



RESERVE BANK OF INDIA/भारतीय रिज़र्व बैंक
ESTATE DEPARTMENT/ संपदा विभाग
KOLKATA/कोलकाता

Notice inviting application for the works “Empanelment of Contractors for Civil, Electrical and other Works”

Bank invites applications for Empanelment of contractors for undertaking the following works for its Office, Training Centre and Residential premises. The estimated cost of work is broadly classified into categories, i.e. **Category-I – up to Rs.2 lakh, Category-II – above Rs.2 lakh and up to Rs.10 lakh, Category-III – above Rs.10 lakh and up to Rs.30 lakh, category-IV – above Rs.30 lakh and up to Rs.50 lakh.**

Works	Category
Section - A	Category: I, II, III & IV
Civil, Masonry, Sanitary, Plumbing, Carpentry, Painting works, Interior works, R.C.C works, Structural Rehabilitation & Water-proofing, Steel/Aluminium Fabrication works, Gardening & Landscaping, Pest Control, Deep Tube well surging, Cleaning of Tanks (Mechanical), Lifting of debris, Supply of Misc. items (bed covers, towels, mattresses, door mat, carpet, etc.)	
Section - B	Category: I, II, III & IV
Electrical Installations (L.T.) – Repairing/addition/alterations/rewriting/LT cabling including AMC of LT installation in BMOP/Colonies. Electrical Installations (H.T.) – Substation – Operation and maintenance under AMC contract/repairing of transformer, ACB, VCB, APFC/HT Cabling/Riser mains etc.	
Section - C	Category: I, II, III & IV
Air Conditioning Work: Repairing/Supply and installation/Annual Maintenance contract of Split AC units/Window AC units/Package AC units/Supply of Refrigerant.	
Section – D	Category: I, II, III & IV
Fire Fighting Equipment (Smoke detector system, Diesel & Electric Pumps, fire extinguisher) – Repairing/supply and installation/ Annual Maintenance contract of Fire engine in BMOP and colonies.	
Section – E	Category: I, II & III
Water pumps – Repairing/supply of various water pumps in BMOP & Colonies	
Section – F	Category: I, II, III & IV
Supply of Electrical material like fans, geysers, wire cable, switches, MCB and Electronic equipment, etc.	
Section – G	Category: I, II, III & IV
Telecommunication equipment – Supply/Repairs/operation and maintenance of telecommunication network/EPABX/Intercom system/Telephone instruments/telephone cabling etc.	
Section – H	Category: I, II
Public address system – Public address (P.A.) system – supply/repairs/operation and maintenance of P.A. system and conferencing system and video phone.	

Section - I	Category: I & II
Conducting Electrical Safety Audit/Energy Audit – Conducting of Electrical Safety Audit/ Energy Audit.	
Section - J	Category: I & II
Water Audit – Conducting of Water Audit.	
Section-K	Category: II
Consultancy- consultancy services related to tax related matters	

The panel will remain in force for three years. Interested entities may apply for empanelment for single or multiple trades under any section or all and either in any of the categories or all.

Only those contractors who can fulfil the following Pre-Qualification Criteria will be considered.

Pre-Qualification Criteria

The prequalification criteria for submission of applications for various trades are as under:

1. Duration of Past Experience: Should have **minimum 5 years** of experience of executing similar works as on 30/11/2020. 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.

2. Minimum value of each completed work (qualifying): Experience of having successfully completed similar works during last 5 years ending 30/11/2020 should be either of the following:

	Category-I	Category-II	Category-III	Category-IV
	Up to Rs.2 lakh	Above Rs.2 lakh and up to Rs.10 lakh	Above Rs.10 lakh and up to Rs.30 lakh	Above Rs.30 lakh and up to Rs.50 lakh
Work	i) Three similar completed works costing not less than Rs.80,000/- (OR) ii) Two similar completed works costing not less than Rs.1.00 lakh (OR) iii) One similar completed work	i) Three similar completed works costing not less than Rs.4.00 lakh (OR) ii) Two similar completed works costing not less than Rs.5.00 lakh (OR) iii) One similar completed work	i) Three similar completed works costing not less than Rs.12.00 lakh (OR) ii) Two similar completed works costing not less than Rs.15.00 lakh (OR) iii) One similar completed work	i) Three similar completed works costing not less than Rs.20.00 lakh (OR) ii) Two similar completed works costing not less than Rs.25.00 lakh (OR) iii) One similar completed work

	costing not less than Rs.1.60 lakh	costing not less than Rs.8.00 lakh	costing not less than Rs.24.00 lakh	costing not less than Rs.40.00 lakh
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3. Yearly Turnover: The yearly turnover of the Contractor/Organisation for the last 3 years (Income Tax year) i.e. 2018-19, 2017-18, 2016-17 (Audited balance sheet duly certified by a Chartered Accountant shall be submitted). Should have an annual turnover of amount equal to as follows:

	Category – I	Category - II	Category - III	Category - IV
	Up to Rs.2 lakh	Above Rs.2 lakh and up to Rs.10 lakh	Above Rs.10 lakh and up to Rs.30 lakh	Above Rs.30 lakh and up to Rs.50 lakh
Yearly Turnover	Rs.2 lakh	Rs.10 lakh	Rs.30 lakh	Rs.50 lakh

4. Solvency: Should furnish solvency certificate issued by the Applicant's Banker, specifically for the purpose of empanelment. Should have a solvency amount equal to as follows:

	Category – I	Category - II	Category - III	Category - IV
	Up to Rs.2 lakh	Above Rs.2 lakh and up to Rs.10 lakh	Above Rs.10 lakh and up to Rs.30 lakh	Above Rs.30 lakh and up to Rs.50 lakh
Solvency	Rs.2 lakh	Rs.10 lakh	Rs.30 lakh	Rs.50 lakh

5. Service set up, Registration and Licenses required: Having full-fledged service set up at Kolkata. Must have valid licenses for related trades, PAN, GST Registration with respective registration authorities. In addition, the AMC vendors should possess PF Registration and ESIC Registration. In case, the applicant has filed for such registration, which is under process, they may also apply for empanelment, but their application can be considered for empanelment only after submission of documentary proof of actual registration.

6. 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.

Regarding Client's certificate, for works carried out 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.

Contractors intending to submit applications will have to satisfy the Bank by furnishing documentary evidence in support of their possessing required eligibility and in the event of their failure to do so, the Bank reserves the right to refuse issuance of application-forms. **For full details as well as for downloading the application form, please visit our website <http://www.rbi.org.in>.**

After scrutiny, if any of the contractors are not found to possess the required eligibility, their application form will be liable for rejection.

Already enlisted contractors whose enlistment will expire on March 31, 2021 are also required to apply afresh.

Duly completed applications in sealed covers super scribing “Empanelment of Contractors for SECTION, TRADE..... & CATEGORY.....” should be submitted in duplicate to **The Regional Director for West Bengal, Reserve Bank of India, Estate Department, 3rd floor, 15, N. S. Road, Kolkata – 700001**, on or before **January 14, 2021 up to 3 PM**.

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

Regional Director, West Bengal.



RESERVE BANK OF INDIA/भारतीय रिज़र्व बैंक
ESTATE DEPARTMENT/ संपदा विभाग
KOLKATA/कोलकाता

**APPLICATION FOR EMPANELMENT OF CONTRACTORS FOR CIVIL,
ELECTRICAL AND OTHER WORKS IN BANK'S PROPERTIES AT VARIOUS
LOCATIONS IN KOLKATA**

General Instructions

1. The Reserve Bank of India intends to prepare a panel of reputed contractors for undertaking **Civil, Electrical and other Works for Bank's Offices and Residential Premises at Kolkata**. The list of the trades is enclosed. The estimated cost of work is classified into four(4) categories, i.e. **Category-I- up to ₹ 2 lakh, Category-II- above ₹ 2 lakh and up to ₹ 10 lakh, Category-III – above ₹ 10 lakh and up to ₹ 30 lakh, Category-IV – above ₹ 30 lakh and up to ₹ 50 lakh.**
2. Applicants are required to indicate on the top of the application form the Section, Trade and Category in which they desire empanelment.
3. Intending applicants are required to furnish details about their Organization, technical experience, technical personnel, spare capacity, competence and evidence of their financial standing as per the enclosed proforma which will be kept confidential.
4. A format of Client's Certificate as per [Annexure-I](#) and Banker's Certificate as per [Annexure-II](#) is attached along with blank application form. The applicant has to submit the said Client's Certificate for each of the Prequalification work(s) from respective clients in their official sealed cover, for whom they have carried out "Eligible Works" in terms of pre-qualification criteria described in the notice inviting application. Similarly, they have to submit the said Banker's Certificate from their banker/bankers in bank's sealed cover. Such Certificates should be addressed to the application inviting authority of Reserve Bank of India and should be submitted along with their application in a separate sealed envelope.

Client's Certificate issued by a Government/Semi Government Organization or a PSU should be signed by an official of the rank of Executive Engineer or an officer in an equivalent or higher rank and must be **supported by adequate proof of payments received by the contractor** for the work done by them. The Client's Certificate issued by the private organizations shall also accompany **Tax Deducted at Source (TDS) Certificates**. Applications received without the specified certificate in specified format shall be rejected and the Bank shall have the right to independently verify the submitted certificates. The Bank shall have the right to independently verify the submitted certificates. Application should be submitted along with a covering letter.

5. The application form shall be signed by a person on behalf of the organization, who is duly authorized to do so. **Each page of application shall be properly signed.**
6. 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. Satisfactory completion certificates for works done for different employers should preferably be furnished along with the application.
7. **Separate application for every section of work along with a covering letter or any document shall be submitted in duplicate.**
8. Application containing false or inadequate information is liable for rejection.
9. **Applicant who desires to apply for Pest Control, Sanitary, Plumbing, Electrical, Energy Auditor, Electrical Safety Auditor and Water Auditor related trades must submit photocopy of valid license issued by appropriate authority.**
10. 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 time schedule.
11. Implementation of e-tendering will be applicable to all cases of procurements and sale of goods/scraps, etc beyond the threshold limit of ₹ 5 lakh and above. Bank's approved organization would be providing the necessary platform and related service.
12. 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 anyone 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 1 year or fails to execute contracts awarded.
 - b) Is proved to be responsible for doing defects works/supplies in two contracts awarded consecutively.
 - c) Persistently violates any important conditions of the contract like maintaining time schedule and business dealing, etc.
 - d) Fails to abide by the condition of registration/ empanelment or is found to have given false particulars at the time of registration/ empanelment.
 - e) Is declared or is in the process of being declared bankrupt/ insolvent, wound up, dissolved or partitioned.
 - f) Persistently violates labour regulation and rules.
13. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.
14. Clarifications, if any, required may be obtained from the office of **General Manager, RBI, Estate Department, 3rd floor, 15, N.S. Road, Kolkata-700001.**

Signature of Applicant with seal

Name:

Address:

Time Schedule of Application

1.	Date of public advertisement in newspapers	December 14, 2020
2.	Date from which NIT along with complete tender documents will available to the parties to download from Bank's website (www.rbi.org.in)	December 15, 2020
3.	Date of the Pre-Bid Meeting (offline) Venue: - Estate Dept. Reserve Bank of India, 3rd Floor, 15 N.S. Road, Kolkata – 700 001	<ul style="list-style-type: none">• On December 23, 2020 at 11 AM – For Section A (Trade 1-4, 6, 10-12) • On December 23, 2020 at 3 PM – For Section A (Trade 5, 7-9, 13-15) • On December 24, 2020 at 11 AM – For Section B (Trade 1 & 2), Section C, E, F (All Trades) • On December 24, 2020 at 3 PM- For Section D,G,H,I,J&K (All Trades)
4.	Last date and time for submission of tender along with all relevant documents in sealed cover addressed to Regional Director, Reserve Bank of India, Estate Department, 15 N.S. Road. Kolkata - 700001	January14, 2021 upto 3 PM.



RESERVE BANK OF INDIA/भारतीय रिज़र्व बैंक
ESTATE DEPARTMENT/ संपदा विभाग
KOLKATA/कोलकाता

**APPLICATION FOR EMPANELMENT OF CONTRACTORS FOR CIVIL,
ELECTRICAL AND OTHER WORKS**

(To be submitted in duplicate for every section of work)

Section _____ **Trade** _____ **Category** _____

Issued to M/S _____

Last date of submission: **January 14, 2021 up to 3 PM**

Application to be addressed to: The Regional Director, Reserve Bank of India,
Estate Department, 3rd Floor, 15, N. S. Road,
Kolkata-00001

Place _____

Date _____

DETAILS OF TRADES

SECTION: A – Civil and Interior Works

TRADE	DESCRIPTION OF WORK	CATEGORY
A-01	Civil works including minor carpentry works, Repairing Works (Major) and Interior Works	I-Up to ₹ 2.0 lakh II-above ₹ 2.0 lakh to ₹ 10.0 lakh III-above ₹ 10.0 lakh to ₹ 30.0 lakh IV-above ₹ 30.0 lakh to ₹ 50.0 lakh
A-02	Sanitary & Plumbing works	I-Up to ₹ 2.0 lakh II- above ₹ 2.0 lakh to ₹ 10.0 lakh III-above ₹ 10.0 lakh to ₹ 30.0 lakh
A-03	Carpentry and furniture works	I-Up to ₹ 2.0 lakh II-above ₹ 2.0 lakh to ₹ 10.0 lakh III-above ₹ 10.0 lakh to ₹ 30.0 lakh
A-04	Structural Repair/ Rehabilitation work and water proofing	II- above ₹ 2.0 lakh to ₹ 10.0 lakh III-above ₹ 10.0 lakh to ₹ 30.0 lakh IV-above ₹ 30.0 lakh to ₹ 50.0 lakh
A-05	Landscaping, Horticulture and Gardening.	I-Up to ₹ 2.0 lakh II-above ₹ 2.0 lakh to ₹ 10.0 lakh III-above ₹ 10.0 lakh to ₹ 30.0 lakh IV-above ₹ 30.0 lakh to ₹ 50.0 lakh
A-06	Cleaning of Water Tanks	I-Up to ₹ 2.0 lakh II-above ₹ 2.0 lakh to ₹ 10.0 lakh III-above ₹ 10.0 lakh to ₹ 30.0 lakh
A-07	Lifting of Debris	I-Up to ₹ 2.0 lakh
A-08	Pest Control, Anti termite treatment, Rodent control treatment & fumigation, etc.	I-Up to ₹ 2.0 lakh II-above ₹ 2.0 lakh to ₹ 10.0 lakh III-above ₹ 10.0 lakh to ₹ 30.0 lakh IV-above ₹ 30.0 lakh to ₹ 50.0 lakh
A-09	Steel/ Aluminium fabrication works	I-Up to ₹ 2.0 lakh II-above ₹ 2.0 lakh to ₹ 10.0 lakh
A-10	Supply of Misc. Items (Bed Cover, Towel, Curtains, Mattress, Door mat, carpet/ blinds/ PVC floor, supply and maintenance of clocks etc.)	I-Up to ₹ 2.0 lakh II- above ₹ 2.0 lakh to ₹ 10.0 lakh
A-11	Miscellaneous works – Name plates, Boards, Banners, display systems, repairs to dead stock items other than buildings	I-Up to ₹ 2.0 lakh II- above ₹ 2.0 lakh to ₹ 10.0 lakh
A-12	Cleaning of carpets/ chairs/ sofa venetian blinds/ Personal Computers/ Printers/ Xerox Machines, etc. Polishing of wooden furnitures.	I-Up to ₹ 2.0 lakh II- above ₹ 2.0 lakh to ₹ 10.0 lakh III- above ₹ 10.0 lakh to ₹ 30.0 lakh

A-13	Structural consultants/ interior consultants	I-Up to ₹ 2.0 lakh II- above ₹ 2.0 lakh to ₹ 10.0 lakh III- above ₹ 10.0 lakh to ₹ 30.0 lakh
A-14	Modular kitchens	I-Up to ₹ 2.0 lakh II- above ₹ 2.0 lakh to ₹ 10.0 lakh III- above ₹ 10.0 lakh to ₹ 30.0 lakh
A-15	Modular workstation/ Office Furniture	I-Up to ₹ 2.0 lakh II- above ₹ 2.0 lakh to ₹ 10.0 lakh III- above ₹ 10.0 lakh to ₹ 30.0 lakh IV- above ₹ 30.0 lakh to ₹ 50.0 lakh

SECTION – B

SITC, Repair and Maintenance of Various Electrical Works (HT & LT)

TRADE	DESCRIPTION OF WORK	CATEGORY
B-01	Electrical Installations (L.T) – Repairing/ addition/ alteration/ rewiring/ LT cabling/ UPS & Battery including AMC of LT installation and lifts in BMOP/ colonies	I-Up to ₹ 2.0 lakh II-above ₹ 2.0 lakh to ₹ 10.0 lakh III-above ₹ 10.0 lakh to ₹ 30.0 lakh IV-above ₹ 30.0 lakh to ₹ 50.0 lakh
B-02	Electrical Installations (H.T) – Substation – Operation and maintenance under AMC contract/ repairing of HT & LT transformer, ACB, VCB, APFC/ HT cabling/ Riser mains/ protective relays etc.	I-Up to ₹ 2.0 lakh II-above ₹ 2.0 lakh to ₹ 10.0 lakh III-above ₹ 10.0 lakh to ₹ 30.0 lakh IV-above ₹ 30.0 lakh to ₹ 50.0 lakh

SECTION – C

Air Conditioning Work

TRADE	DESCRIPTION OF WORK	CATEGORY
C-01	Repairing/ Supply and installation/ Annual maintenance contract of Split AC units/ Window AC units/ Package AC units/ Supply of refrigerant/ Air handling units/ Fan coil units/ chillers/ cooling towers/ cassette units.	I-Up to ₹ 2.0 lakh II-above ₹ 2.0 lakh to ₹ 10.0 lakh III-above ₹ 10.0 lakh to ₹ 30.0 lakh IV-above ₹ 30.0 lakh to ₹ 50.0 lakh

SECTION – D

Fire Fighting & Fire Alarm Equipment

TRADE	DESCRIPTION OF WORK	CATEGORY
D-01	Fire Fighting/ Fire Alarm equipment (Smoke Detector system, Diesel & Electrical Pumps, fire extinguisher) – Repairing/ supply and installation/ Annual maintenance contract of Fire engine in BMOP and colonies.	I-Up to ₹ 2.0 lakh II-above ₹ 2.0 lakh to ₹ 10.0 lakh III-above ₹ 10.0 lakh to ₹ 30.0 lakh IV-above ₹ 30.0 lakh to ₹ 50.0 lakh

SECTION – E

Water pumps – Repairing/ supply of various water pumps

TRADE	DESCRIPTION OF WORK	CATEGORY
E-01	Water pumps – Repairing/ supply of various water pumps in BMOP & Colonies/ valves	I-Up to ₹ 2.0 lakh II-above ₹ 2.0 lakh to ₹ 10.0 lakh III-above ₹ 10.0 lakh to ₹ 30.0 lakh

SECTION – F

Supply of Electric Material like fans, geysers, Electric Chimney etc.

TRADE	DESCRIPTION OF WORK	CATEGORY
F-01	Supply of Electrical material like fans, geysers, wire cable, switches, MCB and Electronic equipment, LED Lights, Electric chimney etc.	I-Up to ₹ 2.0 lakh II-above ₹ 2.0 lakh to ₹ 10.0 lakh III-above ₹ 10.0 lakh to ₹ 30.0 lakh IV-above ₹ 30.0 lakh to ₹ 50.0 lakh

SECTION – G

Telecommunication Equipment

TRADE	DESCRIPTION OF WORK	CATEGORY
G-01	Telecommunication equipment- supply/ Repairs/ operation and maintenance of telecommunication network/ EPABX/ Intercom system/ Telephonic instruments/ telephone cabling etc.	I- Upto ₹ 2.0 lakh II-above ₹ 2.0 lakh to ₹ 10.0 lakh III-above ₹ 10.0 lakh to ₹ 30.0 lakh IV-above ₹ 30.0 lakh to ₹ 50.0 lakh

SECTION – H

Public Address System

TRADE	DESCRIPTION OF WORK	CATEGORY
H-01	Public address (P.A.) system – supply/ repairs/ operation and maintenance of P.A. system, conferencing system & video phone	I-Up to ₹ 2.0 lakh II-above ₹ 2.0 lakh to ₹ 10.0 lakh

SECTION – I

Conducting Electrical Safety Audit/Energy Audit

TRADE	DESCRIPTION OF WORK	CATEGORY
I-01	Conducting of Electrical Safety Audit/ Energy Audit	I-Up to ₹ 2.0 lakh II-above ₹ 2.0 lakh to ₹ 10.0 lakh

SECTION – J

Conducting Water Audit

TRADE	DESCRIPTION OF WORK	CATEGORY
J-01	Conducting of Water	I-Up to ₹ 2.0 lakh II-above ₹ 2.0 lakh to ₹ 10.0 lakh

SECTION – K

Consultancy services

TRADE	DESCRIPTION OF WORK	CATEGORY
K-01	Consultancy services related to tax related matters	II-above ₹ 2.0 lakh to ₹ 10.0 lakh

Signature of the application with seal

Place: -

Date:-

To,
The Regional Director
Reserve Bank of India
Estate Department
3rd Floor, 15, N. S. Road,
Kolkata-700001.

Sir,

i) I/We have read and understood the Empanelment Notice and Instructions appended to the application proforma and 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, Kolkata 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 under Part- I, II & III and [Annexure-I](#) & [II](#) is 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.

Signature _____

Name _____

Designation _____

Address _____

Place _____

Date _____

Signature of the applicant
(with seal)

PART - I

BASIC INFORMATION

Sl. No		
1.	Section, Trade & Category in which empanelment is desired	Section _____ Trade _____ Category _____
2.	Name & Address of the organization/ applicant	
3.	Type of Organization- (Whether Proprietorship, Partnership/Pvt. Limited/Limited or Body Corporate etc.) Please enclose related documents.	
4.	Name of the Proprietor /Partners/Directors of the organization	(a) (b) (c) (d)
5.	Details of Registration (Firm, Company etc.) Registering Authority, Date, Number etc. Please, enclose copy of the related Certificate(s)/ Trade License(s)/ <u>GST Registration certificate (compulsory)</u> / MSMED Registration Certificate (if registered under MSMED ACT, 2006) etc./other licenses or certificates*	
6.	Experience in the respective field of work Please, enclose documents in support.	_____ Years
7.	Whether financially sound to undertake works costing up to ₹ 2 lakh; above ₹ 2 lakh and up to ₹ 10 lakh; above ₹ 10 lakh and up to ₹ 30 lakh; above ₹ 30 lakh and up to ₹ 50 lakh. If so, enclose Banker's Certificate (compulsory) and Income Tax Clearance Certificate/ Income Tax Assessment Order/ other IT documents.	

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

8.	Name and address of the Bank/Bankers.	
9.	<p>Yearly turnover of the organization for the last 3 years</p> <p style="text-align: center;">Year</p> <p style="text-align: center;">2018-19</p> <p style="text-align: center;">2017-18</p> <p style="text-align: center;">2016-17</p> <p>(Please, enclose Audited Final Accounts, e.g., Audited Balance Sheet duly certified by Chartered Accountant/ turnover certificate in support.)</p>	
10.	a) Registered Office address, Telephone number (including mobile number) and e-mail ID	
	b) Office address through which the work will be handled	

11.	Details of Service set up at Kolkata	
12.	Whether working with any of the Govt. /Semi Govt. Undertaking/s/PSUs/Financial Institutions as approved contractor and if so, furnish details in Part II.	
13.	Whether any technical personnel are employed in the organization and if so, give details of their experience, qualification etc. in Part III	
14.	Ability to provide Bank Guarantee or other equivalent forms of security from a Scheduled Bank	
15.	Indicate if involved in any litigation, or any civil suits pending in any of the works executed during 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.	
16.	Number of supplementary sheets attached for Part-I	

Signature of the applicant
With seal

Place _____

Date _____

PART – II

PREVIOUS EXPERIENCE

1(a) List of Similar Works executed by the tenderer during last 5 years (as per eligibility) (to be Submitted for each trade Separately)

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

Sl. No.	Name of the work & location	Nature & Specification of Works	Name, address & telephone No. of the owner. (Govt./ Semi Govt./ Pvt. Body)	The name, full address & Telephone no. of the officer /architect 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 full details.	Any other relevant information including reason, if any, for delay in completion of work.
						stipulated	actual		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Signature of the applicant
(with seal)

Note: (a) Attach copy of relevant valid license, if applicable, and professional qualification, if any, from the competent authority or undertaking major HT/ LT equipment/ DG sets and minor electrical work, repair/ maintenance of fire-fighting equipment, pest control treatment, repair/ maintenance of telephone lines, etc.

(b) Documentary evidence of having carried out said works (such as work order, completion certificate, client 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 statement Sr. number.

1. (b) List of Similar Works executed by the tenderer during last 5 years (as per eligibility) (to be Submitted for each trade Separately)

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

Sl. No.	Name of the work & location	Nature & Specification of works	Name & address of the owner. (Govt./ Semi Govt./ Pvt. Body)	The name & full address of the officer/architect under whom the work was carried out.	Contract Amount	Completion period stipulated	Present stage of work
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature of the applicant
(with seal)

* Attach a separate sheet, if required.

PART-III

List of Technical Personnel, Giving Details about their Technical Qualifications, Experience, etc.

Sl. No	Name	Age	Qualifications	Experience	Nature of works handled	Name of the projects handled costing more than ₹. _____ lakh	Date from which employed in your organization	Any other remarks
1	2	3	4	5	6	7	8	9

* Attach a separate sheet, if required.

Signature of the applicant
(with seal)

CONFIDENTIAL

ANNEXURE-I

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

Signature of the Reporting Officer* with Office seal

Name and 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 work executed :
10. Whether the contractor employed qualified Engineer/ Overseer during execution of work :
11. i) Quality of work : 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 claimed :
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 Behaviour : Outstanding/ Very Good/ Good/ Satisfactory/ Poor

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.

(i) All columns should be filled in properly.

(ii) The Client Certificates should be submitted in a sealed cover addressed to **“The Regional Director for West Bengal, Reserve Bank of India, Estate Department, 3rd Floor, 15, Netaji Subhas Road, Kolkata- 700001”** for each of the Prequalification work(s).

ANNEXURE-II

CONFIDENTIAL

PROFORMA 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

₹. (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' certificates should be on letter head of the bank, sealed in bank's official cover and to be addressed to The Enlistment Authority – The Regional Director, Reserve Bank of India, Estate Department, 3th floor, 15, N. S. Road, Kolkata-700001.**
- 2. In case of partnership firm, certificate is to include names of all partners as recorded with the Bank.**

Check list for documents

1. Formal letter requesting empanelment in official letterhead of the applicant: Submitted/ not submitted
2. Duly filled in & signed Application Form in duplicate: Submitted/ not submitted
3. Trade License/ certificate of incorporation/partnership deed: Submitted/ not submitted
4. Copy of PAN Card & other related Income Tax documents: Submitted/ not submitted
5. **Copy of GST Registration Certificate**: Submitted/ not submitted
6. Copy of MSMED Registration Certificate, if any: Submitted/ not submitted
7. Copies of the Audited Final Accounts for last 3 years and certificate issued by Chartered Accountant indicating turnover for last 3 years: Submitted/ not submitted
8. 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: Submitted/ not submitted
9. Banker's certificate in sealed official cover of the bank: Submitted/ not submitted
10. Completion certificates, if any: Submitted/ not submitted
11. Other relevant certificates: Submitted/ not submitted

.....

(If submitted please mention the name of the certificate above)

12. **Applicant who desires to apply for Pest Control, Sanitary, Plumbing, Electrical, Energy Auditor, Electrical Safety Auditor and Water Auditor related trades must submit photocopy of valid license issued by appropriate authority.**

Place:

Signature of the applicant

Date:

Seal of the contractor