



**Reserve Bank of India
Estate Department, Dehradun**

Empanelment of Suppliers/contractors for Civil / Electrical repair / maintenance works and other works for Reserve Bank of India, Dehradun

Reserve Bank of India, Dehradun invites applications for empanelment of suppliers / contractors / firms (hereafter referred as contractors) for undertaking the renovation / modernization / maintenance / and other works at Bank's Office Building and Residential Colonies for next three years upto March 2025 under the different trades costing upto Rs. 50 lakhs.

The detailed notification and the application forms are available at the website www.rbi.org.in/Scripts/BS_ViewTenders.aspx. The application forms will also be issued free of cost **from August 01, 2022 (on working days 10:30 hrs to 17:00 hrs)**, by Estate Department, Reserve Bank of India, Rajpur Road, Dehradun – 248001.

The duly completed **application (i.e. both pre-qualification criteria and application form)** should be addressed to **Regional Director, Reserve Bank of India, IIIrd Floor Garhwal Mandal Vikas Nigam Building, 74/1 Rajpur Road, Dehradun – 248001**, the last date for the submission being August 29, 2022 **up to 17.00 hrs**.

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

Place – Dehradun

Regional Director
Reserve Bank of India
Dehradun



**Reserve Bank of India
Estate Department, Dehradun**

SCHEDULE OF EMPANELMENT PROCESS

1. Mode of Application	Application in sealed cover
2. Date of Notice inviting Application	10.30 AM on August 01, 2022
3. Date of starting of submission of application at RBI, Dehradun	10.30 AM on August 01, 2022
4. Date of closing of submission of application at RBI, Dehradun	17:00 PM on August 29, 2022
5. Date of Opening of Sealed Applications	11.00 AM on September 5, 2022

Important Instructions:

Applicants are requested to read the empanelment document carefully before submitting the applications.



**Reserve Bank of India
Estate Department, Dehradun**

**Detailed Notice for Empanelment of Suppliers/Contractors for Civil, Electrical and
Others Works for Reserve Bank of India, Dehradun**

Reserve Bank of India, Dehradun invites applications for empanelment of contractors for undertaking Civil, Electrical and other Works including procurement/renovation / modernization / maintenance and repair / painting works etc. of Bank's properties at various locations in Dehradun for following nature of works.

2. The panel will remain in force for three years i.e. (2022-March 2025), from the date of approval of competent authority. Interested contractors may apply for empanelment for single or multiple trades under any category.

A. CATEGORIES:

Category I	Up to Rs 1 lakh
Category II	Rs. 1 - 2 lakh
Category III	Rs. 2 - 5 lakh
Category IV	Rs. 5 - 10 lakh
Category V	Rs. 10 - 25 lakh
Category VI*	Rs. 25 - 50 lakh

B. TRADE LIST:

01	Civil work (concrete works, carpentry, sanitary & plumbing, fabrication work (steel & aluminum), renovation, upgradation, modifications, alteration, repairing etc. of office and residential buildings)
02	General Repairs and Repainting of office and residential buildings
03	Structural repair, rehabilitation & retrofitting works
04	Supply and installation of modular workstations
05	Supply of furniture for office and residential buildings
06	Repairing/refurbishing of sofa, chairs, tables, carpets, blinds etc.
07	Cleaning of sofa, chairs, tables, carpets, blinds etc.
08	Providing, fixing, fabricating & supplying compactors
09	Water Proofing works of office and residential buildings

10	Scrap Disposal – civil, electrical, electronic items, etc.
11	Supply and installation of firefighting equipment like fire extinguishers, fire-resistance clothes, gloves, shoes, etc.
12	Providing, laying and repairs of bituminous roads
13	House Keeping/cleaning works of office and residential buildings
14	Pest Control services for office and residential buildings
15	Development & maintenance of horticulture/landscaping/gardening
16	Cleaning of water tanks
17	Maintenance of Fire Hydrant Wet Riser system
18	Supply, installation and maintenance of LT electrical installations in office & residential buildings
19	Supply, installation and maintenance of HT Electrical works (HT) in in office & residential buildings
20	Supply of electrical accessories (fans, ACs, lamps, switches/wires/etc.)
21	Supply, installation and maintenance of EPABX & Telephone instruments, extension lines, wiring etc.
22	Supply and maintenance of Batteries/invertors/small UPS.
23	Repairs and maintenance of ceiling fans, pumps, motors, wiring, substation, any other electrical Installation etc.
24	Maintenance of water coolers / water-purifiers/RO/refrigerators / room Air-Condition works.
25	Integrated Facility Management Services – Housekeeping & cleaning, carpentry, plumbing, and maintenance of electrical installation/equipment in office and residential buildings

3. Pre-Qualification Criteria

1. Past Experience						
Should have experience of having successfully completed similar works ending the last day of 30.06.2022						
2. Minimum value of each similar completed work (Qualifying)						
Experience of having successfully completed similar works during last 5 years ending last day of 30.06.2022 should be either of the following: (Figures in Rs.)						
Categories	I	II	III	IV	V	VI
No. of similar completed work	Upto Rs. 1 Lakhs	Above Rs. 1 Lakhs upto Rs. 2 Lakhs	Above Rs. 2 Lakhs upto Rs. 5 Lakhs	Above Rs. 5 Lakhs upto Rs. 10 Lakhs	Above Rs. 10 Lakhs upto Rs. 25 Lakhs	Above Rs. 25 Lakhs upto Rs. 50 Lakhs
Three similar completed work (of mentioned amount or above)	40,000/-	80,000/-	2 Lakhs	4 Lakhs	10 Lakhs	20 Lakhs
Two similar completed work (of mentioned amount or above)	50,000/-	1 Lakh	2.5 Lakhs	5 Lakhs	12.5 Lakhs	25 Lakhs

One similar completed work (of mentioned amount or above)	80,000/-	1.60 Lakh	4 Lakhs	8 Lakhs	20 Lakhs	40 Lakhs
3. Yearly turn over for the last 3 years (Income Tax Year) i.e. 2019-2020, 2020-21, 2021-2022 (Audited balance sheet duly certified by a Chartered Accountant or turn over certificate from a CA along with copies of ITRs shall be submitted)						
Annual Amount In Rs.	1 Lakh or above	2 Lakhs or above	5 Lakhs or above	10 Lakhs or above	25 Lakhs or above	50 Lakhs or above
4. Solvency: Solvency certificate issued by the Applicant's banker (Prescribed format attached)						
Annual Amount In Rs.	1 Lakh or above	2 Lakhs or above	5 Lakhs or above	10 Lakhs or above	25 Lakhs or above	50 Lakhs or above

4. The application forms can also be downloaded from the website www.rbi.org.in/scripts/BS_ViewTenders.aspx. The application forms will also be issued free of cost by the Estate Department, Reserve Bank of India, Rajpur road, Dehradun - 248001 from August 01, 2022 **on all working days between 10:30 hrs and 17:00 hrs.**

- a. The applicants are required to apply **for each trade separately.**
- b. For each trade, the applicant should submit the relevant documents for the pre-qualification criteria in a separate sealed cover **super scribing "Pre-qualification criteria for the Empanelment of Contractors for Trade and Category"**.
- c. The applicant should also submit the corresponding application form along with required information / documentary proof in a separate sealed cover **super scribing "Application form for the Empanelment of Contractors for Trade and Category"**.
- d. **The Bank reserves the right to reject the application form which does not meet the eligibility criteria.**

5. The duly completed application (i.e. both pre-qualification criteria and application form) should be addressed to **Regional Director, Reserve Bank of India, Illrd Floor Garhwal Mandal Vikas Nigam Building, 74/1 Rajpur Road, Dehradun – 248001**, the last date for the submission being August 29, 2022 **up to 17.00 hrs.**

6. The contractors already empaneled are also required to submit applications afresh.

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

Place – Dehradun

Regional Director
Reserve Bank of India
Dehradun



**Reserve Bank of India
Estate Department, Dehradun**

Application for empanelment of contractors

Name of work- **Empanelment of Suppliers/contractors for Civil / Electrical repair / maintenance works and other works for Reserve Bank of India, Dehradun**

Issued to M/s _____

Last date for submission: **August 29, 2022 at 17:00 hrs**

Application to be addressed to – Regional Director
Reserve Bank of India,
IIIrd Floor, GMVN Building
74/1, Rajpur road
Dehradun – 248001, Uttarakhand

Place- Dehradun

Date-.....

Section A

Trades and Categories of Empanelment of Contractors

Contractors may select one or more categories by **Signing** in the box for which they wish to apply for empanelment.

Trade no.	Trade Name Categories	I Upto Rs. 1 Lakh	II Above Rs. 1 Lakhs upto Rs. 2 Lakhs	III Above Rs. 2 Lakhs upto Rs. 5 Lakhs	IV Above Rs. 5 Lakhs upto Rs. 10 Lakhs	V Above Rs. 10 Lakhs upto Rs. 25 Lakhs	VI Above Rs. 25 Lakhs upto Rs. 50 Lakhs
Civil Works							
01	Civil work (concrete works, carpentry, sanitary & plumbing, fabrication work (steel & aluminum), renovation, upgradation, modifications, alteration, repairing etc. of office and residential buildings)						
02	General repairs and repainting of office and residential buildings						
03	Structural repair, rehabilitation & retrofitting works						
04	Supply and installation of modular workstations						
05	Supply of furniture for office and residential buildings						
06	Repairing/refurbishing of sofa, chairs, tables, carpets, blinds etc.						
07	Cleaning of sofa, chairs, tables, carpets, blinds etc.						
08	Providing, fixing, fabricating & supplying compactors						
09	Water Proofing works of office and residential buildings						
10	Scrap Disposal – civil, electrical, electronic items, etc.						

11	Supply and installation of firefighting equipment like fire extinguishers, fire-resistance clothes, gloves, shoes, etc.						
12	Providing, laying and repairs of bituminous roads						
Maintenance of Civil Infrastructures							
13	House Keeping/cleaning works of office and residential buildings						
14	Pest Control services for office and residential buildings						
15	Development & maintenance of horticulture/landscaping/gardening						
16	Cleaning of water tanks						
17	Maintenance of Fire Hydrant Wet Riser system						
Electrical Works							
18	Supply, installation and maintenance of LT electrical installations in office & residential buildings						
19	Supply, installation and maintenance of HT Electrical works (HT) in office & residential buildings						
20	Supply of electrical accessories (fans, ACs, lamps, switches/wires/etc.)						
21	Supply, installation and maintenance of EPABX & Telephone instruments, extension lines, wiring etc.						
22	Supply and maintenance of Batteries/invertors/small UPS.						
23	Repairs and maintenance of ceiling fans, pumps, motors, wiring, substation, any other electrical Installation etc.						
24	Maintenance of water coolers / water-purifiers/RO/refrigerators / room Air-Condition works.						

Note:

1) Please note that for the work of Maintenance of Plumbing, sanitary and Carpentry works, only those firms will be selected in the category V(10-25 lakh) & VI(25-50 lakh) who gets empaneled of Trade 1(Civil work) in the same categories.

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

Signature & Seal

Date _____

Section B

Instructions to the Applicants for furnishing Information

- 1) The Reserve Bank of India, Dehradun intends to prepare a panel of reputed contractors for under taking various Electrical and Civil work of Bank's properties at various locations in Dehradun.
- 2) The firms who have fulfilled the following Eligibility Criteria (As mentioned in the Pre-Qualification Criteria) will only be considered for Empanelment.
- 3) Applicants are required to indicate the trades and categories for which they desire to be got empaneled.
- 4) Intending applicants are required to furnish details about their organization, work experience, competence, yearly turnover 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](#) 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 trade separately from at least two of their clients for whom they have carried out Eligible works in terms of pre-qualifications criteria described in the notice inviting application in a separate sealed cover.
 - i. 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 equivalent and must be supported by adequate proof of payment received by the contractor for the work done by them. Client's report issued by private organization shall also accompany TDS certificates.
 - ii. Application received without the specified certificate in the specified format are liable for rejection and the Bank shall have the right to independently verify the submitted certificates.
 - iii. Afore-mentioned certificate must be submitted along with the application in sealed cover addressed to The Regional Director, Reserve Bank of India, Estate Department, Rajpur road, Dehradun.

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 specification and within the time schedule.

7) Application should be submitted with a covering letter. 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.

8) 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 therein.

9) 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 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) Whose performance either in work / supplies, are not found satisfactory in any two contracts awarded / supply orders placed.

d) Persistently violates any important conditions of the contracts like maintaining time schedule and business dealings 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 regulations and rules.

The Bank's decision will be final in this regard.

10) Application containing false or inadequate information is liable for rejection.

11) The firm shall furnish police verification certificates of its supervisors.

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

12) Authorized dealers and Applicants should submit the necessary documentary evidence of their claim for confirmation.

13) Clarification, if any, required may be obtained from the office of Asst. General Manager, Estate Department, Reserve Bank of India, Rajpur road, Dehradun – 248001

14) Those who are applying for Electrical Works, have to submit a Xerox copy of Electrical contractor license duly issued by state licensing Authority.

15) The firm shall furnish the details of their authorized person/signatory.

16) The firm shall declare its sister concern firms (declaration shall be given on non-judicial stamp paper of RS.100/-).

Signature of Applicant with Seal

Name:-

Address:-

Section C
Declaration form

Regional Director
Reserve Bank of India,
IIIrd Floor, GMVN Building
74/1, Rajpur road
Dehradun – 248001, Uttarakhand

Madam/Dear Sir,

Empanelment of Suppliers/contractors for Civil / Electrical repair / maintenance works and other works for Reserve Bank of India at Dehradun

I/We have read and understood the notice and instructions to the applicants. I/We do hereby declare that the information furnished in the proforma and in the supplementary sheets is correct to the best of my/our knowledge and belief.

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 enquiry related to the information furnished by me in the accompanying sheets.

V) 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, Dehradun on the basis of the information given by me/us will be treated as invalid and appropriate penal action may be taken against me by the Reserve Bank of India.

Yours faithfully,

Signature _____

Name _____

Designation _____

Address _____

Seal

Section D

Part I - Basic Information

1.	Details of organisation a. Name of the applicant/ organisation b. Address of the registered office. c. Name of the person authorized to represent on behalf of the firm (point -7) d. Contact No. e. Email ID	
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 Organisation/ Firm. (a) (b) (c) (d) (e) (f)	
4	Details of Registration - (whether Partnership firm, Company etc.) - Registering Authority, Date, Registration No. etc. mentioning the business/ activity of the firm. Please enclose the related certificate / document.	
5	Experience in the respective field of work Please enclose the related certificate / document.	
6	Technical personnel available in the organisation.	Details to be furnished in Part II.
7	Address of office through which the proposed work of Reserve Bank of India will be handled and the name and designation of the Officer-in-Charge (Authorised Signatory) along with Full Signature.	

8	Adequate and satisfactory evidence to indicate financial capacity of the Organisation to undertake the said work with names of Bankers and their full address. (Solvency certificate from the Bank and Income Tax clearance certificate shall be attached.).	
9	Details of factory and its location, machinery etc.	Attach a separate sheet.
10	Yearly turnover of the company during last 3 years (year wise) (FY 2019-2020, 2020-21, 2021-2022) Audited balance sheet duly certified by a Chartered Accountant / turnover certificate along with ITRs shall be submitted.	
11	Ability to provide Bank Guarantee or other equivalent forms of security from a Scheduled Bank.	
12	Whether any Civil Suit/ Litigation arisen in the contracts executed during the last 5 years/ being executed. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and date and brief details of litigation. Attach a separate sheet if required.	
13	Details of mandatory certificates documents <ul style="list-style-type: none"> • PAN • GST (if applicable) • EPF & ESI Registration (Necessary for those who are applying for the categories of above Rs.5 lakh and higher categories up to Rs.50 lakh) Self-attested documentary evidence to be furnished.	
14	Copy of valid Electrical Contractor License (for applicants applying for electrical works)	
15	Details of skilled, qualified licensed PWD supervisor / wireman along with a copy of the license (for application applying for electrical works)	
16	Details of skilled, qualified licensed HT supervisor / wireman along with a photocopy of the license (for applicant applying for HT electrical works)	
17	Whether working with any of the Govt. / Semi-Govt. undertakings / PSU / Financial Institution	

	as approved contractors and if so, furnish details thereof.	
	1. Name, address, Contact No., Email id of the Banker 2. Bank account number, Account Type, IFSC Code, Name of the person (For payments to be made if any) * Attach a cancelled cheque	

Signature of the applicant with seal

Name –

Address-

Email Id-

Contact No.-

Part II

List of Technical Personnel, Giving Details About
Their Technical Qualifications, Experience, etc.

Sr. No.	Name	Age	Qualification	Experience	Nature of works handled	Name of the projects handled costing Rs. 1 lakh and above	Date from which employed in your organisation	Any other remarks
1	2	3	4	5	6	7	8	9

Signature of the applicant with seal

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

Annexure – I

Client's Certificate Regarding Performance of Contractor (To be issued by the client on its letterhead)

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 work executed	
10.	Whether the contractor employed qualified Engineer / Overseer during execution of work.	
11.	Quality of work (indicate grading)	#
(i)		
(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 against him	
13.	Comments on the capabilities of the contractor	
(A)	Technical Proficiency	#
(B)	Financial soundness	#
(C)	Mobilization of adequate T&P	#
(D)	Mobilization of manpower	#
(E)	General behaviour	#

Note: - All columns should be properly filled

Signature of the Reporting Officer with office seal**

“Countersigned”

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

** *Officer of the rank of Executive Engineer or equivalent.*

To be filled on the scale of - Outstanding / very good / good / satisfactory / poor
Client's report issued by private organization shall also accompany TDS Certificate

(Report must be submitted in seal cover addressed to The Regional Director, Reserve Bank Of India, Estate Department, Rajpur road, Dehradun – 248001.

Annexure – II

Form of Banker's 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 Rs. (Rupees ..). This certificate is issued without any guarantee or responsibility or any of its officers.

Seal and Signature of bank Official

Note:-

1. **Banker's certificate should be on letter head of the bank, sealed in cover** addressed to – Regional Director, Reserve Bank of India, IIIrd Floor, GMVN Building, 74/1, Rajpur road, Dehradun – 248001, Uttarakhand.
2. **In case of partnership firm, certificate should include names of all partners as recorded with the bank.**