



BANK OF BARODA, BHOPAL ZONE, INVITES APPLICATIONS FOR EMPANELMENT OF CONTRACTORS AND VENDORS OF REPUTE HAVING PRESENCE IN MADHYA PRADESH FOR VARIOUS WORKS RELATED TO CIVIL, INTERIOR WORKS, ELECTRICAL AND COMPOSITE WORK, AIR CONDITIONER OF BANK'S COMMERCIAL/RESIDENTIAL PREMISES LOCATED AT VARIOUS LOCATION OF BHOPAL ZONE.

Availability of documents on website: 15.06.2024 to 06.07.2024

Last date & time of submission of application – 06.07.2024up to 03:00 p.m.

Date & time of opening of application- 06.07.2024at 03:30 p.m.

Seal & Signature of applicant

Note: All pages of application are to be stamped, signed and submitted by the applicant

Bank of Baroda, Bhopal Zone invites sealed applications for Empanelment of Contractors/vendors of repute for various work in Bank's branches/ offices/ residential flats under Bhopal Zone located in Madhya Pradesh state. The category wise requirement in various disciplines/trades are as under.

Sr. No.	Trades in which empanelment to be done	Category
1.	Civil (Repair, Addition/Alteration/Strengthening including Painting/White Washing/ Plumbing/ Sanitary/ Glass Work/ Steel Fabrication, Doors, Grills etc.)	A,B
2.	Electrical (Repairing/Addition/Alteration/Material Supplier)	A,B
3.	Furnishing & Carpentry (Interior Furnishing and Renovation work for premises such as loose Furniture, Partitions, Wooden/ Veneered Panelling , False Ceiling, Renovation works and Panelling works such as Wooden Flooring, ACP Panelling , Structural glazing's etc.	A,B
4.	Data/telephone cabling and networking	A,B
5.	OOH (out-of-Home) Signage/ Advertisement	A,B

Categoryization:

Category A	Works up to ₹2.50 lacs only
Category B	Works ranging from ₹2.50 lacs to ₹15.00 lacs only

Agencies empanelled for higher category (B) shall be eligible for carrying out jobs in lower categories (A) as well.

Contractors/Vendors desirous of empanelment in the above mentioned categories and fulfilling following minimum requirements may submit their applications.

CRITERIA FOR EMPANELMENT OF CONTRACTORS/ VENDORS ARE AS UNDER:-

- The Firm/contractor/vendor must have adequate presence in Madhya Pradesh during last seven years.
- The firm/contractor/vendor must have sufficient number of experienced personnel, technical know-how, equipment's, instruments and other resources, as the case may be to complete the awarded work well in time with superior quality of materials & workmanship as per standard specifications.
- The Firm/contractor/ vendor must have experience of having successfully completed similar works during last 7 (Seven) years (as on 31.03.2024) as per the following details.

(1) Category A – Works up to ₹2.50 lacs:-

- 03- jobs of minimum ₹1.00 lacs each or
- 02- jobs of minimum ₹1.25 lacs each or
- 01- job of minimum ₹2.00 lacs each.

- Average Annual financial turnover of the firm during the last –3- years, ending 31st March 2024, should be at least ₹75,000/- supported with audited balance sheets.

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(2) Category B – Works ranging from Rs. 2.50 lacs to Rs. 15.0 lacs:-

- 03- jobs of minimum ₹6.0 lacs each or
- 02- jobs of minimum ₹7.5 lacs each or
- 01- job of minimum ₹12.0 lacs.

- Average Annual financial turnover of the firm during the last –3- years, ending 31st March 2024, should be at least ₹4.50 lacs supported with audited balance sheets.

If Audited Balance sheet is not available for FY2023-24, then unaudited balance sheet is acceptable for FY 2023-24, subject to submission of audited balance sheets of FY2020-21, FY2021-22 & FY 2022-23 mandatorily. **The firm should not reported loss during FY 2020-21, FY2021-22, FY2022-23, FY2023-24**

- Similar Works means, works of same nature & magnitude carried out in Govt/PSUs/PSBs/Private Banks only.
- Applications by those firms who do not submit Performance Certificates from their previous employers are liable to be summarily rejected.
- The contractors, vendors who intend to apply for more than one Trade can do so by applying for each trade separately and by submitting separate application fee.

Applications complete in all respect along with relevant documents, information in prescribed Bank's format (downloadable from Bank's website only) with an application fee in form of a Demand Draft of ₹2,000/- (Rupees Two Thousand Only) in favour of "Bank of Baroda" Payable at "Bhopal" only shall be sealed in an envelope and super scribed as "Empanelment of Contractor/Vendor for (Name of Trade _____ and category A / B for Bhopal Zone). The envelope should reach at the following address on or before **06.07.2024 up to 3 pm**

**The Chief Manager (P&E)
Zonal Office, Bank of Baroda
2nd floor, Ganga Jamuna Complex,
M. P. Nagar, Zone-1, Bhopal-462011 (M.P)**

No conditions will be entertained. Disputes, if any, shall be subject to Bhopal jurisdiction only.

Since it's an empanelment process not the procurement process, application fee is mandatory to be deposited by all applicants along with each trade separately. **There is no waiver for SME/Start-up etc. The applications received without requisite application fee shall be rejected.** Please also note that application fee so received shall not be refunded even if the firm/vendor is not qualify for empanelment.

In case of any clarification you may please contact following officials:-

- Chief Manager (P&E) – 0755-4049004
- Sr. Manager (P&E) – 0755-4049021

All the pages of applications are to be stamped and signed by the applicant.

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons whatsoever thereof.

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Instructions to the Applicants for furnishing information as a part of application for Empanelment.

1. Intending Applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing etc. in the enclosed format which will be kept confidential.
2. While deciding upon the Empanelment of Contractors/ Vendors, great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies.
3. Decision of the Bank in regard to selection of Contractors/ Vendors for Empanelment will be final. The Bank is not bound to assign any reason for acceptance / rejection of any applications.
4. Each page of the application shall be signed. The application shall be signed by person / persons on behalf of the organization having necessary authorization / Power of Attorney to do so. (Certified copies to be enclosed)
5. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part. However the format shall be as per proforma.
6. Applications containing false, incomplete and / or inadequate information in application are liable to be rejected. Also mere fulfilment of eligibility criteria does not guarantee selection.
7. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall include those works only which are individually costing not less than 40% of the respective category shown against individual trade herein above as an additional information.
8. Canvassing in any form in connection with Empanelment is strictly prohibited and the application of such persons / organizations who resort to canvassing will be liable to rejection.
9. The applications, which are received after due date and time, are liable to be rejected.
10. Bank reserves the right to reject any/ all the applications without assigning any reason whatsoever therefore.
11. **The contractors, vendors who intend to apply for more than one trade have to apply for each trade separately with separate application fee.**
12. Incomplete applications will not be considered and liable for rejection
13. Intending applicant are requested to read the proforma carefully before filling the particulars.

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14. Information / details furnished by selected contractors/ vendors/ consultants, if found to be false at any time in future or any information affecting empanelment is willingly/ unwillingly withheld, if come to the notice of the Bank at any point of time , the empanelment of contractors/vendors can be cancelled immediately.
15. If the applicant found to be blacklisted by any other banks/institution at any Stage would be immediately be blacklisted by the bank. Further in such case if any work is already been allotted to the applicant, the same may be withdrawn / cancel by Bank.
16. Empanelment of the firm will be valid only for three years, if selected, subject to yearly performance review.
17. 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 as token of acceptance of the contents mentioned therein and copy of Power of Attorney/Memorandum of association (wherever applicable) shall be furnished along with application.
18. **It is necessary that Contractors / vendors must have one of its Office in any District of Madhya Pradesh.**
20. **All applicants for empanelment of electric work must have Electrical contractor license in the state of Madhya Pradesh.**
21. **The contractors and vendors already in the existing panel of Bhopal Zone or its Regions shall also apply a fresh against this advertisement.**

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ANNEXURE A

Mandatory information required for Empanelment (To be furnished on the letterhead of the applicant)

Important:

1. Please type or write in capital letters.
2. The contractors, vendors and consultants who intend to apply for more than one trade have to apply for each trade separately.
3. **Attach copies of the supporting documents.**
4. Attach extra sheets with Sr. No if the space found insufficient.
5. Applications of those agencies who do not furnish below information will be summarily rejected.

1.1.1	Trade (The contractors and vendors who intend to apply for more than one trade have to apply for each trade separately)	
1.1.2	Category	
1.2	Name of the applicant / organization	
1.3	Address of the Registered Office (Enclose certified copies of documents as evidence)	
1.4	Address of office (with Phone No, Fax No & Email ID & Contact Person) (Enclose certified copies of documents as evidence)	
1.4.1	Contact no.	
1.4.2	Fax no.	
1.4.3	Email id	
1.4.4	Contact Person	
2	Year of establishment	
3	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.) (Enclose certified copies of documents as evidence)	

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4	Name & qualification of the Proprietor / Partners / Directors of the Organization / Firm a) b) Enclose certified copies of document as	
5	Details of registration – Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number. Enclose certified copies of document as evidence	
6	Whether registered with Government / Semi-Government / Municipal Authorities of any other Public Organization and if so, in which class and since when? (Enclose certified copies of document as evidence)	
7	a. No. of years of experience in the field and details of work in any other field. b. Whether ISO certified, furnish the Details.	
8	Area of business activities other than construction, if any, and place of business.	
9	Registration of firm under Shop & Establishment Act 1948	
10	Address through which the proposed work of the Bank will be handled	
10.1	Name & Designation of officer in charge.	
11.1	Yearly turnover of the organization during last 3 years (year wise) (Avg. turnover of last 3 years as per the respective category supported by the audited balance sheet and Profit & Loss A/c (Audited) for the last –3- years.	
11.2	Average turnover in	
11.2.1	FY 2020-2021 (If audited balance sheet of FY2023-24 is not finalized.	
11.2.2	FY2 021-2022	
11.2.3	FY 2022-2023	
11.2.4	FY 2023-2024 (unaudited if audited is not)	
12	Name & Address of Bankers (Solvency certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the organization)	

13	Enclose copy of latest income tax clearance certificate.	
14	PAN No.	
15	GST Registration No.	
16	Detailed description and value of works done (Proforma-1) and works on hand (Proforma-2)	
17	Empanelment with other Companies/ PSUs	
18	Other infrastructural information to be used/ referred for this project (Proforma-4) List of available plants, machineries equipment's etc.	
19	Furnish the names of –3- responsible persons along with their designation, address, Tel. No. etc., for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your organization.	
19.1	Name	
	Address	
	Contact no.	
	Email id	
	Organization	
19.2	Name	
	Address	
	Contact no.	
	Email id	
	Organization	
19.3	Name	
	Address	
	Contact no.	
	Email id	
	Organization	

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20	Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place, and status of pending litigation.	Attach a separate sheet if required.
21	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
22	Have you been ever disqualified or levied penalty by the bank in past for non-fulfilment of the contractual obligations. If yes, please provide details.	
23	Have you in past carried out any works for Bank of Baroda or its subsidiaries? If yes, give details.	
24	Electrical contractor license no (Enclose Copy)	
25	Details description and value of works done (proforma -1) and works on hand (proforma -2)	
26	Details of key personal employed (proforma -3)	

NOTE: - ATTACH EXTRA SHEETS WITH S. NO. IF THE SPACE FOUND LESS.

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PROFORMA – 1

LIST OF PROJECTS EXECUCUTED BY THE ORGANISATION DURING THE LAST 7 YEARS

(Minimum Value of Work done not less than 40 % of the respective category) i.e. not Less than (1) Rs.1 lacs for Category A (2) Rs.6 lac for Category B.

Notes:

- Information has to be filled up specifically in this format. Please do not write remark **“As indicated in Brochure”**.

PROFORMA - 2

Sr No	Name of work/ project with address.	Name & full postal address of the owner. Specify	Contract Amount (‘)	Stipulated time of completion (Years)	Actual time of completion (years)	Any other relevant information. Actual amount of the Project, if increased, give reasons.	Enclose clients’ certificate for satisfactory completion.
1	2	3	4	5	6	7	8

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LIST OF IMPORTANT WORKS ON HAND

(Minimum Value of Work done not less than 40 % of the respective category) i.e. not Less than (1) Rs. 1 lacs for Category A (2) Rs. 6 lac for Category B

Sl. no	Name of work/project with address.	Name & full postal address of the owner. Specify whether Govt. undertaking along with name, address and contact nos. of -2- persons (Engineers or top officials of the organization)	Contract Amount (₹) with copy of Work Order & completion certificate from project in-charge.	Stipulated time of completion (Years)	Present status of the project	Any other relevant Information.
1	2	3	4	5	6	7

Note:-Information has to be filled up specifically in this format. Please do not write remark **“As indicated in Brochure”**.

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PROFORMA - 3

DETAILS OF KEY PERSONNEL, GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN HOUSE ESTABLISHMENT.

Sr. No	Name & designation	Age	Qualification	Experience	Nature of works handled	Name of the projects handled along with amounts	Date from which employed in your organization.	Indicate details of experience for similar projects.
1	2	3	4	5	6	7	8	9

Notes:

1. Information has to be filled up specifically in this format. Please do not write remark **“As indicated in Brochure”**.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

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PROFORMA – 4

Details of Infrastructure in Office

Sr. No.	Items	Numbers	Details
1	Office Premises, Area, etc.		
2	Fax Machine		
3	Email id		
4	Telephones		
5	Other instruments		
6	Details of Workshop Setup		
	(i)		
	(ii)		
	(iii)		

I/We confirm that to the best of our knowledge this information mentioned by me/us in Annexure A (Proforma 1, 2, 3 & 4) is authentic and accept that any deliberate concealment will amount to disqualification by the Bank at any stage.

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