

**RESERVE BANK OF INDIA  
COLLEGE OF AGRICULTURAL BANKING, PUNE – 411 016**

**Categories for Empanelment**

**SECTION –A : Empanelment of Civil Work Contractor**

<b>Trade</b>	<b>Category</b>	<b>Description of Work</b>
Trade-1	I. Upto Rs.5,00,000/ II. Above Rs.5,00,000/- to Rs.10,00,000/- III. Above Rs.10,00,000/- to Rs.50,00,000/-	Civil – Masonry / Carpentry / False Ceiling / Panting / Aluminium works / Structural repair / Water proofing / Sanitary & plumbing  Steel work – Fabrication & repair of steel windows/collapsible gates/rolling shutters/Steel trolleys/boxes/furniture floor springs etc.,  Aluminium Works installation/repair of parturitions/doors/windows/grills etc.

**SECTION-B: Empanelment of Electrical Works**

<b>Trade</b>	<b>Category</b>	<b>Description of Work</b>
Trade-1	I. Upto Rs.5,00,000/- II. Above Rs.5,00,000 to Rs.10,00,000/-	Repair/Serviceing of H.T./LT Equipment/ Lines/Substation Equipments including all types of ACB , VCB & OCB
Trade-2	I. Upto Rs.5,00,000/- II. Above Rs.5,00,000 to Rs.10,00,000/-	Supply/Repair/Serviceing of Water Pump, Motors (including Submersible)
Trade-3	I. Upto Rs.5,00,000/-	Supply, Installation, Repair Serviceing & Maintenance of all types of Kitchen equipment, Geyser/Refrigerators / Window AC/Split AC/ Tower AC / Cassettes AC / Water Cooler/ Inverters/Stabilizers/ Battery etc.
Trade-4	I. Upto Rs.5,00,000/- II. Above Rs.5,00,000 to Rs.10,00,000/-	Electrical wiring work including additions/alterations to Electrical Installation work including supply of material & maintenance
Trade-4	I. Upto Rs.5,00,000/-	Supply and installation of UPS
Trade-5	I. Upto Rs.5,00,000/-	Supply and installation of Public Address System

**SECTION-C: Maintenance/servicing & Supply of**

<b>Trade</b>	<b>Category</b>	<b>Description of Work</b>
Trade-1	I. Upto Rs.5,00,000/-	Maintenance of sanitary, plumbing and carpentry work
Trade-2	I Upto Rs.5,00,000/-	Maintenance & supply of fire fighting equipments
Trade-3	I. Upto Rs.5,00,000/-	Cleaning of Fans & Tube-lights/ Vacuum/ Scrubbing machines maintenance/ Vertical blinds etc.
Trade-4	I. Upto Rs.5,00,000/-	Service/maintenance of Fax/Xerox machines/Postal Franking machine
Trade-5	I. Upto Rs.5,00,000/-	Pest Control/Mosquito Control/Vacuum Fumigation Chamber treatment
Trade-6	I. Upto Rs.50,000/-	Maintenance of Aquarium
Trade-7	I. Upto Rs.5,00,000/-	Supply and Maintenance/Servicing of Computer/ Printers, Network, Telephones, Access Control System etc. & computer peripherals
Trade-9	I. Upto Rs.50,000/-	Cleaning of Telephone / Computers
Trade-10	I. Upto Rs.50,000/-	Cleaning of water tanks / fountains
Trade-11	I. Upto Rs.50,000/- II. Above Rs.50,000/- to Rs.5,00,000/-	Disposal of unserviceable a) furniture b) Plumbing c) Electrical items etc
Trade-12	I. Upto Rs.50,000/-	Supply / fixing & maintenance of Vertical blinds/curtains
Trade-13	I. Upto Rs.50,000/-	Supply and fixing of name plates/Neo sign boards/metal letters/plastic name-boards etc
Trade-14	I. Upto Rs.50,000/-	Supply of water by tanks
Trade-15	I. Upto Rs.5,00,000/- II. Above Rs.5,00,000 to Rs.10,00,000/-	Landscaping, Horticulture and garden maintenance.
Trade-16	I. Upto Rs.5,00,000/-	Maintenance/repair of Fire fighting, Fire Alarm System equipment, access control/watch and ward systems & Fire Extinguishers

## **PART-I**

RESERVE BANK OF INDIA  
COLLEGE OF AGRICULTURAL BANKING  
PUNE – 411 016

### **APPLICATION FORM FOR EMPANELMENT OF CONTRACTORS FOR MAINTENANCE/REPAIR WORKS/SUPPLY**

1. The Reserve Bank of India intends to prepare a panel of reputed Contractors for undertaking, execution, maintenance and repair works of the Bank's properties situated at University Road, Pune. These works are estimated cost upto Rs.5 lakhs, Rs. 5 Lakhs to 10 lakhs & to Rs.10 lakhs to 50 lakhs.
2. Applicants are required to indicate on the top of the application form the trade and/or Group/Section/category in which they desire empanelment as per list enclosed.
3. Intending applicants are required to furnish details about their Organisation, technical experience, competence and evidence of their financial standing as per the enclosed proforma.
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 said Client's Certificate from at least two of their clients, for whom they have carried out "Eligible Works" in terms of pre-qualification criteria described in the notice inviting application in a sealed cover. Similarly, they have to submit the said Banker's Certificate from their banker/bankers. Such Certificates should be addressed to the application inviting authority of Reserve Bank of India and should be submitted along with their application in a sealed envelope.  
  
Client's Certificate issued by a Government/Semi Government Organization of a PSU should be signed by an official of the rank of Superintendent Engineer or equivalent and must be supported by adequate proof of payments received by the contractor for the work done by them. The client's Certificate issued by the private organizations shall also accompany Tax Deducted at Source (TDS) Certificates. Applications received without the specified certificate in specified format shall be rejected and the Bank shall have the right to independently verify the submitted certificates.
5. 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.
6. The application form shall be signed by a person on behalf of the Organization, who is duly authorized to do so.
7. 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. Satisfactory completion certificates for works done for different employers should preferably be furnished along with the application.
8. Application along with a covering letter or any document shall be submitted in duplicate.
9. Application containing false or inadequate information is liable for rejection.
10. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.

Separate applications to be made for Civil, Electrical and Dead Stock works.

**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)	
	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	

2.

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) Mobilizaion of manpower	Outstanding/Very Good/Good/ Satisfactory / Poor
	e) General behaviour	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

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

Client's report issued by Pvt. Organization shall also accompany TDS Certificates.

(Reports must be submitted in sealed cover addressed to the I & Chief General Manager & Principal, Reserve Bank of India, College of Agricultural Banking, University Road, Pune – 411 016

## 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./Shri\_\_\_\_\_ 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 Rs.\_\_\_\_\_  
[\_\_\_\_\_]. This certificate is issued without any guarantee  
or responsibility on the Bank or any of the officers.

(Signature)  
For the Bank

**Note:**

1. Bankers' certificate should be on letter head of the Bank, sealed in cover addressed to enlistment authority – Shri Sandip Ghose, & Chief General Manager & Principal, Reserve Bank of India, College of Agricultural Banking, University Road, Pune-411016
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

**Declaration Form to be filled in and signed by the intending applicant**

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.

1. I/We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a latter date, any future contract made between ourselves and the Reserve Bank of India, Pune on the basis for the information given by me/us will treated as invalid by the Reserve Bank of India furnished herewith in the accompanying sheets.

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 Parts I, II and III is correct to the best of my/our knowledge.

Signature of the applicant

Place:

Date:

## PART – II

### BASIC INFORMATION

1. Name of the Organisation :
2. Type of Organisation whether Proprietorship, partnership, etc. :
3. Name of the Proprietor/  
Partners/Directors in the Organisation : i.  
ii.  
iii.
4. Registration (Firm, Company etc.)  
Registering Authority, Date, Number etc. :
5. Experience in maintenance/ repairs  
Works/relevant trade : \_\_\_\_\_ years
6. Whether financially sound to undertake Works costing upto Rs.5.00 lakhs, above Rs.5 lakhs to Rs.10 lakhs & Rs.10 lakhs to Rs.50 lakhs. if so, enclose Banker's Certificate and latest Income Tax Clearance Certificate :
7. Name and address of the Bankers : i)  
: ii)
8. Yearly turn over of the Organisation for the last 3 years (Income Tax Year) : 2004-2005 Rs.  
2005-2006 Rs  
2006-2007 Rs.
9. a. Registered Office address  
and Telephone number :  
b. Office address through which  
the work will be handled :
10. Whether working with any of the Govt./Semi-Govt. Undertaking/s as Approved Contractor and if so, furnish details. :
11. Whether any technical personnel are employed in the Organisation and if so, give details of their experience, qualification, etc. :
12. Indicate if involved in any litigation :
13. Any Civil suits pending in any of the works executed. Give details :



Place:  
Date :

Signature of Applicant

**PART – III**

**Experience**

**List of similar works executed by the Organisation during the last 3 years  
(including works on hand at present) each costing upto Rs. 5 lakhs,  
above Rs.5 lakhs to 10 lakhs & Rs.10 lakhs to Rs. 50 lakhs**

Sr. No.	Name of the work	Name and address of the owner	Nature and specification of the work	The name and full address of the Officer under whom the work was carried out	Amount (Rs.)	Whether work Completed in time	Remarks

Signature of applicant

Place:  
Date: