

Sr. No..... (For office use only)

APPLICATION FOR EMPANELMENT OF CONTRACTORS

Name of The Applicant: M/s.

Last date of submission: dd/mm/2012..

*Central Bank of India*  
Regional Office,  
.....

### **Empanelment of Contractors**

Central Bank of India is in process of empanelling contractors / suppliers / vendors in the field of **(I) Civil, Interior & furnishing (II) Structural Repairs/Rehabilitation (III) Electrical works** for refurbishing/renovation/repairs of branches/offices under .....Region.

- 1.0 Application forms are invited for empanelment of experienced, reputed and competent contractors.
- 2.0 Contractors shall apply for empanelment in prescribed format, which can be down loaded from the web site.
- 3.0 The various categories contractors proposed to empanelled are given in enclosed chart. The eligibility criteria shall be as under :-

#### **3.1 (I) For civil, Interior & furnishing works :-**

- The firm (Contractors) should have minimum 5 years experience in the respective field applied for. The owner or one of the partner / director of the firm should have minimum 5 years' experience in the respective field applied for.
- The (contractors) should have in last 3(three) years carried out **(i)** at least 1(one) work costing not less than the amount equal to 80% of the category applied for or **(ii)** at least 2(two) similar works costing not less than the amount equal to 50% of the category applied for **(iii)** at least 3(three) similar works costing not less than the amount equal to 40% of the upper limit in the category applied.
- The firm (contractors) must executed work for foreign / private / public sector banks or public / private sector organization having local office (place of application)
- The average Annual financial turnover of the firm for the last 3(three) years, ending 31<sup>st</sup> March of the previous financial year should be at least 30% of the upper limit in the category applied.
- The contractors should have PAN & Sales Tax, Vat, Service Tax Numbers applicable as per Govt.Rules & Regulations.

#### **3.2 (II) For Structural Repairs/Rehabilitation works :-**

- The firm (Contractors) should have minimum 5 years experience in the respective field applied for. The owner or one of the partner / director of the firm should have minimum 5 years' experience in the respective field applied for.
- The (contractors) should have in last 3(three) years carried out **(i)** at least 1(one) work costing not less than the amount equal to 80% of the category applied for or **(ii)** at least 2(two) similar works costing not less than the amount equal to 50% of the category applied for **(iii)** at least 3(three) similar works costing not less than the amount equal to 40% of the upper limit in the category applied.
- The firm (contractors) must executed work for foreign / private / public sector banks or public / private sector organization having local office (place of application)

- The average Annual financial turnover of the firm for the last 3(three) years, ending 31<sup>st</sup> March of the previous financial year should be at least 30% of the upper limit in the category applied.
- The contractors should have PAN & Sales Tax, Vat, Service Tax Numbers applicable as per Govt.Rules & Regulations.

### **3.3 (III) For Electrical works**

- The firm (Contractors) should have minimum 5 years experience in the respective field applied for. The owner or one of the partner / director of the firm should have minimum 5 years' experience in the respective field applied for.
- The (contractors) should have in last 3(three) years carried out **(i)** at least 1(one) work costing not less than the amount equal to 80% of the category applied for or **(ii)** at least 2(two) similar works costing not less than the amount equal to 50% of the category applied for **(iii)** at least 3(three) similar works costing not less than the amount equal to 40% of the upper limit in the category applied.
- The firm (contractors) must executed work for foreign / private / public sector banks or public / private sector organization having local office (place of application)
- The average Annual financial turnover of the firm for the last 3(three) years, ending 31<sup>st</sup> March of the previous financial year should be at least 30% of the upper limit in the category applied.
- The contractors should have PAN & Sales Tax, Vat, Service Tax Numbers applicable as per Govt.Rules & Regulations.

4.0 The applicant should enclosed draft (non refundable) for Rs. 500/- in favor of Central Bank of India, and payable at respective cities where applications are submitted. The document submitted without the prescribed application fee will be summarily rejected.

**5.0 The contractors who intend to apply for more than one category have to apply for each category using separate application form and fee.**

6.0 Contractors shall also authorize the Bank to approach his Employers, Clients, Corporations, Organization, etc. to verify contractor's general reputation / competence.

7.0 The Bank reserves the rights to accept or reject any application without assigning any reason.

8.0 Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order and completion certificate and / or such documents shall be submitted. Incomplete application or application without proper proof for establishing their credentials will be summarily rejected and no correspondence will be entertained in this regard.

9.0 The empanelment shall be made for a specific category. However, contractor empanelled in higher category shall be eligible for the works in the lower category.

10.0 If information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at later date, the empanelment of such applicant will be cancelled immediately.

- 11.0 Completed empanelment document shall be submitted up to the last date given in advertisement, during office hours to the office of **Regional Manager, Central Bank of India,.....Regional Office at.....on/before.....**
- 12.0 The application forms will be always available on Bank's website. The intending contractors can submit their application at any point of time. The contractors who apply subsequent to above date shall be considered during the review of the panel, which will be done periodically.

#### **GUIDELINES FOR SUBMISSION OF APPLICATION FORM FOR EMPANELMENT OF CONTRACTORS**

1. Application form for empanelment shall be submitted in sealed envelope super scribing **'Application for Empanelment as Contractors For .....Category.....'**
2. The application shall be submitted strictly in the format as mentioned along with the supporting documents.
3. The application shall be signed by the person/s on behalf of the organization having necessary Authority/ Power of Attorney to do so. Each page of the application shall be signed and copy of Power of Attorney / Memorandum of association (Wherever applicable) shall be furnished along with application.
4. If the space in proforma is insufficient for furnishing full details, such information may be supplemented on separate sheet stating therein the part of proforma and serial number. Separate sheets may be used for each part of application. While filling up the application with regard to list of important projects completed or on hand the applicant shall only include major works handled by the firm.
5. The ability and competence of the applicant to render required services within the specified time frame will be a major factor while deciding the empanelment of contractors.
6. The various categories of contractors proposed to be empanelled shall be as per enclosed chart. The detailed eligibility criteria are given on page 1 of the format. However Bank reserves the right to enhance the criteria in case of more number of applications in a given category.
7. The applicant should ensure that the application is hand delivered at the given address within prescribed date and time as mentioned in the advertisement. The application shall not be accepted by post / courier.
8. Application containing false and/ or incomplete information is liable for rejection.
9. The applicant should enclosed draft (non refundable) for Rs. 5,00/- in favor of Central Bank of India, and payable at respective cities where applications are submitted
10. The bank reserves right to accept or reject any or all the application without assigning any reasons whatsoever and decision of the Bank in regard to selection of Contractors shall be final.
11. Last date and time to accept the application is the last date given in advertisement, during office hours.

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**List of categories of contractors**

**The categories for the Contractor's panel would be as under:**

**Civil &Furnishing work**

- a) Projects/work costing up to Rs.10 lacs
- b) Projects/work costing up to Rs.25 lacs
- c) Projects/work costing up to Rs.50 lacs

**Structural Repairs/Rehabilitation work**

- a) Projects/work costing up to Rs. 50lacs
- b) Projects/work costing up to Rs.100 lacs

**Electrical work**

- a) Projects/work costing up to Rs.10 lacs
- b) Projects/work costing up to Rs.25lacs

The applicant is required to tick the category applying for.

The contractors who intend to apply for more than one category have to apply for each category using Separate application form.

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To,

**Regional Manager,  
Central Bank of India,  
.....Regional Office**

Ref: **Application for empanelment as contractors.**

Dear Sir,

I / we have read and understood the instructions and the Terms & Conditions mentioned in the application form. I / we do hereby declare that the information furnished in the application and the supplementary sheets are correct to the best of my knowledge and belief.

I / we authorise Bank to approach our clients to verify the facts submitted by us.

Signature of applicant with seal

Name:

Designation:

Address:

Place

Date:

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**Information to be furnished by the applicants**

1	Name of the Organisation		
2	Address with telephone no. and e-mail address if any.	Postal address	
		Telephone nos.	
		E-mail address	
3	Year of establishment		
4	Status of the firm (Enclose copy)		Proprietorship / partnership / limited / trust / any other (please specify)
5	Name of Directors/ Partners / Proprietor		i)
			ii)
			iii)
6	Name and address of Bankers		i)
			ii)
			iii)
			iv)
7	Name of 3 projects of value not less than 80% of the upper value of the applied category executed during last three years by the firm. (Details to be furnished in proforma 1)		i)
			ii)
			iii)
8	Important major projects on which the firm is engaged at present and their estimated cost, stage of work viz. planning and construction, the full address of clients shall be indicated against each project. (Details to be furnished in proforma 3)		i)
			ii)
12	If you are registered in Panel of other Organisation/ Statutory bodies such CPWD, PWD, MES, Banks, etc, furnish their name, Category and date of registration.		i)
			ii)
			iii)

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DETAILS OF DIRECTORS / PARTENERS

Sr. no.	Name of partners / directors	Academic qualification	Official designation	Address / phone / fax / e-mail
1.				
2.				
3.				
4.				
5.				
6.				

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### DETAILS OF REGISTRATION

Sr. no	Name of organisation / department	Registration no.	Date / year of registration	Enclosed proof	
1.	Registrar of firms and societies				
2.	Income tax department (mention PAN no. with copy of latest income tax clearance certificate)				
3.	VAT Department (Enclose copy of latest income tax clearance certificate)				
4.	Work contract tax registration (Enclose copy of latest Sales tax clearance certificate)				
5.	Details of EPF account and registration				

### FINANCIAL STATUS

Sr. no	Financial year	Turnover of the firm (in Rs. lacs)	Profit / loss	Enclosed certified copies of audited balance sheets / chartered accountant's certificate.	
				Yes	No
1	200.. – 200..				
2	200.. – 200..				
3	200.. – 200..				

Furnish copies of audited Balance Sheet and Profit & loss account (audited) for the last three years.

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PROFORMA –1  
PARTICULARS IN RESPECT OF WORK EXECUTED

Sr. No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner and consultant	Value of work executed	Stipulated time of completion	Date of commencement	Date of completion	Any other relevant information
1								
2								
3								
4								

Signature of the Applicant

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Note The contractor shall mention only those works executed during last 3 years which fulfills the eligibility criteria on this page. The list is to substantiated with the documentary evidence such as work order and completion certificates in absence of which the application is liable to be rejected. Other works should be mentioned on separate sheet.

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PROFORMA- 2  
LIST OF KEY PERSONAL PERMANANTLY EMPLOYED

Sr. no.	Name	Designation	Qualification	Experience	Years with the Firm	Any other information
1						
2						
3						
4						
5						

Signature of the Applicant

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PROFORMA –3  
PARTICULARS IN RESPECT OF WORK IN HAND

Sr. No	Name of the work/ project executed with address	Short description of work executed	Name and address of owner and consultant	Value of work executed	Stipulated time of completion	Status Of Work	Any other relevant information
1							
2							
3							
4							

Signature of the Applicant

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Use separate sheet ,if required.

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OTHER INFORMATION

1. Work force permanently employed
  - i) Mason
  - ii) Carpenters
  - iii) Mechanics
  - iv) Electricians
  - v) Mates / helpers
  - vi) Others
  
2. Work shop / manufacturing unit facilities
  - i) Location
  - ii) Area
  - iii) Type of structure
  - iv) Type of facilities
  
3. List of major constructional equipments in possession of the firm

List of Documents enclosed with application form.

1. Status of the Firm / Registration certificate / Memorandum of association
2. Income Tax clearance certificate.
3. VAT registration certificate
4. VAT clearance certificate
5. Work contract tax registration certificate
6. Work contract tax clearance certificate
7. EPF registration certificate
8. Copies of proof regarding the work executed like work order and completion certificate.
9. Electrical contractor licence.
10. Photograph of major work executed.
11. Certified copies of audited balance sheets / chartered accountants certificates.
12. Copy of power of attorney (wherever applicable)
13. Demand draft / pay order of Rs. 500/- in favour of Central Bank of India payable at  
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Note - please teak the certificates / documents attached.