



**Reserve Bank of India  
Shillong**

[www.rbi.org.in](http://www.rbi.org.in)

**APPLICATION NOTICE**

**Empanelment of Contractors / suppliers for undertaking Civil, Electrical and other various works costing up to and including ₹ 50 lakh.**

Reserve Bank of India, Shillong invites sealed applications for empanelment of contractors for undertaking various works in Shillong costing upto and including Rs.50 lakh at any one time for various trades and categories as per Annex – 1.

2. Only those contractors who fulfills the pre-qualifications criteria of the tender may apply.
3. The application forms will be issued free of cost from the Estate Department, Reserve Bank of India, Apphira Building, Fruit Garden, Shillong-Jowai Road, Shillong - 793003 **from January 14, 2022 to February 06, 2022 on working days** (Monday to Friday) between 10:00 AM to 3:00 PM. Application forms can also be downloaded from the website [www.rbi.org.in](http://www.rbi.org.in).
4. The Bank reserve the right to reject the application form which does not meet the eligibility criteria.

**Application may be submitted by: February 07, 2022**

**General Manager (Officer-in-Charge)  
Reserve Bank of India  
Shillong**

## Proforma of Application Form for Empanelment of Contractors

1. The Reserve Bank of India intends to prepare a panel of reputed contractors for undertaking various works in Shillong. The empanelment shall be carried out for different categories under each trade/sub trade based on the estimated cost of work/supply. There are five categories based on the estimated cost of work/supply, as indicated below:

### a) Details of Categories

**Category-I – For works/ supply costing up to Rs 2 lakh,**

**Category-II – For works/ supply costing above Rs 2 lakh and up to Rs.5.00 lakh,**

**Category-III - For works/ supply costing above Rs 5 lakh and up to Rs 10 lakh,**

**Category-IV – For works/ supply costing above Rs 10 lakh and up to Rs 25 lakh and,**

**Category-IV– For works/ supply costing above Rs 25 lakh and up to Rs 50 lakh.**

### b) List of Trades (Category wise)

S. N.	Trades	Categories				
		I	II	III	IV	V
		upto Rs.2 lakh	Rs. 2 - 5 lakh	Rs.5 - 10 lakh	Rs.10-25 lakh	Rs.25-50 lakh
1.	Civil works	Yes	Yes	Yes	Yes	Yes
2.	Electrical Works	Yes	Yes	Yes	Yes	Yes
3.	Furniture	Yes	Yes	Yes	Yes	Yes
4.	Integrated Facility Management (IFM)	NA	Yes	Yes	Yes	Yes
5.	Supply of Electrical items	Yes	Yes	Yes	Yes	Yes
6	Fabrication works	Yes	Yes	Yes	Yes	Yes
7	Scrap and waste	Yes	Yes	Yes	Yes	Yes
8	Horticulture	Yes	Yes	Yes	Yes	Yes
9	Pest control	Yes	Yes	Yes	Yes	Yes
10	Composite (Civil and electrical works)	Yes	Yes	Yes	Yes	Yes

11	Work station (Modular Furniture)	Yes	Yes	Yes	Yes	Yes
12	Compactors	Yes	Yes	Yes	Yes	Yes
13	Security Services	Yes	Yes	Yes	Yes	Yes
14	CCTV Maintenance	Yes	Yes	Yes	Yes	Yes
15	IT Assets (Hardware and software) maintenance	Yes	Yes	Yes	Yes	Yes
16	Fire Fighting Equipment Maintenance	Yes	Yes	Yes	Yes	Yes

**The details of Works are given below**

SN	Trade	Works
1.	Civil Works	General Repair and repainting, Plumbing, Sanitary and Carpentry, Water proofing, Road Carpeting, interior works, wooden / aluminum partitions, repair of steel and wooden furniture etc.
2.	Electrical Works	Installation and repair of ceiling fans/electrical pump sets/ motors, Maintenance of telephones and telephone wiring, EPABX, Substation, Lifts, DG sets, Water coolers ,ROs and water purifier
3.	Furniture	Supply of office furniture viz. Office/ Executive Chairs, Tables, Cup Boards, Book-shelf, Sofa-sets, Podium cum computer stands, side tables, Compactors etc.
4.	Integrated Facility Management	General maintenance, cleaning and up keeping of Banks' properties covering periodical cleaning/washing of toilets, fans, electric chimneys, nylon mesh, curtains, blinds, towels and cloth sheets, collection of garbage and its disposal. Maintenance of electric equipment, sanitary, plumbing work and minor

		cement works etc.
5.	Supply of Electrical items	Supply and installation of Fans, Geysers, Lamps, Telephones, Inverters, UPS and Batteries, Lighting fixtures, lamps, Switches, MCBs, Solar Equipment and other electrical equipment etc.
6	Fabrication works	Steel/ Aluminum Fabrication works and related services.
7	Scrap and waste	Disposal of scrap viz. steel and wooden furniture, electrical items etc.
8	Horticulture	Development and maintenance of gardens and landscapes in the Bank and its staff residential colonies, supply of flowers / bouquets etc. and related services.
9	Pest control	Pest / rodent control at various premises and related services.
10	Composite (Civil and electrical works)	Works related composite works of civil and electrical as mentioned above under civil and electrical trade.
11	Work station (Modular Furniture)	Supply and installation of workstations and related services.
12	Compactors	Supply and installation of compactors for record rooms and related services
13	Security Services	Providing security guards and related services.
14	CCTV Maintenance	General maintenance of CCTV System and related services.
15	IT Assets (Hardware and software) maintenance	The Bank has a heterogeneous (make/model) set of Computers, Laptops with Windows operating system, I-pads, printers (Network LaserJet Printers (colour and black & white), Office Jet printers and Scanners, Video Conference Equipment, LED/LCD Screens. These computer peripherals will be covered with a

		COMPREHENSIVE AMC under which, preventive maintenance, corrective maintenance, replacement of parts, shifting of IT Assets and components etc will have to be carried out.
16	Fire Fighting Equipment's Maintenance	General maintenance of Fire Fighting Equipments and related services.

2. Intending applicants are required to furnish details about their organization, technical experience, competence and evidence of their financial standing as per the **enclosed proforma**.
3. **Separate applications shall be made for different trades**, in case anyone wish to apply for more than one trade category.
4. While deciding upon the selection of contractors, emphasis will be given on the ability and competence to do good quality work in accordance with the specifications and within the time schedule.
5. The application form shall be signed by a person on behalf of the organization, who is duly authorized to do so.
6. If the space in the application is not sufficient for furnishing the requisite details, such information may be supplemented on a separate sheet duly signed.

**7. Pre-qualification criteria for empanelment of contractors/suppliers:**

<b>S. N.</b>	<b>PQ Criteria</b>	<b>Description</b>	<b>Required Documents to establish compliance to PQ Criteria</b>
1	Duration of past experience.	Should have minimum 5 years of experience of executing similar works.	a) Copy of certificate of registration/ incorporation/Shop Act, etc. b) Copy of work order and its completion

			<p>certificate received during last 5 years issued by client.</p> <p>c) Client List, indicating details of works carried out for them</p>
2	<p>Minimum value of each completed work (during last three years)</p>	<p>(i) Three similar completed works each costing not less than the amount equal to 40% of the upper band of the cost range (for which application submitted) or</p> <p>(ii) Two similar completed works each costing not less than the amount equal to 50% of the upper band of the cost range (for which application submitted) or</p> <p>(iii) One similar work costing not less than the amount equal to 80% of the upper band of the cost range (for which application submitted).</p>	<p>a) Copy of work orders issued by client</p> <p>b) Completion certificate issued by client</p>
3	<p>Annual Turnover</p>	<p>Should have an annual turnover of amount equal to 100% of the upper band of the cost range (for which application submitted) or more during the last three</p>	<p>Chartered Accountant's certificate along with supporting Financial statements of last three years □</p>

		financial years ending 31 <sup>st</sup> March.	
4	Solvency	Should furnish solvency certificate issued by the Applicant's banker, specifically for the purpose of the empanelment/work, for an amount equal to upper band of the cost range (for which application submitted).	Banker's solvency certificate
5	Service Setup	Full-fledged service setup should be available for the specified job at the Shillong wherefrom required quality after sales services can be regularly provided. The contractor should also having trading license from the Khasi Hills Autonomous District Council (KHADC), if applicable.	Copies of relevant certificate/ licenses, issued by the respective authority.

\*Similar Works means- the details of works specified against each trade.

**8. Contractors those who are already empaneled with the Bank, are also required to apply afresh for empanelment.**

9. Decision of the Bank regarding selection of contractors for issue of tender forms will be final and binding. The Bank is not bound to assign any reason therefor.

10. Application containing false or inadequate information is liable for rejection.

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

12. Authorized dealers and Applicants should submit the necessary documentary evidence of their claim for confirmation.
13. The panel shall remain valid for three years from the date of coming into existence subject to periodical review of performance.
14. While filling up the application regarding the list of important projects completed or on hand, the applicants shall only include those works which individually costing not less than the prescribed limit of category.
15. Clarifications, if any, required may be obtained from the Estate Department, Reserve Bank of India, Apphira Building, Fruit Garden, Shillong-Jowai Road, Shillong - 793003 on working days (Monday to Friday) between 10:00AM to 3:00 PM.

Signature of the applicant (with Seal) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_



## Form of Application

General Manager & Officer-in-Charge  
Estate Department,  
Reserve Bank of India,  
Apphira Building, Fruit Garden,  
Shillong-Jowai Road,  
Shillong – 793003

Dear Sir/Madam,

Having read and understood the Empanelment Notice, General Instructions to the applicants appended to the application proforma and all other relevant information, I/we hereby apply for enlistment in the Bank as contractor/ Supplier in the following trade(s)/ sub-trade(s) and category (ies):

S.N.	Application submitted for empanelment in	
	Trade(s) and Sub-trade(s)	Category(ies)
1		
2		

ii) All the information furnished under parts I, II & III are correct to the best of my/our knowledge and belief. I/We understand that if any false information is detected at a later date, any future contract made between ourselves and Reserve Bank of India, Shillong on the basis of the information given by me/us will be treated as invalid by the Reserve Bank of India.

iii) I/we have provided the details of the qualifying works and the client's confidential report in the prescribed proforma.

iv) I/ we have provided my/ our banker's details and the Banker's confidential report in the prescribed proforma.

v) 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 in the accompanying sheets.

iv) I/we agree that the decision of the Bank of India in empanelment of the contractors/ suppliers shall be final and binding on me/us.

Signature\_\_\_\_\_

Name & Designation \_\_\_\_\_

Address \_\_\_\_\_

Place\_\_\_\_\_

Date\_\_\_\_\_

SEAL of the Applicant

**Part I**  
**Basic Information**

Trade Applied for: \_\_\_\_\_

Cost Range : I / II / III / IV / V : \_\_\_\_\_

1	Name of Organization	
2	Type of Organization, whether Proprietorship, Partnership etc.	
3	Name of Proprietor/Partner/Directors in the Organization	
4	Registration(Firm, Company etc) / Registering Authority, Date of Registration, Number etc	
5	Experience in the field of ----- (in years)	
6	Whether financially sound to undertake works Costing as per specified category, if so, enclose Banker's Certificate and Income Tax Clearance Certificate	
7	Name & address of the Bankers	
8	Year Wise Turnover of the organization for last 3 years	1. 2. 3.
9	a) Registered Office address, Telephone No. Fax, Email address  b) Office address through which the work will be Handled.  c) Details of the contact person (all fields are mandatory) 1. Name 2. Designation 3. Mobile 4. Landline 5. Email	
10	Whether working with any Govt./Semi-Govt. Undertaking/s as approved contractors, if so ,furnish details	
11	Whether any technical personnel are employed In the organization and if so, give details of their experience, qualification etc	Details to be furnish in Part III
12	Indicate if involved in any litigation.	

13	Any civil suit / litigation arisen in the contracts during last 5 years being executed. If yes, give details. (Attach a separate sheet if required)	
14	PAN / TIN, if registered as MICRO/Small/Medium Industries.	
15	GST Number	
16	Details of factory and its location, machinery, technical personal employed	Attach a separate sheet

Signature of the applicant  
(with Seal)

**Part II**

**(a) Previous Work Experience**

**List of similar works executed by the organization during the last 5 years each costing Rs.----- and more**

<b>S. No</b>	<b>Name of work and location</b>	<b>Nature of work involve in the contract (eg. Residential, offices, Industrial etc.</b>	<b>Name of Owner and architect. Also indicate whether government or GOvt. Undertaking of Private body with full address and name of the officials from the owners side for whom the work was executed.</b>	<b>Contract amount</b>	<b>Scheduled date of completion</b>	<b>Actual date of completion</b>	<b>Whether the work was left incomplete or contract was terminated from either side. Give details</b>	<b>Any other relevant information including reasons, if any for delay in completion of work.</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>	<b>7.</b>	<b>8.</b>	<b>9</b>

**Signature of the applicant**  
(with Seal)

\*Attach a separate sheet, if required.

**(b) List of important works on hand costing Rs.----- and more**

S. No	Name of work and location	Nature of work involve in the contract (eg. Residential, offices, Industrial etc.	Name of Owner and architect. Also indicate whether government or GOvt. Undertaking of Private body with full address and name of the officials from the owners side for whom the work was executed.	Contract amount	Scheduled date of completion	Actual date of completion	Whether the work was left incomplete or contract was terminated from either side. Give details	Any other relevant information including reasons, if any for delay in completion of work.
1.	2.	3.	4.	5.	6.	7.	8.	9

**Signature of the applicant**  
(with Seal)

\*Attach a separate sheet, if required.

**Part III**

**List of Technical Personnel, Giving Details about their technical Qualification, experience etc.**

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

**Signature of the applicant**  
(with Seal)

\*Attach a separate sheet, if required.

Note : Indicate other points, if any, to show your technical and managerial competency to emphasize any important point in your favor.

**CLIENT's CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR  
(On Client's Letter Head)**

General Manager & Officer-in-Charge  
Estate Department,  
Reserve Bank of India,  
Apphira Building, Fruit Garden,  
Shillong-Jowai Road,  
Shillong – 793003

Dear Sir

**Client's Certificate Regarding Performance of M/s-----**

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 and 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) ii) Amt. of work paid on reduced rates, if any	Outstanding/Very Good/Good/Satisfactory/Poor
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, please tick one of the multiple options.

**Signature of the Reporting Officer\* with Office seal**

\* Regarding performance report/clients certificate, for works carried out for Government/public sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. For works carried out for Private companies, Copy of TDS has to be submitted for proving the credentials/contract amount. The information may please be sent in a sealed cover addressed to General Manager & Officer-in-Charge, Reserve Bank of India, 'Apphira' Building, Fruit Garden, Shillong-Jowai Road, P.O. Laitumkhrah, Shillong-793003

**Annexure II**

**FORM OF BANKERS' SOLVENCY CERTIFICATE**

General Manager & Officer-in-Charge  
Estate Department,  
Reserve Bank of India,  
Apphira Building, Fruit Garden,  
Shillong-Jowai Road,  
Shillong – 793003

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. ....(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**

**Check list for documents Submitted or Not Submitted**

<b>S.N.</b>	<b>Document</b>	<b>Submitted</b>	<b>Not Submitted</b>
1	Formal letter requesting enlistment in official letterhead of the applicant		
2	Duly filled in & signed Application Form		
3	Trade License/ certificate of incorporation/partnership deed		
4	Copy of PAN Card & other related Income Tax documents		
5	Copy of GST Registration Certificate		
6	Copy of MSME Registration Certificate, if any		
7	Copies of the Audited Final Accounts for last 3 years and a certificate issued by Chartered Accountant indicating the turnover for last three years.		
8	Client's Certificates from clients for all the qualifying works		
9	Banker's solvency certificate		
10	Work Completion certificates, as applicable		
11	Other relevant certificates, (If submitted please mention the name of the certificate above)		
12	Applicant who desires to apply for Pest Control, Sanitary & Plumbing and Electrical related trades must submit photocopy of valid license issued by appropriate authority		
13	Labour License, if applicable		

**Signature of the applicant**

**Seal**

**Reserve Bank of India  
Estate Department  
Shillong**

**ANNEX I**

**Empanelment of the Contractors/Suppliers for the period from April 01, 2022 to  
March 31, 2025 - List of Trades and Categories**

S. N.	Trades	Categories				
		I	II	III	IV	V
		upto Rs.2 lakh	Rs.2 - 5 lakh	Rs.5 - 10 lakh	Rs.10- 25 lakh	Rs.25-50 lakh
1.	Civil works	Yes	Yes	Yes	Yes	Yes
2.	Electrical Works	Yes	Yes	Yes	Yes	Yes
3.	Furniture	Yes	Yes	Yes	Yes	Yes
4.	Integrated Facility Management (IFM)	NA	Yes	Yes	Yes	Yes
5.	Supply of Electrical items	Yes	Yes	Yes	Yes	Yes
6	Fabrication works	Yes	Yes	Yes	Yes	Yes
7	Scrap and waste	Yes	Yes	Yes	Yes	Yes
8	Horticulture	Yes	Yes	Yes	Yes	Yes
9	Pest control	Yes	Yes	Yes	Yes	Yes
10	Composite (Civil and electrical works)	Yes	Yes	Yes	Yes	Yes
11	Work station (Modular Furniture)	Yes	Yes	Yes	Yes	Yes
12	Compactors	Yes	Yes	Yes	Yes	Yes
13	Security Services	Yes	Yes	Yes	Yes	Yes
14	CCTV Maintenance	Yes	Yes	Yes	Yes	Yes
15	IT Assets (Hardware and software) maintenance	Yes	Yes	Yes	Yes	Yes
16	Fire Fighting Equipment Maintenance	Yes	Yes	Yes	Yes	Yes

**The details of Works are given below**

	<b>Trade</b>	<b>Works</b>
1.	Civil Works	General Repair and repainting, Plumbing, Sanitary and Carpentry, Water proofing, Road Carpeting, interior works, wooden / aluminum partitions, repair of steel and wooden furniture etc.
2.	Electrical Works	Installation and repair of ceiling fans/electrical pump sets/ motors, Maintenance of telephones and telephone wiring, EPABX, Substation, Lifts, DG sets, Water coolers ,ROs and water purifier
3.	Furniture	Supply of office furniture viz. Office/ Executive Chairs, Tables, Cup Boards, Book-shelf, Sofa-sets, Podium cum computer stands, side tables, Compactors etc.
4.	Integrated Facility Management	General maintenance, cleaning and up keeping of Banks' properties covering periodical cleaning/washing of toilets, fans, electric chimneys, nylon mesh, curtains, blinds, towels and cloth sheets, collection of garbage and its disposal. Maintenance of electric equipment, sanitary, plumbing work and minor cement works etc.
5.	Supply of Electrical items	Supply and installation of Fans, Geysers, Lamps, Telephones, Inverters, UPS and Batteries, Lighting fixtures, lamps, Switches, MCBs, Solar Equipment and other electrical equipment etc.
6	Fabrication works	Steel/ Aluminum Fabrication works and related services.
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16	Fire Fighting Equipment's Maintenance	General maintenance of Fire Fighting Equipments and related services.