



भारतीय रिज़र्व बैंक, गुवाहाटी
RESERVE BANK OF INDIA, GUWAHATI
संपदा विभाग
ESTATE DEPARTMENT

EMPANELMENT OF CONTRACTORS / VENDORS

Reserve Bank of India, Guwahati is in the process of inviting applications for empanelment of contractors for electrical, civil and other repair works at Office premises and residential quarters at Guwahati (for works estimated to cost up-to 50 lakhs) under different categories for the period July 01, 2021 to March 31, 2024. The terms & conditions can be downloaded from <https://www.rbi.org.in>. The last date for submission of application is March 31, 2021 till 14:00 hours.

Start date for submitting of applications: February 22, 2021; from 11:00 A.M.

Last date for submitting of applications: March 31, 2021; till 02:00 P.M.

Bank reserves the right to accept or reject any or all the applications without assigning any reasons for doing so.

Regional Director,
Reserve Bank of India
Guwahati

**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
GUWAHATI**

Notice for Empanelment of Contractors / Suppliers 2021-24

Reserve Bank of India, Guwahati Regional Office invites application for empanelment of Contractors / Vendors for undertaking Civil / Electrical Work for its office and residential buildings. The categories under which vendors contractors will be empaneled are as under:

Sl. No.	Category of Works estimated to cost up-to (Rupees in Lakhs)
1.	Estimated cost of work up to ₹ 1.00 lakh
2.	Estimated cost of work between ₹ 1.00 - ₹ 5.00 lakh
3.	Estimated cost of work between ₹ 5.00 - ₹10.00 lakh
4.	Estimated cost of work between ₹ 10.00 - ₹25.00 lakh
5.	Estimated cost of work between ₹ 25.00 - ₹50.00 lakh

Major Terms & Eligibility Criteria:

1. Should have minimum 5 years of experience of executing similar works (during last 5 years ending last day of month previous to the one of which applications are invited). Applicant should furnish their Client list showing the details of work carried out by them during the last 5 years. The list shall include details such as Name of the Client, Value of work executed, Date of Start and Finish of the work, Reasons of delay, if any ,etc. The Applicant should submit documentary evidence in support of minimum experience of 5 years.

Experience of having successfully completed similar works during last 5 years ending last day of month previous to the one of which applications are invited should be either of the following:

- i. Three similar completed works each costing not less than the amount equal to 40% of upper band of the estimated cost. **OR**
- ii. Two similar completed works each costing not less than the amount equal to 50% of upper band of the estimated cost. **OR**
- iii. One similar completed works each costing not less than the amount equal to 80% of upper band of the estimated cost.

The detailed break-up of the above mentioned experience criteria, for various categories of work as applicable, are as under:

Sl. No.	Category of Works up-to (Rupees in Lakhs)	Minimum Eligibility Criteria		
		03 similar works costing not less than	02 similar works costing not less than	01 similar work costing not less than
1.	Estimated cost of work up to ₹ 1.00 lakh	40,000	50,000	80,000
2.	Estimated cost of work between ₹ 1.00 - ₹ 5.00 lakh	2,00,000	2,50,000	4,00,000
3.	Estimated cost of work between ₹ 5.00 - ₹10.00 lakh	4,00,000	5,00,000	8,00,000
4.	Estimated cost of work between ₹ 10.00 - ₹25.00 lakh	10,00,000	12,50,000	20,00,000
5.	Estimated cost of work between ₹ 25.00 - ₹50.00 lakh	20,00,000	25,00,000	40,00,000

2. The intended applicants / contractors should have an annual turnover of an amount equal to as under:

- i. 30% of upper band of the estimated cost or more during the last 03 financial years ending 31st March, if the completion period for the proposed work is more than 02 years.

- ii. 50% of upper band of the estimated cost or more during the last 03 financial years ending 31st March, if the completion period for the proposed work is more than 01 years and up-to 02 years.
- iii. 100% of upper band of the estimated cost or more during the last 03 financial years ending 31st March, if the completion period for the proposed work is up-to 01 year.

For example,

- (i) Empanelment of contractors for works costing between Rs.25-50 Lakh with duration for completing the work fixed as 6 months, then the required annual turnover shall be Rs.50 lakh
- (ii) Empanelment of contractors for works costing between Rs.25-50 Lakh with duration for completing the work fixed as 14 months, then the required annual turnover shall be Rs.25 lakh

3. Should furnish solvency certificate issued by the Applicant's banker, for an amount equal to upper band of the range.

4. Full- fledged service set-up should be available for the specified job either at the concerned centre (Guwahati) or at nearby city / place wherefrom required quality after sales services can be regularly provided.

**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
GUWAHATI**

Empanelment of contractors / suppliers 2021-24

Instructions to the applicants for furnishing information

1. The Reserve Bank of India intends to prepare a panel of reputed contractors / suppliers for undertaking various specialised works in connection with civil, electrical and miscellaneous works for the Bank's Office Building and residential quarters situated in Guwahati.
2. Intending applicants are required to submit their applications with full bio-data giving details about their organisation, technical experience, competence and evidence for their financial standing as per the enclosed pro-forma.
3. The applicants should submit the **Client's Certificate (as per [Annexure I](#))** showing the details of work carried out by them during the last 05 years in terms of the eligibility (pre – qualification) criteria and **Banker's certificate (as per [Annexure II](#))** from their bankers. Such certificates shall be addressed to the Regional Director, Reserve Bank of India, Guwahati and shall be submitted along with the application, in a sealed envelope / cover of the issuing authority.
4. **Regarding Client's 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.**
5. 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 and in close co-ordination with other agencies, besides the rate structure of the items. If found necessary, some of the works carried out by the applicants will be inspected by the Bank's Engineers to assess the suitability of the firms / contractors.
6. The applications should be submitted by filling up the pro-forma downloaded from the Bank's website only. If the space in the specification form is insufficient for furnishing full details such information may be supplemented on a separate sheet of paper duly signed. No separate pro-forma need to be enclosed by the applicants.
7. Applications containing false or inadequate information are liable for rejection.
8. 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.
9. The application should be submitted on or before **March 31, 2021**.
10. The Bank reserves the right to reject any or all the applications without assigning any reasons whatsoever thereof.
11. Applications complete in all respect along with relevant documents & in Bank's format duly super-scribed **"Application for Empanelment – Civil and Electrical Works"** in a sealed envelope should reach to the **Regional Director for North Eastern States, Reserve Bank of India, Estate Department, 4th Floor, Station Road, Guwahati – 781001 latest by March 31, 2021 up-to 02:00 pm.**

PART I

BASIC INFORMATION

TRADE APPLIED FOR.....

1	Name of the Applicant / Organisation and address of the registered office	
2	PAN No.	
3	GSTIN	
4	Type of Applicant /Organisation (whether sole proprietorship / partnership/ private limited/ limited or co-operative body etc.)	
5	Name of the Proprietor / Partners / Directors of the Applicant / Organisation / Firm.	
6	Details of Registration (Firm, Company, etc.) Registering Authority, Date, Number etc.	
7	Experience in the trade for which empanelment is applied foryears
8	Whether financially sound to undertake works costing up to ₹ lakhs (if so, enclose Banker's Certificate and Income Tax Clearance Certificate)	
9	Name and address of the Bankers	
10	Yearly turn-over of the organisation for the last three years 2017-2018 2018-2019 2019-2020	
11	a. Registered Office, Address, Telephone No.	
	b. Office Address through which the work will be handled	
12	Whether working with any of the Govt. / Semi-Govt. undertakings as approved contractors and if so, furnish full details	
13	Whether any technical personnel are employed in the organisation and if so, details of their experience, qualification, etc.	
14	Indicate if involved in any litigation	
15	Any civil suits pending in any of the works executed. Give details.	

Date:

Signature of the applicant and seal

PART II

PREVIOUS EXPERIENCE

List of similar works executed by the Organisation during the last five years

(Including works on hand at present) each costing ₹ 50,000/- or more)

Sl. No.	Name of the work & Location	Nature & Specification of Works	Name, address & telephone no. of the owner. (Govt./Semi-Govt./Pvt Body)	Name and address of the Officer under whom the work was carried out	Contract Amount	Completion period		Whether the work was left incomplete or contract was terminated from either side – Give details	Any other relevant information on including reason, if any, for delay in completion of work
						stipulated	actual		
1	2	3	4	5	6	7	8	9	10

Date:

Signature of the applicant and seal

CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR

Name and address of the Client:

Name of the Contractor:

Details of work executed by the Contractor:

1	Name of the 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 work was executed	
10	Whether the contractor employed qualified Engineer / Overseer during execution of the 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. Mobilisation of adequate T & P	Outstanding/Very Good/Good/Satisfactory/Poor
	d. Mobilisation of manpower	Outstanding/Very Good/Good/Satisfactory/Poor
	e. General behaviour	Outstanding/Very Good/Good/Satisfactory/Poor

Note: All columns should be filled in properly

“Countersigned”

Signature of the Reporting Officer* with Office Seal

***Officer of the rank of Superintending Engineer or equivalent**

**FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED COMMERCIAL
BANK**

1. Name of the Company/Agency/Firm
2. Composition of the company/agency/firm
3. Name of the Proprietor/ Partners/ Directors of the company/agency/firm:
4. Type of Account:
5. Account Number:
6. Credit facility/ Overdraft facility enjoyed by the company/agency/firm:
7. Dealings:
8. The period from which the company/agency/firm has been banking with the bank:
9. Any other remarks:
10. You may also kindly forward your opinion whether the above company/agency/firm can be considered financially sound to be entrusted with the contract for works estimated to cost of Rs. __

(Signature) For the Bank

Place:

Date:

Note:

- i. Bankers' certificates should be on letter head of the bank
- ii. In case of partnership firm, certificate to include names of all partners as recorded with the bank