



Empanelment of Contractors for Civil, Electrical and Other Works for Reserve Bank of India at Lucknow

The Reserve Bank of India, Lucknow intends to empanel suppliers & contractors for a period of 3 years for undertaking Civil, Electrical and other works at its office and residential buildings costing up to Rs 50 Lakh. The details of eligibility criteria and the application form are available in the tender section of the corporate website of the Bank www.rbi.org.in. Application forms can be downloaded from the website and filled up application form along with the documentary proof of eligibility for the empanelment shall be submitted in a sealed cover. Contractors already empanelled shall submit fresh applications.

Duly completed applications in sealed cover super-scribing "**Empanelment of Contractors for trade (specify)..... & category (specify).....**" should be submitted to "The Regional Director, Estate Department, Reserve Bank of India, 8-9, Vipin Khand, Gomti Nagar, Lucknow - 226010" on or before 5:00 pm on September 26, 2022. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.

**Regional Director
Lucknow**



Date : August 10, 2022

Empanelment of Contractors for Civil, Electrical and Other Works for Reserve Bank of India at Lucknow

The Reserve Bank of India, Lucknow intends to empanel suppliers & contractors for a period of 3 years for undertaking Civil, Electrical and other Works at its office and residential buildings costing up to Rs 50 Lakh. The details of eligibility criteria and the application form are available on the corporate website of the Bank at www.rbi.org.in. Application forms to the eligible persons will also be issued free of cost from August 10, 2022 to **September 09, 2022** (on working days–10.00 hrs to 17.00 hrs), by Estate Department, Reserve Bank of India, Lucknow - 226010 only to such applicants who produce documentary evidence for fulfilling the eligibility criteria prescribed in the Notice inviting application for empanelment. In case of downloaded application forms the documentary proof of their eligibility for the work will have to be submitted in a separate sealed cover. The Bank reserves the right to reject the application form which does not meet the eligibility criteria. Contractors already empaneled are also required to submit applications afresh.

Duly completed application in sealed cover super-scribing “**Empanelment of Contractors for trade (specify)..... & category (specify).....**” should be submitted to the above address on or before 5.00 pm **September 26, 2022**. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.

Regional Director

**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
LUCKNOW**

SCHEDULE OF EMPANELMENT PROCESS

1. Mode of Application	Application in Sealed Cover
2. Date of Notice inviting Application	August 10, 2022
3. Date of start of issuing Application form (Hard Copy) at RBI, Lucknow / Download from RBI Website	August 10, 2022
4. Last date of issuing of Application form (Hard Copy) from RBI, Lucknow	September 09, 2022 till 05.00 PM
5. Last date of submission of application at RBI, Lucknow	September 26, 2022 till 5.00 PM
6. Date of Opening of Sealed Applications	September 27, 2022 at 11.00 AM

Important Instructions:

1. Applicants are requested to read the empanelment document carefully before submitting the applications.
2. For each of the trade applied, separate application form with separate set of documents in respect of the requisite experience & eligibility criteria must be submitted



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
LUCKNOW**

**NOTICE FOR Empanelment of Contractors for Civil, Electrical and Other Works
for Reserve Bank of India at Lucknow**

Reserve Bank of India, Lucknow invites applications for empanelment of suppliers & contractors for undertaking Civil, Electrical and other Works including renovation /modernisation/ maintenance and repair / repainting , horticulture and pest control works of Bank's properties at various locations in Lucknow for following nature of works.

The panel will remain in force for three years. Interested applicants may apply for empanelment for single or multiple trades under any category.

Sr. No	Name of trade	Category				
		I Upto Rs 2 lakhs	II Above Rs 2 lakhs upto Rs 5 lakhs	III Above Rs 5 lakhs upto Rs 10 lakhs	IV Above Rs 10 lakhs upto Rs 25 lakh	V Above Rs 25 lakhs upto Rs 50 lakhs
<u>CIVIL WORK</u>						
1.	Civil work (renovation, general repairs & maintenance works etc.) including painting, water proofing work, Structural repairing work, Fabrication work, Plumbing, Sanitary Installation, Carpentry including repairs & maintenance of dead stock articles related to furniture etc.	Yes	Yes	Yes	Yes	Yes
2.	Supply of Wooden & Steel Furniture, Modular furniture & workstation, Vertical blinds, roller blinds, curtain & other furnishing items etc. (Including repairs and maintenance of supplied items)	Yes	Yes	Yes	Yes	Yes
3.	Supply of Fire Extinguishers	Yes	Yes	Yes	---	-----
4.	Horticulture Work	Yes	Yes	Yes	----	----- -
5.	Pest Control Work	Yes	Yes	Yes	----	-----
<u>ELECTRICAL WORK</u>						
6.	Supply of Electrical Items- All Works related to supply of electrical goods to the Bank	Yes	Yes	Yes	Yes	----

7.	All Electrical works including DSITC, HT/LT/, Transformer, switchgear, substation maintenance and servicing etc.	Yes	Yes	Yes	Yes	Yes
8.	HVAC Works All works related with HVAC, AC plant and its accessories	Yes	Yes	Yes	Yes	Yes
9.	Solar System Works All works related with Solar system and accessories	Yes	Yes	Yes	Yes	Yes
10.	Supply and Maintenance of Telephone/Intercom/Exchange	Yes	Yes	Yes	-----	-----
11.	Supply, Repair and Maintenance to Water Coolers, Tower/Cassatte/ Window/Split/portable ACs	Yes	Yes	Yes	-----	-----
12.	Disposal of Unserviceable Electrical, Civil & other articles/ Scrap	Yes	Yes	Yes	-----	-----

PRE QUALIFICATION CRITERIA

1. Past Experience				
Should have experience of having successfully completed similar works during the last five years ended on 30 th June, 2022				
2. Minimum value of each completed work (Qualifying)				
Experience of having successfully completed similar works during last 5 years ending last day of June 2022 should be either of the following :				
I	II	III	IV	V
Upto Rs 2 lakhs	Above Rs 2 lakhs upto Rs	Above Rs 5 lakhs upto Rs 10 lakhs	Above Rs 10 lakhs upto Rs 25 lakh	Above Rs 25 lakhs upto Rs 50 lakhs
i) Three similar completed works costing not less than Rs. 80,000/- OR ii) Two similar completed works costing not less than Rs. 1 lakh OR iii) One similar completed work costing not less than Rs.1.60 lakh	i) Three similar completed works costing not less than Rs. 2 lakhs OR ii) Two similar completed works costing not less than Rs. 2.5 lakh OR iii) One similar completed	i) Three similar completed works costing not less than Rs. 4 lakhs OR ii) Two similar completed works costing not less than Rs. 5 lakh OR iii) One similar completed work costing not less than Rs.8 lakh	i) Three similar completed works costing not less than Rs. 10 lakhs OR ii) Two similar completed works costing not less than Rs. 12.5 lakh OR iii) One similar completed work costing not less than Rs.20 lakh	i) Three similar completed works costing not less than Rs. 20 lakhs OR ii) Two similar completed works costing not less than Rs. 25 lakh OR iii) One similar completed work costing not less than Rs.40 lakh
3. YEARLY TURN OVER for the last 3 years(Income tax year)				
ie 2021-2022 , 2020-2021 & 2019-2020 (Audited balance sheet duly certified by a Chartered Accountant OR turnover certificate from a CA along with the copies of ITRs shall be submitted)				
Rs 2 lakhs	Rs 5 lakhs	Rs 10 lakhs	Rs 25 lakhs	Rs 50 lakhs
4. SOLVENCY: Solvency certificate issued by the applicant's banker (Prescribed format attached)				
Rs 2 lakhs	Rs 5 lakhs	Rs 10 lakhs	Rs 25 lakhs	Rs 50 lakhs
5. Service setup (for electrical, electromechanical related Trade for Category I to V)	Full-fledged service setup should be available for the specified job either at the Lucknow centre or at nearby city/place wherefrom required quality after sales services can be regularly provided.			

The application forms will be issued free of cost from the Estate Department, Reserve Bank of India, 8-9, Vipin Khand, Gomti Nagar, Lucknow-226010 from **August 10, 2022 to September 09, 2022 on all working days (Mon-Fri) between 10.00 hrs and 17.00hrs.**

Application forms can also be downloaded from the website www.rbi.org.in. In case of downloaded application form, the complete detailed

information / documentary proof of their being eligible for the work, will have to be submitted in a separate sealed cover addressed to **Dr. Balu Kenchappa, Regional Director, Reserve Bank of India, Estate Department, 8-9, Vipin Khand, Gomti Nagar, Lucknow-226010**. The Bank reserves the right to reject the application form which does not meet the eligibility criteria.

Contractors already empanelled are also required to submit applications afresh.

Duly completed application in sealed cover super scribing “**Empanelment of Contractors for Trade.....& Category**” should be submitted to the above address on or before **September 26, 2022 till 05.00 PM**.

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

Sd/-

Lucknow

(Dr. Balu Kenchappa)

August 10, 2022

Regional Director, Uttar Pradesh

EXPERIENCE

Details of work executed as per the eligibility criteria.

Sr. No.	Name of the work	Name and address of the Owner	Nature & specification	Name and full address of the officer under whom the work was carried out	Amount	Whether work completed in time (Give stipulated time & actual time taken/present stage of work)		Remarks
						stipulated	actual	

Note:

- a) Attach copy of relevant valid license, if applicable and professional qualification, if an from the competent authority for under taking major(HT/LT equipment/DG sets and minor electrical work, repair and maintenance of firefighting equipment, pest control treatment, repair and maintenance of telephone lines, water proofing etc.
- b) Documentary evidence of having carried out said works (Such as work order, completion 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 the statement and serial number

SIGNATURE OF APPLICANT WITH SEAL



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
LUCKNOW**

Application for Empanelment of Suppliers, Civil & Electrical contractors, for undertaking renovation/modernization/ maintenance and repair works of Bank's properties at various locations in Lucknow

Issued to

M/s

Last date of submission: September 26, 2022 up to 5.00 pm

Application to be addressed to:

**Dr. Balu Kenchappa
Regional Director,
Reserve Bank of India,
Estate Department,
8-9, Vipin Khand, Gomti Nagar,
Lucknow - 226010**

Place: Lucknow

Date:

Trades & Categories applied for (Please tick in blank cells)						
Sr. No	Name of trade	Category				
		I Upto Rs 2 lakhs	II Above Rs 2 lakhs upto Rs 5 lakhs	III Above Rs 5 lakhs upto Rs 10 lakhs	IV Above Rs 10 lakhs upto Rs 25 lakh	V Above Rs 25 lakhs upto Rs 50 lakhs
	CIVIL WORK					
1.	Civil work (renovation, general repairs & maintenance works etc.) including painting, water proofing work, Structural repairing work, Fabrication work, Plumbing, Sanitary Installation, Carpentry including repairs & maintenance of dead stock articles related to furniture etc.					
2.	Supply of Wooden & Steel Furniture, Modular furniture & workstation, Vertical blinds, roller blinds, curtain & other furnishing items etc. (Including repairs and maintenance of supplied items)					
3.	Supply of Fire Extinguishers				-----	-----
4.	Horticulture Work				-----	-----
5.	Pest Control Work				-----	-----
	<u>ELECTRICAL WORK</u>					
6.	Supply of Electrical Items- All Works related to supply of electrical goods to the Bank					-----
7.	All Electrical works including DSITC, HT/LT/, Transformer, switchgear, substation maintenance and servicing etc.					
8.	HVAC Works All works related with HVAC, AC plant and its					
9.	Solar System Works All works related with Solar system and accessories					
10.	Supply and Maintenance of Telephone/Intercom/Exchange,				-----	-----
11.	Supply, Repair and Maintenance to Water Coolers, Tower/Cassatte/ Window/Split/portable ACs				-----	-----
12.	Disposal of Unserviceable Electrical, Civil & other articles/ Scrap				-----	-----

Note : For each of the trade applied, separate application form with separate set of documents in respect of the requisite experience & eligibility criteria must be submitted.

SIGNATURE & SEAL

To,

Dr. Balu Kenchappa
Regional Director for Uttar Pradesh,
Reserve Bank of India,
Estate Department,
8-9, Vipin Khand, Gomti Nagar,
Lucknow, Uttar Pradesh

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, Lucknow 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 are 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 _____

Address _____

Place _____

Date _____

SEAL



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
LUCKNOW**

Application for Empanelment of Suppliers, Civil & Electrical contractors, for undertaking renovation/modernization/ maintenance and repair works of Bank's properties at various locations in Lucknow

GENERAL CONDITIONS

- 1) The Reserve Bank of India intends to prepare a panel of reputed contractors for undertaking renovation/ modernization/maintenance and repair /repainting work of Bank's properties at various locations in Lucknow.
- 2) Panels of work are as mentioned in the Notice for Empanelment of Contractors. Contractors who are registered with the Government/ Semi-Government Undertaking/s as Maintenance Contractors or have executed similar maintenance and repair works, may apply in the prescribed format.
- 3) Applicants are required to indicate the trades and categories in which they desire to empanel.
- 4) Intending applicants are required to furnish details about their Organisation, work experience, competence and evidence of their financial standing as per the enclosed proforma which will be kept confidential.
- 5) A format of Client's Certificate as per [Annexure-I](#) is attached along with blank application form. The applicant must furnish client's certificate in prescribed format for each of eligible works separately in terms of pre- qualification criteria described in the notice inviting application in a sealed cover.

Client's certificate issued by a Government/Semi Government organisation or a PSU should be signed by an official of the rank of Executive Engineer or equivalent and must be supported by adequate proof of payments received by the contractor for the work done by them. Client's report issued by private organization shall also accompany TDS Certificates.

Applications received without the specified certificates in the specified format shall be rejected and the Bank shall have the right to independently verify the submitted certificates.

Aforementioned certificate must be submitted along with their application in sealed Cover addressed to The Regional Director, Reserve Bank of India, Estate Department, 8-9, Vipin Khand, Gomti Nagar, Lucknow-226010

- 6) 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.

- 7) The Reserve Bank of India has a right to verify/cause verification of authenticity of the said documents whenever deemed necessary.
- 8) Application containing false and/or incomplete information are liable for rejection. The Bank shall obtain the confidential reports from the clients of the applicants and Inspect the works to verify the various details and credentials.
- 9) Application should be submitted along with a covering letter. The application form shall be signed by a person on behalf of the Organization, who is duly authorised to do so. Each page of application shall be properly signed
- 10) 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.
- 11) 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 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 2 years or fails to execute contracts awarded.
 - b) Is proved to be responsible for constructional defects in two contracts awarded.
 - c) Whose performance either in doing good work /supplies, are found not satisfactory in two contracts awarded /supply orders placed.
 - d) Persistently violates any important conditions of the contracts like maintaining time schedule and business dealing, etc.
 - e) Fails to abide by the condition of registration /empanelment or is found to have given false particulars at the time of registration /empanelment.
 - f) Is declared or is in the process of being declared bankrupt /insolvent, wound up, dissolved or partitioned.
 - g) Persistently violates labour regulation /rules.
- 12) Application containing false or inadequate information is liable for rejection
- 13) The Bank reserves the right to reject any or all the applications without assigning any reason thereof.
- 14) Authorized dealers and Applicators should submit the necessary documentary evidence of their claim for confirmation
- 15) Clarifications, if any, required may be obtained from the office of Asst. General Manager, RBI, Estate Department, 8-9, Vipin Khand, Gomti Nagar, Lucknow-226010

SIGNATURE OF APPLICANT WITH SEAL

NAME AND ADDRESS

**RESERVE BANK OF INDIA
ESTATE DEPARTMENT, LUCKNOW
APPLICATION FORM
PART (I) - BASIC INFORMATION**

**Name of TRADE:
Category Number:**

1	Name & Address of the organisation/applicant	
2	Type of the organisation (whether Sole Proprietorship/ Partnership/ Private Limited/ Limited or Co-operative Body etc.) Please enclose the related certificate / document.	
3	Name of the Proprietor/Partners/Directors of the organization	
4	Details of Registration (firm, Company etc.)/ Registering Authority, date, Registration number etc. Please enclose related document/certificate	
5	Experience in the respective field of work. Please, enclose documents in support thereof.	
6	Whether financially sound to undertake works for the value up to which the application is made. If so, enclose Banker's Certificate and latest Sales Tax & Income Tax Clearance Certificate	
7	Name, address, telephone, fax no. & mail ID of the Bankers	
8	Yearly turnover of the Organization for the last 3 years* (Income Tax Year) Year 2021-22 Year 2020-21	

	Year 2019-20 Audited balance sheet duly certified by a Chartered Accountant / turnover certificate shall be submitted	
9	Details of PAN, GSTN Please enclose documentary evidence.	
10	Copy of Electrical Contractor License (for applicants applying for electrical works)	
11(a)	Registered Office address e-mail, Fax, and telephone no.	
11(b)	Office address, through which the work will be handled and the name of the Officer-in Charge/ Top Executive	
12	Whether working with any of the Govt./ Semi Govt. Undertakings/ PSU/ Financial Institution as approved contractors and if so, furnish details thereof	
13	Details of Service Set-up at Lucknow	
14	Whether any technical personnel are employed in the organization and if so, details of their experience, qualification	
15	Details of skilled, unskilled, qualified licensed PWD Supervisor/Wireman (for applicants applying for electrical works)	
16	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.	

SIGNATURE OF APPLICANT WITH SEAL

NAME AND ADDRESS:

ANNEXURE – I

CLIENTS 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 & 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) 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) Mobilization of adequate T&P	Outstanding / Very Good / Good / Satisfactory / poor

	d) Mobilization of manpower	Outstanding / Very Good / Good / Satisfactory / poor
	e) General behavior	Outstanding / Very Good / Good / Satisfactory / poor

Note: All columns should be filled in properly

1. Signature of the Reporting Officer* with office seal

2) "Countersigned"

* Officer of the rank of Executive Engineer or equivalent

** Supported by adequate proof of payments received by the contractor for the work done by them.

Client's report issued by private organization shall also accompany TDS Certificates (Reports must be submitted in sealed cover addressed to The Regional Director, Reserve Bank of India, Estate Department, 8-9, Vipin Khand, Gomti Nagar, Lucknow-226010

FORM OF BANKERS CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s / Shri -----

----- having their address at -----

-----, 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 or any of its officers.

(Signature)
For the bank

Note :

1. Bankers certificate should be on letter head of the bank, sealed in cover addressed to – The Regional Director, Reserve Bank of India, Estate Department, 8-9, Vipin Khand, Gomti Nagar, Lucknow-226010
2. In case of partnership firm, certificate should include names of all partners as recorded with the bank

List of Technical Personnel, giving details about their Technical qualifications, Experience, etc.

Name	Age	Qualification	Experience	Name of work handled	Date from which employed in your organization	Remarks

**SIGNATURE OF
APPLICANT WITH SEAL
NAME AND ADDRESS**

*** Attach a separate sheet, if required.**

Check list for documents submitted or not submitted

1. Formal letter requesting empanelment in official letterhead of the applicant-----
----- (submitted/ not submitted)
2. Duly filled in & signed Application Form. ----- (submitted/not submitted)
3. Trade Licence/certificate of incorporation/partnership deed.----- (submitted/not submitted)
4. Copy of PAN Card & other related Income Tax documents.----- (submitted/ not submitted)
5. Copy of VAT Registration Certificate ----- (submitted/ not submitted)
6. **Copy of Certificate of Registration with Central Board of Indirect Taxes for payment of GST (compulsory)** [Those who have applied for such registration may also apply for empanelment but their applications will be considered for empanelment only after the submission of documentary proof of actual registration.]-----
(submitted/not submitted)
7. Copy of MSMED Registration Certificate, if any. ----- (submitted/ not submitted).
8. Copy of PF Registration ----- (submitted/ not submitted).
9. Copy of ESIC Registration ----- (submitted/ not submitted).
10. Copies of the Audited Final Accounts for last 3 years.----- (submitted/ not submitted)
11. Client's certificate in prescribed format for each of eligible works separately
(Each certificate issued by a Government/Semi Government organisation or a PSU should be signed by an official of the rank of Executive Engineer or equivalent and each certificate issued by private organization shall accompany TDS Certificates as a proof of payment & responding officer should be of the Rank of General Manager or equivalent).----- (submitted/ not submitted)
12. Banker's certificate in sealed official cover of the bank.----- (submitted/ not submitted)
13. Completion certificates, if any----- (submitted/ not submitted)
14. Other relevant certificates----- (submitted/ not submitted)
 - i).....
 - ii).....
(If submitted please mention the name of the certificates above)
15. Applicant who desires to apply for Electrical related trades must submit photocopy of valid license issued by appropriate authority.

Signature of the applicant with seal