



Reserve Bank of India
Central Vista, Sector-17, Chandigarh- 160017
<https://www.rbi.org.in>

Empanelment of contractors / suppliers in Estate Department, Reserve Bank of India, Chandigarh for civil, electrical and other works for the period April 01, 2023 to March 31, 2026

Reserve Bank of India, Chandigarh invites sealed applications from eligible firms for empanelment as contractors / suppliers for a period of 03 years for civil, electrical and other works in different categories from ₹1.00 Lakh to ₹50.00 Lakh.

2. To download application form and for other details, interested contractors / suppliers may visit 'Tender Section' of Bank's website <https://www.rbi.org.in>.
3. The last date of submission of duly filled and sealed application form in Estate Department, 3rd floor, Reserve Bank of India, Central Vista, Sector-17, Chandigarh-160017 is **up to 05:00 PM on December 19th, 2022**. Interested contractors / suppliers may submit the sealed application forms in person or through courier / registered post.
4. The Bank reserves the right to reject any or all applications without assigning any reason thereof. Decision of the Reserve Bank of India, Chandigarh in empanelment of the contractors / suppliers will be final and binding on the applicants.
5. Hindi version of this notice is available on Bank's website and in Hindi newspaper Punjab Kesari.

Regional Director



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
CHANDIGARH**

Application for empanelment of contractors / suppliers for civil, electrical & other works

To,

The Regional Director
Reserve Bank of India
Estate Department
3rd Floor, Central Vista,
Sector-17, Chandigarh- 160017

Name of Applicant:

Address:
.....

Contact no:

Email Address:

Name of Trade:

Category:

Place:

Date:

Note: Last Date and time of submission of application is **December 19, 2022 up to 05:00 PM**

To,

The Regional Director
Reserve Bank of India,
Estate Department,
3rd Floor, Central Vista,
Sector-17, Chandigarh- 160017

Madam / Dear Sir,

Subject: Application for empanelment of contractors / suppliers for civil, electrical & other works

(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 further contract made between ourselves and the Reserve Bank of India, Chandigarh on the basis of the information given by me/us will be treated as invalid by the Reserve Bank of India.

(ii) All the information furnished under Part-I (Basic Information), Part-II (Experience) & Part-III (Technical Qualification) are correct to the best of my/our knowledge and belief.

(iii) I/We have provided the details of the qualifying works and the client's confidential report in the prescribed pro-forma.

(iv) I/ We have provided my/ our banker's details and the Banker's confidential report in the prescribed pro-forma.

(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 this information furnished herewith in the accompanying sheets.

(vi) I/we acknowledge the fact that mere empanelment does not guarantee award of any work to me/us.

(vii) 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.

Signature of authorized person along with seal

Name:

Address:

Place:

Date:



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
CHANDIGARH**

Empanelment of contractors / suppliers for civil, electrical and other works for the period April 01, 2023 to March 31, 2026

The Reserve Bank of India, Chandigarh intends to prepare a panel of reputed contractors, valid for three years (subjected to annual review), for undertaking works / supplies in respect of various trades costing:

(i)	Category- I	Up to ₹1.00 lakh
(ii)	Category- II	Up to ₹5.00 lakh
(iii)	Category- III	Up to ₹10.00 lakh
(iv)	Category- IV	Up to ₹25.00 lakh
(v)	Category- V	Up to ₹50.00 lakh

2. Schedule of the empanelment process is as follows:

S. No.	Event	Date and Time
(a)	Date of notice inviting applications	November 17, 2022
(b)	Last date and time of submission of sealed applications in Estate Department, RBI, Chandigarh	December 19, 2022 till 05:00 PM
(c)	Date of opening of sealed applications	December 20, 2022 at 11:00 AM

3. Name of trades for which empanelment is being done:

S. No.	Trade	Cat -I	Cat-II	Cat-III	Cat-IV	Cat-V
1.	Civil & Electrical: Civil interior and renovation work- Interior and renovation work like wooden flooring, wooden works, polishing works, uPVC window and doors, false ceiling / partition, glass related work, tiling and finishing work including supply and / or fixing of carpentry fittings, plumbing and sanitary works and other allied works Electrical works:	√	√	√	√	√

S. No.	Trade	Cat -I	Cat-II	Cat-III	Cat-IV	Cat-V
	Electrical repairs, rewiring, cabling, electrical renovation works, including AHU and HVAC work, etc.					
2.	Civil repair works- general repairing and maintenance of masonry work, internal and external painting work, redevelopment of external property	√	√	√	√	√
3.	Civil interior and renovation work- Interior and renovation work like wooden flooring, wooden works, polishing works, uPVC window and doors, false ceiling / partition, glass related work, tiling and finishing work including supply and / or fixing of carpentry fittings, plumbing and sanitary works and other allied works	√	√	√	√	√
4.	Plumbing and sanitary work: Providing and laying of water supply and water line, supply and installation of sanitary and plumbing fixtures and fittings including all the ancillary and allied works	√	√	√	√	X
5.	Metal fabrication work including MS steel and aluminium: General repair and fabrication works, MS structure work, aluminium work for cabin / window or similar type of work	√	√	√	√	X
6.	Water proofing and chemical treatment works through authorised applicator and structural repair / rehabilitation / retrofitting work	√	√	√	√	X
7.	Supply and installation of modular kitchen: Supply and installation of modular kitchen including allied civil works	√	√	√	√	√
8.	Supply and installation of modular workstations / compactors Supply of modular workstations / compactors and installation including allied civil work	√	√	√	√	√
9.	Electrical works: Electrical repairs, rewiring, cabling, electrical renovation works, including AHU and HVAC work, etc.	√	√	√	√	√
10.	Centralized AC System Operation and Maintenance of Centralized AC System by engaging qualified technicians	√	√	√	√	√

S. No.	Trade	Cat -I	Cat-II	Cat-III	Cat-IV	Cat-V
11.	Operation and Maintenance of Substation, etc. Operation and Maintenance of Substation and other electrical equipment like Transformers, HT/LT Panels, UPS and DG Set by engaging qualified electricians	√	√	√	√	√
12.	Horticulture works Maintenance of gardens, grass cutting works, supply of plants, fertilizers, seeds, pots, planters and horticulture related items, etc.	√	√	√	√	√
13.	Pest control works Pest control services, fogging, anti-termite treatments, rodent treatments, Dis-infection service, anti-vector treatment, fumigation service, fogging with Virex II 256 chemical.	√	√	√	X	X
14.	Supply of sundry articles like name plates, signboard, etc.	√	X	X	X	X
15.	Supply of furnishing items like curtains, blinds, carpets, mattress, rugs, bedsheet, etc.	√	√	√	X	X
16.	Supply of furniture and repair / refurbishing works Supply of office furniture items like sofa, chairs, table and allied repairs works.	√	√	√	√	√
17.	Maintenance of AC Maintenance of Air Conditioning Equipment (windows, split, Cassette, package and tower units)	√	√	√	√	√
18.	Maintenance of water coolers and purifiers Supply and installation of water purifiers, standalone water coolers, servicing and maintenance thereof	√	√	√	√	√
19.	Telephone wiring and maintenance of EPBAX system Telephone Wiring works / Maintenance of EPBAX system & telephone lines	√	√	√	√	√
20.	Supply and maintenance of electrical equipment / instruments	√	√	√	√	√

S. No.	Trade	Cat -I	Cat-II	Cat-III	Cat-IV	Cat-V
	Supply of electric equipment such as TV, refrigerators, AC and its equipment, washing machine, geysers, microwave, chimney, etc.					
21.	Supply & maintenance of public address system, video phone, Conferencing system, etc.	√	√	√	√	√
22.	Supply of electrical fittings, etc. Supply of electrical materials including, wire, fitting/fixture, light fittings, Fan, MCB, telephone set, telephone wires, HT/LT cables, single and three phase energy meter, digital and analog Voltmeter, Ammeter, other measuring meters and instruments and other electrical items for day-to-day maintenance works, etc.	√	√	√	X	X
23.	Supply of all types of batteries	√	√	√	X	X
24.	Fire Fighting System / Sprinkler System Supply/Installation/repairs/Maintenance of Wet Raiser type Fire Fighting System / Sprinkler System, etc.	√	√	√	√	√
25.	Repairs and Maintenance of Chimney / hobs and hoods	√	√	X	X	X
26.	Supply and maintenance of photo copiers and Fax Machines	√	√	√	X	X
27.	Firefighting equipment and maintenance work Supply and maintenance of the firefighting equipment, i.e., fire extinguisher, fire hydrant, fire pump, other firefighting equipment, etc.	√	√	√	√	√
28.	Cleaning of water tanks Water tank's cleaning works of overhead and underground/sumps tanks, water tanker supplier, etc.	√	√	√	X	X
29.	Scrap disposal Disposal of the scrap material, metal, electronics items, unusable items, paper, etc.	√	√	X	X	X

(Applicant applying for higher category will be considered for lower category automatically)

4. Pre-Qualification Criteria: The prequalification criteria for issue of applications for various trades are as under:

(a) Past Experience:

Criteria	Required Documents to establish compliance to PQ criteria
Should have minimum 5 years of experience of executing similar works* (during last 5 years ending October 31, 2022). 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 completion of the work, reasons of delay (if any), etc.	a) Copy of work order (for works with completion date on or before October 31, 2017) received during last 5 years ending in October 2022 and its completion certificate (in Annexure-I) along with copy of TDS certificate (in case of client being private entity) issued by the client.

(*For repainting works, similar works means-repainting works including minor works which are required to be carried out before repainting.)

(b) Minimum value of each completed work (qualifying): Experience of having successfully completed similar works during last 5 years ending October 31, 2022. Attach copy of work order received during last 5 years ending in October 2022 and its completion certificate (in [Annexure-I](#)) along with **copy of TDS certificate (in case of client being private entity)** issued by the client. Value of work for fulfilling prequalification criteria for various categories is tabulated below:

Category	Value of works required
For Category- I (Up to ₹1.00 Lakh)	(a) Three similar completed works costing not less than ₹0.40 Lakh each. OR (b) Two similar completed works costing not less than ₹0.50 Lakh each. OR (c) One similar completed work costing not less than ₹0.80 Lakh.
For Category- II (Up to ₹5.00 Lakh)	(a) Three similar completed works costing not less than ₹2.00 Lakh each. OR (b) Two similar completed works costing not less than ₹2.50 Lakh each. OR (c) One similar completed work costing not less than ₹4.00 Lakh.
For Category- III (Up to ₹10.00 Lakh)	(a) Three similar completed works costing not less than ₹4.00 Lakh each. OR (b) Two similar completed works costing not less than ₹5.00 Lakh each. OR (c) One similar completed work costing not less than ₹8.00 Lakh.

Category	Value of works required
For Category- IV (Up to ₹25.00 Lakh)	(a) Three similar completed works costing not less than ₹10.00 Lakh each. OR (b) Two similar completed works costing not less than ₹12.50 Lakh each. OR (c) One similar completed work costing not less than ₹20.00 Lakh.
For Category- V (Up to ₹50.00 Lakh)	(a) Three similar completed works costing not less than ₹20.00 Lakh each. OR (b) Two similar completed works costing not less than ₹25.00 Lakh each. OR (c) One similar completed work costing not less than ₹40.00 Lakh each.

(c) Minimum Yearly Turnover during the last three financial years ending 31st March:

The applicant should submit Annual Financial Turnover certificate issued by the Chartered Accountant and Income Tax Returns for the last three financial years, i.e., 2019-20, 2020-21 and 2021-22. The annual turnover per year shall not be less than 100% of category value under which empanelment is sought.

[For example - Empanelment of contractors for works costing up to ₹5.00 Lakhs, then the required annual turnover shall not be less than ₹5.00 Lakh for each of last 3 financial years 2021-22, 2020-21 and 2019-20].

(d) Solvency: Should furnish solvency certificate issued by the Applicant's banker for the purpose of the empanelment, for an amount equal to the respective category for which empanelment is sought in format prescribed in [Annexure II](#).

[For example, Empanelment of contractors for works costing up to ₹5.00 Lakh, then the solvency certificate shall be ₹5.00 Lakh at least.]

(e) Service set up (for Trade nos. 12 to 27): Service setup should be available for the specified job either at the Chandigarh or at nearby city / place from where required after sales services can be provided on regular or as per demand basis.

(f) Registration and Licenses required: Must have valid licenses for related trades as applicable (electrical contractor license, license for pest control treatment, repair and maintenance of firefighting equipment). PAN, active GSTIN, EPFO, ESIC, MSME Certificate (Udyam Reg. no.) (In case contractor is MSME), etc. registration with respective registering authorities. Copies of relevant certificate/ licenses issued by the respective authority should be furnished. They shall keep valid license throughout the period of enlistment by getting it renewed at suitable intervals and submit a self-attested copy of the same to the enlistment Authority after each renewal. In event of any discontinuity in validity of electrical license, the enlistment and authority to work in RBI will also ceased to be valid.

5. The intending contractors shall have to satisfy the Bank with documentary evidence in support of their possessing required eligibility (as specified above) and in the event of their failure to do so, the Bank reserves the right not to process their application even though blank application has been issued to the contractor. For this purpose, the contractors shall be required to submit all the relevant mandatory information / documents in proof of their eligibility within the timeline in a sealed cover

6. Application forms can be downloaded from the website <https://www.rbi.org.in>. The complete information / documentary proof of their being eligible for the work, will have to be submitted along with the filled in application form in a sealed cover to The Regional Director, Reserve Bank of India, Estate Department, 3rd Floor, Central Vista, Sector 17, Chandigarh – 160017 in separate tender box kept for the purpose at Estate Department, 3rd Floor, RBI, Chandigarh. The Bank reserves the right to reject the application form which does not meet the eligibility criteria.

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

Note: Contractors already empanelled presently have to apply afresh and those contractors whose earlier applications have not been considered favourably can also submit fresh application.

Signature of the applicant with seal

Date:

Place:

General instructions for applicants

1. The Reserve Bank of India intends to prepare a panel of reputed contractors / suppliers for undertaking renovation / modernization / maintenance and repair / repainting work of Bank's properties at various locations in Chandigarh.

2. Interested applicants may apply for Empanelment for single or multiple trades and either in any or all categories. In case the applicant intends to apply for more than one trade, he/ she should submit separate documents for each trade separately. The applicants are required to enclose [Annex III](#) for each sub-category along with **documents required under pre-qualification criteria as well as additional documents mentioned in table below** for various trades:

Table - 1

S. No.	Trade	Additional documents required (other than mentioned in pre-qualification criteria)
1.	<p>Civil & Electrical:</p> <p>Civil interior and renovation work- Interior and renovation work like wooden flooring, wooden works, polishing works, uPVC window and doors, false ceiling / partition, glass related work, tiling and finishing work including supply and / or fixing of carpentry fittings, plumbing and sanitary works and other allied works</p> <p>Electrical works:</p> <p>Electrical repairs, rewiring, cabling, electrical renovation works, including AHU and HVAC work, etc.</p>	<ul style="list-style-type: none"> • Government approved Class A Electrical Contractor License • Details of electricians having ITI certificate or bachelor's degree in electrical and electronics trades with 3 years of working experience and wireman certificate
2.	Civil repair works- general repairing and maintenance of masonry work, internal and external painting work, redevelopment of external property	NA
3.	Civil interior and renovation work- Interior and renovation work like wooden flooring, wooden works, polishing works, uPVC window and doors, false ceiling / partition, glass related work, tiling and finishing work including supply and / or fixing of carpentry fittings, plumbing and sanitary works and other allied works	NA
4.	Plumbing and sanitary work: Providing and laying of water supply and water line, supply and installation of sanitary and plumbing fixtures and fittings including all the ancillary and allied works	NA
5.	Metal fabrication work including MS steel and aluminium: General repair and fabrication works, MS structure work, aluminium work for cabin / window or similar type of work	NA

S. No.	Trade	Additional documents required (other than mentioned in pre-qualification criteria)
6.	Water proofing and chemical treatment works through authorised applicator and structural repair / rehabilitation / retrofitting work	Authorization letter from manufacturer
7.	Supply and installation of modular kitchen: Supply and installation of modular kitchen including allied civil works	NA
8.	Supply and installation of modular workstations / compactors Supply of modular workstations / compactors and installation including allied civil work	NA
9.	Electrical works: Electrical repairs, rewiring, cabling, electrical renovation works, including AHU and HVAC work, etc.	<ul style="list-style-type: none"> • Government approved Class A Electrical Contractor License • Details of electricians having ITI certificate or bachelor's degree in electrical and electronics trades with 3 years of working experience and wireman certificate
10.	Centralized AC System Operation and Maintenance of Centralized AC System by engaging qualified technicians	NA
11.	Operation and Maintenance of Substation, etc. Operation and Maintenance of Substation and other electrical equipment like Transformers, HT/LT Panels, UPS and DG Set by engaging qualified electricians	<ul style="list-style-type: none"> • Government approved Class A Electrical Contractor License • Details of electricians having ITI certificate or bachelor's degree in electrical and electronics trades with 3 years of working experience and wireman certificate
12.	Horticulture works Maintenance of gardens, grass cutting works, supply of plants, fertilizers, seeds, pots, planters and horticulture related items, etc.	NA
13.	Pest control works Pest control services, fogging, anti-termite treatments, rodent treatments, Dis-infection service, anti-vector treatment, fumigation service, fogging with Virex II 256 chemical.	<ul style="list-style-type: none"> • Membership certificate of a reputed pest control association • Proof of service setup in Chandigarh, SAS Nagar and Panchkula (electricity / phone bill, etc.)
14.	Supply of sundry articles like name plates, signboard, etc.	<ul style="list-style-type: none"> • Proof of service setup in Chandigarh, SAS Nagar and Panchkula (electricity / phone bill, etc.)
15.	Supply of furnishing items like curtains, blinds, carpets, mattress, rugs, bedsheets, etc.	<ul style="list-style-type: none"> • Proof of service setup in Chandigarh, SAS Nagar and Panchkula (electricity / phone bill, etc.)
16.	Supply of furniture and repair / refurbishing works Supply of office furniture items like sofa, chairs, table and allied repairs works.	<ul style="list-style-type: none"> • Certificate of Dealership of reputed brands • Proof of service setup in Chandigarh, SAS Nagar and Panchkula (electricity / phone bill, etc.)

S. No.	Trade	Additional documents required (other than mentioned in pre-qualification criteria)
17.	Maintenance of AC Maintenance of Air Conditioning Equipment (windows, split, Cassette, package and tower units)	<ul style="list-style-type: none"> • Proof of service setup in Chandigarh, SAS Nagar and Panchkula (electricity / phone bill, etc.)
18.	Maintenance of water coolers and purifiers Supply and installation of water purifiers, standalone water coolers, servicing and maintenance thereof	<ul style="list-style-type: none"> • Proof of service setup in Chandigarh, SAS Nagar and Panchkula (electricity / phone bill, etc.)
19.	Telephone wiring and maintenance of EPBAX system Telephone Wiring works / Maintenance of EPBAX system & telephone lines	<ul style="list-style-type: none"> • Proof of service setup in Chandigarh, SAS Nagar and Panchkula (electricity / phone bill, etc.)
20.	Supply and maintenance of electrical equipment / instruments Supply of electric equipment such as TV, refrigerators, AC and its equipment, washing machine, geysers, microwave, chimney, etc.	<ul style="list-style-type: none"> • Dealership certificate of reputed brand • Proof of service setup in Chandigarh, SAS Nagar and Panchkula (electricity / phone bill, etc.)
21.	Supply & maintenance of public address system, video phone, Conferencing system, etc.	<ul style="list-style-type: none"> • Dealership certificate of reputed brand • Proof of service setup in Chandigarh, SAS Nagar and Panchkula (electricity / phone bill, etc.)
22.	Supply of electrical fittings, etc. Supply of electrical materials including, wire, fitting/fixture, light fittings, Fan, MCB, telephone set, telephone wires, HT/LT cables, single and three phase energy meter, digital and analog Voltmeter, Ammeter, other measuring meters and instruments and other electrical items for day-to-day maintenance works, etc.	<ul style="list-style-type: none"> • Proof of service setup in Chandigarh, SAS Nagar and Panchkula (electricity / phone bill, etc.)
23.	Supply of all types of batteries	<ul style="list-style-type: none"> • Certificate of Dealership of reputed brand(s) • Proof of service setup in Chandigarh, SAS Nagar and Panchkula (electricity / phone bill, etc.)
24.	Fire Fighting System / Sprinkler System Supply/Installation/repairs/Maintenance of Wet Raiser type Fire Fighting System / Sprinkler System, etc.	<ul style="list-style-type: none"> • Certificate of Dealership of reputed brand(s) • Proof of service setup in Chandigarh, SAS Nagar and Panchkula (electricity / phone bill, etc.)
25.	Repairs and Maintenance of Chimney / hobs and hoods	<ul style="list-style-type: none"> • Proof of service setup in Chandigarh, SAS Nagar and Panchkula (electricity / phone bill, etc.)
26.	Supply and maintenance of photo copiers and Fax Machines	<ul style="list-style-type: none"> • Dealership certificate of reputed brand

S. No.	Trade	Additional documents required (other than mentioned in pre-qualification criteria)
		<ul style="list-style-type: none"> • Proof of service setup in Chandigarh, SAS Nagar and Panchkula (electricity / phone bill, etc.)
27.	Firefighting equipment and maintenance work Supply and maintenance of the firefighting equipment, i.e., fire extinguisher, fire hydrant, fire pump, other firefighting equipment, etc.	<ul style="list-style-type: none"> • Dealership certificate of reputed brand • Proof of service setup in Chandigarh, SAS Nagar and Panchkula (electricity / phone bill, etc.)
28.	Cleaning of water tanks Water tank's cleaning works of overhead and underground/sumps tanks, water tanker supplier, etc.	<ul style="list-style-type: none"> • Proof of service setup in Chandigarh, SAS Nagar and Panchkula (electricity / phone bill, etc.)
29.	Scrap disposal Disposal of the scrap material, metal, electronics items, unusable items, paper, etc.	<ul style="list-style-type: none"> • E-waste certificate

3. Intending applicants are required to furnish details about their organization, work experience, yearly turnover and evidence of their financial standing (solvency) along with the documentary evidence 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 properly signed and sealed Client's/Banker's certificate as stated above.

(a) Regarding client 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.

(b) For works carried out for Private companies, **copy of TDS certificate** has to be submitted for proving the credentials / contract amount along with the Client Certificate signed by the authorized signatory.

5. Duly completed application form along with required documentary evidence should be submitted in a sealed cover super scribed "Empanelment of Contractors / Suppliers". 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 and stamped.

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. During scrutiny, if any of the applicant is found not to possess the required prequalification or to have submitted false/ incorrect information, his application will be liable for rejection. Applications of only those applicants who fulfil the specified Pre-Qualification Criteria and submit the required documents shall be processed further.

8. 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 prescribed limit of category.

9. Applicant who are debarred or whose performance are found poor during last 3 years by the any government institute/PSU/Semi Government organisation will not be eligible to apply or if they had applied for empanelment their application will be rejected.

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. The contractor is bound to follow all Labour rules and regulations as envisaged in the Payment of Wages Act 1936 and Minimum Wages Act 1948, of State Government and Central Government and ensure payment of minimum wages which should be based on total Man days and/or working hours, which are revised time to time by the Competent Authority. The contractor is bound to submit the evidence of payment made to its employees.

12. The contractor shall abide by all the laws of the land in respect of labour act, PF, ESI, minimum wages etc. The Bank shall not be responsible for any claim on any account for not abiding the labour laws. The contractor shall give the details of the staff going to be deployed for Bank's information.

13. For supply of manpower, both skilled or unskilled, the contractors should have license, Registration with Labour Department, registration with ESIC, PF etc. and should comply with all the acts, law, regulations etc. for engaging the labour on daily basis.

14. Engagement of Contract Labour: The contractor shall obtain a license as contemplated under the Contract Labour (Regulation and Abolition) Act, 1970 or any other law, as applicable, failing which he alone would be responsible for actions/proceedings ensuing thereto. The Bank shall not be held responsible for acts, commissions or omissions of the contractor and shall in no way made liable to the labourers engaged by the contractor.

15. The Sexual Harassment of women at workplace:

The Contractor / Agency shall comply with the provisions of "the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect to the complaint.

(a) Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

(b) The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the contractor is proved.

(c) The contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

16. The Bank shall not be responsible for payment of any compensation for death injury or accident any of the maintenance staff deputed by the contractor which may arise in course of their duties.

17. It is to inform that, at present, Bank invites bids for works with estimating cost more than ₹5.00 Lakh only through e-tendering mode on **MSTC portal**.

18. Application containing false or inadequate information is liable to be rejected.

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

20. The panel shall remain valid for three years. However, 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 failures on their part as detailed below:

(a) Fails to respond to the call notice inviting tenders consecutively on three occasions in a period of one year or fails to execute any awarded contract.

(b) Is proved to be responsible for doing defective works in two contracts awarded consecutively.

(c) Persistently violates any important condition of the contract like maintaining time schedule and business dealings, 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 regulations and rules.

21. The Contractor shall, at his own expense, effect and maintain Comprehensive All Risks Policy, suitably covering all injury or damage to person and property, etc. for each and every work awarded by the Bank.

22. Settlement of disputes by Arbitration: All disputes and differences of any kind whatever arising out of or in connection with the Contract or the carrying out of the works (whether during the progress of the works or after their completion and whether before or after the determination, abandonment or breach of the contract) shall be referred to and settled by the Bank who shall state his decision in writing. Such decision may be in the form of a final certificate or otherwise. The decision of the Bank with respect to any of the expected matters shall be final and without appeal. But if either the Employer or the Contractor be dissatisfied on a matter, question of dispute of any kind except any of the excepted matters then and in any such case either party (the Employer or the Contractor) may within 28 days after receiving notice of such decision give a written notice to the other party requiring the matters in dispute be arbitrated upon such written notice shall specify the matters which are in dispute or difference of which such written notice has been given and no order shall be and is hereby referred to the Arbitration and final decision of an arbitrator to be agreed upon and appointed by both the parties or, in case of disagreement as to the appointment of a single arbitrator, to the appointment of two arbitrators, one to be appointed by each party, which arbitrators shall before taking upon themselves the burden or reference appoint an Umpire.

The Arbitrator or Arbitrators, as the case may be, shall have power to open up, review and revise any Certificate, opinion, decision requisition or notice, save in regard to the excepted matters referred to in the preceding clause, and to determine all matters to dispute which shall be submitted to arbitration and of which notice shall have been given as aforesaid.

The Arbitrator or Arbitrators, as the case may be, shall make his or their award within one year (or such further extended time as may be decided by him or them as the case may be with the consent of the parties) from the date of entering on the reference. In case during the arbitration proceedings the parties mutually settle, compromise or compound their dispute or difference, the reference to arbitration and the appointment of the Arbitrator or Arbitrators, as the case may be, shall be deemed to have been revoked and the arbitration proceedings shall stand

withdrawn or terminated with effect from the date on which the parties file a joint memorandum of settlement thereof, with the Arbitrator or Arbitrators as the case may be.

Upon every of any such reference, the cost of an incidental to the reference and Award respectively shall be in the discretion of the Arbitrator or Arbitrators, as the case may be who may determine the amount thereof or direct the same to be taxed as between attorney and client or as between 1st party and 2nd party and shall direct by whom and to whom and in what matter the same shall be borne and paid. This submission shall be deemed to be a submission to arbitration within the meaning of the Indian Arbitration Act (latest amendment) or any statutory modification thereof. The Award of the Arbitrator or Arbitrators, as the case may be, shall be final and binding parties. It is agreed that the contractor shall not delay the carrying out of the works by reasons of any such matter, question or dispute being referred, to arbitration, but shall proceed with the works with all due diligence and shall, until the decision of the Arbitrator or Arbitrators, diligence and shall, until the decision of the Arbitrator or Arbitrators, as the case may be, is given, abide by the decision of the Bank and no Award of the Arbitrator or Arbitrators, as the case may be shall relieve the Contractor of his obligations to adhere strictly to the Bank's instructions with regard to the actual carrying out of the works. The employer and the Contractor hereby also agree that arbitration under this clause shall be a condition precedent to any right of action under the Contract.

23. Confidentiality Clause:

The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems / equipment, etc., which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligations in connection with any agreement executed between the Contractor and the Reserve Bank of India, Chandigarh, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract executed between the Contractor and the Reserve Bank of India, Chandigarh as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Reserve Bank of India, Chandigarh. The Contractor shall indemnify the Reserve Bank of India, Chandigarh for any loss suffered by the Reserve Bank of India, Chandigarh as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Reserve Bank of India, Chandigarh shall be entitled to claim damages and pursue legal remedies.

24. Jurisdiction Clause:

All disputes arising out of or in any way connected with this empanelment process or any agreement executed between the Contractor and the Reserve Bank of India, Chandigarh shall be deemed to have arisen at Chandigarh and only Courts in Chandigarh shall have jurisdiction to determine the same.

25. Interested Contractors / Suppliers can download Application Form from the website (<https://www.rbi.org.in>) and submit complete set of documents to the office of Regional Director, Reserve Bank of India, Estate Department, Main Office Building, 3rd Floor, Central Vista, Sector 17, Chandigarh – 160017 **on or before 05:00 pm on December 19, 2022.**

26. Clarifications, if any, required may be obtained from the office of Deputy General Manager, Reserve Bank of India, Estate Department, 3rd Floor, Central Vista, Sector-17, Chandigarh-160017 (Phone Number: +91 172 2722502).

Signature of the contractor / firm with seal

Date:

Place:

BASIC INFORMATION

S. No	Description	Details
1.	Name & Address of the organization / applicant	
2.	Type of organization (Whether Proprietorship, Partnership / Pvt. Limited / Limited or Body Corporate etc.) Please enclose related documents.	
3.	Name of the Proprietor / Partners / Directors of the organization	
4	Registration (firm, company, etc) / Registration Authority, dated Number etc. (Please enclose related documents)	
5.	Experience (in years) in the respective field of work Please, enclose documents in support thereof.	
6.	Whether financially sound to undertake works costing up to ₹1.00 lakh / ₹5.00 / ₹10.00 Lakh / ₹25 lakh / ₹50 lakh (tick the appropriate cost) if so, enclose Banker's Certificate (compulsory) and ITR forms of last 3 FYs.	Up to _____ Lakh only.
7	Name and address of applicant's bankers	
8	Yearly turnover of the firm/contractor for the last three years i.e; 2019-20, 2020-21, 2021-22 (please, enclose copy of CA's certificate and ITR forms).	FY 2019-20: FY 2020-21: FY 2021-22:
9	(a) PAN number (copy of PAN card should be enclosed) (b) GST Number (copy of certificate should be enclosed)	
10	Registered office address and telephone no. Office address through which the work will be handled. Whether working with any of the Government / Semi-Government Undertaking(s) as approved contractors and if so, furnish details	

S. No	Description	Details
11	Qualification & Experience of the technical persons employed by the firm. (Please furnish details)	
12	Please Indicate if involved in any litigation	
13	Any civil suits pending in any of the works executed give details	
14	Mention the serial no. of the trade(s) for which empanelment is sought	

Date:

Signature of the contractor/firm with seal

Place:

Part II

A) Previous Experience

For Civil interior and internal painting works-Maintenance and repair works/ Supply of electrical fixtures and fittings (Civil / Electricals) - Pest control services and other Civil and electrical works - Main Office Building & Residential Colonies owned by the Bank at Chandigarh.

List of Important works executed by the firm during the last 5 years (Works completed on or after November 01, 2017) costing ₹_____ and above.

S. No.	Name of the work & location	Nature of work involved in the contract (eg. Residential, Offices, Industrial, etc.)	Name & address of the owner for whom work was carried out, whether Government or semi-Government of India, Govt. Of India Undertaking or Private body with details of contact person with Phone number and email shall be furnished.	Contract Amount (in ₹)	Scheduled date of completion	Actual date of completion	Whether the work was left incomplete, or contract was terminated from either side. Give full details.	Date of start and completion - Proof for satisfactory completion of the work should be attached (signed by the competent person)
1	2	3	4	5	6	7	8	9

Signature of the contractor/firm with name and address

Part III

List of technical personnel, giving detail about their technical qualifications, experience, etc.

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

Signature of the contractor/firm with name and address

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

(On client's letter head)

Annexure –I

Client's 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 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)	Outstanding / Very Good / Good / Satisfactory / Poor
	ii) Amt. 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 behaviour	Outstanding / Very Good / Good / Satisfactory / Poor
	Signature of the Reporting Officer* with Office seal	

* For works carried out for Government / Public Sector Undertakings, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. In case of private entities, it should be signed by an authorised person.

Note:

- a) For works carried out for Private companies, Copy of TDS has to be submitted for proving the credentials / contract amount.
- b) All columns should be filled in properly
- c) The Client Certificates should be submitted for each of the Prequalification work/s

Annexure - II

FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s. / Sri 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 ₹50.00 Lakh / ₹25.00 lakh / ₹10.00 lakh / ₹5.00 lakh / ₹1.00 lakh (Rupees..... Only)

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

(Signature with stamp)
For the Bank

Note:

1. Bankers' certificates should be on letter head of the Bank, sealed in cover addressed to enlistment authority.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

Annexure III

1. To be enclosed with documents of each Trade and category to which applicant desires to apply.
2. If applicant selects higher category, application for lower categories will be considered automatically. For applicant purpose (Tick only one option)

Particular	Select any one	
Name of Trade		
Category (Select anyone)	Up to ₹1.00 Lakh OR ₹5.00 Lakh OR ₹10.00 Lakh OR ₹25.00 Lakh OR ₹50.00 Lakh	
Eligible work completion as per eligible criteria) with amount	Name of work	Work order Amount (in ₹)
Additional eligibility criteria document in respective sub-category enclosed		

Signature of applicant with date and seal

Annexure IV

Undertaking regarding declaration of debarment by public institution(s)

(To be submitted by the applicant on their letterhead)

1. I / we (Name of the firm) declares that

(a) I / we or any of our allied firm* is / are not debarred / suspended / blacklisted by any public institution / entity in India or any other country as on (last date of submission of application).

(b) I / we or any of our allied firm* have not made any transgression in respect of the code of integrity with any public institution / entity in India or any other country in last three years as on (last date of submission of application).

(c) I / we will inform the Bank in writing, in case, I / we or any of our allied firm* is / are debarred / suspended / blacklisted by any public institution / entity in India or other country at the earliest.

2. I / we (Name of the firm) declare that I /we or our allied firm* (Name of the allied firms(s)) is / are debarred / suspended / blacklisted by (Name and address of public institution in India or any other country) and the same effective up to (date). A copy of such letter is attached for your information and record.

(Seal and signature of the applicant)

Date:

Place:

Note: Strike out one of the above two declarations which is not applicable.

*Allied firm: A firm would be termed as "allied firm" if the management is common, or substantial or majority shares are owned by the banned / suspended firm and by virtue of this it has a controlling voice. Further all successor firms will also be considered as allied firms.

Annexure V

Undertaking regarding compliance of statutory requirements

(To be submitted by the applicant on their letterhead)

1. I / we (Name of the firm) undertakes that

(a) we shall fully comply with all the statutory requirements as applicable for any work awarded to us, irrespective of the contract amount.

(b) we shall indemnify Reserve Bank of India, Chandigarh against any liability / claims, whatsoever arising out of non-compliance of any statutory requirement claimed by Reserve Bank of India, Chandigarh without any protest or demur whatsoever.

(Seal and signature of the applicant)

Date:

Place:

Check list for documents Submitted or Not Submitted

S. No.	Document	Submitted (√)
1.	Duly filled in & signed Application Form	
2.	Certificate of incorporation / partnership deed, if applicable	
3.	Copy of PAN Card & other related Income Tax documents	
4.	Copy of GST Registration	
5.	Copy of MSME Registration Certificate, if registered	
6.	Copy of license, certificates, etc. if applicable (refer Pre-qualification criteria and Table – 1 of General instructions for applicants)	
7.	Copies of the Income Tax Returns for last three financial years and a certificate issued by Chartered Accountant indicating the turnover for last three financial years.	
8.	Duly filled Part-I	
9.	Duly filled Part-II	
10.	Duly filled Part-III	
11.	Banker's solvency certificate in sealed official cover of the bank as per Annexure II	
12.	Work Completion Certificates (must contain work order no, work order amount, completion date) & Client's Certificates from clients for all the qualifying works as per Annexure I for every individual Trade along with Annexure III .	
13.	Undertaking regarding declaration of debarment by public institution(s) (Annexure-IV)	
14.	Undertaking regarding compliance of statutory requirements (Annexure-V)	

(a) Applicant shall put all the supporting documents in an envelope superscribing name of the applicant along with name of the Trade and Category.

(b) Applicant shall provide different envelopes (enclosing supporting documents) for different Trades.

For example, if applicant desires to apply for empanelment under Trade Civil Works for Category III (up to ₹10.00 Lakh) and under Trade Electrical Works for category II (up to ₹5.00 Lakh), then applicant shall provide two different envelopes containing supporting documents of respective trades.

Signature of the applicant with seal