



**Indian Bank Management Academy for Growth & Excellence (IMAGE)
M.R.C.Nagar, R.A.Puram, Chennai-600 028**

IMAGE invite applications from the vendors for pre-qualification and empanelment for the following work:

Supply, Installation, testing and commissioning of audio system in Conference Hall II, IMAGE

Eligibility Criteria:

Vendors with experience in audio system works value of which is not less than Rs.12 lakhs on an average per annum in the last three years ended 31.03.2010 only need to apply.

The pre-qualification application forms are available for downloading from the web site of our Bank www.indianbank.in or can also be had from the Chief Manager (Admn) IMAGE (address given above) during office hours on all working days up to and inclusive of 21.02.2011.

Vendors satisfying the eligibility criteria may submit their applications with all credentials to The Chief Manager (Admn) IMAGE (address given above) at 4.00 p.m. on or before 22.02.2011. All Certificates/documents submitted with applications should be either copies certified by the concerned agencies or a Government Officer or self attested Photostat copies. Original shall be produced for verification as and when required.

Applications without certified copies or self attested photo copies of documents in support of fulfilling pre-qualification criteria as above will be rejected.

Incomplete and late applications will be summarily rejected. IMAGE reserves the right to reject any or all applications without assigning any reason whatsoever.

PRINCIPAL

**INDIAN BANK MANAGEMENT ACADEMY FOR GROWTH AND EXCELLENCE(IMAGE)
M.R.C.Nagar, R.A.Puram, Chennai-600 0028**

**APPLICATION FORM FOR PRE-QUALIFICATION OF VENDORS FOR
SUPPLY,INSTALLATION,TESTING AND COMMISSIONING OF AUDIO SYSTEM IN
CONFERENCE HALL II AT IMAGE**

01	Name of the Organisation	
02	Address/telephone/Mobile/ Fax Numbers /Email Id	
03	Year of Establishment	
04	Constitution (Company/Partnership Firm/ Proprietary Concern)	
04	Name/s of Directors/Partners/ Proprietor	
05	Whether registered with the Registrar of Companies/Registration of firms. If so, mention number and date	
06	(a) Name and address of Bankers (b) Enclose solvency Certificate from the Bankers (not less than Rs.15 lakhs)	

07	Whether registered for sales tax purposes, and if so, mention number and date wherever applicable	
08	Whether an assessee of Income Tax. Mention PAN No. and submit copies of latest IT returns	
09	Documents submitted as a proof of average annual turn over of Rs.12 lakhs during the last three years.	
10	Detailed description and value of works done for others (other than Indian Bank) in the past.	
11	Detailed description and value of works done for Indian Bank in the past	
12	Specify the maximum value of work executed in a year	
13	Furnish the names of three responsible persons who will be in a position to certify about the quality as well as the past performance of your organisation	1. 2. 3.

Note: Where copies are required to be furnished, copies certified by the concerned agencies or a Government Officer or self attested Photostat copies are to be furnished.

Place

SIGNATURE

Date:

SEAL

ANNEXURE -1

clauses in the PQ document

- Should have a full fledged/ equipped office at Chennai with required technical support.
- Should have an experience of at least 3 years in the field.
- Attested copies of performance certificate issued by the clients of the Tenderer should be enclosed, in support of their experience.
- The Tenderer must have an average annual turnover of Rs.12.00 lakh (Rupees Twelve lakh only) during the last three years. Copy of TDS certificates issued by employer in support of eligibility criteria mentioned above to be furnished.
- Should be registered with Service Tax Department and be an income tax assessee (copy of PAN to be enclosed).
- Work Experience during the last 3 years ending 31.03.2010 (a) 3 similar completed works each costing not less than Rs.15 lakhs or (b) 2 similar completed works each costing not less than Rs.19 lakhs or (c) one similar completed work costing not less than Rs.31 lakhs. The tenderer should furnish documentary proof for the same.
- The Tenderer should provide a Banker's Solvency certificate for Rs.15 lakh issued by a scheduled bank on or after 30.09.2010.
- Applications containing inadequate information/documents will be liable for rejection.
- Pre-qualification criteria as stated above shall be scrutinized against supporting documents.
- The Tenderer would be liable for disqualification if it is found at any stage of the bid process that
 - (a) Misleading or false representations have been made or deliberately suppressed any relevant information in the forms, statements and enclosures required in the pre-qualification document.
 - (b) Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures / weaknesses, etc.
- Bids shall be called from only those vendors who are satisfy the PQ criteria and applicants who do not satisfy the above conditions will not be considered
- Bank reserves the right to reject any or all applications without assigning any reason whatsoever.

ANNEXURE -2 – ENCLOSURES TO PQ DOCUMENT

IMPORTANT INSTRUCTIONS TO APPLICANTS WHO DOWNLOAD THE PQ DOCUMENT FROM WEB.

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

- a) The applicants should see carefully & ensure that the **complete PQ document** contains all the pages in total (counting from the Letter of Transmittal).
- b) The printout of PQ 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 PQ document is **missing**.
- d) The applicant should ensure that all pages in the down-loaded PQ document are **legible, clear** & are printed on a good quality paper.
- e) The applicant should ensure that **every page** of the down-loaded PQ document is **signed by applicant with stamp (seal)**
- f) The applicant should ensure that the down-loaded PQ document is **properly bound and sealed** before submitting the same.
- g) In case of any correction / addition / alteration / omission in the PQ 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 PQ document submitted and it is identical to the PQ document appearing on Website.
- i) The applicant should read carefully & **sign the declaration** before submitting the PQ document.
- j) In case of any doubt in the down-loaded PQ document, the same should be got clarified from IMAGE , Ph No: 24955603 before submitting the PQ document.

LETTER OF TRANSMITTAL

To

The Principal, IMAGE

Sub: Pre qualification document for supply, installation, testing and commissioning of audio system in Conference Hall II, IMAGE

Sir,

Having examined the details given in pre-qualification Web-Notice and PQ document for the above work, I/we hereby submit the PQ 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 A to G and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I/We also authorize Officials of Indian Bank to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I/We also submit prescribed declaration in respect of downloaded PQ document.(Applicable only in case of application on downloaded PQ document)
5. 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 PQ DOCUMENT FROM THE WEB)

It is to certify that

- 1) I / We have submitted the PQ 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 PQ document which **are same / identical** as available in the website.
- 3.) I / We have **not made any modification / corrections / additions etc** in the PQ 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 PQ document submitted by us are **clear & legible.**
- 5) I / We have **signed (with stamp) all the pages** of the PQ document before submitting the same.
- 6) I / We have **sealed** the PQ 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 PQ document from the web.
- 8) In case at any stage later, it is found that there is difference in our downloaded PQ 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)

FORM 'A'

FINANCIAL INFORMATION

Copies of audited balance sheet of the Company including Profit and Loss Account for the last 3 years ended 31.03.2010

2007-08

2008-09

2009-10

Please note : The Company should have been a profit making one during the last 3 years.

SIGNATURE OF APPLICANT(S)

FORM 'B'

**DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST THREE YEARS
ENDED 31.03.2010**

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

Signature of Applicant(s)

ADDITIONAL INFORMATION FOR COMPLETED WORKS

1. Name of work

2. Location

3. Client's name and address

4. Consultants name and address.

5. Type of works

6. Specialized service, if any, provided,
with cost details,

SIGNATURE OF APPLICANT(S)

FORM C

PROJECTS UNDER EXECUTION OR AWARDED

SL NO	Name of work/project & location	Owner or sponsoring organizations	Cost of work (Rs. In Lakh)	Date of commencement as per contract	Stipulated Date of completion	Upto date percentage progress of work	Slow progress if any and reasons there of	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

Signature of Applicant(s)

FORM 'D'

PERFORMANCE REPORT FOR WORKS REFERRED TO IN FORM 'B' & 'C'

1. Name of the work/
Project & Location.
2. Estimated Cost
3. Tendered Cost
4. Value of work done
5. Date of Start

6. Date of completion
 - a. Stipulated date of completion.

 - b. Actual date of completion.

Reasons for delay, if any.

7. Performance report based on
Quality of Work, Time Management,
and Resourcefulness : Very Good / Good / Fair

DATE

SUPERINTENDING ENGINEER
CHIEF PROJECT MANAGER
OR EQUIVALENT

FORM 'E'

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 this work with Designation of individuals authorized to act for the organization.
6. 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 AUDIO works (AUDITORIUM, HALLS ETC.), you can claim specialization and interest
11. Any other information considered necessary but not included above.

SIGNATURE OF APPLICANT(S)

FORM E-1

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 of Applicant(s)

