manufacturers )	B,C
12.	Supply of home appliances (Authorised dealers) (for fridge, microwave oven, washing machine, water purifier etc.)	B,C
13.	Data/telephone cabling and networking	B,C
14.	Battery supply/maintenance (for UPS & HT/LT equipments) (Authorised dealers/manufacturers )	B,C
15.	Air-Conditioning duct manufacturer	B,C
16.	Supply of LED Display Units/TV, Telephone Instruments, Epxax, CCTV, Access Control	B,C
17.	Automatic / simple gas stove, Kitchen Chimney, food grinder , electric food heater, fridge, kitchen equipments supply/repairing	C
18.	Pest Control	C

**Categorisation:**

<b>Category A</b>	Works ranging from ₹15.00 lacs to ₹ 50.00 lacs
<b>Category B</b>	Works ranging from ₹2.5 lacs to ₹15.00 lacs
<b>Category C</b>	Works up to ₹2.5 lacs

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Agencies empanelled for higher category shall be eligible for carrying out jobs in lower categories as well.

Contractors desirous of empanelment in the above mentioned categories and fulfilling following minimum requirements can submit their applications.

**CRITERIA FOR EMPANELMENT ARE AS UNDER:-**

- ❖ The Firm/contractor/consultant/vendor must have adequate presence in Mumbai during last seven years.
- ❖ The firm/ contractor/consultant/vendor must have sufficient number of experienced personnel, technical know-how, equipments, instruments and other resources, as the case may be to complete the awarded work well in time with superior quality of materials & workmanship as per standard specifications.
- ❖ The Firm/ contractor/consultant/vendor must have experience of having successfully completed similar works during last 7 (Seven) years (as on 31.08.2019) as per the following details.

**(1) Category A - Works ranging from ₹ 15 lacs to ₹ 50 lacs :-**

- 3 jobs of ₹ 20 lacs each or
- 2 jobs of ₹ 25 lacs each or
- 1 job of ₹ 40 lacs.
- Average Annual financial turnover of the firm during the last -3- years, ending 31st March 2019, should be at least ₹ 15 lacs supported with audited balance sheets.

**(2) Category B - Works ranging from ₹ 2.5 lacs to ₹15 lacs :-**

- 3 jobs of ₹ 6 lacs each or
- 2 jobs of ₹ 7.5 lacs each or
- 1 job of ₹ 12 lacs.
- Average Annual financial turnover of the firm during the last -3- years, ending 31st March 2019, should be at least ₹ 5 lacs supported with audited balance sheets.

**(3) Category C - Works up to ₹ 2.5 lacs :-**

- 3 jobs of ₹ 1 lacs each or
- 2 jobs of ₹ 1.25 lacs each or
- 1 job of ₹ 2 lac.
- Average Annual financial turnover of the firm during the last -3- years, ending 31st March 2019, should be at least ₹ 75,000.00 supported with audited balance sheets.

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Out of the above works, at least one work should be executed in Autonomous bodies/Banks & Financial Institutions or any other reputed firms.

- ❖ Applications by those firms who do not submit Performance Certificates from their previous employers are liable to be summarily rejected.
- ❖ The contractors, vendors and consultants who intend to apply for more than one category can do so by applying for each category separately.

Applications complete in all respect along with relevant documents, information in prescribed Bank's format to be submitted in a sealed envelop duly super scribing "Empanelment of Contractor/Consultant/Vendor for (Name of Trade\_\_\_\_\_ and category A / B / C/ AB /BC/ AC /ABC). The envelope should reach at the following address on or before 12.09.2019 up to 02.30 pm & the same will be opened on 12.09.2019 at 03.00 P.M.

**The General Manager & Head (FM, COA, DMS & SECURITY)**  
**1<sup>ST</sup> Floor, Facilities Management Deptt,**  
**Baroda Corporate Centre**  
**C - 26, G - Block, Bandra Kurla Complex**  
**Bandra (East), Mumbai 400 051**

No conditions will be entertained. Disputes, if any, shall be subject to Mumbai jurisdiction only.  
In case of any clarification you may please contact following officials:-

1. Shri. Narendra Hansdah - 022- 6698 5118
2. Shri. Vishal Borkar - 022-66985779

All the pages of applications are to be stamped and signed by the applicant.  
The Bank reserves the right to accept or reject any or all the applications without assigning any reasons whatsoever thereof.

**Seal & Signature of applicant**



**Instructions to the Applicants for furnishing information as a part of application for Empanelment.**

1. Intending Applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing etc. in the enclosed format which will be kept confidential.
2. While deciding upon the Empanelment of Contractors/Consultants/Vendors, great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies.
3. Decision of the Bank in regard to selection of Contractors/Consultants/Vendors for Empanelment will be final. The Bank is not bound to assign any reason for acceptance / rejection of any applications.
4. Each page of the application shall be signed. The application shall be signed by person / persons on behalf of the organization having necessary authorization / Power of Attorney to do so. (Certified copies to be enclosed)
5. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets 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 mere fulfillment 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% of the respective category shown against individual trade herein above as an additional information.
8. Canvassing in any form in connection with Empanelment is strictly prohibited and the application of such persons / organizations who resort to canvassing will be liable to rejection.
9. The applications, which are received after due date and time, are liable to be rejected.
10. Bank reserves the right to reject any/ all the applications without assigning any reason whatsoever therefore.
11. The contractors, vendors and consultants who intend to apply for more than one category have to apply for each category separately.
12. In complete applications will not be considered.
13. Intending applicant are requested to read the proforma carefully before filling the particulars.

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14. Information / details furnished by selected contractors/vendors/consultants , if found to be false at any time in future or any information affecting empanelment is willingly/ unwillingly withheld, if come to the notice of the Bank at any point of time , the empanelment of contractors/vendors/consultants can be cancelled immediately.
15. Empanelment of the firm will be valid only for three years, if selected.
16. 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 as token of acceptance of the contents mentioned therein and copy of Power of Attorney/Memorandum of association (wherever applicable) shall be furnished along with application.
17. It is necessary that Contractors / vendors/ consultants must have office at Mumbai.
18. Applications for Consultants/Contractors/vendors should be made from persons who have Graduate/Post Graduate Degree / Diploma in respective branch of engineering and have done considerable extent of work as consultant for a period of more than 7 (seven) years (i.e. up to 31.08.2019).

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## EMPANELMENT OF CONTRACTORS/ VENDORS/CONSULTANTS

### Basic Information

#### ANNEXURE A

**Mandatory information required for Empanelment**  
**(To be furnished on the letterhead of the applicant)**

**Important:**

1. Please type or write in capital letters.
2. The contractors, vendors and consultants who intend to apply for more than one trade have to apply for each trade separately
3. **Attach copies of the supporting documents.**
4. Attach extra sheets with Sr. No if the space found insufficient.
5. Applications of those agencies who do not furnish above information will be summarily rejected.

1.	Trade (The contractors, vendors and consultants who intend to apply for more than one trade have to apply for each trade separately)	
1.1	Category	
1.2	Name of the applicant / organization	
1.3	Address of the Registered Office	

**Seal & Signature of applicant**



1.4	Address of office at Mumbai. (With Phone Nos, Fax Nos & Email ID & Contact Person)	
1.4.1	Contact no.	
1.4.2	Fax no.	
1.4.3	Email id	
1.4.4	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) 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	

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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 construction, if any, and place of business.	
9	Registration of firm under Shop & Establishment Act 1948	
10	Address of Mumbai office through which the proposed work of the Bank will be handled	
10.1	Name & Designation of officer in charge.	
11.1	Yearly turnover of the organization during last 3 years (year wise) (Avg. turnover of last 3 years as per the respective category supported by the audited balance sheet and Profit & Loss A/c (Audited) for the last -3- years.	
11.2	Average turnover in	

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11.2.1	2016 - 2017	
11.2.2	2017 - 2018	
11.2.3	2018 - 2019	
12	Name & Address of Bankers (Solvency certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the organization)	1. 2. 3.
13	Enclose copy of latest income tax clearance certificate.	
14	PAN No.	
15	GST No.	
16	Detailed description and value of works done (Proforma-1) and works on hand (Proforma-2)	
17	Empanelment with other Companies/PSUs	
18	Other infrastructural information to be used/ referred for this project (Proforma-4) List of available plants, machineries equipments etc.	
19	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	

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	a position to certify about the performance of your organization.	
19.1	Name	
	Address	
	Contact no.	
	Email id	
	organisation	
19.2	Name	
	Address	
	Contact no.	
	Email id	
	Organization	
19.3	Name	

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	Address	
	Contact no.	
	Email id	
	organisation	
20	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.
21	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.	
22	Have you been ever disqualified or levied penalty by the bank in past for non fulfillment of the contractual obligations. If yes, please provide details.	

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23	Have you in past carried out any works for Bank of Baroda or its subsidiaries? If yes, give details.	
24	Electrical contractor license no (Enclose copy)	
25	BEE certification (Enclose copy) (For Energy Auditor)	
26	Authorised dealership certificate (Enclose copy) ( For supply of Battery, home appliances, Air Condition, Automatic / simple gas stove, Kitchen Chimney, food grinder , electric food heater, fridge, kitchen equipment's, Electrical materials, CCTV, LED Display units/TV, Telephone Instruments, Epbax, Access Control) (Enclose copy)	

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**PROFORMA - 1**

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

**(Minimum Value of Work done not less than 40 % of the respective category) i.e. not less than (1) ₹ 20 lacs for Category A, (2) ₹ 6 lacs for Category B, (3) ₹ 1 lacs for Category C**

**Notes:**

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

Sr No	Name of work/ project with address.	Name & full postal address of the owner. Specify	Contract Amount (₹)	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

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**PROFORMA - 2**

**LIST OF IMPORTANT WORKS ON HAND**

**(Minimum Value of Work done not less than 40 % of the respective category) i.e. not less than (1) ₹ 20 lacs for Category A, (2) ₹ 6 lacs for Category B, (3) ₹ 1 lacs for Category C**

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 (Engineers or top officials of the organization)	Contract Amount (₹) 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”**.

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**PROFORMA - 3**

**DETAILS OF KEY PERSONNEL, GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN HOUSE ESTABLISHMENT.**

Sr. No	Name and designation	Age	Qualification	Experience	Nature of works handled	Name of the projects handled along with amounts	Date from which employed in your organization.	Indicate details of experience for similar projects.
1	2	3	4	5	6	7	8	9

Notes :

1. Information has to be filled up specifically in this format. Please do not write remark **“As indicated in Brochure”**.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

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**PROFORMA - 4**

**Details of Infrastructure in Office**

Sr.No.	Items	Numbers	Details
1	Office Premises, Area, etc		
2	Fax M/c		
3	Email id		
4	Telephones		
5	Other instruments		
6	Details of Workshop Setup		
	(i)		
	(ii)		
	(iii)		

I/We confirm that to the best of our knowledge this information mentioned by me/us in Annexure A (Proforma 1,2,3 & 4) is authentic and accept that any deliberate concealment will amount to disqualification by the Bank at any stage.

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