



BANK OF BARODA, ZONAL OFFICE, NEW DELHI

INVITES APPLICATIONS FOR EMPANELMENT OF CONTRACTORS/VENDORS OF REPUTE HAVING PRESENCE IN DELHI/NCR FOR VARIOUS WORKS RELATED TO CIVIL/ELECTRICAL/FURNISHING/WATER PROOFING/AIR-CONDITIOING/DATA CABLING ETC. REQUIRED IN BANK'S RESIDENTIAL/COMMERCIAL PREMISES AT VARIOUS LOCATIONS IN DELHI/NCR

Availability of documents on website only	:	12.09.2019
Last date & time of submission of application	:	03.10.2019 (03:00pm)

Seal & Signature of applicant

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



BANK OF BARODA ZONAL OFFICE, NEW DELHI ZONE INVITES SEALED APPLICATIONS FOR EMPANELMENT OF CONTRACTORS/VENDORS OF REPUTE HAVING PRESENCE IN DELHI/NCR FOR VARIOUS WORKS RELATED TO CIVIL/ELECTRICAL/FURNISHING/WATER PROOFING/AIR-CONDITIOING/ DATA CABLING ETC. REQUIRED IN BANK'S RESIDENTIAL/ COMMERCIAL PREMISES AT VARIOUS LOCATIONS IN DELHI/NCR. LAST DATE OF SUBMISSION OF BIDS IS 03.10.2019 BY 3:00 PM. ANY ADDENDA TO THIS ADVERTISEMENT SHALL BE PUBLISHED ON BANK'S WEBSITE ONLY. PLEASE VISIT THE WEBSITE CAREFULLY BEFORE SUBMISSION OF BIDS.

Bank of Baroda invites applications for Empanelment of Delhi/NCR based Contractors/Vendors of repute for EMPANELMENT OF CONTRACTORS/VENDORS OF REPUTE HAVING PRESENCE IN DELHI/NCR FOR VARIOUS WORKS RELATED TO CIVIL/ELECTRICAL/FURNISHING/WATER PROOFING/AIR-CONDITIOING/DATA CABLING ETC. REQUIRED IN BANK'S RESIDENTIAL/COMMERCIAL PREMISES AT VARIOUS LOCATIONS IN DELHI/NCR. 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, plumbing, sanitary works steel fabrication, doors, grills etc.)	A,B
2.	Electrical (repairing/material supplier, Supply/maintenance of HT/LT substation/equipment, LV & HV Wiring etc.)	A,B
3.	Furnishing & carpentry (Interior furnishing and renovation work for premises such as loose furniture, partitions, wooden/ veneered panelling , false ceiling, renovation works and panelling works such as wooden flooring, ACP panelling , Structural glazing's, carpet, curtain,& vanishing blinds supply. cleaning & repairing etc.	A,B
4.	Water proofing Contractors	A,B
5.	Air Conditioner supply /repairing/maintenance (Authorized dealers/manufacturers of Daikin/Blue Star/ Carrier only)	A,B
6.	Data/telephone cabling and networking	A,B
7.	Air-Conditioning duct manufacturer	A,B

Categorization:

Category A	Works up to Rs. 15.00 lacs Only
Category B	Works up to Rs. 2.5 lacs Only

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Agencies empanelled for Category A shall be eligible for carrying out jobs in Category B automatically.

Contractors/Vendors 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/vendor must have adequate presence in Delhi/NCR during last seven years.
- ❖ The firm/ Contractor/Vendor must have sufficient number of experienced personnel, technical know-how, equipment, 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/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 up to Rs. 15 lacs only:-

- 3 similar jobs of Rs. 6.0 lacs each or
- 2 similar of Rs. 7.5 lacs each or
- 1 similar of Rs. 12.0 lacs.
- Average Annual financial turnover of the firm during the last -3- years, ending 31st March 2019, should be at least Rs. 4.50 lacs supported with audited balance sheets.

(3) Category B - Works up to Rs. 2.5 lacs only:-

- 3 similar jobs of Rs. 1.0 lac each or
- 2 similar jobs of Rs. 1.25 lacs each or
- 1 similar job of Rs. 2.0 lacs.
- Average Annual financial turnover of the firm during the last -3- years, ending 31st March 2019, should be at least Rs. 0.75 lacs supported with audited balance sheets.

The above works, should be executed in Central/State Govt Departments/PSUs/Autonomous Bodies of repute.

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- ❖ Applications by those firms who do not submit Performance/Completion Certificates from their previous employers are liable to be summarily rejected. Completion Certificates duly signed by the client, Shall only be considered as Work done in similar Job context; mere submission of Work Orders will not suffice.
- ❖ The Contractors/Vendors who intend to apply for more than one Trade can do so by applying for each Trade separately.

Duly completed documents in the prescribed format (downloadable from Bank's website only) with all supporting documents and an application/Tender fee in form of a Demand Draft/ Banker's Cheque of ₹2,000/- (Rupees Two Thousand Only) in favour of "Bank of Baroda" Payable at "New Delhi" shall be sealed in an envelope and super scribed as "Empanelment of Contractor/Vendor for (Name of Trade _____ and category A / B)". The envelope should reach at the following address (by hand only) on or before 03.10.2019 up to 03:00 pm & the same will be opened on 03.10.2019 at 03:30 P.M. In case of Bank Holiday occurs on last date of submission of bid due to any reason, the next working day shall be reckoned as the last date of submission. Application received by any other mode shall not be entertained.

The Chief Manager (Security & FM)
Zonal Office
Ground Floor, Bank of Baroda Building,
16, Sansad Marg, New Delhi, 110001

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

- Chief Manager (Security & FM)- 011-23441617
- Senior Manager/Manager (FM)- 011-23441632/33

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.

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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/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/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 pro forma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the pro forma and serial number. Separate sheets shall be used for each part. However the format shall be as per pro forma.
6. Applications containing false, incomplete and / or inadequate information are liable to be rejected. Also mere fulfilment 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.

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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 who intend to apply for more than one Trade have to apply for each Trade separately.
12. Incomplete applications will not be considered.
13. Intending applicant are requested to read the pro forma carefully before filling the particulars.
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 can be cancelled immediately.
15. Empanelment of the firm will be valid only for three years, if selected subject to annual review of satisfactory performance.
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 must have office at Delhi/NCR.

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EMPANELMENT OF CONTRACTORS/ VENDORS

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 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 who intend to apply for more than one trade have to apply for each trade separately)	
1.1	Category (A/B)	
1.2	Name of the Firm	
1.3	Address of the Registered Office	

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1.4	Address of office at Delhi/NCR (With Phone Nos, Office Address & Email ID & Contact Person)	
1.4.1	Contact no.	
1.4.2	Office Address	
1.4.3	Email id (To be valid for next -03- years, if found invalid in course of upcoming -3- years, empanelment shall cease to exist)	
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 documentary evidence)	
4	Name & qualification of the Proprietor / Partners / Directors of the Organization / Firm a) b) (Enclose documentary 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 empanelled/registered with Government / Semi - Government / Municipal Authorities of any other Public Organization and if so, in which class and since when? (Enclose documentary evidence)	
7	a. No. of years of experience in the field and details of work in any other field. b. Whether ISO certified, if Yes, furnish 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	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	

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	A/c (Audited) for the last -3- years ending March 2019.	
11.2	Average turnover in	
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)	

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17	Other infrastructural information to be used/ referred for this project (Proforma-4) List of available plants, machineries equipments etc.	
18	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.	
18.1	Name	
	Address	
	Contact no.	

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	Email id	
	organisation	
18.2	Name	
	Address	
	Contact no.	
	Email id	
	Organization	
18.3	Name	
	Address	
	Contact no.	
	Email id	

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	organisation	
19	<p>Whether any Civil Suit / litigation arisen in contracts executed / being executed with Bank of Baroda/Other organization. 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. (If falsified information is produced, empanelment may be terminated)</p>	Attach a separate sheet if required.
20	<p>Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of by an arbitrator. If so, the details of such litigation are required to be submitted. (If falsified information is produced, empanelment may be terminated)</p>	
21	<p>Have you been ever disqualified or levied penalty by the bank in past for non-fulfilment of the contractual obligations. If yes, please provide details. (If falsified information is produced, empanelment may be terminated)</p>	

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22	Have you in past carried out any works for Bank of Baroda or its subsidiaries? If yes, give details.	
23	Electrical contractor license no (Enclose copy)- Mandatory for Electrical Trade	
24	Authorised dealership certificate (Enclose copy) (For supply of Air Conditioners) (Enclose copy) Daikin/Blue Star/ Carrier	

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PROFORMA - 1

LIST OF PROJECTS EXECUTED BY THE ORGANISATION DURING THE LAST 7 YEARS ENDING ON 31.08.2019

Minimum Value of Work done (not less than 40 % of the respective category) i.e. not less than (1) Rs. 6 lacs for Category A, (3) Rs. 1 lac for Category B

Sr No	Name of work/ project 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”**.

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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) Rs. 6 lacs for Category A, (3) Rs. 1 lac for Category B

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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