

**INDIAN BANK**  
**Zonal Office, Indian Bank Building, B-2(East), Saheed Nagar,**  
**Bhubaneswar-751007.**

## **Application form for Civil, Furnishing and Electrical Contractors**

To be submitted to:

The Zonal Manager  
Indian Bank  
Zonal Office, Bhubaneswar,  
Indian Bank Building, B-2 (East), Saheed Nagar,  
Bhubaneswar-751007

Last date for submission of Application: **03.00 pm on 08.07.2021**

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## **NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF CIVIL and ELECTRICAL CONTRACTORS**

Indian Bank, Zonal Office, Bhubaneswar invites applications from eligible Contractors (Civil/Electrical) for empanelment.

### **A. Eligibility criteria for Civil, Furnishing & Interior Decoration Contractors :**

- Should be empanelled in **at least 2 other PSBs / PSUs**
- Should have experience of **minimum 5 years**
- Should be profit making organization during the **last 3 years**
- Depending on the category under which the Contractor is to be empanelled, the experience may be **minimum 5 works in the last 3 years ending 31.03.2021**, in any of the following categories :
  1. Cat –A: Less than and including Rs. 10 Lakh
  2. Cat –B: Above Rs. 10 Lakh and less than and including Rs. 25 Lakh
  3. Cat –C: Above Rs. 25 Lakh and less than and including Rs. 50 Lakh
  4. Cat –D: Above Rs. 50 Lakh and less than and including Rs. 80 Lakh
- Average **Financial Turnover** during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be **at least 30 %** of the upper range of the category in which the contractor is to be empanelled, For e.g. Less than and including Rs. 10 Lakh – the average turnover during the last 3 years should be Rs. 3.00 Lakh.
- Should be **solvent** to the extent of **40% of the** upper range of the category in which the contractor is to be empanelled, For e.g. Less than and including Rs. 10.00 Lakh, should be solvent to the extent of Rs. 4.00 Lakh. Copy of latest solvency certificate issued by a scheduled commercial Bank to be furnished after the cut off date prescribed by Bank.
- The contractor should have **adequate tools and equipment** required for proper execution of work in the prescribed time.
- The contractor should have **sufficient number of technical and administrative personnel** for proper execution of contract. The contractor should submit a list of their employees.

### **B. Eligibility criteria for Electrical Contractors :**

- Should be empanelled in **at least 2 other PSBs / PSUs**
- Should have experience of **minimum 5 years**
- Should be profit making organization during the **last 3 years**
- Depending on the category under which the Contractor is to be empanelled, the experience may be **minimum 5 works in the last 3 years ending 31.03.2021**, in any of the following categories :

1. Less than and including Rs. 2 Lakh
  2. Above Rs. 2 Lakh and less than and including Rs. 6 Lakh
  3. Above Rs. 6 Lakh and less than and including Rs. 15 Lakh
  4. Above Rs. 15 Lakh and less than and including Rs. 30 Lakh
- Average **Financial Turnover** during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be **at least 30 %** of the upper range of the category in which the contractor is to be empanelled, For e.g. Less than and including Rs. 2 Lakh – the average turnover during the last 3 years should be Rs. 0.60 Lakh.
  - Should be **solvent** to the extent of **40% of the** upper range of the category in which the contractor is to be empanelled, for e.g. Less than and including Rs. 2 Lakh, should be solvent to the extent of Rs. 0.80 Lakh. Copy of latest solvency certificate issued by a scheduled commercial Bank to be furnished after the cut off date prescribed by Bank
  - Should be in possession of **“A” Grade Licence (or)** respective license as per the voltage level issued by competent authority (Respective State Govt. Electrical Inspectorate).
  - The contractor should have **adequate tools and equipment** required for proper execution of work in the prescribed time
  - The contractor should have **sufficient number of technical and administrative personnel** for proper execution of contract. The contractor should submit a list of their employees.

The application forms can be obtained from the office of Zonal Manager, Indian Bank, Premises Department, Zonal Office, Indian Bank Building, B-2(East), Saheed Nagar, Bhubaneswar-751007, up to 15.00 Hrs on all working days during office hours from 21.06.2021 to 07.07.2021 & up to 11.00 Hrs on 08.07.2021 on payment of Rs 500/- (by way of Demand Draft ) in the Name of Indian Bank payable at Bhubaneswar.

The Application forms are also available on the website [www.indianbank.in](http://www.indianbank.in)

The applicant may download the Application form from the above website & submit the completed form along with Demand Draft of Rs 500/- favoring Indian Bank to the below mentioned address.

Application without complete information and certified photocopies of documents in support of fulfilling the empanelment criteria and Demand Draft will not be entertained.

If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from tendering / taking up the work in Indian Bank.

Bank reserves the right to verify the particulars furnished by the applicant independently.

Applications for empanelment supported by prescribed annexure should be submitted in sealed envelope duly superscribed “ **Empanelment of Architects/ Structural Consultants/ Furnishing/Civil / Interior Contractors** ”.

The applications will be received upto 15.00 HRS on all working days during the office hours until 08.07.2021

Bank reserves the right to reject any or all applications without assigning any reason.

**Last Date for issuance of Application forms : Dt. 08.07.2021 Time: 11.00 hrs.**

**Last date for submission of filled in Application: Dt. 08.07.2021 Time: 15.00 hrs.**

The Zonal Manager  
Indian Bank  
Zonal Office, Bhubaneswar,  
Indian Bank Building, B-2 (East), Saheed Nagar,  
Bhubaneswar-751007

**Phone: 0674-2543514**

## INDIAN BANK

### EMPANELMENT OF CIVIL/FURNISHING/ELECTRICAL CONTRACTORS – APPLICATION FORM

Sl.No	Particulars	
1.	Name of the Firm	
2.	Address	
3.	Telephone Nos. Including Mobile	
4.	Fax No.	
5.	Constitution of the Firm (Please enclose relevant documents like copy of partnership deed, Memorandum/articles of association etc.)	
6.	Year of Establishment	
7.	Name of Partners/Associates	
8.	Bio-data of Partners/Associates, Details may be given in the Enclosed format ( <b>Form-A</b> , as given in “Prequalification of Architects)	
9.	Name and Value of <b>Major interior works Completed</b> during the last 5 years Details may be given in the enclosed format – <b>Form B</b> of “Selection of Contractors”( Please enclose copies of work order, completion certificate issued by the client etc.)	
10.	Name and Value of <b>Major interior works in the hand</b> - Details may be given in the enclosed format – <b>Form-C</b> of “Selection of Contractors” of respective works.( please enclose copies of work orders)	
11.	Name and Value of <b>other major interior works in the hand</b> – Details may be given in the enclosed format – <b>Form-C</b> of “Selection ( Please enclose copies of work orders)	
12.	List of Technical personnel employed – Please attach separately	
13.	List of other personnel employed – Please attach separately	
14.	List of Office Equipments owned by the Company.	
15.	Banker’s Name	
16.	Latest ITCC to be enclosed	
17.	List of Empanelment with other organisations.( Please enclose copies of letters issued by the organisations)	
18.	Details of solvency certificate(copy to be enclosed)	
19.	Details of IT return filed for the past three years(copy to be enclosed)	
20.	Details of confidential opinion obtained from other banks/PSU/Govt. Organizations (copy to be enclosed)	
21.	Details of audited balance sheet for the past three years (copy to be enclosed)	

22.	Particulars of participation in Competitions	
23.	Recommendations of Zonal office informing the maximum ceiling limit fixed for the firm	
24.	GST No.	
25.	ESI & PF Registration No. if any	
26.	MSME Registration No. if any	

Note: Please enclose separate sheets, photographs, documents etc wherever required.

Signature(s) of applicant(s)

**Bio-data of the Partners/Associates**

<b>Sl.No.</b>	<b>Particulars</b>	
1.	Name	
2.	Associates with the firm, since	
3.	Year of opening/incorporation	
4.	Professional qualifications (please enclose copy of certificate)	
5.	Professional Experience	
6.	Professional Affiliation	
7.	Membership in	
8.	Details of Published papers in Magazines	
9.	Details of Cost effective methods/design adopted in the projects	
10.	Exposure to new materials/Techniques	
11.	Details of Features of green buildings provided in the buildings	
12.	Details of Modern amenities provided in the buildings	

Signature(s) of applicant(s)

Date:

Place:



**FORM-B**

**Details of all works of similar class completed during the last five Years.**

Ending:.....

Sl.No.	Name of work/project & location	Owner or sponsoring organizations	Agreement No	Scope of work*	Cost of work in Crores	Date of commencement as per contract	Stipulated Date of Completion	Actual date of completion	Litigation/Arbitration pending/In progress with details**	Name and address/Tel No of Officer to whom reference may be made	remark
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Note : \* Indicate Number of units and Number of floors where repair/renovation works were carried out.  
\*\* Indicate gross amount claimed and amount awarded by the Arbitrator

Signature(s) of applicant(s)

**FORM-C**

**PROJECTS UNDER EXECUTION OR AWARDED**

Sl.No.	Name of work/project & location	Owner or sponsoring organizations	Agreement No	Cost of work	Date of commencement as per contract	Stipulated Date of Completion	Upto date percentage progress of work	Slow progress, if any and reasons thereof	Name and address/Tel No of Officer to whom reference may be made	Remarks(Indicate whether any show cause notice issued or Arbitration initiated during the progress of work)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Signature(s) of applicant(s)

**PERFORMANCE REPORT FOR WORKS REFERED TO IN FORM 'B' & 'C'**

SL NO	DETAILS	REMARK
1	Name of the work/project & Location	
2	Scope of work	
	a Total number of Units	
	b Number of Floors	
3	Agreement No.	
4	Estimated Cost	
5	Tendered Cost	
6	Value of work done	
7	Date of Start	
8	Date of Completion	
	a Stipulated date of completion	
	b Actual date of completion	
9	Amount of compensation levied for delayed Completion, if any.	
10	Performance report based on Quality of Work, Time management, and Resourcefulness	VeryGood/Good/fair/Not satisfactory

DATE:

SUPERINTENDING ENGINEER/CHIEF PROJECT MANAGER OR EQUIVALENT.

**STRUCTURE AND ORGANISATION**

1	Name and address of the applicant	
2	Telephone No./Fax No./e-Mail Address	
3	Legal Status (attach copies of original document defining the legal status)  (a) An Individual (b) A proprietary Concern (c) A Firm in partnership (d) A Limited Company or Corporation	
4	Particulars of registration with various Government bodies (Attach attested photo-copy)  a) Registration Number b) Organization / Place of registration	
5	Names and Titles of Directors and officers with designation to be concerned with the work with Designation of individuals authorized to act for the organization	
6	Was the applicant ever required to suspend works for a period of more than six months continuously after commencement of works. If so, give the name of the project and give reasons thereof	
7	Has the applicant or any constituent partner in case of partnership firm/ Company, ever abandoned the awarded work before its completion? If so, give the name of the project and give reasons thereof.	
8	Has the applicant or any constituent partner in case of partnership firm / Company, ever been debarred/black listed for tendering in any organization at any time? If so, give details	
9	Has the applicant or any constituent partner in case of partnership Firm or any Director in case of a Company or any criminal proceedings presently pending, ever been convicted by a court of law? If so, give details	
10	In which field of civil, electrical, interior, Furniture and Furnishing works, you can claim specialization and interest	
11	Any other information considered necessary but not included above	

Signature(s) of applicant(s)

**DETAILS OF KEY TECHNICAL AND ADMINISTRATIVE PERSONNEL EMPLOYED BY THE FIRM / COMPANY**

SL NO	Designation	Total Number	Names	Qualification	Professional Experience	Length of continuous service with employer
1	2	3	4	5	6	7

**Note : additional information about Technical personnel , if any , may be submitted on separate sheet.**

Signature(s) of Applicant(s)

**FORM 'A'**

**DETAILS OF TOOLS PLANT AND EQUIPMENT LIKELY TO BE USED IN CARRYING OUT THE WORK (IF APPLICABLE)**

SL NO	Name of the Equipment/ Instrument	Nos	Capacity or Type	Age	Condition	Ownership status			Current location	Remarks
						Presently owned	To be purchased	Leased		
1	2	3	4	5	6	7	8	9	10	11

Signature(s) of Applicant(s)

**FINANCIAL INFORMATION**

- I Financial Analysis – Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last 3 years ended 31.03.2011 duly certified by the Chartered Accountant, as submitted by the applicant to the Income -Tax Department (Copies to be attached).

## YEARS

	2017-18	2018-19	2019-20
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- (i) Gross Annual turn-over in \_\_\_\_\_ Works:
- (ii) Profit (+)  
or  
Loss (-)
- (iii) Financial position :
- a) Cash
  - b) Current Assets
  - c) Current Liabilities
  - d) Working capital( b-c)
  - e) Current ratio(b/c)
  - f) Acid Test Ratio (a/c)

Please enclose :

- I. Income Tax Assessment orders/IT Returns submitted for the last 3 years.
- II. Solvency Certificate from Bankers (Scheduled bank) of Applicant.
- III. Financial arrangements for carrying out the proposed work

Signature(s) of Applicant(s)

Signature of Chartered Accountant with seal

**PROFORMA ON ISO CERTIFICATION**  
(If available)

1. Year of Certification :
  
2. Name and Address of Certifying Agency:
  
3. Name of Management Representative :
  
4. Validity of Certificate :

Note : Attested copy of certificate (attested by Government officer or Notary Public) to be enclosed.

Signature(s) of Applicant(s)



## **IMPORTANT INSTRUCTIONS TO APPLICANTS WHO DOWNLOAD THE DOCUMENT FROM WEB.**

The applicants who have down-loaded the document from the web, should read the following important instructions carefully before submitting the documents:-

- a) The applicants should see carefully & ensure that the **document** contains **15 (fifteen)** pages in total.
- b) The printout of the document should be taken on 'A 4' size paper only & the printer settings etc are such that document is printed as appearing in the web & there is no change in formatting, number of pages etc.
- c) The applicant should ensure that **no page** in the down-loaded document is **missing**.
- d) The applicant should ensure that all pages in the down-loaded document are **legible, clear** & are printed on a good quality paper.
- e) The applicant should ensure that **every page** of the down-loaded document is **signed by applicant with stamp (seal)**.
- f) The applicant should ensure that the down-loaded document is **properly bound and sealed** before submitting the same.
- g) In case of any correction / addition / alteration / omission in the document by the applicant, it shall be treated as non – authenticated and is not acceptable.
- h) The applicant shall furnish a declaration to the effect that no addition deletion / corrections have been made in the document submitted and it is identical to the document appearing on Website.
- i) The applicant should read carefully & **sign the declaration** given below in the page number '**19**' before submitting the document.
- j) In case of any doubt in the down-loaded document, the same should be got clarified from the Zonal Office 18th Floor, F wing Cuffe Parade, Mumbai 400 005. Phone No: 022-22151871 before submitting the document.

**LETTER OF TRANSMITTAL**

To

The Zonal Manager  
Indian Bank  
Zonal Office, Bhubaneswar,  
Indian Bank Building, B-2 (East), Saheed Nagar,  
Bhubaneswar-751007

Sir,

**Sub: Empanelment as \_\_\_\_\_ in your Bank**

Having examined the details given in Web-Notice for empanelment as \_\_\_\_\_ in your Bank, I/we hereby submit the documents (issued / downloaded from web) and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms \_\_\_\_\_ to \_\_\_\_\_ and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for empanelment and have no further pertinent information to supply.
3. I/We submit the requisite certified solvency certificate and authorize the Zonal Manager, Indian Bank (or his representative) to approach the Bank issuing the solvency certificate to confirm the correctness thereof.
4. I/We also authorize the Zonal Manager, Indian Bank (or his representative) to approach individuals, employers, firms and corporation to verify our competence and general reputation.
5. I/We also submit prescribed declaration in respect of downloaded document. (Applicable only in case of application on downloaded document)
6. I/We submit the following certificates in support of our suitability, technical know-how & capability for having successfully completed the following works

SL.NO	Name of Work	Certificate from

Enclosures:

Seal of applicant

Date of submission

Signature(s) of applicant(s)

# DECLARATION

(TO BE GIVEN BY THE APPLICANT WHO HAVE DOWNLOADED THE DOCUMENT FROM THE WEB )

It is to certify that

- 1) I / We have submitted the document in the proforma as **down-loaded directly from the web site & there is no change in formatting, number of pages etc.**
- 2) I / We have submitted document which **are same / identical** as available in the website.
- 3) I / We have **not made any modification / corrections / additions etc** in the documents downloaded from web by me / us.
- 4) I / We have checked that **no page is missing** and all pages as per the index are available & that all pages of document submitted by us are **clear & legible.**
- 5) I / We have **signed (with stamp) all the pages** of the document before submitting the same.
- 6) I / We have **sealed** the documents properly before submitting the same.
- 7) I / We have read carefully & understood the instructions to all the applicants & to the applicants who have down-loaded the document from the web.
- 8) In case at any stage later, it is found that there is difference in our downloaded documents from the original, BANK shall have the absolute right to take any action as deemed fit without any prior intimation to me / us.

Dated:

Signature(s) of applicant(s)