



பாங்க் ஆஃப் பரோடா बैंक ऑफ़ बड़ौदा Bank of Baroda

**Applications are invited for  
Empanelment of Contractors on Following Trades**

- 1. Civil Works**
- 2. Electrical**
- 3. Air Conditioning works**
- 4. Carpentry / Interior Furnishing**
- 5. Signage works**

**to Carry out Various Small / Medium Value Works / Supply Items for  
our Bank's Branches/ Offices / Residential Flats across the State of  
Tamilnadu & Puducherry UT**

**Bank of Baroda  
Zonal Office  
3<sup>rd</sup> Floor, Baroda Pride  
41 Luz Church Road, Mylapore  
Chennai - 600 004**

**Notice Inviting Applications from eligible Agencies For Empanelment of Vendors /  
Contractors etc., to Carryout Various Works / Supply Items for our Bank's Branches/  
Offices / residential Flats across Tamilnadu & Puducherry UT**



Bank of Baroda, Zonal Office, Chennai Zone invites applications from Vendors / Contractors / Suppliers and service providers in various categories as mentioned below to carryout different works / supply for our Bank's Flats / Offices / Branches in and around Tamilnadu and Puducherry UT.

**Purpose:** Bank intends to select Contractors / Suppliers and Service providers to carryout various works and Supply items for our Bank's flats / Offices / Branches in and around Tamilnadu and Puducherry UT in categories as below.

Sr. No	Trade	Eligibility Criteria	
		CATEGORY - I (Upto Rs.15.00 Lakhs)	CATEGORY - II (Rs.15.00 L to Rs.50.00 Lakhs)
1. 2. 3. 4.	<b>Civil Works Electrical AC works Carpentry &amp; Interior works</b>	<b>One</b> similar completed work costing not less than Rs.12.00 Lakhs. <b>OR</b> <b>Two</b> similar completed works costing not less than Rs.7.50 Lakhs <b>OR</b> <b>Three</b> similar completed works costing not less than Rs. 6.00 Lakhs during last -5- years. & Average annual turnover for last three Financial years should not be less than Rs. 4.50 Lakhs	<b>One</b> similar completed work costing not less than Rs.40.00 Lakhs. <b>OR</b> <b>Two</b> similar completed works costing not less than Rs.25.00 Lakhs <b>OR</b> <b>Three</b> similar completed works costing not less than Rs. 20.00 Lakhs during last -5- years. & Average annual turnover for last three Financial years should not be less than Rs. 15.00 Lakhs
4.	<b>Signage works</b>	Empanelment is upto work value of <b>Rs.2.50 Lakhs</b> only. Vendor should be an authorized converter of 3M or Avery Dennison or LG. Should have executed signage / print media related works costing not less than Rs.1.00 Lakhs.	

The Empanelment will remain valid for three years or till date as decided by the Bank depending upon the work done by the Contractor/Service provider/Supplier subject to renewal for further period of one year, on the same terms and conditions and at the discretion of the Bank.



**Instructions to the applicants:**

How to submit the application	The application along with details in the enclosed Performa is to be submitted along with all the details in a sealed envelope- super scribing " <b>Application for empanelment of Vendors / Contractors</b> "
The application should be submitted to:	The Zonal Manager Bank of Baroda 3 <sup>rd</sup> Floor, Baroda Pride 41, Luz Church Road, Mylapore, Chennai-600 004
Contact person /Telephone No, for clarification/queries:	Mr. Jai Amarnath V, Chief Manager (FM), 044-2345 4373
Date of Issuance of Notice	27.09.2024
Date of Closing	17.10.2024,3.00PM
Other terms	<ol style="list-style-type: none"><li>1. Enlistment of Contractors / vendors is for the entire Zone, covering State of Tamilnadu &amp; Puducherry UT. Priority may be given to the local vendors for a particular location.</li><li>2. No price/cost/commercial information is being sought. So envelope should not contain any commercial/financial information. This information will be called separately in future, from the qualified/ empanelled bidders.</li><li>3. Selection will be depending on various parameters set on pre- qualification application.</li><li>4. Contractors may also apply for -2- or more trades with requisite documents. An enlistment for composite category may be formed accordingly at the discretion of Bank.</li><li>5. Bank reserves the rights to add / remove any contractor / vendor at any point of time without assigning any reason thereof.</li><li>6. Addendum / Corrigendum, if any will be published in Banks website only.</li></ol>

**Zonal Manager**  
Bank of Baroda,  
Chennai Zone



**Covering Page**

Name of the Agency		
Registered Office Address		
Local Office Address		
E-mail		
Contact Number		
Preferred Location for Empanelment in and around 1. Chennai, 2. Coimbatore, 3. Trichy, 4. Puducherry, 5. Madurai, & 6. Salem. (Work may be awarded at other locations also anywhere in the state of Tamilnadu)		
Trade applied (Please Tick applicable trades)	Civil Works	
	Electrical works	
	Air Conditioning works	
	Carpentry / Interior Furnishing	
	Signage Works	



**Proforma – 1**

**Basic Information**

**The information furnished below will form the basis of pre Qualification for selection. Necessary supporting Documents to be enclosed.**

<b>SR. NO</b>	<b>DESCRIPTION</b>	<b>DETAILS</b>
1.	Name of the Agency	
2.	Year of Establishment	
3.	Type of the Firm : Proprietary/Partnership/Pvt. Ltd./Pub. Ltd. Enclose supporting Documents / Registration copies / MSME Registrations, if applicable.	
4.	PAN	
5.	GST Number	
6.	Names of the directors/Partners/proprietor	
7.	License from TN Electrical Licensing Board (For Electrical trade)	
8.	Authorization letter from OEM (Signage converters / AC vendors, etc)	
9.	Empanelment with the other Banks /PSU's/,Govt Departments, etc.(Enclose Certificates)	
10.	Name and Branch of the Bankers	
11.	Turnover for the last 3 years FY 2021-22 FY 2022-23 FY 2023-24 (One page certificate from CA to be enclosed)	
12.	Field of activities:	
13.	Main Activity:	
14.	No of years of Experience in the field and work details of any other field: enclose necessary documents to support the same)	
15.	References: Minimum three references from other than Bank of Baroda.	
16.	Number of Total staff working in the organization in various category.	
17.	Have you in the past carried out any works for Bank of Baroda or its subsidiaries? :	



16.	Have you ever been banned by any Govt. /Public Sector Units? If yes please provide details in brief:	
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**Proforma-2**

**Major Works Completed during Last -7- Years (Please mention -3- high value works)**

Sr. No	Name of the work	Name & full postal address of the owner.	Contract Amount (Rs.)	Stipulated time of completion	Actual Time of Completion	Any other relevant details
1.						
2.						
3.						

Please enclose copy of Work Order & completion certificates from project in- charge.



**Proforma-3**

**Major Works on hand:**

Sr. No	Name of the work	Name & full postal address of the owner.	Contract Amount (Rs.)	Stipulated time of completion	Present Status	Any other relevant details
1.						
2.						
3.						

Please Enclose copy of Work Order.



**Proforma - 4**

**Details of Key Personnel (Please fill the applicable details)**

Sr. No	Particulars	Name and designation	Age	Qualification	Experience	Nature of works handled	Largest valued projects handled/handling	Date from which employed in your organization.	Indicate details of experience for similar projects
	1	2	3	4	5	6	7	8	9
1.	Details of In-house Qualified Architects								
2	Details of Qualified In-house Structural Engineers.								
3	Details of Qualified In-house Civil Engineers, with details of experience in similar works.								
4	Details of In-house qualified water supply & sanitary Engineers.								
5	Details of In-house Qualified Electrical Engineers								
6	Details of other in-house Specialists available a) For lift Works & other Electro Mechanical Works HVAC, Pumps & generators, etc.								
7	Details of in-house qualified Air conditioning Engineers.								
8	Details of in-house Specialists available for landscaping work								
9	Details of in-house Specialists for any other work								

**Notes:** Information as above with respect to your trade to be filled with all details. Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favour.

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