



**PRE-QUALIFICATION OF CONTRACTORS FOR CONSTRUCTION  
OF BANK'S COMMERCIAL BUILDING AT CANNON SHED ROAD  
ERNAKULAM-PHASE I**

**LAST DATE OF SUBMISSION : 10.04.2025 up to 15:00**

Applications will be submitted to the following address

**GENERAL MANAGER**

**ZONAL OFFICE, BANK OF BARODA,**

**4<sup>th</sup> FLOOR, M G ROAD METRO STATION COMPLEX, M G ROAD, ERNAKULAM-682 035,  
KERALA, INDIA.**

### NOTICE INVITING PRE-QUALIFICATION

Bank of Baroda invites Pre-Qualification applications from experienced and competent bidders, meeting prescribed criteria as mentioned in this document.

|     |  |   |  |
|-----|--|---|--|
| 1.  | Name of Work:  | : | Construction of Bank's Commercial Building at Cannon Shed Road Ernakulam-Phase I   |
| 2.  | Location   | : | Ernakulam  |
| 3.  | Website for upload tender/ Corrigendum/ Addendum                       | : | <a href="https://www.bankofbaroda.in/tenders/zonal-regional-offices">https://www.bankofbaroda.in/tenders/zonal-regional-offices</a>  |
| 4.  | Estimated Cost of Work   | : | Rs. 12,42,81,543/- (Excl. GST)   |
| 5.  | Tender submission fee  | : | Nil  |
| 6.  | Site Visit   | : | The bidder is advised to visit the project site for his satisfaction before submitting the bid.  |
| 7.  | Pre Bid Meeting  | : | No pre-bid meeting will be held. However, the queries can be emailed to <a href="mailto:pe.ekmz@bankofbaroda.co.in">pe.ekmz@bankofbaroda.co.in</a> on or before 26.03.2025 05:00 pm. |
| 8.  | Project Completion Period  | : | 18 Months from the date of handing over of site  |
| 9.  | Performance Guarantee  | : | 5% of Tendered value (For information -To be submitted by qualified bidders along with tender when notified )  |
| 10. | Total Security Deposit   | : | 5% of Tendered value (For information- To be submitted by qualified bidders along with tender when notified )  |
| 11. | Defect Liability Period  | : | 5 Years for Civil Work and 3 Years for Electrical and Mechanical Works   |
| 12. | Validity of Bid/Tender   | : | 90 Days  |
| 13. | Last date & time for online submission of Pre-Qualification Documents. | : | 10.04.2025 up to 15:00 hours   |
| 14. | Opening of Application )   | : | 10.04.2025.2025 at 15:30 hours   |

## **Background**

Bank of Baroda proposes to construct a commercial building at its own plot of land admeasuring 31.36 Cents located near Canon Shed Road in Kanyannur Taluk Ernakulam Village, Ernakulam, Kerala. The building is proposed to be constructed as bank's commercial building for accommodating branch, meeting hall, regional office, zonal, office, other offices canteen etc. along with parking facilities. Building shall be built to foster innovation, commercialization and economic development.

Bank has engaged M/s Prima Arch, Cherthala, Alappuzha as Project Architect, for finalizing the design, preparation of tender documents etc for the project. The drawing for the proposed construction has been approved by Municipal Corporation Kochi. M/s WAPCOS Limited has been engaged by Bank as Project Management Consultants (PMC) for the project . They will be handling the day to day operations at site . The identified contractor has to coordinate with Bank's consultants for ensuring successful completion of execution.

For any clarification regarding submission of application, the applicants may contact representatives of Architect / PMC contact details are shared in this document.

The evaluation of applications shall be done by PMC/ Architect / Employer and tender document shall be issued to those qualified agencies. No separate notification shall be released in newspaper while issuing tender document .

All applicants are advised to visit tender section of Bank's website for any update on the matter till the last date of submission. There is possibility that some additional conditions are included therein. Applicants have to consider all instructions given in this document / subsequent modification while submitting the application.

Bank reserves its right to accept/reject all or part of the applications without assigning any reason thereof.

## PRE-QUALIFYING CRITERIA

Contractor/Agency/Firm should only submit their application if they considers themselves eligible and they are in possession of all the documents required and fulfills the minimum eligibility requirements

### SITE VISIT

Intending Bidder(s) have to visit site to inspect and examine the site at his own cost and its surroundings and satisfy themselves before submitting their application as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder(s) shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidder(s) shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a application by a bidder(s) implies that he has read this notice and has made himself aware of the scope of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.

| S.N | Particular of Document   |
|-----|--|
| 1   | Letter of Transmittal on bidder letter Head to submit application  |
| 2   | Original Authorization Letter to sign the Application .  |
| 3   | Yearly sales Turnover and Audited Balance Sheet for Last 5 (Five) years ending on the financial year 2023-24. <b>(Form-A)</b><br>The requisite certificates must be certified by statutory auditor of the firm/company. Any such certificate must carry the UDIN (Unique Document Identification Number).          |
|     | <ul style="list-style-type: none"><li>The contractor should not have incurred any loss (profit after tax should be positive) in more than two years during last Five years ending FY 2023-24 duly audited by the Statutory Auditor.</li></ul>  |
|     | <ul style="list-style-type: none"><li>Turnover: Average annual financial turnover on construction works should be at least Rs.3,72,84,462/- <b>(30% of the PAC)</b> of work during the immediate last 3 consecutive financial years ending 2023-24. This should be duly audited by the Statutory Auditor</li></ul> |
|     | <ul style="list-style-type: none"><li>Full Balance Sheet, Profit &amp; loss Statement of Bidder, net worth certificates should be certified by the statutory auditor of the firm/company. Any such certificate must carry the UDIN (Unique Document Identification Number).</li></ul>                              |
| 4   | Details of all work (similar experience) completed <b>(Form-B)</b> .   |
| 5   | The contractor should also have satisfactorily completed the works as mentioned below during the last Seven years ending previous day of last date of submission of  |

|    |  |
|----|--|
|    | tender.  |
| 6  | <p><b>SIMILAR EXPERIENCE</b></p> <p>I. One similar completed work costing not less than the amount equal to <b>Rs.9,94,25,234/- (80% of PAC)</b><br/>Or</p> <p>II. Two similar completed works costing not less than the amount equal to <b>Rs.6,21,40,771/- (50 % of PAC)</b><br/>Or</p> <p>III. Three similar completed works costing not less than the amount equal <b>Rs.4,97,12,617/- (40% of PAC)</b></p> <p>The Value of Similar completed Works will be brought to current costing level by enhancing the actual value of work at simple rate of 7 % per annum, calculated from the date of completion to last date of submission of bids.</p>   |
| 7  | <p>"Similar work experience" refers to Construction of Commercial / Administrative/ Institutional Building satisfactorily completed for a Central Government/State Government department/ PSU .</p> <p>For Firefighting works, the bidder can enter into an agreement with an experienced associate to fulfil the technical eligibility criteria. The bidder or the associate, as the case may be, should have installed and commissioned these specialized works at minimum 1 project in any Central/State/PSU/ Department. This shall be considered for the purpose of assessing the technical competence only without adding its monetary value for determining the financial eligibility criteria.</p> <p>An MoU (Memorandums of Understanding) between the bidder and the associate as per <b>Form C</b> in this regard should be submitted along with an undertaking on Rs.100 Non-Judicial Stamp Paper as per <b>Form D</b>. The validity of MOU shall be upto completion of Defects Liability Period (DLP).</p> <p>A copy of the completion certificate, signed by an engineer not below the rank of Executive Engineer or equivalent, must be enclosed.</p> |
| 8  | <p>Details of General/similar type of work executed indicating value of works in each contract with self-attested documentary evidence such as copy/copies of completion Certificate(s) along-with LOI(s)/W.O(s) from respective Owner(s)/Client(s) mentioning name and nature of work(s), date(s) of commencement and value(s) of the job(s) executed during last seven years. Completion certificate needs to be enclosed.</p>   |
| 9  | <p>Name, Address, details of the Organization, Name(s) of the Owner/Partners/Promoters and Directors of the firm/company. <b>(Form-E)</b></p>  |
| 10 | <p>Copy of P.F and PAN Number.</p>   |
| 11 | <p>Copy of Goods and Service Tax (GST)</p>   |
| 12 | <p>The bidder should be an Indian Registered Company under Companies Act 1956/ Proprietorship Company/ Partnership Company/ Limited company private or public or corporation. <b>Joint Ventures are not accepted.</b> Copy of Certificate of Incorporation/Registration/Partnership Deed or any other relevant document, as</p>  |

|    |  |
|----|--|
|    | applicable, should be submitted along with a copy of address proof.  |
| 13 | Bidder should submit the declaration <b>(Form-F)</b> of not being ineligible for corrupt or fraudulent practices   |
| 14 | Letter of understanding the project site on bidder letter Head <b>(Form-G)</b> .   |
| 15 | 'No Deviation Certificate' in the prescribed format in Bidder's Letter Head <b>(Form-H)</b> .  |
| 16 | Details of Technical & Administrative Personnel to be Employed for the Work <b>(Form-I)</b>  |
| 17 | Details of the Equipment's /Machinery owned /hired by the Bidder for the Project <b>(Form-J)</b> .   |
| 18 | Project Under Execution or Awarded <b>(Form – K)</b>   |
| 19 | <p>Bidder shall submit Information on litigation history, liquidated damages, disqualification etc. in bidder Letter Head.</p> <p><b>Form L:</b> Format of Undertaking to be Furnished on Company Letterhead<br/>Blacklisting/Non-Debarment Undertaking.</p>   |
| 20 | <p>The bidder should not be insolvent, in receivership, bankrupt or being wound up, not have had their business activities suspended. Accordingly, Bidder shall submit Solvency certificate from Nationalized/Scheduled Commercial Bank with details of Financial Status i.e. Name of the Banker &amp; Current Solvency Certificate ((i.e. the solvency certificate shall be dated after the date of publication of original NIT and Be addressed to the tendering authority quoting the name of the work)) from the Banker in original for a sum of at least <b>Rs.4,97,12,617/- (40% of PAC)</b> in order to fund the project till the time the invoices get paid. <b>(Form-M)</b></p> <p>The Certificate should be issued between the publishing date of original NIT (tender/retender) &amp; last date of submission of Bids, including extensions if any. The certificate should carry the name, designation of the bank official and the name of Work.</p> |

**LETTER OF TRANSMITTAL  
(On Bidder's Letterhead)**

From:

To  
The General Manager,  
Bank of Baroda, Zonal Office, 4th Floor,  
M G Road Metro Station, Mahatma Gandhi Rd,  
Ernakulam, Kerala 682016

**Subject: Submission of pre-qualification documents for the work of "Construction of Bank's Commercial Building at Cannon Shed Ernakulam-Phase I"**

Sir,

Having examined the details given in press notice and bid document for the above work, I/we hereby submit the relevant information.

1. I/we hereby certify that all the statement made and information supplied in the enclosed forms A to L and accompanying statement are true and correct.
2. I/we have furnished all information and details necessary and have no further pertinent information to supply.
3. I/we submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following eligible similar works:

| Name of work | Certificate from |
|--------------|------------------|
|              |                  |
|              |                  |
|              |                  |

**Certificate:**

**It is certified that the information given in the enclosed in the application are correct. It is also certified that I/we shall be liable to be debarred, disqualified/ cancellation of enlistment in case any information furnished by me/us found to be incorrect.**

Enclosures:

Seal of bidder

Date of submission:

Signature(s) of Bidder(s)

**FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF PROPOSAL FOR AUTHORIZED  
SIGNATORY**

Know all men by these presents, we ..... (Name of the Tenderer and address of their registered office) do hereby constitute, appoint and authorize Mr /Ms.....(name and residential address of Power of Attorney holder) who is presently employed with us and holding the position of..... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Bid for the Project and submission of all documents and providing information / responses to \_\_\_\_\_, representing us in all matters before \_\_\_\_\_, and generally dealing with \_\_\_\_\_ in all matters in connection with our proposal for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.



**FORM 'A'**  
**FINANCIAL INFORMATION**

1. Financial Analysis: Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

| <b>Years</b>     | <b>Gross Annual turnover on construction works</b> | <b>Profit/Loss (After Tax)</b> |
|------------------|--|--------------------------------|
| <b>2023-2024</b> |  |                                |
| <b>2022-2023</b> |  |                                |
| <b>2021-2022</b> |  |                                |
| <b>2020-2021</b> |  |                                |
| <b>2019-2020</b> |  |                                |

**Signature of Statutory Auditor  
(with Seal and UDIN)**

**Signature of Bidder(s).  
(with Seal)**

**FORM-B**  
**DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED**  
**DURING THE LAST FIVE YEARS ENDING LAST DAY OF THE MONTH PREVIOUS TO THE**  
**ONE IN WHICH THE APPLICATIONS ARE INVITED**

| Sl. No | Name of Work/Project & Location | Owner of sponsoring Organization | Cost of Work in lakhs | Date of commencement as per contract | Stipulated date of completion | Actual date of completion | Litigation/ Arbitration pending/in progress with details* | Name & address/ Telephone No. of officer to whom reference may be made | Remarks |
|--------|---------------------------------|----------------------------------|-----------------------|--------------------------------------|-------------------------------|---------------------------|---|--|---------|
| (1)    | (2)                             | (3)                              | (4)                   | (5)                                  | (6)                           | (7)                       | (8)   | (9)  | (10)    |
|        |                                 |                                  |                       |                                      |                               |                           |   |  |         |

\* indicate gross amount claimed and amount awarded by the Arbitrator.

**Copy of work Orders and Completion Certificates of the above works should also be submitted.**

**Memorandum of Understanding (FORM C)**

This Memorandum of Understanding (herein after referred to as “MoU”) entered on this the  
..... day of .....2024 by and between

1. .... (Name of Bidder) having its registered office at ..... (hereinafter referred to as the  
“Bidder” which expression shall, unless repugnant to the context include its successors and  
permitted assigns)

**AND**

2. .... (Name of Specialized Agency) having its registered office at ..... (hereinafter  
referred to as the “Specialized Agency” which expression shall, unless repugnant to the context  
include its successors and permitted assigns)

Whereas M/s bank of Baroda invited a Tender No: XX dated DD.MM.YYYY for the work of  
“.....” (Name of Work)

Both parties have agreed to quote for the work jointly and work together strictly on back to back  
basis as per the tender documents, if the work is awarded to ..... (Name of Bidder)

..... (Name of Specialized Agency), is having vas experience in the field of installation and  
completion of ..... (Name of Specialized work) and have agreed to associate with .....  
(Name of Bidder) as per tender pre-qualifying criteria.

..... (Name of Specialized Agency) have successfully completed and commissioned the work  
of ..... (Name of Specialized work) for ..... (Name of Project and Client) as per attached  
Work order and Completion Certificate.

..... (Name of Specialized Agency) has agreed to provide their services until the successful  
completion and commissioning of the ..... (Name of Specialized work) including Defects  
Liability Period as described in the tender document.

..... (Name of Specialized Agency) shall provide all required support to ..... (Name of  
Bidder) during the DLP for 5 years for civil works and 3 years for Electrical and Mechanical works  
wherever applicable.

..... (Name of Specialized Agency) shall provide all required support to ..... (Name of  
Bidder) during the 3 years Warranty period of eligible items.

IN WITNESS WHEREOF, the parties have caused this MoU to be executed by their respective  
authorized representatives with effect as of the effective date and shall be valid till completion  
of the work.

For and on behalf of  
..... (Name of Specialized Agency)  
Authorized Signatory

For and on behalf of  
..... (Name of Bidder)  
Authorized Signatory

FORM D

**UNDERTAKING (FOR ASSOCIATION WITH SPECIALIZED AGENCY)**

**(On a Rs 100/- non judicial stamp paper duly notarized)**

We, M/s \_\_\_\_\_ do hereby undertake to engage a specialised agency after approval of Bank of Baroda for the execution of specialized works pertaining to \_\_\_\_\_ confirming:

1. We shall ensure DLP for 1 years for civil works and 3 years for Firefighting works.  
10years for water proofing
2. We shall ensure that the work is executed by specialised agency as per BoQ and technical specifications as stipulated in the Tender Document. Any changes required shall be got approved by the Engineer in charge and the specialised agency shall abide by it.
3. We shall ensure that for all specialized works, for which we intends to engage a specialized agency for execution of work, we shall take prior approval of the Engineer-In-Charge before engaging such agency.
4. This association with specialised agency does not absolve the contractor M/s \_\_\_\_\_ from our contractual obligations
5. We shall be jointly and severally responsible for performance of the whole contract.

**FORM E**  
**STRUCTURE & ORGANISATION**

| S.No. | Particulars   | Details Submitted by Bidder |
|-------|---|-----------------------------|
| 1.    | Name & address of the bidder  |                             |
| 2.    | Telephone no./Telex no./Fax no.   |                             |
| 3.    | Legal status of the bidder (attach copies of original document defining the legal status)<br><br>(a) An Individual<br><br>(b) A proprietary firm<br><br>(c) A firm in partnership<br><br>(d) A limited company or Corporation |                             |
| 4.    | Particulars of registration with various Government Bodies (attach attested photocopy)  |                             |
|       | Organization/Place of Registration<br><br>1.<br><br>2.<br><br>3.  | Registration No.            |
| 5.    | Names and titles of Directors & Officers with designation to be concerned with this work.   |                             |
| 6.    | Designation of individuals authorized to act for the organization   |                             |
| 7.    | Has the bidder, or any constituent partner in case of partnership firm Limited Company/ Joint Venture, ever been convicted by the court of law? If so, give details.  |                             |
| 8.    | In which field of Engineering construction the bidder has specialization and interest?  |                             |
| 9.    | Any other information considered necessary but not included above.  |                             |

**Signature of Bidder(s)**

**FORM-G**

**FORMAT FOR UNDERSTANDING THE PROJECT SITE**

*(on Bidder Letter Head)*

**To**

**The General Manager Manager,  
Bank of Baroda, Zonal Office, 4th Floor,  
M G Road Metro Station, Mahatma Gandhi Rd,  
Ernakulam, Kerala 682016**

**Subject: Undertaking of the Site Visit for --- Construction of Commercial Building at Cannon  
Shed Road Ernakulam**

Sir,

I/we hereby certify that I/we have examined & inspected the site & its surrounding satisfactorily, where the project is to be executed as per the scope of works. I/ We are well aware about the following

- Location of the proposed building and its allied works.
- Site clearance and no cutting off the matured trees.
- Topography and contouring of the land where the project is to be executed to understand the cutting & filling during the construction and about depth of column/ foundation below the plinth beam.
- Nature of the ground & sub-soil of the site and accessibility to the site.
- Existing surrounding road level to finalize plinth beam level as per standard norms.
- Location of Existing Sewer line & Water pipe line network to connect the proposed building and allied works to make the building functional.
- Location of existing Electric Sub-Station to supply the electricity for the proposed building and allied works to make the building functional.

I / We hereby submit our BID considering above all facts gathered during site visit and each & every aspect have been considered in the Quoted cost of the project since it is item rate Contract. I / We hereby confirm that no extra/additional cost shall be claimed on above aspects

Yours faithfully,

Date:

(Signature, name and designation  
of the Authorized signatory)

Place:

**Name and seal of Bidder**

**FORM-H**  
**FORMAT FOR NO DEVIATION CERTIFICATE**  
[To be submitted on Bidder's Letter Head]

**To**  
**The General Manager,**  
**Bank of Baroda, Zonal Office, 4th Floor,**  
**M G Road Metro Station, Mahatma Gandhi Rd,**  
**Ernakulam, Kerala 682016**

**Subject: No Deviation Certificate for Construction of Commercial Building at Cannon Shed Road Ernakulam**

Dear Sir,

With reference to above this is to confirm that as per Pre qualification conditions we have visited site before submission of our application and noted the job content and site condition etc. We also confirm that we have not changed/modified the above document and in case of observance of the same at any stage it shall be treated as null and void.

We hereby also confirm that we have not taken any deviation from Clause together with other reference as enumerated in the above referred Notice Inviting Application and we hereby convey our unconditional acceptance to all terms & conditions as stipulated in the Tender Document.

In the event of observance of any deviation in any part of our offer at a later date whether implicit or explicit, the deviations shall stand null and void.

Thanking you,

Yours faithfully,

Date:

(Signature, name and designation  
of the Authorized signatory)

Place:

**Name and seal of Bidder**







**FORM-K**  
**PROJECT UNDER EXECUTION OR AWARDED**

| Sl. No | Name of Work/Project & Location | Owner of sponsoring Organization | Cost of Work in lakhs | Date of commencement as per contract | Stipulated date of completion | Actual date of completion | Litigation/Arbitration pending/in progress with details* | Name & address/Tel ephone No. of officer to whom reference may be made | Remarks |
|--------|---------------------------------|----------------------------------|-----------------------|--------------------------------------|-------------------------------|---------------------------|--|--|---------|
| (1)    | (2)                             | (3)                              | (4)                   | (5)                                  | (6)                           | (7)                       | (8)  | (9)  | (10)    |
|        |                                 |                                  |                       |                                      |                               |                           |  |  |         |

\* indicate gross amount claimed and amount awarded by the Arbitrator.

**Completion Certificates of the above works should also be submitted.**

Signature of Applicant

**Form L**

**FORMAT OF UNDERTAKING TO BE FURNISHED ON COMPANY LETTERHEAD  
BLACKLISTING/NON-DEBARMENT UNDERTAKING**

**To**  
**The General Manager,**  
**Bank of Baroda, Zonal Office, 5th Floor,**  
**M G Road Metro Station, Mahatma Gandhi Rd,**  
**Ernakulam, Kerala 682016**

**Name of work:**

**Tender No:**

We hereby confirm and declare that we, M/s.\_\_\_\_\_ is not blacklisted/De registered/debarred by any government department/Public Sector Undertaking/Private Sector/or any other agency for which we have Executed/Undertaken the works /Services during the last 5 years.

For\_\_\_\_\_

Authorized Signatory:

Date:

**FORM "B"**  
**FORMAT FOR SOLVENCY CERTIFICATE**  
[To be submitted on Bank's **Original** Letter Head]

**SOLVENCY CERTIFICATE**

**To,**  
**The General Manager,**  
**Bank of Baroda, Zonal Office, 5th Floor,**  
**M G Road Metro Station, Mahatma Gandhi Rd,**  
**Ernakulam, Kerala 682016**

**Construction of Commercial building at Cannon Shed Road , Ernakulam**

This is to certify that to the best of our knowledge and information M/s \_\_\_\_\_ 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. \_\_\_\_\_ (Rupees \_\_\_\_\_).

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers. This certificate is issued at specific request of the customer for tender purpose.

Date:

Place:

**Signature of Authorized signatory of bank:**  
**Name of Authorized signatory of bank:**  
**E-mail id of Bank/Authorized signatory of bank:**

**Note:**

1. Solvency Certificate should be on letter head of the Bank
2. Email id of bank/authorized signatory of bank should be clearly mentioned on the certificate so that genuineness of the certificate can be established via email.