



RESERVE BANK OF INDIA

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Empanelment of Reputed Civil Contractors

Reserve Bank of India, Estate Department, Nagpur invites proposal to prepare panels of reputed civil contractors, for the work of 'Proposed Security Officers residence and Guest House at Main Office Building' estimated to cost 100 Lacs , from the eligible firms having executed and satisfactorily completed, **one** similar work individually costing not less than 80 Lakhs or **two** similar works individually costing not less than 50 Lakhs of the cost or **three** similar works costing not less than 40 Lakhs during last five years. Similar work means 'General Building construction work including plumbing, sanitary, water proofing and Electrical work, as per Bank's Discretion). Minimum annual turnover during last three years shall be equal 100 Lakhs Applications for empanelment will be issued / accepted only to/from the eligible firms of contractors who satisfy the qualifications criteria indicated in the application including above mentioned and produce the documental proof therefor. The prescribed form can be obtained from Estate Department, Reserve Bank of India, Civil Lines, Nagpur on any working day up to 02.03.2012 or can be downloaded from the websites <http://www.rbi.org.in> or <http://www.tendertimes.com>. Last date of submission of Applications for empanelment is 16.03.2012 up to 14.00 Hrs.



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APPLICATION FOR EMPANELMENT

Name of work :-**Empanelment for 'Proposed Security Officers residence cum guest house at Main Office Premises'**.

Issued to M/s _____

Last date for submission 16.03.2012

Application to be addressed to :

Smt. Phulan Kumar
Regional Director
Reserve Bank of India,
Civil Lines, Nagpur

Instructions To the Applicants For Furnishing Information

Place _____

Date _____

To,

Smt. Phulan Kumar
Regional Director
Reserve Bank of India,
Civil Lines, Nagpur

I/We have read and understood the **Empanelment Notice** and instructions to the applicants. I/We do hereby declare that the information furnished in the proforma from pages 1 to 3 and in the Annexure sheets from pages 4 to 16 is correct to the best of my/our knowledge and belief.

Date:-

Yours faithfully,

Place:-

Signature of the authorised Signatory _____

Name _of agency/Contractor _____

Designation _____

Address _____

Seal

As A Part Of Pre-tender Qualifications

Proposed Security Officers residence cum guest house at Main Office Premises–Empanelment

1. The Bank is preparing a panel of reputed contractors for its proposed work as mentioned above with estimated cost Rs. 100 Lacs. The work involved is of RCC building construction with plumbing and sanitary and water proofing etc. Only firms who have executed **not less than one similar work individually costing not less than 80% of the estimated cost OR two similar works individually costing not less than 50% of the estimated cost OR three similar works costing not less than 40% of the estimated cost during last 5 years (reckoned back from the date of issue of advt.)** as on 31st December, 2011 will be considered for empanelment. Similar work means 'General Building construction work including plumbing, sanitary water proofing and Electrical work, as per Bank's Discretion).
2. Intending applicants are required to submit their full bio-data giving their details about their organisation, experience, technical personnel in their organisation, spare capacity, competence and adequate evidence of their financial standing etc. in the enclosed statement which will be kept confidential.
3. While deciding upon the selection of contractors 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, besides the rate structure of the items.
4. Decision of the Bank in regard to selection of contractors for issue of tender forms will be final. The Bank is not bound to assign any reason therefor.
5. Each page of the application shall be signed. The application shall be signed by person/ persons on behalf of the organisation having necessary authorisation/ Power of Attorney to do so.
6. If the space in the proforma is insufficient for furnishing full details, the information shall be supplemented on separate sheets of paper stating therein in the part of the statement and serial number. Separate sheets shall be used for each part.
7. Any letter or document accompanying the 'Empanelment Form' shall be submitted in **duplicate**.
8. Applications containing false and/or inadequate information are liable for rejection.
9. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall only include those works which individually costing not less than the amount mentioned above
10. Clarifications, if any, required may be obtained from the Regional Director, Reserve Bank of India, Estate Department, Nagpur during office hours
11. Documentry evidence as required shall be produced by the applicant collecting the form in person/ down load it from the web.

Date :-

Signature of the applicant _____

Place :-

Address _____

GENERAL INFORMATION

1.	Name of the Applicant/ firm/organisation and address of the registered office. (Attach an attested photocopy of Certificate of Registration)	
2.	Legal Status of the Firm: (Individual company/Partnership firm/Joint Venture firm)	
2a	Details of Registration Registering authority date Registration no. etc.	
3(a)	Registered Address:	
3(b)	Telephone:	
3(c)	FAX/Tele-fax:	
4(a)	Contact Person	
4(b)	Designation	
4(c)	Full Postal Address (Correspondence)	

4(d)	email id	
5.	Number of years of experience: (Mention field)	
6.	Number of similar eligible works executed during the last five years:	
7.	Names and titles of Directors or Partners:	
8.	In case the company is subsidiary, the involvement, if any, of the Parent Company in the Bank's proposed work:	
9.	State whether in-house expertise is available for all services/sub-systems. If not details of sub-contractors to be involved in the Bank's proposed work:	
10.	Was the applicant ever required to suspend the eligible works for a period of more than six months continuously after commencement?	
11.	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded works before their completion? If so, give name of the project and reasons for abandonment.	
12.	Has the applicant or any constituent partner in	

	case of partnership firm, ever been debarred / black-listed for competing in any organization at any time? If so, give details	
13.	Has the applicant or any constituent partner in case of partnership firm, ever been convicted?	

Date:-Signature of theApplicant/

Authorized representative

Place :-

Name of the Agency/ Contractor

Seal

DETAILS OF THE CLIENTS FOR WHOM ELIGIBLE WORKS HAVE BEEN EXECUTED

Sr. No.	Name and address of the Client /Firm	Details of the contact executive of the client					
		Name	Postal address	e-mail IDs	Telephone (mobile) nos.	Fax nos.	Telephone (landline) Nos.

Date :-Signature of the applicant/Authorized representative

Place :-

Name of the Agency/ Contractor

Seal

Annexure III

DETAILS OF THE ELIGIBLE WORKS COMPLETED IN THE LAST FIVE YEARS

Sr. No.	Name and address of the Client	Details of the work									Whether copies of the detailed work orders indicating date of award, value of awarded work, time given for completing the work etc and the corresponding completion and TDS certificates indicating actual date of completion and actual value of executed similar eligible works in proof of the work experience have been attached
		Name and location of the project	Scope of the work	Value of the work	Date of award/ actual commencement of the work	Time allowed for completion of the work	Date of Completion of work	Reason for delay, if any	Whether Liquidated Damages / penalties, if any, imposed?	Litigation/ Arbitration, if any With details.	

Note: The applicants are required to provide the Documentary Proof in respect of the information furnished above.

DETAILS OF THE BANKERS

Sr. No.	Name and address of the banker	Details of the contact executive of the banker					
		Name	Postal address	e-mail IDs	Telephone (mobile) nos.	Fax nos.	Telephone (landline) Nos.

DETAILS OF THE BANK ACCOUNTS

Sr. No.	Name and address of the banker	Details of the Bank Account				
		A/c Number No. & MICR/IFSC Code	Type	Opened on (Date)	Nature of operation	Operated by (Name)

Signature of the Applicant /Authorized representative

Name of the Agency/ Contractor

Date :-

Place :-

Seal :-

FINANCIAL STATUS

Annexure – V

Sr. No.	Year	2011-1010	2010-09	2009-08
1	Total assets			
2	Current assets			
3	Total liabilities			
4	Current liabilities			
5	Profit before taxes			
6	Profit after taxes			
7	Net worth (1-3)			
8	Annual Turn Over			

Attach audited balance sheets in support of the data clearly marking the relevant portion. Also attach copies of Income Tax Returns filed.

All such documents should reflect the financial situation of the applicant or partner to a JV and not sister or parent company.

Historic financial statements must correspond to the accounting periods already completed and audited. No statements for partial periods will be accepted.

Signature of the Chartered Accountant

Counter Signature of the Applicant / Authorized representative

Address:

seal

Date :

Annexure :- VI

List of available plants, available machineries, equipment etc.

Sr. No.	Name of plant/ machinery/ equipment and accessories	Total no. of units/ sq.mt.	No. of units/ sq.mt. which can be spared for the Bank's work.
1.	Concrete mixers - with capacity		
2.	Vibrators		
	(a) Needle type		
	(b) Form work/ Slab type		
3.	Weigh-batcher with capacity		
4.	Concrete cube testing equipment with capacity		
5.	Steel tabular scaffolding, also indicate the height to which it can be erected.		
6.	Slab shuttering area		
	(a) Steel		
	(b) Timber		
7.	Pumps with capacity		
8.	Air compressors		
9.	Welding, bar cutting and bending equipment		
10.	Floor polishing machines		
11.	Hoists with capacity		
12.			
13.			
14.			

Date :-

Place :-

Seal :-

Signature of the Applicant/
Authorized representative
Name of agency/ contractor

Part III - Technical Personnel And Special Experience

(1) List of your technical personnel, giving details about their technical qualifications and experience including that in your establishment.

Sr. No.	Name	Age	Qualifications	Construction experience	Nature of works handled
1	2	3	4	5	6

Name of the projects handled costing more than Rs. _____ lakhs	Date from which employed in your organisation	Indicate special experience such as Advanced Construction Management techniques like CPM/PERT and indicate projects in which such techniques were employed.
7	8	9

(2) Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favour.

(3) No. of supplementary sheets attached for Part III.

Date :-

Signature of the Applicant/
Authorized representative

Place :-

Name of agency/ contractor

Seal :-

DETAILS OF THE ONGOING WORKS

Sr. No.	Name and address of the Client	Details of the work						Committed current capacity to undertake similar works of value more than or equal to 100 percent of the estimated cost of the Bank's proposed work simultaneously
		Name and location of the project	Scope of the work	Value of the work	Date of award/ actual commencement of the work	Time allowed for completion of the work	Expected date of Completion of work	

Date :-

Signature of the Applicant/
Authorized representative

Place :-

Name of agency/ contractor

Seal :-

INITIAL FILTER OF APPLICANTS

Name of Applicant:

No.	Criteria	Yes	No
1	Has the Applicant abandoned any work in the last five years or has he / it been blacklisted by any Government department/PSU or have any of its contracts terminated for failure to perform?		
2	Has the Applicant involved in frequent litigations in the last five years?		
3	Has any misleading information been given in the Application?		
4	Has the Applicant suffered bankruptcy/insolvency in the last five years?		
5	Is the Net Worth negative?		

Note :	
(a)	A "YES" answer to any of the questions will disqualify the Applicant.
(b)	The Applicants who do not pass the initial filter test shall not be evaluated further.

Signature of the Applicant/
Authorized representative

Date :-

Name of agency/ contractor

Place :-

Seal :-

(To be issued by the Client on its letterhead)

Note:

1. Tenderer intend to get empanelled shall request its clients to issue this report for preparation of empanelment list.
2. The report shall be addressed by name to Smt. Phulan Kumar, Regional Director, Reserve Bank of India, Nagpur.
3. The report duly countersigned by the tenderer shall be enclosed in original with the offer.
4. In case of Govt. offices, the report shall be signed by the Superintending Engineer or above grade.official

Addressed To,

Dear Sir/Madam,

PERFORMANCE REPORT IN RESPECT OF ELIGIBLE WORK

1.	Name of Project and Location	
2.	Agreement No. and date	
3.	Name and address of the authority under whom works executed	
4.	Estimated cost	
5.	Scope of work	
6.	Date of commencement of work	
7.	Stipulated date of completion	
8.	Actual date of completion	
9.	Amount paid for the work	
10.	Details of delay if any	
11.	Performance report	
a.	Whether the contractor employed qualified Engineer/Overseer during the execution of work?	
b.	i) Quality of executed work (indicate grading)	Outstanding /very good / good / satisfactory / poor
	ii) Amount of work paid on reduced rates, if any	
c.	i) Did the contractor go for arbitration?	
	ii) if yes, total amount of claim	
	iii) Total amount awarded	
d.	Comments on the capabilities of the contractor.	
	I. Technical proficiency	Outstanding /very good / good / satisfactory / poor
	II. Financial soundness	Outstanding /very good / good / satisfactory / poor
	III. Mobilization of adequate T & P	Outstanding /very good / good / satisfactory / poor
	IV. Mobilization of manpower	Outstanding /very good / good / satisfactory / poor
	V. General behavior and dealings	Outstanding /very good / good / satisfactory / poor
12.	Any other information/remarks	

Date:

Signature of clients authorized representative

Place:-

Designation

Seal

Counter signed by the applicant/Tenderer/authorized representative

(To be issued by the banker on its Letter Head)

Note:

1. Tenderer shall request its bankers to issue this report for preparation of its tender.
2. The report shall be addressed by name to Smt. Phulan Kumar, Regional Director, Reserve Bank of India, Nagpur.
3. The report duly countersigned by the tenderer shall be enclosed in original with the offer.

Addressed To,

Dear Sir,

Banker's Certificate

We certify that M/s. (the tenderer) is solvent for ₹..... and the firm may be considered financially sound for entrusting with the contract for works estimated to cost ₹..... Lakh (Rupeeslakh only).

2. Other particulars are given below for your perusal and record:

Sr. No.	Particulars	Comments of the Bank
1	Composition of the firm (Whether partnership / proprietorship /Public Ltd.)	
2	Names of the proprietor/ partners / Directors of the firm	
3	Full particulars of their bank accounts:	
	(a) Account No.	
	(b) Type of Account	
	(c) Opened on (Date)	
4	Turnover of the firm for the last 3 years (year wise)	
5	Credit facility / overdraft facility enjoyed by them	
6	Dealings of the firm	
7	The period from which the firm has been banking with our bank	
8	Any other remarks	

3. This certificate is issued without any Guarantee or responsibility on the bank or any of its officers.

Date:-
Place:-
Seal of the Bank

Yours faithfully,

(Signature)
Authorized Signatory
For the Bank

Countersigned by the applicant / tenderer /authorized representative