



**RESERVE BANK OF INDIA
KOCHI**

NOTICE FOR PREPARATION OF PANEL OF CONTRACTORS/SUPPLIERS

Reserve Bank of India, Kochi invites applications for empanelment of reputed contractors/ suppliers for undertaking renovation /modernisation/ repair works/ horticulture /gardening / landscaping / housekeeping/ maintenance of Bank's properties located at **Kochi** for the works listed below. The panel will remain in force for **three years (July 2017- June 2020)**.

Interested entities may apply for empanelment for single or multiple trades under any panel as per details furnished below:

Sr No	Name of trade	Panel I up to Rs 2/- lakh	Panel II Above Rs.2/- lakh up to Rs 10/-lakh	Panel III Above Rs 10/- lakh up to Rs 25/- lakh	Panel IV Above Rs 25/- lakh up to Rs 50/- lakh
CIVIL WORK					
1	Civil& interior works including Sanitary and Plumbing work/Structural rehabilitation works	Yes	Yes	Yes	Yes
2	Painting works/Repainting of Banks building and Colonies	Yes	Yes	Yes	----
3	Bituminous carpeting	Yes	Yes	----	----
4	Water proofing of terrace, sunk slab etc.	Yes	Yes	----	----
5	Supply of wooden and steel office furniture and modular workstations	Yes	Yes	----	----
ELECTRICAL WORK					
6	Supply and maintenance of Fire fighting installations and Equipment including wet riser	Yes	Yes	----	----
7	Repair & maintenance of Electrical installation for L T installations – (Rewiring/Additions/Alterations & Repairs, LT installations, switch gear etc. including supply of electrical gadgets/spare parts	Yes	Yes	Yes	----
8	Supply, Repairs/Servicing of domestic water pumps/air condition plant pump etc	Yes	Yes	----	----

9	Supply, Servicing and maintenance of window AC, Split AC, Package units, tower units etc.	Yes	Yes	-----	-----
10	Supply and maintenance of water purifier	Yes	Yes	-----	-----
11	Supply and Maintenance of PA system, conference system	Yes	Yes	-----	-----
12	Supply, Servicing & maintenance of EPABX systems /telephone wiring/networking etc	Yes	Yes	-----	-----
13	Supply and Maintenance of gym equipment	Yes	Yes	-----	-----
14	Supply and Maintenance of Solar inverters	Yes	Yes	-----	-----
	ANNUAL MAINTENACE CONTRACT/MISCELLANEOUS WORKS				
15	Plumbing / Sanitary/installation and operation of pump sets in MOB/Colonies	Yes	Yes	-----	-----
16	Carpentry	Yes	Yes	-----	-----
17	Horticulture and Gardening	Yes	Yes	-----	-----
18	Pest control and anti - termite treatment	Yes	Yes	-----	-----
19	Cleaning of water tanks	Yes	-----	-----	-----
20	Housekeeping/ General Cleaning of MOB/Residential colonies	Yes	Yes	-----	-----
21	Maintenance of all electrical installation in quarters and main office building including HT/LT switches, VCB, earth pits etc.	Yes	Yes	-----	-----
22	Cleaning of telephones, computers	Yes	-----	-----	-----
23	General repairs costing up to Rs 2 /-lakh- Dead stock / Furniture repairs, Fabrication works of steel & aluminium, Blinds repairing & replacement, PVC flooring, Mosquito proof nets/carpets, window/ door curtain etc	Yes	-----	-----	-----

24	Supply and fixing of name boards, banners etc.	Yes	-----	-----	-----
25	Disposal of scrap and waste papers	Yes	-----	-----	-----
26	Maintenance of door closers and floor springs	Yes	-----	-----	-----
27	Operation of organic waste converter/ Biogas plant	Yes	Yes		

The Contractors fulfilling the following **pre-qualification** criteria can collect application forms from **Reserve Bank of India, Kochi**, by furnishing documentary evidence in the prescribed format in support of their possessing required eligibility and in the event of their failure to do so, the Bank reserves the right to refuse issue of application forms.

PRE QUALIFICATION CRITERIA

1	Past Experience			
	Should have experience of having successfully completed similar works during the last five years ending the last day of December 31, 2016 .			
2	Minimum value of each completed work (Qualifying) (Prescribed format attached) Experience of having successfully completed similar works during last 5 years ending last day of December 31, 2016 should be either of the following :			
	Panel I Up to Rs 2/- lakh	Panel II Above Rs 2/- lakh and up to & including Rs 10/- lakh	Panel III Above Rs 10/- lakh and up to & including Rs 25/- lakh	Panel IV Above Rs 25/- lakh and up to & including Rs 50/- lakh
	i) Three similar completed works costing not less than Rs. 80,000/- ii) Two similar completed works not less than Rs. 1/- lakh iii) One similar completed work	i) Three similar completed works costing not less than Rs. 4/- Lakh ii) Two similar completed works not less than Rs. 5/- lakh iii) One similar completed work	i) Three similar completed works costing not less than Rs.10 /-Lakh. ii) Two similar completed works not less than Rs. 12.5/- lakh iii) One similar completed work	i) Three similar completed works costing not less than Rs. 20/- Lakh. ii) Two similar completed works not less than Rs. 25/- lakh iii) One similar completed work

	costing not less than Rs.1.60/- lakh	costing not less than Rs.8/- lakh	costing not less than Rs.20/- lakh	costing not less than Rs.40/- lakh
3	YEARLY TURN OVER of the Organization for the last 3 years(Income tax year) ie 2015 – 2016 , 2014 – 2015 & 2013 – 2014 (Audited balance sheet duly certified by a Chartered Accountant shall be submitted)			
	2/- lakh	10/- lakh	25/- lakh	50/- lakh
4	SOLVENCY (Prescribed format attached)			
	Solvency certificate issued by the applicant's banker for an amount of Rs 2/- lakh	Solvency certificate issued by the applicant's banker for an amount of Rs 10/- lakh	Solvency certificate issued by the applicant's banker for an amount of Rs 25/- lakh	Solvency certificate issued by the applicant's banker for an amount of Rs 50/- lakh
5	Copies of valid licences for related trades as applicable, PAN, Service Tax Registration, VAT etc issued by respective authorities			

The application forms will be issued free of cost from Reserve Bank of India, Kochi from **January 20 to February 15, 2017 on all working days between 11.00hrs and 16.00hrs.** Application forms can also be downloaded from the website <http://www.rbi.org.in>. In case of downloaded application form, the complete detailed information / documentary proof of their being eligible for the work, will have to be submitted in a separate sealed cover addressed to **Shri M.K.Mall, General Manager (Officer-in-Charge), Reserve Bank of India, Ernakulam North, Kochi-682018.** The Bank reserves the right to reject the application form which does not meet the eligibility criteria.

Contractors already empanelled are also required to submit applications afresh.

Duly completed application may be submitted in sealed cover superscribing "**Empanelment of Contractors for Trade.....& Panel.....** to the above address, the **last date** being **February 28, 2017 upto 4.00 pm.**

The Bank reserves the right to reject any or all applications without assigning any reason thereof.

Kochi
January 20, 2017

Sd/-
(M.K.Mall)
General Manager
(Officer-in-Charge)

EXPERIENCE

Details of work executed as per the eligibility criteria.

Sr No	Name of the work	Name and address of the owner	Nature & specification of the work	Name and full address of the officer under whom the work was carried out	Amount(Rs)	Whether work completed in time(Give stipulated time & actual time taken/present stage of work)	Remarks
						stipulated	actual

Note:

- a) Attach copy of relevant valid license, if applicable and professional qualification, if any from the competent authority for under taking major(HT/LT equipment/DG sets and minor electrical work, repair and maintenance of firefighting equipment, pest control treatment, repair and maintenance of telephone lines, water proofing etc.
- b) Documentary evidence of having carried out said works (Such as work order, completion certificate etc) should be submitted.
- c) If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the part of the statement and serial number

SIGNATURE OF APPLICANT WITH SEAL

FORM OF BANKERS CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s / Shri -----

----- having marginally noted address, a

customer of our bank are/is respectable and can be treated as good for any

engagement up to a limit of Rs.2/-lakh, Rs.10/-lakh, Rs.25/-lakh, Rs.50/-lakh (Rupees --

-----).

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

(Signature)
For the Bank with name & seal

Note :

1. Bankers certificate should be on letter head of the bank, sealed in cover addressed to : **The General Manager, Officer-in-Charge, Reserve Bank of India, Ernakulam North, Kochi-682018**
2. In case of partnership firm, certificate should include names of all partners as recorded with the bank



**RESERVE BANK OF INDIA
KOCHI**

Application for Empanelment of Civil & Electrical contractors for undertaking renovation/modernization/ repair and maintenance works of Bank's properties at Kochi

Name of trade (applied for)

Panel No (applied for).....

**Issued to
M/S**

Last date for submission: February 28, 2017

Application to be addressed to:

To

**Shri M.K.Mall
General Manager
Officer-in-Charge
Reserve Bank of India
Ernakulam North
Kochi - 682018**

Place:

Date:

To

Shri M.K.Mall
General Manager
Officer-in-Charge
Reserve Bank of India
Ernakulam North
KOCHI - 682018

Sir,

- i) I/We have read and understood the Empanelment Notice and Instructions appended to the application proforma. I/We understand that if any false information is detected at a later date, any future contract made between ourselves and the Reserve Bank of India, Kochi on the basis of the information given by me/us will be treated as invalid by the Reserve Bank of India.
- ii) I/we agree that the decision of the Reserve Bank of India in selection of the contractors will be final and binding on me/us.
- iii) All the information furnished are correct to the best of my/our knowledge and belief.
- iv) I/we also agree that I/we have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets.

Yours faithfully

Signature_____

Name _____

Address _____

Place_____

Date_____

SEAL



RESERVE BANK OF INDIA
KOCHI

Application for Empanelment of Civil & Electrical contractors for undertaking renovation/modernization/ repair and maintenance works of Bank's properties located at Kochi

GENERAL CONDITIONS

- 1) The Reserve Bank of India intends to prepare a panel of reputed contractors for undertaking renovation/ modernization/maintenance and repair work of Bank's properties located at **KOCHI**.
- 2) Panels of work are as mentioned in the NOTICE FOR EMPANELMENT OF CONTRACTORS
- 3) Applicants are required to indicate on the **top of the application form & over sealed cover the trade and panel in which they desire to empanel**.
- 4) Intending applicants are required to submit their full bio-data giving details about their Organisation, work experience, technical personnel in their organisation, spare capacity, competence and adequate evidence of their financial standing in the enclosed statement which will be kept confidential.
- 5) A format of Client's Certificate as per Annexure is attached along with blank application form. The applicant has to submit the said Client's certificate from at least **two** of their clients for whom they have carried out eligible works in terms of pre-qualification criteria described in the notice inviting application in a sealed cover.

Client's certificate issued by a Government/Semi Government organisation or a PSU should be signed by an official of the rank of Executive Engineer or equivalent and must be supported by adequate proof of payments received by the contractor for the work done by them.

Client's report issued by private organization shall be accompanied by **TDS Certificates**.

Applications received without the specified certificates in the specified format shall be rejected and the Bank shall have the right to independently verify the submitted certificates.

Aforementioned certificate must be submitted along with their application in sealed cover addressed to **The General Manager, Officer-in-Charge, Reserve Bank of India, Ernakulam North, Kochi - 682018**

- 6) **Separate application for every section of work along with a covering letter or any document shall be submitted.**

- 7) While deciding upon the selection of the Contractors, emphasis will be given on the ability, experience, performance, value of works executed and competence to do good quality work in accordance with the specifications and within the specified time schedule and in close co-ordination with other agencies, besides the rate structure of the items.
- 8) Application should be submitted along with a covering letter. The application form shall be signed by a person on behalf of the Organization, who is duly authorised to do so. Each page of application shall be properly signed
- 9) If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the part of the statement and serial number.
- 10) The performance of all the enlisted contractors shall be reviewed by the Bank once a year and their name shall be removed from the approved list of contractors in the event of occurrence of any one or more of the failure on their part as detailed below:
 - a) Fails to respond to the call notice inviting tenders /quotations consecutively on three occasions in a period of 2 years or fails to execute contracts awarded.
 - b) Is proved to be responsible for constructional defects in two contracts awarded.
 - c) Whose performance either in doing good work /supplies, are found not satisfactory in two contracts awarded /supply orders placed.
 - d) Persistently violates any important conditions of the contracts like maintaining time schedule and business dealing, etc.
 - e) Fails to abide by the condition of registration /empanelment or is found to have given false particulars at the time of registration /empanelment.
 - f) Is declared or is in the process of being declared bankrupt /insolvent, wound up dissolved or partitioned.
 - g) Persistently violates labour regulation /rules.
- 11) Application containing false or inadequate information is liable for rejection
- 12) The Bank reserves the right to reject any or all the applications without assigning any reason thereof.
- 13) Authorized dealers and Applicators should submit the necessary documentary evidence of their claim for confirmation
- 14) Clarifications, if any, required may be obtained from the office of Reserve Bank of India Ernakulam North,Kochi-682018

SIGNATURE OF APPLICANT WITH SEAL

**RESERVE BANK OF INDIA
PREMISES SECTION
KOCHI**

NAME AND ADDRESS

APPLICATION FORM

PART I

BASIC INFORMATION

Name of TRADE:

PANEL Number :

1	Name of the applicant/ organisation and address of the registered office	
2	Type of Organisation- (Whether Sole Proprietorship/ Partnership/Pvt. Limited/Limited or Body Corporate etc.)	Please enclose related certificate
3	Name of the Proprietor/Partners/Directors of the organization	(a) (b) (c) (d)
4	Details of Registration (whether Partnership firm, Company etc.), Registering Authority, date, Registration No. etc. mentioning the business/activity of the firm	Please enclose related certificate
5	Experience in the respective field of work	----- Years Please enclose documents in support thereof.

6	Adequate and satisfactory evidence to indicate financial capacity of the organisation to undertake works for the value up to which the application is made. If so, enclose Solvency Certificate from the Bank and Income Tax clearance certificate and latest Sales Tax Clearance Certificate /other licences and certificates*	
7	Name, address, telephone, fax no. of the Bankers	
8	Yearly turnover of the Organization for the last 3 years* (Income Tax Year) Year 2013-14 2014-15 2015-16 (please enclose audited final accounts in support thereof)	Audited balance sheet duly certified by a Chartered Accountant shall be submitted.
9	Details of PAN, VAT/TIN, CST & Service Tax numbers with documentary evidence.	
10	Copy of Electrical Contractor License (for applicants applying for electrical works)	
11 (a)	Registered Office, address, e-mail id, fax, and telephone number	
(b)	b) Office address, through which the work of Reserve Bank of India will be handled and the name and designation of the Officer-in Charge/ Top Executive	

12	Whether working with any of the Govt./ Semi Govt. Undertakings/ PSU/ Financial Institution as approved contractors and if so, furnish details thereof	
13	Details of Service Set-up at KOCHI (factory ,its location,machinery,technical personnel employed etc)	
14	Technical personnel available in the organization and if so, details of their experience, qualification	Details to be furnished in Part III
15	Details of skilled, unskilled, qualified licensed PWD Supervisor/Wireman (for applicants applying for electrical works)	
16	Whether any Civil Suit /Litigation arisen in the contracts executed during the last 5 years/being executed. If yes, please furnish the name of the project, employer, and nature of work, contract value, work order and date and brief details of litigation.	Attach a separate sheet if required.

*Applicants who desire to apply for Pest Control, Sanitary & Plumbing and Electrical related trades must submit photocopy of valid licence issued by appropriate authority.

SIGNATURE OF APPLICANT WITH SEAL

NAME AND ADDRESS

Part II

(a) Previous Experience

List of important Works Executed by the Firm during the last Five Years costing Rs.1/-lakh and above

(Works completed on or after December 31, 2011)

*Details of previous experience and work for Reserve Bank of India in any of the centers may be separately provided in tabular form

Sr. No	Name of work and location	Nature of work involved in the contract(eg.residential, offices, industrial etc.)	Name & address of owner. Also indicate whether Govt. or semi Govt. or Govt.of India Undertaking or Private body with full address & full name of the Official from the owner's side for whom the work was executed	Contract amount Rs.	Scheduled date of completion	Actual date of completion	Whether the work was left incomplete or contract was terminated from either side.Give full details	Any other relevant information including reason,if any,for delay in completion of work
1	2	3	4	5	6	7	8	9

Note: All columns should be filled in properly

SIGNATURE OF APPLICANT WITH SEAL

NAME AND ADDRESS

(b) List of important works on hand costing Rs. 1/- lakh and above

*Details of previous experience and work for Reserve Bank of India in any of the centers may be separately provided in tabular form

Sr. No	Name of work and location	Nature of work involved in the contract(eg.residential, offices, industrial etc.)	Name of owner and Architect. Also indicate whether Govt. or semi Govt. or Govt.of India Undertaking or Private body with full address & full name of the Official from the owner's side for whom the work was executed	Contract amount Rs	Completion Period		Present stage of work with reason if the work is getting delayed	Any other relevant information including reason,if any,for delay in completion of work
					Stipulated date of completion	Expected date of completion		
1	2	3	4	5	6	7	8	9

* Attach a separate, if required

SIGNATURE OF APPLICANT WITH SEAL

Part III

List of Technical Personnel, Giving Details about their Technical qualifications, Experience, etc.(For category Rs.10/-lakh to Rs.50/-lakh)

Sr. No	Name	Age	Qualification	Experience	Name of works handled	Name of the projects handled costing more than Rs.---- lakh	Date from which employed in your organization	Any other remark
1	2	3	4	5	6	7	8	9

SIGNATURE OF APPLICANT WITH SEAL

NAME AND ADDRESS

*** Attach a separate sheet, if required. Indicate other points ,if any,to show your technical and managerial competency to emphasize any important point in your favour.**

ANNEXURE

CLIENTS CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR

NAME & ADDRESS OF THE CLIENT:

DETAILS OF WORKS EXECUTED BY SHRI/ M/S

1	Name of work with brief particulars	
2	Agreement No. and date	
3	Agreement amount	
4	Date of commencement of work	
5	Stipulated date of completion	
6	Actual date of completion	
7	Details of compensation levied for delay (indicate amount) if any	
8	Gross amount of the work completed and paid**	
9	Name & address of the authority under whom works executed	
10	Whether the contractor employed qualified Engineer/Overseer during execution of work?	
11	i) Quality of work(indicate grading)	Outstanding / Very Good / Good / Satisfactory / poor

	ii) Amount of work paid on reduced rates, if any	
12	i) Did the contractor go for arbitration?	
	ii) If yes, total amount of claim	
	iii) Total amount awarded	
13	Comments on the capabilities of the Contractor	
	a) Technical Proficiency	Outstanding / Very Good / Good / Satisfactory / poor
	b) Financial soundness	Outstanding / Very Good / Good / Satisfactory / poor
	c) Mobilization of adequate T&P	Outstanding / Very Good / Good / Satisfactory / poor
	d) Mobilization of manpower	Outstanding / Very Good / Good / Satisfactory / poor
	e) General behavior	Outstanding / Very Good / Good / Satisfactory / poor

Note: All columns should be filled in properly

1. Signature of the Reporting Officer* with office seal

2) "Countersigned"

* Officer of the rank of Executive Engineer or equivalent

** Supported by adequate proof of payments received by the contractor for the work done by them.

Client's report issued by private organization shall be accompanied by TDS Certificates (Reports must be submitted in sealed cover addressed to **The General Manager, Officer-in-Charge, Reserve Bank of India, Ernakulam North, Kochi-682018**

Check list for documents submitted or not submitted

Sr.No	Particulars of document	Submitted ✓	Not submitted ✓
1	Formal letter requesting empanelment in official letterhead of the applicant		
2	Duly filled in & signed Application Form		
3	Trade Licence/ certificate of incorporation/partnership deed		
4	Copy of PAN Card & other related Income Tax documents		
5	Copy of VAT Registration Certificate		
6	Copy of Certificate of Registration with Central Excise Department for payment of Service Tax (compulsory) [Those who have applied for such registration may also apply for empanelment but their applications will be considered for empanelment only after the submission of documentary proof of actual registration.]		
7	Copy of MSMED Registration Certificate, if any		
8	Copy of PF Registration		
9	Copy of ESIC Registration		
10	Copies of the Audited Final Accounts for last 3 years and a certificate issued by Chartered Accountant indicating the turnover for the last 3 years		
11	Client's Certificates from two (2) different clients in sealed official cover of the client. (Each certificate must accompany photocopy of TDS/ documents as a proof of payment)		
12	Banker's certificate in sealed official cover of the bank.		
13	Completion certificates, if any		
14	Other relevant certificates (If submitted please mention the name of the certificate above)		
15	Applicant who desires to apply for Pest Control, Sanitary & Plumbing and Electrical related trades must submit photocopy of valid license issued by appropriate authority.		

Signature of the applicant with seal