



## RESERVE BANK OF INDIA

[www.rbi.org.in](http://www.rbi.org.in)

### **Empanelment of Vendors, Contractors and Suppliers – Year 2021**

Reserve Bank of India, Estate Department, Kanpur invites sealed applications to prepare a panel of reputed contractors, architects, interior designers and structural consultants, order suppliers etc., valid for three years, for undertaking various type of projects & maintenance of its office buildings and residential colonies at Kanpur in the below mentioned categories. The applicants can apply for one or more categories of work.

(1) Civil works up to ₹1 lakh (2) Civil works up to ₹2 lakh (3) Civil works up to ₹5 lakh (4) Civil works up to ₹10 lakh (5) Civil works up to ₹20 lakh (6) Civil works up to ₹50 lakh (7) Horticulture & landscaping (8) Supply of sanitary, cleaning and other miscellaneous material (9) Supply & repair of furniture (10) Pest control and anti-termite treatment (11) Architect/ interior and structural designer (12) Housekeeping/cleaning (13) Disposal of Waste paper and Scrap (14) Supply of plumbing, sanitary & Hardware Items (15) Supply of Carpets, Venetian blinds, Curtains, Bed sheets, Roller blinds etc. (16) Electric works up to ₹1 lakh (17) Electric works up to ₹2 lakh (18) Electric works up to ₹5 lakh (19) Electric works up to ₹10 lakh (20) Electric works up to ₹20 lakh (21) Electric works up to ₹50 lakh (22) Supply of Electrical Goods (23) Air Conditioning Works- Centralized AC related works (24) Air Conditioning Works- Split and Windows AC (25) Supply of Electrical Appliances (26) Photocopiers and Fax machines (Supply and Service) (27) Civil cum Electrical Renovation works up to ₹50 lakh (28) Design, Supply, fixing and installation of CRCA MS open Office Modular Workstations up to ₹50 lakh.

2. All interested Contractors/Suppliers may download all the details from RBI website (<https://www.rbi.org.in>) or contact the Assistant General Manager, Estate Department, Reserve Bank of India, Kanpur on any working day during office hours.
3. Last date of submission of application is October 05, 2020 upto 2:00 PM.

Regional Director  
Reserve Bank of India,  
Kanpur-208001

## **GENERAL CONDITIONS:**

Reserve Bank of India, Estate Department, Kanpur invites sealed applications to prepare a panel of reputed contractors, architects, interior designers and structural consultants, order suppliers etc., valid for three years, for undertaking various type of projects & maintenance of its office buildings and residential colonies at Kanpur in the below mentioned categories. The applicants can apply for one or more categories of work.

### **Categories of Work:**

- (i) Civil works up to ₹1 lakh
- (ii) Civil works up to ₹2 lakh
- (iii) Civil works up to ₹5 lakh
- (iv) Civil works up to ₹10 lakh
- (v) Civil works up to ₹20 lakh
- (vi) Civil works up to ₹50 lakh
- (vii) Horticulture & landscaping.
- (viii) Supply of sanitary, cleaning and other miscellaneous material
- (ix) Supply & repair of furniture.
- (x) Pest control and anti-termite treatment.
- (xi) Architect/ interior and structural designer
- (xii) Housekeeping/cleaning
- (xiii) Disposal of Waste paper and Scrap
- (xiv) Supply of plumbing, sanitary & Hardware Items.
- (xv) Supply of carpets, Venetian blinds, curtains, Bed sheets, Roller blinds etc.
- (xvi) Electric works up to ₹1 lakh
- (xvii) Electric works up to ₹2 lakh
- (xviii) Electric works up to ₹5 lakh
- (xix) Electric works up to ₹10 lakh
- (xx) Electric works up to ₹20 lakh
- (xxi) Electric works up to ₹50 lakh
- (xxii) Supply of Electrical Goods
- (xxiii) Air Conditioning Works- Centralized AC related works
- (xxiv) Air Conditioning Works- Split and Windows AC
- (xxv) Supply of Electrical Appliances
- (xxvi) Photocopiers and Fax machines (Supply and Service)
- (xxvii) Civil cum Electrical Renovation works up to ₹50 lakh.
- (xxviii) Design, Supply, fixing and installation of CRCA MS open Office Modular Workstations up to ₹50 lakh.

2. The applicants are advised to go through the “**Scope of Work**” ([Annex-I](#)) for specialized trade at serial no. **(xxvii) above**.

3. The applicants may apply in the enclosed format **Part-1** and **Part-2** for one or more categories of work. They must clearly mention the category/categories in their application and enclose relevant documents/ bankers' reports/ clients' certificates, etc.
4. The applicants must mention their work experiences and details about technical persons in **Part-3** along with relevant supporting documents.
5. **For Works Category, the applicants must necessarily get themselves registered with EPFO, ESI & GSTIN and provide respective Registration Numbers issued by concerned Authority. For Supply category, GSTIN is mandatory.**
6. The applicants applying for electrical trades must submit the latest and valid electrical license/certificate issued by the competent authority.
7. 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.
8. The application form shall be duly signed and stamped by the authorized person(s), on behalf of the firm.
9. In the event of insufficient space in the application form for furnishing full details, such details may be supplemented on a separate sheet of paper duly signed and stamped by the same authorized person(s).
10. The applicants must submit with their application the reports obtained (in sealed covers) from their clients in **Part-4**.
11. The applicants must submit with their application the reports obtained (in sealed covers) from their banker(s) in **Part-5**.
12. The applicants must mention in the **Part-6 (Check List)** about the documents they have enclosed along with their applications.
13. Application along with requisite documents shall be submitted in a sealed cover addressed to **The Regional Director, Reserve Bank of India, Estate Department, Mall Road, Kanpur - 208001** superscribed as "**Application for Empanelment of Vendors, Contractors and Suppliers – (Category applied for ...)**" and sent to us so as to reach the office by **October 05, 2020 up to 2:00 PM**.
14. No application will be received after **October 05, 2020, 2:00 PM**.
15. Any application containing false or inadequate or misleading information will be summarily rejected without any further correspondence in this regard.
16. The RBI reserves the right to reject any or all the applications without assigning any reason thereof.

**Part 1**

**APPLICATION FOR EMPANELMENT OF VENDORS,  
CONTRATORS & SUPPLIERS**

**M/s** \_\_\_\_\_

**Last date of Submission: October 05, 2020 Till 02:00 PM**

**Application to be addressed to:**

**Dr. (Smt.) Tuli Roy**

**Regional Director**

**Reserve Bank of India**

**Estate Department**

**1st floor, Mahatma Gandhi Marg**

**Kanpur - 208001**

To,

Dr. (Smt.) Tuli Roy

Regional Director

Reserve Bank of India

Estate Department

1st floor, Mahatma Gandhi Marg Kanpur - 208001

Sir/ Madam,

1. I/We have read and understood the Empanelment Notice and Instructions appended to the application Performa and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and Reserve Bank of India, Kanpur on the basis of the information given by me/ us will be treated as invalid by the Reserve Bank of India.

2. 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.

3. All the information furnished under Part 1, 2, 3, 4, 5 & 6 are correct to the best of my / our knowledge and belief.

4. I/We also agree that I/we have no objection if enquiries are made about the works listed by me /us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets.

Signature\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_

Address\_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

## Part-2

### Basic Information

Category of work (Civil/Electrical) for which applied with value category: \_\_\_\_\_

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1.	Name of the Firm/ organization and its Correspondence address	
2.	Type of the organization (whether sole proprietorship/Partnership/Private Limited/Limited or Co-operative Body etc.)	
3.	Name/s of proprietor/Partners/ Directors of the firm	
4.	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:	
5.	Details of Registration- Registration No, (firm, company etc.)/ Registration Authority, Date etc. mentioning the business /activity of the firm.	
6.	Whether registered with EPFO, ESI and GSTIN. give registration No.	EPFO: ..... ESI: ..... GSTIN: .....
7.	Permanent Account No. (PAN)	
8.	Experience in the field of maintenance/repair works with documentary evidence	Experience in the Field ..... Years.....
9.	Income Tax Clearance Certificate	
10.	Firm/ Organization Account Details : 1- Bank Name: 2- Account Number:	

	3- IFSC: 4- Branch::	
11.	Whether working with any Govt./Semi-Govt. Undertaking/s as approved contractors, if so, furnish details:	
12.	Yearly turnover of the firm during the last 3 years viz. April 1, 2017 to March 31,2018  April 1, 2018 to March 31,2019  April 1, 2019 to March 31, 2020 (Duly certified by a Chartered Accountant)	₹. _____ ₹. _____ ₹. _____
13.	Indicate if involved in any litigation/court cases ever?	
14.	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.	
15.	PAN / TIN, if registered as MICRO/Small/Medium Industries.	
16.	GST Number	
17.	Whether any technical personnel are employed in the firm? If so, give details of their experience, qualification etc.	

Signature of the Authorised Person(s)

Stamp of the Firm

### Part-3

**Work Experience: List of similar works executed by the firm during the last 5 years (including works in hand) each costing Rs. 40,000/- and more**

**3(a) List of works of higher values executed by the firm during the last 5 years (for the category applied)**

\*The details of previous experience and work for Reserve Bank of India in any of the centers may be separately provided.

S. No.	Name of the work & location	Nature & specification of works	Name, address & telephone no. of the owner & architect (Govt./Semi Govt./Pvt. body)	The name, address telephone no of the officer/architect under whom the work was carried out. (Govt./Semi Govt./Govt. of India undertaking/ Pvt. body)	Contract amount (Rs.)	Actual payment received after the completion of the work	Completion period		Whether the work was left incomplete or contract was terminated from either side, Give full details	Any other relevant information including reason, if any, for delay in completion of work.
							Stipulated	Actual		
1	2	3	4	5	6	7	8	9	10	11

Signature of the Authorised Person(s)  
(with seal)

Place:

Date:

(Attach a separate sheet, if required)



**3(b) List of works of higher values in hand**

\*The details of previous experience and work for Reserve Bank of India in any of the centers may be separately provided.

S. No.	Name of the work & location	Nature & specification of works	Name, address & telephone no. of the owner & architect (Govt./Semi Govt./Pvt. body)	The name, address & telephone no of the officer/architect under whom the work was carried out. (Govt./Semi Govt./Govt. of India undertaking/ Pvt. body)	Contract amount (Rs.)	Actual payment received after the completion of the work	Completion period		Whether the work was left incomplete or contract was terminated from either side, Give full details	Any other relevant information including reason, if any, for delay in completion of work.
							Stipulated	Actual		
1	2	3	4	5	6	7	8	9	10	11

Signature of the Authorised Person(s)  
(with seal)

Place:

Date :

\*(Attach a separate sheet, if required)

**3(c) List of Technical personnel, giving details about their Technical qualifications, experience, etc.**

S. No.	Name	Age	Qualifications	Experience (yrs)	Nature of works handled	Name of the projects handled costing more than Rs.50 lakhs.	Date from which employed in your organization	Any other remarks
1	2	3	4	5	6	7	8	9

Note: Indicate other points, if any, to show your technical and managerial competency

Signature of the Authorised Person  
(with seal)

Place

Date

\*(Attach a separate sheet, if required)

## Part-4

### Client's Certificate regarding the performance of contractor

Name of the client:

Address of the client:

To

The Regional Director  
Estate Department  
Reserve Bank of India  
Kanpur - 208001

The details of works executed by M/s. \_\_\_\_\_ are as below.

1	Name of work with brief particulars:	
2	Agreement/Work Order No. and date thereof	
3	Agreement amount	Rs.
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	Rs.
9	Name and address of the authority under whom work got executed	
10	Whether contractor employed qualified Engineer/Overseer during execution of work	
11	1) Quality of work (indicate grading) 2) Amount of work paid on reduced rates if any.	1) Outstanding / Very Good / Good / Satisfactory / Poor 2)
12	1) Did the contractor go for arbitration?	Yes/ No
	2) If yes, total amount of claim	Rs.
	3) Total amount awarded	Rs.

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**

“Countersigned”

Signature of the Reporting Officer\*

with Office seal

\* Officer of the rank of Superintending Engineer or equivalent

## Part-5

### FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s..... having marginally noted address, a customer of our bank 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 on the Bank or any of the officers.

(Signature)

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.

## Part-6

### Checklist of documents- Submitted or Not submitted

Sr No	Documents	Submitted (√)	Not Submitted (√)
1	Formal letter requesting enlistment in official letterhead of the applicant		
2	Duly filled in, signed and stamped application form		
3	Trade License/ certificate of incorporation/partnership deed		
4	Copy of <b>PAN Card</b> & other related Income Tax documents		
5	Copy of GST Registration Certificate		
6	Copy of Certificate of Registration with Central Excise Department for payment of Service Tax		
7	Copy of MSMED Registration Certificate, if any		
8	Copy of PF Registration		
9	Copy of ESIC Registration		
10	Copies of the Audited Final Accounts for last 3 years and A certificate issued by Chartered Accountant indicating the turnover for last three years.		
11	Client's Certificates from minimum two different clients for all the qualifying works in sealed official cover of the client. (Each certificate must accompany photocopy of TDS/ documents as a proof of payment		
12	Banker's certificate in sealed official cover of the bank		
13	Work Completion certificates, as applicable		
14	Other relevant certificates, (If submitted please mention the name of the certificate above)		
15	Applicant who desires to apply for Electrical related trades must submit photocopy of valid license issued by appropriate authority		
16	Labour License		

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

Signature of the Authorized Person  
With seal

**SCOPE OF WORK for Category (xxvii) Civil-cum-Electrical Renovation Works up to Rs.50 lakh**

**Civil Works**

- i. All types of Internal painting, texture painting works
- ii. Plumbing & sanitary works
- iii. Carpentry/wooden works
- iv. Wall paneling works
- v. False ceiling works. (viz. Combination of Gypsum ceiling and Mineral ceilings and Mineral Fiber Modular system)
- vi. Decorative interior works
- vii. All types of civil dismantling/removing works
- viii. Decorative POP cornice works
- ix. All types of flooring, dado, cladding & skirting works
- x. Floor trunking works
- xi. Plaster, pointing & brickworks
- xii. Window modification with Aluminum / UPVC works
- xiii. All types Concreting works
- xiv. All types of water proofing works
- xv. Aluminum & wooden partition works
- xvi. Providing and fixing works for all types of wooden Door frames & Shutters
- xvii. All types of civil repairing/ maintenance works
- xviii. All types of scaffolding / formworks etc.

**Electrical works**

- xix. Electrical installation (L.T.) – Rewiring (light & power)/ Additions/Alterations & Repairs, L.T. installation, switchgear, cables / panels, MCB-DB/ switch boards & earthing works, etc.
- xx. Network cabling through casing or conduit/ trunking etc.
- xxi. All types of electrical dismantling/ removing works. (Viz security alarm system, fire alarm system etc.)
- xxii. Installation work for fire alarm system wiring / smoke detector.

- xxiii. Providing & laying AC Ducting
- xxiv. UPS wiring & installation works
- xxv. Installation work for telephone, computer, Security alarm / Public Address & Music system.
- xxvi. SITC of Split / window/package ACs.
- xxvii. Providing and fixing Ceiling fan / exhaust fan / wall bracket fans/ pedestal fans etc.
- xxviii. Providing fixing of all types of light –fitting fixtures
- xxix. All types of Electrical repairing/ maintenance works



**Pre-qualification (Eligibility) Criteria**

S. No	Criteria	Description (details)	Required Documents to establish compliance to PQ criteria
1.	<b>Duration of Past Experience</b>	Should have minimum 5 years of experience of executing similar works* (during last 5 years ending last day of month previous to the one of which applications are invited). Applicant should furnish their client list showing the details of work carried out by them during the last 5 years. The list shall include details such as Name of the client, Value of work executed, date of start and finish of the work, details of work orders, completion certificates, Reason of delay, if any etc. The applicant should submit documentary evidence in support of minimum experience of 5years.	a) Copy of certificate of registration/ incorporation b) Copy of work order received during last 5 years ending in September 2020 and its completion certificate along with copy of TDS certificate issued by the customer/s. c) Client List, indicating details of works carried out for them
2.	<b>Minimum value of each completed work (Qualifying)</b>	Experience of having successfully completed similar works during last 5 years ending last day of month previous to the one of which applications are invited should be either of the following:  i) Three similar completed works each costing not less than the amount equal to 40% of the estimated cost. (In case of empanelment of contractors as the estimated cost ranges between a lower band and an upper band, then 40% of the upper band of the range shall be considered.) <b>OR</b> ii) Two similar completed works each costing not less than the amount equal to 50% of the estimated cost. (50% of the upper band of the range shall be considered.) <b>OR</b> iii) One similar work costing not less than the amount equal to 80% of the estimated cost. (80% of the upper band of the range shall be considered)	a) Copy of work order b) Copy of TDS certificate c) Completion certificate

3.	<b>Yearly Turn over</b>	<p><b>Should have an annual turnover of amount equal to,</b></p> <p>i) 30% of estimated cost or more during the last three financial year ending 31<sup>st</sup> March if completion period of the proposed work is more than two year.</p> <p>ii) 50% of estimated cost or more during the last three financial year ending 31 March if the completion period for the proposed work is more than 1 year and up to two years.</p> <p>iii) 100% of estimated cost or more during the last three financial years ending 31March if the completion period for the proposed work is up to 1 year. (The estimated cost ranges between a lower band and an upper band, then estimated cost fixed as the upper band of the range shall be considered for calculating turn over.</p>	Chartered Accountant's certificate along with supporting Financial statements of last three years
4.	<b>Solvency</b>	<b>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 range if the estimated cost ranges between a lower band and an upper band /estimated cost of the work.</b>	Banker's solvency certificate
5.	<b>Income Tax</b>	<b>Income tax clearance certificate / ITR</b>	<b>Last three year ITR for the years 2017-18, 2018-19 &amp; 2019-20</b>
6.	<b>Service setup</b>	<p>a) Having full-fledged service setup at Kanpur or at nearby place where from required quality after – sales services can be provided.</p> <p>b) Must have valid licenses for related trades and GSTN registration.</p>	a) For providing & fixing works.
7	<b>Registration and License required</b>	<b>Must have valid licenses for related trades as applicable, PAN, GST, Labour License with respective registering authorities.</b>	<b>Copies of relevant certificate/licenses, issued by the respective authority.</b>

- For Repainting works, similar works means – Repainting works including minor works which are required to be carried out before repainting.
- Regarding client's certificate, for works carried out for Government / public sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. For works carried out for Private companies, copy of TDS has to be submitted for proving the credentials/ contract amount.

**Note:- The Bank reserves right to reject any or all applications without assigning any reason thereof.**

Signature of the Authorized Person  
With seal

Date:

Place: