



Reserve Bank of India
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APPLICATION NOTICE

Empanelment of Contractors / suppliers for undertaking various works costing upto and including Rs. 50 lakh.

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

2. Only those contractors who fulfill the pre-qualifications criteria of the application may apply.
3. The application forms will be issued free of cost from the office of Assistant General Manager, Estate Department, Reserve Bank of India, Apphira Building, Fruit Garden, Shillong-Jowai Road, Shillong - 793003 from April 22, 2019 to May 24, 2019 on working days (Monday to Friday) between 10:00 AM to 3:00 PM. Application forms can also be downloaded from the website www.rbi.org.in.
4. The Bank reserve the right to reject the application form which does not meet the eligibility criteria.

Application may be submitted by: May 24, 2019

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

Proforma of Application Form for Empanelment of Contractors / Suppliers

1. The Reserve Bank of India intends to prepare a panel of reputed contractors for undertaking various works in Shillong. Cost of these works ranges from Rs.2 lakh to Rs.50 lakh in various trade categories (see [annex -1](#)).
2. Intending applicants are required to furnish details about their organization, technical experience, competence and evidence of their financial standing as per the **enclosed proforma**.
3. Separate applications shall be made for different trades, in case anyone wish to apply for more than one trade category.
4. While deciding upon the selection of contractors, emphasis will be given on the ability and competence to do good quality work in accordance with the specifications and within the time schedule.
5. The application form shall be signed by a person on behalf of the organization, who is duly authorized to do so.
6. If the space in the application is not sufficient for furnishing the requisite details, such information may be supplemented on a separate sheet duly signed.
7. Pre-qualification criteria:

1	Duration of past experience	Should have minimum 5 years of experience of executing similar works.
2	Minimum value of each completed work during last three years	i) Three similar completed works each costing not less than the amount equal to 40% of the upper band of cost range or; ii) Two similar completed works each costing not less than the amount equal to 50% of the upper band of cost range or; iii) One similar work costing not less than the amount equal to 80% of the upper band of cost range
3	Annual Turnover	Should have an annual turnover of amount equal to, 100% of the upper cost range or more during the last three financial years ending 31st March.
4	Solvency	Should furnish solvency certificate issued by the Applicant's banker, specifically for the purpose of the empanelment/work, for an amount equal to upper band of the cost range.

5	Service Setup	Full-fledged service setup should be available for the specified job either in Shillong or at nearby city/place wherefrom required quality after sales services can be regularly provided.
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(Documentary evidence having carried out said works and balance sheet or certificate of Chartered Accountant shall be submitted along with the application).

8. Application containing false or inadequate information is liable for rejection.
9. The Bank reserves the right to reject any of all the applications without assigning any reason thereof.
10. Authorized dealers and Applicants should submit the necessary documentary evidence of their claim for confirmation.

Part I
Basic Information

Trade Applied for: _____

Cost Range : I / II / III / IV / V : _____

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

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

Signature of the applicant

Part II

(a) Previous Work Experience

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

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

Signature of the applicant

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

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

Signature of the applicant

Part III

List of Technical Personnel, giving details about their technical qualification, experience etc.

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

Signature of the applicant

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

ANNEX I**List of Trades and Categories**

S. NO.	Trades	Categories				
		I	II	III	IV	V
		upto Rs.2 lakh	Rs.2 - 5 lakh	Rs.5 - 10 lakh	Rs.10-25 lakh	Rs.25-50 lakh
1.	Civil works	Yes	Yes	Yes	Yes	Yes
2.	Electrical Works	Yes	Yes	Yes	Yes	Yes
3.	Furniture	Yes	Yes	Yes	Yes	Yes
4.	Integrated Facility Management (IFM)	Yes	Yes	Yes	Yes	Yes
5.	Supply of Electrical items	Yes	Yes	Yes	Yes	N.A.
6	Fabrication works	Yes	Yes	Yes	Yes	N.A.
7	Scrap and waste	Yes	Yes	Yes	Yes	N.A.
8	Horticulture	Yes	Yes	Yes	Yes	N.A.
9	Pest control	Yes	Yes	Yes	Yes	N.A.
10	Composite (Civil and electrical works)	Yes	Yes	Yes	Yes	Yes
11	Work station (Modular Furniture)	Yes	Yes	Yes	Yes	N.A.
12	Compactors	Yes	Yes	Yes	Yes	N.A.
13	Security Services	Yes	Yes	Yes	Yes	Yes

The details of works are given below :-

	Trade	Works
1.	Civil Works	General Repair and repainting, Plumbing, Sanitary and Carpentry, Water proofing, Road Carpeting, interior works, wooden / aluminum partitions, repair of steel and wooden furniture, Glass Partitions etc.
2.	Electrical Works	Installation and repair of ceiling fans/electrical pump sets/ motors, Maintenance of telephones and telephone wiring, EPABX, Substation, Lifts, DG sets, Water coolers, ROs and water purifier, rewiring, cabling, Ducting, panels etc.
3.	Furniture	Supply of office furniture viz. Office/ Executive Chairs, Tables, Cup Boards, Book-shelf, Sofa-sets, Podium cum computer stands, side tables, Compactors etc.
4.	Integrated Facility Management	General maintenance, cleaning and up keeping of Banks' properties covering periodical cleaning of toilets, fans, electric chimneys, nylon mesh, collection of garbage and its disposal. Maintenance of electric equipment, sanitary, plumbing work and minor cement works etc.
5.	Supply of Electrical items	Supply and installation of Fans, Geysers, Lamps, Telephones, Inverters, UPS and Batteries, Lighting fixtures, lamps, Switches, MCBs, Solar Equipment and other electrical equipment etc.
6	Fabrication works	Steel/ Aluminum Fabrication works
7	Scrap and waste	Disposal of scrap viz. steel and wooden furniture, electrical items etc.
8	Horticulture	Development and maintenance of gardens and landscapes in the Bank and its staff residential colonies, supply of flowers / bouquets etc.
9	Pest control	Pest control, pesticides and Anti Termite Treatment, Fogging, rodent control etc.
10	Composite (Civil and electrical works)	Works related composite works of civil and electrical as mentioned above under civil and electrical trade
11	Work station	Supply and installation of workstations
12	Compactors	Supply and installation of compactors for record rooms
13	Security Services	Providing armed/unarmed security guards (both male and female) and other security-related services