

Bank of Baroda
Baroda Corporate Centre, Mumbai

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

Bank of Baroda invites e-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, 400051, Mumbai.

Duly completed application forms, which can be downloaded from Bank's website, should be submitted through online mode **on or before 11.04.2018 by 15.00 hrs.**

For further details log on to our website www.bankofbaroda.com- **Tenders Section.**

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

Bidders will 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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Schedule of E Tender		
1	Name of the Work	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, 400051, Mumbai.
2	E-Tender No.	BCC-HVAC-BCC-CNSLT-200318
3	Date of viewing Tender	20.03.2018
4	Date of Starting of E-Tender for submission of on line Technical Bid and Commercial Bid at https://bobtenders.abcprocure.com/	20.03.2018
5	Date & Time of closing of online E-Tender for submission of Technical Bid & Commercial Bid	11.04.2018 & 1500 hrs IST
6	Date & time of opening of Part-I - Technical Bid	11.04.2018 & 1530 hrs IST
7	Date & time of opening of Part-II - Commercial Bid	Date of opening of Part II i.e. Commercial bid shall be informed separately.
8	Last date of submission of EMD through RTGS/NEFT	11.04.2018 up to 1500 hrs IST
9	Pre-Bid Meeting starting date & time	28.03.2018, at 1100 hrs
10	Earnest Money Deposit	Rs 10,000.00 INR (Rupees Ten Thousand Only)
11	Address for online submission of bids (technical as well as commercial bids)	Bid must be submitted online on https://bobtenders.abcprocure.com/
12	Address for opening of bids	https://bobtenders.abcprocure.com/
13	Contact Details of M/s. e-Procurement Technologies Ltd.(ETL), Ahmedabad	Mr. Shivam Email ID: shivam@auctiontiger.net Phone: +91 (79) 40016824

Conditional tenders are liable to be rejected. Dispute, if any, will be subject to Mumbai jurisdiction only.
For any further information on the tender, following offices / persons to be contacted:

<p>1. Mr. Nishant P. Kawade,</p> <p>Chief Manager (Electrical) Ph: 022-66985105 Email: em.bcc@bankofbaroda.com</p> <p>2. Mr. Vishal Borkar,</p> <p>Manager (Electrical) Ph. No. : 022 – 6698 5779 Email : em.bcc@bankofbaroda.com</p>

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IMPORTANT INSTRUCTIONS FOR E-PROCUREMENT

1	Important instructions for E-Procurement
	<ul style="list-style-type: none"> • This is an online tender event of Bank of Baroda. • Online tender service provider is M/s. e-Procurement Technologies Ltd.(ETL), Ahmedabad. • Bidders are requested to read the terms & conditions of this tender before submitting their online tenders. • Bidders who do not comply with the conditions with proper/necessary documentary proof (wherever required) will not qualify in the Tender process for opening of Commercial bid. • The intending bidders are required to submit their offer electronically through E-Tendering portal. No physical tender is acceptable by Bank of Baroda. • Online (Part I - Technical Bid) and (Part II - Commercial Bid) will be done through https://bobtenders.abcprocure.com/
2	System Requirement
	<p>System Requirement:</p> <ul style="list-style-type: none"> i) Windows 98 /XP-SP3 & above/Windows 7 Operating System ii) IE-7 and above Internet browser. iii) Signing type digital signature iv) JRE 7 update 79 software to be downloaded and installed in the system. Security level should be medium.
3	Bid Submitting & Opening
	<ul style="list-style-type: none"> • Part I Technical bid will be opened electronically on specified date and time as given in the RFP. Bidder(s) can witness electronic opening of bid. • Part II Commercial bid will be opened electronically of only those bidder(s) who's Part-I Technical Bid is found to be acceptable by Bank of Baroda. Such bidder(s) will be intimated date of opening of Part-II Commercial bid, through valid email confirmed by them. • All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity. • All notices /corrigendum and correspondence to the registered bidder(s) shall be sent by email only during the process till finalization of tender by Bank of Baroda. Hence the bidders are required to ensure that their corporate email id provided is valid and updated at the stage of registration. • E-Tender cannot be accessed after the due date and time mentioned in the tender. • The process involves Electronic Bidding for submission of Technical and Commercial Bid.
4	Submission of Technical Bids
	<p>The TENDER response shall be submitted in two parts. Part I shall comprise of Technical Bid plus EMD and Part II shall contain Commercial Bid. These bids shall be submitted Online.</p> <p>Bidder shall submit Earnest Money Deposit (EMD) amount online through NEFT/RTGS on the details below:</p> <p style="text-align: center;">Bank: BANK OF BARODA Branch: Bandra East IFSC: BARB0BANEAS ('0' is Zero) Account Type: OD Account No.: 2904040000418</p> <p>Under no circumstances, Earnest Money Deposit will be accepted in the form of fixed deposit receipt/DD/Banker's cheque or Insurance guarantee or Cheque.</p>

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	<p>The proposal shall be prepared in English. Name of contact person, e-mail address and phone/fax numbers of the bidder shall also be indicated on the sealed envelopes.</p> <p>Please note that any changes in the technical / prequalification criteria mentioned in this Tender Document shall be inserted as addendum in the tender section of Bank's Website and in https://bobtenders.abcprocure.com/</p>
5	Submission of Commercial Bids
	<ul style="list-style-type: none"> • Commercial Bids will be submitted online. • The prices offered to the Bank must be in Indian Rupees. • Rate quoted shall be exclusive of GST. • Any price variation on account of change in tax structure (+ or -) shall be payable/recoverable during the contract period. • No price increase on account of exchange rate fluctuations. • Commercial quote shall be submitted online.
6	Pre-Bid Meeting
	<p>A pre-bid meeting shall be arranged on 28.03.2018, at 1100 hrs at the following address: Bank of Baroda Facilities Management Department 1st Floor, Baroda Corporate Centre, C-26, G-Block, Bandra Kurla Complex, Bandra (East), Mumbai-400051.</p> <p>Queries received up to two days prior to Pre-bid meeting date only will be addressed during pre-bid meeting. All the queries should be sent to the mail id: em.bcc@bankofbaroda.com</p>
7	Opening of Technical Bids
	<p>The Technical Bids will be opened in the presence of Bank's authorized committee. The representatives of the bidders may remain present during the opening of Technical bids. No separate intimation will be given to the bidders in this regard.</p>
8	Evaluation of Technical Bids
	<p>Technical Bids will be evaluated on the basis of fulfilling Bidders Profile Details and compliance to Eligibility criteria, Technical specification, other terms and conditions stipulated in the tender document. Commercial Bids of only those bidders who qualify in the technical evaluation / demonstration, based on the criteria laid down hereinabove, will be opened.</p> <p>The Bank reserves the right to reject any or all the tenders without assigning any reason thereof.</p>

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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:-

Sr. No.	Name of Work	Estimated cost of entire Project in INR (approx.)
1.	Providing Comprehensive Consultancy services including supervision for renovation/up-gradation/modernization work of existing <i>HVAC Plant at Bank of Baroda</i> , Baroda Corporate Centre, C-26, G Block, Bandra-Kurla Complex, Bandra East, 400051, Mumbai.	300 Lacs For the work of renovation/up-gradation/modernization of existing <i>HVAC Plant at Bank of Baroda</i> , Baroda Corporate Centre.

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 any high rise building with five floors or more)** during last -7- years ending on 31.12.2017:

- 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. The applicant must have minimum three years' experience preferably working with public sector units / government organizations/reputed firms.
5. Bidder must be having adequate organizational setup and reasonable presence in the work area and nearby. Having sufficient number of experienced personnel, technical know-how and infrastructure to complete the project well in time.
6. **EARNEST MONEY DEPOSIT**

- The bidders have to deposit an EMD of Rs. 10,000(Rupees Ten Thousand Only) in the form of RTGS/NEFT only on the account details mentioned in the instructions above.

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- The Earnest Money shall be valid and remain deposited with the Bank for the period of completion of the project. No interest shall be payable by the Bank on the Earnest Money deposited by Tenderer.
 - Earnest Money of the unsuccessful tenderers shall be returned within 30 days of finalization of tender.
 - Any tender received from firm which is not accompanied with required EMD in prescribed form is liable to be rejected.
7. The duration of the Project/Work i.e. Renovation/ Up-gradation/ Modernization work of HVAC Plant at Bank of Baroda, Baroda Corporate Centre, Mumbai shall be SIX Months from the date of LOI/as per the commencement date mentioned in the LOI to the L-1 Bidder. Renovation/ Up-gradation/ Modernization work of HVAC Plant at Bank of Baroda, Baroda Corporate Centre, Mumbai shall be carried out only during non-working hours of the bank, i.e. during Night Hours, Weekly Off Days etc. However, if such periods are to be extended due to any reasons, the period shall be treated extended without any financial implication.
8. Financial Bid: The Financial bid made by the Bidder should take care of the following points:
- a. The Financial Bid contradicting the Technical Bid (TB) in any manner will be rejected.
 - b. Financial Bid containing conditional offers will be rejected.
 - c. In case of discrepancy in words and figures, the price quoted in words will be taken as final.
 - d. There should not be any hidden costs for the items quoted.
 - e. The Bank is not responsible for the arithmetical accuracy of the bid. The consultants / bidders will have to ensure all calculations are accurate.
 - f. The Bank at any point in time for reasons whatsoever is not responsible for any assumptions made by the Consultant. The Bank at a later date will not accept any plea of the Consultant or changes in the financial offer for any such assumptions.
 - g. Any overwriting, erasure, etc. has to be initialed by the authorized person.
 - h. It may be noted that the Bank will not pay any other amount and other expenses like travel and accommodation etc. except the agreed professional fee and applicable Taxes.
 - i. The Bank will pay the Tax as per the rate applicable at the time of making payment. The TDS amount at prevailing rate shall be deducted from the payments to be made to the successful bidder / consultant.
 - j. The consultant shall take into account all conditions and difficulties that may be encountered during the course of assignment, while quoting the rate.
9. 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.
10. Bank reserves right to reject any or all the applications without assigning any reasons or whatsoever.
11. From the time the proposals are opened to the time of appointment, bidders should not contact the Bank or any of its employees or representatives on any matter related to the proposal with a view to influence the examination, evaluation, ranking and appointment. Such an effort shall result in rejection of the bids.
12. Tender Validity period: Tender responses will remain valid and open for evaluation

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according to their terms for a period of at least 90 days from the Tender opening date. The Bank shall also have the right at its sole and absolute discretion to continue the assignment/contract with the successful bidder for future requirements on the rates finalized in this processing for various items/activities as described in the financial bid, or at the price negotiated thereafter, after expiry of current assignment period. In exceptional circumstances, the Bank may solicit the Bidder's consent to an extension period of validity.

13. All bid responses would be deemed to be irrevocable offers/ proposals from the consultants / bidders and may be accepted by the Bank to form part of final contract between the Bank and the selected Consultant/s. Un-signed responses would be treated as incomplete and are liable to be rejected. The bids once submitted cannot be withdrawn/ modified after the last date for submission of the bids unless specifically permitted by the Bank.
14. In case, due to unavoidable circumstances, the Bank does not award the contract within three months from the last date of the submission of the bids, and there is a possibility to award the same within a short duration, the Consultant would have the choice to maintain the EMD with the Bank or to withdraw the bid and obtain the security provided.
15. The Bank reserves the right not to allow/ permit changes in the technical requirements and not to evaluate the offer in case of non-submission of the technical details in the required format or partial submission of technical details.
16. Consultant at no point in time can excuse themselves from any claims by the Bank whatsoever for their deviations in confirming to the terms and conditions and other schedules as mentioned in the tender circulated by the Bank. Consultant shall be fully responsible for deviations to the terms & conditions etc. as proposed in the tender.
17. No Employer Employee Relationship: The selected Consultant or any of its holding/subsidiary/joint-venture/ affiliate/ group/ client companies or any of their employees/ officers/ staff/ personnel/ representatives/ agents shall not, under any circumstances, be deemed to have any employer-employee relationship with the bank or any of its employees/ officers/ staff/ representatives/personnel/agents.
18. All disputes arising out of the or in connection with the agreement shall deemed to have arisen in the city where project is being executed & only the said courts in the Mumbai city shall have the jurisdiction to determine the same. Dispute, if any shall be subject to Mumbai jurisdiction only.

19. SPECIAL TERMS OF THE CONTRACT

- Date of Commencement of work : As mentioned in the Letter of intent/ Work Order issued by Bank of Baroda to the L1 Bidder.
- Completion Period : 6 months for completion of the work of Rénovation/up-gradation/modernisation of HVAC (Heating, Ventilation and Air-conditioning) Plant.
- Escalation : The prices shall remain firm and shall not subject to variation for any reason whatsoever. All rates shall be firm throughout the duration of the contract and no influences shall be permitted for any changes in any of costs or inclusions due to any reasons such as currency variations, material, transport and price fluctuations or any other reason unless expressly provided for elsewhere in this agreement. No additional

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payment shall be made to the consultant by the Bank for any time over-run during the actual execution of the project whatsoever the reason is.

- **Performance Bank Guarantee:** The Consultant will furnish to Bank a Security Deposit in the form of a Bank Guarantee for an amount of 5% of their total fees (approx) within 30 days of the date of Agreement .On completion of the project, the bank guarantee against Security Deposit will be converted into a Performance Bond to be valid for 12 months from the date of virtual completion of the last contract.

If during the period of contract it is established to the satisfaction of Bank that certain risk of damage or loss has occurred due to defective supervision of work, the consultant shall not be entitled for fees for execution of such affected parts of the work, cost of which will be worked out by the bank and the consultant.

Bank shall have all rights to invoke the Performance Bank Guarantee in the favour of the bank if the work is not carried out as per the terms and conditions of the contract or if the consultant abandons/quit the work allocated to them amidst for any reason whatsoever.

- **Payment** : Payment shall be made as per the schedule of payment/stage of Fees/Mode of payment only after satisfactory completion of all the works assigned to you at the aforesaid Site. No advance/interim payment shall be made by the Bank.
- In case the lowest tenderer backs out or does not respond to the acceptance letter and/or refuses to execute / sign the contract within -5- days from the date of issuance of Work order, then the Work order shall be treated as cancelled and null & void. Such backed out tenderer shall be delisted from participating in any further Tenders by the Bank. Bank shall also inform other PSB's (Public sector Bank's) for delisting of such firms and also blacklisting the tenderer at IBA (Indian Bank's Association) level. The Earnest Money Deposit of such a tenderer shall be forfeited without any notice.

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.

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- 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. **Supervisor/Engineer shall be deployed for supervision during/throughout the execution of the work without any cost implication to the Bank. Periodic visit shall not be acceptable.**

Disqualification of Bidders:

- Financial Bids/Offers of bidders without EMD shall not be opened and be summarily rejected.

b) Consultant's Responsibilities and Related Conditions

- Attention of bidders is drawn to the relevant and extant instructions of GoI, GFR issued by Ministry of Finance, guidelines of Central Vigilance Commission (CVC) as applicable to the subject matter of advice / service to be rendered by the consultant and are required to be complied with.
- The Consultant shall, subject to the provisions of the Assignment and with due care, execute the work and take all responsibility, including the supervision thereof and all other things, whether of a temporary or permanent nature, required in and for such execution.
- The Consultant shall carry out and complete the work in accordance with prevailing good industry practices and using workmanship of the quality and standards there in specified, provided that where and to the extent some approval of the quality of the standards of workmanship is a matter of opinion, such quality and standards shall be to the satisfaction of the Bank.
- The Consultant should provide professional, objective, un-biased and impartial inputs, recommendation and advices at all times and hold the Bank's interest paramount and should observe the highest standard of ethics, values, code of conduct and honesty while executing the assignment.
- The consultant carries with him/her/it a certain degree of accountability for any advice or /and any services rendered to the bank, keeping in view norms of ethical business, professionalism and the fact that such advice or service is rendered for a consideration. The bank may enforce such accountability in case of improper discharge of contractual obligations / deviant conduct by / of any of the parties to the contract.
- The consultant must act, at all times, in the interest of the bank and render any advice / service with professional integrity. The consultant shall always keep in view transparency, competitiveness, economy and efficiency in regard with matters related to the subject of the contract or assignment.
- A consultant is expected to undertake an assignment/project, only in the areas of his/its expertise and where it has capability to deliver efficient and effective advice /services to the client.
- The consultant will have to cooperate fully with any legitimately provided / constituted investigative body conducting enquiry into processing or execution of the consultancy contract / any other matter related with discharge of contractual obligations by the consultant.

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c. 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 and uploaded. 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).

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, Facilities Management Dept., 1st Floor, Bank of Baroda, Baroda Corporate Centre, C-26, G Block, Bandra-Kurla Complex, Bandra East, 450001, Mumbai. (Phone 022 -6698-5779/69, 5105)** as mentioned above in the instructions to bidders table.

No queries will be entertained after the pre-bid meeting.

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.

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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. The firm must have a positive profit in the last three consecutive years.(2014-15,2015-16, 2016-17).	
10	PAN Number	
11	Details of registration for payment of service tax/GST Registration No.	
12	Detailed description and value of works done (Proforma 1) and works on hand (Proforma 2)	
13	Details of Key Personnel Permanently employed	

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	(Proforma 3)	
14	Other infrastructural information to be used/referred for this project (Proforma 4)	
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	
19	The company / firm has not defaulted to any Bank within the jurisdiction of India.(CIBIL report of the company / firm)	
20	The Consultant should not be owned or controlled by any Director or Employee of the Bank (or their Relatives)-Self declaration by the bidder on Company's letter head conforming the same.	
21	The Consultant should not have been penalised or found guilty in any court of law and the consultant shall not have been blacklisted / debarred by any Central Government Ministry/ Bank/ RBI/ IBA/ any regulatory authority. Self- Certification by the Consultant on Company's letter head to be provided. However, Bank would have the right to independently verify the same. Proforma-6.	

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.

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Proforma-6

Not penalized or Found Guilty in any Court of Law
(On letterhead of the bidder duly stamped and signed)

**DECLARATION-CUM-CERTIFICATE
TO WHOM SO EVER IT MAY CONCERN**

This is to certify that the consulting firm/company has not been penalized or found guilty in any court of Law and the firm/ company has not been blacklisted / debarred by any Central Government Ministry / Bank / RBI/ IBA / any regulatory authority since April 2014 to till the date of submission of the Bid.

Further, this is to certify that _____ does not have any legal, civil, criminal, taxation and other cases pending against _____ that may have any impact affecting or compromising the delivery of services required.

Name:

Designation:

Date: