

**Bank of Baroda**  
**Baroda Corporate Centre, Mumbai**

**NOTICE FOR PREQUALIFICATION CUM TENDER FOR APPOINTMENT OF  
CONSULTANT**

Bank of Baroda invites sealed offers/Tender from eligible Consultants of repute **in two Bid Systems** for Providing Comprehensive Consultancy Services for Renovation/up-gradation/modernization of HVAC (Heating, Ventilation and Air-conditioning) Plant installed at Bank's Building i.e Baroda Corporate Centre, C-26, G Block, Bandra Kurla Complex, Bandra East, 450001, Mumbai.

Duly completed application forms, which can be downloaded from Bank's website, should reach the Office of **General Manager, Bank of Baroda, Baroda Corporate Centre, C-26, G Block, Bandra-Kurla Complex, Bandra East, 450001, Mumbai on or before 04.12.2017 by 15.00 hrs.**

For further details log on to our website [www.bankofbaroda.com/tenders.asp](http://www.bankofbaroda.com/tenders.asp)

**Corrigendum, if any, will be issued only on our Bank's website.**

Bidders have to keep checking our website for any additional instructions/addendums, if any, till 48 hours of tender submission time. Bidder who quote tender without attaching/enclosing tender document or the addendum document, if any, will be rejected.

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**Technical bid-1**

**NOTICE FOR PREQUALIFICATION CUM TENDER FOR CONSULTANT**

1. Bank of Baroda invites sealed offers from eligible Consultants in **two Bid System** (Technical and Financial) for the following work:-

<b>Sr. No.</b>	<b>Name of Work</b>	<b>Estimated cost of entire Project in INR (approx.)</b>
1.	Providing Comprehensive Consultancy services including supervision of renovation/up-gradation/modernization work of existing <b>AC Plant at Bank of Baroda Baroda Corporate Centre, C-26, G Block, Bandra-Kurla Complex, Bandra East, 450001, Mumbai.</b>	<b>300 Lacs</b>

2. Consultants desirous of tendering for above work and fulfilling the following requirements shall be eligible (Technical Bid specification)-

(i) Experience of having successfully completed any one of the following **similar works (Providing Consultancy services for Supply, Installation, Testing and Commissioning/Renovation/Up-gradation/Modernization of HVAC plant of at-least 500TR)** during last -7- years ending on 31.10.2017:

- a) Three similar completed works each costing not less than the amount equal to INR 120 Lacs.

**OR**

- b) Two similar completed works each costing not less than the amount equal to INR 150 Lacs.

**OR**

- c) One similar completed work costing not less than the amount equal to INR 240 Lacs.

3. Out of above, one work must be with Govt/PSU/Bank/Reputed firms. Consultants shall submit the Performance/Completion Certificates from the respective previous employers in support of above otherwise application is liable to be rejected.
4. Preferably Consultants should have office at Mumbai. Presently if Consultant's office is not available then in case of award of work, Consultant is required to establish local office for coordinating the Project. For this, Consultant must submit an undertaking in given Proforma 5 along with PQ that a local office will be established by them for the coordination, consultancy, and monitoring of Bank's Project at Mumbai.
5. Bank reserves right to reject any or all the applications without assigning any reasons or whatsoever.
6. The applicant must have minimum three years experience preferably working with public sector units / government organizations/reputed firms.

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- 7 Bidder must be having adequate organizational setup and reasonable presence in the work area and near by. Having sufficient number of experienced personnel, technical know-how and infrastructure to complete the project well in time.
- a) **SCOPE of Work (as per attached agreement format).The main features of the desired scope are listed below (from point no i to vii)**
- i) Taking the employer's instructions, visiting the sites, preparing sketch designs which shall be in accordance with local governing codes/standards, regulations etc. (including carrying out necessary revisions till the sketch designs are finally approved by the employer), making approximate estimate of cost by calculating the Tonnage requirement, cubic measurements, square meter, or any other standard unit of measurement or otherwise and preparing reports on the schemes so as to enable the employer to take decision on the sketch designs. Approval of drawings/layout from Local Govt. authorities, taking completion certificates from Govt Authorities, Fire NOC, all other statutory approvals, etc is also in scope of Consultant.
  - ii) Submitting a proper PERT Chart/Bar Chart incorporating all the activities required for the completion of the project well in time i.e., preparation of working drawings, structural drawings, detailed drawings, and tender etc. After Completion of Project, submitting as- built drawings, SLD, obtaining completion certificate, NOC etc. from Fire Deptt, Electric Deptt. Etc. and all other statutory approval required for completion and operational of system/building.
  - iii) Preparing detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities (BOQ).
  - iv) Preparing pre-qualification documents of tender.
  - v) Preparing detailed tender documents.
  - vi) Preparing tender notices for issue by bank submitting together with recommendations specifying abnormally high and low rated items. Preparing contract documents and getting them executed by the concerned contractors.
  - vii) Day to Day Supervision of construction work, preparing minutes, site reports, maintaining all the site and lab records, MB, Bills of Contractor etc. for completion of work. For the purpose, one qualified engineer having exposure to such works to be posted at site by Consultant.
- b) **The sealed Technical Bid (I&II)and Financial BID should be submitted in two separate sealed envelopes super scribing "Technical BID for Consultancy for renovation/up-gradation/modernization work of AC Plant at Bank of Baroda, Baroda Corporate Centre Building." and "Financial BID for Consultancy for renovation/up-gradation/modernization work of AC Plant at Bank of Baroda, Baroda Corporate Centre Building" .Both the above envelopes ( Technical and Financial Bid ) should be kept in one Single Envelope super scribing "Bids for Consultancy Services for renovation/up-gradation/modernization work of AC Plant at Bank of Baroda, Baroda Corporate Centre".**

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- c) **The financial bid of only those applicants will be opened who will qualify in the technical Bid. Date and Time for opening of Financial Bids shall be informed to technically qualified bidders separately.**
- d) Application, completed in all respects along with relevant documents duly super scribing the name of work on envelope must reach at the following address **on or before 04.12.2017 by 15.00 Hrs.**

**The General Manager,**  
Bank of Baroda  
**Baroda Corporate Centre,**  
**C-26, G Block,**  
**Bandra-Kurla Complex,**  
**Bandra East, 450001,**  
**Mumbai.**

- **Last date of receipt of application 04.12.2017 by 15:00 Hrs.**
- **Date of opening of Technical Bid-04.12.2017 by 15:30 Hrs.** in presence of available bidders who want to be present in the opening Process.
- **Pre-Bid meeting will be held on 22.11.2017 at 11:00 Hrs at Facilities Management Dept.-1<sup>st</sup> Floor, Baroda Corporate Centre, C-26, G Block, Bandra-Kurla Complex, Bandra East, 450001, Mumbai**

e) **Instructions to the applicants for furnishing information as a part of application.**

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 and technical standing etc. in the enclosed form which will be kept confidential.

While deciding upon the technical qualification of applicant 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 coordination with other agencies.

**The financial bid of only those applicants will be opened who will qualify in the technical Bid. Date and Time for opening of Financial Bids shall be informed to technically qualified bidders separately.**

Each page of the application shall be signed. The application shall be signed by person(s) on behalf of the organization having necessary authorization/power of attorney to do so (certified copies to be enclosed).

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.

Any letter or document accompanying the application form shall be submitted in duplicate.

Applications containing false/ incomplete and/or inadequate information are liable to be rejected. Also mere fulfilment of eligibility criteria does not guarantee selection.

Clarification, if any required, may be obtained from the office of the General Manager, Bank of Baroda, **Baroda Corporate Centre, C-26, G Block, Bandra-Kurla Complex, Bandra East, 450001, Mumbai.** (Phone 022 -6698-5779/69, 5105).

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

The application received after due date and time, are liable to be rejected.

Bank reserves the right to accept or reject any of the offers, without assigning any reasons, whatsoever thereof.

**APPOINTMENT OF CONSULTANT**

**Basic information**

1	Name of the applicant/organization	
	Address of the Registered Office (with phone numbers, fax numbers & e-mail ID)	
	Address of Office at Mumbai (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) c) d)  (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	Address of Mumbai office through which the proposed work of the Bank will be handled and the name & designation of professional in charge	
9	Yearly turnover of the organization during last 3 years (year-wise) and furnish audited balance sheet and Profit & Loss a/c (audited) for the last 3 years.	

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10	PAN Number	
11	Details of registration for payment of service tax/GST Registration No.	
12	Detailed description and value of works done ( <b>Proforma 1</b> ) and works on hand ( <b>Proforma 2</b> )	
13	Details of Key Personnel Permanently employed ( <b>Proforma 3</b> )	
14	Other infrastructural information to be used/referred for this project ( <b>Proforma 4</b> )	
15	Furnish the names of –3- responsible persons along with their designation. Address, tel. No. etc. for whose organisation, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your organization.	
16	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.
17	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.	
18	Undertaking regarding local office at Mumbai	

Sign. & seal of the applicant

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**Proforma 1**

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

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 numbers of -2- persons (Engineers & top officials of the organisation)	Contract amount (Rs) (for consultancy work only) with copy of work order and completion certificate from project in-charge)	Starting date of Project	date of completion of Project	Any other relevant information. Actual amount of project. If increased, give reasons.	Enclose clients certificate for satisfactory completion	No of Floors of building and Remarks
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. Date shall be reckoned from the date of advertisement of the notice in news papers.
3. For certificates, the issuing authority shall not be less than an Engineer In charge.

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**Proforma – 2**

LIST OF IMPORTANT WORKS ON HAND.

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 officials of the organization)	Contract Amount with copy of Work Order & completion certificate from project incharge.	Stipulated time of completion (Years)	Present status of the project	Any other relevant information.
1	2	3	4	5	6	7

Notes:-

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

Sign. & seal of the applicant



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**Proforma-3**

S. No.	Particulars	Name and Designation	Age	Qualification	Experience	Nature of works handled	Name of the Projects handled costing over 40% of the estimated cost	Date from which employed in your organization	Indicate details of experience for similar projects
1.	Details of in house qualified Mechanical engineer specialised in HVAC works								
2.	Electric Engineer								
3.	Draftsman								
4.	Any other information								

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**Proforma-4**

**List of Major office Equipment/ infrastructure in possession of the firm**

S.No.	Name of office equipment	No.	Utilization	Any other information if any
1				
2				
3				
4				
5				
6				

**Sign. & seal of the applicant**

Date and Place

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**Proforma-5**

**Undertaking to be submitted by Consultant/Firm for Local office at Mumbai.**

I/We (Name of Firm \_\_\_\_\_) declare that I/we will establish local office for Providing Comprehensive Consultancy Services for **Renovation/up-gradation/modernization of HVAC (Heating, Ventilation and Air-conditioning) Plant installed at Bank's Building i.e Baroda Corporate Centre** at Mumbai .For this financial implication (if any) has been taken by us in our submitted Financial Bids.

Sign/Seal

Date

Place

\* Firms/Consultants having their office at Mumbai are not required to submit this undertaking.